

申請須知

1. 此表格可從 <http://www.dbcommunity.hk> 網站下載，建議使用電子表格作出申請。
2. 填寫本「室內裝修申請」（一共 12 頁）表格。
☐ **必須在申請表第 5 頁提供業主的電子郵件地址，申請許可通知將僅通過電子郵件發送給業主。**
3. 請參閱各村的裝修附加條款，並填寫各屋村之附表內「不可退還之裝修附加費付款表格」（尚堤、津堤及悅堤除外）。附加條款和付款表格均可在上述網站取得。
4. 如有需要暫停室內沖廁水以進行裝修工程，請另行填寫「申請暫停沖廁水供應表格」並支付有關行政費。表格亦可在上述網站取得。
5. 通過以下方式支付裝修按金及不可退還之裝修附加費(如適用)：
 - a) 劃線支票支付給「愉景灣服務管理有限公司」；或
 - b) 直接存入我們的匯豐銀行賬戶號碼 111-386710-001 並提供付款收據作記錄。
6. 將填寫完畢的表格、裝修按金及不可退還之裝修附加費(如適用)之支票或支付記錄及其他工程文件電郵到 dbreno@dbsmll.com 以作審批。
7. 如有任何問題，請於辦公時間致電城市管理處 2238 3601 查詢。

APPLICATION FOR PERMISSION TO RENOVATE

Points to note

1. This form can be downloaded from the website <http://www.dbcommunity.hk> and e-form is strongly advised to be used for application.
2. Fill in the application form “**Application for Permission to Renovate**” (a total of 12 pages).
☐ ***The email address of the Owner must be provided on page 5 for which permission for application will be sent to the Owner through email only.***
3. Refer to the Annex for those additional requirements on renovation in respective village and fill in the “**Non-Refundable Renovation Charge Payment Form**” (except Chianti, Amalfi and Positano). Additional requirements and charge payment forms can be downloaded from the above website.
4. If in-house flushing water supply is required to be suspended for the renovation work, please fill in the “**Request for Suspension of Flush Water Supply**” form and pay the relevant administration charge. Related forms can also be downloaded from the above website.
5. Pay the renovation deposit and non-refundable renovation additional charge (if any) through the following methods:
 - a) By cross cheque payable to “Discovery Bay Services Management Limited”; or
 - b) By direct deposit to our HSBC bank account no. 111-386710-001 and provide the bank-in slip/customer advice as record.
6. Return the full set of filled forms, cheque/payment record of renovation deposit and non-refundable renovation additional charge (if any) and other supporting documents by email to dbreno@dbsmll.com for permission process.
7. For any enquiry, please call our City Management at 2238 3601 during office hours.

To : Discovery Bay Services Management Limited
致 : 愉景灣服務管理有限公司
Unit 103, Discovery Bay Office Centre, No.2, Plaza Lane, Discovery Bay, Lantau Island, Hong Kong
香港大嶼山愉景灣廣場徑二號愉景灣商務中心 103 室
Tel 電話: 2238 3601

Part A Please use BLOCK letters in completing this application form
甲部 請用正楷填寫此表格

APPLICATION FOR PERMISSION TO RENOVATE
室內裝修申請

Renovation Unit (裝修單位): _____

☐ First Application ☐ Extension ☐ Additional Job
首次申請 延期申請 後加工程申請

I/We apply for your permission to carry out the following renovation works (plans to be submitted as needed):-

本人/我們申請下列裝修工程(如有需要將附上圖則):-

1. Work Duration: From To
工程日期 由 至

Unless with justification accepted by City Management, maximum 4 months' work duration is permitted for first application and no more than 2 months for each extension application. If more than 2 months extension is required, please state the reason in the application for City Management to consider.

除獲城市管理處同意的理由，首次申請最多為 4 個月，每次延期申請不可多於 2 個月。如需延期超過 2 個月，請在申請說明原因，以便城市管理處考慮。

(Please allow 3 working days for approval when all the required document(s) are submitted.)
(工程開始日期由交齊所需文件後的 3 個工作天起計及以批核為準)

2. Particulars of Work 工程內容

(Please put “√” in appropriate boxes for work nature, location and fill in the details if required.)
(請於合適方格內加「√」以示工程性質、位置及填上相關資料)

☐ Painting
油漆工程

Location: ☐ Whole Unit ☐ Living Room ☐ Dining Room ☐ Master Bedroom ☐ Guest Bedrooms
位置 全屋 客廳 飯廳 主人睡房 客房
 ☐ Bathrooms ☐ Kitchen ☐ Others (Please specify):
 廁所 廚房 其他 (請註明): _____

☐ Flooring
地板

Location: ☐ Whole Unit ☐ Living Room ☐ Dining Room ☐ Master Bedroom ☐ Guest Bedrooms
位置 全屋 客廳 飯廳 主人睡房 客房
 ☐ Bathrooms ☐ Kitchen ☐ Others (Please specify):
 廁所 廚房 其他 (請註明): _____

Work Details: ☐ Retile ☐ Polish & Wax ☐ Others (Please specify):
工程內容 鋪地磚 車磨及打蠟 其他 (請註明): _____

Please submit drawings and specification for the following:

申請下列工程者，請附上圖則，並詳細列明工程內容：

- ☐ **Pipe Work (Please provide the routing plan if a new route is proposed, specify location and work details)**
水喉 (如涉及新路線，請提供路線，位置及方法)

Replacement / Repair of water pipe(s) must take place at designated location(s). Building exterior wall(s) and external appearance should not be adversely affected.

必須於大廈外牆指定位置更換 / 維修水喉 / 排水管，及確保不會影響大廈外牆外觀及結構

Type: ☐ Potable ☐ Flushing ☐ Drainage Discharge Pipe
類別 食水 沖廁水 排水管

Location: ☐ Master Bathroom ☐ Guest Bathrooms ☐ Kitchen
位置 主人廁所 客房廁所 廚房
☐ Others (Please specify):
其他 (請註明): _____

Work Details: ☐ Replace ☐ Repair ☐ Others (Please specify):
工程內容 更換 維修 其他 (請註明): _____

- ☐ **Window (Please specify location and work details)**
窗戶 (請註明位置及方法)

Window frame, grille (if any), sealant and glass panel must stick to original pattern and colour
新窗窗框，窗花(如有)，密封膠和玻璃面板，顏色圖案必須根據原有大廈之款式

Replacement / Repair of window(s) / window leakage must cause no adversely impact to appearance and structure of building exterior wall(s)

更換 / 維修鋁窗 / 防水工程，必須確保不會影響大廈外牆外觀及結構

Location: ☐ Whole Unit ☐ Living Room / Dining Room ☐ Master Bedroom ☐ Guest Bedrooms
位置 全屋 客廳 / 飯廳 主人房 客房
☐ Bathrooms ☐ Kitchen ☐ Others (Please specify):
廁所 廚房 其他 (請註明): _____

Work Details: ☐ Replace ☐ Repair ☐ Add ☐ Waterproof
工程內容 更換 維修 加裝 防水
☐ Others (Please specify):
其他 (請註明): _____

- ☐ **Air Conditioner (Please specify location and work details)**
冷氣(請註明位置及方法)

Air Conditioner must be installed / replaced in the designated location.

必須在大廈指定位置安裝 / 更換

Location: ☐ Whole Unit ☐ Living Room / Dining Room ☐ Master Bedroom ☐ Guest Bedrooms
位置 全屋 客廳 / 飯廳 主人房 客房
☐ Others (Please specify):
其他 (請註明): _____

Work Details: ☐ Replace ☐ Repair ☐ Add ☐ Others (Please specify):
工程內容 更換 維修 新加 其他 (請註明): _____

- ☐ Scaffolding (Please provide scaffolding permit with valid endorsement to Local Management Office & its renewal once in every 14 days. Copy of Contractors' All Risks Insurance are also required.)
搭棚 (請搭棚時遞交棚紙及棚紙簽署人之有效證件副本予分區管理處，並於十四天更新一次，另需提交裝修工程保險之證明副本)

For the purpose of :

搭棚用途: _____

Period : From To
日期 由 至

Location: ☐ Whole Unit ☐ Living Room / Dining Room ☐ Master Bedroom ☐ Guest Bedrooms
位置 全屋 客廳 / 飯廳 主人房 客房
☐ Bathrooms ☐ Kitchen ☐ Others (Please specify):
 廁所 廚房 其他 (請註明): _____

Remark : Scaffolding holes must be filled up with water-proofing sealant of colour close to external wall during its removal.

備註 : 牆身棚架孔，必須用貼近外牆顏色防水密封膠填滿。

- ☐ Alteration of non-structural Walls, Partitions and other structures (Please specify):
非結構牆壁，隔牆或結構改建工程 (請註明)；

- ☐ Others
其他: _____

Remark : Replacement / Repair of all fixtures and fittings must stick to original pattern and colour if those fixtures and fittings form part of external appearance.

備註 : 更換 / 維修所有固定裝置和配件，顏色圖案必須根據原有大廈之款式

3. Eco-Decorator
特選綠色承辦商

YES 是
☐

NO 否
☐

4.1 If no, you may contact Discovery Bay Services Management Limited (DBSML) if you are still interested in becoming Eco-Decorator.

如否，但仍對成為綠色特選承辦商有興趣，請與愉景灣服務管理有限公司聯絡

4.2 If yes, please advise whether green measures will be taken by completing the following.

如是，請清楚列明有關(i)至(v)裝修措施

i) Concept of green decoration design
在裝修設計概念方面

☐

ii) Green material of decoration to be used
使用以下環保建築材料

☐

iii) At least one green measure which details below to be adopted during decoration

在裝修期間，採用並列出最少一種環保措施

a. Noise 嘈音方面

☐

b. Dust 塵埃方面

☐

c. Smell 氣味方面

☐

d. Electric appliance and lighting decoration No. "1" energy label to be purchased and installed

以下電器和／或燈飾會採購“1”級能源標籤

☐

e. Other 其他

☐

iv) Separation of decoration waste
處理分類廢料

a. Paper 紙張

☐

b. Metal 金屬

☐

c. Glass 玻璃

☐

d. Plastic 塑膠

☐

v) Other green measure
其他環保措施

☐

Remarks: Thank you for adopting the above-mentioned green measures during decoration. These proposed measures will be assessed by DBSML at its own discretion to decide the contractor to be entitled for the privileged offer.

備註：多謝採用環保裝修措施。這些措施需經愉景灣服務管理有限公司確定後，環保承辦商才可獲得嘉許計劃。愉景灣服務管理有限公司有權批准或拒絕承認上述措施而不須要作出解釋。

☐ Agree 同意

☐ Disagree 不同意

Assessed and
recommended by:

I/We (Owner/Tenant/Authorized Party) understand and agree that-

本人/我們(業主/租戶/被授權人士)明白-

- (1) No work shall commence unless written approval from Discovery Bay Services Management Limited (DBSML) Office is obtained. When the approval is granted, a copy of the approval letter will be posted near my/our premises for identification purpose. Nearby units will also be informed of the same by DBSML. DBSML reserves the right to stop any on-going works until such approval shall have been granted.
在未經愉景灣服務管理有限公司書面批准之前，不可動工。當申請批准後，批准函會張貼於本人/我們單位旁邊以資識別，而鄰近單位亦會獲知會。愉景灣服務管理有限公司處有權停止施工，直至申請完成為止。
- (2) Contractors are required to provide their company business card or a copy of the Business Registration (BR) certificate and their contact information to complete the application. DBSML may refuse to process an application with incomplete information.
承辦商須於申請裝修時，一併將公司咭片或商業登記證副本交予管理處，並提供承辦商聯絡人資料作詳細登記。愉景灣服務管理有限公司有權拒絕未有遞交完整文件之申請。
- (3) In case of Unauthorized Building Works or anything violating to these rules are found, DBSML has the right to stop the works and request the workers to leave the subject unit.
愉景灣服務管理有限公司於進行裝修巡查期間發現承辦商進行任何潛建工程或違反裝修守則之條款，愉景灣服務管理有限公司有權即時停止所有裝修工程，並要求所有工人離開單位。
- (4) If the work involving scaffolding work, owner/tenant/authorized party is recommended to engage a suitable contractor with good safety record to carry out the scaffolding work. I/We agree to remind and ensure the contractor to follow the relevant laws/subsidiary legislations and guidelines issued by relevant organizations.
如工程涉及棚架工作時，建議業主/租戶/被授權人士聘用合適及符合良好安全紀錄的承辦商進行有關棚架工作，我/我們同意提醒並確保承辦商按相關法例/附屬法例及相關機構發出的指引進行有關棚架工作。
- (5) When submitting the renovation application, the owner/contractor is required to pay an additional fee and refundable renovation deposit (different amounts apply in different Villages). For security purpose, the contractor shall provide all workers' names, their Identity Card/Green Card Numbers and Octopus Card numbers.
在遞交裝修申請書時，需連同有關裝修費用一併繳交，包括附加費(如適用)，以及可退還之裝修按金。基於保安理由，承辦商需在申請表內提供工人姓名，身分證/平安咭號碼以及八達通卡號碼。
- (6) The approval from DBSML does not automatically imply the approval of other authorities concerned.
愉景灣服務管理有限公司之批准並不表示其他有關政府/公共部門亦發出相關批准。
- (7) DBSML reserves the right to remove any unapproved fixtures and structures or to stop any renovation works or the operation of any heavy mechanical devices that may constitute nuisance or damage or hazard to the nearby units or the general public. Such actions may include but not limited to temporarily suspension of water and power supply to the renovating units premises without notice. All costs incurred in such actions shall be reimbursed by the Owner/Tenant/Authorized Party concerned to DBSML.
愉景灣服務管理有限公司有權拆除任何未經批准之裝置及建設等物件，或停止任何對公眾構成滋擾或損毀之工程或重型機械之操作，管理處有權即時暫停裝修單位的食水及電力供應，以制止該工程繼續進行。而業主/租戶/被授權人士須負責因禁止或拆除此等工程所引起之一切費用。
- (8) Works are only be carried out between 9:00a.m. and 5:00p.m. Mondays to Saturdays. No noisy work is permitted on Saturdays. No work is allowed on Public Holidays.
Please refer to the Annex of respective villages for other additional requirements including but not limited to the amount of renovation deposit, non-refundable renovation charge and allowable working time for different villages which may be varied from time to time.
工程只可於星期一至六上午 9 時至下午 5 時期間進行。週六不可進行噪音工程。公眾假期禁止工程進行。就有關其他具體要求，請參閱各村附表之裝修附加條款，當中包括但不限於個別屋村的裝修按金、不可退還之裝修費及允許工作時間，而且有關之條款可隨時間而不定期更改。
- (9) Owner/Tenant/Authorized Party is responsible for removing all debris or waste materials arising from the renovation works which must not be left unattended in the common areas. Such debris or waste shall be put into bags or well covered. DBSML will remove any unattended debris or waste left in the common areas without prior notice and the costs so incurred shall be reimbursed by the Owner/Tenant/Authorized Party concerned to DBSML.
業主/租戶/受權人士須負責清理所有工程引起之泥頭及廢料而並不准棄置於公眾地方。有關之泥頭及廢料須放於袋中或妥為覆蓋。愉景灣服務管理有限公司將清理棄置於公眾地方之泥頭及廢料而不作另行通知，業主/租戶/被授權人士並須負責因清理而引起之費用。
- (10) Owners/Tenant/Authorized Party should employ Registered Construction Workers to carry out works for designated trade, if required, including but not limited to registered electrical contractor (REC) for electrical works.
業主/租戶/被授權人士須聘用已註冊的建造業工人進行有關工作，包括但不限於註冊電業承辦商進行電力工程。
- (11) Owner/Tenant/Authorized Party understands and agrees that DBSML will, for security purpose, record details of the identity card or green card of workers as well as their Octopus Cards before they carry out renovation works inside the units. DBSML has obtained the full support of the Police to do so.
業主/租戶/被授權人士明白及同意愉景灣服務管理有限公司可基於保安理由，於工人在單位內進行裝修前登記其身份證或綠咭以及八達通卡上之資料。警方亦全力支持愉景灣服務管理有限公司進行此項登記。

- (12) As an Eco-decorator, I/we agree to adopt the approved green measures listed under item 4 of Part A during the renovation works and the Owner/Tenant/Authorized Party and the Eco-decorator permit DBSML and its representatives to inspect the progress of implementing the green measures in proper manner.
作為特選綠色承辦商，我/我們同意於裝修工作期間採用列於甲部第 4 項經審批的環保措施，同時業主/租戶/被授權人士及特選綠色承辦商承諾允許愉景灣服務管理有限公司的職員進入單位內檢查推行環保措施的進度。

I/We (Owner/Tenant/Authorized Party) undertake to be responsible for any misbehaviour of the contractor(s) employed by me/us.
本人/我們(業主/租戶/被授權人士)承諾對所僱用承辦商之一切不當行為負上全責。

Irrespective of whether this application is submitted, I/We (Owner/Tenant/Authorized Party) shall, upon such submission, be deemed to have understood and agreed to the content of this Declaration and Undertaking for Renovation form and the City Rules relating to decoration and alteration works and the attached “Guidelines & Procedures to be Followed for Renovation Work in Discovery Bay”, and shall duly observe and procure the contractor(s) employed by me/us to duly observe the same and undertake to fully indemnify DBSML against any breach of the same by me/us or by the contractor(s) employed by me/us.

但凡本申請一經遞交，本人/我們(業主/租戶/被授權人士)即被視為明白及同意本裝修工程承諾及聲明書之內容、城市規例有關裝修及改建工程之條款，以及附頁之「愉景灣室內裝修工程須知」，並將遵守並促使所僱用承辦商遵守上述各款；又本人/我們或所僱用之承辦商如有違反，本人/我們定當向愉景灣服務管理有限公司作出全面彌償。

To be filled by Owner/Tenant/Authorized Party (with proof of applicant's status)

由業主/租戶/被授權人士(請提供租戶/被授權人士的證明文件)填寫:

英文姓名Name in English : _____

裝修單位Unit Address : _____

電話Tel. No. : _____

業主電郵 Owner's Email : _____

***申請許可通知將僅通過電子郵件發送給業主**

****Permission for application will be sent to the Owner through email only***

I/We declare that below company has been employed by me/us to carry out the above renovation work
本人/我們聲明已僱用以下公司為本單位進行裝修工程

(Name of Decoration Company 承辦商名稱)

由支付者填寫 To be filled in by Payer

Please note that the payee of the Refundable Renovation Deposit must be the same person shown on the below.
請注意，退還裝修按金之收款人姓名必須與以下付款人相同。

Name of Deposit Holder of the Renovation Deposit and
Payer of the Non-Refundable Renovation Charge (if applicable)

裝修按金持有人及不可退還之裝修費(如適用)付款人姓名 : _____

I/We acknowledge receipt of the enclosed notice (if any) issued by the Buildings Department regarding the unauthorized building works and undertake to duly observe the same.

本人/我們確認已收到附頁(如適用)之屋宇署有關違例建築工程通告並會遵守有關規定。

Record of Worker Information for Renovation Work

裝修工程人員登記記錄

To be filled in by Decoration Company
由承辦商填寫

I/We, the Decoration Company for the renovating unit, understand and hereby allow DBSML to post our company/my details near the entrance of the unit concerned and notify nearby units at the discretion of DBSML.
本人/我們為裝修單位之承辦商，現明白及准許愉景灣服務管理有限公司自行決定張貼本公司/本人資料於裝修單位旁邊及知會鄰近單位。

承辦商名稱Name of Decoration Company*: _____

商業登記證 Business Registration No: _____

屆滿日期 Date of Expiry: _____

聯絡人Contact Person : _____

電話Tel. No: _____

地址: Address: _____

工作人數: Worker Nos.: _____

*如屬私人裝修，請附上書面聲明以茲證明。

For Office Use Only 管理處專用
副本: ☐ 有 ☐ 否
Copy : ☐ Yes ☐ No
其他證明 ☐ 有 ☐ 否
Others Proof: ☐ Yes ☐ No

If decoration handled by individual, please provide declaration as proof.

	Worker Name 工人姓名	Octopus Card Number 八達通卡號碼	ID/Greencard number 身份証/平安咭編號
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

The information provided on this form will only be used for renovation application and will be kept confidential. Applicants who wish to revise the data, please contact us.

以上資料只用作裝修工程申請程序，資料絕對保密。申請人如欲更改資料，請與我們聯絡。

It is also the decoration company's / contractor's responsibility to keep the above personal data confidential.

承辦商有責任將以上個人資料保密，並須確保在收集個人資料之過程中，資料不會外洩。

GUIDELINES & PROCEDURES TO BE FOLLOWED FOR RENOVATION WORKS IN DISCOVERY BAY

1. Owner/Tenant/Authorized Party applies directly to Discovery Bay Services Management Limited (DBSML) before commencement of work in accordance with Section B & G of the City Rules. It should be noted that Owner/Tenant/Authorized Party are not entitled to alter the external appearance of the premises owned or occupied by them (including repainting of the external walls) unless with the prior written consent of DBSML. DBSML may in its absolute discretion withhold approval without giving any reason.
2. Owner/Tenant/Authorized Party are required to pay a renovation deposit, depending on the size of the premises and the amount of work to be undertaken, to DBSML. Such renovation deposit will be refunded upon completion of the work, subject to full compliance with the following 3 conditions: -
 - a) the work has been completed in accordance with the details specified and approved on the application form.
 - b) Owner/Tenant/Authorized Party is responsible for removing all debris or waste materials arising from such work which must not be left unattended in the common area. Such debris or waste shall be put into bags or well covered. DBSML will remove any unattended debris or waste left in common area without prior notice and the cost incurred in the removal thereto shall be reimbursed by the Owner/Tenant/Authorized Party concerned. Please note that in accordance with the current statutory requirement, all construction waste producer(s) such as contractor(s) or premises Owner/Tenant/Authorized Party who undergoes renovation /fitting-out work prior to using government waste disposal facilities, needs to open a billing account with the Environment Protection Department (EDP) and pays for such construction waste disposal charge as levied by the EPD. Owner/Tenant/Authorized Party may also engage a contractor with valid billing account to make arrangement for disposal of the construction waste.
 - c) no damage or loss has been caused to any common areas or facilities of Discovery Bay.

Owner/Tenant/Authorized Party will not be entitled to any refund so long as any one of the above conditions remains dissatisfactory. When the work is completed, the original renovation deposit receipt must be returned to DBSML for the application of renovation deposit refund. If everything is in order, the deposit will be returned without interest within 30 working days.

3. Decoration Company/Contractor MUST provide detailed information of their site supervisor, project manager and workmen at the time of application and the information should include the name and Octopus Card Number. The Contractor should notify DBSML of any changes on deployment of workmen during the course of renovation. DBSML and its representatives may conduct inspection from time to time to verify the identity of the workmen working in the unit, and reserve the right to request any workmen who are not in the list or do not possess a registered Octopus Card to leave the premises immediately.
4. DBSML reserves the right to inspect the progress and conduct of the work at any time to ensure that it is carried out in the approved manner and in accordance with the City Rules and to take immediate action to stop the contractor from intending to proceed or proceeding with any unauthorized works. Upon request, the worker must show the registered Octopus Card for identification.
5. No worker of the Decoration Company/Contractor shall be allowed to stay overnight on site without the consent of Owner/Tenant/Authorized Party.
6. Decoration Company/Contractor are not permitted to bring any motor vehicles to Discovery Bay without prior approval by DBSML. (For details please refer to Section E of the City Rules)
7. For general guidance on those renovation items which are permissible, please contact our staff at the Local Management Office or the City Management Office. ***(For Chianti / Amalfi / Positano / Poggibonsi: All environmental balconies and non-enclosed areas are not permitted to be altered or enclosed in whole or in part. Balconies of two adjacent units are also not allowed to be combined into one.)***
8. The Owner/Tenant/Authorized Party shall be fully responsible for the conduct and activities of the workers of the Decoration Company /contractor. During the renovation, the main door must be closed at all times.
9. For any work or queries involving like LPG supply system, please contact DSG Energy Limited (Tel. No. 2435 8388) before work starts. DSG Energy Limited will advise the Owner/Tenant/Authorized Party on the safety guidelines and relevant requirements.
10. Decoration Company / Contractor must obtain the prior approval from DBSML before proceeding with scaffolding erection on external wall. Upon its completion but before allowing workers to get the access through the scaffolding, the contractor is required to submit the approved Form 5 and its subsequent renewal (if any) to DBSML for record purpose. DBSML may deny access to the scaffolding unless and until Form 5 reaches DBSML. Under no circumstances, DBSML will assume any responsibility or liability arising from or caused by the failure of obtaining the approval or its subsequent renewal of Form 5.
11. If work affects neighbour nearby, including noise, dust, odor, etc., Decoration Company/Contractor shall promise to take sufficient effective measures, including but not limited to closing doors, installing effective air extraction facilities, etc.

We trust that you will appreciate the above measures aiming to maintain a tranquil and harmonious living environment for all the residents of Discovery Bay. Thank you for your cooperation.



DISCOVERY BAY SERVICES MANAGEMENT LIMITED
(Licensed PMC No. C-899891)

愉景灣室內裝修工程須知

1. 業主/租戶/被授權人士在動工前須依據城市規則 B 及 G 項向愉景灣服務管理有限公司申請。除非預先獲得愉景灣服務管理有限公司批准，任何業主/租戶/被授權人士均不可改變其單位之外貌（包括不可將外牆重新髹漆）。愉景灣服務管理有限公司有權拒絕有關之申請，而毋須給予任何解釋。
2. 所有業主/租戶/授權人士均須繳付工程按金予愉景灣服務管理有限公司，其數額以單位面積及工程項目多寡計算。工程完竣後，若能符合以下三項規定，是項按金將獲如數發還：

- 甲) 一切工程均遵照申請表格內所填報而經愉景灣服務管理有限公司批准的規格完成。
- 乙) 業主/租戶/被授權人士須負責清理所有工程引起之泥頭及廢料，不准棄置於公眾地方。有關之泥頭及廢料須放於袋中或妥為覆蓋。愉景灣服務管理有限公司將清理棄置於公眾地方之泥頭及廢料而不作另行通知，業主/租戶/被授權人士並須負責因清理而引起之有關費用。請注意，按現時法例規定，所有建築廢料生產者，例如承辦商或大廈業主/租戶/被授權人士在進行裝修/修葺後，而需要使用政府的廢物處理設施，必須向香港環境保護署(環保署)開設戶口支付有關廢物處理費。業主/租戶/被授權人士亦可聘用已向環保署開設有有效的建築廢物處置賬戶之承辦商安排有關建築廢物棄置。
- 丙) 是項工程並未有對愉景灣區內公共地方之任何設施構成損失或毀壞。

倘裝修公司/承辦商被發現有違犯上述任何一項規定，業主/租戶/被授權人士繳付之按金將不獲發還。工程完畢後，業主/租戶/被授權人士在申請退還工程按金時，須交回按金收條正本給愉景灣服務管理有限公司。在証實滿意後，該按金於三十個工作天內免息發還。

3. 裝修公司/承辦商在裝修申請時，需向愉景灣服務管理有限公司提供其現場主管、項目經理和工人的詳細信息，資料需包括姓名及八達通卡號碼。如在裝修過程中有任何人事變動，承辦商應通知愉景灣服務管理有限公司。愉景灣服務管理有限公司之代表有權根據有關資料直接向在單位內工作的裝修工人核實身份，並保留要求任何不在名單內或沒有註冊八達通卡號碼的工人立即離開該處所的權利。
4. 愉景灣服務管理有限公司有權隨時檢視有關工程之進行及其工作人員之工作情況，以確保所有進行中之工程均已獲批准並遵守愉景灣城市規則。有需要時，工人須出示已登記八達通咭以茲識別。
5. 如無業主/租戶/被授權人士之許可，裝修公司/工程承辦商之工作人員均不准在裝修單位內留宿。
6. 除非預先獲得愉景灣服務管理有限公司批准，任何裝修公司/承辦商不得將運輸車輛運入愉景灣內使用。(詳情請參閱城市規則E 項)
7. 有關工程詳情之查詢，請與分區管理處或城市管理處之職員聯絡。(尚堤 / 津堤 / 悅堤 / 意堤：所有單位之環保露台及非封閉地方均不准全部或部份封閉或作任何改建。相連單位之露台亦不能合併為一。)
8. 業主/租戶/被授權人士必須對其所聘用之裝修公司/承辦商之工作人員在愉景灣區內之行為及其活動完全負責，並需在裝修進行期間關上大門。
9. 如有任何有關氣體供應系統部份之疑問，請與特爾高能源有限公司聯絡（電話：2435 8388）。特爾高能源有限公司將會給予有關氣體安全指引之意見及其他必需資料予業主/租戶/被授權人士參考。
10. 裝修公司/承辦商須先獲得愉景灣服務管理有限公司批准，方可於裝修單位外牆位置搭建棚架。裝修公司/承辦商必須在棚架搭成後，並在正式使用前，向愉景灣服務管理有限公司呈交有效表格五副本及其更新表格(如適用者)以作記錄；否則，愉景灣服務管理有限公司可能會禁止工人使用該棚架。在任何情況下，愉景灣服務管理有限公司都不會因裝修公司/承辦商未能領取及定期更新有效之表格五而引致的任何責任承擔後果。
11. 工程如影響到鄰近住戶,包括噪音、塵埃、氣味等, 承辦商需承諾做足有效措施, 包括但不限於封門、加裝有效抽氣設施等。

上列各項措施目的在為大家提供一個悠靜和諧之居住環境，敬希台端衷誠合作。



愉景灣服務管理有限公司
(持牌物管公司號碼 C-899891)

UNAUTHORIZED BUILDING WORKS

Owners / Occupiers are hereby informed that the premises are under surveillance by the Buildings Department for any unauthorized building works (UBWs). It is advised to note that before proceeding with any alteration or addition work to the premises, owners / occupiers should ascertain whether the proposed work would contravene the provisions of Building Ordinance.

Building works including metal cages, air-conditioning cooling towers, canopies, flat roof structures, rooftop structures, structural alterations, drainage connections and etc., contravene the provisions of the Buildings Ordinance and are therefore unauthorized. It may therefore be to a responsible owner's / occupier's advantage to organize the removal work as soon as possible. It is also your responsibility to maintain your premises in a safe and sound condition and free from UBWs.

Owners / Occupiers are suggested taking steps to immediately remove any UBWs and reinstate the premises to accord with the latest approved building plans. Reference can be made to the 'Guidelines for the Removal of Typical Unauthorized Building Works and General Maintenance of External Walls' issued by the Buildings Department. Owners / Occupiers are also recommended to directly contact the Buildings Department as follows:

Buildings Department
12/F Pioneer Centre
750 Nathan Road, Kowloon
Tel.: 2626 1616

違例建築工程

本處現通知各業主/佔用人，屋宇署將定期視察 閣下的樓宇。倘若各業主/佔用人擬進行任何改建或加建工程，事前應確定該等工程是否觸犯《建築物條例》的條文。

若鐵籠、空調機冷卻塔、簷蓬、平台結構、天台搭建物、結構改動、渠管接駁等建築工程違反《建築物條例》的條文規定，便屬違法。業主/佔用人實有責顧及個別利益設想，盡快自行安排清拆。此外，各業主/佔用人亦有責任確保樓宇安全穩固及完好無損，並且沒有蓋建任何違例建築物。

本處建議各業主/佔用人立刻採取適當的步驟，把有關的各業主/佔用人盡快拆除，並且將樓宇復修至原狀，與最新的核准建築圖則一致。當計劃於上述工程進行期間，各業主/佔用人須參考由屋宇署制定的《清拆常見的違例建築工程及進行外牆一般維修的指引》。本處建議各業主/佔用人可直接聯絡屋宇署，查詢有關詳情。屋宇署聯絡地址及電話：

屋宇署
香港九龍彌敦道 750 號
始創中心 12/F
電話: 2626 1616

DISCOVERY BAY SERVICES MANAGEMENT LIMITED
(the "Company")

NOTICE RELATING TO THE PERSONAL DATA
(PRIVACY) ORDINANCE

The Personal Data (Privacy) Ordinance (the "Ordinance") has been passed relating to the collection, use and storage of personal data on individuals. This notice is addressed to our existing and prospective individual clients and other individuals including but not limited to related owners/ tenants/ occupants/ visitors, from whom the Company collects personal information in compliance with the Ordinance.

From time to time, it is or will be necessary for you to supply to the Company with data in connection with the daily operations of the Company. Failure to supply such data may result in our being unable to establish or to continue or to provide property management services to you.

The purposes for which data may be used are as follows: -

- (a) the daily operation of the services provided by the Company including but not limited to circulating management notices, company newsletter and communications relevant to the management of the estate;
- (b) conducting customer and service surveys, occupancy statistics;
- (c) determining the amounts of indebtedness owed by you;
- (d) collecting the amounts outstanding from you;
- (e) providing customer services and handling customer complaints and enquiries;
- (f) assisting in law enforcement purposes and meeting requirements imposed by law or for claims related purposes.

Your personal data held by us will be kept confidential. Other than being used as the purposes above mentioned, your personal data will not be sold, traded or rented in any forms through any means to any other parties.

As a data subject, you have: -

- (i) the right to check whether the Company holds data about you and the right of access to such data;
- (ii) the right to require the Company to correct any data which it holds relating to you which is inaccurate; and
- (iii) the right to ascertain the Company's policies and practices in relation to personal data and to be informed of the kind of personal data held by the Company.

Individuals who wish to access to or correct the data in accordance with the Ordinance should contact:

Administration Department
Discovery Bay Services Management Limited
Rm.103, Discovery Bay Office Centre
No.2 Plaza Lane
Discovery Bay, Lantau Island Hong
Kong
Tel : 2238 3601 Fax : 2987 8192

In accordance with the terms of the Ordinance, the Company has the right to charge a reasonable fee for the processing of any data access request.



Discovery Bay Services Management Ltd.
(Licensed PMC No. C-899891)

愉景灣服務管理有限公司
("公司")

有關個人資料(私隱)條例通告

個人資料(私隱)條例("條例")關乎收集、使用、及儲存個別人士的個人資料。此通告是給予"公司"根據條例向其收集個人資料的現有客戶、可能成為公司的個別客戶及其他個別人士，包括但不限於有關的業主/ 租戶/ 住戶/ 訪客。

公司不時需要閣下提供跟日常運作有關的資料，如閣下未能提供上述資料，我們可能因而不能為閣下提供有關物業管理服務。

閣下提供的資料可作以下用途：

- (a) 公司提供的日常運作和服務包括並不限於傳閱管理通告、公司通訊及有關屋苑管理之訊息；
- (b) 進行顧客及服務調查及居住統計；
- (c) 計算閣下應繳付之款額；
- (d) 向閣下收取仍未繳付之款額；
- (e) 提供顧客服務及處理顧客投訴、詢問；
- (f) 協助實現執法目的，滿足法律要求，或者用於索賠相關目的。

我們會將閣下的個人資料保密，除上述用途外，我們決不會通過任何形式出售、轉讓或租借予任何其他人士。

作為資料當事人，閣下：

- (i) 有權查察公司是否持有閣下的資料，並有權查閱此等資料；
- (ii) 有權要求公司更改其持有關於閣下不準確的資料；及
- (iii) 有權查察公司有關個人資料的政策與實踐，及被知會公司持有閣下相關的資料。

如欲根據條例要求查閱或更改資料，請聯絡：

愉景灣服務管理有限公司 - 行政部
地址：香港大嶼山愉景灣廣場徑二號
愉景灣商務中心103室
電話：2238 3601 傳真：2987 8192

根據條例，公司有權就處理任何查閱資料的要求，收取合理費用。



愉景灣服務管理有限公司
(持牌物業管理公司號碼 C-899891)