

Application for Visit to Water Treatment Works

Please return the completed **Application Form** and **Form of Indemnity** by the following methods:

1. By fax (2824 0578) ; or
2. By post (48/F., Immigration Tower, 7 Gloucester Road, Wan Chai.) ; or
3. By email (wsdinfo@wsd.gov.hk)

Details of Visit

Location # : ~~Sha Tin Water Treatment Works~~^{note 1} Ma On Shan Water Treatment Works

Date and Time of Visit^{#, note 2} :

(1st Choice)	_____	<input type="checkbox"/> AM	<input type="checkbox"/> PM
(2nd Choice)	_____	<input type="checkbox"/> AM	<input type="checkbox"/> PM
(3rd Choice)	_____	<input type="checkbox"/> AM	<input type="checkbox"/> PM
(4th Choice)	_____	<input type="checkbox"/> AM	<input type="checkbox"/> PM

Medium of Instruction # : Cantonese English

[Note 1 : From September 2015 onwards, public visit to Sha Tin Water Treatment Works is suspended for the conduction of renovation works.]

[Note 2 : From September 2015 onwards, Ma On Shan Water Treatment Works accepts visitors on every Tuesday and Thursday morning (from 9:30 am to 11:00 am) and afternoon (from 2:00 pm to 3:30pm). No visits will be arranged on public holidays.]

Particulars of the Applicant (Please complete in English)

Name of School / Organization : _____

Name of Applicant : _____ (*Mr /Ms /Miss)

Post : _____

Address : _____

Telephone : _____ Fax : _____

Email Address : _____

Contact Person on the Date of Visit : _____ (*Mr /Ms /Miss)

Mobile : _____

(a) No. of visitors : _____ (Note: Each visit group (a + b) should not be

(b) No. of Teachers / staff : _____ less than 10 or exceed 50)

Please put a "✓" on the box provided as appropriate * Please delete as appropriate

Rules for visit to water treatment works

1. Visitors should be of aged 8 or above (Studying in primary 3 or above).
2. Each group should consist of not less than 10 participants and not more than 50 participants including at least 2 teachers or staff. For groups with participants studying in Primary 3 or 4 or aged over 60, every 8-9 participants should be accompanied by at least 1 teacher or staff.
3. Participants shall arrange for their own transportation.
4. For safety reason, those who require special care, who are aided by walking sticks or sit in wheelchairs, or children in prams or carried in arms are not allowed to enter the water treatment works for visit.
5. In view of the substantial number of applications and to enable more interested parties to visit our water treatment works, each school or organization would be allowed to pay only one visit to either one of the water treatment works during a year. Although we understand that your school may have more than one class of students in the same rank, due to the limit of resources and the principle of non-interference with the daily operation of our water treatment works, teachers are expected to make the best arrangement for students.
6. Visit will be arranged on a first-come-first-served basis.
7. Applicant should be registered schools or non-profit making organization. School or organization shall not make profit by arranging visit tour to water treatment works.
8. Visit in the morning will be canceled without further notification if Black Rainstorm Warning Signal or Typhoon Signal No. 8 or above is in force after 7:00 am on the date of visit. Visit in the afternoon will be canceled without further notification if the signal above is in force after 10:00 am.
9. **WSD** reserves the right to cancel any pre-arranged visit with advanced notice given.
10. A notice for cancellation is required at least one week before the date of visit if your school or organization wants to cancel the visit booking. If school or organization cancels the visit without prior notice, **WSD** reserves the right to refuse applications from relevant organizations to visit Water Treatment Works in the future.

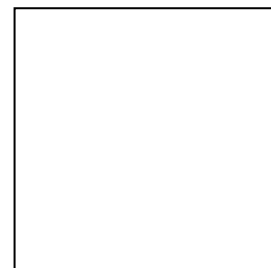
As requested by WSD, I hereby agree that my group members and I, will adhere to the above rules during the visit. Violation of any of the above rules may result in refusal in entering the water treatment works for visit. I fully understand that WSD staff would strictly enforce the above rules and I confirm that all information provided in this form is true and accurate.

Name of Applicant : _____

Post : _____

Signature : _____

Date : _____



School / Organization Chop

Personal Data Collection Statement

1. Purpose of Collection: The personal data provided by means of this form will only be used for processing the application of visiting facilities of Water Supply Department (WSD), and distributing WSD information.
2. Classes of Transferees: The personal data you provide by means of this form may be disclosed to other government bureau and departments and other related organizations for the purposes mentioned in paragraph 1 above.
3. 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 in this form subject to payment of a fee.
4. Enquiries: For enquiries concerning the personal data collected by means of this form, including the making of access and corrections, please contact our Public Relations Unit (Address: Water Supply Department, 48/F, Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong).

Please return the completed Application Form together with the Form of Indemnity



Attachment 4
Form of Indemnity

Authorised Entry into Water Treatment Works

Form of Indemnity

In consideration of the permission hereby granted to _____ (Name of Organisation) with Vehicle No(s). _____ (Please leave it blank if you do not have the information at the moment) to visit Sha Tin / Ma On Shan* Water Treatment Works on _____ (Date to be filled in by WSD).

I agree that my members and I shall enter, remain on and use the area at our own risk and that the Government of the Hong Kong Special Administrative Region, its staff or its agent, shall be in no way liable in respect of any claims, costs, damages or expenses arising out of or in any way touching our visit under the permission hereby granted. I, on behalf of the aforementioned organisation, agree to indemnify the Government from all claims, costs, damages and expenses in respect of any damage, injury or loss to me and my members or our property occasioned by or in anyway arising out of our visit on the occasion or any purpose pertaining or ancillary thereon.

I shall take steps to prevent pollution of the water supply and damage to any property and shall pay, upon demand full compensation in respect of any such pollution or damage caused by me or my members.

<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto;"></div>	Name of Applicant :	_____
		(in BLOCK LETTER)
	Post :	_____
	Name of School /	_____
	Organization :	_____
	Signature :	_____
School / Organization Chop	Date :	_____

* Please delete as appropriate

For official use:

Approved date of visit : _____ Indemnity received : _____