**发展局**

**Development Bureau**

**历史建筑维修资助计划**

**(私人拥有的已评级历史建筑)**

**申请表格(表格1)**

**Application of Financial Assistance for Maintenance Scheme on Built Heritage**

**(For Privately-Owned Graded Historic Buildings) (Form 1)**

1. 填写本申请表格前请先细阅历史建筑维修资助计划之申请指引。  
   Please read the Guide to Application for the Financial Assistance for Maintenance Scheme on Built Heritage carefully before completing this application form.
2. 申请人必须**提交有关其物业拥有权的证明文件**。  
   Applicant should **attach the relevant documentary proof of ownership**.
3. 本申请表格可用中文或英文填写。请在已填妥之申请表格及所有相关证明文件每一页的下方简签。  
   This application form may be completed in either Chinese or English. Please initial at the bottom of each page of the completed application form and all relevant supporting documents.
4. 如表格不敷应用，请另纸书写。  
   Please attach sheet(s) if more space is required.
5. 请将填妥的申请表格妥为签署。已填妥之申请表格请以电子方式递交至电邮[mhb\_enquiry@devb.gov.hk](mailto:mhb_enquiry@devb.gov.hk)，或把本申请表格正本送交香港九龙尖沙咀东么地道68号帝国中心7楼701B室发展局文物保育专员办事处。  
   The completed application form shall be duly signed. Please submit electronic submission by email to [mhb\_enquiry@devb.gov.hk](mailto:mhb_enquiry@devb.gov.hk), or submit the original of this application form to the Commissioner for Heritage’s Office, Development Bureau, Unit 701B, 7/F, Empire Centre, 68 Mody Road, Tsim Sha Tsui East, Kowloon, Hong Kong.
6. 每宗申请的资助额包括顾问费及维修工程费用**最多为港币600万元**。

The amount of Grant for each application inclusive of both the consultancy fee and costs of the maintenance works will be a **maximum of HK$6 million**.

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| **I.　建筑物资料　Building Information** | | | | | | | | | |
|  | 名称　Name | | (中文) |  | | | | | |
|  |  | | (Eng) |  | | | | | |
|  | 地址　Address | | (中文) |  | | | | | |
|  |  | | (Eng) |  | | | | | |
|  | 地段号码　Lot number(s) | | |  | | | | | |
|  | 评级\*　Grading \* | ❑ 一级  Grade 1 | | | | ❑ 二级  Grade 2 | ❑ 三级  Grade 3 | 评级编号  Assessment no. |  |
|  | 拥有人　Owner(s) | | (中文) |  | | | | | |
|  |  | | (Eng) |  | | | | | |
|  | 现时用途　Current usage | | | |  | | | | |
| \* 请在适当地方填上“✓”号。Please “✓” where appropriate. | | | | | | | | | |

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| **II.　申请人数据　Particulars of Applicant** | | | | | | | | | | | | | | | | | |
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| 个别申请人请填写IIA部分；公司／机构申请人则请填写IIB部分。  Individual applicant please complete Section IIA while company / organisation applicant please complete Section IIB. | | | | | | | | | | | | | | | | | |
| **A.** | | **个别申请人　Individual Applicant** | | | | | | | | | | | | | | | |
|  | | 如建筑物由多人共同持有，申请人必须得到所有拥有人的同意并提交授权书。  In case of multiple ownership, the applicant must obtain consent from all owners and submit the authorisation document. | | | | | | | | | | | | | | | |
|  | | 姓名　Name | | | | | (中文) | | |  | | | | | | | |
|  | |  | | | | | (Eng) | | |  | | | | | | | |
|  | | 地址　Address | | | | | (中文) | | |  | | | | | | | |
|  | |  |  | | | | (Eng) | | |  | | | | | | | |
|  | | 身份证／护照号码#　Identity Card / Passport No. # | | | | | | | | | | | | |  | | |
|  | | 签发地　Place of issue | | | | | | | | | | | | |  | | |
|  | | 电话号码　Tel | | | | |  | | | | | | 传真号码　Fax | | |  | |
|  | | 电邮地址　Email | | | | |  | | | | | | | | | | |
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| **B.** | | **公司／机构申请人**　**Company / Organisation Applicant** | | | | | | | | | | | | | | | |
|  | | 公司／机构名称 Name of Company / Organisation | | | | | | (中文) | | |  | | | | | | |
|  | | (Eng) | | |  | | | | | | |
|  | | 授权代表姓名 Name of Authorised Representative | | | | | | (中文) | | |  | | | | | | |
|  | | (Eng) | | |  | | | | | | |
|  | | 职衔　Post title | | | | | |  | | | | | | | | | |
|  | | 地址　Address | | | | | | (中文) | | |  | | | | | | |
|  | |  | | | | | | (Eng) | | |  | | | | | | |
|  | | 电话号码　Tel | | | | | |  | | | | | | 传真号码　Fax | | |  |
|  | | 电邮地址　Email | | | | | |  | | | | | | | | | |
|  | |  |  | | |  | | | | | |  | | | | | |
| # 请删除不适用者，并请**夹附身份证／护照的副本**。 Please delete where appropriate and **attach a copy of the Identity Card / Passport**. | | | | | | | | | | | | | | | | | |

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| **III.　申请详情　Details of Application** | | | | | | |
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| **A.** | | **进行维修工程的理据　Justifications for the maintenance works** | | | | |
|  | | 请就有关维修工程提出理据，并提供相关的照片或绘图作说明。  Please specify the justifications for the maintenance works. Please attach photographs or drawings for illustration. | | | | |
|  | | 上一次维修工程年份Year of past maintenance:\_\_\_\_\_\_\_\_\_\_  上一次维修工程项目Works items in past maintenance works:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **B.** | | **拟议维修工程　Proposed maintenance works** | | | | |
|  | | 请阐述拟议维修工程的内容。  Please describe the proposed maintenance works. | | | | |
|  | |  | | **拟议维修工程项目**  **Proposed maintenance work items** | | |
| 1. | |  | | |
| 2. | |  | | |
| 3. | |  | | |
| 4. | |  | | |
|  | | 5. | |  | | |
|  | | 如获批第一阶段原则上批准之申请，申请人需甄选及委聘顾问，以拟订保育方案及填妥技术评核表格(表格2)，连同拟议维修工程细项及工程费用估算供本办事处审批第二阶段之申请。Upon approval of the application in principle in Stage 1, the applicant is required to select and appoint a consultant to prepare a conservation proposal and complete Technical Assessment Form (Form 2) with details of the proposed maintenance works and cost estimation and submit to this office for Stage 2 assessment. | | | | |

申请表格必须附上位置图／建筑图则及近期相片展示相关工程范围。如有需要，请提供分阶段施工图。Location / building plan including recent photo record must be submitted together with the application form to show the extent of works. If necessary, please provide phasing plan as well.

申请人如未能在第二阶段技术评核中取得正式批准，任何发还款项的申请将不获处理。　NO reimbursement application will be processed if the applicant failed to obtain approval in the Stage 2 Technical Assessment**.**

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| **C.** | **其他财政资助　Other financial support** | | | | | |
|  | 有否为此已评级历史建筑向其他政府部门或透过其他渠道申请或获得拨款，以作维修用途？  Has funding for maintenance of this graded historic building been applied / obtained from other Government department(s) or source(s)? | | | | | |
|  | ❑ | 没有\*　No \* | | | | |
|  | ❑ | 有，详情如下(如有需要，可自行复制以下表格)\*：  Yes, details as follows (please reproduce the following table if necessary) \*: | | | | |
|  |  | 拨款机构  Funding Organisation | |  | | |
|  |  | 拨款金额(港币)  Funding Amount (HK$) | |  | | |
|  |  | 拨款时限  Funding Duration | |  | | |
|  |  | 申请进展  Progress of application | |  | | |
|  |  | 向本计划申请额外资助的原因  Reason(s) for applying for additional financial support under this scheme | |  | | |
|  |  |  |  |  | | |
|  | \* 请在适当地方填上“✓”号。Please “✓” where appropriate. | | | | | |
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| **D.** | **其他收入　Other Revenue** | | | | | |
|  | 此已评级历史建筑有否租金或其他收入？  Does this graded historic building generate any rental income or revenue? | | | | | |
|  | ❑ | 没有\*　No \* | | | | |
|  | ❑ | 有\*，每年收入约为港币  Yes\*, the total annual income is approximately HKD$ | | | |  |
|  | \* 请在适当地方填上“✓”号。Please “✓” where appropriate. | | | | | |
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| **E.** | **有关维修工程为社会带来的裨益　Benefits of the maintenance works to the community** | | | | | |
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| **IV.　接受资助的条件　Conditions for Accepting Financial Assistance** | | | | |
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| (i) | 除非得到政府许可，我／我们#承诺在本申请表格载列的维修工程在进行工程期间及在顾问签发维修工程竣工证明书后十年／\_\_\_\_\_年内^(**指定期限**)不得拆卸整幢已评级历史建筑或其部分。  I / We undertake not to demolish this graded historic building in whole or in part during the implementation period of the maintenance works and within a 10-year / \_\_\_\_\_-year ^ period after the completion of the maintenance works in this application as stated in the Practical Completion Certificate signed by the consultant (the “**Specific Period**”) except with the consent from the Government. | | | |
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| (ii) | 除非得到政府书面许可，在指定期限内，不得转让已评级历史建筑的业权；如新业主不同意遵守本节条件(i)至(iii)，政府许可则视作无效；以及  I / We undertake not to transfer the ownership of this graded historic building within the Specific Period unless written consent is obtained from the Government. I / We understand such consent may be withheld if the new owner fails to agree to conditions (i) to (iii) under this Section; and | | | |
|  | # | 请删除不适用者。Please delete where appropriate. | | |
|  |  |  | | |
|  | ^ | 政府预期申请人会同意承诺在有关维修工程竣工后十年内，在未有得到政府许可前，不会拆卸或转让有关已评级历史建筑。不过，如申请人能提供充分理据，政府或会接纳一个较短的期限。  The Government would expect applicant agrees to undertake not to demolish the graded historic buildings or transfer its ownership within 10 years from the date of completion of the maintenance works without the consent from the Government. However, the Government may accept a shorter period if the applicant can provide strong justifications. | | |
|  |  | | | |
|  | 因应上述条件(i)及(ii)建议较短期限的理据  Justification(s) for proposing a shorter period in (i) and (ii) above | | | |
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| (iii) | 我／我们承诺会根据上述条件(i)所注明的指定期限内，容许此幢已评级历史建筑作合理程度的开放予公众参观，详情如下：  I / We shall undertake to allow reasonable public access to this graded historic building for appreciation within the Specific Period as stated in (i) above as follows: | |
|  | (a) | 已评级历史建筑开放予公众的时间\*  Time that public is allowed to access the graded historic building |
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|  | (b) | 已评级历史建筑开放予公众的范围（如有需要，请以绘图作说明）\*  Areas of the graded historic building that public are allowed to access (please use drawings for illustration as necessary) |
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|  |  | \* 申请人可以申请豁免遵行此项规定，惟必须提供理据，令政府信纳他有实际困难开放此幢已评级历史建筑予公众参观。  Applicant may apply to be exempted from this requirement provided that the applicant can demonstrate, to the satisfaction of the Government, that the applicant has genuine difficulties to allow the public to access the graded historic building and provides justification(s). |

建议豁免的理据

Justification(s) for proposing for an exemption.

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| **V.　申请人声明及同意书　Declaration and Consent of the Applicant** | | | | | | | |
| 本人／我们确认(a)在填写本申请表格前，本人／我们已细阅历史建筑维修资助计划的申请指引并同意恪守有关指引，以及(b)知悉有关计划的条件和要求。  本人／我们保证在本申请表格填报的资料均属真确无讹。本人／我们明白如填报资料不确，申请将被当无效，同时，政府将停止发放资助，已支付的款项亦须全数退还政府。本人／我们亦明白，如本人／我们在本申请表格或有关证明文件中提供虚假或失实资料，可能会遭受刑事检控。  本人／我们同意政府可使用本申请表格内的资料以审批这项申请及作有关用途。  本人／我们承诺在递交本申请后，所提供的资料如有任何更改或就同一已评级历史建筑向其他机构申请资助，必定会通知政府。  I/We confirm that I/we (a) have read the Guide to Application for the Financial Assistance for Maintenance Scheme on Built Heritage and agree to abide by the same and (b) am/are aware of the conditions and requirements of this Scheme before completing the Application Form.  I/We certify that all the information given in this application is true and accurate. I/We understand that any inaccurate information will render the application invalid, any grant approved will be withheld and any payment made must be refunded to the Government. I/We also understand that any false or inaccurate information provided by me/us in this application form or in any documents supporting this application may render me/us liable to criminal prosecution.  I/We agree that information provided in this application form will be used by the Government to process the application and related purposes.  I/We undertake to inform the Government if, subsequent to the submission of this application, there is any change in information provided in this form or I apply for funds from other sources for the maintenance of the same graded historic building. | | | | | | | |
| 签署　Signature | | | |  | |  |  |
| 姓名　Name | | | |  | |  |
| 职衔△　Post Title △ | | | |  | |  |
| 电话号码　Tel. | | | |  | |  |
| 机构名称△  Name of Organisation △ | | | |  | |  |
| 日期　Date | | | |  | |  | 机构盖章△  Official Seal △ |
|  |  |  |  | |  | | |
| △ 只适用于公司／机构申请人 Company / Organisation Applicant only | | | | | | | |
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| **VI. 收集个人资料声明　Notes on Collection of Personal Data** | | | | |
| 申请人在申请表格上提供的个人资料，将会作审定申请资格；以及审核申请的用途。  我们会小心处理申请人的个人资料。有关申请的资料可能会提供给有需要得知资料内容的第三者，但绝不会作为其他用途。  申请人如欲查阅或更正其个人资料，须以书面形式向文物保育专员办事处提出。  The personal data contained in the application form are collected for the purposes of determination of eligibility and assessment of the application.  The applicant’s personal data will be handled with care. Such information may be provided to any third parties in connection with the application on a need-to-know basis. The information will not be used for any other purposes.  Request for access to or correction of the personal data should be made in writing to the Commissioner for Heritage’s Office. | | | | |
|  |  |  |  |  |