

香港法例第三七四章道路交通(車輛登記及領牌)規例  
Road Traffic (Registration and Licensing of Vehicles) Regulations Cap. 374  
車輛行駛許可證申請書

Application For A Movement Permit For A Vehicle

寫前請閱讀附頁的各項須知，並以正楷填寫各項資料。

Please read the notes overleaf and complete all items in BLOCK LETTER. This application must be submitted in triplicate.

填寫前請參閱後頁說明；所有資料均須以正楷填寫。如填報失實，即屬違法，F 欄為警察交通部專用。

Please read the notes carefully before completing this form. All items should be completed in Block Letters. It is an offence to make any false statement. Part F is for use by Police Traffic office.

(本欄不必填寫 FOR OFFICIAL USE ONLY)

O	
P	

Receiving Officer's Signature \_\_\_\_\_

Recommended/Not Recommended \_\_\_\_\_

Approved/Not Approved \_\_\_\_\_

Permit No. \_\_\_\_\_

Permit Fee Received \_\_\_\_\_

申請人資料 PARTICULARS OF APPLICANT

英文姓名/公司名稱 \_\_\_\_\_ 中文姓名/公司名稱 (如屬適用) \_\_\_\_\_  
Name In English Name (In Chinese, if applicable)

香港身份證或公司註冊證號碼 \_\_\_\_\_ ( )  
H.K. Identity Card or Certificate of Incorporation No.

住址/公司地址 Residential/Company Address (你的地址將會列載在許可證上 Your address will be entered on the permit.)

「注意：為確保運輸署備存駕駛執照持有人/車主的最新地址，請填寫以下你的住址和通訊地址(如與住址不同)。」  
(Note: To ensure that the addresses of driving licence holders/vehicle owners being kept by the Transport Department are up-to-date, please fill in below your residential address and correspondence address (if different from residential address).)

室 Flat/Room \_\_\_\_\_ 樓 Floor \_\_\_\_\_ 座 Block \_\_\_\_\_  
樓宇層數請依升降機所用編號，或以西式計算。

大廈 / 屋苑名稱 Name of Building / Estate \_\_\_\_\_

門牌號數及街道 (或鄉村) 名稱 Number and Name of Street (or Village) \_\_\_\_\_

\*  香港 Hong Kong  九龍 Kowloon  新界 New Territories

地區 District \_\_\_\_\_

通訊地址 CORRESPONDENCE ADDRESS

請註明是否與上方所填寫的相同 Please specify whether the same as that in the above-

\*  是 Yes  否 No 請在下列填寫 Please fill in below-

室 Flat/Room \_\_\_\_\_ 樓 Floor \_\_\_\_\_ 座 Block \_\_\_\_\_  
樓宇層數請依升降機所用編號，或以西式計算。

大廈 / 屋苑名稱 Name of Building / Estate \_\_\_\_\_

門牌號數及街道 (或鄉村) 名稱 Number and Name of Street (or Village) \_\_\_\_\_

\*  香港 Hong Kong  九龍 Kowloon  新界 New Territories

地區 District \_\_\_\_\_

日間聯絡電話 DAY TIME CONTACT TEL. NO.: \_\_\_\_\_

† 請於適當方格內加上「✓」號 Please tick the appropriate box

**B 欄 車輛登記細節 (請將不適用者刪去)**  
**PART B Particulars of Vehicle (delete whichever is inapplicable)**

- 廠名 \_\_\_\_\_  
Make
- \* 左/右/中舵駕駛 \_\_\_\_\_  
Left Hand/Right Hand/Centre Drive
- 出廠年份 \_\_\_\_\_  
Year of Manufacture
- 原產國家 \_\_\_\_\_  
Country of Origin
- 引擎號碼 \_\_\_\_\_  
Engine No.
- 底盤/車身/號碼 \_\_\_\_\_  
Chassis/Body/Serial No.
- 汽缸容量 \_\_\_\_\_ 立方厘米  
Cylinder Capacity c.c.
- 顏色 \_\_\_\_\_  
Colour
- 車身類型或型號 \_\_\_\_\_  
Body Type/Model
- 車輛總體積  
Overall Dimensions:
  - 長度 \_\_\_\_\_ 米  
Length metres
  - 闊度 \_\_\_\_\_ 米  
Width metres
  - 高度 \_\_\_\_\_ 米  
Height metres

- 許多車輛總重 \_\_\_\_\_ 公噸  
Permitted Gross Vehicle Weight tonnes
- 車軸負重量  
Axle Weight
  - 第一軸 \_\_\_\_\_ 公噸  
Axle 1 tonnes
  - 第二軸 \_\_\_\_\_ 公噸  
Axle 2 tonnes
  - 第三軸 \_\_\_\_\_ 公噸  
Axle 3 tonnes
  - 第四軸 \_\_\_\_\_ 公噸  
Axle 4 tonnes
- 各軸間最短距離 \_\_\_\_\_ 米  
Minimum spacing between axles metres
- 最高車速: 每小時 \_\_\_\_\_ 公里  
Maximum speed of vehicle km.p.h
- \* 輪式車輛/帶式車輛  
\* Wheeled vehicle/Tracked vehicle
- \* 轉向裝置  
Steering  
\* 普通式/變速式/其他 (請加以說明)  
\* Conventional/Transmission/Others  
(Please describe if otherwise)
- 制動系統 \* 所有車輪皆備/只有後輪裝設  
Braking System: \* All wheels/back wheels only

**注意:** 若上述第(12)項超過 8.4 公噸而第(13)項又少於 3 米的話，你必須遞交一式四份之申請書，每份附上車輛構造及車輛之間距離的說明圖樣，以備路政署考慮。  
**Note:** If (12) above exceeds 8.4 tonnes and (13) is less than 3 metres, please submit your application in quadruplicate and attach a drawing of the vehicle showing configuration and spacing of wheels, to each copy. It is required to be considered in consultation with the Highway Office.

**C 欄**  
**Part C****操作詳情 Particulars of Operation**

1. 申請理由 \_\_\_\_\_  
Reasons of Application
2. 路線詳情: (請書面列明路線詳情。若有工作地盤地點圖表而欠缺書面路線詳情, 申請將不獲接納。)  
Details of Routes (Please state details of routes in writing. A plan to indicate the working site areas without written details of routes is not acceptable.)
- 由 \_\_\_\_\_ (地盤地址)  
from \_\_\_\_\_ (site address)  
至 \_\_\_\_\_ (地盤地址)  
to \_\_\_\_\_ (site address)  
經 \_\_\_\_\_  
via \_\_\_\_\_
3. 來往日期 \_\_\_\_\_ 4. 來往時間 \_\_\_\_\_  
Date of Movement Time of Movement

**D 欄**  
**Part D****有效的第三者意外風險保險 (必須出示保險單)**  
**Valid Third Party Risk Insurance (Certificate must be produced)**

1. 保險公司名稱 (並非代理商) \_\_\_\_\_  
Name of Insurance Company (not agent)
2. 保險單/臨時保單號碼 \_\_\_\_\_ 3. 屆滿日期 \_\_\_\_\_  
Policy/Cover Note No. Expiry Date

**E 欄**  
**Part E****聲明 Declaration**

本人經已詳讀並明白申請表內各項條款。本人聲明據本人所知, 上述填報的資料均屬詳盡確實, 且上述 C 欄的路線均有足夠通行高度/空間供該車輛通過。本人特此為上述行走 C 欄路線的車輛, 申請車輛行駛許可證。

本人明白如果故意提供失實資料, 依照香港法例第 374 章道路交通條例第 111 條第 (3) 款的規定, 本人可被判罰款五千元及監禁六個月。

I have read and understood the conditions attached to this form. I declare that to the best of my knowledge and belief the information given above is true and complete and the routes in Part C above are of sufficient headroom/clearance for movement of the vehicle. I hereby apply for a movement permit for the above vehicle to be moved as described in Part C above.

I understand that if I knowingly make any statement which is false in a material particular I shall render myself liable under Section 111(3) of the Road Traffic Ordinance Cap. 374 to a fine of \$5,000 and to imprisonment for 6 months.

申請人簽署 \_\_\_\_\_  
Signature of Applicant

日期 \_\_\_\_\_  
Date

**F 欄**  
**Part F****建議書 (由 \* 總警司 (交通)/高級警司 (交通) 港島/九龍/新界填寫)**  
**Recommendations (by \*SP Traffic/SSP Traffic HKI/K/NT)**

\*請予照准/不必照准該項申請, 但須遵守下列條件 (如屬適用) \_\_\_\_\_  
Applicant \*recommended/ not recommended subject to (if any)

日期 \_\_\_\_\_  
Date

(\*行總警司 (交通)/高級警司 (交通) 港島/九龍/新界代行)  
(for \*SP Traffic/SSP Traffic HKI/K/NT)

\* 請將不適用者刪去  
\* Delete where inappropriate

## 發證條件 CONDITIONS OF ISSUE

1. 申請車輛行駛許可證的人士必須為該車車主。
  2. 申請許可證的車輛除了由一個地盤前往另一地盤時，可在道路行駛外，其餘時間，一律禁止在道路行駛。
  3. 車輛行駛許可證的有效期由運輸署署長決定，且只在該車可以行駛的指定時間內有效。應繳的費用可用支票繳費，請劃線並寫明「香港特別行政區政府」為收款人，請勿郵寄現款。
  4. 當該車在道路行駛時，除該車輛通常運載的裝備，零件或燃料外，不得運載其他負載物。
  5. 該車只准由該類車輛的有效駕駛執照的持有人在路上駕駛。
  6. 該車（拖車除外）在道路行駛時，必要依照汽車保險（第三者風險）條例之規定，預先投保，一如依照道路交通條例及規例的規定作登記及領牌的車輛一樣。
  7. 車輛在路上行駛時，必須有一輛護送車領前，另一輛護送車跟後。
  8. 該車在道路行駛時，應準備一輛可以隨時出動的搶救車輛。
  9. 該車必須備有緊急警告標誌，在發生故障時一定要加以使用。
  10. 該車發生故障時，必要通知警方。
  11. 車上必須展示一個 24 小時適用的電話號碼，以便警方與該車車主或其代表聯絡。
  12. 許可證必須展示在車頭擋風玻璃的左面，使別人能在車輛前面清楚看到。
  13. 許可證在取消後，必須歸還運輸署署長。
  14. 該車的操作受警方/路政署提出的附加條件限制。此等條件附於許可證上。
  15. 如有違反任何發證條件，許可證可能會被取消並罰款二千元。
  16. 許可證持有人在駕駛該車輛進入有管理機關或擁有人限制車輛進出的任何地方或私家路，必須取得管理機關或擁有人的預先批准。
1. The applicant should be the owner of the vehicle to which a movement permit is sought.
  2. The vehicle under application must not be normally used on a road and is driven only for the purpose of proceeding from one site to another.
  3. A movement permit is issued shall be valid for the period as specified by the Commissioner for Transport and subject to such other conditions in regard to the time when the vehicle may be moved. The appropriate fee can be paid by cheque which should be made payable to "the Government of the Hong Kong Special Administrative Region" and crossed. Cash should not be sent by post.)
  4. When the vehicle is being used on a road, no load is carried on the vehicle other than such equipment, spares or fuel normally carried on the vehicle.
  5. The vehicle is to be driven on the road only by a person holding a valid driving licence authorizing him to drive a vehicle of that class.
  6. When the vehicle (with the exception of a trailer) is driven on a road, it shall be covered by such insurance required by the Motor Vehicle Insurance (Third Party Risks) Ordinance as if it were a motor vehicle registered and licensed in accordance with the provisions of the Road Traffic Ordinance and the regulations made thereunder.
  7. When a construction site vehicle is driven on a road, it must be accompanied by an escort vehicle in the front and another at the rear.
  8. A recovery vehicle should be available all the time the vehicle is on the road.
  9. Emergency warning signs must be carried and used in the event of a breakdown.
  10. Police should be informed when a breakdown occurs.
  11. A telephone number is to be displayed on the vehicle which will provide Police with 24 hours access to the owner or his representative.
  12. The permit shall be displayed on the front of the vehicle left hand side of the front windscreen of the vehicle in such a manner that it is clearly visible from the front of the vehicle.
  13. The permit must be returned to the Commissioner for Transport in case of cancellation.
  14. Operation of the vehicle is subject to additional conditions recommended by the Police/Highway Office which are attached to the permit issued.
  15. Contravention of any of the permit conditions may render the permit liable to cancellation and a fine of \$2,000.
  16. The permit holder shall seek the approval from the relevant authority prior to driving the vehicle in any area or private road of which the management authority or owner may restrict the access of the vehicle.

## 注意事項 NOTE FOR ATTENTION

- (1) 如任何駕駛執照持有人/登記車主曾向運輸署署長提供其姓名、地址或身分證明文件有所改變，他/她須在改變出現後 72 小時內以書面或遞交已填妥的運輸署表格 TD559，將有關改變通知運輸署署長。任何人無合理解辨而違反此規定，即屬犯罪，可處罰款 2,000 元；
  - (2) 運輸署署長在處理牌照申請時，可要求申請人出示其地址證明(例如水/電/煤氣費單和銀行信件等)，以及可在申請人出示該等證明之前，暫停處理該申請。因此，請申請人士帶同其最近三個月內的地址證明，並在牌照事務處人員要求下，出示其地址證明。如申請人先前曾提供其住址和通訊地址給運輸署，請同時提供住址和通訊地址的證明；以及
  - (3) 運輸署署長可要求給予改變通知的駕駛執照持有人/登記車主，在要求當日起計 14 日內提供有關改變的證明。任何人無合理解辨而違反此規定，即屬犯罪，可處罰款 2,000 元。如屬姓名的改變或身分證明文件的改變，駕駛執照持有人/登記車主亦須將現有的駕駛執照正本(如持有)、車輛登記文件正本(如持有)及/或駕駛教師執照正本(如持有)送交運輸署署長。
- (1) If a **change occurs in the name, address or identity document** of a driving licence holder/registered owner previously provided by the driving licence holder/registered owner to the Commissioner for Transport, the driving licence holder/registered owner shall, within 72 hours of the change, notify the Commissioner for Transport in writing or by submitting the completed Transport Department Form (TD559). Any person who without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000;
  - (2) The Commissioner for Transport may, in processing licensing application, require the applicant to **produce proof of his/her address** (e.g. water/electricity/gas bill and bank correspondence), and may **suspend the processing of the application** until the production of such proof. Therefore, applicants please bring along with address proof issued within the last three months for presentation as and when requested by officers of Licensing Office. Please provide the **proof of both residential and correspondence address** if the application had provided the two addresses to Transport Department; and
  - (3) The Commissioner for Transport may require a driving licence holder/registered owner who has given to the Commissioner for Transport a notification of change of particulars to produce proof of change within **14 days** from the day on which the requirement is made. Any person who without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. For cases of change of name or change of identity document, the driving licence holder/registered owner shall also deliver to the Commissioner for Transport the existing original driving licence (if applicable), original vehicle registration document (if applicable), and/or original driving instructor's licence (if applicable).

## 遞交申請書 Submission of Application

請將該份申請書親自或由代理人遞交或郵寄至運輸署屬下任何一個牌照事務處，由於申請必須諮詢警察交通部／路政署，請盡早提交申請。

### 運輸署牌照事務處

1. 香港牌照事務處  
香港金鐘道 95 號統一中心 3 樓  
2804 2642
2. 九龍牌照事務處  
九龍長沙灣道 303 號長沙灣政府合署 2 樓  
2150 7714
3. 沙田牌照事務處  
新界沙田上禾輦路 1 號沙田政府合署 2 樓  
2606 1468
4. 觀塘牌照事務處  
九龍觀塘鯉魚門道 12 號東九龍政府合署 5 字樓  
2775 6835

如需查詢各運輸署牌照事務處服務時間，可致電 2804 2600 或瀏覽運輸署網站 <http://www.td.gov.hk>

Please submit the application in person or by agent or by post to any licensing office of Transport department. Since applications will be considered in consultation with the Traffic Police/Highway Office, please submit the application as early as possible.

### Transport Department Licensing Offices

1. Hong Kong Licensing Office  
3/F United Centre,  
95 Queensway,  
Hong Kong.  
2804 2642
2. Kowloon Licensing Office  
2/F Cheung Sha Wan Government Offices,  
303 Cheung Sha Wan Road,  
Kowloon.  
2150 7714
3. Sha Tin Licensing Office  
2/F, Sha Tin Government Offices,  
1, Sheung Wo Che Road,  
Sha Tin,  
New Territories.  
2606 1468
4. Kwun Tong Licensing Office  
5/F, Kowloon East Government Offices,  
12 Lei Yue Mun Road,  
Kwun Tong,  
Kowloon.  
2776 6835

For Enquiry on service hours of Transport Department licensing offices, please call 2804 2600 or visit our website <http://www.td.gov.hk>

## 證明文件 Supporting Documents

遞交申請書時請出示以下文件:

1. 車主的香港身份證或護照／公司註冊證（商業登記證不會被接納）；而身分證明文件的影印本亦會被接納作核對用，本署會於辦理你的申請後將副本銷毀。
2. 說明該車構造、車輛之間距離及車輛總體積的繪圖。
3. 要求該車往來各地盤的代理人所發出的委託書或書面證明。
4. 以車主名義投保該車的第三者意外風險有效證明書。
5. 該車的照片一幅。

When you submit your application please also produce: --

1. Hong Kong Identity Card or Passport/Certificate of Incorporation of a company. (Business Registration Certificate will not be accepted). Photocopy of the identity documents is acceptable and will be destroyed after the processing of your application.
2. Drawing of the vehicle showing configuration, spacing of wheels and overall dimensions.
3. Copy of assignment or written confirmation from the agent concerned requiring the movement of the vehicle.
4. A valid Third Party Risk Insurance Certificate covering the use of the vehicle in the name of the owner.
5. A photograph of the vehicle.

### 郵遞申請 APPLICATION BY POST

如何你以郵寄遞交申請書，請填寫下列資料 **PLEASE FILL IN THE FOLLOWING ITEMS**

(你在本署電腦記錄的個人資料將不會根據下列所填寫的而更改)  
(Your particulars in our computer record will **NOT** be amended as hereunder)

- (1) 請在支票背面寫上你的姓名及日間聯絡電話號碼。  
Please write down your name and daytime contact telephone number on the back of the cheque.
- (2) 請填上你的付款資料。  
Please fill in the remittance details.
- (3) 請在下方填寫你的姓名及回郵地址。本署會將本表格所申請的許可證寄回該地址。  
Please fill in your name and return address to which the permit applied with this form will be posted.

銀行名稱 Name of Bank: \_\_\_\_\_

付款總額 Amount Paid: \_\_\_\_\_

支票 / 銀行本票號碼  
Cheque / Cashier order No. \_\_\_\_\_

姓名 Name : \_\_\_\_\_

回郵地址 Return Address : \_\_\_\_\_

## 收集目的

- 運輸署會使用透過本表格所獲得的個人資料作下列用途：
  - 辦理有關審批你在本表格中所提出的申請的事務；
  - 依照道路交通（車輛登記及領牌）規例第 4(2)條的規定，保存一份車輛記錄，讓市民索閱；  
(只適用於與車輛有關的申請)
  - 依照道路交通（駕駛執照）規例第 39 條的規定，保存一份詳列駕駛執照上各細項的記錄；  
(只適用於與駕駛執照有關的申請)
  - 辦理有關交通及運輸的事務；
  - 方便運輸署與你聯絡；及
  - 根據道路交通（車輛登記及領牌）規例附表 P，許可證持有人的姓名和地址將會列載在許可證上。
- 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。

## 獲轉交資料的部門／人士

- 你透過本表格所提供的個人資料會向下列人士／部門公開：
  - 其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途；
  - 任何人士，以作上述第 1 段 (b) 項所列的用途；及
  - 隧道公司、青馬管制區營運者及清沙管制區營運者，以便該等機構執行與交通及運輸有關的法定職責。

## 索閱個人資料

- 根據個人資料（私隱）條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本表格所提供的個人資料副本一份。

## 查詢

- 有關透過本表格收集的個人資料的查詢，包括索閱及修正資料，應寄往：

香港  
金鐘道 95 號  
統一中心 3 樓  
牌照事務組  
行政主任／FRT 收啓

## Purposes of Collection

- The personal data provided by means of this form will be used by Transport Department for the following purposes :
  - activities relating to the processing of your application in this form;
  - maintenance of a register of vehicles for public access under regulation 4(2) of the Road Traffic (Registration and Licensing of Vehicles) Regulations;  
(applicable to vehicle-related applications only)
  - maintenance of a record of particulars of driving licences under regulation 39 of the Road Traffic (Driving Licences) Regulations;  
(applicable to driving licence - related applications only)
  - activities relating to traffic and transport matters; and
  - facilitating communication between Transport Department and yourself;
  - the name and address of the permit holder will be entered on the permit in accordance with Schedule P of the Road Traffic (Registration and Licensing of Vehicles) Regulations.
- It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.

## Classes of Transferees

- The personal data you provided by means of this form may be disclosed to :
  - other Government departments, bureaux and relevant organization for the purposes mentioned in paragraph 1 above;
  - any person for the purpose mentioned in paragraph 1(b) above; and
  - tunnel companies, Tsing Ma Control area operator and Tsing Sha Control are operator for execution of their statutory duties in traffic and transport matters.

## Access to Personal Data

- You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

## Enquiries

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

Executive Officer/FRT  
Licensing Section  
3/F, United Centre  
95 Queensway  
Hong Kong