

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

(Application period:

**2.4.2024 - 30.4.2024**)

可供用作福利服务租赁的公共屋邨空置单位

(申请日期: 2024年4月2日至2024年4月30日)

(As at 2.4.2024, 截至 2.4.2024)

Serial No. 编号	Districts 区域	Estates 屋邨	Locations 地点	Internal Floor Area (m <sup>2</sup> ) 室内面积 (平方米)	Contacts for Site Viewing 如需视察场地, 请联络以下房署职员	Telephone 电话
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At present, there is no vacant welfare premises available for welfare lettings.

现时未有空置非住宅单位可供福利服务租赁申请。

- 注:
1. 如非政府机构需额外提升该单位的消防或电力系统, 则该机构需要负担相关费用。
  2. 除以上表列的空置福利服务租赁的单位, 你亦可向房署建议改建屋邨内房屋委员会辖下的空置的非住宅单位或空格作福利用途。提出申请时, 请列明该些单位或空格的详细数据, 例如位置及面积等。房署会从管理、居民接受服务的程度、工程技术可行性及政府部门的推荐等各方面作出考虑。有关详情, 请向单位所在的屋邨办事处查询。

- 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.

**递交申请方法:** 按所示申请日期递交申请书面- 申请连同所需有效证明档副本及福利服务的建议书以下列方法递交至**九龙横头磡南道3号香港房屋委员会客户中心第三层A翼**(港铁乐富站A出口); 经办人: 高级房屋事务经理(非住宅)(总部)。逾期或以其他方式递交的申请恕不受理。

[i] 于申请日期内的办公时间[星期一至五, 上午八时四十五分至下午六时 (下午一时至二时午膳时间及公众假期除外)]亲身或透过派递公司递交至上述地址接待处, 并由房屋署职员盖章及注明日期认收。

[ii] 以邮寄方式寄交上述地址。邮寄申请以邮戳日期为准, 若因邮资不足而导致延误或被邮局退回的申请, 将不获处理。

[iii] 于申请日期内传真至传真号码: 2794 5005, 以传真方式递交的申请以本署收件记录日期为准及有关的档正本必须于截止申请日期后五个工作日内以上述方式(i)递交或 (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.