



衛生署控煙酒辦公室

Tobacco and Alcohol Control Office  
Department of Health



## Application Form of No Smoking Sign and Poster

### Notes to Applicant:

1. Please complete the form and **fax to 2575 8944 or email to tobaccocontrol@dh.gov.hk**. For enquiries, please **call 2961 8823**.
2. The quantity of materials to be distributed is subject to availability. Applicant should agree and ensure that use of the materials must not be related to any tobacco promotion and advertisement, and not related to any organizations or events which receive sponsorship or funds from tobacco related companies or tobacco industry.
3. All materials can only be used in the statutory No Smoking Areas and for non-profit making purpose.
4. No duplication or extraction of the materials is allowed without authorization by the Department of Health.

### To be Completed by Applicant

The information contained in this form will only be used for processing the request for no smoking sign and poster

|                                                                                                                                                                                                                                                                                                                                                                                                               |  |                             |                              |                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------|------------------------------|-----------------------------|
| Name of Organization:                                                                                                                                                                                                                                                                                                                                                                                         |  |                             |                              |                             |
| Name of Applicant:                                                                                                                                                                                                                                                                                                                                                                                            |  |                             | Post:                        |                             |
| Tel.:                                                                                                                                                                                                                                                                                                                                                                                                         |  | Fax:                        |                              | Email Address:              |
| Address: (Flat/Room)                                                                                                                                                                                                                                                                                                                                                                                          |  | (Floor)                     | (Block)                      | (Name of Building)          |
| (Name of Estate)                                                                                                                                                                                                                                                                                                                                                                                              |  |                             | (No. & Name of Street)       |                             |
| (District)                                                                                                                                                                                                                                                                                                                                                                                                    |  | <input type="checkbox"/> HK | <input type="checkbox"/> KLN | <input type="checkbox"/> NT |
| Intended use of materials and their location(s):                                                                                                                                                                                                                                                                                                                                                              |  |                             |                              |                             |
| <p><b><i>Staff of Tobacco and Alcohol Control Office will inform the applicant the date and time for picking up materials by phone. Please bring along recycle bag(s)/container(s) and arrange transportation accordingly.</i></b></p> <p>Collection Point : Room 1801, 18/F, Wing On Kowloon Centre, 345 Nathan Road, Kowloon<br/>(MTR Jordan Station Exit A)</p> <p>Service Hours : By Appointment Only</p> |  |                             |                              |                             |

Signature of Applicant & Stamp of Organization: \_\_\_\_\_ Application Date: \_\_\_\_\_

### (For Official Use Only)

|          |  |       |  |
|----------|--|-------|--|
| District |  | Staff |  |
| Team     |  | Date  |  |

|                                       |                           |
|---------------------------------------|---------------------------|
| Date of distribution:                 | Time of distribution:     |
| Name of receiver:                     | Name of distributor:      |
| Signature of receiver:                | Signature of distributor: |
| Signature and post of the data entry: |                           |

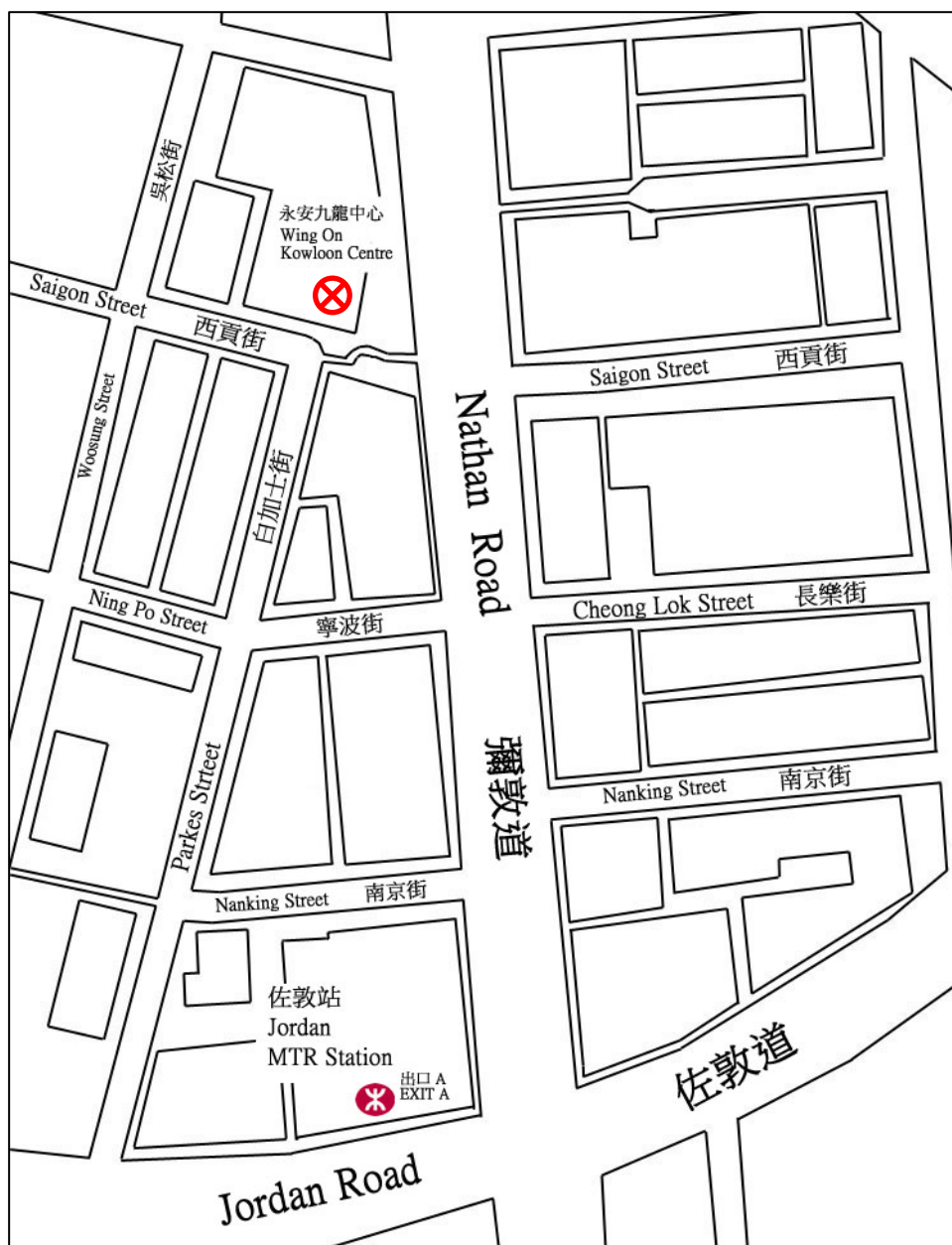


衛生署控煙酒辦公室

Tobacco and Alcohol Control Office  
Department of Health



法定禁煙區禁煙標誌及海報領取處  
No Smoking Sign and Poster Collection Point



地址:

九龍彌敦道345號  
永安九龍中心18樓1801室  
(港鐵佐敦站A出口)

服務時間:

只限預約時間

Address:

Room 1801, 18/F,  
Wing On Kowloon Centre,  
345 Nathan Road, Kowloon  
(MTR Jordan Station Exit A)

Service Hours:

By Appointment Only

**For use in the statutory No Smoking Areas only, please refer to the  
Smoking (Public Health) Ordinance or the attached leaflet**

**Please indicate the quantity of No Smoking Sign or Poster required in the appropriate boxes.**

| Type               |                                                                                                                            | Description                                                                                                                                                              | Style      |              | Code | Requested Quantity | Approved Quantity # |
|--------------------|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------|------|--------------------|---------------------|
| No Smoking Signage | Plastic Plate                                                                                                              | Smoking is Prohibited in All Indoor Areas of this Building<br>No Smoking - Fixed Penalty \$1,500 20 x 20 cm<br>(Not for residential or commercial-residential buildings) | White      | Bilingual    | PP02 |                    |                     |
|                    | Aluminium Plate                                                                                                            | No Smoking - Fixed Penalty \$1,500 21 x 12 cm                                                                                                                            | Golden     | Bilingual    | AP04 |                    |                     |
|                    |                                                                                                                            | No Smoking - Fixed Penalty \$1,500 21 x 12 cm                                                                                                                            | Silver     | Bilingual    | AP05 |                    |                     |
|                    |                                                                                                                            | No Smoking - Fixed Penalty \$1,500 25 x 14 cm                                                                                                                            | Golden     | Bilingual    | AP08 |                    |                     |
|                    |                                                                                                                            | No Smoking - Fixed Penalty \$1,500 25 x 14 cm                                                                                                                            | Silver     | Bilingual    | AP09 |                    |                     |
|                    |                                                                                                                            | No Smoking - Fixed Penalty \$1,500 29 x 16 cm                                                                                                                            | Golden     | Bilingual    | AP12 |                    |                     |
|                    |                                                                                                                            | No Smoking - Fixed Penalty \$1,500 29 x 16 cm                                                                                                                            | Silver     | Bilingual    | AP13 |                    |                     |
|                    | Sticker                                                                                                                    | No Smoking Sign 8 x 8 cm                                                                                                                                                 | Golden     | Bilingual    | S03  |                    |                     |
|                    |                                                                                                                            |                                                                                                                                                                          | Silver     | Bilingual    | S04  |                    |                     |
|                    |                                                                                                                            | No Smoking - Fixed Penalty for Violation \$1,500 10 x 14cm                                                                                                               | Light Blue | Bilingual    | S06  |                    |                     |
|                    |                                                                                                                            |                                                                                                                                                                          |            |              | S30  |                    |                     |
|                    |                                                                                                                            | No Smoking - Fixed Penalty for Violation \$1,500 15 x 21 cm                                                                                                              | Golden     | Bilingual    | S09  |                    |                     |
|                    |                                                                                                                            |                                                                                                                                                                          |            |              | S10  |                    |                     |
|                    |                                                                                                                            | Smoke-free Workplace 20 x 9 cm                                                                                                                                           | Golden     | Bilingual    | S11  |                    |                     |
|                    |                                                                                                                            |                                                                                                                                                                          | Silver     | Bilingual    | S12  |                    |                     |
|                    |                                                                                                                            | Smoke-free Workplace - Fixed Penalty \$1,500 20 x 9 cm                                                                                                                   | Golden     | Bilingual    | S15  |                    |                     |
|                    |                                                                                                                            |                                                                                                                                                                          | Silver     | Bilingual    | S16  |                    |                     |
|                    |                                                                                                                            | No Smoking - Fixed Penalty \$1,500 18 x 8 cm                                                                                                                             | Golden     | Bilingual    | S15  |                    |                     |
|                    |                                                                                                                            |                                                                                                                                                                          | Silver     | Bilingual    | S16  |                    |                     |
|                    |                                                                                                                            | No Smoking - Fixed Penalty \$1,500 29 x 16 cm                                                                                                                            | Golden     | Bilingual    | S39  |                    |                     |
|                    |                                                                                                                            | No Smoking - Fixed Penalty \$1,500 29 x 16 cm                                                                                                                            | Silver     | Bilingual    | S40  |                    |                     |
|                    |                                                                                                                            | No Smoking - Fixed Penalty \$1,500 25 x 14 cm                                                                                                                            | Golden     | Bilingual    | S41  |                    |                     |
|                    |                                                                                                                            | No Smoking - Fixed Penalty \$1,500 25 x 14 cm                                                                                                                            | Silver     | Bilingual    | S42  |                    |                     |
|                    |                                                                                                                            | No Smoking - Fixed Penalty \$1,500 21 x 12 cm                                                                                                                            | Golden     | Bilingual    | S43  |                    |                     |
|                    |                                                                                                                            | No Smoking - Fixed Penalty \$1,500 21 x 12 cm                                                                                                                            | Silver     | Bilingual    | S44  |                    |                     |
| Poster             | Under Smoke-free Measures Please don't smoke                                                                               |                                                                                                                                                                          | A2         | Bilingual    | P04  |                    |                     |
|                    | Multilingual No Smoking Poster<br>This is a designated no smoking area<br>The fixed penalty for smoking offence is \$1,500 |                                                                                                                                                                          | A2         | Multilingual | P42  |                    |                     |

# For TACO Use Only

Remarks:

|                   |                   |
|-------------------|-------------------|
| A1= 594mm x 840mm | A2= 420mm x 594mm |
| A3= 297mm x 420mm | A4= 210mm x 297mm |



## 以下地方內的室內區域 Indoor Areas of the Following Areas

**安老院**  
Residential care home



**治療中心**  
Treatment centre

**共用宿舍** 指由僱主向2名或以上僱員或向該等僱員及其家人提供的居所(不論該僱主是否因提供該居所而收取任何金錢代價)的處所；但不包括位於該類居所內並純粹由一名僱員或由該僱員及其家人佔用的房間，及任何屬僱主或任何其他人士的私人住宅或其部分的該類居所。

**Communal quarter** means any premises that are the living accommodation provided by an employer to 2 or more employees, or to those employees and their families, whether or not any monetary consideration is received by the employer for providing the accommodation, but does not include any room occupied exclusively by one employee, or by that employee and his family, within any such accommodation; and any such accommodation that is, or forms part of, the private dwelling of the employer or any other person.

**工作地方** 指自僱、受僱或受聘期間在內工作(不論是否獲得收入)的地方，包括供在工作時段之間用膳或休息使用的地方。



**Workplace** means any place for working in the course of any self-employment, employment or engagement (whether for income or not), including any part of the place that is set aside for use during any interval for taking a meal or rest.

**公眾地方** 指公眾於當其時有權進入或獲准進入(不論是憑繳費或其他方式)的地方，例如辦公室的廁所、工商廈的後樓梯和住宅的升降機大堂等。

**Public place** means any place to which for the time being the public are entitled or permitted to have access, whether on payment or otherwise. For example toilet of office, staircase of industrial or commercial building, lift lobby of residential building.

## 其他禁止吸煙區 Other No Smoking Areas

**公共交通工具** 包括專營公共巴士、公共小巴、的士、列車、輕便鐵路車輛、電車、纜車、渡輪，或為提供旅遊、國際客運、酒店、學生、僱員、住客等服務而根據客運營業證經營的非專營巴士。

**Public transport carrier** includes any public bus operated under a franchise, public light bus, taxi, train, light rail vehicle, car, tramcar, ferry vessel or non-franchised bus operated under a passenger service licence for the purposes of a tour service; an international passenger service; a hotel service; a student service; an employees' service; or a residents' service.



一切有關指定禁止吸煙區的資料以《吸煙(公眾衛生)條例》(第371章)的原文為準，如欲了解所有指定禁止吸煙區詳情，可瀏覽衛生署控煙酒辦公室網站 ([www.taco.gov.hk](http://www.taco.gov.hk)) 或律政司電子版香港法例 ([www.elegislation.gov.hk](http://www.elegislation.gov.hk))。

Information of designated no smoking areas shall be subjected to the original text of the Smoking (Public Health) Ordinance (Cap. 371). For details of a complete list of designated no smoking areas, please refer to the website of Tobacco and Alcohol Control Office, Department of Health ([www.taco.gov.hk](http://www.taco.gov.hk)) or that of Hong Kong e-legislation, Department of Justice ([www.elegislation.gov.hk](http://www.elegislation.gov.hk)).

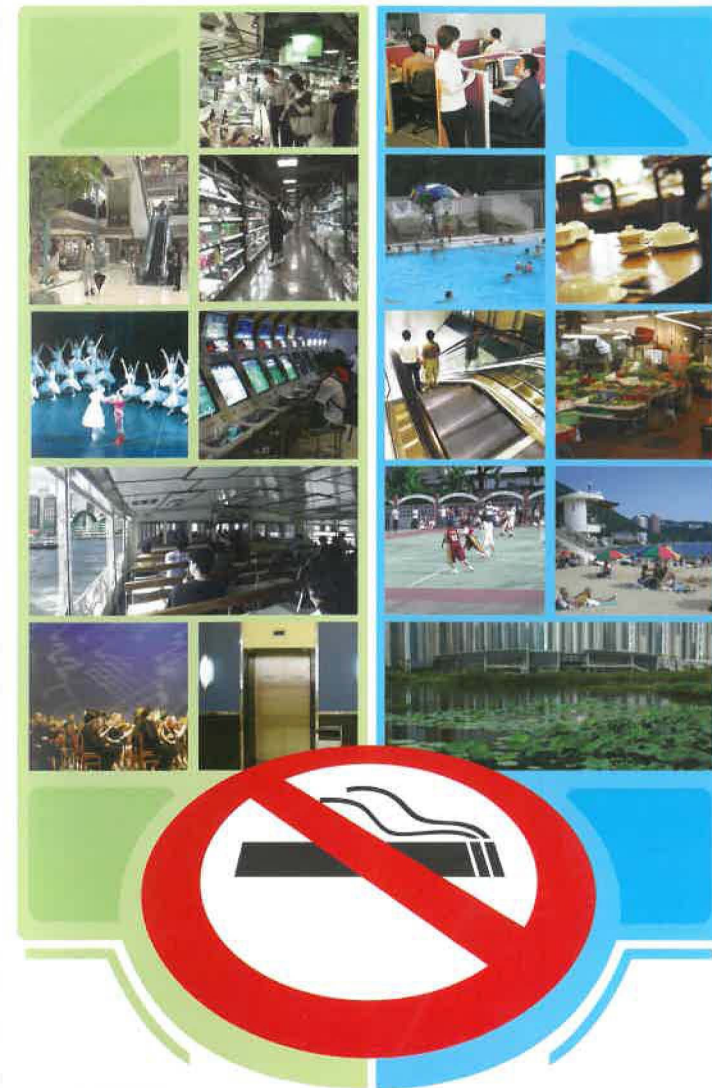
contact us 聯絡我們

查詢及投訴熱線 Enquiry and Complaint Hotline  
**2961 8823**

綜合戒煙熱線 Integrated Smoking Cessation Hotline  
**1833 183**

圖文傳真 Fax  
**2575 8944**

網址 Website  
**[www.taco.gov.hk](http://www.taco.gov.hk)**



## 吸煙(公眾衛生)條例 指定禁止吸煙區指南 Smoking (Public Health) Ordinance Designated No Smoking Area Guide



衛生署控煙酒辦公室  
Tobacco and Alcohol Control Office  
Department of Health



政府物流服務署印  
Printed by the Government Logistics Department



衛生署控煙酒辦公室  
Tobacco and Alcohol Control Office  
Department of Health



免費戒煙流動應用程式  
Free Quit Smoking Mobile App

戒煙達人



根據香港法例第371章《吸煙(公眾衛生)條例》，下列處所或區域範圍已成為指定禁止吸煙區。

任何人不得在這些地方吸煙或攜帶燃着的香煙、雪茄或煙斗，違例定額罰款\$1,500。

**The following areas or establishments are designated no smoking areas under the Smoking (Public Health) Ordinance (Chapter 371). No person shall smoke or carry a lighted cigarette, cigar or pipe in such areas, or else will be liable to a fixed penalty for \$1,500.**

## 以下地方的室外及室內區域 Both Indoor & Outdoor Areas of the Following Places

由衛生署署長藉刊登憲報公告指明為禁止吸煙區的公共運輸設施

Public transport facilities designated as no smoking areas by the Director of Health by notice published in the Gazette.



遊戲機中心  
Amusement game centre



電影院、劇院或音樂廳  
Cinema, theatre or concert hall



公共升降機  
Public lift



自動梯  
Escalator

幼兒中心  
Child care centre

學校  
School

指明教育機構 例如大學和專上學院。  
Specified educational establishment  
for example university and post secondary college.

醫院或留產室  
Hospital or maternity home

## 以下地方的室外及室內區域 Both Indoor & Outdoor Areas of the Following Places

**公眾遊樂場地** 指康樂及文化事務處轄下的公園、遊樂場、花園、休憩處、海濱花園和運動場等公眾遊樂場地；被指明用作吸煙區的範圍除外。

**Public pleasure ground** means public pleasure grounds managed by the Leisure and Cultural Services Department, such as any park, playground, garden, sitting-out area, promenade or sport ground, not including those areas designated as smoking areas.



**泳灘** 指任何泳灘內的以下區域—純為供游泳人士之用的水域的任何部分，包括浮台及任何其他在該水域或水面上的東西；有沙或石頭覆蓋的海岸，以及在該等海岸上的任何構築物、淋浴設施或自然事物；及被指明用作燒烤場、營地或兒童遊樂場的區域。



**Bathing beach** means the following areas within any bathing beach —any part of the waters set aside for the sole use of swimmers, which includes any beach raft and any other thing on the surface of or above those waters; the shore covered with sand or stones, together with any structure, showering facilities or natural feature on such shore; and any area specified to be used as a barbecue area, camp site or children's play area.

**公眾泳池** 指公眾泳池內的以下區域—任何泳池；任何緊靠泳池的行人通道；任何跳水板或其他毗連泳池的器具或設施；及任何觀眾看台。



**Public swimming pool** means the following areas within any public swimming pool—any swimming pool; any sidewalk immediately adjacent to the swimming pool; any diving board or other apparatus or facility adjoining the swimming pool; and any spectator stand.

**體育場** 指任何體育場內的以下區域—任何球場；任何跑道；任何緊靠球場或跑道的行人通道；及任何觀眾看台。



**Stadium** means the following areas within any stadium—any pitch; any running track; any sidewalk immediately adjacent to the pitch or running track; and any spectator stand.



香港濕地公園  
The Hong Kong Wetland Park

指定巴士轉乘處  
Designated bus interchange

## 以下地方的室內區域 Indoor Areas of the Following Areas

室內範圍指有天花板或上蓋，或有充當(不論是暫時或永久性)天花板或上蓋的封蓋的；及除有任何窗戶或門戶，或任何充當窗戶或門戶的可關閉的開口外，圍封程度(不論是暫時性或永久性)至少達各邊總面積的50%的地方。

Indoor means having a ceiling or roof, or a cover that functions (whether temporarily or permanently) as a ceiling or roof; and at least 50% of the total area of all sides enclosed (whether temporarily or permanently), except for any window or door, or any closeable opening that functions as a window or door.

店舖、百貨公司或購物商場  
Shop, department store or shopping mall

街市 不論是公營或私營，或是由公營部門管理或由私人機構管理的。

**Market** whether publicly or privately operated or managed.



超級市場  
Supermarket

銀行  
Bank

食肆處所  
Restaurant premises



酒吧  
Bar

卡拉OK場所  
Karaoke establishment

麻將天九耍樂處所  
Mahjong-tin kau premises



浴室  
Bathroom

按摩院  
Massage establishment



## **Notice of Collection of Personal Data**

### **1. Purpose of Collection**

- i. The personal data provided will be used by the Department of Health (“DH”) for processing your application.
- ii. The personal data collected will be retained no longer than necessary for the fulfillment of the above purpose.
- iii. The provision of personal data is voluntary. If you do not provide sufficient information, we may not be able to provide the requested service to you.

### **2. Classes of Transferees**

The personal data you provide are mainly for use within DH but they may also be disclosed to other Government bureaux/departments or relevant parties for the purposes mentioned in Section 1 above, if required. Apart from this, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

### **3. Access to Personal Data**

You have the right of access and correction with respect to your 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 you during the occasions as mentioned in Section 1 above. A fee may be imposed for complying with a data access request.

### **4. Enquiries**

Enquiries concerning personal data provided, including the making of access and corrections, should be addressed to Senior Executive Officer, Tobacco and Alcohol Control Office, Department of Health, Room 1801, 18/F, Wing On Kowloon Centre, 345 Nathan Road, Kowloon.