

**Management Plan  
for the Columbarium  
at  
Yat Tak Kwun  
(一德觀)**

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## **Management Plan for the Columbarium at Yat Tak Kwun**

### **1. General description of the site**

The name of the Columbarium : Yat Tak Kwun (一德觀)

The columbarium locates at : No. 45, Tan Kwai Tsuen, Hung Shui Kiu, Yuen Long, New Territories (Lot No. 3971 RP (Part) in D.D. 124)

Start the year of operation : 2013

Religion of columbarium : Taoism, Buddhism, Catholicism and Christianity

Name of operator : Yat Tak Kwun Management Company Ltd.

Status of operator : Land owner of the premises under a lease :  
Fast Strong Limited

(Fast Strong Limited is the owner of the land, and Yat Tak Kwun Management Company Ltd. is wholly-owned of Fast Strong Limited)

- Lot No. 3971 RP (Part) in D.D. 124
- From 1986 to 30-06-2047

## The Location plan of Yat Tak Kwun



## 2. Site information and building arrangement

This columbarium has a site area of about 1397 square metres and a total building floor area of about 202 square metres. It is composed of :

- 2 columbarium block(s);
- 0 joss paper burner(s);
- 0 refuse storage rooms.

There is no oven or incinerator will be installed.

Other buildings which are facilities necessary for or ancillary to the

operation of the columbarium (please specify nature and number)

NIL

Other facilities necessary for or ancillary to the operation of the columbarium (e.g.: parking facilities, loading and unloading facilities) (please specify nature, area and number) NIL

Licence application number : #004

The total number of niches : 4456

The total number of ashes : 5757

The total number of niches : 582

(Only include niches that have been sold before June 30, 2017)

The total number of ashes : 8

(Only include ashes that have been sold before June 30, 2017)

### **3. The holding capacity of visitors and admission control**

#### **a. Opening hour will be scheduled as below:**

for ordinary week day will be from 9:00am to 5:00pm

for ordinary Sundays & Public Holidays will be from 9:00am to 5:00pm

for Lunar New Year (from the 29th to the third day of the Lunar New Year) 9:00am to 3:00pm

for **Festival Period** will be from 9:00am to 5:00pm

Note : **Festival Period** is defined as follows :

- (i) 3 weekends (Saturdays and Sundays) before the Ching Ming and Chung Yeung Festival Days,
- (ii) On the Ching Ming and Chung Yeung Festival Days,
- (iii) 3 weekends (Saturdays and Sundays) after the Ching Ming and Chung Yeung Festival Days, and
- (iv) Any public holidays within the 3 weekends (Saturdays and Sundays) before and after the Ching Ming and Chung Yeung Festival Days.



## **b. Estimation on the Number of Visitors**

### **i. Comparison on Visiting Demand and Visiting Capacity**

Table compares the estimated visitor demand and visiting capacity for the Proposed Columbarium during the Ching Ming and Chung Yeung Festival Periods.

#### **COMPARISON ON VISITOR DEMAND AND VISITING CAPACITY**

Visitor Demand per Festival Period	
Number of visitors per sold and occupied niches	= 2.89 visitors/niche (based on CKM's in-house data)
Total number of niches	= 4,456 niches
Total number of visitor (Visitor Demand per Festival Period)	= 4,456 niches x 2.89 visitors/niche = 12,878 visitors
Visitor Capacity per Festival Period	
Visiting capacity	= 55 persons per session
Number of sessions per hour	= 60 min/hr ÷ 20 min/session = 3 sessions/hr
Opening hours of the Subject Site	= 0900 to 1700 hours = 8 hr/day
Number of sessions per day	8 hr/day x 3 sessions/hr =24 sessions/day
Daily visiting capacity	= 55 visitors/session x 24 sessions/day = 1,320 visitors/day
Number of Days within the Festival Period	= Minimum 12 Days (including 3 weekends before and 3 weekends after the Festival Day, and assuming the Festival Day falls on a Saturday or Sunday; other public holidays in between also excluded.)
Minimum Visiting Capacity per Festival Period	=1,320 visitors/day x 12 days =15,840 visitors >Visitor Demand of 12,878 visitors, hence, OK

As shown in Table, the visitor demand is estimated to be some 12,878 across the Festival Period; whereas the visiting capacity for minimum 12 days will be 15,840 visitors, i.e. at least 1.2 times more than the visitor demand.

Hence, the proposed visiting capacity of 55 persons for each visiting session with the proposed implementation period of minimum 12 days, i.e. 3 weekends before and 3 weekends after the festival day, is considered appropriate and will be sufficient to accommodate the expected visitor demand.

In addition, special arrangement can also be requested by the visitors to visit the Proposed Columbarium on a weekday. Visitors must contact the Applicant in-advance for this special arrangement. The number of visitors on weekday is expected to be negligible, and shall not result in any adverse traffic impact.

## ii. Visiting Capacity with Visit-by-Appointment Arrangement

The visiting capacity with the Visit-by-Appointment arrangement is calculated and is presented in Table below :

VISITING CAPACITY WITH VISIT-BY-APPOINTMENT ARRANGEMENT

Item <sup>h</sup>	Proposed Columbarium	
	Building 1	Building 2
Approximate Gross Floor Area [a]	124m <sup>2</sup>	55m <sup>2</sup>
Housing Capacity [b] <sup>(Note 1)</sup>	3m <sup>2</sup> of gross floor area per person	
Visiting Capacity per Grave Sweeping Session	40 persons	15 persons
[c]=[a]÷[b] (Rounded-down to nearest 5)	<i>Subtotal: 55 persons per session</i>	
Duration of Grave Sweeping per Session [d]	20 minutes	20 minutes
Number of Grave Sweeping per Hour [e]=60÷[d]	3 sessions	3 sessions
Visiting Capacity per Hour [d]=[a]x[c]	120 persons per hour	45 persons per hour
<b>TOTAL</b>	<b>165 persons per hour</b>	

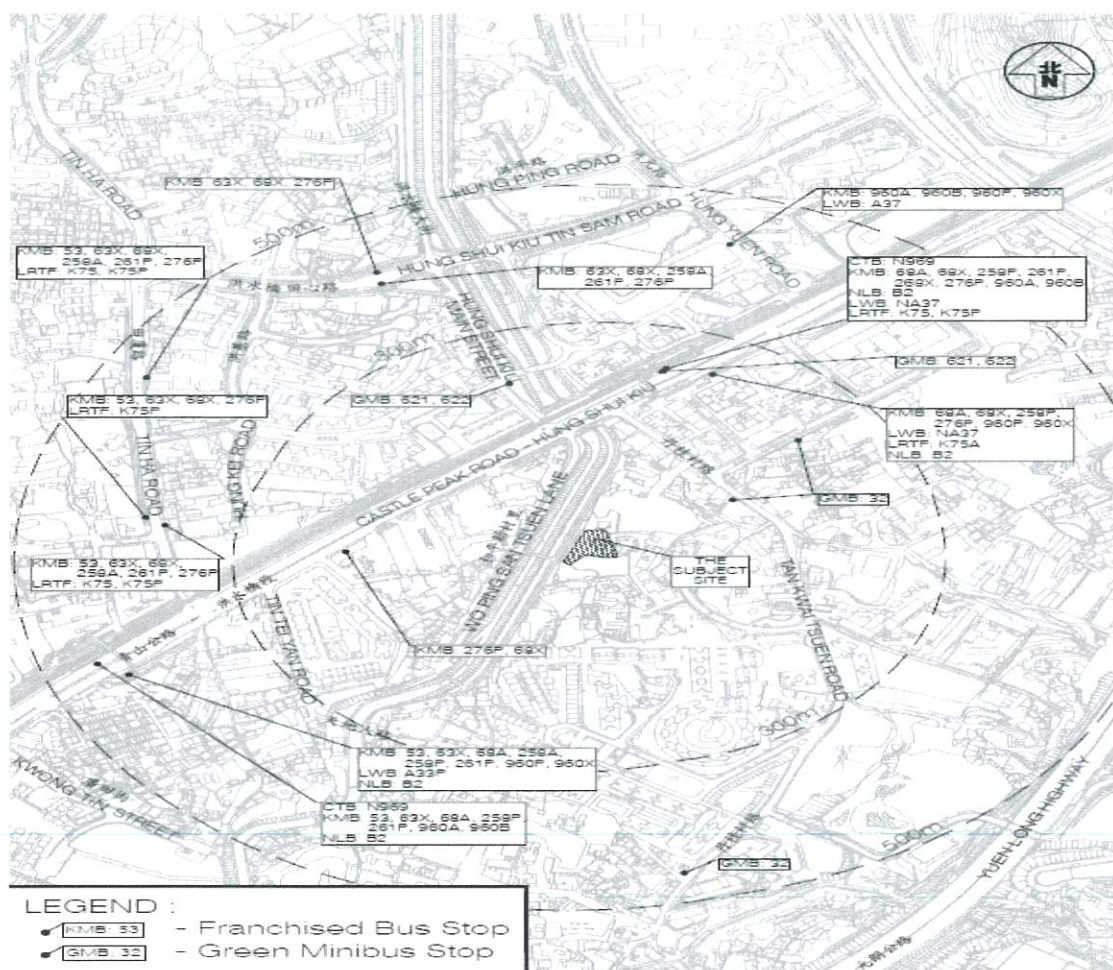
Note 1: PNAP APP-154, "Design Requirements for Columbarium Facilities", Buildings Department. Assessment of population density = 2m<sup>2</sup> of **usable** floor area per person, i.e. approximate 3m<sup>2</sup> of **gross** floor area per person.

As shown in Table, the Applicant will impose three 20-minute grave sweeping sessions per hour with a maximum 55 persons per session, i.e. an hourly visiting capacity of 165 persons per hour.

#### 4. Traffic and transportation arrangements

The columbarium is well-served by road-based public transport, Public/private hourly car parks is located nearby at Tan Kwai Tsuen Road, Hung Shun Road and Castle Peak Road.

The traffic location route



The columbarium is well-served by road-based public transport, in Particular along on Castle Peak Road – Hung Shui Kiu, where there are numerous franchised bus (KMB) , green minibus (GMB), red minibus (RMB) and MTR Light Rail Transit (LRT) routes. Public/private hourly car parks is also located nearby.



The major public transportation facilities :

KMB :

- 53 Yoho Mall (Yuen Long) – Tsuen Wan (Nina Tower)
- 63X Hung Shui Kiu (Hung Fuk Estate) – Jordan (West Kowloon Station)
- 68A Long Ping – Tsing Yi Station
- 68X Mong Kok (Park Avenue) – Hung Shui Kiu (Hung Fuk Estate)
- 258A Hung Shui Kiu (Hung Fuk Estate) – Lam Tin Station
- 258P Hung Shui Kiu (Hung Fuk Estate) – Lam Tin Station
- 258P Lam Tin Station – Hung Shui Kiu (Hung Fuk Estate)
- 261P Tsuen Mun (Siu Hong Court) – Sheung Shui (Tin Ping)
- 261P Sheung Shui (Tin Ping) – Tuen Mun (Siu Hong Court)
- 268X Hung Shui Kiu (Hung Fuk Estate) – Jordan (West Kowloon Station)
- 276P Tin Shui Wai Station – Sheung Shui
- 960A Central – Hung Shui Kiu (Hung Fuk Estate)
- 960P Hung Shui Kiu (Hung Yuen Road) – Wan Chai North
- 960X Hung Shui Kiu (Hung Yuen Road) – Quarry Bay

LWB :

- A34 Hung Shui Kiu (Hung Yuen Road) – Airport  
(Ground Transportation Centre)
- NA37 Tin Shui Wai Town Centre – HZMB Hong Kong Port

CTB:

- N969 Tin Shui Wai Town Centre – Tin Shui Wai Town Centre

MTRB:

- K75A Tin Shui Wai Station – Hung Shui Kiu
- K75P Tin Shui – Hung Shui Kiu

NLB:

- B2 Yuen Long Station – Shenzhen Bay Port

GMB:

- 32 Yuen Long Station – Tan Kwai Estate
- 621 Hung Fuk Estate – Tin Shui Wai Hospital
- 622 Hung Fuk Estate – Long Ping Station
- 606S Yuen Long (Fung Cheung Road) – Tsim Sha Tsui East



RMB:

Tuen Mun (Chi Lok Fa Yuen) – Yuen Long (Yuen Long Hong Lok Road)

Tsuen Wan (Chung On St) – Tuen Mun and Yuen Long

Mong Kok (Reclamation St) – Tuen Mun and Yuen Long

Yuen Long – Jordan Road (Parkes St)

LRT:

610 Yuen Long – Tuen Mun Ferry Pier

614 Yuen Long – Tuen Mun Ferry Pier

615 Yuen Long – Tuen Mun Ferry Pier

751 Tin Yat – Yau Oi

Note : KMB - Kowloon Motor Bus

LWB – Long Wing Bus

CTB – City Bus

MTRB – MTR Feeder Services

NLB – New Lantao Bus

GMB – Green Minibus

RMB – Red Minibus

LRT – MTR Light Rail Transit

Public Car parks :

(i) Public car park : Hung Shun Road car park

(ii) Hourly car park : Beauty Court car park, Hung Shui Kiu



Yat Tak Kwun has no internal transport facilities and no on-street drop-off will be conducted.

## **5. Crowd Management (Festival Period)**

### **Visit-By-Appointment**

During Festival Period “Visit-By-Appointment” scheme will be implemented to control the number of visitors entering the columbarium. Visits to the Columbarium will be regulated by appointments only.

The registration will be available by phone (2475 1828). Visitors are required to provide the number of people visiting in their group, the columbarium hall and niche to be visited, and the intend visiting time and date. The registration will be regarded as successful after confirmed the visiting details with the visitor.

The measures apply to all visitors, a code of management will be posted in the office, conspicuous places and will update from time to time.

Sales contract has been signed are required to comply with the terms of the code of management.

The forecast sales contract will also indicate the measures to be understood and signed by the customer.

### **Regulatory measure of visitor flow rate during Festival Period**

Maximum number of visitors stationed in the building is limited to 45 in Building 1 and 20 in Building 2.

In order to ensure that the number of visitors entering the venue is in line with The Private Columbaria Licensing Board and does not exceed the above mentioned capacity, the following measures shall be taken to regulate the visitor flow. The measures apply to all visitors, a code of management will be posted in the office, conspicuous places and will update from time to time.

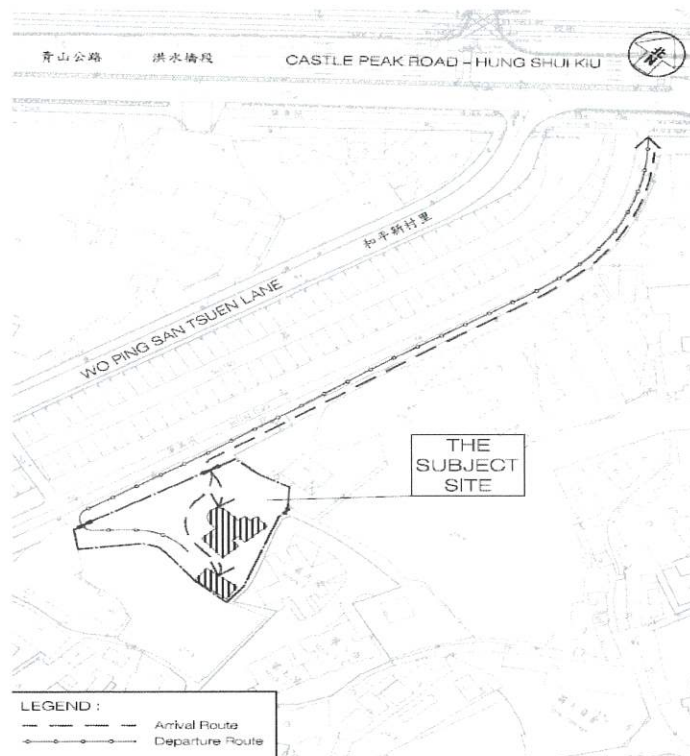
### **Mandatory No Car Parking Policy**

The forecast Sales Contracts will specify the no car parking policy to the customers. All niche owners must agree and abide to the policy in order to purchase and visit the columbarium.

### Transportation arrangement during Festival Periods

One-way pedestrian flow will be implemented. Visitors are encouraged to visit by public transportation. Via the nearby MTRC light rail station which is about 280m from the site as well as the bus stop alongside the Castle Peak Road, visitors can walk to the site within 5 – 8 minutes.

The visitor flow plan



### Traffic Arrangement on Festival Periods

Prior to the Ching Ming and Chung Yeung festival periods, the Applicant will issue a traffic advice note to all registered visitors to remind and to encourage them to use public transport services, including MTR, franchised bus and GMB when visiting Yat Tak Kwun.

The note will also emphasise that car parking and passengers' drop-off are not available at Yat Tak Kwun or in the vicinity. Hence, visiting by private cars and taxis are strongly discouraged. (Refer to Annex A)



### **Measure taken to regulate the visitor flow**

- a. Temporary Marquee will be erected for, registration, for controlling and for surveillance of visitor flow, for receiving compliant if there is any, for accommodating those waiting queue as well as for setting up a small clinic for emergency and accident.
- b. Visitors once enter the site will be identified and allocated to different queues as shown in the attached Visitor Control Plan. Temporary metal barrier will be deployed to fence off the visitor flow for using the different buildings.
- c. Staffs will be arranged at the entrance of the two buildings to control the number of visitors in each niche area.

**Number of management staffs and assisting visitors on Festival Period**

Total number of staffs : 8

**Manpower Deployment Plan during Festival Periods**

Location	No. of Staff	Duties
Reception	1	Register and provide assistance to visitors' queries, administration work
Open area (waiting area)	1	First aid service and coordinate the management team
Columbarium Building		Regulate and Control the number of visitors in the building to within the accommodation limit.
Building 1	2	
Building 2	1	
Security Guards/Staff	1	Patrol within Yat Tak Kwun to ensure safety for visitors. Regulate the visitors at queueing area
Maintenance Worker	1	For urgent repair and maintenance work at the columbarium
Cleaning Worker	1	To keep the clean environment for visitors

Note : (1) Number of staff will subject to periodic review of management plan

(2) Security Guards/staff will patrol around the site and are not indicated in the figures

### **First Aid Service**

The hall has a staff is trained in first aid and provides first aid on-duty service at anytime, during the festival period will additionally hire qualified temporary first aid workers in the hall.

### **6. Security Management**

During the festival periods, the staff visited the main passages to understand the actual situation and ensure the safety of the public. In case of urgent problems, contact the police immediately.

On festival periods, deploy enough professional security guards and hire temporary site staff to cope with the sudden increase of visitors during peak hours. And strictly implement the appointment visit to the hall to ensure the number of visitors does not exceed the capacity that can be accommodated.

The staff will be equipped with walkie-talkie to mobilize the operation procedure of the management plan.

Further, to guarantee smooth circulation, visitors will be reminded to pay attention to signage and staff instruction while inside the columbarium. If a large number of people are anticipated, we will impose special arrangement to limit the number of people entering the columbarium.

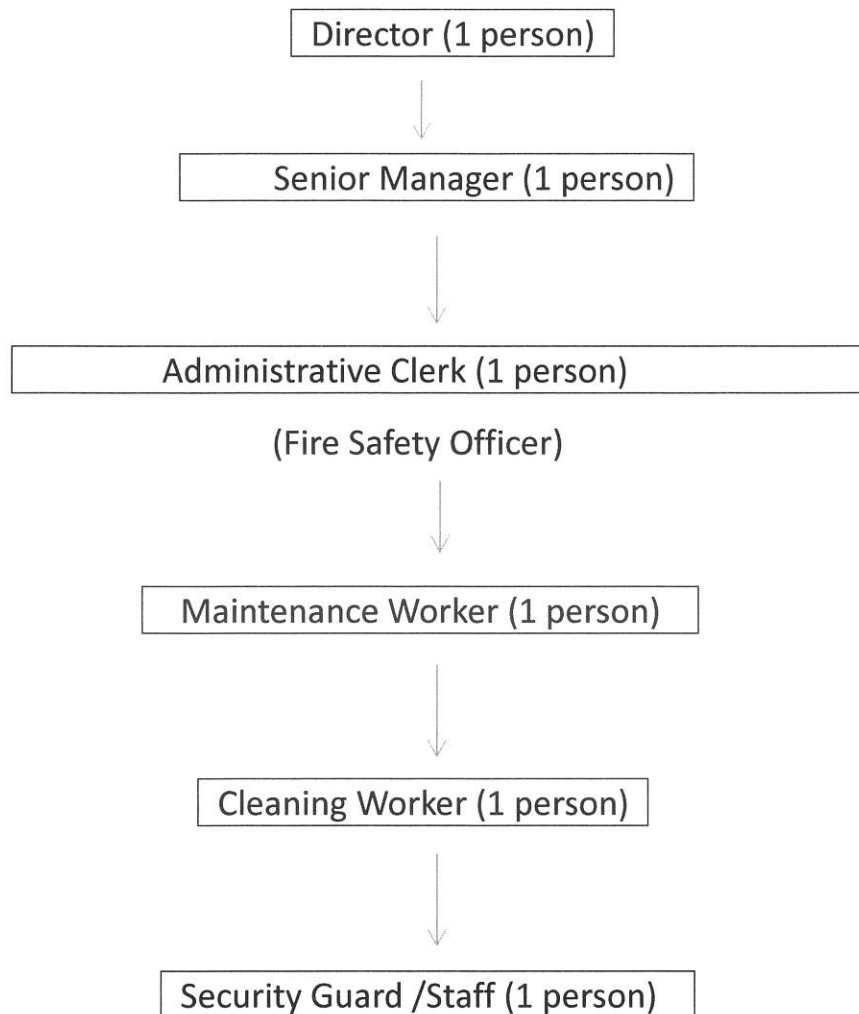
### **Data Collection and Review of the Special Traffic Arrangement**

The Applicant will maintain record of reservation, number of visitors, number of niches occupied etc. throughout the Ching Ming and Chung Yeung Festival Periods. These information could be reviewed to evaluate the operation efficiency of the special traffic arrangement.



## **7. Manpower Deployment (Day-to-Day operation)**

Management Structure :



Position :

<p>Director : 1 person</p> <p>Experience : Over 10 years relevant working experience</p> <p>Duties : Ensuring that the columbarium are in compliance with statutory and government requirements.</p>
<p>Senior Manager : 1 person</p> <p>Experience : Over 10 years relevant working experience</p> <p>Duties : Ensuring that the columbarium are in compliance with statutory and government requirements. Supervise (Private Columbaria Ordinance) related matters and daily operations, including appointing the administrative clerk as a fire safety officer to responsible for coordinating relevant fire safety matters within the Site. And also responsible to arrange fire safety training and first aid matters, arrange periodically training to the staff on how to use fire safety equipment, first aid kit etc and proper keep such training record.</p>
<p>Administrative Clerk : 1 person</p> <p>Experience : Over 7 years relevant working experience</p> <p>Duties : As a fire safety officer to coordinating relevant fire safety matters within the Site. Administrative work, customer service, people flow management</p>
<p>Cleaning Worker : 1 person</p> <p>Duties : To keep the clean environment for visitors</p>
<p>Maintenance Worker : 1 person</p> <p>Duties : Maintenance and repair of the halls</p>
<p>Security Guard/staff: 1 person</p> <p>Duties : To patrol within Yat Tak Kwun to ensure safety for visitors</p>

### **Top Management Personnel**

Name : Tong Yao

Position : Director

Contact Telephone Number: [REDACTED]

Name : Mr. Haywood Cheung

Position : Senior Manager

Contact Telephone Number : [REDACTED]

### **Maintenance and repair**

A maintenance staff is responsible for daily basic and urgent maintenance in the halls for Festival Periods.

### **Equipment for staff**

All staffs will be equipped with walkie-talkie to mobilize the operation procedure of the management plan. First aid box will be placing in the office and will be regularly checked.

### **Training**

The Senior Manager is responsible to arrange fire safety training and first aid matters. Also arrange periodically training to the staff on how to use fire safety equipment, first aid kit etc and proper keep such training record.

All Staffs will be requested to attain Certificate of Fire Safety Ambassador and Certificate of First Aid Training.

### **Management Mode**

#### **Monthly Meeting**

The hall holds a regular meeting on the last Monday of each month, the Manager presides over the meeting. The discussion content of the meeting included management and maintenance of the halls, collect trash properly, there are no rodent and other infestations, additional temporary staff and site work guidelines for Festival Periods, etc.



## 8. Contingency plan for fire or other emergencies situation

### Name, position and contact telephone number of the person in charge

Name : Mr. Haywood Cheung

Position : Senior Manager

Contact Telephone Number : 

**The fire safety officer** – The administrative clerk is appointed by the Senior Manager and is responsible and coordinating relevant fire safety matters in the site.

**Fire protection equipment** - set up fire extinguishers at designated locations in the site. The relevant equipment will be inspected annually by a qualified registered FSI contractor and a certificate will be issued.

**Fire escape route** - There are emergency escape signs in the main passage, check condition of all escape signs are functioning properly and ensure the fire escape route maps are intact and posted in the conspicuous place.

**Fire drills** - Conduct at least 2 fire drills a year and will have a follow-up review to improve the fire safety.

#### Fire drill-procedural guidelines :

“Fire Safety Instruction – for PC staff” (refer to Annex B) has been prepared and made familiar with by columbarium staffs.

- 1) The Fire Safety Officer will determine the assumed fire location and fire situation.
- 2) Notify the FSD to contact the date and time of the relevant operation.
- 3) On the day and time of the fire-drill, the Fire Safety Officer will announce official kick-off of the fire-drill, the 1<sup>st</sup> PC staff who noted the fire will implement the Fire Safety Instruction (Annex B).
- 4) All other PC staffs will guide customers to leave the indoor area and proceed to the designated assembly point.
- 5) After all the people arrive at the designated assembly point, take roll call and register the time.
- 6) After the exercise is completed, the results of the exercise will be

reported in the internal meeting and issues for review will be put forward.

- 7) Fill in the internal “Fire Drill Record Form” to record the day and time of the drill, including the required time, review items, etc.

**Equipment, escape routes and safe assembly points** - Evacuation Route and Fire Service Installations Plan and Location of the “Designated Assembly Point” Plan (refer to Annex C) will also be put up at appropriate place within the columbarium buildings.

**9. Comply with the licensing conditions, guidelines and codes of practice prescribed by the licensing committee**

Regarding the use of facilities, rules, posted in the office and conspicuous places, to facilitate frontline staff and customers to comply with the provisions of the regulations to meet the licensing conditions.

# 一德觀

## 場地守則

### 【一般事項】

- 一、 客戶在簽訂「龕位安放權協議」前，必須細心閱讀本場地守則的規定內容並確認必須嚴格遵守。本「場地守則」乃「龕位安放權協議」的其中一個重要組成部份。
- 二、 每個龕位只可安放已安排之受供奉者的骨灰，不得隨意變更。任何先人之有價值的、值得懷念的、值得紀念的物品不應安放於龕位內。龕位嚴禁放置任何違禁品、爆炸品。
- 三、 為保持整潔，龕位外壁及碑面，不得裝置易燃物品，以免引起火警及違反消防條例。
- 四、 客戶在祭念完畢後，請自行取回攜來之所有物品，並清理祭念時產生之垃圾，保持地方清潔。本公司有權清理客戶及其隨行人士遺留之任何物品，客戶不可追究。

### 【關於清明節及重陽節期間拜祭安排】

- 五、 每組客戶於堂內的拜祭時間為 20 分鐘，按「一德觀」回覆予客戶預約確認內容為準。
- 六、 如遇人多擠迫的情況時，「一德觀」將會實施人流管制，排隊入場，限制入場拜祭人數及逗留時間，到時請依照職員指示，耐心等待。

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修訂日期:2022 年 11 月 11 日

註:

1. 「一德觀」有權保留修訂以上各項細則之權利，並不作另行通知。
2. 如場地守則和龕位安放權出售協議條文有矛盾的話，一概以出售協議條文為準。
3. 「一德觀」及本公司一詞指出售協議中的賣方，而客戶一詞指出售協議中的買方。



## 10. Complaint Handling

The hall will strive to achieve the service commitments and goals set, but sometimes it may not be able to meet the standards due to factors outside the control of the hall. In this case, the complainant can contact the person in charge of the hall for details through the following methods :

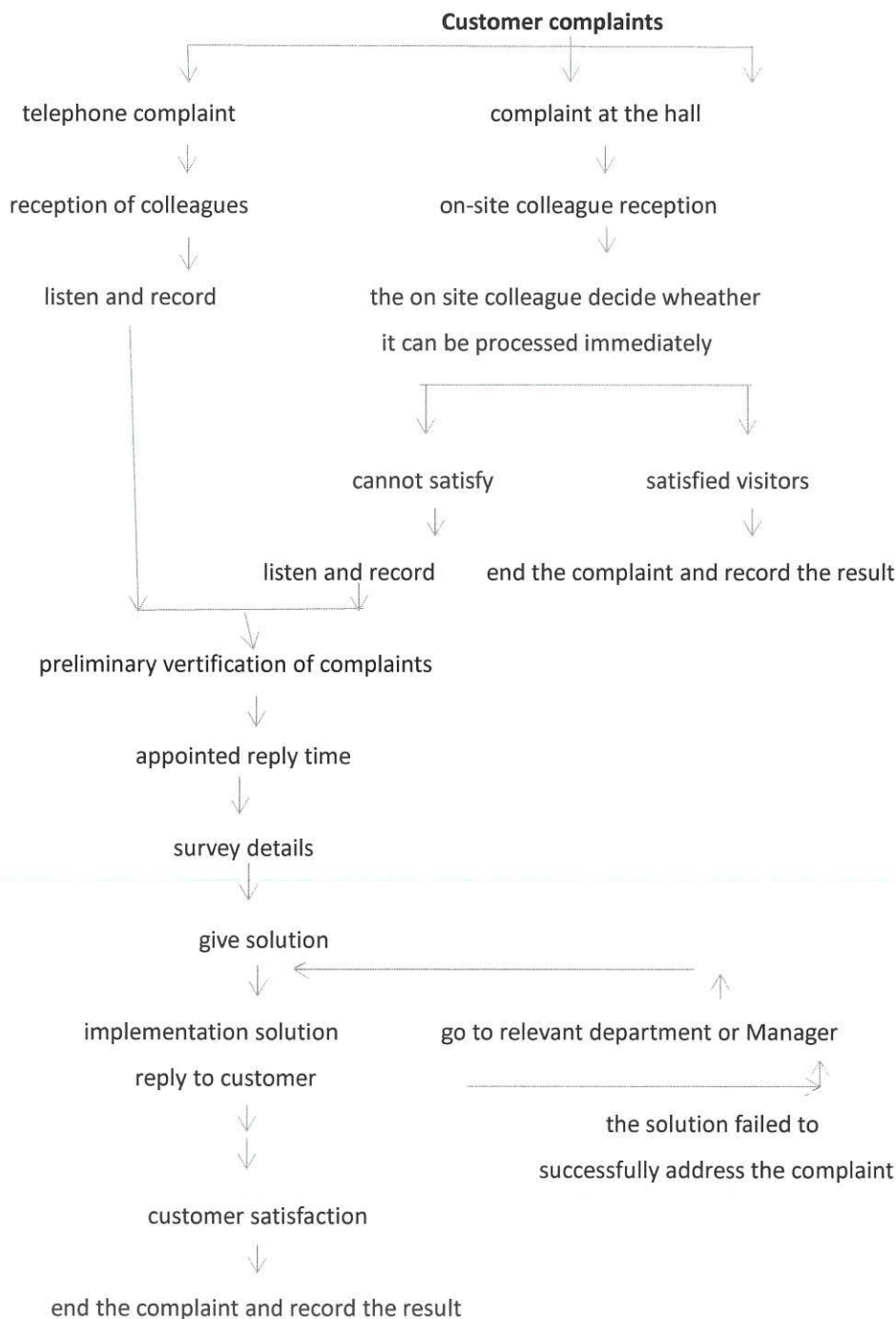
Address : No. 45, Tan Kwai Tsuen, Hung Shui Kiu, Yuen Long, New Territories

Contact telephone no. : [REDACTED]

Fax no. [REDACTED]

Email address [REDACTED]

**Complaint handling process :**



## **11. Finance arrangement**

Technically Competent Professional (preferable an accountant) independently employed by the licence holder shall visit the site on quarterly basis to review all the procedure and the financial status of the columbarium.

The proposal for finance arrangement shall be referred to the attached envelope. (Please refer to our previously submitted finance arrangement on 20<sup>th</sup> March, 2018)

**12. Persons responsible for the implementation and approval of the management plan**

The particulars of the person responsible for the implementation of the management plan

Name : Haywood Cheung  
Position : Senior Manager  
Contact telephone no.: [REDACTED]  
E-mail : [REDACTED]

The particulars of the person responsible for approving the management plan

Name : Tong Yao  
Position : Director  
Contact telephone no.: [REDACTED]  
E-mail : [REDACTED]

Submitted for and on behalf of the above named columbarium

Name : Tong Yao  
Position : Director  
E-mail : [REDACTED]



Signature :

Date : 9 June 2023

# Annex A

敬啟者：

一德觀

(Sample Only)

## 二零XX年(清明節/重陽節)\*期間的交通安排建議

二零XX年的(清明節/重陽節)\*將至，本觀(「一德觀」)預計附近的交通在節日期間或會非常繁忙，特此致函懇請閣下及同行親友務必使用公共交通工具(包括輕鐵、專營巴士及專線小巴)前來拜祭。

請注意，本觀沒有提供任何停車場服務及不設落客區，訪客切勿自行駕駛私家車或乘搭的士到訪。

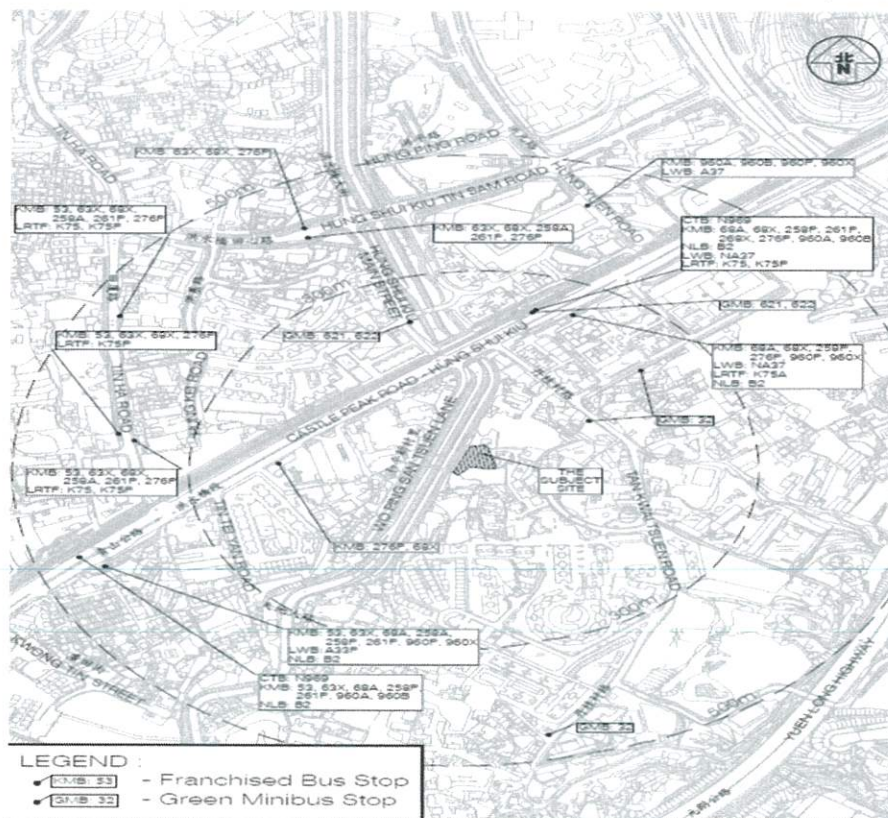
請勿在附近街道上落，以免影響交通。

如有任何查詢，可致電 2475 1828 查詢。

此致

一德觀 示

二零XX年X月X日



\* 刪去不適用者



# Annex B

## 骨灰安置所：一德觀 消防安全指引 - 一德觀職員適用

當你發現火警時.....

1. 高聲警告附近人士有火警發生。
2. 打電話999報火警及提供以下骨灰安置所名稱及地址。  
  
骨灰安置所名稱及地址：一德觀  
新界元朗洪水橋丹桂村45號  
(丈量約份第124約地段3971號餘段(部分))
3. 在安全情況下，所有可燃物品移離火源。
4. 在火勢不大及在安全情況下，使用滅火筒或消防喉轆 (如有)滅火。
5. 如火勢太大或不能控制時，將所有訪客疏散離開火警單位/樓層。
6. 當所有人員撤離後，關上火警單位大門及將所有訪客撤往指定集合地點。
7. 聯絡到場之消防人員，以提供資料及協助。

附註：

一德觀職員必須熟悉：

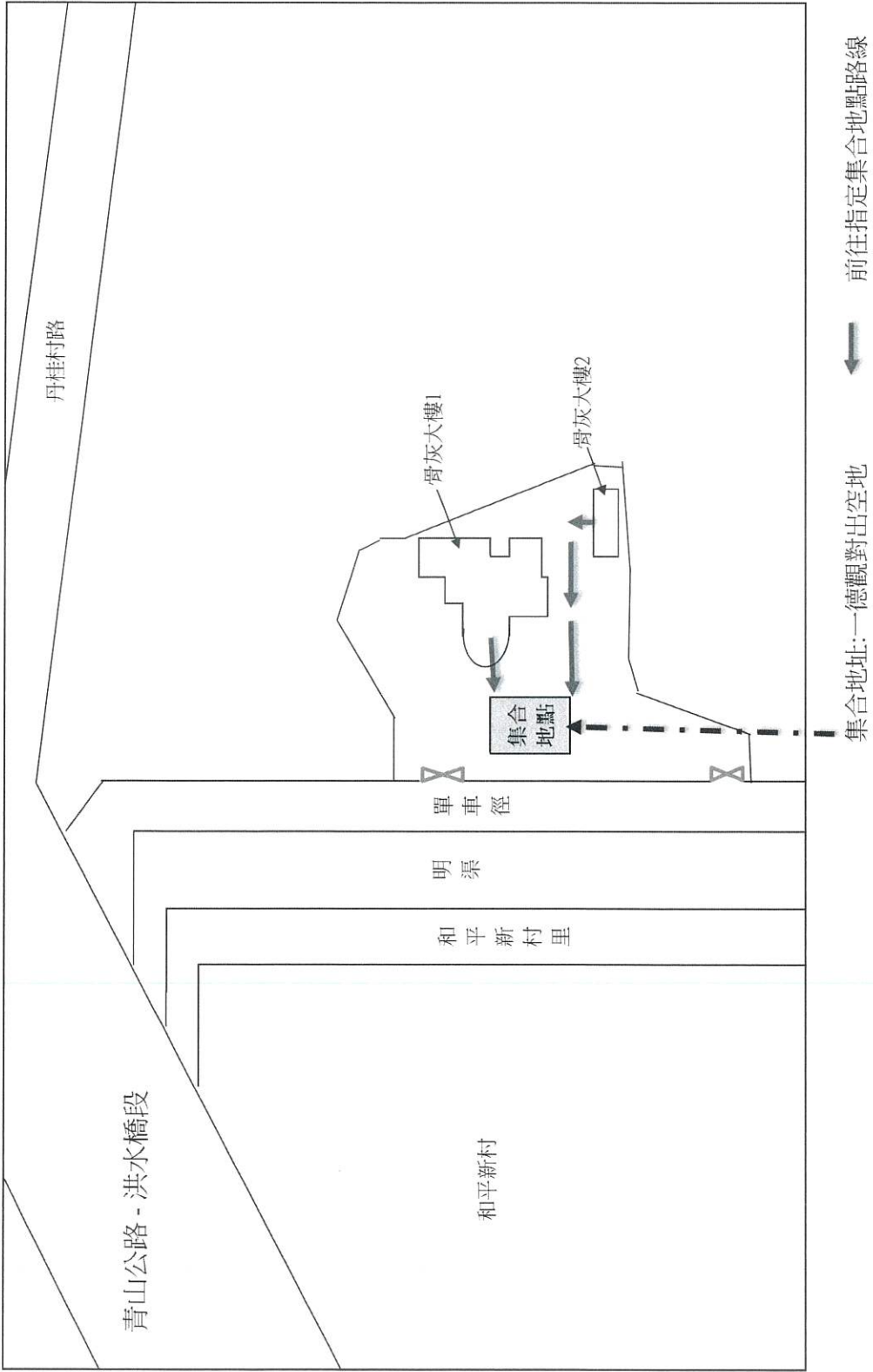
1. 骨灰安置所-一德觀之整體消防安全計劃。
2. 所有由骨灰安置所-一德觀前往指定集合地點之逃生路線。
3. 以下消防裝置之位置及操作：
  - 3.1 滅火筒及消防喉轆 (如有)

‘火警/緊急事故逃生路線圖’所需資料

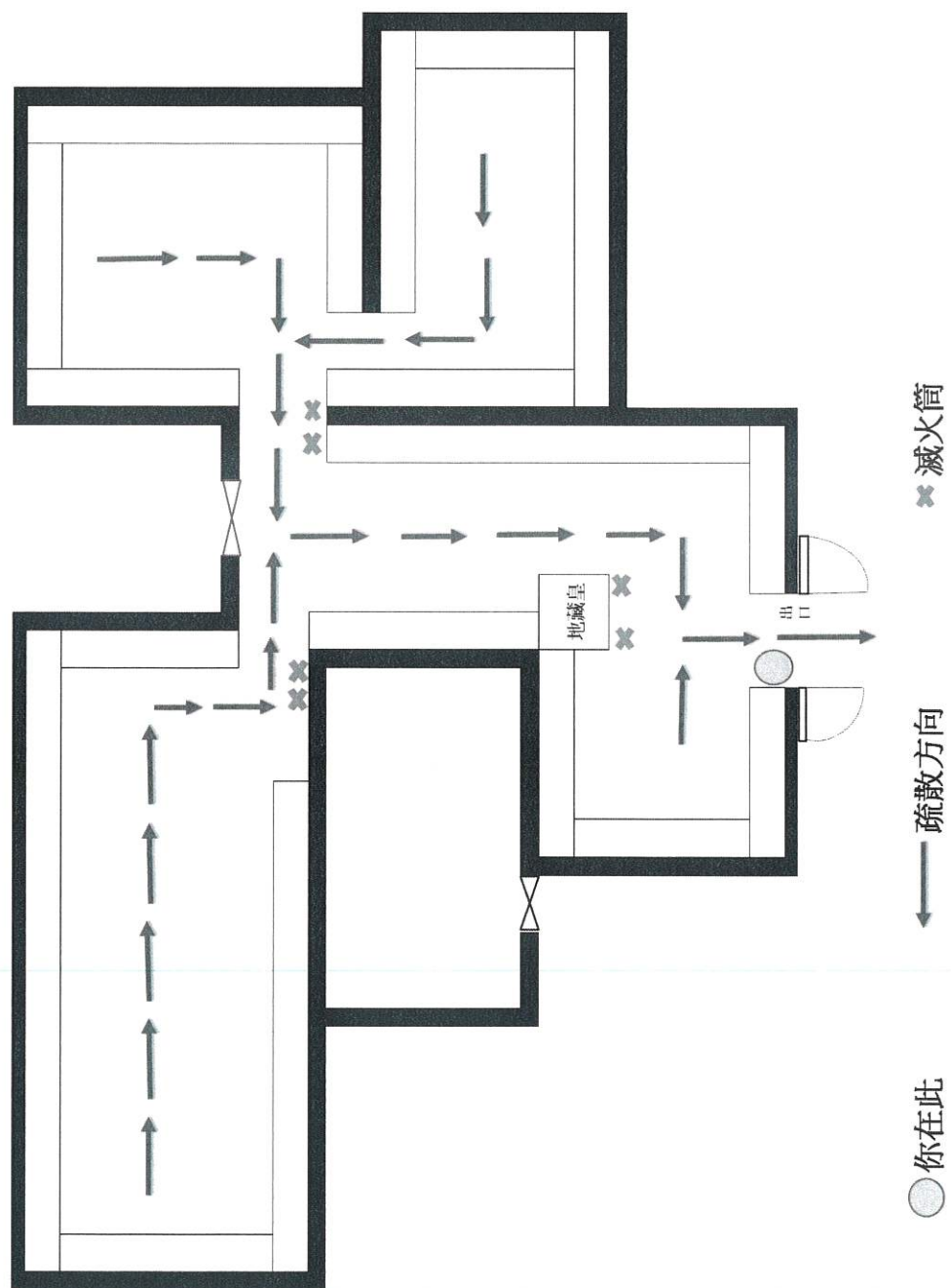
1. 樓宇內間隔。電制房、儲物房、通道及出口之位置。
2. 有關以下消防裝置之圖例說明及位置：滅火筒及消防喉轆 (如有)。
3. 就逃生路線圖所張貼地方標示“你在此”之相關位置及突顯前往最近出口之逃生路線。  
如樓宇有超過一個出口，更應突顯另一可行路線。
4. 提供“集合地點”資料：地址及附圖顯示其位置。  
環繞骨灰安置所建築物街道名稱亦應顯示。

# Annex C

骨灰安置所：一德觀  
消防安全疏散 "指定集合地點" 位置

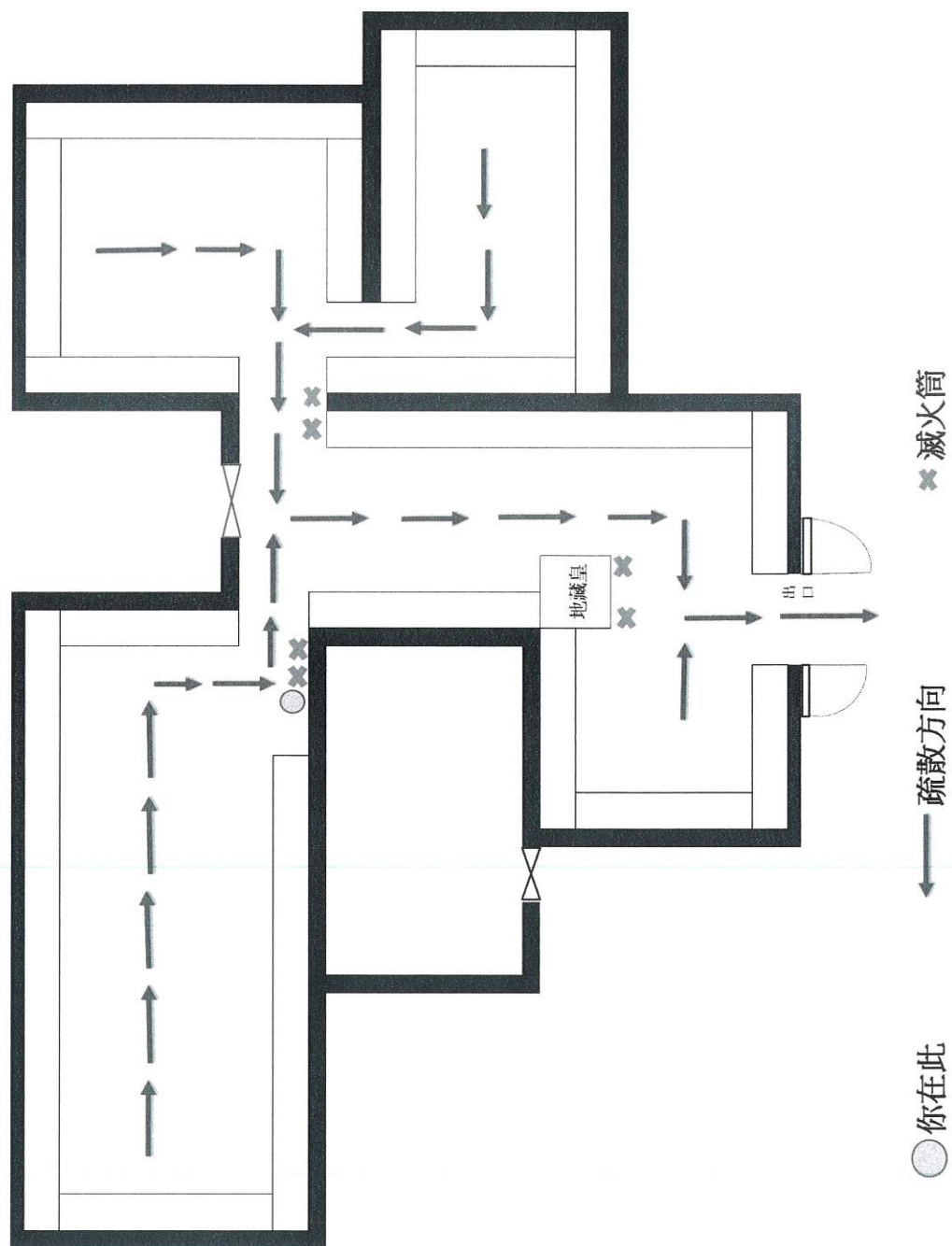


骨灰安置所：一德觀大樓1  
逃生路線圖



# 骨灰安置所：一德觀大樓1

## 逃生路線圖





# 骨灰安置所：一德觀大樓2 逃生路線圖

