

FORM 104**表 格 104****THE GOVERNMENT OF THE HONG KONG****SPECIAL ADMINISTRATIVE REGION****香 港 特 別 行 政 區 政 府****GAS SAFETY (GAS SUPPLY) REGULATIONS, CAP. 51B****氣 體 安 全 (氣 體 供 應) 規 例 (第 51B 章)****APPLICATION FOR CONSTRUCTION APPROVAL OF****NOTIFIABLE GAS INSTALLATION****申 請 批 准 建 造 應 具 報 氣 體 裝 置****For Official Use Only:**

只供本署填寫：

GasSO Reference 檔案編號**Date of Receipt 收件日期****Notes 注意：**

- (1) This application form is to be used for applying to the Gas Authority for construction approval of construction work which may include work in connection with the erection, relocation or major alteration of a notifiable gas installation, or major repairs of a structural nature to a notifiable gas installation. A notifiable gas installation is a gas installation as listed in section B(3) of this form and defined in the Gas Safety Ordinance, Cap. 51.

本申請表格是用作向氣體安全監督申請批准進行建造工程，當中可能包括架設或遷移應具報氣體裝置有關的工程，或與對應具報氣體裝置進行大範圍改動有關的工程，或對應具報氣體裝置進行大範圍結構性的修復工程。應具報氣體裝置是指本表格之乙（3）部所載及氣體安全條例（第51章）所定義的氣體裝置。

- (2) After the Owner of a notifiable gas installation has been granted construction approval of construction work by the Gas Authority, no person shall put the installation into use unless the Owner has completed the construction work in accordance with the construction approval, and has obtained approval of use from the Gas Authority in writing. The Owner may apply for approval of use of notifiable gas installation by using FORM 105.

應具報氣體裝置的擁有人在獲氣體安全監督給予建造批准之後，除非擁有人已按建造批准的規定完成有關建造工程，並取得氣體安全監督以書面發出批准使用該應具報氣體裝置，否則任何人不得使用該裝置。擁有人可使用表格105提交申請批准使用應具報氣體裝置。

- (3) This application form should be completed in BLOCK letters with the Owner's signature..

此申請表格須以正楷填寫各欄，擁有人亦須在表格上簽署。

Declaration:**聲明：**

As the *existing / future owner of the notifiable gas installation (NGI), *I/We hereby apply for construction approval of construction work in connection with the NGI. *I/We declare that all particulars, statements and documents submitted in/with this application form are true and correct.

作為應具報氣體裝置的*現行/未來擁有人，*本人/我們現就該應具報氣體裝置的有關建造批准提出申請。*本人/我們謹此聲明在本申請表格內填報的一切資料、所作的陳述及附上的文件全屬真實無訛。

Date: Authorised signature of the *existing/ future NGI Owner:

日期：應具報氣體裝置的*現行/未來擁有人之授權簽署：

Authorisation (if the Owner appoints an Agent to handle the application on his/their behalf):

授權（若擁有人任命一名代理人為其代表處理此項申請事宜）：

*I/We, _____, hereby authorise *my/ our agent, _____, to handle all matters related to this application for construction approval of construction work on *my/our behalf.

*本人/我們，_____, 現授權_____

為*本人/我們之代理人處理有關此項建造批准申請的一切事宜。

Authorised signature of the *existing/

Authorised Signature

Date: future Owner:

of Agent

日期：*現行/未來擁有人之授權簽署：代理人授權簽署：

Section A: Kind of Application**甲部：申請類別**

- ☐ New application
新申請
- ☐ Alteration to previous application (Ref.:)
更改過往申請 (檔案編號：)

Section B: Particulars of Installation**乙部：裝置詳情**

- (1) Location of Installation: _____
裝置地點：
- (2) Storage Capacity (if applicable): _____
儲存容量（如適用）：
- (3) Type of Notifiable Gas Installation: _____
應具報氣體裝置類別：

Type of Notifiable Gas Installation (NGI) - NGI means an installation which is, or consists of, or uses - 應具報氣體裝置類別 - 應具報氣體裝置是指任何本身是或包括或使用以下設備或工序的氣體裝置:	
<input type="checkbox"/>	(a) terminals for the importation of: 為以下氣體進口而設的儲藏庫： (i) liquefied petroleum gas 石油氣 (ii) natural gas in liquid or gas form 液態或氣態天然氣
<input type="checkbox"/>	(b) works for the manufacture of town gas, substitute natural gas or synthetic natural gas 生產煤氣、代用天然氣或合成天然氣的工廠
<input type="checkbox"/>	(c) gasholders, including the pressure-raising and control equipment used in connection therewith 儲氣鼓，包括與之連同使用的調升壓力及控制設備
<input type="checkbox"/>	(d) high pressure gas mains or service pipes, including pigging station [#] 高壓供氣主喉或供氣分喉，包括清管站 [#]
<input type="checkbox"/>	(e) pressure-regulating installations which are supplied with gas from an intermediate or high pressure gas main or service pipe, but does not include such an installation the volumetric capacity of which is less than 30 standard cubic metres per hour 由次高壓或高壓供氣主喉或供氣分喉供應氣體的調控壓力裝置，但不包括容積量低於每小時30標準立方米的調控壓力裝置
<input type="checkbox"/>	(f) stores [@] containing liquefied petroleum gas, including, where such gas is supplied to consumers by way of pipes from such a store, any outlet pipework, vaporisers and pressure-regulating installations used in connection therewith 盛載石油氣的倉庫 [@] ；如是用喉管將石油氣從倉庫供應予用戶的，則包括為供氣而連用的外接喉管、汽化器及壓力調控裝置
<input type="checkbox"/>	(g) any process which involves the transfer of liquefied petroleum gas in liquid form from one container (other than a disposable cylinder) to another container, but does not include the transfer of such gas in such form from a ship or road tanker into a tank or road tanker 涉及將液態石油氣由一儲存器（祇用一次的石油氣瓶除外）輸往另一儲存器的工序，但不包括將液態石油氣由船隻或缸車輸往石油氣缸或另一輛缸車的工序

- (4) Proposed Period of Construction: From _____ To _____
提議建造時間：由 _____ 至 _____

* Delete where not applicable
把不適用者刪去

Notes 註:

[#]Notes on High pressure gas mains or service pipes, including pigging station

[#]有關高壓供氣主喉或供氣分喉，包括清管站的註解

- (i) If the application includes a pressure reduction station and a pigging station within the same boundary, it will be classified as a type (c) installation in section B(3) of this application form.
如申請所包括的調控壓力站及清管站屬於同一分界線內，有關申請將屬於本申請表格的乙（3）部之（c）項裝置類別。
- (ii) If the application involves only high pressure gas mains and a pigging station, it will be classified as a type (d) installation in section B(3) of this application form.
如申請只包括高壓供氣主喉及清管站，有關申請將屬於本申請表格的乙（3）部之（d）項裝置類別。
- (iii) If the application involves high pressure gas mains and a pressure reduction station (with or without a pigging station), and the high pressure gas mains extends outside the boundary of the pressure reduction station, separate applications for this section of high pressure gas mains and the pressure reduction station with the corresponding prescribed fees for both installations shall be submitted.
如申請包括高壓供氣主喉及調控壓力站（不論有沒有清管站），而該段高壓供氣主喉伸展出調控壓力站的分界線外，申請人須為該段高壓供氣主喉及該調控壓力站分別提交申請，並繳付有關的訂明費用。
- (iv) The Owner should contact with the Gas Authority for any enquiry on classification of the notifiable gas installation.
擁有人可向氣體安全監督提出任何關於應具報氣體裝置分類之查詢。

[@]Notes on Store – “Store” means any place (including part of any premises) where there is or are kept -

[@]有關倉庫的註解 - “倉庫”是指置於任何地方(包括房產的一部分)備有

- (i) A container which –
一個儲存器而儲存器
- (a) contains or has contained liquid petroleum gas; and
盛載或曾盛載石油氣；和
- (b) has a facility for withdrawing such gas in liquid form where such gas is, or is to be, supplied to consumers by way of gas pipes from such a container; or
配有設備，以便能取出液態石油氣的儲存器，而該種氣體是或會藉氣體喉管由該儲存器供應予用戶的；或
- (ii) Any containers (including a single container) -
任何儲存器(包括單一儲存器) 而儲存器
- (a) which contain or have contained liquid petroleum gas; and
盛載或曾盛載石油氣；和
- (b) the aggregated nominal water capacity of which is more than 130 liters.
總標稱容水量逾130升。

Section C: Particulars of the Owner

丙部：擁有人資料

- (1) Organization Name: _____
機構名稱：
- (2) Contact Person: _____
聯絡人：
- (3) Contact Address: _____
聯絡地址：
- (4) Telephone Number: _____ (5) Fax Number: _____
電話號碼： 傳真號碼：
- (6) E-mail Address: _____
電郵地址：

Section D: Particulars of the Authorised Agent of the Owner (if applicable)**丁部：擁有人授權之代理人資料（如適用）**

- (1) Organization Name: _____
機構名稱：
- (2) Authorized Person: _____
負責人：
- (3) Contact Address: _____
聯絡地址：
- (4) Telephone Number: _____ (5) Fax Number: _____
電話號碼： 傳真號碼：

Section E: Documents and Prescribed Fee to be submitted with this Application Form**戊部：須連同本申請表格一併附上的文件及訂明費用**

- (1) A written statement as to the purpose of the notifiable gas installation to which the application relates;
與該項申請有關的應具報氣體裝置的用途陳述書；
- (2) The prescribed fee (Refer to the fees prescribed in SCHEDULE 1 of the Gas Safety (Gas Supply) Regulations);
訂明費用（參照氣體安全（氣體供應）規例附表 1 所訂明的費用）；
- (3) 2 copies of all plans relating to the installation, including:
所有有關該應具報氣體裝置的圖則各兩份，其中包括：
- (a) a plan showing siting of the installation; and
顯示該裝置座落地點的圖則；及
- (b) a plan showing details of the environment surrounding the installation
詳細顯示該裝置周圍環境的圖則
- (4) A written statement setting out particulars of all buildings, containers, machinery, plant and equipment to form part of, or to be used in connection with the installation;
詳列所有屬於該裝置一部分或擬與該裝置連同使用的建築物、儲存器、機器、廠房及設備的陳述書；
- (5) A copy of the Owner's HKID card/Business Registration Certificate; and
擁有人的身份證商業登記證副本；及
- (6) Other relevant information in the corresponding annexes as prescribed in the following table:
下表所載相關附件所訂明的其他有關資料：

Type of NGI 應具報氣體裝置類別	Information 資料
(a)	ANNEX (I) 附件（一）
(b)	ANNEX (II) 附件（二）
(c)	ANNEX (III) 附件（三）

Type of NGI 應具報氣體裝置類別	Information 資料
(d)	ANNEX (IV) 附件（四）
(e)	ANNEX (V) 附件（五）
(f)	ANNEX (VI) 附件（六）

NOTES ON APPLICATION

申請須知

(1) Submission of Application

遞交申請方法

This application form shall be submitted with the documents as prescribed in section E of this form and the prescribed fee, by hand or mail, to ‘The Gas Authority, Gas Standards Office, Electrical & Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong.’ Please note that an application will not be accepted unless the prescribed fee is submitted at the time of application. All fees submitted are not refundable. Facsimile of this form will not be accepted.

申請表格必須連同表格內所提及的有關文件及訂明費用，送交或郵寄「香港九龍啟成街3號機電工程署氣體標準事務處氣體安全監督」。謹請注意，沒有附上訂明費用的申請不會受理。所有已繳交的費用將不獲發還。申請表之傳真本亦將不受理。

(2) Application Processing Time

處理申請時間

The Gas Authority shall grant or refuse to grant approval to the Owner in writing within 60 days from receipt of the application, or 30 days after receipt of additional information subsequently requested by the Gas Authority.

氣體安全監督將於收到申請後60天內，以書面通知擁有人申請是否獲批准。經氣體安全監督要求補交文件的申請，則會於接到補交文件後30天內發出通知。

(3) Payment of Fee

繳付費用方式

Fees shall be in the form of cheque, draft or cashier’s order and made payable to ‘The Government of HKSAR’ and crossed. They shall not be made payable to any individual officer. Post-dated cheques will not be accepted.

所有費用必須以劃線支票、匯票或銀行本票支付「香港特別行政區政府」。切勿寫明支付某一人員。期票概不接納。

(4) Personal Data

個人資料

The personal data collected by means of this form will be used by the Government to facilitate future communication between the Government and the data owner. The data will be kept at the Electrical & Mechanical Services Department and disclosed to the data users of the Department. The owner has the right of access and correction with respect to the personal data. Enquiries concerning the personal data collected, including the making of access and corrections, should be addressed to the Gas Authority.

藉本表格所收集的個人資料將用以協助政府日後聯絡資料擁有人。一切資料將保存於機電工程署，並供機電工程署的資料使用者使用。資料擁有人有權查閱及更改其個人資料。如欲查詢有關本表格收集所得的個人資料，包括查閱及更改事宜，可與氣體安全監督聯絡。

(5) Prevention of Bribery

防止賄賂

Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance (“POBO”) (Chapter 201 of the Laws of Hong Kong)) to any Government officer with a view to influencing the outcome of this application constitutes an offence under the POBO and renders the application invalid. The case will be reported to the Independent Commission against Corruption (“ICAC”). You should report to the ICAC (Telephone No.: 2526-6366) if any government officers or their agents solicits an advantage from you in relation to this application.

任何人士試圖向任何政府人員提供利益(按照香港法例第201章《防止賄賂條例》中對利益的定義)，以影響本申請的結果，即構成《防止賄賂條例》下的罪行，並導致有關申請無效，而機電工程署會把個案向廉政公署報告。如任何政府人員或其代理人就本申請向你索取利益，你應向廉政公署舉報(電話號碼：2526 6366)。