



Application Form for Visit to the LegCo Building

After **telephone appointments** are successfully made, please complete this application form and return it by mail (Address: Legislative Council Building, 8 Jackson Road, Central, Hong Kong) or by fax (Fax number: 2537 1851) to the Public Information Division of the LegCo Secretariat.

Name of School / Organization <i>(Please delete as appropriate)</i>	Chinese, if any:		
	English:		
Address:			
Telephone:	Fax:	Email:	
Teacher / Staff in charge:		Mobile number:	
Number of visit(s) applied: _____			
Date(s) and time of visit(s) confirmed by telephone appointment:			
1	Date: _____	Time: _____	No. of visitors*: _____
2	Date: _____	Time: _____	No. of visitors*: _____
3	Date: _____	Time: _____	No. of visitors*: _____
4	Date: _____	Time: _____	No. of visitors*: _____
5	Date: _____	Time: _____	No. of visitors*: _____
(* The number of visitors should be at least 15 persons and not exceed 45 persons per tour.)			
Particulars of visitors (e.g. Class attending; average age; whether special arrangements are required):			
Topics wish to be highlighted in the briefing (You can choose multiple topics):			
<input type="checkbox"/>	History of the Legislature	<input type="checkbox"/>	Law making process and voting procedures
<input type="checkbox"/>	Composition of LegCo	<input type="checkbox"/>	History and architecture of the LegCo Building
<input type="checkbox"/>	Powers and Functions of LegCo	<input type="checkbox"/>	Others (Please specify) : _____
Role-playing Game – How Law is Made (For school visit only. Please choose a topic for the game.):			
<input type="checkbox"/>	Mobile Phone Bill (Script will be provided by the Secretariat)		
<input type="checkbox"/>	Air-conditioning System Control Bill (Script will be provided by the Secretariat)		
<input type="checkbox"/>	Other topic (Please specify the title of the bill and prepare the script): _____		
Language: <input type="checkbox"/> Cantonese <input type="checkbox"/> Putonghua <input type="checkbox"/> English			
↶ For Official Use Only ↷			
Date received:	Confirmed: Y / N ()	Confirmation letter issued:	

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Notes for Visitors

Visit Arrangements

1. To avoid disrupting the visit arrangements, tour groups are advised to arrive at the LegCo Building on time. As visit tours may be scheduled consecutively, visit time may not be extended for late arrivals.
2. To facilitate tour groups in making transportation arrangements, vehicles carrying visitors may pick up and drop off passengers at the LegCo Carpark, but parking and waiting are not allowed. Tour groups may contact the Secretariat at 2869 9598 and inform us of the vehicle registration marks one day in advance for arrangement.
3. During the visit, tour groups may visit places like the Public Galleries of the LegCo Chamber, Conference Room A, Conference Room B, Conference Room C, Dining Hall, Press Conference Room and Press Room of the LegCo Building. Secretariat staff will arrange the touring routes and places after taking into account the schedule of meetings to be held in the LegCo Building on the visit day. Tour groups may not be able to visit all the facilities in the Building.
4. The Secretariat reserves the right to make any adjustments, if necessary, to all scheduled visits. Tour groups will be informed of the adjustments prior to the visit day.

Guidelines for Visitors

1. Visitors are advised to follow the instructions of the Secretariat staff during visits. They are requested not to leave the tour groups or enter any restricted areas. The organizers of the tour groups are requested to assist in maintaining order during visits. They are also advised to provide adequate manpower to take care of their group members.
2. Tour groups planning to observe the proceedings of meetings are required to go through security check prior to entering the LegCo Building. Before entering the public galleries of the LegCo Chamber, visitors should switch off their mobile phones and be seated as directed by staff members of the Secretariat. Please keep quiet while observing the proceedings of meetings.
3. Visitors are welcome to take photos during visits inside the LegCo Building, except when observing the proceedings of meetings in the Public Galleries of the LegCo Chamber where photo-taking is not allowed.
4. Eating and drinking are not allowed in the LegCo Building. Visitors shall not deface or damage any property in the Building.

Cancellation of Scheduled Visits

1. Tour groups wishing to cancel scheduled visits should inform the Secretariat as soon as possible by calling 2869 9598, followed by a written confirmation.

Arrangements in case of Inclement Weather / Special Circumstances

1. If the Education Bureau announces the suspension of classes of schools, scheduled visits for schools on that day will be cancelled accordingly. However, if schools request that visits be conducted as scheduled, the Secretariat may, depending on the circumstances, make such special arrangements.
2. Visits will be cancelled if Tropical Cyclone Warning Signal No. 8 or above or Rainstorm Black Warning is issued and/or remains in force two hours before the scheduled time of visits. Visits will be conducted as planned if Tropical Cyclone Warning Signal No. 8 or above or Rainstorm Black Warning is cancelled two hours before the scheduled time of visits. In case that such signal or warning is issued after scheduled visits have started, tour groups and the Secretariat will decide together whether the visits should be terminated.
3. In case of other inclement weather or traffic incidents, tour groups may decide whether the scheduled visits on that day should be cancelled. If it is decided that the visits be cancelled, they should inform the Secretariat at 2869 9598 accordingly.

The undersigned hereby certifies that all the information furnished on this form is complete and accurate. (To be signed by the teacher-in-charge, or an officer holding responsible position in the organization.)

Signature: _____ Name: _____ Post: _____

School / Organization chop: _____ Date: _____