

# To: Rating and Valuation Department

## Application Form - Building Number in Rural Area

1.	Address / Location of Building (e.g. Demarcation District no. & Lot no.)	
2.	Building has been assessed to rates and / or Government rent	<input type="checkbox"/> Yes (Assessment No.: _____ ) <input type="checkbox"/> No
3.	Name of Applicant	
4.	Capacity of Applicant	<input type="checkbox"/> Owner <input type="checkbox"/> Agent for owner* <input type="checkbox"/> Occupier* <input type="checkbox"/> Agent for occupier* (*must provide owner's authorisation letter)

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

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Note: The applicant is required to submit the following supporting documents:

- i. Copy of proof of ownership (the current record from the Land Registry)
- ii. A plan showing clearly the location and boundary of the building

Please send the completed Application Form together with supporting documents by post / in person / by fax / by email to:

Commissioner of Rating and Valuation  
15/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon  
( Attn: Building Numbering Officer/NT )

Email : pv\_nt@rvd.gov.hk  
Fax No. : 2152 0116  
Tel No. : 2152 0111

### Personal Information

- i. The information provided by you will be used for the purposes of carrying out the activities in relation to this application, the provisions of the Rating Ordinance (Cap. 116) and the Government Rent (Assessment) Ordinance (Cap. 515).
- ii. Apart from the purposes stated above, personal information will not be transferred to any other parties, unless such transfer is permitted by law.
- iii. Under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to and correction of your personal data. Such requests must be made in writing. You may make such requests by post or in person to the Rating and Valuation Department's Customer Service Officer at 15/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon, or by email to enquiries@rvd.gov.hk.