TOWN PLANNING BOARD

TPB Paper No. 10042 For Consideration by the <u>Town Planning Board on 27.11.2015</u>

New Arrangement for Implementation of the Electronic Planning Application Submission System and Submission of Soft Copies for <u>Planning and Technical Assessment Reports for Planning Applications</u>

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New Arrangements for Implementation of the Electronic Planning Application Submission System and Submission of Soft¹ Copies for Planning and Technical Assessment Reports for Planning Applications

1. Introduction

This paper is to seek Members' agreement to:

- 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 soft¹ and hard copies for planning applications with voluminous planning and technical assessment reports.

2. <u>Background</u>

- 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)² 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 Order³. The Electronic Transaction (Exclusion) (Amendment) Order 2015 (the Amendment Order) will come into operation on

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

² 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.

³ 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. <u>New Arrangements</u>

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-submissions⁴; 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 information⁵) 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 requirement⁶ for hard copy submission in particular for those applications involved voluminous planning and technical assessment reports. Having

⁴ 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.

⁵ 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.

⁶ 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 soft¹ and 35 hard copies of planning and technical assessment reports can be submitted for sections 12A and 16 planning applications, and 50 soft¹ 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. <u>Revisions</u>

- 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 Guidelines⁷ 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 Applications⁸ are also required to correspond to the aforesaid revisions. The amended pages of the four revised Guidance Notes⁹ 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. <u>Consultation</u>

A full set of the TPB Guidelines is deposited at the TPB Secretariat for Members' inspection.
 ⁸ 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.

⁹ 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. <u>Promulgation</u>

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. <u>Decision Sought</u>

Members are invited to endorse the following:

- (a) the draft 'Guidance Notes on e-submission' and the nine draft e-forms (samples attached¹⁰) 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 1059th 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

¹⁰ 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 (a) to (d)	Amended Pages of Guidance Notes on Planning Applications under the Town Planning Ordinance

PLANNING DEPARTMENT November 2015

<u>Agenda Item 8</u>

[Open Meeting]

Electronic Planning Application Submission System

[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 applications¹ 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

¹ 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.

(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 Proposals² (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).

² 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; (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 documents³ but excluding the particulars of applicant and authorized agent as well as the checklist of documents)⁴; 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 text⁵; and
 - (iii) in pages not larger than A3 size;

³ 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.

⁴ 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.

⁵ 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 <u>www.ogcio.gov.hk</u>.
- 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)⁶ 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.

⁶ 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 day⁷, 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 Wednesday⁸, 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 Monday⁹.

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)

Town Planning Board's Website

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

⁹ Ditto.

 ⁷ 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.

⁸ Given that the day is not a public holiday.

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

Attachment No.	Content
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.
•	Applicable to Proposal Only Involving Change of Use within Existing Building(s) or Part thereof (e-form No. S16-1)
•	Applicable to Proposal Only Involving Construction of "New Territories Exempted House(s)" (e-form No. S16-2)
•	Applicable to Proposal Only Involving Temporary Use/Development of Land and/or Building not Exceeding 5 Years (e-form No. S16-3)
•	Applicable to Proposal Only Involving Renewal of Permission for Temporary Use or Development (e-form No. S16-4)
•	Application for Permission under Section 16 of the Ordinance – Applicable to Other Kind of Development Proposals ¹ (e-form No. S16-5)
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

¹ 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 :

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); (ji) 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: (jii) the submission should be not exceeding 10 MB in size (including the e-form and all attachments) and certification authorities recognized by the Government Chief Information Officer 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.

(a)

- (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 (1) 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 on the next Monday which is not a public holiday.
- (i) 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 sector 16A of the Ordinance and sector 17 application for review of decision of sector 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.
- (1) 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,請酬閱下列注意事項:

- (a) 本網站接受以下載自城規會網站的電子喪格,提交根據條例第124條、第16條、第164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)條在遊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 Pottable 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166(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,以及提交這些申講的進一步資料須知》(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的規格,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的相關電子表格提交申請和资料,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,包括雪郵地址,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。識別代码的有效時間會在 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,如遇系統繁忙,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選漏、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统提交)(請參閱下文(1)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發一秒提交申請,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零分零一秒提交申請,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。
- () 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16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獲核就第16A條申請所作出決定的第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。
- (1) 如以電子方式提交申請,只須隨電子表格夾附一份相關圖则/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當處。 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

- 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。
- 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 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

1.

2.

請在方格上加上「 ✓ 」號(倘適用)

e-form No. S12A 電子表格第 S 1 2 A 號

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

Application who would like to publish the <u>notice of</u> <u>application</u> 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)

	· · · ·	Appliant	No	<u>.</u>		· · · · · ·		· · · · · · · · · · · · · · · · · · ·	·····	
,	or Official Line Oak	Application 由詩絕離								
1	For Official Use Only 諸勿道宮止壛	申請編號			· · ·					
·	請勿填寫此欄	Date Receiv 收到日期								
S の 日 彩	he completed e-form and sup ystem at the Board's website a n Electronic Submission" for oard, 15/F., North Point Gove 申請人須把填妥的電子申請表 就送交委員會秘書。如有意違 、送遞或郵遞,送交香港北戶	porting document at <u>http://www.info</u> details), you may rnment Offices, 33 長格及其他支持申 義交的文件不符霉。	(if any) should be goy.hk/tpb/. If yo wish to submit yo 3 Java Road, Nor 請的文件(倘有 子提交規劃申請	our submission does) our application (use t th Point, Hong Kong) , 循城市規劃委員 系統的限制(請參 ⁵	not comply with th he non-electronic f 。 員會(下稱「委員 考有關的以爾子方	e requirements o orm) in hard co 會,) 網百 (4	on electronic sul py either by har 問句: http://www	omission (please re id or by post to the	efer to the "Gui e Secretary, To 的電子提交#	dance Notes wn Planning 割由言么
2. P o E C 請 上 匹	lease read the "Guidance Not btained from the Secretariat of nquiry Counters of the Planni Offices, 1 Sheung Wo Che Roa 特先細閱《申請須知》的資料 比角政府合署15樓 - 電話: 22 奴府合署14樓》 索取。	es" carefully befor of the Board at 15/ ng Department (Hc d, Sha Tin, New To 斗單張,然後填寫, 31 4810 或 2231 48	e you fill in this o F., North Point (tdine: 2231 5000) erritories). 此表格。這份文 335)及規劃署的	e-form. The docume: Government Offices,) (17/F., North Point 件可從委員會的網頁 印規劃資料查詢處(nt can be download 333 Java Road, N Government Office 頁下載(網址:htt 熱線:2231 5000)	forth Point, Hon es, 333 Java Roa <u>p://www.info.gov</u> (香港北角渣	g Kong (Tel.: 2 id, North Point, <u>uhk/tpb/</u>),亦 華道333號北角	231 4810 or 2231 Hong Kong and 1 可向委員會秘書處 政府合署17樓及新	l 4835), and th 4/F., Sha Tin G 尾(香港北角漟 所界沙田上禾著	e Planning overnment 至華道333號 疑路1號沙田
th	his e-form can be downloaded he required copies are incompl 上電子申請表格可從委員會的	ete.		<u>-</u>						ormation or
1.	Name of Appl	icant 申請	人姓名/名	稱	· ·		•			
☐ Mr.	.先生/ []] Mrs.夫人/ []]Miss小姐/ [Ms.女士/ 🗌	Company公司/	Organizatior	n機構				
			•							
. <u> </u>		· · ·								
Mr.	.先生/ □ Mrs.夫人/ □]Miss小姐/ [Ms.女士/ 🗌	Company公司/	Organizatior	n機構	•			-
		•								
Mr.	先生/	Miss小姐/	Ms.女士/ □	Company公司/						
						1752975				
5										* -
2.	Name of Auth	orized Age	ent (if ann	licable) 獲打	受權代理人	姓名/名和	爭(如適	田)		
		8	- \ FF					/ 14 /		
Mr.	.先生/Mrs.夫人/]Miss小姐/ [] Ms.女士/ []Company公司/	Organizatio	on機構				
3.	Application Si	ite 申請地點	<u></u> 點		·····			- •		
(a)	Whether the applica relates to any specif		Yes是							
	申請是否直接與某	地點有關?	No否 🗌	(please procee	d to Part 7 請維	繼續填寫第7	'部分)			
(b)	Full address/Locatio 詳細地址 / 地點	on						· · ·		
•	птичени / тежн									
		-					•			
			•							× .
(c)	Demarcation Distric (if applicable) 丈量約份及地段號 (如適用)									
	(知泡力)									
						2 ¹⁴ 		1999 - 1999 1999 - 1999 1999 - 1999		
Please fil	I "NA" for inapplicable item	l	請在不適用的項	夏目填寫「不適用」						
	at the appropriate box			各内上加上「 / 」	號				•	

- 1 -

Site area	-			THE REAL PROPERTY AND ADDRESS OF TAXABLE PROPERTY AND ADDRESS OF TAXABLE PROPERTY.	
			<u> </u>		sq. m.平方米
Area of Government land included (if any) 所包括的政府土地面積(倘有)					sq. m.平方米 ——
Current use(s) 現時用途			· · · · · · · · · · · · · · · · · · ·		
	所包括的政府土地面積(倘有) Current use(s)	所包括的政府土地面積(倘有) Current use(s) 現時用途 (If there are a	所包括的政府土地面積(倘有) Current use(s) 現時用途 (If there are any Government	所包括的政府土地面積(倘有) Current use(s) 現時用途 (If there are any Government, institution or community	所包括的政府土地面積(倘有) ————————————————————————————————————

4	. "Current Land Owner" of Application Site 申請地點的「現行土地擁有人」
–	The applicant 申請人:
	□ is the sole "current land owner [#] " (please proceed to Part 7 and attach documentary proof of ownership). □ 是唯一的「現行土地擁有人 [#] 」(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 [#] " (please attach documentary proof of ownership). □ 是其中一名「現行土地擁有人 [#] 」(請夾附業權證明文件)。
	□ is not a "current land owner [#] ". 並不是「現行土地擁有人 [#] 」。

5.	Statement on Owner	r's Consent/Notification 就土地擁有人的同	同意 / 通知土地擁有人的陳述
(a)	According to the record(s) of "current land owner(s)".	of the Land Registry as at (Date), thi	s application involves a total of
(b)	根據土地註冊處截至 The applicant has 申請人 -	(日期)的記錄,這宗申請共牽涉 _	名「現行土地擁有人#」。
	obtained consent(s) of	"current land owner(s)#".	
	已取得	,名「現行土地擁有人 # 」的同意。.	
	notified	"current land owner(s)#".	
	已通知	_ 名「現行土地擁有人#」。.	

"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。

-2-

Please fill "NA" for inapplicable item $\Gamma \checkmark J$ 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

Parts 3 (Continued), 4 and 5 第3(續)、第4及5部分

			onsent/Notification (Continued) 函知土地擁有人的陳述(續)	•	Append (at the end of this page) 附加 (在本頁之後)
< / <	lars* 詳情* : use separate s	heets if the s	pace of any box below is insufficient 如下列	王何方格的空	空間不足,請另頁說明)
Lot no./address c shown in the reco Land Registry 根據土地註冊處	ord of the 記錄的	(e.g <i>(</i> 例-	. Lot No. 47 in D.D. 123, Yuen Long) 子:元朗第123約地段第47號)	(e.g (例-	g. Lot No. 48 in D.D. 123, Yuen Long) 子:元朗第123約地段第48號)
地段號碼/處所	地址				
Total number of "current land ow 「現行土地擁有					
<u>Consent obtainer</u> 已取得的同意	1	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)
Notification give 已發出的通知	<u>n</u>	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	daten(dd/mm/yyyy) and means of notification give 發出近知的日期(日/月/年)和方式
•					

6. Particulars of Other Steps Taken to Obtain the Consent of or Give Notification to Owner(s) 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)	Append (at the end of this page) 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 a	1:

* 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。

-3-**

Please fill "NA" for inapplicable item

請在不適用的項目填寫「不適用」

(a)	Plan name		nended 擬議修訂的圖則		
	圖則名稱				
(b)	Plan numbe	r			· · · · · · · · · · · · · · · · · · ·
	圖則編號				
(c)		one(s) involved			
	.(if applicab 涉及的土地		· .		
	(如適用)				
				······································	· · · · · · · · · · · · · · · · · · ·
8.	Propose	d Amendment	(s) 擬議修訂		
(a)		ose to rezone the a se illustrate the de	pplication site to the following	g zone(s) (ma	$IY [\checkmark] \text{ more than one})$
	~		÷ ·		
	建藏	将甲酮地點的用ž	些地带以到1F个列地带(刊在	上多於一個力	「格內加上「✔」號)(請在圖則顯示詳情)
		Comprehensive 綜合發展區	Development Area		Commercial 商業
		Residential (Gro	up		Village Type Development
		住宅(- 	類)	鄉村式發展
		Agriculture			Industrial
	· •	農業 1.1.1.1/0		F -3	工業
10		Industrial (Grou 工業(丁類)	(U o		Open Storage 露天貯物
			titution or Community		Open Space
	·	政府、機構或社	上品	F -1	休憩用地 Course Balt
		Recreation 康樂			Green Belt 綠化地帶
		Country Park			Coastal Protection Area
	F-1	郊野公園 Conservation An	ea	Ē	海岸保護區 Site of Special Scientific Interest
	. []	自然保育區		لبسيا	具特殊科學價值地點
		Other Specified	Uses (-)
		其他指定用途()
		Others (please s	pecify)其他(請註明)		
	· · · ·				

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讀在不適用的項目填寫「不適用」 請在適當的方格內加上「 ✔ 」號

Propose to amend the Norse of the Plan (please specify the details) 建築修訂回則的《註釋》(清理申詳符)	3. b)		roposed Amendment(s) (Continued) 擬議修訂 (續)
			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)
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 $\ulcorner \checkmark \lrcorner$ at the appropriate box

請在適當的方格內加上「**√」號**

- 5 -

Parts 8 (Continued) and 9 第8 (續) 及第9部分

gy ya

Append (at the end of this page)

附加(在本頁之後)

10. Justifications 理由

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。)

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。

-6-

電子簽署 ame in Block Letters :名(請以正楷填寫)	12. Declaration 聲明	
-Signature 2子婆婆 		
Position (if applicable) 戰位(如適用) ame in Block Letters 2名 (請以正律填寫) Tofessional Unalification(s) 專業資格 Unalification(s) 專業理解 Unalification(s) 專業資格 Unalification(s) 專業資格 Unalification(s) 專業資格 Unalification(s) 專業資格 Unalification(s) Unalification(s	3-Signature 雪子答翠	口 _{申請人} Applicant 口 <mark>Authorized Agent</mark> 通貨權代理人
ame in Block Letters 注名(請以正條填寫) rofessional ualification(s) 專業資格 □HKIP □HKIA □HKIS □HKIE □HKILA Others 其他 n behalf of 代表 Company 公司 / Organization Name 機構名稱(if applicable 如適用) Company 公司 / Organization Name 機構名稱(if applicable 如適用) Date 日期 <u>Varning 整倍</u> ny 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 Ence under the Crimes Codinance. [4]人母羽如或故意的情况下,敢這家中開發出往任何要項上是虛信的薄述或資料,即屬違反《用事界行條例》。 <u>Statement on Personal Data 個人業詳約深期</u> 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 man of the application data Statistical Defaultion in the relevant Toom Planning Badd (b) facilitating communication between the application and the relevant Toom Planning Badd (c) facilitating communication between the application and the relevant Toom Planning Badd Guidelines. 参具合致這家中請所说到的個人資料會交換委員會發展及展行部門,以很違《读出来觀解例》及相關的城市規劃委員會現態指引的規度作為以下用脸: (d) 方面中認久認識不申請決定的意识不可能,現象的自我是及供用 (d) 法認知 Housed by the spectration of the purposes material particular, shall be disket ence (d) 方面中認久認識不申請決定的意识不可能,是没有情報》, (d) 在場所的這次看到的規定作以下用脸: (d) 方面中認久認識不申請提供的個人資料會交換委員會秘密及展行部門,以很違《读出来觀解》) 及相關的城市規劃委員會現態指述目的規定作以下用 bato: +環入認識不申請提供的個人資料會交換委員會秘密及展行部》; (d) 化量 application may also be disclosed to othe personal for the purposes materiation application for public inspection, and (d) 方面相對 (d) 方面相對 opplication with report to his application may also be disclosed to othe personal for the purposes materiation between the application may also be disclosed to othe personal for the purposes materiation paragraph I above. +環入認識不申請提供的個人演員會發展了。這次的主要的 of the Board at 15%, North Point Government of Departments for the purposes materiation in the purposes materiation the purposes in the purposes of the Fouronal Data aprovided to the personal data as p		
ualification(s) 專業資格	ame in Block Letters E名(請以正楷填寫)	Position (if applicable) 城位(如週用)
□	rofessional	
n behalf of 代表 Company 公司 / Organization Name 機構名稱(if applicable 如適用) Date 日期 Warning 醫告 ny person who knowingly or wilfally makes any statement or furnish any information in connection with this application, which is false in any material particular, shall be liable to an Force under the Crimes Ordinance. 7月人在明知或故意的情况下,就還深申請提出在任何要項上是虛假的陳遠或資料,即屬違反《刑事罪行條例》。 Statement on Personal Data 個人資料的際間 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 and Government departments in accordance with the provisions of the Town Planning Ordinance and the relevant Town Planning Board Guidelines. ###Ge\$DiaSet### / tBAC分析這条申輯化公式意识 问题分析申請人的技名供公案重阅:以及 (b) 方便申導入與要員會秘書及取消的"之間進行解答 / 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. ##I ADIG=##I @KEXPINIE	ualification(s) 專業資格	HKIP HKIA HKIS HKIE HKILA
Company 公司 / Organization Name 機構名稱 (if applicable 如適用) Pate 日期 Warning 暨白 ny 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 fence under the Crimes Ordinance. 何人在明知或故意的情况下, 就這宗申請提出在任何要項上是虛假的膜送或資料, 即屬違反 (刑事罪行條例)。 Statement on Personal Data 個人室結仏愛想 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) facilitating communication between the applicant on which the relevant Town Planning Board Guidelines. 要員會就這来申請所做認知個人資料會交給要員會秘書及政府部門, 以根據 (城市規劃條例) 及相關的城市規劃要員會規劃指引的規定作以下用論: (a) 旋躍這來申請, 依括公布這宗申請供公案這段, 同時公布申請人的姓名供公察查園: 以及 (b) 方成訂社面積 with the provisions of the Town Planning Ordinance and the relevant Town Planning Board Guidelines. 要員會就這來申請, 依括公布這宗申請供給, 回時公布申請人的姓名供公案查園: 以及 (b) 方成可申請人的姓名人對醫會交給要具會秘書及政府部門, 以根據 (城市規劃條例) 及相關的城市規劃要員會規劃指引的規定作以下用論: (c) 方便申請人會通知會別之間進行解給。 The personal data provided by the application may also be disclosed to other personal Data (Privacy) Ordinance (Cap. 486). Request for personal data according and guideling and Caldelines. #Jage #With # application with respect to his/her personal data as provided under the personal Data (Privacy) Ordinance (Cap. 486). Request for personal data according are reliable by advisesed to the Secretary of the Board at 15%. North Point Board Applicandia, Applicant (Applic Ap		Others 其他
Date 日期 Summing 整告 my person who knowingly or wilfally makes any statement or furnish any information in connection with this application, which is false in any material particular, shall be liable to an fence under the Crimes Ordinance. 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遠或資料,即屬違反《刑事罪行條例》。 Statement on Personal Data 個人資料的學明 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 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. 要員會發這家申請所必須給食力會發意及使用的「乙酸」有量的全種可以做握(快市現動解除例)及相關的城市規劃委員會規劃指引的規定作以下用途 : (a) 质量理違不申請,包括公布這家申請供入资意預,同時公布申請人的姓名代以眾意聞,同時公布申請人的姓名法中請問題。 (b) 方便申請人或這案申請用意注意 n Empower in this application may also be disclosed to other persons for the purposes mentioned in paragraph 1 above. 申請人就這家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 according to the Sorterary of the Board and Sorterment departments for the Point Point, Hong Kong. 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 accorder of the Sorterary of the Board at 15/F. North Point Government departments / Beintega@atabet_Homega. An applicant has a right of access a	n behalf of 代表	
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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 (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 acc 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) 	(a) the processing of this application which inclu(b) facilitating communication between the appli	ides making available the name of the applicant for public inspection when making available this application for public inspection; and icant and the Secretary of the Board/Government departments
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	and correction should be addressed to the Secretar 根據《個人資料(私隱)條例》(第486章)的	ry of the Board at 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.

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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)

1. Development Proposal 擬語	義發展計劃				
Proposed total floor area (TFA) 擬議總樓面面積			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		<u> </u>		sq. m.平	方米
estimated number of residents 估計化	主客數目				•
□ Non-domestic Part 非住用部分					樓面面積
eating place 食肆				sq. m.픽	
hotel 酒店				sq. m. ³	¥方米
		(please specify (請註明房間數	y the number of rooms) 时日)		
		(1997.)199	~~)		
│ │				sq. m.∑	平方米
shop and services 商店及服務行業				sq. m. [∑]	
Government, institution or commun		(please specify	y the use(s) and concerned land area(s)/TFA	(s))	
└── 政府、機構或社區設施		(請証明用途)	及有關的地面面積/總樓面面積)	<u></u>	
				· · ·	
		(please specif	y the use(s) and concerned land area(s)/TFA	A(s))	
other(s) 其他		(請註明用途)	及有關的地面面積/總樓面面積)		
	2		· · · · · · · · · · · · · · · · · · ·		
☐ Open Space 休憩用地		(please specify	land area(s) 請註明地面面積)		
	private 私人			sq. m. ³	
	public 公眾			sq. m. ³	₽方米
□ Transport-related Facilities 與運輸有關的設施		parking space	s		
與運輸有腳印版加		(請註明種類	及數目)	•	<u> </u>
•					
			ding spaces 上落客貨車位		
		(please specif (請註明種類	y type(s) and number(s)) 及數目)		
					-
		$(1,1) \in \mathcal{O}_{2}$			
			· · · · · · · · · · · · · · · · · · ·		

Please fill "NA" for inapplicable item $\Gamma \checkmark J$ 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

1. Development Prop	osal (Conti	nued) 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(芬	如適用〉
[Block No. 座數] [Floor(s) 層數]		[Proposed Uses(s) 擬議用途]
[
	• •	
· · · · · · · · · · · · · · · · · · ·	<u>.</u>	
·	·	
Proposed use(s) of uncovered area (if ar 露天地方(倘有)的建議用途	ıy)	
Any vehicular access to the site?	Yes 是	☐ There is an existing access. 有一條現有車路。
是否有車路通往申請地點?		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 Develo	pment Prop	Append (at the end of this page) posal 擬議發展計劃的影響 附加 (在本頁之後)
If necessary, please use separate she 如需要的話,請另頁提供理由及/	ets to provide ju 或用以盡量減少	astifications and/or measures to minimize possible adverse impacts. 少可能出現不良影響的措施。
Does the development proposal involve alteration or extension of	Yes 是 🗌	Please provide details 請提供詳情
existing building? 擬議發展計劃是否包括現有建築		
物的改動或擴建?		
	No否 □	
L		

請在不適用的項目填寫「不適用」 請在適當的方格內加上「 ✓ 」號

		· · · · · · · · · · · · · · · · · · ·			ana an	estito aryuntiyadi	Salkeau S
	oment Propos	al (Continued) 擬議發展	計劃的影響	(續) Ap	pend (at the 附加 (在	end of thi: 本頁之後)	s page)
Does the development proposal involve 擬議發展計劃是否需要進行以下 工程?	Yes 是 🔲	Please specify the details, and i (including land/pond filling), th levels, and the particulars of di 請註明詳情,以及在地盤平面 填土/挖土的深度和現時地面	ne filling/ excavation version of stream 面圖上示明地盤平	on level(s) ar 整工程(包	nd the existir	ig ground	
pond filling 填塘/							
□Ir varian 挖土/							
☐ diversion of streams 河道改道/							
Site formation 地盤平整							.
	No否 🗌	L		<u></u>]
Would the development		Please state the number, diame	ters at breast heigh	t and species	s of the affec	ted trees	(if
proposal involve felling of trees and/or cause damage to branches and roots of	Yes 是 □	possible) and whether there are 請說明受影響樹木的數目、	e any replanting/lar	ndscaping pr	oposals		
trees?		美化環境計劃					
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?						•	-
			÷				
		0			<u> </u>		×
· · · ·	No 否 □						
Would the development	On environment	 對環境		Yes 會		o 不會	
proposal cause any adverse	On traffic 對交這			Yes 會		ío 不會	
impacts? 擬議發展計劃會否造成不良影				Yes 會		lo 不會	
響?	On water supply						
· · ·	On drainage 對抗	作7 K		Yes 會		Io 不會	
•	On slopes 對科 [:]	皮		Yes 會	Г 1	Io 不會	
	Affected by slop	es 受斜坡影響		Yes 會	N	lo 不會	
	Landscape impa	ct 構成景觀影響		Yes 會	<u>г</u> н	Io 不會	
	Visual impact 構			Yes 會	П и	Io 不會	
	-	asure(s) to minimize the impact(s)	請註明盡量減少醫	影響的措施			· -
		ward s) to minimize the impact(s)	HUHT / 1000	~ 84,19,16			
					- *		
		· · ·					

Please fill "NA" for inapplicable item $\Gamma \checkmark J$ 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
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
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。
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 acce 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。

Attachment IIIc

e-form No. S16-5 子表格第S16-5號

APPLICATION FOR PERMISSION

UNDER SECTION 16 OF

THE TOWN PLANNING ORDINANCE (CAP.131)

Applicable to proposal <u>not involving</u> or <u>not only involving</u>:

(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衹涉及

(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 <u>notice of application</u> 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<u>申請通知</u>,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. 申請编號 1. The completed e-form and supporting document (if any) should be submitted to the Secretary, Town Planning Board (the Board) via the Electronic Planning Applicat 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 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, 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 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 人送遞或郵遞,送交香港北角渣華遒333號北角政府合署15樓城市規劃委員會秘書收。 2. 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 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), Enquity 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 Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories). 請先細閱《申請須知》的資料單環,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	e "Guidance Notes ,, Town Planning 子提交規劃申請系 電子表格)經由導 pb/. It can also be), and the Planning na Tin Government 街北角漆蘿道333開
請勿填寫此欄 Date Received 收到日期 1. The completed e-form and supporting document (if any) should be submitted to the Secretary, Town Planning Board (the Board) via the Electronic Planning Applicat 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 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, Board, 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong. 申請人須地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 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 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。 2. 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 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), Enquity 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 Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories).	e "Guidance Notes ,, Town Planning 子提交規劃申請系 電子表格)經由導 pb/. It can also be), and the Planning na Tin Government 街北角漆蘿道333開
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2. Please read the "Guidance Notes" carefully before you fill in this e-form. The document can be downloaded from the Board's website at <u>http://www.info.gov.bk/tp</u> 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), 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 Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories).	h, and the Planning na Tin Government 時北角渣莓道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 政府合署14樓) 索取。	
3. 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 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。	uired information c
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 □ Mr. 先生/ □ Mrs.夫人/ □ Miss小姐/ □ Ms.女士/ □ Company公司/ □ Organization機構	ء مربع میں مربع میں مربع میں مربع
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 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	
□Mr.先生/ □Mrs.夫人/ □Miss/J·如/ □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/J·如/ □ 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	
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	
□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)	
□Mr.先生/ □Mrs夫人/ □Miss/J·如/ □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/J·如/ □ Ms.女士/ □Company公司/ □Organization機構 3. Application Site 申請地點 (a) Full address/Location 計細地力地點 (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 □ Site area 申請地點面積	.平方米
□Mr.先生/□Mrs.夫人/□Miss/\/如/□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/\/如/□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)	.平方米
□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 □ Site area = 時地點面積	

3.	Application Site (Continued)	申請地點(續)
(e)	Name and no. of the related statutory plan	
(0)	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	
(m)		
(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)
L		
4.		oplication Site 申請地點的「現行土地擁有人」
The	e applicant 申請人:	
	is the sole "current land owner [#] " (please proced 是唯一的「現行土地擁有人 [#] 」(請繼續填算	ed to Part 7 and attach documentary proof of ownership). 寫第7部分,並夾附業權證明文件)。
 	is one of the "current land owners [#] " (please att	
	是其中一名「現行土地擁有人#」(請夾附該	業權證明文件)。
	is not a "current land owner [#] ". 並不是「現行土地擁有人 [#] 」。	
L		
5.	Statement on Owner's Consen 就土地擁有人的同意 / 通知土:	
		SUPPLY COMMS
(a)	According to the record(s) of the Land Reg	
(a)	According to the record(s) of the Land Real "current land owner(s)#".	
	"current land owner(s) [#] ". 根據土地註冊處截至	
(a) (b)	"current land owner(s) [#] ". 根據土地註冊處截至 The applicant has 申請人 -	gistry as at (Date), this application involves a total of (日期)的記錄,這宗申請共牽涉 名「現行土地擁有人#」。
	"current land owner(s) [#] ". 根據土地註冊處截至 The applicant has 申請人 -	gistry as at (Date), this application involves a total of
	"current land owner(s) [#] ". 根據土地註冊處截至 The applicant has 申請人 - obtained consent(s) of 已取得 名「現行土:	gistry as at (Date), this application involves a total of (日期)的記錄,這宗申請共牽涉 名「現行土地擁有人#」。 "current land owner(s) [#] ". 地擁有人#」的同意。.
	"current land owner(s) [#] ". 根據土地註冊處截至 The applicant has 申請人 - obtained consent(s) of 已取得名「現行土: notifiedrcurrent lan	gistry as at (Date), this application involves a total of (日期)的記錄,這宗申請共牽涉 名「現行土地擁有人#」。 "current land owner(s) [#] ".
	"current land owner(s) [#] ". 根據土地註冊處截至 The applicant has 申請人 - obtained consent(s) of 已取得 名「現行土: notified "current lan	gistry as at (Date), this application involves a total of (日期)的記錄,這宗申請共牽涉 名「現行土地擁有人#」。 "current land owner(s) [#] ". 地擁有人#」的同意。.
	"current land owner(s) [#] ". 根據土地註冊處截至 The applicant has 申請人 - □ obtained consent(s) of 已取得名「現行土 □ notified名「現行土	gistry as at (Date), this application involves a total of (日期)的記錄,這宗申請共牽涉 名「現行土地擁有人#」。 "current land owner(s) [#] ". 地擁有人#」的同意。. ad owner(s) [#] ".
	"current land owner(s)#". 根據土地註冊處截至 The applicant has 申請人 - □ obtained consent(s) of 已取得名「現行土: □ notified名「現行土: "Current land owner" means any person v application relates, as at 6 weeks before th	gistry as at (Date), this application involves a total of (日期)的記錄,這宗申請共牽涉 名「現行土地擁有人#」。 "current land owner(s) [#] ". 地擁有人#」的同意。. nd owner(s) [#] ". 地擁有人#」。.

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請在適當的方格內加上「 🗸 」號

____Parts 3 (Continued), 4 and 5 第 3 (續)、第 4 及第 5 部分

		· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	
		Consent/Notification (Continued) 通知土地擁有人的陳述(續)	· · · ·	Append (at the end of this page) 附加 (在本頁之後)
(c) Particulars* 詳情* (Please use separate si	heets if the s	pace of any box below is insufficient 如下列	王何方格的空間	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	(e.g. F (1	lat A, 1/F, 8 Hoi Fat Road, North Point) 列子:北角海發道 8 號 1 樓 A 室)	(e.g. Flat B <i>(</i> 例子	r, <i>1/F, 8 Hoi Fat Road, North Point)</i> :北角海發道8號1樓B室)
地段號碼/處所地址				
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. 	date of consent obtained (dd/mm/yyyy) 取得同意的日期(日/月/年)	no. d	ate 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. 	date(dd/mm/yyyy) and means of notification given 發出通知的日期(日/月/年)和方式	no. 	ate(dd/mm/yyyy) and means of notification given 發出通知的日期(日/月/年)和方式

6.	Particulars of Other Steps Taken to Obtain the Consent of or Give Notification to Owner(s) 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)	Append (at the end of this page) 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。

-3-

Please fill "NA" for inapplicable item

請在不適用的項目填寫「不適用」

Parts 5 (Continued), and 6 第5 (續) 及第6部分

]	The Undertaking of Filling of land/ Ifilling of pond/ excavation of land/ diversion of stream for Column 1 use or	
	always permitted under the covering Notes (please specify the intended use/development, and illustrate on plan the boundary of concerned	l 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	s
	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 [;]
	Proposed non-domestic floor area 擬議非住用樓面面積	• sq. m.平方 [;]
	Proposed total floor area 擬議總樓面面積	。 sa m 平方·
	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	
]	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 pla 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)	n the boundary
		·
]	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)	
	Proposed total floor area (TFA) 擬議總樓面面積	sq. m.平方
	Proposed plot ratio 擬議地積比率	sq. m.十刀
		·····
	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	

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請在不適用的項目填寫「不適用」 請在適當的方格內加上「 ✓ 」號 -4-

er uses/developments (Continued) 其他用途/發展(續)		
<u>elopment Schedule (Continued) 發展細節表(續)</u> Domestic Part 住用部分		
Domestic Part 任用部分 TFA 總樓面面積		sq. m.平方
number of units 單位數目		sq. m.十刀
average unit size 單位平均面積		
estimated number of residents 估計住客數目		sq. m.平方
Non-domestic Part 非住用部分		
□ eating place 食肆		<u>TFA 總樓面</u> sq. m.平方
☐ hotel 酒店		sq. m.平力 sq. m.平方
	(please specify the number of rooms)	sq. m.+-/)
	(請註明房間數目)	
□ office 辦公室		sq. m.平方
□ shop and services 商店及服務行業		sq. m.平方
□ Government, institution or community facilities 政府、機構或 (please specify the use(s) and concerned land area(s)/TFA(s) (請註明用途及		
(prease specify the use(s) and concerned land area(s) TrA(s) (###197/1122.X	〒 時間 リンビ 田 田 (貝) 松 (安 田 田)(貝)	
 Open Space 休憩用地	(please specify land area(s) 請註明地面面積)	
Open Space 休憩用地 private 私人	(please specify land area(s) 請註明地面面積)	sq. m.平方
	(please specify land area(s) 請註明地面面積)	•••••
private 私人	(please specify land area(s) 請註明地面面積)	•••••
private 私人 public 公眾		•••••
private 私人 public 公眾 Transport-related Facilities 與運輸有關的設施		•••••
private 私人 public 公眾 Transport-related Facilities 與運輸有關的設施		•••••
private 私人 public 公眾 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)	 &數目)	•••••
private 私人 public 公眾 Transport-related Facilities 與運輸有關的設施	 &數目)	•••••
private 私人 public 公眾 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)	 &數目)	•••••
private 私人 public 公眾 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)	 &數目)	•••••
private 私人 public 公眾 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) loading/unloading spaces 上落客貨車位 (please specify type(s) and number(&數目) s))(請註明種類及數目)	•••••
private 私人 public 公眾 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)	&數目) s))(請註明種類及數目)	sq. m.平方 sq. m.平方
private 私人 public 公眾 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) loading/unloading spaces 上落客貨車位 (please specify type(s) and number(&數目) s))(請註明種類及數目)	•••••
private 私人 public 公眾 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) loading/unloading spaces 上落客貨車位 (please specify type(s) and number(&數目) s))(請註明種類及數目)	•••••

- 5 -

Part 7 (Continued) 第7部分(續)

Develo	pment Proposal (Co	ontinued) 擬議發展計劃(續)	·
ther uses/development Sche	pments (Continued) 其他用 dule (Continued) 發展細節表	Ⅰ途/發展(續) 表(續)	
	oors (if applicable) 各樓層的用詞		
D1.1.N. 広樹1	[Floor(s) 層數]	[Proposed Uses(s) 擬議用途]	
[Block No. 座數]			
<u></u>	·	<u> </u>	
·			
	· •		
roposed use(s) of	f uncovered area (if any) 露习	天地方(倘有)的擬議用途	
- F (-)			
•		• • • • • • •	
	•		
		بله هې م	<u> </u>
	s to the site? 是否有車路通往地 here is an existing access. 有		
Land -	here is a proposed access. 有		
		l specify the width 請在圖則顯示,並註明車路的閣度)	•
io否 🗌			
Separate anticipate 發送發展計劃預期	ed completion times should be pr 完成的年份及月份(分期(倘	roposal (by phase (if any)) (e.g. June 2018) provided for the proposed public open space and Government, institution or community facilities (if 尚有))(例:2018年6月) 講或社區設施(倘有)提供個別擬議完成的年份及月份)	any))

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

- 4

8. Impacts of Develo	pment I	Proposa	ll 擬議發展計劃的影響 Ap		the end](在本頁	of this pag 之後)	je)
If necessary, please use separate she 如需要的話,請另頁提供理由及/	ets to prov 或盡量減少	ide justifi 少可能出 ³	cations and/or measures to minimize possible adver 現不良影響的措施。	rse impact	s.		
Does the development proposal involve alteration or extension of	Yes 是		Please provide details 請提供詳情				· · · ·
existing building? 擬議發展計劃是否包括現有建築							
物的改動或擴建?							
	No 否						
Does the development proposal involve	Yes 是		Please specify the details, and indicate on site plan (including land/pond filling), the filling/ excavation				
擬議發展計劃是否需要進行以下 工程?			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				
□ land filling 填土/			土/挖土的深度和現時地面高度及河道改道工程			/~ ,, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
□pond filling 填塘/ □excavation 挖土/		-					
		·. · ·					
□site formation 地盤平整							
	No 否	Ē					
Would the development proposal involve felling of trees and/or cause damage to branches and roots of trees?	Yes 是		Please state the number, diameters at breast height possible) and whether there are any replanting/land 請說明受影響樹木的數目、及胸高度的樹幹直 化環境計劃	dscaping r	proposals		
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?							 •
	No否			· · · · ·			
Would the development proposal cause any adverse	On enviro		環境	Yes 會		No 不會	
impacts? 擬議發展計劃會否造成不良影	On traffic		/#_1 /	Yes 會		No 不會	
響?	On water On draina			Yes 會 Yes 會		No 不會 No 不會	
	On slopes	-		Yes 會		No 不會	
			受斜坡影響	Yes 會		No 不會	П
	Landscape	e impact 柞	構成景觀影響	Yes 會		No 不會	
	Visual im	pact 構成	視覺影響	Yes 會		No 不會	
	Please sta	te measur	e(s) to minimize the impact(s) 請註明盡量減少影響	響的措施			
				•			
							· · ·
Please fill "NA" for inapplicable item		• • • • • • •					

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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-

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

9. Justifications 理由

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。)

Leare Bit location plans, site plans, other relevant plans, drawings and other documents submitted with the application. 1. Declaration 聲明 1. Declaration 聲明 Derive documents within a supplication are correct and true to the best of my knowledge and belief. */法批型項 * 人気送来申请提定价資料 * 算本人所相送所言 巧關素質:#200 * */Signature **Signature **Signature **Signature **Signature *Signature *Signature <t< th=""><th>.0. Plans, Drawings and Documer</th><th></th></t<>	.0. Plans, Drawings and Documer	
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	ase fill "NA" for inapplicable item 讀在不遠	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)

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	· · · · ·				
	Business Registration Certificate	商業登記證*/	Certificate of Incorpor	ation 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	· · · · · ·				1
Name 姓名 []Mr. 先生/ []Mrs.夫人/			•		
	-				
Position in company 公司職位				·	
				····	
2. Authorized Agent (if a	applicable) 獲授權代表	理人(如適	用)		
☐ Identity Document 身分證明文件/ □	Business Registration Certificate	商業登記證*/	Certificate of Incorpor	ration 公司註冊證	
No 號碼					
	· · · ·		11-1 · · · · · · · · · · ·		
Postal Address 通訊地址				- -	
Tel. No. 電話號碼		 Fax. No. 圖文傳		· ·	
E-mail Address 電郵地址	· · · · · · · · · · · · · · · · · · ·	- 1.4X. 110. 國人同	· / / 		
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 Pers	sonal Data 個人資料	的聲明	· · · · · ·	
 The personal data submitted to the Board in this a (a) the processing of this application which incl (b) facilitating communication between the applin accordance with the provisions of the Town P 	udes making available the name of the licant and the Secretary of the Board/C	applicant for public fovernment departme	inspection when making availatents		c inspection; and
	· · · · · · · · · · · · · · · · · · ·	U		の坦克たいて田谷・	
 委員會就這宗申請所收到的個人資料會交給委 (a)處理這宗申請,包括公布這宗申請供公眾 (b)方便申請人與委員會秘書及政府部門之間 	查閱,同時公布申請人的姓名供公》		加小城山戏到女兵曾戏到相ว	的现在作以下用述	
 The personal data provided by the applicant in th 申請人就這宗申請提供的個人資料,或亦會自 			e purposes mentioned in parag	raph 1 above.	
3. An applicant has a right of access and correction	with respect to his/her personal data a	s provided under the	Personal Data (Privacy) Ordin	ance (Cap. 486). Request for	nersonal data access
and correction should be addressed to the Secretz 根據《個人资料(私隱)條例》(第486章) 華道 333 號北角政府合署15 樓。	ary of the Board at 15/F., North Point (Government Offices,	333 Java Road, North Point, H	long Kong.	-
	-				
	· · · · · · · · · · · · · · · · · · ·		· · · · ·	•	
* Please provide "Certificate of Incorporation No." i 如單位屬「有限公司」,請提供「公司註冊證			ject is a "limited company".		
Please fill "NA" for inapplicable item	請在不適用的項目填寫「不遂	新用 ,			
$\int \sqrt{1}$ at the appropriate box	請在適當的方格內加上「 🗸				
e e en					

(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。

(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。

請在適當的方格內加上「 ✔」號

e-form No. S16A 電子表格第S16A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16A(2)條遞交的修訂許可申請

e-form No. S16A 電子表格第S16A號

For Official Use Only	Application No. 申請編號	
請勿填寫此欄	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/mb/)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。

2. 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 <u>http://www.info.gov.hk/tpb/</u>. 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 (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). iiff. (Heijāŋan) hogat 單很及有關「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戰 (網址: http://www.info.gov.hk/tph/),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) 家取。

 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*	由請人姓名/名稱*	
1. Rune of Applicant		
		•
	卧 □ Ms.女士/ □ Company公司/ □ Organization機構	
		-
山Mr. 先生/ 山Mrs.天人/ 山Miss小姐	Ⅱ/ □ Ms.女士/ □ Company公司/ □ Organization機構	
n an	 A second s	
 Mir 先生/ □ Mirs 主人/ □ Mirs/\加	1/ 「Ms.女士/ 「Company公司/ 「Organization機構	<u> </u>
	1/ LMis.タエ/ LCompanyム印/ LOrganization磁体	
2. Name of Authorized	Agent (if applicable) 獲授權代理人姓名/名稱(如適用)	
	There (in apprease) to the local (VE C) (Diff (NH20/1))	
	Ⅱ/ □Ms.女士/ □Company公司/ □Organization機構	
	L/ L_IWIS.女工/ L_ICompany公司/ L_Organization 版柄	
3. Relevant Permission		· · · · ·
5. Relevant Permission	Granted under the Town Planning Ordinance	
按《城市規劃條例》	北約9月約計91 ————————————————————————————————————	- -
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		-
ан <u>а</u> се стана се ст		

* 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。

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			
	ndment(s) sought	Amount approved	Amount sought	Chan	ge改變
要不	修訂事項	已獲許可的數量 [a]	現要求的數量 [b]	Amount 數量 [b] - [a]	% [b]-[a] [a]
	Increase in total gross floor area (sq. m.) 總樓面面積有所增加(平方米)				
	Increase in plot ratio 地積比率有所增加				
	Change in gross site area (sq. m.) 地盤總面積有所改變(平方米)				
	Change in number of units 單位數目有所改變				
	Change in unit.size (sq. m.) 單位的面積有所改變(平方米)				
	Change in number of building blocks 樓字數目有所改變			•	
	Increase in 以下項目有所增加: □ absolute building height (m.) 建築物的實際高度(米)				
	□ number of storeys 層數			and a second	
Ľ	Increase in site coverage (%) 上蓋面積有所增加(%)				
	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)				
	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)				
	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)				
	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)				
	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: 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)				
	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)				
	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)				

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4. Amendment(s) to Permission Sought (Continued) 要求修訂許可的事項(續)					
(a) Proposed amendments which can be quantified (Cont	inued) 可量化的擬議修言	丁(續)			
Amendment(s) sought	Amount approved	Amount sought	Chang	e 改變	
要求修訂事項	已獲許可的數量 [a]	現要求的數量 [b]	Amount 數量 [b] - [a]	% [b]-[a] _{x 100} [a]	
 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) 					
 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) 					
☐ Change in size of non-building area (sq. m.) 非建築用地的面積有所改變(平方米)					
Increase in number of trees to be felled 砍伐樹木的數目有所增加					
□ Decrease in number of preserved trees 保存樹木的數量有所減少					
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 de	evelopment for	mor	e 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 cond	lition(s) for	more mo	nth(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)				
Other proposed amendments (please illustrate on plan 其他擬議修訂(如需要的話,請在圖則顯示)	, if necessary)				
Item(s) of amendment(s) sought 要求修訂事項		Details 詳情			
□ Change in building blocks 樓宇有所改變					
 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 					
minor change in disposition of building block(s) 輕微改變樓宇的布局					

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- 3 -

4. Amendment(s) to Permission Sought	t (Continued) 要求修訂許可的事項(續)	
 (c) Other proposed amendments (Continued) (please ill 其他擬議修訂(續)(如需要的話,請在圖則顯 		
Amendment(s) sought 要求修訂事項	Details 詳情	
□ Change in 以下項目有所改變:		
☐ internal layout of premises 處所的內部設計		
disposition of premises處所的布局		
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:		
□ change in types of the facilities 改變設施的種類		
☐ change in locations of the facilities 改變設施的位置		
 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)		
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)		
 Change in location of the private open space 私人休憩用地的位置有所改變 		
		•
☐ Change in location of: 以下項目的位置有所改變:		
 ingress/egress point(s) 入口 / 出口 footbridge(s) 行人天橋 		
public transport terminus and lay-bys 公共車輛總站及避車處		
 Change in layout of: 以下項目的布局設計有所改變: 		
 internal roads 內街 emergency vehicular access 		
緊急車輛通道 □ car park 停車場		

 $\lceil \checkmark \rfloor$ at the appropriate box

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請在適當的方格內加上「 ✔」號

(c) Other proposed amendments (Continued) (please illu 其他擬議修訂(續)(如需要的話,請在圖則顯	lustrate on plan, if necessary) 頁示)
Amendment(s) sought 要求修訂事項	Details 詳情
Change in location of non-building area	
非建築用地的位置有所改變	
Change in tree preservation and landscape master	
樹木的保存及園景設計總圖有所改變:	
change in soft/hard landscape design	
種植花卉樹木/園景建築設計有所改變	
change in implementation programme	
改變實施計劃	
change in trees identified for preservation	
改變已選定的予以保存樹木	
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)	
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	
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	
the provision of Government, institution or	
community facilities	
政府、機構或社區設施的提供	
the provision of public open space	
公眾休憩用地的提供	

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Append (at the end of this page) Justifications 理由 5. 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。) Append (at the end of this page) 6. Plans, Drawings and Documents 圖則、繪圖及文件 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。

請在不適用的項目填寫「不適用」

Parts 5 and 6 第5 及第6部分

	這宗申請提交								
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Signature 子簽署									
丁頞者									
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「 ✓ 」 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-

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
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 aplicable) 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
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。
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,其地址為香港北角造 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」。

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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 assessmen#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。

Attachment IIIe

e-form No. S17 電子表格第 S 1 7 號

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

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根據《城市規劃條例》(第131章) 第17條遞交的覆核申請

e-form No. S17 電子表格第S17號

For Official Use Only	Application No. 申請編號					
請勿填寫此欄	中時編號 Date Received 收到日期	· ·				. <u>.</u>
System at the Board's website a on Electronic Submission" for d Board, 15/F., North Point Gove 申請人須把填妥的電子申請考 統送交委員會秘書。如有意题	worting document (if any) should h t http://www.info.gov.hk/tpb/ If y letails), you may wish to submit y rument Offices, 333 Java Road, N 乾格及其他支持申請的文件(倘 较的文件不符電子提交規劃申 這華道333號北角政府合署15榻	your submission does not compl your application (use the non-ele lorth Point, Hong Kong. 有),循城市規劃委員會(下 請系統的限制(諸參考有關於	ly with the requirements o ectronic form) in hard cop 「稱「忝昌會」) 網百(n electronic submission (y either by hand or by pc 網址: http://www.info.g.	please refer to the "(st to the Secretary, T by hk/mb/) 的電子指	Fuidance Notes own Planning
Please read the "Guidance Note obtained from the Secretariat of Enquiry Counters of the Plannin Offices, 1 Sheung Wo Che Roa 請先細閱《申請須知》的資料 北角政府合署15樓 - 電話:22 政府合署14樓》 察取。	es" carefully before you fill in thi f the Board at 15/F., North Poin ng Department (Hotline: 2231 500 d, Sha Tin, New Territories). 译理張;然後填寫此表格。這份: 31 4810 或 2231 4835)及規劃署	is e-form. The document can be t Government Offices, 333 Jav 00) (17/F., North Point Governr 文件可從委員會的網頁下載(的規劃資料查詢處(熱線:2	va Road, North Point, Ho nent Offices, 333 Java Ro 網址:http://www.info.gr 231 5000)(香港北角漟	ng Kong (Tel.: 2231 48 ad, North Point, Hong K <u>w.hk/tph/</u>) ,亦可向委! :華道333號北角政府合:	10 or 2231 4835), at ong and 14/F., Sha 1 員會秘書處(香港北 署17樓及新界沙田上	nd the Plannin `in Governmen :角渣華道333 :禾輋路1號沙
the required copies are incomple	l from the Board's website, and ce ete. 1網頁下載,並可以中文或英文b					d information
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Review Applic	ation覆核規劃。	申請				
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5.	Plans, Drawings a							•		
	list relevant plans, drawings 月連同覆核申請一併遞交的				ew application	on (if appli	cable).			
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<u>e-form No. S17 電子表格第S17號</u>

1 1 1 1	聲明							
hereby declare that the pa 人謹此聲明,本人就這	rticulars given in this 宗申請提交的資料	application a ,據本人所知	are correct and 印及所信,均属	true to the bes 副真實無誤。	t of my knowle	dge and belief	•	
-Signature					口 ^{Applicant} 申請人		uthorized Agen 授權代理人	it .
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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			· · · · · · · · · · · · · · · · · · ·	
Iden	tity Document 身分證明文件/	Business Registration Certificate 商業登記認	*/	Certificate of Incorporation 公司註冊證	
No 號硯	Ę				
Postal A	ddress 通訊地址				
	• .				
Tel. No.	電話號碼		Fax. No.	圖文傳真號碼	
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Contact	Person 聯絡人			······································	
Name 姓	└名 □ Mr. 先生/ □ Mrs. ヲ	∈人/ □ Miss/小姐/ □ Ms.女士		• • • • • • • • • • • • • • • • • • • •	
Position	n in company 公司職位				
				N	
2.	Authorized Agent	(if applicable) 獲授權代理人(口適用)	
Iden	ntity Document 身分證明文件/	Business Registration Certificate 商業登記書	<u>t</u> */]Certificate of Incorporation 公司註冊證	•
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Contact	Person 聯絡人				
Name 焚	^{生名} [] Mr. 先生/ [] Mrs. 7	失人/ □ Miss小姐/ □ Ms.女士			
Position	n in company 公司職位			· .	
		Statement on Personal Data (人資料的聲	<u>聲明</u> ·	
(a) t	he processing of this application wh	in this application will be used by the Secretary of the Board ich includes making available the name of the applicant for the applicant and the Secretary of the Board/Government of	public insp	ernment departments for the following purposes: bection when making available this application for p	ublic inspection; and
in ac	cordance with the provisions of the	Town Planning Ordinance and the relevant Town Planning	Board Guid	lelines.	
(a) 🖉	會就這宗申請所收到的個人資料會 覺理這宗申請,包括公布這宗申請 方便申請人與委員會秘書及政府部	r交給委員會秘書及政府部門,以根據《城市規劃條例 供公眾查閱,同時公布申請人的姓名供公眾查閱;以》 [門之間進行聽絡。	及相關的 2	城市規劃委員會規劃指引的規定作以下用途:	
2. The	personal data provided by the applic	ant in this application may also be disclosed to other person 这亦會向其他人士披露,以作上述第1段提及的用途。	s for the pu	rposes mentioned in paragraph 1 above.	
		rrection with respect to his/her personal data as provided u	der the Pers	sonal Data (Privacy) Ordinance (Cap. 486). Request	for personal data access
and c 根據	correction should be addressed to the	Secretary of the Board at 15/F., North Point Government 86章)的規定,申請人有權查閱及更正其個人資料。	Offices, 333	Java Road, North Point, Hong Kong.	
	· · · · · · · · · · · · · · · · · · ·				
		m No." instead of "Business Registration Certificate No." i 注册證號碼」,而不是「商業登記證號碼」。	the subject	is a "limited company".	
٢,	✓ 」 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FI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

e-form No. FI	<u>電子表格第</u>	FI 號
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For Official Use Only	Application No. 申請編號	
請勿填寫此欄	Date Received 收到日期	

1.	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/uph/)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。

2 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 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).

Term fund(句)::: 請先細閱(句=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/nb/),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 3 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啻全,委員會可拒絕處理有關申請。

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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 4. 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.

如採用電子遞表申請,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。

1.	Application 申請	
(a)	Application No. 申請編號	
(b)	Application Type	Section 12A Application 申請
(0)	申請類別	□ Section 16 Application 申請
		□ Section 17 Application 申請
	· · · · ·	└── └── Section 16(A)(2) Application 申請
(c)	Application Location 申請地點	
•		
2.	Further Informa	tion 進一步資料
(a)	Detail of Further Information 進一步資料的詳情	
may use 2(b).如2	pace is insufficient, you attachment in Section 空間不足,可於附件說	
明。)		

					e-form No. Fl 電子表格第 FI	號
(b)*	Attachment	Add Attachment 加	1入附件			
	附件					
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3.	Declaration 聲印	-				
I hereb 本人詞	by declare that the particul 董此聲明,本人就這宗申	ars given in this applicatio 請提交的資料,據本人所	on are correct and true t 所知及所信,均屬真實	o the best of my knowledge ar 【無誤。	nd belief.	
				Applicant	Authorized Agent	
E-Sig	nature			□□申請人	┘獲授權代理人	
電子領					• · · ·	
				Position (i	 if applicable) 職位(如適用)	
Name	n Block Letters		·			
	請以正楷填寫)					
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Quan	incation(S) 夺米员怕			HKIA 🗌 HKIS 🗌	HKIE HKILA	
			Others 其他			
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		Company 公司 / C	 Drganization Name 機構名	A稱(if applicable 如適用)		
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Date	日期					
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			Warning 弊行	E		
Any pe	rson who knowingly or wilfully m	nakes any statement or furnish any	information in connection w	ith this application, which is false in a	ny material particular, shall be liable to an offence	
	ne Crimes Ordinance. 在明知或故意的情況下,就這短	。 宗申請提出在任何要項上是虛假	的陳述或資料,即屬違反一	《刑事罪行條例》。		
L			Statement on Personal I	Data 個人資料的聲明		
1. The	personal data submitted to the Bo	pard in this application will be use	ed by the Secretary of the Boa	rd and Government departments for th	e following purposes:	
(a)	the processing of this application facilitating communication betw	which includes making available	e the name of the applicant for	r public inspection when making availa	able this application for public inspection; and	
in a	accordance with the provisions of	the Town Planning Ordinance an	d 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	引,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) (b)	處理這宗申請,包括公布這宗 方便申請人與委員會秘書及政	书請供公承查阅,回時公布中請 府部門之間進行聯絡。	月 人的姓名快公承查阅,以》	X		
2. The 申言	personal data provided by the ap 青人就這宗申請提供的個人資料	plicant in this application may als ,或亦會向其他人士披露,以(;o be disclosed to other persor 作上述第 1 段提及的用途。	ns for the purposes mentioned in parag	raph 1 above.	
3. An	applicant has a right of access and	d correction with respect to his/he	r personal data as provided u	nder the Personal Data (Privacy) Ordin	ance (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, H		
	ā 333 號北角政府合署15 樓。					

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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. **30A30B**

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

[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 <mark>MAYDecember 20142015</mark>

<u>Revised Checklist of Documents of Application Form</u> 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 sS upplementary 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[#] 35 份印刷文件及 35 份軟複本[#]; 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。

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/D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。

S12A

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

<u>Revised Checklist of Documents of Application Forms</u> <u>for section 16 Applications</u>

(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 sS upplementary documents, e.g. planning studies report, report on traffic impact assessment, and report on environmental assessment. *Please check one of the following:* 浦充文件, -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[#] 35 份印刷文件及 35 份軟複本[#];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。

S16

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)/性讀數碼影像多功能光碟(DVD-ROM)。 該光碟/D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/D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。

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

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, <u>except</u> 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.

Territories	

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 (<u>http://www.info.gov.hk/tpb/</u>). 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 FORM¹

- 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.

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 copies²* 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.

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 APPLICATION³

- 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 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 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

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

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 FORM¹

- **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".

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*² 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.

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 APPLICATION³

- 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_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 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 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

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** (<u>http://www.info.gov.hk/tpb/</u>). 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 FORM¹

- **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

For e-submission, reference should be made to the "Guidance Notes of e-submission" for details.

plans/drawings may be required by the Board².

- **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 APPLICATION³

- 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.*

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.

For e-submission, reference should be made to the "Guidance Notes of e-submission" for details