

**TOWN PLANNING BOARD GUIDELINES FOR  
APPLICATION FOR OFFICE DEVELOPMENT IN RESIDENTIAL (GROUP A) ZONE  
UNDER SECTION 16 OF THE TOWN PLANNING ORDINANCE**

(Important Note :

The guidelines are intended for general reference only. The decision to approve or reject an application rests entirely with the Town Planning Board and will be based on individual merits and other specific considerations of each case.

Any enquiry on this pamphlet should be directed to the Planning Information and Technical Administration Unit of the Planning Department, 17th Floor, North Point Government Offices, 333 Java Road, Hong Kong - Tel. No. 2231 5000.

These guidelines are liable to revision without prior notice. The Town Planning Board will only make reference to the guidelines current at the date on which it considers an application.)

**1. Scope and Application**

- 1.1 Because of the expanding commercial activities in recent years, there has been an increasing demand for office units outside the central business district. The Town Planning Board's intention is to meet part of the increasing demand through permitting the redevelopment of residential buildings within the "Residential (Group A)" zone for office use in districts where there is a demonstrated demand.
- 1.2 In considering applications for office development, which may sometimes incorporate commercial uses on the lower floors, the primary objective of the Town Planning Board (the Board) is to ensure that the buildings are in the right locations and that no land use conflicts and environmental nuisance will be created. They should be of an adequate size and properly designed for office use, and the Board will need to be satisfied that no traffic congestion or disruption to traffic flow on adjacent roads will result from the change of use.

**2. Main Planning Criteria**

- a. The site should be sufficiently large to achieve a properly designed office building. The minimum site area requirement for office development varies with site configuration and loading/unloading requirements in particular localities.
- b. There should be adequate provision of parking and loading/unloading facilities within the site in accordance with the Hong Kong Planning Standards and Guidelines and to the satisfaction of the Transport Department. For sites with narrow frontage, where on-site loading/unloading requirement cannot be met, the applicant should demonstrate that there are alternative locations for loading/unloading facilities to the

satisfaction of the Transport Department.

- c. The site should be at an easily accessible location, e.g. close to the Mass Transit Railway Station or well served by other public transport facilities.
  - d. The proposed office development should not cause congestion and disruption to the traffic flow of the locality. In areas prone to traffic congestion, the applicant may be required to provide a traffic impact assessment of the proposed office development.
  - e. The proposed office building should be compatible with the existing and planned land uses of the locality and it should not be located in a predominantly residential area.
  - f. The proposed office development should be purposely designed for office/commercial uses so that there is no risk of subsequent illegal conversion to substandard domestic units or other uses.
3. In general the Board will give favourable consideration to planning applications for office developments which produce specific environmental and planning gains - for example, if the site is located near to major sources of air and noise pollution such as a major road, and the proposed office development is equipped with central air- conditioning and other noise mitigation measures which make it less susceptible to pollution than a residential development. Other forms of planning gain which the Board would favour in a proposed office development would include public open space and community facilities required in the planning district.

**TOWN PLANNING BOARD  
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