此文件在 2026年 10月 28日 收到，城市規劃委員會只會在收到所有必要的資料及文件後才正式確認收到申請的日期。

This document is received on 28 OCT 2026. The Town Planning Board will formally acknowledge the date of receipt of the application only upon receipt of all the required information and documents.

Form No. S16-I
表格第 S16-I 號

APPLICATION FOR PERMISSION UNDER SECTION 16 OF THE TOWN PLANNING ORDINANCE (CAP. 131)

根據《城市規劃條例》(第131章)第16條遞交的許可申請

Applicable to proposals not involving or not only involving:
適用於建議不涉及或不祇涉及:

(i) **Construction of "New Territories Exempted House(s)";**
興建「新界豁免管制屋宇」;

(ii) **Temporary use/development of land and/or building not exceeding 3 years in rural areas or Regulated Areas; and**
位於鄉郊地區或受規管地區土地上及/或建築物內進行為期不超過三年的臨時用途/發展;及

(iii) **Renewal of permission for temporary use or development in rural areas or Regulated Areas**
位於鄉郊地區或受規管地區的臨時用途或發展的許可續期

Applicant who would like to publish the notice of application in local newspapers to meet one of the Town Planning Board's requirements of taking reasonable steps to obtain consent of or give notification to the current land owner, please refer to the following link regarding publishing the notice in the designated newspapers: https://www.tpb.gov.hk/en/plan_application/apply.html

申請人如欲在本地報章刊登申請通知，以採取城市規劃委員會就取得現行土地擁有人的同意或通知現行土地擁有人所指定的其中一項合理步驟，請瀏覽以下網址有關在指定的報章刊登通知：https://www.tpb.gov.hk/tc/plan_application/apply.html

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

\# "Current land owner" means any person whose name is registered in the Land Registry as that of an owner of the land to which the application relates, as at 6 weeks before the application is made
「現行土地擁有人」指在提出申請前六星期，其姓名或名稱已在土地註冊處註冊為該申請所關乎的土地的擁有人的人

& Please attach documentary proof 請夾附證明文件

^ Please insert number where appropriate 請在適當地方註明編號

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

260496 9/10 By hand

Form No. S16-I 表格第 S16-I 號

For Official Use Only 請勿填寫此欄	Application No. 申請編號	A/ST/1055
	Date Received 收到日期	28 OCT 2026

1. The completed form and supporting documents (if any) should be sent to the Secretary, Town Planning Board (the Board), 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong.
申請人須把填妥的申請表格及其他支持申請的文件 (倘有)，送交香港北角渣華道 333 號北角政府合署 15 樓城市規劃委員會(下稱「委員會」)秘書收。

2. Please read the "Guidance Notes" carefully before you fill in this form. The document can be downloaded from the Board's website at http://www.tpb.gov.hk/. It 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，然後填寫此表格。該份文件可從委員會的網頁下載 (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 樓及新界沙田上禾輋路 1 號沙田政府合署 14 樓)索取。

3. 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. 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。如果申請人所提交的資料或文件副本不齊全，委員會可拒絕處理有關申請。

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1. Name of Applicant 申請人姓名/名稱

(☐ Mr. 先生 /☐ Mrs. 夫人 /☐ Miss 小姐 /☐ Ms. 女士 /☑ Company 公司 /☐ Organisation 機構)

Harvest Civil Engineering Company Limited
軒誠建築工程有限公司

2. Name of Authorised Agent (if applicable) 獲授權代理人姓名/名稱（如適用）

(☐ Mr. 先生 /☐ Mrs. 夫人 /☐ Miss 小姐 /☐ Ms. 女士 /☐ Company 公司 /☐ Organisation 機構)

3. Application Site 申請地點

(a) Full address / location / demarcation district and lot number (if applicable) 詳細地址／地點／丈量約份及地段號碼（如適用）	Workshops 5 and 7,10th Floor Shing Chuen Industrial Building, 25-27 Shing Wan Road, Tai Wai, Shatin, N.T. 新界沙田大圍成運路25-27號， 成全工業大廈10樓5號室及7號室
(b) Site area and/or gross floor area involved 涉及的地盤面積及／或總樓面面積	☐Site area 地盤面積 ..... sq.m 平方米☐About 約 ☑Gross floor area 總樓面面積 191 sq.m 平方米☐About 約
(c) Area of Government land included (if any) 所包括的政府土地面積（倘有）	N/A 不適用 sq.m 平方米 ☐About 約

(d)	Name and number of the related statutory plan(s) 有關法定圖則的名稱及編號	Shatin Outline Zoning Plan No. S/ST/40 沙田分區計劃大綱圖No. S/ST/40
(e)	Land use zone(s) involved 涉及的土地用途地帶	Industrial 工業
(f)	Current use(s) 現時用途	Office 寫字樓 (If there are any Government, institution or community facilities, please illustrate on plan and specify the use and gross floor area) (如有任何政府、機構或社區設施，請在圖則上顯示，並註明用途及總樓面面積)

4. "Current Land Owner" of Application Site 申請地點的「現行土地擁有人」

The applicant 申請人 –

☑ is the sole "current land owner"#& (please proceed to Part 6 and attach documentary proof of ownership).
是唯一的「現行土地擁有人」#& (請繼續填寫第 6 部分，並夾附業權證明文件)。

☐ is one of the "current land owners"#& (please attach documentary proof of ownership).
是其中一名「現行土地擁有人」#& (請夾附業權證明文件)。

☐ is not a "current land owner"#.
並不是「現行土地擁有人」#。

☐ The application site is entirely on Government land (please proceed to Part 6).
申請地點完全位於政府土地上（請繼續填寫第 6 部分）。

5. Statement on Owner's Consent/Notification
就土地擁有人的同意/通知土地擁有人的陳述

(a) According to the record(s) of the Land Registry as at . (DD/MM/YYYY), this application involves a total of "current land owner(s) "#.
根據土地註冊處截至 年 月 日的記錄，這宗申請共牽涉 名「現行土地擁有人」#。

(b) The applicant 申請人 –

☐ has obtained consent(s) of "current land owner(s)"#.
已取得 名「現行土地擁有人」#的同意。

Details of consent of "current land owner(s)"# obtained 取得「現行土地擁有人」#同意的詳情

No. of 'Current Land Owner(s)' 「現行土地擁有人」數目	Lot number/address of premises as shown in the record of the Land Registry where consent(s) has/have been obtained 根據土地註冊處記錄已獲得同意的地段號碼／處所地址	Date of consent obtained (DD/MM/YYYY) 取得同意的日期 (日/月/年)

(Please use separate sheets if the space of any box above is insufficient. 如上列任何方格的空間不足，請另頁說明)

☐ has notified "current land owner(s)"#
已通知 名「現行土地擁有人」#。

Details of the "current land owner(s)"# notified 已獲通知「現行土地擁有人」#的詳細資料		
No. of 'Current Land Owner(s)' 「現行土地擁有人」數目	Lot number/address of premises as shown in the record of the Land Registry where notification(s) has/have been given 根據土地註冊處記錄已發出通知的地段號碼／處所地址	Date of notification given (DD/MM/YYYY) 通知日期(日/月/年)

(Please use separate sheets if the space of any box above is insufficient. 如上列任何方格的空間不足，請另頁說明)

☐ has taken reasonable steps to obtain consent of or give notification to owner(s):
已採取合理步驟以取得土地擁有人的同意或向該人發給通知。詳情如下：

Reasonable Steps to Obtain Consent of Owner(s) 取得土地擁有人的同意所採取的合理步驟

☐ sent request for consent to the "current land owner(s)" on _____ (DD/MM/YYYY)#&
於_____(日/月/年)向每一名「現行土地擁有人」#郵遞要求同意書&

Reasonable Steps to Give Notification to Owner(s) 向土地擁有人發出通知所採取的合理步驟

☐ published notices in local newspapers on _____ (DD/MM/YYYY)&
於_____(日/月/年)在指定報章就申請刊登一次通知&

☐ posted notice in a prominent position on or near application site/premises on _____ (DD/MM/YYYY)&
於_____(日/月/年)在申請地點／申請處所或附近的顯明位置貼出關於該申請的通知&

☐ sent notice to relevant owners' corporation(s)/owners' committee(s)/mutual aid committee(s)/management office(s) or rural committee on _____ (DD/MM/YYYY)&
於_____(日/月/年)把通知寄往相關的業主立案法團/業主委員會/互助委員會或管理處，或有關的鄉事委員會&

Others 其他

☐ others (please specify)
其他（請指明）

Note: May insert more than one「✔」.
Information should be provided on the basis of each and every lot (if applicable) and premises (if any) in respect of the application.
註: 可在多於一個方格內加上「✔」號
申請人須就申請涉及的每一地段（倘適用）及處所（倘有）分別提供資料

6. Type(s) of Application 申請類別

☑ Type (i) Change of use within existing building or part thereof
第(i)類 更改現有建築物或其部分內的用途

☐ Type (ii) Diversion of stream / excavation of land / filling of land / filling of pond as required under Notes of Statutory Plan(s)
第(ii)類 根據法定圖則《註釋》內所要求的河道改道／挖土／填土／填塘工程

☐ Type (iii) Public utility installation / Utility installation for private project
第(iii)類 公用事業設施裝置/私人發展計劃的公用設施裝置

☐ Type (iv) Minor relaxation of stated development restriction(s) as provided under Notes of Statutory Plan(s)
第(iv)類 略為放寬於法定圖則《註釋》內列明的發展限制

☐ Type (v) Use / development other than (i) to (iii) above
第(v)類 上述的(i)至(iii)項以外的用途／發展

Note 1: May insert more than one「✓」.
註 1： 可在多於一個方格內加上「✓」號
Note 2: For Development involving columbarium use, please complete the table in the Appendix.
註 2： 如發展涉及靈灰安置所用途，請填妥於附件的表格。

(i) For Type (i) application 供第(i)類申請

(a) Total floor area involved 涉及的總樓面面積	191 sq.m 平方米		
(b) Proposed use(s)/development 擬議用途/發展	Renewal of Planning Approval for Temporary Office for a Period of 3 years 臨時辦公室的規劃許可續期（爲期3年）(Renewal case of A/ST/1022) (If there are any Government, institution or community facilities, please illustrate on plan and specify the use and gross floor area) (如有任何政府、機構或社區設施，請在圖則上顯示，並註明用途及總樓面面積)		
(c) Number of storeys involved 涉及層數		Number of units involved 涉及單位數目	2
(d) Proposed floor area 擬議樓面面積	Domestic part 住用部分	sq.m 平方米	☐About 約
	Non-domestic part 非住用部分 191	sq.m 平方米	☑About 約
	Total 總計 191	sq.m 平方米	☑About 約

(e) Proposed uses of different floors (if applicable) 不同樓層的擬議用途(如適用) (Please use separate sheets if the space provided is insufficient). (如所提供的空間不足，請另頁說明)	Floor(s) 樓層	Current use(s) 現時用途	Proposed use(s) 擬議用途
	N/A不適用	Not Applicable 不適用	Not Applicable 不適用

(ii) For Type (ii) application 供第(ii)類申請

(a) Operation involved 涉及工程	☐ Diversion of stream 河道改道 ☐ Filling of pond 填塘 Area of filling 填塘面積 sq.m 平方米 ☐About 約 Depth of filling 填塘深度 m 米 ☐About 約 ☐ Filling of land 填土 Area of filling 填土面積 sq.m 平方米 ☐About 約 Depth of filling 填土厚度 m 米 ☐About 約 ☐ Excavation of land 挖土 Area of excavation 挖土面積 sq.m 平方米 ☐About 約 Depth of excavation 挖土深度 m 米 ☐About 約 (Please indicate on site plan the boundary of concerned land/pond(s), and particulars of stream diversion, the extent of filling of land/pond(s) and/or excavation of land) (請用圖則顯示有關土地／池塘界線，以及河道改道、填塘、填土及／或挖土的細節及/或範圍)
(b) Intended use/development 有意進行的用途／發展	

(iii) For Type (iii) application 供第(iii)類申請

(a) Nature and scale
性質及規模

☐ Public utility installation 公用事業設施裝置

☐ Utility installation for private project 私人發展計劃的公用設施裝置

Please specify the type and number of utility to be provided as well as the dimensions of each building/structure, where appropriate
請註明有關裝置的性質及數量，包括每座建築物/構築物(倘有)的長度、高度和闊度

Name/type of installation 裝置名稱／種類	Number of provision 數量	Dimension of each installation /building/structure (m) (LxWxH) 每個裝置／建築物／構築物的尺寸 (米) (長 x 闊 x 高)

(Please illustrate on plan the layout of the installation 請用圖則顯示裝置的布局)

(iv) For Type (iv) application 供第(iv)類申請

(a) Please specify the proposed minor relaxation of stated development restriction(s) and **also fill in the proposed use/development and development particulars in part (v) below** –
請列明擬議略為放寬的發展限制**並填妥於第(v)部分的擬議用途/發展及發展細節** –

☐	Plot ratio restriction 地積比率限制	From 由	to 至	
☐	Gross floor area restriction 總樓面面積限制	From 由	sq. m 平方米 to 至	sq. m 平方米
☐	Site coverage restriction 上蓋面積限制	From 由	% to 至	%
☐	Building height restriction 建築物高度限制	From 由	m 米 to 至	m 米
		From 由	mPD 米 (主水平基準上) to 至	mPD 米 (主水平基準上)
		From 由	storeys 層 to 至	storeys 層
☐	Non-building area restriction 非建築用地限制	From 由	m to 至	m
☐	Others (please specify) 其他（請註明）			

(v) For Type (v) application 供第(v)類申請

(a) Proposed use(s)/development 擬議用途/發展	(Please illustrate the details of the proposal on a layout plan 請用平面圖說明建議詳情)

(b) Development Schedule 發展細節表

Proposed gross floor area (GFA) 擬議總樓面面積	sq.m 平方米	☐About 約
Proposed plot ratio 擬議地積比率		☐About 約
Proposed site coverage 擬議上蓋面積	%	☐About 約
Proposed no. of blocks 擬議座數		
Proposed no. of storeys of each block 每座建築物的擬議層數	storeys 層	
	☐ include 包括 storeys of basements 層地庫	
	☐ exclude 不包括 storeys of basements 層地庫	
Proposed building height of each block 每座建築物的擬議高度	mPD 米(主水平基準上)	☐About 約
	m 米	☐About 約

☐ Domestic part 住用部分

GFA 總樓面面積	sq. m 平方米	☐About 約
number of Units 單位數目		
average unit size 單位平均面積	sq. m 平方米	☐About 約
estimated number of residents 估計住客數目		

☐ Non-domestic part 非住用部分

	GFA 總樓面面積	
☐ eating place 食肆	sq. m 平方米	☐About 約
☐ hotel 酒店	sq. m 平方米	☐About 約
	(please specify the number of rooms 請註明房間數目)	
☐ office 辦公室	sq. m 平方米	☐About 約
☐ shop and services 商店及服務行業	sq. m 平方米	☐About 約
☐ Government, institution or community facilities 政府、機構或社區設施	(please specify the use(s) and concerned land area(s)/GFA(s) 請註明用途及有關的地面面積／總樓面面積)	
☐ other(s) 其他	(please specify the use(s) and concerned land area(s)/GFA(s) 請註明用途及有關的地面面積／總樓面面積)	

☐ Open space 休憩用地 (please specify land area(s) 請註明地面面積)

☐ private open space 私人休憩用地	sq. m 平方米	☐ Not less than 不少於
☐ public open space 公眾休憩用地	sq. m 平方米	☐ Not less than 不少於

(c) Use(s) of different floors (if applicable) 各樓層的用途 (如適用)

[Block number] [座數]	[Floor(s)] [層數]	[Proposed use(s)] [擬議用途]
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

(d) Proposed use(s) of uncovered area (if any) 露天地方（倘有）的擬議用途

7. Anticipated Completion Time of the Development Proposal 擬議發展計劃的預計完成時間

Anticipated completion time (in month and year) of the development proposal (by phase (if any)) (e.g. June 2023)
擬議發展計劃預期完成的年份及月份 (分期 (倘有)) (例：2023 年 6 月)
(Separate anticipated completion times (in month and year) should be provided for the proposed public open space and Government, institution or community facilities (if any))
(申請人須就擬議的公眾休憩用地及政府、機構或社區設施 (倘有) 提供個別擬議完成的年份及月份)

8. Vehicular Access Arrangement of the Development Proposal 擬議發展計劃的行車通道安排

Any vehicular access to the site/subject building? 是否有車路通往地盤／有關建築物？	Yes 是	☑ There is an existing access. (please indicate the street name, where appropriate) 有一條現有車路。(請註明車路名稱(如適用)) Shing Wan Road 成運路 ☐ There is a proposed access. (please illustrate on plan and specify the width) 有一條擬議車路。（請在圖則顯示，並註明車路的闊度）
	No 否	☐
Any provision of parking space for the proposed use(s)? 是否有為擬議用途提供停車位？	Yes 是	☐ (Please specify type(s) and number(s) and illustrate on plan) 請註明種類及數目並於圖則上顯示) Private Car Parking Spaces 私家車車位 _____ Motorcycle Parking Spaces 電單車車位 _____ Light Goods Vehicle Parking Spaces 輕型貨車泊車位 _____ Medium Goods Vehicle Parking Spaces 中型貨車泊車位 _____ Heavy Goods Vehicle Parking Spaces 重型貨車泊車位 _____ Others (Please Specify) 其他 (請列明) _____ _____ _____ _____ _____
	No 否	☑
Any provision of loading/unloading space for the proposed use(s)? 是否有為擬議用途提供上落客貨車位？	Yes 是	☐ (Please specify type(s) and number(s) and illustrate on plan) 請註明種類及數目並於圖則上顯示) Taxi Spaces 的士車位 _____ Coach Spaces 旅遊巴車位 _____ Light Goods Vehicle Spaces 輕型貨車車位 _____ Medium Goods Vehicle Spaces 中型貨車車位 _____ Heavy Goods Vehicle Spaces 重型貨車車位 _____ Others (Please Specify) 其他 (請列明) _____ _____ _____ _____ _____
	No 否	☑

9. Impacts of Development Proposal 擬議發展計劃的影響

If necessary, please use separate sheets to indicate the proposed measures to minimise possible adverse impacts or give justifications/reasons for not providing such measures.
如需要的話，請另頁註明可盡量減少可能出現不良影響的措施，否則請提供理據/理由。

Does the development proposal involve alteration of existing building? 擬議發展計劃是否包括現有建築物的改動?	Yes 是	☐ Please provide details 請提供詳情
	No 否	☑
Does the development proposal involve the operation on the right? 擬議發展是否涉及右列的工程? (Note: where Type (ii) application is the subject of application, please skip this section. 註：如申請涉及第(ii)類申請，請跳至下一條問題。)	Yes 是	☐ (Please indicate on site plan the boundary of concerned land/pond(s), and particulars of stream diversion, the extent of filling of land/pond(s) and/or excavation of land) (請用地盤平面圖顯示有關土地／池塘界線，以及河道改道、填塘、填土及／或挖土的細節及/或範圍) ☐ Diversion of stream 河道改道 ☐ Filling of pond 填塘 Area of filling 填塘面積 sq.m 平方米 ☐About 約 Depth of filling 填塘深度 m 米 ☐About 約 ☐ Filling of land 填土 Area of filling 填土面積 sq.m 平方米 ☐About 約 Depth of filling 填土厚度 m 米 ☐About 約 ☐ Excavation of land 挖土 Area of excavation 挖土面積 sq.m 平方米 ☐About 約 Depth of excavation 挖土深度 m 米 ☐About 約
	No 否	☑
Would the development proposal cause any adverse impacts? 擬議發展計劃會否造成不良影響？	On environment 對環境	Yes 會 ☐ No 不會 ☑
	On traffic 對交通	Yes 會 ☐ No 不會 ☑
	On water supply 對供水	Yes 會 ☐ No 不會 ☑
	On drainage 對排水	Yes 會 ☐ No 不會 ☑
	On slopes 對斜坡	Yes 會 ☐ No 不會 ☑
	Affected by slopes 受斜坡影響	Yes 會 ☐ No 不會 ☑
	Landscape Impact 構成景觀影響	Yes 會 ☐ No 不會 ☑
	Tree Felling 砍伐樹木	Yes 會 ☐ No 不會 ☑
	Visual Impact 構成視覺影響	Yes 會 ☐ No 不會 ☑
	Others (Please Specify) 其他 (請列明) _____ _____	Yes 會 ☐ No 不會 ☑
	Please state measure(s) to minimise the impact(s). For tree felling, please state the number, diameter at breast height and species of the affected trees (if possible) 請註明盡量減少影響的措施。如涉及砍伐樹木，請說明受影響樹木的數目、及胸高度的樹幹直徑及品種(倘可)	

10. Justifications 理由

The applicant is invited to provide justifications in support of the application. 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，如有需要，請另頁說明。

We are a contractor in the construction business. Construction contracts are becoming more and more management intensive as more stringent and numerous requirements are progressively incorporated into the latest tender and contract documents. We need to have an adequate team of management staff in order to manage our contracts properly and more efficiently. These staff include not only the site personnels but also office personnels including clerical, accounting, estimating and contract management staff. As a result, we need more office space to accommodate these office staff in order to run our business properly.

Tai Wai has proven to be a very good location to hold an office for a contractor like our company which is mainly involved in civil engineering works, as the bulk of such works are spread over the New Territories. Tai Wai is a small town and a visit to the town will easily make it clear that there is little existence or development of commercial premises within the town. The buildings within the town are mainly residential buildings, village houses and industrial buildings. We are unable to find suitable alternative sites to locate our office.

The location of our office in Tai Wai is easily accessible to public transport facilities as it is very near to the Tai Wai Railway Station. This will minimize the potential traffic generation.

From time to time, when the works in a site have been completed, we may need to transport some equipment (e.g. survey equipment, computers & other I.T. equipment, photocopiers) and furniture (e.g. a few desks and chairs) from the site to be temporarily stored in the office premises until they are re-deployed to a new site. Siting our office in an industrial building like Shing Chuen Industrial Building will facilitate this activity as there is adequate provision of loading/ unloading facilities within the building. Attached is a drawing showing the layout of the car park area within Shing Chuen Industrial Building.

11. 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 申請人 / ☐ Authorised Agent 獲授權代理人

MAK KWUN YIU 麥焜堯 (Name in Block Letters 姓名（請以正楷填寫）)

Director 董事 (Position (if applicable) 職位 （如適用）)

Professional Qualification(s) 專業資格
☑ Member 會員 / ☐ Fellow of 資深會員
☐ HKIP 香港規劃師學會 / ☐ HKIA 香港建築師學會 /
☐ 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 MICE

on behalf of 代表 Harvest Civil Engineering Company Limited 軒誠建築工程有限公司

☑ Company 公司 / ☐ Organisation Name and Chop (if applicable) 機構名稱及蓋章（如適用）

Date 日期 08/10/2026 (DD/MM/YYYY 日/月/年)

Remark 備註

The materials submitted in this application and the Board's decision on the application would be disclosed to the public. Such materials would also be uploaded to the Board's website for browsing and free downloading by the public where the Board considers appropriate.
委員會會向公眾披露申請人所遞交的申請資料和委員會對申請所作的決定。在委員會認為合適的情況下，有關申請資料亦會上載至委員會網頁供公眾免費瀏覽及下載。

Warning 警告

Any person who knowingly or wilfully 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:
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) the processing of this application which includes making available the name of the applicant for public inspection when making available this application for public inspection; and
   處理這宗申請，包括公布這宗申請供公眾查閱，同時公布申請人的姓名供公眾查閱；以及
   (b) facilitating communication between the applicant and the Secretary of the Board/Government departments.
   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。

For Developments involving Columbarium Use, please also complete the following:
如發展涉及靈灰安置所用途，請另外填妥以下資料:

Ash interment capacity 骨灰安放容量@

Maximum number of sets of ashes that may be interred in the niches
在龕位內最多可安放骨灰的數量 _____

Maximum number of sets of ashes that may be interred other than in niches
在非龕位的範圍內最多可安放骨灰的數量 _____

Total number of niches 龕位總數 _____

Total number of single niches
單人龕位總數 _____

Number of single niches (sold and occupied)
單人龕位數目 (已售並佔用) _____

Number of single niches (sold but unoccupied)
單人龕位數目 (已售但未佔用) _____

Number of single niches (residual for sale)
單人龕位數目 (待售) _____

Total number of double niches
雙人龕位總數 _____

Number of double niches (sold and fully occupied)
雙人龕位數目 (已售並全部佔用) _____

Number of double niches (sold and partially occupied)
雙人龕位數目 (已售並部分佔用) _____

Number of double niches (sold but unoccupied)
雙人龕位數目 (已售但未佔用) _____

Number of double niches (residual for sale)
雙人龕位數目 (待售) _____

Total no. of niches other than single or double niches (please specify type)
除單人及雙人龕位外的其他龕位總數 (請列明類別)
_____

Number. of niches (sold and fully occupied)
龕位數目 (已售並全部佔用) _____

Number of niches (sold and partially occupied)
龕位數目 (已售並部分佔用) _____

Number of niches (sold but unoccupied)
龕位數目 (已售但未佔用) _____

Number of niches (residual for sale)
龕位數目 (待售) _____

Proposed operating hours 擬議營運時間 _____
_____

@ Ash interment capacity in relation to a columbarium means –
就靈灰安置所而言，骨灰安放容量指：
- the maximum number of containers of ashes that may be interred in each niche in the columbarium;
每個龕位內可安放的骨灰容器的最高數目;
- the maximum number of sets of ashes that may be interred other than in niches in any area in the columbarium; and
在該靈灰安置所並非龕位的範圍內，總共最多可安放多少份骨灰；以及
- the total number of sets of ashes that may be interred in the columbarium.
在該骨灰安置所內，總共最多可安放多少份骨灰。

Gist of Application 申請摘要

(Please provide details in both English and Chinese as far as possible. This part will be circulated to relevant consultees, uploaded to the Town Planning Board's Website for browsing and free downloading by the public and available at the Planning Enquiry Counters of the Planning Department for general information.)
(請盡量以英文及中文填寫。此部分將會發送予相關諮詢人士、上載至城市規劃委員會網頁供公眾免費瀏覽及下載及於規劃署規劃資料查詢處供一般參閱。)

Application No. 申請編號	(For Official Use Only) (請勿填寫此欄)
Location/address 位置／地址	Workshops 5 and 7,10th Floor Shing Chuen Industrial Building, 25-27 Shing Wan Road, Tai Wai, Shatin, N.T. 新界沙田大圍成運路25-27號，成全工業大廈10樓5號室及7號室
Site area 地盤面積	sq. m 平方米 ☐ About 約 (includes Government land of 包括政府土地 sq. m 平方米 ☐ About 約)
Plan 圖則	Shatin Outline Zoning Plan No. S/ST/40 沙田分區計劃大綱圖 No. S/ST/40
Zoning 地帶	Industrial 工業
Applied use/ development 申請用途/發展	Renewal of Planning Approval for Temporary Office for a Period of 3 years 臨時辦公室的規劃許可續期（爲期3年） (Renewal case of A/ST/1022)

(i) Gross floor area and/or plot ratio 總樓面面積及／或地積比率		sq.m 平方米		Plot Ratio 地積比率
	Domestic 住用		☐ About 約 ☐ Not more than 不多於	☐About 約 ☐Not more than 不多於
	Non-domestic 非住用	191	☑ About 約 ☐ Not more than 不多於	☐About 約 ☐Not more than 不多於
(ii) No. of blocks 幢數	Domestic 住用			
	Non-domestic 非住用			
	Composite 綜合用途			

(iii)	Building height/No. of storeys 建築物高度／層數	Domestic 住用	m 米 ☐ (Not more than 不多於)
			mPD 米(主水平基準上) ☐ (Not more than 不多於)
			Storeys(s) 層 ☐ (Not more than 不多於) (☐*Include 包括*/☐ *Exclude 不包括* ☐ *Carport 停車間* ☐ *Basement 地庫* ☐ *Refuge Floor 防火層* ☐ *Podium 平台)*
		Non-domestic 非住用	m 米 ☐ (Not more than 不多於)
			mPD 米(主水平基準上) ☐ (Not more than 不多於)
			Storeys(s) 層 ☐ (Not more than 不多於) (☐*Include 包括*/☐ *Exclude 不包括* ☐ *Carport 停車間* ☐ *Basement 地庫* ☐ *Refuge Floor 防火層* ☐ *Podium 平台)*
		Composite 綜合用途	m 米 ☐ (Not more than 不多於)
			mPD 米(主水平基準上) ☐ (Not more than 不多於)
			Storeys(s) 層 ☐ (Not more than 不多於) (☐*Include 包括*/☐ *Exclude 不包括* ☐ *Carport 停車間* ☐ *Basement 地庫* ☐ *Refuge Floor 防火層* ☐ *Podium 平台)*
(iv)	Site coverage 上蓋面積	% ☐ About 約	
(v)	No. of units 單位數目	2	
(vi)	Open space 休憩用地	Private 私人	sq.m 平方米 ☐ Not less than 不少於
		Public 公眾	sq.m 平方米 ☐ Not less than 不少於

(vii) No. of parking spaces and loading / unloading spaces 停車位及上落客貨車位數目	Total no. of vehicle parking spaces 停車位總數 Private Car Parking Spaces 私家車車位 Motorcycle Parking Spaces 電單車車位 Light Goods Vehicle Parking Spaces 輕型貨車泊車位 Medium Goods Vehicle Parking Spaces 中型貨車泊車位 Heavy Goods Vehicle Parking Spaces 重型貨車泊車位 Others (Please Specify) 其他 (請列明) _____ _____	
	Total no. of vehicle loading/unloading bays/lay-bys 上落客貨車位／停車處總數 Taxi Spaces 的士車位 Coach Spaces 旅遊巴車位 Light Goods Vehicle Spaces 輕型貨車車位 Medium Goods Vehicle Spaces 中型貨車位 Heavy Goods Vehicle Spaces 重型貨車車位 Others (Please Specify) 其他 (請列明) _____ _____	

Submitted Plans, Drawings and Documents 提交的圖則、繪圖及文件

	Chinese 中文	English 英文
Plans and Drawings 圖則及繪圖		
Master layout plan(s)/Layout plan(s) 總綱發展藍圖／布局設計圖	☐	☑
Block plan(s) 樓宇位置圖	☐	☐
Floor plan(s) 樓宇平面圖	☐	☑
Sectional plan(s) 截視圖	☐	☐
Elevation(s) 立視圖	☐	☐
Photomontage(s) showing the proposed development 顯示擬議發展的合成照片	☐	☐
Master landscape plan(s)/Landscape plan(s) 園境設計總圖／園境設計圖	☐	☐
Others (please specify) 其他（請註明）	☐	☐
_____		
_____		
Reports 報告書		
Planning Statement/Justifications 規劃綱領/理據	☐	☐
Environmental assessment (noise, air and/or water pollutions) 環境評估（噪音、空氣及／或水的污染）	☐	☐
Traffic impact assessment (on vehicles) 就車輛的交通影響評估	☐	☐
Traffic impact assessment (on pedestrians) 就行人的交通影響評估	☐	☐
Visual impact assessment 視覺影響評估	☐	☐
Landscape impact assessment 景觀影響評估	☐	☐
Tree Survey 樹木調查	☐	☐
Geotechnical impact assessment 土力影響評估	☐	☐
Drainage impact assessment 排水影響評估	☐	☐
Sewerage impact assessment 排污影響評估	☐	☐
Risk Assessment 風險評估	☐	☐
Others (please specify) 其他（請註明）	☐	☑
Certificate of Fire Services Installation and Equipemt		
_____		

Note: May insert more than one「✔」. 註：可在多於一個方格內加上「✔」號

Note: The information in the Gist of Application above is provided by the applicant for easy reference of the general public. Under no circumstances will the Town Planning Board accept any liabilities for the use of the information nor any inaccuracies or discrepancies of the information provided. In case of doubt, reference should always be made to the submission of the applicant.

註： 上述申請摘要的資料是由申請人提供以方便市民大眾參考。對於所載資料在使用上的問題及文義上的歧異，城市規劃委員會概不負責。若有任何疑問，應查閱申請人提交的文件。

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