

PERSONAL DATA / 個人資料

To: The Duty Officer

Police Station

Notification of the Intention to hold a Public Meeting / Procession under the Public Order Ordinance, Cap. 245

**IMPORTANT : Please read the accompanying guidance notes before completing this form in BLOCK LETTERS.
Additional plain paper may be used if space is not enough.**

I wish to notify the Commissioner of Police of the intention to hold a public meeting/public procession.
The information I am required to supply in accordance with the provisions of section 8(4)/section 13A(4) of
the Public Order Ordinance, Chapter 245 is:-

Section A - Particulars of the Organiser

1. Name : Mr. Mrs. Miss ()
In English -- Surname first, then Other Names *Chinese Characters*

2. Address :

3. Contact Telephone Number :

4. The name and address of any society or organisation promoting or connected with the holding
of the meeting / procession :

Name :

Address :

Contact telephone number :

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Section B - Particulars of the Meeting/Procession

1. Date / Time :

| Nature | Date (dd/mm/yyyy) | Time (From - To) |
|---------------------------|----------------------|---|
| i) <input type="text"/> | <input type="text"/> | <input type="text"/> - <input type="text"/> |
| ii) <input type="text"/> | <input type="text"/> | <input type="text"/> - <input type="text"/> |
| iii) <input type="text"/> | <input type="text"/> | <input type="text"/> - <input type="text"/> |

2. Location :

i)

ii)

iii)

3. The precise route, time of commencement and duration of the procession (if appropriate) :

4. The purpose of the meeting / procession (e.g. fund-raising, increase public awareness) :

5. The subject matter of the meeting / procession (e.g. housing, public transport fare) :

6. Number of persons expected to attend the meeting / procession :

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Section C - Other relevant information

1. Name of a person able to act, if necessary, in place of myself for the purpose of section 11 (1)(a) / section 15(1)(a) of the Public Order Ordinance:

2. Contact telephone number :

3. Address :

4. Has permission been obtained from the management of the location of the proposed meeting

Yes No

5. Remarks :

Section D - Declaration

Please tick as appropriate:

I attach herewith a photocopy of my Hong Kong Identity Card as this notice is not delivered by myself.

As I have not given 7 days advance notice which section 8(1)/section 13A(b) requires I have attached a separate letter explaining why I think the Commissioner of Police should agree to my request that he accepts the shorter period of notice I have given.

I understand that I shall be responsible for observing the terms of every condition which may be imposed by the Commissioner of Police and, in particular I must be in attendance at the Public Meeting/ Public Procession from its first assembly to its final dispersal.

.....
(Signature of the Organiser)

Date:

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Section E - Additional Information : (Note : Providing this information may enable your notification to be processed promptly and allow police to determine the level of management.)

1. HK Identity Card No.

of the organiser : of his representative :

2. Email :

3. FAX No. (if any) :

4. The number and names of the persons proposed as platform speakers :

5. The nature, form and contents of advertisements, posters and banners or others (please specify) intended for publication, distribution or display in respect of the meeting / procession :

6. The amplification devices to be used at the meeting / procession :

7. The number of marshals employed to assist in conducting the event :

8. The number of vehicles involved :

Section F - Acknowledgement of Receipt : FOR OFFICIAL USE ONLY

This is to acknowledge receipt of notice under section 8(4) / 13A(4) of the Public Order Ordinance, Chapter 245 given by (Name of the organiser) :

being delivered in person by ** himself / on his behalf by

at Police Station on (dd/mm/yy)

at ** a.m. / p.m.

R.N. refers.

* Signed

Name

Rank

Number

Name

(Duty Officer Police Station)

* Notification to be personally handled with the acknowledgement of receipt to be signed by the Duty Officer.

** Delete if not applicable

Guidance Notes

Notification of the Intention to Hold a Public Meeting / Procession under the Public Order Ordinance, Cap. 245

Organisers of public meetings / public processions are requested to note the following when giving notification in accordance with section 8 and section 13A of the Public Order Ordinance, Cap 245 :-

- notice of the intention to hold public meeting / public procession shall be given in writing to the Commissioner of Police not less than 7 days prior to the intended meeting / procession;
- when notice has not been given within the required 7 days, the organiser must give a detailed explanation of the reason why, and request the Commissioner of Police to accept a shorter notice;
- the Commissioner of Police may, when he is satisfied that earlier notice could not have been given, accept shorter notice;
- in case where the Commissioner has decided not to accept shorter notice, he shall inform the organiser in writing as soon as practicable of his decision and the reason why shorter notice is not acceptable;
- notification to hold public meetings/public processions shall be delivered in person by the organiser or by a person on his behalf, to the Duty Officer of a Police Station, a Police Service Centre, a Police Reporting Centre or a Police Post as designated by the Commissioner of Police and as listed in the Police Public Homepage;
- Neighbourhood Police Offices and other police offices that do not normally receive general reports from public are not regarded as a Police Station for the purposes of notification of public meetings/public processions;
- the proforma notification accompanying this note is designed to assist an organiser in furnishing all the information required in section 8(4) and section 13A(4) of the Public Order Ordinance. An organiser is not required by law to use this proforma and he may elect to give notice without using this proforma as long as all the information required is provided;
- public meetings attended by no more than 50 persons; public meetings conducted in private premises attended by no more than 500 persons or public processions attended by no more than 30 persons need not be notified.
- organisers are encouraged to include a sketch, map or location plan indicating details of route to be taken when giving notification;
- the Commissioner of Police may impose conditions upon the conduct of the public meeting / procession in the interest of national security or public safety, public order or the protection of the rights and freedoms of others, and if the Commissioner of Police chooses to do so, such conditions, together with the reason, will be communicated in writing to the organiser; and
- a public meeting may proceed as notified unless the organiser is informed by the Commissioner of Police of his decision to prohibit under section 9. A public procession may only proceed if the Commissioner has notified him in writing that he does not object to the procession or the Commissioner is taken to have issued a notice of no objection under section 14(4).

Notification for a Public Meeting/Public Procession
公眾集會/公眾遊行通知
- PROVISION OF PERSONAL DATA -
提供個人資料

Purpose of Collection

收集資料的目的

1. The personal data provided by means of this form will be used by the Hong Kong Police Force for facilitating processing of notifications/record purpose/record update/all kinds of present and subsequent investigation and related conditions as well as their enforcement for a Public Meeting/Public Procession under the Public Order Ordinance, Cap. 245.
香港警務處會使用本申請表所提供的個人資料，以便根據香港法例第245章《公安條例》處理有關公眾集會/遊行的通知事宜/記錄用途/記錄更新/所有現階段和以後的調查工作及執行管制行動。
2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your notification/update your record.
在本表格上提供個人資料屬自願性質。倘若你提供的資料不充足，本處可能無法處理你的通知/更新你的紀錄。
3. Any material falsification or omission of information may result in the Commissioner's refusal to give approval.
若虛報或漏報重要資料，警務處處長可拒絕批准通知。

Classes of Transferees

可獲披露資料的機構

4. The personal data you provide by means of this form may be disclosed to other government departments and public or private organisations for the purposes mentioned in paragraphs 1-3 above.
本處可能會向其他政府部門及公營或私營機構披露本表格上的個人資料，以作上文第1至3段所載的用途。

Access to Personal Data

查閱個人資料

5. You have a right of access and correction with respect to personal data as provided for in section 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.
根據《個人資料(私隱)條例》第18條及第22條和附表1的第6原則，你有權查閱及改正個人資料。你亦有權獲取一份填有你個人資料的本表格的副本。

Enquiries

查詢

6. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:
如對本表格所收集的個人資料有任何疑問，包括申請查閱及改正資料，請向以下人士查詢：

- | | |
|------------------------------------|-------------|
| * Regional Commander (_____) | Tel.: _____ |
| 總區指揮官 | 電話 |
| * District Commander (_____) | Tel.: _____ |
| 區指揮官 | 電話 |
| * Divisional Commander (_____) | Tel.: _____ |
| 分區指揮官 | 電話 |
| * Delete / Fill-in as appropriate. | |
| 請刪去不適用者或填上適當資料。 | |

Note: Paragraph 6 of this form to be completed and handed over to the person who delivers the notification.
備註：本表格第6段須由接收通知的警區填妥及交予送達通知的人士。

Notes to Organisers

(I) Role and General Requirements of Marshals

Role

1. Assist the organiser to maintain order during the event; and
2. Take reasonable measures to ensure the safety of the participants.

General Requirements

1. The marshals should be clearly identified by coloured coats, vests, caps or arm-bands;
2. Be conversant with the facilities and layout of the venue, and the activities to be conducted;
3. Be conversant with the conditions imposed, if any, by the Police under the Public Order Ordinance, Cap. 245;
4. Be equipped with communication device and/or loudhailer as far as practicable;
5. Inform the Police and appeal to relevant persons not to engage in illegal conduct if it is anticipated that public order or public safety may be jeopardized;
6. Priority should be given to taking care of young persons, the elderly, the disabled or anyone in need of special care, if necessary;
7. Assign a 'head marshal' to be the contact person and maintain close liaison with the Police;
8. Comply with all lawful orders given by police officers;
9. Control the volume of any amplification device so that it would not exceed the tolerable level of a reasonable person;
10. Assist the Police to manage the crowd; and
11. Assist the organiser to clean up the venue upon conclusion of the event.

(II) Other Relevant Legislation and Advisory Notes

The organiser of public meeting/public procession should take note of the following points, whenever applicable:

1. The organiser should apply to other organisations for permission to use locations or premises under their administration.
2. The organiser or, if he is not present, a person nominated by him to act in his place, should with due diligence appeal to all participants to comply with any direction given by any police officer, and obey the existing laws and regulations, in particular:
 - Intimidation: Under section 24 of the Crimes Ordinance, Cap. 200, no person shall threaten any other person with any injury to the person, reputation or property of such other person. Any person doing so with intent to alarm the person so threatened or any other person shall be guilty of an offence;
 - Defilement of National Flag, National Emblem, Regional Flag and Regional Emblem: Under section 7 of the National Flag and National Emblem Ordinance and section 7 of the Regional Flag and Regional Emblem Ordinance of the Laws of Hong Kong, no person shall publicly and intentionally desecrate the national flag, national emblem, regional flag and regional emblem by burning, mutilating, scrawling on, defiling or trampling on them;
 - Bonfires: Under section 4(14) of the Summary Offences Ordinance, Cap. 228, no person shall wantonly or negligently make any bonfire to the damage or danger of any person;

Notes to Organisers

- Road Traffic: A person shall abide by the provisions in the Road Traffic Ordinance, Cap. 374, the Public Bus Services Ordinance, Cap. 230 (e.g. No passenger shall stand on the upper deck of a bus while the bus is moving), the Fixed Penalty (Traffic Contraventions) Ordinance, Cap. 237, the Fixed Penalty (Criminal Proceedings) Ordinance, Cap. 240, and the related subsidiary legislation at all times;
- Vehicles: Any vehicles participating in the event should be roadworthy in accordance with the provisions of the Road Traffic Ordinance, Cap. 374, and the related subsidiary legislation;
- Fund-raising Activities: Under section 4(17) of the Summary Offences Ordinance, Cap. 228, no person shall participate in any fund-raising, flag selling or exchange activities unless with a permit issued by the Director of Social Welfare or the Secretary for Home and Youth Affairs;
- Hawking: No person shall engage in hawking activities in contravention of section 5 or 10 of the Hawker Regulation, Cap. 132AI, under the Public Health and Municipal Services Ordinance unless with a licence issued by the Food and Environmental Hygiene Department;
- Noise: Under section 5 of the Noise Control Ordinance, Cap. 400, any person who at any time in any domestic premises or public place plays or operates any musical or other instrument, the noise of which is a source of annoyance to any person shall be guilty of an offence;
- Lion/Dragon/Unicorn Dance: Under section 4C of the Summary Offences Ordinance, Cap. 228, any person who organises or participates in a lion dance, dragon dance or unicorn dance, or any attendant martial arts display, in a public place, save under and in accordance with the conditions of any such general or special permit as the Commissioner of Police in his absolute discretion may issue, shall be guilty of an offence;
- Posters: Under section 104A of the Public Health and Municipal Services Ordinance, Cap. 132, and section 4A of the Summary Offences Ordinance, Cap. 228, unless with a written approval from the landlord or occupants, no person shall affix a poster/notice or the like on the wall of any building, or abandon such matter in any public place which causes obstruction;
- Obstruction of Public Places: Under section 4A of the Summary Offences Ordinance, Cap. 228, any person who without lawful authority or excuse sets out or leaves, or causes to be set out or left, any matter or thing which obstructs, inconveniences or endangers, or may obstruct, inconvenience or endanger, any person or vehicle in a public place shall be guilty of an offence;
- Unmanned Aircraft Systems (UAS): Under section 48 of the Air Navigation (Hong Kong) Order 1995, Cap. 448C, and section 22 of the Small Unmanned Aircraft Order, Cap. 448G, any person recklessly or negligently cause or permit an unmanned aircraft to endanger any person or property shall be guilty of an offence; and
- Graffiti: Under section 8 of the Summary Offences Ordinance, Cap. 228, no person shall write upon, soil, deface or mark any building or wall with chalk or paint without the consent of the owner or occupier.