**發展局**

**Development Bureau**

**歷史建築維修資助計劃**

**(私人擁有的已評級歷史建築)**

**申請表格(表格1)**

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

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

1. 填寫本申請表格前請先細閱歷史建築維修資助計劃之申請指引。
Please read the Guide to Application for the Financial Assistance for Maintenance Scheme on Built Heritage carefully before completing this application form.
2. 申請人必須**提交有關其物業擁有權的證明文件**。
Applicant should **attach the relevant documentary proof of ownership**.
3. 本申請表格可用中文或英文填寫。請在已填妥之申請表格及所有相關證明文件每一頁的下方簡簽。
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. 如表格不敷應用，請另紙書寫。
Please attach sheet(s) if more space is required.
5. 請將填妥的申請表格妥為簽署。已填妥之申請表格請以電子方式遞交至電郵mhb\_enquiry@devb.gov.hk，或把本申請表格正本送交香港九龍尖沙咀東麼地道68號帝國中心7樓701B室發展局文物保育專員辦事處。
The completed application form shall be duly signed. Please submit electronic submission by email to 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. 每宗申請的資助額包括顧問費及維修工程費用**最多為港幣600萬元**。

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**.

|  |
| --- |
| **I.　建築物資料　Building Information** |
|  | 名稱　Name | (中文) |  |
|  |  | (Eng) |  |
|  | 地址　Address | (中文) |  |
|  |  | (Eng) |  |
|  | 地段號碼　Lot number(s) |  |
|  | 評級\*　Grading \* | ❑ 一級  Grade 1 | ❑ 二級 Grade 2 | ❑ 三級 Grade 3 | 評級編號Assessment no. |  |
|  | 擁有人　Owner(s) | (中文) |  |
|  |  | (Eng) |  |
|  | 現時用途　Current usage |  |
| \* 請在適當地方填上“✓”號。Please “✓” where appropriate. |

|  |
| --- |
|  |
| **II.　申請人資料　Particulars of Applicant** |
|  |  |  |  |  |
| 個別申請人請填寫IIA部分；公司／機構申請人則請填寫IIB部分。Individual applicant please complete Section IIA while company / organisation applicant please complete Section IIB. |
| **A.** | **個別申請人　Individual Applicant** |
|  | 如建築物由多人共同持有，申請人必須得到所有擁有人的同意並提交授權書。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) |  |
|  | 身份證／護照號碼#　Identity Card / Passport No. # |  |
|  | 簽發地　Place of issue |  |
|  | 電話號碼　Tel |  | 傳真號碼　Fax |  |
|  | 電郵地址　Email |  |
|  |  |  |  |  |
| **B.** | **公司／機構申請人**　**Company / Organisation Applicant** |
|  | 公司／機構名稱Name of Company / Organisation | (中文) |  |
|  | (Eng) |  |
|  | 授權代表姓名Name of Authorised Representative | (中文) |  |
|  | (Eng) |  |
|  | 職銜　Post title |  |
|  | 地址　Address | (中文) |  |
|  |  | (Eng) |  |
|  | 電話號碼　Tel |  | 傳真號碼　Fax |  |
|  | 電郵地址　Email |  |
|  |  |  |  |  |
| # 請刪除不適用者，並請**夾附身份證／護照的副本**。Please delete where appropriate and **attach a copy of the Identity Card / Passport**. |

|  |
| --- |
| **III.　申請詳情　Details of Application** |
|  |  |  |  |  |
| **A.** | **進行維修工程的理據　Justifications for the maintenance works** |
|  | 請就有關維修工程提出理據，並提供相關的照片或繪圖作說明。Please specify the justifications for the maintenance works. Please attach photographs or drawings for illustration. |
|  | 上一次維修工程年份Year of past maintenance:\_\_\_\_\_\_\_\_\_\_上一次維修工程項目Works items in past maintenance works:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **B.** | **擬議維修工程　Proposed maintenance works** |
|  | 請闡述擬議維修工程的內容。Please describe the proposed maintenance works. |
|  |  | **擬議維修工程項目****Proposed maintenance work items** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
|  | 5. |  |
|  | 如獲批第一階段原則上批准之申請，申請人需甄選及委聘顧問，以擬訂保育方案及填妥技術評核表格(表格2)，連同擬議維修工程細項及工程費用估算供本辦事處審批第二階段之申請。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. |

申請表格必須附上位置圖／建築圖則及近期相片展示相關工程範圍。如有需要，請提供分階段施工圖。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.

申請人如未能在第二階段技術評核中取得正式批准，任何發還款項的申請將不獲處理。　NO reimbursement application will be processed if the applicant failed to obtain approval in the Stage 2 Technical Assessment**.**

|  |  |
| --- | --- |
| **C.** | **其他財政資助　Other financial support** |
|  | 有否為此已評級歷史建築向其他政府部門或透過其他渠道申請或獲得撥款，以作維修用途？Has funding for maintenance of this graded historic building been applied / obtained from other Government department(s) or source(s)? |
|  | ❑ | 沒有\*　No \* |
|  | ❑ | 有，詳情如下(如有需要，可自行複製以下表格)\*：Yes, details as follows (please reproduce the following table if necessary) \*: |
|  |  | 撥款機構Funding Organisation |  |
|  |  | 撥款金額(港幣)Funding Amount (HK$) |  |
|  |  | 撥款時限Funding Duration |  |
|  |  | 申請進展Progress of application |  |
|  |  | 向本計劃申請額外資助的原因Reason(s) for applying for additional financial support under this scheme |  |
|  |  |  |  |  |
|  | \* 請在適當地方填上“✓”號。Please “✓” where appropriate. |
|  |  |
| **D.** | **其他收入　Other Revenue** |
|  | 此已評級歷史建築有否租金或其他收入？Does this graded historic building generate any rental income or revenue? |
|  | ❑ | 沒有\*　No \* |
|  | ❑ | 有\*，每年收入約為港幣Yes\*, the total annual income is approximately HKD$ |  |
|  | \* 請在適當地方填上“✓”號。Please “✓” where appropriate. |
|  |  |
|  |  |
|  |  |
| **E.** | **有關維修工程為社會帶來的裨益　Benefits of the maintenance works to the community** |
|  |  |
|  |  |
|  |  |  |  |  |

|  |
| --- |
| **IV.　接受資助的條件　Conditions for Accepting Financial Assistance** |
|  |  |  |  |  |
| (i) | 除非得到政府許可，我／我們#承諾在本申請表格載列的維修工程在進行工程期間及在顧問簽發維修工程竣工證明書後十年／\_\_\_\_\_年內^(**指定期限**)不得拆卸整幢已評級歷史建築或其部分。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. |
|  |  |  |  |  |
| (ii) | 除非得到政府書面許可，在指定期限內，不得轉讓已評級歷史建築的業權；如新業主不同意遵守本節條件(i)至(iii)，政府許可則視作無效；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 |
|  | # | 請刪除不適用者。Please delete where appropriate. |
|  |  |  |
|  | ^ | 政府預期申請人會同意承諾在有關維修工程竣工後十年內，在未有得到政府許可前，不會拆卸或轉讓有關已評級歷史建築。不過，如申請人能提供充分理據，政府或會接納一個較短的期限。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. |
|  |  |
|  | 因應上述條件(i)及(ii)建議較短期限的理據Justification(s) for proposing a shorter period in (i) and (ii) above |
|  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
|  |  |
| (iii) | 我／我們承諾會根據上述條件(i)所註明的指定期限內，容許此幢已評級歷史建築作合理程度的開放予公眾參觀，詳情如下：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) | 已評級歷史建築開放予公眾的時間\*Time that public is allowed to access the graded historic building |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | (b) | 已評級歷史建築開放予公眾的範圍（如有需要，請以繪圖作說明）\*Areas of the graded historic building that public are allowed to access (please use drawings for illustration as necessary) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | \* 申請人可以申請豁免遵行此項規定，惟必須提供理據，令政府信納他有實際困難開放此幢已評級歷史建築予公眾參觀。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). |

建議豁免的理據

Justification(s) for proposing for an exemption.

|  |
| --- |
|  |

|  |
| --- |
| **V.　申請人聲明及同意書　Declaration and Consent of the Applicant** |
| 本人／我們確認(a)在填寫本申請表格前，本人／我們已細閱歷史建築維修資助計劃的申請指引並同意恪守有關指引，以及(b)知悉有關計劃的條件和要求。本人／我們保證在本申請表格填報的資料均屬真確無訛。本人／我們明白如填報資料不確，申請將被當無效，同時，政府將停止發放資助，已支付的款項亦須全數退還政府。本人／我們亦明白，如本人／我們在本申請表格或有關證明文件中提供虛假或失實資料，可能會遭受刑事檢控。本人／我們同意政府可使用本申請表格內的資料以審批這項申請及作有關用途。本人／我們承諾在遞交本申請後，所提供的資料如有任何更改或就同一已評級歷史建築向其他機構申請資助，必定會通知政府。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.  |
| 簽署　Signature |  |  |  |
| 姓名　Name |  |  |
| 職銜△　Post Title △ |  |  |
| 電話號碼　Tel. |  |  |
| 機構名稱△Name of Organisation △ |  |  |
| 日期　Date |  |  | 機構蓋章△Official Seal △ |
|  |  |  |  |  |
| △ 只適用於公司／機構申請人Company / Organisation Applicant only |
|  |  |  |  |  |

|  |
| --- |
| **VI. 收集個人資料聲明　Notes on Collection of Personal Data** |
| 申請人在申請表格上提供的個人資料，將會作審定申請資格；以及審核申請的用途。我們會小心處理申請人的個人資料。有關申請的資料可能會提供給有需要得知資料內容的第三者，但絕不會作為其他用途。申請人如欲查閱或更正其個人資料，須以書面形式向文物保育專員辦事處提出。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. |
|  |  |  |  |  |