

Section 16 Planning Application for
Proposed Temporary Sales of Private Cars,
Motor Vehicle Showroom, Vehicle Maintenance Workshop, Retail Shop for
Car Components/ Accessories and Convenience Store with Associated Uses
for a Period of 3 Years at Various Lots in D.D. 115, Au Tau, Yuen Long

PLANNING STATEMENT



Toco Planning Consultants Ltd.



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Executive Summary

This section 16 (s.16) planning application is submitted by Toco Planning Consultants Limited on behalf of Ms. Lok Sau Lan (the Applicant), the landowner's representative of Lot Nos. 766 S.A, 766 S.C and 767 in D.D. 115, Au Tau, Yuen Long. The Applicant seeks planning permission from the Town Planning Board (TPB / the Board) for temporary sales of private cars, motor vehicle showroom, vehicle maintenance workshop, retail shop for car components/ accessories and small convenience store with ancillary uses for a period of three years covering the aforesaid private lots (the application site). The application site is about 884.71m² in area and falls within an area zoned "Undetermined" ("U") on the draft Nam Sang Wai Outline Zoning Plan (OZP) No. S/YL-NSW/11.

The application site has long been occupied by a mix-use of workshops, garage (vehicle maintenance workshops) and storage since 1975. It is the subject of three previous s.16 planning applications for vehicle services-related use, which were approved by the Board on 23.8.2002, 26.2.2021 and 23.6.2023 respectively. Recently, a potential operator recognised the growing potential of electric vehicles (EV) and identified this location as well-suited for their operations. Hence, the Applicant has taken this opportunity to undertake holistic renovations to upgrade the facility at the site. This s.16 planning application is submitted in order to meet the operational needs from the potential EV's operator and the requirements outlined in previous planning applications from relevant Government departments.

The proposed development will continuously be an important vehicle services-related facility to serve the needs of locals in the area. It is also in line with the policy's initiative to promote the adoption of EVs and their associated supporting facilities in Hong Kong. The built-over area at the site is in line with the operational and consumer needs to protect the vehicles and accessories from bad weather. Planning assessment shows that the application site is suitable for the proposed development since it is located at the fringe of the "U" zone with direct access to Castle Peak Road. The proposed development is low-rise in nature and is compatible with the surrounding land uses which are mainly car parks, vehicle repair workshops and storage sites. The small scale development will not result in any significant traffic, environmental, drainage, sewerage and landscape impacts. Being temporary in nature and majority of the site is covered by Short Term Waivers for the for vehicle services-related use, approval of the present application will not set an undesirable precedent for other similar applications and frustrate the long-term planning intention of the "U" zone.

行政摘要

(內容如有差異，應以英文版本為準)

駱秀蘭女士 (申請人) 是元朗凹頭丈量約份第 115 約地段第 766 號 A 分段、766 號 C 分段及 767 號之土地業主代表，現透過達材都市規劃顧問有限公司，根據《城市規劃條例》第 16 條向城市規劃委員會 (城規會) 遞交規劃許可申請 (規劃申請)，以准許在上述私人地段 (申請地點) 內提供臨時私家車銷售、汽車陳列室、車輛維修工場、售賣車輛配件／零件之零售店、小型便利店及其附屬用途，為期 3 年。申請地點面積約 884.71 平方米，現時在南生圍分區計劃大綱草圖編號 S/YL-NSW/11 上被劃為「未決定用途」地帶。

申請地點自 1975 年起一直被用作混合用途，包括工場、車輛維修工場及倉地，而申請地點涉及三宗與汽車服務相關用途的規劃申請，並分別於 2002 年 8 月 23 日、2021 年 2 月 26 日及 2023 年 6 月 23 日獲城規會批准。近期，一名潛在營運者看準電動車市場的增長潛力，並認為申請地點適合作為其營運地點。申請人因此把握這個機會將申請地點內的設施改善進行全面性改裝，而此規劃申請旨在符合潛在營運者的營運需要之餘，同時符合過往規劃申請中提出的意見及要求。

擬議發展將繼續為區內居民提供重要的汽車服務相關設施，擬議發展亦配合政府推動香港電動車普及及相關支援設施的政策方向，而申請地點內的上蓋面積亦符合營運及消費者在惡劣天氣下保護車輛及配件的需要。規劃評估認為很適合作擬議發展，因為申請地點位於「未決定用途」地帶的邊緣位置，並可直接連接青山公路。另外，擬議發展屬低層建築，與周邊以停車場、車輛維修工場及倉地為主的土地用途互相配合。本計劃規模細小，故不會對區內的交通、環境、排水、排污及園景造成不良影響。由於擬議用途屬臨時性質，加上申請地點內大部分地方已受與汽車服務相關用途的短期豁免書涵蓋，因此批准本申請不會為類似申請立下不良先例，亦不會窒礙「未決定用途」地帶的長遠規劃意向。

1. INTRODUCTION

1.1 Purpose of Submission

This section 16 (s.16) planning application is submitted by Toco Planning Consultants Limited on behalf of Ms. Lok Sau Lan (the Applicant), the landowner's representative of Lot Nos. 766 S.A, 766 S.C and 767 in D.D. 115, Au Tau, Yuen Long. The Applicant seeks planning permission from the Town Planning Board (TPB / the Board) for temporary sales of private cars, motor vehicle showroom, vehicle maintenance workshop, retail shop for car components/ accessories and small convenience store with ancillary uses for a period of three years covering the aforesaid private lots (the application site). The application site is about 884.71m² in area and falls within an area zoned "Undetermined" ("U") on the draft Nam Sang Wai Outline Zoning Plan (OZP) No. S/YL-NSW/11 (see **Plan A**).

1.2 The Application's Background

The application site has long been paved, formed and occupied by a mix-use of workshops, garage (vehicle repair workshops) and storage since the waiver/ modification letters were granted by the District Lands Office/Yuen Long (DLO/YL) in 1975. On 31.7.2003, DLO/YL permitted the short term waiver (STW) applications (Nos. 2663 and 2664) for vehicle repair workshop with built-over area (BOA) at Lot Nos. 766 S.C and 767 in D.D. 115. They also permitted the STW applications (Nos. 2667 and 2669) for temporary retail shop for wheels and tyres with BOA at Lot Nos. 766 S.A and 766 S.C in D.D. 115 after the s.16 planning application (No. A/YL-NSW/115) was approved by the Board on 23.8.2002.

In 2019 and 2020, the landowner was informed by DLO/YL that the BOA, building height and use of the development are in breach of the basic terms as permitted in the above STW. Hence, the application site was also the subject of two s.16 planning applications (Nos. A/YL-NSW/285 and A/YL-NSW/306) approved by the Board on 26.2.2021 and 23.6.2023 (see **Appendix I**) respectively. Recently, a potential operator recognised the growing potential of electric vehicles (EV) and identified this location as well-suited for their operations. Taking into account the operational needs from the potential operator and the requirements outlined in previous applications from relevant Government departments, the Applicant has taken the following necessary action and improvements for the application site:

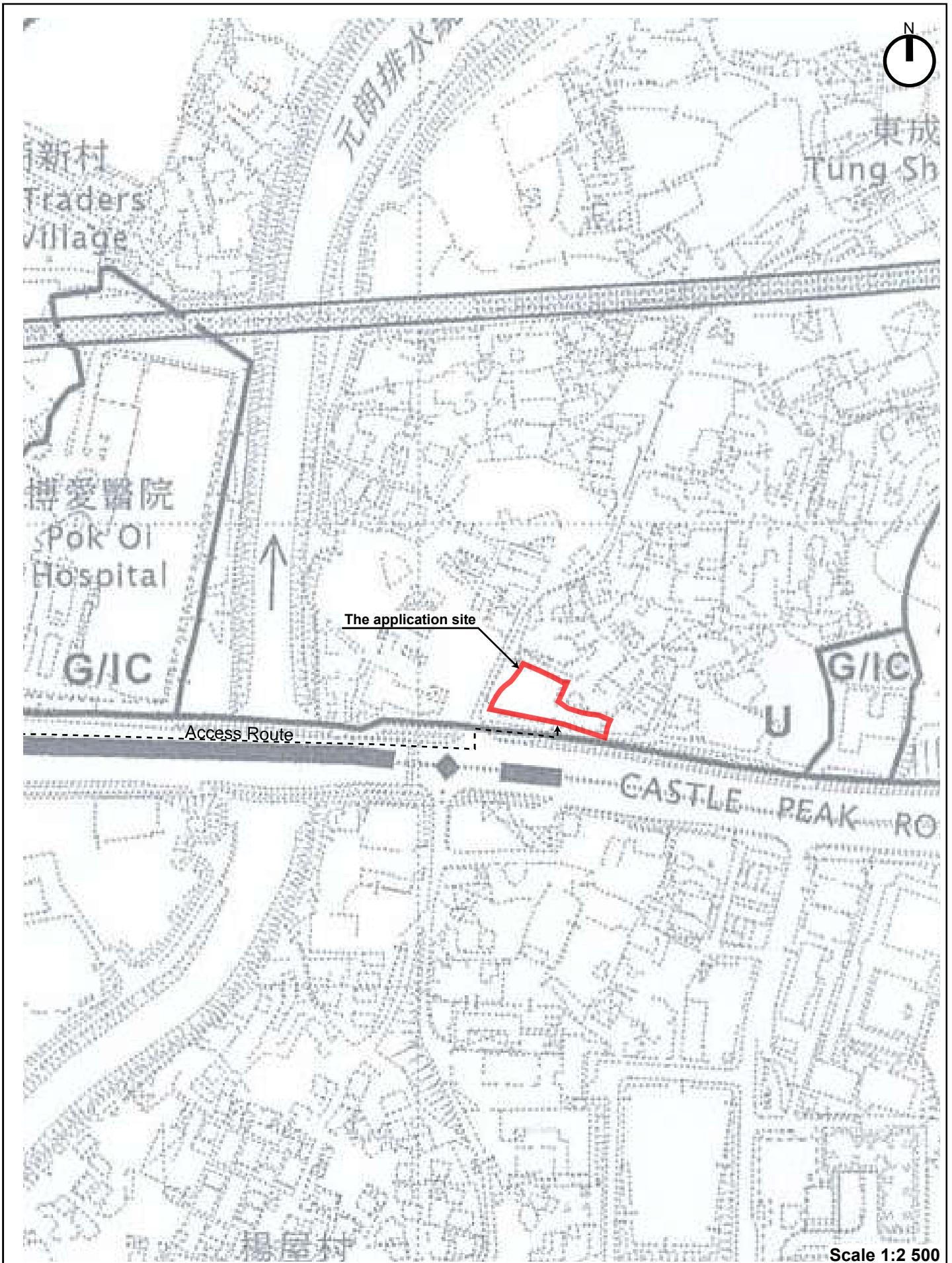
- (i) To achieve better internal space utilisation, the Applicant redesigned the layout by removing the previous division of the site, which had been split into two sections with different levels and separate entrances. The ground was levelled to create a more cohesive structure, and the space was converted into two storeys to maximise functionality and efficiency. As part of this renovation, the building height was slightly modified to 8m and the entrance to the workshop has been relocated to the southern part of the facility, allowing for improved accessibility and more practical use of the facility;

- (ii) In response to the requirements from Drainage Services Department (DSD) from the previous application, the roof has been renovated and drainage gutters installed for collecting runoff from the application site;
- (iii) In response to the requirements from Fire Services Department (FSD) from the previous application, Fire Services Installations (FSI) such as automatic sprinkler system, fire detector system, emergency lighting, exit signs and portable appliances have been installed within the application site; and
- (iv) The small portion of the BOA extended over the Government land adjoining the southern side of Lot No. 766 S.C. in D.D. 115 has been rectified. Should planning approval be given to this application, the STWs holders will apply to DLO/YL for modification of the STW conditions where appropriate.

Planning assessments have indicated that the present s.16 planning application is well justified based on the following reasons:-

- (a) the proposed development will be an important facility to serve the needs of locals in the area and the BOA is in line with the operational and consumer needs to protect the vehicles and accessories from bad weather;
- (b) the proposed development is similar to the uses which has been in operation at the site before the gazette of the first Nam Sang Wai Interim Development Permission Area (IDPA) Plan on 17.8.1990;
- (c) the business of the potential operator is in line with the policy's initiative to promote the adoption of EVs and their associated supporting facilities in Hong Kong;
- (d) the proposed development would benefit the nearby residents by providing a sales outlet in a convenient location;
- (e) the application site is suitable for the proposed uses since it is located at the fringe of the "U" zone with direct access to Castle Peak Road – Yuen Long Section;
- (f) the proposed uses are low-rise in nature and are compatible with the surrounding land uses which are mainly car parks, vehicle repair workshops and storage sites;
- (g) the small scale development will not result in any significant traffic, environmental, drainage, fire safety, sewerage and landscape impacts; and
- (h) being temporary in nature and majority of the site is covered by STW for the proposed uses, approval of the present application will not set an undesirable precedent for other similar applications and frustrate the long-term planning intention of the "U" zone.

The above planning justifications will be explained in detail in the following sections.



Plan A: Zoning and Location Plan

Extract of Draft Nam Sang Wai Outline Zoning Plan No. S/YL-NSW/11
(Prepared on 8.4.2026)

2. PLANNING BACKGROUND

2.1 Site Location and Accessibility

The application site is located at No. 9 Yuen Long Tung Shing Lei Road, Au Tau, Yuen Long (see **Plan A**) (**Photo 1**). It is bounded by a small vehicle repair workshop to the north; a piece of vacant land to the east (**Photo 4**); a footpath with cycling track along Castle Peak Road – Yuen Long Section to the south; and Yuen Long Tung Shing Lei Road to the west.

The application site is accessible by vehicles via a local track leading to Castle Peak Road – Yuen Long Section. The entrance of the site is located southern side of the BOA which is facing a local track along Castle Peak Road (**Photo 3**). A bus stop is located in front of the site at Castle Peak Road.

2.2 Site and Adjacent Land Uses

The application site has a total area of about 884.71m² and it has long been paved, formed and occupied by a temporary structure (see **Plan B**). It is currently a renovated BOA with two levels for a potential operator for a temporary sales of private cars, motor vehicle showroom, vehicle maintenance workshop and retail shop for car components/ accessories and small convenience store with associated uses such as office etc. (**Photo 5** and **Photo 6**). The maximum building height of the temporary structure is not more than 8m (**Photo 2**).

The surrounding areas have the following characteristics:

- (a) to its north and northeast are vehicle repair workshops, storage of vehicles, residential dwellings, warehouse of food, vacant land, shop and services (sales of hardware accessories) with valid planning permission (No. A/YL-NSW/331);
- (b) to its east are residential dwellings, parking of vehicles and vehicle service centre, and shop and services (sales of private cars) with valid planning permission (No. A/YL-NSW/278);
- (c) to its south across the Castle Peak Road – Yuen Long Section are a petrol filling station, vehicle workshop, open storage of containers, and a wholesale centre of auto parts and car sales centre with valid planning permission within the Tai Tong OZP area; and
- (d) to its west across Yuen Long Tung Shing Lei Road are Sun Kong Hotel, residential dwellings and shop and services (convenience store and showroom) and storage use within valid planning permission (No. A/YL-NSW/320).

2.3 Planning Context

The application site is zoned “U” on the draft Nam Sang Wai OZP No. S/YL-NSW/11. According to the Explanatory Statement of the aforesaid OZP, any private developments or redevelopment under this zone require planning permission from the Board so as to ensure that the environment would not be adversely affected and that infrastructure, Government, institution or community facilities, open space are adequately provided. Hence, the present s.16 planning application is submitted for TPB’s consideration.

The application site (in whole or in part) is the subject of three previous s.16 planning applications. Application No. A/YL-NSW/115 submitted by a different applicant for temporary retail shop for wheels and tyres was approved by the Board on 23.8.2002, and application Nos. A/YL-NSW/285 and A/YL-NSW/306 submitted by the same applicant for temporary vehicle maintenance workshop, retail shop for car components/accessories and convenience store with ancillary uses were approved by the Board on 26.2.2021 and 23.6.2023 respectively.

The abovementioned previous applications were all approved by the Board mainly on considerations that the development would not jeopardise the long term planning intention of the “U” zone; the development was not incompatible with the surrounding land uses; and the development would unlikely generate adverse environmental, traffic and drainage impacts and there were no adverse departmental comments.

2.4 Land Status

The application site involves Lot Nos. 766 S.A, 766 S.C and 767 in D.D. 115 (see **Plan B**), and they are Old Scheduled Agricultural Lots. The subject private lots are all under the Block Government Lease which contains the restriction that no structures are allowed to be erected without the prior approval of the Government. They are covered by STW for the use of vehicle repair workshop and temporary retail shop for wheels and tyres, and the BOA subject to a building height restriction of not more than 5.2m and a coverage restriction as shown in **Table 2.1**. Should planning approval be given to this s.16 planning application, the STWs holders will apply to DLO/YL for modification of the STW conditions where appropriate.

Table 2.1: Land Status of the Application Site

D.D.	Lot No.	Total Size (sq.m)	STW No.	Permitted Use ⁽¹⁾	Permitted BOA (sq.m)	Current BOA (sq.m) ⁽²⁾
D.D. 115	766 S.A	199.2238	2667	Workshop	152	162.4576
	766 S.C	399.3573	2669	Workshop	144	229
			2663	Shop	85	
767	286.1275	2664	Shop	240.01	275.3692	

Remarks 1: Workshop = vehicle repair workshop; Shop = temporary retail shop for wheels and tyres

Remarks 2: This information is for indicative purpose only. All measurement must be checked on-site.



Photo 1: Aerial View of the site.



Photo 2: The western side of the site.



Photo 3: The southern side of the site.



Photo 4: The eastern side of the site.

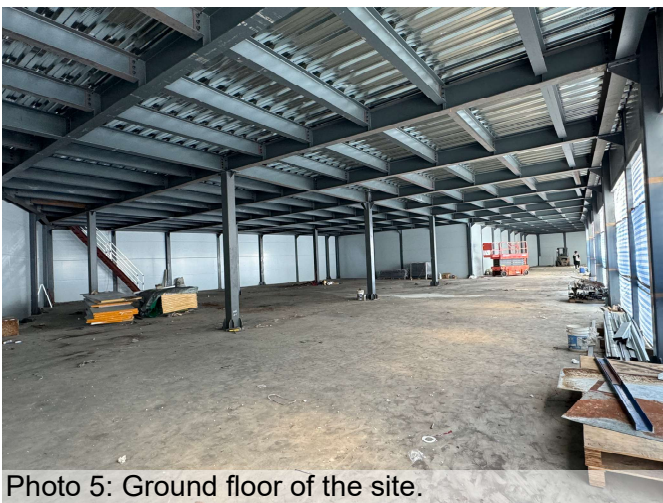


Photo 5: Ground floor of the site.

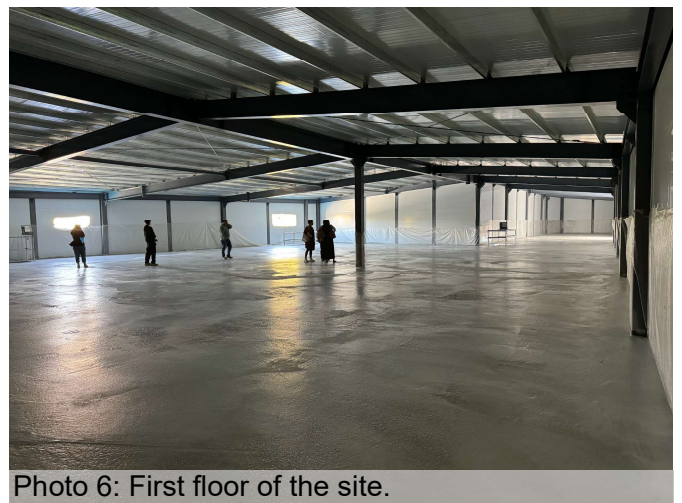


Photo 6: First floor of the site.



Site Photos

(Prepared on 8.4.2026)

3. DEVELOPMENT PROPOSAL

3.1 Layout Plan and Operation of the Subject Development

The application site has long been occupied by a mix-use of workshops, garage (vehicle repair workshops) and storage as early as 1975. Due to the onset of the COVID-19 pandemic, and followed by a severe economic downturn, the business was forced to temporarily cease operations last year. Recently, a potential operator recognised the growing potential of EVs and identified this location as well-suited for their operations in relation to vehicle maintenance workshop, showroom and retail shop for car components/ accessories focusing on EVs. Hence, this s.16 planning application for temporary sales of private car, motor vehicle showroom, vehicle maintenance workshop and retail shop for car components/ accessories and small convenience store with associated uses such as office etc. at the existing BOA at the application site is submitted in order to continuously serve the needs of local residents in Yuen Long area.

A layout plan for the temporary use proposal is attached at **Plan C**. The internal floor plan and section of the development scheme is shown in **Plan D** and **Plan E**. The operation of the proposed development is described as follows:

(a) Sales of Private Car and Motor Vehicle Showroom

This area is situated at the ground floor western portion of the BOA with an area about 369.14m². It will be a purpose-designed space that showcases automobiles in an appealing and professional environment, serving both as a display area and a customer engagement hub. A typical EV size (i.e. Tesla Model 3, BYD Atto 3 (4.7m(L) x 1.9m(W))) has a footprint of approximately 9m². To allow for easy movement and showcase each car attractively, it typically requires about 30m² per vehicle. It is anticipated that the area can fit about 10-12 EVs.

(b) Vehicle Maintenance Workshop

This area for minor car repairing works only and is situated at the ground floor middle portion of the site with an area about 209.35m². Minor repair activities for EV typically include non-invasive, low-complexity tasks such as replacing parts, fixing cosmetic damage and performing basic mechanical adjustments. They do not involve dismantling major vehicle systems or structural components. It comprises a vehicle maintenance area and a manoeuvring area. The vehicle repair area is strictly visit-by-appointment only. According to the potential operator, it is a normal practice that regular patrons will call the workshop beforehand to arrange an appointment of visit in order to avoid visiting when the workshop has already reached its quota. It is anticipated that the area can fit about 4-5 EVs in the maintenance area for minor repairs.

(c) Retail Shop for Car Components/ Accessories and Small Convenience Store

This area is situated at the ground floor eastern portion of the site with an area of

about 93.48m². A retail shop for car components and accessories is a vital extension of the vehicle company because it directly supports both operational efficiency and customer satisfaction. By offering spare parts and accessories on-site, the company ensures immediate availability of essential items such as filters, batteries, brake pads, and lubricants, reducing downtime and improving service turnaround. This integration eliminates reliance on external suppliers, streamlines procurement, and enhances cost control.

The small convenience store is a complementary service of the car company and it will be functioned like to convenience store located within the petrol stations. It is proposed to operate 24 hours daily, including public holidays and there will 1-2 working staffs. It is anticipated that the number of visitors will not be significant, i.e. 40 visitors per day.

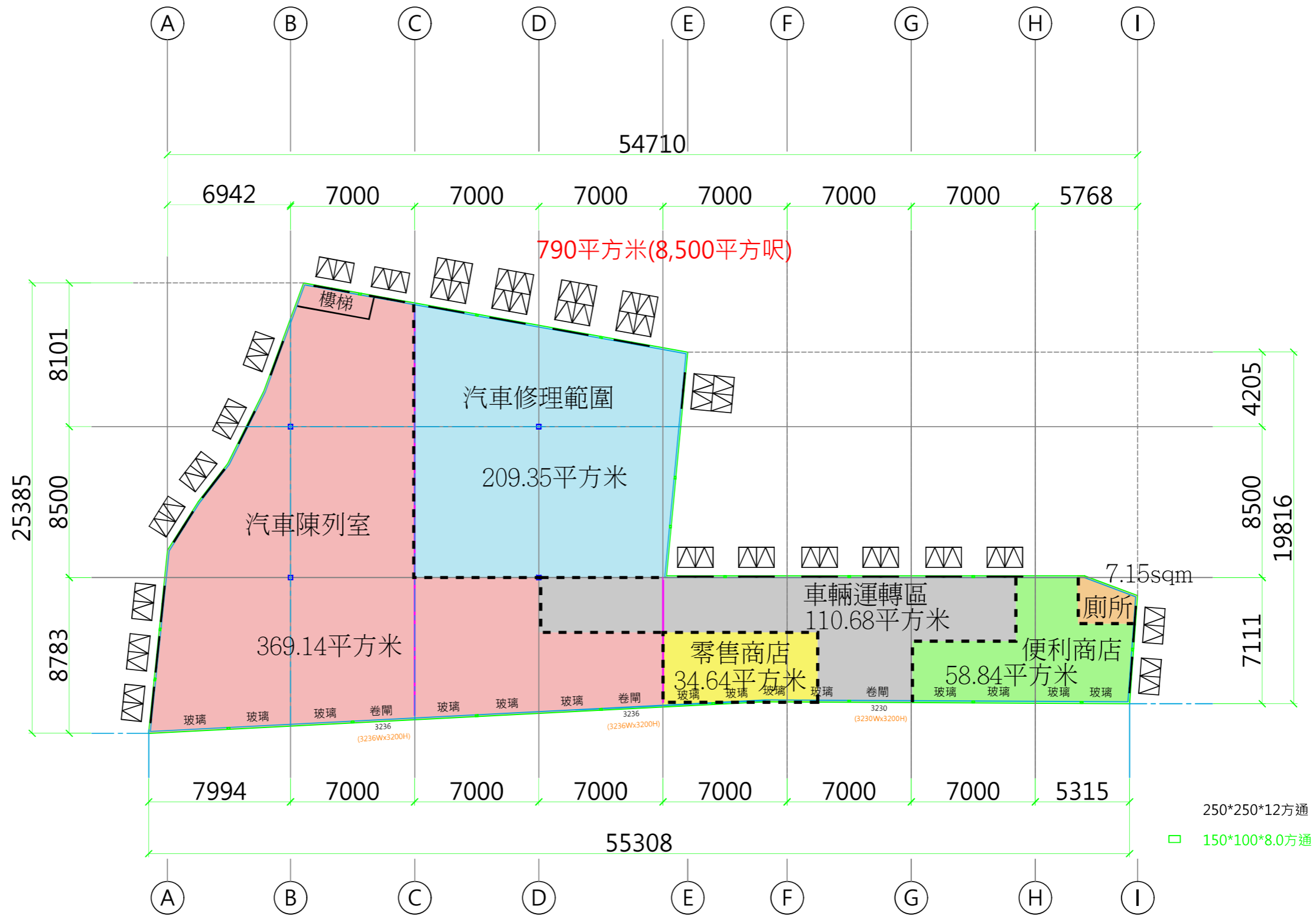
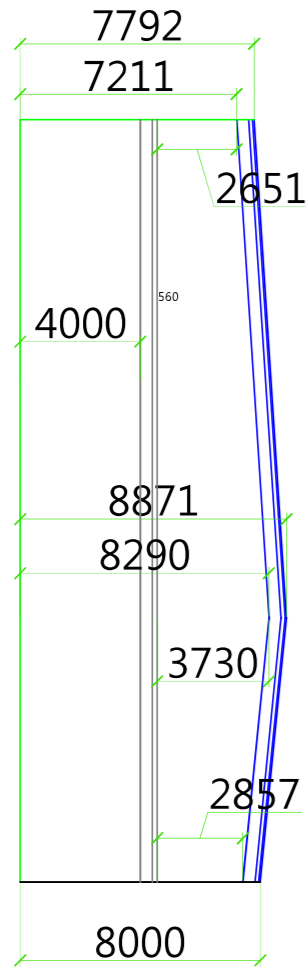
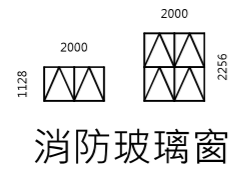
(d) Associated Uses

The office, storage area, and staff lounge are located on the first floor of the BOA. They are fundamental to ensuring efficiency, organisation, and employee well-being. The office serves as the administrative centre, facilitating management functions such as documentation, scheduling, and communication, thereby supporting the smooth operation of the business. The storage area provides a secure and organised space for tools, equipment, and materials, ensuring accessibility while maintaining safety standards and minimising clutter. The staff lounge offers a designated environment for rest and interaction between staff and visitors. Together, these facilities contribute to a structured, safe, and supportive workplace that enhances productivity and morale.

The proposed opening hours and the number of staffs for the proposed car services (other than the convenience store) will be from 9:00 – 18:00 daily including public holidays and 10 working staffs respectively. The indicative development parameters of the proposed scheme are shown in **Table 3.1**. The uncovered area covers the open-air area surrounding the existing BOA within the subject private lots.

Table 3.1: Development Schedule of the Proposed Development

	Major Parameters	
Site Area (m ²)	About 884.71m ²	
Covered Area	About 790m ²	
Uncovered Area	94.71m ²	
Gross Floor Area (GFA) (m ²)	Total GFA	About 1,580m ²
	<u>Ground Floor</u> Vehicle maintenance works, showroom, retail shop for car components/ accessories	About 790m ²
	<u>First Floor</u> Associated uses (i.e. office, storage and staff lounge)	About 790m ²
No. of Structure(s)	1	
Max. Building height	Not more than 8m (2 storeys)	



Section

Internal Floor Plan

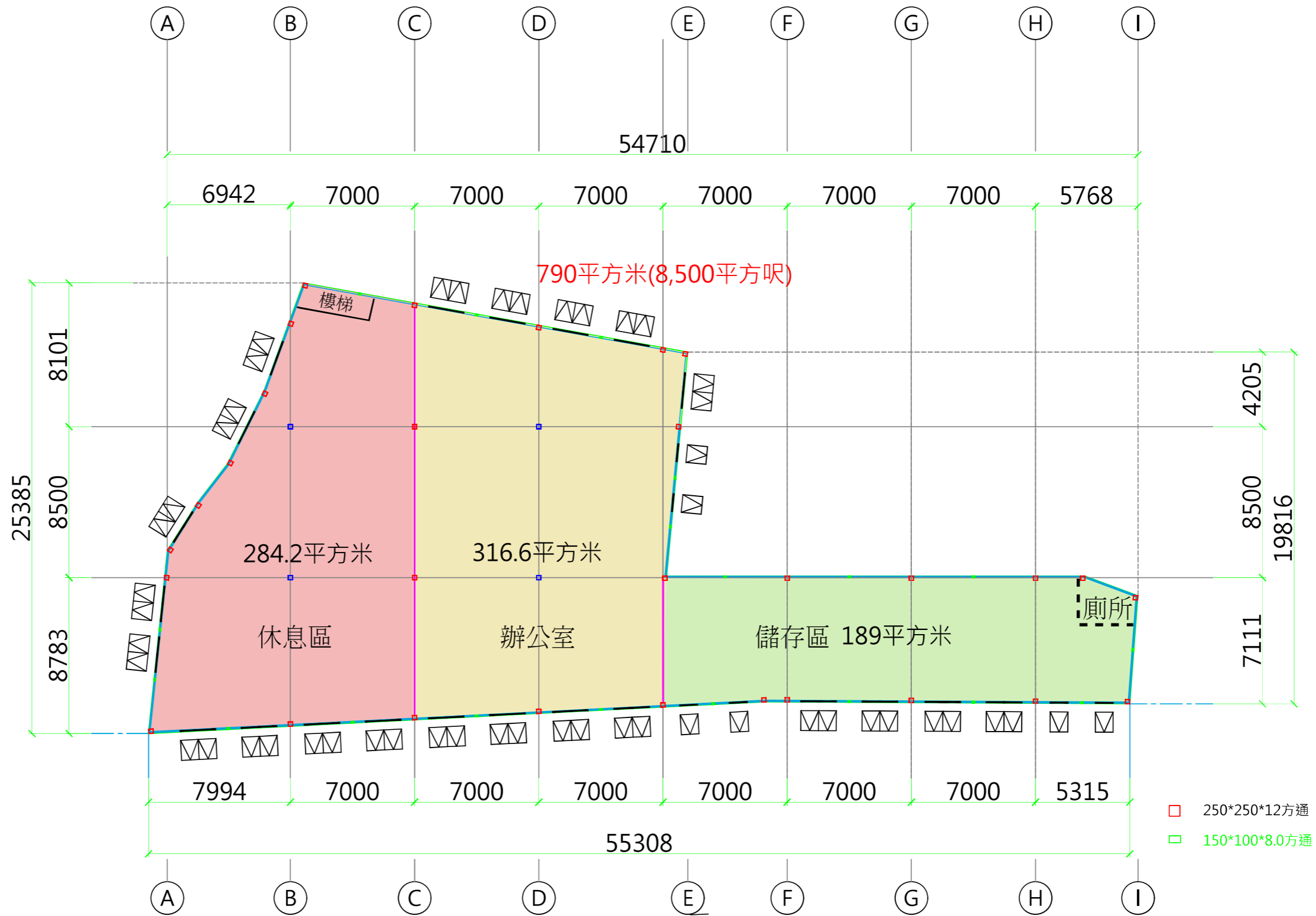
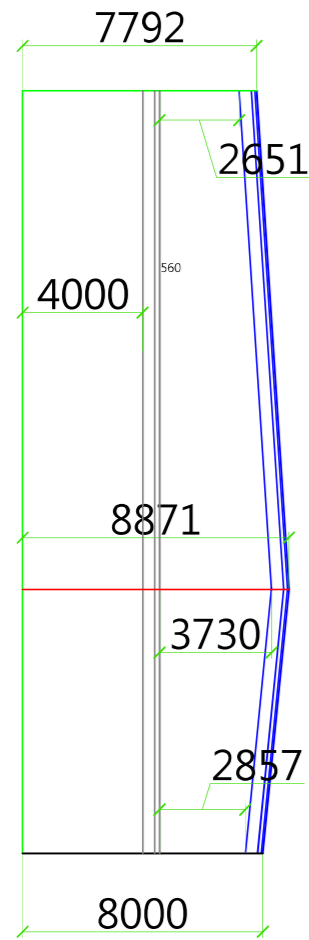
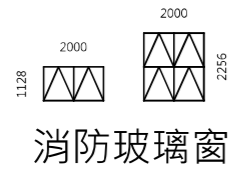
Scale 1:250



Plan D: Ground Floor Internal Floor Plan and Section

(For Indicative Purpose Only)

(Prepared on 8.4.2026)



- 250*250*12方通
- 150*100*8.0方通

Section

Internal Floor Plan

Scale 1:250



Plan E: First Floor Internal Floor Plan and Section
(For Indicative Purpose Only)

(Prepared on 8.4.2026)

3.2 Access Arrangement and Management Plan

The application site is accessible by vehicles via Yuen Long Tung Shing Lei Road leading to Castle Peak Road – Yuen Long Section. It is conveniently served by a number of franchise bus and mini-bus routes. A bus stop is located in front of the site along Castle Peak Road. In view of the past experience and the well served public transport facilities nearby, no parking space will be provided for the staff of the proposed car services and the convenience store.

The existing ingress/ egress point of the application site is situated near the mid-southern edge of the BOA. It has a width of about 3.2m wide with the headroom of about 4m, which allows sufficient space for vehicles entering the site. Sufficient manoeuvring space is provided within the BOA so that there will be no difficulties in internal traffic circulation sense.

The car maintenance workshop is strictly visit-by-appointment only. The potential operator advised that such visit-by-appointment arrangement have been implemented for some time at their other operations and the previous vehicle repair workshop has been operating smoothly without inducing any significant traffic impact to the surrounding area in the past. A series of management measures is attached in **Appendix II**.

Loading/unloading of goods for the retail shop will only be arranged at the manoeuvring area of the workshop and outside of the workshop's opening hours. No light goods vehicle (or larger vehicles) will be allowed within the BOA.

3.3 Drainage, Sewerage and Fire Safety Considerations

In support of this s.16 planning application, the proposed development will have the following technical arrangement:

(i) Drainage Consideration

The application site and its surrounding area are well served by drainage system. In response to the requirements and comments from DSD from the previous application, the roof has been renovated and drainage gutters installed for collecting runoff from the application site. The runoff will then divert to the local drain in front of the site. A plan showing the details of the drainage gutters and roof details are shown in **Plan F**. In view of the proposed development is small scale in nature and the proposed drainage facilities would have adequate capacity to serve the development, it would not have any significant adverse impact on the local drainage system.

(ii) Sewerage Consideration

Similar to the previous application, the sewage flow generated from the proposed development is also expected to be insignificant due to the small-scaled business nature and limited number of staffs. The on-site toilet, which will be located at the same location of the previous workshop, will only be served as staff toilet for internal use. The existing BOA is served by the existing septic tank/ soakaway system. Since the anticipated sewage flow from the small scale development is relatively low, it is considered that the existing septic tank/ soakaway system would be sufficient to treat the small quantity of sewage.

(iii) Fire Safety Consideration

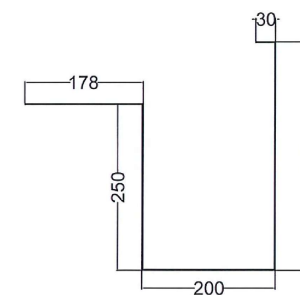
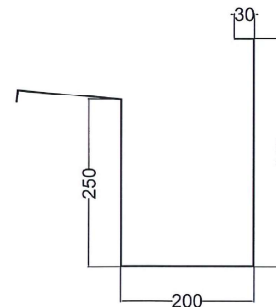
In response to the requirements and comments from FSD from the previous application, FSI facilities such as automatic sprinkler system, fire detector system, emergency lighting, exit signs and portable appliances have already been installed within the application site. An FSI Plan is attached in **Plan G**.

Remarks: DSD Record Plan Overlaid

700x700x1000 mm Concrete Catchpit at the bottom of Down Pipe which connected with the existing underground channel

Downpipe

東成里不銹鋼水槽



水槽B (1.3mm厚304不銹鋼)
6米長x13支
共78米長

水槽A (1.3mm厚304不銹鋼)
6米長x3支, 2米長x1支
共20米長

港酒店
ng Hotel

700x700x1000 mm Concrete Catchpit at the bottom of Down Pipe which connected with the proposed 200 Cast Iron Pipe

Downpipe

水槽位

Cycling Track

Proposed 225mm Underground Concrete Pipe (Fall 1:40) with 150mm Concrete surround

Scale 1: 400



Plan F: Preliminary Drainage Plan

(For Indicative Purpose Only)

(Prepared on 8.4.2026)

1. GENERAL

- 1.1 FIRE SERVICE INSTALLATIONS SHALL BE PROVIDED IN ACCORDANCE WITH THE CODES OF PRACTICE FOR MINIMUM FIRE SERVICE INSTALLATIONS AND EQUIPMENT AND INSPECTION, TESTING AND MAINTENANCE OF INSTALLATIONS AND EQUIPMENT 2022 (COP 2022), FSD CIRCULAR LETTERS AND THE HONG KONG WATERWORKS STANDARD REQUIREMENTS. [SEP 2022]
- 1.2 ALL TUBES AND FITTINGS SHALL BE G.M.S. TO BS1387 MEDIUM GRADE WHERE PIPEWORK UP TO Ø150mm.
- 1.3 ALL TUBES AND FITTINGS SHALL BE DUCTILE IRON TO BS EN545 K12 WHERE PIPEWORK ABOVE Ø150mm.
- 1.4 ALL DRAIN PIPES SHALL BE DISCHARGED TO A CONSPICUOUS POSITION WITHOUT THE POSSIBILITY OF BEING SUBMERGED.
- 1.5 ALL PUDDLE FLANGES SHALL BE MADE OF DUCTILE IRON
- 1.6 SMOKE EXTRACTION SYSTEM(S) SHALL NOT BE PROVIDED AS THE AGGREGATE AREA OF OPERABLE WINDOW OF STRUCTURE EXCEEDS 6.25% OF THE FLOOR AREA OF THE COMPARTMENT.
- 1.7 VENTILATION/AIR CONDITIONING SYSTEM NOT TO BE PROVIDED.

2. AUTOMATIC SPRINKLER SYSTEM

- 2.1 AUTOMATIC SPRINKLER SYSTEM SHALL BE PROVIDED AND INSTALLED IN ACCORDANCE WITH LPC RULES FOR AUTOMATIC SPRINKLER INSTALLATIONS INCORPORATING BS EN 12845: 2015 (INCLUDING TECHNICAL BULLETINS, NOTES, COMMENTAR AND RECOMMENDATIONS) AND FSD CIRCULAR LETTER NO. 5/2020. THE CLASSIFICATION OF THE OCCUPANCIES WILL BE ORDINARY HAZARD GROUP III.
- 2.2 ONE 135m³ SPRINKLER WATER TANK WILL BE PROVIDED AS INDICATED ON PLAN. THE TOWN MAIN WATER SUPPLY WILL BE FED FROM SINGLE END.
- 2.3 TWO SPRINKLER PUMPS (DUTY/STANDBY) AND ONE JOCKEY PUMP SHALL BE PROVIDED IN FS PUMP ROOM LOCATED AT EXTERNAL AREA.
- 2.4 SPRINKLER CONTROL VALVE SET AND SPRINKLER INLET SHALL BE PROVIDED AS INDICATED ON PLAN.
- 2.5 A TEST VALVE SHALL BE PROVIDED FOR EACH ZONE OF SPRINKLER PIPE. THIS VALVE SHALL BE AT A CONSPICUOUS POSITION THAT WATER CAN BE DRAINED AWAY EASILY.
- 2.6 ALL SUBSIDIARY STOP VALVES TO BE ELECTRIC MONITORING TYPE.
- 2.7 ALL ELECTRIC TYPE VALVES SHOULD GIVE VISUAL SIGNALS TO FIRE SERVICE MAIN SUPERVISORY CONTROL PANEL TO INDICATE THE STATUS (OPEN/CLOSE) OF THE VALVES.
- 2.8 SECONDARY ELECTRICITY SUPPLY DIRECTLY TEE OFF BEFORE CLP'S INCOMING MAIN SWITCH SHALL BE PROVIDED FOR THE SPRINKLER PUMPS.
- 2.9 THE SPRINKLER SYSTEM DESIGN IS BASED ON THE FOLLOWINGS:
 HAZARD CLASS : ORDINARY HAZARD GROUP III
 TYPE OF STORAGE : POST-PALLET (ST2)
 STORAGE CATEGORY : CATEGORY I
 MAXIMUM STORAGE HEIGHT : 3.5m
 SPRINKLER PROTECTION : CEILING PROTECTION ONLY
 THE MAXIMUM STORAGE AREAS SHALL BE 50m² FOR SINGLE BLOCK
 THE MINIMUM CLEARANCE AROUND EACH SINGLE STORAGE CLOCK : 2.4m

3. FIRE DETECTOR SYSTEM

- 3.1 THE STAND-ALONE FIRE DETECTOR SHALL BE PROVIDED IN ACCORDANCE WITH THE "STAND-ALONE FIRE DETECTOR GENERAL GUIDELINES ON PURCHASE, INSTALLATION & MAINTENANCE [SEP 2021]"
- 3.2 WHERE TWO OR MORE STAND-ALONE FIRE DETECTORS ARE INSTALLED IN AN ENCLOSED STRUCTURE, ALL DETECTORS SHALL BE INTERCONNECTED (EITHER WIRED OR WIRELESSLY) SUCH THAT WHEN ONE OF THE DETECTORS IS TRIGGERED, ALL CONNECTED DETECTORS SHALL SOUND AN ALARM SIMULTANEOUSLY.

4. EMERGENCY LIGHTING

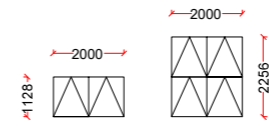
- 4.1 EMERGENCY LIGHTING SHALL BE PROVIDED IN ACCORDANCE WITH 'BS 5266-1 :2016 AND BS EN 1838 :2013', AND THE FSD CIRCULAR LETTER NO. 4/2021, COVERING ALL AREA. EMERGENCY LIGHTINGS SHALL BE BACKED UP BY BUILT-IN BATTERY AND CAPABLE OF MAINTAINING FUNCTION OF NOT LESS THAN 2 HOURS IN CASE OF POWER FAILURE

5. EXIT SIGN

- 5.1 ALL EXIT SIGNS/DIRECTIONAL EXIT SIGNS SHALL BE PROVIDED IN ACCORDANCE WITH BS 5266-1 :2016 AND FSD CIRCULAR LETTER NO. 5/2008, FOR THE BUILDING. EXIT SIGNS/DIRECTIONAL EXIT SIGNS SHALL BE BACKED UP BY BUILT-IN BATTERY AND CAPABLE OF MAINTAINING FUNCTION OF NOT LESS THAN 2 HOURS IN CASE OF POWER FAILURE.

6. PORTABLE APPLIANCES

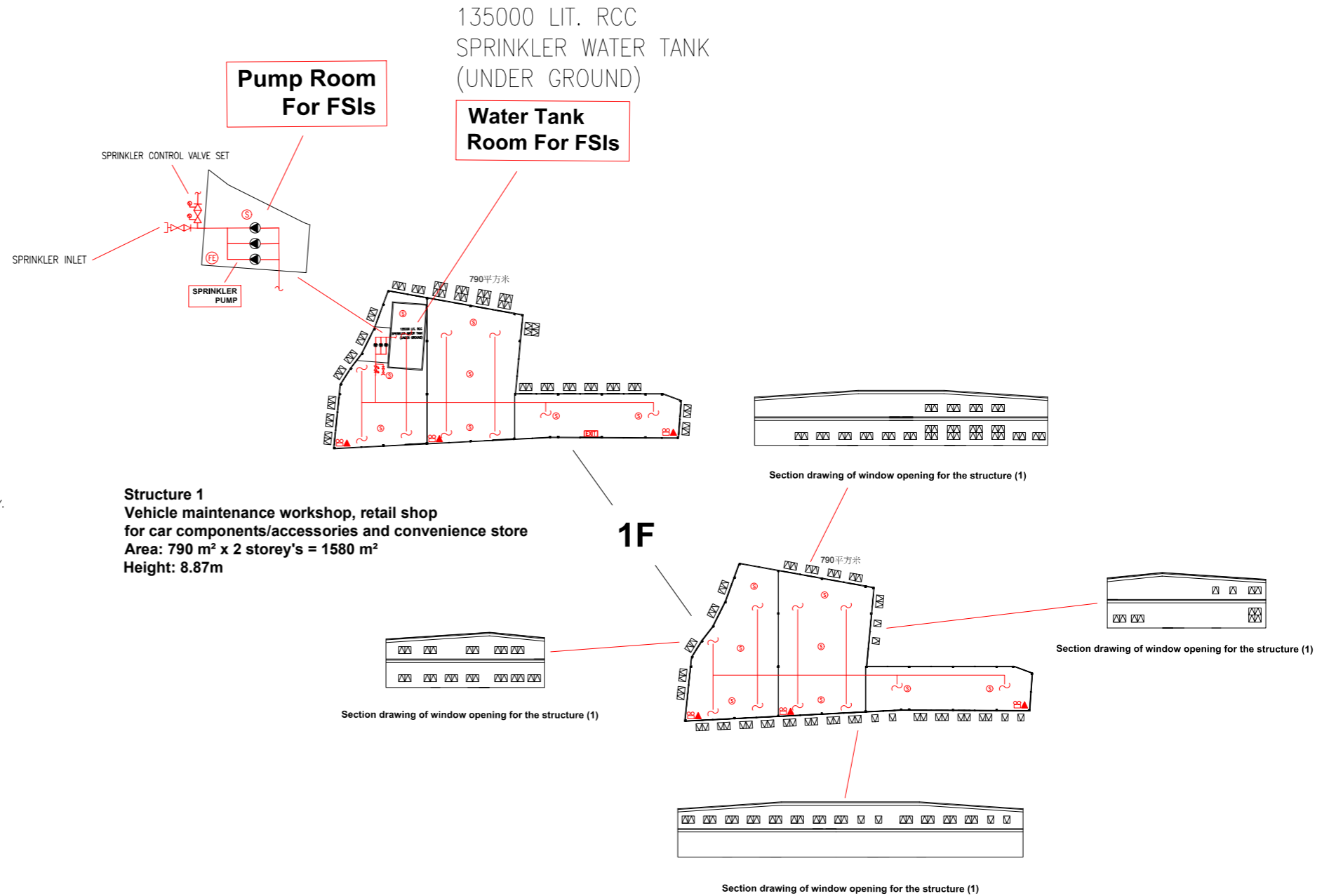
- 6.1 PORTABLE HAND OPERATED APPLIANCES SHALL BE PROVIDED AS INDICATED ON PLAN.
- 6.2 A SUITABLE TYPE OF PORTABLE FIRE EXTINGUISHER SHALL BE PROVIDED IN LOCATIONS WHERE EASILY ACCESSIBLE BY PERSON IN CHARGE WHERE THE NO. OF F.E. SHALL BE PROVIDED ACCORDING TO THE FORMULA = [STORAGE AREA] (M²) x (0.003]
- 6.3 A 20-35 KG WHEELED TYPE DRY CHEMICAL FIRE EXTINGUISHER IN EVERY 500M² ON EVERY FLOOR OF THE PREMISES AND SHALL BE PROVIDED TO ENSURE THAT EVERY PART OF THE PREMISES CAN BE REACHED BY WHEELED TYPE DRY CHEMICAL FIRE EXTINGUISHER FROM A DISTANCE OF NOT MORE THAN 30M



Windows size

GF of Structure 1 Openable Windows Calculation
 Area of GF Structure 1 = 790 sq.m.
 Area of High Bay Window (H.B.W.) = 1.128m(H) x 54m = 60.912 sq.m.
 Total openable window area = 60.912 sq.m.
 = 7.71% of floor area

1F of Structure 1 Openable Windows Calculation
 Area of 1F Structure 1 = 790 sq.m.
 Area of High Bay Window (H.B.W.) = 1.128m(H) x 50m = 56.4 sq.m.
 Total openable window area = 56.4 sq.m.
 = 7.13% of floor area



LEGEND

- STAND ALONE BATTERY TYPE SMOKE DETECTOR
- EMERGENCY LIGHT
- SPRINKLER CONTROL VALVE SET
- PUMP SET
- PRESSURE GAUGE
- SUBSIDIARY VALVE / FLOW SWITCH
- 25KG WHEELED TYPE DRY CHEMICAL FIRE EXTINGUISHER
- EXIT SIGN
- GATE VALVE
- Y-TYPE STRAINER
- SPRINKLER HEAD (ON PLAN)
- 5KG CO2 FIRE EXTINGUISHER
- NON-RETURN VALVE
- GATE TYPE (With MONITORING)
- SPRINKLER INLET
- 5KG DRY POWDER FIRE EXTINGUISHER

**Plan G:
Fire Services Installation Plan**

PROJECT : TEMPORARY VEHICLE MAINTENANCE WORKSHOP, RETAIL SHOP FOR CAR COMPONENTS/ACCESSORIES AND CONVENIENCE STORE WITH ANCILLARY USES FOR A PERIOD OF 3 YEARS LOTS 766 S.A, 766 S.C AND 767 IN D.D. 115, AU TAU, YUEN LONG	DRAWING TITLE : F.S. Notes, Legend, Fire Service Installation Layout Plan			ARCHITECT :	CONSULTANT :	FIRE SERVICE CONTRACTOR :		NAME C.K.NG	DATE 24 Dec 2025	DRAWING NO : FS-01	REV. 0	
							DRAWN BY		CHECKED BY		APPROVED BY	
							SCALE : 1:300 (A0)		SOURCE : B.O.O. Ref. BD F.S.D. Ref. FP			
		REV	DESCRIPTION	DATE								

4. PLANNING JUSTIFICATION

4.1 The Long History of Vehicle Services-related Use at the Site

The application site has long been paved, formed and occupied by a mix-use of workshops, garage (vehicle maintenance workshops) and storage since the waiver/ modification letters were granted by DLO/YL in 1975. On 31.7.2003, DLO/YL permitted the STW applications (Nos. 2663 and 2664) for vehicle repair workshop with BOA at Lot Nos. 766 S.C and 767 in D.D. 115. They also permitted the STW applications (Nos. 2667 and 2669) for temporary retail shop for wheels and tyres with BOA at Lot Nos. 766 S.A and 766 S.C in D.D. 115 after the s.16 planning application (No. A/YL-NSW/115) was approved by the Board on 23.8.2002.

The vehicle maintenance workshop at the site has been serving the locals in the area and remains in demand for a very long time. It has been in operation before the gazette of the first Nam Sang Wai IDPA Plan on 17.8.1990. In 2019 and 2020, the Applicant was informed by DLO/YL that the BOA and building height of the temporary structures are in breach of the basic terms as permitted in the STW. Hence, the application site was also the subject of two s.16 planning application (Nos. A/YL-NSW/285 and A/YL-NSW/306) approved by the Board on 26.2.2021 and 23.6.2023 (see **Appendix I**) respectively. Both of which were later revoked due to non-compliance of approval conditions before the expiry date. The first setback came with the onset of the COVID-19 pandemic, which disrupted operations and made compliance impossible. This was followed by a severe economic downturn that further strained resources and prevented recovery. As a result of these compounded challenges, the business was forced to temporarily cease operations.

Recently, a potential operator recognised the growing potential of EVs and identified this location as well-suited for their operations. Taking into account the operational needs from the potential operator and the requirements outlined in previous applications from relevant Government departments, the Applicant has taken this opportunity to undertake holistic renovations to upgrade the facility. Accordingly, the present s.16 planning application based on the latest site layout is submitted for TPB's consideration.

4.2 Meeting the Current and Future Local Demand and Enhance Service Quality

Over the decades, many low-rise residential estates have been built within the Yuen Long District and majority of the residents who live in these low-rise residential developments are car users. In addition, the Northern Metropolis is a key source of public and private housing supply in the future, which will provide about 500,000 new residential units in the northern part of Hong Kong. With a substantial number of residents already and to be concentrated within the district, this has created a strong demand for vehicle services-related use in the area. Combining car sales, showroom, workshop and retail shop within the BOA, the proposed temporary uses will ensures one-stop access to new vehicle models, maintenance, and accessories, which is in line with the operational needs from the potential operator to comply with the customers' requests.

The retail shop for car components/ accessories is included to provide additional services to maintain competitiveness in the industry. A car accessories shop meets growing consumer interest in customisation, safety upgrades, and EV-compatible components. It would benefit the nearby residents by providing a sales outlet in a convenient location.

Associated facilities, such as management office, staff lounge, storage and toilets, will be provided to support the operation of the car company and the proposed retail shop.

4.3 In Line with Policy Initiatives to Promote the Use of Electric Vehicles

The proposed development dedicated to EVs in Hong Kong directly supports the Government's EV Roadmap and responds to the city's rapidly growing EV adoption. The Government has set ambitious targets to phase out new internal combustion engine vehicles by 2035 and has introduced measures such as the "One-for-One Replacement" scheme, expanded charging infrastructure, and incentives to accelerate EV uptake.

Hong Kong's EV transition is accelerating, with registrations soaring from under 20,000 in 2021 to about 119,000 by April 2025 — now 13.1% of all vehicles — and over 60% of new private cars in 2023 being EVs. In line with the Government's EV Roadmap, which targets ending new internal combustion engine registrations by 2035 and achieving zero vehicular emissions by 2050, as well as plans to introduce 600 electric buses and 3,000 electric taxis, the facility of a dedicated EV maintenance workshop is both timely and strategic.

The proposed development aligns with these policies by ensuring that the necessary after-sales service ecosystem keeps pace with the surge in EV ownership. With thousands of new EVs registered annually, the demand for qualified technicians, diagnostic tools, and battery servicing facilities is rising sharply. Such a workshop not only enhances consumer confidence in switching to EVs but also contributes to Hong Kong's broader climate goals of reducing roadside emissions and fostering green industries. In this way, the workshop becomes a critical piece of infrastructure that bridges Government policy with practical support for the city's transition to sustainable mobility.

4.4 Site Suitability for the Proposed Uses

The application site is suitable for the proposed uses based on the following assessment:

(a) Suitable Location

The application site, being located in Au Tau, sits near major roads like Castle Peak Road and Yuen Long Highway, making it accessible for both local residents and commuters. It is easily accessible by vehicles via a local track leading to Castle Peak Road – Yuen Long Section. Thus, the proposed development would conveniently serve both urban Yuen Long town and surrounding rural villages, where car dependency is higher. Many households rely on private cars due to limited rail coverage in certain rural areas. Since a bus stop for bus and mini-bus is located right in front of the site at Castle Peak Road, customers who drop off/ pick up their vehicles could easily access the site via different means of public

transport. Vehicle service-related use has been operating at the site for a long time and has been an important facility to serve the needs of locals in the area.

(b) Land Use Compatibility

The proposed temporary sales of private cars, motor vehicle showroom, vehicle maintenance workshop, retail shops for car components/ accessories and convenience store with associated uses are compatible with the adjacent land uses which are intermixed with parking vehicles, open storage yards, scattered temporary structures and unused land. To the further west of the site across Yuen Long Tung Shing Lei Road is a restaurant with car parking spaces. There has been no salient change in planning circumstances within the site and no major change in the environment of surrounding areas since the planning approval and STW were granted. However, it aligns with ongoing infrastructure projects in the Northwest New Territories, ensuring balanced growth between housing and services. Thus, the development will not adversely affect the view and visual quality of the adjacent buildings but on the other hand, it would coincide with the existing ambience and business around the area.

(c) Appropriate Form of Development

The existing BOA at the site is low-rise and low-density in nature. The maximum building height of the temporary structure will not be more than 8m. The small scale development at the site is compatible with the surrounding townscape environment in terms of the building form and building height which are similar in height and low-rise in nature.

4.5 Temporary Application Without Affecting the “U” Zone

The application site falls within “U” zone on the approved Nam Sang Wai OZP. Although according to the 2017 Policy Address that the subject “U” zone is one of the potential sites for public housing development, however according to the Explanatory Statement of the Nam Sang Wai OZP, there is currently no implementation program. The proposed temporary use for a period of 3 years is considered a short period in land development. Its temporary nature will not jeopardise nor pre-empt the planning intention of “U” zone and the long term land use planning for the area.

The Explanatory Statement also stated that any private developments or redevelopment under the “U” zone require planning permission from the Board so as to ensure that the environment would not be adversely affected and that infrastructure, government, institution or community facilities, open space are adequately provided. The small scale development under this s.16 planning application will not have any adverse traffic impact on its surrounding area because it is well served by infrastructures and public transport facilities. The storm water on the BOA is being diverted from the existing drainage facilities to the local drain in front of the site. Similar to the previous operation, the small quantity of sewage generated from the small scale development will be discharged to the existing septic tank/ soakaway system with sufficient capacity. Thus, adverse impacts on local infrastructure and environmental aspects are not anticipated.

4.6 No Adverse Impacts

The scale and operation of the proposed development under this s.16 planning application is relatively similar to the previously approved case (No. A/YL-NSW/306) at the application site. The small scale temporary use at the application site will not induce any significant adverse traffic, environmental, drainage, sewerage and landscape impacts on the locality based on the following assessments:

(a) Minimum Traffic Impact

The application site is located along Yuen Long Tung Shing Lei Road leading to Castle Peak Road – Yuen Long Section. There will be no difficulties in internal traffic circulation sense as sufficient space for manoeuvring of vehicles and the number of visitors could be controlled by the visit-by-appointment. According to the Applicant, it is a normal practice that regular patrons will call the workshop beforehand to arrange an appointment of visit in order to avoid visiting when the workshop has already reached its quota for the vehicle maintenance workshop.

It is estimated that the daily traffic generation on the application site is approximately 27 vehicles (3 cars per hour) during main operation hours 9:00am – 6:00pm as a very conservative consideration. In view the vehicle maintenance area is smaller than the previous operation, therefore the daily traffic generation will not be more than the abovementioned estimate.

Making reference to the ATC data of Castle Peak Road – Yuen Long (Core Station 5019), the P/Df Ratios during AM and PM Peak hours are shown in **Table 4.1** below. Base on the result (P/Df <0.3), it is found that the traffic impact with additional 30 vehicles at Castle Peak Road – Yuen Long Section would be negligible. In view of the small business scale of the workshop and the proposed retail shop, and the well served public transport facilities nearby, traffic generated from the proposed development is expected to be minimal.

Table 4.1: ATC Data of Castle Peak Road- Yuen Long (Eastbound)

Road	Peak Hour (Mon-Fri)	Traffic Flow (veh/hour)	Design Flow (veh/hour)	P/Df Ratio
Castle Peak Road – Yuen Long	AM (08:00-09:00)	1,020	4,200	0.24
	PM (17:00-18:00)	810	4,200	0.19

(b) Minimum Environmental Impact

The activities all take place during business hours of the day and inside the BOA. Thus, no significant noise will be created in this development. Also, since the proposed temporary development is small scale in nature, it will not generate any significant environmental impact on the adjacent developments. It is very clean and quiet in nature, and the operational activities will only be carried out indoors.

(c) Minimum Drainage Impact

The application site has been covered by BOA for a long time. It is well served by drainage system in the area. The roof has been renovated and drainage gutters installed for collecting runoff from the application site. The runoff will then divert

to the local drain in front of the site (see **Plan F**). In view of the proposed development is small scale in nature and the proposed drainage facilities would have adequate capacity to serve the development, it would not have any significant adverse impact on the local drainage system.

(d) Minimum Sewerage Impact

The existing BOA is served by the existing septic tank/ soakaway system. Since the anticipated sewage flow from the small scale development is relatively low, it is considered that the existing sewage system would be sufficient to treat the small quantity of sewage. As EVs do not produce operational liquid waste such as engine oil, small amount of liquid waste generated by the EVs will be stored at the tanks and then collected by the chemical waste treatment company to meet the relevant ordinances. Previously, the workshop has been operating smoothly without inducing any significant sewerage impact on the surrounding area. The on-site toilet will only be served as staff toilet for internal use.

(e) Minimum Landscape Impact

The application site has been paved, formed and occupied by the existing BOA without any vegetation for a long time. There will be no new buildings proposed under this s.16 planning application. The BOA at the site is small scale in nature and is situated away from the adjoining planter along the southern edge of the site. Thus, no adverse impact on landscape resources and character are expected.

4.7 Unlikely to Set an Undesirable Precedent

Being temporary in nature, the approval of the present application will not set an undesirable precedent for other similar applications. The application site is located at the fringe of the “U” zone. Although according to the 2017 Policy Address, the subject “U” zone is one of the potential sites for public housing development. However, according to the Explanatory Statement of the Nam Sang Wai OZP, there is currently no implementation program. Therefore, this temporary application will not frustrate the long term planning intention of the “U” zone.

The application site has long been occupied by a mix-use of workshops, garage and storage since 1975. As detailed in **Section 4.1**, the application site has been subject to several s.16 planning approvals and STWs for vehicle maintenance workshop, retail shop and convenience store. This s.16 planning application is submitted in order to meet the operational needs from the potential EV’s operator and the requirements outlined in previous applications from relevant Government departments.

Outside the application site, the TPB has approved nine similar applications (i.e. Nos. A/YL-NSW/278, 283, 286, 296, 304 and 306, 325, 331 and 339) for temporary retail shop for sales of private cars/ convenience store/ hardware accessories/ showroom/ real estate agency and public vehicle park (private car) in the same “U” zone between 2020 and 2025. Thus, approval the current application is generally in line with the previous decisions of the Board.

5. CONCLUSION

The Applicant seeks planning permission from the Town Planning Board (TPB / the Board) for temporary sales of private cars, motor vehicle showroom, vehicle maintenance workshop, retail shop for car components/ accessories and small convenience store with ancillary uses for a period of three years covering Lot Nos. 766 S.A, 766 S.C and 767 in D.D. 115, Au Tau, Yuen Long.

The application site has long been occupied by a mix-use of workshops, garage and storage since 1975. It (in whole or in part) is the subject of three previous s.16 planning applications for vehicle services-related use, which were approved by the Board on 23.8.2002, 26.2.2021 and 23.6.2023 respectively. This s.16 planning application is submitted in order to meet the operational needs from the potential EV's operator and the requirements outlined in previous applications from relevant Government departments. Planning assessments have indicated that the present application is well justified based on the following reasons:-

- (a) the proposed development will be an important facility to serve the needs of locals in the area and the BOA is in line with the operational and consumer needs to protect the vehicles and accessories from bad weather;
- (b) the proposed development is similar to the uses which has been in operation at the site before the gazette of the first Nam Sang Wai IDPA Plan on 17.8.1990;
- (c) it is in line with the policy's initiative to promote the adoption of EVs and their associated supporting facilities in Hong Kong;
- (d) the proposed development would benefit the nearby residents by providing a sales outlet in a convenient location;
- (e) the application site is suitable for the proposed uses since it is located at the fringe of the "U" zone with direct access to Castle Peak Road – Yuen Long Section;
- (f) the proposed uses are low-rise in nature and are compatible with the surrounding land uses which are mainly car parks, vehicle repair workshops and storage sites;
- (g) the small scale development will not result in any significant traffic, environmental, drainage, fire safety, sewerage and landscape impacts; and
- (h) being temporary in nature and majority of the site is covered by STW for the proposed uses, approval of the present application will not set an undesirable precedent for other similar applications and frustrate the long-term planning intention of the "U" zone.

In view of the small scale nature of the proposed temporary uses and planning justifications presented in the Planning Statement, honourable members of the TPB are requested to approve this planning application.

城市規劃委員會

香港北角渣華道三百三十三號
北角政府合署十五樓

TOWN PLANNING BOARD

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


傳 真 Fax: 2877 0245 / 2522 8426

電 話 Tel: 2231 4810

來函檔號 Your Reference:

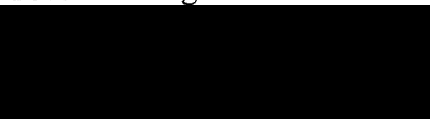
覆函請註明本會檔號

In reply please quote this ref.: TPB/A/YL-NSW/285

By Post & Fax 

12 March 2021

Toco Planning Consultants Ltd.



(Attn.: Ted Chan)

Dear Sir/Madam,

Proposed Temporary Vehicle Maintenance Workshop, Retail Shop for Car Components/Accessories and Convenience Store with Ancillary Uses for a Period of 3 Years in "Undetermined" Zone, Lots 766 S.A (Part), 766 S.C (Part), 767 (Part), 768 (Part), 789 (Part), 790 S.A (Part) and 791 (Part) in D.D. 115, Au Tau, Yuen Long

I refer to my letter to you dated 24.2.2021.

After giving consideration to the application, the Town Planning Board (TPB) approved the application for permission under section 16 of the Town Planning Ordinance on the terms of the application as submitted to the TPB. The permission shall be valid on a temporary basis for a period of 3 years until 26.2.2024 and is subject to the following conditions :

- (a) no vehicle is allowed to queue back to or reverse onto/from public road at any time during the planning approval period;
- (b) the submission of a drainage proposal within 6 months from the date of planning approval to the satisfaction of the Director of Drainage Services or of the TPB by 26.8.2021;
- (c) in relation to (b) above, the implementation of the drainage proposal within 9 months from the date of planning approval to the satisfaction of the Director of Drainage Services or of the TPB by 26.11.2021;
- (d) in relation to (c) above, the implemented drainage facilities on the site shall be maintained at all times during the planning approval period;
- (e) the submission of a fire service installations proposal within 6 months from the date of planning approval to the satisfaction of the Director of Fire Services or of the TPB by 26.8.2021;
- (f) in relation to (e) above, the implementation of the fire service installations proposal within 9 months from the date of planning approval to the satisfaction of the Director of Fire Services or of the TPB by 26.11.2021;

- (g) if any of the above planning condition (a) or (d) is not complied with during the planning approval period, the approval hereby given shall cease to have effect and shall be revoked immediately without further notice; and
- (h) if any of the above planning condition (b), (c), (e) or (f) is not complied with by the specified date, the approval hereby given shall cease to have effect and shall on the same date be revoked without further notice.”

The TPB also agreed to advise you to note the advisory clauses as set out at Appendix V of the TPB Paper.

You are reminded to **strictly** adhere to the time limit for complying with the above planning conditions. If any of the above planning conditions are not complied with by the specified time limit, the permission given shall be revoked without further notice and the development will be subject to enforcement action. If you wish to apply for extension of time for compliance with planning conditions, you should submit a section 16A application to the TPB no less than six weeks before the expiry of the specified time limit. This is to allow sufficient time for processing of the application in consultation with the concerned departments. The TPB will not consider any application for extension of time if the time limit specified in the permission has already expired at the time of consideration by the TPB. For details, please refer to the TPB Guidelines No. 34C and 36B. The Guidelines, application form (Form No. S16A) and the Guidance Notes for applications are available at the TPB's website (www.info.gov.hk/tpb/), the Planning Enquiry Counters of the Planning Department (Hotline : 2231 5000) at 17/F, North Point Government Offices, 333 Java Road, North Point; 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin; and the Secretariat of the TPB at 15/F, North Point Government Offices.

This temporary permission will lapse on 27.2.2024. You may submit an application to the TPB for renewal of the temporary permission no less than two months before its expiry by completing an application form (Form No. S16-III). For details, please refer to TPB Guidelines No. 34C. However, the TPB is under no obligation to renew the temporary permission.

For amendments to the approved scheme that may be permitted with or without application under section 16A, please refer to TPB Guidelines No. 36B for details.

A copy of the TPB Paper in respect of the application (except the supplementary planning statement/technical report(s), if any) and the relevant extract of minutes of the TPB meeting held on 26.2.2021 are enclosed herewith for your reference.

Under section 17(1) of the Town Planning Ordinance, an applicant aggrieved by a decision of the TPB may apply to the TPB for a review of the decision. If you wish to seek a review, you should inform me within 21 days from the date of this letter (on or before 7.4.2021). I will then contact you to arrange a hearing before the TPB which you and/or your authorized representative will be invited to attend. The TPB is required to consider a review application within three months of receipt of the application for review. Please note that any review application will be published for three weeks for public comments.

This permission by the TPB under section 16 of the Town Planning Ordinance should not be taken to indicate that any other government approval which may be needed in connection with the development, will be given. You should approach the appropriate government departments on any such matter.

If you have any queries regarding this planning permission, please contact Ms. Irene Lai of Fanling, Sheung Shui & Yuen Long East District Planning Office at 3168 4033. In case you wish to consult the relevant Government departments on matters relating to the above approval conditions, a list of the concerned Government officers is attached herewith for your reference.

Yours faithfully,



(Raymond KAN)
for Secretary, Town Planning Board

List of Government Department Contacts

(Application No. A/YL-NSW/285)

部門 Department	辦事處 Office	聯絡人姓名 Name of Contact Person	電話號碼 Telephone No.	傳真號碼 Facsimile No.
渠務署 Drainage Services Department	新界北渠務部 Mainland North Division	嚴國豪先生 Mr. YIM Kwok Ho, Ivan	2300 1257	2770 4761
消防處 Fire Services Department	策劃組 Planning Group (PG)	黃浩然先生 Mr. WONG Ho Yin	2733 7737	2739 8775

城市規劃委員會

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北角政府合署十五樓

TOWN PLANNING BOARD

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333 Java Road, North Point,
Hong Kong.

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電 話 Tel: 2231 4810

來函檔號 Your Reference:

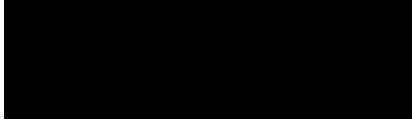
覆函請註明本會檔號

In reply please quote this ref.: TPB/A/YL-NSW/306

By Post & Fax

14 July 2023

Toco Planning Consultants Ltd.



(Attn.: Ted Chan)

Dear Sir/Madam,

**Temporary Vehicle Maintenance Workshop, Retail Shop for Car Components/
Accessories and Convenience Store with Ancillary Uses for a Period of 3 Years in
“Undetermined” Zone, Lots 766 S.A, 766 S.C and 767 in D.D. 115, Au Tau, Yuen Long**

I refer to my letter to you dated 4.5.2023.

After giving consideration to the application, the Town Planning Board (TPB) approved the application for permission under section 16 of the Town Planning Ordinance on the terms of the application as submitted to the TPB. The permission shall be valid on a temporary basis for a period of 3 years until 23.6.2026 and is subject to the following conditions :

- (a) no vehicle is allowed to queue back to or reverse onto/from public road at any time during the planning approval period;
- (b) the submission of a revised drainage proposal within 6 months from the date of planning approval to the satisfaction of the Director of Drainage Services or of the TPB by 23.12.2023;
- (c) the implementation of the revised drainage proposal within 9 months from the date of planning approval to the satisfaction of the Director of Drainage Services or of the TPB by 23.3.2024;
- (d) in relation to (c) above, the implemented drainage facilities on the site shall be maintained at all times during the planning approval period;
- (e) the submission of a revised fire service installations proposal within 6 months from the date of planning approval to the satisfaction of the Director of Fire Services or of the TPB by 23.12.2023;
- (f) in relation to (e) above, the implementation of the revised fire service installations proposal within 9 months from the date of planning approval to the satisfaction of the Director of Fire Services or of the TPB by 23.3.2024;

- (g) if any of the above planning condition (a) or (d) is not complied with during the planning approval period, the approval hereby given shall cease to have effect and shall be revoked immediately without further notice; and
- (h) if any of the above planning condition (b), (c), (e) or (f) is not complied with by the specified date, the approval hereby given shall cease to have effect and shall on the same date be revoked without further notice.

The TPB also agreed to advise you to note the advisory clauses as set out at Appendix IV of the TPB Paper.

You are reminded to **strictly** adhere to the time limit for complying with the above planning conditions. If any of the above planning conditions are not complied with by the specified time limit, the permission given shall be revoked without further notice and the development will be subject to enforcement action. If you wish to apply for extension of time for compliance with planning conditions, you should submit a section 16A application to the TPB no less than six weeks before the expiry of the specified time limit. This is to allow sufficient time for processing of the application in consultation with the concerned departments. The TPB will not consider any application for extension of time if the time limit specified in the permission has already expired at the time of consideration by the TPB. For details, including the total time period for compliance that might be granted, please refer to the TPB Guidelines No. 34D and 36B. The Guidelines, application form (Form No. S16A) and the Guidance Notes for applications are available at the TPB's website (www.info.gov.hk/tpb/), the Planning Enquiry Counters of the Planning Department (Hotline : 2231 5000) at 17/F, North Point Government Offices, 333 Java Road, North Point; 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin; and the Secretariat of the TPB at 15/F, North Point Government Offices.

This temporary permission will lapse on 24.6.2026. You may submit an application to the TPB for renewal of the temporary permission no less than two months and normally no more than four months before its expiry by completing an application form (Form No. S16-III). Application submitted more than four months before expiry of the temporary approval may only be considered based on the individual merits and exceptional circumstances of each case. For details, please refer to TPB Guidelines No. 34D. However, the TPB is under no obligation to renew the temporary permission.

For amendments to the approved development that may be permitted with or without application under section 16A, please refer to TPB Guidelines No. 36B for details.

The TPB Paper in respect of the application (except the supplementary planning statement/technical report(s), if any) is available at this link (https://www.info.gov.hk/tpb/en/meetings/RNTPC/Agenda/721_rnt_agenda.html) and the relevant extract of minutes of the TPB meeting held on 23.6.2023 is enclosed herewith for your reference.

Under section 17(1) of the Town Planning Ordinance, an applicant aggrieved by a decision of the TPB may apply to the TPB for a review of the decision. If you wish to seek a review, you should inform me within 21 days from the date of this letter (on or before 4.8.2023). I will then contact you to arrange a hearing before the TPB which you and/or your authorized representative will be invited to attend. The TPB is required to consider a review application

within three months of receipt of the application for review. Please note that any review application will be published for three weeks for public comments.

This permission by the TPB under section 16 of the Town Planning Ordinance should not be taken to indicate that any other government approval which may be needed in connection with the development, will be given. You should approach the appropriate government departments on any such matter.

If you have any queries regarding this planning permission, please contact Ms. Christine Cheung of Fanling, Sheung Shui & Yuen Long East District Planning Office at 3168 4033. In case you wish to consult the relevant Government departments on matters relating to the above approval conditions, a list of the concerned Government officers is attached herewith for your reference.

Yours faithfully,



(Leticia LEUNG)

for Secretary, Town Planning Board

List of Government Department Contacts

(Application No. A/YL-NSW/306)

部門 Department	辦事處 Office	聯絡人姓名 Name of Contact Person	電話號碼 Telephone No.	傳真號碼 Facsimile No.
渠務署 Drainage Services Department	新界北渠務部 Mainland North Division	鄧建明先生 Mr. TANG Kin Ming	2300 1257	2770 4761
消防處 Fire Services Department	策劃組 Planning Group	黃浩然先生 Mr. WONG Ho Yin	2733 7737	2739 8775

Management Measures for Visit-by-Appointment Vehicular Maintenance Repair Workshop (Minor Repairs)

Introduction

This document outlines the key management measures required to operate a vehicular maintenance repair workshop that functions on a visit-by-appointment basis. The focus is on minor repairs of a vehicle. The measures are designed to ensure operational efficiency, customer satisfaction, and compliance with industry standards.

Appointment and Scheduling

- A digital booking system is implemented to streamline appointment scheduling and minimize waiting times.
- Time slots are allocated based on the estimated duration of specific minor repairs, with buffer periods included to accommodate unforeseen delays.
- Automated reminders are sent to customers to reduce the incidence of missed appointments.

Customer Service Management

- A structured reception process ensures quick vehicle check-in and accurate documentation of customer requirements.
- Transparent communication of repair costs and timelines is maintained to build trust and avoid disputes.
- Customer feedback is collected after each service to inform continuous improvement initiatives.

Workshop Operations

- Standardized workflows and checklists are used to maintain consistency in minor repair services.
- Technicians are scheduled according to appointment demand, ensuring optimal use of human resources.
- Tools and consumables are pre-staged prior to each appointment to reduce downtime.

- A final inspection is conducted before vehicle handover to guarantee service quality.

Inventory and Resource Management

- Just-in-time inventory practices are adopted for fast-moving parts to reduce storage costs.
- Supplier relationships are managed to ensure timely delivery of consumables and spare parts.
- Usage of materials is monitored to minimize waste and control costs.

Safety and Compliance

- Safety protocols, including the use of protective equipment and proper waste disposal, are strictly enforced.
- Compliance with local licensing and environmental regulations is maintained.
- Customer data is safeguarded through secure digital systems.

Performance Monitoring

- Key performance indicators (KPIs) such as average repair time, appointment adherence, and customer satisfaction scores are tracked.
- Regular staff training is conducted to enhance technical skills and customer service capabilities.
- Continuous improvement strategies are applied based on performance data and customer feedback.

Conclusion

By adopting these management measures, the workshop can achieve a balance between operational efficiency and customer satisfaction. The appointment-based system ensures predictable workloads, reduces idle time, and enhances the overall service experience for customers seeking minor vehicular repairs.