

**TOWN PLANNING BOARD GUIDELINES FOR  
SUBMISSION OF CONCEPT PLAN  
IN SUPPORT OF SECTION 16 APPLICATION**

(Important Note :-

The Guidelines are intended for general reference only.

Any enquiry on this pamphlet should be directed to the Planning Information and Technical Administration Unit (PITA Unit) of the Planning Department, 17th Floor, North Point Government Offices (NPGO), 333 Java Road, North Point, Hong Kong - Tel. No. 2231 5000.

The Guidelines are subject to revision without prior notice.)

## 1. Introduction

- 1.1 In considering planning applications under section 16 of the Town Planning Ordinance (the Ordinance), relevant factors including land use compatibility and the impacts of the proposed use/development on the surrounding developments/areas would be taken into account by the Town Planning Board (TPB). It is the general development concept rather than detailed building design that are of relevance in the planning assessment. Detailed building design of a proposed scheme needs not be included in the submission to the TPB. Since planning permission is granted on the terms of submission, avoidance of excessive details in a submission will allow flexibility for design at the stage of building plan submission or subsequent change to the development scheme to meet market needs; and it can obviate the need for subsequent application for minor amendments to an approved scheme.
- 1.2 The purpose of this set of Guidelines is to set out the general requirements for preparing submission in support of a planning application. As a general principle, the information to be provided should be sufficient for the TPB to assess an application but broad enough to allow flexibility for subsequent detailed design.

## 2. Scope and Application

- 2.1 Apart from applications for Small House or open storage and port back-up uses, planning applications received by the TPB could be broadly classified into two types, i.e. those involving new development or wholesale redevelopment/conversion of an existing building to commercial, residential or mixed commercial/residential uses; and applications for partial conversion of an existing building or a change of use of a unit/units within a building.<sup>1</sup> These guidelines set out the basic requirements for preparing planning submission for the former type of applications.
- 2.2 These guidelines only serve as a general reference. For applications for specific uses/developments and applications in particular land use zone, reference should also be made to the relevant TPB Guidelines, Guidance Notes<sup>2</sup> and the pamphlet on "Supplementary Information to be Provided for a Section 16 Application"<sup>3</sup>, in respect of the information necessary to be submitted in support of planning application.

## 3. General Requirements for Preparing Submission in Support of Section 16 Applications

The overall development concept and basic development parameters would form the basis for the TPB approval. Excessive details of a proposed development scheme for the purpose of building plan submission would not be relevant. The followings give a broad indication of the general requirements for preparing submission in support of section 16 applications. However, the requirements, if any, set out in the Notes, Explanatory Statement and/or Planning Brief for the specific land use zone within which the

application site falls must be observed.

#### A. Concept Plan

(a) Concept plan of a suitable scale could be used as a tool to illustrate the proposed development under application. The following key elements should be shown on the concept plan:

- (i) clear delineation of the application site;
- (ii) disposition of building block(s) and number of block(s);
- (iii) location of main land uses by building block(s) and disposition of broad uses by floors, such as residential, office, shop and services;
- (iv) building heights and number of storeys (indicating levels of podium and basement, if any) and maximum building height if there is restriction stipulated under the Notes of the OZP;
- (v) location of vehicular ingress/egress points and parking, loading/unloading facilities;
- (vi) if applicable, location of non-building areas, including set-backs and drainage/ utility reserves; and
- (vii) section plan or elevation drawing, where appropriate, to illustrate the above.

(b) For development/redevelopment of a large scale and comprehensive nature and/or in areas subject to special requirements such as landscaping, environmental and infrastructural considerations as well as requirement for "Government, Institution or Community" (GIC) facilities, the following information, whenever applicable, should also be indicated on the concept plan:

- (i) layout, alignment and width of internal roads, including emergency vehicular access (EVA);
- (ii) landscaping and if applicable, tree survey, tree preservation, transplanting and replanting proposals;
- (iii) location and types of environmental mitigation measures;
- (iv) location of GIC and public transport facilities;
- (v) major ancillary facilities such as refuse collection point, drainage facility, sewage treatment and disposal facility, electricity substation and liquefied petroleum gas compound;
- (vi) location and types of open space (public/private); and
- (vii) location of pedestrian circulation facilities including subways, footbridges and footbridge connections.

(c) In general, detailed information on building design such as external finishes, voids, projection, smoke vent etc. and other technical details such as floor layout need not be submitted at the stage of planning application. However, if the application site is subject to strong urban design consideration, supporting information such as built form, facade treatment, photomontage and maximum height of each building block would be required. As for housing-related project, the submission of schematic floor layout would also be required for assessment of the environmental acceptability of the development. The Explanatory Statement of respective Outline Zoning Plans may include information in respect of whether an area is subject to strong urban design consideration. In case of doubt, clarifications could be sought from the respective District Planning Office of the Planning Department.

(d) Detailed calculation of gross floor area (GFA) for the purpose of Buildings Ordinance needs not be dealt with at the planning application stage. However, for development scheme which may involve dedication/surrender of land for public purpose, the broad arrangement, together with the additional GFA resulted (if any), could be indicated on the concept plan.

(e) For applications involving minor relaxation of development restrictions on building height, site coverage, or gross floor area/plot ratio, only matters of direct relevance to the subject of application need to be shown on the concept plan. In general, the required information in (a) above should be indicated in the submission for illustration purpose. However, in areas of high landscape or urban design value, applicants should provide supplementary information such as built form and photomontage to demonstrate the

acceptability of the proposal.

(f) A sample of concept plan is attached.

#### B. Indication of Broad Land Use Categories

(a) Applicants are encouraged to indicate broad use categories only. Indication of detailed use type would not be necessary. This would allow flexibility in detailed building design and in subsequent development implementation.

(b) For example, in case of a mixed commercial/residential development, the following broad land use categories would be relevant:

- (i) Residential Flat
- (ii) Hotel
- (iii) Office
- (iv) Shop, Services and Eating place
- (v) Recreation and Leisure
- (vi) Government Institution or Community (GIC) Facilities (need to be specific)
- (vii) Open Space (with clear demarcation between public and private open space)
- (viii) Major Public Utility Installation (need to be specific)
- (ix) Major Transport Facility (need to be specific)
- (x) Car Parking/Loading and Unloading Facility
- (xi) Vehicular Access Road

(c) For development schemes involving the provision of GIC facilities, the specific type of facility should be specified on the concept plan, as different facilities may have different land use implications. The same principle applies to major public utility installation (e.g. refuse collection point), and major transport facility (e.g. public transport interchange). If the proposed development involves potential hazardous installation, the specific type of provision should also be specified on the concept plan.

#### C. Indication of Broad Development Parameters

(a) To leave some flexibility for future changes to the proposed development scheme, applicants are also encouraged to indicate, as far as practicable, the maximum and/or minimum range for various key development parameters. In so doing, application for amendments to the approved parameters that do not exceed the stipulated range could be avoided. For example, the GFA for residential and commercial uses can be expressed as a maximum provision, whereas that for GIC and open space can be expressed as a minimum provision. Such indication would be necessary for the assessment of the implications (worst case scenario) of the proposed development on traffic, infrastructure and the environment.

(b) An example of development schedule showing the key development parameters is set out below:

Domestic GFA	Not more than ____
Hotel GFA	Not more than ____
Office GFA	Not more than ____
Commercial GFA	Not more than ____
Bonus GFA (if available)	Not more than ____
Number of Flats/Unit	Not more than ____
Flat/Unit Size	Ranging from ____ to ____
Building Height	Not exceeding ____

Number of Storeys	Not exceeding ____
Site Coverage	Not more than ____
GFA for GIC Facilities	Not less than ____ (be specific for each facility)
Open Space	Not less than ____ (be specific for public and private open space)
GFA for Indoor Recreation	Ranging from ____ to ____
Parking Provision	Ranging from ____ to ____
Loading & Unloading	Ranging from ____ to ____
Anticipated Population/Capacity	Ranging from ____ to ____

(c) If phased development is proposed and the provision of public facilities is involved, 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 should also be indicated.

#### 4. Additional Information

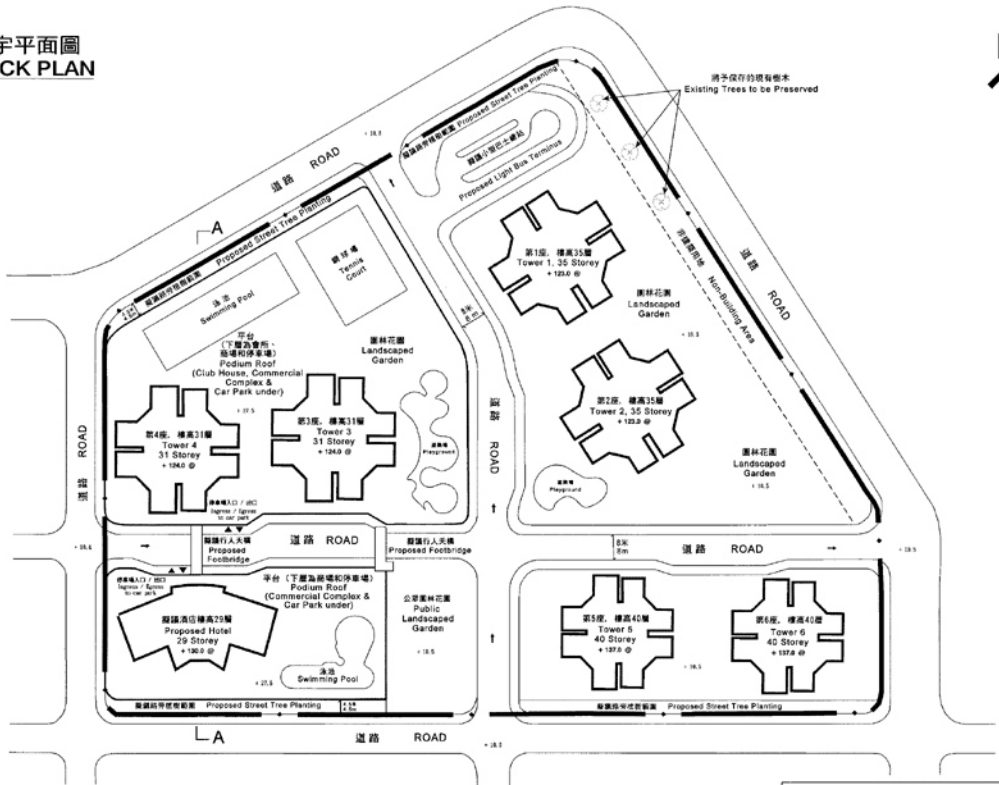
- 4.1 The above guidelines only serve as general reference for the preparation of an application. The guidelines are not meant in any way to restrict the content of each development proposal, nor to restrict the right of the Board to require further information. Each application will be considered on individual merits.
- 4.2 In case an applicant still has doubt on the level of details of information necessary to be included in a submission for planning application, clarifications could be sought from the respective District Planning Office of the Planning Department.

#### Remarks

- 1 The general information necessary to be provided for applications for partial conversion of an existing building or a change of use of a unit/units within a building has been set out in the s.16 Application Form. In general, information on the floor area and address of the premises for which planning permission is sought, the type of uses/activities proposed, together with the floor/sketch plan(s) showing the internal layout of the application premises would need to be supplied. Depending on the circumstances of each case, information on the provision of associated facilities such as vehicular/pedestrian accesses, car parking spaces, loading/unloading areas and means of escape etc. may also be required.
- 2 The Guidance Notes on "Application for Permission for Temporary Open Storage and Port Back-up Uses" under section 16 of the Ordinance have set out the requirements for submission of relevant plans/drawings.
3. Please refer to the pamphlet on "Supplementary Information to be Provided for a Section 16 Application" in respect of applications for school (including kindergarten and tutorial school), office within an industrial building/workshop, composite industrial-office building, offensive trades, small house, warehouse and storage, rural industrial workshop, petrol/liquefied petroleum gas filling station, large scale residential development and uses in areas zoned "Comprehensive Development Area".

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樓宇平面圖  
BLOCK PLAN



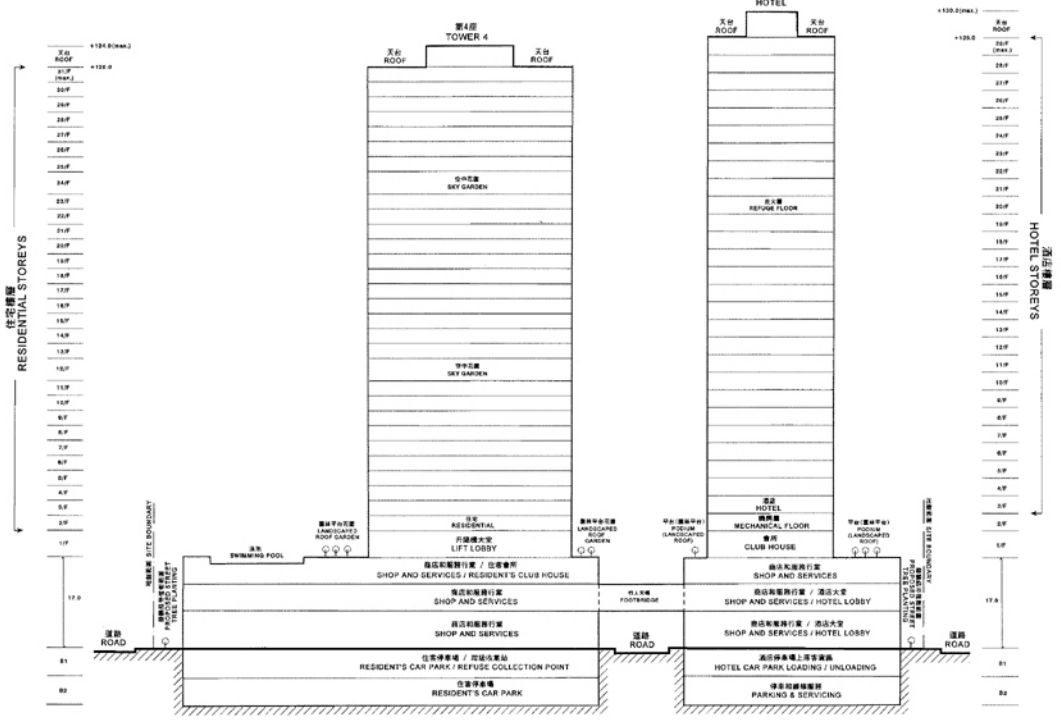
圖例  
⊕ 圖上顯示的建築物高度及層數為最高數目。

LEGEND  
⊕ The building heights and storey numbers indicated on the plan are the maximum figures.

比例 SCALE 1:1000  
0 20 40 METRES 米

概念圖則樣本  
SAMPLE OF CONCEPT PLAN

註：如情況適用，應包括地下和其他樓層的平均圖。  
Note: Ground Plan and other Floor Plan should be included, where appropriate.



註：如情況適用，應包括立視圖  
Note: Elevation drawing to be included, where appropriate

比例 SCALE 1:1000  
0 20 40 METRES 米

截面圖 A-A  
SECTION A-A  
概念圖則樣本  
SAMPLE OF CONCEPT PLAN