

**APPLICATION FOR AMENDMENT TO  
PERMISSION UNDER SECTION 16A(2) OF  
THE TOWN PLANNING ORDINANCE (CAP. 131)**

根據《城市規劃條例》(第131章)  
第16A(2)條遞交的修訂許可申請

**General Note and Annotation for the Form** 填寫表格的一般指引及註解

Please fill "NA" for inapplicable item.  
請在不適用的項目填寫「不適用」。

Please use separate sheets if the space provided is insufficient.  
如所提供的空間不足，請另頁說明

Please insert a 「✓」 at the appropriate box.  
請在適當的方格內上加上「✓」號

For Official Use Only 請勿填寫此欄	Application No. 申請編號	
	Date Received 收到日期	

- The completed form and supporting documents (if any) should be sent to the Secretary, Town Planning Board, 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.  
申請人須把填悉的申請表格及其他支持申請的文件（倘有）送交北角渣華道 333 號北角政府合署 15 樓城市規劃委員會秘書收。
- Please read the “Guidance Notes” and the “Town Planning Board Guidelines on Class A and Class B Amendments to Approved Development Proposals” carefully before you fill in this form. Both documents can be downloaded from the Town Planning Board’s (the Board’s) website at <http://www.tpb.gov.hk/>. They can also be obtained from the Secretariat of the Board at 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong (Tel.: 2231 4810 or 2231 4835), and the Planning Enquiry Counters of the Planning Department (Hotline: 2231 5000) (17/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong and 14/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories).  
請先細閱《申請須知》的資料單張及有關「對核准發展計劃作出 A 類及 B 類修訂」的城市規劃委員會規劃指引，然後填寫此表格。這兩份文件均可從城市規劃委員會（下稱「委員會」）的網頁下載（網址：<http://www.tpb.gov.hk/>），亦可向委員會秘書處（香港北角渣華道 333 號北角政府合署 15 樓 - 電話：2231 4810 或 2231 4835）及規劃署的規劃資料查詢處（熱線：2231 5000）（香港北角渣華道 333 號北角政府合署 17 樓及新界沙田上禾輦路 1 號沙田政府合署 14 樓）索取。
- This form can be downloaded from the Board’s website, and obtained from the Secretariat of the Board and the Planning Enquiry Counters of the Planning Department. The form should be typed or completed in block letters, preferably in both English and Chinese. The processing of the application may be refused if the required information or the required copies are incomplete.  
此表格可從委員會的網頁下載，亦可向委員會秘書處及規劃署的規劃資料查詢處索取。申請人須以打印方式或以正楷填寫表格，填寫的資料宜中英文兼備。如果申請人所提交的資料或文件的副本不齊全，委員會可拒絕處理有關申請。

<b>1. Name of Applicant 申請人姓名 / 名稱</b>	
( <input type="checkbox"/> Mr. 先生 / <input type="checkbox"/> Mrs. 夫人 / <input type="checkbox"/> Miss 小姐 / <input type="checkbox"/> Ms. 女士 / <input type="checkbox"/> Company 公司 / <input type="checkbox"/> Organization 機構*)	
<b>2. Name of Authorised Agent (if applicable) 獲授權代理人姓名 / 名稱 (如適用)</b>	
( <input type="checkbox"/> Mr. 先生 / <input type="checkbox"/> Mrs. 夫人 / <input type="checkbox"/> Miss 小姐 / <input type="checkbox"/> Ms. 女士 / <input type="checkbox"/> Company 公司 / <input type="checkbox"/> Organization 機構*)	
<b>3. Relevant Permission Granted under the Town Planning Ordinance</b> 按《城市規劃條例》批給的有關許可	
Application number to which the permission relates 與許可有關的申請編號	
Date of approval 獲批給許可的日期	
Full address/Location of the application site 申請地點的詳細地址 / 地點	
Approved use/development 已批給的用途 / 發展	

\* Applicant of this application must be the person to whom the relevant permission mentioned in Part 3 is granted. In case there is a change in land ownership, the original applicant may appoint the subsequent owner of the site as his/her authorised representative to submit this application.  
這宗申請的申請人必須是上述第 3 部分提及的獲批給有關許可的人士。若土地擁有權有所改變，原申請人可授權該用地其後的擁有人為其代表，提交這宗申請。

4. Amendment(s) to Permission Sought 要求修訂許可的事項				
(a) Proposed amendments which can be quantified 可量化的擬議修訂				
Amendment(s) sought 要求修訂事項	Amount approved 已獲許可的數量 [a]	Amount sought 現要求的數量 [b]	Change 改變	
			Amount 數量 [b] - [a]	% $\frac{[b] - [a]}{[a]} \times 100$
<input type="checkbox"/> Increase in total gross floor area (sq. m.) 總樓面面積有所增加 (平方米)				
<input type="checkbox"/> Increase in plot ratio 地積比率有所增加				
<input type="checkbox"/> Change in gross site area (sq. m.) 地盤總面積有所改變 (平方米)				
<input type="checkbox"/> Change in number of units 單位數目有所改變				
<input type="checkbox"/> Change in number of building blocks 樓宇數目有所改變				
<input type="checkbox"/> Increase in 以下項目有所增加： <input type="checkbox"/> absolute building height (m.) 建築物的實際高度 (米) <input type="checkbox"/> number of storeys 層數 <input type="checkbox"/> meters above Principal Datum (mPD) 主水平基準上米數				
<input type="checkbox"/> Increase in site coverage (%) 上蓋面積有所增加 (%)				
<input type="checkbox"/> Change in gross floor area distribution from domestic to non-domestic (sq. m.) 把住用樓面面積改為非住用用途 (平方米)				
<input type="checkbox"/> Change in gross floor area distribution from non-domestic to domestic (sq. m.) 把非住用樓面面積改為住用用途 (平方米)				
<input type="checkbox"/> Change in gross floor area for non-domestic uses for one category to another as set out in # below: from ..... to ..... 把非住用用途的總樓面面積改作#所列另一類別的用途：..... 改作.....				
<input type="checkbox"/> Change in floor area(s) of government, institution or community facilities (sq. m.) (Please specify the type(s) of facilities) 政府、機構或社區設施的樓面面積有所改變 (平方米) (請註明設施類別)				
<input type="checkbox"/> Reduction in total area of public open space (sq. m.) 公眾休憩用地的總面積有所減少 (平方米)				
<input type="checkbox"/> Change in area of active/passive public open space : 動態/靜態公眾休憩用地的面積有所改變： <input type="checkbox"/> change in area of active public open space (sq. m.) 動態公眾休憩用地的面積有所改變 (平方米) <input type="checkbox"/> change in area of passive public open space (sq. m.) 靜態公眾休憩用地的面積有所改變 (平方米)				

#The categories of non-domestic uses include (1) hotel, (2) office and (3) other commercial uses, including but not limited to kindergarten, child care centre and public car park.

非住用用途類別包括(1)酒店、(2)辦公室及(3)其他商業用途，包括但不限於幼稚園、幼兒中心及公眾停車場。

<b>4. Amendment(s) to Permission Sought (Continued) 要求修訂許可的事項 (續)</b>				
<b>(a) Proposed amendments which can be quantified (continued) 可量化的擬議修訂 (續)</b>				
Amendment(s) sought 要求修訂事項	Amount approved 已獲許可的數量  [a]	Amount sought 現要求的數量  [b]	Change 改變	
			Amount 數量 [b] - [a]	% $\frac{[b] - [a]}{[a]} \times 100$
<input type="checkbox"/> Reduction in total area of private open space (sq. m.) 私人休憩用地的總面積有所減少 (平方米)				
<input type="checkbox"/> Change in number of the followings: 以下項目的數目有所改變: <input type="checkbox"/> parking spaces (please specify the type(s) and number(s)) 停車位 (請註明車位類別及數目) <input type="checkbox"/> loading and unloading spaces (please specify the type(s) and number(s)) 上落客貨車位 (請註明車位類別及數目) <input type="checkbox"/> ingress/egress point(s) 入口/出口				
<input type="checkbox"/> Change in size of the followings, not initiated by the relevant government departments: 以下項目的大小有所改變, 而有關改變並非由相關政府部門提出: <input type="checkbox"/> non-building area (m.) 非建築用地 (米) <input type="checkbox"/> setback (m.) 後移範圍 (米) <input type="checkbox"/> building gap (m.) 建築物間距 (米)				
<input type="checkbox"/> Change in number of the followings: 以下項目的數目有所改變: <input type="checkbox"/> increase in number of trees to be felled 砍伐樹木的數目有所增加 <input type="checkbox"/> decrease in number of preserved trees 保存樹木的數目有所減少				
<input type="checkbox"/> Change in floor area of public indoor recreational facilities (sq. m.) 公眾室內康樂設施的樓面面積有所改變 (平方米)				
<p>(b) <input type="checkbox"/> To extend the time for commencement of approved development for ..... more month(s). 將展開獲批准發展的期限延長多.....個月。</p> <p><input type="checkbox"/> To extend the time for compliance with planning condition(s) for ..... more month(s). 將履行規劃許可附帶條件的期限延長多.....個月。 (please specify the planning condition(s) involved 請註明涉及的規劃條件)</p> <p>.....</p> <p>.....</p> <p>.....</p>				

4. Amendment(s) to Permission Sought (Continued) 要求修訂許可的事項 (續)	
(c) Other proposed amendments (please illustrate on plan, if necessary) 其他擬議修訂 (如需要的話, 請在圖則顯示)	
Amendment(s) sought 要求修訂事項	Details 詳情
<input type="checkbox"/> Change in building blocks 樓宇有所改變 <ul style="list-style-type: none"> <li><input type="checkbox"/> change in form of building(s) where the affected portion(s) of the concerned block(s) is(are) the subject of environmental mitigation measures (多幢) 建築物的外形有所改變, 而有關的 (多幢) 樓宇的受影響部分與環境緩解措施有關</li> <li><input type="checkbox"/> minor change in disposition of building block(s) (other than house, New Territories Exempted House/ Small House) 輕微改變樓宇 (屋宇、新界豁免管制屋宇 / 小型屋宇除外) 的布局</li> </ul>	
<input type="checkbox"/> Change in : 以下項目有所改變 : <ul style="list-style-type: none"> <li><input type="checkbox"/> internal layout of premises 處所的內部設計</li> <li><input type="checkbox"/> disposition of premises 處所的布局</li> </ul>	
<input type="checkbox"/> Change in provision of government, institution or community facilities 政府、機構或社區設施的供應有所改變 <ul style="list-style-type: none"> <li><input type="checkbox"/> change in types of the facilities 改變設施的種類</li> <li><input type="checkbox"/> change in locations of the facilities 改變設施的位置</li> <li><input type="checkbox"/> deletion of facilities initiated by the relevant government departments 由有關政府部門提出刪除設施</li> </ul> (please specify the type(s) of facilities 請註明設施類別)	
<input type="checkbox"/> Change in location of the public open space on the same street/podium level(s) where the location of the public open space is the subject of environmental mitigation measures 在同一街道 / 平台層調動公眾休憩用地的位置, 而有關公眾休憩用地的位置與環境緩解措施有關	
<input type="checkbox"/> Change in location of the private open space 私人休憩用地的位置有所改變	
<input type="checkbox"/> Change in location of : 以下項目的位置有所改變 : <ul style="list-style-type: none"> <li><input type="checkbox"/> ingress/egress point(s) 入口 / 出口</li> <li><input type="checkbox"/> footbridge(s)/subway(s) 行人天橋 / 行人隧道</li> <li><input type="checkbox"/> public transport terminus 公共車輛總站</li> <li><input type="checkbox"/> car park 停車場</li> <li><input type="checkbox"/> loading/unloading area/lay-bys 上落客貨車處 / 避車處</li> </ul>	

4. Amendment(s) to Permission Sought (Continued) 要求修訂許可的事項 (續)	
(c) Other proposed amendments (continued) (please illustrate on plan, if necessary) 其他擬議修訂 (續) (如需要的話, 請在圖則顯示)	
Amendment(s) sought 要求修訂事項	Details 詳情
<input type="checkbox"/> Change in layout of emergency vehicular access 緊急車輛通道的布局設計有所改變	
<input type="checkbox"/> Change in location of the followings, not initiated by the relevant government departments: 以下項目的位置有所改變, 而有關改變並非由相關政府部門提出: <input type="checkbox"/> non-building area 非建築用地 <input type="checkbox"/> setback 後移範圍 <input type="checkbox"/> building gap 建築物間距	
<input type="checkbox"/> Change in tree preservation and landscape proposals/master plan: 樹木的保存及園景設計建議/總圖有所改變: <input type="checkbox"/> change in soft/hard landscape design 種植花卉樹木/園景建築設計有所改變 <input type="checkbox"/> change in implementation programme 實施計劃有所改變 <input type="checkbox"/> change in individual trees identified for preservation 已選定的予以保存的個別樹木有所改變	
<input type="checkbox"/> Change in provision of public indoor recreational facilities other than floor area (e.g. location, layout and type) 除了樓面面積外, 公眾室內康樂設施的供應有所改變 (例如: 位置、布局設計及種類)	
<input type="checkbox"/> Change in provision of ancillary major utility installation: 主要附屬公用設施裝置的提供應有所改變: <input type="checkbox"/> change in location of the facility 設施的位置有所改變 <input type="checkbox"/> deletion of the facility initiated by the relevant government departments 由有關政府部門提出刪除設施	
<input type="checkbox"/> Minor change in phasing or implementation schedule affecting: 輕微改變分期推行計劃或實施時間表, 以致影響: <input type="checkbox"/> the provision of government, institution or community facilities 政府、機構或社區設施 <input type="checkbox"/> the provision of public open space 公眾休憩用地的供應	

**5. Justifications 理由**

The applicant is invited to provide justifications in support of the application (Preferably not more than 500 words in English and/or Chinese. Use separate sheets if necessary).

現請申請人提供申請理由及支持其申請的資料（篇幅宜不超過 500 個英文字及／或中文字，如有需要，請另頁說明。）

Dotted lines for providing justifications.

**6. Plans, Drawings and Documents 圖則、繪圖及文件**

Please list plans, drawings and other documents submitted with the application.

請列明連同申請一併遞交的圖則、繪圖及文件。

Dotted lines for listing plans, drawings and other documents.

**7. Declaration 聲明**

I hereby declare that the particulars given in this application are correct and true to the best of my knowledge and belief.  
本人謹此聲明，本人就這宗申請提交的資料，據本人所知及所信，均屬真實無誤。

I hereby grant a permission to the Board to copy all the materials submitted in this application and/or to upload such materials to the Board's website for browsing and downloading by the public free-of-charge at the Board's discretion.  
本人現准許委員會酌情將本人就此申請所提交的所有資料複製及/或上載至委員會網站，供公眾免費瀏覽或下載。

Signature

簽署

.....

 Applicant /  Authorised Agent

申請人 / 獲授權代理人

.....

Name in Block Letters  
姓名（請以正楷填寫）Position (if applicable)  
職位（如適用）Professional  Member 會員 /  Fellow of 資深會員Qualification(s)  HKIP 香港規劃師學會 /  HKIA 香港建築師學會 /專業資格  HKIS 香港測量師學會 /  HKIE 香港工程師學會 / HKILA 香港園境師學會 /  HKIUD 香港城市設計學會 RPP 註冊專業規劃師

Others 其他 .....

on behalf of

代表.....

 Company /  Organization Name and Chop (if applicable)

公司 / 機構名稱及蓋章（如適用）

Date

日期..... (DD/MM/YYYY 日/月/年)

**Warning 警告**

Any person who knowingly or willfully makes any statement or furnish any information in connection with this application, which is false in any material particular, shall be liable to an offence under the Crimes Ordinance.

任何人在明知或故意的情況下，就這宗申請提出在任何要項上是虛假的陳述或資料，即屬違反《刑事罪行條例》。

**Statement on Personal Data 個人資料的聲明**

1. The personal data submitted to the Board in this application will be used by the Secretary of the Board and Government departments for the following purposes:

- (a) the processing of this application; and  
(b) facilitating communication between the applicant and the Secretary of the Board/Government departments

in accordance with the provisions of the Town Planning Ordinance and the relevant Town Planning Board Guidelines.

委員會就這宗申請所收到的個人資料會交給委員會秘書及政府部門，以根據《城市規劃條例》及相關的城市規劃委員會規劃指引的規定作以下用途：

- (a) 處理這宗申請；以及  
(b) 方便申請人與委員會秘書及政府部門之間進行聯絡。

2. The personal data provided by the applicant in this application may also be disclosed to other persons for the purposes mentioned in paragraph 1 above.

申請人就這宗申請提供的個人資料，或亦會向其他人士披露，以作上述第 1 段提及的用途。

3. An applicant has a right of access and correction with respect to his/her personal data as provided under the Personal Data (Privacy) Ordinance (Cap. 486). Request for personal data access and correction should be addressed to the Secretary of the Board at 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong.

根據《個人資料（私隱）條例》（第 486 章）的規定，申請人有權查閱及更正其個人資料。如欲查閱及更正個人資料，應向委員會秘書提出有關要求，其地址為香港北角渣華道 333 號北角政府合署 15 樓。



**Particulars of Applicant and Authorised Agent**  
**申請人及獲授權代理人的詳細資料**

<b>1. Applicant 申請人</b>	
<input type="checkbox"/> Identity Document 身份證明文件 / <input type="checkbox"/> Business Registration Certificate 商業登記證 <sup>+</sup> / <input type="checkbox"/> Certificate of Incorporation 公司註冊證	
Number 號碼 .....	
Postal Address 通訊地址	
Tel. No. 電話號碼	Fax. No. 圖文傳真號碼
E-mail Address 電郵地址	
Contact Person 聯絡人 (only for company 只適用於公司)	
Name 姓名 ( <input type="checkbox"/> Mr. 先生 / <input type="checkbox"/> Mrs. 夫人 / <input type="checkbox"/> Miss 小姐 / <input type="checkbox"/> Ms. 女士 ) .....	
Position in company 公司職位 .....	
<b>2. Authorised Agent (if applicable) 獲授權代理人 (如適用)</b>	
<input type="checkbox"/> Identity Document 身份證明文件 / <input type="checkbox"/> Business Registration Certificate 商業登記證 <sup>+</sup> / <input type="checkbox"/> Certificate of Incorporation 公司註冊證	
Number 號碼 .....	
Postal Address 通訊地址	
Tel. No. 電話號碼	Fax. No. 圖文傳真號碼
E-mail Address 電郵地址	
Contact Person 聯絡人 (only for company 只適用於公司)	
Name 姓名 ( <input type="checkbox"/> Mr. 先生 / <input type="checkbox"/> Mrs. 夫人 / <input type="checkbox"/> Miss 小姐 / <input type="checkbox"/> Ms. 女士 ) .....	
Position in company 公司職位 .....	
<input type="checkbox"/> I would like to receive the correspondences from the Board in Chinese (all the correspondences will be in English if this checkbox is unticked). 我希望所收到來自城規會信函為中文 (如沒有剔選此方格, 所收到的信函將預設為英文。)	
<input type="checkbox"/> I would like to receive paper-based correspondences from the Board (for paper saving, email address should be provided and all correspondences will be sent by email if this checkbox is unticked.) 我希望城規會以書面信件和我通信 (為珍惜紙張, 如沒有剔選此方格, 需要提交電郵地址及所有信函將以電郵寄出)	

<sup>+</sup> Please provide "Certificate of Incorporation No." instead of "Business Registration Certificate No." if the subject is a "limited company".  
 如單位屬「有限公司」, 請提供「公司註冊證號碼」, 而不是「商業登記證號碼」。

## Checklist of Documents 文件核對表

Please indicate if you have enclosed the following documents with this application.  
請說明你有否在這宗申請夾附下列文件。

- A signed original copy of the application form\*<sup>@</sup>.  
一份已簽署的申請表格正本\*<sup>@</sup>。
  
- 3 hard copies and 1 soft copy each of the plans/drawings accompanying the application (e.g. location plan and site plan) and supplementary information (e.g. planning statement, report on technical assessments such as traffic impact assessment, and report on environmental assessment, etc.):  
連同申請的圖則／繪圖(例如：位置圖及地盤平面圖)及補充資料(例如：規劃綱領、技術評估報告如交通影響評估及環境評估報告等)，一式三份硬複本及一份軟複本。
  
- Original authorisation letter signed by the applicant<sup>@</sup>, if the application is submitted by an authorised agent on the applicant's behalf.  
申請人簽署的授權書正本<sup>@</sup> (如申請是由申請人授權的代理人遞交)。
  
- Particulars of applicant and authorised agent in the application form\*.  
申請表格內申請人及獲授權代理人的詳細資料\*。

\* Documents which must be submitted with the application. 必須連同申請一併遞交的文件。

<sup>@</sup> Soft copy not accepted. 不接受軟複本。