

Application for Display of Banners / Publicity Boards by Councillors / Organisations in Public Rental Housing and Interim Housing Estates (Applicable for Non-election Period)

Part I Eligibility Criteria

- (1) All Members of the Legislative Council or District Councils, local Non-governmental Organisations, local Mutual Aid Committees/ Residents' Associations and deserving applications from other approved charitable/ non-profit-making organisations.
- (2) Banners/ Publicity boards should be informative, welfare-/ service-providing and non-profit-making in nature.
- (3) The contents of the banners/ publicity boards should not carry any messages that are unlawful, obscene, defamatory, insinuating, criticising or denouncing individual persons or parties. This is to avoid applicants using it as a platform for mutual criticising and causing disputes within the local community
- (4) The contents of the banners/ publicity boards to be displayed shall not promote or prejudice the election of any candidate in any public election, nor shall banners/ publicity boards be displayed for such purposes. For the purposes of Part I paragraph (4) and Part II paragraph (6), "public election" means an election (including general election, ordinary election and by-election) of the Chief Executive, the Election Committee subsector(s), the Legislative Council, the District Council(s) and an election (including ordinary election and by-election) as defined from time to time under the Village Representative Election Ordinance (Cap. 576).
- (5) Banners/ Publicity boards should be of size not exceeding 1 m x 2.5 m, or beyond the height and length of a railing or fence.
- (6) For details of the display locations, please contact the Estate Office.

Part II Notes of Application

1. Applicant/ Applying Organisation must submit the duly completed Application Form, together with a copy of the banner/ publicity board, to the Estate Office concerned 7 to 20 working days prior to the commencement of display.
2. Not more than two applications for display of banners/ publicity boards will be allowed for each applicant/ applying organisation in an estate for the same application period. One application form should be submitted for one banner. The approved banners/ publicity boards should be displayed at different designated banner/ publicity board display zones. Application will be determined by ballot. Such arrangements are not applicable to the DC Members with reserved quota.
3. Display period starts from the first day of the month as designated by Estate Office and should not exceed two months. The applicant can change the contents of the banners/ publicity boards once within the two-month display period subject to the prior approval of the estate office. A duly completed Application Form, together with a copy of the banner/ publicity board with new content should be submitted to the Estate Office 7 working days in advance.
4. After the application has been approved, the applicant/ applying organisation shall -
 - (a) only display the banner(s)/ publicity board(s) at the designated banner/ publicity board display zone(s) as approved by the Estate Office, and publicity boards are preferably fixed on railings only for the sake of safety;
 - (b) exchange/ transfer of the display spots as approved is not allowed; and
 - (c) put up the banners/ publicity boards within the first 7 calendar days of the approved display period; otherwise, the allocated display spot(s) will be recovered by the Estate Office and be allocated to the next applicant/ applying organisation on the waiting list.
5. During the course of displaying the banners/ publicity boards, the applicant/ applying organisation
 - (a) must clearly display the name of the applicant/ applying organisation and the office on the banners/ publicity boards;
 - (b) shall securely fasten, but not permanently affix, the banners/ publicity boards. No metallic fixtures (such as screws) shall be used to fix the banners/ publicity boards;

- (c) shall take measures to prevent damage to any structure/ fixture on which any banners/ publicity boards is affixed. Any damage so resulted shall be made good at the expense of the applicant/ applying organisation concerned; and
 - (d) shall not cause any obstruction to pedestrians or vehicular traffic nor to impair their safety. Nothing shall interfere with the sightlines of motorists and pedestrians, obscure any traffic sign and traffic light signal.
6. The Hong Kong Housing Authority (HA)/ Housing Department (HD) has absolute discretion of revocation of the relevant approval. Without limitation to the foregoing sentence, starting from two weeks before the beginning of the election period ¹ to two weeks after the end of the election period of a public election, the HA / HD may, depending on the needs, temporarily suspend the processing of applications and/or revoke the approvals already given, in respect of all or some display spots. That said, approvals already given to an incumbent Member of the Legislative Council or District Council will not normally be revoked where the public election in question is a by-election of the Chief Executive, the Election Committee subsector(s), Legislative Council or District Council, or an election (including ordinary election and by-election) as defined from time to time under the Village Representative Election Ordinance (Cap. 576), provided that the relevant Member is not a candidate in the said election, and provided that he/she continues to comply with the terms and conditions set out in this Application Form, including paragraph (4) of Part I.
7. This Application is free of charge. Anyone who offers to provide assistance in return for remuneration should be reported to the Independent Commission Against Corruption (ICAC) immediately. Attempted bribery is also an offence in law. The HA will refer the case to ICAC for investigation and cancel the application, irrespective of whether such person has been prosecuted or convicted of the relevant offence.

Part III Particulars of the Banners/ Publicity Boards to be Displayed

*I / The organisation, would like to apply to the HA for displaying banners/ publicity boards, the particulars are listed as follows –

- (1) Display Period: From _____ to _____ (day/month/year)
- (2) Display Location/ Zone: _____
- (3) Banner / Publicity Board (a) Size: Height _____ meters, Length _____ meters
(b) Contents: _____

Part IV Declaration of the Applicant/ Applying Organisation

If the application is approved, *I/ the organisation agree(s) and declare(s) as follows:

- (1) The banners/ publicity boards shall be removed on the expiry date of the approved display period, or when approval for the display of banners/ publicity boards is revoked by the HA/ HD. Failing which, the HA/ HD will clear away and dispose of the property without prior notice.
- (2) *I/ The organisation shall remove at my/ our own expense any banners/ publicity boards which in the opinion of the HA/ HD obstruct any maintenance, improvement or repair works of estate roads. The HA/ HD has the right to remove the banners/ publicity boards for any emergency repair works without prior notice.
- (3) The HA/ HD has absolute discretion of revocation of the approval for the display of banners/ publicity boards at any time without prior notice, especially if I/ the organisation fail(s) to observe or comply with any of the conditions contained herein. HA/ HD may recover the required administrative cost incurred in removing any unauthorised banner/ publicity board;
- (4) *I/ The organisation shall indemnify the HA/ HD against all actions, claims, costs and demands whatsoever and however arising out of or incidental to any works carried out for it or in connection with the approval.

¹ According to the respective electoral regulation, “election period” is defined as the period beginning on the first day of the nomination period and ending on the day on which the polling ends, or on the day on which a declaration is made under section 22 of the Chief Executive Election Ordinance (Cap. 569), under section 19 or 22 of the Electoral Affairs Commission (Electoral Procedure) (Election Committee) Regulation (Cap. 541I), under section 42C or 46 of the Legislative Council Ordinance (Cap. 542) or section 22C of the Electoral Affairs Commission (Electoral Procedure) (Legislative Council) Regulation (Cap. 541D), under section 39 of the District Councils Ordinance (Cap. 547), or under section 29 of the Village Representative Election Ordinance (Cap. 576) or section 19 of the Electoral Procedure (Village Representative Election) Regulation (Cap. 541L) in respect of the elections of the Chief Executive, the Election Committee subsector(s), the Legislative Council, the District Council(s) and elections under the Village Representative Election Ordinance (Cap. 576) respectively.

(5) *I/ The organisation fully understand(s) all the terms contained in Parts I, II and IV of this Application Form. *I/ The organisation *am/ is aware that if I/ the organisation do(es) not fully understand any of the above-mentioned terms, *I/ my organisation may make enquiries and seek clarification with the staff of the concerned Estate Office before signing this Form.

Name of Applicant/ Applying organisation : _____
Signature of Applicant/ Authorised Person : _____
Name and Post of the Authorised Person : _____
(Applicable to organisation) : _____
Tel./ Fax No. : _____ / _____ Official Chop (if applicable)
Address : _____
Date : _____

***Delete if not applicable**