

## Regulations on Use of Hac Sá Beach Campsite

### 1. Campsite facilities:

- The campsite is divided into 3 zones, namely zones A, B and C;
  - There are 24 small tent spaces (2m × 2m) and 12 large tent spaces (3m × 3m) in each of the 3 zones respectively;
  - The whole campsite can accommodate 108 tents and 288 users.
- Lighting system, wash basins, laundry racks and garbage collection points, etc. are provided on site.

### 2. Rental method:

Tent spaces are available for application on a first come, first served basis by advance application or on-site application. Real-name registration is required. There is no age restriction on campsite users but there must be at least one person in charge aged 18 or above in each camping group.

### 3. Methods for advance application:

➤ The application form and declaration of responsibility can be obtained from Integrated Services Centre and public services centres of the Municipal Affairs Bureau (IAM), or downloaded from the IAM website (<http://www.iam.gov.mo>) or the Macao Nature website (<http://nature.iam.gov.mo>). The completed forms are required to be submitted to the Integrated Services Centre, public services centres or management office of Hac Sá Beach Campsite, or faxed to the Division of Conservation of Nature Department of Green Areas and Gardens (Address: Seac Pai Van Park in Coloane) at 8395 0445 at least 15 working days prior to the commencement date of camping activity.

#### ■ Individual booking:

1. The applicant must be a holder of *Macao Resident Identity Card*;
2. Signed application form and *declaration* of responsibility must be submitted;

3. The applicant must be at least 18 years old and produce identification documents for verification purpose upon submission of application form. A photocopy of the applicant's identification document is required if the application form is submitted by fax.

■ **Group booking:**

1. Group application must be made in the name of non-profit-making organisations, associations and schools registered in Macao;
  2. An applicant can apply for a maximum of 15 tent spaces. Exceptional circumstances will be considered separately;
  3. Application form and *declaration* of responsibility with the official stamp of the group must be submitted;
  4. The identification document of the person in charge of the group must be produced for verification purpose upon submission of the application form. A photocopy of the identification document of the person in charge is required if the application form is submitted by fax.
- IAM will reply by phone or fax within 5 working days after receipt of the documents;
- Successful individual applicants will receive notification by phone and group applicants by official letter. Subsequently, they must settle the fees at the designated locations within the specified period. Applicants who fail to make payment within the specified period are deemed to have given up their rental right.
- All campsite users who have made advance application must be holders of *Macao Resident Identity Card* or possess legal certificate for right of abode issued by the Government of Macao Special Administrative Region.
- Applicants who have made payment must process the check-in formalities in the management office of the campsite at the specified time period on the day of the camping activity:
- For individual booking, the payment receipt and the identification documents of all campsite users must be produced upon check-in;
  - For group bookings, the payment receipt and the identification documents of all campsite users must be produced upon check-in.

#### 4. Method for on-site application:

- Residents of Macao and tourists can directly process the instant check-in formalities in the management office of Hac Sá Beach Campsite:
  - Only individual application is accepted for on-site application;
  - The valid identification documents (e.g. *Macao Resident Identity Card and passport or travel documents of tourists, etc.*) of all campsite users must be presented for registration;
  - The applicants have to complete application form and declaration of responsibility;
  - The required fees must be paid immediately;
  - Check-in must be processed during the specified period;
  - The time for on-site application and payment of fees is from 12:00 p.m. to 5:00 p.m. IAM has the final decision to decide whether applications will be accepted.

#### 5. Notes for advance booking and on-site application:

1. Zones A and B are generally open for use by applicants of individual booking and on-site application. Zone C is reserved for group booking. Exceptional circumstances will be considered separately;
2. Each campsite user is entitled to rent one tent space only for each stay. It is not allowed to use a tent space for more than 12 days (nights) consecutively or intermittently within a period of 30 days. Application for use on the 13th day (night) will not be accepted.
3. After completing the check-in procedures, campsite users have to obtain a camping permit issued by IAM to enter the campsite. They should return the permit to the management office on the day they leave the campsite.
4. Campsite users who fail to leave the campsite at the *designated* time on the *check-out day* will be considered as renewing their application for use of tent space. If there are tent spaces available at the campsite, they can process their renewal application on-site immediately. If all the tent spaces are taken, they must leave the campsite promptly. Any campsite user who has

used a tent space for over 12 days (nights) consecutively or intermittently is not eligible to apply for extending the use of tent space and has to leave the campsite immediately.

5. The campsite is closed from 11:00 a.m. to 5:00 p.m. on Mondays and Fridays for the management department to carry out cleaning, tending of plants, *facility maintenance and repairs, etc.* in the area and its surroundings. Campsite users have to leave the campsite with all their personal belongings before 11:00 a.m. and re-enter after 5:00 p.m. Payment formalities are processed as usual during the period. Depending on the progress of the cleaning and maintenance work, the management office may re-open the campsite at an earlier hour.

## 6. **Rental fee of campsite:**

In accordance with the number of persons who rent the campsite, the rental fee per person each night is MOP20.00 for holders of Macao Resident Identity Card and MOP50.00 for individuals who do not have Macao Residents Identity Card.

## 7. **Time for processing check-in procedures:**

➤ Successful applicants may proceed with their campsite check-in procedures at the campsite management office during designated hours.

➤ Check-in time: Tuesday to Thursday, Saturday and Sunday: 12:00 p.m. to 11:00 p.m.

Monday and Friday: 5:00 p.m. to 11:00 p.m.

➤ Check-out time: Before 11:00 a.m. every morning

## 8. **Campsite rules:**

1. Campsite users have to bring their own tents and camping equipment;

2. On the campsite, a small tent space (2m x 2m) can accommodate a tent for a maximum of 2 persons whereas a big tent space (3m x 3m) can accommodate a tent for a maximum of 4 persons;

3. Campsite users have to check-in and check-out on time. They should not affect the normal operation of the campsite and they should respect the rights of other users;

4. Campsite users have to switch off lighting devices, such as camping lamps, by 11:00 p.m. They should refrain from making any loud noise that will disturb other campsite users;

5. Camping is only allowed at the designated camping area;

6. Do not hang clothes anywhere, pick or destroy any plant or place graffiti on campsite facilities;

7. Keep the camping area clean and hygienic. Do not litter, spit or urinate or defecate anywhere;

8. *Lighting of fire* is strictly prohibited in the camping area;

9. It is strictly prohibited to bring pets into the campsite;

10. Violation of preceding items 5) to 9) is punishable by a fine in accordance with the “*General Regulations Governing Public Places*”;

11. Campsite users have to clean up the camping area and collect all their belongings before leaving. Management staff will inspect the camping area to make sure that the facilities are in good condition and without any damage;

12. Campsite users have to use the facilities with care, be courteous to one another and do not use or occupy any public facilities for a long time. In case of dispute, campsite users should accept the mediation, arrangements and handling of events by the management staff;

13. Campsite users have to take good care of their personal belongings, especially valuables. IAM will not be held *responsible* for lost personal items;

14. Campsite users have to adhere to all posted notices and rules in the camping area. IAM reserves the right to modify the rules and regulations for use of the campsite.

## 9. Other points to note

1. Applicants must provide the correct information required, which will only be used for the purpose of application for use of the campsite;

2. After the application is approved, campsite users cannot change the date of use nor request for refund, unless:

- The concerned facilities are damaged or require construction works, rendering them inappropriate for use;
- IAM needs to use the facilities and has already notified the concerned campsite users by phone or fax 3 working days prior to the actual day of use;
- When the Macao Meteorological and Geophysical Bureau has issued tropical cyclone signal no. 3 or above, or rainstorm warning on the day of check-in, the campsite will be unavailable for use as arranged.

3. Camping permits are not transferable;

4. The management staff of the campsite have the right to verify the identity information of campsite users and their permit;

5. IAM reserves the right to reject any applicant who does not *meet the eligibility criteria*;

6. IAM reserves the right to expel any person who does not comply with the rules or use the campsite facilities without permission;

7. Use of the campsite is not open to application by profit-making groups or individuals in any name or manner. If found to be so, the concerned party shall be pursued in accordance with law;

8. In case of adverse weather conditions or other extraordinary circumstances, campsite users should leave the campsite promptly and move out of the campsite as instructed by IAM staff for the sake of safety.

*For enquiries, please call: (853) 2882 7023 or visit websites of IAM ([www.iam.gov.mo](http://www.iam.gov.mo)) and Macao Nature (<http://nature.iam.gov.mo>). The office hours are from 9:00 a.m. to 1:00 p.m. and from 2:30 p.m. to 5:45 p.m. between Monday and Thursday, and from 9:00 a.m. to 1:00 p.m. and from 2:30 p.m. to 5:30 p.m. on Friday. (Closed on Saturday, Sunday and public holidays)*