表格 A
Form A

香港消防處
HONG KONG FIRE SERVICES DEPARTMENT

外牆設有棚架及防護物料樓宇的消防裝置關閉申請表
Application Form for Shutdown of Fire Service Installations in Buildings with External Wall Scaffolding and Protective Materials

致：消防處　電郵申請　**fsi_shutdown_apply@hkfsd.gov.hk**
To: FSD　Apply by Email

【申請須知】 **Application Notes：**

1. 本申請表僅適用於設有外牆棚架及防護物料之現有樓宇[1]。
   This application form is strictly applicable to existing buildings erected with external wall scaffolding and protective materials[1].
2. 本機制適用於因非緊急情況下，展開裝置、保養、修理或檢查工程而須關閉消防處通函第 1/2021 號所列的九類消防裝置，而且有關工程預計須通宵進行或持續超過 24 小時的情況。
   This mechanism applies where any of the nine types of FSI listed in FSD Circular Letter No. 1/2021 is required to be shut down for non-emergency installation, maintenance, repair or inspection works which are expected to be carried out overnight or to last for more than 24 hours.
3. 註冊消防裝置承辦商必須於擬關閉消防裝置前，將填妥之本表格連同所需證明文件，按本處「棚網樓宇消防裝置關閉申請機制」專題網頁所載方式提交本處審批。本處收到申請及所需文件後，將進行現場風險評估及文書審核，並在一般情況下於三個工作天內通知申請結果。
   The Registered Fire Service Installation Contractor (RFSIC) must submit the completed form, together with the required supporting documents, before the proposed Fire Service Installation (FSI) shutdown in the manner set out on the dedicated webpage of this Department. Upon receipt of the application and the required documents, this Department will conduct an on-site risk assessment and documentary vetting, and will normally notify the applicant of the result within three working days.
4. 如文件不齊全（例如未附採購單、送貨單、詳細工序表或物業管理公司／法團／業主同意書），申請將予以拒絕。
   Application with incomplete submissions (e.g. missing purchase orders, delivery notes, detailed work schedule or Incorporated Owners / Management Company / Owners' consent) will be rejected.
5. 未獲本處發出「關閉消防裝置許可」前，除緊急情況外，不得關閉或停用屬本機制適用範圍的消防裝置。
   Except in emergency situations, no Fire Service Installations (FSI) falling within the scope of this mechanism shall be shut down or suspended without "Permission for Shutting Down Fire Service Installations" issued by this Department.
6. 承辦商須於關閉消防裝置前及工程完成後恢復消防裝置時，以「棚網樓宇消防裝置關閉／恢復通知書」通知消防處，並確保在消防裝置關閉期間所有臨時消防安全措施持續維持有效。
   The RFSIC shall notify the FSD by submitting the "Notification of Fire Service Installations Shutdown / Resumption for Scaffolded Buildings" before shutdown of the FSI and upon resumption of the FSI after completion of works, and shall ensure that all interim fire safety measures remain effective throughout the shutdown period.

[1] 涉及三層或以上連續樓層的棚架，包括覆蓋樓層的整個立面（即使只覆蓋樓宇的單一立面也包括在內），以及覆蓋整幢樓宇內角或天井高度的棚架。涉及個別單位維修工程的懸空式棚架（俗稱吊棚或飛棚）不包括在內。
Applicable to scaffolding covering three or more consecutive storeys (including a solitary building elevation or the full height of light wells and re-entrants), excluding cantilevered truss-out scaffolding utilized strictly for repair works of individual units.

第一部 ：註冊消防裝置承辦商資料
Part I：Particulars of Registered Fire Service Installation Contractor (RFSIC)

承辦商名稱 *Name of Contractor*	
註冊級別及編號 *Class of Registration and number*	
通訊地址 *Correspondence Address*	
電郵地址 *Email Address*	
辦公室電話 *Office Telephone*	

負責人員 **Responsible Personnel**		姓名 Name	流動電話 Mobile
(1)	合資格人士 (職銜) Qualified Person (Post)		
(2)	現場技術人員(職銜) On-site Technical Staff (Post)		

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第二部 ：樓宇及工程資料 **Part II：Building and Works Particulars**	
大廈名稱 *Name of Building*	
詳細地址 *Detailed Address*	
大廈用途類別 *Building Use Category*	☐ 住宅 Residential ☐ 綜合用途 Composite ☐ 商業 Commercial ☐ 工廈 Industrial ☐ 其他 Other _____

物業管理公司／業主立案法團／業主／對消防裝置有管理權或控制權的人
Property Management Company / Owners' Corporation / Owner(s) / The Person having management or control over the FSI concerned

機構名稱 * Name of Organisation			
獲授權代表及職銜* Authorised Representative & Post			
電郵地址 * Email Address			
辦公室電話 Office Tel.		24 小時緊急聯絡電話 * 24-hour Emergency Tel.	

申請人填寫本部份時，已經將本申請表內「收集個人資料聲明」的內容通知有關機構／人士。
By filling in this part, the applicant confirms that they have already informed the relevant organizations/persons of the contents of the "Personal Information Collection Statement" in this application form.

**＊必須填寫 Compulsory Item

外牆棚架及防護物料概況 **Scaffolding and Protective Materials Coverage**

☐ 全座覆蓋 Full building coverage ☐ 局部覆蓋 Partial coverage (樓層： 至) (Floor : _____ To _____)

受影響之持牌／註冊處所（如有） **Affected Licensed / Registered Premises (if any)：**

☐ 安老／殘疾人士院舍 Residential Care Home for the Elderly / Persons with Disabilities
☐ 酒店／賓館 Hotel/Guesthouse Accommodation
☐ 學校 School
☐ 公眾娛樂場所(戲院／劇院／主題公園等) Place of Public Entertainment
☐ 危險品倉庫 Dangerous Goods Store
☐ 幼兒中心 Child Care Centre

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第三部：擬關閉消防裝置及工程詳情
Part III：Proposed FSI Shutdown and Works Details

擬關閉之消防裝置及設備（可多選）
Proposed FSI to be Shut Down (may select more than one)：
(應避免同時關閉多於一個消防系統。 Simultaneous shutdown of more than one FSI system should be avoided.)

- ☐ 消防栓／喉轆系統 Fire Hydrant / Hose Reel System
- ☐ 火警警報系統 Fire Alarm System
- ☐ 乾喉系統 Dry Riser System
- ☐ 街道消防栓系統 Street Fire Hydrant System
- ☐ 花灑系統 Sprinkler System
- ☐ 排煙系統 Smoke Extraction System
- ☐ 火警偵測系統 (存在休眠風險的處所) Fire Detection System of premises with sleeping risk
- ☐ 噴水系統 Water Spray System
- ☐ 樓梯增壓系統 Staircase Pressurization System

關閉範圍 Extent of Shutdown
☐ 全座系統完全關閉 Complete Shutdown of Entire System
☐ 局部關閉 Partial Shutdown
(受影響樓層／區域：(Affected floors / zones： _____ 至 to _____)

擬關閉日期及時間 (年/月/日)
Proposed Shutdown Period and Time (YYYY/MM/DD)

由 From _____ 至 To _____ (共 Total _____ 個曆日／小時) calendar days / hours)

時間 Time：_____ 時間 Time：_____

工程性質與關閉原因
Nature of Works and Reason for Shutdown

☐ 系統故障及組件維修／更換 (損壞 FS 251 號碼：) Repair / replacement of defective components (Defect FS 251 No. ：_____)

(如未及發出證書，請列明擬載於證書第三部分的具體內容：
(If the FS 251 is not yet issued, please list the content to be inserted into Part 3 of FS251:
)
_____)

- ☐ 定期檢查、測試及保養 Routine inspection, testing and maintenance
- ☐ 改建及加建工程 Alteration and addition works
- ☐ 其他工程原因 ： Other works reason：_____

因應法例要求進行消防安全改善工程 Fire safety improvement works under statutory requirements

- ☐ 第 502 章《消防安全(商業處所)條例》 Cap. 502 Fire Safety (Commercial Premises) Ordinance
- ☐ 第 572 章《消防安全(建築物)條例》 Cap. 572 Fire Safety (Buildings) Ordinance
- ☐ 第 636 章《消防安全(工業建築物)條例》 Cap. 636 Fire Safety (Industrial Buildings) Ordinance

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第四部：遞交證明文件清單及關閉原因查核表
Part IV：Supporting Documents Checklist & Shutdown Reason Checklist

註冊消防裝置承辦商須確認並連同本表格提交以下證明文件（以電子格式提交）：
The RFSIC shall confirm and submit the following supporting documents in electronic format together with this form:

☐ **1.** 損壞 FS 251 號碼 (本表格第三部份) — 顯示導致關閉的損壞消防系統詳情 (如適用)
Defect FS 251 No. showing details of the defective system causing the shutdown (Part III of this form) (if applicable).

☐ **2.** 材料及零件訂購單／購買單或 材料到貨／送貨單證明— 證明關鍵零配件已正式採購 或 主要零件已運抵現場或倉庫。
Purchase order / invoice for materials and key spare parts or Delivery note confirming key parts have arrived on site or at warehouse.

☐ **3.** 詳細施工進度表 — 列出逐日工序安排，證明關閉時間已壓縮至最短。
Detailed work schedule showing day-by-day tasks to minimise downtime.

☐ **4.** 物管公司／法團同意書 (或填妥本表格第五部份)
Consent of PMC / Owners' Corporation (or complete Part V of this form).

消防裝置關閉原因查核表
Shutdown Reason Checklist

1. 遞交本申請時，有關消防裝置是否已處於關閉狀態？
Has the FSI already been shut down at the time of this application?

☐ 是 (請回答第二題)
Yes (Please answer Question 2)

☐ 否 (請跳過第二題)
No (Please skip Question 2)

2. 承上題，有關消防裝置是否由閣下／貴公司關閉？
Further to Question 1, was the FSI shut down by your company?

如<u>是</u>，請提供相關消防裝置關閉通知書。
If **YES**, please provide the relevant Shutdown Notice.

☐ 是
Yes _____

如<u>否</u>，請提供關閉人士／單位（如知悉）：
If **no**, provide the person/party who shut down the FSI (if known):

☐ 否
No. _____

3. 在消防裝置被關閉前，有關裝置是否已不能正常運作，或已損壞至完全不能運作的狀態？
Before shutdown, was the FSI already non-operational or damaged beyond normal function?

如<u>是</u>，請描述損壞情況（例：水缸滲漏、喉管滲漏等）
If **YES**, describe the defect (e.g. tank leakage, pipe leakage, etc.):

☐ 是
Yes _____

☐ 否
No

4. 委任人（業主、消防裝置擁有人、物管或法團）是否已清楚知悉及同意有關消防裝置在工程期間將處於全面或局部停用狀態？
Has the appointing party (owner, FSI owner, PMC or OC) been fully informed and agreed that the FSI will be wholly or partially out of service during the works?

☐ 是
Yes

☐ 否 No

5. 關閉此消防系統會否連帶影響其他消防裝置的正常運作？如<u>會</u>，請列明：
Will the shutdown affect the normal operation of other FSIs? If **YES**, please specify.

☐ 是
Yes _____

☐ 否
No

第五部 ：聲明與簽署
Part V：Declaration and Signatures

【註冊消防裝置承辦商聲明】
Declaration by Registered Fire Service Installation Contractor

本人謹代表本承辦商聲明：

I hereby declare on behalf of this Contractor that:

1. 本表格所填報之資料及隨附之全部證明文件均屬真實、完整及正確無誤。
   All information provided in this form and all supporting documents attached are true, complete and accurate.
2. 本承辦商承諾嚴格按照核准之時程施工，並全面落實所有臨時消防安全措施。
   This Contractor undertakes to carry out the works strictly in accordance with the approved schedule and to fully implement all interim fire safety measures.
3. 本人明白若提供虛假資料、未經許可擅自擴大停用範圍或延長時間，消防處可撤銷「關閉消防裝置許可」，並可根據香港法例第 95A 章《消防(裝置承辦商)規例》第 10 條將有關個案轉介紀律委員會處理；如有關情況構成火警危險，消防處亦可發出「消除火警危險通知書」。
   I fully understand that if false information is provided, or if the shutdown scope or period is expanded without authorisation, the FSD may revoke the "Permission for Shutting Down Fire Service Installations" and refer the case to the Disciplinary Board under regulation 10 of the Fire Service (Installation Contractors) Regulations (Cap. 95A); where the situation constitutes a fire hazard, the FSD may also issue a Fire Hazard Abatement Notice.

獲授權簽署人士姓名 Name of Authorised Signatory		簽署 Signature	
職銜 Post		承辦商公司印鑑 Company Chop	
日期 (年/月/日) Date (YYYY/MM/DD)			

【物業管理公司／業主立案法團／業主／對消防裝置有管理權或控制權的人的確認】
Confirmation by Property Management Company / Owners' Corporation / Owner(s) / The Person having management or control over the FSI concerned

本司/人謹此確認：

This Organisation / I hereby confirm(s) that:

1. 已完全知悉上述工程及關閉消防系統之安排，並同意配合落實消防處於「批核條件」訂明的臨時消防安全措施。
   It is fully aware of the above works and FSI shutdown arrangements, and agrees to cooperate in implementing the interim fire safety measures stipulated by the FSD in the "Approval Conditions".
2. 承諾全力配合，於關閉前在大廈各顯眼位置張貼告示，並在施工期間加強巡邏及禁止非授權熱工序。承諾全力配合，於關閉前在大廈各顯眼位置張貼告示，並在消防裝置關閉期間加強巡邏，以及確保外牆棚架及受影響區域全面嚴禁進行電焊、火焰切割、明火加熱或產生火花之作業。
   It undertakes to cooperate fully by posting notices at conspicuous locations in the building before shutdown, strengthening patrols during the FSI shutdown period, and ensuring that electric welding, flame cutting, open-flame heating or any spark-producing operations are strictly prohibited on the external scaffolding and in all affected areas throughout that period.
3. 如遇任何緊急事故，物管保安人員(如有)將立即指引住戶安全疏散並配合消防處救援。
   In the event of any emergency, security personnel of the management (if any) will immediately guide occupants to evacuate safely and cooperate with FSD rescue operations.

獲授權人士姓名 Name of Authorised Representative		獲授權代表簽署 Signature	
職銜 Post		法團／物管公司印鑑 Chop of Property Management Company / Owners' Corporation	
日期 Date (YYYY/MM/DD)			

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第六部 ：申請結果（由消防處填寫）
Part VI： Application Result (For Official Use by FSD)

審批狀態 Approval Status：

☐ 不接納 — 原因
Not Accepted - Reason：

☐ 證明文件不足／錯誤
Incomplete / Incorrect documents

☐ 不屬本機制適用範圍
Not within the scope of this mechanism

☐ 其他
Other：_____

☐ 接納 —「批核條件」另行以電郵發出
Accepted - "Approval Conditions" will be issued separately by email

個案主任姓名及職位
Name and Rank of Case Officer：

聯絡電話及電郵
Contact Number and Email：

本處檔號 ( ) in FSD/SDRN/2026/_ _ _ _/_ _ _ _
File Reference：

日期
Date：

註 Note：本申請表經批核後，「批核條件」將另行以電郵發出。
Upon approval of this application, the "Approval Conditions" will be issued separately by email.

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收集個人資料聲明 Personal Information Collection Statement

1 收集資料的目的 Purpose of Collection

對於申請表內提供的個人資料，消防處會用作下列一項或多項的用途：

The personal data provided in the application form will be used by the Fire Services Department for one or more of the following purposes:

1. 辦理你的申請；
   to process your application;
2. 實施／執行《消防條例》（第95章），《消防安全(商業處所)條例》（第502章），《消防安全(建築物)條例》（第572章），《消防安全(工業建築物)條例》（第 636 章），及有關規例的條文規定，或協助其他政府決策局和部門執行其他法例和規例；
   to administer/enforce relevant provisions of the Fire Services Ordinance (Cap 95), Fire Safety (Commercial Premises) Ordinance (Cap. 502), Fire Safety (Buildings) Ordinance (Cap. 572), Fire Safety (Industrial Buildings) Ordinance (Cap. 636), and their relevant Subsidiary Regulations, and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments;
3. 供作統計及研究用途，但所得的統計數字或研究成果不會以識辨各有關的資料當事人或其中任何人的身份的形式提供；以及
   for statistical and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
4. 供作法例規定、授權或准許的其他合法用途。
   any other legitimate purposes, authorization, or permission as may be required, authorized, permitted or required by law.

在申請表內的個人資料是自願提供的。如果你未能提供充分的資料，本處或許不能辦理你的申請，或無從翻查或不能正確地辨別有關紀錄。

The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application or to conduct the record search or positively identify the record.

2 資料轉交的類別 Classes of Transferees

為了執行上述的目的，你在申請表內所提供的個人資料或許會轉交其他政府決策局和部門及其他機構。

The personal data you provide may be disclosed to other government bureaux, departments and other organisations for purposes mentioned above.

3 查閱個人資料 Access to Personal Data

根據《個人資料 (私隱) 條例》（第 486 章）第 18 及 22 條以及附表 1 第 6 原則，你有權查閱及改正其個人資料。你的查閱權利包括在繳交有關費用後，索取你在申請表內所提供的個人資料的副本。

You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in the application form subject to payment of a fee.

有關查詢申請表內的個人資料，包括查閱或改正，可向下列人員提出：

Enquiries concerning the personal data collected by means of the application form, including making of access and corrections, should be addressed to:

消防處個人資料私隱主任
電話：(2733 7818)

Fire Services Department
Personal Data Privacy Officer
Tel.: (2733 7818)