

**TOWN PLANNING BOARD GUIDELINES
FOR SUBMISSION OF MASTER LAYOUT PLAN
UNDER SECTION 4A(2) OF THE TOWN PLANNING ORDINANCE**

[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 (by email: tpbpd@pland.gov.hk; by post: 15th Floor, North Point Government Offices (NPGO), 333 Java Road, North Point, Hong Kong; or by phone: 2231 4810 or 2231 4835) or the Planning Enquiry Counters of the Planning Department (Hotline : 2231 5000; email: enquire@pland.gov.hk; or by post: 17th Floor, NPGO and 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin).

The Guidelines are subject to revision without prior notice.]

1. Introduction

- 1.1 Pursuant to section 4A(2) of the Town Planning Ordinance (the Ordinance), the Town Planning Board (the Board) may require all applications for permission in an area zoned as “Comprehensive Development Area” (“CDA”) or “Other Specified Uses” annotated “Comprehensive Development/ Redevelopment Area” to be in the form of Master Layout Plans (MLPs) and supported by other relevant information. If approved by the Board, a MLP shall be deposited in the Land Registry for public inspection in accordance with section 4A(3) of the Ordinance.
- 1.2 Although the need for MLP submission has largely been recognized by applicants, excessive details are sometimes shown on submitted MLP and this may result in very rigid MLPs allowing little flexibility for future minor changes. It may also induce complications in arranging the deposition of the revised MLPs in the Land Registry. A set of guidelines is therefore necessary to ensure a consistent approach to the processing of MLP submissions.
- 1.3 These Guidelines set out the basic requirements for MLP submissions including the format of MLP and other supplementary information to facilitate consideration of a development proposal by the Board.

2. Scope and Application

- 2.1 This set of Guidelines is adopted by the Board to provide guidance to the developers or their agents for submission of MLPs under section 4A(2) of the Ordinance.
- 2.2 The standard requirements of a MLP submission should be applied with flexibility to take into account individual site circumstances.
- 2.3 Submission of MLPs and supporting information including various detailed assessments (i.e. the requirements set out in paragraphs 3 to 5 below) is not required for an application for change of use in an existing building within a "CDA" zone (irrespective of whether building works are undertaken) before completion of comprehensive development in the "CDA" zone, unless it is considered necessary by relevant Government departments.
- 2.4 For minor amendments to approved MLPs (as set out in TPB Guidelines No. 36C), submission of detailed assessments is generally not required, unless it is considered necessary by relevant Government departments.
- 2.5 The requirement for MLP submission is not applicable to applications for temporary uses within a “CDA” zone.

3. Format of MLP

3.1 In general, it is suggested that the following information should be included as appropriate in a MLP:

- a. Plans showing the location of the “CDA” site and the general layout of the whole development including such elements as:-
 - i. disposition of building blocks and number of blocks;
 - ii. locations of main land-uses by building blocks and disposition of broad uses by floors, such as commercial, residential and “Government, Institution or Community” (GIC) uses;
 - iii. building heights and number of storeys (indicating levels of podium if any) and maximum height of any major roof-top architectural feature; maximum building height if stipulated under the Notes of the OZP;
 - iv. locations of vehicular ingress/egress points and parking, loading/unloading facilities;
 - v. layout, alignments and widths of internal roads, including emergency vehicular access (EVA);
 - vi. locations of GIC, indoor recreational facilities, public transport facilities and ancillary major utility installations, such as refuse collection point and sewage treatment and disposal facility and liquefied petroleum gas compound;
 - vii. allocation of non-building areas, including set-backs and utility reserves;
 - viii. phasing of development;
 - ix. locations and types of open space (public/private and active/passive);
 - x. locations of pedestrian circulation facilities including subway, footbridges and footbridge connections;
 - xi. a master landscape plan indicating the concept of hard and soft landscaping and tree preservation and replanting proposals, including landscaping proposals for non-building areas/set-backs, where appropriate; and
 - xii. any other information as may be required by the Board.
- b. A development schedule showing the following main development parameters:
 - i. site area (in square metres);
 - ii. residential accommodation :
 - gross floor area (GFA) proposed in square metres, number of flats, average flat size, number of residential blocks/houses and building heights in terms of storeys and/or metres;
 - iii. commercial accommodation:
 - GFA proposed for the breakdown of broad commercial uses in square metres; for instance, GFAs for office, hotel and retail uses;
 - iv. GIC, indoor recreation and open space facilities:
 - GFA proposed in square metres and types of facilities to be provided; provision of GIC facilities may be given in Net Operational Floor Area (NOFA) as required by the Government departments; provision of open space should be specified in area in square metres;
 - v. provision of parking and loading/unloading facilities:
 - number of parking and loading/unloading spaces provided for the respective residential, commercial and/or other uses in comparison with the requirements of the HKPSG;
 - vi. provision of transport, public transport and other infrastructure facilities;
 - vii. development programme:
 - the proposed phasing of the development, the relative timing of various phases and the provision of various GIC, open space and other public facilities in each phase; and
 - viii. design population and schedule of population intake.

3.2 If the “CDA” site is not under single consolidated ownership, the applicant should be required to demonstrate that the proposed phasing of development has taken due consideration of the

development potential of the lots which are not under his ownership. The corresponding GFA and flat number distribution as well as provision of GIC, open space and other public facilities in each phase should be clearly indicated.

- 3.3 A sample of MLP submission is attached at Appendix I for general reference.
- 3.4 Detailed building plans will not be accepted for MLP submission. The Board is only concerned with the overall development concept of a scheme instead of the details as depicted in the building plans. The emphasis of the MLP submission should be on clarity and simplicity.
- 3.5 Subject to the scale of the "CDA" development, the MLP should be compiled, as far as practicable, in A3 size.
- 3.6 Additional plans for indicative purposes, such as sections, perspectives and detailed floor plans, should be distinguished from the MLP submission, unless they are considered necessary to form part of the MLP by the Board.

4. Explanatory Statement

- 4.1 The MLP should be supported by an explanatory statement which contains an adequate explanation of the development proposal, including such basic information as land tenure, relevant lease conditions, existing conditions of the site, the character of the site in relation to the surrounding areas, principles of layout design, design population, provision of GIC, recreation and open space facilities including responsibility for their construction cost and operation/management, vehicular and pedestrian circulation systems including widths and levels of roads/footbridges and whether they would be handed back to the Government on completion.
- 4.2 The explanatory statement will serve as reference materials to assist the Board in assessing the application, and may be deposited in the Land Registry for information of the general public but it does not form part of the MLP.

5. Supplementary Information

In addition to the explanatory statement, where appropriate, additional information such as traffic impact assessment, environmental assessment, hazard assessment, visual impact assessment and drainage/sewage impact studies, may also be required. However, these studies do not form part of the MLP and need not be deposited in the Land Registry.

6. Deposition of MLP

All such information in 3.1 (a) and 3.1 (b) above, once approved by the Board, shall be signed by the Chairman of the Board and deposited in the Land Registry. Any subsequently revised MLPs to incorporate the relevant approval conditions imposed by the Board or any proposed amendments to the approved scheme approved by the Board should also be deposited as soon as practicable. The applicant would be requested to indicate whether the latest approved MLP should replace the previous version(s). Upon completion of the development, the final version of an approved MLP should be deposited in the Land Registry for public inspection.

Appendix I - [Sample of MLP Submission](#)