

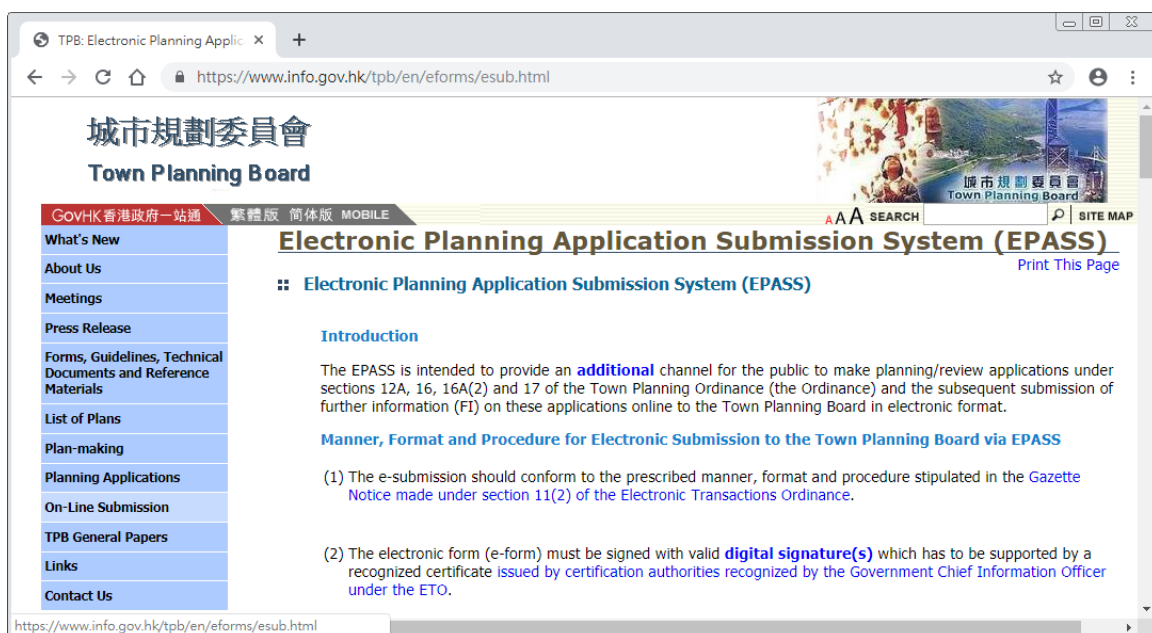
Steps for Online Submission of Planning Application

Step 1 Download e-Form

1.1 Open the Town Planning Board Website



1.2 Select "On-Line Submission" on the left menu



1.3 **Left** click the "Download" link to save the e-Form to your local PC. By default, Google Chrome automatically saves all the downloads to a dedicated "downloads" folder.

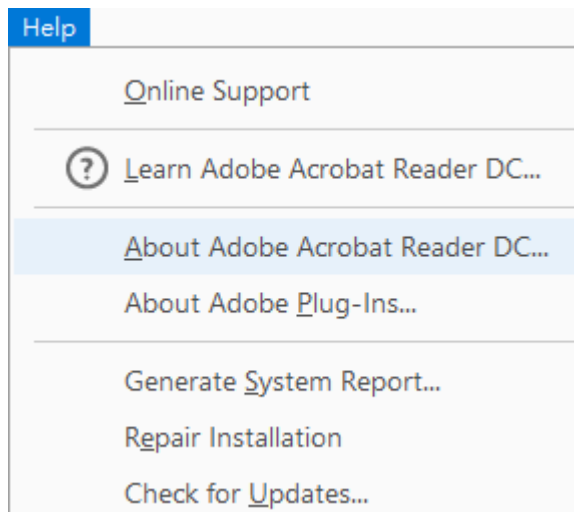
Electronic Forms

E-Form No.S12A	Amendment of Plan under Section 12A	Download
E-Form No.S16-I	Applicable to proposals not involving or not only involving: i. Construction of "New Territories Exempted House(s)"; ii. Temporary use/development of land and/or building not exceeding 3 years in rural areas; and iii. Renewal of permission for temporary use or development in rural areas	Download
E-Form No.S16-II	Applicable to Proposal Only Involving Construction of "New Territories Exempted House(s)"	Download
E-Form No.S16-III	Applicable to Proposal Only Involving Temporary Use/Development of Land and/or Building Not Exceeding 3 Years in Rural Areas or Renewal of Permission for such Temporary Use or Development* *E-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.	Download
E-Form No.S16A	Application for Amendment to Permission under Section 16A(2)	Download
E-Form No.S17	Application for Review under Section 17	Download
E-Form for Further Information	Submission of Further Information to support the application	Download

Step 2 Fill e-Form and attach file

2.1 Open the e-Form using Adobe Reader

- i. Your Adobe Reader should be of version DC or above to open the e-form properly.
- ii. Check the version under Help tab. Choose "About Adobe Reader DC".



- iii. Please go to <http://get.adobe.com/reader> to install the latest version of Adobe Reader, if required.

2.2 Fill in the e-form

- (a) Input only one applicant's information in each "Name of Applicant" field.
- (b) A maximum of 3 applicants can be accepted.
- (c) Digital signature for each Applicant is required.
- (d) The digital signature of Authorized Agent is required if the application is submitted by Agent.
- (e) Click to select from one of the check box options.
- (f) Input date field in YYYY-MM-DD format.
- (g) Input email field in ab@cde.xyz format.

2.3 Add attachment

- (a) You may include information to support your application by adding attachment.
- (b) Click "Add Attachment".

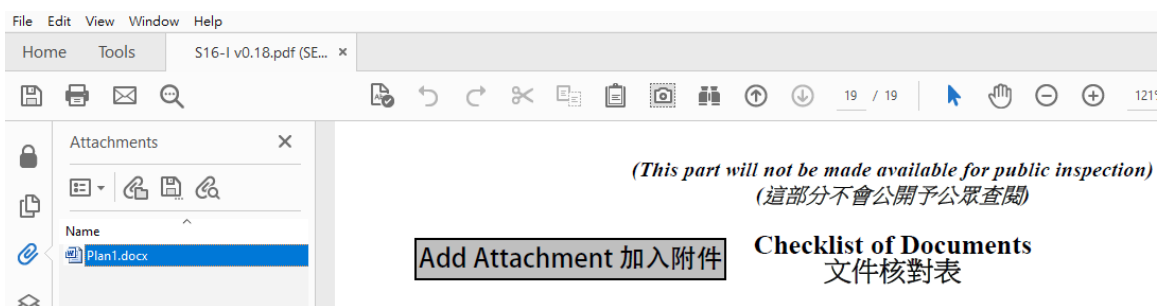
e-form No. FI 電子表格第 FI 號

(b) Attachment 附件	Add Attachment 加入附件
----------------------	---------------------

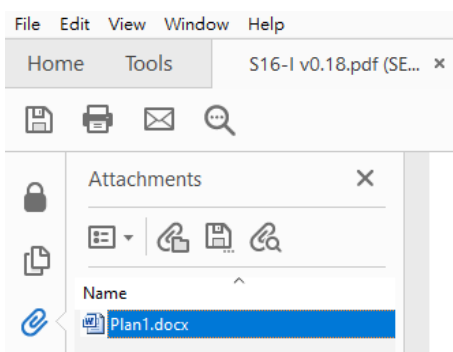
Add Attachment 加入附件

Checklist of Documents
文件核對表

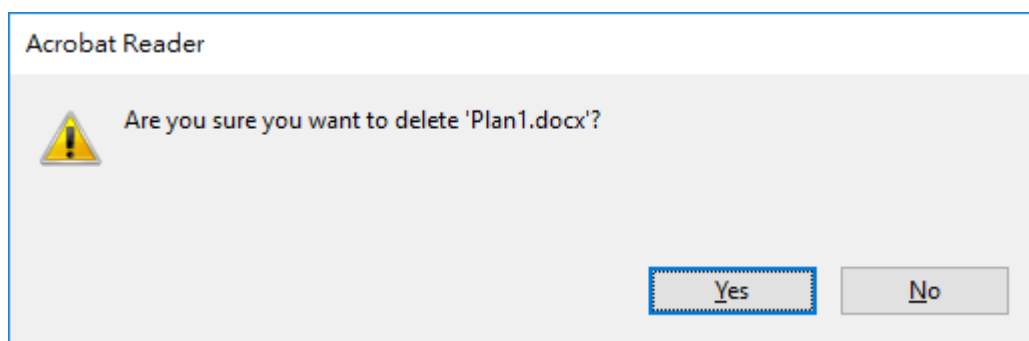
- (c) You can check what you have attached by clicking the "clip".



- (d) Highlight the attachment file and press "Delete" key if you want to remove the attachment.



Click "Yes" to confirm deletion.



Note:

(i) Plan/Drawing and supplementary document are limited to:

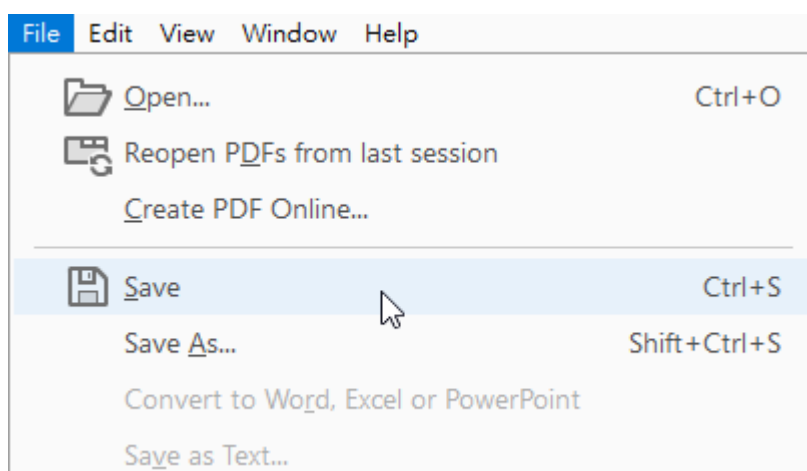
- Not exceeding 10MB in size (including the e-form itself and all attachment(s));
- Not exceeding 20 no. of pages (including the e-form itself and all supplementary information);
- in the format of "Adobe Portable Document Format" (PDF); and
- in printout paper size not larger than "A3"

(ii) Other attachment(s) (e.g. land ownership proof) are limited to:

- Not exceeding 10MB in size (including the e-form itself and all attachment(s));
- in the format of "Adobe Portable Document Format" ("PDF") only;
- in printout paper size not larger than "A3"

2.4 Save the form

(a) Click "Save" button from the toolbar to save the e-form in your local PC.



(b) Open again in the future to continue editing the e-form.

Step 3 Sign completed e-Form

3.1 Sign the e-Form

(a) Click the E-Signature field to start digital signing by using digital certificate

11. 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 an application to the Board 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	<input type="checkbox"/> Applicant 申請人 / <input type="checkbox"/> Authorised Agent 獲授權代理人
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	<input type="checkbox"/> Member 會員 / <input type="checkbox"/> Fellow of 資深會員 <input type="checkbox"/> HKIP 香港規劃師學會 / <input type="checkbox"/> HKIA 香港建築師學會 / <input type="checkbox"/> HKIS 香港測量師學會 / <input type="checkbox"/> HKIE 香港工程師學會 / <input type="checkbox"/> HKILA 香港園境師學會 / <input type="checkbox"/> HKIUD 香港城市設計學會
	Others 其他
on behalf of 代表	<input type="checkbox"/> Company 公司 / <input type="checkbox"/> Organisation Name and Chop (if applicable) 機構名稱及蓋章（如適用）
Date 日期	(DD/MM/YYYY 日/月/年)


(b) Select Digital Certificate ID from your existing digital certificate file.


Configure a Digital ID for signing


A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

☐  **Use a Signature Creation Device**
Configure a smart card or token connected to your computer

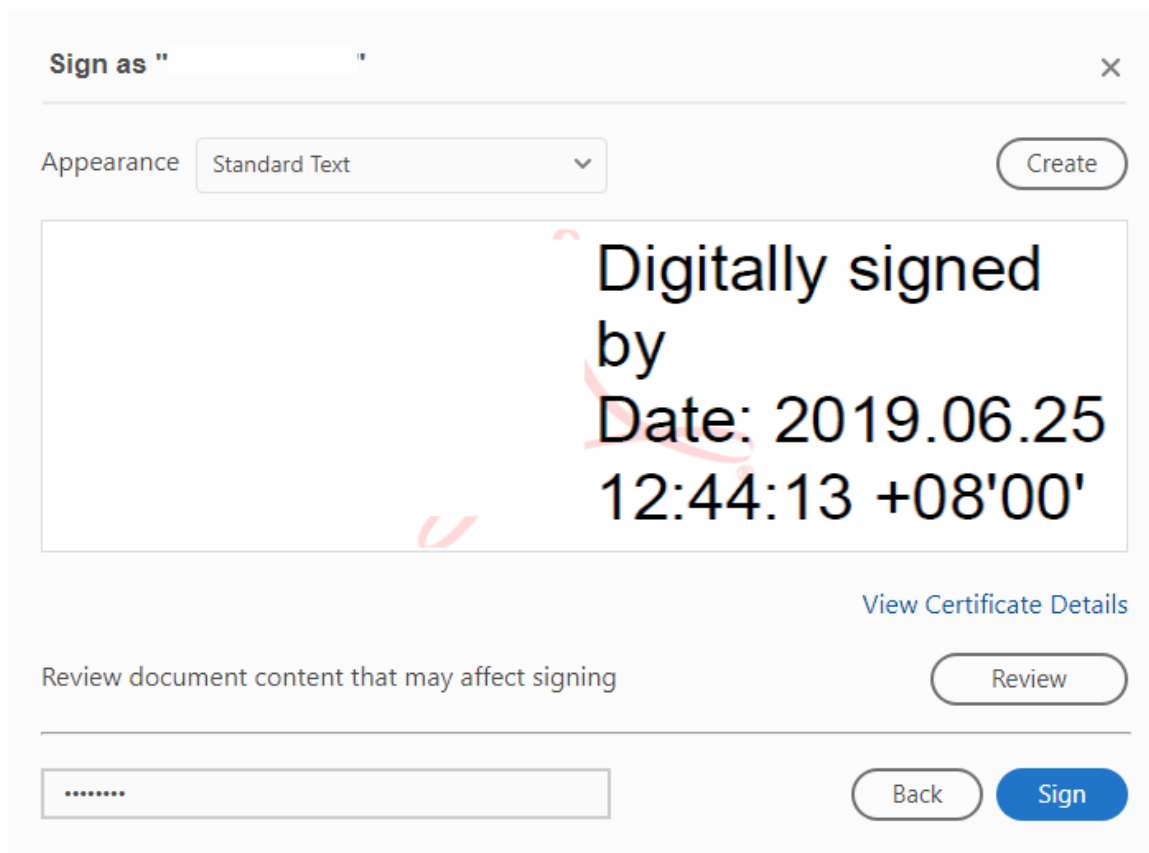
☒  **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file

☐  **Create a new Digital ID**
Create your self-signed Digital ID

?

Cancel Continue

(c) When the digital certificate file is selected, the certificate information will be shown. Input the password, if required, to access the digital certificate file for signing the e-Form. Click "Sign" to proceed.



(d) You will then be prompted to provide the location to save your signed e-Form. You cannot update a signed e-form. You are advised to save using a different file name.

(e) The e-Signature is shown on the e-form

11. 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 an application to the Board 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	<div>Digitally signed by Date: 2019.06.25 18:41:48 +08'00'</div> <div><input type="checkbox"/> Applicant 申請人 / <input type="checkbox"/> Authorised Agent 獲授權代理人</div>
.....
.....
Name in Block Letters 姓名（請以正楷填寫）	Position (if applicable) 職位（如適用）

(f) You cannot further update a signed e-Form. Please check that you have input all the necessary information before you sign the e-Form.

3.2 Add second/third signature(s)

- (a) Open the e-form which has been signed by the first applicant.
- (b) Click the second E-Signature field for second applicant's digital signing.
- (c) Follow the same steps as for the first e-signature.
- (d) Click "Sign" to sign the e-form.
- (e) Save the signed e-form again to a different file name.
- (f) The second e-Signature will be shown on the e-form.
- (g) Repeat the same steps for the third applicant, if any.

Step 4 Submit signed e-Form

4.1 Go to Submit Application

(a) Open the Town Planning Board website and select "On-Line Submission" from the left menu.



(b) At the bottom of the page, click "Submit Application".

(c) Read the "Points to Note" and "Statement on Personal Data" for electronic submission.

(d) Click the "I Agree" check box to accept the "Points to Note" and "Statement of Personal Data".

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 TPB 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，應向城規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。


☐ I Agree 我同意

[Continue 繼續](#)

(e) Click "Continue" to continue the submission process.

(f) Click "OK" to proceed after reading the reminder.

Information

 請確保已使用最新版本的相關電子表格
Please ensure the latest relevant e-form has been used

[OK](#)

4.2 Input Contact Information

(a) Input all fields on the page.

提交規劃／覆核申請和進一步資料

Submission of Planning/Review Application or Further Information

這部分不會公開予公眾查閱。
This part will not be made available for public inspection.

請輸入您的聯繫資料：
Please enter your contact information:

聯絡人 Contact Person	<input type="text"/> (必須資料 Mandatory information)
電話號碼 Telephone Number	<input type="text"/> (必須資料 Mandatory information)
電郵地址 E-mail Address	<input type="text"/> (必須資料 Mandatory information)
確認電郵地址 Confirm E-mail Address	<input type="text"/> (必須資料 Mandatory information)

[重新載入 Reload](#) [播放聲音 Play Sound](#)

請輸入圖片顯示的文字
Please enter the text as shown in the image below



提交您的聯繫資料後，識別碼將發送到您的電郵地址。
After submission of your contact information, an email with identification code will be sent to you.

Continue 繼續

(b) The input of the "E-mail Address" and "Confirm E-mail Address" fields should be the same.

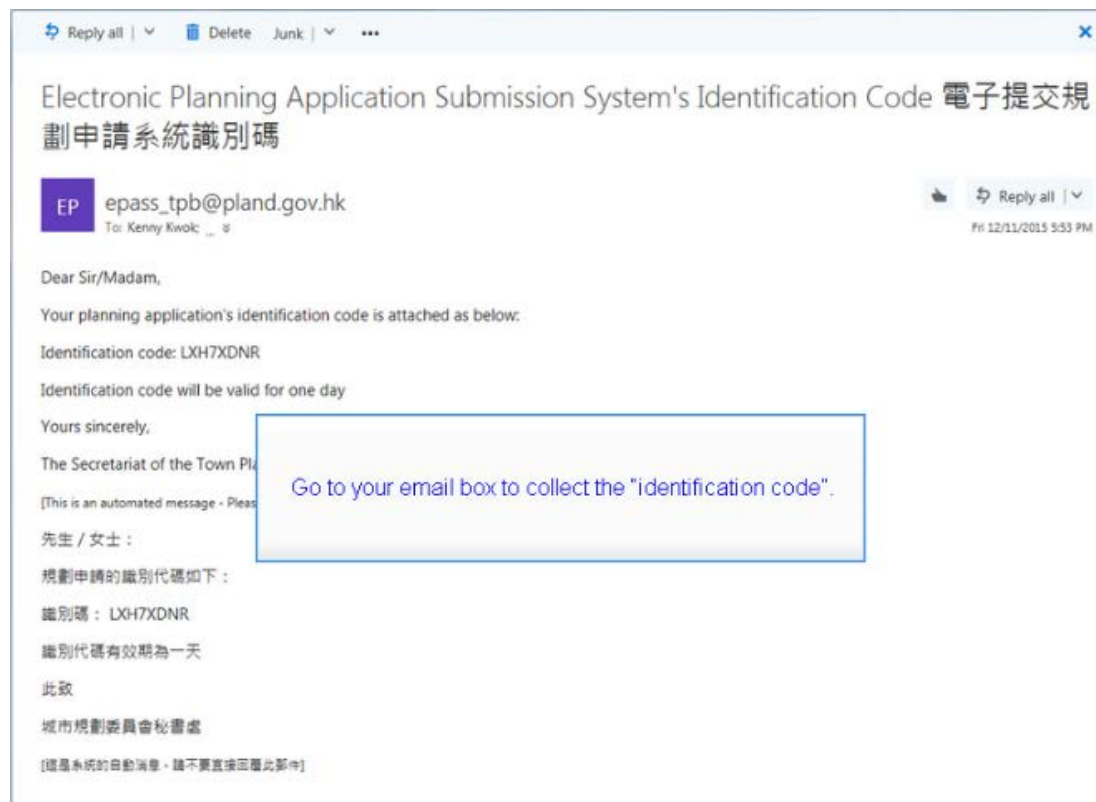
(c) Input the captcha. If the captcha is not clear, click "Reload" to generate a new one.

(d) You can also choose "Play Sound" for acquiring the captcha characters.

(e) Click "Continue" after completing the page. You will receive an email with "identification code".

4.3 Obtain and Input Identification Code

(a) Go to your email box to collect the "identification code".



(b) Input the "identification code" to the On-line Submission screen.

網上提交表格/文件服務
On-line Submission Services

已傳送到您電郵地址的識別碼有效期為一天。如需更新的識別碼，請點擊在「網上提交表格/文件服務」網頁上的「重新設定識別碼」按鈕。

The identification code, which has been sent to your e-mail address, will remain valid for one day. Should a new identification code be required, please click the "Re-generate identification code" button on the "On-line Submission Services".

請輸入您的識別碼，並提交您的文件。
Please enter your identification code and submit your file:

請輸入識別碼
Please enter the identification code (必須資料 Mandatory information)

需要提交的表格/文件
Submission of Planning/Review Application or Further Information (必須資料 Mandatory information)

系統處理申請時，請勿關閉瀏覽器。提交成功後，將顯示一個確認頁面。此外一封確認電子郵件將被發送到您提供的電郵地址。相反，提交可能不成功。

Please do not close the browser when the e-submission is being processed by the system. If the submission is successful, an acknowledgement page will be shown and a confirmation email will be sent to your email address. Otherwise, the submission may not be successful.

重新設定識別碼 Re-generate identification code

更改聯繫資料 Change contact information

知悉及提交 Noted and Submit

Input the "identification code" to this field

(c) If you wish to regenerate the identification code, click "Re-generate identification code".

(d) If you cannot receive the email, click "Change Contact Info" button to check your email address.

4.4 Upload the Signed e-Form

(a) To proceed, click "Select document" to select the signed e-Form.

網上提交表格/文件服務
On-line Submission Services

已傳送到您電郵地址的識別碼有效期為一天。如需更新的識別碼，請點擊在「網上提交表格/文件服務」版面上的「重新設定識別碼」按鈕。

The identification code, which has been sent to your e-mail address, will remain valid for one day. Should a new identification code be required, please click the "Re-generate identification code" button on the "On-line Submission Services".

請輸入您的識別碼，並提交您的文件。
Please enter your identification code and submit your file:

請輸入識別碼
Please enter the identification code (必須資料 Mandatory information)

需要提交的表格/文件
Submission of Planning/Review Application or Further Information (必須資料 Mandatory information)

選擇文件 Select document

Now click "Select document" to select the signed e-Form.

系統處理申請時，請勿關閉瀏覽器。提交成功後，將顯示一個確認頁面。此外一封確認電子郵件將被發送到您提供的電郵地址。相反，提交可能不成功。

Please do not close the browser when the e-submission is being processed by the system. If the submission is successful, an acknowledgement page will be shown and a confirmation email will be sent to your email address. Otherwise, the submission may not be successful.

重新設定識別碼 Re-generate identification code

更改聯繫資料 Change contact information

知照及提交 Noted and Submit

(b) Open the signed e-Form and proceed to upload the e-Form.

(c) The uploaded e-Form's file name will be shown. File size of the e-form should not be over 10MB.

網上提交表格/文件服務
On-line Submission Services

已傳送到您電郵地址的識別碼有效期為一天。如需要更新的識別碼，請點擊在「網上提交表格/文件服務」網頁上的「重新設定識別碼」按鈕。

The identification code, which has been sent to your e-mail address, will remain valid for one day. Should a new identification code be required, please click the "Re-generate identification code" button on the "On-line Submission Services".

請輸入您的識別碼，並提交您的文件。
Please enter your identification code and submit your file:

請輸入識別碼 Please enter the identification code (必須資料 Mandatory information)	LXH7XDNR
需要提交的表格/文件 Submission of Planning/Review Application or Further Information (必須資料 Mandatory information)	FI.pdf 刪除文件 Remove

系統處理申請時，請勿關閉瀏覽器。提交成功後，將顯示一個確認網頁，此外一封確認電子郵件將被發送到您提供的電郵地址。相反，提交可能不成功。
Please do not close the browser when the e-submission is being processed by the system. If the submission is successful, an acknowledgement page will be shown and a confirmation email will be sent to your email address. Otherwise, the submission may not be successful.

[重新設定識別碼 Re-generate identification code](#) [更改聯繫資料 Change contact information](#) [知照及提交 Noted and Submit](#)

(d) Click "Remove" to remove the uploaded e-Form, if required.

4.5 Submit the Signed e-Form

(a) Click "Noted and Submit" button to start the submission process.

網上提交表格/文件服務
On-line Submission Services

已傳送到您電郵地址的識別碼有效期為一天。如需要更新的識別碼，請點擊在「網上提交表格/文件服務」網頁上的「重新設定識別碼」按鈕。

The identification code, which has been sent to your e-mail address, will remain valid for one day. Should a new identification code be required, please click the "Re-generate identification code" button on the "On-line Submission Services".

請輸入您的識別碼，並提交您的文件。
Please enter your identification code and submit your file:

請輸入識別碼 Please enter the identification code (必須資料 Mandatory information)	LXH7XDNR
需要提交的表格/文件 Submission of Planning/Review Application or Further Information (必須資料 Mandatory information)	FI.pdf 刪除文件 Remove

系統處理申請時，請勿關閉瀏覽器。提交成功後，將顯示一個確認網頁，此外一封確認電子郵件將被發送到您提供的電郵地址。相反，提交可能不成功。
Please do not close the browser when the e-submission is being processed by the system. If the submission is successful, an acknowledgement page will be shown and a confirmation email will be sent to your email address. Otherwise, the submission may not be successful.

[重新設定識別碼 Re-generate identification code](#) [更改聯繫資料 Change contact information](#) [知照及提交 Noted and Submit](#)

Click "Submit" button to start the submission process.

- (b) The system will validate the submitted e-Form.
- (c) Do not close the window until you see the "Acknowledgement" page.
- (d) If you see the "Acknowledgement" page, your submission to EPASS is completed.

Acknowledgement of Submission

This is to acknowledge that your submission [Filename: FL.pdf] has been sent successfully to the Secretariat of the Town Planning Board (the Board) at 17:59, 11/12/2015 (Hong Kong local time) through the internet [Reference No. SP100018020151211175918].

For electronic submission, only 1 copy of plan/drawing/document is needed to be attached to the e-form. For softcopy of coloured plan/drawing/document submitted via 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 together with a printout of this "Acknowledgement of Submission" for identification purpose. If you decide not to submit adequate coloured hard copies, those coloured plan/drawing/document will be printed in black and white and in A4 size for the use in further processing of the application.

The information in an electronic application submitted to the Board would be made available at the Planning Enquiry Counters of the Planning Department for public inspection.

All e-submissions will be checked by the Secretariat of the Board. The applicant may be required to verify any matter provided in the documents are received.

If you see this "Acknowledgement" page, your submission to EPASS is completed.

確認遞交通知

閣下提交的表格/文件[檔案名稱:FL.pdf]已於 17:59, 11/12/2015(香港本地時間) [參考編號 SP100018020151211175918]透過互聯網遞送達城市規劃委員會(下稱委員會)秘書處。

如以電子方式提交申請,只須隨電子表格夾附一份相關圖則/繪圖/文件。凡是經電子提交規劃申請系統提交的彩色圖則/繪圖/文件,請以郵寄或以專人送遞方式另行送交委員會秘書處。數量方面,第12A條及第16條申請為70份(其後的進一步資料(如有者)亦然);第17條覆核申請為90份(其後的進一步資料(如有者)亦然);第16(A)(2)條申請為12份(其後的進一步資料(如有者)亦然)。遞交時須夾此「確認遞交通知」打印本一併遞交作識別用途。如你決定不提供足夠數量的彩色印本,該等彩色圖則/繪圖/文件將會以A4紙黑白列印,用以進一步處理有關申請。

所有以電子方式提交予委員會的規劃申請的資料,可在規劃署規劃資料查詢處查閱。

委員會秘書處會審核所有以電子方式提交的申請和資料。為此,可能會要求申請人印遞申請書所述或包括的任何事項或詳情。委員會秘書處審核後,如發現申請人未有適當提供所需的詳情及/或足夠的文件份數,以及/或所提交的申請和資料有不合規定之處,委員會可拒絕處理其申請。收到申請的日期會以委員會秘書處完成審核所提交的申請和資料並收受所有必需的資料及文件的日期為準。

- (e) You can find the file name, submission time and reference number on the page.

Reply all | Delete | Junk | ...

Electronic Planning Application Submission System's Acknowledgement 電子提交規劃申請系統確認電郵

EP epass_tpb@pland.gov.hk
To: Kenny Kwok, ...

Reply all | ...

Fri 12/11/2015 5:59 PM

Inbox

Dear Sir/Madam,

This is to acknowledge that your submission [Filename: FL.pdf] has been sent successfully to the Secretariat of the Town Planning Board (the Board) at 17:59, 11/12/2015 (Hong Kong local time) through the internet [Reference No. SP100018020151211175918].

For electronic submission, only plan/drawing/document submission information, if any) / 90 hard copies of the 16(A)(2) application and the submission with a printout of this "Acknowledgement" and those coloured plan/drawing/document.

You will receive an acknowledgement email also.

The information in an electronic submission is for the use of the Secretariat of the Planning Department for public inspection.

All e-submissions will be checked by the Secretariat of the Board. The applicant may be required to verify any matters or particulars set out or included in the application. Upon checking, if it is found that the applicant fails to provide the required particulars and/or sufficient copies of documents where appropriate, and/or there is irregularity in the submission, the Board may refuse to process his/her application. The date of receipt of application will be the date when the Secretariat of the Board has finished checking the submission and all necessary information and documents are received.

Yours sincerely,

The Secretariat of the Town Planning Board

[This is an automated message - Please do not reply directly to this email]

先生 / 女士：

閣下提交的表格/文件(檔案名稱: FL.pdf)已於17:59, 11/12/2015(香港本地時間) [參考編號 SP100018020151211175918]透過互聯網送達城市規劃委員會(下稱委員會)秘書處。

如以電子方式提交申請, 只須隨電子表格夾附一份相關圖則/繪圖/文件。凡是經電子提交規劃申請系統提交的彩色圖則/繪圖/文件, 請以郵寄或以專人送達方式另行送交委員會秘書處。數量方面, 第12A條及第16條申請為70份(其後的進一步資料(如有者)亦然); 第17條覆核申請為90份(其後的進一步資料(如有者)亦然); 第16(A)(2)條申請為12份(其後的進一步資料(如有者)亦然)。遞交時須與此「確認遞交通知」打印本一併遞交作識別用途。如你決定不提供足夠數量的彩色印本, 該等彩色圖則/繪圖/文件將會以A4紙黑白列印, 用以進一步處理有關申請。

16