

## Hostels in the City Scheme

### Application Form

#### Notes for Applicants

1. Applicants who intend to apply for the Scheme should read the Application Guide for Hostels in the City Scheme (AG) carefully before completing the Application Form (AF). Only applications fulfilling the eligibility criteria set out in the AG will be considered eligible under the Scheme.
2. All applications must be submitted using this prescribed AF. The Education Bureau (EDB) reserves the right to refuse to process any applications made not using the prescribed AF or using an altered AF. EDB also reserves the right to refuse to process any applications failing to provide all mandatory information requested in the prescribed AF.
3. Applications should be submitted by the owner of the premises, the operator of the student hostel, or jointly by the owner of the premises and the operator of the student hostel. If the application is submitted by the operator of the student hostel who is not the owner of the premises, the written consent of the owner of the premises for the operator to join the Scheme and operate the proposed student hostel in accordance with the requirements of the Scheme should be submitted along with the completed AF.
4. The information provided by the Applicant on the AF should be the same as and consistent with that for the subsequent development approval applications for other Government departments (if required), including but not limited to the particulars of the premises concerned and the parameters and arrangements of the proposed student hostel.
5. For each building, only applications from at most one Applicant will be considered.
6. All applications must be submitted with a statutory declaration as prescribed in this AF which is duly signed by a related person of the Applicant. The signed declaration attached to the AF must be the original copy. A related person means: -
  - a. for a body corporate –
    - i. a director of the body corporate;
    - ii. a company secretary of the body corporate; or
    - iii. a person concerned in the management of the body corporate;
  - b. for a partnership –
    - i. a partner in the partnership;
    - ii. a person concerned in the management of the partnership; or
    - iii. an office holder of the partnership; or
  - c. for an unincorporated body other than a partnership –
    - i. a person concerned in the management of the body; or
    - ii. an office holder in the body

The Applicant should carefully read and fully understand the declaration before submitting the application.
7. In the event that the Applicant intends to transfer all its interests in the student hostel, before such transfer, the Applicant should ensure that a duly signed statutory declaration by a related person of the owner of the premises and/or the operator of student hostel after the aforementioned transfer of interests be submitted to EDB at least one month prior to the transfer of operation.
8. Where necessary, the Applicant may be requested to provide additional information to assist in the assessment of the application.
9. For any change to the information provided in this AF, the Applicant should notify EDB and the Development Projects Facilitation Office (DPFO) under the Development Bureau (DEVB) by post and/or email as soon as practicable. More time may be needed for re-assessment if these are material changes to the original application. EDB reserves the right to revoke the confirmation of the eligibility of the application, having regard to any changes to the application and in consultation with DPFO and relevant departments.

10. The Government has full discretion to determine the eligibility of the application for the Scheme in accordance with the AG and any other relevant considerations. EDB reserves the right to revoke any confirmation of eligibility if the information provided in this AF has changed and/or new information concerning eligibility comes to light. EDB's confirmation of eligibility under the Scheme does not guarantee approvals of the subsequent development applications to be submitted and considered by Government departments. It is the responsibility of the Applicant to obtain all necessary approvals, permits, permissions, etc. from the relevant authorities and to comply with all applicable requirements as imposed by Government Departments or under any Ordinances, by laws or regulations that are in force.
11. The Government or its authorised users who are engaged to process or handle the Scheme shall have the right to make use of and/or disclose the information in relation to the applications (as well as related information) as necessary for the purposes of processing applications (including future development applications made to the Town Planning Board ("TPB"), the Buildings Department ("BD"), and the Lands Department ("LandsD")), conducting research, arranging publicity for the Scheme, monitoring and evaluation of the projects, and sharing with other parties concerned. The Government shall have the right to compare and match the information (including personal data) provided in the AF with the relevant data collected for other purposes (manually or otherwise) in order to ascertain whether such information is false, inaccurate or misleading. The Applicant shall authorise the Government to verify and match the relevant information with other government departments, public/private organisations/companies, and further agree for any government departments and public/private organisations/companies to provide the Government with the Applicants' data in their possession for the purpose of comparing or matching the information in the AF.
12. The Government may revise the AF and the AG without prior notice. The Applicant should ensure that the application is made with the latest version of the AF available on the dedicated website of the Scheme. EDB reserves the right to refuse to process any applications not made with the latest version of the AF.
13. Applications must be submitted by post to the following correspondence address, with the corresponding soft copy sent to the following email address:  
Correspondence address:  
*Hostels in the City Scheme*  
*7/F, East Wing, Central Government Offices,*  
*2 Tim Mei Avenue, Tamar, Hong Kong*  
Email address: [studenthostel@edb.gov.hk](mailto:studenthostel@edb.gov.hk)
14. Please contact EDB for any enquiries on the AF  
Telephone no.: 3509 8533  
Email address: [studenthostel@edb.gov.hk](mailto:studenthostel@edb.gov.hk)
15. Please contact DPFO under DEVB for any enquiries on the facilitations under the Scheme:  
Telephone no.: 3841 7286  
Email address: [dpfo@devb.gov.hk](mailto:dpfo@devb.gov.hk)



# Education Bureau

The Government of the Hong Kong Special Administrative Region  
of the People's Republic of China

**For office use only**

**APPLN. NO.**

**Received on:**

## Hostels in the City Scheme Application Form

Note 1: Unless otherwise specified, all fields are mandatory.

Note 2: The Applicant may submit attachments when submitting the AF if more space is required to provide the information requested.

### Particulars of the Applicant

Name of the Applicant <sup>#</sup>	(Chinese)	(English)
Capacity of the Applicant (i.e. owner and/or operator of the premises)		
Correspondence Address		
Telephone No.		
Email Address		
Business Registration No. [Please provide a copy of the business registration certificate]		
Relevant experience in implementing projects of similar or relevant nature (if any)(optional)		

<sup>#</sup> Could either be a “body corporate”, “partnership”, or “unincorporated body other than a partnership”.

**Particulars of the Related Person Signing the Statutory Declaration**

Name	(Chinese)	(English)
HK Identity Card No. <i>[Please provide a copy of the ID Card]</i>		
Post Title		
Address		
Telephone Number	(Office)	(Mobile)
Email Address		

**Particulars of the Contact Person (optional)**

*(If the Applicant intends for the Government to contact a person other than the related person above for direct liaison, this could be filled in. No need to fill in if the Related Person above could serve as the Contact Person)*

Name	(Chinese)	(English)
HK Identity Card No. <i>[Please provide a copy of the ID Card]</i>		
Relationship with the Related Person		
Address		
Telephone Number	(Office)	(Mobile)
Email Address		

### Particulars of the Building where the Proposed Student Hostel is Located

Name of the Building (if applicable)	(Chinese)	(English)
Address		
Lot no(s).		
Site area (m <sup>2</sup> )		
Total gross floor area (m <sup>2</sup> )		
No. of storeys		
Zoning on Outline Zoning Plans or statutory town plan <i>(premises within industrial zonings (e.g. "Industrial") are not eligible under the Scheme)</i>		
Current use(s) <i>(industrial buildings are not eligible under the Scheme)</i>		
No. of carparking space(s) and loading/unloading space(s) <i>(optional)</i>	carparking space(s)	
	loading/unloading space(s)	
Supplementary information (if any) <i>(optional)</i>		

## Details of the Proposed Student Hostel

Proposed name of the student hostel operation <i>(optional)(Unless the premises is backed by a hotel licence under the Hotel and Guesthouse Accommodation Ordinance (Cap. 349), otherwise the name of this student hostel should not contain the word “hotel” in any languages)</i>	(Chinese)	(English)
Ownership of the premises <i>(tick appropriate box)</i> <i>[Please provide proof of ownership/consent by the owner of the premises]</i>	<input type="checkbox"/> The Applicant solely/partly owns the premises <input type="checkbox"/> The Applicant is consented by the owner(s) of the premises to join the Scheme and operate the proposed student hostel in accordance with the requirements of the Scheme	
No. of hostel rooms	Single Room(s)	
	Twin Room(s)	
	Triple Room(s)	
	Others (Please specify: )	
	<b>Total</b>	
Room size	Minimum Room Size _____ m <sup>2</sup>  Maximum Room Size _____ m <sup>2</sup>	
Total no. of bed spaces		
Gross floor area (m <sup>2</sup> )		
No. of storeys		

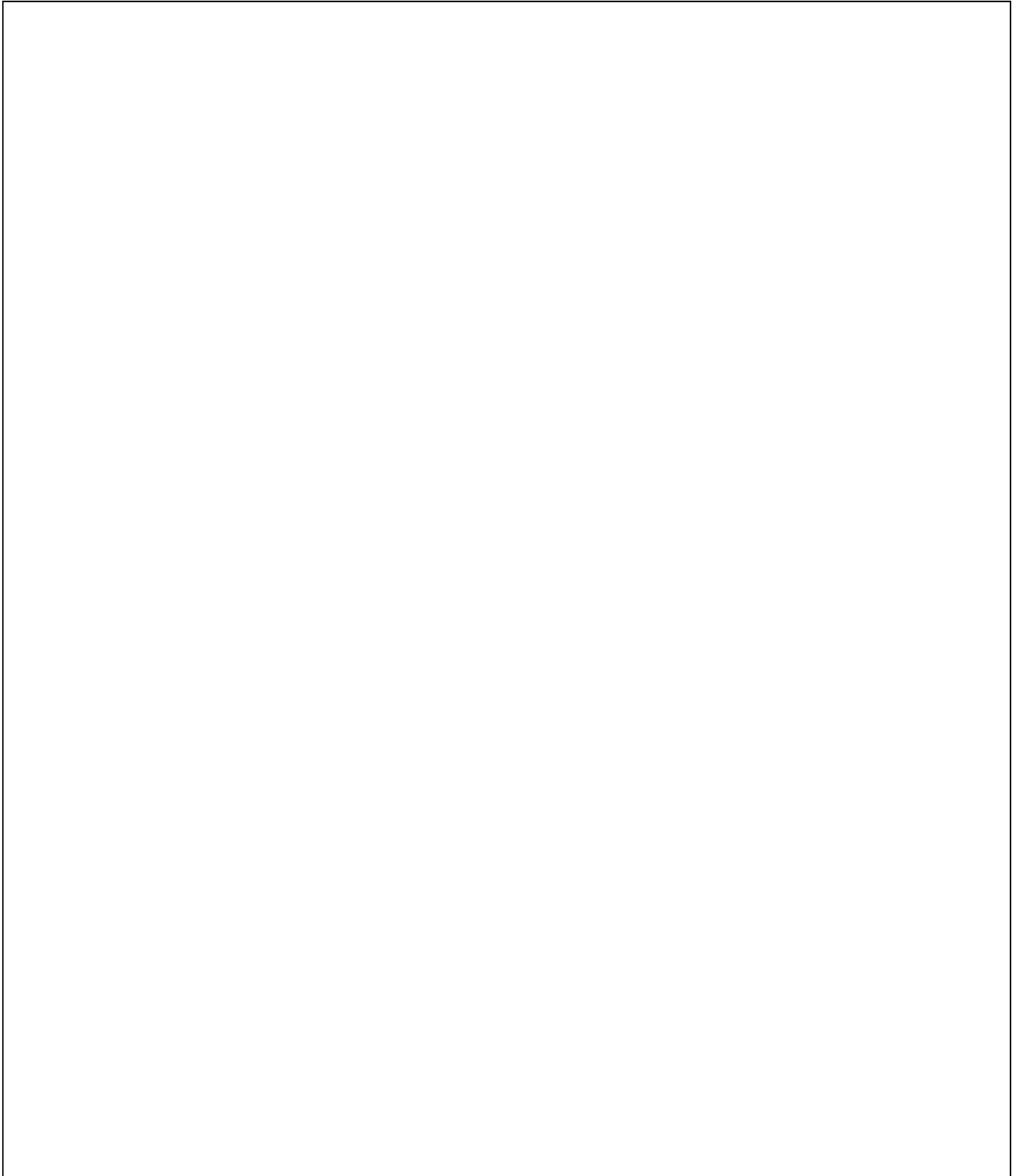
Rent level (optional)	\$	
Additional Tenancy policy (if any) (optional) <i>[Please fill in if there would be additional tenancy policies (e.g. unisex hostel, only students of certain programmes, etc.)]</i>		
Mode of conversion (tick appropriate box)	<input type="checkbox"/>	Wholesale
	<input type="checkbox"/>	<p>Partial <i>[Please specify the following]</i>:</p> <p>(1) the GFA of proposed student hostel portion and its percentage out of the total GFA of the building;</p> <p>(2) the location of the proposed student hostel portion within the building (e.g. floor numbers );</p> <p>(3) the location of the entrance(s) of the proposed student hostel portion; and</p> <p>(4) the location/type of other uses that co-exist in the building</p> <p>Please confirm the following -</p> <p><input type="checkbox"/> <b>No</b> storey of the building is partially converted into student hostel</p> <p><input type="checkbox"/> The student hostel portion is <b>not</b> scattered across different parts of the building</p>

<p>Access control measures (tick appropriate box(es))</p>	<p><input type="checkbox"/> Facial recognition system</p> <p><input type="checkbox"/> Access key card control</p> <p><input type="checkbox"/> Others (please specify)</p>
<p>Supporting facilities (tick appropriate box(es)) (optional)</p>	<p><input type="checkbox"/> Linen store</p> <p><input type="checkbox"/> Laundry</p> <p><input type="checkbox"/> Study room</p> <p><input type="checkbox"/> Collaboration Room</p> <p><input type="checkbox"/> Leisure room</p> <p><input type="checkbox"/> Gymnasium</p> <p><input type="checkbox"/> Sports room</p> <p><input type="checkbox"/> Communal kitchen/pantry/canteen</p> <p><input type="checkbox"/> Staff rest room</p> <p><input type="checkbox"/> Staff toilet</p> <p><input type="checkbox"/> Others (please specify)</p>
<p>Sources of tenants (optional)</p>	<p><input type="checkbox"/> Collaboration with post-secondary education institutions as set out in EDB's list of eligible education institution <i>[please specify the institution(s) and provide proof of collaboration, if any]</i></p> <p><input type="checkbox"/> Others <i>[please specify and provide proof of collaboration, if any]</i></p>
<p>Tentative Completion Date</p>	
<p>Measures to be taken to ensure safe and pleasant living environment for the students (optional)</p>	

No. of carparking space(s) and loading/unloading space(s) required for the operation of the student hostel <i>(optional)</i>	carparking space(s)	
	loading/unloading space(s)	
Whether lease modification/waiver application is required? <i>(optional)</i>	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes <i>[please specify the parts of the lease that require modification/waiver]</i>
Supplementary information (if any) <i>(optional)</i>		

**Indicative Floor Plans and Section Plans of Proposed Student Hostel**

*(Only for initial vetting of partial conversion cases. This does not constitute any part of future building plan submissions to BD. EDB reserves the right to disqualify any applications if subsequent building plan submissions indicate partial conversion that does not comply with the criteria set out in AG.)*



## Consent

1. I/We agree that the information given herein and documents submitted in relation to this application may be used by the Government and its authorised users who are engaged to process the applications (including future development applications made to TPB, BD, and LandsD) and for related purposes including conducting research, arranging publicity for the Scheme, monitoring and evaluation of the projects and sharing with other parties concerned, and any other purposes directly related to, arising from or incidental to the above purposes. I/We also agree that information contained in this AF and subsequent submissions may be published by the Government if necessary, subject to the provisions of the Personal Data (Privacy) Ordinance (Cap. 486) ("PDPO"). I/We also agree that the Government shall have the right to compare and match the information (including personal data) provided in this AF with the relevant data collected for other purposes (manually or otherwise) in order to ascertain whether such information is false or inaccurate or misleading, and authorise the Government to verify and match the relevant information with other government departments, public/private organisations/companies, and further agree for any government departments and public/private organisations/companies to provide the Government with the Applicants' data in their possession for the purpose of comparing or matching the information in this AF.
2. I/We agree to and/or am/are duly authorised to provide personal data (as defined under the PDPO) as required in this AF. I/We have read the Personal Information Collection Statement ("Statement") in this AF and understand its content, and agree that the personal data provided may be used by the Government for the purposes specified in paragraph 1 of the Statement.
3. I/We agree that the personal data provided in this application may be transferred and/or disclosed to other Government bureaux, departments, other relevant organisations and third parties for the purposes specified in paragraph 1 of the Statement.
4. I/We understand that the Government may contact me/us to verify the information provided and documents submitted in relation to this application.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

HK Identity Card no.: \_\_\_\_\_

Post title: \_\_\_\_\_

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Organisation Chop

Remarks: The signatory must be a related person of the Applicant and an authorised signatory for and on behalf of the Applicant. The signatory here and that for the Statutory Declaration must be the same. The definition of "related person" is set out in Point 6 under "Notes for Applicants" of the AF.

## Declaration

I, \_\_\_\_\_ (name), of \_\_\_\_\_ (address), solemnly and sincerely declare that, in consideration of the Government confirming the eligibility of the application submitted by \_\_\_\_\_ (Applicant) (“the Applicant”) as set out in this application form (“the Application”) for the Hostels in the City Scheme (“the Scheme”):

1. I/We shall operate, manage, and maintain a student hostel at the premises set out in this application form (“the Student Hostel”) in accordance with the Application.
2. I/We shall inform the Government as soon as practicable if the parameters of the Student Hostel differ from those set out in the Application during and after the conversion process. I/We understand that the Government reserves the right to revoke the confirmation of the eligibility of the Application, having regard to any changes to the Application.
3. [Only applicable to partial conversion applications] I/We shall ensure that, for partial conversion of a building into the Student Hostel, the student hostel portion is of a certain scale and not scattered across different parts of the building. I/We understand that the Government reserves the right to decide if the partial conversion is eligible under the Scheme.
4. I/We shall ensure that effective access control is in place for the Student Hostel.
5. I/We shall take all reasonable steps that are necessary to ensure that no part or parts of the Student Hostel (such as rooms and bed spaces) shall be sold off by whatever means individually.
6. I/We shall ensure that the hostel places at the Student Hostel are occupied by full-time local or non-local students (including exchange students) of eligible institutions operating publicly-funded or self-financing locally-accredited post-secondary education programmes at the sub-degree (i.e. Associate Degree and Higher Diploma) or degree (i.e. Bachelor’s, Master’s, and Doctorate degree) levels (“student tenants”), subject to Clause 7 below.
7. Notwithstanding Clause 6 above, I/we acknowledge that there is discretion to permit any persons who are not student tenants but are otherwise affiliated with such eligible post-secondary institutions (“other tenants”), such as wardens and visiting scholars, and ensure that the number of such other tenants shall not exceed 10% of the maximum tenant capacity of the Student Hostel at all times.
8. I/We shall take all reasonable steps that are necessary to ensure the conversion works and subsequent operation of the Student Hostel are in compliance with applicable requirements, statutory or otherwise.
9. I/We shall take all reasonable steps that are necessary to ensure that the conversion works should be completed within 18 months from the date of the Education Bureau’s (EDB) confirmation of the Application’s eligibility under the Scheme. I/We acknowledge that completion of the conversion works is determined on the basis of the issuance of an acknowledgement letter for certificate on completion of conversion works or Occupation Permit as appropriate and extension of time may be granted by the Government with justifications.
10. I/We shall take all reasonable steps that are necessary to maintain a safe and pleasant living environment for student tenants and other tenants.
11. I/We shall, by 31 October each year, submit to the Government an annual report in accordance with such format as may be required by EDB from time to time (“Annual Report”), which shall cover all of the following matters from 1 September of the preceding year or the commencement of operation of the Student Hostel (whichever is later) to 31 August of the prevailing year:
  - (a) detailed statistics on the occupation of the hostel places, including relevant breakdown by the profile of tenants such as institution, level of study, programme, age, gender, etc.;
  - (b) justifications of the exercise of the discretion mentioned in Clause 7 above;
  - (c) certification by an independent certified public accountant (practicing) as defined in section 2 of the Accounting and Financial Reporting Council Ordinance (Cap. 588) that the requirements of Clauses 6 and 7 above are complied with; and
  - (d) any other relevant information.

12. I/We shall maintain proper records of the tenants of the Student Hostel, including the proof of eligibility of eligible tenants, for a minimum period of seven (7) years after the termination of the license agreement of the relevant tenant. I/We shall allow the Government's representatives access to such records for inspection, verification, and copying from time to time upon reasonable notice.
13. I/We shall, upon reasonable notice from the Government and during normal working hours, permit and arrange for the Government's authorised representatives to gain access to the Student Hostel and any assets incidental thereto for inspection.
14. In the event that the operation of the Student Hostel is to be terminated, by the operator on its own accord, I/We shall give prior written notice of at least twelve (12) months to the Government and its tenants. I/We shall use reasonable endeavours to assist the tenants to identify other accommodation arrangements before termination. I/We shall appoint an authorised person to submit plans for approval by the Building Authority to demonstrate any subsequent change in use is in compliance with the provisions of the Buildings Ordinance. I/We shall also ensure that any subsequent change in use is in compliance with the land lease.
15. In the event that all the Applicant's interests of the Student Hostel are to be transferred to a third party, I/We shall give prior notice of at least six (6) months to the Government and its tenants. I/We shall also ensure that a separate Declaration is duly signed and submitted by a related person of the owner of the premises and/or the operator of the Student Hostel after the aforementioned transfer of interests at least one (1) month prior to the transfer of operation.
16. In the event that I/we cease to be a related person of the Applicant, I/we shall arrange to submit a separate Declaration signed by another related person of the Applicant to the Government within one (1) month following the cessation.
17. In the event that the operator of the Student Hostel is to be changed, I/we shall give prior notice of at least six (6) months to the Government and its tenants.
18. I/We acknowledge that the Government reserves the right of final decision on the eligibility of any application under the Scheme, based on considerations including but not limited to any other prevailing Government policies.
19. I/We shall, for any change to the information provided in the Application, notify EDB and DPFO by post and/or email as soon as practicable. I/We acknowledge that EDB may revoke any confirmation of eligibility if I/we fail to notify EDB and DPFO of material changes to the information provided in the AF as soon as practicable, or the information provided in this application is later found to be incorrect, fraudulent or misleading, or the declaration made is false.
20. I/We acknowledge that, without prejudice to the Government's other rights, the premises will no longer be considered as an eligible student hostel under the Scheme and the Government reserves the right to take suitable enforcement actions in accordance with the relevant regulatory regimes and legal actions against the Applicant upon the occurrence of any of the following events or circumstances:
  - (a) the Applicant fails to perform or comply with any obligation under this Declaration which is not able to be remedied;
  - (b) the Government sees it fit to terminate the operation of the Student Hostel in the public interest;
  - (c) the Applicant fails to submit any Annual Report or any other documents or information in accordance with this Declaration or as requested by the Government in writing, or any of the data, facts or information represented to and/or provided by the Applicant to the Government about the Student Hostel or this Application or Declaration is incomplete, incorrect, untrue, inaccurate, or misleading; or
  - (d) the Applicant has engaged in or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security.
21. I/We acknowledge that once the Student Hostel is not considered an eligible student hostel under the Scheme, it will be removed from the list of eligible student hostels under the Scheme to be maintained by EDB and potential tenants would be duly informed of the publication of such a removal. I/We acknowledge that if the Student Hostel is removed from the list of eligible student hostels under the Scheme, the site or premises thereon concerned, the Applicant, and the related person(s) making declarations for the Application could not be qualified to rejoin the Scheme for three (3) years thereafter.

22. I/We certify that all the information given in and submissions made in relation to the Application are true and accurate to the best of my/our knowledge and belief. I/We understand that any inaccurate information and/or a failure to provide the requested information, will render the application invalid.
23. I/We acknowledge that I/we am/are fully aware that pursuant to Section 36 of the Crimes Ordinance (Cap. 200), any person who knowingly and willfully makes a false statement in a statutory declaration shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for 2 years and to a fine.

And I/We make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance (Cap. 11).

(Signature) \_\_\_\_\_  
(Name) \_\_\_\_\_  
(HK Identity Card no.) \_\_\_\_\_

Declared at \_\_\_\_\_ (address) in Hong Kong this \_\_\_\_\_ (date)  
day of \_\_\_\_\_ (month and year).

Before me,

(Signature) \_\_\_\_\_  
(Name) \_\_\_\_\_  
(Designation) \_\_\_\_\_

Remarks: The statutory declaration may be received by a Justice of Peace, Notary Public, or Commissioner for Oaths. The signatory must be a related person of the Applicant and an authorised signatory for and on behalf of the Applicant. The signatory of here and the Consent prescribed under the Application Form of the Scheme must be the same. The definition of “related person” is set out in Point 6 under “Notes for Applicants” of the Application Form of the Scheme.

## **Personal Information Collection Statement**

### Purpose of Collection

1. The personal data provided by means of this AF will be used by EDB for the following purposes:
  - (a) matters relating to the processing of this application and future development applications made to the TPB, BD, and LandsD;
  - (b) conducting research, arranging publicity for Hostels in the City Scheme, monitoring and evaluation of the projects, and sharing with other parties concerned; and
  - (c) any other purposes directly related to, arising from, or incidental to the above purposes.
2. It is obligatory for you to provide the personal data as required in the form. If you fail to provide the required data, this may result in the delay in processing or even rejection of this application.
3. The Government shall have the right to compare and match the information (including personal data) provided in the AF with the relevant data collected for other purposes (manually or otherwise) in order to ascertain whether such information is false or inaccurate or misleading. The Applicant shall authorise the Government to verify and match the relevant information with other government departments, public/private organisations/companies, and further agree for any government departments and public/private organisations/companies to provide the Government with the Applicant's data in their possession for the purpose of comparing or matching the information in the AF.
4. EDB shall hold the personal data securely in accordance with the prevailing Government information security requirements. All practicable steps will be taken to protect the personal data against unauthorised or accidental access, processing, erasure, loss, or use.

### Transfer and/or Disclosure of the Personal Data

5. The information provided by you in this form will not be used by EDB for any other purposes not specified in paragraph 1 above. Your personal data will be kept by EDB for a reasonable period of time as may be required for the purposes for which the data are collected and in accordance with relevant statutory provisions. After that time, your personal data will be erased.
6. The personal data you provided in this form may be transferred and/or disclosed to other Government bureaux, departments, other relevant organisations and third parties for the purposes mentioned in paragraph 1 above.

### Access to Personal Data

7. An individual who is the subject of the personal data and any person authorised by such personal data subject in writing have the right of access and correction with respect to the personal data as provided under the PDPO. EDB has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to EDB.

– End –