

## **Site Parameters - Documentary Proof**

### **Introduction**

The maximum permissible site coverage (SC) and plot ratio (PR) of a proposed building are dependent on the area of the relevant site which should be under the title of the applicant or his realistic prospect of control. Other site parameters such as boundaries and their setting out are also essential to support the area and the classification of site as claimed.

2. Pursuant to regulation 8(1)(h)(i) of the Building (Administration) Regulations (B(A)R), the prescribed plans for the Authorized Persons (AP) to submit for approval include a diagrammatic plan, with full dimensions and calculations, showing the height, SC, PR and disposition of the building in accordance with regulations 19, 20 and 21 of the Building (Planning) Regulations (B(P)R). Item 3(a)(1.1) Part C in Appendix A1 to PNAP ADV-33 on Essential Information in Plan Submissions states that in applying for the approval of General Building Plans (GBP), AP are required to substantiate the site parameters with either a detailed lease plan or Land Survey Plan (LSP).

3. It is AP's responsibility to ensure that accurate site parameters are adopted in his building proposal. Such parameters should be further updated as necessary before certifying that the buildings completed are in compliance with the Buildings Ordinance (BO).

### **Proofs of Site Parameters**

4. Common proofs of site parameters may include:
- (a) A lease plan showing details of lot (constituting the site) areas, boundaries and setting-out coordinates prepared by the District Survey Office (DSO);
  - (b) A LSP showing the details of lot (constituting the site) areas, boundaries and setting-out coordinates prepared by an Authorized Land Surveyor;
  - (c) Lease documents specifying the approximate areas and boundaries of the lots which form the site but without setting-out coordinates;

/(d) ...

- (d) Deed Polls of subdivided lots with lot areas and boundaries forming the site which may or may not have the setting-out coordinates; and
- (e) Approved GBP of the existing buildings with area of site shown in the calculation of SC and PR.

### **Substantiation before Consent Application for Superstructure**

5. Either Item 4(a) or 4(b) above, which bears accurate information on site parameters, is acceptable by BD for processing GBP. Other sources of information as stated in 4(c) to 4(e) can only be taken as provisional reference to facilitate plan approval. Before application for consent to commence superstructure works, 4(a) or 4(b) has to be submitted to BD. Conditions to this effect will be imposed under regulation 10 of B(A)R in the approval of GBP.

### **Discrepancies among Sources of Information**

6. If plans in 4(a) or 4(b) above show a discrepancy in site parameters with any other documents in paragraph 4 above, either of the former two sources of documents will generally be referred to for the purpose of processing GBP. AP should refer to section 14(2) of BO in this regard.

7. Should there be a situation when 4(a) and 4(b) co-exist and there is a discrepancy between them, AP should provide the rationale for adopting either in the GBP for BD's acceptance before applying for the superstructure consent.

8. After the approval of GBP, if plans in 4(a) or 4(b) subsequently submitted or other situation shows actual site parameters different from those on the approved GBP affecting the approved building layout, SC or PR, amended GBP have to be submitted correspondingly before the application for superstructure consent can be processed.

### **Number of Decimal Places of Figures on LSP**

9. The decimal place on the presentation of site areas computed in accordance with the Code of Practice issued under the Land Survey Ordinance (Cap. 473) (Code) will be adopted by BD for the purpose of GBP. Under the Code, lot (constituting the site) co-ordinates and dimensions should be recorded and shown on plans to 0.001 of a metre and the areas shall be rounded off (5 up 4 down) to the nearest  $0.1\text{m}^2$  for area under  $2000\text{m}^2$  and to the nearest  $1\text{m}^2$  for area of  $2000\text{m}^2$  and above.

## **Two Sets of LSP Required**

10. If LSP is used as proof of site parameters, two sets of the LSP are required to be submitted to BD. One set of LSP will then be referred under the central processing system to the District Lands Office (DLO) for keeping in the DSO<sup>1</sup>. AP may take the opportunity to attach relevant documents as required<sup>2</sup> by DLO with this set of LSP.

( CHEUNG Tin-cheung )  
Building Authority

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<sup>1</sup> The LSP has to be prepared in accordance with the Code of Practice issued under Cap. 473. For the set to be kept in DSO for information sharing purpose, it should be submitted together with (i) a duly completed form SMF-0043, (ii) a survey report and (iii) a survey record plan. Refer to Practice Note Issue No. 2/2013 promulgated by the LandsD.

<sup>2</sup> Refer to Lands Administration Office Practice Note Issue No. 4/2008 promulgated by the LandsD on Measures to Avoid Encroachment onto Government Land requiring AP to ensure that the proposed building works will not encroach onto Government land.