

# **TOWN PLANNING BOARD**

**TPB Paper No. 10042  
For Consideration by the  
Town Planning Board on 27.11.2015**

**New Arrangement for Implementation of  
the Electronic Planning Application Submission System and  
Submission of Soft Copies for  
Planning and Technical Assessment Reports for Planning Applications**

**New Arrangements for Implementation of  
the Electronic Planning Application Submission System and  
Submission of Soft<sup>1</sup> Copies for  
Planning and Technical Assessment Reports for Planning Applications**

**1. Introduction**

This paper is to seek Members' agreement to:

- (i) the introduction of a new set of Guidance Notes and electronic application forms (e-forms) as well as the corresponding amendments made to the relevant Town Planning Board (TPB) Guidelines and Guidance Notes on applications arising from the implementation of the Electronic Planning Application Submission System (EPASS); and
- (ii) revise the submission requirement for soft<sup>1</sup> and hard copies for planning applications with voluminous planning and technical assessment reports.

**2. Background**

- 2.1 On 16.5.2014, Members were briefed on the objectives, requirements and submission procedures of EPASS and noted that EPASS was to provide an additional channel for submission of planning applications in electronic format. A copy of extract of the minutes of the TPB meeting is at **Attachment I**.
- 2.2 For background information, as the computer system was not yet ready to receive electronic submission (e-submission) when the Electronic Transactions Ordinance (ETO) was enacted in January 2000, sections 16(2) and 17(1) of the Town Planning Ordinance (the Ordinance)<sup>2</sup> in relation to application for planning permission and review of decision of TPB are excluded from the application of the ETO by an Electronic Transactions (Exclusion) Order (Cap. 553B) (the Exclusion Order) which came into effect on 7.4.2000.
- 2.3 Upon resolving the technical issues, the EPASS is now ready to be rolled out. Accordingly, steps have been taken to withdraw sections 16(2) and 17(1) of the Ordinance from the Exclusion Order<sup>3</sup>. The Electronic Transaction (Exclusion) (Amendment) Order 2015 (the Amendment Order) will come into operation on

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<sup>1</sup> Soft copies refer to Compact Disc – Read Only Memory (CD-ROM) or Digital Versatile Disc – ROM (DVD-ROM)

<sup>2</sup> Review of the Director of Planning's decision on enforcement action handled by the Secretary for Development under section 24(1) of the Ordinance is also excluded from the application of the ETO.

<sup>3</sup> The Electronic Transaction (Exclusion) (Amendment) Order 2015 was gazetted on 9.10.2015 and tabled before the Legislative Council for negative vetting on 14.10.2015.

18.12.2015, and the EPASS will be rolled out on the same date.

### 3. **New Arrangements**

#### ***EPASS***

- 3.1 To implement the EPASS, a new set of Guidance Notes (**Attachment II**) has been prepared to provide information on the requirements and procedures of making e-submissions. A new set of e-forms (**Attachment III**), similar to the set of application forms currently used, has also been prepared to facilitate the e-submissions.

#### ***Proposed New “Guidance Notes on E-submission”***

- 3.2 The proposed new Guidance Notes are to provide guidance on:
- (a) the types of e-submissions that can be made and the relevant e-forms that have to be used;
  - (b) the requirements for making e-submissions<sup>4</sup>; and
  - (c) the procedures of making e-submissions.

#### ***Proposed New E-forms***

- 3.3 Nine draft e-forms (including one each for sections 12A, 16A and 17 applications, five for section 16 applications, and one for submission of further information<sup>5</sup>) have been prepared.

#### ***Submission of Soft Copies for Planning and Technical Assessment Reports for Planning Applications***

- 3.4 In view of the e-submissions, opportunity has been taken to review the existing requirement<sup>6</sup> for hard copy submission in particular for those applications involved voluminous planning and technical assessment reports. Having

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<sup>4</sup> To recap, the requirements of e-submission include a maximum file size of 10MB, maximum number of pages of 20, file in Adobe Portable Document Format (pdf), page size of not larger than A3, digital signature on e-form, arrangement for submission of true copy of authorization letter where appropriate and option for submission of hard copy of coloured plans and drawings by hand or by post.

<sup>5</sup> Sections 12A and 16A applications are new provisions in the Town Planning (Amendment) Ordinance 2004 not under the Exclusion Order. While there is no requirement under the Ordinance for submission of section 17 review application and further information in a prescribed form, relevant e-forms have been prepared to facilitate their submissions through EPASS.

<sup>6</sup> Under the existing practice, five signed original copies of the application form and five copies each of the location plans and site plans are required to be submitted for processing of the planning application. If planning and technical assessment reports to support the applications are to be submitted, 70 copies are required for sections 12A and 16 applications, 90 copies in maximum for section 17 review applications, and 12 copies for section 16A applications. In general, the planning and technical assessment reports submitted are voluminous.

reviewed the existing practice, it is proposed that 35 soft <sup>1</sup> and 35 hard copies of planning and technical assessment reports can be submitted for sections 12A and 16 planning applications, and 50 soft <sup>1</sup> and 35 hard copies of planning and technical assessment reports can be submitted for section 17 review. Should section 16A applications need to be considered by TPB or its Planning Committees, 14 additional hard copies and 31 soft copies of the planning and technical assessment reports can be submitted for further processing. The same applies to submission of further information.

- 3.5 The proposed submission of soft copies for planning and technical assessment reports would be carried out on a **voluntary basis** in order to avoid creating hardship to those applicants who lack the requisite technological skills, resources or the financial means to comply with the requirement. The applicants may follow the existing practice of submitting hard copies for their applications.

#### 4. **Revisions**

- 4.1 With the provision of EPASS, corresponding amendments to the TPB Guidelines No. 30A on 'Publication of Applications for Amendment of Plan, Planning Permission and Review and Submission of Comments on Various Applications under the Ordinance' (TPB PG-No. 30A) are required. The amended pages of the TPB Guidelines<sup>7</sup> are attached at **Attachment IV**.
- 4.2 To take the recommendations of submitting soft copies for planning and technical assessment reports, corresponding amendments to the checklist of documents of the application forms for sections 12A and 16 applications are required. The revised checklist of documents is attached at **Attachment V**.
- 4.3 Amendments to the four Guidance Notes on Planning Applications<sup>8</sup> are also required to correspond to the aforesaid revisions. The amended pages of the four revised Guidance Notes<sup>9</sup> are attached at **Attachments VI(a) to (d)** respectively.
- 4.4 Opportunity is also taken to incorporate other technical amendments in the aforesaid TPB Guidelines, checklist of documents and Guidance Notes. The proposed amendments are highlighted **bold** and *italic* for easy reference.

#### 5. **Consultation**

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<sup>7</sup> A full set of the TPB Guidelines is deposited at the TPB Secretariat for Members' inspection.

<sup>8</sup> The four Guidance Notes are:

- (a) Guidance Notes on Application for Amendment of Plan under Section 12A of the Ordinance;
- (b) Guidance Notes on Application for Permission under Section 16 of the Ordinance;
- (c) Guidance Notes on Application for Permission for Temporary Open Storage and Port Back-up Uses under Section 16 of the Ordinance; and
- (d) Guidance Notes on Amendment to Permission under Section 16A(2) of the Ordinance.

<sup>9</sup> A full set of the revised Guidance Notes is deposited at the TPB Secretariat for Members' inspection.

The new Guidance Notes and e-forms as well as revisions to the existing TPB Guidelines, Guidance Notes and checklist of documents of the application forms are technical in nature. Besides, the proposed revisions to the submission requirement would be carried out on a voluntary basis. Therefore, consultation with government departments is considered not necessary.

## 6. **Promulgation**

Subject to Members' agreement, a press release will be issued to announce that the EPASS will provide an additional channel for submission of planning applications, and revisions to existing Guidance Notes, application forms and TPB Guidelines have been made. Provisions have been made for submission of soft copies for planning and technical assessment reports for planning applications. The new Guidance Notes, e-forms and the revised TPB Guidelines (TPB PG-No. 30B), checklist of documents of application forms and Guidance Notes will be uploaded to TPB's website for public use on 18.12.2015.

## 7. **Decision Sought**

Members are invited to endorse the following:

- (a) the draft 'Guidance Notes on e-submission' and the nine draft e-forms (samples attached<sup>10</sup>) for e-submission at **Attachments II and III** respectively;
- (b) the proposed revisions to TPB PG-No. 30A at **Attachment IV**;
- (c) the proposed revisions to the checklist of documents of the application forms for sections 12A and 16 applications at **Attachment V**; and
- (d) the proposed revisions to the four Guidance Notes on Planning Applications at **Attachments VI(a) to VI(d)**.

## **Attachments**

Attachment I	Extract of the minutes of the 1059 <sup>th</sup> TPB meeting held on 16.5.2014
Attachment II	Draft Guidance Notes on Electronic Submission for Applications for Amendment of Plan, Permission, Amendment to Permission and Review under Sections 12A, 16, 16A(2) and 17 of the Town Planning Ordinance (Cap. 131) Respectively and the Submission of Further Information
Attachment III	Draft Electronic Application Forms for Electronic Submission
Attachment IV	Amended Pages of TPB Guidelines No. 30A on Publication of Applications for Amendment of Plan, Planning Permission and Review

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<sup>10</sup> A full set of the draft e-forms is deposited at the TPB Secretariat for Members' inspection.

and Submission of Comments on Various Applications under the Town Planning Ordinance

Attachment V      Draft Revised Checklist of Documents of Application Forms for Sections 12A and 16 Applications

Attachments VI      Amended Pages of Guidance Notes on Planning Applications under the  
(a) to (d)      Town Planning Ordinance

**PLANNING DEPARTMENT**

**November 2015**

## Extract of Minutes of the 1059<sup>th</sup> TPB Meeting on 16.5.2014

### Agenda Item 8

[Open Meeting]

#### Electronic Planning Application Submission System

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[The meeting was conducted in Cantonese]

77. The following representatives from the Planning Department were invited to the meeting at this point:

- |                     |   |   |
|---------------------|---|---|
| Mr Silas K.M. Liu   | - | Chief Town Planner/Information System and Land Supply |
| Ms Carrie K.C. Chan | - | Senior Town Planner/Land Supply                       |
| Mr Ernest C.K. Wong | - | Town Planner/Land Supply                              |

78. The Chairman extended a welcome and invited PlanD's representatives to brief Members on the Paper. Mr Silas K.M. Liu said they would brief members about the Electronic Planning Application Submission System (EPASS) currently under preparation and seek Members' views.

79. With the aid of a powerpoint presentation, Ms Carrie K.C. Chan made a presentation covering the following main points:

- (a) after enactment of the Electronic Transactions Ordinance (ETO), electronic records/digital signatures were given the same legal status as that of paper-based counterparts;

#### *Objective of EPASS*

- (b) current submissions to the Town Planning Board (the Board) were all paper-based. The objective of EPASS was to provide an additional channel for receiving on-line submission of planning applications. E-submissions would be in prescribed digital format, file size and would need to comply with specific requirements;

- (c) EPASS would only allow for receiving e-submissions, but it would not be for full e-processing of the submissions;

*Proposed Requirements*

- (d) an on-line platform would be set up at the Board's website. Nine e-forms would be available to handle applications under sections 16, 16A, 12A and 17 and for submission of further information;
- (e) the file sizes were proposed to be less than or equal to 10MB, taking into account the Government's electronic infrastructure capacities;
- (f) digital signatures were required to be provided in the application forms. The digital signatures had to be issued by two certification authorities, Hong Kong Post and Digi-Sign, that were recognised by the Office of the Government Chief Information Officer;
- (g) the form together with supplementary information would be restricted to a maximum of 20 pages with font sizes equal or larger than 12 font size. Land ownership record/owner consent documents would be excluded from the above page limits. For Members' reference, about 77% of the submissions made to the Board in 2012 were within 20 pages;
- (h) attachments would need to be in pdf format and not larger than A3 size. Attachments might be in black and white or coloured. Same as for paper-based submissions, sufficient hard copies had to be submitted for e-submissions in colour;
- (i) other supplementary information exceeding the above file size or page limit had to be submitted in hard copy;



### *On-line Submission*

- (j) a demonstration of the detailed steps in the on-line submission system was shown to Members; and

### Advice Sought

- (k) Members were invited to provide views on EPASS.

80. As the presentation was completed, the Chairman invited questions from Members. A Member asked whether hard copies of submissions would still be required after implementation of EPASS. In response, Mr Silas K.M. Liu said for documents within the 20-page limit, there was no need to provide hard copies; however, hard copies would be required for coloured plans, booklets and other supplementary information exceeding the page limit.

81. Another Member asked what were the next steps after implementation of EPASS. Mr Liu said that EPASS was to provide an additional venue for submission of planning applications in electronic format. Full processing of planning applications in electronic format would involve complicated process and had to be explored in an incremental way.

82. As Members had no further questions, the Chairman thanked the representatives of PlanD for making the briefing and they all left the meeting at this point.

**ELECTRONIC SUBMISSION FOR APPLICATIONS FOR AMENDMENT OF PLAN,  
PERMISSION, AMENDMENT TO PERMISSION AND REVIEW UNDER SECTIONS  
12A, 16, 16A(2) AND 17 OF THE TOWN PLANNING ORDINANCE (CAP.131)  
RESPECTIVELY AND THE SUBMISSION OF FURTHER INFORMATION**

**GUIDANCE NOTES**

**INTRODUCTION**

1. The electronic submission (e-submission) is intended to provide an additional channel for the public to make planning/review applications under sections 12A, 16, 16A(2) and 17 of the Town Planning Ordinance (the Ordinance) and the subsequent submission of further information (FI) on these applications online.
2. The following notes give general information and guidance on how to use e-submission to apply for amendment of plan, permission, amendment to permission and review under sections 12A, 16, 16A(2) and 17 of the Ordinance and submit FI. This Guidance Notes should be read together with the other four Guidance Notes on planning applications<sup>1</sup> which give general information/guidance on how to make the corresponding planning applications, including general requirements on applications (including consent or notification to “current land owner” and documents for the submissions), publication of application for comments, withdrawal of applications, request for deferment of decision on applications, right of review and appeal, and other important points to note.
3. If further information or assistance is required, please contact **the Planning Enquiry Counters (PEC) of the Planning Department (PlanD) (Hotline: 2231 5000) (17/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong and 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories).**

**TYPES OF E-SUBMISSIONS THAT CAN BE MADE**

4. E-submission of planning applications, review application and FI for planning/review applications can be made by completing and submitting via the Town Planning Board

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<sup>1</sup> The Guidance Notes include those on (i) Application for Amendment of Plan under section 12A of the Ordinance; (ii) Application for Permission under section 16 of the Ordinance; (iii) Application for Permission for Temporary Open Storage and Port-Back-up under section 16 of the Ordinance; and (iv) Application for Amendment to Permission under section 16A(2) of the Ordinance. They can be viewed at the following link:  
[http://www.info.gov.hk/tpb/en/forms/forms\\_related.html](http://www.info.gov.hk/tpb/en/forms/forms_related.html).

(TPB) website the following relevant electronic application forms (e-forms), which are available from the TPB website:

- (a) Application for Amendment of Plan under Section 12A of the Ordinance (e-form No. S12A);
- (b) Application for Permission under Section 16 of the Ordinance – Applicable to Proposal Only Involving Change of Use within Existing Building(s) or Part thereof (e-form No. S16-1);
- (c) Application for Permission under Section 16 of the Ordinance – Applicable to Proposal Only Involving Construction of “New Territories Exempted House(s)” (NTEH) (e-form No. S16-2);
- (d) Application for Permission under Section 16 of the Ordinance – Applicable to Proposal Only Involving Temporary Use/Development of Land and/or Building not Exceeding 5 Years (e-form No. S16-3);
- (e) Application for Permission under Section 16 of the Ordinance – Applicable to Proposal Only Involving Renewal of Permission for Temporary Use or Development (e-form No. S16-4);
- (f) Application for Permission under Section 16 of the Ordinance – Applicable to Other Kind of Development Proposals<sup>2</sup> (e-form No. S16-5);
- (g) Application for Amendment to Permission under Section 16A(2) of the Ordinance (e-form No. S16A);
- (h) Application for Review under Section 17 of the Ordinance (e-form No. S17); and
- (i) Submission of FI for Planning Applications under the Ordinance (e-form No. FI).

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<sup>2</sup> These proposals include (i) change of use of existing premises/building with open land included in the application site (e.g. kindergarten on podium with open playground, change of use involving change in parking provision or vehicular access on site); (ii) land/pond filling for Column 1 use or use/development always permitted under the Covering Notes; (iii) minor relaxation of stated development restriction for Column 1 use or use/development always permitted under the Covering Notes (also applicable to public/private utility installation); (iv) public/private utility installation (e-form No. S16-3 to be used for use not exceeding 5 years); and (v) any other uses/developments not elsewhere specified.

5. The correct e-form should be used for the corresponding planning/review application or submission of FI. Use of a wrong or outdated e-form may delay the application process or lead to refusal of application.

## **REQUIREMENTS OF MAKING E-SUBMISSIONS**

6. Before making an e-submission, the applicant should make sure that the operation system and software of his/her computer would support the online e-submission to TPB. The system requirements for making e-submissions are shown on the TPB webpage and are available from the following link [\[to be provided later\]](#).
7. The e-submission should be made in the manner and format specified below:
  - (a) the submission should be
    - (i) made in the specified e-forms as stated in paragraph 4 above to the Secretary of TPB through the e-submission system;
    - (ii) not exceeding 10 MB in size (including the e-form and all attachments);
    - (iii) not exceeding 20 number of pages (including the e-form, attached plans and supplementary documents<sup>3</sup> but excluding the particulars of applicant and authorized agent as well as the checklist of documents)<sup>4</sup>; and
  - (b) the attachment to the e-form should be:
    - (i) in 'Adobe Portable Document Format' (pdf);
    - (ii) in font size not smaller than 12 for the text<sup>5</sup>; and
    - (iii) in pages not larger than A3 size;

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<sup>3</sup> Reference should be made to the relevant Guidance Notes on Planning Applications, which are available at the TPB Secretariat, PECs of PlanD and the TPB website, for information.

<sup>4</sup> No page limit for documents relating to landownership record, landowner's consent, request for landowner's consent and notification to landowner. The documents should be compiled in one 'Adobe Portable Document Format' (pdf) file attachment for plans/drawings and other supplementary documents, and another pdf attachment for landownership record, landowner's consent, request for landowner's consent and notification to landowner to the e-form.

<sup>5</sup> Except those in the footnotes, footers, headers, tables and drawings submitted by the applicant.

8. The e-form must be signed with valid digital signature(s) which has to be supported by a recognized certificate issued by certification authorities recognized by the Government Chief Information Officer (GCIO). Further details on digital certificate are available at the website of the Office of GCIO at [www.ogcio.gov.hk](http://www.ogcio.gov.hk).
9. Any intended submission other than by the aforesaid prescribed format and/or exceeding the file size and/or page restrictions will not be accepted by the e-submission system. Such submissions should be sent to “Secretary, TPB, 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong” by hand or by post in accordance with the requirements specified in the Guidance Notes for the planning applications.
10. The applicant could appoint an agent to submit an application on his/her behalf. If the application is submitted by an agent, a true copy of an authorization letter signed by the applicant should be submitted separately to the Secretary, TPB by hand or by post together with a printout of the ‘Acknowledgement of Submission’, which will be sent to the applicant’s email address when the application is successfully submitted for identification purpose.
11. For coloured plans and drawings attached to the e-submission, they will be printed in black and white and in A4 size for processing of the application. Applicants who want their applications to be processed with coloured copies and the paper size submitted, sufficient hard copies (70 copies for section 12A application and section 16 application, 90 copies for Section 17 review application, and 12 copies for Section 16A(2) application)<sup>6</sup> of the plans and drawings should be submitted separately by hand or by post to the Secretary, TPB together with a printout of the ‘Acknowledgement of Submission’ for identification purpose. For the avoidance of doubt, only the hard copies of those coloured plans and drawings that have been submitted via the e-submission system will be accepted.

## **HOW TO MAKE AN E-SUBMISSION**

12. The steps/instructions of submission on the TPB website have to be followed and the important points of application should be noted. An online demonstration of the submission process is available on the TPB website.

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<sup>6</sup> Number of copies required for applications is applicable to their corresponding FIs. If considered necessary, additional copies may be required by TPB.

13. An Executive Summary on the submission of not more than 500 words in both English and Chinese should be provided.
14. All e-submissions will be checked by the TPB Secretariat. The applicant may be required to verify any matters or particulars set out or included in the application. Upon checking, if it is found that the applicant fails to provide the required particulars and/or sufficient copies of documents where appropriate, and/or there is irregularity in the submission, TPB may refuse to process his/her application. The date of receipt of application will be the date when the TPB Secretariat has finished checking the submission and all necessary information and documents are received.
15. No separate hard copy submission of supplementary information of applications, except authorization letter and coloured drawings and plans as stated in paragraphs 10 and 11 above, for e-submission will be accepted. Hybrid submission of applications, i.e. making e-submission and hard copy submission by hand or by post for an application at the same time, will not be accepted.
16. If the e-submission is made outside the office hours of the TPB Secretariat, it will be treated as having been submitted on the following working day<sup>7</sup>, e.g. if the submission is made at 5:30:01 p.m. on a Tuesday, it will be treated as having been submitted at 9:00:00 a.m. on Wednesday<sup>8</sup>, and if the submission is made at 6:00:01 p.m. on a Friday, it will be treated as having been submitted at 9:00:00 a.m. on the next Monday<sup>9</sup>.

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### **Secretary, Town Planning Board**

15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong  
(Tel: 2231 4810 or 2231 4835), (Fax: 2877-0245/2522-8426) and (Email: [tpbpd@pland.gov.hk](mailto:tpbpd@pland.gov.hk))

### **Town Planning Board's Website**

<http://www.info.gov.hk/tpb/>

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<sup>7</sup> The office hours of the TPB Secretariat are from 9:00am to 5:30pm on Monday through Thursday and from 9:00am to 6:00pm on Friday.

<sup>8</sup> Given that the day is not a public holiday.

<sup>9</sup> Ditto.

**Planning Enquiry Counters of the Planning Department**

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

14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories

(Hotline: 2231 5000).

**Town Planning Board**

**December 2015**

**Draft Electronic Application Forms (e-forms) for Electronic Submission**

<b><u>Attachment No.</u></b>	<b><u>Content</u></b>
III(a)	Points to Note and Statement on Personal Data: All e-forms have these pages at the beginning. Users should view and accept these two pages before filling the e-form. Sample is attached.
III(b)	E-form for Application for Amendment of Plan under Section 12A of the Ordinance (e-form No. 12A): Sample is attached.
III(c)	Five e-forms for Application for Permission under Section 16 of the Ordinance: formats and contents of five e-forms are similar. Only sample of e-form No. S16-5 is attached. <ul style="list-style-type: none"> <li>● Applicable to Proposal Only Involving Change of Use within Existing Building(s) or Part thereof (e-form No. S16-1)</li> <li>● Applicable to Proposal Only Involving Construction of “New Territories Exempted House(s)” (e-form No. S16-2)</li> <li>● Applicable to Proposal Only Involving Temporary Use/Development of Land and/or Building not Exceeding 5 Years (e-form No. S16-3)</li> <li>● Applicable to Proposal Only Involving Renewal of Permission for Temporary Use or Development (e-form No. S16-4)</li> <li>● Application for Permission under Section 16 of the Ordinance – Applicable to Other Kind of Development Proposals<sup>1</sup> (e-form No. S16-5)</li> </ul>
III(d)	Application for Amendment to Permission under Section 16A(2) of the Ordinance (e-form No. S16A): Sample is attached
III(e)	Application for Review under Section 17 of the Ordinance (e-form No. S17): Sample is attached
III(f)	Submission of FI for Planning Applications under the Ordinance (e-form No. FI): Sample is attached

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<sup>1</sup> These proposals include (i) change of use of existing premises/building with open land included in the application site (e.g. kindergarten on podium with open playground, change of use involving change in parking provision or vehicular access on site); (ii) land/pond filling for Column 1 use or use/development always permitted under the Covering Notes; (iii) minor relaxation of stated development restriction for Column 1 use or use/development always permitted under the Covering Notes (also applicable to public/private utility installation); (iv) public/private utility installation (e-form No. S16-3 to be used for use not exceeding 5 years); and (v) any other uses/developments not elsewhere specified.



# POINTS TO NOTE 注意事項

This website provides means, in addition to hard copy submission by hand or by post, for making planning application which does not involve voluminous documents and/or large size drawings to the Town Planning Board (TPB) under sections 12A, 16, 16A and 17 of the Town Planning Ordinance (the Ordinance) and for providing further information in relation to the submitted application under the said provisions of the Ordinance. Before making the application through this website, you are advised to read carefully the following points:

- (a) This website accepts submission of planning application under sections 12A, 16, 16A and 17 of the Ordinance and further information to the said applications by e-forms downloaded from the TPB website subject to the following requirements:
  - (i) the submission should conform to the prescribed format, manner and procedure stipulated in the Gazette Notice made under Section 11(2) of the Electronic Transactions Ordinance (ETO); (ii) the e-form must be signed with valid digital signature(s) which has to be supported by a recognized certificate issued by certification authorities recognized by the Government Chief Information Officer under the ETO; (iii) the submission should be not exceeding 10 MB in size (including the e-form and all attachments) and not exceeding 20 number of pages (including the e-form, and attached plans and supplementary documents); and (iv) the attachment to the e-form should be in a format of "Adobe Portable Document Format" ("PDF") only and in a printout paper not larger than "A3".

Please refer to the "Guidance Notes on Electronic Submission for Applications for Amendment of Plan, Permission, Amendment to Permission and Review under Sections 12A, 16, 16A(2) and 17 of the Town Planning Ordinance (CAP. 131) Respectively and the Submission of Further Information" ("Guidance Notes on e-submission") for details of the submission requirements. Submission of any planning applications and further information other than the specified prescribed format will not be accepted. Such submissions should be in hard copy and be sent to the "Secretary, Town Planning Board, 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong" by hand or by post.
- (b) You should use the latest relevant e-form for your submission. Submission by an obsolete e-form will not be accepted.
- (c) For submitting application through this website, you will be required to provide personal particulars and contact information including an email address to facilitate processing of the application.
- (d) You have to follow the steps/instructions on the webpage in submitting your application and information online. An identification code for e-submission will be generated and sent to you by email when your contact information is provided. The valid date of an identification code is specified on the concerned email notice. Regeneration of the identification code is required if the current one is no longer valid. A valid identification code is required for this electronic submission.
- (e) After making a submission, a response time will usually be required for the server to process the application, particularly when online submission is busy.
- (f) If the submission is successfully sent, a page showing the date and time of submission will be available for saving and/or printing. An email acknowledging the submission will also be sent to your email address.
- (g) The date of receipt of application will be the date when all necessary information and documents are received and checked by the TPB Secretariat. If essential information of the application is missing, inconsistent or wrong, the TPB Secretariat will reserve the right to refuse further processing the application. A fresh application will be required once the application is refused.
- (h) If hard copy submission of coloured plans/drawings, of which soft copies have been submitted through the electronic submission system (please see (l) below), and/or authorization letter, if any, is to be made, a printout of the "Acknowledgement of Submission" has to be submitted together with the hard copy submission for identification purpose.
- (i) If the application is submitted outside the office hours of the TPB Secretariat, it will be treated as having been submitted on the following working day, e.g. if the submission is made at 5:30:01 p.m. on Tuesday, it will be treated as having been submitted at 9:00:00 a.m. on Wednesday, and if the submission is made at 6:00:01 p.m. on a Friday, it will be treated as having been submitted at 9:00:00 a.m. on the next Monday which is not a public holiday.
- (j) For review application under section 17 of the Ordinance, it has to be submitted within 21 days from the date of being notified of the decision of a section 16 or 16A application. Otherwise, the review application will not be processed.
- (k) Gist of the electronic submission (except that for application under section 16A of the Ordinance and section 17 application for review of decision of section 16A application), the TPB's decision on the application as well as the relevant minutes of meeting would be made available on the TPB website for public browsing. Such information, including the whole set of the electronic submission (except the parts specified not to be made available for public inspection in the e-forms) would be made available at the Planning Enquiry Counters of the Planning Department for public inspection.
- (l) For electronic submission, only 1 copy of plan/drawing/document is needed to be attached to the e-form. For softcopy of coloured plan/drawing submitted via the electronic submission system, please submit 70 hard copies (for sections 12A and 16 applications and the subsequent further information, if any) / 90 hard copies (for section 17-review application and the subsequent further information, if any) / 12 hard copies (for section 16(A)(2) application and the subsequent further information, if any) each separately to the Secretariat of the TPB by post or by hand. If you decide not to submit adequate coloured hard copies, those coloured plans/drawings will be printed in black and white and in A4 size for the use in further processing of the application.

根據《城市規劃條例》(下稱「條例」)第12A條、第16條、第16A條及第17條向城市規劃委員會(下稱「城規會」)提出的規劃申請,以及與根據此條例這幾條提交的申請有關的進一步資料,除可以印本形式由專人送遞或郵寄方式提交外,如果所涉文件篇幅不多及/或不涉及大尺寸的繪圖,也可經本網站提交。經由本網站提交申請前,請細閱下列注意事項:

- (a) 本網站接受以下載自城規會網站的電子表格,提交根據條例第12A條、第16條、第16A條及第17條提出的規劃申請和這些申請的進一步資料。所提交的申請和資料須符合下列要求:
  - (i) 電子申請必須符合根據《電子交易條例》第11(2)條在憲報刊登的公告中所指定的規格、方式及程序;
  - (ii) 電子表格須具有有效的數碼簽署,而該簽署必須有經政府資訊科技總監根據《電子交易條例》認可的核證機關發出的認可證書證明;
  - (iii) 所提交的申請和資料,檔案大小不得超過10MB(10個百萬字節)(包括電子表格及所有附件)及頁數不得超過20(包括電子表格、夾附的圖則和補充文件);以及
  - (iv) 電子表格的附件必須為「Adobe Portable Document Format」(PDF)格式及不大於「A3」紙的大小。

有關經本網站提交申請和資料的詳細要求,請參閱《以電子方式分別根據《城市規劃條例》(第131章)第12A條、第16條、第16A(2)條及第17條提交修訂圖則申請、規劃許可申請、修訂規劃許可申請及覆核申請,以及提交這些申請的進一步資料須知》(下稱「電子提交須知」)。所提交的規劃申請和進一步資料若不符合指明規格的,均不會獲受理。此等申請和資料須以印本形式,由專人送遞或以郵寄方式送交「香港北角渣華道333號北角政府合署15樓城市規劃委員會秘書」。
- (b) 你必須使用最新版本之相關電子表格提交申請和資料,使用過時的電子表格將不獲受理。
- (c) 經由本網站提交申請,須提供個人及聯絡資料,包括電郵地址,以方便處理有關申請。
- (d) 在網上提交申請和資料時,必須遵從網頁所述的步驟/指示。當你提供聯絡資料後,系統會以電郵向你發出一個識別代碼,以作提交電子表格之用。識別代碼的有效時間會在有關的電郵通知內列明,如逾時失效,便須要求系統重發識別代碼。你必須有有效的識別代碼,才可以電子方式提交申請/資料。
- (e) 提交申請/資料後,伺服器將需要時間處理,如過系統繁忙,可能需時較長。
- (f) 如果申請和資料成功遞交,頁面會顯示遞交的日期和時間,以供儲存及/或列印。系統亦會發出一封確認電郵至你的電郵地址,以示你已提交申請和資料。
- (g) 收到申請的日期會以城規會秘書處收到及完成查核所有必要的資料及文件的日期為準。如果申請所須提供的資料有遺漏、錯誤或不符之處,城規會秘書處保留拒絕進一步處理有關申請的權利。若申請遭拒絕,便須重新提交申請。
- (h) 如要以印本形式提交彩色圖則/繪圖(而該等圖則/繪圖已透過電子提交系統提交)(請參閱下文(i)項)及/或授權書(如有者),須付上所收到的「確認遞交通知書」的列印本,以作識別。
- (i) 倘申請人在城規會秘書處辦公時間外提交申請,有關申請會當作在下一個工作日提交。舉例來說,倘申請人在星期二下午五時三十分至一小時提交申請,有關申請會當作在星期三上午九時正提交;倘申請人在星期五下午六時至一小時提交申請,有關申請會當作在下一個非公眾假期的星期一上午九時正提交。
- (j) 根據條例第17條提出的覆核申請,須在獲通知城規會就第16條或第16A條申請所作決定的日期起計21天內提交,否則不會受理。
- (k) 以電子方式提交的申請(不包括根據條例第16A條提出的申請及要求覆核就第16A條申請所作決定的第17條申請)的摘要、城規會就申請作出的決定及相關會議記錄,均會上載至城規會網站,供公眾閱覽。該等資料,包括以電子方式提交的整套申請文件(在電子表格上註明不會公開予公眾查閱的部分除外),會存放在規劃署規劃資料查詢處,供公眾查閱。
- (l) 如以電子方式提交申請,只須隨電子表格夾附一份相關圖則/繪圖/文件。凡是經電子提交系統提交的彩色圖則/繪圖,請以郵寄或以專人送遞方式另行送交城規會秘書處。數量方面,第12A條及第16條申請為70份(其後的進一步資料(如有者)亦然);第17條覆核申請為90份(其後的進一步資料(如有者)亦然);第16(A)(2)條申請為12份(其後的進一步資料(如有者)亦然)。如你決定不提供足夠數量的彩色印本,該等彩色圖則/繪圖將會以A4紙黑白列印,用以進一步處理有關申請。

## Statement on Personal Data 個人資料的聲明

1. The personal data submitted to the Town Planning Board (TPB) in this application will be used by the Secretary of TPB and Government departments for the following purposes:
- (a) the processing of this application which includes making available the name of the applicant for public inspection when making available this application for public inspection; and
  - (b) facilitating communication between the applicant and the Secretary of TPB/Government departments

in accordance with the provisions of the Town Planning Ordinance and the relevant TPB Guidelines.

城市規劃委員會(下稱《城規會》)就這宗申請所收到的個人資料會交給城規會秘書及政府部門，以根據《城市規劃條例》及相關的城市規劃委員會規劃指引的規定作以下用途：

- (a) 處理這宗申請，包括公布這宗申請供公眾查閱，同時公布申請人的姓名供公眾查閱；以及
- (b) 方便申請人與城規會秘書及政府部門之間進行聯絡。

2. The personal data provided by the applicant in this application may also be disclosed to other persons for the purposes mentioned in paragraph 1 above.

申請人就這宗申請提供的個人資料，或亦會向其他人士披露，以作上述第 1 段提及的用途。

3. An applicant has a right of access and correction with respect to his/her personal data as provided under the Personal Data (Privacy) Ordinance (Cap. 486). Request for personal data access and correction should be addressed to the Secretary of TPB at 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.

根據《個人資料（私隱）條例》（第 486 章）的規定，申請人有權查閱及更正其個人資料。如欲查閱及更正個人資料，應向城規會秘書提出有關要求，其地址為香港北角渣華道 333 號北角政府合署 15 樓。

☐ Second Applicant Understands and Accepts Points to Note and Statement on Personal Data\*  
第二申請人明白並接受注意事項及個人資料的聲明\*

☐ Third Applicant Understands and Accepts Points to Note and Statement on Personal Data\*  
第三申請人明白並接受注意事項及個人資料的聲明\*

\* 「✓」 where appropriate

請在方格上加上「✓」號（倘適用）

**APPLICATION FOR  
AMENDMENT OF PLAN UNDER SECTION 12A OF  
THE TOWN PLANNING ORDINANCE  
(CAP.131)**

根據《城市規劃條例》（第 131 章）  
第 1 2 A 條遞交的修訂圖則申請

Application who would like to publish the notice of application in local newspapers to meet one of the Town Planning Board's requirements of taking reasonable steps to obtain consent of or give notification to the current land owner should publish the notice in the following 3 newspapers:

- (a) China Daily (Hong Kong)(for English notice);
- (b) Wen Wei Po (for Chinese notice); and
- (c) Ming Pao (for Chinese notice)

申請人如欲在本地報章刊登申請通知，以採取城市規劃委員會就取得現行土地擁有人的同意或通知現行土地擁有人所指定的其中一項合理步驟，他/她必須於以下三份報章刊登有關通知：

- (a) 中國日報 (香港) (英文通知)；
- (b) 文匯報 (中文通知)；及
- (c) 明報 (中文通知)

For Official Use Only 請勿填寫此欄	Application No. 申請編號	
	Date Received 收到日期	

- The completed e-form and supporting document (if any) should be submitted to the Secretary, Town Planning Board (the Board) via the Electronic Planning Application Submission System at the Board's website at <http://www.info.gov.hk/tpb/>. If your submission does not comply with the requirements on electronic submission (please refer to the "Guidance Notes on Electronic Submission" for details), you may wish to submit your application (use the non-electronic form) in hard copy either by hand or by post to the Secretary, Town Planning Board, 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.  
申請人須把填妥的電子申請表格及其他支持申請的文件(倘有), 循城市規劃委員會(下稱「委員會」)網頁(網址: <http://www.info.gov.hk/tpb/>)的電子提交規劃申請系統送交委員會秘書。如有意遞交的文件不符電子提交規劃申請系統的限制(請參考有關的以電子方式提交申請須知), 申請人可以以書面方式(須用非電子表格)經由專人送遞或郵遞, 送交香港北角渣華道333號北角政府合署15樓城市規劃委員會秘書收。
- Please read the "Guidance Notes" carefully before you fill in this e-form. The document can be downloaded from the Board's website at <http://www.info.gov.hk/tpb/>. It can also be obtained from the Secretariat of the Board at 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong (Tel.: 2231 4810 or 2231 4835), and the Planning Enquiry Counters of the Planning Department (Hotline: 2231 5000) (17/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong and 14/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories).  
請先細閱《申請須知》的資料單張, 然後填寫此表格。這份文件可從委員會的網頁下載(網址: <http://www.info.gov.hk/tpb/>), 亦可向委員會秘書處(香港北角渣華道333號北角政府合署15樓-電話: 2231 4810 或 2231 4835)及規劃署的規劃資料查詢處(熱線: 2231 5000) (香港北角渣華道333號北角政府合署17樓及新界沙田上禾輦路1號沙田政府合署14樓)索取。
- This e-form can be downloaded from the Board's website, and completed either in English or Chinese. The processing of the application may be refused if the required information or the required copies are incomplete.  
此電子申請表格可從委員會的網頁下載, 並可以中文或英文填寫資料。如果申請人所提交的資料或文件副本不齊全, 委員會可拒絕處理有關申請。

### 1. Name of Applicant 申請人姓名/名稱

☐ Mr. 先生/ ☐ Mrs. 夫人/ ☐ Miss 小姐/ ☐ Ms. 女士/ ☐ Company 公司/ ☐ Organization 機構

☐ Mr. 先生/ ☐ Mrs. 夫人/ ☐ Miss 小姐/ ☐ Ms. 女士/ ☐ Company 公司/ ☐ Organization 機構

☐ Mr. 先生/ ☐ Mrs. 夫人/ ☐ Miss 小姐/ ☐ Ms. 女士/ ☐ Company 公司/ ☐ Organization 機構

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

☐ Mr. 先生/ ☐ Mrs. 夫人/ ☐ Miss 小姐/ ☐ Ms. 女士/ ☐ Company 公司/ ☐ Organization 機構

### 3. Application Site 申請地點

(a) Whether the application directly relates to any specific site?  
申請是否直接與某地點有關?  
Yes 是 ☐  
No 否 ☐ (please proceed to Part 7 請繼續填寫第 7 部分)

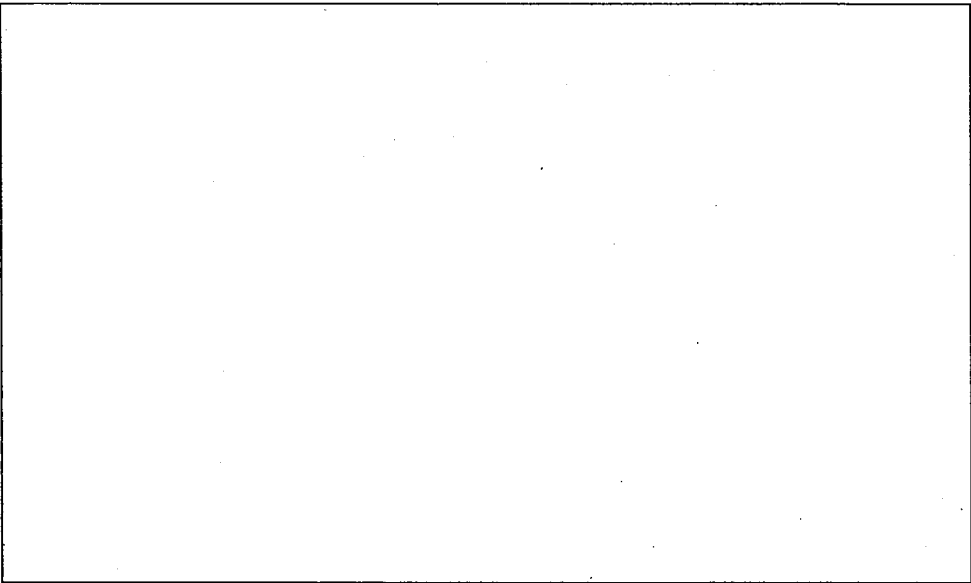
(b) Full address/Location  
詳細地址 / 地點

(c) Demarcation District and Lot no.  
(if applicable)  
丈量約份及地段號碼  
(如適用)

Please fill "NA" for inapplicable item  
「✓」 at the appropriate box

請在不適用的項目填寫「不適用」  
請在適當的方格內加上「✓」號

**3. Application Site (Continued) 申請地點 (續)**

(d)	Site area 申請地點面積	sq. m. 平方米
(e)	Area of Government land included (if any) 所包括的政府土地面積 (倘有)	sq. m. 平方米
(f)	Current use(s) 現時用途	

(If there are any Government, institution or community facilities, please illustrate on plan and specify the use and total floor area 如有任何政府、機構或社區設施，請在圖則上顯示，並註明用途及總樓面面積)

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

The applicant 申請人：

- ☐ is the sole "current land owner"<sup>#</sup> (please proceed to Part 7 and attach documentary proof of ownership).  
是唯一的「現行土地擁有人<sup>#</sup>」(請繼續填寫第 7 部分，並夾附業權證明文件)。
- ☐ is one of the "current land owners"<sup>#</sup> (please attach documentary proof of ownership).  
是其中一名「現行土地擁有人<sup>#</sup>」(請夾附業權證明文件)。
- ☐ is not a "current land owner"<sup>#</sup>.  
並不是「現行土地擁有人<sup>#</sup>」。

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

- (a) According to the record(s) of the Land Registry as at \_\_\_\_\_ (Date), this application involves a total of \_\_\_\_\_ "current land owner(s)"<sup>#</sup>.  
根據土地註冊處截至 \_\_\_\_\_ (日期)的記錄，這宗申請共牽涉 \_\_\_\_\_ 名「現行土地擁有人<sup>#</sup>」。
- (b) The applicant has 申請人 -
- ☐ obtained consent(s) of \_\_\_\_\_ "current land owner(s)"<sup>#</sup>.  
已取得 \_\_\_\_\_ 名「現行土地擁有人<sup>#</sup>」的同意。
- ☐ notified \_\_\_\_\_ "current land owner(s)"<sup>#</sup>.  
已通知 \_\_\_\_\_ 名「現行土地擁有人<sup>#</sup>」。

<sup>#</sup> "Current land owner" means any person whose name is registered in the Land Registry as that of an owner of the land to which the application relates, as at 6 weeks before the application is made.

「現行土地擁有人」指在提出申請前六星期，其姓名或名稱已在土地註冊處註冊為該申請所關乎的土地的擁有人的人。

Please fill "NA" for inapplicable item  
「✓」 at the appropriate box

請在不適用的項目填寫「不適用」  
請在適當的方格內加上「✓」號

<b>5. Statement on Owner's Consent/Notification (Continued)</b> 就土地擁有人的同意 / 通知土地擁有人的陳述 (續)			<b>Append (at the end of this page)</b> 附加 (在本頁之後)	
(c) Particulars* 詳情* (Please use separate sheets if the space of any box below is insufficient 如下列任何方格的空間不足，請另頁說明)				
Lot no./address of premises shown in the record of the Land Registry 根據土地註冊處記錄的地段號碼 / 處所地址	(e.g. Lot No. 47 in D.D. 123, Yuen Long) (例子：元朗第 1 2 3 約地段第 4 7 號)		(e.g. Lot No. 48 in D.D. 123, Yuen Long) (例子：元朗第 1 2 3 約地段第 4 8 號)	
Total number of "current land owner(s)" 「現行土地擁有人」的總數				
<u>Consent obtained</u> 已取得的同意	no. 數目	date of consent obtained(dd/mm/yyyy) 取得同意的日期(日/月/年)	no. 數目	date of consent obtained(dd/mm/yyyy) 取得同意的日期(日/月/年)
<u>Notification given</u> 已發出的通知	no. 數目	date(dd/mm/yyyy) and means of notification given 發出通知的日期(日/月/年)和方式	no. 數目	date(dd/mm/yyyy) and means of notification give 發出通知的日期(日/月/年)和方式

<b>6. Particulars of Other Steps Taken to Obtain the Consent of or Give Notification to Owner(s)</b> 為取得土地擁有人的同意或向該人發給通知而採取的其他步驟的詳情 (Please use separate sheets if the space below is insufficient 如下列的空間不足，請另頁說明)	<b>Append (at the end of this page)</b> 附加 (在本頁之後)
Please specify the date(s) of action(s) taken 請註明行動日期	

\* Information should be provided on the basis of each and every lot (if applicable) and premises (if any) in respect of the application.

申請人須就申請涉及的每一地段（倘適用）及處所（倘有）分別提供資料。

Please fill "NA" for inapplicable item

請在不適用的項目填寫「不適用」

<b>7. Plan Proposed to be Amended 擬議修訂的圖則</b>	
(a) Plan name 圖則名稱	
(b) Plan number 圖則編號	
(c) Land use zone(s) involved (if applicable) 涉及的土地用途地帶 (如適用)	

<b>8. Proposed Amendment(s) 擬議修訂</b>	
(a) <input type="checkbox"/> Propose to rezone the application site to the following zone(s) (may 「✓」 more than one) (please illustrate the details on plan) 建議將申請地點的用途地帶改劃作下列地帶（可在多於一個方格內加上「✓」號）（請在圖則顯示詳情）	
<input type="checkbox"/> Comprehensive Development Area 綜合發展區 <input type="checkbox"/> Residential (Group _____) 住宅（_____類） <input type="checkbox"/> Agriculture 農業 <input type="checkbox"/> Industrial (Group D) 工業（丁類） <input type="checkbox"/> Government, Institution or Community 政府、機構或社區 <input type="checkbox"/> Recreation 康樂 <input type="checkbox"/> Country Park 郊野公園 <input type="checkbox"/> Conservation Area 自然保育區 <input type="checkbox"/> Other Specified Uses ( _____ ) 其他指定用途（_____） <input type="checkbox"/> Others (please specify) 其他（請註明）	<input type="checkbox"/> Commercial 商業 <input type="checkbox"/> Village Type Development 鄉村式發展 <input type="checkbox"/> Industrial 工業 <input type="checkbox"/> Open Storage 露天貯物 <input type="checkbox"/> Open Space 休憩用地 <input type="checkbox"/> Green Belt 綠化地帶 <input type="checkbox"/> Coastal Protection Area 海岸保護區 <input type="checkbox"/> Site of Special Scientific Interest 具特殊科學價值地點

**8. Proposed Amendment(s) (Continued) 擬議修訂 (續)**

- (b) ☐ Propose to amend the Notes of the Plan (please specify the details)  
建議修訂圖則的《註釋》(請註明詳情)

**9. Development Proposal (if any) 擬議發展計劃 (倘有)**

- ☐ Particulars of a development proposal are included in the **Appendix**.  
附錄包括一個擬議發展計劃的細節。
- ☐ No specific development proposal is included in this application.  
這宗申請並不包括任何指定的擬議發展計劃。

「✓」 at the appropriate box

請在適當的方格內加上「✓」號



<b>10. Justifications 理由</b>	<b>Append (at the end of this page)</b> 附加 (在本頁之後)
<p>The applicant is invited to provide justifications in support of the application.          (Preferably not more than 500 words in English and/or Chinese. Use separate sheets if necessary.)          現請申請人提供申請理由及支持其申請的資料 (篇幅宜不超過500個英文字及 / 或中文字, 如有需要, 請另頁說明。)</p>	
Empty space for justifications	

**11. Plans, Drawings and Documents 圖則、繪圖及文件**

Please list location plans, site plans, other relevant plans, drawings and other documents submitted with the application.  
 請列明連同申請一併遞交的位置圖、地盤平面圖、其他相關圖則、繪圖及其他文件。

Empty space for plans, drawings and documents
---

**12. Declaration 聲明**

I hereby declare that the particulars given in this application are correct and true to the best of my knowledge and belief.

本人謹此聲明，本人就這宗申請提交的資料，據本人所知及所信，均屬真實無誤。

E-Signature 電子簽署  _____ Name in Block Letters 姓名（請以正楷填寫）  _____ Professional Qualification(s) 專業資格  <input type="checkbox"/> Member 會員 / <input type="checkbox"/> Fellow 資深會員 of <input type="checkbox"/> HKIP <input type="checkbox"/> HKIA <input type="checkbox"/> HKIS <input type="checkbox"/> HKIE <input type="checkbox"/> HKILA <input type="checkbox"/> Others 其他 _____  on behalf of 代表  _____ Company 公司 / Organization Name 機構名稱（if applicable 如適用）  Date 日期 _____	<input type="checkbox"/> Applicant 申請人  <input type="checkbox"/> Authorized Agent 獲授權代理人  _____ Position (if applicable) 職位（如適用）  _____
---	--

**Warning 警告**

Any person who knowingly or wilfully makes any statement or furnish any information in connection with this application, which is false in any material particular, shall be liable to an offence under the Crimes Ordinance.

任何人在明知或故意的情況下，就這宗申請提出在任何要項上是虛假的陳述或資料，即屬違反《刑事罪行條例》。

**Statement on Personal Data 個人資料的聲明**

1. The personal data submitted to the Board in this application will be used by the Secretary of the Board and Government departments for the following purposes:
  - (a) the processing of this application which includes making available the name of the applicant for public inspection when making available this application for public inspection; and
  - (b) facilitating communication between the applicant and the Secretary of the Board/Government departments in accordance with the provisions of the Town Planning Ordinance and the relevant Town Planning Board Guidelines.

委員會就這宗申請所收到的個人資料會交給委員會秘書及政府部門，以根據《城市規劃條例》及相關的城市規劃委員會規劃指引的規定作以下用途：

  - (a) 處理這宗申請，包括公布這宗申請供公眾查閱，同時公布申請人的姓名供公眾查閱；以及
  - (b) 方便申請人與委員會秘書及政府部門之間進行聯絡。
2. The personal data provided by the applicant in this application may also be disclosed to other persons for the purposes mentioned in paragraph 1 above.  
申請人就這宗申請提供的個人資料，或亦會向其他人士披露，以作上述第 1 段提及的用途。
3. An applicant has a right of access and correction with respect to his/her personal data as provided under the Personal Data (Privacy) Ordinance (Cap. 486). Request for personal data access and correction should be addressed to the Secretary of the Board at 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.  
根據《個人資料（私隱）條例》（第 486 章）的規定，申請人有權查閱及更正其個人資料。如欲查閱及更正個人資料，應向委員會秘書提出有關要求，其地址為香港北角渣華道 333 號北角政府合署 15 樓。

**APPLICATION FOR AMENDMENT OF PLAN UNDER  
SECTION 12A OF THE TOWN PLANNING ORDINANCE (CAP. 131)**

根據《城市規劃條例》(第131章)第12A條  
遞交的修訂圖則申請

**Development Proposal (only for indicative purpose)**  
擬議發展計劃 (只作指示用途)

<b>1. Development Proposal 擬議發展計劃</b>			
Proposed total floor area (TFA) 擬議總樓面面積	sq. m. 平方米	Proposed plot ratio 擬議地積比率	
Proposed site coverage 擬議上蓋面積	%	Proposed number of blocks 擬議座數	
Proposed number of storeys of each block 每座建築物的擬議層數		Proposed building height of each block 每座建築物的擬議高度	m. 米

**Development Schedule 發展細節表**

☐ **Domestic Part 住用部分**

TFA 總樓面面積 \_\_\_\_\_ sq. m. 平方米

number of units 單位數目 \_\_\_\_\_

average unit size 單位平均面積 \_\_\_\_\_ sq. m. 平方米

estimated number of residents 估計住客數目 \_\_\_\_\_

☐ **Non-domestic Part 非住用部分**

☐ eating place 食肆 \_\_\_\_\_ sq. m. 平方米

☐ hotel 酒店 \_\_\_\_\_ sq. m. 平方米

(please specify the number of rooms)  
(請註明房間數目) \_\_\_\_\_

☐ office 辦公室 \_\_\_\_\_ sq. m. 平方米

☐ shop and services 商店及服務行業 \_\_\_\_\_ sq. m. 平方米

☐ Government, institution or community facilities  
政府、機構或社區設施

(please specify the use(s) and concerned land area(s)/TFA(s))  
(請註明用途及有關的地面面積/總樓面面積)

(please specify the use(s) and concerned land area(s)/TFA(s))  
(請註明用途及有關的地面面積/總樓面面積)

☐ **Open Space 休憩用地**

(please specify land area(s) 請註明地面面積)

private 私人 \_\_\_\_\_ sq. m. 平方米

public 公眾 \_\_\_\_\_ sq. m. 平方米

☐ **Transport-related Facilities 與運輸有關的設施**

parking spaces 停車位  
(please specify type(s) and number(s))  
(請註明種類及數目)

loading/unloading spaces 上落客貨車位  
(please specify type(s) and number(s))  
(請註明種類及數目)

Please fill "NA" for inapplicable item

請在不適用的項目填寫「不適用」

「✓」 at the appropriate box

請在適當的方格內加上「✓」號

**1. Development Proposal (Continued) 擬議發展計劃 (續)**

other transport-related facilities 其他與運輸有關的設施  
(please specify type(s) and number(s))  
(請註明種類及數目)

--

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

[Block No. 座數] [Floor(s) 層數]

[Proposed Uses(s) 擬議用途]


Proposed use(s) of uncovered area (if any)  
露天地方 (倘有) 的建議用途

--

Any vehicular access to the site?  
是否有車路通往申請地點?

Yes 是

☐ There is an existing access. 有一條現有車路。

☐ There is a proposed access. 有一條擬議車路。

(please illustrate on plan and specify the width 請在圖則顯示，並註明車路的闊度)

No 否

☐
**2. Impacts of Development Proposal 擬議發展計劃的影響**

*Append (at the end of this page)*

附加 (在本頁之後)

If necessary, please use separate sheets to provide justifications and/or measures to minimize possible adverse impacts.

如需要的話，請另頁提供理由及/或用以盡量減少可能出現不良影響的措施。

Does the development proposal  
involve alteration or extension of  
existing building?  
擬議發展計劃是否包括現有建築  
物的改動或擴建?

Yes 是

☐

Please provide details 請提供詳情

--

No 否

☐

Please fill "NA" for inapplicable item  
「✓」 at the appropriate box

請在不適用的項目填寫「不適用」  
請在適當的方格內加上「✓」號

2. Impacts of Development Proposal (Continued) 擬議發展計劃的影響 (續)		Append (at the end of this page) 附加 (在本頁之後)	
<p>Does the development proposal involve 擬議發展計劃是否需要進行以下工程?</p> <p><input type="checkbox"/> land filling 填土/  <input type="checkbox"/> pond filling 填塘/  <input type="checkbox"/> excavation 挖土/  <input type="checkbox"/> diversion of streams 河道改道/  <input type="checkbox"/> site formation 地盤平整</p>	<p>Yes 是 <input type="checkbox"/></p> <p>Please specify the details, and indicate on site plan(s) the extent of site formation (including land/pond filling), the filling/ excavation level(s) and the existing ground levels, and the particulars of diversion of stream            請註明詳情，以及在地盤平面圖上示明地盤平整工程（包括填土/填塘）的範圍、填土/挖土的深度和現時地面高度及河道改道工程的細節</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div> <p>No 否 <input type="checkbox"/></p>		
<p>Would the development proposal involve felling of trees and/or cause damage to branches and roots of trees?            擬議發展計劃是否需要砍伐樹木及/或是否會對樹枝和樹根造成破壞?</p>	<p>Yes 是 <input type="checkbox"/></p> <p>Please state the number, diameters at breast height and species of the affected trees (if possible) and whether there are any replanting/landscaping proposals            請說明受影響樹木的數目、及胸高度的樹幹直徑、品種（倘知）及有否重新植樹/美化環境計劃</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div> <p>No 否 <input type="checkbox"/></p>		
<p>Would the development proposal cause any adverse impacts?            擬議發展計劃會否造成不良影響?</p>	<p>On environment 對環境</p> <p>On traffic 對交通</p> <p>On water supply 對供水</p> <p>On drainage 對排水</p> <p>On slopes 對斜坡</p> <p>Affected by slopes 受斜坡影響</p> <p>Landscape impact 構成景觀影響</p> <p>Visual impact 構成視覺影響</p> <p>Please state measure(s) to minimize the impact(s) 請註明盡量減少影響的措施</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	<p>Yes 會 <input type="checkbox"/></p> <p>Yes 會 <input type="checkbox"/></p> <p>Yes 會 <input type="checkbox"/></p> <p>Yes 會 <input type="checkbox"/></p> <p>Yes 會 <input type="checkbox"/></p> <p>Yes 會 <input type="checkbox"/></p> <p>Yes 會 <input type="checkbox"/></p> <p>Yes 會 <input type="checkbox"/></p> <p>Yes 會 <input type="checkbox"/></p>	<p>No 不會 <input type="checkbox"/></p> <p>No 不會 <input type="checkbox"/></p> <p>No 不會 <input type="checkbox"/></p> <p>No 不會 <input type="checkbox"/></p> <p>No 不會 <input type="checkbox"/></p> <p>No 不會 <input type="checkbox"/></p> <p>No 不會 <input type="checkbox"/></p> <p>No 不會 <input type="checkbox"/></p> <p>No 不會 <input type="checkbox"/></p>

Please fill "NA" for inapplicable item  
 「√」 at the appropriate box

請在不適用的項目填寫「不適用」  
 請在適當的方格內上加上「√」號

(This part will not be made available for public inspection)  
(這部分不會公開予公眾查閱)

**Particulars of Applicant and Authorized Agent**  
申請人及獲授權代理人的詳細資料

**1. Applicant 申請人**

☐ Identity Document 身分證明文件/ ☐ Business Registration Certificate 商業登記證\*/ ☐ Certificate of Incorporation 公司註冊證

No 號碼:

Postal Address 通訊地址

Tel. No. 電話號碼

Fax. No. 圖文傳真號碼

E-mail Address 電郵地址

Contact Person 聯絡人

Name 姓名 ☐ Mr. 先生/ ☐ Mrs. 夫人/ ☐ Miss 小姐/ ☐ Ms. 女士

Position in company 公司職位

**2. Authorized Agent (if applicable) 獲授權代理人 (如適用)**

☐ Identity Document 身分證明文件/ ☐ Business Registration Certificate 商業登記證\*/ ☐ Certificate of Incorporation 公司註冊證

No 號碼:

Postal Address 通訊地址

Tel. No. 電話號碼

Fax. No. 圖文傳真號碼

E-mail Address 電郵地址

Contact Person 聯絡人

Name 姓名 ☐ Mr. 先生/ ☐ Mrs. 夫人/ ☐ Miss 小姐/ ☐ Ms. 女士

Position in company 公司職位

**Statement on Personal Data 個人資料的聲明**

- The personal data submitted to the Board in this application will be used by the Secretary of the Board and Government departments for the following purposes:  
(a) the processing of this application which includes making available the name of the applicant for public inspection when making available this application for public inspection; and  
(b) facilitating communication between the applicant and the Secretary of the Board/Government departments in accordance with the provisions of the Town Planning Ordinance and the relevant Town Planning Board Guidelines.  
委員會就這宗申請所收到的個人資料會交給委員會秘書及政府部門，以根據《城市規劃條例》及相關的城市規劃委員會規劃指引的規定作以下用途：  
(a) 處理這宗申請，包括公布這宗申請供公眾查閱，同時公布申請人的姓名供公眾查閱；以及  
(b) 方便申請人與委員會秘書及政府部門之間進行聯絡。
- The personal data provided by the applicant in this application may also be disclosed to other persons for the purposes mentioned in paragraph 1 above.  
申請人就這宗申請提供的個人資料，或亦會向其他人士披露，以作上述第 1 段提及的用途。
- An applicant has a right of access and correction with respect to his/her personal data as provided under the Personal Data (Privacy) Ordinance (Cap. 486). Request for personal data access and correction should be addressed to the Secretary of the Board at 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.  
根據《個人資料（私隱）條例》（第 486 章）的規定，申請人有權查閱及更正其個人資料。如欲查閱及更正個人資料，應向委員會秘書提出有關要求，其地址為香港北角渣華道 333 號北角政府合署 15 樓。

\* Please provide "Certificate of Incorporation No." instead of "Business Registration Certificate No." if the subject is a "limited company".  
如單位屬「有限公司」，請提供「公司註冊證號碼」，而不是「商業登記證號碼」。

Please fill "NA" for inapplicable item

請在不適用的項目填寫「不適用」

(This part will not be made available for public inspection)

(這部分不會公開予公眾查閱)

## Checklist of Documents

## 文件核對表

Please indicate if you have enclosed the following documents with this application.

請說明你有否在這宗申請夾附下列文件。

## Part A 甲部

- ☒ Signed application form.  
已簽署的申請表格
- ☐ Particulars of a development proposal (Appendix to the form).  
擬議發展計劃的細節 (申請表格的附錄)。
- ☒ Particulars of applicant and authorized agent\*.  
申請人及獲授權代理人的詳細資料\*。

## Add Attachment 加入附件

- ☐ Location plans, site plans and any other relevant plans/drawings accompanying the application #.  
連同申請的位置圖、地盤平面圖及其他相關圖則/繪圖#。
- ☐ Supplementary documents, e.g. planning studies report, report on traffic impact assessment, and report on environmental assessment.#  
補充文件 (例如：規劃研究報告、交通影響評估報告及環境評估報告) #。

## Add Attachment 加入附件

- ☐ Documentary proof of land ownership (e.g. copy/copies of ownership record(s) issued by the Land Registry) (only applicable to application of which the applicant is the sole or one of the "current land owner(s)").  
土地業權的證明文件 (例如：由土地註冊處發出的業權記錄的副本) (只適用於申請人是唯一或其中一位「現行土地擁有人」的申請)。
- ☐ Copy/Copies of consent(s) obtained from the "current land owner(s)" (not applicable to application of which the applicant is the sole "current land owner").  
「現行土地擁有人」的同意書副本 (不適用於申請人是唯一的「現行土地擁有人」的申請)。
- ☐ Copy/Copies of notification given to the "current land owner(s)" (not applicable to application of which the applicant is the sole "current land owner").  
已發給「現行土地擁有人」的通知書副本 (不適用於申請人是唯一的「現行土地擁有人」的申請)。

\* Documents which must be submitted with the application. 必須連同申請一併遞交的文件。

# For electronic submission, only 1 copy of plan/drawing/document is needed to be attached to the e-form. For coloured plans/drawings which soft copies have been submitted through the Electronic Planning Application System (EPASS), please submit 70 hard copies in colour each separately to the Secretariat of the Board by post or by hand together with a printout of the "Acknowledgement of Submission" for identification purpose. If you fail to submit adequate coloured hard copies, those coloured plans/drawings will be printed in black and white and in A4 size for the use in further processing of the application.

#如採用電子遞表申請，只需要夾附一份相關圖則/繪圖/文件。倘透過電子提交規劃申請系統提交的相關圖則/繪圖為彩色印刷，則須另外以彩色印刷文件方式並以郵寄或親身派遞方式向委員會秘書處遞交一式70份。遞交時須與「確認遞交通知」打印本一同繳交作識別用途。如你未能提供足夠份數的彩色印刷文件，該等彩色圖則/繪圖將會以黑白及A4尺寸的形式印刷，供下一步處理該申請之用。

(This part will not be made available for public inspection)

(這部分不會公開予公眾查閱)

Checklist of Documents

文件核對表

Please indicate if you have enclosed the following documents with this application.

請說明你有否在這宗申請夾附下列文件。

Part B 乙部 - Hard copy submission 遞交印刷文件

(Note: A printout of the "Acknowledgement of Submission" must be submitted together with the hard copy submission for identification purpose

備註：遞交印刷文件時須與「確認遞交通知」打印本一同繳交作識別用途。)

Any hard copy submission? 有否印刷文件遞交？

☐ Yes 有

☐ No 沒有

(If yes, please check the appropriate box(es) below to indicate the type of submission 如有，請選取下列適當項目以說明所遞交文件之類別)

☐ Hard copies of coloured plan/drawing (70 copies each are required) ^.

彩色印刷的圖則／繪圖的硬複本（須遞交一式70份）^。

☐ The true copy of the authorization letter signed by the applicant, if the application is submitted by an authorized agent on the applicant's behalf.

申請人簽署的授權信真實副本（如申請是由申請人授權的代理人遞交）。

^ Only coloured plan/drawing which soft copy has been submitted through the EPASS will be accepted.

^ 只接納已透過電子提交規劃申請系統提交軟複本的彩色印刷圖則／繪圖。



e-form No. S16-5  
電子表格第 S 1 6 - 5 號

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

**Applicable to proposal not involving or not only involving:**

- (a) change of use within existing building(s) or part thereof;
- (b) construction of "New Territories Exempted House(s)";
- (c) temporary use/development of land and/or building not exceeding 5 years; and
- (d) renewal of permission for temporary use or development

根據《城市規劃條例》（第 131 章）

第 16 條遞交的許可申請

適用於建議不涉及或不祇涉及

- (a) 更改現有建築物或其部分內的用途；
- (b) 興建「新界豁免管制屋宇」；
- (c) 在土地上及 / 或建築物內進行為期不超過五年的臨時用途 / 發展；及
- (d) 臨時用途或發展的許可續期

Applicant who would like to publish the notice of application in local newspapers to meet one of the Town Planning Board's requirements of taking reasonable steps to obtain consent of or give notification to the current land owner should publish the notice in the following 3 newspapers:

- (a) China Daily(Hong Kong) (for English notice);
- (b) Wen Wei Po (for Chinese notice); and
- (c) Ming Pao (for Chinese notice)

申請人如欲在本地報章刊登申請通知，以採取城市規劃委員會就取得現行土地擁有人的同意或通知現行土地擁有人所指定的其中一項合理步驟，他/她必須於以下三份報章刊登有關通知：

- (a) 中國日報 (香港) (英文通知)；
- (b) 文匯報 (中文通知)；及
- (c) 明報 (中文通知)

For Official Use Only 請勿填寫此欄	Application No. 申請編號	
	Date Received 收到日期	

- The completed e-form and supporting document (if any) should be submitted to the Secretary, Town Planning Board (the Board) via the Electronic Planning Application Submission System at the Board's website at <http://www.info.gov.hk/tpb/>. If your submission does not comply with the requirements on electronic submission (please refer to the "Guidance Notes on Electronic Submission" for details), you may wish to submit your application (use the non-electronic form) in hard copy either by hand or by post to the Secretary, Town Planning Board, 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.  
申請人須把填妥的電子申請表格及其他支持申請的文件(倘有), 循城市規劃委員會(下稱「委員會」)網頁(網址: <http://www.info.gov.hk/tpb/>)的電子提交規劃申請系統提交委員會秘書。如有意遞交的文件不符電子提交規劃申請系統的限制(請參考有關的以電子方式提交申請須知), 申請人可以以書面方式(須用非電子表格)經由專人送遞或郵遞, 送交香港北角渣華道333號北角政府合署15樓城市規劃委員會秘書收。
- Please read the "Guidance Notes" carefully before you fill in this e-form. The document can be downloaded from the Board's website at <http://www.info.gov.hk/tpb/>. It can also be obtained from the Secretariat of the Board at 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong (Tel.: 2231 4810 or 2231 4835), and the Planning Enquiry Counters of the Planning Department (Hotline: 2231 5000) (17/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong and 14/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories).  
請先細閱《申請須知》的資料單張, 然後填寫此表格。這份文件可從委員會的網頁下載(網址: <http://www.info.gov.hk/tpb/>), 亦可向委員會秘書處(香港北角渣華道333號北角政府合署15樓-電話: 2231 4810 或 2231 4835)及規劃署的規劃資料查詢處(熱線: 2231 5000)(香港北角渣華道333號北角政府合署17樓及新界沙田上禾輦路1號沙田政府合署14樓)索取。
- This e-form can be downloaded from the Board's website, and completed either in English or Chinese. The processing of the application may be refused if the required information or the required copies are incomplete.  
此電子申請表格可從委員會的網頁下載, 並可以中文或英文填寫資料。如果申請人所提交的資料或文件副本不齊全, 委員會可拒絕處理有關申請。

### 1. Name of Applicant 申請人姓名/名稱

☐ Mr. 先生/ ☐ Mrs. 夫人/ ☐ Miss 小姐/ ☐ Ms. 女士/ ☐ Company 公司/ ☐ Organization 機構

☐ Mr. 先生/ ☐ Mrs. 夫人/ ☐ Miss 小姐/ ☐ Ms. 女士/ ☐ Company 公司/ ☐ Organization 機構

☐ Mr. 先生/ ☐ Mrs. 夫人/ ☐ Miss 小姐/ ☐ Ms. 女士/ ☐ Company 公司/ ☐ Organization 機構

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

☐ Mr. 先生/ ☐ Mrs. 夫人/ ☐ Miss 小姐/ ☐ Ms. 女士/ ☐ Company 公司/ ☐ Organization 機構

### 3. Application Site 申請地點

(a)	Full address/Location 詳細地址/地點		
(b)	Demarcation District and Lot no. (if applicable) 丈量約份及地段號碼 (如適用)		
(c)	Site area and/or total floor area of the subject building 地盤面積及/或建築物總樓面面積	<input type="checkbox"/> Site area 申請地點面積	sq. m. 平方米
		<input type="checkbox"/> Total floor area 總樓面面積	sq. m. 平方米
(d)	Area of Government land included (if any) 所包括的政府土地面積 (倘有)	sq. m. 平方米	

Please fill "NA" for inapplicable item

「✓」 at the appropriate box

請在不適用的項目填寫「不適用」

請在適當的方格內加上「✓」號

**3. Application Site (Continued) 申請地點 (續)**

(e) Name and no. of the related statutory plan 有關法定圖則的名稱及編號	
(f) Land use zone(s) involved 涉及的土地用途地帶	
(g) Current use(s) 現時用途	

(If there are any Government, institution or community facilities, please illustrate on plan and specify the use and total floor area 如有任何政府、機構或社區設施，請在圖則上顯示，並註明用途及總樓面面積)

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

The applicant 申請人：

- ☐ is the sole "current land owner"<sup>#</sup> (please proceed to Part 7 and attach documentary proof of ownership).  
是唯一的「現行土地擁有人<sup>#</sup>」(請繼續填寫第7部分，並夾附業權證明文件)。
- ☐ is one of the "current land owners"<sup>#</sup> (please attach documentary proof of ownership).  
是其中一名「現行土地擁有人<sup>#</sup>」(請夾附業權證明文件)。
- ☐ is not a "current land owner"<sup>#</sup>.  
並不是「現行土地擁有人<sup>#</sup>」。

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

(a) According to the record(s) of the Land Registry as at \_\_\_\_\_ (Date), this application involves a total of \_\_\_\_\_ "current land owner(s)"<sup>#</sup>.  
根據土地註冊處截至 \_\_\_\_\_ (日期)的記錄，這宗申請共牽涉 \_\_\_\_\_ 名「現行土地擁有人<sup>#</sup>」。

(b) The applicant has 申請人 -

☐ obtained consent(s) of \_\_\_\_\_ "current land owner(s)"<sup>#</sup>.  
已取得 \_\_\_\_\_ 名「現行土地擁有人<sup>#</sup>」的同意。

☐ notified \_\_\_\_\_ "current land owner(s)"<sup>#</sup>.  
已通知 \_\_\_\_\_ 名「現行土地擁有人<sup>#</sup>」。

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

「✓」 at the appropriate box

請在適當的方格內加上「✓」號

<b>5. Statement on Owner's Consent/Notification (Continued)</b> 就土地擁有人的同意 / 通知土地擁有人的陳述 (續)			<b>Append (at the end of this page)</b> 附加 (在本頁之後)	
(c) Particulars* 詳情* (Please use separate sheets if the space of any box below is insufficient 如下列任何方格的空間不足，請另頁說明)				
<b>Lot no./address of premises shown in the record of the Land Registry</b> 根據土地註冊處記錄的地段號碼 / 處所地址	(e.g. Flat A, 1/F, 8 Hoi Fat Road, North Point) (例子：北角海發道 8 號 1 樓 A 室)		(e.g. Flat B, 1/F, 8 Hoi Fat Road, North Point) (例子：北角海發道 8 號 1 樓 B 室)	
<b>Total number of "current land owner(s)"</b> 「現行土地擁有人」的總數				
<b>Consent obtained</b> 已取得的同意	no. 數目	date of consent obtained (dd/mm/yyyy) 取得同意的日期(日/月/年)	no. 數目	date of consent obtained (dd/mm/yyyy) 取得同意的日期(日/月/年)
<b>Notification given</b> 已發出的通知	no. 數目	date(dd/mm/yyyy) and means of notification given 發出通知的日期(日/月/年)和方式	no. 數目	date(dd/mm/yyyy) and means of notification given 發出通知的日期(日/月/年)和方式

<b>6. Particulars of Other Steps Taken to Obtain the Consent of or Give Notification to Owner(s)</b> 為取得土地擁有人的同意或向該人發給通知而採取的其他步驟的詳情 (Please use separate sheets if the space below is insufficient 如下列的空間不足，請另頁說明)		<b>Append (at the end of this page)</b> 附加 (在本頁之後)
Please specify the date(s) of action(s) taken 請註明行動日期		

\* Information should be provided on the basis of each and every lot (if applicable) and premises (if any) in respect of the application.  
 申請人須就申請涉及的每一地段（倘適用）及處所（倘有）分別提供資料。

Please fill "NA" for inapplicable item

請在不適用的項目填寫「不適用」

**7. Development Proposal 擬議發展計劃**

- ☐ The Undertaking of ☐ Filling of land/ ☐ filling of pond/ ☐ excavation of land/ ☐ diversion of stream for Column 1 use or use/development always permitted under the covering Notes (please specify the intended use/development, and illustrate on plan the boundary of concerned land/pond(s))
- 為了第 1 欄用途或《註釋》說明頁內經常准許的用途/發展而進行 ☐ 填土/ ☐ 填塘/ ☐ 挖土/ ☐ 河道改道 工程  
(請註明有意進行的用途/發展, 並用圖則顯示有關土地/池塘的界線)

- ☐ Minor relaxation of stated development restriction(s) for Column 1 use or use/development always permitted under the covering Notes (please specify the intended use/development and development particulars, and illustrate on plan the boundary of such use/development)
- 為了第 1 欄用途或《註釋》說明頁內經常准許的用途/發展而要求略為放寬已列明的發展限制  
(請註明有意進行的用途/發展和發展細節, 並用圖則顯示這個用途/發展的界線)
- Intended use/development 有意進行的用途/發展

Development restriction(s) proposed to be relaxed 建議放寬的發展限制

Proposed domestic floor area 擬議住用樓面面積 ..... sq. m. 平方米

Proposed non-domestic floor area 擬議非住用樓面面積 ..... sq. m. 平方米

Proposed total floor area 擬議總樓面面積 ..... sq. m. 平方米

Proposed plot ratio 擬議地積比率 ..... %

Proposed site coverage 擬議上蓋面積 ..... %

Proposed number of blocks 擬議座數 ..... m. 米

Proposed number of storeys of each block 每座建築物的擬議層數 ..... m. 米

Proposed building height of each block 每座建築物的擬議高度 ..... m. 米

- ☐ ☐ Public utility installation 公用事業設施裝置/  
☐ Private utility installation 私人設施裝置  
(please specify nature and details of concerned installation, including dimensions of each building/structure (if any), and illustrate on plan the boundary of such installation)  
(請註明有關裝置的性質及詳情, 包括每座建築物/構築物(倘有)的長度、高度和闊度, 並用圖則顯示這個裝置的界線)

- ☐ Other uses/developments 其他用途/發展  
Proposed use(s)/development(s) 擬議用途/發展  
(please also illustrate the details of the proposal on a layout plan 請另以平面圖說明建議詳情)

Development Schedule 發展細節表

Proposed total floor area (TFA) 擬議總樓面面積 ..... sq. m. 平方米

Proposed plot ratio 擬議地積比率 ..... %

Proposed site coverage 擬議上蓋面積 ..... %

Proposed number of blocks 擬議座數 ..... m. 米

Proposed number of storeys of each block 每座建築物的擬議層數 ..... m. 米

Proposed building height of each block 每座建築物的擬議高度 ..... m. 米

Please fill "NA" for inapplicable item  
「✓」 at the appropriate box

請在不適用的項目填寫「不適用」  
請在適當的方格內加上「✓」號

**7. Development Proposal (Continued) 擬議發展計劃 (續)****Other uses/developments (Continued) 其他用途/發展 (續)****Development Schedule (Continued) 發展細節表 (續)**☐ Domestic Part 住用部分

TFA 總樓面面積..... sq. m. 平方米

number of units 單位數目.....

average unit size 單位平均面積..... sq. m. 平方米

estimated number of residents 估計住客數目.....

☐ Non-domestic Part 非住用部分

TFA 總樓面面積

☐ eating place 食肆

sq. m. 平方米

☐ hotel 酒店

sq. m. 平方米

(please specify the number of rooms)  
(請註明房間數目)☐ office 辦公室

sq. m. 平方米

☐ shop and services 商店及服務行業

sq. m. 平方米

☐ Government, institution or community facilities 政府、機構或社區設施

(please specify the use(s) and concerned land area(s)/TFA(s) (請註明用途及有關的地面面積/總樓面面積))

☐ other(s) 其他

(please specify the use(s) and concerned land area(s)/TFA(s) (請註明用途及有關的地面面積/總樓面面積))

☐ Open Space 休憩用地

(please specify land area(s) 請註明地面面積)

private 私人

sq. m. 平方米

public 公眾

sq. m. 平方米

☐ Transport-related Facilities 與運輸有關的設施

parking spaces 停車位 (please specify type(s) and number(s)) (請註明種類及數目)

loading/unloading spaces 上落客貨車位 (please specify type(s) and number(s)) (請註明種類及數目)

other transport-related facilities 其他與運輸有關的設施 (please specify type(s) and number(s)) (請註明種類及數目)

Please fill "NA" for inapplicable item  
「✓」 at the appropriate box請在不適用的項目填寫「不適用」  
請在適當的方格內加上「✓」號

**7. Development Proposal (Continued) 擬議發展計劃 (續)****Other uses/developments (Continued) 其他用途/發展 (續)****Development Schedule (Continued) 發展細節表 (續)**

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

[Block No. 座數] [Floor(s) 層數]

[Proposed Uses(s) 擬議用途]

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

Any vehicular access to the site? 是否有車路通往地盤?

Yes 是

☐ There is an existing access. 有一條現有車路。☐ There is a proposed access. 有一條擬議車路。

(please illustrate on plan and specify the width 請在圖則顯示, 並註明車路的闊度)

No 否

☐

Anticipated completion time of the development proposal (by phase (if any)) (e.g. June 2018)

(Separate anticipated completion times should be provided for the proposed public open space and Government, institution or community facilities (if any))

擬議發展計劃預期完成的年份及月份 (分期 (倘有)) (例: 2018年6月)

(申請人須就擬議的公眾休憩用地及政府、機構或社區設施 (倘有) 提供個別擬議完成的年份及月份)

Please fill "NA" for inapplicable item  
「✓」 at the appropriate box請在不適用的項目填寫「不適用」  
請在適當的方格內加上「✓」號

**8. Impacts of Development Proposal 擬議發展計劃的影響****Append (at the end of this page)****附加(在本頁之後)**

If necessary, please use separate sheets to provide justifications and/or measures to minimize possible adverse impacts.  
如需要的話，請另頁提供理由及/或盡量減少可能出現不良影響的措施。

<p>Does the development proposal involve alteration or extension of existing building? 擬議發展計劃是否包括現有建築物的改動或擴建？</p>	<p>Yes 是 <input type="checkbox"/> Please provide details 請提供詳情</p> <p>No 否 <input type="checkbox"/></p>																								
<p>Does the development proposal involve 擬議發展計劃是否需要進行以下工程？</p> <p><input type="checkbox"/> land filling 填土/ <input type="checkbox"/> pond filling 填塘/ <input type="checkbox"/> excavation 挖土/ <input type="checkbox"/> diversion of streams 河道改道/ <input type="checkbox"/> site formation 地盤平整</p>	<p>Yes 是 <input type="checkbox"/> Please specify the details, and indicate on site plan(s) the extent of site formation (including land/pond filling), the filling/ excavation level(s) and the existing ground levels, and the particulars of diversion of stream 請註明詳情，以及在地盤平面圖上示明地盤平整工程（包括填土/填塘）的範圍、填土/挖土的深度和現時地面高度及河道改道工程的細節</p> <p>No 否 <input type="checkbox"/></p>																								
<p>Would the development proposal involve felling of trees and/or cause damage to branches and roots of trees? 擬議發展計劃是否需要砍伐樹木及/或是否會對樹枝和樹根造成破壞？</p>	<p>Yes 是 <input type="checkbox"/> Please state the number, diameters at breast height and species of the affected trees (if possible) and whether there are any replanting/landscaping proposals 請說明受影響樹木的數目、及胸高度的樹幹直徑、品種（倘知）及有否重新植樹/美化環境計劃</p> <p>No 否 <input type="checkbox"/></p>																								
<p>Would the development proposal cause any adverse impacts? 擬議發展計劃會否造成不良影響？</p>	<table border="0"> <tr> <td>On environment 對環境</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>On traffic 對交通</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>On water supply 對供水</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>On drainage 對排水</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>On slopes 對斜坡</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>Affected by slopes 受斜坡影響</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>Landscape impact 構成景觀影響</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>Visual impact 構成視覺影響</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> </table> <p>Please state measure(s) to minimize the impact(s) 請註明盡量減少影響的措施</p>	On environment 對環境	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	On traffic 對交通	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	On water supply 對供水	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	On drainage 對排水	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	On slopes 對斜坡	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	Affected by slopes 受斜坡影響	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	Landscape impact 構成景觀影響	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	Visual impact 構成視覺影響	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>
On environment 對環境	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>																							
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Visual impact 構成視覺影響	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>																							

Please fill "NA" for inapplicable item  
「✓」 at the appropriate box

請在不適用的項目填寫「不適用」  
請在適當的方格內加上「✓」號



**9. Justifications 理由****Append (at the end of this page)**  
附加(在本頁之後)

The applicant is invited to provide justifications in support of the application.

(Preferably not more than 500 words in English and/or Chinese. Use separate sheets if necessary.)

現請申請人提供申請理由及支持其申請的資料（篇幅宜不超過500個英文字及 / 或中文字。如有需要，請另頁說明。）

**10. Plans, Drawings and Documents 圖則、繪圖及文件**

Please list location plans, site plans, other relevant plans, drawings and other documents submitted with the application.  
請列明連同申請一併遞交的位置圖、地盤平面圖、其他相關圖則、繪圖及其他文件。

**11. Declaration 聲明**

I hereby declare that the particulars given in this application are correct and true to the best of my knowledge and belief.  
本人謹此聲明，本人就這宗申請提交的資料，據本人所知及所言，均屬真實無誤。

E-Signature 電子簽署  Name in Block Letters 姓名（請以正楷填寫）  Professional Qualification(s) 專業資格  on behalf of 代表  Date 日期	<div style="text-align: right;"> <input type="checkbox"/> Applicant 申請人           <input type="checkbox"/> Authorized Agent 獲授權代理人         </div> <hr/> <div style="text-align: right;">Position (if applicable) 職位（如適用）</div> <div style="text-align: center;"> <input type="checkbox"/> Member 會員 / <input type="checkbox"/> Fellow 資深會員 of  <input type="checkbox"/> HKIP <input type="checkbox"/> HKIA <input type="checkbox"/> HKIS <input type="checkbox"/> HKIE <input type="checkbox"/> HKILA          Others 其他       </div> <hr/> <div style="text-align: center;">Company 公司 / Organization Name 機構名稱（if applicable 如適用）</div>
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**Warning 警告**

Any person who knowingly or wilfully makes any statement or furnish any information in connection with this application, which is false in any material particular, shall be liable to an offence under the Crimes Ordinance.

任何人在明知或故意的情況下，就這宗申請提出在任何要項上是虛假的陳述或資料，即屬違反《刑事罪行條例》。

**Statement on Personal Data 個人資料的聲明**

- The personal data submitted to the Board in this application will be used by the Secretary of the Board and Government departments for the following purposes:  
 (a) the processing of this application which includes making available the name of the applicant for public inspection when making available this application for public inspection; and  
 (b) facilitating communication between the applicant and the Secretary of the Board/Government departments in accordance with the provisions of the Town Planning Ordinance and the relevant Town Planning Board Guidelines.  
 委員會就這宗申請所收到的個人資料會交給委員會秘書及政府部門，以根據《城市規劃條例》及相關的城市規劃委員會規劃指引的規定作以下用途：  
 (a) 處理這宗申請，包括公布這宗申請供公眾查閱，同時公布申請人的姓名供公眾查閱；以及  
 (b) 方便申請人與委員會秘書及政府部門之間進行聯絡。
- The personal data provided by the applicant in this application may also be disclosed to other persons for the purposes mentioned in paragraph 1 above.  
 申請人就這宗申請提供的個人資料，或亦會向其他人士披露，以作上述第 1 段提及的用途。
- An applicant has a right of access and correction with respect to his/her personal data as provided under the Personal Data (Privacy) Ordinance (Cap. 486). Request for personal data access and correction should be addressed to the Secretary of the Board at 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.  
 根據《個人資料（私隱）條例》（第 486 章）的規定，申請人有權查閱及更正其個人資料。如欲查閱及更正個人資料，應向委員會秘書提出有關要求，其地址為香港北角渣華道 333 號北角政府合署 15 樓。

Please fill "NA" for inapplicable item  
「✓」 at the appropriate box

請在不適用的項目填寫「不適用」  
請在適當的方格內加上「✓」號

(This part will not be made available for public inspection)  
(這部分不會公開予公眾查閱)

**Particulars of Applicant and Authorized Agent**  
申請人及獲授權代理人的詳細資料

**1. Applicant 申請人**

☐ Identity Document 身分證明文件/ ☐ Business Registration Certificate 商業登記證\*/ ☐ Certificate of Incorporation 公司註冊證

No 號碼

Postal Address 通訊地址

Tel. No. 電話號碼

Fax No. 圖文傳真號碼

E-mail Address 電郵地址

Contact Person 聯絡人

Name 姓名 ☐ Mr. 先生/ ☐ Mrs. 夫人/ ☐ Miss 小姐/ ☐ Ms. 女士

Position in company 公司職位

**2. Authorized Agent (if applicable) 獲授權代理人 (如適用)**

☐ Identity Document 身分證明文件/ ☐ Business Registration Certificate 商業登記證\*/ ☐ Certificate of Incorporation 公司註冊證

No 號碼

Postal Address 通訊地址

Tel. No. 電話號碼

Fax No. 圖文傳真號碼

E-mail Address 電郵地址

Contact Person 聯絡人

Name 姓名 ☐ Mr. 先生/ ☐ Mrs. 夫人/ ☐ Miss 小姐/ ☐ Ms. 女士

Position in company 公司職位

**Statement on Personal Data 個人資料的聲明**

1. The personal data submitted to the Board in this application will be used by the Secretary of the Board and Government departments for the following purposes:
- (a) the processing of this application which includes making available the name of the applicant for public inspection when making available this application for public inspection; and
  - (b) facilitating communication between the applicant and the Secretary of the Board/Government departments in accordance with the provisions of the Town Planning Ordinance and the relevant Town Planning Board Guidelines.

委員會就這宗申請所收到的個人資料會交給委員會秘書及政府部門，以根據《城市規劃條例》及相關的城市規劃委員會規劃指引的規定作以下用途：

- (a) 處理這宗申請，包括公布這宗申請供公眾查閱，同時公布申請人的姓名供公眾查閱；以及
- (b) 方便申請人與委員會秘書及政府部門之間進行聯絡。

2. The personal data provided by the applicant in this application may also be disclosed to other persons for the purposes mentioned in paragraph 1 above.
- 申請人就這宗申請提供的個人資料，或亦會向其他人士披露，以作上述第1段提及的用途。

3. An applicant has a right of access and correction with respect to his/her personal data as provided under the Personal Data (Privacy) Ordinance (Cap. 486). Request for personal data access and correction should be addressed to the Secretary of the Board at 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.
- 根據《個人資料(私隱)條例》(第486章)的規定，申請人有權查閱及更正其個人資料。如欲查閱及更正個人資料，應向委員會秘書提出有關要求，其地址為香港北角渣華道333號北角政府合署15樓。

\* Please provide "Certificate of Incorporation No." instead of "Business Registration Certificate No." if the subject is a "limited company".  
如單位屬「有限公司」，請提供「公司註冊證號碼」，而不是「商業登記證號碼」。

Please fill "NA" for inapplicable item  
「✓」 at the appropriate box

請在不適用的項目填寫「不適用」  
請在適當的方格內加上「✓」號

(This part will not be made available for public inspection)

(這部分不會公開予公眾查閱)

**Checklist of Documents**

文件核對表

**Please indicate if you have enclosed the following documents with this application.**

請說明你有否在這宗申請夾附下列文件。

**Part A 甲部**

- ☒ Signed application form.  
已簽署的申請表格。
- ☒ Particulars of applicant and authorized agent\*.  
申請人及獲授權代理人的詳細資料\*。

**Add Attachment 加入附件**

- ☐ Location plans, site plans and any other relevant plans/drawings accompanying the application#.  
連同申請的位置圖、地盤平面圖及其他相關圖則/繪圖#。
- ☐ Supplementary documents, e.g. planning studies report, report on traffic impact assessment, and report on environmental assessment#.  
補充文件(例如: 規劃研究報告、交通影響評估報告及環境評估報告) #。

**Add Attachment 加入附件**

- ☐ Documentary proof of land ownership (e.g. copy/copies of ownership record(s) issued by the Land Registry)  
(only applicable to application of which the applicant is the sole or one of the "current land owner(s)").  
土地業權的證明文件(例如: 由土地註冊處發出的業權記錄的副本)  
(只適用於申請人是唯一或其中一位「現行土地擁有人」的申請)。
- ☐ Copy/Copies of consent(s) obtained from the "current land owner(s)" (not applicable to application of which the applicant is the sole "current land owner").  
「現行土地擁有人」的同意書副本(不適用於申請人是唯一的「現行土地擁有人」的申請)。
- ☐ Copy/Copies of notification given to the "current land owner(s)" (not applicable to application of which the applicant is the sole "current land owner").  
已發給「現行土地擁有人」的通知書副本(不適用於申請人是唯一的「現行土地擁有人」的申請)。

\* Documents which must be submitted with the application. 必須連同申請一併遞交的文件。

# For electronic submission, only 1 copy of plan/drawing/document is needed to be attached to the e-form. For coloured plans/drawings which soft copies have been submitted through the Electronic Planning Application System (EPASS), please submit 70 hard copies in colour each separately to the Secretariat of the Board by post or by hand together with a printout of the "Acknowledgement of Submission" for identification purpose. If you fail to submit adequate coloured hard copies, those coloured plans/drawings will be printed in black and white and in A4 size for the use in further processing of the application.

#如採用電子遞表申請, 只需要夾附一份相關圖則/繪圖/文件。倘透過電子提交規劃申請系統提交的相關圖則/繪圖為彩色印刷, 則須另外以彩色印刷文件方式並以郵寄或親身派遞方式向委員會秘書處遞交一式70份。遞交時須與「確認遞交通知」打印本一同繳交作識別用途。如你未能提供足夠份數的彩色印刷文件, 該等彩色圖則/繪圖將會以黑白及A4尺寸的形式印刷, 供下一步處理該申請之用。

(This part will not be made available for public inspection)

(這部分不會公開予公眾查閱)

**Checklist of Documents**

**文件核對表**

**Please indicate if you have enclosed the following documents with this application.**

**請說明你有否在這宗申請夾附下列文件。**

**Part B 乙部 - Hard copy submission 遞交印刷文件**

(Note: A printout of the "Acknowledgement of Submission" must be submitted together with the hard copy submission for identification purpose

備註：遞交印刷文件時須與「確認遞交通知」打印本一同繳交作識別用途。)

Any hard copy submission? 有否印刷文件遞交？

☐ Yes 有

☐ No 沒有

(If yes, please check the appropriate box(es) below to indicate the type of submission 如有，請選取下列適當項目以說明所遞交文件之類別)

☐ Hard copies of coloured plan/drawing (70 copies each are required) ^.

彩色印刷的圖則／繪圖的硬複本（須遞交一式70份）^。

☐ The true copy of the authorization letter signed by the applicant, if the application is submitted by an authorized agent on the applicant's behalf.

申請人簽署的授權信真實副本（如申請是由申請人授權的代理人遞交）。

^ Only coloured plan/drawing which soft copy has been submitted through the EPASS will be accepted.

^ 只接納已透過電子提交規劃申請系統提交軟複本的彩色印刷圖則／繪圖。

e-form No. S16A  
電子表格第 S 1 6 A 號

**APPLICATION FOR AMENDMENT TO PERMISSION  
UNDER SECTION 16A(2) OF  
THE TOWN PLANNING ORDINANCE (CAP.131)**

根據《城市規劃條例》（第 131 章）  
第 1 6 A （2） 條遞交的修訂許可申請

For Official Use Only 請勿填寫此欄	Application No. 申請編號	
	Date Received 收到日期	

- The completed e-form and supporting document (if any) should be submitted to the Secretary, Town Planning Board (the Board) via the Electronic Planning Application Submission System at the Board's website at <http://www.info.gov.hk/tpb/>. If your submission does not comply with the requirements on electronic submission (please refer to the "Guidance Notes on Electronic Submission" for details), you may wish to submit your application (use the non-electronic form) in hard copy either by hand or by post to the Secretary, Town Planning Board, 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.  
申請人須把填妥的電子申請表格及其他支持申請的文件(倘有), 循城市規劃委員會(下稱「委員會」)網頁(網址: <http://www.info.gov.hk/tpb/>)的電子提交規劃申請系統送交委員會秘書。如有意遞交的文件不符電子提交規劃申請系統的限制(請參考有關的以電子方式提交申請須知), 申請人可以以書面方式(須用非電子表格)經由專人送遞或郵遞, 送交香港北角渣華道333號北角政府合署15樓城市規劃委員會秘書收。
- Please read the "Guidance Notes" and the "Town Planning Board Guidelines on Class A and Class B Amendments to Approved Development Proposals" carefully before you fill in this form. Both documents can be downloaded from the Board's website at <http://www.info.gov.hk/tpb/>. They can also be obtained from the Secretariat of the Board at 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong (Tel.: 2231 4810 or 2231 4835), and the Planning Enquiry Counters of the Planning Department (Hotline: 2231 5000) (17/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong and 14/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories).  
請先細閱《申請須知》的資料單張及有關「對核准發展計劃作出A類及B類修訂」的城市規劃委員會規劃指引, 然後填寫此表格。這兩份文件均可從委員會的網頁下載(網址: <http://www.info.gov.hk/tpb/>), 亦可向委員會秘書處(香港北角渣華道333號北角政府合署15樓 - 電話: 2231 4810 或 2231 4835)及規劃署的規劃資料查詢處(熱線: 2231 5000) (香港北角渣華道333號北角政府合署17樓及新界沙田上禾輦路1號沙田政府合署14樓)索取。
- This e-form can be downloaded from the Board's website, and completed either in English or Chinese. The processing of the application may be refused if the required information or the required copies are incomplete.  
此電子申請表格可從委員會的網頁下載, 並可以中文或英文填寫資料。如果申請人所提交的資料或文件副本不齊全, 委員會可拒絕處理有關申請。

<b>1. Name of Applicant* 申請人姓名/名稱*</b>	
<input type="checkbox"/> Mr. 先生/ <input type="checkbox"/> Mrs. 夫人/ <input type="checkbox"/> Miss 小姐/ <input type="checkbox"/> Ms. 女士/ <input type="checkbox"/> Company 公司/ <input type="checkbox"/> Organization 機構	
<input type="checkbox"/> Mr. 先生/ <input type="checkbox"/> Mrs. 夫人/ <input type="checkbox"/> Miss 小姐/ <input type="checkbox"/> Ms. 女士/ <input type="checkbox"/> Company 公司/ <input type="checkbox"/> Organization 機構	
<input type="checkbox"/> Mr. 先生/ <input type="checkbox"/> Mrs. 夫人/ <input type="checkbox"/> Miss 小姐/ <input type="checkbox"/> Ms. 女士/ <input type="checkbox"/> Company 公司/ <input type="checkbox"/> Organization 機構	
<b>2. Name of Authorized Agent (if applicable) 獲授權代理人姓名/名稱 (如適用)</b>	
<input type="checkbox"/> Mr. 先生/ <input type="checkbox"/> Mrs. 夫人/ <input type="checkbox"/> Miss 小姐/ <input type="checkbox"/> Ms. 女士/ <input type="checkbox"/> Company 公司/ <input type="checkbox"/> Organization 機構	
<b>3. Relevant Permission Granted under the Town Planning Ordinance</b> 按《城市規劃條例》批給的有關許可	
Application number to which the permission relates 與許可有關的申請編號	
Date of approval 獲批給許可的日期	
Full address/Location of the application site 申請地點的詳細地址 / 地點	
Approved use / development 已批給的用途 / 發展	

\* Applicant of this application must be the person to whom the relevant permission mentioned in Part 3 is granted.

這宗申請的申請人必須是上述第 3 部分提及的獲批給有關許可的人士。

Please fill "NA" for inapplicable item

請在不適用的項目填寫「不適用」

**Parts 1, 2 and 3 第 1、第 2 及第 3 部分**

#### 4. Amendment(s) to Permission Sought 要求修訂許可的事項

(a) Proposed amendments which can be quantified 可量化的擬議修訂

Amendment(s) sought 要求修訂事項	Amount approved 已獲許可的數量 [a]	Amount sought 現要求的數量 [b]	Change 改變	
			Amount 數量 [b] - [a]	% $\frac{[b]-[a]}{[a]} \times 100$
<input type="checkbox"/> Increase in total gross floor area (sq. m.) 總樓面面積有所增加 (平方米)				
<input type="checkbox"/> Increase in plot ratio 地積比率有所增加				
<input type="checkbox"/> Change in gross site area (sq. m.) 地盤總面積有所改變 (平方米)				
<input type="checkbox"/> Change in number of units 單位數目有所改變				
<input type="checkbox"/> Change in unit size (sq. m.) 單位的面積有所改變 (平方米)				
<input type="checkbox"/> Change in number of building blocks 樓宇數目有所改變				
<input type="checkbox"/> Increase in 以下項目有所增加： <input type="checkbox"/> absolute building height (m.) 建築物的實際高度 (米) <input type="checkbox"/> number of storeys 層數				
<input type="checkbox"/> Increase in site coverage (%) 上蓋面積有所增加 (%)				
<input type="checkbox"/> Change in gross floor area distribution from domestic to non-domestic (sq. m.) 把住用樓面面積改為非住用用途 (平方米)				
<input type="checkbox"/> Change in gross floor area distribution from non-domestic to domestic (sq. m.) 把非住用樓面面積改為住用用途 (平方米)				
<input type="checkbox"/> Change in floor area(s) of Government, institution or community facilities (sq. m.) (Please specify the type(s) of facilities) 政府、機構或社區設施的樓面面積有所改變 (平方米) (請註明設施類別)				
<input type="checkbox"/> Reduction in total area of public open space (sq.m.) 公眾休憩用地的總面積有所減少 (平方米)				
<input type="checkbox"/> Change in area of active/passive public open space: 動態 / 靜態公眾休憩用地的面積有所改變： <input type="checkbox"/> change in area of active public open space (sq. m.) 動態公眾休憩用地的面積有所改變 (平方米) <input type="checkbox"/> change in area of passive public open space (sq. m.) 靜態公眾休憩用地的面積有所改變 (平方米)				
<input type="checkbox"/> Reduction in total area of private open space (sq.m.) 私人休憩用地的總面積有所減少 (平方米)				

「✓」 at the appropriate box

請在適當的方格內加上「✓」號



**4. Amendment(s) to Permission Sought (Continued) 要求修訂許可的事項 (續)**

(a) Proposed amendments which can be quantified (Continued) 可量化的擬議修訂 (續)

Amendment(s) sought 要求修訂事項	Amount approved 已獲許可的數量 [a]	Amount sought 現要求的數量 [b]	Change 改變	
			Amount 數量 [b] - [a]	% $\frac{[b]-[a]}{[a]} \times 100$
<input type="checkbox"/> Change in number of parking spaces (Please specify the type(s) and number(s)) 停車位的數目有所改變： (請註明車位類別及數目)				
<input type="checkbox"/> Change in number of loading and unloading spaces (please specify the type(s) and number(s)) 上落客貨車位的數目有所改變： (請註明車位類別及數目)				
<input type="checkbox"/> Change in size of non-building area (sq. m.) 非建築用地的面積有所改變 (平方米)				
<input type="checkbox"/> Increase in number of trees to be felled 砍伐樹木的數目有所增加				
<input type="checkbox"/> Decrease in number of preserved trees 保存樹木的數量有所減少				
<input type="checkbox"/> Change in floor area of public indoor recreational facilities (sq. m.) 公眾室內康樂設施的樓面面積有所改變 (平方米)				

(b) ☐ To extend the time for commencement of approved development for \_\_\_\_\_ more month(s).

將展開獲批准發展的期限延長多 \_\_\_\_\_ 個月。

☐ To extend the time for compliance with planning condition(s) for \_\_\_\_\_ more month(s).

將履行規劃許可附帶條件的期限延長多 \_\_\_\_\_ 個月。

(please specify the planning condition(s) involved 請註明涉及的規劃條件)

(c) Other proposed amendments (please illustrate on plan, if necessary)

其他擬議修訂 (如需要的話, 請在圖則顯示)

Item(s) of amendment(s) sought 要求修訂事項	Details 詳情
<input type="checkbox"/> Change in building blocks 樓宇有所改變 <input type="checkbox"/> change in form of building(s) where the concerned block(s) is(are) the subject of environmental mitigation measures (多幢) 建築物的形式有所改變, 而有關的 (多幢) 樓宇與環境緩解措施有關 <input type="checkbox"/> minor change in disposition of building block(s) 輕微改變樓宇的布局	

<b>4. Amendment(s) to Permission Sought (Continued) 要求修訂許可的事項 (續)</b>	
(c) Other proposed amendments (Continued) (please illustrate on plan, if necessary) 其他擬議修訂 (續) (如需要的話, 請在圖則顯示)	
Amendment(s) sought 要求修訂事項	Details 詳情
<input type="checkbox"/> Change in 以下項目有所改變 : <input type="checkbox"/> internal layout of premises 處所的內部設計 <input type="checkbox"/> disposition of premises 處所的布局	
<input type="checkbox"/> Change in provision of Government, institution or community facilities 政府、機構或社區設施的供應有所改變 : <input type="checkbox"/> change in types of the facilities 改變設施的種類 <input type="checkbox"/> change in locations of the facilities 改變設施的位置 <input type="checkbox"/> deletion of facilities initiated by the relevant Government departments 由有關政府部門提出刪除設施 (please specify the type(s) of facilities) (請註明設施類別)	
<input type="checkbox"/> Change in location of the public open space on the same street/podium level(s) where the location of the public open space is the subject of environmental mitigation measures and is specified as an approval condition of the planning permission (if any) 在同一街道 / 平台層調動公眾休憩用地的位置, 而有關公眾休憩用地的位置與環境緩解措施有關及規劃許可訂有指明公眾休憩用地位置的附帶條件 (倘有)	
<input type="checkbox"/> Change in location of the private open space 私人休憩用地的位置有所改變	
<input type="checkbox"/> Change in location of: 以下項目的位置有所改變 : <input type="checkbox"/> ingress/egress point(s) 入口 / 出口 <input type="checkbox"/> footbridge(s) 行人天橋 <input type="checkbox"/> public transport terminus and lay-bys 公共車輛總站及避車處	
<input type="checkbox"/> Change in layout of: 以下項目的布局設計有所改變 : <input type="checkbox"/> internal roads 內街 <input type="checkbox"/> emergency vehicular access 緊急車輛通道 <input type="checkbox"/> car park 停車場	

「✓」 at the appropriate box

請在適當的方格內加上「✓」號

**4. Amendment(s) to Permission Sought (Continued) 要求修訂許可的事項 (續)**

(c) Other proposed amendments (Continued) (please illustrate on plan, if necessary)  
其他擬議修訂 (續) (如需要的話, 請在圖則顯示)

Amendment(s) sought 要求修訂事項	Details 詳情
<input type="checkbox"/> Change in location of non-building area 非建築用地的位置有所改變	
<input type="checkbox"/> Change in tree preservation and landscape master plan 樹木的保存及園景設計總圖有所改變 : <input type="checkbox"/> change in soft/hard landscape design 種植花卉樹木 / 園景建築設計有所改變 <input type="checkbox"/> change in implementation programme 改變實施計劃 <input type="checkbox"/> change in trees identified for preservation 改變已選定的予以保存樹木	
<input type="checkbox"/> Change in provision of public indoor recreational facilities other than floor area (e.g. location, layout and type) 除了樓面面積外、公眾室內康樂設施的供應有所改變 (例如: 位置、布局設計及種類)	
<input type="checkbox"/> Change in location of ancillary major utility installation within buildings which involves change in site coverage 在建築物內調動主要附屬公用設施裝置的位置、而上蓋面積有所改變	
<input type="checkbox"/> Minor change in phasing or implementation schedule affecting 輕微改變分期推行計劃或實施時間表、以致影響 <input type="checkbox"/> the provision of Government, institution or community facilities 政府、機構或社區設施的提供 <input type="checkbox"/> the provision of public open space 公眾休憩用地的提供	

「✓」 at the appropriate box

請在適當的方格內加上「✓」號

**5. Justifications 理由****Append (at the end of this page)**

附加 (在本頁之後)

The applicant is invited to provide justifications in support of the application.

(Preferably not more than 500 words in English and/or Chinese. Use separate sheets if necessary.)

現請申請人提供申請理由及支持其申請的資料 (篇幅宜不超過500個英文字及 / 或中文字。如有需要, 請另頁說明。)

**6. Plans, Drawings and Documents 圖則、繪圖及文件****Append (at the end of this page)**

附加 (在本頁之後)

Please list plans, drawings and other documents submitted with the application.

請列明連同申請一併遞交的圖則、繪圖及其他文件。

**7. Declaration 聲明**

I hereby declare that the particulars given in this application are correct and true to the best of my knowledge and belief.  
本人謹此聲明，本人就這宗申請提交的資料，據本人所知及所信，均屬真實無誤。

E-Signature  
電子簽署

☐ Applicant  
申請人

☐ Authorized Agent  
獲授權代理人

Position (if applicable) 職位 (如適用)

Name in Block Letters  
姓名 (請以正楷填寫)

Professional  
Qualification(s) 專業資格

☐ Member 會員 / ☐ Fellow 資深會員 of

☐ HKIP ☐ HKIA ☐ HKIS ☐ HKIE ☐ HKILA

Others 其他

on behalf of 代表

Company 公司 / Organization Name 機構名稱 (if applicable 如適用)

Date 日期

**Warning 警告**

Any person who knowingly or wilfully makes any statement or furnish any information in connection with this application, which is false in any material particular, shall be liable to an offence under the Crimes Ordinance.

任何人在明知或故意的情況下，就這宗申請提出在任何要項上是虛假的陳述或資料，即屬違反《刑事罪行條例》。

**Statement on Personal Data 個人資料的聲明**

1. The personal data submitted to the Board in this application will be used by the Secretary of the Board and Government departments for the following purposes:
- (a) the processing of this application which includes making available the name of the applicant for public inspection when making available this application for public inspection; and
  - (b) facilitating communication between the applicant and the Secretary of the Board/Government departments in accordance with the provisions of the Town Planning Ordinance and the relevant Town Planning Board Guidelines.

委員會就這宗申請所收到的個人資料會交給委員會秘書及政府部門，以根據《城市規劃條例》及相關的城市規劃委員會規劃指引的規定作以下用途：

- (a) 處理這宗申請，包括公布這宗申請供公眾查閱，同時公布申請人的姓名供公眾查閱；以及
- (b) 方便申請人與委員會秘書及政府部門之間進行聯絡。

2. The personal data provided by the applicant in this application may also be disclosed to other persons for the purposes mentioned in paragraph 1 above.  
申請人就這宗申請提供的個人資料，或亦會向其他人士披露，以作上述第 1 段提及的用途。

3. An applicant has a right of access and correction with respect to his/her personal data as provided under the Personal Data (Privacy) Ordinance (Cap. 486). Request for personal data access and correction should be addressed to the Secretary of the Board at 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.  
根據《個人資料(私隱)條例》(第 486 章)的規定，申請人有權查閱及更正其個人資料。如欲查閱及更正個人資料，應向委員會秘書提出有關要求，其地址為香港北角渣華道 333 號北角政府合署 15 樓。

## Particulars of Applicant and Authorized Agent

### 申請人及獲授權代理人的詳細資料

#### 1. Applicant 申請人

☐ Identity Document 身分證文件    ☐ Business Registration Certificate 商業登記證\*    ☐ Certificate of Incorporation 公司註冊證

No. 號碼：

Postal Address 通訊地址

Tel. No. 電話號碼

Fax. No. 圖文傳真號碼

E-mail Address 電郵地址

Contact Person 聯絡人

Name 姓名    ☐ Mr. 先生    ☐ Mrs. 夫人    ☐ Miss 小姐    ☐ Ms. 女士

Position in company 公司職位

#### 2. Authorized Agent (if applicable) 獲授權代理人 (如適用)

☐ Identity Document 身分證文件    ☐ Business Registration Certificate 商業登記證\*    ☐ Certificate of Incorporation 公司註冊證

No. 號碼：

Postal Address 通訊地址

Tel. No. 電話號碼

Fax. No. 圖文傳真號碼

E-mail Address 電郵地址

Contact Person 聯絡人

Name 姓名    ☐ Mr. 先生    ☐ Mrs. 夫人    ☐ Miss 小姐    ☐ Ms. 女士

Position in company 公司職位

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- (a) 處理這宗申請，包括公布這宗申請供公眾查閱，同時公布申請人的姓名供公眾查閱；以及
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- 根據《個人資料(私隱)條例》(第 486 章)的規定，申請人有權查閱及更正其個人資料。如欲查閱及更正個人資料，應向委員會秘書提出有關要求，其地址為香港北角渣華道 333 號北角政府合署 15 樓。

\* Please provide "Certificate of Incorporation No." instead of "Business Registration Certificate No." if the subject is a "limited company".  
如單位屬「有限公司」，請提供「公司註冊證號碼」，而不是「商業登記證號碼」。

## Checklist of Documents

## 文件核對表

Please indicate if you have enclosed the following documents with this application.

請說明你有否在這宗申請夾附下列文件。

## Part A 甲部

- ☒ Signed application form.  
已簽署的申請表格。
- ☒ Particulars of applicant and authorized agent\*.  
申請人及獲授權代理人的詳細資料\*。

## Add Attachment 加入附件

- ☐ Location plans, site plans and any other relevant plans/drawings accompanying the application#.  
連同申請的位置圖、地盤平面圖及其他相關圖則/繪圖#。
- ☐ Supplementary documents, e.g. planning studies report, report on traffic impact assessment, and report on environmental assessment#t.  
補充文件（例如：規劃研究報告、交通影響評估報告及環境評估報告）#。

\* Documents which must be submitted with the application. 必須連同申請一併遞交的文件。

# For electronic submission, only 1 copy of plan/drawing/document is needed to be attached to the e-form. For coloured plans/drawings which soft copies have been submitted through the Electronic Planning Application System (EPASS), please submit 70 hard copies in colour each separately to the Secretariat of the Board by post or by hand together with a printout of the "Acknowledgement of Submission" for identification purpose. If you fail to submit adequate coloured hard copies, those coloured plans/drawings will be printed in black and white and in A4 size for the use in further processing of the application.

#如採用電子遞表申請，只需要夾附一份相關圖則/繪圖/文件。倘透過電子提交規劃申請系統提交的相關圖則/繪圖為彩色印刷，則須另外以彩色印刷文件方式並以郵寄或親身派遞方式向委員會秘書處遞交一式70份。遞交時須與「確認遞交通知」打印本一同繳交作識別用途。如你未能提供足夠份數的彩色印刷文件，該等彩色圖則/繪圖將會以黑白及A4尺寸的形式印刷，供下一步處理該申請之用。

*(This part will not be made available for public inspection)*

(這部分不會公開予公眾查閱)

**Checklist of Documents**

**文件核對表**

**Please indicate if you have enclosed the following documents with this application.**

請說明你有否在這宗申請夾附下列文件。

**Part B 乙部 - Hard copy submission 遞交印刷文件**

(Note: A printout of the "Acknowledgement of Submission" must be submitted together with the hard copy submission for identification purpose

備註：遞交印刷文件時須與「確認遞交通知」打印本一同繳交作識別用途。)

Any hard copy submission? 有否印刷文件遞交？

☐ Yes 有

☐ No 沒有

(If yes, please check the appropriate box(es) below to indicate the type of submission 如有，請選取下列適當項目以說明所遞交文件之類別)

☐ Hard copies of coloured plan/drawing (70 copies each are required) ^.  
彩色印刷的圖則／繪圖的硬複本（須遞交一式70份）^。

☐ The true copy of the authorization letter signed by the applicant, if the application is submitted by an authorized agent on the applicant's behalf.  
申請人簽署的授權信真實副本（如申請是由申請人授權的代理人遞交）。

^ Only coloured plan/drawing which soft copy has been submitted through the EPASS will be accepted.

^ 只接納已透過電子提交規劃申請系統提交軟複本的彩色印刷圖則／繪圖。



**APPLICATION FOR REVIEW  
UNDER SECTION 17 OF  
THE TOWN PLANNING ORDINANCE (CAP.131)**

根據《城市規劃條例》（第 131 章）

第 1 7 條遞交的覆核申請

For Official Use Only 請勿填寫此欄	Application No. 申請編號	
	Date Received 收到日期	

- The completed e-form and supporting document (if any) should be submitted to the Secretary, Town Planning Board (the Board) via the Electronic Planning Application Submission System at the Board's website at <http://www.info.gov.hk/tpb/>. If your submission does not comply with the requirements on electronic submission (please refer to the "Guidance Notes on Electronic Submission" for details), you may wish to submit your application (use the non-electronic form) in hard copy either by hand or by post to the Secretary, Town Planning Board, 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.  
申請人須把填妥的電子申請表格及其他支持申請的文件（倘有），循城市規劃委員會（下稱「委員會」）網頁（網址：<http://www.info.gov.hk/tpb/>）的電子提交規劃申請系統送交委員會秘書。如有意遞交的文件不符電子提交規劃申請系統的限制（請參考有關的以電子方式提交申請須知），申請人可以以書面方式（須用非電子表格）經由專人送遞或郵遞，送交香港北角渣華道333號北角政府合署15樓城市規劃委員會秘書收。
- Please read the "Guidance Notes" carefully before you fill in this e-form. The document can be downloaded from the Board's website at <http://www.info.gov.hk/tpb/>. It can also be obtained from the Secretariat of the Board at 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong (Tel.: 2231 4810 or 2231 4835), and the Planning Enquiry Counters of the Planning Department (Hotline: 2231 5000) (17/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong and 14/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories).  
請先細閱《申請須知》的資料單張，然後填寫此表格。這份文件可從委員會的網頁下載（網址：<http://www.info.gov.hk/tpb/>），亦可向委員會秘書處（香港北角渣華道333號北角政府合署15樓 - 電話：2231 4810 或 2231 4835）及規劃署的規劃資料查詢處（熱線：2231 5000）（香港北角渣華道333號北角政府合署17樓及新界沙田上禾輦路1號沙田政府合署14樓）索取。
- This e-form can be downloaded from the Board's website, and completed either in English or Chinese. The processing of the application may be refused if the required information or the required copies are incomplete.  
此電子申請表格可從委員會的網頁下載，並可以中文或英文填寫資料。如果申請人所提交的資料或文件副本不齊全，委員會可拒絕處理有關申請。

### 1. Name of Applicant 申請人姓名/名稱

☐ Mr. 先生/ ☐ Mrs. 夫人/ ☐ Miss 小姐/ ☐ Ms. 女士/ ☐ Company 公司/ ☐ Organization 機構

☐ Mr. 先生/ ☐ Mrs. 夫人/ ☐ Miss 小姐/ ☐ Ms. 女士/ ☐ Company 公司/ ☐ Organization 機構

☐ Mr. 先生/ ☐ Mrs. 夫人/ ☐ Miss 小姐/ ☐ Ms. 女士/ ☐ Company 公司/ ☐ Organization 機構

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

☐ Mr. 先生/ ☐ Mrs. 夫人/ ☐ Miss 小姐/ ☐ Ms. 女士/ ☐ Company 公司/ ☐ Organization 機構

### 3. Review Application 覆核規劃申請

(a) Application number to which the Review Application relates  
與覆核申請有關的規劃申請編號

(b) Application Site (Full Address/ Location)  
申請地點（詳細地址/地點）

「✓」 at the appropriate box

請在適當的方格內加上「✓」號

**3. Review Application (Continued) 覆核規劃申請 (續)**

(c) Subject of Application for Review 申請覆核內容	<input type="checkbox"/> to review the Town Planning Board's decision to reject the application 就城市規劃委員會決定拒絕上述規劃申請提出覆核  <input type="checkbox"/> to review the approval condition(s) imposed by the Town Planning Board on the application 就城市規劃委員會批准上述規劃申請的附帶條件提出覆核  Please specify the related approval condition(s) for review 請列明有關覆核的附帶條件
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**4. Justifications 理由**

**Append (at the end of this page)**  
附加 (在本頁之後)

The applicant is invited to provide justifications in support of the review application. (Preferably not more than 500 words in English and/or Chinese. Use separate sheets if necessary.)

現請申請人提供申請理由及支持其覆核申請的資料 (篇幅宜不超過500個英文字及 / 或中文字。如有需要, 請另頁說明。)

**5. Plans, Drawings and Documents 圖則、繪圖及文件**

Please list relevant plans, drawings and other documents submitted with the review application (if applicable).

請列明連同覆核申請一併遞交的圖則、繪圖及其他文件 (如適用)。

**6. Declaration 聲明**

I hereby declare that the particulars given in this application are correct and true to the best of my knowledge and belief.  
本人謹此聲明，本人就這宗申請提交的資料，據本人所知及所信，均屬真實無誤。

E-Signature 電子簽署  _____ Name in Block Letters 姓名（請以正楷填寫）  Professional Qualification(s) 專業資格  _____ on behalf of 代表  _____ Date 日期  _____	<div style="text-align: right;"> <input type="checkbox"/> Applicant 申請人           <input type="checkbox"/> Authorized Agent 獲授權代理人         </div> <hr/> Position (if applicable) 職位（如適用）  _____ <input type="checkbox"/> Member 會員 / <input type="checkbox"/> Fellow 資深會員 of <input type="checkbox"/> HKIP <input type="checkbox"/> HKIA <input type="checkbox"/> HKIS <input type="checkbox"/> HKIE <input type="checkbox"/> HKILA Others 其他 _____ Company 公司 / Organization Name and Chop 機構名稱及蓋章（if applicable 如適用）  _____
---	--

**Warning 警告**

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(This part will not be made available for public inspection)

(這部分不會公開予公眾查閱)

**Particulars of Applicant and Authorized Agent**

申請人及獲授權代理人的詳細資料

(Not applicable if the particulars are the same as previous section 16 or 16A application)

(如資料與先前第 16 或 16A 條規劃申請相同則不用填寫)

**1. Applicant 申請人**☐ Identity Document 身分證明文件/ ☐ Business Registration Certificate 商業登記證\*/ ☐ Certificate of Incorporation 公司註冊證

No 號碼

Postal Address 通訊地址

Tel. No. 電話號碼

Fax. No. 圖文傳真號碼

E-mail Address 電郵地址

Contact Person 聯絡人

Name 姓名 ☐ Mr. 先生/ ☐ Mrs. 夫人/ ☐ Miss 小姐/ ☐ Ms. 女士

Position in company 公司職位

**2. Authorized Agent (if applicable) 獲授權代理人 (如適用)**☐ Identity Document 身分證明文件/ ☐ Business Registration Certificate 商業登記證\*/ ☐ Certificate of Incorporation 公司註冊證

No 號碼

Postal Address 通訊地址

Tel. No. 電話號碼

Fax. No. 圖文傳真號碼

E-mail Address 電郵地址

Contact Person 聯絡人

Name 姓名 ☐ Mr. 先生/ ☐ Mrs. 夫人/ ☐ Miss 小姐/ ☐ Ms. 女士

Position in company 公司職位

**Statement on Personal Data 個人資料的聲明**

1. The personal data submitted to the Board in this application will be used by the Secretary of the Board and Government departments for the following purposes:
- the processing of this application which includes making available the name of the applicant for public inspection when making available this application for public inspection; and
  - facilitating communication between the applicant and the Secretary of the Board/Government departments in accordance with the provisions of the Town Planning Ordinance and the relevant Town Planning Board Guidelines.

委員會就這宗申請所收到的個人資料會交給委員會秘書及政府部門，以根據《城市規劃條例》及相關的城市規劃委員會規劃指引的規定作以下用途：

- 處理這宗申請，包括公布這宗申請供公眾查閱，同時公布申請人的姓名供公眾查閱；以及
- 方便申請人與委員會秘書及政府部門之間進行聯絡。

2. The personal data provided by the applicant in this application may also be disclosed to other persons for the purposes mentioned in paragraph 1 above.
- 申請人就這宗申請提供的個人資料，或亦會向其他人士披露，以作上述第 1 段提及的用途。

3. An applicant has a right of access and correction with respect to his/her personal data as provided under the Personal Data (Privacy) Ordinance (Cap. 486). Request for personal data access and correction should be addressed to the Secretary of the Board at 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.

根據《個人資料(私隱)條例》(第 486 章)的規定，申請人有權查閱及更正其個人資料。如欲查閱及更正個人資料，應向委員會秘書提出有關要求，其地址為香港北角渣華道 333 號北角政府合署 15 樓。

\* Please provide "Certificate of Incorporation No." instead of "Business Registration Certificate No." if the subject is a "limited company".

如單位屬「有限公司」，請提供「公司註冊證號碼」，而不是「商業登記證號碼」。

「✓」 at the appropriate box

請在適當的方格內加上「✓」號

(This part will not be made available for public inspection)

(這部分不會公開予公眾查閱)

## Checklist of Documents

## 文件核對表

Please indicate if you have enclosed the following documents with this application.

請說明你有否在這宗申請夾附下列文件。

## Part A 甲部

- ☒ Signed application form.  
已簽署的申請表格。
- ☐ Particulars of applicant and authorized agent(if applicable).  
申請人及獲授權代理人的詳細資料(如適用)。

## Add Attachment 加入附件

- ☐ Location plans, site plans and any other relevant plans/drawings accompanying the application#.  
連同申請的位置圖、地盤平面圖及其他相關圖則/繪圖#。
- ☐ Supplementary documents, e.g. planning studies report, report on traffic impact assessment, and report on environmental assessment#.  
補充文件(例如:規劃研究報告、交通影響評估報告及環境評估報告)#。

# For electronic submission, only 1 copy of plan/drawing/document is needed to be attached to the e-form. For coloured plans/drawings which soft copies have been submitted through the Electronic Planning Application System (EPASS), please submit 90 hard copies in colour each separately to the Secretariat of the Board by post or by hand together with a printout of the "Acknowledgement of Submission" for identification purpose. If you fail to submit adequate coloured hard copies, those coloured plans/drawings will be printed in black and white and in A4 size for the use in further processing of the application.

#如採用電子遞表申請,只需要夾附一份相關圖則/繪圖/文件。倘透過電子提交規劃申請系統提交的相關圖則/繪圖為彩色印刷,則須另外以彩色印刷文件方式並以郵寄或親身派遞方式向委員會秘書處遞交一式90份。遞交時須與「確認遞交通知」打印本一同繳交作識別用途。如你未能提供足夠份數的彩色印刷文件,該等彩色圖則/繪圖將會以黑白及A4尺寸的形式印刷,供下一步處理該申請之用。

(This part will not be made available for public inspection)

(這部分不會公開予公眾查閱)

Checklist of Documents

文件核對表

Please indicate if you have enclosed the following documents with this application.

請說明你有否在這宗申請夾附下列文件。

Part B 乙部 - Hard copy submission 遞交印刷文件

(Note: A printout of the "Acknowledgement of Submission" must be submitted together with the hard copy submission for identification purpose

備註：遞交印刷文件時須與「確認遞交通知」打印本一同繳交作識別用途。)

Any hard copy submission? 有否印刷文件遞交？

☐ Yes 有

☐ No 沒有

(If yes, please check the appropriate box(es) below to indicate the type of submission 如有，請選取下列適當項目以說明所遞交文件之類別)

☐ Hard copies of coloured plan/drawing (90 copies each are required) ^.  
彩色印刷的圖則／繪圖的硬複本（須遞交一式90份）^。

☐ The true copy of the authorization letter signed by the applicant, if the application is submitted by an authorized agent on the applicant's behalf.  
申請人簽署的授權信真實副本（如申請是由申請人授權的代理人遞交）。

^ Only coloured plan/drawing which soft copy has been submitted through the EPASS will be accepted.

^ 只接納已透過電子提交規劃申請系統提交軟複本的彩色印刷圖則／繪圖。

e-form No. FI  
電子表格第 F I 號

**SUBMISSION OF FURTHER INFORMATION  
FOR PLANNING APPLICATIONS UNDER  
THE TOWN PLANNING ORDINANCE  
(CAP.131)**

根據《城市規劃條例》（第 131 章）  
遞交的申請所提交的進一步資料



For Official Use Only 請勿填寫此欄	Application No. 申請編號	
	Date Received 收到日期	

- The completed e-form and supporting document (if any) should be submitted to the Secretary, Town Planning Board (the Board) via the Electronic Planning Application Submission System (EPASS) at the Board's website at <http://www.info.gov.hk/tpb/>. If your submission does not comply with the requirements on electronic submission (please refer to the "Guidance Notes on Electronic Submission" for details), you may wish to submit your application (use the non-electronic form) in hard copy either by hand or by post to the Secretary, Town Planning Board, 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.  
申請人須把填妥的電子申請表格及其他支持申請的文件（倘有），循城市規劃委員會（下稱「委員會」）網頁（網址：<http://www.info.gov.hk/tpb/>）的電子提交規劃申請系統送交委員會秘書。如有意遞交的文件不符電子提交規劃申請系統的限制（請參考有關的以電子方式提交申請須知），申請人可以以書面方式（須用非電子表格）經由專人送遞或郵遞，送交香港北角渣華道333號北角政府合署15樓城市規劃委員會秘書收。
- Please read the "Guidance Notes" carefully before you fill in this e-form. The document can be downloaded from the Board's website at <http://www.info.gov.hk/tpb/>. It can also be obtained from the Secretariat of the Board at 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong (Tel.: 2231 4810 or 2231 4835), and the Planning Enquiry Counters of the Planning Department (Hotline: 2231 5000) (17/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong and 14/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories).  
請先細閱《申請須知》的資料單張，然後填寫此表格。這份文件可從委員會的網頁下載（網址：<http://www.info.gov.hk/tpb/>），亦可向委員會秘書處（香港北角渣華道333號北角政府合署15樓 - 電話：2231 4810 或 2231 4835）及規劃署的規劃資料查詢處（熱線：2231 5000）（香港北角渣華道333號北角政府合署17樓及新界沙田上禾輋路1號沙田政府合署14樓）索取。
- This e-form can be downloaded from the Board's website, and completed either in English or Chinese. The processing of the application may be refused if the required information or the required copies are incomplete.  
此電子申請表格可從委員會的網頁下載，並可以中文或英文填寫資料。如果申請人所提交的資料或文件副本不齊全，委員會可拒絕處理有關申請。
- For electronic submission, only 1 copy of plan/drawing/document is needed to be attached to the e-form. For soft copy of coloured plan/drawing submitted via the EPASS, please submit 70 hard copies (for sections 12A and 16 applications and the subsequent further information, if any) / 90 hard copies (for section 17 review application and the subsequent further information, if any) / 12 hard copies (for section 16(A)(2) application and the subsequent further information, if any) each separately to the Secretariat of the Board by post or by hand. If you decide not to submit adequate coloured hard copies, those coloured plans/drawings will be printed in black and white and in A4 size for the use in further processing of the application.  
如採用電子遞交申請，只需要夾附一份相關圖則／繪圖／文件。倘相關圖則／繪圖為彩色印刷的軟複本已透過電子提交規劃申請系統遞交，則須另外以印刷文件方式並以郵寄或親身派遞方式向委員會秘書處遞交一式70份（第12A和16條申請及與上述申請有關的進一步資料）／90份（第17條覆核及與上述申請有關的進一步資料）／12份（第16(A)(2)條申請及與上述申請有關的進一步資料）。如你決定不提供足夠份數的彩色印刷文件，該等彩色圖則／繪圖將會以黑白和A4尺寸的形式印刷，供下一步處理該申請之用。

<b>1. Application 申請</b>	
(a) Application No. 申請編號	
(b) Application Type 申請類別	<input type="checkbox"/> Section 12A Application 申請 <input type="checkbox"/> Section 16 Application 申請 <input type="checkbox"/> Section 17 Application 申請 <input type="checkbox"/> Section 16(A)(2) Application 申請
(c) Application Location 申請地點	
<b>2. Further Information 進一步資料</b>	
(a) Detail of Further Information 進一步資料的詳情  (If the space is insufficient, you may use attachment in Section 2(b). 如空間不足, 可於附件說明。)	

(b)* Attachment 附件	Add Attachment 加入附件
-----------------------	---------------------

### 3. Declaration 聲明

I hereby declare that the particulars given in this application are correct and true to the best of my knowledge and belief.  
本人謹此聲明，本人就這宗申請提交的資料，據本人所知及所信，均屬真實無誤。

E-Signature  
電子簽署

\_\_\_\_\_

Name in Block Letters  
姓名（請以正楷填寫）

\_\_\_\_\_

Professional  
Qualification(s) 專業資格

\_\_\_\_\_

on behalf of 代表

\_\_\_\_\_

Date 日期

\_\_\_\_\_

☐ Applicant  
申請人
☐ Authorized Agent  
獲授權代理人

Position (if applicable) 職位（如適用）

\_\_\_\_\_

☐ Member 會員 / ☐ Fellow 資深會員 of  
☐ HKIP    ☐ HKIA    ☐ HKIS    ☐ HKIE    ☐ HKILA  
☐ Others 其他

\_\_\_\_\_

Company 公司 / Organization Name 機構名稱（if applicable 如適用）

\_\_\_\_\_

**Warning 警告**

Any person who knowingly or wilfully makes any statement or furnish any information in connection with this application, which is false in any material particular, shall be liable to an offence under the Crimes Ordinance.

任何人在明知或故意的情況下，就這宗申請提出在任何要項上是虛假的陳述或資料，即屬違反《刑事罪行條例》。

**Statement on Personal Data 個人資料的聲明**

1. The personal data submitted to the Board in this application will be used by the Secretary of the Board and Government departments for the following purposes:
  - (a) the processing of this application which includes making available the name of the applicant for public inspection when making available this application for public inspection; and
  - (b) facilitating communication between the applicant and the Secretary of the Board/Government departments in accordance with the provisions of the Town Planning Ordinance and the relevant Town Planning Board Guidelines.

委員會就這宗申請所收到的個人資料會交給委員會秘書及政府部門，以根據《城市規劃條例》及相關的城市規劃委員會規劃指引的規定作以下用途：

  - (a) 處理這宗申請，包括公布這宗申請供公眾查閱，同時公布申請人的姓名供公眾查閱；以及
  - (b) 方便申請人與委員會秘書及政府部門之間進行聯絡。
2. The personal data provided by the applicant in this application may also be disclosed to other persons for the purposes mentioned in paragraph 1 above.  
申請人就這宗申請提供的個人資料，或亦會向其他人士披露，以作上述第 1 段提及的用途。
3. An applicant has a right of access and correction with respect to his/her personal data as provided under the Personal Data (Privacy) Ordinance (Cap. 486). Request for personal data access and correction should be addressed to the Secretary of the Board at 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.  
根據《個人資料（私隱）條例》（第 486 章）的規定，申請人有權查閱及更正其個人資料。如欲查閱及更正個人資料，應向委員會秘書提出有關要求，其地址為香港北角渣華道 333 號北角政府合署 15 樓。

Please fill "NA" for inapplicable item

「✓」 at the appropriate box

請在不適用的項目填寫「不適用」

請在適當的方格內加上「✓」號

TPB PG-NO. ~~30A~~**30B**

**TOWN PLANNING BOARD GUIDELINES ON  
PUBLICATION OF APPLICATIONS FOR AMENDMENT OF PLAN,  
PLANNING PERMISSION AND REVIEW AND  
SUBMISSION OF COMMENTS ON VARIOUS APPLICATIONS  
UNDER THE TOWN PLANNING ORDINANCE**

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[Important Note:

The Guidelines are intended for general reference only.

Any enquiry on this pamphlet should be directed to the Secretariat of the Town Planning Board (15th Floor, North Point Government Offices (NPGO), 333 Java Road, North Point, Hong Kong – Tel. No. 2231 4810 or 2231 4835) or the Planning Enquiry Counters of the Planning Department (Hotline : 2231 5000) (17th Floor, NPGO and 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin).

The Guidelines are subject to revision without prior notice.]

## **1. Scope and Application**

The purpose of this set of Guidelines is to set out the general practices adopted by the Town Planning Board (the Board) regarding the publication of applications for amendment of plan, planning permission and review and submission of comments on various applications under the Town Planning Ordinance (the Ordinance).

## **2. Publication of Various Applications**

2.1 The Ordinance provides statutory mechanism for submitting the following applications to the Board:

- (a) application for amendment of plan made under section 12A of the Ordinance;
- (b) application for planning permission made under section 16 of the Ordinance; and
- (c) application for review of the Board's decision on a section 16 application made under section 17 of the Ordinance.

2.2 An application for amendment of plan under section 12A and planning

application under section 16 of the Ordinance shall be made by filling in an application form ***or an electronic application form (e-form) to be submitted via electronic submission system (e-submission) via the Board's website.*** The application form is available at the Secretariat of the Board or Planning Enquiry Counters of Planning Department and can be downloaded from the Board's website (<http://www.info.gov.hk/tpb/>). ***As for e-submission, relevant e-forms are available at the Board's website.***

- 2.3 All information (including name, but excluding correspondence address, and telephone number/fax number/e-mail address) included in the applications will be made available for public inspection as soon as reasonably practicable after the applications are made until the Board or its Committee has made a decision on them.
- 2.4 The Board will publish a notice once a week in two daily Chinese and one daily English local newspapers (newspaper notice) during the first 3 weeks of the public inspection period or cause a notice (site notice) to be posted in a prominent position on or near the application site at the beginning of the public inspection period.
- 2.5 The newspaper notice will specify:
  - (a) the place and hours at which the application is available for public inspection (i.e. during normal office hours at the Planning Enquiry Counters of the Planning Department);
  - (b) that any person may make comment to the Board in respect of the application and the time limit for submitting the comment (i.e. within the first 3 weeks of the public inspection period); and
  - (c) the place and hours at which such comment will be available for public inspection (i.e. as soon as reasonably practicable after the expiration of the first 3 weeks of public inspection period).
- 2.6 Generally speaking, as a matter of practice, a newspaper notice will always be published. In so far as the local circumstances permit, a site notice will be posted unless the application involves a large area or many buildings, the application site is remote and inaccessible by the public, the application is not

made, nor to restrict the right of the Board to require further information.

- 6.2 The information submitted to the Board, *except those as mentioned in paragraph 2.3 above*, and the decision of the Board or its Committee on the applications would be disclosed to the public. The public may make photocopies of the planning applications and the comments which are made available for public inspection upon payment of a fee as the Board determines.

## **7. Statement of Collection of Personal Data**

- 7.1 The personal data submitted to the Board in the application or comment will be used by the Secy/Board and Government departments for the following purposes:

- (a) the processing of the relevant application and comment which includes making available the name of the applicant/commenter for public inspection when making available the relevant application and comment for public inspection; and
- (b) facilitating communication between the applicant/commenter and the Secy/Board/Government Departments

in accordance with the provisions of the Ordinance and the relevant Town Planning Board Guidelines.

- 7.2 The personal data provided by the applicant/commenter may also be disclosed to other persons for the purposes mentioned in paragraph 7.1 above.
- 7.3 The applicant/commenter has a right of access and correction with respect to his/her personal data as provided under the Personal Data (Privacy) Ordinance (Cap. 486). Request for personal data access and correction should be addressed to the Secy/Board.

**TOWN PLANNING BOARD**

**~~MAY~~December 20142015**

**Revised Checklist of Documents of Application Form**  
**for section 12A Applications**

(This part will not be made available /or public inspection)  
(這部分不會公開予公眾查閱)

**Replacement page of**  
**TPB Paper No. 10042**  
**for TPB meeting on**  
**27.11.2015**

Attachment V

**Checklist of Documents**  
**文件核對表**

Please indicate if you have enclosed the following documents with this application.

請說明你有否在這宗申請夾附下列文件。

- ☐ \* 5 signed original copies of the application form.  
五份已簽署的申請表格正本。
- ☐ 5 copies each of the location plans, site plans and any other relevant plans/drawings accompanying the application (for coloured plan/drawing or plan/drawing larger than A3 size, 70 copies each are required).  
連同申請的位置圖、地盤平面圖及其他相關圖則/繪圖，一式五份（倘相關圖則/繪圖為彩圖或超過 A3 大小，則須一式 70 份）。
- ☐ ~~70 copies each of~~ Supplementary documents, e.g. planning studies report, report on traffic impact assessment, and report on environmental assessment. **Please check one of the following:**  
補充文件，一式 70 份（例如：規劃研究報告、交通影響評估報告及環境評估報告）。**請選擇以下其中一項：**
- ☐ **35 hard copies and 35 soft copies<sup>#</sup>**  
**35 份印刷文件及 35 份軟複本<sup>#</sup>；或**
- ☐ **70 hard copies.**  
**70 份印刷文件。**
- ☐ Particulars of a development proposal (Appendix to the form).  
擬議發展計劃的細節（申請表格的附錄）。
- ☐ Authorization letter signed by the applicant, if the application is submitted by an authorized agent on the applicant's behalf.  
申請人簽署的授權信（如申請是由申請人授權的代理人遞交）。
- ☐ Documentary proof of land ownership (e.g. copy/copies of ownership record(s) issued by the Land Registry) (only applicable to application of which the applicant is the sole or one of the "current land owner(s)").  
土地業權的證明文件（例如：由土地註冊處發出的業權記錄的副本）（只適用於申請人是唯一或其中一位「現行土地擁有人」的申請）。
- ☐ Copy/copies of consent(s) obtained from the "current land owner(s)" (not applicable to application of which the applicant is the sole "current land owner").  
「現行土地擁有人」的同意書副本（不適用於申請人是唯一的「現行土地擁有人」的申請）。
- ☐ Copy/Copies of notification given to the "current land owner(s)" (not applicable to application of which the applicant is the sole "current land owner").  
已發給「現行土地擁有人」的通知書副本（不適用於申請人是唯一的「現行土地擁有人」的申請）。
- ☐ \* Particulars of applicant and authorized agent.  
申請人及獲授權代理人的詳細資料。

\* Documents which must be submitted with the application. 必須連同申請一併遞交的文件。

# Soft copies refer to Compact Disc – Read Only Memory (CD-ROM)/Digital Versatile Disc – Read Only Memory (DVD-ROM). Documents in the disc should be in Adobe Portable Document Format (PDF) and a content page having hyperlinks to reports and chapters in the disc should be provided. Other means of digital storage of data will not be accepted. 軟複本指唯讀記憶電腦光碟(CD-ROM)/唯讀數碼影像多功能光碟(DVD-ROM)。該光碟內載有的文件須以為 PDF 格式儲存。須需提供目錄頁，並附有可登入連結至光碟內報告及章節的超連結目錄頁。其他的數碼儲存媒體，將不被接納。

「✓」 at the appropriate box

請在適當的方格內加上「✓」號



**Revised Checklist of Documents of Application Forms  
for section 16 Applications**

(This part will not be made available /or public inspection)  
(這部分不會公開予公眾查閱)

**Replacement page of  
TPB Paper No. 10042  
for TPB meeting on  
27.11.2015**

**Checklist of Documents  
文件核對表**

Please indicate if you have enclosed the following documents with this application.

請說明你有否在這宗申請夾附下列文件。

- ☐ \* 5 signed original copies of the application form.  
五份已簽署的申請表格正本。
- ☐ 5 copies each of the location plans, site plans and any other relevant plans/drawings accompanying the application (for coloured plan/drawing or plan/drawing larger than A3 size, 70 copies each are required).  
連同申請的位置圖、地盤平面圖及其他相關圖則/繪圖，一式五份 (倘相關圖則/繪圖為彩圖或超過 A3 大小，則須一式 70 份)。
- ☐ ~~70 copies each of~~ Supplementary documents, e.g. planning studies report, report on traffic impact assessment, and report on environmental assessment. **Please check one of the following:**  
補充文件，一式 70 份 (例如：規劃研究報告、交通影響評估報告及環境評估報告)。請選擇以下其中一項：
- ☐ ~~35 hard copies and 35 soft copies<sup>#</sup>~~  
**35 份印刷文件及 35 份軟複本<sup>#</sup>；或**
- ☐ ~~70 hard copies.~~  
**70 份印刷文件。**
- ☐ Authorization letter signed by the applicant, if the application is submitted by an authorized agent on the applicant's behalf.  
申請人簽署的授權信 (如申請是由申請人授權的代理人遞交)。
- ☐ Documentary proof of land ownership (e.g. copy/copies of ownership record(s) issued by the Land Registry) (only applicable to application of which the applicant is the sole or one of the "current land owner(s)").  
土地業權的證明文件 (例如：由土地註冊處發出的業權記錄的副本) (只適用於申請人是唯一或其中一位「現行土地擁有人」的申請)。
- ☐ Copy/copies of consent(s) obtained from the "current land owner(s)" (not applicable to application of which the applicant is the sole "current land owner").  
「現行土地擁有人」的同意書副本 (不適用於申請人是唯一的「現行土地擁有人」的申請)。
- ☐ Copy/Copies of notification given to the "current land owner(s)" (not applicable to application of which the applicant is the sole "current land owner").  
已發給「現行土地擁有人」的通知書副本 (不適用於申請人是唯一的「現行土地擁有人」的申請)。
- ☐ \* Particulars of applicant and authorized agent.  
申請人及獲授權代理人的詳細資料。

\* Documents which must be submitted with the application. 必須連同申請一併遞交的文件。

# Soft copies refer to Compact Disc – Read Only Memory (CD-ROM)/Digital Versatile Disc – Read Only Memory (DVD-ROM). Documents in the disc should be in Adobe Portable Document Format (PDF) and a content page having hyperlinks to reports and chapters in the disc should be provided. Other means of digital storage of data will not be accepted. 軟複本指唯讀記憶電腦光碟(CD-ROM)/唯讀數碼影像多功能光碟(DVD-ROM)。該光碟內載有的文件須以為 PDF 格式儲存。須需提供目錄頁，並附有可登入連結至光碟內報告及章節的超連結目錄頁。其他的數碼儲存媒體，將不獲被接納。

「✓」 at the appropriate box

請在適當的方格內上加上「✓」號

**APPLICATION FOR AMENDMENT OF PLAN UNDER SECTION 12A  
OF THE TOWN PLANNING ORDINANCE (CAP. 131)**

**GUIDANCE NOTES**

**INTRODUCTION**

- 1 The following notes give information and guidance on how to apply for amendment of plan under section 12A of the Town Planning Ordinance (the Ordinance). Please read them carefully. *For submissions of planning applications via the electronic submission (e-submission) system, reference should also be made to the “Guidance Notes on Electronic Submission for Applications for Amendment of Plan, Permission, Amendment to Permission and Review under Sections 12A, 16, 16A(2) and 17 of the Ordinance (Cap.131) Respectively and the Submission of Further Information” (“Guidance Notes on e-submission”) for specific requirements on e-submission, for example, the relevant form to be used and how to make e-submission.*
- 2 If further information or assistance is required, please contact **the Planning Enquiry Counters of the Planning Department (Hotline : 2231 5000) (17/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong and 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories).**

**WHEN AN APPLICATION CAN BE MADE**

- 3 Any person who wishes to propose amendments to a statutory plan (the Plan), i.e. an Outline Zoning Plan or a Development Permission Area Plan, may submit an application to the Town Planning Board (the Board) for amendment of the plan under section 12A of the Ordinance. An application can be made in respect of any matter shown on the Plan and the provisions in the Notes of the Plan, except for the following:
  - (a) any matter relating to a new draft plan exhibited under section 5 of the Ordinance which has not yet been approved by the Chief Executive in Council (CE in C) under section 9;
  - (b) any matter relating to the amendment(s) incorporated into a draft plan exhibited pursuant to section 12(3) of the Ordinance and the amendment(s) has not yet been approved by the CE in C; or
  - (c) any matter relating to the amendment(s) incorporated into a draft plan exhibited under section 7 of the Ordinance and the amendment(s) has not yet been approved by the CE in C.
- 4 The exceptions set out above are to ensure that there would not be an overlap of procedures in the plan-making process. When the Board makes a new draft plan or amendments to an approved or draft plan, section 6 of the Ordinance provides that any person may make representation to the new draft plan or the amendments so exhibited. Any proposal to amend a new draft plan or the amendments under exhibition should be submitted as part of the representation in accordance with section 6(2)(a)(iii) of the Ordinance.



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## WHERE TO OBTAIN APPLICATION FORM

- 9 An application for amendment of plan should be made in a form, which can be obtained from **the Secretariat of the Board at 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong (Tel: 2231 4810 or 2231 4835) and the Planning Enquiry Counters of the Planning Department (Hotline : 2231 5000)** or downloaded from **the Board's Website (<http://www.info.gov.hk/tpb/>)**. **For e-submission, the relevant e-form is available at the Board's website.**

## WHO CAN APPLY

- 10 Any person can submit an application for amendment of plan under section 12A of the Ordinance.
- 11 The applicant could appoint an agent to submit an application on his/her behalf. If the application is submitted by an agent, an authorization letter signed by the applicant should be submitted together with the application. It should be noted that it is not a mandatory requirement to engage qualified professionals in making a submission.

## HOW TO COMPLETE THE APPLICATION FORM<sup>1</sup>

- 12 The application form should be typed or completed in block letters, preferably in both English and Chinese. If the space provided on the form is insufficient, please give the details on a separate sheet of paper and make reference to this on the form. A sample of a completed application form is available for reference on the Board's Website.
- 13 **Annex A** lists out the particulars which must be included in an application. If any of these particulars is missing or inconsistent with one another, the Board may refuse to consider the application.

## TOWN PLANNING BOARD GUIDELINES

- 14 A number of guidelines for planning applications have been promulgated by the Board. These guidelines set out the requirements of the Board and may therefore be of assistance to applicants in preparing their applications. The guidelines can be obtained from **the Secretariat of the Board and the Planning Enquiry Counters of the Planning Department**, or downloaded from **the Board's Website**.

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<sup>1</sup> **For e-submission, reference should be made to the "Guidance Notes of e-submission" for details.**

- 21 For application with any supplementary information **(SI)** such as planning studies and reports on technical assessments, **either** 70 copies each **or a combination of 35 hard copies and 35 soft copies<sup>2</sup>** should be submitted. Each report should contain an Executive Summary of not more than 500 words in both English and Chinese. If considered necessary, additional copies of the documents may be required by the Board.
- 22 For each and every lot/premises to which the application relates, the applicant should provide the following documents, if applicable:
  - (a) copy of documentary proof of ownership (e.g. copy of record issued by the Land Registry) if the applicant is the sole or one of the “current land owner(s)”;
  - (b) copy of consent signed by “current land owner”;
  - (c) copy of notification given to “current land owner”.
- 23 Where an application has made any reference to a document (including plans and drawings) of a previous application considered by the Board, sufficient copies of such document should also be submitted together with the application (please refer to paragraph 19 above).
- 24 A completed “Particulars of Applicant and Authorized Agent” and “Checklist of Documents” should be attached.
- 25 All reports and/or documents should preferably use environmentally friendly printing and binding materials such as re-cycled paper and printing should be on both sides.

## **SUBMISSION OF FURTHER INFORMATION**

- 26 It is the duty of the applicant to submit all information of his/her application in time. Otherwise it may result in delay in consideration of the application. However, further information to supplement an application may be submitted to the Board after the application is made and before it is considered by the Board. Such further information should not result in a material change of the nature of the application. If such further information is accepted by the Board, the date of receipt of the application shall be regarded as the date when the further information is received by the Board unless it is considered unnecessary to publish such further information for public comments. Please refer to the Town Planning Board Guidelines on Submission of Further Information in relation to Applications for Amendment of Plan, Planning Permission and Review made under the Town Planning Ordinance.

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<sup>2</sup> *Soft copies refer to Compact Disc – Read Only Memory (CD-ROM)/Digital Versatile Disc – Read Only Memory (DVD-ROM). Documents in the disc should be in Adobe Portable Document Format (PDF) and a content page having hyperlinks to reports and chapters in the disc should be provided. Other means of digital storage of data will not be accepted.*

## HOW TO SUBMIT AN APPLICATION<sup>3</sup>

- 27 Submission should be made either by hand or by post to “**Secretary, Town Planning Board, 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong**”.
- 28 After receiving an application, the Secretary of the Board will acknowledge receipt and inform the applicant the tentative date of meeting at which the application will be considered by the Board.
- 29 The Secretariat of the Board will check the submission and the Board may require the applicant to verify any matters or particulars set out or included in the application by statutory declaration or otherwise. In accordance with section 40(2)(c) of the Interpretation and General Clauses Ordinance (Cap. 1), the Board may withdraw its decision on an application if the applicant is found to have made any false declaration or statement on the application. Any person who knowingly or wilfully makes a false declaration or statement would be liable to prosecution under the Crimes Ordinance (Cap. 200), the Oaths and Declarations Ordinance (Cap. 11) and/or other relevant Ordinances.
- 30 Upon checking, if it is found that an applicant fails to provide the required particulars and/or sufficient copies of documents, the Board may refuse to process his/her application. The date of receipt of an application would be the date when all necessary information and documents are received and checked.

## PUBLICATION OF APPLICATION FOR COMMENTS

- 31 The Secretary of the Board will make available **all documents SI** submitted in an application for public inspection until the application is considered by the Board. The public may make photocopies of the documents upon payment of a fee as the Board determines. Any person may make comments to the Board on the application within the first three weeks of the period during which the application is available for public inspection. All information including the name of the applicant, but excluding other personal data, included in the application (i.e. the application form and any supplementary document) and the comments received by the Board shall be made available for public inspection. For details on publication of planning applications, please refer to the Town Planning Board Guidelines on Publication of Applications for Amendment of Plan, Planning Permission and Review and Submission of Comments on Various Applications under the Town Planning Ordinance.

## WITHDRAWAL OF AN APPLICATION OR REQUEST FOR DEFERMENT OF DECISION ON AN APPLICATION

- 32 An applicant may withdraw the submitted application by writing to the Secretary of the Board at any time before the date on which the application is considered by the Board.
- 33 An applicant may also request for deferment of decision on his/her application. A request for deferment should be submitted in writing to the Secretary of the Board before the issue of agenda and the relevant paper (normally seven days before the

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<sup>3</sup> For e-submission, reference should be made to the “Guidance Notes of e-submission” for details.

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

**GUIDANCE NOTES**

**INTRODUCTION**

- 1 The following notes give information and guidance on how to apply for permission under section 16 of the Town Planning Ordinance (the Ordinance). Please read them carefully. *For submissions of planning applications via the electronic submission (e-submission) system, reference should also be made to the “Guidance Notes on Electronic Submission for Applications for Amendment of Plan, Permission, Amendment to Permission and Review under Sections 12A, 16, 16A(2) and 17 of the Ordinance (Cap.131) Respectively and the Submission of Further Information” (“Guidance Notes on e-submission”) for specific requirements on e-submission, for example, on the relevant form to be used and how to make e-submission.*
- 2 If further information or assistance is required, please contact **the Planning Enquiry Counters of the Planning Department (Hotline : 2231 5000) (17/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong and 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories).**

**WHETHER AN APPLICATION IS REQUIRED**

- 3 Prior to commencement of any use or development, please check the land use zoning of the site/premises on the relevant statutory town plan (the Plan), i.e. Outline Zoning Plan (OZP) or Development Permission Area (DPA) Plan and the provisions of the Plan to which the proposed use or development relates.
- 4 The Plan is available for public inspection at the Planning Enquiry Counters of the Planning Department and for sale at the Map Publications Centres of the Lands Department. The electronic version of the Plan can also be viewed at **the Town Planning Board’s (the Board’s) Website (<http://www.info.gov.hk/tpb/>)**. Forming part of the Plan is a set of Notes which includes the following:
  - (a) the covering Notes which set out the terms and general provisions of the Plan;
  - (b) a set of Notes which sets out for each land use zone the uses or developments that are always permitted (the “Column 1” uses) and those requiring permission from the Board (the “Column 2” uses); and
  - (c) additional restrictions, if any, on uses or developments within a particular land use zone specified under the “Remarks” in the Notes for that particular land use zone.
- 5 Attached to the Plan is an Explanatory Statement which provides description on the general planning intention of each land use zone. A set of “Definitions of Terms Used in Statutory Plans” is also available for public inspection at the Planning Enquiry Counters of the Planning Department and the Board’s Website.
- 6 The following uses or developments are always permitted and no separate permission is required:

- 13** In areas covered by the rural OZPs or DPA Plans, applications for temporary uses (usually up to a maximum period of 3 years depending on the Notes of specific OZP or DPA Plan) of any land or building, notwithstanding that they are not “Column 2” uses under the Notes of the Plan, can be made to the Board. The Board may grant, with or without conditions, or refuse to grant permission. However, any temporary uses for open storage and port back-up purposes are prohibited in areas under conservation-related zonings, i.e. “Conservation Area”, “Coastal Protection Area”, “Site of Special Scientific Interest”, “Other Specified Uses” annotated “Comprehensive Development and Wetland Enhancement Area” and “Other Specified Uses” annotated “Comprehensive Development and Wetland Protection Area”.

## PRE-SUBMISSION DISCUSSION

- 14** Prior to the submission of an application, advice could be sought from the respective District Planning Office (DPO) of the Planning Department. If it is considered necessary, pre-submission meeting with the participation of other relevant Government departments could be arranged.

Hong Kong DPO	14/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong	(Tel: 2231 4957) (Fax: 2895 3957)
Kowloon DPO	14/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong	(Tel: 2231 4979) (Fax: 2894 9502)
Tsuen Wan & West Kowloon DPO	27/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories	(Tel: 2417 6658) (Fax: 2412 5435)
Sha Tin, Tai Po & North DPO	13/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	(Tel: 2158 6274) (Fax: 2691 2806)
Tuen Mun & Yuen Long West DPO	14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	(Tel: 2158 6301) (Fax: 2489 9711)
Sai Kung & Islands DPO	15/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	(Tel: 2158 6177) (Fax: 2367 2976)
Fanling Sheung Shui & Yuen Long East DPO	13/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	(Tel.: 2158 6208) (Fax: 2691 2806)

## WHERE TO OBTAIN THE APPLICATION FORM

- 15** An application for permission should be made in a form, which can be obtained from **the Secretariat of the Board at 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong (Tel: 2231 4810 or 2231 4835) and the Planning Enquiry Counters of the Planning Department (Hotline : 2231 5000), or downloaded from the Board’s Website. *For e-submission, the relevant e-form is available at the Board’s website.***

## WHO CAN APPLY

- 16 Any person can submit an application for permission under section 16 of the Ordinance.
- 17 The applicant could appoint an agent to submit an application on his/her behalf. If the application is submitted by an agent, an authorization letter signed by the applicant should be submitted together with the application. It should be noted that it is not a mandatory requirement to engage qualified professionals in making a submission.

## HOW TO COMPLETE THE APPLICATION FORM<sup>1</sup>

- 18 The application form should be typed or completed in block letters, preferably in both English and Chinese. If the space provided on the form is insufficient, please give the details on a separate sheet of paper and make reference to this on the form. A sample of a completed application form is available for reference on the Board's Website.
- 19 **Annex A** lists out the particulars which must be included in an application. If any of these particulars is missing or inconsistent with one another, the Board may refuse to consider the application.

## TOWN PLANNING BOARD GUIDELINES

- 20 A number of guidelines for planning applications have been promulgated by the Board. These guidelines set out the factors which the Board normally takes into account when considering particular applications, and may therefore be of assistance to applicants in preparing their applications. The guidelines can be obtained from **the Secretariat of the Board and the Planning Enquiry Counters of the Planning Department**, or downloaded from **the Board's Website**.

## CONSENT OF OR NOTIFICATION TO "CURRENT LAND OWNER"

- 21 Where an applicant is not the sole "current land owner" of the land/premises to which the application relates, he/she should indicate in the application whether he/she has within a reasonable period (normally 1 year) before making the application obtained the consent of or notified each and every other "current land owner" in respect of the application site/premises, or taken reasonable steps to do so. A "current land owner" means any person whose name is registered in the Land Registry as that of an owner of the land to which the application relates, as at 6 weeks before an application is made. For detailed requirements, please refer to the Town Planning Board Guidelines on Satisfying the Owner's Consent/Notification Requirements under Sections 12A and 16 of the Town Planning Ordinance.
- 22 A sample format of statement of consent is attached to the said Town Planning Board Guidelines and can be obtained from the Secretariat of the Board and the Planning Enquiry Counters of the Planning Department, or downloaded from the Board's Website. All consents should be signed by the concerned "current land owners".

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<sup>1</sup> For e-submission, reference should be made to the "Guidance Notes of e-submission" for details.



the environmental, traffic, geotechnical, landscape and visual impacts of the proposed filling is not mandatory at the time of submitting the application. This is also applicable to drainage aspect if no existing river, stream, channel, drainage pipe, or overland flow path within the site will be affected by the proposed filling. Concerned Government departments will examine the planning applications and advise whether any such impact assessment is required for individual cases before submission of the applications to the Board.

- 28 For application with any supplementary information (SI) such as planning studies and reports on technical assessments, *either* 70 copies each *or a combination of 35 hard copies and 35 soft copies*<sup>2</sup> should be submitted. Each report should contain an Executive Summary of not more than 500 words in both English and Chinese. If considered necessary, additional copies of the documents may be required by the Board.
- 29 For each and every lot/premises to which the application relates, the applicant should provide the following documents, if applicable:
  - (a) copy of documentary proof of ownership (e.g. copy of record issued by the Land Registry) if the applicant is the sole or one of the “current land owner(s)”;
  - (b) copy of consent signed by “current land owner”;
  - (c) copy of notification given to “current land owner”.
- 30 Where an application has made any reference to a document (including plans and drawings) of a previous application considered by the Board, sufficient copies of such document should also be submitted together with the application (please refer to paragraph 25 above).
- 31 A completed “Particulars of Applicant and Authorized Agent” and “Checklist of Documents” should be attached.
- 32 All reports and/or documents should preferably use environmentally friendly printing and binding materials such as re-cycled paper and printing should be on both sides.

## **SUBMISSION OF FURTHER INFORMATION**

- 33 It is the duty of the applicant to submit all information of his/her application in time. Otherwise it may result in delay in consideration of the application. However, further information to supplement an application may be submitted to the Board after the application is made and before it is considered by the Board. Such further information should not result in a material change of the nature of the application. If such further information is accepted by the Board, the date of receipt of the application shall be regarded as the date when the further information is received by the Board unless it is considered unnecessary to publish such further information for public comments. Please refer to the Town Planning Board Guidelines on Submission of Further Information in relation to Applications for Amendment of Plan, Planning Permission and Review made under the Town Planning Ordinance.

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## HOW TO SUBMIT AN APPLICATION<sup>3</sup>

- 34 Submission should be made either by hand or by post to “**Secretary, Town Planning Board, 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong**”.
- 35 After receiving an application, the Secretary of the Board will acknowledge receipt and inform the applicant the tentative date of meeting at which the application will be considered by the Board.
- 36 The Secretariat of the Board will check the submission and the Board may require the applicant to verify any matters or particulars set out or included in the application by statutory declaration or otherwise. In accordance with section 40(2)(c) of the Interpretation and General Clauses Ordinance (Cap. 1), the Board may withdraw its decision on an application if the applicant is found to have made any false declaration or statement on the application. Any person who knowingly or wilfully makes a false declaration or statement would be liable to prosecution under the Crimes Ordinance (Cap. 200), the Oaths and Declarations Ordinance (Cap. 11) and/or other relevant Ordinances.
- 37 Upon checking, if it is found that an applicant fails to provide the required particulars and/or sufficient copies of documents, the Board may refuse to process his/her application. The date of receipt of an application would be the date when all necessary information and documents are received and checked.

## PUBLICATION OF APPLICATION FOR COMMENTS

- 38 The Secretary of the Board will make available ~~all documents~~<sup>SI</sup> submitted in an application for public inspection until the application is considered by the Board. The public may make photocopies of the documents upon payment of a fee as the Board determines. Any person may make comments to the Board on the application within the first three weeks of the period during which the application is available for public inspection. All information including the name of the applicant, but excluding other personal data, included in the application (i.e. the application form and any supplementary document) and the comments received by the Board shall be made available for public inspection. For details on publication of planning applications, please refer to the Town Planning Board Guidelines on Publication of Applications for Amendment of Plan, Planning Permission and Review and Submission of Comments on Various Applications under the Town Planning Ordinance.

## WITHDRAWAL OF AN APPLICATION OR REQUEST FOR DEFERMENT OF DECISION ON AN APPLICATION

- 39 An applicant may withdraw the submitted application by writing to the Secretary of the Board at any time before the date on which the application is considered by the Board.
- 40 An applicant may also request for deferment of decision on his/her application. A

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<sup>3</sup> For e-submission, reference should be made to the “Guidance Notes of e-submission” for details.



**APPLICATION FOR PERMISSION FOR TEMPORARY OPEN STORAGE AND  
PORT BACK-UP USES UNDER SECTION 16  
OF THE TOWN PLANNING ORDINANCE (CAP. 131)**

**GUIDANCE NOTES**

**INTRODUCTION**

- 1 In recent years, there has been an increasing number of planning applications for temporary open storage and port back-up uses in the rural areas to meet the demand of land for such uses. This set of Guidance Notes aims to give information and guidance on how to apply for permission for temporary open storage and port back-up uses under section 16 of the Town Planning Ordinance (the Ordinance) and how to comply with the approval conditions. Please read them carefully.
- 2 If further information or assistance is required, please contact **the Planning Enquiry Counters of the Planning Department (Hotline : 2231 5000) (17/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong and 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories).**

**WHAT TO APPLY?**

- 3 Generally speaking, in areas covered by the rural Outline Zoning Plans (OZPs), application for temporary use or development, including temporary open storage and port back-up uses could be made to the Town Planning Board (the Board) under section 16 of the Ordinance. The Board may grant, with or without conditions, or refuse to grant permission. However, for areas falling within certain land use zones such as “Conservation Area”, “Coastal Protection Area”, “Site of Special Scientific Interest”, “Other Specified Uses (Comprehensive Development and Wetland Enhancement Area)” and “Other Specified Uses (Comprehensive Development and Wetland Protection Area)”, open storage and port back-up uses are prohibited. Reference should be made to the latest Notes attached to individual OZPs to see if the temporary open storage and port back-up uses would require permission from the Board or are prohibited.

**HOW LONG COULD THE USES BE APPLIED FOR?**

- 4 Planning permission for temporary uses could be granted, with or without conditions, for a maximum period of **3 years**. Should the successful applicant wish to continue the approved use upon expiry of the planning permission, a fresh planning application needs to be submitted for the consideration of the Board.

**WHAT DOCUMENTS ARE REQUIRED FOR THE SUBMISSION?**

- 5 In submitting planning applications, the following documents are required:
  - (i) **Application Form** - completed application form duly signed by the applicants.

The application form can be obtained from the office of Secretary, Town Planning Board, 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong (Tel.: 2231 4810 or 2231 4835) or the District Planning Offices (DPOs) of the Planning Department. The application form can also be downloaded from Town Planning Board's (the Board's) Homepage (address:); <http://www.info.gov.hk/tpb/>). **For electronic submission (e-submission), the relevant e-form is available at the Board's website.**

- (ii) **Location and Site Plans/Drawings** - clear and accurate location and site layout plans showing the location of the application site and its surrounding area. If the access to the proposed site is via a village track, the submitted plan should cover the entire section of the track from the site to the local feeder road, which should be at least up to single two lane road standard, and the applicant should also submit photographs covering the entire track to show its cross-section, the sightline and the condition of the road pavements. Also, drawings showing the locations of the proposed drainage works, landscape works, noise barriers and boundary wall or fencing, if relevant, should be submitted;
- (iii) **Details of Proposed Uses** - details of the uses and operations proposed to be carried out on the application site. These include information such as the operation hours, the type and stacking height of stored materials, the number of parking spaces for stored vehicles or container tractors/trailers, the industrial or mechanical processes involved, the vehicular access and the vehicular trip generated. Details of any structure(s) proposed to be erected on the application site should also be provided;
- (iv) **Drainage Impact Assessment/Drainage Proposals** - to alleviate the risk of flooding caused by the proposed uses involving activities such as earth filling, hard surface paving and building of structures, drainage proposals are required to demonstrate how the applicants will collect, convey and discharge rain water falling on or flowing to their sites. For application sites larger than 1 hectare, or within flood prone areas such as low-lying areas and flooding blackspots, or adjacent to or encompassing a major stream, channel or river etc, the drainage impact of the proposed uses may be significant and drainage impact assessment (DIA) would normally be required. The primary objective of the DIA is to demonstrate that with the implementation of necessary mitigation measures, the proposed use will not cause unacceptable increase in the risk of flooding in areas upstream of, adjacent to or downstream of the development;
- (v) **Landscape Proposals** - to ensure that the landscape and visual impacts of the proposed use(s) on the surrounding areas are kept to the absolute minimum, landscape proposals are required to demonstrate how the landscape and visual impact generated by the proposed uses can be properly mitigated. The proposals should include information such as species, size, spacing, total quantity of each type of the proposed planting and their locations. Planting in movable containers/pots will not be accepted. If mature trees are found within the site, a tree preservation proposal indicating how the trees can be retained is required. No tree felling will be allowed unless approval has been obtained from relevant authority before any site operation;
- (vi) **Noise Impact Assessment/Mitigation Measures** - to ensure that the proposed uses would not cause adverse noise impact to the surrounding sensitive receivers, noise impact assessments should be undertaken for noise generating activities

which involve the use of heavy machinery. Proposals on mitigation measures to reduce the noise pollution generated by the proposed uses are required; and

- (vii) **Traffic Impact Assessment** - traffic impact assessment should be carried out for those uses generating substantial volumes of traffic, in particular container trailer/tractor park to ensure that the traffic volumes do not exceed the capacity of the local road network or that proposed mitigation measures such as junction improvements are practical and effective. Analyses of swept paths of appropriate types of goods vehicles at critical bends and junctions should also be included where appropriate. Where there are nearby residential or school developments, information on pedestrian count obtained from pedestrian surveys should be provided.

6 In the preparation of submissions as mentioned in paragraph 5 above, applicants can make reference to the following documents which are attached to this set of Guidance Notes:

- (i) Town Planning Board Guidelines for Application for Open Storage and Port Back-up Uses under Section 16 of the Town Planning Ordinance;
- (ii) “Technical Note on the Submission and Implementation of Landscape Proposals for Compliance with Approval Conditions for Applications for Open Storage and Port Back-up Uses under Section 16 of the Town Planning Ordinance” issued by Planning Department;
- (iii) “Code of Practice on Handling Environmental Aspects of Temporary Uses & Open Storage Sites” issued by Environmental Protection Department;
- (iv) “Technical Note to prepare a Drainage Submission” issued by Drainage Services Department; and
- (v) “Code of Practice for Container Depots” issued by Lands Department.

They could also consult the relevant Government departments and the DPOs of the Planning Department on the detailed requirements of the submissions.

7 A total of **205** copies ~~each~~ of the completed application form **is required. For application with any supplementary information such as planning studies and reports on technical assessments, either 70 copies each or a combination of 35 hard copies and 35 soft copies should be submitted. Each report should contain an Executive Summary of not more than 500 words in both English and Chinese. If considered necessary, additional copies of the documents may be required by the Board. , and 70 copies of clear and accurate location/site plans or drawings, detailed technical proposals and impact assessments, if considered appropriate, are required.**

8 Reference can be made to the Guidance Notes on Application for Permission under Section 16 of the Town Planning Ordinance (Cap. 131) for the general procedure for the submission of planning applications to the Board. **For e-submission, reference should also be made to the “Guidance Notes on Electronic Submission for Applications for Amendment of Plan, Permission, Amendment to Permission and Review under Sections 12A, 16, 16A(2) and 17 of the Town Planning Ordinance (Cap. 131) Respectively and the Submission of Further Information”.**

9 In the assessment of planning applications for open storage and port back-up uses,

**APPLICATION FOR AMENDMENT TO PERMISSION UNDER SECTION 16A(2)  
OF THE TOWN PLANNING ORDINANCE (CAP. 131)**

**GUIDANCE NOTES**

**INTRODUCTION**

- 1 The following notes give information and guidance on how to make an application under section 16A(2) of the Town Planning Ordinance (the Ordinance) for amendment to permission granted under section 16 of the Ordinance. Please read them carefully.  
*For submissions of planning applications via the electronic submission (e-submission) system, reference should also be made to the “Guidance Notes of Electronic Submission for Applications for Amendment of Plan, Permission, Amendment to Permission and Review under Sections 12A, 16, 16A(2) and 17 of the Ordinance (Cap.131) Respectively and the Submission of Further Information” (“Guidance Notes on e-submission”) for specific requirements on e-submission, for example, on the relevant form to be used and how to make e-submission.*
- 2 If further information or assistance is required, please contact **the Planning Enquiry Counters of the Planning Department (Hotline : 2231 5000) (17/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong and 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories).**

**WHETHER AN APPLICATION IS REQUIRED**

- 3 Where a permission is granted by the Town Planning Board (the Board) under section 16 of the Ordinance, amendments to the permission are provided under section 16A. Such amendments are classified as Class A or Class B amendments, as published by notice in Government gazette and reproduced in the Town Planning Board Guidelines on Class A and Class B Amendments to Approved Development Proposals which can be obtained from **the Secretariat of the Board, at 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong (Tel: 2231 4810 or 2231 4835) and the Planning Enquiry Counters of the Planning Department (Hotline : 2231 5000),** or downloaded from **the Board’s Website (<http://www.info.gov.hk/tpb/>).** Changes falling within Class A amendments do not require further approval from the Board. Class B amendments are, however, subject to the approval of the Board upon application made under section 16A(2) of the Ordinance. For details, please refer to the said Guidelines.
- 4 In determining an application for Class B amendments, reference shall be made to the development proposal previously approved by the Board. No reference shall be made to any Class A amendments, or any previously approved Class B amendments, or any minor amendments previously approved by a public officer under the delegated authority of the Board prior to the commencement of the Town Planning (Amendment) Ordinance 2004.
- 5 All amendments to a permission other than Class A amendments and Class B amendments shall be submitted in the form of a fresh application under section 16 of the Ordinance.

## WHERE TO OBTAIN THE APPLICATION FORM

- 6** An application for Class B amendment to a permission should be made in a form, which can be obtained from **the Secretariat of the Board and the Planning Enquiry Counters of the Planning Department** or downloaded from **the Board's Website**. (address: <http://www.info.gov.hk/tpb/>). ***For e-submission, the relevant e-form is available at the Board's website.***

## WHO CAN APPLY

- 7** Under section 16A(2) of the Ordinance, an application for Class B amendment to a permission can only be submitted by the person to whom the permission is granted. However, in case there is a change in land ownership, the original applicant may appoint the subsequent owner of the site as his/her authorized representative to submit an application for Class B amendments.
- 8** The applicant could appoint an agent to submit an application on his/her behalf. If the application is submitted by an agent, an authorization letter signed by the applicant should be submitted together with the application. It should be noted that it is not a mandatory requirement to engage qualified professionals in making a submission.

## HOW TO COMPLETE THE APPLICATION FORM<sup>1</sup>

- 9** The application form should be typed or completed in block letters, preferably in both English and Chinese. If the space provided on the form is insufficient, please give the details on a separate sheet of paper and make reference to this on the form. A sample of a completed application form is available for reference on the Board's Website.
- 10** The **Annex** lists out the particulars which must be included in an application. If any of these particulars are missing or inconsistent with one another, the Board may refuse to consider the application.

## WHAT DOCUMENTS ARE REQUIRED FOR THE SUBMISSION

- 11** A total of 5 signed original copies of the application form together with 5 copies each of clear and accurate location plans, site plans and other relevant plans/drawings with sufficient information (if applicable) should be submitted in support of the application. However, for any coloured plans/drawings or plans/drawings larger than A3 size, 12 copies each should be provided.
- 12** For application with supplementary information such as planning studies and reports, traffic impact assessment and environmental assessment, 12 copies each should be submitted. If such supplementary information includes technical report(s), each report should contain an Executive Summary of not more than 500 words in both English and Chinese. If considered necessary, additional copies of the supporting documents and

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<sup>1</sup> ***For e-submission, reference should be made to the "Guidance Notes of e-submission" for details.***

plans/drawings may be required by the Board<sup>2</sup>.

- 13 A completed “Particulars of Applicant and Authorized Agent” and “Checklist of Documents” should be attached.
- 14 All reports and/or documents should preferably use environmentally friendly printing and binding materials such as re-cycled paper and printing should be on both sides.

### HOW TO SUBMIT AN APPLICATION<sup>3</sup>

- 15 Submission should be made either by hand or by post to “**Secretary, Town Planning Board, 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong**”.
- 16 After receiving an application, the Secretary of the Board will acknowledge receipt and inform the applicant the tentative date of consideration of the application.
- 17 The Secretariat of the Board will check the submission and the Board may require the applicant to verify any matters or particulars set out or included in the application by statutory declaration or otherwise. In accordance with section 40(2)(c) of the Interpretation and General Clauses Ordinance (Cap. 1), the Board may withdraw its decision on an application if the applicant is found to have made any false declaration or statement on the application. Any person who knowingly or wilfully makes a false declaration or statement would be liable to prosecution under the Crimes Ordinance (Cap. 200), the Oaths and Declarations Ordinance (Cap. 11) and/or other relevant Ordinances.
- 18 Upon checking, if it is found that an applicant fails to provide the required particulars and/or sufficient copies of documents, the Board may refuse to process his/her application. The date of receipt of an application would be the date when all necessary information and documents are received and checked.

### APPLICATION TO BE CONSIDERED UNDER DELEGATED AUTHORITY

- 19 Normally, an application for Class B amendment to a permission will be considered by the Director of Planning under the Board’s delegated authority. However, the application will be submitted to the Board for consideration if it is considered unacceptable by any of the concerned Government departments **or involving deletion of the previously proposed Government, Institution or Community (GIC) facilities, initiated by the relevant government departments, from the approved development proposal.**

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<sup>2</sup> *Should the applications need to be considered by the Board or its Committee, for the supporting documents and plans/drawings, either 48 additional hard copies each or 14 additional hard copies and 31 soft copies (i.e. Read Only Memory (CD-ROM)/Digital Versatile Disc – Read Only Memory (DVD-ROM) should be provided. Documents in the disc should be in Adobe Portable Document Format (PDF) and a content page having hyperlinks to reports and chapters in the disc should be provided. Other means of digital storage of data will not be accepted.*

<sup>3</sup> *For e-submission, reference should be made to the “Guidance Notes of e-submission” for details*