

# Vacant Premises in Public Housing Estates Available for Lettings of Welfare Services

(Application period: 1.12.2022 - 30.12.2022)

可供用作福利服務租賃的公共屋邨空置單位

(申請日期：2022年12月1日至2022年12月30日)

(As at 1.12.2022, 截至 1.12.2022)

Serial No. 編號	Districts 區域	Estates 屋邨	Locations 地點	Internal Floor Area (m <sup>2</sup> ) 室內面積 (平方米)	Contacts for Site Viewing 如需視察場地， 請聯絡以下房署職員	Telephone 電話
<p>At present, there is no vacant welfare premises available for welfare lettings.</p> <p>現時未有空置非住宅單位可供福利服務租賃申請。</p>						

- 注：
1. 如非政府機構需額外提升該單位的消防或電力系統，則該機構需要負擔相關費用。
  2. 除以上表列的空置福利服務租賃的單位，你亦可向房署建議改建屋邨內房屋委員會轄下的空置的非住宅單位或空格作福利用途。提出申請時，請列明該些單位或空格的詳細資料，例如位置及面積等。房署會從管理、居民接受服務的程度、工程技術可行性及政府部門的推薦等各方面作出考慮。有關詳情，請向單位所在的屋邨辦事處查詢。

- Note:
1. If additional upgrading works for fire services or electricity system is required for the premises by the NGOs, the NGOs will have to be responsible for the expenses concerned.
  2. Apart from the vacant welfare services premises as listed in the above table, you may make proposal to HD for conversion of Housing Authority's vacant non-domestic premises or empty bays within the estate to welfare use. Please indicate details of the site, such as location and area, etc. when submitting application. HD will consider the application taking into management views, acceptance of the services by local residents, technical feasibility and recommendation from government departments. For enquiry, please approach the estate management office of the premises.

**遞交申請方法:** 按所示申請日期遞交申請書面- 申請連同所需有效證明文件副本及福利服務的建議書以下列方法遞交至**九龍橫頭磡南道3號香港房屋委員會客務中心第三層A翼** (港鐵樂富站A出口);

經辦人：高級房屋事務經理(非住宅)(總部)。逾期或以其他方式遞交的申請恕不受理。

[i]於申請日期內的辦公時間[星期一至五，上午八時四十五分至下午六時(下午一時至二時午膳時間及公眾假期除外)]親身或透過派遞公司遞交至上述地址接待處，並由房屋署職員蓋章及註明日期認收。

[ii]以郵寄方式寄交上述地址。郵寄申請以郵戳日期為準，若因郵資不足而導致延誤或被郵局退回的申請，將不獲處理。

[iii]於申請日期內傳真至傳真號碼：2794 5005，以傳真方式遞交的申請以本署收件記錄日期為準及有關的文件正本必須於截止申請日期後五個工作天內以上述方式(i)遞交或(ii)寄交本署。

**Application Submission Methods:** Submission of Application according to the specified application period- Written application should be submitted together with the relevant documents and welfare services proposal to **Wing A, Level 3, HKHA Customer Service Centre, No. 3 Wang Tau Hom South Road, Kowloon** (Exit A, Lok Fu MTR Station) (Attn: Senior Housing Manager / Non-domestic (Headquarters)). Late submission or application not being submitted by below designated methods will not be accepted.

[i] Submit by hand or courier services company to the reception desk of the above-mentioned address within office hours (Monday to Friday 8:45 am – 6:00 pm, except 1:00 pm -2:00 pm lunch time and public holidays) of the specified application period and be acknowledged receipt (with date of receipt shown) by Housing Department staff (HD).

[ii] Submit by post to the above-mentioned address. The application date is determined by the postmark. Applications which are delivered belatedly or returned to the applicants due to insufficient postage will not be processed.

[iii] Submit by fax (Fax No.: 2794 5005) within the application period. The submission date is determined by HD's receipt record of the fax AND relevant original documents should be submitted to HD by hand, by courier services or by post as mentioned above in (i) & (ii) within 5 working days from the deadline of the application period.