

# **TOWN PLANNING BOARD**

**TPB Paper No. 10523**

**For Consideration by  
The Town Planning Board on 1.3.2019**

**Revised Application Forms and Guidance Notes for  
Applications Submitted under Sections 12A and 16 of  
the Town Planning Ordinance**

**Revised Application Forms and Guidance Notes for Applications  
Submitted under sections 12A and 16 of the Town Planning Ordinance**

**PURPOSE**

1. This Paper is to seek Members' agreement to the proposed revisions to the application forms and guidance notes for applications submitted under section 12A and section 16 of the Town Planning Ordinance (the Ordinance).

**BACKGROUND**

2. Under the Ordinance, applications submitted under section 12A(1), section 16(1) and section 16A(2) of the Ordinance shall be in such form and include such particulars as the Town Planning Board (the Board) requires. Applicants are required to make use of the prescribed forms to provide the necessary information for the Board's consideration.

3. Currently, the following planning application forms<sup>1</sup> are available:

<u>Section 12A Application</u>	Form No. S12A	For Amendment of Plan
<u>Section 16 Application</u>	Form No. S16-1	For Change of Use within Existing Building(s) or Part Thereof
	Form No. S16-2	For Construction of New Territories Exempted House(s)
	Form No. S16-3	For Temporary Use / Development of Land and / or Building Not Exceeding 5 Years

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<sup>1</sup> A full set of the applications forms is deposited at the Secretariat for Members' reference.

Form No. S16-4 For Renewal of Permission for  
Temporary Use or Development

Form No. S16-5 For Other Kinds of  
Development Proposals

Section 16A Application Form No. S16A For Amendment of Permission

4. The last round of major amendments to the planning application forms was made in 2005 to incorporate the new provisions / requirements under the Town Planning (Amendment) Ordinance 2004. Subsequent amendments were made to: (a) the checklist of application forms in November 2015 when the Board agreed to give the applicant an option to provide soft and hard copies of supporting reports; and (b) the section 16A application form in March 2018 after the Board agreed to the revised 'Class A amendments' and 'Class B amendments' on 2.2.2018, where the format of the form has been revised to, amongst others, facilitate retrieval of information by machine.

## **REVISED APPLICATION FORMS**

5. With a view to improving user-friendliness and clarity as well as to facilitating information retrieval, the current application forms for sections 12A and 16 applications are reviewed. The major proposed revisions to the application forms are summarized below:

### ***Revisions to s.16 Application Forms***

6 The current five application forms are proposed to be grouped into three according to the nature of applications. Their revisions mainly include:

- (i) Current Forms No. S16-1 and S16-5 are both for permanent developments, one is for premises-based and the other for site-based. It is proposed to combine them into a single form and renumber it as **Form No. S16-I (Annex 1)**. To promote effectiveness and efficiency, tailor-made sections for different types of applications with user-friendly tables or options have been added in the proposed Form No. S16-I for easy provision of the necessary information. An appendix is also added for provision of specific information required for development involving 'Columbarium' use;

- (ii) Current Form No. S16-2 is tailor-designed for New Territories Exempted Houses (NTEH) developments and will continue to be a standalone application form but renumbered as **Form No. S16-II (Annex 2)**. To reflect the existing practice, the applicant is required to indicate in the proposed Form No. S16-II if connection to public sewer is feasible or to provide a plan indicating the location of the septic tank. In addition, the applicant is required to provide the name of the indigenous village if he claims to be an indigenous villager for Small House development;
- (iii) Current Forms No. S16-3 and S16-4 will be combined / modified as **Form No. S16-III (Annex 3)** to allow use of the same form for temporary use not exceeding three years and the subsequent renewal applications for such temporary use in the rural areas. To reflect the existing practice, the applicant is required to indicate in the proposed Form No. S16-III the height of the proposed buildings/structures. For other temporary uses which are provided for in terms of the Outline Zoning Plan (e.g. under Column 2 of the Notes), Form No. S16-I should be used.

### ***Revisions to Both Sections 12A and 16 Application Forms***

7 In addition to the major revisions to s.16 application forms as detailed in para. 6 above, the following revisions are proposed to both the s.12A and s.16 application forms:

- (i) general notes and annotation, where appropriate, are put on the covering page of the application forms for easy reference;
- (ii) checkboxes are to replace the current 'strikethrough' for selection of options to enhance reading by machine;
- (iii) numerical fields and input of dates are standardised for consistency and clarity;
- (iv) input for Part 5 on 'Owner's Consent / Notification' is simplified and checkboxes are available for the 'reasonable steps' taken;

- (v) user-friendly options or tables, where appropriate, are provided to facilitate completion of the form;
- (vi) breakdown of the parking spaces and loading / unloading spaces by type in the application forms for clarity and easy reference;
- (vii) a statement is added in the ‘Declaration’ and ‘Remark’ to make clear that materials submitted to the Board would be disclosed and, where the Board considers appropriate, uploaded to the Board’s website for browsing and free downloading by the public; and
- (viii) a new ‘Gist of Application’ is added to facilitate publication of the application.

## **REVISED GUIDANCE NOTES AND TOWN PLANNING BOARD GUIDELINES**

8. In conjunction with the proposed revisions to the section 16 application forms, the guidance notes are revised. The Guidance Notes of Application for Permission for Temporary Open Storage and Port Back-up Uses will be incorporated into the Guidance Notes of section 16 application as an annex. More details on the submission requirements are provided in Annex A of the Guidance Notes of section 12A and section 16 applications. Some technical amendments are also made to the guidance notes. The draft revised guidance notes are at **Annexes 5** and **6** with the amendments marked bold, italic and cross-out. Corresponding amendments to the Town Planning Board Guidelines No. 34B on ‘Renewal of Planning Approval and Extension of Time for Compliance with Planning Conditions for Temporary Use or Development’ (TPB PG-No. 34B) will also be made.

## **CONSULTATION**

9. On 15.10.2018, the Planning Sub-committee (PSC) of the Land and Development Advisory Committee (LDAC) was consulted on the revised application forms and guidance notes. Comments of PSC of LDAC have been incorporated in the revised application forms where appropriate. The original proposal of combining all the

five current section 16 application forms into one as submitted to the PSC of LDAC has been refined, and three section 16 application forms grouped according to the nature of applied use as detailed in paragraph 6 above are now proposed.

## **EFFECTIVE DATE**

10. Should the revised application forms and guidance notes be agreed by the Board, the electronic copies of the application forms and guidance notes will be revised accordingly. It is recommended to launch the revised application forms on 1.4.2019 when the hard copy of the application forms is available, while the electronic versions of the application forms will be launched once they are ready. A grace period of six months is recommended during which the existing application forms are also accepted upon launching of the revised forms as a transitional measure.

## **DECISION SOUGHT**

11. Members are invited to consider and agree:

- (a) to the draft revised sections 12A and 16 application forms at **Annexes 1 to 4** and the draft revised guidance notes at **Annexes 5 and 6**;
- (b) that corresponding amendments will be made to the Town Planning Board Guidelines No. 34B;
- (c) that a press release will be made to announce the changes in the revised application forms, guidance notes and Town Planning Board Guidelines as well as the date of launching of the revised application forms; and
- (d) that a grace period of six months be allowed for applicants using the existing application forms upon launching of the revised application forms as a transitional measure.

**ATTACHMENTS**

- Annex 1 Draft revised application form No. S16-I for application for permission under section 16 of the Town Planning Ordinance applicable to proposals other than construction of “New Territories Exempted House(s)”; temporary use not exceeding 3 years in rural areas; and renewal of permission for such temporary use
- Annex 2 Draft revised application form No. S16-II for application for permission under section 16 of the Town Planning Ordinance applicable to proposal only involving construction of “New Territories Exempted House(s)”
- Annex 3 Draft revised application form No. S16-III for application for permission under section 16 of the Town Planning Ordinance applicable to proposal only involving temporary use / development of land and / or building not exceeding 3 years in rural areas and renewal of permission for such temporary use / development
- Annex 4 Draft revised application form No. S12A for application for amendment of plans under section 12A of the Town Planning Ordinance
- Annex 5 Draft revised Guidance Notes of Application for Amendment of Plan under Section 12A of the Town Planning Ordinance
- Annex 6 Draft revised Guidance Notes of Application for Permission under Section 16 of the Town Planning Ordinance

**PLANNING DEPARTMENT**  
**MARCH 2019**

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

根據《城市規劃條例》(第131章)  
第16條遞交的許可申請

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

- (i) **Construction of “New Territories Exempted House(s)”;**  
興建「新界豁免管制屋宇」;
- (ii) **Temporary use/development of land and/or building not exceeding 3 years in rural areas; and**  
位於鄉郊地區土地上及/或建築物內進行為期不超過三年的臨時用途/發展;及
- (iii) **Renewal of permission for temporary use or development in rural areas**  
位於鄉郊地區的臨時用途或發展的許可續期

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

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

**General Note and Annotation for the Form**

**填寫表格的一般指引及註解**

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

& Please attach documentary proof 請夾附證明文件

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

Please fill “NA” for inapplicable item 請在不適用的項目填寫「不適用」

Please use separate sheets if the space provided is insufficient 如所提供的空間不足，請另頁說明

Please insert a 「✓」 at the appropriate box 請在適當的方格內上加上「✓」號

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

- The completed form and supporting documents (if any) should be sent to the Secretary, Town Planning Board (the Board), 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong.  
申請人須把填妥的申請表格及其他支持申請的文件（倘有），送交香港北角渣華道 333 號北角政府合署 15 樓城市規劃委員會（下稱「委員會」）秘書收。
- Please read the “Guidance Notes” carefully before you fill in this form. The document can be downloaded from the Board’s website at <http://www.info.gov.hk/tpb/>. It can also be obtained from the Secretariat of the Board at 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong (Tel: 2231 4810 or 2231 4835), and the Planning Enquiry Counters of the Planning Department (Hotline: 2231 5000) (17/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong and 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories).  
請先細閱《申請須知》的資料單張，然後填寫此表格。該份文件可從委員會的網頁下載（網址：<http://www.info.gov.hk/tpb/>），亦可向委員會秘書處（香港北角渣華道 333 號北角政府合署 15 樓 - 電話：2231 4810 或 2231 4835）及規劃署的規劃資料查詢處（熱線：2231 5000）（香港北角渣華道 333 號北角政府合署 17 樓及新界沙田上禾輦路 1 號沙田政府合署 14 樓）索取。
- This form can be downloaded from the Board's website, and obtained from the Secretariat of the Board and the Planning Enquiry Counters of the Planning Department. The form should be typed or completed in block letters. The processing of the application may be refused if the required information or the required copies are incomplete.  
此表格可從委員會的網頁下載，亦可向委員會秘書處及規劃署的規劃資料查詢處索取。申請人須以打印方式或以正楷填寫表格。如果申請人所提交的資料或文件副本不齊全，委員會可拒絕處理有關申請。

### 1. Name of Applicant 申請人姓名/名稱

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

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

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

### 3. Application Site 申請地點

(a) Full address / location / demarcation district and lot number (if applicable)  
詳細地址/地點/丈量約份及地段號碼（如適用）

(b) Site area and/or gross floor area involved  
涉及的地盤面積及/或總樓面面積

Site area 地盤面積 .....sq.m 平方米  About 約  
 Gross floor area 總樓面面積.....sq.m 平方米  About 約

(c) Area of Government land included (if any)  
所包括的政府土地面積（倘有）

..... sq.m 平方米  About 約

(d) Name and number of the related statutory plan(s) 有關法定圖則的名稱及編號	
(e) Land use zone(s) involved 涉及的土地用途地帶	
(f) Current use(s) 現時用途	(If there are any Government, institution or community facilities, please illustrate on plan and specify the use and gross floor area) (如有任何政府、機構或社區設施，請在圖則上顯示，並註明用途及總樓面面積)

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

The applicant 申請人 –

- is the sole “current land owner”<sup>#&</sup> (please proceed to Part 6 and attach documentary proof of ownership).  
是唯一的「現行土地擁有人」<sup>#&</sup> (請繼續填寫第 6 部分，並夾附業權證明文件)。
- is one of the “current land owners”<sup>#&</sup> (please attach documentary proof of ownership).  
是其中一名「現行土地擁有人」<sup>#&</sup> (請夾附業權證明文件)。
- is not a “current land owner”<sup>#</sup>.  
並不是「現行土地擁有人」<sup>#</sup>。

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

#### 5. Statement on Owner's Consent/Notification

##### 就土地擁有人的同意/通知土地擁有人的陳述

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

(b) The applicant 申請人 –

- has obtained consent(s) of ..... “current land owner(s)”<sup>#</sup>.  
已取得 ..... 名「現行土地擁有人」<sup>#</sup>的同意。

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

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

- has notified ..... “current land owner(s)”<sup>#</sup>  
已通知 ..... 名「現行土地擁有人」<sup>#</sup>。

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

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

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

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

- sent request for consent to the “current land owner(s)” on \_\_\_\_\_ (DD/MM/YYYY)<sup>#&</sup>  
於\_\_\_\_\_ (日/月/年)向每一名「現行土地擁有人」<sup>#</sup>郵遞要求同意書<sup>&</sup>

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

- published notices in local newspapers on \_\_\_\_\_ (DD/MM/YYYY)<sup>&</sup>  
於\_\_\_\_\_ (日/月/年)在指定報章就申請刊登一次通知<sup>&</sup>
- posted notice in a prominent position on or near application site/premises on \_\_\_\_\_ (DD/MM/YYYY)<sup>&</sup>  
於\_\_\_\_\_ (日/月/年)在申請地點／申請處所或附近的顯明位置貼出關於該申請的通知<sup>&</sup>
- sent notice to relevant owners’ corporation(s)/owners’ committee(s)/mutual aid committee(s)/management office(s) or rural committee on \_\_\_\_\_ (DD/MM/YYYY)<sup>&</sup>  
於\_\_\_\_\_ (日/月/年)把通知寄往相關的業主立案法團/業主委員會/互助委員會或管理處，或有關的鄉事委員會<sup>&</sup>

Others 其他

- others (please specify)  
其他（請指明）

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Note: May insert more than one 「✓」.

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

註: 可在多於一個方格內加上「✓」號

申請人須就申請涉及的每一地段（倘適用）及處所（倘有）分別提供資料

**6. Type(s) of Application 申請類別**

- Type (i)** Change of use within existing building or part thereof  
第(i)類 更改現有建築物或其部分內的用途
- Type (ii)** Diversion of stream / excavation of land / filling of land / filling of pond as required under Notes of Statutory Plan(s)  
第(ii)類 根據法定圖則《註釋》內所要求的河道改道／挖土／填土／填塘工程
- Type (iii)** Public utility installation / Utility installation for private project  
第(iii)類 公用事業設施裝置/私人發展計劃的公用設施裝置
- Type (iv)** Minor relaxation of stated development restriction(s) as provided under Notes of Statutory Plan(s)  
第(iv)類 略為放寬於法定圖則《註釋》內列明的發展限制
- Type (v)** Use / development other than (i) to (iii) above  
第(v)類 上述的(i)至(iii)項以外的用途／發展

Note 1: May insert more than one 「✓」.

註 1：可在多於一個方格內加上「✓」號

Note 2: For Development involving columbarium use, please complete the table in the Appendix.

註 2：如發展涉及靈灰安置用途，請填妥於附件的表格。

**(i) For Type (i) application 供第(i)類申請**

(a) Total floor area involved 涉及的總樓面面積	sq.m 平方米		
(b) Proposed use(s)/development 擬議用途/發展	(If there are any Government, institution or community facilities, please illustrate on plan and specify the use and gross floor area) (如有任何政府、機構或社區設施，請在圖則上顯示，並註明用途及總樓面面積)		
(c) Number of storeys involved 涉及層數		Number of units involved 涉及單位數目	
(d) Proposed floor area 擬議樓面面積	Domestic part 住用部分 .....	sq.m 平方米	<input type="checkbox"/> About 約
	Non-domestic part 非住用部分.....	sq.m 平方米	<input type="checkbox"/> About 約
	Total 總計 .....	sq.m 平方米	<input type="checkbox"/> About 約
(e) Proposed uses of different floors (if applicable) 不同樓層的擬議用途(如適用) (Please use separate sheets if the space provided is insufficient) (如所提供的空間不足，請另頁說明)	Floor(s) 樓層	Current use(s) 現時用途	Proposed use(s) 擬議用途

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

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

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

<p>(a) Nature and scale 性質及規模</p>	<p><input type="checkbox"/> Public utility installation 公用事業設施裝置</p> <p><input type="checkbox"/> Utility installation for private project 私人發展計劃的公用設施裝置</p> <p>Please specify the type and number of utility to be provided as well as the dimensions of each building/structure, where appropriate 請註明有關裝置的性質及數量, 包括每座建築物/構築物(倘有)的長度、高度和闊度</p> <table border="1" data-bbox="480 1368 1469 1883"> <thead> <tr> <th data-bbox="480 1368 783 1496">Name/type of installation 裝置名稱/種類</th> <th data-bbox="783 1368 954 1496">Number of provision 數量</th> <th data-bbox="954 1368 1469 1496">Dimension of each installation /building/structure (m) (LxWxH) 每個裝置/建築物/構築物的尺寸(米)(長 x 闊 x 高)</th> </tr> </thead> <tbody> <tr> <td data-bbox="480 1496 783 1624"></td> <td data-bbox="783 1496 954 1624"></td> <td data-bbox="954 1496 1469 1624"></td> </tr> <tr> <td data-bbox="480 1624 783 1751"></td> <td data-bbox="783 1624 954 1751"></td> <td data-bbox="954 1624 1469 1751"></td> </tr> <tr> <td data-bbox="480 1751 783 1883"></td> <td data-bbox="783 1751 954 1883"></td> <td data-bbox="954 1751 1469 1883"></td> </tr> </tbody> </table> <p>(Please illustrate on plan the layout of the installation 請用圖則顯示裝置的布局)</p>	Name/type of installation 裝置名稱/種類	Number of provision 數量	Dimension of each installation /building/structure (m) (LxWxH) 每個裝置/建築物/構築物的尺寸(米)(長 x 闊 x 高)									
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**(iv) For Type (iv) application 供第(iv)類申請**

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

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

**(v) For Type (v) application 供第(v)類申請**

(a) Proposed use(s)/development  
擬議用途/發展

(Please illustrate the details of the proposal on a layout plan 請用平面圖說明建議詳情)

**(b) Development Schedule 發展細節表**

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

Domestic part 住用部分

GFA 總樓面面積 ..... sq. m 平方米  About 約

number of Units 單位數目 .....

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

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

Non-domestic part 非住用部分

GFA 總樓面面積

eating place 食肆 ..... sq. m 平方米  About 約

hotel 酒店 ..... sq. m 平方米  About 約

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

office 辦公室 ..... sq. m 平方米  About 約

shop and services 商店及服務行業 ..... sq. m 平方米  About 約

Government, institution or community facilities (please specify the use(s) and concerned land  
政府、機構或社區設施 area(s)/GFA(s) 請註明用途及有關的地面面積／總  
樓面面積)

.....

.....

.....

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

.....

.....

.....

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

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

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

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

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

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

.....

.....

.....

.....

.....

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

Anticipated completion time (in month and year) of the development proposal (by phase (if any)) (e.g. June 2023)

擬議發展計劃預期完成的年份及月份 (分期 (倘有)) (例: 2023 年 6 月)

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

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

.....

.....

.....

.....

.....

**8. Vehicular Access Arrangement of the Development Proposal****擬議發展計劃的行车通道安排**

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

<b>9. Impacts of Development Proposal 擬議發展計劃的影響</b>																															
<p>If necessary, please use separate sheets to indicate the proposed measures to minimise possible adverse impacts or give justifications/reasons for not providing such measures.                      如需要的話，請另頁表示可盡量減少可能出現不良影響的措施，否則請提供理據/理由。</p>																															
<p>Does the development proposal involve alteration of existing building?                      擬議發展計劃是否包括現有建築物的改動?</p>	<p>Yes 是 <input type="checkbox"/> Please provide details 請提供詳情</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>No 否 <input type="checkbox"/></p>																														
<p>Does the development proposal involve the operation on the right?                      擬議發展是否涉及右列的工程?                      (Note: where Type (ii) application is the subject of application, please skip this section.                      註：如申請涉及第(ii)類申請，請跳至下一條問題。)</p>	<p>Yes 是 <input type="checkbox"/> (Please indicate on site plan the boundary of concerned land/pond(s), and particulars of stream diversion, the extent of filling of land/pond(s) and/or excavation of land)                      (請用地盤平面圖顯示有關土地/池塘界線，以及河道改道、填塘、填土及/或挖土的細節及/或範圍)</p> <p><input type="checkbox"/> Diversion of stream 河道改道</p> <p><input type="checkbox"/> Filling of pond 填塘                      Area of filling 填塘面積 ..... sq.m 平方米 <input type="checkbox"/> About 約                      Depth of filling 填塘深度 ..... m 米 <input type="checkbox"/> About 約</p> <p><input type="checkbox"/> Filling of land 填土                      Area of filling 填土面積 ..... sq.m 平方米 <input type="checkbox"/> About 約                      Depth of filling 填土厚度 ..... m 米 <input type="checkbox"/> About 約</p> <p><input type="checkbox"/> Excavation of land 挖土                      Area of excavation 挖土面積 ..... sq.m 平方米 <input type="checkbox"/> About 約                      Depth of excavation 挖土深度 ..... m 米 <input type="checkbox"/> About 約</p> <p>No 否 <input type="checkbox"/></p>																														
<p>Would the development proposal cause any adverse impacts?                      擬議發展計劃會否造成不良影響?</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">On environment 對環境</td> <td style="width: 10%;">Yes 會 <input type="checkbox"/></td> <td style="width: 10%;">No 不會 <input type="checkbox"/></td> </tr> <tr> <td>On traffic 對交通</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>On water supply 對供水</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>On drainage 對排水</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>On slopes 對斜坡</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>Affected by slopes 受斜坡影響</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>Landscape Impact 構成景觀影響</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>Tree Felling 砍伐樹木</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>Visual Impact 構成視覺影響</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>Others (Please Specify) 其他 (請列明)</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> </table> <p>.....</p> <p>.....</p> <p>Please state measure(s) to minimise the impact(s). For tree felling, please state the number, diameter at breast height and species of the affected trees (if possible)                      請註明盡量減少影響的措施。如涉及砍伐樹木，請說明受影響樹木的數目、及胸高度的樹幹直徑及品種(倘可)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	On environment 對環境	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	On traffic 對交通	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	On water supply 對供水	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	On drainage 對排水	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	On slopes 對斜坡	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	Affected by slopes 受斜坡影響	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	Landscape Impact 構成景觀影響	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	Tree Felling 砍伐樹木	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	Visual Impact 構成視覺影響	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	Others (Please Specify) 其他 (請列明)	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>
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**11. Declaration 聲明**

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

I hereby grant a permission to the Board to copy all the materials submitted in an application to the Board and/or to upload such materials to the Board's website for browsing and downloading by the public free-of-charge at the Board's discretion.  
本人現准許委員會酌情將本人就此申請所提交的所有資料複製及/或上載至委員會網站，供公眾免費瀏覽或下載。

Signature  
簽署

Applicant 申請人 /  Authorised Agent 獲授權代理人

.....  
.....

Name in Block Letters  
姓名（請以正楷填寫）

Position (if applicable)  
職位（如適用）

Professional Qualification(s)  
專業資格

- Member 會員 /  Fellow of 資深會員  
 HKIP 香港規劃師學會 /  HKIA 香港建築師學會 /  
 HKIS 香港測量師學會 /  HKIE 香港工程師學會 /  
 HKILA 香港園境師學會 /  HKIUD 香港城市設計學會

Others 其他 .....

on behalf of  
代表

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

Date 日期

..... (DD/MM/YYYY 日/月/年)

**Remark 備註**

The materials submitted in an application to the Board and the Board's decision on the application would be disclosed to the public. Such materials would also be uploaded to the Board's website for browsing and free downloading by the public where the Board considers appropriate.

委員會會向公眾披露申請人所遞交的申請資料和委員會對申請所作的決定。在委員會認為合適的情況下，有關申請資料亦會上載至委員會網頁供公眾免費瀏覽及下載。

**Warning 警告**

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

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

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

1. The personal data submitted to the Board in this application will be used by the Secretary of the Board and Government departments for the following purposes:

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

- (a) the processing of this application which includes making available the name of the applicant for public inspection when making available this application for public inspection; and  
處理這宗申請，包括公布這宗申請供公眾查閱，同時公布申請人的姓名供公眾查閱；以及  
(b) facilitating communication between the applicant and the Secretary of the Board/Government departments.  
方便申請人與委員會秘書及政府部門之間進行聯絡。

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

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

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

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

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

Ash interment capacity 骨灰安放容量<sup>@</sup>

Maximum number of sets of ashes that may be interred in the niches

在龕位內最多可安放骨灰的數量

Maximum number of sets of ashes that may be interred other than in niches

在非龕位的範圍內最多可安放骨灰的數量

Total number of niches 龕位總數

Total number of single niches

單人龕位總數

Number of single niches (sold and occupied)

單人龕位數目 (已售並佔用)

Number of single niches (sold but unoccupied)

單人龕位數目 (已售但未佔用)

Number of single niches (residual for sale)

單人龕位數目 (待售)

Total number of double niches

雙人龕位總數

Number of double niches (sold and fully occupied)

雙人龕位數目 (已售並全部佔用)

Number of double niches (sold and partially occupied)

雙人龕位數目 (已售並部分佔用)

Number of double niches (sold but unoccupied)

雙人龕位數目 (已售但未佔用)

Number of double niches (residual for sale)

雙人龕位數目 (待售)

Total no. of niches other than single or double niches (please specify type)

除單人及雙人龕位外的其他龕位總數 (請列明類別)

Number of niches (sold and fully occupied)

龕位數目 (已售並全部佔用)

Number of niches (sold and partially occupied)

龕位數目 (已售並部分佔用)

Number of niches (sold but unoccupied)

龕位數目 (已售但未佔用)

Number of niches (residual for sale)

龕位數目 (待售)

Proposed operating hours 擬議營運時間

<sup>@</sup> Ash interment capacity in relation to a columbarium means –

就靈灰安置所而言，骨灰安放容量指：

- the maximum number of containers of ashes that may be interred in each niche in the columbarium;

每個龕位內可安放的骨灰容器的最高數目；

- the maximum number of sets of ashes that may be interred other than in niches in any area in the columbarium; and

在該靈灰安置所並非龕位的範圍內，總共最多可安放多少份骨灰；以及

- the total number of sets of ashes that may be interred in the columbarium.

在該骨灰安置所內，總共最多可安放多少份骨灰。

## Gist of Application 申請摘要

(Please provide details in both English and Chinese as far as possible. This part will be circulated to relevant consultees, uploaded to the Town Planning Board's Website for browsing and free downloading by the public and deposited at the Planning Enquiry Counters of the Planning Department for general information.)

(請盡量以英文及中文填寫。此部分將會發送予相關諮詢人士、上載至城市規劃委員會網頁供公眾免費瀏覽及下載及存放於規劃署規劃資料查詢處以供一般參閱。)

Application No. 申請編號	(For Official Use Only) (請勿填寫此欄)		
Location/address 位置/地址			
Site area 地盤面積	sq. m 平方米 <input type="checkbox"/> About 約		
	(includes Government land of 包括政府土地		sq. m 平方米 <input type="checkbox"/> About 約)
Plan 圖則			
Zoning 地帶			
Applied use/ development 申請用途/發展			
(i) Gross floor area and/or plot ratio 總樓面面積及/或 地積比率		sq.m 平方米	Plot Ratio 地積比率
	Domestic 住用	<input type="checkbox"/> About 約 <input type="checkbox"/> Not more than 不多於	<input type="checkbox"/> About 約 <input type="checkbox"/> Not more than 不多於
	Non-domestic 非住用	<input type="checkbox"/> About 約 <input type="checkbox"/> Not more than 不多於	<input type="checkbox"/> About 約 <input type="checkbox"/> Not more than 不多於
(ii) No. of block 幢數	Domestic 住用		
	Non-domestic 非住用		
	Composite 綜合用途		

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

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

<b>Submitted Plans, Drawings and Documents 提交的圖則、繪圖及文件</b>		
	<b>Chinese</b>	<b>English</b>
	中文	英文
<b><u>Plans and Drawings 圖則及繪圖</u></b>		
Master layout plan(s)/Layout plan(s) 總綱發展藍圖／布局設計圖	<input type="checkbox"/>	<input type="checkbox"/>
Block plan(s) 樓宇位置圖	<input type="checkbox"/>	<input type="checkbox"/>
Floor plan(s) 樓宇平面圖	<input type="checkbox"/>	<input type="checkbox"/>
Sectional plan(s) 截視圖	<input type="checkbox"/>	<input type="checkbox"/>
Elevation(s) 立視圖	<input type="checkbox"/>	<input type="checkbox"/>
Photomontage(s) showing the proposed development 顯示擬議發展的合成照片	<input type="checkbox"/>	<input type="checkbox"/>
Master landscape plan(s)/Landscape plan(s) 園境設計總圖／園境設計圖	<input type="checkbox"/>	<input type="checkbox"/>
Others (please specify) 其他 (請註明)	<input type="checkbox"/>	<input type="checkbox"/>
_____		
_____		
<b><u>Reports 報告書</u></b>		
Planning Statement/Justifications 規劃綱領/理據	<input type="checkbox"/>	<input type="checkbox"/>
Environmental assessment (noise, air and/or water pollutions) 環境評估 (噪音、空氣及／或水的污染)	<input type="checkbox"/>	<input type="checkbox"/>
Traffic impact assessment (on vehicles) 就車輛的交通影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Traffic impact assessment (on pedestrians) 就行人的交通影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Visual impact assessment 視覺影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Landscape impact assessment 景觀影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Tree Survey 樹木調查	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical impact assessment 土力影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Drainage impact assessment 排水影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Sewerage impact assessment 排污影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment 風險評估	<input type="checkbox"/>	<input type="checkbox"/>
Others (please specify) 其他 (請註明)	<input type="checkbox"/>	<input type="checkbox"/>
_____		
_____		
Note: May insert more than one 「✓」. 註：可在多於一個方格內加上「✓」號		

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

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

(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 Authorised Agent 申請人及獲授權代理人的詳細資料

<b>1. Applicant 申請人</b>	
<input type="checkbox"/> Identity Document 身份證明文件 / <input type="checkbox"/> Business Registration Certificate <sup>+</sup> 商業登記證 <sup>+</sup> / <input type="checkbox"/> Certificate of Incorporation 公司註冊證)	
No 號碼 .....	
Postal Address 通訊地址	
Tel. No. 電話號碼	Fax. No. 圖文傳真號碼
E-mail Address 電郵地址	
Contact Person (only for company) 聯絡人 (只適用於公司)	
Name 姓名 ( <input type="checkbox"/> Mr. 先生 / <input type="checkbox"/> Mrs. 夫人 / <input type="checkbox"/> Miss 小姐 / <input type="checkbox"/> Ms. 女士) .....	
Position in company 公司職位 .....	

<b>2. Authorised Agent (if applicable) 獲授權代理人 (如適用)</b>	
<input type="checkbox"/> Identity Document 身份證明文件 / <input type="checkbox"/> Business Registration Certificate <sup>+</sup> 商業登記證 <sup>+</sup> / <input type="checkbox"/> Certificate of Incorporation 公司註冊證)	
No 號碼 .....	
Postal Address 通訊地址	
Tel. No. 電話號碼	Fax. No. 圖文傳真號碼
E-mail Address 電郵地址	
Contact Person (only for company) 聯絡人 (只適用於公司)	
Name 姓名 ( <input type="checkbox"/> Mr. 先生 / <input type="checkbox"/> Mrs. 夫人 / <input type="checkbox"/> Miss 小姐 / <input type="checkbox"/> Ms. 女士) .....	
Position in company 公司職位 .....	

+ 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」。

*(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

- \* 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. Otherwise, the coloured plan/drawing and/or plan/drawing larger than A3 size will be further processed in black and white and/or A4 size).  
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。否則，該等彩色圖則/繪圖或超過 A3 大小的圖則/繪圖將會以黑白及/或 A4 大小的形式印刷，供下一步處理申請之用）。
- Supplementary documents, e.g. planning studies report, report on traffic impact assessment, and report on environmental assessment. Please check one of the following:  
補充文件(例如：規劃研究報告、交通影響評估報告及環境評估報告)。請選擇以下其中一項：
  - 35 hard copies and 35 soft copies<sup>◆</sup>; or  
35 份印刷文件及 35 份軟複本<sup>◆</sup>；或
  - 70 hard copies  
70 份印刷文件
- Particulars of a development proposal  
擬議發展計劃的細節。
- Authorisation letter signed by the applicant, if the application is submitted by an authorised 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 authorised agent.  
\*申請人及獲授權代理人的詳細資料。

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

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

軟複本指唯讀光碟(CD-ROM)/數碼影像光碟(DVD-ROM)。光碟內的文件須以 PDF 格式儲存。須提供目錄頁，並附有可登入光碟內報告及章節的超連結。其他的數碼儲存媒體，將不獲接納。

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

根據《城市規劃條例》(第131章)  
第16條遞交的許可申請

**Applicable to Proposal Only Involving Construction of  
“New Territories Exempted House(s)”**

**適用於只涉及興建「新界豁免管制屋宇」的建議**

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

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

**General Note and Annotation for the Form**

**填寫表格的一般指引及註解**

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

& Please attach documentary proof 請夾附證明文件

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

Please fill “NA” for inapplicable item 請在不適用的項目填寫「不適用」

Please use separate sheets if the space provided is insufficient 如所提供的空間不足，請另頁說明

Please insert a 「✓」 at the appropriate box 請在適當的方格內上加上「✓」號

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

- The completed form and supporting documents (if any) should be sent to the Secretary, Town Planning Board (the Board), 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong.  
申請人須把填妥的申請表格及其他支持申請的文件（倘有），送交香港北角渣華道 333 號北角政府合署 15 樓城市規劃委員會（下稱「委員會」）秘書收。
- Please read the “Guidance Notes” carefully before you fill in this form. The document can be downloaded from the Board’s website at <http://www.info.gov.hk/tpb/>. It can also be obtained from the Secretariat of the Board at 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong (Tel: 2231 4810 or 2231 4835), and the Planning Enquiry Counters of the Planning Department (Hotline: 2231 5000) (17/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong and 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories).  
請先細閱《申請須知》的資料單張，然後填寫此表格。該份文件可從委員會的網頁下載（網址：<http://www.info.gov.hk/tpb/>），亦可向委員會秘書處（香港北角渣華道 333 號北角政府合署 15 樓 - 電話：2231 4810 或 2231 4835）及規劃署的規劃資料查詢處（熱線：2231 5000）（香港北角渣華道 333 號北角政府合署 17 樓及新界沙田上禾輦路 1 號沙田政府合署 14 樓）索取。
- This form can be downloaded from the Board's website, and obtained from the Secretariat of the Board and the Planning Enquiry Counters of the Planning Department. The form should be typed or completed in block letters. The processing of the application may be refused if the required information or the required copies are incomplete.  
此表格可從委員會的網頁下載，亦可向委員會秘書處及規劃署的規劃資料查詢處索取。申請人須以打印方式或以正楷填寫表格。如果申請人所提交的資料或文件副本不齊全，委員會可拒絕處理有關申請。

<b>1. Name of Applicant 申請人姓名/名稱</b>
( <input type="checkbox"/> Mr. 先生 / <input type="checkbox"/> Mrs. 夫人 / <input type="checkbox"/> Miss 小姐 / <input type="checkbox"/> Ms. 女士 / <input type="checkbox"/> Company 公司 / <input type="checkbox"/> Organisation 機構 )

<b>2. Name of Authorised Agent (if applicable) 獲授權代理人姓名/名稱（如適用）</b>
( <input type="checkbox"/> Mr. 先生 / <input type="checkbox"/> Mrs. 夫人 / <input type="checkbox"/> Miss 小姐 / <input type="checkbox"/> Ms. 女士 / <input type="checkbox"/> Company 公司 / <input type="checkbox"/> Organisation 機構 )

<b>3. Application Site 申請地點</b>	
(a) Full address / location / demarcation district and lot number (if applicable) 詳細地址／地點／丈量約份及地段號碼（如適用）	
(b) Site area and/or gross floor area involved 涉及的地盤面積及／或總樓面面積	<input type="checkbox"/> Site area 地盤面積 .....sq.m 平方米 <input type="checkbox"/> About 約 <input type="checkbox"/> Gross floor area 總樓面面積.....sq.m 平方米 <input type="checkbox"/> About 約
(c) Area of Government land included (if any) 所包括的政府土地面積（倘有）	..... sq.m 平方米 <input type="checkbox"/> About 約

(d) Name and number of the related statutory plan(s) 有關法定圖則的名稱及編號	
(e) Land use zone(s) involved 涉及的土地用途地帶	
(f) Current use(s) 現時用途	(If there are any Government, institution or community facilities, please illustrate on plan and specify the use and gross floor area) (如有任何政府、機構或社區設施，請在圖則上顯示，並註明用途及總樓面面積)

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

The applicant 申請人 –

- is the sole “current land owner”<sup>#&</sup> (please proceed to Part 6 and attach documentary proof of ownership).  
是唯一的「現行土地擁有人」<sup>#&</sup> (請繼續填寫第 6 部分，並夾附業權證明文件)。
- is one of the “current land owners”<sup>#&</sup> (please attach documentary proof of ownership).  
是其中一名「現行土地擁有人」<sup>#&</sup> (請夾附業權證明文件)。
- is not a “current land owner”<sup>#</sup>.  
並不是「現行土地擁有人」<sup>#</sup>。

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

#### 5. Statement on Owner's Consent/Notification

##### 就土地擁有人的同意/通知土地擁有人的陳述

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

(b) The applicant 申請人 –

- has obtained consent(s) of ..... “current land owner(s)”<sup>#</sup>.  
已取得 ..... 名「現行土地擁有人」<sup>#</sup>的同意。

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

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

- has notified ..... “current land owner(s)”<sup>#</sup>  
已通知 ..... 名「現行土地擁有人」<sup>#</sup>。

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

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

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

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

- sent request for consent to the “current land owner(s)” on \_\_\_\_\_ (DD/MM/YYYY)<sup>#&</sup>  
於\_\_\_\_\_ (日/月/年)向每一名「現行土地擁有人」<sup>#</sup>郵遞要求同意書<sup>&</sup>

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

- published notices in local newspapers on \_\_\_\_\_ (DD/MM/YYYY)<sup>&</sup>  
於\_\_\_\_\_ (日/月/年)在指定報章就申請刊登一次通知<sup>&</sup>
- posted notice in a prominent position on or near application site/premises on \_\_\_\_\_ (DD/MM/YYYY)<sup>&</sup>  
於\_\_\_\_\_ (日/月/年)在申請地點／申請處所或附近的顯明位置貼出關於該申請的通知<sup>&</sup>
- sent notice to relevant owners’ corporation(s)/owners’ committee(s)/mutual aid committee(s)/management office(s) or rural committee on \_\_\_\_\_ (DD/MM/YYYY)<sup>&</sup>  
於\_\_\_\_\_ (日/月/年)把通知寄往相關的業主立案法團/業主委員會/互助委員會或管理處，或有關的鄉事委員會<sup>&</sup>

Others 其他

- others (please specify)  
其他（請指明）

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Note: May insert more than one 「✓」.  
Information should be provided on the basis of each and every lot (if applicable) and premises (if any) in respect of the application.

註：可在多於一個方格內加上「✓」號  
申請人須就申請涉及的每一地段（倘適用）及處所（倘有）分別提供資料

<b>6. Development Proposal 擬議發展計劃</b>			
(a) Name(s) of indigenous villager(s) (if applicable) 原居民姓名 (如適用)			
(b) 原居民所屬的原居鄉村 (如適用) The related indigenous village of the indigenous villager(s) (if applicable)			
(c) Proposed gross floor area 擬議總樓面面積	..... sq.m 平方米 <input type="checkbox"/> About 約		
(d) Proposed number of house(s) 擬議房屋幢數		Proposed number of storeys of each house 每幢房屋的擬議層數	
(e) Proposed roofed over area of each house 每幢房屋的擬議上蓋面積	..... sq.m 平方米	Proposed building height of each house 每幢房屋的擬議高度	..... m 米
(f) Proposed use(s) of uncovered area (if any) 露天地方 (倘有) 的擬議用途	(Please illustrate on plan the total number and dimension of each car parking space, and/or location of septic tank, where applicable) (請在圖則上顯示, 並註明車位總數, 以及每個車位的長度和寬度及/或化糞池的位置 (如適用))		
(g) Any vehicular access to the site/subject building? 是否有車路通往地盤/有關建築物?	Yes 是 <input type="checkbox"/>	<input type="checkbox"/> There is an existing access. (please indicate the street name, where appropriate) 有一條現有車路。(請註明車路名稱(如適用)) ..... <input type="checkbox"/> There is a proposed access. (please illustrate on plan and specify the width) 有一條擬議車路。(請在圖則顯示, 並註明車路的闊度)	
	No 否 <input type="checkbox"/>		
(h) Can the proposed house(s) be connected to public sewer? 擬議的屋宇發展能否接駁至公共污水渠?	Yes 是 <input type="checkbox"/>	(Please indicate on plan the sewerage connection proposal. 請用圖則顯示接駁公共污水渠的路線)	
	No 否 <input type="checkbox"/>	(Please indicate on plan the location of the proposed septic tank. 請用圖則顯示化糞池的位置)	

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

If necessary, please use separate sheets to indicate the proposed measures to minimise possible adverse impacts or give justifications/reasons for not providing such measures.

如需要的話，請另頁表示可盡量減少可能出現不良影響的措施，否則請提供理據/理由。

<p>Does the development proposal involve alteration of existing building? 擬議發展計劃是否包括現有建築物的改動?</p>	<p>Yes 是 <input type="checkbox"/> Please provide details 請提供詳情 ..... ..... .....</p> <p>No 否 <input type="checkbox"/></p>																														
<p>Does the development proposal involve the operation on the right? 擬議發展是否涉及右列的工程?</p>	<p>Yes 是 <input type="checkbox"/> (Please indicate on site plan the boundary of concerned land/pond(s), and particulars of stream diversion, the extent of filling of land/pond(s) and/or excavation of land) (請用地盤平面圖顯示有關土地/池塘界線，以及河道改道、填塘、填土及/或挖土的細節及/或範圍)</p> <p><input type="checkbox"/> Diversion of stream 河道改道</p> <p><input type="checkbox"/> Filling of pond 填塘 Area of filling 填塘面積 ..... sq.m 平方米 <input type="checkbox"/> About 約 Depth of filling 填塘深度 ..... m 米 <input type="checkbox"/> About 約</p> <p><input type="checkbox"/> Filling of land 填土 Area of filling 填土面積 ..... sq.m 平方米 <input type="checkbox"/> About 約 Depth of filling 填土厚度 ..... m 米 <input type="checkbox"/> About 約</p> <p><input type="checkbox"/> Excavation of land 挖土 Area of excavation 挖土面積 ..... sq.m 平方米 <input type="checkbox"/> About 約 Depth of excavation 挖土深度 ..... m 米 <input type="checkbox"/> About 約</p> <p>No 否 <input type="checkbox"/></p>																														
<p>Would the development proposal cause any adverse impacts? 擬議發展計劃會否造成不良影響?</p>	<table border="0"> <tr> <td>On environment 對環境</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>On traffic 對交通</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>On water supply 對供水</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>On drainage 對排水</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>On slopes 對斜坡</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>Affected by slopes 受斜坡影響</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>Landscape Impact 構成景觀影響</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>Tree Felling 砍伐樹木</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>Visual Impact 構成視覺影響</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>Others (Please Specify) 其他 (請列明)</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> </table> <p>..... ..... ..... ..... .....</p> <p>Please state measure(s) to minimise the impact(s). For tree felling, please state the number, diameter at breast height and species of the affected trees (if possible) 請註明盡量減少影響的措施。如涉及砍伐樹木，請說明受影響樹木的數目、及胸高度的樹幹直徑及品種(倘可)</p> <p>..... ..... ..... ..... .....</p>	On environment 對環境	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	On traffic 對交通	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	On water supply 對供水	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	On drainage 對排水	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	On slopes 對斜坡	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	Affected by slopes 受斜坡影響	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	Landscape Impact 構成景觀影響	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	Tree Felling 砍伐樹木	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	Visual Impact 構成視覺影響	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>	Others (Please Specify) 其他 (請列明)	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>
On environment 對環境	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>																													
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Others (Please Specify) 其他 (請列明)	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>																													



**9. Declaration 聲明**

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

I hereby grant a permission to the Board to copy all the materials submitted in an application to the Board and/or to upload such materials to the Board's website for browsing and downloading by the public free-of-charge at the Board's discretion.  
本人現准許委員會酌情將本人就此申請所提交的所有資料複製及/或上載至委員會網站，供公眾免費瀏覽或下載。

Signature  
簽署

Applicant 申請人 /  Authorised Agent 獲授權代理人

.....  
.....

Name in Block Letters  
姓名（請以正楷填寫）

Position (if applicable)  
職位（如適用）

Professional Qualification(s)  
專業資格

- Member 會員 /  Fellow of 資深會員  
 HKIP 香港規劃師學會 /  HKIA 香港建築師學會 /  
 HKIS 香港測量師學會 /  HKIE 香港工程師學會 /  
 HKILA 香港園境師學會 /  HKIUD 香港城市設計學會

Others 其他 .....

on behalf of  
代表

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

Date 日期

..... (DD/MM/YYYY 日/月/年)

**Remark 備註**

The materials submitted in an application to the Board and the Board's decision on the application would be disclosed to the public. Such materials would also be uploaded to the Board's website for browsing and free downloading by the public where the Board considers appropriate.

委員會會向公眾披露申請人所遞交的申請資料和委員會對申請所作的決定。在委員會認為合適的情況下，有關申請資料亦會上載至委員會網頁供公眾免費瀏覽及下載。

**Warning 警告**

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

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

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

1. The personal data submitted to the Board in this application will be used by the Secretary of the Board and Government departments for the following purposes:

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

- (a) the processing of this application which includes making available the name of the applicant for public inspection when making available this application for public inspection; and  
處理這宗申請，包括公布這宗申請供公眾查閱，同時公布申請人的姓名供公眾查閱；以及  
(b) facilitating communication between the applicant and the Secretary of the Board/Government departments.  
方便申請人與委員會秘書及政府部門之間進行聯絡。

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

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

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

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

## Gist of Application 申請摘要

(Please provide details in both English and Chinese as far as possible. This part will be circulated to relevant consultees, uploaded to the Town Planning Board's Website for browsing and free downloading by the public and deposited at the Planning Enquiry Counters of the Planning Department for general information.)

(請盡量以英文及中文填寫。此部分將會發送予相關諮詢人士、上載至城市規劃委員會網頁供公眾免費瀏覽及下載及存放於規劃署規劃資料查詢處以供一般參閱。)

Application No. 申請編號	(For Official Use Only) (請勿填寫此欄)	
Location/address 位置/地址		
Site area 地盤面積	sq. m 平方米 <input type="checkbox"/> About 約	
	(includes Government land of 包括政府土地	sq. m 平方米 <input type="checkbox"/> About 約)
Plan 圖則		
Zoning 地帶		
Applied use/ development 申請用途/發展	<input type="checkbox"/> New Territories Exempted House 新界豁免管制屋宇  <input type="checkbox"/> Small House 小型屋宇	
(i) Proposed Gross floor area 擬議總樓面面積	sq.m 平方米	<input type="checkbox"/> About 約
(ii) Proposed No. of house(s) 擬議房屋幢數		
(iii) Proposed building height/No. of storeys 建築物高度/層數	m 米 <input type="checkbox"/> (Not more than 不多於)	
	Storeys(s) 層	

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

	<u>Chinese</u> 中文	<u>English</u> 英文
<b><u>Plans and Drawings 圖則及繪圖</u></b>		
Master layout plan(s)/Layout plan(s) 總綱發展藍圖／布局設計圖	<input type="checkbox"/>	<input type="checkbox"/>
Block plan(s) 樓宇位置圖	<input type="checkbox"/>	<input type="checkbox"/>
Floor plan(s) 樓宇平面圖	<input type="checkbox"/>	<input type="checkbox"/>
Sectional plan(s) 截視圖	<input type="checkbox"/>	<input type="checkbox"/>
Elevation(s) 立視圖	<input type="checkbox"/>	<input type="checkbox"/>
Photomontage(s) showing the proposed development 顯示擬議發展的合成照片	<input type="checkbox"/>	<input type="checkbox"/>
Master landscape plan(s)/Landscape plan(s) 園境設計總圖／園境設計圖	<input type="checkbox"/>	<input type="checkbox"/>
Others (please specify) 其他（請註明）	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
<hr/>		

**Reports 報告書**

Planning Statement/Justifications 規劃綱領/理據	<input type="checkbox"/>	<input type="checkbox"/>
Environmental assessment (noise, air and/or water pollutions) 環境評估（噪音、空氣及／或水的污染）	<input type="checkbox"/>	<input type="checkbox"/>
Traffic impact assessment (on vehicles) 就車輛的交通影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Traffic impact assessment (on pedestrians) 就行人的交通影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Visual impact assessment 視覺影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Landscape impact assessment 景觀影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Tree Survey 樹木調查	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical impact assessment 土力影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Drainage impact assessment 排水影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Sewerage impact assessment 排污影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment 風險評估	<input type="checkbox"/>	<input type="checkbox"/>
Others (please specify) 其他（請註明）	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
<hr/>		

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

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

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

(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 Authorised Agent**  
**申請人及獲授權代理人的詳細資料**

<b>1. Applicant 申請人</b>	
<input type="checkbox"/> Identity Document 身份證明文件 / <input type="checkbox"/> Business Registration Certificate <sup>+</sup> 商業登記證 <sup>+</sup> / <input type="checkbox"/> Certificate of Incorporation 公司註冊證)	
No 號碼 .....	
Postal Address 通訊地址	
Tel. No. 電話號碼	Fax. No. 圖文傳真號碼
E-mail Address 電郵地址	
Contact Person (only for company) 聯絡人 (只適用於公司)	
Name 姓名 ( <input type="checkbox"/> Mr. 先生 / <input type="checkbox"/> Mrs. 夫人 / <input type="checkbox"/> Miss 小姐 / <input type="checkbox"/> Ms. 女士) .....	
Position in company 公司職位 .....	

<b>2. Authorised Agent (if applicable) 獲授權代理人 (如適用)</b>	
<input type="checkbox"/> Identity Document 身份證明文件 / <input type="checkbox"/> Business Registration Certificate <sup>+</sup> 商業登記證 <sup>+</sup> / <input type="checkbox"/> Certificate of Incorporation 公司註冊證)	
No 號碼 .....	
Postal Address 通訊地址	
Tel. No. 電話號碼	Fax. No. 圖文傳真號碼
E-mail Address 電郵地址	
Contact Person (only for company) 聯絡人 (只適用於公司)	
Name 姓名 ( <input type="checkbox"/> Mr. 先生 / <input type="checkbox"/> Mrs. 夫人 / <input type="checkbox"/> Miss 小姐 / <input type="checkbox"/> Ms. 女士) .....	
Position in company 公司職位 .....	

+ 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」。

*(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

- \* 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. Otherwise, the coloured plan/drawing and/or plan/drawing larger than A3 size will be further processed in black and white and/or A4 size).  
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。否則，該等彩色圖則/繪圖或超過 A3 大小的圖則/繪圖將會以黑白及/或 A4 大小的形式印刷，供下一步處理申請之用）。
- Supplementary documents, e.g. planning studies report, report on traffic impact assessment, and report on environmental assessment. Please check one of the following:  
補充文件(例如：規劃研究報告、交通影響評估報告及環境評估報告)。請選擇以下其中一項：
  - 35 hard copies and 35 soft copies<sup>◆</sup>; or  
35 份印刷文件及 35 份軟複本<sup>◆</sup>；或
  - 70 hard copies  
70 份印刷文件
- Particulars of a development proposal  
擬議發展計劃的細節。
- Authorisation letter signed by the applicant, if the application is submitted by an authorised 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 authorised agent.  
\*申請人及獲授權代理人的詳細資料。

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

◆ Soft copies refer to Compact Disc – Read Only Memory (CD-ROM)/Digital Versatile Disc – Read Only Memory (DVD-ROM). Documents in the disc should be in Adobe Portable Document Format (PDF) and a content page having hyperlinks to reports and chapters in the disc should be provided. Other means of digital storage of data will not be accepted.  
軟複本指唯讀光碟(CD-ROM)/數碼影像光碟(DVD-ROM)。光碟內的文件須以 PDF 格式儲存。須提供目錄頁，並附有可登入光碟內報告及章節的超連結。其他的數碼儲存媒體，將不獲接納。

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

根據《城市規劃條例》(第131章)  
第16條遞交的許可申請

**Applicable to Proposal Only Involving Temporary Use/Development of Land and/or Building Not Exceeding 3 Years in Rural Areas or Renewal of Permission for such Temporary Use or Development\***

**適用於祇涉及位於鄉郊地區土地上及/或建築物內進行為期不超過三年的臨時用途/發展或該等臨時用途/發展的許可續期的建議\***

*\*Form No. S16-I should be used for other Temporary Use/Development of Land and/or Building (e.g. temporary use/developments in the Urban Area) and Renewal of Permission for such Temporary Use or Development.*  
\*其他土地上及/或建築物內的臨時用途/發展 (例如位於市區內的臨時用途或發展) 及有關該等臨時用途/發展的許可續期，應使用表格第 S16-I 號。

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

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

**General Note and Annotation for the Form**

**填寫表格的一般指引及註解**

- # “Current land owner” means any person whose name is registered in the Land Registry as that of an owner of the land to which the application relates, as at 6 weeks before the application is made  
「現行土地擁有人」指在提出申請前六星期，其姓名或名稱已在土地註冊處註冊為該申請所關乎的土地的擁有人的人
- & Please attach documentary proof 請夾附證明文件
- ^ Please insert number where appropriate 請在適當地方註明編號
- Please fill “NA” for inapplicable item 請在不適用的項目填寫「不適用」
- Please use separate sheets if the space provided is insufficient 如所提供的空間不足，請另頁說明
- Please insert a 「✓」 at the appropriate box 請在適當的方格內上加上「✓」號

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

- The completed form and supporting documents (if any) should be sent to the Secretary, Town Planning Board (the Board), 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong.  
申請人須把填妥的申請表格及其他支持申請的文件(倘有),送交香港北角渣華道333號北角政府合署15樓城市規劃委員會(下稱「委員會」)秘書收。
- Please read the "Guidance Notes" carefully before you fill in this form. The document can be downloaded from the Board's website at <http://www.info.gov.hk/tpb/>. It can also be obtained from the Secretariat of the Board at 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong (Tel: 2231 4810 or 2231 4835), and the Planning Enquiry Counters of the Planning Department (Hotline: 2231 5000) (17/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong and 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories).  
請先細閱《申請須知》的資料單張,然後填寫此表格。該份文件可從委員會的網頁下載(網址:<http://www.info.gov.hk/tpb/>),亦可向委員會秘書處(香港北角渣華道333號北角政府合署15樓-電話:2231 4810或2231 4835)及規劃署的規劃資料查詢處(熱線:2231 5000)(香港北角渣華道333號北角政府合署17樓及新界沙田上禾輦路1號沙田政府合署14樓)索取。
- This form can be downloaded from the Board's website, and obtained from the Secretariat of the Board and the Planning Enquiry Counters of the Planning Department. The form should be typed or completed in block letters. The processing of the application may be refused if the required information or the required copies are incomplete.  
此表格可從委員會的網頁下載,亦可向委員會秘書處及規劃署的規劃資料查詢處索取。申請人須以打印方式或以正楷填寫表格。如果申請人所提交的資料或文件副本不齊全,委員會可拒絕處理有關申請。

<b>1. Name of Applicant 申請人姓名/名稱</b>
( <input type="checkbox"/> Mr. 先生 / <input type="checkbox"/> Mrs. 夫人 / <input type="checkbox"/> Miss 小姐 / <input type="checkbox"/> Ms. 女士 / <input type="checkbox"/> Company 公司 / <input type="checkbox"/> Organisation 機構 )

<b>2. Name of Authorised Agent (if applicable) 獲授權代理人姓名/名稱 (如適用)</b>
( <input type="checkbox"/> Mr. 先生 / <input type="checkbox"/> Mrs. 夫人 / <input type="checkbox"/> Miss 小姐 / <input type="checkbox"/> Ms. 女士 / <input type="checkbox"/> Company 公司 / <input type="checkbox"/> Organisation 機構 )

<b>3. Application Site 申請地點</b>	
(a) Full address / location / demarcation district and lot number (if applicable) 詳細地址/地點/丈量約份及地段號碼(如適用)	
(b) Site area and/or gross floor area involved 涉及的地盤面積及/或總樓面面積	<input type="checkbox"/> Site area 地盤面積 .....sq.m 平方米 <input type="checkbox"/> About 約 <input type="checkbox"/> Gross floor area 總樓面面積.....sq.m 平方米 <input type="checkbox"/> About 約
(c) Area of Government land included (if any) 所包括的政府土地面積(倘有)	..... sq.m 平方米 <input type="checkbox"/> About 約

(d) Name and number of the related statutory plan(s) 有關法定圖則的名稱及編號	
(e) Land use zone(s) involved 涉及的土地用途地帶	
(f) Current use(s) 現時用途	(If there are any Government, institution or community facilities, please illustrate on plan and specify the use and gross floor area) (如有任何政府、機構或社區設施，請在圖則上顯示，並註明用途及總樓面面積)

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

The applicant 申請人 –

- is the sole “current land owner”<sup>#&</sup> (please proceed to Part 6 and attach documentary proof of ownership).  
是唯一的「現行土地擁有人」<sup>#&</sup> (請繼續填寫第 6 部分，並夾附業權證明文件)。
- is one of the “current land owners”<sup>#&</sup> (please attach documentary proof of ownership).  
是其中一名「現行土地擁有人」<sup>#&</sup> (請夾附業權證明文件)。
- is not a “current land owner”<sup>#</sup>.  
並不是「現行土地擁有人」<sup>#</sup>。

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

#### 5. Statement on Owner's Consent/Notification

##### 就土地擁有人的同意/通知土地擁有人的陳述

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

(b) The applicant 申請人 –

- has obtained consent(s) of ..... “current land owner(s)”<sup>#</sup>.  
已取得 ..... 名「現行土地擁有人」<sup>#</sup>的同意。

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

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

- has notified ..... “current land owner(s)”<sup>#</sup>  
已通知 ..... 名「現行土地擁有人」<sup>#</sup>。

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

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

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

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

- sent request for consent to the “current land owner(s)” on \_\_\_\_\_ (DD/MM/YYYY)<sup>#&</sup>  
於\_\_\_\_\_ (日/月/年)向每一名「現行土地擁有人」<sup>#</sup>郵遞要求同意書<sup>&</sup>

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

- published notices in local newspapers on \_\_\_\_\_ (DD/MM/YYYY)<sup>&</sup>  
於\_\_\_\_\_ (日/月/年)在指定報章就申請刊登一次通知<sup>&</sup>
- posted notice in a prominent position on or near application site/premises on  
\_\_\_\_\_ (DD/MM/YYYY)<sup>&</sup>  
於\_\_\_\_\_ (日/月/年)在申請地點／申請處所或附近的顯明位置貼出關於該申請的通知<sup>&</sup>
- sent notice to relevant owners’ corporation(s)/owners’ committee(s)/mutual aid committee(s)/management office(s) or rural committee on \_\_\_\_\_ (DD/MM/YYYY)<sup>&</sup>  
於\_\_\_\_\_ (日/月/年)把通知寄往相關的業主立案法團/業主委員會/互助委員會或管理處，或有關的鄉事委員會<sup>&</sup>

Others 其他

- others (please specify)  
其他（請指明）

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Note: May insert more than one 「✓」.

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

註: 可在多於一個方格內加上「✓」號

申請人須就申請涉及的每一地段（倘適用）及處所（倘有）分別提供資料

<b>6. Type(s) of Application 申請類別</b>	
<b>(A) Temporary Use/Development of Land and/or Building Not Exceeding 3 Years in Rural Areas</b> 位於鄉郊地區土地上及/或建築物內進行為期不超過三年的臨時用途/發展 <b>(For Renewal of Permission for Temporary Use or Development in Rural Areas, please proceed to Part (B))</b> (如屬位於鄉郊地區臨時用途/發展的規劃許可續期，請填寫(B)部分)	
(a) Proposed use(s)/development 擬議用途/發展	(Please illustrate the details of the proposal on a layout plan) (請用平面圖說明擬議詳情)
(b) Effective period of permission applied for 申請的許可有效期	<input type="checkbox"/> year(s) 年 ..... <input type="checkbox"/> month(s) 個月 .....
<b>(c) Development Schedule 發展細節表</b>	
Proposed uncovered land area 擬議露天土地面積	.....sq.m <input type="checkbox"/> About 約
Proposed covered land area 擬議有上蓋土地面積	.....sq.m <input type="checkbox"/> About 約
Proposed number of buildings/structures 擬議建築物/構築物數目	.....
Proposed domestic floor area 擬議住用樓面面積	.....sq.m <input type="checkbox"/> About 約
Proposed non-domestic floor area 擬議非住用樓面面積	.....sq.m <input type="checkbox"/> About 約
Proposed gross floor area 擬議總樓面面積	.....sq.m <input type="checkbox"/> About 約
Proposed height and use(s) of different floors of buildings/structures (if applicable) 建築物/構築物的擬議高度及不同樓層的擬議用途 (如適用) (Please use separate sheets if the space below is insufficient) (如以下空間不足，請另頁說明)	
.....	
.....	
.....	
.....	
Proposed number of car parking spaces by types 不同種類停車位的擬議數目	
Private Car Parking Spaces 私家車車位	.....
Motorcycle Parking Spaces 電單車車位	.....
Light Goods Vehicle Parking Spaces 輕型貨車泊車位	.....
Medium Goods Vehicle Parking Spaces 中型貨車泊車位	.....
Heavy Goods Vehicle Parking Spaces 重型貨車泊車位	.....
Others (Please Specify) 其他 (請列明)	.....
Proposed number of loading/unloading spaces 上落客貨車位的擬議數目	
Taxi Spaces 的士車位	.....
Coach Spaces 旅遊巴車位	.....
Light Goods Vehicle Spaces 輕型貨車車位	.....
Medium Goods Vehicle Spaces 中型貨車車位	.....
Heavy Goods Vehicle Spaces 重型貨車車位	.....
Others (Please Specify) 其他 (請列明)	.....

Proposed operating hours 擬議營運時間		.....	
.....		.....	
(d) Any vehicular access to the site/subject building? 是否有車路通往地盤/ 有關建築物?	Yes 是	<input type="checkbox"/> There is an existing access. (please indicate the street name, where appropriate) 有一條現有車路。(請註明車路名稱(如適用))	.....
	No 否	<input type="checkbox"/> There is a proposed access. (please illustrate on plan and specify the width) 有一條擬議車路。(請在圖則顯示，並註明車路的闊度)	<input type="checkbox"/>
(e) Impacts of Development Proposal 擬議發展計劃的影響 (If necessary, please use separate sheets to indicate the proposed measures to minimise possible adverse impacts or give justifications/reasons for not providing such measures. 如需要的話，請另頁表示可盡量減少可能出現不良影響的措施，否則請提供理據/理由。)			
(i) Does the development proposal involve alteration of existing building? 擬議發展計劃是否包括現有建築物的改動?	Yes 是	<input type="checkbox"/> Please provide details 請提供詳情	..... ..... .....
	No 否	<input type="checkbox"/>	
(ii) Does the development proposal involve the operation on the right? 擬議發展是否涉及右列的工程?	Yes 是	<input type="checkbox"/> (Please indicate on site plan the boundary of concerned land/pond(s), and particulars of stream diversion, the extent of filling of land/pond(s) and/or excavation of land) (請用地盤平面圖顯示有關土地/池塘界線，以及河道改道、填塘、填土及/或挖土的細節及/或範圍)	
		<input type="checkbox"/> Diversion of stream 河道改道	
		<input type="checkbox"/> Filling of pond 填塘 Area of filling 填塘面積 ..... sq.m 平方米 <input type="checkbox"/> About 約 Depth of filling 填塘深度 ..... m 米 <input type="checkbox"/> About 約	
		<input type="checkbox"/> Filling of land 填土 Area of filling 填土面積 ..... sq.m 平方米 <input type="checkbox"/> About 約 Depth of filling 填土厚度 ..... m 米 <input type="checkbox"/> About 約	
		<input type="checkbox"/> Excavation of land 挖土 Area of excavation 挖土面積 ..... sq.m 平方米 <input type="checkbox"/> About 約 Depth of excavation 挖土深度 ..... m 米 <input type="checkbox"/> About 約	
	No 否	<input type="checkbox"/>	
(iii) Would the development proposal cause any adverse impacts? 擬議發展計劃會否造成不良影響?	On environment 對環境	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>
	On traffic 對交通	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>
	On water supply 對供水	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>
	On drainage 對排水	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>
	On slopes 對斜坡	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>
	Affected by slopes 受斜坡影響	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>
	Landscape Impact 構成景觀影響	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>
	Tree Felling 砍伐樹木	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>
	Visual Impact 構成視覺影響	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>
	Others (Please Specify) 其他 (請列明)	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>
	_____		
	_____		

	<p>Please state measure(s) to minimise the impact(s). For tree felling, please state the number, diameter at breast height and species of the affected trees (if possible)</p> <p>請註明盡量減少影響的措施。如涉及砍伐樹木，請說明受影響樹木的數目、及胸高度的樹幹直徑及品種(倘可)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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**(B) Renewal of Permission for Temporary Use or Development in Rural Areas****位於鄉郊地區臨時用途/發展的許可續期**

(a) Application number to which the permission relates 與許可有關的申請編號	A/ _____ / _____
(b) Date of approval 獲批給許可的日期	..... (DD 日/MM 月/YYYY 年)
(c) Date of expiry 許可屆滿日期	..... (DD 日/MM 月/YYYY 年)
(d) Approved use/development 已批給許可的用途/發展	
(e) Approval conditions 附帶條件	<input type="checkbox"/> The permission does not have any approval condition 許可並沒有任何附帶條件  <input type="checkbox"/> Applicant has complied with all the approval conditions 申請人已履行全部附帶條件  <input type="checkbox"/> Applicant has not yet complied with the following approval condition(s): 申請人仍未履行下列附帶條件： _____ _____ _____  Reason(s) for non-compliance: 仍未履行的原因： _____ _____ _____  (Please use separate sheets if the space above is insufficient) (如以上空間不足，請另頁說明)
(f) Renewal period sought 要求的續期期間	<input type="checkbox"/> year(s) 年 ..... <input type="checkbox"/> month(s) 個月 .....



**8. Declaration 聲明**

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

I hereby grant a permission to the Board to copy all the materials submitted in an application to the Board and/or to upload such materials to the Board's website for browsing and downloading by the public free-of-charge at the Board's discretion.  
本人現准許委員會酌情將本人就此申請所提交的所有資料複製及/或上載至委員會網站，供公眾免費瀏覽或下載。

Signature  
簽署

Applicant 申請人 /  Authorised Agent 獲授權代理人

.....

.....

Name in Block Letters  
姓名（請以正楷填寫）

Position (if applicable)  
職位（如適用）

Professional Qualification(s)  
專業資格

- Member 會員 /  Fellow of 資深會員  
 HKIP 香港規劃師學會 /  HKIA 香港建築師學會 /  
 HKIS 香港測量師學會 /  HKIE 香港工程師學會 /  
 HKILA 香港園境師學會 /  HKIUD 香港城市設計學會

Others 其他 .....

on behalf of  
代表

.....

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

Date 日期

..... (DD/MM/YYYY 日/月/年)

**Remark 備註**

The materials submitted in an application to the Board and the Board's decision on the application would be disclosed to the public. Such materials would also be uploaded to the Board's website for browsing and free downloading by the public where the Board considers appropriate.

委員會會向公眾披露申請人所遞交的申請資料和委員會對申請所作的決定。在委員會認為合適的情況下，有關申請資料亦會上載至委員會網頁供公眾免費瀏覽及下載。

**Warning 警告**

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

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

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

1. The personal data submitted to the Board in this application will be used by the Secretary of the Board and Government departments for the following purposes:

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

- (a) the processing of this application which includes making available the name of the applicant for public inspection when making available this application for public inspection; and  
處理這宗申請，包括公布這宗申請供公眾查閱，同時公布申請人的姓名供公眾查閱；以及  
(b) facilitating communication between the applicant and the Secretary of the Board/Government departments.  
方便申請人與委員會秘書及政府部門之間進行聯絡。

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

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

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

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

## Gist of Application 申請摘要

(Please provide details in both English and Chinese as far as possible. This part will be circulated to relevant consultees, uploaded to the Town Planning Board's Website for browsing and free downloading by the public and deposited at the Planning Enquiry Counters of the Planning Department for general information.)

(請盡量以英文及中文填寫。此部分將會發送予相關諮詢人士、上載至城市規劃委員會網頁供公眾免費瀏覽及下載及存放於規劃署規劃資料查詢處以供一般參閱。)

Application No. 申請編號	(For Official Use Only) (請勿填寫此欄)
Location/address 位置/地址	
Site area 地盤面積	sq. m 平方米 <input type="checkbox"/> About 約 (includes Government land of 包括政府土地 sq. m 平方米 <input type="checkbox"/> About 約)
Plan 圖則	
Zoning 地帶	
Type of Application 申請類別	<input type="checkbox"/> Temporary Use/Development in Rural Areas for a Period of 位於鄉郊地區的臨時用途/發展為期 <input type="checkbox"/> Year(s) 年 _____ <input type="checkbox"/> Month(s) 月 _____ <input type="checkbox"/> Renewal of Planning Approval for Temporary Use/Development in Rural Areas for a Period of 位於鄉郊地區臨時用途/發展的規劃許可續期為期 <input type="checkbox"/> Year(s) 年 _____ <input type="checkbox"/> Month(s) 月 _____
Applied use/ development 申請用途/發展	

(i) Gross floor area and/or plot ratio 總樓面面積及／或地積比率		sq.m 平方米	Plot Ratio 地積比率
	Domestic 住用	<input type="checkbox"/> About 約 <input type="checkbox"/> Not more than 不多於	<input type="checkbox"/> About 約 <input type="checkbox"/> Not more than 不多於
	Non-domestic 非住用	<input type="checkbox"/> About 約 <input type="checkbox"/> Not more than 不多於	<input type="checkbox"/> About 約 <input type="checkbox"/> Not more than 不多於
(ii) No. of block 幢數	Domestic 住用		
	Non-domestic 非住用		
(iii) Building height/No. of storeys 建築物高度／層數	Domestic 住用		m 米 <input type="checkbox"/> (Not more than 不多於)
			Storeys(s) 層 <input type="checkbox"/> (Not more than 不多於)
	Non-domestic 非住用		m 米 <input type="checkbox"/> (Not more than 不多於)
			Storeys(s) 層 <input type="checkbox"/> (Not more than 不多於)
(iv) Site coverage 上蓋面積		%	<input type="checkbox"/> About 約
(v) No. of parking spaces and loading / unloading spaces 停車位及上落客貨車位數目	Total no. of vehicle parking spaces 停車位總數		
	Private Car Parking Spaces 私家車車位 Motorcycle Parking Spaces 電單車車位 Light Goods Vehicle Parking Spaces 輕型貨車泊車位 Medium Goods Vehicle Parking Spaces 中型貨車泊車位 Heavy Goods Vehicle Parking Spaces 重型貨車泊車位 Others (Please Specify) 其他 (請列明) _____ _____		
		Total no. of vehicle loading/unloading bays/lay-bys 上落客貨車位／停車處總數	
		Taxi Spaces 的士車位 Coach Spaces 旅遊巴車位 Light Goods Vehicle Spaces 輕型貨車車位 Medium Goods Vehicle Spaces 中型貨車車位 Heavy Goods Vehicle Spaces 重型貨車車位 Others (Please Specify) 其他 (請列明) _____ _____	

<b>Submitted Plans, Drawings and Documents 提交的圖則、繪圖及文件</b>		
	<u>Chinese</u> 中文	<u>English</u> 英文
<b><u>Plans and Drawings 圖則及繪圖</u></b>		
Master layout plan(s)/Layout plan(s) 總綱發展藍圖／布局設計圖	<input type="checkbox"/>	<input type="checkbox"/>
Block plan(s) 樓宇位置圖	<input type="checkbox"/>	<input type="checkbox"/>
Floor plan(s) 樓宇平面圖	<input type="checkbox"/>	<input type="checkbox"/>
Sectional plan(s) 截視圖	<input type="checkbox"/>	<input type="checkbox"/>
Elevation(s) 立視圖	<input type="checkbox"/>	<input type="checkbox"/>
Photomontage(s) showing the proposed development 顯示擬議發展的合成照片	<input type="checkbox"/>	<input type="checkbox"/>
Master landscape plan(s)/Landscape plan(s) 園境設計總圖／園境設計圖	<input type="checkbox"/>	<input type="checkbox"/>
Others (please specify) 其他（請註明）	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
<b><u>Reports 報告書</u></b>		
Planning Statement/Justifications 規劃綱領/理據	<input type="checkbox"/>	<input type="checkbox"/>
Environmental assessment (noise, air and/or water pollutions) 環境評估（噪音、空氣及／或水的污染）	<input type="checkbox"/>	<input type="checkbox"/>
Traffic impact assessment (on vehicles) 就車輛的交通影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Traffic impact assessment (on pedestrians) 就行人的交通影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Visual impact assessment 視覺影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Landscape impact assessment 景觀影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Tree Survey 樹木調查	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical impact assessment 土力影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Drainage impact assessment 排水影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Sewerage impact assessment 排污影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment 風險評估	<input type="checkbox"/>	<input type="checkbox"/>
Others (please specify) 其他（請註明）	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
<hr/>		
Note: May insert more than one 「✓」. 註：可在多於一個方格內加上「✓」號		

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

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

(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 Authorised Agent**  
**申請人及獲授權代理人的詳細資料**

<b>1. Applicant 申請人</b>	
<input type="checkbox"/> Identity Document 身份證明文件 / <input type="checkbox"/> Business Registration Certificate <sup>+</sup> 商業登記證 <sup>+</sup> / <input type="checkbox"/> Certificate of Incorporation 公司註冊證)	
No 號碼 .....	
Postal Address 通訊地址	
Tel. No. 電話號碼	Fax. No. 圖文傳真號碼
E-mail Address 電郵地址	
Contact Person (only for company) 聯絡人 (只適用於公司)	
Name 姓名 ( <input type="checkbox"/> Mr. 先生 / <input type="checkbox"/> Mrs. 夫人 / <input type="checkbox"/> Miss 小姐 / <input type="checkbox"/> Ms. 女士) .....	
Position in company 公司職位 .....	

<b>2. Authorised Agent (if applicable) 獲授權代理人 (如適用)</b>	
<input type="checkbox"/> Identity Document 身份證明文件 / <input type="checkbox"/> Business Registration Certificate <sup>+</sup> 商業登記證 <sup>+</sup> / <input type="checkbox"/> Certificate of Incorporation 公司註冊證)	
No 號碼 .....	
Postal Address 通訊地址	
Tel. No. 電話號碼	Fax. No. 圖文傳真號碼
E-mail Address 電郵地址	
Contact Person (only for company) 聯絡人 (只適用於公司)	
Name 姓名 ( <input type="checkbox"/> Mr. 先生 / <input type="checkbox"/> Mrs. 夫人 / <input type="checkbox"/> Miss 小姐 / <input type="checkbox"/> Ms. 女士) .....	
Position in company 公司職位 .....	

+ 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」。

*(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

- \* 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. Otherwise, the coloured plan/drawing and/or plan/drawing larger than A3 size will be further processed in black and white and/or A4 size).  
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。否則，該等彩色圖則/繪圖或超過 A3 大小的圖則/繪圖將會以黑白及/或 A4 大小的形式印刷，供下一步處理申請之用）。
- Supplementary documents, e.g. planning studies report, report on traffic impact assessment, and report on environmental assessment. Please check one of the following:  
補充文件(例如：規劃研究報告、交通影響評估報告及環境評估報告)。請選擇以下其中一項：
  - 35 hard copies and 35 soft copies<sup>◆</sup>; or  
35 份印刷文件及 35 份軟複本<sup>◆</sup>；或
  - 70 hard copies  
70 份印刷文件
- Particulars of a development proposal  
擬議發展計劃的細節。
- Authorisation letter signed by the applicant, if the application is submitted by an authorised 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 authorised agent.  
\*申請人及獲授權代理人的詳細資料。

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

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

軟複本指唯讀光碟(CD-ROM)/數碼影像光碟(DVD-ROM)。光碟內的文件須以 PDF 格式儲存。須提供目錄頁，並附有可登入光碟內報告及章節的超連結。其他的數碼儲存媒體，將不獲接納。

**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

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

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

**General Note and Annotation for the Form**

**填寫表格的一般指引及註解**

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

& Please attach documentary proof 請夾附證明文件

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

Please fill “NA” for inapplicable item 請在不適用的項目填寫「不適用」

Please use separate sheets if the space provided is insufficient 如所提供的空間不足，請另頁說明

Please insert a 「✓」 at the appropriate box 請在適當的方格內上加上「✓」號

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

- The completed form and supporting documents (if any) should be sent to the Secretary, Town Planning Board (the Board), 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong.  
申請人須把填妥的申請表格及其他支持申請的文件 (倘有), 送交香港北角渣華道 333 號北角政府合署 15 樓城市規劃委員會(下稱「委員會」)秘書收。
- Please read the "Guidance Notes" carefully before you fill in this form. The document can be downloaded from the Board's website at <http://www.info.gov.hk/tpb/>. It can also be obtained from the Secretariat of the Board at 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong (Tel: 2231 4810 or 2231 4835), and the Planning Enquiry Counters of the Planning Department (Hotline: 2231 5000) (17/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong and 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories).  
請先細閱《申請須知》的資料單張, 然後填寫此表格。該份文件可從委員會的網頁下載 (網址: <http://www.info.gov.hk/tpb/>), 亦可向委員會秘書處 (香港北角渣華道 333 號北角政府合署 15 樓 - 電話: 2231 4810 或 2231 4835) 及規劃署的規劃資料查詢處 (熱線: 2231 5000) (香港北角渣華道 333 號北角政府合署 17 樓及新界沙田上禾輦路 1 號沙田政府合署 14 樓) 索取。
- This form can be downloaded from the Board's website, and obtained from the Secretariat of the Board and the Planning Enquiry Counters of the Planning Department. The form should be typed or completed in block letters. The processing of the application may be refused if the required information or the required copies are incomplete.  
此表格可從委員會的網頁下載, 亦可向委員會秘書處及規劃署的規劃資料查詢處索取。申請人須以打印方式或以正楷填寫表格。如果申請人所提交的資料或文件副本不齊全, 委員會可拒絕處理有關申請。

### 1. Name of Applicant 申請人姓名/名稱

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

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

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

### 3. Application Site 申請地點

- (a) Whether the application directly relates to any specific site?  
申請是否直接與某地點有關? Yes 是  No 否  (Please proceed to Part 6 請繼續填寫第 6 部分)

- (b) Full address/ location/ demarcation district and lot number (if applicable)  
詳細地址/地點/丈量約份及地段號碼 (如適用)

- (c) Site Area 申請地點面積 .....sq.m 平方米  About 約

(d) Area of Government land included (if any) 所包括的政府土地面積 (倘有)	.....sq.m 平方米 <input type="checkbox"/> About 約
(e) 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 gross floor area) (如有任何政府、機構或社區設施，請在圖則上顯示，並註明用途及總樓面面積)

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

The applicant 申請人 –

- is the sole “current land owner”<sup>#&</sup> (please proceed to Part 6 and attach documentary proof of ownership).  
是唯一的「現行土地擁有人」<sup>#&</sup> (請繼續填寫第 6 部分，並夾附業權證明文件)。
- is one of the “current land owners”<sup>#&</sup> (please attach documentary proof of ownership).  
是其中一名「現行土地擁有人」<sup>#&</sup> (請夾附業權證明文件)。
- is not a “current land owner”<sup>#</sup>.  
並不是「現行土地擁有人」<sup>#</sup>。
- The application site is entirely on Government land (please proceed to Part 6).  
申請地點完全位於政府土地上 (請繼續填寫第 6 部分)。

#### 5. Statement on Owner's Consent/Notification

##### 就土地擁有人的同意/通知土地擁有人的陳述

- (a) According to the record(s) of the Land Registry as at ..... (DD/MM/YYYY), this application involves a total of ..... “current land owner(s)”<sup>#</sup>.  
根據土地註冊處截至 ..... 年 ..... 月 ..... 日的記錄，這宗申請共牽涉 ..... 名「現行土地擁有人」<sup>#</sup>。
- (b) The applicant 申請人 –
- has obtained consent(s) of ..... “current land owner(s)”<sup>#</sup>.  
已取得 ..... 名「現行土地擁有人」<sup>#</sup>的同意。

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

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

- has notified ..... “current land owner(s)”<sup>#</sup>  
已通知 ..... 名「現行土地擁有人」<sup>#</sup>。

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

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

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

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

- sent request for consent to the “current land owner(s)”<sup>#&</sup> on \_\_\_\_\_ (DD/MM/YYYY)  
於\_\_\_\_\_ (日/月/年)向每一名「現行土地擁有人」<sup>#</sup>郵遞要求同意書<sup>&</sup>

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

- published notices in local newspapers<sup>&</sup> on \_\_\_\_\_ (DD/MM/YYYY)  
於\_\_\_\_\_ (日/月/年)在指定報章就申請刊登一次通知<sup>&</sup>
- posted notice in a prominent position on or near application site/premises<sup>&</sup> on \_\_\_\_\_ (DD/MM/YYYY)  
於\_\_\_\_\_ (日/月/年)在申請地點／申請處所或附近的顯明位置貼出關於該申請的通知<sup>&</sup>
- sent notice to relevant owners’ corporation(s)/owners’ committee(s)/mutual aid committee(s)/management office(s) or rural committee<sup>&</sup> on \_\_\_\_\_ (DD/MM/YYYY)  
於\_\_\_\_\_ (日/月/年)把通知寄往相關的業主立案法團/業主委員會/互助委員會或管理處，或有關的鄉事委員會<sup>&</sup>

Others 其他

- others (please specify)  
其他（請指明）

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Note: May insert more than one 「✓」.  
Information should be provided on the basis of each and every lot (if applicable) and premises (if any) in respect of the application.

註: 可在多於一個方格內加上「✓」號  
申請人須就申請涉及的每一地段（倘適用）及處所（倘有）分別提供資料

<b>6. Plan Proposed to be Amended 擬議修訂的圖則</b>	
(a) Name and number of the related statutory plan(s) 有關法定圖則的名稱及編號	
(b) Land use zone(s) involved (if applicable) 涉及的土地用途地帶(如適用)	

<b>7. Proposed Amendments 擬議修訂</b>	
(a) Propose to rezone the application site to the following zone(s)/use(s) (May insert more than one 「✓」) (Please illustrate the details on plan) 建議將申請地點的用途地帶改劃作下列地帶 / 用途 (可在多於一個方格內加上「✓」號)(請在圖則顯示詳情)	
<input type="checkbox"/> Comprehensive Development Area [ ] 綜合發展區 [ ]  <input type="checkbox"/> Residential (Group <input type="checkbox"/> A/ <input type="checkbox"/> B/ <input type="checkbox"/> C/ <input type="checkbox"/> D/ <input type="checkbox"/> E) [ ] 住宅 ( <input type="checkbox"/> 甲類 / <input type="checkbox"/> 乙類 / <input type="checkbox"/> 丙類 / <input type="checkbox"/> 丁類 / <input type="checkbox"/> 戊類) [ ]  <input type="checkbox"/> Agriculture [ ] 農業 [ ]  <input type="checkbox"/> Industrial (Group D) [ ] 工業 (丁類) [ ]  <input type="checkbox"/> Government, Institution or Community [ ] 政府、機構或社區 [ ]  <input type="checkbox"/> Recreation [ ] 康樂 [ ]  <input type="checkbox"/> Country Park [ ] 郊野公園 [ ]  <input type="checkbox"/> Conservation Area [ ] 自然保育區 [ ]  <input type="checkbox"/> Other Specified Uses ( <input type="checkbox"/> Business/ <input type="checkbox"/> Industrial Estate/ <input type="checkbox"/> Mixed Use/ <input type="checkbox"/> Rural Use/ <input type="checkbox"/> Petrol Filling Station/ <input type="checkbox"/> Others (please specify _____)) [ ] 其他指定用途 ( <input type="checkbox"/> 商貿 / <input type="checkbox"/> 工業邨 / <input type="checkbox"/> 混合用途 / <input type="checkbox"/> 鄉郊用途 / <input type="checkbox"/> 加油站 / <input type="checkbox"/> 其他 (請註明: _____)) [ ]  <input type="checkbox"/> Road 道路	<input type="checkbox"/> Commercial [ ] 商業 [ ]  <input type="checkbox"/> Village Type Development [ ] 鄉村式發展 [ ]  <input type="checkbox"/> Industrial [ ] 工業 [ ]  <input type="checkbox"/> Open Storage [ ] 露天貯物 [ ]  <input type="checkbox"/> Open Space [ ] 休憩用地 [ ]  <input type="checkbox"/> Green Belt [ ] 綠化地帶 [ ]  <input type="checkbox"/> Coastal Protection Area [ ] 海岸保護區 [ ]  <input type="checkbox"/> Site of Special Scientific Interest [ ] 具特殊科學價值地點 [ ]  <input type="checkbox"/> Others (please specify _____) 其他 (請註明: _____)
Please insert subzone in [ ] as appropriate. 請於[ ]內註明支區，如適用。	
<input type="checkbox"/> Proposed Notes of Schedule of Uses of the zone attached 已夾附對土地用途地帶的《註釋》的擬議修訂	





**10. Declaration 聲明**

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

I hereby grant a permission to the Board to copy all the materials submitted in an application to the Board and/or to upload such materials to the Board's website for browsing and downloading by the public free-of-charge at the Board's discretion.  
本人現准許委員會酌情將本人就此申請所提交的所有資料複製及/或上載至委員會網站，供公眾免費瀏覽或下載。

Signature  
簽署

Applicant 申請人 /  Authorised Agent 獲授權代理人

.....  
.....

Name in Block Letters  
姓名（請以正楷填寫）

Position (if applicable)  
職位（如適用）

Professional Qualification(s)  
專業資格

- Member 會員 /  Fellow of 資深會員  
 HKIP 香港規劃師學會 /  HKIA 香港建築師學會 /  
 HKIS 香港測量師學會 /  HKIE 香港工程師學會 /  
 HKILA 香港園境師學會 /  HKIUD 香港城市設計學會

Others 其他 .....

on behalf of  
代表

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

Date 日期

..... (DD/MM/YYYY 日/月/年)

**Remark 備註**

The materials submitted in an application to the Board and the Board's decision on the application would be disclosed to the public. Such materials would also be uploaded to the Board's website for browsing and free downloading by the public where the Board considers appropriate.

委員會會向公眾披露申請人所遞交的申請資料和委員會對申請所作的決定。在委員會認為合適的情況下，有關申請資料亦會上載至委員會網頁供公眾免費瀏覽及下載。

**Warning 警告**

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

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

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

1. The personal data submitted to the Board in this application will be used by the Secretary of the Board and Government departments for the following purposes:

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

- (a) the processing of this application which includes making available the name of the applicant for public inspection when making available this application for public inspection; and  
處理這宗申請，包括公布這宗申請供公眾查閱，同時公布申請人的姓名供公眾查閱；以及
- (b) facilitating communication between the applicant and the Secretary of the Board/Government departments.  
方便申請人與委員會秘書及政府部門之間進行聯絡。

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

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

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

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

**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)

擬議發展的發展計劃 (只作指示用途)

**1. Development Proposal 擬議發展計劃**

- Proposed Gross floor area (GFA) 擬議總樓面面積 ..... sq.m. 平方米  About 約
- Proposed plot ratio 擬議地積比率 .....  About 約
- Proposed site coverage 擬議上蓋面積 ..... %  About 約
- Proposed number of blocks 擬議座數 .....
- Proposed number of storeys of each block ..... storeys 層  
每座建築物的擬議層數  
 include 包括 .....storeys of basements 層地庫  
 exclude 不包括 .....storeys of basements 層地庫
- Proposed building height of each block ..... m 米  About 約  
每座建築物的擬議高度 ..... mPD 米(主水平基準上)  About 約
- Domestic part 住用部分  
GFA 總樓面面積 ..... sq.m. 平方米  About 約  
number of units 單位數目 .....  
average unit size 單位平均面積 ..... sq.m. 平方米  About 約  
estimated number of residents 估計住客數目 .....
- Non-domestic part 非住用部分  
 hotel 酒店 ..... sq.m.平方米  About 約  
..... sq.m.平方米  About 約  
(please specify the number of rooms  
請註明房間數目: .....)
- office 辦公室 ..... sq.m.平方米  About 約
- shop and services/eating place  
商店及服務行業/食肆 ..... sq.m.平方米  About 約
- Government, institution or community facilities (please specify the use(s) and concerned land area(s)/GFA(s))  
政府、機構或社區設施  
(請註明用途及有關的地面面積/總樓面面積)  
.....  
.....
- other(s)其他 (please specify the use(s) and concerned land area(s)/GFA(s))  
(請註明用途及有關的地面面積/總樓面面積)  
.....  
.....  
.....
- Open space 休憩用地 (please specify land area(s)) (請註明面積)  
 private open space 私人休憩用地 ..... sq.m.平方米  Not less than 不少於  
 public open space 公共休憩用地 ..... sq.m.平方米  Not less than 不少於

Transport-related facilities 與運輸有關的設施

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

Private Car Parking Spaces 私家車車位 .....

Motorcycle Parking Spaces 電單車車位 .....

Light Goods Vehicle Parking Spaces 輕型貨車泊車位 .....

Medium Goods Vehicle Parking Spaces 中型貨車泊車位 .....

Heavy Goods Vehicle Parking Spaces 重型貨車泊車位 .....

Others (Please Specify) 其他 (請列明) .....

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

Taxi Spaces 的士車位 .....

Coach Spaces 旅遊巴車位 .....

Light Goods Vehicle Spaces 輕型貨車車位 .....

Medium Goods Vehicle Spaces 中型貨車車位 .....

Heavy Goods Vehicle Spaces 重型貨車車位 .....

Others (Please Specify) 其他 (請列明) .....

other transport-related facilities (please specify type(s) and number(s))  
(請註明種類及數目)

其他與運輸有關的設施 .....

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

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

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

.....

.....

.....

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

Yes 是  There is an existing access. (please indicate the street name, where appropriate)  
有一條現有車路。(請註明道路名稱(如適用))

.....

There is a proposed access. (please illustrate on plan and specify the width)  
有一條擬議車路。(請在圖則顯示，並註明車路的闊度)

.....

No 否

**For Development involving columbarium use, please complete the table in the Annex to this Appendix.**  
如發展涉及靈灰安置所用途，請填妥於此附件後附錄的表格。

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

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

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

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

Ash interment capacity 骨灰安放容量<sup>@</sup>

Maximum number of sets of ashes that may be interred in the niches

在龕位內最多可安放骨灰的數量

Maximum number of sets of ashes that may be interred other than in niches

在非龕位的範圍內最多可安放骨灰的數量

Total number of niches 龕位總數

Total number of single niches

單人龕位總數

Number of single niches (sold and occupied)

單人龕位數目 (已售並佔用)

Number of single niches (sold but unoccupied)

單人龕位數目 (已售但未佔用)

Number of single niches (residual for sale)

單人龕位數目 (待售)

Total number of double niches

雙人龕位總數

Number of double niches (sold and fully occupied)

雙人龕位數目 (已售並全部佔用)

Number of double niches (sold and partially occupied)

雙人龕位數目 (已售並部分佔用)

Number of double niches (sold but unoccupied)

雙人龕位數目 (已售但未佔用)

Number of double niches (residual for sale)

雙人龕位數目 (待售)

Total no. of niches other than single or double niches (please specify type)

除單人及雙人龕位外的其他龕位總數 (請列明類別)

Number of niches (sold and fully occupied)

龕位數目 (已售並全部佔用)

Number of niches (sold and partially occupied)

龕位數目 (已售並部分佔用)

Number of niches (sold but unoccupied)

龕位數目 (已售但未佔用)

Number of niches (residual for sale)

龕位數目 (待售)

Proposed operating hours 擬議營運時間

<sup>@</sup> Ash interment capacity in relation to a columbarium means –

就靈灰安置所而言，骨灰安放容量指：

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

## Gist of Application 申請摘要

(Please provide details in both English and Chinese as far as possible. This part will be circulated to relevant consultees, uploaded to the Town Planning Board's Website for browsing and free downloading by the public and deposited at the Planning Enquiry Counters of the Planning Department for general information.)

(請盡量以英文及中文填寫。此部分將會發送予相關諮詢人士、上載至城市規劃委員會網頁供公眾免費瀏覽及下載及存放於規劃署規劃資料查詢處以供一般參閱。)

Application No. 申請編號	(For Official Use Only) (請勿填寫此欄)		
Location/address 位置/地址			
Site area 地盤面積		sq. m 平方米	<input type="checkbox"/> About 約
	(includes Government land of 包括政府土地	sq. m 平方米	<input type="checkbox"/> About 約)
Plan 圖則			
Zoning 地帶			
Proposed Amendment(s) 擬議修訂	<input type="checkbox"/> Amend the Covering Notes of the Plan 修訂圖則《註釋》的說明頁 <input type="checkbox"/> Amend the Notes of the zone applicable to the site 修訂適用於申請地點土地用途地帶的《註釋》 <input type="checkbox"/> Rezone the application site from _____ to _____ 把申請地點由_____地帶改劃為_____		

### Development Parameters (for indicative purpose only) 發展參數(只作指示用途)

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

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

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

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

	<u>Chinese</u> 中文	<u>English</u> 英文
<b><u>Plans and Drawings 圖則及繪圖</u></b>		
Master layout plan(s)/Layout plan(s) 總綱發展藍圖／布局設計圖	<input type="checkbox"/>	<input type="checkbox"/>
Block plan(s) 樓宇位置圖	<input type="checkbox"/>	<input type="checkbox"/>
Floor plan(s) 樓宇平面圖	<input type="checkbox"/>	<input type="checkbox"/>
Sectional plan(s) 截視圖	<input type="checkbox"/>	<input type="checkbox"/>
Elevation(s) 立視圖	<input type="checkbox"/>	<input type="checkbox"/>
Photomontage(s) showing the proposed development 顯示擬議發展的合成照片	<input type="checkbox"/>	<input type="checkbox"/>
Master landscape plan(s)/Landscape plan(s) 園境設計總圖／園境設計圖	<input type="checkbox"/>	<input type="checkbox"/>
Others (please specify) 其他 (請註明)	<input type="checkbox"/>	<input type="checkbox"/>

**Reports 報告書**

Planning Statement/Justifications 規劃綱領/理據	<input type="checkbox"/>	<input type="checkbox"/>
Environmental assessment (noise, air and/or water pollutions) 環境評估 (噪音、空氣及／或水的污染)	<input type="checkbox"/>	<input type="checkbox"/>
Traffic impact assessment (on vehicles) 就車輛的交通影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Traffic impact assessment (on pedestrians) 就行人的交通影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Visual impact assessment 視覺影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Landscape impact assessment 景觀影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Tree Survey 樹木調查	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical impact assessment 土力影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Drainage impact assessment 排水影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Sewerage impact assessment 排污影響評估	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment 風險評估	<input type="checkbox"/>	<input type="checkbox"/>
Others (please specify) 其他 (請註明)	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

(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 Authorised Agent**  
**申請人及獲授權代理人的詳細資料**

<b>1. Applicant 申請人</b>	
( <input type="checkbox"/> Identity Document 身份證明文件 / <input type="checkbox"/> Business Registration Certificate <sup>+</sup> 商業登記證 <sup>+</sup> / <input type="checkbox"/> Certificate of Incorporation 公司註冊證)	
No 號碼 .....	
Postal Address 通訊地址	
Tel. No. 電話號碼	Fax. No. 圖文傳真號碼
E-mail Address 電郵地址	
Contact Person (only for company) 聯絡人 (只適用於公司)	
Name 姓名 ( <input type="checkbox"/> Mr. 先生 / <input type="checkbox"/> Mrs. 夫人 / <input type="checkbox"/> Miss 小姐 / <input type="checkbox"/> Ms. 女士) .....	
Position in company 公司職位 .....	

<b>2. Authorised Agent (if applicable) 獲授權代理人 (如適用)</b>	
( <input type="checkbox"/> Identity Document 身份證明文件 / <input type="checkbox"/> Business Registration Certificate <sup>+</sup> 商業登記證 <sup>+</sup> / <input type="checkbox"/> Certificate of Incorporation 公司註冊證)	
No 號碼 .....	
Postal Address 通訊地址	
Tel. No. 電話號碼	Fax. No. 圖文傳真號碼
E-mail Address 電郵地址	
Contact Person (only for company) 聯絡人 (只適用於公司)	
Name 姓名 ( <input type="checkbox"/> Mr. 先生 / <input type="checkbox"/> Mrs. 夫人 / <input type="checkbox"/> Miss 小姐 / <input type="checkbox"/> Ms. 女士) .....	
Position in company 公司職位 .....	

+ 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」。

*(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

- \* 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. Otherwise, the coloured plan/drawing and/or plan/drawing larger than A3 size will be further processed in black and white and/or A4 size).  
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。否則，該等彩色圖則/繪圖或超過 A3 大小的圖則/繪圖將會以黑白及/或 A4 大小的形式印刷，供下一步處理申請之用）。
- Supplementary documents, e.g. planning studies report, report on traffic impact assessment, and report on environmental assessment. Please check one of the following:  
補充文件(例如：規劃研究報告、交通影響評估報告及環境評估報告)。請選擇以下其中一項：
  - 35 hard copies and 35 soft copies<sup>\*</sup>; or  
35 份印刷文件及 35 份軟複本<sup>\*</sup>；或
  - 70 hard copies  
70 份印刷文件
- Particulars of a development proposal  
擬議發展計劃的細節。
- Authorisation letter signed by the applicant, if the application is submitted by an authorised 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 authorised agent.  
\*申請人及獲授權代理人的詳細資料。

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

• Soft copies refer to Compact Disc – Read Only Memory (CD-ROM)/Digital Versatile Disc – Read Only Memory (DVD-ROM). Documents in the disc should be in Adobe Portable Document Format (PDF) and a content page having hyperlinks to reports and chapters in the disc should be provided. Other means of digital storage of data will not be accepted.  
軟複本指唯讀光碟(CD-ROM)/數碼影像光碟(DVD-ROM)。光碟內的文件須以 PDF 格式儲存。須提供目錄頁，並附有可登入光碟內報告及章節的超連結。其他的數碼儲存媒體，將不獲接納。

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

**GUIDANCE NOTES**

**INTRODUCTION**

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

**WHEN AN APPLICATION CAN BE MADE**

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

be incorporated into a draft plan for exhibition in the normal plan-making process.

## WHAT CAN BE APPLIED

- 6 The Plan 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.
- 7 An application for amendment of plan may be submitted in respect of the land use zonings on the Plan, the provisions in the covering Notes, the Column 1 and 2 uses for a particular land use zone and/or the planning intentions and development restrictions stipulated in the Notes. If the application is related to a specific site, it may be supported by an indicative development proposal showing the intended development upon amendment of the Plan. The indicative development proposal should be for reference only and not be regarded as an approved development, even if the Board accepts the application in whole or in part.

## PRE-SUBMISSION DISCUSSION

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

Hong Kong DPO	14/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong	(Tel: 2231 4957) (Fax: 2895 3957)
Kowloon DPO	14/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong	(Tel: 2231 4979) (Fax: 2894 9502)
Tsuen Wan & West Kowloon DPO	27/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories	(Tel: 2417 6658) (Fax: 2412 5435)
Sha Tin, Tai Po & North DPO	13/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	(Tel: 2158 6274) (Fax: 2691 2806)
Tuen Mun & Yuen Long West DPO	14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	(Tel: 2158 6301) (Fax: 2489 9711)
Sai Kung & Islands DPO	15/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	(Tel: 2158 6177) (Fax: 2367 2976)
Fanling Sheung Shui & Yuen Long East DPO	<del>13</del> 12/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	(Tel.: 2158 <del>6208</del> <b>6398</b> ) (Fax: <del>2691-2806</del> )

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## WHERE TO OBTAIN APPLICATION FORM

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

## WHO CAN APPLY

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

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

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

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

- 15 Where an applicant is not the sole "current land owner" of the land/premises to which

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

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.

- 16 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”.
- 17 Instead of obtaining the consent from a “current land owner”, an applicant may notify such owner. The notification should be in the form of a written notification, ~~and~~ **preferably** sent by registered mail or local recorded delivery mail (e.g. courier service) to the postal address of individual “current land owner” as appeared in the record of the Land Registry (or the company’s office address registered in the Companies Registry if the “current land owner” is a corporate entity), or the relevant postal address of the land/premises under application. A sample format of the notice is attached to the said Town Planning Board Guidelines for reference. The applicant should provide a full record of such notification at the same time when he/she submits the application.
- 18 Apart from obtaining owners’ consent or giving notification, an applicant may demonstrate that reasonable steps as required by the Board have been taken to such effect. The applicant should provide a full record of the steps taken before the application is made at the same time when he/she submits the application.

## WHAT DOCUMENTS ARE REQUIRED FOR THE SUBMISSION

- 19 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 coloured plans/drawings or plans/drawings larger than A3 size, 70 copies each should be provided.
- 20 For applications involving any particular use or development that may have implications on the environment, drainage, traffic, infrastructure, landscape and topography, etc., technical assessments on the impacts of the proposed use or development may also be required. Please refer to **Annex B** for further details.
- 21 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<sup>2</sup> should be submitted. Each report should contain an Executive Summary of not more than 500 words in both English and Chinese. If

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

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”; *and/or*
  - (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~~ *Authorised* 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.

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

- 27 Submission should be made either by hand or by post to “**Secretary, Town Planning Board, 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong**”.
- 28 After receiving an application, the Secretary of the Board will acknowledge receipt and inform the applicant the tentative date of meeting at which the application will be considered by the Board.
- 29 The Secretariat of the Board will check the submission and the Board may require the applicant to verify any matters or particulars set out or included in the application by statutory declaration or otherwise. In accordance with section 40(2)(c) of the

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

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, *except the particulars of applicant and agents, checklist of documents, authorisation letter, documentary proof of land ownership, copies of consent obtained from and notification given to the current land owner(s), where appropriate*, 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~~ **3** weeks of the period during which the application is available for public inspection. All information including the name of the applicant, but excluding other personal data *and those mentioned above*, included in the application (i.e. the application form and any supplementary document) and the comments received by the Board shall be made available for public inspection. For details on publication of planning applications, please refer to the Town Planning Board Guidelines on Publication of Applications for Amendment of Plan, Planning Permission and Review and Submission of Comments on Various Applications under the Town Planning Ordinance.

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

- 32 An applicant may withdraw the submitted application by writing to the Secretary of the Board at any time before the date on which the application is considered by the Board.
- 33 An applicant may also request for deferment of decision on his/her application. A request for deferment should be submitted in writing to the Secretary of the Board before the issue of agenda and the relevant paper (normally ~~seven~~ **7** days before the scheduled date of the meeting). For details, please refer to the Town Planning Board Guidelines on Deferment of Decision on Representations, Comments, Further Representations and Applications made under the Town Planning Ordinance.

### **RIGHT OF HEARING**

- 34 An applicant and/or his/her ~~authorized~~ *authorised* representative may attend the meeting at which the Board considers his/her application and be heard by the Board. The applicant will be notified of the date and time of the meeting and provided with a

copy of the paper prepared by the Planning Department on the application ~~seven~~ 7 days before the meeting.

## **HOW TO OBTAIN THE RESULT OF AN APPLICATION**

- 35** In accordance with the Ordinance, all applications for amendment of plan will be considered by the Board within ~~three~~ 3 months of their receipt. The applicant will be notified in writing of the Board's decision after confirmation at the next scheduled meeting of the minutes of the meeting at which the decision is made (normally 2 weeks after the meeting).
- 36** Pending written notification of the Board's decision, an applicant may seek verbal advice on the result of his/her application from the Secretary of the Board immediately after the meeting, or make reference to the Gist of Decisions on Planning Applications which is available on the Board's Website shortly after the meeting on the same day. An applicant may also request for an interim written reply on the Board's decision. Such request should be made in writing to the Secretary of the Board. Any interim reply should not be treated as a formal notification of the decision of the Board.

## **DECISION OF THE BOARD**

- 37** The Board may accept the application in whole or in part or refuse the application. The applicant will be notified in writing of the Board's decision and the reasons of the decision to accept in part only or to refuse the application. There is no right of review or appeal under the Ordinance regarding the Board's decision on the application.
- 38** Should the Board accept in whole or in part an application, the Board will incorporate the accepted proposal into the relevant plan. The draft plan incorporating the amendment(s) shall be exhibited for public inspection in accordance with the provisions of the Ordinance, and the amendment(s) shall be subject to the statutory procedures under sections 6 and 6A to 6H of the Ordinance.

## **IMPORTANT POINTS TO NOTE**

- 39** These Guidance Notes serve only as general guidelines for the preparation of an application. The guidelines are not meant in any way to restrict the content of each application, nor to restrict the right of the Board to require further information. Each application will be considered on its individual merits.
- 40** The information in an application submitted to the Board and the Board's decision on the application would be disclosed to the public. *Such information would also be uploaded to the Board's website where the Board considers appropriate.* The public may make photocopies of the application which is made available for public inspection upon payment of a fee as the Board determines.
- 41** Applicants are advised that offering any advantage to a Civil Servant ~~and~~ **or** Members of the Board in connection with the application is an offence under the Prevention of Bribery Ordinance.
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**Secretary, Town Planning Board Secretariat**

15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong  
(Tel: 2231 4810 or 2231 4835).

**Town Planning Board's Website**

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

**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~~ April 2019**

### Particulars which Must be Included in an Application

The following particulars *are considered essential and* must be included in an application *for vetting by the Secretariat of the Board. The information submitted should be presented in a clear, accurate and consistent manner.* If any of these particulars is missing or inconsistent with one another, the Board may refuse to consider the application.

(a) Particulars of the applicant and/or agent  
(Parts 1 and 2 of the application form and “Particulars of Applicant and ~~Authorized~~ *Authorised* Agent”)

(i) *for an application without an ~~authorized~~ authorised agent*

- name of the applicant (*in both English and Chinese (if any) to facilitate checking against Land Registry Records*) and name of contact person (if the applicant is a company or an organization)
- address, telephone number, fax number and e-mail address (if any)

(ii) *for an application with an ~~authorized~~ authorised agent*

- name of the applicant (*in both English and Chinese (if any) to facilitate checking against authorisation letter and Land Registry Records*)
- name of the agent and name of contact person (if the agent is a company)
- address, telephone number, fax number and e-mail address (if any) of the agent
- *original ~~authorization~~ authorisation letter signed by the applicant with applicant’s company chop (where appropriate). The subject of the authorisation letter should include the location of the application site and the proposed use/development. Authorisation letter(s) signed within 1 year of submitting the application will normally be accepted.*

(b) Address/~~L~~ocation of the application site (if the application is site-specific)  
(Part 3 of the application form)

An applicant or his/her agent must clearly describe the location of the application site. A full address, if available, should be provided. Otherwise, the details of *all* the relevant Demarcation District and Lot number(s) should be specified.

(c) Site area and Government land included (if any):  
(Part 3 of the application form)

*The site area and Government land included (if any) should be clearly provided in the application form. The applicant should ensure that the application site details, including the boundary, area and address are accurate and consistently mentioned/described in the submission.*

~~(e)~~(d) Consent of or notification to each “current land owner”  
(Parts 4, ~~and 5~~ ~~and 6~~ of the application form)

- *All owner’s consent/notification and/or reasonable steps should be obtained/given/taken in accordance with the Town Planning Board Guidelines on “Satisfying the ‘Owner’s Consent/Notification’ Requirements under Sections 12A and 16 of the Town Planning Ordinance”.*

- If the applicant is the sole or one of the “current land owner(s)”, copy of the documentary proof of ownership (e.g. copy of record issued by the Land Registry) should be provided.
- If the applicant has obtained the consent of any “current land owner”, copy of such signed consent should be provided.
- If the applicant has notified any “current land owner”, a full record of such notification should be provided.
- In the circumstances that an applicant has not obtained the consent of or notified each and every “current land owner”, a full record of all the steps taken by him/her in order to obtain the consent of or give notification to the “current land owner” should be provided.
- ***The Land Registry Record submitted must be obtained within 6 weeks before an application is made.***

**(d)(e) Plan Proposed to be Amended**

*(Part 7-6 of the application form)*

- Both the name and full number of the plan ***currently in force*** must be provided. The ~~full~~ ***plan*** number can be found at the bottom right-hand corner of the Plan ***or at the Statutory Planning Portal 2 of the Board.***
- All zonings of the Plan to which the application relates must be specified.

**(e)(f) Declaration**

*(Part 10 of the application form)*

- ***The declaration form must be signed and accompanied by company chop, where appropriate.***

**(f)(g) Development Proposal**

*(Appendix of the application form)*

- ***the breakdown of the Gross Floor Area provided should tally with the total floor area.***
- ***for development involving columbarium use, the table at Annex to Appendix should be completed and the number of niches sold/occupied and the maximum number of sets of ashes interred should be provided.***

**(g)(h) Checklist**

- ***The checklist should be duly completed and the number of copies of plans/drawings and supporting reports/statement submitted, where appropriate, should be in accordance with the requirements as stated in the checklist.***

## Applications to be Supported by Technical Assessments

### Environment

For applications involving any use or development that:

- may cause environmental impacts (either due to the nature of the proposed use or development and/or its location(s));
- is sensitive to pollution; or
- is major/large-scale,

applicants may be required to submit, together with their applications, information on environmental impacts and associated measures for their abatement. These may include the following –

- information on and an assessment of any possible activities such as reclamation works and industrial operations, that may produce aerial emissions, noise, wastes and effluents, or that may cause ecological impact, disruption to water circulation, or that are hazardous;
- information on pollution sources, if any, which may affect the proposed use or development;
- information on sensitive uses or areas, if any, which may be affected by the proposed use or development;
- information on the possible magnitude, duration and distribution of environmental effects, both beneficial and adverse, if possible;
- measure(s) to minimize environmental impacts or enhance the environment, including design and layout of the developments, pollution control measures and operational controls; and
- information on the environmental sensitivity of the application's location and the surrounding areas, if any.

For applications which may involve major/large-scale developments, applicants are advised to consult the Environmental Protection Department (EPD) (Tel: 2835 ~~1018~~1319) prior to submitting their applications.

### Drainage

For applications involving any use or development that may cause drainage impact, applicants may be required to submit, together with their applications, a drainage impact assessment including a plan and calculations showing the impact on the drainage within the catchment area, and the proposed mitigation measures. For guidance and advice, please refer to Advice Note No. 1 "Application of the Drainage Impact Assessment Process to Private Sector Projects" prepared by the Drainage Services Department (DSD) or contact the DSD (Tel : 2594 7018) for details.

## **Traffic**

For applications involving any use or development that may cause traffic impacts, applicants may be required to submit, together with their applications, information on traffic impact assessment and associated measures for their abatement. The report should contain the following information:

- name(s) of the traffic consultants (if any);
- details of the indicative development proposal (including gross floor areas of different uses, provision and layout of parking and loading/unloading facilities, location and layout of run-in and if applicable, number of residential flats, provision and layout of pedestrian and other transport facilities, and turntable/car lift installation);
- a plan showing the existing transport facilities;
- a plan showing the Assessment Area and existing critical road junctions/sections;
- date of completion of the indicative development proposal and design year for the traffic forecast;
- calculation of additional traffic generated by the indicative development proposal together with the trip generation rates used;
- detailed description of the methodology and findings of the traffic counts, surveys, forecast and analysis conducted;
- detailed plans and description of the proposed road improvement and traffic management measures including preliminary feasibility assessment;
- proposed implementation programme of the improvement measures which should as far as possible tie in with the completion of the proposal; and
- supporting calculations.

For enquiry, please contact the following offices of the Transport Department:

- Urban Regional Office (Hong Kong) – Tel: 2829 5815
- Urban Regional Office (Kowloon) – Tel: 2399 ~~2471~~ 2193
- New Territories Regional Office – Tel: 2399 ~~2472~~ 2194

## **Man-made Slope, Retaining Wall or Natural Terrain**

For applications involving any use or development that may affect or be affected by man-made slopes, retaining walls or natural terrain, applicants should make reference to the “GEO Advice Note for Planning Applications”. The Advice Note explains the criteria for submission of a Geotechnical Planning Review Report which is required to support applications for use or development that will affect or be affected by man-made slopes, retaining walls or natural terrain. Applicants are also recommended to refer to GEO Publication No. 1/2000~~2011~~ “Technical Guidelines on Landscape Treatment *for Slopes and Bio-Engineering for Man-made Slopes and Retaining Walls*” which provides useful guidelines on landscaping of man-made slopes and retaining walls.

Copies of the said Advice Note and further advice can be obtained from the Geotechnical Engineering Office of the Civil Engineering and Development Department (Tel: 2762 5401).

## **Landscape and Visual**

For applications involving any use or development that may cause landscape and/or visual impacts, applicants may be required to submit, together with their applications, information on landscape and visual impacts. On landscape impact, the information may include survey on tree and landscape resources (with site photos showing the existing conditions) and quantification of changes. Illustrations on proposed mitigation measures including compensatory planting and other landscape treatment may be necessary to suit the circumstances of each case. On visual impact, the information may include identification of visual resources and visually sensitive receivers, and illustrations to show visual compatibility or obstruction and proposal of mitigation measures.

For presentation purpose in general, photomontages would be a useful tool in demonstrating the visual and landscape impacts of the proposed development. The viewpoints for the photomontages to be selected should be agreed by the Planning Department before the submission as far as possible. Where necessary, use of computer generated and/or physical models to further demonstrate the visual impact and mitigation measures may be required. For details, please contact the respective District Planning Office of the Planning Department.

## **Water Gathering Grounds**

For applications involving any use or development within the water gathering grounds, applicants may be required to submit, together with their applications, information on the potential impacts on water quality and loss of yield in the water gathering grounds arising from the proposed use or development. Moreover, applicants should demonstrate that effluent discharge from the proposed development will be in compliance with the effluent standards as stipulated in the Water Pollution Control Ordinance Technical Memorandum. The proposed development should be able to be connected to existing or planned sewerage system in the area except under very special circumstances (e.g. in case of Small House development, the applicant can demonstrate that the water quality within water gathering grounds will not be affected by the proposed development).

## **Water Supply**

For applications involving any use or development that may cause water supply impacts, applicants may be required to submit, together with their applications, a water supply impact assessment (WSIA). The requirements of the WSIA should be agreed with the Water Supplies Department and contain the following information:

- a detailed demand assessment for potable water and flushing water;
- an estimated annual water demand build-up trend covering the period from initial completion to full development;
- proposal of connection points to the existing water main network and new mains to be laid from the connection points to the development. The preliminary feasibility of the alignment of any new water mains should be established;
- assessment of the impacts of the additional water demand generated by the proposed development on the existing/planned waterworks infrastructure; and

- proposed measures to improve the water supply system in case it is found that the proposed development will lead to deficiency in the existing/planned waterworks infrastructure.

The applicants may be required to provide detailed calculations and hydraulic assessment if appropriate to support the WSIA.

For enquiry, please contact the ~~Planning Section~~ *Construction Division* of the Water Supplies Department (Tel: ~~2829 4412~~ 2829 4500).

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

**GUIDANCE NOTES**

**INTRODUCTION**

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

**WHETHER AN APPLICATION IS REQUIRED**

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

- (a) uses or developments which are always permitted as specified in the covering Notes of the Plan; and
  - (b) “Column 1” uses of the relevant land use zone.
- 7 Permission from the Board is required for any proposed use or development which falls under “Column 2” or as required under the terms of the Notes.
- 8 No action is required to make the existing use of any land or building conform to the Plan. The scope of existing use is defined in the covering Notes of the OZPs and DPA Plans. For interpretation of existing use in the urban and new town areas, reference can also be made to the Town Planning Board Guidelines for Interpretation of Existing Use in the Urban and New Town Areas. Any material change of use or any other development (except minor alteration and/or modification to the development of the land or building in respect of the existing use, which is always permitted) or redevelopment must be permitted in terms of the Plan or, if permission is required, in accordance with the permission granted by the Board. It is not for the Planning Department or the Board to provide evidence to prove whether a use is an existing use. Any person who intends to claim an “existing use right” will need to provide sufficient evidence to support his claim.
- 9 If the proposed use or development is neither a use or development always permitted nor a “Column 2” use under the Notes of the Plan, there is no provision for application for such use or development, except for temporary use in the rural areas (please refer to paragraphs 10 to 13 below). Nevertheless, pursuant to section 12A of the Ordinance, an application for amendment of plan may be submitted to the Board for consideration. Please refer to the Guidance Notes on Application for Amendment of Plan under Section 12A of the Town Planning Ordinance for details.

## **PROVISION FOR TEMPORARY USE**

### ***Urban and New Town Areas***

- 10 Generally speaking, in the Notes of the OZPs covering the urban and new town areas, there is a provision that temporary uses (expected to be 5 years or less) of any land or buildings are permitted in all zones as long as they comply with other Government requirements. Temporary uses expected to be over 5 years must conform to the zoned use or the terms of the Plan.
- 11 For the interpretation of the above, all uses in permanent buildings should be considered as permanent uses unless the temporary nature of the use can be established to the satisfaction of the Board. Uses accommodated in temporary structures on land awaiting permanent development are considered as temporary uses provided that the allocation for the use is for a period of less than 5 years.

### ***Rural Areas***

- 12 Generally speaking, in the Notes of the OZPs or DPA Plans covering the rural areas, there is a provision that, except in some conservation-related zones as specified in the Notes, temporary uses of any land or buildings not exceeding a period of ~~two~~ 2 months are always permitted and no permission is required provided that the use is for carnival, fair, film shooting on location, festival celebration, religious function or sports event; and no site formation (filling or excavation) is carried out.

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

### PRE-SUBMISSION DISCUSSION

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

Hong Kong DPO	14/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong	(Tel: 2231 4957) (Fax: 2895 3957)
Kowloon DPO	14/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong	(Tel: 2231 4979) (Fax: 2894 9502)
Tsuen Wan & West Kowloon DPO	27/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories	(Tel: 2417 6658) (Fax: 2412 5435)
Sha Tin, Tai Po & North DPO	13/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	(Tel: 2158 6274) (Fax: 2691 2806)
Tuen Mun & Yuen Long West DPO	14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	(Tel: 2158 6301) (Fax: 2489 9711)
Sai Kung & Islands DPO	15/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	(Tel: 2158 6177) (Fax: 2367 2976)
Fanling Sheung Shui & Yuen Long East DPO	<del>13</del> 12/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	(Tel.: 2158 <del>6208</del> <b>6398</b> ) (Fax: <del>2691 2806</del> <b>3105 0057</b> )

### 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 (<http://www.info.gov.hk/tpb>)**. 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 authorisation** letter signed by the applicant should be submitted together with the application. It should be noted that it is not a mandatory requirement to engage qualified professionals in making a submission.

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

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

## TOWN PLANNING BOARD GUIDELINES

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

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

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

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

- 23 Instead of obtaining the consent from a “current land owner”, an applicant may notify such owner. The notification should be in the form of a written notification, ~~and~~ **preferably** sent by registered mail or local recorded delivery mail (e.g. courier service) to the postal address of individual “current land owner” as appeared in the record of the Land Registry (or the company’s office address registered in the Companies Registry if the “current land owner” is a corporate entity), or the relevant postal address of the land/premises under application. A sample format of the notice is attached to the said Town Planning Board Guidelines for reference. The applicant should provide a full record of such notification at the same time when he/she submits the application.
- 24 Apart from obtaining owners’ consent or giving notification, an applicant may demonstrate that reasonable steps as required by the Board have been taken to such effect. The applicant should provide a full record of the steps taken before the application is made at the same time when he/she submits the application.

### WHAT DOCUMENTS ARE REQUIRED FOR THE SUBMISSION

- 25 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 coloured plans/drawings or plans/drawings larger than A3 size, 70 copies each should be provided.
- 26 For fire safety reason, a plan in a scale of not less than 1:400 should be provided in the application for commercial use on the ground floor of an existing industrial premises falling within “Industrial”/“Other Specified Uses (Business)”/“Residential (Group E)” zone to show the location of the premises under application in the relevant building, and all means of exit, entry and internal passageway of the premises under application (please refer to **Plan 1** for sample). For the minimum requirements for fire service installations and equipment for the aforesaid commercial uses, the applicant may make reference to the Guidance Notes on Compliance with Planning Condition on Provision of Fire Safety Measures for Commercial Uses in Industrial Premises. The Guidance Notes 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.
- 27 For applications for any particular use or development that may have implications on the environment, drainage, traffic, infrastructure, landscape and topography, etc., technical assessments on the impacts of the proposed use or development may also be required. Please refer to **Annex B** for further details. *For documents required for application for temporary open storage and port back-up uses in particular, please refer to paragraphs 1 to 3 in Annex C for details.* However, the submission of certain technical assessments is not required for the following types of applications:
- (a) for applications for renewal of approvals for temporary use or development made before the expiry of the relevant approval period, there is no need to undertake new technical assessments to support the application so long as there is no major change in planning circumstances (such as a change in the planning policy/land-use zoning for the area). Updated assessments may however need to be submitted if necessary. Please refer to the Town Planning Board Guidelines on Renewal of Planning Approval and Extension of Time for Compliance with Planning Conditions for Temporary Use or Development for details; and

- (b) for applications for filling of land involving an area of less than 1 ha (except for those within conservation-related zones), submission of technical assessments on 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 such as planning studies and reports on technical assessments, either 70 copies each or a combination of 35 hard copies and 35 soft copies<sup>2</sup> should be submitted. Each report should contain an Executive Summary of not more than 500 words in both English and Chinese. If considered necessary, additional copies of the documents may be required by the Board.
- 29** For each and every lot/premises to which the application relates, the applicant should provide the following documents, if applicable:
- (a) copy of documentary proof of ownership (e.g. copy of record issued by the Land Registry) if the applicant is the sole or one of the “current land owner(s)”;
  - (b) copy of consent signed by “current land owner”; *and/or*
  - (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~~ *Authorised* 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

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

and Review made under the Town Planning Ordinance.

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

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

### PUBLICATION OF APPLICATION FOR COMMENTS

- 38 The Secretary of the Board will make available all documents, *except the particulars of applicant and agents, checklist of documents, authorisation letter, documentary proof of land ownership, copies of consent obtained from and notification given to the current land owner(s), where appropriate*, 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~~ **3** weeks of the period during which the application is available for public inspection. All information including the name of the applicant, but excluding other personal data *and those mentioned above*, included in the application (i.e. the application form and any supplementary document) and the comments received by the Board shall be made available for public inspection. For details on publication of planning applications, please refer to the Town Planning Board Guidelines on Publication of Applications for Amendment of Plan, Planning Permission and Review and Submission of Comments on Various Applications under the Town Planning Ordinance.

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

## **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 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~~ 7 days before the scheduled date of the meeting). For details, please refer to the Town Planning Board Guidelines on Deferment of Decision on Representations, Comments, Further Representations and Applications made under the Town Planning Ordinance.

## **HOW TO OBTAIN THE RESULT OF AN APPLICATION**

- 41 In accordance with the Ordinance, all applications for permission will be considered by the Board within ~~two~~ 2 months of their receipt. The applicant will be notified in writing of the Board's decision after confirmation at the next scheduled meeting of the minutes of the meeting at which the decision is made (normally 2 weeks after the meeting).
- 42 Pending written notification of the Board's decision, an applicant may seek verbal advice on the result of his/her application from the Secretary of the Board immediately after the meeting, or make reference to the Gist of Decisions on Planning Applications which is available on the Board's Website shortly after the meeting on the same day. An applicant may also request for an interim written reply on the Board's decision. Such request should be made in writing to the Secretary of the Board. Any interim reply should not be treated as a formal notification of the decision of the Board.

## **COMPLIANCE OF APPROVAL CONDITIONS**

- 43 The Board may approve an application, with or without conditions. The approval conditions, if any, attached to a permission should be complied with by the applicant. The detailed requirements are set out in the Town Planning Board Guidelines on Compliance of Approval Conditions. For any permission involving commercial use on ground floor of industrial premises, the applicant may also need to refer to the Guidance Notes mentioned in paragraph 26 above for the compliance with approval condition in relation to the provision of fire safety measures.
- 44 *For compliance with approval conditions including application for extension of time for compliance with planning conditions for temporary open storage and port back-up uses, please refer to paragraphs 4 to 14 in Annex C for details.*

## **RIGHT OF REVIEW AND APPEAL**

- 44 45 An application may be approved, with or without conditions, or refused by the Board. The applicant will be notified in writing of the Board's decision including the approval conditions, if any, or the reasons for refusing the application. If the applicant is aggrieved by a decision of the Board, he/she may, within 21 days of being notified of

the decision of the Board, apply in writing to the Secretary of the Board for a review under section 17 of the Ordinance.

- 45 46** Upon receipt of an application for review, the Secretary of the Board will make available the application for public inspection until the review is considered by the Board. Any person may make comment to the Board on the review within the first ~~three~~ **3** weeks of the period during which the review application is available for public inspection. All information including the name of the applicant, but excluding other personal data, included in the review application and the comments on the review application shall be made available for public inspection.
- 46 47** In accordance with the provisions of the Ordinance, the Board shall consider the review within 3 months of its receipt. The applicant or his/her ~~authorized~~ **authorised** representative may attend the meeting and be heard by the Board.
- 47 48** If the applicant is aggrieved by the decision of the Board on a review under section 17, he/she may, within 60 days of being notified of the decision of the review, lodge an appeal to **the Secretary of the Town Planning Appeal Board, at 17/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (Tel: 2848 2022 3509 8844 / 3509 7840)** with a copy sent to the Secretary of the Board.

#### **IMPORTANT POINTS TO NOTE**

- 48 49** These Guidance Notes serve only as general guidelines for the preparation of an application. The guidelines are not meant in any way to restrict the content of each application, nor to restrict the right of the Board to require further information. Each application will be considered on its individual merits.
- 49 50** The information in an application submitted to the Board and the Board's decision on the application would be disclosed to the public. *Such information would also be uploaded to the Board's website where the Board considers appropriate.* The public may make photocopies of the application which is made available for public inspection upon payment of a fee as the Board determines.
- 50 51** Applicants are advised that offering any advantage to a Civil Servant ~~and~~ **or** Members of the Board in connection with the application is an offence under the Prevention of Bribery Ordinance.

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

15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong  
(Tel: 2231 4810 or 2231 4835).

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

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

#### **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 April 2019**

### Particulars which Must be Included in an Application

The following particulars *are considered essential and* must be included in an application *for vetting by the Secretariat of the Board. The information submitted should be presented in a clear, accurate and consistent manner.* If any of these particulars is missing or inconsistent with one another, the Board may refuse to consider the application.

(a) Particulars of the applicant and/or agent  
(Parts 1 and 2 of the application forms and “Particulars of Applicant and ~~Authorized~~ *Authorised* Agent”)

- (i) *for an application without an ~~authorized~~ authorised agent*
- name of the applicant (*in both English and Chinese (if any) to facilitate checking against Land Registry Records*) and name of contact person (if the applicant is a company or an organization)
  - address, telephone number, fax number and e-mail address (if any)
- (ii) *for an application with an ~~authorized~~ authorised agent*
- name of the applicant (*in both English and Chinese (if any) to facilitate checking against authorisation letter and Land Registry Records*)
  - name of the agent and name of contact person (if the agent is a company)
  - address, telephone number, fax number and e-mail address (if any) of the agent
  - *original ~~authorization~~ authorisation letter signed by the applicant with applicant’s company chop (where appropriate). The subject of the authorisation letter should include the location of the application site and the proposed use/development. Authorisation letter(s) signed within 1 year of submitting the application will normally be accepted.*

(b) Address/Location of the application site  
(Part 3 of the application forms)

An applicant or his/her agent must clearly describe the location of the application site. A full address, if available, should be provided. Otherwise, the details of the *all* relevant Demarcation District and Lot number(s) should be specified.

(c) Site area and Government land included (if any)  
(Part 3 of the application forms)

*The site area and Government land included (if any) should be clearly provided in the application form. The applicant should ensure that the application site details including the boundary, area and address are accurate and consistently mentioned/described in the submission.*

(d) Name and number of the related statutory plan(s) and land use zone(s) involved:  
(Part 3 of the application forms)

- *Both the full name and number of the statutory plan currently in force must be provided. The plan number can be found at the bottom right-hand corner of the plan or at the Statutory Planning Portal 2 of the Board.*

- *All zonings of the Plan to which the application relates to must be specified.*

(e) (e) Consent of or notification to each “current land owner”  
(Parts 4, ~~and 5~~ ~~and 6~~ of the application forms)

- *All owner’s consent/notification and/or reasonable steps should be obtained/given/taken in accordance with the Town Planning Board Guidelines on “Satisfying the ‘Owner’s Consent/Notification’ Requirements under Sections 12A and 16 of the Town Planning Ordinance”.*
- If the applicant is the sole or one of the “current land owner(s)”, copy of the documentary proof of ownership (e.g. copy of record issued by the Land Registry) should be provided.
- If the applicant has obtained the consent of any “current land owner”, copy of such signed consent should be provided.
- If the applicant has notified any “current land owner”, a full record of such notification should be provided.
- In the circumstances that an applicant has not obtained the consent of or notified each and every “current land owner”, a full record of all the steps taken by him/her in order to obtain the consent of or give notification to the “current land owner” should be provided.
- *The Land Registry Record submitted must be obtained within 6 weeks before an application is made.*

(f) Types of Application  
(Part 6 of the application forms No. S16-I and S16-II)

*Form No. S.16-I (Applicable to proposals not involving or not only involving construction of New Territories Exempted House; temporary use/development of land and or building not exceeding 3 years in rural areas; and renewal of permission for temporary use or development in rural areas)*

- *The type(s) of application being sought should be duly completed*
- *For applications involving change of use within existing building or part thereof, the total of the proposed floor area should be the same as Part 3(b) of the form.*
- *For applications involving public utility installation or utility installation for private projects, the type and dimensions of the utility installation should be provided.*
- *For all proposals, the breakdown provided in the development schedule should add up to the total floor area/plot ratio proposed.*
- *For development involving columbarium use, the table at Appendix should be completed and the number of niches sold/occupied and the maximum number of sets of ashes interred should be provided.*

**Form No. S.16-III (Applicable to applications only involving temporary use/development of land and/or building not exceeding 3 years in rural areas or renewal of permission for such temporary use or development)**

- **For applications involving temporary use/development of land and/or building not exceeding 3 years in rural areas (Section A in Part 6 of Form No. S.16-III):**
  - **the effective period of permission applied for must be filled or checked as appropriate;**
  - **the development schedule should include the building height, number of storeys of all the proposed uses of different floors of buildings/structures (if any). The area (covered area and floor area) of all structures/buildings should tally with the total covered area/floor area. The buildings/structures should also be shown in a layout plan;**
  - **the number and types of car parking spaces and loading/unloading spaces should be clearly indicated and shown in a layout plan; and**
  - **the operation hours of the proposed temporary use, where appropriate, should also be provided.**
- **For applications involving renewal of permission for temporary use or development not exceeding 3 years in rural areas (Section B in Part 6 of Form No. S.16-III):**
  - **the application number of the original application, date of approval, date of expiry, approved use/development and whether the approval conditions of the previous application have been complied with should be provided; and**
  - **the renewal period sought should also be duly filled.**

**(g) Vehicular access**

**(Part 8 in Form No. S.16-I, Part 6(g) in Form No. S.16-II and Part 6(A)(d) in Form No. S.16-III)**

- **Vehicular access should be clearly indicated, preferably on a plan. For developments with proposed vehicular access, the width of the proposed access should be specified on plan.**

**(h) For applications involving excavation and/or filling of land/pond, the area and depth of excavation/filling should be provided.**

**(i) Declaration**

**(Part 11 in Form No. S.16-I, Part 9 in Form No. S.16-II and Part 8 in Form No. S.16-III)**

- **The declaration form must be signed and accompanied by company chop, where appropriate.**

**(j) Checklist**

- *The checklist should be duly completed and the number of copies of plans/drawings and supporting reports/statement submitted, where appropriate, should be in accordance with the requirements as stated in the checklist.*

## **Applications to be Supported by Technical Assessments**

### **Environment**

For applications for any use or development that:

- may cause environmental impacts (either due to the nature of the proposed use or development and/or its location(s));
- is sensitive to pollution; or
- is major/large-scale,

applicants may be required to submit, together with their applications, information on environmental impacts and associated measures for their abatement. These may include the following –

- information on and an assessment of any possible activities such as reclamation works and industrial operations, that may produce aerial emissions, noise, wastes and effluents, or that may cause ecological impact, disruption to water circulation, or that are hazardous;
- information on pollution sources, if any, which may affect the proposed use or development;
- information on sensitive uses or areas, if any, which may be affected by the proposed use or development;
- information on the possible magnitude, duration and distribution of environmental effects, both beneficial and adverse, if possible;
- measure(s) to minimize environmental impacts or enhance the environment, including design and layout of the developments, pollution control measures and operational controls; and
- information on the environmental sensitivity of the application's location and the surrounding areas, if any.

For applications which may involve major/large-scale developments, applicants are advised to consult the Environmental Protection Department (EPD) (Tel: 2835 ~~1018~~ 1319) prior to submitting their applications.

### **Drainage**

For applications for any use or development that may cause drainage impact, applicants may be required to submit, together with their applications, a drainage impact assessment including a plan and calculations showing the impact on the drainage within the catchment area, and the proposed mitigation measures. For guidance and advice, please refer to Advice Note No. 1 "Application of the Drainage Impact Assessment Process to Private Sector Projects" prepared by the Drainage Services Department (DSD) or contact the DSD (Tel: 2594 7018) for details.

## **Traffic**

For applications for any use or development that may cause traffic impacts, applicants may be required to submit, together with their applications, information on traffic impact assessment and associated measures for their abatement. The report should contain the following information:

- name(s) of the traffic consultants (if any);
- details of the indicative development proposal (including gross floor areas of different uses, provision and layout of parking and loading/unloading facilities, location and layout of run-in and if applicable, number of residential flats, provision and layout of pedestrian and other transport facilities, and turntable/car lift installation);
- a plan showing the existing transport facilities;
- a plan showing the Assessment Area and existing critical road junctions/sections;
- date of completion of the indicative development proposal and design year for the traffic forecast;
- calculation of additional traffic generated by the indicative development proposal together with the trip generation rates used;
- detailed description of the methodology and findings of the traffic counts, surveys, forecast and analysis conducted;
- detailed plans and description of the proposed road improvement and traffic management measures including preliminary feasibility assessment;
- proposed implementation programme of the improvement measures which should as far as possible tie in with the completion of the proposal; and
- supporting calculations.

For enquiry, please contact the following offices of the Transport Department:

- Urban Regional Office (Hong Kong) – Tel: 2829 5815
- Urban Regional Office (Kowloon) – Tel: 2399 ~~2471~~ 2193
- New Territories Regional Office – Tel: 2399 ~~2472~~ 2194

## **Man-made Slope, Retaining Wall or Natural Terrain**

For applications for any use or development that may affect or be affected by man-made slopes, retaining walls or natural terrain, applicants should make reference to the “GEO Advice Note for Planning Applications”. The Advice Note explains the criteria for submission of a Geotechnical Planning Review Report which is required to support applications for use or development that will affect or be affected by man-made slopes, retaining walls or natural terrain. Applicants are also recommended to refer to GEO Publication No. 1/~~2000~~ 2011 “Technical Guidelines on Landscape Treatment *for Slopes and Bio-Engineering for Man-made Slopes and Retaining Walls*” which provides useful guidelines on landscaping of man-made slopes and retaining walls.

Copies of the said Advice Note and further advice can be obtained from the Geotechnical Engineering Office of the Civil Engineering and Development Department (Tel: 2762 5401).

## **Landscape and Visual**

For applications for any use or development that may cause landscape and/or visual impacts, applicants may be required to submit, together with their applications, information on landscape and visual impacts. On landscape impact, the information may include survey on tree and landscape resources (with site photos showing the existing conditions) and quantification of changes. Illustrations on proposed mitigation measures including compensatory planting and other landscape treatment may be necessary to suit the circumstances of each case. On visual impact, the information may include identification of visual resources and visually sensitive receivers, and illustrations to show visual compatibility or obstruction and proposal of mitigation measures.

For presentation purpose in general, photomontages would be a useful tool in demonstrating the visual and landscape impacts of the proposed development. The viewpoints for the photomontages to be selected should be agreed by the Planning Department before the submission as far as possible. Where necessary, use of computer generated and/or physical models to further demonstrate the visual impact and mitigation measures may be required. For details, please contact the respective District Planning Office of the Planning Department.

## **Water Gathering Grounds**

For applications for any use or development within the water gathering grounds, applicants may be required to submit, together with their applications, information on the potential impacts on water quality and loss of yield in the water gathering grounds arising from the proposed use or development. Moreover, applicants should demonstrate that effluent discharge from the proposed development will be in compliance with the effluent standards as stipulated in the Water Pollution Control Ordinance Technical Memorandum. The proposed development should be able to be connected to existing or planned sewerage system in the area except under very special circumstances (e.g. in case of Small House development, the applicant can demonstrate that the water quality within water gathering grounds will not be affected by the proposed development).

## **Water Supply**

For applications for any use or development that may cause water supply impacts, applicants may be required to submit, together with their applications, a water supply impact assessment (WSIA). The requirements of the WSIA should be agreed with the Water Supplies Department and contain the following information:

- a detailed demand assessment for potable water and flushing water;
- an estimated annual water demand build-up trend covering the period from initial completion to full development;
- proposal of connection points to the existing water main network and new mains to be laid from the connection points to the development. The preliminary feasibility of the alignment of any new water mains should be established;
- assessment of the impacts of the additional water demand generated by the proposed development on the existing/planned waterworks infrastructure; and

- proposed measures to improve the water supply system in case it is found that the proposed development will lead to deficiency in the existing/planned waterworks infrastructure.

The applicants may be required to provide detailed calculations and hydraulic assessment if appropriate to support the WSIA.

For enquiry, please contact the ~~Planning Section~~ *Construction Division* of the Water Supplies Department (Tel: ~~2829 4500 2829 4412~~).

## Application for Permission for Temporary Open Storage and Port Back-Up Uses

### WHAT DOCUMENTS ARE REQUIRED FOR THE SUBMISSION?

- In submitting planning applications *for permission for temporary open storage and port back-up uses, apart from application form*, the following documents are required:
  - ~~(a)~~ **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.
  - ~~(b)~~ **(a) 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;
  - ~~(c)~~ **(b) 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;
  - ~~(d)~~ **(c) 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;
  - ~~(e)~~ **(d) 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;

~~(f)~~ (e) **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

~~(g)~~ (f) **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.

• 2 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:

- (a) Town Planning Board Guidelines for Application for Open Storage and Port Back-up Uses under Section 16 of the Town Planning Ordinance;
- (b) “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;
- (c) “Code of Practice on Handling Environmental Aspects of Temporary Uses & Open Storage Sites” issued by Environmental Protection Department;
- (d) “Technical Note to prepare a Drainage Submission” issued by Drainage Services Department; and
- (e) “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.

~~• A total of 5 copies 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<sup>4</sup> should be submitted. Each report should contain an Executive Summary of not more than 500 words in both English and Chinese. If considered necessary, additional copies of the documents may be required by the Board.~~

- ~~• 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”.~~
- 3 In the assessment of planning applications for open storage and port back-up uses, general planning criteria including the planning intention of the area covering the site, compatibility with surrounding land uses, site accessibility and possible impacts generated by the proposed uses will be taken into account. For details on these general planning criteria, applicants can make reference to the “Town Planning Board Guidelines for Application for Open Storage and Port Back-up Uses under Section 16 of the Town Planning Ordinance” ~~mentioned in paragraph 6(i) above.~~

## HOW TO COMPLY WITH APPROVAL CONDITIONS?

- 4 In granting planning permission, planning conditions on the **submission**/ resubmission of technical proposals and/or **implementation** of the proposals would be imposed to ensure that the approved open storage/port back-up uses would not generate adverse drainage, landscape, environmental and traffic impacts on the surrounding area and that the proposals would be complied with and/or implemented within a specified time. Depending on the special circumstance of each case, a planning condition requiring the application site be reinstated to an amenity area upon expiry of the planning permission would normally be imposed to ensure that the site would be tidied up, after the expiry of the planning permission, with the provision of suitable landscape treatment. It is imperative that the requirements are duly observed and implemented in accordance with the planning conditions.
- 5 Successful applicants should seek advice and assistance from the respective Government departments and the DPO in the preparation of the detailed technical submissions and implementation of the approval conditions. Relevant documents providing guidance on the fulfillment of conditions are also attached to the notification letter issued by the Secretary, Town Planning Board. These documents include:
  - (a) A list of contacts of concerned Government departments;
  - (b) “Technical Note on the Submission and Implementation of Landscape Proposals for Compliance with Approval Conditions for Applications for Open Storage and Port

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<sup>4</sup> ~~Soft copies refer to Compact Disc—Read Only Memory (CD-ROM)/Digital Versatile Disc—Read Only Memory (DVD-ROM). Documents in the disc should be in Adobe Portable Document Format (PDF) and a content page having hyperlinks to reports and chapters in the disc should be provided. Other means of digital storage of data will not be accepted.~~

Back-up Uses under Section 16 of the Town Planning Ordinance”;

(c) “Code of Practice on Handling Environmental Aspects of Temporary Uses & Open Storage Sites”; and

(d) “Technical Note to prepare a Drainage Submission”.

• Government departments will give advice on the following aspects:

(a) **Planning Department** - preparation and implementation of landscape proposals, their maintenance and detailed reinstatement requirement;

(b) **Drainage Services Department** - preparation of drainage impact assessment and drainage proposals; and implementation of drainage facilities;

(c) **Transport Department** - provision of vehicular access point, junction improvement, design of parking layout and preparation of traffic impact assessment;

(d) **Environmental Protection Department** - preparation of noise impact assessment and implementation of mitigation measures to reduce noise and air impact; and

(e) **Lands Department** - the provision of fencing and paving of the site.

### **Submission of Technical Proposals**

• **6** Successful applicants should submit the technical proposals as soon as they are available. For normal cases where the conditions are required to be complied with within 6 months from date of planning approval, the applicant should submit the proposals at least 6 weeks before expiry of the 6-month compliance period to the relevant DPO of the Planning Department for central processing (for landscape proposals, a copy should be sent to the Landscape Unit of the Planning Department directly). A copy of the submissions should also be sent to the Secretary, Town Planning Board for record purpose.

• **7** The relevant DPO will circulate the technical proposals to concerned Government departments for comments and inform the applicants within one month upon receipt of the proposals whether the submitted proposals are acceptable. If the proposals do not meet the requirements of the concerned departments, the applicants should revise the proposals and resubmit the proposals for further consideration. In any case, it is important to have the revised proposals accepted by the relevant Government departments within the compliance period. If not, application for extension of time for compliance with the planning conditions should be sought.

• **8** Sometimes the Board may impose a shorter compliance period for implementing the conditions. Applicants should pay particular regard to the length of the compliance period and submit proposals to comply with the conditions as early as possible, and allow at least one month for departments concerned to vet the proposals.

## **Implementation of Technical Proposals**

- **9** Once the technical proposals are accepted, the applicants should proceed with the implementation works without delay and notify the relevant DPO of the Planning Department and the Secretary, Town Planning Board once the works are completed. All works must be completed before the expiry of the specified time limit. For works that do not require the submission of proposals, implementation works should be undertaken once the applications are approved. Upon receipt of the applicants' notification of the completion of the required works, the relevant DPO and Government departments will arrange for site inspection and inform the applicants within one month whether the implemented works are satisfactory. The completed works/landscape/mitigation measures should be properly maintained.

## **Reinstatement Clause**

- **10** If the planning condition contains a requirement to reinstate the application site into an amenity area upon expiry of the planning approval, the applicant is required to undertake reinstatement works which usually include removal of hard paving and planting the site with trees, shrubs and grass, and sometimes demolition of the structure/shelter on the site. Any enquiry on the reinstatement requirement should be directed to the relevant DPO of the Planning Department.

## **HOW TO APPLY FOR EXTENSION OF TIME FOR COMPLIANCE WITH PLANNING CONDITIONS?**

- **11** If the applicants consider that more time is required to comply with the planning conditions, they could submit applications for extension of time for compliance with planning conditions. The application form can be obtained from the office of Secretary, Town Planning Board or downloaded from the Town Planning Board's Homepage. In submitting the applications, the applicants should demonstrate that genuine efforts have been made in complying with and implementing the conditions by including in the submissions documentation on the technical proposals so far submitted and an account of works undertaken in respect of the planning conditions. Good justifications should also be given on why the planning condition(s) could not be complied with within the prescribed time limit. Such application should be submitted to the Secretary, Town Planning Board no less than 4 weeks before the expiry of the specified time limit. The general requirements and assessment criteria for this type of application are set out in the "Town Planning Board Guidelines for Renewal of Planning Permission and Extension of Time for Compliance with Planning Conditions".

## **REVOCAION OF PLANNING APPROVAL**

- **12** If the applicants fail to comply with the approval conditions within the specified time limit, the planning permissions granted for the uses will be **revoked** automatically without further notice.

- **13** Continuation of these uses without planning permissions will constitute **unauthorized unauthorised** developments subject to enforcement action taken by the Planning Authority.
- **14** To continue the same use(s) on the site, a fresh section 16 planning application needs to be submitted to the Board for consideration. Planning permission would normally not be granted unless the applicants have included in the submissions technical assessments/proposals on such aspects as landscape, drainage and environmental mitigation to demonstrate that the proposed uses would not generate adverse drainage, environmental, landscape and traffic impacts on the surrounding areas. Furthermore, there should be no major adverse departmental comments and the concerns of the departments and local residents can be addressed through the implementation of approval conditions.

### IMPORTANT POINT TO NOTE

- ~~This set of Guidance Notes serves only as general guidelines for the preparation of applications for temporary open storage and port back-up uses under section 16 of the Ordinance and for the compliance of approval conditions for this type of application. The guidelines are not meant in any way to restrict the content of each development proposal, nor to restrict the right of the Board to require further information. Each application will be considered on individual merits.~~
- **15** It is **outside the purview** of the Board and the Town Planning Appeal Board to determine any claims in relation to ‘existing use’. It is the right of an applicant/operator to bring an action for judicial review in the Court of First Instance if he genuinely believes that he has a valid claim of ‘existing use’ for a specific site. For further information on this matter, please contact the Central Enforcement & Prosecution Section of the Planning Department.
- ~~The information in an application submitted to the Board and the Board’s decision on the application would be disclosed to the public. The public may make photocopies of the application which is made available for public inspection upon payment of a fee as the Board determines.~~
- ~~Applicants are advised that offering any advantage to a Civil Servant and Members of the Board in connection with the application is an offence under the Prevention of Bribery Ordinance.~~

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**Secretary, Town Planning Board**  
**15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong**  
**(Tel: 2231 4810 or 2231 4835).**

**Town Planning Board’s Website**  
**<http://www.info.gov.hk/tpb/>**

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**(Hotline: 2231-5000).**

**Town Planning Board  
December 2015**

