



香港特別行政區政府海事處
MARINE DEPARTMENT

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

港口管制(貨物裝卸區)規例(第 81 章，附屬法例)

Port Control (Cargo Working Areas) Regulations (Cap. 81 sub. leg.)

操作區許可證申請表
Application for Operation Area Permit

本人.....(申請人姓名)
I,.....(Name of Applicant)

隸屬.....(公司名稱及電話號碼)
of.....(Company Name & Tel. No.),

為.....公眾貨物裝卸區
being the Licencee of Berth No.....at.....PCWA

泊位編號.....《停泊位特許協議》的特許持有人，現申請在該公眾貨物裝卸區的*
under the Berth Licence Agreement, apply for the permission to handle cargoes at the said PCWA in*



工作區
a working apron.



後勤區
a back up area.

內處理貨物。

詳情：
Details:

停泊位長度(米) Length of Berth (m)	《停泊位特許協議》編號 Berth Licence Agreement Reference	申請面積(平方米) Area Applied (m ²)	
		工作區 Working apron	後勤區 Back up area

處理貨物的種類：
Types of Cargoes to be Handled: 普通貨物 General Cargo 貨櫃貨物 Containerized Cargo 污染貨物 Dirty Cargo

申請設施的種類和數量：
Types and No. of Facilities applied:

1. 流動辦公室 Mobile Office 台 No. a. 標準 20 呎貨櫃 Standard 20' Container 個 No. b. 標準木建 Standard Wooden 個 No.
2. 流動起重機 Mobile Crane 台 No. 3. 叉式起重車 Fork Lift Truck 部 No. 4. 工作台 Working Platform 個 No.
5. 流動遮蔽處 Mobile Shelter 個 No. 6. 地磅 Weigh Bridge 台 No. 7. 其他 Others 個 No.

申請人及／或其代表已經閱讀附於本申請表的條款及條件，並確認加以遵守。
The applicant and/or his representative have read and confirm to be abided by the terms and conditions attached to this application.

日期
Date

請在適用的 內劃上“✓”號。
Mark “✓” in where appropriate.

在 內填上申請數量。
Fill in the quantity applied.

.....
獲授權人簽名連公司蓋章
Authorized Signature and Company Chop

Personal Data Collection Statement 收集個人資料聲明

In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), data subjects have a right to request access to and correction of their personal data provided in the application form. For access to or correction of personal data in the application form, please contact the Officer-in-charge, Cargo Handling Section of the Marine Department.

根據《個人資料（私隱）條例》（第 486 章），資料當事人有權要求查閱及改正在此申請表提供的個人資料。如須查閱或改正此申請表的個人資料，請與海事處貨物裝卸組聯絡。

操作區許可證條件

I. 一般條件

1. 持證人或其受僱人在所有情況下均須局限於使用許可證所指明該區。凡踰越租用範圍者，可能招致許可證終止而事先並無警告。
2. 除了指明許可使用以外，該區或其任何部分不得作其他用途，特別在不限制前文的一般性的原則下，該區不得作居住用途。在該區內的貨運作業須以處長滿意的方式進行。
3. 第一、第二和第五類危險品、違法商品，或者牲畜，一律不得在該區內裝卸、貯存，或者容許或任由貯存。
4. 構築物、設施、工具或設備一律不得容許置放在該區內，惟那些必要並直接用於裝卸貨物者則不在此限。無論如何，置放此等構築物、設施、工具或設備前，必須取得處長的書面批准，如有疑問，請聯絡當值海事督察。
5. 該區每日操作時間為 0700 時至 2100 時。操作時間以外，不得進行貨運活動。在經營者提出申請和繳付費用後，處長可全權酌情決定，准許在操作時間以外進行貨運作業，惟須受其認為適當的條件所規限。
6. 持證人必須遵從並遵守所有現時正在香港生效而規管任何方式的污染，包括空氣、噪音、水和廢物污染，以及保護環境的條例、附例、規例和規則。
7. 持證人不得轉讓、抵押、押記、轉管、分享或放棄管有或者轉移本許可證，或者分租該區全部或部分地方給任何人。
8. 該區內的最高堆碼負重不得超過每平方米 10 千牛頓或每平方米 1.019 公噸。無論如何，存放於該區內貨物的高度，不得超出相等於三個標準貨櫃上下平疊的高度。
9. 不得在該區內、水域內，以及在前濱和海床棄置任何性質的泥土、碎石、廢土，或者建築材料。持證人必須遵照處長或其代表的指令，定期清理該區和毗連該區的公用土地，並令處長或其代表滿意為止，否則，處長可安排代行清理，而費用則由持證人承擔。持證人必須應香港特別行政區政府的要求而支付此等費用。
10. 持證人必須應香港特別行政區政府的要求，支付處長所須證明修復由持證人、其受僱人、船隻及／或車輛所造成的任何損毀的費用。
11. 持證人必須准許香港特別行政區政府、其代表、代理人和承包人連同或不連同車輛和設備事前作出合理通知而進入該區，以執行必要職務或進行必要工程。無論如何，持證人無權對騷擾貨運作業申索補償。
12. 對於貨物、車輛、設施等的保安，一概純屬持證人本身的責任。
13. 持證人必須就其佔用並使用該區所直接或間接產生的一切相關行動、訴訟、費用、申索、要求和支出，對香港特別行政區政府、其人員、承包人和工人作出彌償，並致使其得到彌償。
14. 除了處長可批准而表示持證人在該區內經營的告示和招牌以外，持證人不得在該區內任何部分張貼或容許張貼任何性質的廣告。
15. 持證人必須在本許可證有效期屆滿或終止前，自費拆卸並清理在該區及其毗連陸地上和水域範圍內的一切構築物、裝置、固定附建物、設備和設施。
16. 本許可證必須經由獲得處長授權的人員簽署，並蓋上海事處官方印章，方為有效。

II. 使用流動起重機和叉式起重車附加條件

1. 流動起重機和叉式起重車只准用於裝卸貨物或貨櫃。持證人必須時刻遵守當值督導人員或任何獲授權人員就使用流動起重機和叉式起重車向其作出的任何指令。
2. 在該區內所發生的任何損失或損毀，無論涉及任何設備、車輛、任何車輛上的物品或東西，或者任何人受傷，一概純屬持證人本身的責任。
3. 在本許可證有效期屆滿及／或終止前，叉式起重車和流動起重機必須移離該公眾貨物裝卸區。
4. 必須在叉式起重車和流動起重機的顯眼位置繫上識別號碼。
5. 所有在該區內使用的流動起重機、叉式起重車等，必須具備令處長滿意的有效安全證書和第三者保險。

III. 架設 20 呎貨櫃辦公室、標準木建辦公室和流動遮蔽處附加條件

1. 按每 100 平方米後勤區計算，不得置放超過一個 20 呎貨櫃辦公室或標準木建辦公室在後勤區內。標準木建辦公室等同不超過 20 呎。
2. 所有 20 呎貨櫃辦公室、標準木建辦公室或流動遮蔽處必須為“流動”。該等構築物不得有地基，且必須易於以起重機搬動或起吊，而毋須重新修建該公眾貨物裝卸區的牆壁或圍欄或地面。
3. 該 20 呎貨櫃辦公室、標準木建辦公室或流動遮蔽處必須置放於督導人員所指定的位置，而且不得影響貨運作業。
4. 不得在該 20 呎貨櫃辦公室、標準木建辦公室或流動遮蔽處附加額外構築物，而且不得在其內及其附近範圍居住或進行非法活動。所有 20 呎貨櫃辦公室內須放置滅火器。
5. 該 20 呎貨櫃辦公室、標準木建辦公室或流動遮蔽處必須在顯眼位置標示識別號碼。
6. 該 20 呎貨櫃辦公室、標準木建辦公室或流動遮蔽處必須時刻保持清潔衛生；其底部空間亦須以木板、石屎或磚頭圍封好，以防垃圾堆積及鼠類藏身。
7. 在本許可證有效期屆滿或提前終止前，該 20 呎貨櫃辦公室、標準木建辦公室或流動遮蔽處必須移離該公眾貨物裝卸區。

Operation Area Permit Conditions

I. General Conditions

1. The permit holder or his servants shall in all circumstances confine making use of the Area specified in the permit only. Any protrusion from the rented area shall incur termination of permit without prior warning.
2. The Area, or any part thereof shall not be used for any purpose other than the specified permitted uses, in particular, without limiting the generality of the foregoing, the Area shall not be used for residential purposes. Cargo operations in the Area shall be conducted in such a manner to the satisfaction of the Director.
3. No Dangerous Goods of Categories 1, 2 and 5, unlawful commodities, or livestock shall be permitted to handle, store or allow or suffer to be stored in the Area.
4. No structures, facilities, gears or equipment other than those necessary and directly employed for cargo handling shall be allowed to be placed in the Area. In any event, written approval of the Director must be obtained prior to placing such structures, facilities, gears or equipment. Please contact the duty marine inspector if in doubt.
5. The operating hours of the Area shall be from 0700 to 2100 hours daily. No cargo activity shall be allowed outside the operating hours. The Director may, at his sole discretion and upon application and payment of the prescribed fee, permit cargo operation to be carried out outside the operating hours subject to such conditions as he considers appropriate.
6. The permit holder shall comply with and observe all Ordinances, Bye-laws, Regulations and Rules for the time being in force in Hong Kong governing the control of any form of pollution, including air, noise, water and waste pollution, and for the protection of the environment.
7. The permit holder shall not assign, mortgage, charge, demise, share or part with the possession of or transfer this permit or sublet the area, in whole or part, to any one.
8. The maximum superimposed load behind in the Area shall not exceed 10 KN/sq. m or 1.019 metric tons. Under no circumstances, the height of cargo deposited in the Area shall exceed the height equivalent to three standard containers placed horizontally one on top of the other.
9. No earth, debris, spoil of whatsoever nature, or building materials shall be dumped in the Area, the waters, and on the foreshore and sea-bed. Cleansing of the Area and the common land adjacent to the Area shall be carried out regularly by the permit holder and in the manner as directed by and to the satisfaction of the Director or his representatives. Failing which, the Director may cause such cleansing to be carried out at the cost of the permit holder. Such cost shall be paid by the permit holder to the Government of the HKSAR upon demand.
10. The permit holder shall pay to the Government of the HKSAR on demand any sum which the Director shall certify to be the cost of making good any damage done in the Area by the permit holder, his servants; vessels and/or vehicles.
11. The permit holder shall permit the Government of the HKSAR, its representatives, agents and contractors with or without vehicles and equipment upon reasonable prior notice to enter the Area to carry out necessary duties or works. Under no circumstances the permit holder is entitled to claim compensation for disturbance to cargo operation.
12. The security of the cargoes, vehicles, facilities etc. shall be the sole responsibility of the permit holder.
13. The permit holder shall indemnify and keep indemnified the Government of the HKSAR, his officers, contractors and workmen against all actions, suits, costs, claims demands and expenses whatsoever arising directly and or indirectly out of or in connection with the occupation and use of the Area.
14. The permit holder should not post or allow to be posted on any portion of the Area any advertisement of whatever nature except such notices and signs denoting the permit holder's operation in the Area as may be approved by the Director.
15. Upon the expiry or termination of the permit, the permit holder shall demolish and remove at his own expense all structures, fittings, fixtures, equipment and facilities standing on or within the Area and its adjacent land and waters.
16. This permit is not valid until it has been authenticated by the signature of an officer authorized by the Director and the endorsement of an official Marine Department stamp.

II. Additional Conditions on Use of Mobile Crane and Fork Lift Truck

1. Mobile cranes and fork lift truck are only permitted for the purpose of handling cargo/cargo containers only and at all times, the permit holder shall comply with any direction given to him by the duty supervisor or any authorized officer of the Public Cargo Working Area (PCWA) in respect of the use of the mobile crane and fork lift truck.
2. The loss or damage to any equipment, vehicle, article or thing in or upon any vehicle or any injury to any person in the Area shall be the sole responsibility of the permit holder.
3. The fork lift truck and mobile crane shall be removed from the PCWA upon the expiry and/or termination of the permit.
4. The fork lift truck and mobile crane shall be painted with the identification number in a conspicuous position.
5. All mobile cranes, fork lift trucks etc. used in the Area shall possess valid safety certificates and 3rd party insurance which satisfied to the Director.

III. Additional Conditions on Erection of 20' Container Office, Standard Wooden Office and Mobile Shelter

1. Not more than one 20 feet Container Office or standard wooden offices is allowed to be placed in every 100m² back up area. The size of standard wooden offices cannot exceed 20 feet.
2. All 20' container offices, standard wooden offices or mobile shelters shall be "mobile"; the structures shall have no foundations and be easily moved or lifted by crane without requiring any reprovioning works to the wall or fence, or floor area of the PCWA.
3. The 20' container office, standard wooden office or mobile shelter shall be placed in a location designated by the supervisor, and not to cause disruption to cargo operations.
4. No additional structure shall be attached to the 20' container office, standard wooden office or mobile shelter and **NO** dwelling or illegal activities shall take place therein and in its vicinity. Fire extinguisher must be placed in the container office.
5. The 20' container office, standard wooden office or mobile shelter shall be marked with the identification number in a conspicuous position.
6. The 20' container office, standard wooden office or mobile shelter shall kept clean and in a sanitary condition at all times; the void space underneath the office or shelter shall be sealed by planks, concrete or bricks in order to prevent accumulation of refuse and hiding of rodents.
7. The 20' container office, standard wooden office or mobile shelter shall be removed from the PCWA upon the expiry or early termination of the permit.