

Checklist for Drug Dependent Persons Treatment and Rehabilitation Centre for Obtaining a Licence

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Land Use



Fire Safety



Building Safety



Operation and Management



社會福利署
Social Welfare Department

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Chapter 1

Introduction

(A) Purpose of the Checklist

The purpose of this checklist is to facilitate the specified operator to obtain a licence for its existing treatment centre under the Drug Dependent Persons Treatment and Rehabilitation Centres (Licensing) Ordinance (Cap. 566) [the Ordinance].

(B) The Checklist

The checklist only provides a general guidance and reference. The compliance with the advice therein does not constitute the issue of licence under the Ordinance. Licence will only be issued for the premises as a treatment centre upon the compliance with the licensing requirements in accordance with the Ordinance and the Code of Practice for Drug Dependent Persons Treatment and Rehabilitation Centres [Code of Practice].

If there is doubt in rectifying the irregularities, you may consult relevant professionals or to seek advice/information from relevant Government departments. The list of contact points of these relevant Government departments is at Annex 1.

(C) Points to Note

Please refer to the Schedule of the valid certificate of exemption issued to the treatment centre for checking the items as listed in the following chapters. If you are not sure with the answers in relation to the possibilities for the treatment centre to conduct upgrading/improvement works in the existing premises for obtaining a licence or those items relating to the building safety, please approach an Authorized Person (an architect, engineer or surveyor registered under the Buildings Ordinance) for consultancy services. The list of Authorized Persons registered under the Buildings Ordinance is available at the website of the Buildings Department (<http://www.bd.gov.hk>) or the Buildings Department for viewing.

Chapter 2

Part A Land Lease and Land Use Restrictions on Statutory Plans

A1. Have the treatment centre premises complied with condition(s) of the Government lease that restricts the use of the place and is it in compliance with land use restrictions on statutory plans?

☺ **Yes [please go to Part B]**

☹ **No [please refer to Question A2]**

A2. How to comply with condition(s) of the Government lease and statutory plan requirements?

- ✍ If your treatment centre falls within the land use zone in which “social welfare facility” use is not permitted as of right according to the provisions of the relevant Outline Zoning Plan, the registered owner(s) of the property concerned or his/their authorized persons should submit an application to the Town Planning Board for planning permission under Section 16 of the Town Planning Ordinance (Cap. 131). Guidance notes on how to make planning application can be viewed at Town Planning Board’s website (<http://www.info.gov.hk/tpb>).
- ✍ If the use as a treatment centre is permitted under the relevant Outline Zoning Plan or has been approved by the Town Planning Board by application as above, the registered owner(s) of the property concerned or his/their authorized persons should apply for a waiver from the Lands Department to temporarily relax the restriction(s) under the lease.
- ✍ If the plot ratio or total site coverage has exceeded the condition(s) set out in the lease, the registered owner(s) of the property concerned or his/their authorized persons should:-
 - (i) reduce the plot ratio or the total site coverage of the centre premises; or
 - (ii) approach the Lands Department to apply for such increase of the plot ratio or total site coverage which may be approved at the discretion of the Lands Department. If approved, it will be subject to conditions and payment of a waiver fee and administration fee as appropriate.

Chapter 3

Part B Reprovisioning

B1. Is it possible for the treatment centre to conduct upgrading/improvement works in the existing premises for obtaining a licence?

☺ **Yes [please go to Part C]**

☹ **No [please refer to Question B2]**

B2. Is any alternative site / set of premises suitable and available for reprovisioning of the existing treatment centre which cannot meet the lease condition or the licensing requirements by upgrading works?

☺ **Yes [please go to Part C]**

☹ **No [please refer to Question B3]**

B3. How to search for and secure an alternative suitable site / set of premises?

Searching for Site

Self-approach

- The specified operator can self-approach the respective District Planning Offices of the Planning Department (Please refer to Annex 1) for site within the district of the treatment centre or in other districts. All site search exercise will only be conducted with policy support from the Security Bureau.

By Administration

- The Social Welfare Department has included those treatment centres in need of reprovisioning to its existing mechanism of searching site for non-governmental organizations. The Social Welfare Department will liaise with individual specified operator accordingly if suitable site is available.

- The specified operator may submit a detailed proposal to the Social Welfare Department requesting for a site search by the relevant departments. The Social Welfare Department will liaise with the specified operator accordingly if a site is available for operation of treatment centre.

Necessary Procedures for Securing a Site

- If a site is identified, the specified operator has to follow up with the necessary logistics as below –
 - (i) getting consent from local community through consultation together with departments concerned
 - (ii) getting planning approval from the Town Planning Board if the treatment centre falls within the land use zone in which “social welfare facility” use is not permitted as of right
 - (iii) getting approval for appropriate documents (subject to conditions and rent/fees, as appropriate) from the Lands Department depending on whether the site is on government land or private land

Searching for Premises

Self-approach

- The specified operator can search for vacant public housing units of the Hong Kong Housing Authority at <http://www.housingauthority.gov.hk> and liaise with the Hong Kong Housing Authority direct on unit identified.

By Administration

- The Social Welfare Department has included those treatment centres in need of reprovisioning to its existing mechanism of searching government premises for non-governmental organizations. The Social Welfare Department will liaise with individual specified operator accordingly if a suitable set of premises is available.

- The specified operator may submit a detailed proposal to the Social Welfare Department requesting for a search of government premises by the relevant departments. The Social Welfare Department will liaise with the specified operator accordingly if a set of premises is available for operation of treatment centre.

Necessary Procedures for Securing a Set of Premises

- If a set of premises is identified, the specified operator has to follow up with the necessary logistics which include –
 - (i) getting consent from local community through consultation together with departments concerned
 - (ii) getting planning approval from the Town Planning Board if the treatment centre falls within the land use zone in which “social welfare facility” use is not permitted as of right
 - (iii) getting approval for appropriate documents from the Housing Department, Lands Department or Government Property Agency if the set of premises is under their management
 - (iv) check if the use of premises comply with the lease. If not, then get approval for appropriate documents from the Lands Department if the set of premises is on private land

B4. What information is required for processing a site/premises application?

- The specified operator should provide the following information for processing the site/premises application as far as practicable:
 - (i) agency background (e.g. whether it is a charitable organization);
 - (ii) performance indicators of the existing treatment centre (e.g. utilization and successful rates) in the past three years;
 - (iii) any justifications or professional advice showing that the treatment centre cannot fulfill the licensing requirements through in-situ upgrading/redevelopment;
 - (iv) service mode/programmes and clientele upon reprovisioning;
 - (v) financial arrangements and cost estimate for the reprovisioning; and

- (vi) information on the suitability of the premises for the proposed use e.g. original use of the premises under the Occupation Permit issued by the Buildings Department, whether any change of use would be acceptable under the Buildings Ordinance including the fire safety aspect.

Chapter 4

Part C Building Safety

C1. Is there any building/structure within the licensed area of the treatment centre regarded as unauthorized building works (UBWs)?

☺ **Yes [please go to Question C2]**

☹ **No [please refer to Question C3]**

C2. How to comply with the licensing requirement if UBWs are involved?

- ✍ Premises / structures (or any part of them) of the treatment centres which were constructed without having obtained prior approval and consent necessary under the Buildings Ordinance (Cap. 123) are objectionable UBWs and are unsuitable for licensing, unless these premises / structures are exempted under the Buildings Ordinance (Application to the New Territories) Ordinance (Cap. 121). Prior to the issue of a licence, all objectionable UBWs affecting the treatment centre should be removed.

C3. Has the treatment centre complied with the requirements on means of escape?

☺ **Yes [please go to Question C5]**

☹ **No [please refer to Question C4]**

C4. How to comply with the requirements on means of escape?

- ✍ The specified operator should make reference to the Code of Practice for Fire Safety in Buildings 2011 published by the Buildings Department and any subsequent amendments or revisions made.

C5. Has the treatment centre complied with requirements on fire resisting construction?

☺ **Yes [please go to Question C7]**

☹ **No [please refer to Question C6]**

C6. How to comply with the requirements on fire resisting construction?

- ✍ The specified operator should make reference to the Code of Practice for Fire Safety in Buildings 2011 published by the Buildings Department and any subsequent amendments or revisions made.
- ✍ If additions or alterations to fire-resisting construction are involved, the specified operator should submit a form and supporting test/assessment reports prepared by an Authorized Person/Registered Structural Engineer in accordance with the Practice Notes for APs, RSEs and Registered Geotechnical Engineers (“PNAP”) APP-13 to the Building Authority, or the Housing Authority, where appropriate, to certify the adequacy of fire resisting construction. The form and reports are available on the BD’s website at www.bd.gov.hk. Submission of such form and reports is not required if PNAP ADM-20 is applicable for the fire-resisting construction.

C7. Has the treatment centre complied with the requirements on lighting and ventilation?

☺ **Yes [please go to Question C9]**

☹ **No [please refer to Question C8]**

C8. How to comply with the requirements on lighting and ventilation?

- ✍ The specified operator should make reference to the Building (Planning) Regulations.

C9. Has the treatment centre complied with the requirements on the provision of sanitary fitments?

☺ **Yes [please go to Question C11]**

☹ **No [please refer to Question C10]**

C10. How to comply with the requirements on the provision of sanitary fitments?

- ✍ The specified operator should make reference to the Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations.

C11. Has the treatment centre complied with the requirement on the locking device?

☺ **Yes [please go to Part D]**

☹ **No [please refer to Question C12]**

C12. How to comply with the requirement on the locking device?

- ✍ The locking device installed to any exit door should be of the type that is capable of being readily opened from the inside without the use of a key. The locking device may be electrically operated, but it should be released automatically upon power failure or upon actuation of a fire alarm signal by the fire service installation(s) designed and installed to the satisfaction of the Director of Fire Services. The specified operator should make reference to the Code of Practice for Fire Safety in Buildings 2011.
- ✍ In addition, before installing any locking device, the specified operator can write, with description on the proposed locking devices, to the Licensing Office of Drug Dependents Treatment Centres [Licensing Office] of the Social Welfare Department for consultation with the relevant Government departments.

Chapter 5

Part D Fire Safety

D1. Has the treatment centre complied with the requirements on fire service installations and equipment?

☺ **Yes [please go to Question D3]**

☹ **No [please refer to Question D2]**

D2. How to comply with the requirements on fire service installations and equipment?

- ✍ For existing treatment centre, the specified operator should make reference to the Schedule of the valid certificate of exemption issued to the treatment centre.
- ✍ For the treatment centre which requires reprovisioning, the specified operator should make reference to the current requirements as specified in Chapter 6 of the Code of Practice for Drug Dependent Persons Treatment and Rehabilitation Centres and paragraph 4.31 or 4.32 of the Codes of Practice for Minimum Fire Service Installations and Equipment issued by the Fire Services Department for setting up the new treatment centre.

D3. Is valid Certificate of Fire Service Installations and Equipment (F.S.251) available?

☺ **Yes [please go to Question D5]**

☹ **No [please refer to Question D4]**

D4. How to get a valid Certificate of Fire Service Installations and Equipment (F.S.251)?

All fire service installations and equipment should be installed, maintained, repaired or inspected by registered contractors. According to Fire Services

(Installations and Equipment) Regulations (Cap. 95B), whenever a registered contractor installs, maintains, repairs or inspects any fire service installations or equipment in any premises, he shall within 14 days after completion of the work issue to the person on whose instructions the work was undertaken a certificate and forward a copy thereof to the Director of Fire Services.

- ✍ The specified operator can browse at the website of the Fire Services Department (<http://www.hkfsd.gov.hk>) for details of the registered contractors.

D5. Is valid Work Completion Certificate – Form WR1 or Periodic Test Certificate – Form WR2 under the Electricity (Wiring) Regulations (Cap. 406E) available?

☺ **Yes [please go to Question D7]**

☹ **No [please refer to Question D6]**

D6. How to get a valid Form WR1 or Form WR2?

- ✍ The specified operator should get a valid Form WR1 or Form WR2 certified by the registered electrical worker and contractor after the fixed electrical installations have been installed, inspected and tested.
- ✍ The specified operator can browse at the website of the Electrical and Mechanical Services Department (<http://www.emsd.gov.hk>) for details of the registered electrical contractors and workers.

D7. Is a valid Certificate of Completion / Annual Inspection / Maintenance of Gas Installations available?

☺ **Yes [please go to Question D9]**

☹ **No [please refer to Question D8]**

D8. How to get a valid Certificate of Completion / Annual Inspection / Maintenance of Gas Installations?

- ✍ All gas installation/alteration work and/or inspection should be carried out by registered gas installers (registered to the appropriate class) employed by registered gas contractors with a copy of the above certificate / certificate of completion submitted as proof of compliance with the Gas Safety Ordinance (Cap. 51). The specified operator should make reference to the leaflets of “Safe Use of LPG Cylinders” and “Gas Installation Work and Registered Gas Contractors” issued by the Electrical and Mechanical Services Department.
- ✍ The specified operator can browse at the website of the Electrical and Mechanical Services Department (<http://www.emsd.gov.hk>) for the above leaflets and details of the registered gas contractors.

D9. Has the treatment centre complied with the requirements on the using and storage of kerosene or diesel?

☺ **Yes [please go to Question D11]**

☹ **No [please refer to Question D10]**

D10. How to comply with the requirements on the using and storage of kerosene or diesel?

- ✍ Any intended storage or use of dangerous goods as defined in the Dangerous Goods Ordinance (Cap. 295), including kerosene and diesel, should be notified to the Director of Fire Services. All dangerous goods (other than explosive and Liquefied Petroleum Gas (LPG)) can only be used and/or stored in excess of the exempt quantity in accommodation approved and licensed by the Director of Fire Services. Application shall be made to the Dangerous Goods Control Division of Fire Services Department.

D11. Has the treatment centre complied with the requirement on drawing up evacuation plan?

☺ **Yes [please go to Question D13]**

☹ **No [please refer to Question D12]**

D12. How to comply with the requirement on drawing up evacuation plan?

- ✍ The specified operator should make reference to the elements listed in the information sheet at [Annex 2](#).

D13. Has the treatment centre complied with the requirement on fire drill?

☺ **Yes [please go to Part E]**

☹ **No [please refer to Question D14]**

D14. How to comply with the requirement on fire drill?

- ✍ The specified operator should conduct the fire drill at least annually and keep proper record on it.

Chapter 6

Part E Operation and Management

E1. Has the treatment centre complied with the licensing requirements on operation and management including display of certificate of exemption, admission of residents, staff matter, medical and health care, record keeping, furniture and equipment?

☺ **Yes [please go to Part F]**

☹ **No [please refer to Question E2]**

E2. How to comply with the licensing requirements on operation and management?

- ✍ The specified operator should make reference to paragraph 3.8 of the Code of Practice for compliance with the requirement on display of certificate of exemption.
- ✍ The specified operator should make reference to paragraph 4.1.2 to 4.1.5 of the Code of Practice for compliance with the requirements on admission of residents.
- ✍ The specified operator should make reference to paragraph 4.4 and 8.1 of the Code of Practice for compliance with the requirements on staff matter.
- ✍ The specified operator should make reference to paragraph 4.5.3, 4.5.4, 4.5.6 and 4.5.7 of the Code of Practice for compliance with the requirements on health care.
- ✍ The specified operator should make reference to paragraph 4.7.1, 4.7.2, 4.7.2(a), 4.7.2(b), 4.7.2(f), 4.7.2(g) and 8.2.1(b) of the Code of Practice for compliance with the requirements on record keeping.

- ✍ The specified operator should make reference to paragraph 7.1.1 to 7.1.3 of the Code of Practice for compliance with the requirements on furniture and equipment.
- ✍ The specified operator may consult the social workers of the Licensing Office on the details of compliance with the requirements on operation and management.

Chapter 7

Part F Others

F1. Has the treatment centre complied with the requirement on the submission of building plans of the centre premises for obtaining a licence under the Ordinance?

☺ **Yes [please go to Question F3]**

☹ **No [please refer to Question F2]**

F2. How to comply with the requirement on the submission of the above building plans?

✍ The specified operator should make reference to the items listed in Appendix 1(b) of the Code of Practice for preparation of the above building plans.

F3. Has approval been obtained from the relevant departments for proposed change of the building or layout plan?

☺ **Yes or Not Applicable [please go to Part G]**

☹ **No [please refer to Question F4]**

F4. How to get approval for the proposed change of the building or layout plan?

✍ Prior to any change in the layout, the specified operator should apply to the Licensing Office in writing together with the proposed plan(s). Upon receiving such application, the Licensing Office will forward it to the relevant Government departments for comments which will subsequently be conveyed to the specified operator.

✍ If there is alteration or addition works involved, the permission of the Building Authority or the Housing Authority, and the Lands Department where appropriate, should also be obtained for compliance with the requirements.

Chapter 8

Part G Funding

G1. Is any funding resource adequate for upgrading/reprovisioning of the treatment centre?

☺ **Yes or Not Applicable**

☹ No [please refer to Question G2]

G2. How to secure funding resources?

✍ Available Funding Sources -

- (i) The Hong Kong Jockey Club Charities Trust
- (ii) Chief Executive's Community Project List
- (iii) The Board of Management of the Chinese Permanent Cemeteries Charity Donation
- (iv) Sir Murray MacLehose Trust Fund
- (v) Sir Robert Ho Tung Charitable Fund
- (vi) Lotteries Fund
- (vii) Beat Drugs Fund Funding Scheme for Drug Dependent Persons Treatment and Rehabilitation Centres

✍ The specified operator can consider applying for the above-mentioned funds for upgrading or reprovisioning of existing treatment centres for meeting licensing requirements. Summary of information of the funds is at [Annex 3](#).

✍ The Narcotics Division, Social Welfare Department and other departments concerned will provide comments on the specified operators' applications to the respective funding organizations as requested from policy, service, licensing and technical works perspectives.

**Licensing Scheme for Drug Dependent Persons
Treatment and Rehabilitation Centres
Contact Points of Relevant Government Departments**

Department	Telephone No.
Social Welfare Department (website: http://www.swd.gov.hk) Licensing Office of Drug Dependents Treatment Centres	3184 0812
Buildings Department (website: http://www.bd.gov.hk) Licensing Unit	2626 1085
Office of the Permanent Secretary for Transport and Housing (Housing) (website: http://www.hb.gov.hk/icu/eng) Independent Checking Unit	3162 0555
Architectural Services Department (website: http://www.archsd.gov.hk) Project Management 3, Division 3, Property Services Branch	2773 2469
Fire Services Department (website: http://www.hkfsd.gov.hk) Licensing and Certification Command Hong Kong Licensing Office Kowloon West Licensing Office Kowloon East Licensing Office New Territories Licensing Office	 2549 8104 2302 5339 3423 9332 3423 9328
Lands Department (website: http://www.landsd.gov.hk)	Appendix 1
Planning Department (website: http://www.pland.gov.hk)	Appendix 2

Lands Department

District Lands Office / Hong Kong East

Address 19/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
Tel. No. 2835 1684
Fax 2834 4324

District Lands Office / Hong Kong West and South

Address 20/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
Tel. No. 2835 1711
Fax 2833 1945

District Lands Office / Kowloon East

Address 3/F and 4/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tau, Kowloon
Tel. No. 3842 7450
Fax 2782 5061

District Lands Office / Kowloon West

Address 3/F and 4/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tau, Kowloon
Tel. No. 3842 7450
Fax 2782 5061

District Lands Office / Islands

Address 19/F, Harbour Building, 38 Pier Road, Central, Hong Kong
Tel. No. 2852 4265
Fax 2850 5104

District Lands Office / North

Address 6/F, North District Government Offices, 3 Pik Fung Road, Fanling, NT
Tel. No. 2675 1809
Fax 2675 9224

District Lands Office / Sai Kung

Address 3/F and 4/F, Sai Kung Government Offices, 34 Chan Man Street,
Sai Kung, NT
Tel. No. 2791 7019
Fax 2792 0706

District Lands Office / Sha Tin

Address 11/F, Sha Tin Government Offices, 1 Sheung Wo Che Road,
Sha Tin, NT
Tel. No. 2158 4700
Fax 2602 4093

District Lands Office / Tai Po

Address 1/F, Tai Po Government Offices, Ting Kok Road, Tai Po, NT
Tel. No. 2654 1263
Fax 2650 9896

District Lands Office / Tsuen Wan and Kwai Tsing

Address 10/F and 11/F, Tsuen Wan Multi-storey Carpark Building,
174 - 208 Castle Peak Road, Tsuen Wan, NT
Tel. No. 2402 1164
Fax 2415 0703 2412 0505

District Lands Office / Tuen Mun

Address 6/F and 7/F, Tuen Mun Government Offices, 1 Tuen Hi Road,
Tuen Mun, NT
Tel. No. 2451 1176
Fax 2459 0795

District Lands Office / Yuen Long

Address 9/F-11/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen
Long, NT
Tel. No. 2443 3575
Fax 2473 3134

Planning Department

Hong Kong District Planning Office

Address 14/F, North Point Government Offices, 333 Java Road, North Point,
Hong Kong
Tel. No. 2231 4957
Fax 2895 3957

Kowloon District Planning Office

Address 14/F, North Point Government Offices, 333 Java Road, North Point,
Hong Kong
Tel. No. 2231 4979
Fax 2894 9502

Tsuen Wan and West Kowloon District Planning Office

Address 27/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen
Wan, NT
Tel. No. 2417 6658
Fax 2412 5435

Sai Kung and Islands District Planning Office

Address 15/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin,
NT
Tel. No. 2158 6177
Fax 2367 2976

Sha Tin, Tai Po and North District Planning Office

Address 13/F and 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road,
Sha Tin, NT
Tel. No. 2158 6274
Fax 2691 2806

Fanling, Sheung Shui and Yuen Long East District Planning Office

Address Unit 2202, 22/F, CDW Building, 388 Castle Peak Road, Tsuen Wan, NT
Tel. No. 3168 4025
Fax 3168 4074 3168 4075

Tuen Mun and Yuen Long West District Planning Office

Address 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin,
NT
Tel. No. 2158 6301
Fax 2489 9711

Elements required for Fire Safety Evacuation Plan

1. Legend and Location of the Manual Fire Service Installations
(e.g. Fire Extinguisher, Fire Blanket, Hose Reel, Manual Fire Alarm Actuation Point)
2. Highlighted Exit Routes
3. Possible Evacuation Direction
4. The Assembly Point Outside the Premises
5. The Location of the Switch Room and Kitchen
6. The Division of Works for the Staff in case of Fire or Emergency

Summary of Funding Information

Name Details	HKJCCT	CECPL	BMCPCCD	SMMTF	SRHTCF	LF	BDF(FS)
When to Apply	All year round	July/ August	January/ February	No regular exercise	February/ March	All year round	All year round
How to Apply (Contact Organization)	Direct to Hong Kong Jockey Club (HKJC)	Through Government Bureaux / Departments	Through Government Bureaux / Departments	Through Government Bureaux / Departments	Through Government Bureaux / Departments	Direct to Lotteries Fund Projects Section, Social Welfare Department	Direct to secretariat of BDF Association
Telephone No. / Website	2966 7259 / www.hkjc.com	2810 3433	3719 7831 www.bmcpc.org. hk	3718 6808	2810 3433	2832 4319 / www.swd.gov.hk	2867 2763
Ceiling of Grant	Nil	At least \$10 Million	Maximum \$1 Million	Nil	Nil	Nil	Not exceed \$3 Million for each centre and \$6 Million for each non-governmental organization with two or more centres
Project Nature	Capital works/ renovation/ fitting-out works/purchase of furniture and equipment, vehicles	Capital works	Capital works/ renovation/ fitting-out works/ purchase of furniture and equipment	No specification. Can be capital works/renovation / fitting-out works etc. Subject to the theme	Capital works/ purchase of durable equipment	Capital works/ renovation/ fitting-out works/ purchase of furniture and equipment	Capital works, furniture and equipment which are essential to meet licensing requirements
Acknowledgement	√	√ (to HKJC)	√	√	√	√ (to LF, but can exempt on very exceptional grounds)	√
Remarks	–	–	–	–	–	–	Applicant should have demonstrated difficulties in seeking funding support from other sources

NOTES :

Name of Funding (in English)	Name of Funding (in Chinese)
The Hong Kong Jockey Club Charities Trust (HKJCCT)	香港賽馬會慈善信託基金
Chief Executive's Community Project List (CECPL)	行政長官社會資助計劃
The Board of Management of the Chinese Permanent Cemeteries Charity Donation (BMCPCCD)	華人永遠墳場管理委員會慈善捐款
Sir Murray MacLehose Trust Fund (SMMTF)	麥理浩爵士信託基金
Sir Robert Ho Tung Charitable Fund (SRHTCF)	何東爵士慈善基金
Lotteries Fund (LF)	獎券基金
Beat Drugs Fund Funding Scheme for Drug Dependent Persons Treatment and Rehabilitation Centres (BDF(FS))	禁毒基金資助藥物倚賴者治療康復中心撥款計劃

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第一章

簡介

(A) 擬備清單的目的

擬備本清單旨在方便指明營辦者按照《藥物倚賴者治療康復中心（發牌）條例》（第 566 章）（下稱“《條例》”）的規定，為其現時營辦的治療中心申領牌照。

(B) 清單

本清單僅作一般指引及參考用途。營辦者或任何人士遵辦本清單的建議，並不代表可以根據《條例》規定獲發牌照。當局只會在以下情況發出牌照給予治療中心：有關處所符合《條例》及《藥物倚賴者治療康復中心實務守則》（下稱“《實務守則》”）訂明的發牌規定。

如你對修改不符合發牌條件的事宜有任何疑問，可以諮詢相關的專業人士，或要求有關的政府部門提出建議／提供資料。這些相關政府部門的聯絡人的資料，載列於附件 1。

(C) 注意事項

請參閱向治療中心發出的有效豁免證明書的附表，以核對下列章節載列的各個項目。假如你不清楚治療中心可否在現有處所進行改建／改善工程以取得牌照，或對建築物安全事宜有疑問，請徵詢認可人士（根據《建築物條例》的規定註冊的建築師、工程師或測量師）的意見。如欲查看根據《建築物條例》的規定註冊的認可人士名冊，可以瀏覽屋宇署的網址(<http://www.bd.gov.hk>)，或前往屋宇署的辦事處查詢。

第二章

A 部 批地契約及法定圖則的土地用途限制

A1. 治療中心處所是否符合政府地契內各項限制土地用途的條件，以及符合法定圖則上的土地用途限制？

☺ 是〔請跳到 B 部〕

☹ 否〔請參閱問題 A2〕

A2. 如何符合政府地契的條件及法定圖則的規定？

✍ 如根據相關分區計劃大綱圖的條文，「社會福利設施」在治療中心座落的土地用途地帶內並非列為有當然權利而經常准許的用途，有關物業的註冊業主或其認可人士便須根據《城市規劃條例》（第 131 章）第 16 條的規定，向城市規劃委員會申請規劃許可。如何提出規劃申請，可參閱載於城市規劃委員會網頁的申請須知（網址：<http://www.info.gov.hk/tpb>）。

✍ 倘若將該處所作治療中心用途，屬於有關分區計劃大綱圖的許可用途，或屬於經如上申請後獲城市規劃委員會批准的用途，則有關物業的註冊業主或其認可人士應向地政總署申請豁免書，暫時放寬地契內的限制。

✍ 如地積比率或總上蓋面積超出批地條件訂明的上限，有關物業的註冊業主或其認可人士應：

- (i) 縮減治療中心處所的地積比率或總上蓋面積；或
- (ii) 就此向地政總署申請提高地積比率或總上蓋面積，由該署酌情審批，倘獲批准，須遵守有關條件及支付適當的豁免限制費用和行政費用。

第三章

B 部 重置治療中心

B1. 可否在治療中心的現有處所進行改建／改善工程藉以取得牌照？

☺ 可以〔請跳到 C 部〕

☹ 不可以〔請參閱問題 B2〕

B2. 現時有沒有其他合適和可用的地方／處所，用以重置若經改建後仍未符合地契條件或發牌規定的治療中心？

☺ 有〔請跳到 C 部〕

☹ 沒有〔請參閱問題 B3〕

B3. 如何物色其他合適的地方／處所及取得其使用權？

物色地方

自行物色地方

- 指明營辦者可以自行聯絡規劃署轄下有關地區的規劃處（請參閱附件 1），於治療中心座落地區或其他地區物色地方。而有關工作必須得到保安局政策上的支持。

由當局代為物色地方

- 社會福利署（下稱“社署”）已把需要重置的治療中心，納入代非政府機構物色地方的現行機制內。如有合適地方可供選擇，社署便會聯絡個別的指明營辦者。
- 指明營辦者可以向社署遞交詳盡的建議書，要求有關部門為中心物色地方。如有可供治療中心使用的地方，社署便會聯絡指明營辦者。



取得有關地方的使用權的所需程序

- 選定地方後，指明營辦者必須遵照下列所需程序採取行動：
 - (i) 與有關部門一同諮詢當地社區，以徵求其同意。
 - (ii) 如治療中心座落的土地用途地帶內，「社會福利設施」並非列為有當然權利而經常准許的用途，應向城市規劃委員會申請規劃許可。
 - (iii) 視乎地方座落於政府土地或私人土地而向地政總署申請批簽適當的文件(須遵守有關條件及支付適當的租金／費用)。



物色處所

自行物色處所

- 指明營辦者可以瀏覽香港房屋委員會（下稱“房委會”）的網址(<http://www.housingauthority.gov.hk>)，搜尋轄下的空置公屋單位，並於選定單位後直接聯絡房委會。

由當局代為物色處所

- 社署已把需要重置的治療中心，納入代非政府機構物色政府處所的現行機制內。如有合適處所可供選擇，社署便會聯絡個別的指明營辦者。
- 指明營辦者可以向社署遞交詳盡的建議書，要求有關部門為中心物色政府處所。如有可供治療中心使用的處所，社署便會聯絡指明營辦者。



取得有關處所的使用權的所需程序

- 選定處所後，指明營辦者必須遵照下列所需程序採取行動：
 - (i) 與有關部門一同諮詢當地社區，以徵求其同意。
 - (ii) 如治療中心座落的土地用途地帶內，「社會福利設施」並非列為有當然權利而經常准許的用途，應向城市規劃委員會申請規劃許可。
 - (iii) 如處所由房屋署、地政總署或政府產業署管理，應向這些部門申請批簽適當的文件。
 - (iv) 如處所座落於私人土地內，須檢查有關處所的用途是否符合地契的規定。如不符合地契的規定，便應向地政總署申請批簽適當的文件。

B4. 治療中心須提交甚麼資料以便處理其物色合適地方／處所的申請？

- 指明營辦者應盡可能提供以下資料以便處理其物色合適地方／處所的申請：
 - (i) 機構的背景(例如：是否一間慈善機構)；
 - (ii) 治療中心在過去三年內的服務成效指標(例如：使用率及成功率)；
 - (iii) 充份理據及／或專業意見茲以証明治療中心不能憑在原址進行改建／改善工程以達致符合發牌規定；
 - (iv) 重置後的服務模式／活動和服務對象；
 - (v) 重置工程的財務安排和預算開支；及
 - (vi) 處所是否適合作擬議的用途，例如根據屋宇署發出的人伙紙所指定的處所原本用途，以及根據《建築物條例》，用途如有任何改變是否可以接受(包括消防安全方面)等資料。

第四章

C 部 屋宇安全

C1. 在治療中心內發牌範圍上的建築物／構築物是否有被視為違例建築工程？

☹ 是〔請跳到問題 C2〕

☺ 否〔請參閱問題 C3〕

C2. 如涉及違例建築工程，應如何遵辦發牌規定？

✍ 建築時未有按照《建築物條例》(第 123 章)的規定事先取得批准及所需同意的治療中心處所／構築物(或部份處所／構築物)，均屬不當的違例建築工程，不宜獲發牌照。除非此等處所／構築物是根據《建築物條例(新界適用)條例》(第 121 章)的規定而獲得豁免，則作別論。獲發牌照前，指明營辦者應拆除所有不當並影響治療中心的違例建築工程。

C3. 治療中心是否已符合逃生途徑的規定？

☹ 是〔請跳到問題 C5〕

☺ 否〔請參閱問題 C4〕

C4. 如何遵辦逃生途徑的規定？

✍ 指明營辦者應參閱屋宇署發出的《2011 年建築物消防安全守則》，以及任何隨後作出的修訂或修改。

C5. 治療中心是否已符合耐火結構的規定？

☺ 是〔請跳到問題 C7〕

☹ 否〔請參閱問題 C6〕

C6. 如何遵辦耐火結構的規定？

✍ 指明營辦者應參閱屋宇署發出的《2011 年建築物消防安全守則》，以及任何隨後作出的修訂或修改。

✍ 倘若工程涉及加建或改裝耐火結構，指明營辦者須把由認可人士／註冊結構工程師按認可人士、註冊結構工程師及註冊岩土工程師作業備考(作業備考)APP-13 填妥的表格，連同測試／評估報告提交建築事務監督或房屋事務監督（視屬何情況而定），以證明有關耐火結構有足夠的耐火效能。有關表格及報告載於屋宇署的網站(www.bd.gov.hk)。如作業備考 APP-20 適用於該耐火結構，則無需提交相關表格及報告。

C7. 治療中心是否已符合照明及通風的規定？

☺ 是〔請跳到問題 C9〕

☹ 否〔請參閱問題 C8〕

C8. 如何遵辦照明及通風的規定？


✍ 指明營辦者應參閱《建築物（規劃）規例》。

C9. 治療中心是否已符合提供衛生設備的規定？

☺ 是〔請跳到問題 C11〕

☹ 否〔請參閱問題 C10〕

C10. 如何遵辦提供衛生設備的規定？



-  指明營辦者應參閱《建築物（衛生設備標準、水管裝置、排水工程及廁所）規例》。

C11. 治療中心是否已符合上鎖裝置的規定？

☺ 是〔請跳到 D 部〕

☹ 否〔請參閱問題 C12〕

C12. 如何遵辦上鎖裝置的規定？

-  安裝在任何出口門上的上鎖裝置，須可由內迅速開啟而無須使用鑰匙。鎖扣裝置可以電動式操作，而電動式鎖扣裝置須在出現電力故障或消防裝置啟動火警警報訊號時自動解除，而該等消防裝置的設計和安裝須達到消防處處長滿意的程度。指明營辦者應參閱《2011 年建築物消防安全守則》。
-  此外，指明營辦者安裝任何上鎖裝置前，可以致函社署藥物倚賴者治療中心牌照事務處（下稱“牌照事務處”），提供擬安裝的上鎖裝置的資料，以徵詢有關政府部門的意見。

第五章

D 部 消防安全

D1. 治療中心是否已符合消防裝置及設備的規定？

☺ 是[請跳到問題 D3]

☹ 否[請參閱問題 D2]

D2. 如何遵辦消防裝置及設備的規定？

✍ 就現有的治療中心而言，指明營辦者應參閱發給治療中心的有效豁免證明書的附表。

✍ 就需要重置的治療中心而言，指明營辦者應參閱《藥物倚賴者治療康復中心實務守則》第六章及消防處發出的《最低限度之消防裝置及設備守則》第 4.31 或 4.32 段，為設立新治療中心而訂明的現行規定。

D3. 是否持有有效的「消防裝置及設備證書」(F.S.251)？

☺ 是[請跳到問題 D5]

☹ 否[請參閱問題 D4]

D4. 如何取得有效的「消防裝置及設備證書」(F.S.251)？

✍ 所有消防裝置及設備須經由註冊承辦商裝置、保養、修理或檢查。根據《消防（裝置及設備）規例》（第 95B 章），每當註冊承辦商在任何處所內裝置、保養、修理或檢查任何消防裝置或設備，他須於完成有關工程後 14 天內，向作出指示（據該指示他承擔進行該工程）的人發出一份證明書，並將副本送交消防處處長。

✍ 指明營辦者可以瀏覽消防處的網址(<http://www.hkfsd.gov.hk>)，以參考註冊承辦商的資料。

D5. 是否持有根據《電力（線路）規例》（第 406E 章）發出的有效「完工證明書」－表格 **WR1** 或有效「定期測試證明書」－表格 **WR2**？

☺ 是[請跳到問題 **D7**]

☹ 否[請參閱問題 **D6**]

D6. 如何取得有效的表格 **WR1** 或表格 **WR2**？

✍ 指明營辦者應在固定電力裝置安裝、檢查及測試後，索取一份經註冊電業工程人員及註冊電業承辦商核證的有效表格 **WR1** 或表格 **WR2**。

✍ 指明營辦者可以瀏覽機電工程署的網址 (<http://www.emsd.gov.hk>)，以參考註冊電業承辦商及註冊電業工程人員的資料。

D7. 是否持有有效的「氣體裝置完工／每年檢查／維修證明書」？

☺ 是[請跳到問題 **D9**]

☹ 否[請參閱問題 **D8**]

D8. 如何取得有效的「氣體裝置完工／每年檢查／維修證明書」？

✍ 所有氣體裝置／改裝工程及／或檢查均須交由註冊氣體工程承辦商僱用的註冊氣體裝置技工（已在有關類別註冊）進行，而有關技工須提交上述的安全證明書／完工證明書副本，以證明符合《氣體安全條例》（第 51 章）的規定。指明營辦者應參閱機電工程署發出的《使用瓶裝石油氣的安全措施》及《氣體裝置工程和註冊氣體工程承辦商》單張。

✍ 指明營辦者可以瀏覽機電工程署的網址 (<http://www.emsd.gov.hk>)，以參考上述單張及註冊氣體工程承辦商的資料。

D9. 治療中心是否已符合使用及儲存火水或柴油的規定？

☺ 是[請跳到問題 **D11**]

☹ 否[請參閱問題 **D10**]

D10. 如何遵辦使用及儲存火水或柴油的規定？

✍ 如擬儲存或使用《危險品條例》(第 295 章)界定為危險品的物品，包括火水及柴油，須通知消防處處長。所有危險品（爆炸品及石油氣除外）只可以在獲得消防處處長批准和發牌的地方使用及／或儲存超過獲豁免的數量，有關申請須向消防處的危險品管制課提出。

D11. 治療中心是否已符合制訂疏散計劃的規定？

☺ 是[請跳到問題 **D13**]

☹ 否[請參閱問題 **D12**]

D12. 如何遵辦制訂疏散計劃的規定？

✍ 指明營辦者應參閱附件 2的資料單張所列的元素。

D13. 治療中心是否已符合火警演習的規定？

☺ 是[請跳到 **E 部**]

☹ 否[請參閱問題 **D14**]

D14. 如何遵辦火警演習的規定？

✍ 指明營辦者每年必須舉行最少一次火警演習，並妥為記錄在案。

第六章

E 部 營辦及管理

E1. 治療中心是否已符合營辦及管理的發牌規定，包括展示豁免證明書、收納入住者、員工事宜、健康護理、備存紀錄和家具及設備等各方面的規定？

☺ 是〔請跳到 F 部〕

☹ 否〔請參閱問題 E2〕

E2. 如何遵辦營辦及管理的發牌規定？

- ✍ 指明營辦者應參閱《實務守則》第 3.8 段，以便遵辦展示豁免證明書的規定。
- ✍ 指明營辦者應參閱《實務守則》第 4.1.2 段至第 4.1.5 段，以便遵辦收納入住者的規定。
- ✍ 指明營辦者應參閱《實務守則》第 4.4 段和第 8.1 段，以便遵辦員工事宜的規定。
- ✍ 指明營辦者應參閱《實務守則》第 4.5.3 段、第 4.5.4 段、第 4.5.6 段和第 4.5.7 段，以便遵辦健康護理的規定。
- ✍ 指明營辦者應參閱《實務守則》第 4.7.1 段、第 4.7.2 段、第 4.7.2(a) 段、第 4.7.2(b) 段、第 4.7.2(f) 段、第 4.7.2(g) 段和第 8.2.1(b) 段，以便遵辦備存紀錄的規定。
- ✍ 指明營辦者應參閱《實務守則》第 7.1.1 段至第 7.1.3 段，以便遵辦家具及設備的規定。
- ✍ 指明營辦者可以向牌照事務處的社工查詢遵辦營辦及管理規定的詳情。

第七章

F 部 其他

F1. 治療中心是否已符合《條例》下發牌所須提交處所圖則的規定？

☺ 是〔請跳到問題 F3〕

☹ 否〔請參閱問題 F2〕

F2. 如何遵辦提交上述圖則的規定？

✍ 指明營辦者擬備上述圖則時，應參閱《實務守則》附錄 1(b)載列的各個項目。

F3. 擬修改樓宇圖或規劃設計圖一事有否得到有關部門批准？

☺ 有或不適用〔請跳到 G 部〕

☹ 沒有〔請參閱問題 F4〕

F4. 如何就擬修改樓宇圖或規劃設計圖一事取得有關部門批准？

✍ 指明營辦者進行任何修改前，應以書面方式向牌照事務處提出申請，並且應一併提交擬議的圖則。牌照事務處收到申請後，會把圖則送交有關的政府部門以徵詢意見，並會把意見轉告指明營辦者。

✍ 如涉及改建或加建工程，亦應同時取得建築事務監督或房屋事務監督和地政總署的批准（視乎情況而定），以遵辦有關規定。

第八章

G 部 資助

G1. 有沒有足夠資助可供治療中心進行改善／重置工程？

☺ 有或不適用

☹ 沒有〔請參閱問題 G2〕

G2. 如何獲得資助？

✍ 可申領的資助包括：

- (i) 香港賽馬會慈善信託基金
- (ii) 行政長官社會資助計劃
- (iii) 華人永遠墳場管理委員會慈善捐款
- (iv) 麥理浩爵士信託基金
- (v) 何東爵士慈善基金
- (vi) 獎券基金
- (vii) 禁毒基金資助藥物倚賴者治療康復中心撥款計劃

✍ 指明營辦者可以考慮申請上述資助，為現有的治療中心進行改建或重置工程，以符合發牌規定。這些資助的資料簡介載列於附件 3。

✍ 禁毒處、社會福利署和其他有關部門會因應各機構的要求，就指明營辦者向他們提出申請一事，從政策、服務、發牌和技術工程等各方面提出意見。

藥物倚賴者治療康復中心發牌計劃
各有關政府部門的聯絡人名單

部門	電話號碼
社會福利署 (網址： http://www.swd.gov.hk) 藥物倚賴者治療中心牌照事務處	3184 0812
屋宇署 (網址： http://www.bd.gov.hk) 牌照小組	2626 1085
運輸及房屋局常任秘書長(房屋)辦公室 (網址： http://www.hb.gov.hk/icu/tc) 獨立審查組	3162 0555
建築署 (網址： http://www.archsd.gov.hk) 物業事務處第 3 分處工程統籌組 3	2773 2469
消防處 (網址： http://www.hkfsd.gov.hk) 牌照及審批總區 牌照組港島辦事處 牌照組西九龍辦事處 牌照組東九龍辦事處 牌照組新界辦事處	2549 8104 2302 5339 3423 9332 3423 9328
地政總署 (網址： http://www.landsd.gov.hk)	附錄 1
規劃署 (網址： http://www.pland.gov.hk)	附錄 2

地政總署

港島東區地政處

地址 香港灣仔軒尼詩道 130 號修頓中心 19 樓
電話號碼 2835 1684
傳真號碼 2834 4324

港島西及南區地政處

地址 香港灣仔軒尼詩道 130 號修頓中心 20 樓
電話號碼 2835 1711
傳真號碼 2833 1945

九龍東區地政處

地址 九龍油麻地海庭道 11 號西九龍政府合署南座 3 樓及 4 樓
電話號碼 3842 7450
傳真號碼 2782 5061

九龍西區地政處

地址 九龍油麻地海庭道 11 號西九龍政府合署南座 3 樓及 4 樓
電話號碼 3842 7450
傳真號碼 2782 5061

離島地政處

地址 香港中環統一碼頭道 38 號海港政府大樓 19 樓
電話號碼 2852 4265
傳真號碼 2850 5104

北區地政處

地址 新界粉嶺璧峰路 3 號北區政府合署 6 樓
電話號碼 2675 1809
傳真號碼 2675 9224

西貢地政處

地址 新界西貢親民街 34 號西貢政府合署 3 樓及 4 樓
電話號碼 2791 7019
傳真號碼 2792 0706

沙田地政處

地址 新界沙田上禾輦路 1 號沙田政府合署 11 樓
電話號碼 2158 4700
傳真號碼 2602 4093

大埔地政處

地址 新界大埔汀角路大埔政府合署 1 樓
電話號碼 2654 1263
傳真號碼 2650 9896

荃灣葵青地政處

地址 新界荃灣青山公路 174 至 208 號荃灣多層停車場大廈 10 樓及 11 樓
電話號碼 2402 1164
傳真號碼 2415 0703 2412 0505

屯門地政處

地址 新界屯門屯喜路 1 號屯門政府合署 6 樓及 7 樓
電話號碼 2451 1176
傳真號碼 2459 0795

元朗地政處

地址 新界元朗橋樂坊 2 號元朗政府合署 9 至 11 樓
電話號碼 2443 3573
傳真號碼 2473 3134

規劃署

港島規劃處

地址 香港渣華道 333 號北角政府合署 14 樓
電話號碼 2231 4957
傳真號碼 2895 3957

九龍規劃處

地址 香港渣華道 333 號北角政府合署 14 樓
電話號碼 2231 4979
傳真號碼 2894 9502

荃灣及西九龍規劃處

地址 新界荃灣西樓角路 38 號荃灣政府合署 27 樓
電話號碼 2417 6658
傳真號碼 2412 5435

西貢及離島規劃處

地址 新界沙田上禾輦路 1 號沙田政府合署 15 樓
電話號碼 2158 6177
傳真號碼 2367 2976

沙田、大埔及北區規劃處

地址 新界沙田上禾輦路 1 號沙田政府合署 13 樓及 14 樓
電話號碼 2158 6274
傳真號碼 2691 2806

粉嶺、上水及元朗東規劃處

地址 新界荃灣青山公路 388 號中染大廈 22 樓 2202 室
電話號碼 3168 4025
傳真號碼 3168 4074 3168 4075

屯門及元朗西規劃處

地址 新界沙田上禾輦路 1 號沙田政府合署 14 樓
電話號碼 2158 6301
傳真號碼 2489 9711

消防安全疏散計劃應包括的項目

1. 手動消防裝置的圖例和位置
(例如：滅火筒、滅火氈、消防喉轆、手動火警警報系統啟動裝置)
2. 特別標明的走火通道
3. 可以逃生的方向
4. 在處所外的集合地點
5. 電掣房和廚房的位置
6. 發生火警或出現緊急情況時員工的分工安排

資助資料摘要

名稱 詳情	香港賽馬會 慈善信託基金	行政長官 社會資助計劃	華人永遠墳場 管理委員會 慈善捐款	麥理浩爵士 信託基金	何東爵士 慈善基金	獎券基金	禁毒基金資助藥物 倚賴者治療康復中 心撥款計劃
何時申請	全年	七月／八月	一月／二月	不定期	二月／三月	全年	全年
如何申請 (接觸機構)	直接向香港賽馬 會申請	經由決策局／各 政府部門申請	經由決策局／各 政府部門申請	經由決策局／各 政府部門申請	經由決策局／各 政府部門申請	直接向社會福利 署獎券基金計劃 組申請	直接向禁毒基金會秘 書處申請
查詢電話 / 網址	2966 7259／ www.hkjc.com	2810 3433	3719 7831／ www.bmcpc.org.hk	3718 6808	2810 3433	2832 4319／ www.swd.gov.hk	2867 2763
撥款上限	沒有	最少 1,000 萬元	最多 100 萬元	沒有	沒有	沒有	每間中心不超過 300 萬元，而每間擁有兩間 或以上中心的非政府 機構不超過 600 萬元
工程性質	基本建設工程／ 翻新工程／裝修 工程／購置家具 及設備、車輛	基本建設工程	基本建設工程／ 翻新工程／裝修 工程／購置家具 及設備	沒有指明，可以 是基本建設工程 ／翻新工程／裝 修工程等，視乎 所訂的主題	基本建設工程 ／購置耐用設 備	基本建設工程／ 翻新工程／裝修 工程／購置家具 及設備	所需的基本建設工 程、家具及設備，以符 合發牌規定
鳴謝	√	√ (致香港賽馬會)	√	√	√	√(致獎券基金，但 在非常特別的情 況下可獲豁免)	√
備註	-	-	-	-	-	-	申請人必須證明從其 他途徑取得資助是有 困難