

**SUBMISSION OF FURTHER INFORMATION  
FOR PLANNING APPLICATIONS UNDER  
THE TOWN PLANNING ORDINANCE  
(CAP.131)**

根據《城市規劃條例》（第 131 章）  
遞交的申請所提交的進一步資料

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

- The completed e-form and supporting document (if any) should be submitted to the Secretary, Town Planning Board (the Board) via the Electronic Planning Application Submission System (EPASS) at the Board's website at <http://www.info.gov.hk/tpb/>. If your submission does not comply with the requirements on electronic submission (please refer to the "Guidance Notes on Electronic Submission" for details), you may wish to submit your application (use the non-electronic form) in hard copy either by hand or by post to the Secretary, Town Planning Board, 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.  
申請人須把填妥的電子申請表格及其他支持申請的文件（倘有），循城市規劃委員會（下稱「委員會」）網頁（網址：<http://www.info.gov.hk/tpb/>）的電子提交規劃申請系統送交委員會秘書。如有意遞交的文件不符電子提交規劃申請系統的限制（請參考有關的以電子方式提交申請須知），申請人可以以書面方式（須用非電子表格）經由專人送遞或郵遞，送交香港北角渣華道333號北角政府合署15樓城市規劃委員會秘書收。
- Please read the "Guidance Notes" carefully before you fill in this e-form. The document can be downloaded from the Board's website at <http://www.info.gov.hk/tpb/>. It can also be obtained from the Secretariat of the Board at 15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong (Tel.: 2231 4810 or 2231 4835), and the Planning Enquiry Counters of the Planning Department (Hotline: 2231 5000) (17/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong and 14/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories).  
請先細閱《申請須知》的資料單張，然後填寫此表格。這份文件可從委員會的網頁下載（網址：<http://www.info.gov.hk/tpb/>），亦可向委員會秘書處（香港北角渣華道333號北角政府合署15樓 - 電話：2231 4810 或 2231 4835）及規劃署的規劃資料查詢處（熱線：2231 5000）（香港北角渣華道333號北角政府合署17樓及新界沙田上禾輦路1號沙田政府合署14樓）索取。
- This e-form can be downloaded from the Board's website, and completed either in English or Chinese. The processing of the application may be refused if the required information or the required copies are incomplete.  
此電子申請表格可從委員會的網頁下載，並可以中文或英文填寫資料。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。
- For electronic submission, only 1 copy of plan/drawing/document is needed to be attached to the e-form. For soft copy of coloured plan/drawing submitted via the EPASS, please submit 70 hard copies (for sections 12A and 16 applications and the subsequent further information, if any) / 90 hard copies (for section 17 review application and the subsequent further information, if any) / 12 hard copies (for section 16(A)(2) application and the subsequent further information, if any) each separately to the Secretariat of the Board by post or by hand. If you decide not to submit adequate coloured hard copies, those coloured plans/drawings will be printed in black and white and in A4 size for the use in further processing of the application.  
如採用電子遞表申請，只需要夾附一份相關圖則／繪圖／文件。倘相關圖則／繪圖為彩色印刷的軟複本已透過電子提交規劃申請系統遞交，則須另外以印刷文件方式並以郵寄或親身派遞方式向委員會秘書處遞交一式70份（第12A和16條申請及與上述申請有關的進一步資料）／90份（第17條覆核及與上述申請有關的進一步資料）／12份（第16(A)(2)條申請及與上述申請有關的進一步資料）。如你決定不提供足夠份數的彩色印刷文件，該等彩色圖則／繪圖將會以黑白和A4尺寸的形式印刷，供下一步處理該申請之用。

## 1. Application 申請

(a)	Application No. 申請編號	
(b)	Application Type 申請類別	<input type="checkbox"/> Section 12A Application 申請 <input type="checkbox"/> Section 16 Application 申請 <input type="checkbox"/> Section 17 Application 申請 <input type="checkbox"/> Section 16(A)(2) Application 申請
(c)	Application Location 申請地點	

## 2. Further Information 進一步資料

(a)	Detail of Further Information 進一步資料的詳情	
(If the space is insufficient, you may use attachment in Section 2(b).如空間不足,可於附件說明。)		

(b) Attachment 附件	
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### 3. 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。

E-Signature 電子簽署	<input type="checkbox"/> Applicant 申請人	<input type="checkbox"/> Authorized Agent 獲授權代理人
_____		Position (if applicable) 職位 (如適用)
Name in Block Letters 姓名 (請以正楷填寫)	_____	
Professional Qualification(s) 專業資格	<input type="checkbox"/> Member 會員 / <input type="checkbox"/> Fellow 資深會員 of <input type="checkbox"/> HKIP <input type="checkbox"/> HKIA <input type="checkbox"/> HKIS <input type="checkbox"/> HKIE <input type="checkbox"/> HKILA Others 其他 _____	
on behalf of 代表	_____	
	Company 公司 / Organization Name 機構名稱 (if applicable 如適用)	
Date 日期	_____	

#### 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

- 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:
  - 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
  - facilitating communication between the applicant and the Secretary of the Board/Government departments in accordance with the provisions of the Town Planning Ordinance and the relevant Town Planning Board Guidelines.

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：

  - 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
  - 方便申請人與委員會秘書及政府部門之間進行聯絡。
- 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。
- 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。

Please fill "NA" for inapplicable item  
「✓」 at the appropriate box

請在不適用的項目填寫「不適用」  
請在適當的方格內加上「✓」號