

To : Discovery Bay Services Management Limited (DBSML)
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: 2238 3601 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 RENOVATION
室內裝修申請

- 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. Planned Work Duration: From ____/____/____ To ____/____/____
預算工程日期 由 至

2. Particulars of Work
工程內容

- Painting _____
油漆 (locations/details)
位置/細則
- Teak Flooring _____
車地板 (locations/details)
位置/細則

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 _____
水喉 (locations/details)
位置/細則
- Garden Maintenance _____
花園維修 (locations/details)
位置/細則
- Alteration of Walls, Partitions and other structures
牆壁或結構改建工程

(locations/details)
位置/細則
- Others _____
其他

3. Number of Workers: _____
工作人數

I/We understand that
本人/我們明白

- (1) No work shall commence unless written approval from DBSML Office is obtained. When the approval is granted, a copy of approval letter will be posted near my/our premises for identification purpose. Nearby units will also be informed of the same by DBSML.
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，批准函將會張貼於本人/我們單位旁邊以資識別及知會鄰近單位。
- (2) 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 / 公共部門之批准。
- (3) DBSML reserves the right to remove any unapproved fixtures and structures or to stop any renovation works or any heavy mechanical devices that may constitute nuisance or damage or hazard to the general public. Such action may include but not limited to temporarily suspension of water and power supply to the renovating premises without further warning. All costs incurred in such proceedings shall be reimbursed by the Owner/Tenant/Authorized Party concerned.
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供應食水及電力予裝修單位以制止該工程繼續進行。而業主/租戶/授權人士須負責因禁止或拆除此等工程所引起之費用。
- (4) Work may only be carried out between 9:00a.m. and 5:00p.m. Mondays to Fridays. No noisy work is permitted on Saturdays. No work will be allowed on Public Holidays.
工程只可於星期一至五上午九時至下午五時之間進行。週六不可進行噪音工程。公眾假期禁止工程進行。
- (5) 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 shall be reimbursed by the Owner/Tenant/Authorized Party concerned.
業主/租戶/授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/授權人士並須負責因清理而引起之費用。
- (6) Construction Workers Registration Ordinance is enacted. Owners/Tenant/Authorized Party should employ Registered Construction Workers to carry out works for designated trade, if required.
建造業工人註冊條例已生效。如有必要，業主/租戶/授權人士須聘用已註冊的建造業工人進行有關工作。
- (7) Owner/Tenant/Authorized Party understands and agrees that DBSML may, for security purpose, record the number and name shown in the identity card or green card of workers before they carry out renovation work inside his/her premises. DBSML has obtained the full support of the Police to do so.
業主/租戶/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上之編號及姓名。警方亦全力支持愉景灣服務管理有限公司進行此項登記。

I/We undertake to indemnify DBSML for any claims arising from the captioned work and commit carry out the work in a safe manner and avoid any potential damage to concealed gas, water or electrical works.
本人/我們願意償付愉景灣服務管理有限公司一切由此工程所造成之損失，並承諾安全施工及避免對暗藏氣體或水電喉管造成任何損害。

I/We undertake to be responsible for any misbehaviour of the contractor(s) employed by me/us.
本人/我們願意負責所僱用之承辦商之不當行為。

I/We undertake to abide by the City Rules relating to decoration and alteration work and the attached "Guidelines & Procedures to be Followed for Renovation Work in Discovery Bay" and to fully indemnify DBSML against any breach of the same by me/us or by the contractor(s) employed by me/us.
本人/我們願意遵守城市規例內有關裝修及改建工程之條款及附頁之「愉景灣內裝修工程須知」所有條款；同時若本人/我們或僱用之承辦商違反有關須知及條款，本人/我們願意向愉景灣服務管理有限公司作出全面賠償。

I/We acknowledge receipt of the enclosed notice issued by the Buildings Department regarding the unauthorized building works and undertake to abide by its content.
本人/我們確認已收到附頁之屋宇署有關違例建築工程通告並會遵守有關規定。

I/We declare that Messrs. _____
本人/我們聲明已僱用 _____ (Name of Decoration Company/Contractor / 承辦裝修公司/承辦商名稱)

has been employed by me/us to carry out the above renovation work (see Part A).
為本單位進行裝修工程 (見甲部)

I/We, the Renovation Company/Contractor 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/我們為裝修單位之裝修公司/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。

Office Address of Renovation Company/Contractor
裝修公司/承辦商地址: _____
Contact Tel. No. _____ Person to Contact
聯絡電話: _____ 聯絡人: _____

Signature & Company Chop of Renovation Company /Contractor
承辦裝修公司/承辦商簽署及蓋章: _____

Payee of the renovation deposit
裝修按金支付者: _____

Name of Owner/Tenant/Authorized Party (in BLOCK Letter) *
(To be supported by valid Authorization letter)
業主/租戶/授權人士姓名(請提供授權文件)* (請用正楷): _____

Signature of Owner/Tenant/Authorized Party*
業主/租戶/授權人士簽署: _____

Contact Tel. No. _____
聯絡電話: _____
Renovating Unit Address
裝修單位: _____

Person to Contact (Tel. No.) _____
聯絡人電話: _____ () _____
Date _____
日期: _____

FOR OFFICE USE ONLY 此欄由本公司填寫:	Received Date : _____
Approved By : _____	Received By : _____
Date : _____	Access Pass Nos. : _____
	Deposit No. : _____ Amount: _____

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

1. Owner/Tenant/Authorized Party applies directly to the City Management Office 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 City Management. City Management 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 City Management. 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.

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 City Management for the application of renovation deposit refund. If everything is in order, the deposit will be returned without interest within 7 working days.

3. Decoration Company/Contractor MUST provide detail information of their site supervisor, project manager and workmen at the time of application and the information should include the Name and Identity Card Number. The Contractor should notify City Management of any changes on deployment of workmen during the course of renovation. City Management 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 valid Work Permit to leave the premises immediately.
4. Renovation pass will be issued (subject to payment of HK\$50.00 each, comprising HK\$40.00 security deposit and HK\$10.00 non-refundable pass fee) to all workmen employed by contractors carrying out the work after approval by City Management Office. Once the work is completed, the renovation pass and the original security deposit receipt must be returned to City Management before the security deposit can be refunded. No contractors or workers will be allowed to carry out any renovation work in Discovery Bay unless they are in possession of valid renovation pass. Each worker is required to bear this pass at all times while on site.
5. City Management 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 renovation pass for identification.
6. No worker of the Decoration Company/Contractor shall be allowed to stay overnight on site without the consent of Owner/Tenant/Authorized Party.
7. In order not to disturb other residents, **Work may only be carried out between 9:00a.m. and 5:00p.m. Mondays to Fridays. No noisy work is permitted on Saturdays. No work will be allowed on Public Holidays.**

Decoration Company/Contractor are not permitted to bring any motor vehicles to Discovery Bay without prior approval by City Management Office. (Details please refer to Section E of the City Rules)

9. 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 only: All environmental balconies are not permitted to be altered or enclosed. Balconies of two adjacent units are also not allowed to be combined into one.)
10. 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.
11. For any work or queries involving like LPG supply system, please contact San Hing (LPG) Co. Ltd. (Tel. No. 2987 6738) before work starts. San Hing (LPG) Co. Ltd. will advise the Owner/Tenant/Authorized Party on the safety guidelines and relevant requirements.
12. Decoration Company / Contractor must obtain the prior approval from City Management before proceeding with scaffolding erection on external wall. Upon its completion but before allowing workers to get the access through the scaffold, the contractor is required to submit the approved Form 5 and its subsequent renewal (if any) to City Management for record purpose. City Management may deny access to the scaffold unless and until Form 5 reaches City Management. Under no circumstances, City Management will assume any responsibility or liability arising from or caused by the failure of obtaining the approval or its subsequent renewal of Form 5.

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

CITY MANAGEMENT OFFICE

愉景灣內裝修工程須知

1. 業主/租戶/授權人士在動工前須依據城市規則 B 及 G 項向城市管理處申請。除非預先獲得城市管理處批准，任何業主/租戶/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）。城市管理處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費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城市管理處批准的規格完成。
 - 乙) 業主/租戶/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/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/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/授權人士亦可聘用已向環保處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/授權人士繳付之按金將不獲發還。工程完畢後，業主/租戶/授權人士在申請退還工程按金時，須交回按金收條正本給城市管理處。在証實滿意後，該按金於七個工作天內免息發還。

3. 裝修公司/承辦商在裝修申請時，需向城市管理處提交裝修工人的詳細資料；裝修工人資料需包括姓名及身份証號碼。城市管理處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。
4. 當城市管理處批准是項工程後，便發給裝修許可證（費用為港幣五十元，包括四十元按金及十元不發還之許可証費用）予承辦是項工程之公司之工作人員。當工程完竣後，裝修許可証及收條必須交回城市管理處，按金隨即發還。無有效許可証之人仕將不獲准在愉景灣範圍內進行任何工程。所有工作人員於工程範圍內必須配戴裝修許可証。
5. 城市管理處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，工人須出示裝修許可証以茲識別。
6. 如無業主/租戶/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。
7. 為免騷擾其他住戶，工程只可於星期一至五上午九時至下午五時之間進行。週六不可進行噪音工程。公眾假期禁止工程進行。

除非預先獲得城市管理處批准，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)

9. 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。(只適用於尚堤：所有尚堤單位之環保露台均不准封閉或作任何改建。雙連單位之露台亦不能合併為一。)
10. 業主/住戶/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，並在裝修進行期間，關上大門。
11. 如有任何有關氣體供應系統部份之疑問，請與新興（石油氣）工程有限公司聯絡（電話：2987 6738）。新興（石油氣）工程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/授權人士參考。
12. 裝修公司 / 承辦商 須先獲得城市管理處批准，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，向城市管理處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，城市管理處可能會禁止工人使用該棚架。在任何情況下，城市管理處都不會因裝修公司/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。

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。

城市管理處

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

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

1. Owner/Tenant/Authorized Party applies directly to the City Management Office 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 City Management. City Management 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 City Management. Such renovation deposit will be refunded upon completion of the work, subject to full compliance with the following 3 conditions:-
 - d) the work has been completed in accordance with the details specified and approved on the application form.
 - e) 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.
 - f) no damage or loss has been caused to any common areas or facilities.

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 City Management for the application of renovation deposit refund. If everything is in order, the deposit will be returned without interest within 7 working days.

3. Decoration Company/Contractor MUST provide detail information of their site supervisor, project manager and workmen at the time of application and the information should include the Name and Identity Card Number. The Contractor should notify City Management of any changes on deployment of workmen during the course of renovation. City Management 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 valid Work Permit to leave the premises immediately.
4. Renovation pass will be issued (subject to payment of HK\$50.00 each, comprising HK\$40.00 security deposit and HK\$10.00 non-refundable pass fee) to all workmen employed by contractors carrying out the work after approval by City Management Office. Once the work is completed, the renovation pass and the original security deposit receipt must be returned to City Management before the security deposit can be refunded. No contractors or workers will be allowed to carry out any renovation work in Discovery Bay unless they are in possession of valid renovation pass. Each worker is required to bear this pass at all times while on site.
5. City Management 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 renovation pass for identification.
6. No worker of the Decoration Company/Contractor shall be allowed to stay overnight on site without the consent of Owner/Tenant/Authorized Party.
7. In order not to disturb other residents, **Work may only be carried out between 9:00a.m. and 5:00p.m. Mondays to Fridays. No noisy work is permitted on Saturdays. No work will be allowed on Public Holidays.**

Decoration Company/Contractor are not permitted to bring any motor vehicles to Discovery Bay without prior approval by City Management Office.
(Details please refer to Section E of the City Rules)

9. 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 only: All environmental balconies are not permitted to be altered or enclosed. Balconies of two adjacent units are also not allowed to be combined into one.)*
10. 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.
11. For any work or queries involving like LPG supply system, please contact San Hing (LPG) Co. Ltd. (Tel. No. 2987 6738) before work starts. San Hing (LPG) Co. Ltd. will advise the Owner/Tenant/Authorized Party on the safety guidelines and relevant requirements.
12. Decoration Company / Contractor must obtain the prior approval from City Management before proceeding with scaffolding erection on external wall. Upon its completion but before allowing workers to get the access through the scaffold, the contractor is required to submit the approved Form 5 and its subsequent renewal (if any) to City Management for record purpose. City Management may deny access to the scaffold unless and until Form 5 reaches City Management. Under no circumstances, City Management will assume any responsibility or liability arising from or caused by the failure of obtaining the approval or its subsequent renewal of Form 5.

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

CITY MANAGEMENT OFFICE

愉景灣內裝修工程須知

2. 業主/租戶/授權人士在動工前須依據城市規則 B 及 G 項向城市管理處申請。除非預先獲得城市管理處批准，任何業主/租戶/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）。城市管理處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費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：
 - 丁) 一切工程均遵照申請表格內所填報而經城市管理處批准的規格完成。
 - 戊) 業主/租戶/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/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/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/授權人士亦可聘用已向環保處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。
 - 己) 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/授權人士繳付之按金將不獲發還。工程完畢後，業主/租戶/授權人士在申請退還工程按金時，須交回按金收條正本給城市管理處。在証實滿意後，該按金於七個工作天內免息發還。

13. 裝修公司/承辦商在裝修申請時，需向城市管理處提交裝修工人的詳細資料；裝修工人資料需包括姓名及身份証號碼。城市管理處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。
14. 當城市管理處批准是項工程後，便發給裝修許可證（費用為港幣五十元，包括四十元按金及十元不發還之許可証費用）予承辦是項工程之公司之工作人員。當工程完竣後，裝修許可証及收條必須交回城市管理處，按金隨即發還。無有效許可証之人仕將不獲准在愉景灣範圍內進行任何工程。所有工作人員於工程範圍內必須配戴裝修許可証。
15. 城市管理處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，工人須出示裝修許可証以茲識別。
16. 如無業主/租戶/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。
17. 為免騷擾其他住戶，工程只可於星期一至五上午九時至下午五時之間進行。週六不可進行噪音工程。公眾假期禁止工程進行。

除非預先獲得城市管理處批准，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)

19. 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。(只適用於尚堤：所有尚堤單位之環保露台均不准封閉或作任何改建。雙連單位之露台亦不能合併為一。)
20. 業主/住戶/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，並在裝修進行期間，關上大門。
21. 如有任何有關氣體供應系統部份之疑問，請與新興（石油氣）工程有限公司聯絡（電話：2987 6738）。新興（石油氣）工程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/授權人士參考。
22. 裝修公司 / 承辦商 須先獲得城市管理處批准，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，向城市管理處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，城市管理處可能會禁止工人使用該棚架。在任何情況下，城市管理處都不會因裝修公司/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。

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。

城市管理處

**Record of Worker information for Renovation
裝修工程工作証登記記錄**

Renovating Unit 裝修單位	
Name of Decoration Company 承辦商名稱	
Contact Person 聯絡人	
Contact Number 聯絡電話	

Apply Date 申請日期	Worker Name (In English)	工人姓名 (中文)	ID/Greencard number 身份証/平安咭編號

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 the decoration company's / contractor's responsibility to keep the above personal data confidential. It is your duties to ensure the above information not to be disclosed to other parties while collecting the above personal data.
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，資料不會外流。