

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

**Applicable to Proposal Only Involving
Renewal of Permission for Temporary Use or Development**

根據《城市規劃條例》（第 131 章）
第 16 條遞交的許可申請

適用於只涉及臨時用途或發展的許可續期建議

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。

1. Name of Applicant 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*)

2. Name of Authorized Agent (if applicable) 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*)

3. Application Site 申請地點	
(a) Full address/Location 詳細地址/地點	
(b) Demarcation District and Lot no. (if applicable) 丈量約份及地段號碼（如適用）	
(c) Site area and/or total floor area of the subject building 地盤面積及/或建築物總樓面面積	<input type="checkbox"/> Site area 地盤面積 sq. m. 平方米 <input type="checkbox"/> Total floor area 總樓面面積 sq. m. 平方米
(d) Area of Government land included (if any) 所包括的政府土地面積 (倘有)	

* 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」
「✓」 at the appropriate box 請在適當的方格內加上「✓」號

3. Application Site (Continued) 申請地點 (續)	
(e) Name and no. of the related statutory plan 有關法定圖則的名稱及編號	
(f) Land use zone(s) involved 涉及的土地用途地帶	
(g) Current use(s) 現時用途	
(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)	

4. "Current Land Owner" of Application Site 申請地點的「現行土地擁有人」
<p>The applicant 申請人：</p> <p><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)。</p> <p><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)。</p> <p><input type="checkbox"/> is not a "current land owner"[#]. 並不是「現行土地擁有人[#]」。</p>

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, 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 - <ul style="list-style-type: none"> <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

(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)

5. Statement on Owner's Consent/Notification (Continued) 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)				
Lot no./address of premises shown in the record of the Land Registry 根據土地註冊處記錄的地段號碼/處所地址	(e.g. Flat A, 1/F, 8 Hoi Fat Road, North Point) (例子: 北角海發道 8 號 1 樓 A 室)		(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)	
Total number of "current land owner(s)" 「現行土地擁有人」的總數				
Consent obtained 已取得的同意	no. 數目	date of consent obtained 取得同意的日期	no. 數目	date of consent obtained 取得同意的日期
Notification given 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	no. 數目	date and means of notification given 發出通知的日期和方式

6. Particulars of Other Steps Taken to Obtain the Consent of or Give Notification to Owner(s) 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」

7. Relevant Temporary Permission Granted 已批給的有關臨時許可	
Application number to which the permission relates 與許可有關的申請編號	
Date of approval 獲批給許可的日期	
Date of expiry 許可屆滿的日期	
Approved use/development 已批給許可的用途/發展	
Approval conditions 附帶條件	<input type="checkbox"/> The permission does not have any approval condition 許可並沒有任何附帶條件 <input type="checkbox"/> Applicant has complied with all the approval conditions 申請人已履行全部附帶條件 <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: Reason(s) for non-compliance: 仍未履行的原因:

8. Renewal Period Sought and Justifications 要求的續期期間及理由	
Renewal Period Sought 要求的續期期間	month(s) 月 / year(s) 年 *
Justifications 理由 The applicant is invited to provide justifications in support of this 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。)	
.....	

* 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」
 「✓」 at the appropriate box 請在適當的方格內加上「✓」號

9. 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。

.....

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10. 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

 HKIP HKIA HKIS HKIE 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 4 8 6 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

1. Applicant 申請人	
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	
2. Authorized Agent (if applicable) 獲授權代理人 (如適用)	
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	
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。	

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[#]; or
35 份印刷文件及 35 份軟複本[#]；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