香港消防處
HONG KONG FIRE SERVICES DEPARTMENT

表格 E
Form E

棚網樓宇消防裝置關閉／恢復通知書
Notification of Fire Service Installations Shutdown / Resumption for Scaffolded Buildings

致：消防處 **To: FSD**	損壞 **FS 251** 編號（如適用） *Defect FS 251 No. (if applicable)* 備用設備 **FS 251** 編號 *Stand-by Equipment FS 251 No.*

「關閉消防裝置許可」檔號 **Ref. of "Permission for Shutting Down Fire Service Installations"** FSD/SDRN/2026/＿＿＿＿/＿＿＿＿	消防處檔案編號 **(消防通訊中心 填寫)** *FSD Serial No.*	當區消防局 *Local Fire Station*

第一部 大廈名稱及地址 **Part I：Building Name and Address**

大廈名稱 *Name of Building*	
地址 *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 _____

第二部 **Part II：受影響持牌／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／旅館 *Hotel / Guesthouse Accommodation*	☐ 學校 *School*	☐公眾娛樂場所 *Place of Public Entertainment (cinema / theme park, etc.)*	☐ 危險品倉 *Dangerous Goods Store*	☐ 幼兒中心 *Child Care Centre*

第三部 **Part III：下述消防裝置因法例要求進行消防安全改善工程（如有）**
The following FSI require FS improvement works under statutory requirements (if any)

☐ 《消防安全（商業處所）條例》 *FS(CP)O Cap. 502*	☐ 《消防安全（建築物）條例》 *FS(B)O Cap. 572*	☐ 《消防安全（工業建築物）條例》 *FS(IB)O Cap. 636*

第四部 **Part IV：** （甲）消防裝置關閉 **(A) Shutdown** （乙）恢復 **(B) Resumption**

裝置類型 ***Installation Type***	關閉時期 ***Shutdown Period***		損壞詳情及影響範圍 ***Details of Defects and Extent of Affected Area***	嚴重損壞 ***Major Defect***	恢復日期 ***Resumption Date***
	開始 **Start**	結束 **End**			
消防栓／喉轆系統 *Fire Hydrant / Hose Reel System*				☐	
花灑系統 *Sprinkler System*				☐	
火警警報系統 *Fire Alarm System*				☐	
街道消防栓系統 *Street Fire Hydrant System*				☐	
噴水系統 *Water Spray System*				☐	
排煙系統 *Smoke Extraction System*				☐	
樓梯增壓系統 *Staircase Pressurization System*				☐	
乾喉系統 *Dry Riser System*				☐	
火警偵測系統（休眠風險） *Fire Detection System (Sleeping Risk)*				☐	

第五部 **Part V：註冊消防裝置承辦商資料 Particulars of Registered Fire Service Installation Contractor (RFSIC)**

註冊級別及編號 *Class of Registration and number*	註冊消防裝置承辦商名稱 *Name of Registered Fire Service Installation Contractor*	
填寫人姓名 *Name*	公司電話 *Company Telephone*	**填寫人簽署及承辦商蓋印** *Signature & Company Chop of RFSIC*
手提電話 *Mobile*	電郵地址 *Email Address*	
傳真號碼 *Fax*	填寫日期 *Date*	

☐ 本人已細閱並明白附頁有關收集個人資料之聲明，並同意及確認按所述目的使用本人資料。
I have read and understood the Personal Information Collection Statement attached, and I hereby agree to and acknowledge the use of my personal data for the purposes stated.

☐ 本公司確認已提供所有因消防裝置關閉需要的臨時消防安全措施，相關細節已經通知要求進行該項工作的負責人。
This Company hereby confirms that it has furnished all requisite interim fire safety measures necessitated by the shutdown of fire service installations, and communicated the details to the individual responsible for installations.

香港消防處
HONG KONG FIRE SERVICES DEPARTMENT

表格 E
Form E

□ 本公司已不再負責該消防裝置之修復工程，相關細節已經通知要求進行該項工作的負責人。(如適用)
This company is no longer responsible for the repair works on the FSI which was shut down. The details of the FSI were duly informed to the person on whose instruction the work was undertaken. (If applicable)

注意事項 Notes

1. 註冊消防裝置承辦商須於完成任何工程後 14 日內填報 FS251，並在證書內載明本表格編號。
RFSIC shall issue FS251 within 14 days after completion of works and include this file number on the certificate.
承辦商須於取得「關閉消防裝置許可」後，並於關閉消防裝置前提交本通知書，夾附「關閉消防裝置許可」、備用設備 F.S. 251 及損壞 F.S. 251（如適用），方可於預定關閉日期關閉消防裝置；工程完成後須立即恢復消防裝置，並即時再次提交本通知書。
After obtaining the "Permission for Shutting Down Fire Service Installations", the RFSIC shall submit this notification before shutting down the FSI, together with the Permission, the stand-by equipment F.S. 251 and the defect F.S. 251 (if applicable). Only after these requirements have been met may the RFSIC shut down the FSI on the scheduled shutdown date. Upon completion of the works, the RFSIC shall immediately restore the FSI to normal operation and immediately submit this notification again.

2. 避免同時關閉多於一項主要消防裝置。
Avoid simultaneous shutdown of more than one major FSI.

3. 涉及休眠風險處所包括酒店、旅館等（參見《最低限度消防裝置及設備守則》第 3.2 條）。
Sleeping risk premises include hotel / guesthouse (Code of Minimum Fire Service Installations and Equipment, Clause 3.2).

4. 緊急情況下，授權簽署人可授權職員代簽提交通知書。
In urgent cases, staff may submit this notification under delegated authority of the authorised signatory.

收集個人資料聲明
Statement of Purpose for Personal Data Collection

第一部 Part I：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／通知；
to process your application / notice;

2. 實施／執行《消防條例》（第 95 章）、《危險品條例》（第 295 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), the Dangerous Goods Ordinance (Cap. 295), the Fire Safety (Commercial Premises) Ordinance (Cap. 502), the Fire Safety (Buildings) Ordinance (Cap. 572), the 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 as may be required, authorised or permitted 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.

第二部 Part II：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 the purposes mentioned above.

第三部 Part III：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（如適用），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 (Cap. 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 (if applicable).

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