

**REPRESENTATION IN RESPECT OF
PLAN UNDER SECTION 6(1) OF
THE TOWN PLANNING ORDINANCE (CAP. 131)**

根據《城市規劃條例》(第131章)
第6(1)條就圖則作出申述

For Official Use Only 請勿填寫此欄	Reference No. 檔案編號	
	Date Received 收到日期	

- The representation should be made to the Town Planning Board (the Board) before the expiry of the specified plan exhibition period. The completed form and supporting documents (if any) should be sent to the Secretary, Town Planning Board, 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong.
申述必須於指定的圖則展示期限屆滿前向城市規劃委員會（下稱「委員會」）提出，填妥的表格及支持有關申述的文件（倘有），必須送交香港北角渣華道 333 號北角政府合署 15 樓城市規劃委員會秘書收。
- Please read the “Town Planning Board Guidelines on Submission and Processing of Representations and Further Representations” before you fill in this form. The Guidelines can be obtained from the Secretariat of the Board (15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong – Tel.: 2231 4810 or 2231 4835) and the Planning Enquiry Counters (PECs) 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), or downloaded from the Board’s website at <http://www.tpb.gov.hk/>.
填寫此表格之前，請先細閱有關「根據城市規劃條例提交及處理申述及進一步申述」的城市規劃委員會規劃指引。這份指引可向委員會秘書處（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，亦可從委員會的網頁下載（網址：<http://www.tpb.gov.hk/>）。
- This form can be downloaded from the Board’s website, and obtained from the Secretariat of the Board and the PECs of the Planning Department. The form should be typed or completed in block letters, preferably in both English and Chinese. The representation may be treated as not having been made if the required information is not provided.
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。提出申述的人士須以打印方式或以正楷填寫表格，填寫的資料宜中英文兼備。倘若未能提供所需資料，則委員會可把有關申述視為不曾提出論。
- In accordance with the Town Planning Ordinance (the Ordinance), the Board will make available all representations received for public inspection as soon as reasonably practicable at the Board’s website and the PECs. The representations will be available for public inspection until the Chief Executive in Council has made a decision on the plan in question under section 9 of the Ordinance.
根據《城市規劃條例》（下稱「條例」），委員會會在合理地切實可行的情況下，盡快將所有收到的申述上載至委員會的網頁及存放於規劃資料查詢處供公眾查閱，直至行政長官會同行政會議根據條例第 9 條就有關圖則作出決定為止。

**1. Person Making this Representation (known as “Representer” hereafter)
提出此宗申述的人士（下稱「申述人」）**

Full Name 姓名 / 名稱 (Mr./Ms./Company/Organization* 先生/女士/公司/機構*)

(Note: for submission by person, full name shown on Hong Kong Identity card/Passport must be provided)
(注意：若個人提交，須填上與香港身份證／護照所載的全名)

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

Full Name 姓名 / 名稱 (Mr./ Ms./Company/Organization* 先生/女士/公司/機構*)

(Note: for submission by person, full name shown on Hong Kong Identity card/Passport must be provided)
(注意：若個人提交，須填上與香港身份證／護照所載的全名)

* Delete as appropriate 請刪去不適用者

Please fill in “NA” for not applicable item 請在不適用的項目填寫「不適用」

3. Details of the Representation (use separate sheet if necessary)#**申述詳情(如有需要，請另頁說明)#**

The plan to which the representation relates (please specify the name and number of the plan) 與申述相關的圖則 (請註明圖則名稱及編號)		
Nature of and reasons for the representation 申述的性質及理由		
Subject matters 有關事項@	Are you supporting or opposing the subject matter? 你支持還是反對有關事項?	Reasons 理由^
	<input type="checkbox"/> support 支持 <input type="checkbox"/> oppose 反對	
	<input type="checkbox"/> support 支持 <input type="checkbox"/> oppose 反對	
	<input type="checkbox"/> support 支持 <input type="checkbox"/> oppose 反對	
Any proposed amendments to the plan? If yes, please specify the details. 對圖則是否有任何擬議修訂? 如有的話，請註明詳情。		

If the representation contains more than 20 pages, or any page larger than A4 size, 4 hard copies and 1 soft copy are required to be provided for the submission. Provision of email address is also required.

若申述超過 20 頁或有任何一頁大小超過 A4，則須提交硬複本一式四份和一份軟複本。另須提供電郵地址。

@ Please describe the particular matter in the plan to which the representation relates. Where the representation relates to an amendment to a plan, please specify the amendment item number provided in the Schedule of Proposed Amendments. 請形容圖則內與申述有關的指定事項，如申述與圖則的修訂有關，請註明在修訂項目附表內的修訂項目編號。

^ Please also note that section 6(3A) of the Ordinance provides that any representation received under section 6(1) **may be treated as not having been made** if, in the opinion of the Board that, the reason for the representation is a reason concerning compensation or assistance relating to, or arising from resumption/acquisition/clearance/obtaining vacant possession of any land by the Government. The above matters should be dealt with in accordance with the relevant statutory provisions on compensation and/or promulgated policy on compensation. Should you have any views on compensation or assistance matters, you may separately raise your views to the Director of Lands or the relevant authority. 請注意，條例第 6(3A)條訂明，如委員會認為根據第 6(1)條收到的任何申述所提出的理由是與政府收回/徵用/清理/取得任何土地的空置管有權而引起的補償或援助有關，則有關申述**可被視為不曾提出**。上述事項應該按照相關補償的法律條文和/或已公布的補償政策處理。如對補償或援助事宜有意見，可另行向地政總署署長或有關當局提出。

Please fill "NA" for not applicable item 請在不適用的項目填寫「不適用」

at the appropriate box 請在適當的方格內加上 號

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

Particulars of “Representer” and Authorized Agent
「申述人」及獲授權代理人的詳細資料

Important Notice 重要告示

1. Representer must provide the full name shown on Hong Kong Identity (HKID) Card/Passport
2. Representer must provide the first four alphanumeric characters of HKID Card/Passport number (e.g. C668/CC66)
3. The representative of the authorized agent (if applicable) must also provide his/her full name shown on HKID Card/Passport and the first four alphanumeric characters of his/her HKID Card/Passport number (e.g. C668/CC66)
4. For submission made by authorized agent on the representer’s behalf, the original signed authorization letter should be provided
5. Representer or his/her authorized agent is requested to provide postal address and/or email address to facilitate communication in writing
6. Representer is advised to read the Town Planning Board (TPB) Guidelines No. 29C on “Submission and Processing of Representations and Further Representations under the Town Planning Ordinance” (TPB PG-No. 29C).

If representer fails to provide the information of items 1 to 3 above, the representation submitted **shall be treated as not having been made**. Failure to provide the document of item 4 above shall be taken as that no authorization agent is appointed for the representation. Failure to provide information of item 5 above (note: incomplete or illegible correspondence may also be treated as not having been provided) will be taken to indicate that the representer is not willing to receive further correspondences and attend the hearing. The Secretariat of the TPB reserves the right to require provision of identity proof for verification. If needed, the representer may check the information regarding the hearing arrangement, relevant papers, etc. on the TPB website, and contact the Secretariat of the TPB to make arrangement for their attendance at the hearing.

1. 申述人須填上香港身份證／護照所載的全名
2. 申述人亦須提供香港身份證／護照號碼的首四個字母數字字符(例子: C668/CC66)
3. 獲授權代理人(如適用)的代表亦須提供香港身份證／護照所載的全名及號碼的首四個字母數字字符(例子: C668/CC66)
4. 如申述由獲授權代理人提交, 代理人須提交申述人簽署的委任文書正本
5. 申述人或其獲授權代理人請提供郵寄地址及／或電郵地址以便書信通訊
6. 申述人須詳閱關於「根據《城市規劃條例》提交及處理申述及進一步申述」的城市規劃委員會(下稱「城規會」)規劃指引編號 29C

申述人若沒有提供上述第 1 至 3 項的資料, 則所提交的申述會視為不曾作出。若沒有提供上述第 4 項的文件, 則該申述將視為並沒有委任獲授權代理人。沒有提供上述第 5 的項資料(註: 不完整或無法辨識的通訊地址亦視作沒有提供) 的申述人將視作無意收到往後相關函件及出席聆聽會議。城規會秘書處保留權利要求申述人提供身份證明以作核實。若有需要, 申述人可透過城規會網站取得聆聽會議安排、相關的城規會文件等資料, 並聯絡城規會秘書處, 以安排出席聆聽會議。

1. Representer 「申述人」

Full Name of Representer’s Representative (Only applicable to organization/group as a representer) 申述人代表全名(只適用於申述人為機構組織)			
(Note: full name shown on HKID Card/Passport must be provided) (注意: 須填上香港身份證／護照所載的全名)			
Representer’s First 4 Alphanumeric Characters of HKID Card/Passport (e.g. C668/CC66) # 申述人的香港身份證／護照首 4 位字母數字字符(例子: C668/CC66) #			
Postal Address 通訊地址@			
E-mail Address 電郵地址@			
Tel. No. 電話號碼 (Optional 可選擇提供)			

Necessary information. If representer is an organization/group, must provide the information of the representative
必須資料。如果申述人為機構組織, 須提供其代表的資料

@ Please refer to point no. 5 of Important Notice
請查閱重要告示的第 5 點

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

Full Name of Representative 代表全名
 (Only applicable to organization/group as the authorized agent 只適用於獲授權代理人為機構組織)
 (Mr./ Ms. * 先生/女士*)

(Note: full name shown on HKID Card/Passport must be provided)
 (注意:須填上香港身份證/護照所載的全名)

First 4 Alphanumeric Characters of HKID Card/Passport (e.g. C668/CC66) #
 香港身份證/護照首 4 位字母數字字符(例子: C668/CC66) #

Postal Address 通訊地址@

E-mail Address 電郵地址@

Tel. No. 電話號碼 (Optional 可選擇提供)

* Delete as appropriate 請刪去不適用者

If the authorized agent is an organization/group, must provide information of the representative
 如果代理人為機構組織，須提供其代表的資料

@ Please refer to point no. 5 of Important Notice
 請查閱重要告示的第 5 點

Statement on Personal Data 個人資料的聲明

- In accordance with the provisions of the Town Planning Ordinance and the relevant Town Planning Board Guidelines, the personal data submitted to the Board in this representation will be used by the Secretary of the Board and Government departments for the following purposes:
 - the verification of identity of the “representer” and the authorized agent;
 - the processing of this representation which includes making available the name of the “representer” for public inspection when making available this representation for public inspection; and
 - facilitating communication between the “representer” and the Secretary of the Board/Government departments

城市規劃委員會就這宗申述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：

- 核實「申述人」及獲授權代理人的身份；
- 處理這宗申述，包括在公布這宗申述供公眾查閱時，公布「申述人」的姓名供公眾查閱；以及
- 方便「申述人」與委員會秘書及政府部門之間進行聯絡。

- The personal data provided by the “representer” and the authorized agent in this representation may also be disclosed to other persons for the purposes mentioned in paragraph 1 above.
 「申述人」及獲授權代理人就這宗申述提供的個人資料，或亦會向其他人士披露，以作上述第 1 段提及的用途。

- The “representer” and the authorized agent have a right of access and correction with respect to their 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，「申述人」及獲授權代理人有權查閱及更正其個人資料。如欲查閱及更正其個人資料，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。