

**ELECTRONIC SUBMISSION FOR APPLICATIONS FOR AMENDMENT OF PLAN,  
PERMISSION, AMENDMENT TO PERMISSION AND REVIEW UNDER SECTIONS  
12A, 16, 16A(2) AND 17 OF THE TOWN PLANNING ORDINANCE (CAP.131)  
RESPECTIVELY AND THE SUBMISSION OF FURTHER INFORMATION**

**GUIDANCE NOTES**

**INTRODUCTION**

1. The Electronic Planning Application Submission System (EPASS) is intended to provide an additional channel for the public to make planning/review applications under sections 12A, 16, 16A(2) and 17 of the Town Planning Ordinance (the Ordinance) and the subsequent submission of further information (FI) on these applications online.
2. The following notes give general information and guidance on how to use EPASS to apply for amendment of plan, permission, amendment to permission and review under sections 12A, 16, 16A(2) and 17 of the Ordinance and submit FI. This Guidance Notes should be read together with the other three Guidance Notes on planning applications<sup>1</sup> which give general information/guidance on how to make the corresponding planning applications, including general requirements on applications (including consent of or notification to “current land owner” and documents for the submissions), publication of application for comments, withdrawal of applications, request for deferment of decision on applications, right of review and appeal, and other important points to note.
3. If further information or assistance is required, please contact **the Planning Enquiry Counters (PEC) of the Planning Department (PlanD) (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).**

**TYPES OF SUBMISSIONS THAT CAN BE MADE VIA EPASS**

4. Submission of planning applications, review application and FI for planning/review applications via EPASS (EPASS submission) can be made by completing the relevant

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<sup>1</sup> The Guidance Notes include those on (i) Application for Amendment of Plan under section 12A of the Ordinance; (ii) Application for Permission under section 16 of the Ordinance; and (iii) Application for Amendment to Permission under section 16A(2) of the Ordinance. They can be viewed at the following link: [http://www.info.gov.hk/tpb/en/forms/forms\\_related.html](http://www.info.gov.hk/tpb/en/forms/forms_related.html).

electronic application forms (e-forms) online on the Town Planning Board (the Board)'s website:

- (a) Application for Amendment of Plan under Section 12A of the Ordinance (e-form No. S12A);
  - (b) Application for Permission under Section 16 of the Ordinance – Applicable to Proposal not involving or not only involving:
    - (i) Construction of “New Territories Exempted House(s)”;
    - (ii) Temporary use/development of land and/or building not exceeding 3 years in rural areas; and
    - (iii) Renewal of permission for temporary use or development in rural areas (e-form No. S16-I);
  - (c) Application for Permission under Section 16 of the Ordinance – Applicable to Proposal Only Involving Construction of “New Territories Exempted House(s)” (NTEH) (e-form No. S16-II);
  - (d) Application for Permission under Section 16 of the Ordinance – Applicable to Proposal Only Involving Temporary Use/Development of Land and/or Building not Exceeding 3 Years in Rural Areas or Renewal of Permission for such Temporary Use or Development (e-form No. S16-III);
  - (e) Application for Amendment to Permission under Section 16A(2) of the Ordinance (e-form No. S16A);
  - (f) Application for Review under Section 17 of the Ordinance (e-form No. S17); and
  - (g) Submission of FI for Planning Applications under the Ordinance (e-form No. FI).
5. The correct e-form should be used for the corresponding planning/review application or submission of FI. Use of a wrong e-form may delay the application process or lead to refusal of application.

## REQUIREMENTS OF MAKING EPASS SUBMISSIONS

6. Before making an EPASS submission, the applicant should have an “iAM Smart +” account<sup>2</sup> for signing the e-form and ensure that the requirements specified below as well as those at **Annex A** are met:

- (a) the submission should conform to the prescribed manner, format and procedure stipulated in the Gazette Notice made under section 11(2) of the Electronic Transaction Ordinance<sup>3</sup>;

### *Form*

- (b) signed with “iAM Smart +”;

### *Attachments*

- (c) attachments to the e-form should be in searchable PDF file<sup>4</sup> with the size of each file not exceeding 200MB (no page limit). If the file size is larger than 200MB, it should be split into two or more PDF files;
  - (d) with files each named based on its document nature and the rules set out at **Annex B**; and
  - (e) with the resolution of each drawing/plan/photo in the soft copy between 200 DPI<sup>5</sup> and 300 DPI.
7. Any intended submission other than by the aforesaid prescribed format and/or exceeding the file size will not be accepted by the Board.
8. If plans/drawings and supplementary information (SI), such as planning statement and reports on technical assessments, in support of the application are submitted, the Secretariat of the Board will notify the applicant by email to submit 4 hard copies of these

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<sup>2</sup> For details, please refer to <https://www.iamsmart.gov.hk/en/>

<sup>3</sup> For details, please refer to [https://www.ogcio.gov.hk/en/our\\_work/regulation/eto/ordinance/submission/](https://www.ogcio.gov.hk/en/our_work/regulation/eto/ordinance/submission/)

<sup>4</sup> The applicant should compile documents relating to landownership record, landowner’s consent, request for landowner’s consent and notification to landowner in separate PDF files. The applicant should also provide a signed authorisation letter in a separate PDF file if an authorised agent is engaged for the submission. The said documents should be submitted via EPASS and PDF files need not to be searchable.

<sup>5</sup> Dots Per Inch.

documents<sup>6</sup>, together with a print-out of the Board's notification for identification purpose, by hand or by post to the Secretariat of the Board at "15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong".

## **HOW TO MAKE AN EPASS SUBMISSION**

9. The steps/instructions of submission on the Board's website have to be followed and the important points of application should be noted. A video user guide of the submission process is available on the Board's website.
10. All EPASS submissions will be checked by the Secretariat of the Board. The applicant may be required to verify any matters or particulars set out or included in the application. Upon checking, if it is found that the applicant fails to provide the required particulars and/or sufficient copies of documents, the Board may refuse to process his/her application. The date of receipt of application will be the date when all necessary information and documents are received and checked.
11. For paper saving, correspondences from the Secretariat of the Board and any paper prepared by the Planning Department for the Board's consideration or its link (the documents) will be sent to the email address provided in the submission. No hard copy of the document will be sent to the applicant separately.
12. If the EPASS is made after the office hours of the Secretariat of the Board, it will be treated as having been submitted on the following working day<sup>7</sup>, e.g. if the submission is made at 5:30:01 p.m. on a Tuesday, it will be treated as having been submitted at 9:00:00 a.m. on Wednesday<sup>8</sup>, and if the submission is made at 6:00:01 p.m. on a Friday, it will be treated as having been submitted at 9:00:00 a.m. on the next Monday<sup>9</sup>.

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### **Town Planning Board Secretariat**

15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong

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<sup>6</sup> For applications under Section 16A(2) of the Ordinance, only 3 hard copies are required. Number of copies required for applications is applicable to their corresponding FIs. If considered necessary, additional copies may be required by the Board.

<sup>7</sup> The office hours of the Secretariat of the Board are from 9:00am to 5:30pm on Monday through Thursday and from 9:00am to 6:00pm on Friday.

<sup>8</sup> Given that the day is not a public holiday.

<sup>9</sup> Ditto.

(Tel: 2231 4810 or 2231 4835), (Fax: 2877 0245/2522 8426) and (Email: [tpbpd@pland.gov.hk](mailto:tpbpd@pland.gov.hk))

**Town Planning Board's Website**

<http://www.info.gov.hk/tpb/>

**Planning Enquiry Counters of the Planning Department**

17/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong

14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories

(Hotline: 2231 5000).

**Town Planning Board**

**February 2022**

## **Required Items and System Requirements for EPASS Submissions**

### **Required Items**

- (a) a smart phone with “iAM Smart” mobile app;
- (b) register to use “iAM Smart+”<sup>10</sup> version for digital signing; and
- (c) adobe Reader 8 (or above) for proper display of the downloaded file in PDF format.

### **System Requirements**

- (a) please refer to the System Requirements for “iAM Smart” Mobile App at <http://www.iamsmart.gov.hk/en/faq.html>; and
- (b) please refer to the System Requirements for GovHK Online Services at <http://www.gov.hk/en/about/helpdesk/softwarerequirement/onlineservice.htm>.

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<sup>10</sup> There are two versions of “iAM Smart” for registration, namely “iAM Smart” and “iAM Smart+”. The difference between the two versions is that “iAM Smart+” additionally provides digital signing function. It should be noted that user registered to use “iAM Smart” version only is unable to access to EPASS.

## Annex B

### A. Nature of the Supporting Documents Involved in Planning Application

1. Cover Letter
2. Plans and Drawings
3. Planning Statement
4. Responses to Comments
5. Environmental Assessment
6. Traffic Impact Assessment (on vehicles/on pedestrians)
7. Visual Impact Assessment
8. Landscape Impact Assessment
9. Tree Survey
10. Geotechnical Impact Assessment
11. Sewerage & Drainage Impact Assessment
12. Risk Assessment
13. Air Ventilation Assessment
14. Management Plan
15. Social Impact Assessment
16. Heritage Impact Assessment
17. Ecological Impact Assessment
18. Conservation Management Plan
19. Others

### B. Naming Rules for Digital Files

**[Application No. (if known; e.g. A\_K1\_123)]\_[ FI\*(no.)] [Nature of the Document]\_[Part no.] \*\* (if applicable)**

Example 1 (New Submission)\*\*\*

Drawings\_Plans.pdf

Traffic\_Impact\_Assessment\_1.pdf\*\*

Traffic\_Impact\_Assessment\_2.pdf\*\*

Example 2 (First Further Information)

A\_K1\_123\_FI(1)\_Responses\_To\_Comments.pdf

A\_K1\_123\_FI(1)\_Traffic\_Impact\_Assessment.pdf

A\_K1\_123\_FI(1)\_Others.pdf

\* "FI" stands for further information.

\*\* If an assessment/statement is larger than 200MB in file size, the applicant is required to split the assessment/statement into smaller files (parts) with each not exceeding 200MB and specify the part number of each file at the end of the respective file name. See the traffic impact assessment in Example 1.

\*\*\*Application number should be included in the name of the files for s.17 review. For s.16A applications, the application number of the original approved s.16 applications should be included.