

**TOWN PLANNING BOARD GUIDELINES ON  
CONSULTATION WITH DISTRICT COUNCILS ON PLANNING BRIEFS**

[Important Note:-

The Guidelines are intended for general reference only.

Any enquiry on this pamphlet should be directed to the Secretariat of the Town Planning Board (15<sup>th</sup> Floor, North Point Government Offices (NPGO), 333 Java Road, North Point, Hong Kong – Tel. No. 2231 4810 or 2231 4835) or the Planning Enquiry Counters of the Planning Department (Hotline: 2231 5000) (17<sup>th</sup> Floor, NPGO and 14<sup>th</sup> Sha Tin Government Office, 1 Sheung Wo Che Road, Sha Tin.)

The Guidelines are subject to revision without prior notice.]

## **1. Introduction**

In view of the rising community aspiration for a higher degree of transparency and participation in the planning system, and to provide a channel for the public to contribute to the determination of planning parameters for major development/redevelopment projects, District Councils (DCs) should be consulted on all planning briefs. This Guidelines set out the arrangement for consultation with DCs on planning briefs.

## **2. Planning Briefs**

A planning brief is a statement of the planning intention, guidelines and requirements for the development of a site and is usually required to be prepared for the following developments:

- (a) major development projects on sites zoned “Comprehensive Development Area” (CDA) on Outline Zoning Plans;
- (b) development projects on Government sites considered large and/or significant enough to require a planning brief to guide the drafting of land disposal documents;
- (c) housing projects of the Hong Kong Housing Authority<sup>1</sup> or Hong Kong Housing Society (HKHS); and
- (d) URA development schemes.

The planning briefs are mostly prepared by the Planning Department (PlanD) except those related to public housing projects and URA development schemes which are prepared by the Housing Department (HD)/HKHS and URA respectively.

## **3. Format and Content of Planning Briefs**

- 3.1 There is no fixed format for a planning brief as long as it contains all the basic information that a development agency needs to know about the site and its surroundings to enable the agency to assess the feasibility and the scope of different development options. The content should cover as far as possible all

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<sup>1</sup> Only the essential development requirements will need to be prepared by the Housing Department.

the relevant development constraints and opportunities of the site as well as the appropriate authority to consult.

- 3.2 A planning brief should allow due flexibility for the development agency to put forward creative and innovative ideas. The brief may contain illustrative sketches of development alternatives, which will be helpful in establishing the principles and defining the quality of the desired design. Items that may usually be covered in a planning brief are shown at Appendix I.

#### **4. Procedures for Preparation of Planning Briefs**

- 4.1 All Government departments, public bodies and utility companies likely to have interests in the site or its development should be consulted. Effort should be made to resolve any conflicts in the various requirements at the drafting stage of the planning brief. Unresolved conflict should be submitted to the approving authority for a decision.
- 4.2 All planning brief will be submitted to the District Planning Conference (DPCon), which is chaired by an Assistant Director of Planning of the PlanD, for consideration and endorsement. The relevant DC should be consulted on all planning briefs prepared by PlanD, HD/HKHS and URA. For CDA and major development projects, submission to the Town Planning Board (the Board) will also be required upon endorsement of the planning brief by the DPCon. The planning brief will then serve as a basis for the preparation of detailed Master Layout Plans.
- 4.3 For URA development scheme, the draft planning brief should first be submitted to DPCon for endorsement. Soon after the publication of the commencement notice of the development scheme under section 23 of the Urban Renewal Authority Ordinance (URAO), the draft planning brief, together with the draft Development Scheme Plan (DSP) submitted under section 25(5) of the URAO, will be submitted to the Board for consideration. The draft planning brief and the draft DSP should also be made available for public inspection at the Planning Enquiry Counters of PlanD until they are considered by the Board. The public may submit their comments to the Board within a specified period.
- 4.4 The URA and PlanD will consult the relevant DC, the earliest possible, on the draft planning brief, notional development scheme and scheme boundary of the draft DSP. DC or its members may give their views directly to the Board no later than two months after the date of consultation with the relevant DC. The Board would consider the draft planning brief and the draft DSP, together with DC's views and any other public comments received, within three months from the date of submission.

<b>General Contents of Planning Brief</b>	
Background Information	<ul style="list-style-type: none"><li>• planning history of the area</li><li>• general description of the site and surrounding areas</li><li>• location of site and site area</li><li>• land ownership/land disposal/resumption</li></ul>
Development Constraints and Opportunities	<ul style="list-style-type: none"><li>• land use zoning and development restrictions</li><li>• transport, infrastructural and engineering requirements</li><li>• urban design principles</li><li>• conservation/heritage considerations</li></ul>
Development Parameters	<ul style="list-style-type: none"><li>• design population</li><li>• plot ratio and site coverage</li><li>• maximum gross floor areas and maximum number of flats</li><li>• maximum building height</li></ul>
Transport Requirement	<ul style="list-style-type: none"><li>• car parking and loading/unloading provision</li><li>• public transport facilities</li><li>• pedestrian facilities and circulation</li></ul>
Environmental Requirement	<ul style="list-style-type: none"><li>• air and noise mitigation measures</li></ul>
Government, Institution or Community Facilities and Open Space Provision	<ul style="list-style-type: none"><li>• GIC requirements and ancillary community facilities</li><li>• open space and landscaping proposals</li></ul>
Other Facilities	<ul style="list-style-type: none"><li>• public utilities</li><li>• recreation facilities</li><li>• commercial/retail/market facilities</li></ul>
<p><b>Remark:</b> The brief can be in text format or in tabular format. It should be supplemented by photos, figures, tables, plans, models, etc. where appropriate.</p>	