

2024年 5月 9日

Appendix I of RNTPC
Paper No. A/YL-PH/1011A

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 9 MAY 2024
The Town 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 請在適當的方格內加上「✓」號

2400 953

17/4

By hand

Form No. S16-III 表格第 S16-III 號

For Official Use Only 請勿填寫此欄	Application No. 申請編號	A/46-17/1011
	Date Received 收到日期	9 MAY 2024

- 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

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

CHIEF FORCE LIMITED 志科有限公司

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)	新界元朗八鄉DD111 LOT NO. 1863 RP (部份)
(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 201 sq.m 平方米 <input checked="" type="checkbox"/> About 約 <input checked="" type="checkbox"/> Gross floor area 總樓面面積 226 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	S/YL-PH/11
(e) Land use zone(s) involved 涉及的土地用途地帶	「露天貯物」&「鄉村式發展」
(f) Current use(s) 現時用途	臨時辦公室 (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 年 月 日的記錄，這宗申請共牽涉 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 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)

(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 02/04/2024 (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 02/04/2024 (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	(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
(c) Development Schedule 發展細節表	
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))		
		<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"/>		
(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 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 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/ <u>YL-PH</u> / <u>886</u>
(b) Date of approval 獲批給許可的日期	<u>27/08/2021</u> (DD 日/MM 月/YYYY 年)
(c) Date of expiry 許可屆滿日期	<u>07/09/2024</u> (DD 日/MM 月/YYYY 年)
(d) Approved use/development 已批給許可的用途/發展	臨時辦公室
(e) Approval conditions 附帶條件	<p><input type="checkbox"/> The permission does not have any approval condition 許可並沒有任何附帶條件</p> <p><input checked="" type="checkbox"/> Applicant has complied with all the approval conditions 申請人已履行全部附帶條件</p> <p><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：</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Reason(s) for non-compliance: 仍未履行的原因：</p> <p>.....</p> <p>.....</p> <p>(Please use separate sheets if the space above is insufficient) (如以上空間不足，請另頁說明)</p>
(f) Renewal period sought 要求的續期期間	<p><input checked="" type="checkbox"/> year(s) 年 <u>3</u></p> <p><input type="checkbox"/> month(s) 個月</p>

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。

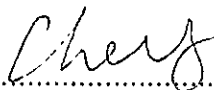
詳情請參閱附帶規劃文件。

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

鄭嘉翔

文員

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



志科有限公司

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

Date 日期

16/04/2024

(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	新界元朗八鄉DD111 LOT NO. 1863 RP (部份)
Site area 地盤面積	201 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	S/YL-PH/11
Zoning 地帶	「露天貯物」 & 「鄉村式發展」
Type of Application 申請類別	<input 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 type="checkbox"/> Year(s) 年 _____ <input type="checkbox"/> Month(s) 月 _____ <input checked="" 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 <u>3</u> <input type="checkbox"/> Month(s) 月 _____
Applied use/ development 申請用途/發展	臨時辦公室

(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	226 <input checked="" 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 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	5 m 米 <input checked="" type="checkbox"/> (Not more than 不多於)	
		2 Storeys(s) 層 <input checked="" 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) _____ _____		

Submitted Plans, Drawings and Documents 提交的圖則、繪圖及文件		
	Chinese 中文	English 英文
Plans and Drawings 圖則及繪圖		
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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
場地設計圖則，消防裝置圖則，渠務排水圖則，交通運輸圖則		
Reports 報告書		
Planning Statement/Justifications 規劃綱領/理據	<input checked="" 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。

附帶規劃文件

根據《城市規劃條例》(第 131 章)第 16 條提出規劃許可申請，於新界元朗八鄉 DD111 LOT NO. 1863 RP (部份)，申請作「臨時辦公室」用途。

申請有效期： 3 年

申請地盤面積： 約 201 平方米

行政摘要

按城市規劃條例第 16 條申請，擬在新界元朗八鄉丈量約份第 111 約地段第 1863 號餘段(部分)，申請作「臨時辦公室」用途，為期 3 年。

是次申請是作為上次規劃許可申請 A/YL-PH/886 的續期申請，申請用途與前次的申請用途沒有任何改變，上次申請期間都沒有任何政府部門及附近市民的反映和投訴，土地使用者一直使用良好，於上次申請期間申請人已完成所有的附帶條件，因此希望城市規劃委員會及規劃署可以寬容處理時次的 S16-III 續期申請。

場地設計

申請地點作為臨時辦公室用途，主要是為鄰近的露天貯物地帶內的使用人，提供文書辦公的場地支援，由於附近的可用土地已接近飽和，沒有足夠的地方可以作為相關的用途，因此申請人在此位置提出是次申請，希望能夠在合法和受政府規管的情況下，更加靈活運用土地。

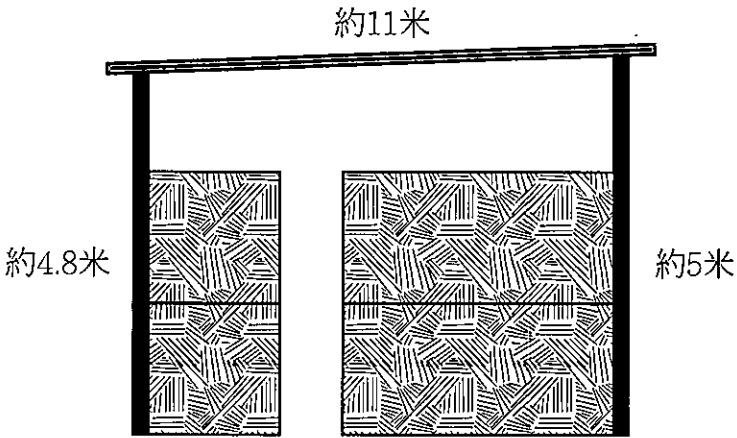
申請地點主要用作臨時地盤辦公室之用，申請地點開放時間為星期一至星期六，上午9時至下午6時，星期日和公眾假期休息。

申請地點內共有構築物 1 個，該構築物高約 5 米，2 層，總樓面面積約 226 平方米，作地盤辦公室用途。

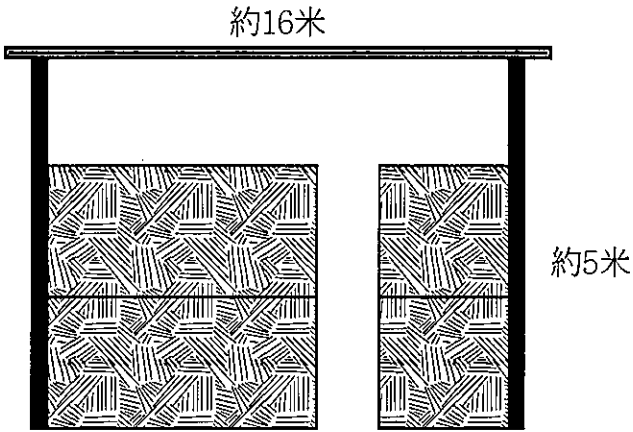
申請地點只為臨時性質，不會使用水泥磚塊等建築材料作為構築物的固定結構，不會有永久性的構築物存在，場地內的貨櫃辦公室亦不設有供人長時間居住的環境。

詳細請參閱以下圖則。




側面圖



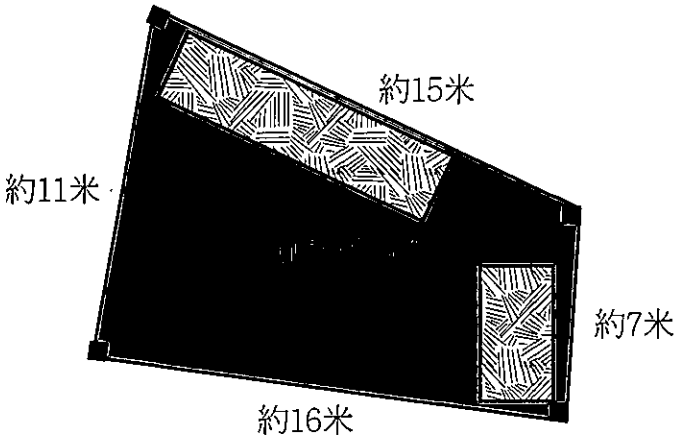
正面圖



使用材料

-  工字鐵
-  貨櫃辦公室
-  鋅鐵板

俯視圖



消防裝置

是次規劃申請是作為上次規劃申請 A/YL-PH/886 的續期申請，相關申請地點的用途和上次規劃申請 A/YL- PH/886 時一致，沒有任何改變；消防設備的數目和種類與 A/YL-PH/886 時一致，沒有任何改變。

申請人亦會依照消防處所提供的意見，對申請地點內的現有消防裝置進行維護及保養，並會在定時為申請地點內的人員進行消防演習。

詳細請參閱以下圖則。



橫台山新村
WANG TOI SHAN
SAN TSUEN

申請地點

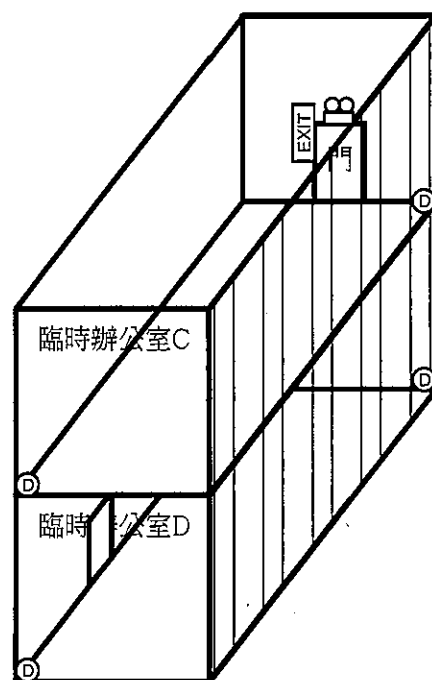
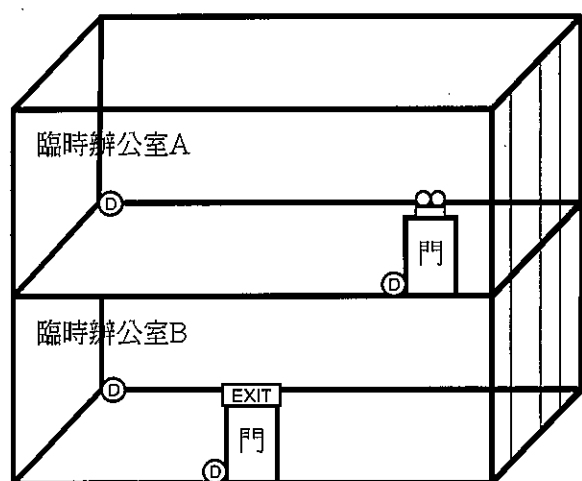
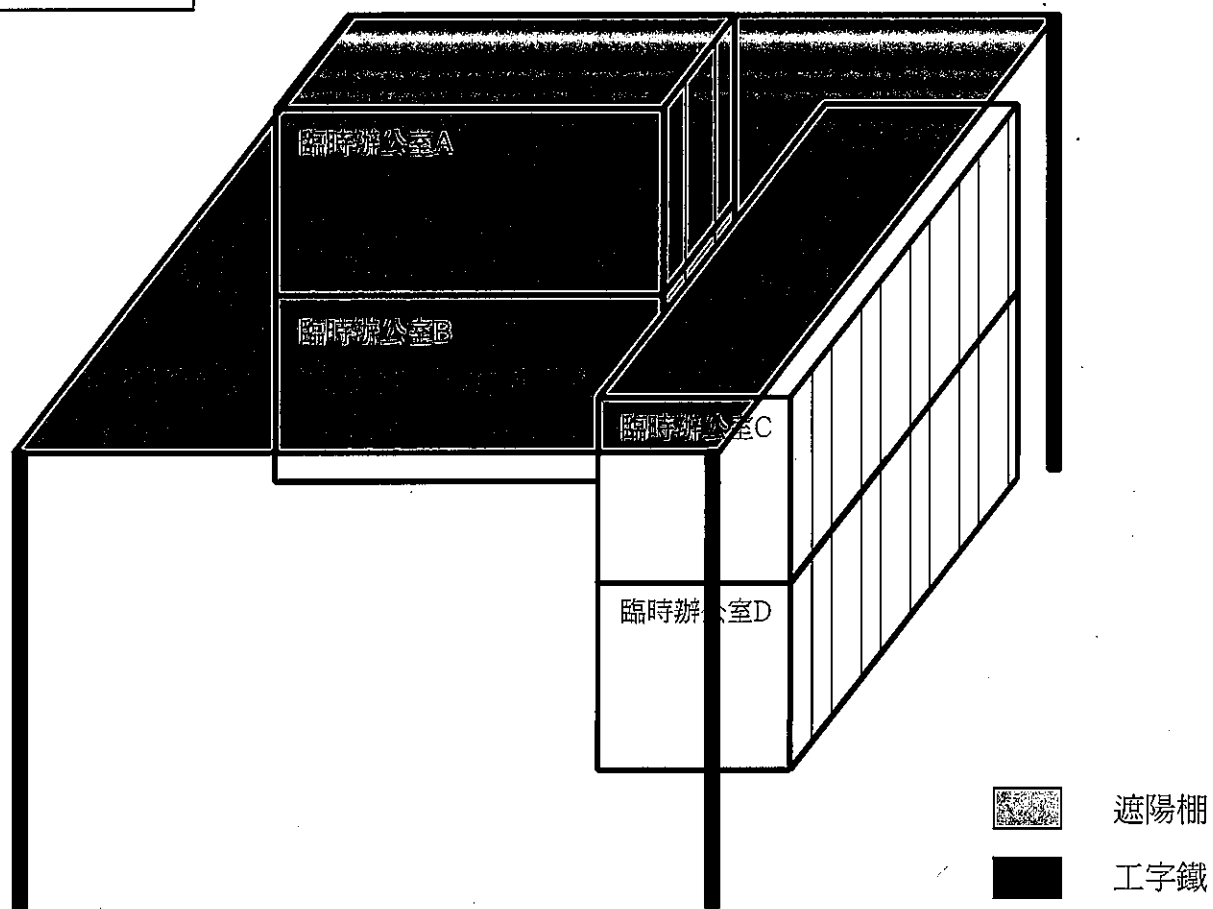
構築物A

現有消防喉

	構築物
	緊急消防通道
	5公斤乾粉式滅火筒
SCALE 1: 1000	

構築物編號	用途	總樓面面積	高度	層數
構築物A	臨時地盤辦公室連遮陽棚	約226平方米	約5米	2

構築物A內部消防裝置分佈略圖



緊急照明燈



出路燈箱



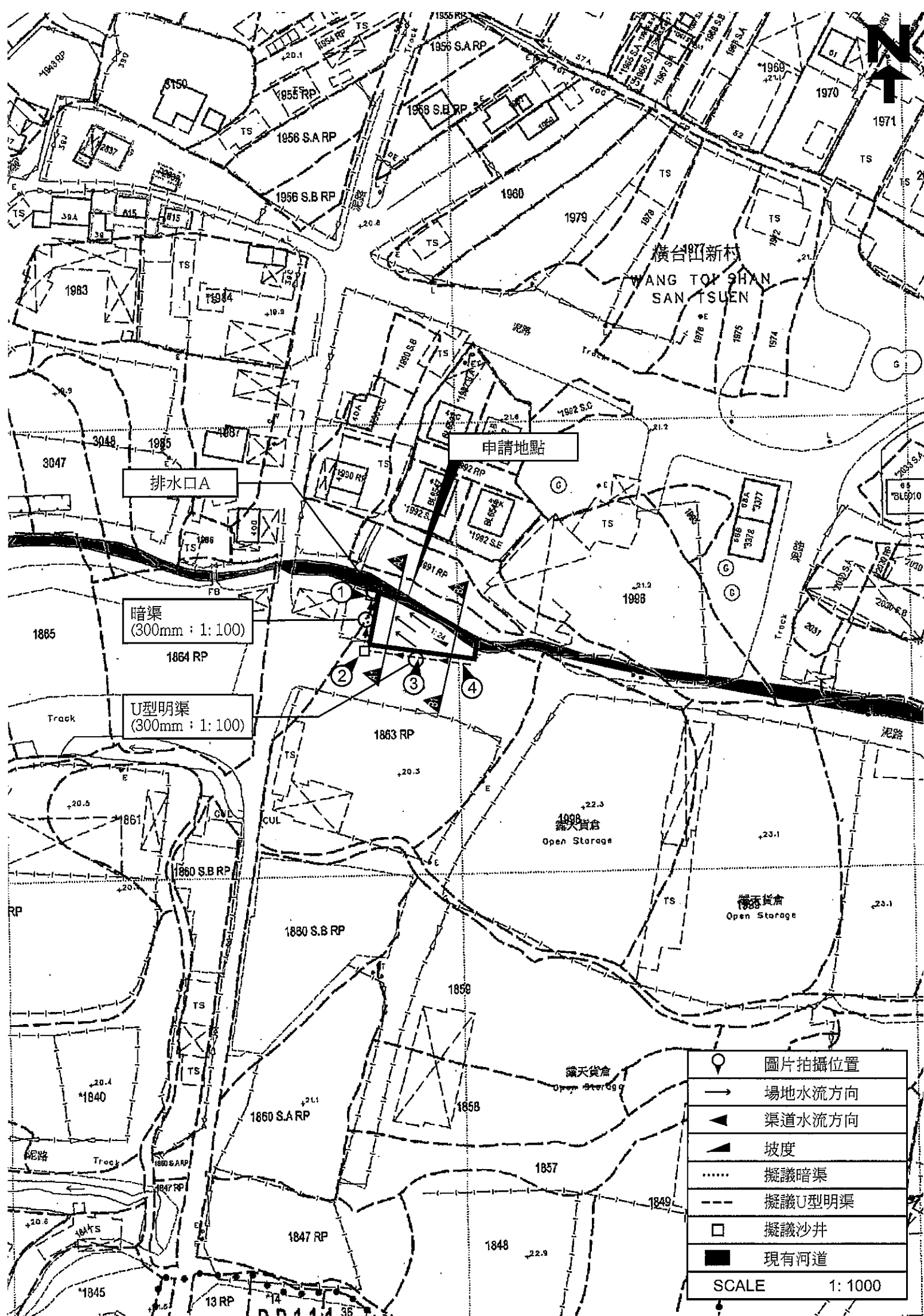
5公斤乾粉式滅火筒

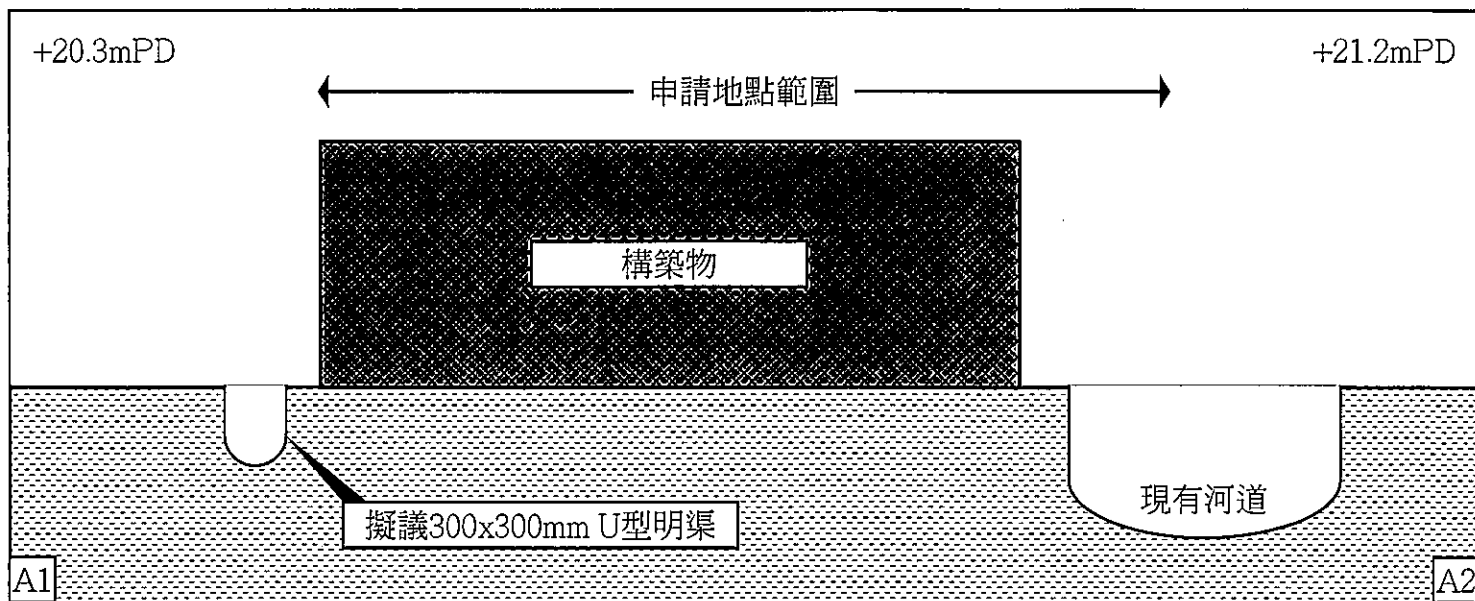
NOT TO SCALE

渠務排水

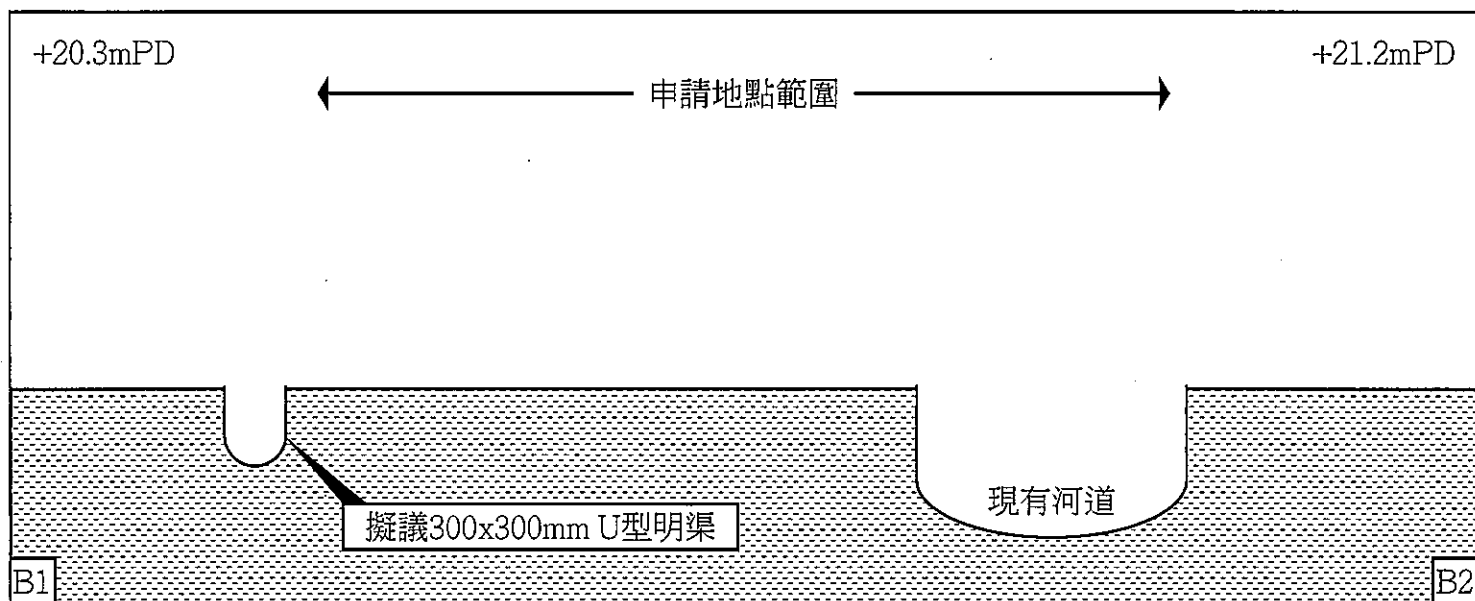
申請人會依照渠務署所提供的排水系統設計建議書「有關城市規劃條例第 16 條申請臨時更改土地用途，如臨時貨倉、停車場、工場、小型工廠等」，對申請地點內的現有渠務排水設施進行維護及保養。

詳細請參閱以下圖則。



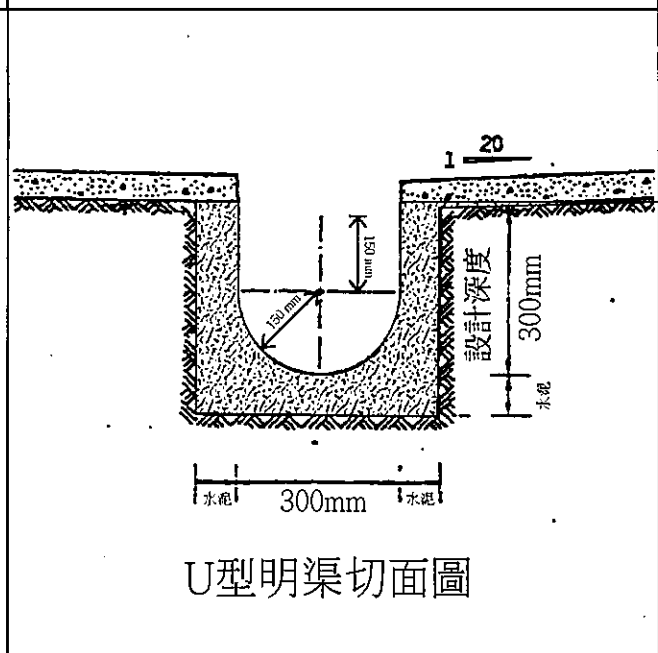
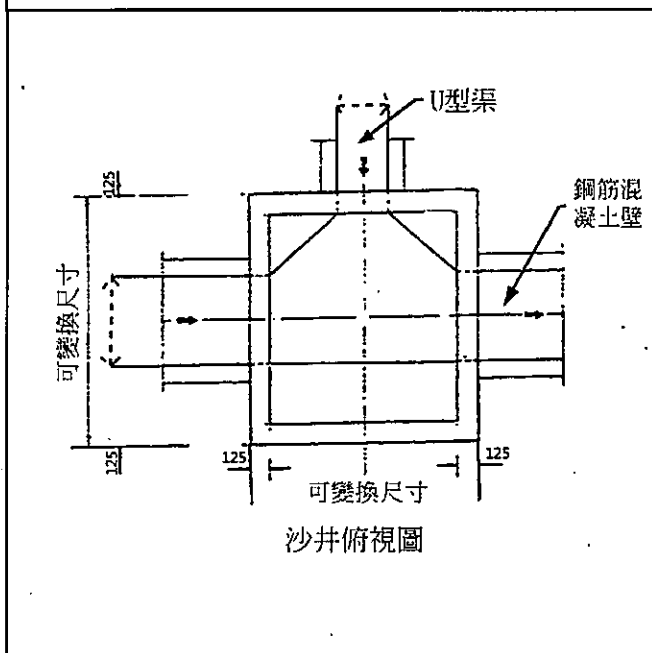
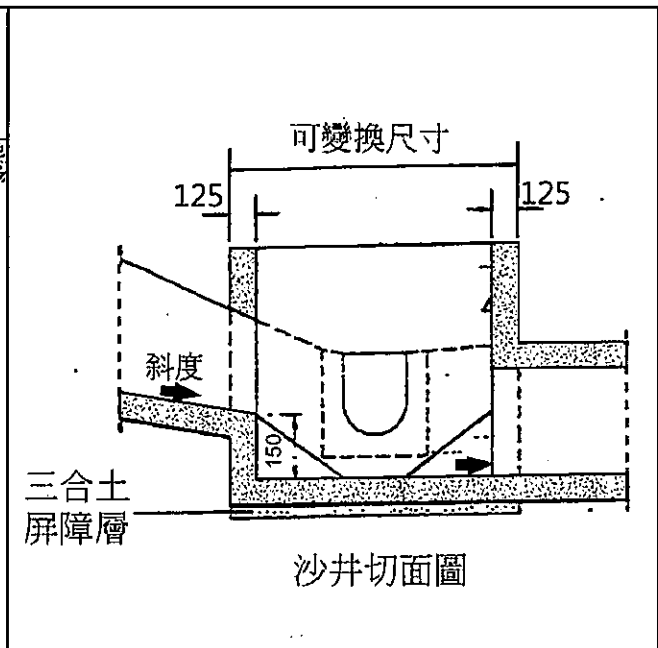
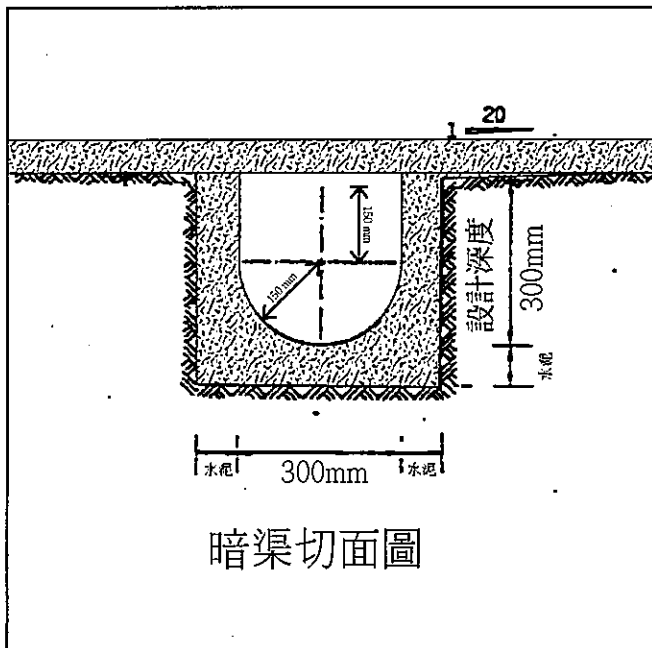
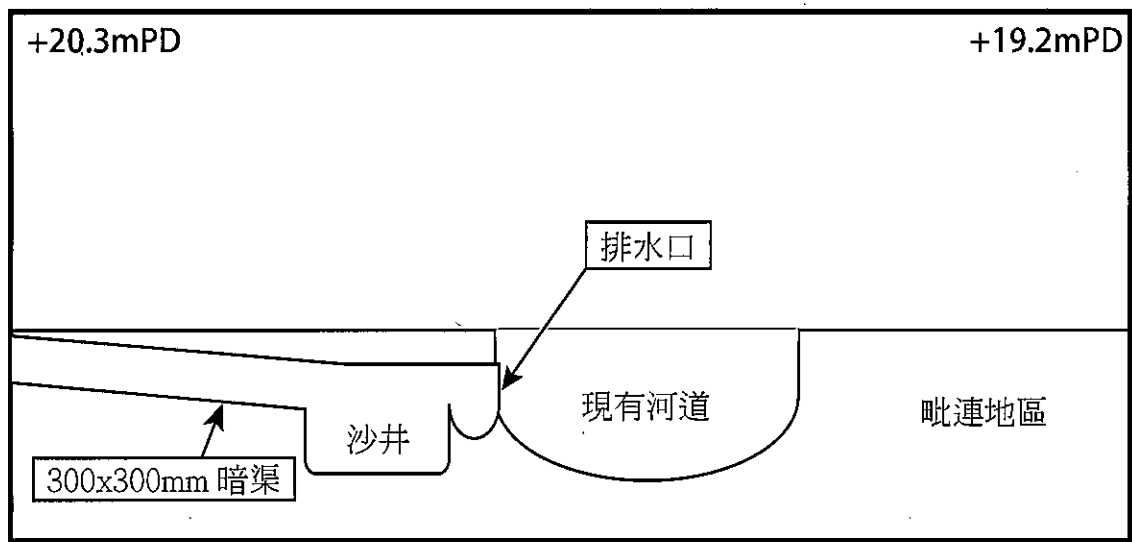


A1-A2切面圖則



B1-B2切面圖則

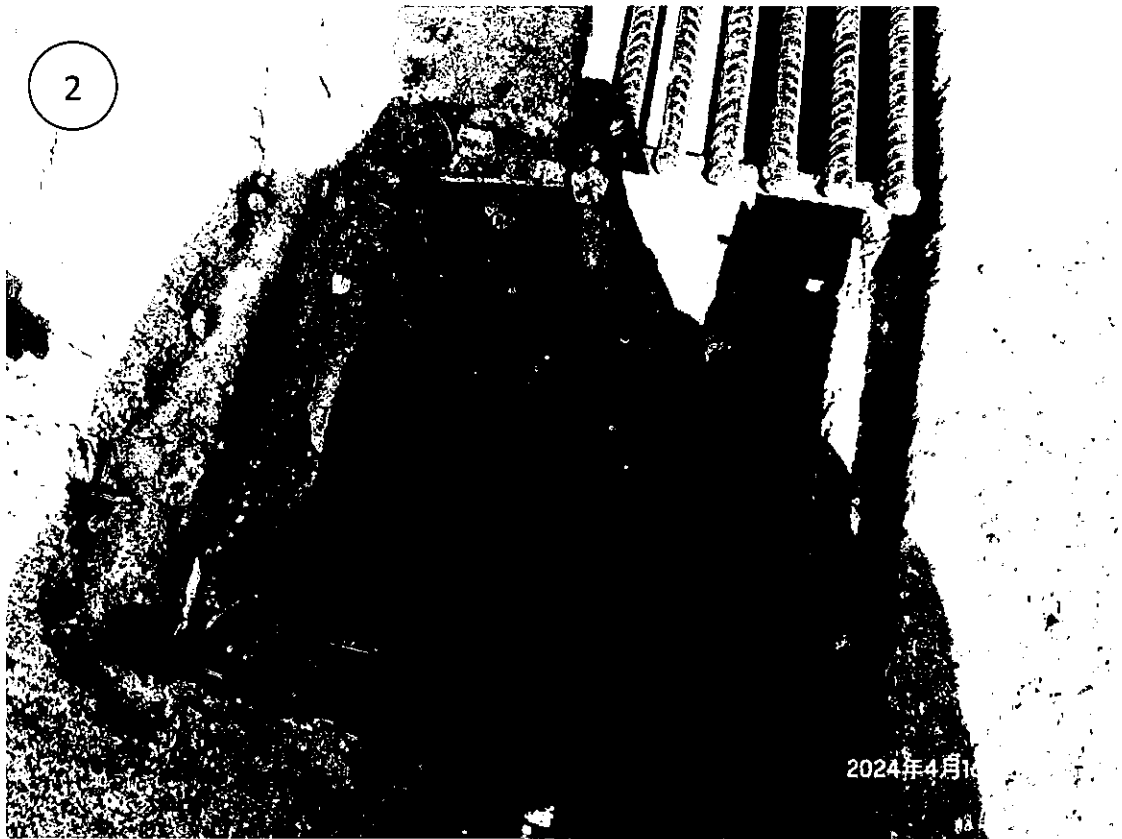
NOT TO SCALE



1



2



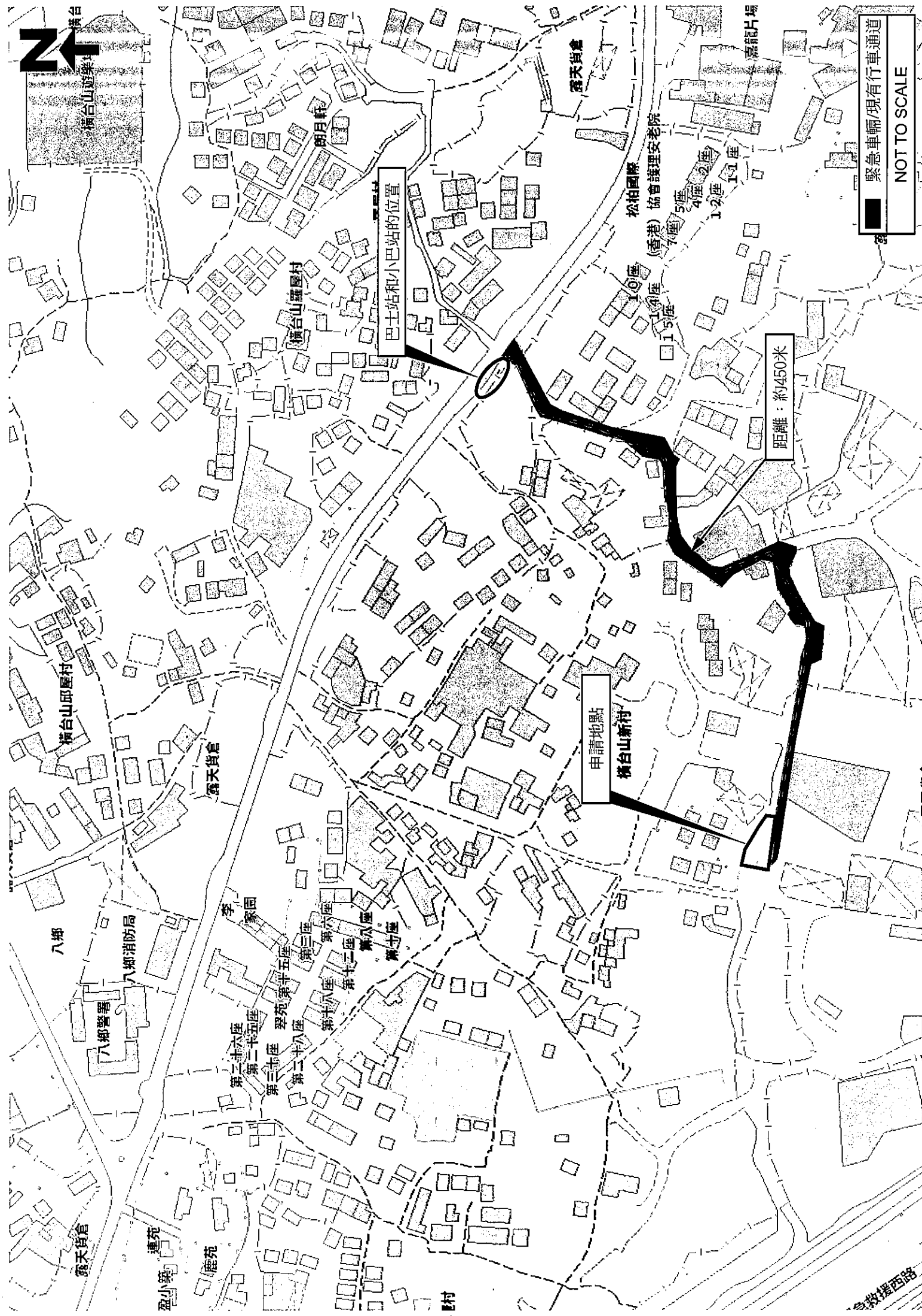


交通運輸

申請地點南面有一個明確的出入口，供緊急車輛出入；通道寬闊平坦，可供車輛安全使用，而且能與錦田公路連接，直通元朗道路網。

申請地點內不設有任何停車位或上落客貨車位，距離申請地點不遠處有巴士站和小巴站等大眾運輸工具，員工可以使用相關公眾交通工具後步行入申請地點內。

詳細請參閱以下圖則。



緊急車輛/現有行車通道
NOT TO SCALE

距離：約450米

申請地點
橫台山新村

巴士站和小巴站的位置

橫台山新屋村

橫台山新屋村

八鄉

八鄉警署

八鄉消防局

盈小苑

連苑

鹿苑

李家園

第二十六座

第二十五座

第二十四座

第二十三座

第二十二座

第二十一座

第二十座

第十九座

第十八座

第十七座

第十六座

第十五座

第十四座

第十三座

第十二座

第十一座

第十座

第九座

第八座

第七座

第六座

第五座

第四座

第三座

第二座

第一座

露天貨倉

松柏園

(香港) 協安護理安老院

嘉龍片場

多發樓西路

寄件日期: 2024年05月14日星期二 11:22

收件者: tpbpd/PLAND

附件: 2024-05-13_PH1011補充資料.pdf

Subject: 有關規劃申請 A/YL-PH/1011 補充資料

煩請閣下檢閱，謝謝。

致： 城市規劃委員會
粉嶺、上水及元朗東規劃處

有關規劃申請 A/YL-PH/1011 補充資料

申請人現就政府部門人員的意見/查詢，作出以下補充/修改：

1. 澄清是次規劃申請是作為上次規劃申請 A/YL-PH/886 的續期申請，相關申請地點的用途和上次規劃申請一致，沒有任何改變；消防設備的數目和種類與 A/YL-PH/886 時一致，沒有任何改變。
2. 提供最新的 FS251 消防證書。

如造成不便，敬請原諒。

申請人： 志科有限公司

日期： 2024 年 05 月 13 日

FIRE SERVICE (INSTALLATIONS AND EQUIPMENT) REGULATIONS

消防(裝置及設備)規例

(Regulation 9(1))

(第九條(1)款)

CERTIFICATE OF FIRE SERVICE INSTALLATION AND EQUIPMENT

消防裝置及設備證書

FSD Ref.: _____
消防處編號

A

Name of Client :

顧客姓名

志科有限公司

Name of Building :

樓宇名稱

Street No./Town Lot

門牌號數/市地段

DD111 LOT 1863RP(部份)

Street/Road/Estate Name :

街道/屋苑名稱

橫台山新村

Block :

座

District :

分區

元朗, 八鄉

Area :

地區

☐ HK

香港

☐ K

九龍

☒ NT

新界

Type of Building 樓宇類型 :

☐ Industrial 工業☐ Commercial 商業☐ Domestic 住宅☐ Composite 綜合☐ Licensed premises 持牌處所☐ Institutional 社團

Part 1 Annual Inspection ONLY

第一部 只適用於年檢事項

In accordance with Regulation 8(b) of Fire Service (Installations and Equipment) Regulations, the owner of any fire service installation or equipment which is installed in any premises shall have such fire service installation or equipment inspected by a registered contractor at least once in every 12 months. 根據消防(裝置及設備)規例第八條(b)款, 擁有裝置在任何處所內的任何消防裝置或設備的人, 須每12個月由一名註冊承辦商檢查該等消防裝置或設備至少一次。

Code 編碼 (1-35)	Type of FSI 裝置類型	Location(s) 位置	Comment on Condition 狀況評述	Completion Date 完成日期(DD/MM/YY)	Next Due Date 下次到期日(DD/MM/YY)
11	應急照明系統 :- 2套X掛牆式緊急照明燈	****	已符合消防處之規定	3/5/2024	2/5/2025
12	出口指示牌 :- 2套X出路燈箱	****	"	"	"

Part 2 第二部 Installation / Modification / Repair / Inspection work 裝置/改裝/修理/檢查工作

Code 編碼 (1-35)	Type of FSI 裝置類型	Location(s) 位置	Nature of Work Carried out 完成之工作內容	Comment on Condition 狀況評述	Completion Date 完成日期(DD/MM/YY)
	*****		*****		*****

Part 3 第三部 Defects 損壞事項

Code 編碼 (1-35)	Type of FSI 裝置類型	Location(s) 位置	Outstanding Defects 未修缺點	Comment on Defects 缺點評述
	*****		*****	*****

I/We hereby certify that the above installations/equipment have been tested and found to be in efficient working order in accordance with the Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment published from time to time by the Director of Fire Services. Defects are listed in Part 3.

本人藉此證明以上之消防裝置及設備經試驗, 證明性能良好, 符合消防處處長不時公佈的最低限度之消防裝置及設備守則與裝置及設備之檢查測試及保養守則的規格, 損壞事項列於第三部。

**如證書涉及年檢事項, 應張貼於大廈
或處所當眼處以供消防處人員查核**

This certificate should be displayed at prominent location of the building or premises for FSD's inspection if any annual maintenance work is involved.

Authorized
Signature :
授權人簽署

Name :

姓名

LIU CHUN LUI

FSD/RC No. :
消防處註冊號碼Company Name :
公司名稱

TAI HING FIRE ENGINEERING CO.

大興消防工程公司

Telephone :
聯絡電話Date :
日期

9-5-2024

For FSD
use only:

Inspected

Key-in

Verified

FIRE SERVICE (INSTALLATIONS AND EQUIPMENT) REGULATIONS

消防(裝置及設備)規例

(Regulation 9(1))

(第九條(1)款)

CERTIFICATE OF FIRE SERVICE INSTALLATION AND EQUIPMENT

消防裝置及設備證書

FSD Ref.: _____

消防處編號

A

Name of Client:

顧客姓名

志科有限公司

Name of Building:

樓宇名稱

Street No./Town Lot:

門牌號數/市地段

DD111 LOT 1863RP(部份)

Street/Road/Estate Name:

街道/屋苑名稱

橫台山新村

Block:

座

District:

分區

元朗, 八鄉

Area:

地區

☐ HK

香港

☐ K

九龍

☒ NT

新界

Type of Building 樓宇類型: ☐ Industrial 工業☐ Commercial 商業☐ Domestic 住宅☐ Composite 綜合☐ Licensed premises 持牌處所☐ Institutional 社團Part 1 Annual Inspection ONLY
第一部 只適用於年檢事項

In accordance with Regulation 8(b) of Fire Service (Installations and Equipment) Regulations, the owner of any fire service installation or equipment which is installed in any premises shall have such fire service installation or equipment inspected by a registered contractor at least once in every 12 months. 根據消防(裝置及設備)規例第八條(b)款, 擁有裝置在任何處所內的任何消防裝置或設備的人, 須每12個月由一名註冊承辦商檢查該等消防裝置或設備至少一次。

Code 編號 (1-35)	Type of FSI 裝置類型	Location(s) 位置	Comment on Condition 狀況評述	Completion Date 完成日期(DD/MM/YY)	Next Due Date 下次到期日(DD/MM/YY)
	*****		*****		*****

Part 2 第二部 Installation / Modification / Repair / Inspection work 裝置/改裝/修理/檢查工作

Code 編號 (1-35)	Type of FSI 裝置類型	Location(s) 位置	Nature of Work Carried out 完成之工作內容	Comment on Condition 狀況評述	Completion Date 完成日期(DD/MM/YY)
24	9 NOS X 5KG DRY POWDER TYPE F.E.	****	TO SUPPLY	CONFORMS WITH FSD REQUIREMENTS	18/4/2024

Part 3 第三部 Defects 損壞事項

Code 編號 (1-35)	Type of FSI 裝置類型	Location(s) 位置	Outstanding Defects 未修缺點	Comment on Defects 缺點評述
	*****		*****	*****

I/We hereby certify that the above installations/equipment have been tested and found to be in efficient working order in accordance with the Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment published from time to time by the Director of Fire Services. Defects are listed in Part 3.

本人藉此證明以上之消防裝置及設備經試驗, 證明性能良好, 符合消防處處長不時公佈的最低限度之消防裝置及設備守則與裝置及設備之檢查測試及保養守則的規格, 損壞事項列於第三部。

**如證書涉及年檢事項, 應張貼於大廈
或處所當眼處以供消防處人員查核**

This certificate should be displayed at prominent location of the building or premises for FSD's inspection if any annual maintenance work is involved.

Authorized
Signature:
授權人簽署

Name:
姓名

FSD/RC No.:
消防處註冊號碼

Company Name: TAI HING FIRE ENGINEERING LTD.
公司名稱 大興消防工程有限公司

Telephone:
聯絡電話

Date:
日期

18-4-2024

For FSD
use only:

Inspected

Key-in

Verified

Sent: 2024-06-20 星期四 10:37:01
To: tpbpd/PLAND <tpbpd@pland.gov.hk>
Subject: 有關A/YL-PH/1011補充資料-回覆部門意見

是次規劃申請是規劃許可編號 A/YL-PH/886 的續期申請，今次的申請用途與前次的申請用途沒有任何重大的改變。上次申請期間都沒有任何政府部門及附近市民的反映和投訴，土地使用者一直使用良好。就有關地段上構築物的事宜，申請人已向相關政府部門提出STW短期豁免書申請，目前正在等候部門回覆，希望有關政府部門可以酌情處理。

申請人：志科有限公司

日期：2024年06月20日

Sent: 2024-07-08 星期一 17:29:05
To: tpbpd/PLAND <tpbpd@pland.gov.hk>

Attachment: 2024-07-08_PH1011補充資料.pdf

Subject: 有關規劃申請A/YL-PH/1011補充資料

煩請閣下檢閱，謝謝。

致： 城市規劃委員會
粉嶺、上水及元朗東規劃處

有關規劃申請 A/YL-PH/1011 補充資料

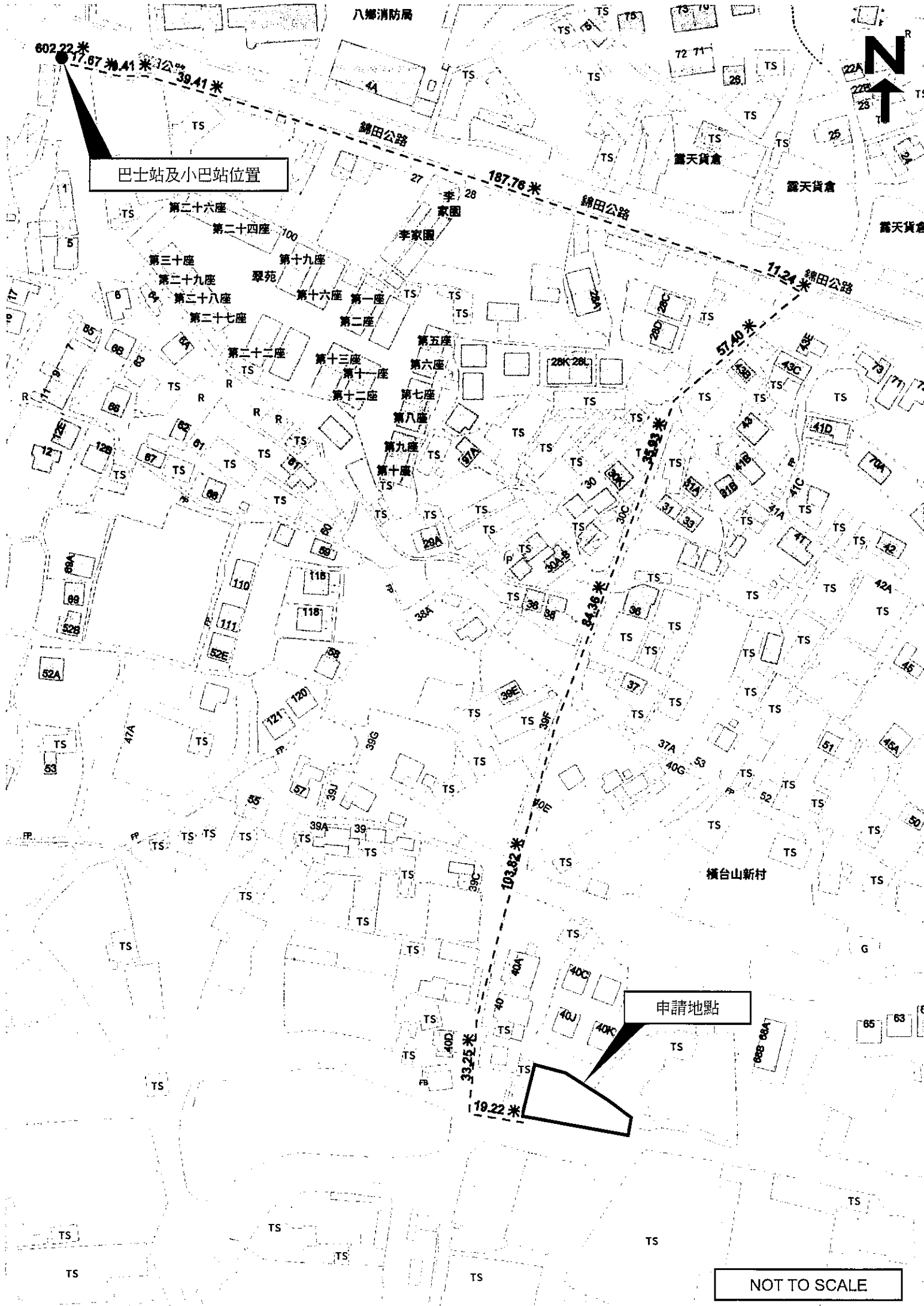
申請人現就政府部門人員的意見/查詢，作出以下補充/修改：

1. 澄清申請地點只作為臨時地盤辦公室用途，場地內不設有任何停車位或上落客貨車位。
2. 申請地點北面有一個巴士站及小巴站，工作人員和訪客可以透過乘搭巴士或小巴到達申請地點附近後，步行進入申請地點。
3. 鄰近申請地點有一個臨時有蓋停車場(A/YL-PH/989)，可提供車位給予有需要人士使用。

隨件附上相關文件以供參考，如造成不便，敬請原諒。

申請人： 志科有限公司

日期： 2024 年 07 月 08 日



巴士站及小巴站位置

申請地點

NOT TO SCALE

**Relevant Extracts of Town Planning Board Guidelines
on Renewal of Planning Approval and Extension of Time for Compliance with
Planning Conditions for Temporary Use or Development
(TPB PG-No. 34D)**

1. The criteria for assessing applications for renewal of planning approval include:
 - (a) whether there has been any material change in planning circumstances since the previous temporary approval was granted (such as a change in the planning policy/land-use zoning for the area) or a change in the land uses of the surrounding areas;
 - (b) whether there are any adverse planning implications arising from the renewal of the planning approval (such as pre-emption of planned permanent development);
 - (c) whether the planning conditions under previous approval have been complied with to the satisfaction of relevant government departments within the specified time limits;
 - (d) whether the approval period sought is reasonable; and
 - (e) any other relevant considerations.
2. Under normal circumstances, the approval period for renewal should not be longer than the original validity period of the temporary approval. In general, the Board is unlikely to grant an approval period exceeding three years unless there are strong justifications and the period is allowed for under the relevant statutory plans. Depending on the circumstances of each case, the Board could determine the appropriate approval period, which may be shorter than the time under request.

Previous s.16 Applications covering the Application Site

Approved Applications

	Application No.	Use/Development	Date of Consideration
1.	A/YL-PH/787	Proposed Temporary Office for a Period of Three Years	7.9.2018
2.	A/YL-PH/886	Renewal of Planning Approval for Temporary Office for a Period of Three Years	27.8.2021

Similar s.16 Application in the Vicinity of the Application Site within the same “V” Zone in the Past Five Years

Approved Application

Application No.	Use/Development	Date of Consideration
A/YL-PH/884	Renewal of Planning Approval for Temporary Site Office for a Period of Three Years	9.7.2021

Government Departments' General Comments

1. Traffic

Comments of the Commissioner for Transport (C for T):

- no adverse comment on the application from traffic engineering perspective.

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

- no adverse comment on the application from highways maintenance perspective.

2. Drainage

Comments of the Chief Engineer/Mainland North, Drainage Services Department (CE/MN, DSD):

- no objection in principle to the application from public drainage point of view; and
- should the application be approved, the applicant is required to maintain the drainage facilities implemented on site at all times during the planning approval period.

3. Fire Safety

Comments of the Director of Fire Services (D of FS):

- no objection in principle to the application subject to the existing fire service installations implemented on site being maintained in efficient working order at all times.

4. Environment

Comments of the Director of Environmental Protection (DEP):

- no objection to the application; and
- there was no environmental complaint case concerning the application site (the Site) received in the past three years.

5. Landscape

Comments of the Chief Town Planner/Urban Design and Landscape, Planning Department (CTP/UD&L, PlanD):

- the Site falls within areas zoned “Open Storage” (“OS”) and “Village Type Development” (“V”), which are non-landscape sensitive zonings and no significant landscape impact arising from the applied use is anticipated.

6. District Officer's Comments

Comments of the District Officer (Yuen Long), Home Affairs Department (DO(YL), HAD):

- his office has not received any locals' comment on the application and he has no comment on the application.

7. Other Departments

The following government departments have no objection to/no adverse comment/no comment on the application:

- Project Manager (West), Civil Engineering and Development Department (PM(W), CEDD);
- Chief Engineer/Construction, Water Supplies Department (CE/C, WSD); and
- Chief Building Surveyor/New Territories West, Buildings Department (CBS/NTW, BD).

Recommended Advisory Clauses

- (a) to resolve any land issues relating to the applied use with the concerned owner(s);
- (b) 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 for STW will be considered by the Government in its capacity as a landlord and there is no guarantee that it 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; and
 - there are unauthorised structures and uses on the private lot which are already subject to lease enforcement actions according to case priority. The lot owner(s) should rectify/apply for regularisation on the lease breaches as demanded by LandsD;
- (c) to note the comments of the Commissioner for Transport (C for T) that:
 - the application site (the Site) is connected to the public road network via a section of a local access road which is not managed by the Transport Department. The land status of the local access road should be checked with LandsD. Moreover, the management and maintenance responsibilities of the local access road should be clarified with the relevant lands and maintenance authorities accordingly. Sufficient manoeuvring space shall be provided within the Site. No vehicle is allowed to queue back to or reverse onto/from public road at any time during the planning approval period;
- (d) to note the comments of the Chief Highway Engineer/New Territories West, Highways Department (CHE/NTW, HyD) that:
 - HyD shall not be responsible for the maintenance of any access connecting the Site and Kam Tin Road; and
 - adequate drainage measures should be provided to prevent surface water running from the Site to nearby public roads and drains;
- (e) to note the comments of the Director of Environmental Protection (DEP) that:
 - the applicant is advised to follow the relevant mitigation measures and requirements in the revised “Code of Practice on Handling the Environmental Aspects of Temporary uses and Open Storage Sites” issued by DEP;
- (f) to note the comments of the Chief Building Surveyor/New Territories West, Buildings Department (CBS/NTW, BD) that:
 - before any new building works (including containers/open sheds as temporary buildings) are to be carried out on Site, prior approval and consent of the BA should be obtained, otherwise they are unauthorised building works (UBW) under the Buildings Ordinance (BO). An Authorised Person should be appointed as the co-

ordinator for the proposed building works in accordance with the BO;

- 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 respectively;
- 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 Building (Planning) Regulations at the building plan submission stage;
- if the existing structure is erected on leased land without the approval of the Building Authority (BA), they are UBW under the BO and should not be designated for any proposed use under the captioned application;
- for UBW erected on leased land, enforcement action may be taken by the BD 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;
- any temporary shelters or concerted containers for office, storage, washroom or other uses are considered as temporary buildings are subject to the control of Part VII of the Building (Planning) Regulations; and
- detailed checking under the BO will be carried out at building plan submission stage.