

**APPLICATION FOR PERMISSION  
UNDER SECTION 16 OF  
THE TOWN PLANNING ORDINANCE (CAP. 131)**

**Applicable to Proposal Only Involving  
Change of Use within Existing Building(s) or Part Thereof \***

根據《城市規劃條例》（第 131 章）  
第 16 條遞交的許可申請

適用於只涉及更改現有建築物或其部分內用途的建議 \*

\* *Form No. S16-5 should be used if any portion of the application site is not within an existing building.*  
如申請地點的任何部分並非在現有建築物內，應使用表格第 S 16-5 號。

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

- The completed form and supporting documents (if any) should be sent 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 樓城市規劃委員會秘書收。
- Please read the “Guidance Notes” carefully before you fill in this form. The document can be downloaded from the Town Planning Board’s (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。這份文件可從城市規劃委員會（下稱「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 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, preferably in both English and Chinese. 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，填寫的資料宜中英文兼備。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。

<b>1. Name of Applicant</b> 申請人姓名/名稱
(Mr./Mrs./Miss/Ms./Company/Organization* 先生/夫人/小姐/女士/公司/機構*)

<b>2. Name of Authorized Agent (if applicable)</b> 獲授權代理人姓名/名稱 (如適用)
(Mr./Mrs./Miss/Ms./Company/Organization* 先生/夫人/小姐/女士/公司/機構*)

<b>3. Application Site</b> 申請地點	
(a) Full address/Location 詳細地址/地點	
(b) Total floor area involved 涉及的總樓面面積	sq. m. 平方米
(c) Name and no. of the related statutory plan 有關法定圖則的名稱及編號	
(d) Land use zone(s) involved 涉及的土地用途地帶	

\* Delete as appropriate      \* 請刪去不適用者  
Please fill “NA” for inapplicable item      請在不適用的項目填寫「不適用」

<b>3. Application Site (Continued) 申請地點 (續)</b>	
(e) Current use(s) 現時用途	<p>(If there are any Government, institution or community facilities, please illustrate on plan and specify the use and total 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)</p>

<b>4. "Current Land Owner" of Application Site 申請地點的「現行土地擁有人」</b>	
The applicant 申請人：	
<input type="checkbox"/> is the sole "current land owner#" (please proceed to Part 7 and attach documentary proof of ownership). 是唯一的「現行土地擁有人#」(請繼續填寫第7部分，並夾附業權證明文件)。	
<input type="checkbox"/> 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)。	
<input type="checkbox"/> is not a "current land owner#". 並不是「現行土地擁有人#」。	

<b>5. Statement on Owner's Consent/Notification</b> 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 ....., 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 has 申請人 -	
<input type="checkbox"/> obtained consent(s) of ..... "current land owner(s)". 已取得.....名「現行土地擁有人#」的同意。	
<input type="checkbox"/> notified ..... "current land owner(s)". 已通知.....名「現行土地擁有人#」。	

# "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。

「✓」 at the appropriate box

請在適當的方格內加上「✓」號

**Parts 3 (Continued), 4 and 5 第3 (續)、第4及第5部分**

(Please make copies of this part of the form, if necessary 如有需要，請另複印此部分的申請書)

<b>5. Statement on Owner's Consent/Notification (Continued)</b> 就土地擁有人的同意/通知土地擁有人的陳述(續)		
(c) Particulars* 詳情* (Please use separate sheets if the space of any box below is insufficient 如下列任何方格的空間不足，請另頁說明)		
<b>Lot no./address of premises shown in the record of the Land Registry</b> 根據土地註冊處記錄的地段號碼/處所地址	(e.g. Flat B, 1/F, 8 Hoi Fat Road, North Point 例子: 北角海發道8號1樓B室)	
<b>Total number of "current land owner(s)"</b> 「現行土地擁有人」的總數		
<b>Consent obtained</b> 已取得的同意	no. 數目	date of consent obtained 取得同意的日期
<b>Notification given</b> 已發出的通知	no. 數目	date and means of notification given 發出通知的日期和方式

<b>6. Particulars of Other Steps Taken to Obtain the Consent of or Give Notification to Owner(s)</b> 為取得土地擁有人的同意或向該人發給通知而採取的其他步驟的詳情 (please use separate sheets if the space below is insufficient 如下列的空間不足，請另頁說明)
Please specify the date(s) of action(s) taken 請註明行動日期
..... ..... ..... ..... ..... .....

\* Information should be provided on the basis of each and every lot (if applicable) and premises (if any) in respect of the application.  
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。

Please fill "NA" for inapplicable item 請在不適用的項目填寫「不適用」

**Parts 5 (Continued) and 6** 第5(續)及第6部分

<b>7. Development Proposal 擬議發展計劃</b>			
Proposed use(s) 擬議用途	(If there are any Government, institution or community facilities, please illustrate on plan and specify the use and total 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)		
Proposed number of storeys 擬議層數		Proposed number of units 擬議單位數目	
Proposed floor area 擬議樓面面積	Domestic part 住用部分		sq. m 平方米
	Non-domestic part 非住用部分		sq. m 平方米
	Total 總計		sq. m 平方米
Proposed uses of different floors (if applicable) 不同樓層的擬議用途 (如適用)	Floor 樓層	Proposed Use 擬議用途	
Any vehicular access to the subject building? 是否有車路通往有關建築物?	Yes 是 <input type="checkbox"/> There is an existing access. 有一條現有車路。 <input type="checkbox"/> There is a proposed access. 有一條擬議車路。 (please illustrate on plan and specify the width) (請在圖則顯示，並註明車路的闊度)  No 否 <input type="checkbox"/>		
Any provision of parking space for the proposed use(s)? 是否有為擬議用途提供停車位?	Yes 是 <input type="checkbox"/> Please specify type(s) and number(s) 請註明種類及數目 ..... ..... No 否 <input type="checkbox"/>		
Any provision of loading/unloading space for the proposed use(s)? 是否有為擬議用途提供上落客貨車位?	Yes 是 <input type="checkbox"/> Please specify type(s) and number(s) 請註明種類及數目 ..... ..... No 否 <input type="checkbox"/>		

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

<b>8. Impacts of Development Proposal 擬議發展計劃的影響</b>																									
If necessary, please use separate sheets to provide justifications and/or measures to minimize possible adverse impacts. 如需要的話，請另頁提供理由及/或盡量減少可能出現不良影響的措施。																									
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"/>																								
Would the development proposal cause any adverse impacts? 擬議發展計劃會否造成不良影響?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">On environment 對環境</td> <td style="width: 10%;">Yes 會 <input type="checkbox"/></td> <td style="width: 10%;">No 不會 <input type="checkbox"/></td> </tr> <tr> <td>On traffic 對交通</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>On water supply 對供水</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>On drainage 對排水</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>On slopes 對斜坡</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>Affected by slopes 受斜坡影響</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>Landscape impact 構成景觀影響</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> <tr> <td>Visual impact 構成視覺影響</td> <td>Yes 會 <input type="checkbox"/></td> <td>No 不會 <input type="checkbox"/></td> </tr> </table> Please state measure(s) to minimize the impact(s) 請註明盡量減少影響的措施 ..... ..... .....	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"/>	Visual impact 構成視覺影響	Yes 會 <input type="checkbox"/>	No 不會 <input type="checkbox"/>
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Landscape impact 構成景觀影響	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"/>																							

<b>9. Justifications 理由</b>	
The applicant is invited to provide justifications in support of the application. (Preferably not more than 500 words in English and/or Chinese. 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(篇幅宜不超過500個英文字及/或中文字，如有需要，請另頁說明。)	
..... ..... ..... ..... ..... ..... ..... ..... ..... .....	

Please fill "NA" for inapplicable item 請在不適用的項目填寫「不適用」  
 「✓」 at the appropriate box 請在適當的方格內加上「✓」號

**10. Plans, Drawings and Documents 圖則、繪圖及文件**

Please list location plans, site plans, other relevant plans, drawings and other documents submitted with the application. 請列明連同申請一併遞交的位置圖、地盤平面圖、其他相關圖則、繪圖及其他文件。

.....

.....

.....

**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。

Signature 簽署 .....	Applicant /Authorized Agent* 申請人/獲授權代理人*
.....	.....
Name in Block Letters 姓名（以正楷填寫）	Position (if applicable) 職位（如適用）
Professional Qualification(s) 專業資格	Member 會員 / 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/Organization Name and Chop (if applicable) 公司/機構名稱及蓋章（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**

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:

- (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
- (b) 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：

- (a) 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) 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。

\* Delete as appropriate

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

\* 請刪去不適用者

請在不適用的項目填寫「不適用」  
請在適當的方格內加上「✓」號

## Particulars of Applicant and Authorized Agent

### 申請人及獲授權代理人的詳細資料

<b>1. Applicant 申請人</b>	
Identity Document/Business Registration Certificate#/Certificate of Incorporation* No. 身分證明文件/商業登記證#/公司註冊證* 號碼	
Postal Address 通訊地址	
Tel. No. 電話號碼	Fax. No. 圖文傳真號碼
E-mail Address 電郵地址	
Contact Person 聯絡人 (only for company 只適用於公司)	
Name 姓名 (Mr./Mrs./Miss/Ms.* 先生/夫人/小姐/女士*) .....	
Position in company 公司職位 .....	
<b>2. Authorized Agent (if applicable) 獲授權代理人 (如適用)</b>	
Identity Document/Business Registration Certificate#/Certificate of Incorporation* No. 身分證明文件/商業登記證#/公司註冊證* 號碼	
Postal Address 通訊地址	
Tel. No. 電話號碼	Fax. No. 圖文傳真號碼
E-mail Address 電郵地址	
Contact Person 聯絡人 (only for company 只適用於公司)	
Name 姓名 (Mr./Mrs./Miss/Ms.* 先生/夫人/小姐/女士*) .....	
Position in company 公司職位 .....	

#### 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 provide "Certificate of Incorporation No." instead of "Business Registration Certificate No." if the subject is a "limited company".  
如單位屬「有限公司」，請提供「公司註冊證號碼」，而不是「商業登記證號碼」。

\* Delete as appropriate      \* 請刪去不適用者  
Please fill "NA" for inapplicable item      請在不適用的項目填寫「不適用」



(This part will not be made available /or public inspection)  
(這部分不會公開予公眾查閱)

## Checklist of Documents 文件核對表

Please indicate if you have enclosed the following documents with this application.  
請說明你有否在這宗申請夾附下列文件。

- \* 5 signed original copies of the application form.  
五份已簽署的申請表格正本。
- 5 copies each of the location plans, site plans and any other relevant plans/drawings accompanying the application (for coloured plan/drawing or plan/drawing larger than A3 size, 70 copies each are required).  
連同申請的位置圖、地盤平面圖及其他相關圖則/繪圖，一式五份（倘相關圖則/繪圖為彩圖或超過 A3 大小，則須一式 70 份）。
- Supplementary documents, e.g. planning studies report, report on traffic impact assessment, and report on environmental assessment. Please check one of the following:  
補充文件（例如：規劃研究報告、交通影響評估報告及環境評估報告）。請選擇以下其中一項：
  - 35 hard copies and 35 soft copies<sup>#</sup>; or  
35 份印刷文件及 35 份軟複本<sup>#</sup>；或
  - 70 hard copies.  
70 份印刷文件。
- Authorization letter signed by the applicant, if the application is submitted by an authorized agent on the applicant's behalf.  
申請人簽署的授權信（如申請是由申請人授權的代理人遞交）。
- Documentary proof of land ownership (e.g. copy/copies of ownership record(s) issued by the Land Registry) (only applicable to application of which the applicant is the sole or one of the "current land owner(s)").  
土地業權的證明文件（例如：由土地註冊處發出的業權記錄的副本）（只適用於申請人是唯一或其中一位「現行土地擁有人」的申請）。
- Copy/copies of consent(s) obtained from the "current land owner(s)" (not applicable to application of which the applicant is the sole "current land owner").  
「現行土地擁有人」的同意書副本（不適用於申請人是唯一的「現行土地擁有人」的申請）。
- Copy/Copies of notification given to the "current land owner(s)" (not applicable to application of which the applicant is the sole "current land owner").  
已發給「現行土地擁有人」的通知書副本（不適用於申請人是唯一的「現行土地擁有人」的申請）。
- \* Particulars of applicant and authorized agent.  
申請人及獲授權代理人的詳細資料。

\* Documents which must be submitted with the application. 必須連同申請一併遞交的文件。

# Soft copies refer to Compact Disc – Read Only Memory (CD-ROM)/Digital Versatile Disc – Read Only Memory (DVD-ROM). Documents in the disc should be in Adobe Portable Document Format (PDF) and a content page having hyperlinks to reports and chapters in the disc should be provided. Other means of digital storage of data will not be accepted. 軟複本指唯讀光碟(CD-ROM)/數碼影像光碟(DVD-ROM)。光碟內的文件須以 PDF 格式儲存。須提供目錄頁，並附有可登入光碟內報告及章節的超連結。其他的數碼儲存媒體，將不獲接納。

「✓」 at the appropriate box

請在適當的方格內上加上「✓」號