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Karen Kei Yee CHAN/PLAND

寄件者: sun wo wong[redacted]
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附件: 2,5,10,11.pdf; 回應部門的擬問09-11-2026.pdf

類別: Internet Email

A/STT/43
CC： Kei Yee CHAN/PLAND <kkychan2@pland.gov.hk>
回應部門的擬問

回應部門的擬問

(a) It is acknowledged that there will be no vehicular access nor parking space provided within the application site according to the application submission. If the application is approved, it is approved on the understanding that there is and will be no vehicular access to/ from the site.
我等場地內不會設置上落貨車位及私家車位，我等場地只作為辦公室用途，推廣申請人代理國內品牌車輛，並沒有貨物上落，因此不需要設置上落貨車位。另外申請人居住在青龍村步行只需數分鍾便可到達，因此不需要設置泊車位。如有需要上落貨時可在鄰近停車場泊車用手推車推至申請地點。

(b) Adequate drainage measures shall be provided to prevent surface water running from the application site to the nearby public roads and drains.
申請地點不會設置圍板，因此不會阻礙鄰近土地的徑流通過，申請地點全為有蓋構築物，所有承接的雨水經由引水管接引至集水井，再由渠道接駁至鄰近政府集水井。請看 **(雨水排放建議圖)**

(c) The application area overlaps with HyD Slope Feature No. 2SE-A/C77. Please review the application area and ensure that no proposed works will adversely affect the stability of this slope feature.
早前設計的布局圖，可能因界線粗幼問題，外觀上可能侵入 HyD Slope Feature No. 2SE-A/C77.，經規劃署通知，我等已即時更新有關圖則，因有關構築物已存在，日期如獲批准，我等不需要進行任何工程。請看（布局圖）

LandsD has reservation on the planning application since there is/are unauthorized structure(s) or uses on the Lot No. 99 S.C ss.l in D.D. 102 which is already subject to lease enforcement actions according to case priority. The lot owner(s) should rectify/apply for regu'arization on the lease breaches as demanded by LandsD.

No permission is given for occupation of Government Land (about 31m2 as entioned in the application form) included in the application site. Any occupation of GL without Government's prior approval is an offence under Cap. 28.

If the planning application is approved, the lot owner(s) shall apply to this office for a Short Term Waiver (STW) and/or Short Term Tenancy (STT) to permit the structure(s) erected within the said private lot(s) and the occupation of the

GL. The application(s) for STW/STT will be considered by the Government in its capacity as a landlord and there is no guarantee that they will be approved. The application(s), if approved, will be subject to such terms and conditions including the payment of waiver fee/rent 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.

回應地政總署的擬問

有關我等現有的構築物，可能已違反集體官批的條款，未經地政處批准而建造構築材，在此我等非常抱歉，在是次申請如獲批准我等會即時向元朗地政處申請規範化，申請短期豁免申請，包括 (STT 及 STW)，如不獲批准我等會被否決當日起計 28 天內將有關違規構築物全部拆除及將土地還原，我等在此懇請貴處批准，不便之處懇請見諒。

Grateful if the applicant could clarify whether provision of staff car park is required.

有關申請人及員工都係居住在青龍村只需步行數分鍾便可到達辦公室，因此不需要提供泊車位，在有需要增補物料時送貨車輛可停泊在鄰近停車場再用手進車便可送達辦公室，因此我等是次申請不需要設置停車位。

Appendix A

Responses on DSD's Requirements and Reminders

Planning Application No.: A/STT/43

Location: Lot No. 99S.Css1

in D.D. 102

Site Area: 76 m^2

Land filling works involved? ~~Yes~~ / No

Maximum increase in formation level: 不需要進行施工 m

Maximum level difference with adjoining lot: no m

Filling of pond(s) involved? ~~Yes~~ / No

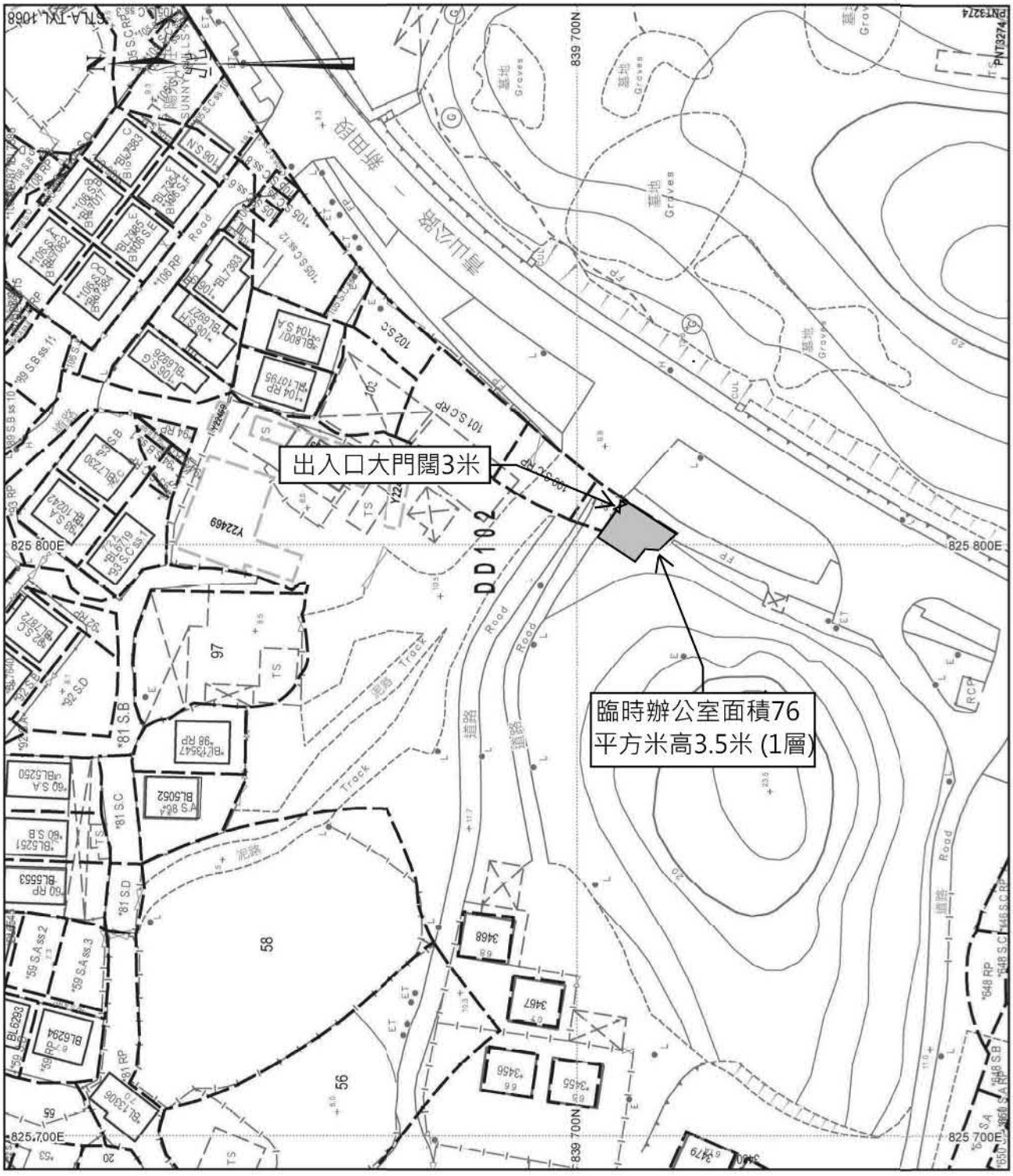
Estimated size of pond to be filled: / m^3

No.	(A) DSD's Requirements	Fulfilled in the submission? (Yes / No)
1	For sites considered complex (those 1 hectare or larger, in flood-prone areas, or involving pond filling or major earthworks), you should hire a qualified engineer (Registered Professional Engineer in the Civil Engineering discipline) to follow DSD Advice Note No. 1 and submit a proposal signed and certified by the engineer. For other sites, it is also advisable to hire a qualified engineer to prepare your drainage proposal.	yes
2	The proposed development should neither obstruct overland flow nor adversely affect any existing natural streams, village drains, ditches and the adjacent areas, etc., unless there is proper diversion.	yes
3	Adequate surface channels shall be provided to collect and convey the surface runoff accrued on the application site.	yes
4	If there is existing surface runoff flowing from the adjoining lots towards the application site, peripheral surface channels with sufficient drainage capacity, set at a level lower than the adjoining lots, should be constructed to collect and convey the runoff (See **Sketch A**).	yes
5	Where boundary walls or hoarding are erected, adequate openings should be provided to allow existing overland flow from the adjoining lots to pass through (see **Sketch A**).	yes
6	The applicant shall be required to place all the proposed works 3m away from the top of the bank of any existing watercourses or natural streams. All the proposed works in the vicinity of the watercourses should not create any adverse drainage impacts, both during and after construction. Adequate measures should be provided byf the applicant to DSD's satisfaction in order to prevent the subject site from being eroded and flooded and to ensure that the capacity of watercourses and the flooding susceptibility of the adjoining areas would not be adversely affected by the proposed development.	yes
7	The applicant should indicate the proposed and existing ground levels of the application site and ground levels of adjacent areas on the drainage plan.	yes
8	Cross sections showing the proposed drainage facilities and existing and proposed ground levels of the application site with respect to the adjacent areas should be given.	yes
9	The proposal should indicate how the runoff (the flow direction) within the site and from the adjacent areas would be discharged to the proposed drainage system.	yes
10	Sand trap or provision alike should be clearly indicated on the proposed drainage plan and provided before the collected runoff is discharged to the existing drainage facilities.	yes

11	The applicant should clearly indicate the full alignment of the discharge path from the application site all the way down to the ultimate discharge point (e.g. a well-established stream course/public drainage system).	yes
12	The applicant should clearly indicate the existing drainage facilities on the proposed drainage plan. Site photos of existing drainage facilities including the discharge point (e.g. existing local village drain and its downstream drainage facilities) should be provided in order to demonstrate the presence and reflect condition of the existing drainage system. Also, the applicant should provide site photo(s) to demonstrate size of the existing drainage facilities.	yes
13	Cover levels and invert levels of the proposed and existing drainage facilities should be shown on the drainage plan. Invert levels of drainage facilities at the upstream should be higher than that at the downstream. Also, gradients and sizes of the proposed and existing drainage facilities should be shown on the drainage plan.	yes
14	The applicant should demonstrate with hydraulic calculation that the proposed drainage facilities are adequate to collect, convey and discharge the surface runoff accrued on the application site and the overland flow intercepted from the adjacent lands. External catchment shall be properly considered	yes
15	Connection to existing drainage facilities should be designed and constructed to prevent back flows at the drainage outlet when water level at the existing drainage facilities is high.	yes
16	Stormwater Drainage Manual (SDM) and the newly promulgated SDM - Corrigendum published by DSD shall be considered in the hydraulic calculation. Also, storm constants of HKO Headquarters shall be adopted. In generael, a 10-year design return period is sufficient for village drainage systems.	yes
17	Deposition of sediment in stormwater drainage system should be considered in the hydraulic calculation as per the requirement in Stormwater Drainage Manual (Section 9.3).	yes
18	The applicant should check flow velocity of the proposed drainage facilities. The flow velocity is suggested to be within a range, i.e. 0.75 m/s to 3.0 m/s.	yes
19	Catchpit should be provided at where a proposed surface channel changes direction / gradient.	yes
20	The applicant should provide construction details of the proposed drainage facilities.	yes
21	The applicant should provide details for connection of the proposed and existing drainage facilities.	yes
22	Grating should be provided for the surface channels.	yes
23	Precast concrete pipe should generally be used for stormwater connection.	yes
24	Connection of the proposed and existing drainage facilities shall be designed and constructed such that there is no water leakage at the proposed connection.	yes
25	For the construction details of the proposed drainage facilities, reference should be made to current CEDD's standard drawings.	yes
	(B) DSD's Reminders	Fulfilled in the submission? (Yes / No)
1	Any existing drainage facilities within/outside the application site should not be disturbed or interfered with until any necessary diversion works, which have been accepted by the owner of the existing drainage facilities, have been satisfactorily completed. Such diversion works should be carried out by the applicant at his/her own cost. Moreover, sufficient allowance for future maintenance of the existing drainage facilities should be provided.	yes

2	No construction debris, silt and sediments, or cementitious materials should be discharged into or deposited inside any existing natural streams, watercourses, drains, ditches or sewers from the application site without prior approval. Any blockage or damage arising from the proposed development shall be made good at the cost of the applicant and to DSD's satisfaction. The applicant shall also be liable for and shall indemnify against all claims and demands arising out of or in connection with this regard.	yes
3	The applicant should be reminded to minimize the possible adverse environmental impacts on any existing watercourses in his design and during construction. EPD and AFCD should be consulted on possible environmental and/or ecological impacts of the proposed development which is in the vicinity of any existing watercourses.	yes
4	The applicant is required to rectify/modify the drainage system if they are found to be inadequate or ineffective during operation. The applicant shall also be liable for and shall indemnify claims and demands arising out of damage or nuisance caused by a failure of the drainage system.	yes
5	For any proposed connection to DSD's drainage facilities, the applicant should submit form HBP1 to this Division for application of technical audit. Upon our acceptance of the connection application, the applicant shall carry out the proposed connection works in accordance with DSD's Standard Drawings at the resources of the applicant.	yes
6	If the existing drainage facilities, to which the applicant proposed to discharge the stormwater from the application site was not maintained by this office, the applicant should identify the owner of the existing drainage facilities and seek agreement from the owner prior to commencement of the proposed works. In the case that it is a local village drains, DO/YL should be consulted.	yes
7	The applicant should consult DLO/YL and seek consent from the relevant owners for any drainage works to be carried out outside his lot boundary before commencement of the drainage works.	yes
8	Comments from HyD, TD and RMO shall be sought if drainage works are proposed to be carried out within highway polygon or on carriageway.	yes

布局圖



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

比例尺 SCALE 1 : 1 000

米 metres 10 0 10 20 30 40 50 米 metres

申請地點位置圖

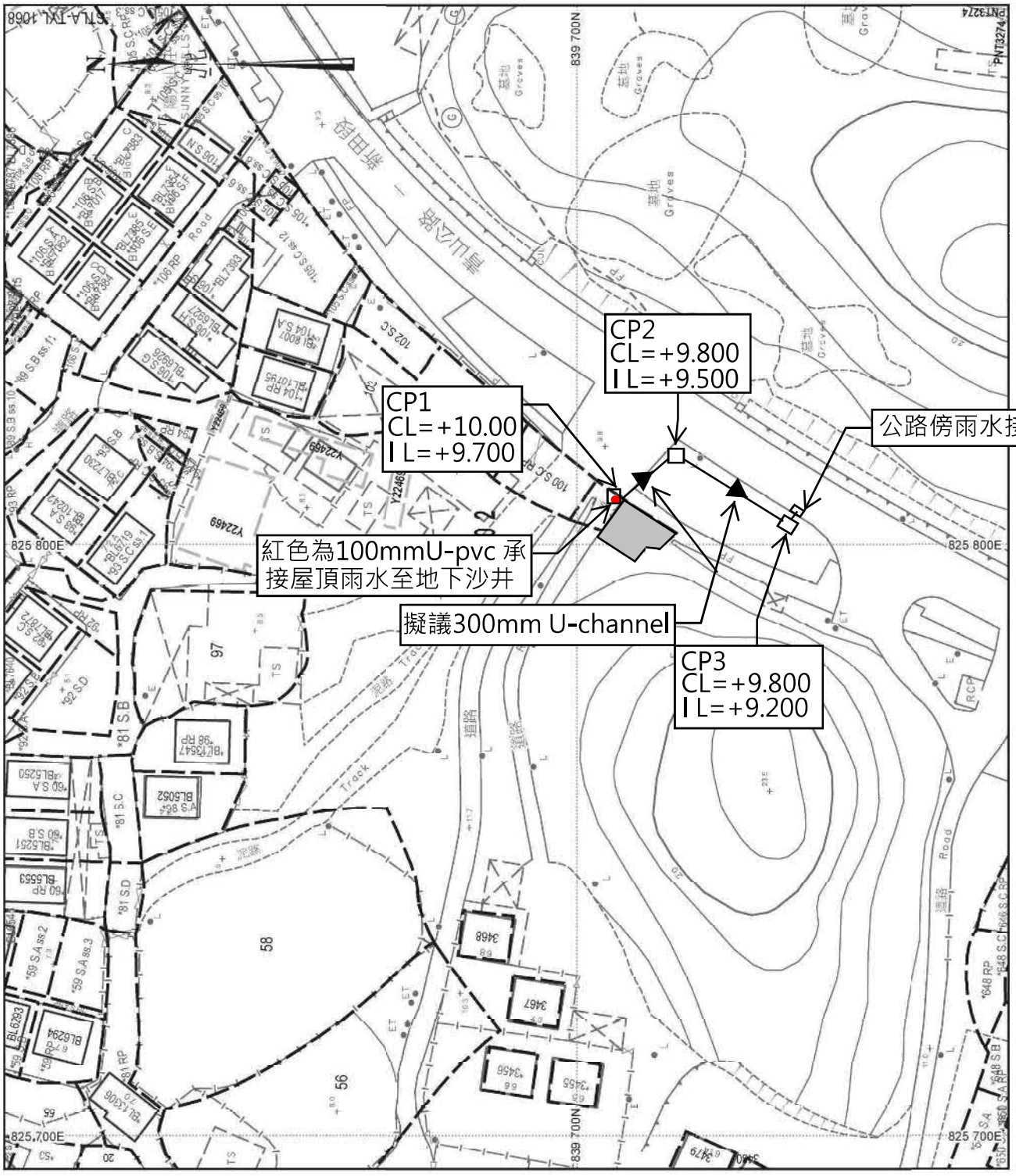


地政總署測繪處 **Survey and Mapping Office, Lands Department**

比例尺 SCALE 1 : 1 000

米 metres 10 0 10 20 30 40 50 米 metres

雨水排放建議圖



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

比例尺 SCALE 1 : 1 000

米 metres 10 0 10 20 30 40 50 米 metres

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

1. 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。

2. 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 樓及新界沙田上禾輋路 1 號沙田政府合署 14 樓)索取。

3. 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。

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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)

文漢 MAN, Ritch Hon

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)

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）	新界丈量約份第102約地段第99號C分段第一小分段(部分)及毗連政府土地。
(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 76 sq.m 平方米 ☑ About 約 ☑ Gross floor area 總樓面面積 76 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）	27 sq.m 平方米 ☑ About 約

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	臨時辦公室(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	☑ year(s) 年 ……3…… ☐ month(s) 個月 ……

(c) Development Schedule 發展細節表

Proposed uncovered land area 擬議露天土地面積	……0……sq.m ☑About 約
Proposed covered land area 擬議有上蓋土地面積	……76……sq.m ☑About 約
Proposed number of buildings/structures 擬議建築物／構築物數目	……1……
Proposed domestic floor area 擬議住用樓面面積	……sq.m ☐About 約
Proposed non-domestic floor area 擬議非住用樓面面積	……76……sq.m ☑About 約
Proposed gross floor area 擬議總樓面面積	……76……sq.m ☑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	
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)	

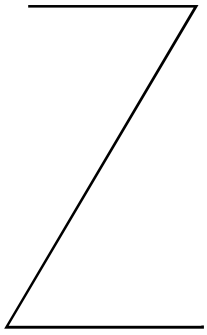
Proposed number of loading/unloading spaces 上落客貨車位的擬議數目

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)	

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.)
(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劃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	新界丈量約份第102約地段第99號C分段第一小分段(部分) 及毗連政府土地。
Site area 地盤面積	76 sq. m 平方米 ☑ About 約 (includes Government land of 包括政府土地 27 sq. m 平方米 ☑ About 約)
Plan 圖則	新田科技城分區計劃大綱核准圖編號 S/STT/2
Zoning 地帶	V
Type of Application 申請類別	☑ 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 ☑ Year(s) 年 3 ☐ Month(s) 月 _____ ☐ 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 ☐ Year(s) 年 _____ ☐ Month(s) 月 _____
Applied use/ development 申請用途/發展	臨時辦公室 (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	☐ About 約 ☐ Not more than 不多於	☐About 約 ☐Not more than 不多於
		Non-domestic 非住用	76 ☑ About 約 ☐ Not more than 不多於	1 ☑About 約 ☐Not more than 不多於
(ii)	No. of blocks 幢數	Domestic 住用		
		Non-domestic 非住用	1	
(iii)	Building height/No. of storeys 建築物高度／層數	Domestic 住用	m 米 ☐ (Not more than 不多於)	
			Storeys(s) 層 ☐ (Not more than 不多於)	
		Non-domestic 非住用	3.5 m 米 ☐ (Not more than 不多於)	
			1 Storeys(s) 層 ☐ (Not more than 不多於)	
(iv)	Site coverage 上蓋面積		100 % ☑ 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 中型貨車位 Heavy Goods Vehicle Spaces 重型貨車車位 Others (Please Specify) 其他 (請列明) _____ _____	