

Arrangement for Display and Delivery of Publicity Materials in Rental Estates

1. To ensure fairness and neatness in the display of publicity materials (PMs) such as banners, posters and pamphlets/ leaflets, display spots have been designated in rental estates.
2. PMs should be non-profit making, informative and benefits / service-providing in nature and related to local district affairs. The contents of the PMs should be fair, accurate and impartial; respect for the cultural, religious and racial sensitivities, and should not be inaccurate or distorted.
3. The contents of the PMs should be related with local non-governmental organizations, the functions and works of Elected District Council Members of the constituency areas of the estate concerned and elected Legislative Council Members, including :
 - the matters affecting the well-being of the people in the District
 - the provision and use of public facilities and services within the District;
 - the adequacy and priorities of Government programmes for the District; and
 - the use of public funds allocated to the District for local public works and community activities.
4. The contents of the PMs should not carry any messages that are unlawful, obscene, defamatory, insinuating, criticizing or denouncing individual persons, groups or parties. There should be no bad language, offensive expressions and obscene or profane language and triad expressions.
5. Elected District Council Members of the constituency areas of the estates concerned, elected Legislative Council Members of the geographical constituency of the estates concerned and elected Legislative Council Members from District Council (second) Functional Constituency Election; Local Non-governmental Organizations; Mutual Aid Committees / Residents' Associations of the estate concerned or other approved charitable / non-profit making organizations are eligible parties/organizations to apply for display or delivery of the publicity materials to the tenants' mail boxes or at the tower guard counter.
6. For details, please refer to the application guidelines.
7. This application is free of charge.
8. Guidelines on application for display of PMs will be reviewed and revised periodically. Approval for display of any PMs is subject to final decision of the Estate Office.
9. Housing Society (HS) has absolute discretion of revocation of the relevant approval. HS may, depending on the needs, temporarily suspend the processing of applications and/or

revoke the approvals already given, in respect of all or some display spots. PMs of unauthorized nature or breaching the displaying rules will be removed instantly.

Enquiries

The above information is for reference only. For details, please contact the Estate Office so that we can render assistance.

Last Review Date: 07/2023



Guidelines on Application for Display and Delivery of Publicity Materials in Housing Society's Rental Estates (Applicable for Non-election Period)

Part 1 - Eligibility Criteria

- 1) Publicity Materials (PMs) should be non-profit making, informative and benefits / service-providing in nature and related to local district affairs.
- 2) The contents of the PMs should be fair, accurate and impartial; respect for the cultural, religious and racial sensitivities, and should not be inaccurate or distorted.
- 3) The contents of the PMs should be related with local non-governmental organizations, the functions and works of Elected District Council Members of the constituency areas of the estate concerned and elected Legislative Council Members, including :
 - the matters affecting the well-being of the people in the District
 - the provision and use of public facilities and services within the District;
 - the adequacy and priorities of Government programmes for the District; and
 - the use of public funds allocated to the District for local public works and community activities.
- 4) The contents of the PMs should not carry any messages that are unlawful, obscene, defamatory, insinuating, criticizing or denouncing individual persons, groups or parties. There should be no bad language, offensive expressions and obscene or profane language and triad expressions.
- 5) The contents of the PMs should not promote or prejudice the election of any candidate in any public election, nor should PMs be displayed for such purposes. "Public election" means an election (including general election, ordinary election and by-election) of the Chief Executive, the Election Committee subsector(s), the Legislative Council, the District Council(s) and an election (including ordinary election and by-election) as defined from time to time under the Village Representative Election Ordinance (Cap. 576).
- 6) For details of display locations, please contact the Estate Office concerned

Part 2 - Notes for Application

- 1) Application Period:
Applicant / Organization must submit the duly completed Application Form to the Estate Office concerned between 7 to 14 working days prior to the commencement of display. Applications will be considered on a "first-come-first serve" basis and will not be accepted once quota is exhausted.
- 2) Types of PMs:
 - a) Banner
 - i) Eligible parties / organizations:
 - Elected District Council Members of the constituency areas of the estate concerned, elected Legislative Council Members of the geographical constituency of the estate concerned, elected Legislative Council Members from Functional Constituency Election and Election Committee constituency;
 - Local Non-governmental Organizations;

- Mutual Aid Committees / Residents' Associations of the estate concerned or other approved charitable / non-profit making organizations.
- ii) Not more than one application for the display of banner will be allowed for each applicant / organization for the same application period. If more than one application is requested, the Estate Office concerned will only consider having regards to the local situation. Banner should be of size not exceeding 1m x 2.5m or beyond the height and length of a railing or fence.
 - iii) Display period should not exceed 1 month. Applicants should be responsible for removing the banner on the last day of the approved period. Otherwise, the Estate Office will take necessary action to remove the unauthorized banner without prior notice and the removed banner will not be returned. The applicants will be charged with administration fee.
 - iv) After the application has been approved, the applicant / organization shall
 - only display the banner at the designated spot as approved by the Estate Office;
 - not exchange / transfer the display spots as approved; and
 - put up the banner within the first 5 working days of the approved period; otherwise, the allocated spot will be resumed by the Estate Office and be awarded to the next applicant / organization on the waiting list.
 - v) During the course of displaying the banner, the applicant / organization shall
 - clearly display the name and office of the applicant / organization on the banner;
 - securely fasten the banner but not permanently affix them. No metallic fixtures such as screws shall be used to fix the banner;
 - take measures to prevent damage to any structure / fixture on which any banner is affixed. Any damage so resulted shall be made good at the expense of the applicant / organization; and
 - not cause any obstruction to pedestrians or vehicular traffic nor to impair their safety. Nothing shall interfere with the sightlines of motorists and pedestrians, obscure any traffic sign and traffic light signal.

b) Posters

- i) Eligible parties / organizations:
 - District Council Members and Legislative Council Members;
 - Local Non-governmental Organizations;
 - Mutual Aid Committees / Residents' Associations of the estate concerned or other approved charitable / non-profit making organizations.
- ii) Consent of the Estate Office evidenced by the office chop should be sought during office hours prior to display of posters on the designated notice boards;
- iii) On the 1st, 11th and 21st day of each month, all posters on the notice boards, regardless of the approval dates, will be examined and removed having regards to the local situation;
- iv) In view of the limited space of the notice boards, posters larger than A3 size will not be accepted;

- v) If the available space of the notice boards is not large enough to display all applicants' posters within the same period, the Estate Office will determine in accordance with the actual circumstances as appropriate or evenly distribute the number of posters that each applicant can display;
 - vi) Posters of unauthorized nature or breaching the displaying rules will be removed instantly without prior notice;
 - vii) Any request for return of removed posters will not be entertained as those removed posters will be used for recycling purpose.
- c) Pamphlets / Leaflets (restricted to be placed at Tower Guard Counter(s))
- i) Eligible parties / organizations :
 - Elected District Council Members of the constituency areas of the estate concerned, elected Legislative Council Members of the geographical constituency of the estate concerned, elected Legislative Council Members from Functional Constituency Election and Election Committee constituency;
 - Local Non-governmental Organizations;
 - Mutual Aid Committees / Residents' Associations of the estate concerned or other approved charitable / non-profit making organizations.
 - ii) Upon approval by the Estate Office, pamphlets / leaflets can be placed at tower guard counter(s) starting from the designated date for a period not exceeding 14 working days. After expiry of the approved placing period, those uncollected pamphlets / leaflets will be removed by Housing Society(HS) for recycling purpose.
- d) PMs on matters related to local district / Working Reports (restricted to elected District Council Members of the constituency areas of the estate concerned / elected Legislative Council Members of the geographical constituency of the estate concerned / elected Legislative Council Members from Functional Constituency Election and Election Committee constituency/ Mutual Aid Committees / Residents' Associations of the estate concerned and other approved charitable / non-profit making organizations)
- i) Upon approval by the Estate Office, the relevant PMs / Working Reports can be delivered to tenants' mail boxes as arranged by the applicants themselves on the designated date and time.
 - ii) Delivery of PMs / Working Reports to the mail boxes with "No Circular Mail" stickers will not be allowed.
- 3) Guidelines on application for display of PMs will be reviewed and revised periodically. Approval for display of any PMs is subject to final decision of the Estate Office.
- 4) HS has absolute discretion of revocation of the relevant approval. HS may, depending on the needs, temporarily suspend the processing of applications and/or revoke the approvals already given, in respect of all or some display spots. PMs of unauthorized nature or breaching the displaying rules will be removed instantly without prior notice and the applicants will be charged with administration fee.

- 5) HS may depend on the needs, starting from the beginning till the end of the election period* of a public election, temporarily suspend the processing of applications and/or revoke the approvals already given, in respect of all or some display spots.
- 6) This Application is free of charge. Anyone who offers to provide assistance in return for remuneration should be reported to the Independent Commission Against Corruption (ICAC) immediately. Attempted bribery is also an offence in law. HS will refer the case to ICAC for investigation and cancel the application.
- 7) PMs from the Government and HS are exempted from the above-mentioned rules.
- 8) HS may revise the above-mentioned rules according to changing situations without giving prior notice.

*According to the respective electoral regulation, "election period" is defined as the period beginning on the first day of the nomination period and ending on the day on which the polling ends.