

# Important Notice

## Requirement of Address Proof

The original or a copy of the proof of address issued within the last three months has to be produced when submitting a licensing application. In accordance with the relevant legislation, the Transport Department may suspend processing the application in the absence of address proof. [\[Please refer to the list of acceptable proof of address\]](#)

## Change of Address

According to the law, driving licence holders or registered vehicle owners have to notify the Transport Department within 72 hours of their change of address. Any person without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. You may notify the Transport Department of change in address with your proof of new address in writing, through [MyGovHK](#) or by submitting [the specified form](#) (“Change of Personal Particulars or Vehicle Particulars”).



If you are a registered elector and your residential address has changed, please notify the Registration and Electoral Office (REO) as early as possible. For enquiries, please call the REO hotline 2891 1001.

大嶼山封閉道路通行許可證申請表格  
(非專營巴士作旅遊服務專用)

**LANTAU CLOSED ROAD PERMIT APPLICATION FORM  
(FOR TOUR SERVICE OF NON-FRANCHISED BUS ONLY)**

填寫前請參閱附頁的「須知事項」。請以正楷填寫各項資料。

Please read the guidance notes attached before completing this form. Please complete all items in BLOCK LETTERS.

**申請人資料 PARTICULARS OF APPLICANT**

1. 公司／團體／非專營巴士營辦商名稱 Full Name of Company / Organization / Non-franchised bus operator	中文 (In Chinese)	英文 (In English)	
	公司註冊證書號碼 Certificate of Incorporation No.		
	旅行社牌照號碼／客運營業證編號 Travel Agents Licence No. / Passenger Service Licence No.		
	地址 Address  「注意：上述通訊地址只供本次大嶼山封閉道路通行許可證申請之用，並不可用作更新申請人於本署的其他地址紀錄（包括駕駛執照持有人／登記車主曾向運輸署署長提供的地址）。(Note: The above mailing address is for Lantau Closed Road Permit application only and could not be used in updating other address records including that previously provided to the Commissioner for Transport by the driving licence holder/registered owner.)		
2. 聯絡方法 Contact Details	聯絡人姓名 Name of Contact Person	電話號碼 Telephone no.	傳真號碼 Fax no.

**申請詳情 DETAILS OF APPLICATION**

3. 擬使用日期及時間 Intended Date and time of Use	使用日期 Date of Use _____  進入東涌道時間 _____ 離開東涌道時間 _____ Time of entering into Tung Chung Road _____ Time of leaving Tung Chung Road _____
4. 項目名稱及目的地 Name of Event and Destination	
5. 非專營巴士數目及車輛登記號碼 Number of Non-franchised buses & Vehicle registration number	車輛登記號碼 Vehicle Registration Number (1) _____ (2) _____ (3) _____  備用車輛車輛登記號碼 Vehicle Registration Number of reserved vehicle (1) _____ (2) _____ (3) _____  「請注意車輛車長不能超過 12 米」(Please note that vehicle length must not be longer than 12 metres)
6. 旅客類別 Category of visitors	( ) 本地旅客 Local visitors ( ) 外國/內地旅客 Overseas/Mainland visitors

**聲明 DECLARATION**

據本人所知所信，以上填報各項資料均屬真確。本人明白如明知而作出虛假的陳述，根據香港法例第 374 章道路交通條例第 111 條第 3 款的規定，本人可被判罰 \$5,000 元及監禁 6 個月。本人承諾，如上文填報各項詳情有任何更改，定必會立即以書面通知運輸署。

本人已閱讀附頁的「須知事項」，並同意遵守有關規定。

I, \_\_\_\_\_ [name and post held in the applicant], on behalf of the applicant, declare that to the best of my knowledge and belief, the information, given above is true and correct. I understand that if I knowingly make any statement which is false in a material particular, I shall be liable under section 111(3) of the Road Traffic Ordinance (Cap. 374) to a fine of \$5,000 and to imprisonment for 6 months. I undertake to notify the Transport Department in writing immediately upon any change in the particulars given above.

I have read the "Notes to help you" attached to this form, and agree to comply with the requirements concerned.

公司／團體／非專營巴士營辦商蓋章

Company / Organization / Non-franchised bus operator Chop \_\_\_\_\_

日期

Date \_\_\_\_\_

## 須知事項 Notes to Help You

大嶼山南部的道路為**封閉道路**。在大嶼山封閉道路行駛的車輛，必須持有有效的『**大嶼山封閉道路通行許可證**』。車輛必須遵守大嶼山封閉道路通行許可證上及運輸署發出相關批准信上所載的使用條件限制。

Roads in south Lantau are designated as **closed road**. Vehicles running on the closed roads in south Lantau are required to possess valid **Lantau Closed Road Permit** and are subject to the usage conditions as stated on the Lantau Closed Road Permit and the relevant approval letter issued by the Transport Department.

請注意車輛車長不能超過12米。

Please note that vehicle length must not be longer than 12 metres.

### (A) 申請許可證必須提交的文件 Supporting documents that should be provided

申請人須負責提供符合資格的證明，下列第 1 或第 2 段的文件應連同申請表格之第 1 頁一併以**傳真方式**遞交，以支持所提出的申請。運輸署有權要求申請人出示有關文件的正本以供審查。每次申請均需重新提交所有必要文件。

Responsibility for producing proof of eligibility rests with the applicant. To support the application, relevant documents in paragraph 1 or 2 below should be **faxed** together with page 1 of the application form. The applicant may be required to produce the original documents for inspection by the Transport Department. All necessary documents must be provided for each application.

#### 1. 接載外國/內地旅客

For carrying overseas/mainland visitors

- (a) 有關非專營巴士有效的車輛登記文件 (如有的話) ；

A copy of valid vehicle registration document(s) of the non-franchised bus(es) concerned (if available);

- (b) 有關客運營業證的附件 (TD 260D)，顯示有關非專營巴士已獲得運輸署批准的相關服務批註，以提供相關的非專營巴士服務 (如有的話)；及

A copy of Annexure of the Passenger Service Licence (TD 260D) concerned showing that the non-franchised bus(es) has / have obtained prior endorsement from the Transport Department to provide respective non-franchised bus service (if available); and

- (c) 下列其中一項：

Any of the following: -

- i. 位於嶼南酒店的房間訂單，並顯示入住日期；或

Booking order of a hotel in south Lantau covering the date(s) of staying; or

- ii. 非專營巴士營辦商或旅行社與委託機構雙方蓋印核實的訂單，確認服務及前往大嶼山南部的日期；或

Booking orders made between a non-franchised bus operator or travel agent and its client with official chop / signature of both, confirming the order and showing the date of travel to south Lantau; or

- iii. 關於前往大嶼山南部旅遊活動的印刷品，須顯示活動日期及主辦單位蓋章

Printed materials about the trip to south Lantau showing the date of travel with official chop / signature.

- (d) 申請人的商業登記證／公司註冊證書／非香港公司註冊證明書／公司更改名稱證明書／註冊非香港公司變更名稱註冊證書。

The applicant's Business Registration Certificate / Certificate of Incorporation / Certificate of Registration of Non-Hong Kong Company / Certificate of Change of Name / Certificate of Registration of Alteration of Name of Registered Non-Hong Kong Company.

#### 2. 接載本地旅客

For carrying local visitors

- (a) 有關非專營巴士有效的車輛登記文件 (如有的話) ；

A copy of valid vehicle registration document(s) of the non-franchised bus(es) concerned (if available);

- (b) 有關客運營業證的附件 (TD 260D)，顯示有關非專營巴士已獲得運輸署批准的相關服務批註，以提供相關的非專營巴士服務 (如有的話)；及

A copy of Annexure of the Passenger Service Licence (TD 260D) concerned showing that the non-franchised bus(es) has / have obtained prior endorsement from the Transport Department to provide respective non-franchised bus service (if available); and

(c) 下列其中一項：

Any of the following: -

- i. 關於前往大嶼山南部旅遊活動的印刷品，須顯示活動日期及主辦單位蓋章；或  
Printed materials about the trip to south Lantau showing the date of travel with official chop / signature; or
- ii. 非專營巴士營辦商或旅行社與委託機構雙方蓋印作實的訂單，確認服務及前往大嶼山南部日期。  
Booking orders made between a non-franchised bus operator or travel agent and its client with official chop / signature of both, confirming the order and showing the date of travel to south Lantau.

(d) 申請人的商業登記證／公司註冊證書／非香港公司註冊證明書／公司更改名稱證明書／註冊非香港公司變更名稱註冊證書。

The applicant's Business Registration Certificate / Certificate of Incorporation / Certificate of Registration of Non-Hong Kong Company / Certificate of Change of Name / Certificate of Registration of Alteration of Name of Registered Non-Hong Kong Company.

3. 申請人如未能在首次提交申請時提供「須知事項」內 (A)1(a) 及 (b) 或 (A)2(a) 及 (b) 的文件，在收到運輸署通知，確認有關申請獲初步接納後，必須在許可證使用日期 8 個工作天或之前，以傳真方式遞交下列文件至運輸署新界分區辦事處，**否則有關申請會被拒絕**：

If the applicant cannot provide the documents stipulated in (A)1 (a) and (b) or (A)2(a) and (b) of the "Notes to Help You" when the application is submitted, upon receipt of confirmation from the Transport Department on the approval-in-principle, the applicant shall submit by fax the following documents to Transport Operations (NT) Division, the Transport Department not later than 8 working days before the date of purported use of the permits. **Failure to submit the documents within the said time limit will render the application unsuccessful.**

(a) 有關非專營巴士有效的車輛登記文件；及

A copy of valid vehicle registration document(s) of the non-franchised bus(es) concerned; and

(b) 有關客運營業證的附件(TD 260D)，顯示有關非專營巴士已獲得運輸署批准的相關服務批註，以提供相關的非專營巴士服務。A copy of Annexure of the Passenger Service Licence (TD 260D) concerned showing that the non-franchised bus(es) has / have obtained prior endorsement from the Transport Department to provide respective non-franchised bus service.

## (B) 簽發條件

### Conditions of Issue

1. 獲發大嶼山封閉道路通行許可證以提供旅遊服務的非專營巴士的駕駛者必須持有有效的香港正式駕駛執照及已持有公共巴士駕駛執照最少兩年。  
Drivers of non-franchised bus(es) in tour service issued with Lantau Closed Road Permit must hold a valid full Hong Kong driving licence and has been holding a valid driving licence for public buses for not less than 2 years.
2. 大嶼山封閉道路通行許可證不得轉讓。  
The Lantau Closed Road Permit is non-transferable.
3. 大嶼山封閉道路通行許可證在限期屆滿或當本署提出要求時，必須退還本署。  
The Lantau Closed Road Permit must be returned to this Department upon expiry or upon demand.
4. 當車輛在大嶼山封閉道路內行駛時，有關許可證必須展示在車頭盡可能近行車證的位置。  
When the vehicle is being driven on the Lantau closed roads, the permits concerned should be displayed on the front screen of the vehicle as near as possible to the vehicle licence at all times.
5. 大嶼山封閉道路通行許可證可隨時註銷作廢。  
The Lantau Closed Road Permit may be revoked at any time.
6. 大嶼山封閉道路通行許可證的持有人須遵從該許可證上列明的使用條件，並須確保駕駛有關車輛的人士遵從「須知事項」的規定及有關許可證上列明的使用條件。  
Holders of Lantau Closed Road Permit shall comply with the conditions of the permit and ensure that driver of the concerned vehicle also complies with the requirements in the "Notes to Help You" and conditions in the permit.

## (C) 注意事項

### Notes for Attention

1. 申請須於許可證使用日期前最少 2 個星期及不多於 3 個月前遞交，並以**先到先得**形式處理。申請表格的第 1 頁連同本「須知事項」內的第 (A)1 或 (A)2 段所提及的相關文件，必須以傳真方式遞交。  
Applications shall be made not less than 2 weeks and not more than 3 months before the date of purported use of permit and would be processed on a **first come, first served** basis. Relevant supporting documents that should be provided in (A)1 or (A)2 of the “Notes to Help You” should be faxed together with page 1 of the application form.
2. 申請人必須為公司或團體，不接納以個人名義的申請。  
The applicant should be a company or an organization. Application in the name of individual persons will not be accepted.
3. 每一份申請表只可用於一天的申請。每名申請人最多只可申請三張大嶼山封閉道路通行許可證，以供作旅遊服務用途的非專營巴士在同一天進入大嶼山南部。每一張大嶼山封閉道路通行許可證只可供一部非專營巴士使用。  
Each application form could only be used in application for a single day. Each applicant may apply for a maximum of 3 Lantau Closed Road Permits for non-franchised buses in tour service for entering into south Lantau on the same day. Only one non-franchised bus may be used under one Lantau Closed Road Permit.
4. 如有需要，申請人可為每部非專營巴士申報一部後備車輛，而申請人亦必須提交後備車輛的資料。  
If necessary, the applicant may apply for a reserve vehicle for each of the non-franchised bus, and the applicant is also required to submit the information of the reserve vehicle(s).
5. 申請人如未能在首次提交申請時提供「須知事項」內 (A)1(a) 及 (b) 或 (A)2(a) 及 (b) 的文件，在收到運輸署的通知，確認有關申請獲初步接納後，必須在許可證使用日期 8 個工作天或之前，以傳真遞交須知事項內 (A)3 段的車輛文件至運輸署新界分區辦事處，否則有關申請將被拒絕。  
Upon the receipt from the Transport Department the approval-in-principle of application, the applicant shall submit the documents in (A)3 in this “Notes to Help you” to the Transport Operations (NT) Division, Transport Department by fax at least 8 working days before the permits are purported to be used. Failure to submit the documents within the said time limit will render the application unsuccessful.
6. 如申請獲批准，申請人須帶同批准信及有關車輛的有效登記文件副本，前往香港牌照事務處領取許可證。請注意，申領大嶼山封閉道路通行許可證是要收費的（每月\$75／不足一個月當一個月計）。  
If the application is approved, the applicant is required to bring the approval letter and a copy of the vehicle registration document(s) concerned to the Hong Kong Licensing Office to collect the permit. Please note a fee is charged for the issue of Lantau Closed Road Permit (\$75 per month / any part of a month counting as a month).
7. 任何申請人在沒有合理的解釋下，連續 12 個月內有 3 次：  
(a) 未能在指定日期前提交「須知事項」內第 (A)3 段的文件；或  
(b) 沒有領取已批准的許可證。  
會被取消申請大嶼山封閉道路通行許可證的資格 6 個月，由申請人最後申請的許可證使用日期起計算。  
[註：在計算該 3 次而言，以 (a) 和 (b) 合共計算的次數為準，即可以是 (a) 或 (b) 分別 3 次；或 (a) 2 次，(b) 1 次；或 (a) 1 次，(b) 2 次。]  
Any applicant who, without reasonable excuse, on 3 occasions within any consecutive 12 months:  
(a) fails to submit the information in section (A)3 in this note “Notes to Help You” within the time limit set out therein; or  
(b) fails to collect a permit granted.  
will be disqualified from application for Lantau Closed Road Permit for 6 months commencing from the date of use of permit in the applicant’s latest application.  
[Note: for the purpose of calculating the 3 occasions, the aggregated number of occasions of (a) and (b) will be taken into account; that is either (a) or (b) on 3 occasions or (a) twice and (b) once, or (a) once and (b) twice.]
8. 大嶼山封閉道路通行許可證並無授予任何泊車特權。車輛只可在以法定交通標誌及路面標記劃為停車地方之地點停泊。  
The Lantau Closed Road Permit does not confer any parking privilege. Parking is permitted only within a parking space designated by authorized traffic signs and road markings.
9. 大嶼山封閉道路通行許可證並無授予任何非專營巴士在大嶼山南部接載乘客的特權或權利。非專營巴士營辦商必需先獲得運輸署批准的服務批註，以提供相關的非專營巴士服務。  
The Lantau Closed Road Permit does not confer any privilege or right to operate non-franchised bus for carriage of passengers in south Lantau. Non-franchised bus operator is required to obtain prior service endorsement from the Transport Department for providing respective non-franchised bus service.
10. 大嶼山封閉道路通行許可證乃根據道路交通（車輛登記及領牌）規例第 49 條的規定簽發，該等許可證並無授權車輛駛入根據道路交通（交通管理）規例第 28 條第 (1) 款予以暫時封閉的道路。  
The Lantau Closed Road Permit is issued under the provision of Regulation 49 of the Road Traffic (Registration and Licensing of Vehicles) Regulations. It does not authorize entry to a road temporarily closed by virtue of Regulation 28(1) of the Road Traffic (Traffic Control) Regulations.

## (D) 更改事項

### Amendments

申請表格內各項資料如有變更，申請人須立即以書面通知運輸署。

Any change in the particulars in respect of the application should be notified to the Transport Department in writing immediately.

## (E) 遞交申請表格方法

### Method for Submission of Application

1. 填妥申請表格的第 1 頁，並連同一切有關的證明文件的副本，於許可證預計使用日期前最少 2 個星期及不多於 3 個月前傳真至37410011 或 37410012 運輸署新界分區辦事處。本署收到申請後，會在5個工作天內發出確認信。在一般情況下，本署會在收齊相關及所需文件起計15個工作天內完成處理申請。

The completed application form (page 1) should be submitted together with copies of all supporting documents by fax at [37410011](tel:37410011) or [37410012](tel:37410012) to the Transport Operations (NT) Division, Transport Department, not less than 2 weeks and not more than 3 months before the date of intended use of permit. This Department will issue acknowledgement letter within 5 working days upon receipt of an application, and will normally complete processing an application within 15 working days upon receipt of all relevant and necessary documents.

2. 申請人如未能在首次提交申請時提供「須知事項」內 (A)1(a) 及 (b) 或 (A)2(a) 及 (b) 的文件，在收到運輸署的通知，確認有關申請獲初步接納後，必須在許可證使用日期 8 個工作天或之前，以傳真方式遞交下列文件至運輸署新界分區辦事處，否則有關申請會被拒絕：

If the applicant cannot provide the documents stipulated in (A)1 (a) and (b) or (A)2(a) and (b) of the “Notes to Help You” when the application is submitted, upon receipt of confirmation from the Transport Department on the approval-in-principle, the applicant shall submit by fax the following documents to the Transport Operations (NT) Division, Transport Department not later than 8 working days before the date of purported use of the permits. Failure to submit the documents within the said time limit will render the application unsuccessful.

- (a) 有關非專營巴士有效的車輛登記文件；及

A copy of valid vehicle registration document(s) of the non-franchised bus(es) concerned; and

- (b) 有關客運營業證的附件 (TD 260D)，顯示有關非專營巴士已獲得運輸署批准的相關服務批註，以提供相關的非專營巴士服務。

A copy of Annexure of the Passenger Service Licence (TD 260D) concerned showing that the non-franchised bus(es) has / have obtained prior endorsement from the Transport Department to provide respective non-franchised bus service.

3. 運輸署會以書面通知申請人申請結果。如申請獲批准，申請人須帶同批准信及有關車輛的有效登記文件副本，前往香港牌照事務處繳費及領取許可證。香港牌照事務處的服務時間及地址如下：

地址：香港金鐘道 95 號統一中心 3 樓

辦公時間：星期一至五，上午 9 時至下午 5 時（公眾假期除外）

The Transport Department will inform applicant of the result in writing. If his / her application is approved, the applicant is required to bring the approval letter and a copy of valid vehicle registration document(s) to the Hong Kong Licensing Office to pay the permit fee and collect the permit. Service hours and address of Hong Kong Licensing Office are as follows:

## (F) 查詢

### Enquiry

如有查詢，請致電顧客服務熱線 1823。

For enquiry, please contact customer service hotline at 1823.

## G) 關於你個人資料的說明 Notes about your Personal Data

### 收集目的 Purposes of Collection

1. 運輸署會使用透過本表格所獲得的個人資料作下列用途：  
The personal data provided by means of this form will be used by the Transport Department for the following purposes:
  - (a) 辦理有關審批你在本表格中所提出的申請的事務；  
activities relating to the processing of your application in this form;
  - (b) 辦理有關交通及運輸的事務；  
activities relating to traffic and transport matters;
  - (c) 方便運輸署與你聯絡；及  
facilitating communication between the Transport Department and yourself; and
  - (d) 根據香港法例第 374 章道路交通（車輛登記及領牌）規例附表 9，許可證持有人的姓名將會列在許可證上。  
The name of the permit holder will be entered on the permit in accordance with Schedule 9 of Road Traffic (Registration and Licensing of Vehicles) Regulations (Chapter 374, Laws of Hong Kong).
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。  
It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.

### 獲轉交資料的部門／人士 Classes of Transferees

3. 你透過本表格所提供的個人資料可能會向下列人士／部門公開：  
The personal data you provided by means of this form may be disclosed to:
  - (a) 其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途；  
other Government departments, bureau and related organizations for the purposes mentioned in paragraph 1 above; and
  - (b) 隧道公司及青馬管理有限公司，以便該等機構執行與交通及運輸有關的法定職責。  
tunnel companies and Tsing Ma Management Limited for execution of their statutory duties in traffic and transport matters.

### 索閱個人資料 Access to Personal Data

4. 根據個人資料（私隱）條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本表格所提供的個人資料副本一份。  
You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

### 查詢 Enquiries

5. 有關透過本表格收集的個人資料的查詢，包括索閱及修正資料，應寄往九龍旺角聯運街 30 號旺角政府合署七樓運輸署新界分區辦事處運輸主任／離島收。  
Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to Transport Operations (NT) Division, Transport Department, 7/F., Mongkok Government Offices, 30 Luen Wan Street, Mongkok, Kowloon (Attn: Transport Officer / Islands).