

2026年 3月 4日

此文件在 收到・城市規劃委員會
只會在收到所有必要的資料及文件後才正式確認收到
申請的日期。

This document is received on 2026 -03- 04
The Planning Board will formally acknowledge
the date of receipt of the application only upon receipt
of all the required information and documents.

Form No. S16-III
表格第 S16-III 號

**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 Regulated Areas,
or Renewal of Permission for such Temporary Use or Development***

**適用於祇涉及位於鄉郊地區或受規管地區土地上及/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.tpb.gov.hk/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.tpb.gov.hk/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

26000PO B/1 by hand

For Official Use Only 請勿填寫此欄	Application No. 申請編號	A17C-MP/408
	Date Received 收到日期	2026-03-04

- 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.tpb.gov.hk/>. 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.tpb.gov.hk/>), 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
(<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 checked="" type="checkbox"/> Company 公司 / <input type="checkbox"/> Organisation 機構)
俊和-中土聯營 Chun Wo - CCECC JV

2. Name of Authorised Agent (if applicable) 獲授權代理人姓名/名稱 (如適用)
(<input checked="" 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)
黃新和 Wong sun wo William

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)	元朗丈量約份第101約地段第31號
(b) Site area and/or gross floor area involved 涉及的地盤面積及/或總樓面面積	<input checked="" type="checkbox"/> Site area 地盤面積 920 sq.m 平方米 <input checked="" type="checkbox"/> About 約 <input checked="" type="checkbox"/> Gross floor area 總樓面面積 1015 sq.m 平方米 <input checked="" type="checkbox"/> About 約
(c) Area of Government land included (if any) 所包括的政府土地面積 (倘有) N/A 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	米埔及錦綉花園分區計劃大綱核准圖編號 S/YL-MP/8
(e) Land use zone(s) involved 涉及的土地用途地帶	V,O
(f) Current use(s) 現時用途	閒置土地 (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" #& (please proceed to Part 6 and attach documentary proof of ownership).
是唯一的「現行土地擁有人」 #& (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" #& (please attach documentary proof of ownership).
是其中一名「現行土地擁有人」 #& (請夾附業權證明文件)。
- is not a "current land owner" #.
並不是「現行土地擁有人」 #。

- 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)" #.
根據土地註冊處截至 ...2026... 年 ...01... 月 ...14... 日的記錄，這宗申請共牽涉1..... 名「現行土地擁有人」 #。

(b) The applicant 申請人 -

- has obtained consent(s) of "current land owner(s)" #.
已取得1..... 名「現行土地擁有人」 # 的同意。

Details of consent of "current land owner(s)" # obtained 取得「現行土地擁有人」 # 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)
1	DD101 LOT No 31	29-01-2026

(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)"#
已通知 名「現行土地擁有人」#。

Details of the "current land owner(s)"# notified 已獲通知「現行土地擁有人」#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)#&
於 _____ (日/月/年)向每一名「現行土地擁有人」"郵遞要求同意書"&

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)#&
於 _____ (日/月/年)在指定報章就申請刊登一次通知&
- posted notice in a prominent position on or near application site/premises 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&
- sent notice to relevant owners' corporation(s)/owners' committee(s)/mutual aid committee(s)/management office(s) or rural committee 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&

Others 其他

- others (please specify)
其他 (請指明)

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	
(A) Temporary Use/Development of Land and/or Building Not Exceeding 3 Years in Rural Areas or Regulated Areas 位於鄉郊地區或受規管地區土地上及/或建築物內進行為期不超過三年的臨時用途/發展 (For Renewal of Permission for Temporary Use or Development in Rural Areas or Regulated Areas, please proceed to Part (B)) (如屬位於鄉郊地區或受規管地區臨時用途/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	擬議臨時辦公室連附屬設施和相關填土工程(為期3年) (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 checked="" type="checkbox"/> year(s) 年 3 <input type="checkbox"/> month(s) 個月
(c) Development Schedule 發展細節表	
Proposed uncovered land area 擬議露天土地面積 405sq.m <input checked="" type="checkbox"/> About 約
Proposed covered land area 擬議有上蓋土地面積 515sq.m <input checked="" type="checkbox"/> About 約
Proposed number of buildings/structures 擬議建築物/構築物數目 2
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 1015sq.m <input checked="" type="checkbox"/> About 約
Proposed gross floor area 擬議總樓面面積 1015sq.m <input checked="" 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)	
辦公室高6米 (2層) 電錶房 高3.5米 (1層)	
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 6
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) 小型巴士泊車位 2
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 每日上午8時至下午6時，星期日及公眾假期休息																															
(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 checked="" 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)) 青山公路米埔段轉鄉村小路 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)																														
(c) 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，請另頁註明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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Filling of land 填土 Area of filling 填土面積 920 sq.m 平方米 <input checked="" type="checkbox"/> About 約 Depth of filling 填土厚度 0.15 m 米 <input checked="" 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？	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">On environment 對環境</td> <td style="width: 15%;">Yes 會 <input type="checkbox"/></td> <td style="width: 15%;">No 不會 <input checked="" type="checkbox"/></td> </tr> <tr> <td>On traffic 對交通</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input checked="" 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 checked="" type="checkbox"/></td> </tr> <tr> <td>On drainage 對排水</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input checked="" type="checkbox"/></td> </tr> <tr> <td>On slopes 對斜坡</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/></td> </tr> </table>	On environment 對環境	Yes 會 <input type="checkbox"/>	No 不會 <input checked="" type="checkbox"/>	On traffic 對交通	Yes 會 <input type="checkbox"/>	No 不會 <input checked="" type="checkbox"/>	On water supply 對供水	Yes 會 <input type="checkbox"/>	No 不會 <input checked="" type="checkbox"/>	On drainage 對排水	Yes 會 <input type="checkbox"/>	No 不會 <input checked="" type="checkbox"/>	On slopes 對斜坡	Yes 會 <input type="checkbox"/>	No 不會 <input checked="" type="checkbox"/>	Affected by slopes 受斜坡影響	Yes 會 <input type="checkbox"/>	No 不會 <input checked="" type="checkbox"/>	Landscape Impact 構成景觀影響	Yes 會 <input type="checkbox"/>	No 不會 <input checked="" type="checkbox"/>	Tree Felling 砍伐樹木	Yes 會 <input type="checkbox"/>	No 不會 <input checked="" type="checkbox"/>	Visual Impact 構成視覺影響	Yes 會 <input type="checkbox"/>	No 不會 <input checked="" type="checkbox"/>	Others (Please Specify) 其他 (請列明)	Yes 會 <input type="checkbox"/>	No 不會 <input checked="" type="checkbox"/>
On environment 對環境	Yes 會 <input type="checkbox"/>	No 不會 <input checked="" type="checkbox"/>																													
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Tree Felling 砍伐樹木	Yes 會 <input type="checkbox"/>	No 不會 <input checked="" type="checkbox"/>																													
Visual Impact 構成視覺影響	Yes 會 <input type="checkbox"/>	No 不會 <input checked="" type="checkbox"/>																													
Others (Please Specify) 其他 (請列明)	Yes 會 <input type="checkbox"/>	No 不會 <input checked="" 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 or Regulated Areas
位於鄉郊地區或受規管地區臨時用途/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

7. Justifications 理由

The applicant is invited to provide justifications in support of the application. Use separate sheets if necessary.
現請申請人提供申請理由及支持其申請的資料。如有需要，請另頁說明。

我等為牛潭尾食水處理廠擴建工程的承建商，早前正式簽署合約，即使展開工程，因場地土地不足，合同內列明我等須要另覓土地搭建臨時辦公室(隨申請書附上水務署合約供貴會參考)附件1因申請地點與工地非常接近(附件2)，行車路程只需15分鐘，十分適合在申請地點搭建臨時辦公室，而我等經米埔村村長協助下取得土地業權人同意我等在其土地上開設臨時辦公室，但條件為必須取得城市規劃委員會的批准才能進行有關工作，因此我等現向貴會作出是次申請，需然我等辦公室與民居相隔不遠，但我等只用作辦公用途，絕對不會產生噪音，而辦公時間為上午8時至下午5時星期日及公眾假期休息，因此絕對不會影響鄰近居民的生活環境，同時我等亦已取得 DD105 LOT1258RP業權人同意我等使用其地段作為臨時行人及行車通道。而申請地點早前已填上0.15米的混凝土，因此是次申請如獲批准我等不需要進行填土工程。停車場內6個私家車車位全部為本公司員工停泊，另外兩個輕型巴士全部用作接載政府工程師及本公司工程人員往返牛潭尾瀘水廠和辦公室專用，絕對不會對外開放。

懇請貴會批准是次申請。

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 this application 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

.....
Wong sun wo William

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

RPP 註冊專業規劃師

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

13-01-2026

..... (DD/MM/YYYY 日/月/年)

Remark 備註

The materials submitted in this application 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 <u>as far as possible</u> . 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 available 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於規劃署規畫資料查詢處供一般參閱。)	
Application No. 申請編號	(For Official Use Only) (請勿填寫此欄)
Location/address 位置/地址	元朗丈量約份第101約地段第31號。
Site area 地盤面積	920 sq. m 平方米 <input checked="" type="checkbox"/> About 約 (includes Government land of 包括政府土地 N/A sq. m 平方米 <input type="checkbox"/> About 約)
Plan 圖則	米埔及錦綉花園分區計劃大綱核准圖編號 S/YL-MP/8
Zoning 地帶	V,O
Type of Application 申請類別	<input checked="" type="checkbox"/> Temporary Use/Development in Rural Areas or Regulated Areas for a Period of 位於鄉郊地區或受規管地區的臨時用途/發展為期 <input checked="" type="checkbox"/> Year(s) 年 <u>3</u> <input type="checkbox"/> Month(s) 月 _____ <input type="checkbox"/> Renewal of Planning Approval for Temporary Use/Development in Rural Areas or Regulated Areas for a Period of 位於鄉郊地區或受規管地區臨時用途/發展的規畫許可續期為期 <input type="checkbox"/> Year(s) 年 _____ <input type="checkbox"/> Month(s) 月 _____
Applied use/ development 申請用途/發展	擬議臨時辦公室連附屬設施和相關填土工程(為期3年)

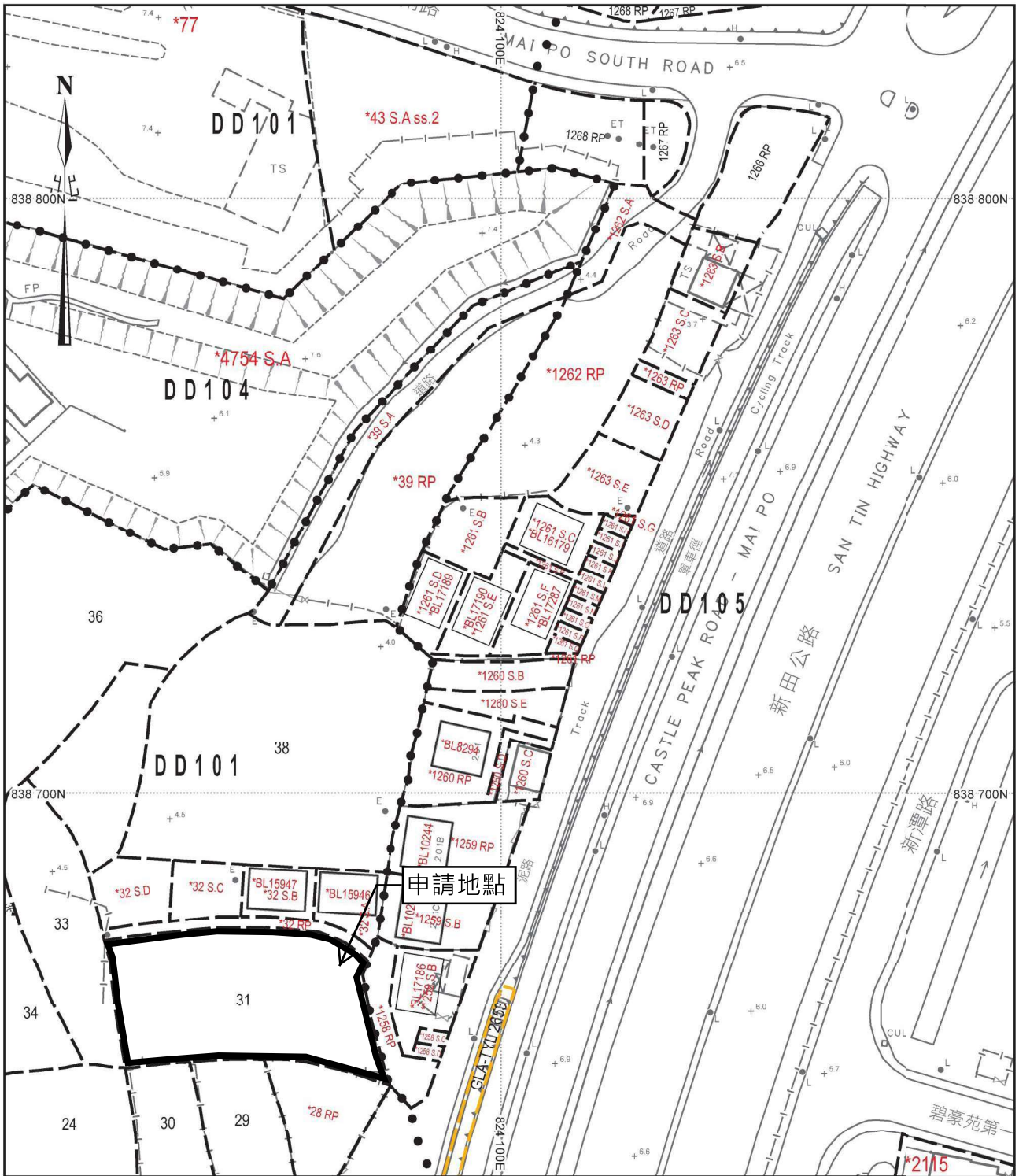
(i) Gross floor area and/or plot ratio 總樓面面積及/或地積比率		sq.m 平方米	Plot Ratio 地積比率
	Domestic 住用	<input type="checkbox"/> About 約 <input type="checkbox"/> Not more than 不多於	<input type="checkbox"/> About 約 <input type="checkbox"/> Not more than 不多於
	Non-domestic 非住用	1015 <input checked="" type="checkbox"/> About 約 <input type="checkbox"/> Not more than 不多於	1.103 <input checked="" type="checkbox"/> About 約 <input type="checkbox"/> Not more than 不多於
(ii) No. of blocks 幢數	Domestic 住用		
	Non-domestic 非住用	2	
(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		3.5-6 m 米 <input type="checkbox"/> (Not more than 不多於)
			1-2 Storeys(s) 層 <input type="checkbox"/> (Not more than 不多於)
(iv) Site coverage 上蓋面積		56 %	<input checked="" 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		8
	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) 小型巴士		6 2
		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
<u>Plans and Drawings 圖則及繪圖</u>		
Master layout plan(s)/Layout plan(s) 總綱發展藍圖／布局設計圖	<input checked="" 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) 申請地點位置圖 雨水排放建議圖 填土範圍圖	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Reports 報告書</u>		
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.

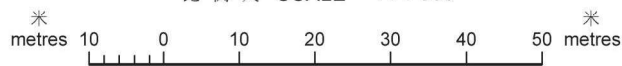
註：上述申請摘要的資料是由申請人提供以方便市民大眾參考。對於所載資料在使用上的問題及文義上的歧異，城市規劃委員會概不負責。若有任何疑問，應查閱申請人提交的文件。

申請地點位置圖

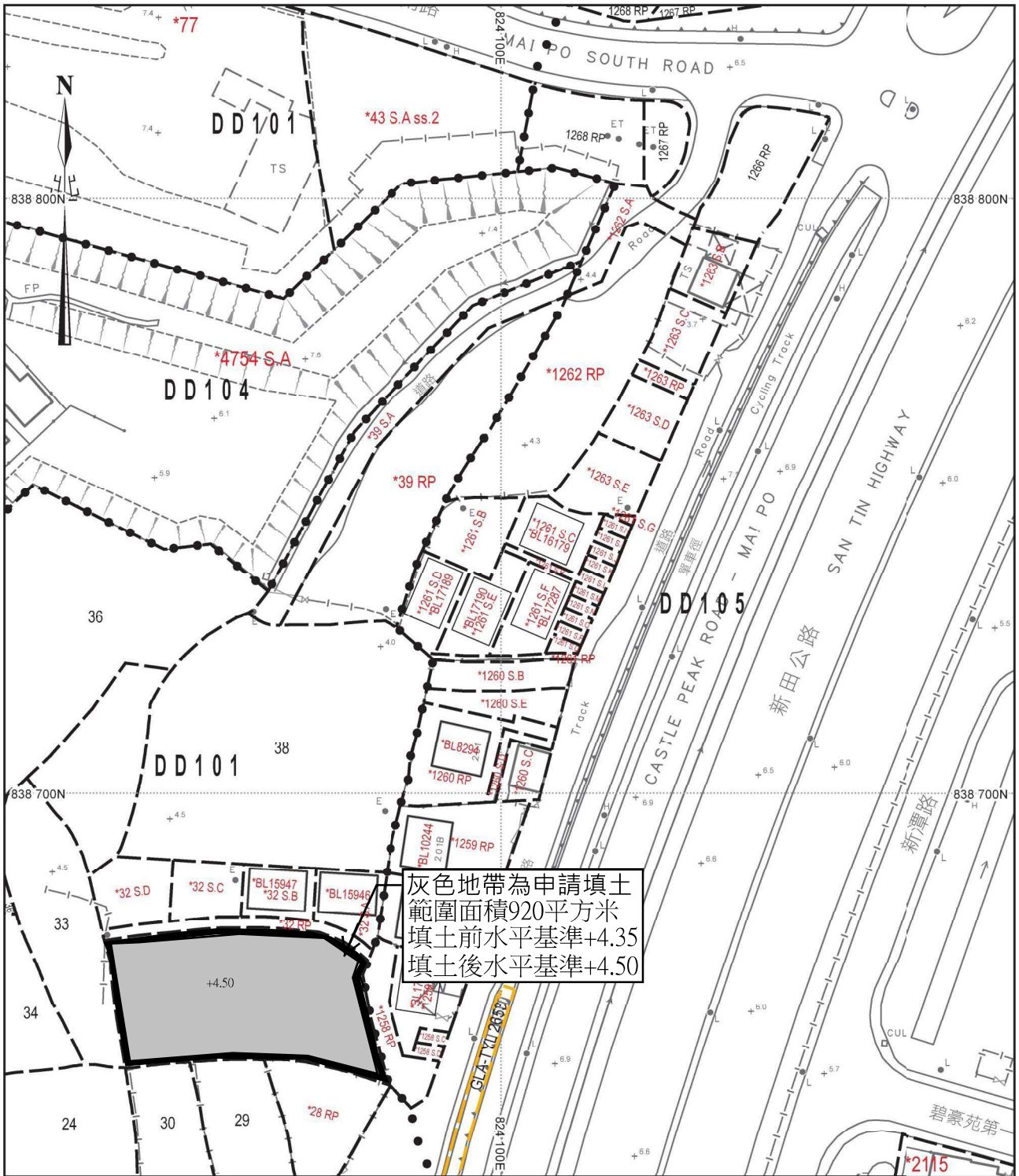


地政總署測繪處 Survey and Mapping Office, Lands Department

比例尺 SCALE 1:1 000

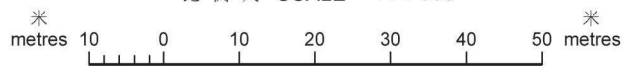


申請填土範圍圖



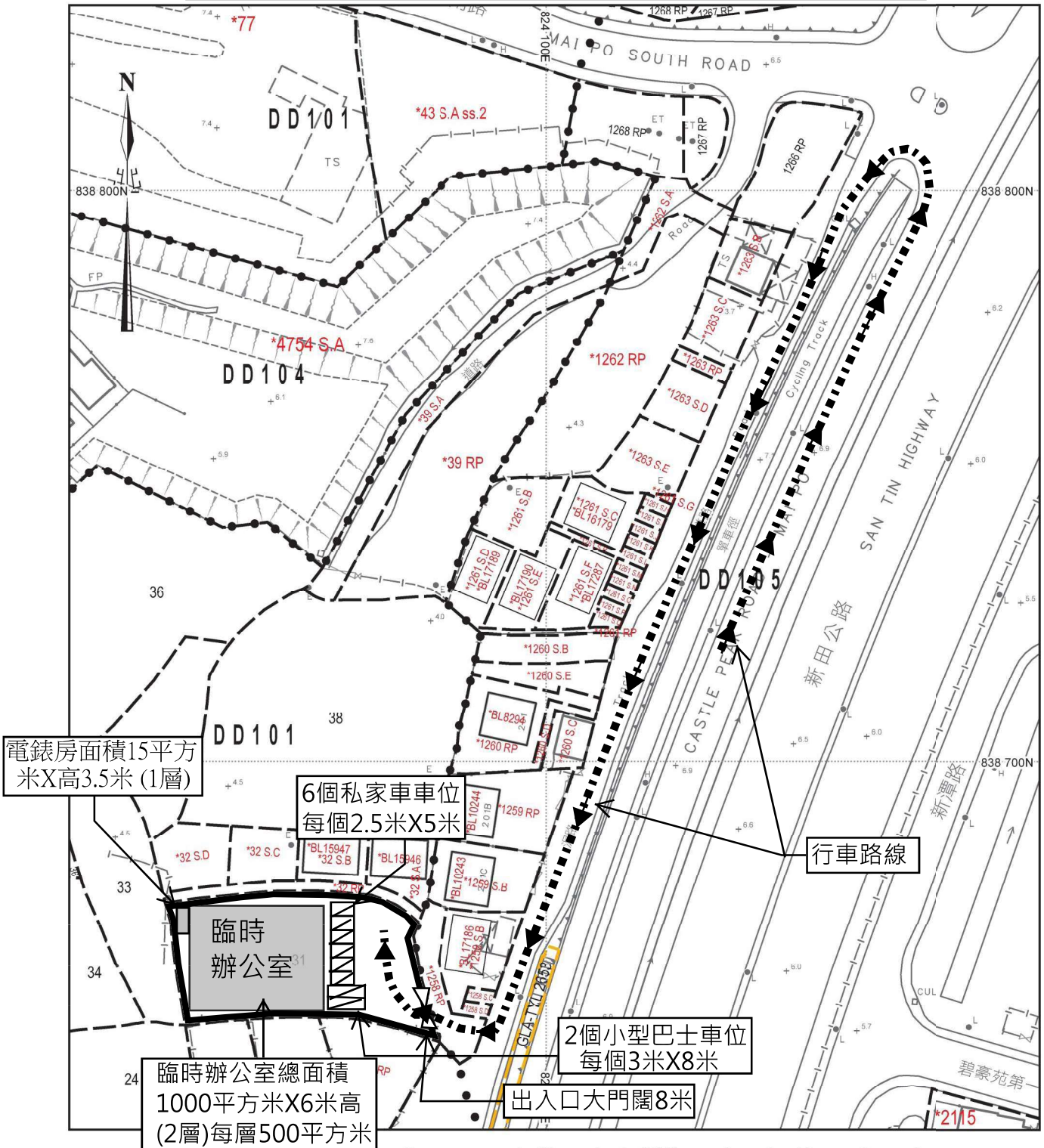
地政總署測繪處 Survey and Mapping Office, Lands Department

比例尺 SCALE 1:1 000



有關申請地點的地面已鋪上混凝土，因此如獲批准日後不須要進行鋪設混凝土工程

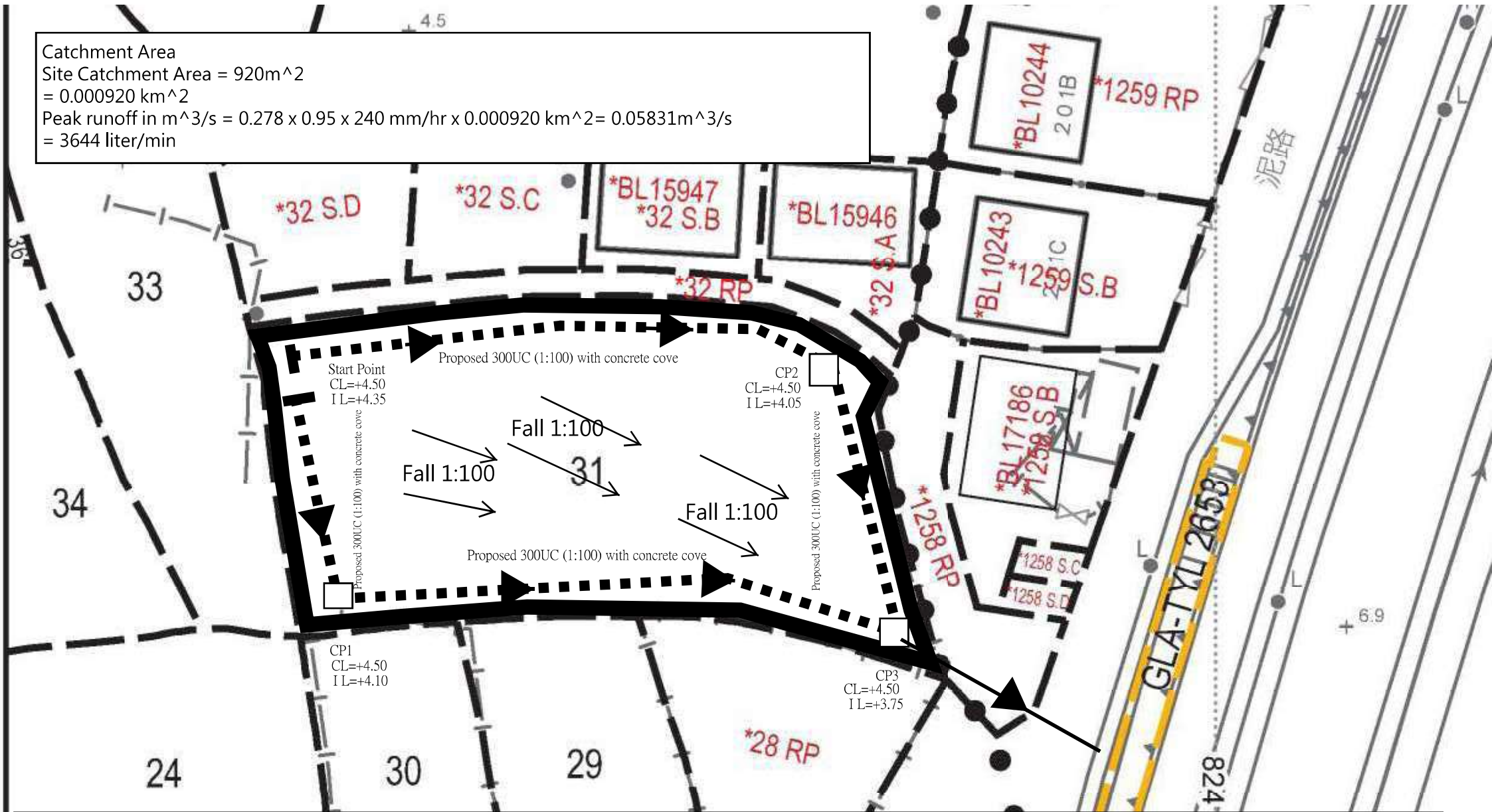
布局圖



臨時辦公室工作時間為每日上午8時至下午6時，星期日及公室假期休息。
 每日早上8時至平時將會有6架次車輛進入申請地點，
 而在中午12時至下午1時將會有3架次車輛離開，
 而在下午1時至2時將會有3架次車輛進入，
 而在下午5時至6時將會有6架次車輛離開。
 而2部小型巴士每日上午9時將會接載政府工程人員及公司管理人員到牛潭尾水廠進行視察工程，
 及監管工作，而在下午4時30分回到臨時辦公室。預計每日約有4架次小型巴士進出申請地點。
 而臨時回辦公室約有80名管理人員在辦公室內工作，因此須要大面積的辦公室來應付工作需要。

雨水排放建議圖

Catchment Area
 Site Catchment Area = 920m^2
 = 0.000920 km^2
 Peak runoff in m^3/s = $0.278 \times 0.95 \times 240\text{ mm/hr} \times 0.000920\text{ km}^2 = 0.05831\text{m}^3/\text{s}$
 = 3644 liter/min



Note:

1. Catchpit (CP3) with desilting facility shall follow CEDD's standard drawing No. C2406/1. C2406/2A
2. Catchpit and UC follows Typical Details of Geotechnical Manual for Slope Fig.8.10 and Fig.8.11 respectively.
3. The inverted level of the connection point shall be verified on site prior the commencement of work
4. Grating Concrete Cover follows CEDD's standard drawing No. C2412E: U-CHANNELS WITH PRECAST CONCRETE SLABS

Urgent Return receipt Expand Group Restricted Prevent Copy

Chloe Kit Ying LEUNG/PLAND

寄件者: [REDACTED]
寄件日期: 2026年03月10日星期二 18:32
收件者: Chloe Kit Ying LEUNG/PLAND; tpbpd/PLAND
主旨: A/YL-MP/408
附件: 更替申請書內頁及增補文件.pdf

類別: Internet Email

此電郵係取代今早 11:27 分發給貴會的電郵文件
更替申請書內頁及增補文件

7. Justifications 理由

The applicant is invited to provide justifications in support of the application. Use separate sheets if necessary.
現請申請人提供申請理由及支持其申請的資料。如有需要，請另頁說明。

我等為牛潭尾食水處理廠擴建工程的承建商，早前正式簽署合約，即使展開工程，因場地土地不足，合同內列明我等須要另覓土地搭建臨時辦公室（隨申請書附上水務署合約供貴會參考）附件1因申請地點與工地非常接近（附件2），行車路程只需15分鐘，十分適合在申請地點搭建臨時辦公室，而我等經米埔村村長協助下取得土地業權人同意我等在其土地上開設臨時辦公室，但條件為必須取得城市規劃委員會的批准才能進行有關工作，因此我等現向貴會作出是次申請，需然我等辦公室與民居相隔不遠，但我等只用作辦公用途，絕對不會產生噪音，而辦公時間為上午8時至下午5時星期日及公眾假期休息，因此絕對不會影響鄰近居民的生活環境，同時我等亦已取得 DD105 LOT1258RP業權人同意我等使用其地段作為臨時行人及行車通道。而申請地點早前已填上0.15米的混凝土，因此是次申請如獲批准我等不需要進行填土工程。停車場內6個私家車車位全部為本公司員工停泊，另外兩個輕型巴士全部用作接載政府工程師及本公司工程人員往返牛潭尾瀘水廠和辦公室專用，絕對不會對外開放。

懇請貴會批准是次申請。

§

installations and equipment for the Project Manager and the Supervisor's & Contractor's site accommodation

Director of Fire Service and Practice Note for Authorized Person and Register Structural Engineer (PNAP 273) provide fire hydrants, firefighting appliances, water pumping connections and such other fire service installations and equipment (as defined in the Fire Services Ordinance, any regulations made thereunder and any amending legislation) as the Director of Fire Services in his sole discretion shall require within the site (or, subject to the prior written consent and approval of the District Lands Officer, on any adjacent or adjoining Government land) and within any structure or structures erected or to be erected thereon at such point or points as the Director of Fire Services may require. The Contractor shall maintain at his own expense the said fire hydrants firefighting appliances, water pumping connections and such other fire service installations and equipment in good condition and to the satisfaction of the Director of Fire Services.

(2) The installation and maintenance of fire services stipulated in subclause (1) above shall comply with the “Code of Practice for Minimum Service Installations and Equipment and Inspection, Testing, and Maintenance of Installation and Equipment”.

Access for Fire Services appliances and personnel

1.49G

(1) The Contractor shall to the satisfaction of the Director of Fire Services:

- (a) provide suitable means of access for the passage of Fire Services appliances and Fire Services personnel to any structure or structures erected or placed or to be erected or placed on the sites;
- (b) at all times permit such Fire Services personnel and Fire Services appliances the free and uninterrupted use of such means of access; and
- (c) maintain such means of access and keep the same free from obstruction.

(2) The Contractor shall permit the Director of Fire Services, his officers, servants or agents at all reasonable times with or without notice to enter upon the sites or any part thereof or any structure or structures or any part thereof erected or placed or to be erected or placed thereon for the purpose of inspecting the same so as to ensure that the requirements referred to in sub-clause (a) of this condition have been complied with.

Dangerous goods

1.49H

(1) The Contractor shall comply with all lawful requirements of the Director of Fire Services made under the Dangerous Goods Ordinance, any regulations made thereunder and any amending legislation.

The Contractor's

1.50

Re-number GS Clause 1.50 as 1.50(1) and add the following after Clause 1.50(1):

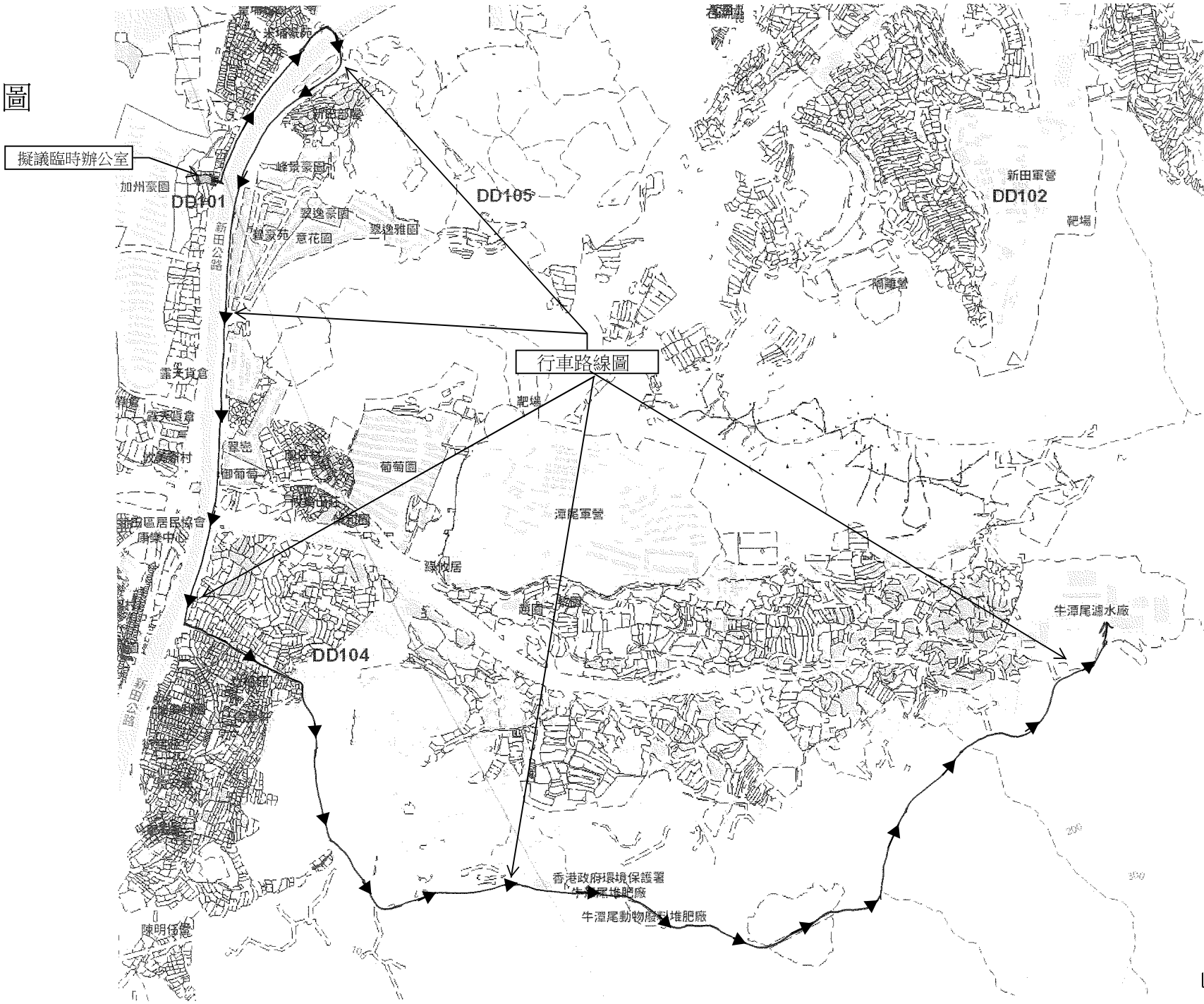
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Site

Accommodation

- (2) The *Contractor's* site accommodation is a rented office at a particular location which is convenient and economical, equipped with all necessary sheds, stores, mess rooms, latrines and other accommodation until the completion of the *works*. No structure shall be erected by the *Contractor* within the Site without the written consent of the *Project Manager*; such consent shall not relieve the *Contractor* of the responsibility of siting temporary structures clear of the *works*. A copy of the plan showing the extent and position of all stores, sheds, etc. shall be prepared by the *Contractor* and retained for inspection in the site office.
- (3) No temporary accommodation for workmen shall be erected by the *Contractor* within the Site without the written consent of the *Project Manager*. Such temporary accommodation, when erected shall be to the acceptance of the *Project Manager* and kept in a clean and sanitary condition.
- (4) The *Contractor* shall comply with the obligations, requirements and restriction in respect of the relevant engineering conditions for Portion 3 of the Site respectively.
- (6) The toilet facilities shall include containing facilities, which may be in the form of a holding tank or septic tank shall be submitted to relevant department(s) for the approval and accepted by the *Project Manager*, for receiving and holding discharges from the toilet for subsequent emptying and disposal. Septic tanks shall not be permitted in water gathering grounds or near existing natural streams unless approved otherwise by the appropriate authorities. The *Contractor* shall maintain the facilities in good condition without causing hygienic and odour problems and to the acceptance of the *Project Manager*.
- (7) The *Contractor* shall provide suitable fencing or hoarding to surround the area for security and public safety.
- (8) NOT USED.
- (9) The *Contractor* shall provide the site area with temporary electricity supply for the works and suitable portable fire fighting equipment at his own cost.
- (10) Separate fencing and access shall be provided for the storage area so that the operation of the *Project Manager's* site office and the work will not be affected by activities for loading and unloading of materials.
- (11) The *Contractor* shall first consider reusing CIF units for erection of site accommodation for *Project Manager* /

擬議臨時辦公室至
牛潭尾瀘水廠行車路線圖



6. Type(s) of Application 申請類別	
(A) Temporary Use/Development of Land and/or Building Not Exceeding 3 Years in Rural Areas or Regulated Areas 位於鄉郊地區或受規管地區土地上及/或建築物內進行為期不超過三年的臨時用途/發展 (For Renewal of Permission for Temporary Use or Development in Rural Areas or Regulated Areas, please proceed to Part (B)) (如屬位於鄉郊地區或受規管地區臨時用途/發展的規劃許可續期，請填寫(B)部分)	
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Proposed uncovered land area 擬議露天土地面積 405sq.m <input checked="" type="checkbox"/> About 約
Proposed covered land area 擬議有上蓋土地面積 515sq.m <input checked="" type="checkbox"/> About 約
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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 1015sq.m <input checked="" type="checkbox"/> About 約
Proposed gross floor area 擬議總樓面面積 1015sq.m <input checked="" type="checkbox"/> About 約
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Proposed number of car parking spaces by types 不同種類停車位的擬議數目	
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Others (Please Specify) 其他 (請列明) 小型巴士泊車位 2
Proposed number of loading/unloading spaces 上落客貨車位的擬議數目	
Taxi Spaces 的士車位
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Others (Please Specify) 其他 (請列明)

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 available at the Planning Enquiry Counters of the Planning Department for general information.)

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Application No. 申請編號	(For Official Use Only) (請勿填寫此欄)
Location/address 位置/地址	元朗丈量約份第101約地段第31號。
Site area 地盤面積	920 sq. m 平方米 <input checked="" type="checkbox"/> About 約 (includes Government land of 包括政府土地 N/A sq. m 平方米 <input type="checkbox"/> About 約)
Plan 圖則	米埔及錦綉花園分區計劃大綱核准圖編號 S/YL-MP/8
Zoning 地帶	V,O
Type of Application 申請類別	<input checked="" type="checkbox"/> Temporary Use/Development in Rural Areas or Regulated Areas for a Period of 位於鄉郊地區或受規管地區的臨時用途/發展為期 <input checked="" type="checkbox"/> Year(s) 年 <u>3</u> <input type="checkbox"/> Month(s) 月 _____ <input type="checkbox"/> Renewal of Planning Approval for Temporary Use/Development in Rural Areas or Regulated Areas for a Period of 位於鄉郊地區或受規管地區臨時用途/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	擬議臨時辦公室連附屬設施和相關填土工程(為期3年)

Urgent Return receipt Expand Group Restricted Prevent Copy

寄件者: [REDACTED]
寄件日期: 2026年04月08日星期三 18:52
收件者: Chloe Kit Ying LEUNG/PLAND; tpbpd/PLAND
主旨: A/YL-MP/408
附件: P5,8,10更正.pdf; 辦公室布局圖.pdf

類別: Internet Email

CC : [REDACTED]
更替申請書內頁及補充文件和
回應機電工程署的擬問

早前提及有關 80 名員工，實為參與牛潭尾瀘水廠地盤工作的員工人數，而須要回辦公室集合再出發到地盤工作人數約為 40 人，其中 20 名員工須自行乘坐公共交通工具到地盤，而餘下 20 名員工會在辦公室工作(早上 9:00 至下午 5 時)特此作出更正.

代理人黃新和敬上

6. Type(s) of Application 申請類別	
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Others (Please Specify) 其他 (請列明)

7. Justifications 理由

The applicant is invited to provide justifications in support of the application. Use separate sheets if necessary.
 現請申請人提供申請理由及支持其申請的資料。如有需要，請另頁說明。

我等為牛潭尾食水處理廠擴建工程的承建商，早前正式簽署合約，即時展開工程，因場地土地不足，合同內列明我等須要另覓土地搭建臨時辦公室（隨申請書附上水務署合約供貴會參考）附件1因申請地點與工地非常接近（附件2），行車路程只需15分鐘，十分適合在申請地點搭建臨時辦公室，而我等經米埔村村長協助下取得土地業權人同意我等在其土地上開設臨時辦公室，但條件為必須取得城市規劃委員會的批准才能進行有關工作，因此我等現向貴會作出是次申請，需然我等辦公室與民居相隔不遠，但我等只用作辦公用途，絕對不會產生噪音，而辦公時間為上午8時至下午6時，星期日及公眾假期休息，因此絕對不會影響鄰近居民的生活環境，

同時我等亦已取得 DD105 LOT1258RP業權人同意我等使用其地段作為臨時行人及行車通道。而申請地點早前已填上0.15米的混凝土，作為土地平整及車輛通行之用，是次申請如獲批准我等不需要進行填土工程。停車場內6個私家車車位只是提供給政府工程師，及本公司高級工程師使用，其他員工必須乘坐公共交通工具，在鄰近的巴士站只需步行3分鐘便可到達辦公室。

在工作日早上8時至10時將會有6架次私家車進入辦公室場地，而在中午12時至下午1時將會有3架次車輛離開，而在下午1時至2時將會有3架次車輛進入，而在下午5時至6時將會有6架次車輛離開星期日及公眾假期不會有私家車進出場地。

另外兩部19座位小型巴士全部接載政府工程師及本公司工程人員往返牛潭尾瀘水廠和辦公室專用。在早上9時接載工程人員到牛潭尾瀘水廠而下午4:30分回到辦公室，預計每工作日約有4架次19座位小型巴士進出申請地點。星期日及公眾假期不會有19座位小型巴士進出場地。

場地內不會進行建築活動、儲存危險物品、露天存放物料、維修、清潔、噴漆、或其他工場用途。同時我等已知識渠務署的意見，隨後補交經修定的排水報告。

我等澄清有關申請實為擬議臨時地盤辦公室連附屬設施和相關填土工程（為期三年）

早前提及有關80名員工，實為參與牛潭尾瀘水廠地盤工作的員工人數，而須要回辦公室集合再出發到地盤工作人數約為40人，其中20名員工須自行乘坐公共交通工具到地盤，而餘下20名員工會在辦公室工作（早上9:00至下午5時）特此作出更正。

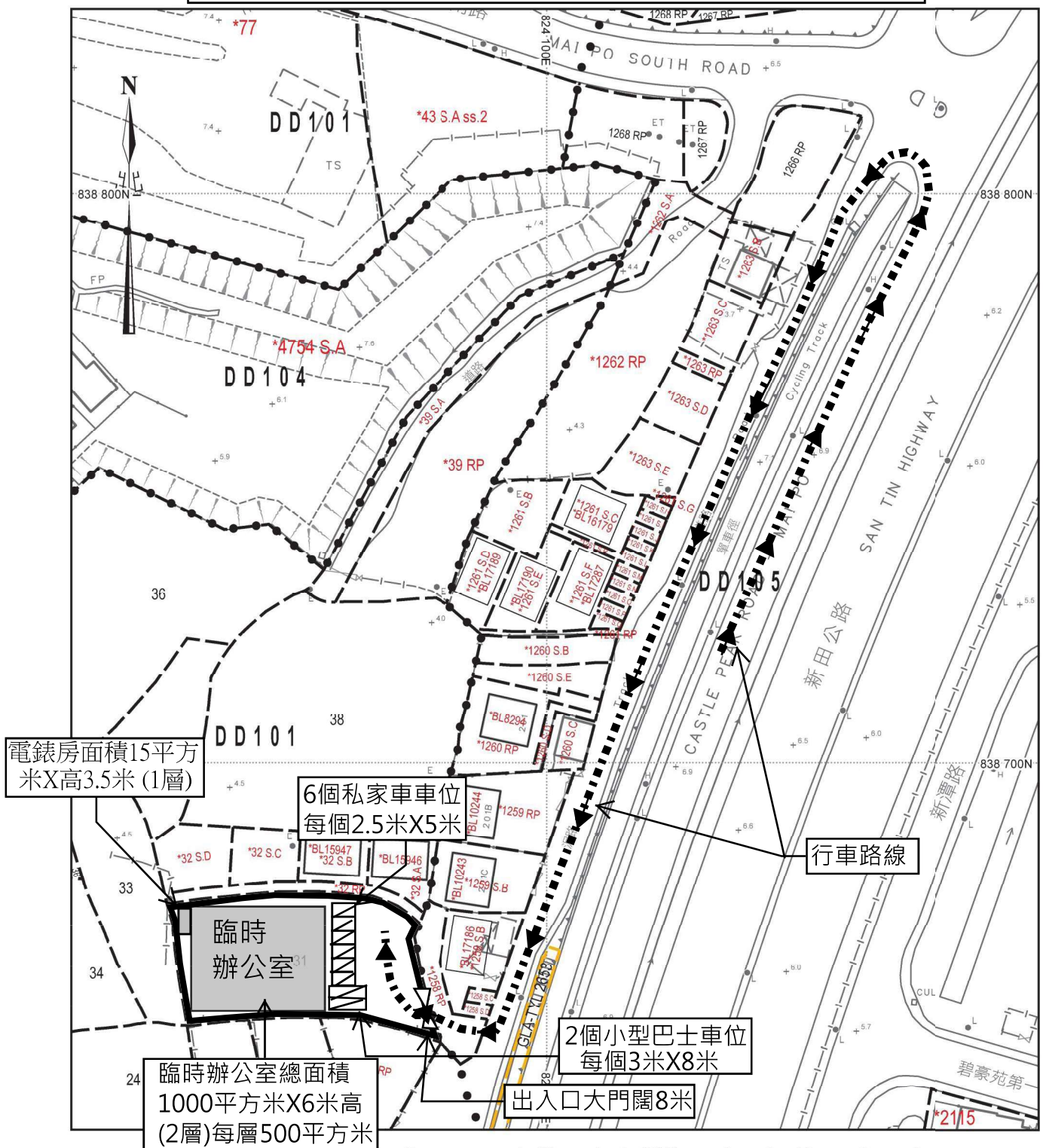
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布局圖



臨時辦公室工作時間為每日上午8時至下午6時，星期日及公眾假期休息。
 每日早上8時至10時將會有6架次車輛進入申請地點，
 而在中午12時至下午1時將會有3架次車輛離開，
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**Relevant Extract of the Town Planning Board Guidelines for
Application for Developments within Deep Bay Area
under Section 16 of the Town Planning Ordinance
(TPB PG-No. 12C)**

According to TPB PG-No. 12C, the Site falls within the Wetland Buffer Area (WBA). Extracts of land use concept and development guidelines are summarised as follows:

Wetland Buffer Area

- (a) The intention of the WBA is to protect the ecological integrity of the fish ponds and wetland within the Wetland Conservation Area (WCA) and prevent development that would have a negative off-site disturbance impact on the ecological value of fish ponds.
- (b) Within the WBA, for development or redevelopment which requires planning permission, an ecological impact assessment (EcoIA) would need to be submitted. Some local and minor uses (including temporary uses) are exempted from the requirement of EcoIA.

Appendix A

List of Uses Exempted from Ecological Impact Assessment within the Wetland Buffer Area

For planning applications involving uses/development within the Wetland Buffer Area, the following uses/development are exempted from the requirement of ecological impact assessment as part of the submission to the Board :

- Temporary Uses
- Agricultural Use (except in SSSI Zone)
- Ancestral Hall
- Bank#
- Barbecue Spot
- Barber Shop#
- Beauty Parlour#
- Burial Ground
- Clinic/Polyclinic*
- Electricity Substation of single storey
- Government Refuse Collection Point^
- House (Alteration, modification and/or redevelopment to the existing building bulk only)
- New Territories Exempted Houses
- Off-Course Betting centre#
- On-farm Domestic Structure
- Photographic Studio#
- Playground/Playing Field in “V” and “R(D)” zones
- Police Post/Police Reporting Centre
- Post Office*
- Private Club#
- Public Convenience
- Public Library*
- Public Utility Installation (electricity mast, lamp pole, pipeline and telephone booth only)^
- Pumping Station of single storey
- Refreshment Kiosk
- Retail Shop#
- School*
- Showroom excluding Motor-vehicle Showroom#
- Shrine
- Social Welfare Facility*
- Tent Camping Site

Note:

other than free-standing building

* other than free-standing building exceeding 3 storeys

^ not applicable to the “Other Specified Uses” annotated “Eco-lodge” zone on the Ma Tso Lung and Hoo Hok Wai Outline Zoning Plan

Previous s.16 Application covering the Application Site

Rejected Application

Application No.	Proposed Use(s) / Development(s)	Date of Consideration (Town Planning Board)
A/YL-MP/268	Proposed Temporary Open Storage of Construction Machinery and Equipment with Ancillary Converted Container Office and Staff Common Room for a Period of 3 Years	27.7.2018 (Upon review)

Rejection Reasons

- (a) Not in line with the planning intentions of “Open Space” (“O”) and “Village Type Development” (“V”) zones.
- (b) Not in line with the then Town Planning Board Guidelines for Application for Temporary Open Storage and Port Back-up Uses (TPB PG-No. 13E).
- (c) Setting an undesirable precedent for similar applications within the “O” and “V” zones.

Government Departments' General Comments

1. Land Administration

Comments of the District Lands Officer/Yuen Long, Lands Department (DLO/YL, LandsD):

- no adverse comment on the application;
- the application site (the Site) comprises Old Schedule Agricultural Lot 31 in D.D. 101 held under the Block Government Lease which contains the restriction that no structures are allowed to be erected without the prior approval of the Government;
- there is no Small House application approved or under processing at the Site; and
- advisory comments are detailed in **Appendix V**.

2. Traffic

Comments of the Commissioner for Transport:

- no in-principle objection to the application from traffic engineering perspective; and
- advisory comments are detailed in **Appendix V**.

Comments of the Chief Highway Engineer/New Territories West, Highways Department (HyD):

- no in-principle objection to the application from highways maintenance point of view; and
- advisory comments are detailed in **Appendix V**.

3. Drainage

Comments of the Chief Engineer/Mainland North, Drainage Services Department:

- no in-principle objection to the application from drainage operation and maintenance point of view;
- the applicant shall submit a revised drainage plan showing full details of the existing drains and the proposed drains with supporting design calculations and charts;
- after completion of the required drainage works, the applicant shall provide DSD for reference a set of record photographs showing the completed drainage works with corresponding photograph locations marked clearly on the approved drainage plan;
- all the proposed drainage facilities should be constructed and maintained by the applicant at his own cost. The applicant should ensure and keep all drainage works on the Site under proper maintenance at all times; and

- advisory comments are detailed in **Appendix V**.

4. **Environment**

Comments of the Director of Environmental Protection:

- considering the revised ‘Code of Practice on Handling the Environmental Aspects of Temporary Uses and Open Storage Sites’, it is noted that the proposed use would not involve traffic of heavy vehicle and dusty operations. There are residential premises within 100m from the boundary of the Site. Based on the above, he has no adverse comment on the application from environmental planning perspective;
- no adverse comment on the associated filling of land;
- no environmental complaints relating to the Site were recorded in the past three years; and
- advisory comments are detailed in **Appendix V**.

5. **Fire Safety**

Comments of the Director of Fire Services:

- no in-principle objection to the application subject to fire service installations and water supplies for firefighting being provided to the satisfaction of the Director of Fire Services; and
- advisory comments are detailed in **Appendix V**.

6. **Landscape**

Comments of the Chief Town Planner/Urban Design and Landscape, Planning Department:

- no adverse comment on the application from landscape planning perspective;
- based on the aerial photo taken in 2025, the Site is located in an area of comprehensive residential development landscape character comprising low-rise residential buildings, village houses, ponds, open storages, scattered tree groups and temporary structures. The proposed use is not entirely incompatible with the surrounding environment;
- with reference to site photos taken in March 2026, the Site is generally formed. Some self-seeded vegetation is found. According to the application form, no tree felling is involved;
- in view of the above, significant adverse landscape impact arising from the application is not anticipated; and
- advisory comments are detailed in **Appendix V**.

7. **Building Matters**

Comments of the Chief Building Surveyor/New Territories West, Buildings Department:

- no objection to the application; and
- advisory comments are detailed in **Appendix V**.

8. **Electrical and Mechanical Services**

Comments of the Director of Electrical and Mechanical Service:

- there is a high pressure underground town gas transmission pipeline running along San Tam Road in the vicinity of the Site;
- having considered the number of working personnel provided in further information and noting that the proposed site office is temporary in nature, he has no adverse comments on the application; and
- advisory comments are detailed in **Appendix V**.

9. **Other Departments**

The following government departments have no objection to/no adverse comment/no comment on the application and their advisory comments, if any, are in **Appendix V**:

- Director of Agriculture, Fisheries and Conservation;
- Project Manager (West), Civil Engineering and Development Department;
- Chief Engineer/Railway Development 1-1, Railway Development Office, HyD;
- Chief Engineer/Construction, Water Supplies Department;
- Commissioner of Police; and
- District Officer (Yuen Long), Home Affairs Department.

Recommended Advisory Clauses

- (a) to note the comments of the District Lands Officer/Yuen Long, Lands Department (DLO/YL, LandsD) that the lot owner(s) shall apply to his office for a Short Term Waiver (STW) to permit the structure(s) erected within the private lot. The application(s) for STW will be considered by the Government in its capacity as a landlord and there is no guarantee that they will be approved. The STW, if approved, will be subject to such terms and conditions including the payment of waiver fee and administrative fee as considered appropriate by LandsD. Besides, given the proposed use is temporary in nature, only erection of temporary structure(s) will be considered;
- (b) to note the comments of the Commissioner for Transport that:
 - (i) sufficient maneuvering space shall be provided within the application site (the Site);
 - (ii) no vehicle is allowed to queue back to or reverse onto/from public road at any time during the planning approval period; and
 - (iii) the local track connecting the Site is not under the Transport Department's purview. The applicant shall obtain consent of the owners/managing department of the local track for using it as the vehicular access to the Site;
- (c) to note the comments of the Chief Highway Engineer/New Territories West, Highways Department (HyD) that:
 - (i) HyD shall not be responsible for the maintenance of the proposed access connecting the Site (i.e. Mai Po South Road/ Castle Peak Road – Mai Po and the local track); and
 - (ii) adequate drainage measures shall be provided to prevent surface water running from the Site to nearby public roads and drains;
- (d) to note the comments of the Chief Engineer/Railway Development 1-1, HyD that the Site falls within the railway protection boundary of the existing High Speed Rail. The applicant is advised to consult MTR Corporation Limited with respect to the operation, maintenance, safety and any future works required for the existing railways with reference to the Development Bureau Technical Circular (Works) No. 1/2019 and/or Practice Notes for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-24;
- (e) to note the comments of the Director of Environmental Protection (DEP) that:
 - (i) sewage discharge from the Site should be directed to nearby public sewer. In case of unavailability of public sewer, proper sewage collection and treatment facilities should be provided in accordance with the requirements in Professional Persons Environmental Consultative Committee Practice Note 1/23; and
 - (ii) the applicant shall strictly observe all relevant pollution control ordinances, particularly on waste management and disposal, and put in place necessary precautionary/pollution control measures to prevent any pollution/nuisance to nearby sensitive receivers as a result of the construction/operation activities;

- (f) to note the comments of the Chief Engineer/Mainland North, Drainage Services Department (DSD) that:
- (i) a clear drainage plan showing full details of the existing drains and the proposed drains (e.g. cover & invert levels of pipes/catchpits/outfalls and ground levels justifying waterflow etc.) with supporting design calculations and charts should be included. The applicant should note that the design calculations should be derived according to the latest version of DSD Stormwater Drainage Manual showing the adequacy of the proposed drainage system. For preparation of the drainage proposal, the Guideline on preparation of the drainage proposal is available in DSD homepage at http://www.dsd.gov.hk/EN/Files/Technical_Manual/dsd_guideline/Drainage_Submission.pdf for reference. Approval of the drainage proposal must be sought prior to the implementation of drainage works on the Site;
 - (ii) after completion of the required drainage works, a set of record photographs showing the completed drainage works with corresponding photograph locations marked clearly on the approved drainage plan shall be provided to DSD for reference. DSD will inspect the completed drainage works jointly with the applicant with reference to the set of photographs;
 - (iii) all existing flow paths would be properly intercepted and maintained without increasing the flood risk of the adjacent areas;
 - (iv) the proposed drainage proposal/ works as well as the Site boundary should not cause encroachment upon areas outside his jurisdiction;
 - (v) no public sewage maintained by DSD is currently available for connection. For sewage disposal and treatment, agreement from DEP shall be obtained;
 - (vi) DLO/YL, LandsD should be consulted regarding all the proposed drainage works outside the lot boundary to ensure the unobstructed discharge from the Site in future; and
 - (vii) all the proposed drainage facilities should be constructed and maintained by the applicant at his own cost. The applicant should ensure and keep all drainage works on site under proper maintenance at all times;
- (g) to note the comments of the Director of Fire Services (D of FS) that:
- (i) relevant layout plans incorporated with the proposed fire service installations (FSIs) to his department for approval. The layout plans should be drawn to scale and depicted with dimensions and nature of occupancy. The location of where the proposed FSI to be installed should be clearly marked on the layout plans; and
 - (ii) if the proposed structures are required to comply with the Buildings Ordinance (BO) (Cap. 123), detailed fire safety requirements will be formulated upon receipt of formal submission of general building plans;
- (h) to note the comments of the Chief Town Planner/Urban Design and Landscape, Planning Department that approval of the application does not imply approval of tree works such as crown and root pruning, transplanting and felling. The applicant shall seek approval for any proposed tree works from relevant departments prior to commencement of the works;

- (i) to note the comments of the Chief Building Surveyor/New Territories West, Buildings Department (BD) that:
- (i) it is noted that two structures and associated filling of land are proposed in the application. Before any new building works (including containers / open sheds as temporary buildings, demolition and land filling, etc.) are to be carried out on the Site, prior approval and consent of the Building Authority (BA) should be obtained, otherwise they are unauthorized building works (UBW) under the BO. An Authorized Person should be appointed as the co-ordinator for the proposed building works in accordance with the BO;
 - (ii) the Site shall be provided with means of obtaining access thereto from a street and emergency vehicular access in accordance with Regulations 5 and 41D of the Building (Planning) Regulations (B(P)R) respectively;
 - (iii) the Site does not abut on a specified street of not less than 4.5m wide and its permitted development intensity shall be determined under Regulation 19(3) of the B(P)R at building plan submission stage;
 - (iv) for UBW erected on leased land, enforcement action may be taken by the Buildings Department to effect their removal in accordance with the prevailing enforcement policy against UBW as and when necessary. The granting of any planning approval should not be construed as an acceptance of any existing building works or UBW on the Site under the BO;
 - (v) any temporary shelters or converted containers for office, storage, washroom. or other uses considered as temporary buildings are subject to the control of Part VII of the B(P)R; and
 - (vi) detailed checking under the BO will be carried out at building plan submission stage; and
- (j) to note the comments of the Director of Electrical and Mechanical Services that:
- (i) in the interests of public safety and ensuring the continuity of electricity supply, the parties concerned with planning, designing, organizing and supervising any activity near the underground cable should approach the electricity supplier (i.e. CLP Power) for the requisition of cable plans to find out whether there is any underground cable within and/or in the vicinity of the Site. They should also be reminded to observe the Electricity Supply Lines (Protection) Regulation and the “Code of Practice on Working near Electricity Supply Lines” established under the Regulation when carrying out works in the vicinity of the electricity supply lines; and
 - (ii) there is a high pressure underground town gas transmission pipeline running along San Tam Road in the vicinity of the Site. The number of working personnel in the proposed temporary site office shall be minimised as far as reasonably practicable.

Urgent Return receipt Expand Group Restricted Prevent Copy Confidential

tpbpd/PLAND

寄件者: [REDACTED]
寄件日期: 2026年04月07日星期二 2:19
收件者: tpbpd/PLAND
主旨: A/YL-MP/408 DD 401 Mai Po
類別: Internet Email

A/YL-MP/408

Lot 31 in D.D. 101, Mai Po, Yuen Long

Site area: About 920sq.m

Zoning: "VTD" and "Open Space"

Applied use: Office / 8 Vehicle Parking / **Filling of Land**

Dear TPB Members,

The lot is part of a large brownfield that has been subject to a number of applications over the years. The one thing they have in common is **FAILURE TO FULFILL CONDITIONS**.

For some reason this lot does not have a record since it was part of a large Open Storage Application 268 back in 2018.

However, the lot, like the others was stripped of vegetation and filled in.

Was any enforcement action taken?

This application appears to be nothing more than a ploy to legitimize brownfield use of the lot. This is unacceptable in view of the proximity to a very densely occupied residential community.

Mary Mulvihill