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**Planning Application for Minor Amendments  
to Approved Development Proposals**

Under section 2(5)(b) of the Town Planning Ordinance (the Ordinance), the Town Planning Board (TPB) has delegated its authority to the Director of Planning (D of Plan) and the District Planning Officer (DPO)<sup>1</sup> of the Planning Department (PlanD) to consider section 16 applications for minor amendments to approved development proposals. The types of section 16 application which can be approved by D of Plan or DPO are laid down in TPB Guidelines No.19A for ‘Minor Amendments to Approved Development Proposals’.

2. In general, for applications for minor amendments which can be approved by D of Plan or DPO, the applicant will be informed of a decision within 6 weeks or 4 weeks respectively upon receipt of the application. However, in cases where the applications cannot be approved by D of Plan or DPO, such as applications which are considered unacceptable by Government departments concerned, they will be referred to the TPB for determination within the two-month statutory time limit.

3. Amendments which are considered not minor in nature in accordance with the TPB Guidelines No. 19A will have to be considered by the TPB. In this case, the applicant should fill in the relevant section 16 application form and follow the normal procedures for submission of planning applications for permission under section 16 of the Ordinance.

4. In determining whether or not the amendments to the approved development proposals are minor and should be processed by D of Plan or DPO under the TPB’s delegated authority, reference should be made to the last development scheme that was approved by the TPB itself.

5. In order to facilitate the early processing of the application for minor amendments to a previously approved development scheme, the applicant is encouraged to submit an application as early as possible and preferably before submission of building plans. An application could be submitted either in the form of a letter or by filling in the attached application form at Appendix A, together with the relevant plans highlighting the proposed amendments and supporting documents (if any) directly to the Secretary of the TPB.

6. If the minor amendments are only proposed at the stage of building plan submission, the applicant could also submit the application together with the building plans (with the proposed amendments highlighted on the building plans or other relevant plans (if any)) directly to the Secretary of the TPB at the same time when the building plans are submitted to the Building Authority.

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<sup>1</sup> Minor amendment to approved Land Development Corporation/Urban Renewal Schemes would be processed by Chief Town Planner/Urban Renewal

7. If the proposed amendments require agreement from Government departments other than the PlanD, the AP should provide PlanD with sufficient copies of the relevant plans and supporting documents (if any) for circulation to concerned Government departments for comments. In case of doubt, the respective DPO of the PlanD should be contacted for advice.

8. In making the submission for minor amendments to an approved development proposal, reference should be made to the TPB Guidelines No. 19A which is available from the Secretariat of the TPB (15<sup>th</sup> Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong) and the Planning Information and Technical Administration Unit of the PlanD (17<sup>th</sup> Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong). Both the TPB Guidelines and the application form for minor amendments can also be downloaded from the TPB's website at <http://www.info.gov.hk/tpb>.

( C M LEUNG )  
Building Authority

Ref. : BD GP/BOP/6 (VI)

First issue April 2001 (AD/NB1)

Index under : Town Planning Application  
Minor amendments to Approved Schemes

**Planning Application for Minor Amendments to Approved Development Proposals**

**General Notes:**

- (i) This application form should be used for planning application for minor amendments to development schemes previously approved by the Town Planning Board (TPB) that can be approved by the Director of Planning or the District Planning Officer in accordance with the “TPB Guidelines for Minor Amendments to an Approved Development Scheme” (TPB PG-No. 19A).
- (ii) The applicant should submit, as early as possible, the application by filling in this application form together with the relevant plans highlighting the proposed amendments and supporting documents (if any) to the Secretary of the TPB.
- (iii) If the minor amendments are only proposed at the stage of building plan submission, the applicant could also submit the application together with the building plans (with the proposed amendments highlighted on the building plans or other relevant plans (if any)) directly to the Secretary of the TPB at the same time when the building plans are submitted to the Building Authority.
- (iv) If the proposed amendments require agreement from Government departments other than the Planning Department, sufficient copies of the relevant plans and supporting documents (if any) should be provided to the Planning Department for circulation to concerned Government departments for comments. In these cases, the relevant District Planning Office will liaise with the applicant for additional copies of the relevant plans and supporting documents.
- (v) In completing this form, reference should be made to the TPB Guidelines No. 19A which is available from the Secretariat of the TPB (15<sup>th</sup> Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong) and the Planning Information and Technical Administration Unit of the Planning Department (17<sup>th</sup> Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong). Both the TPB Guidelines and this application form can be downloaded from the TPB’s website at <http://www.info.gov.hk/tpb>.]

**(A) General Information of the Approved Development Proposal**

Planning Application No. : \_\_\_\_\_ Date of Approval : \_\_\_\_\_

Site Location : \_\_\_\_\_

Approved Development : \_\_\_\_\_

**(B) Proposed Minor Amendments to the Approved Scheme**  
**Minor Amendments to Specific Planning Parameters**<sup>(1)</sup>

<b>Proposed Minor Amendments</b>		<b>Approved</b> <sup>(2)</sup> <b>Scheme (a)</b>	<b>Current</b> <b>Scheme (b)</b>	<b>Differences</b> <b>[(b)-(a)]</b>	<b>Changes</b> <b>(%)</b>
1. Site area (m <sup>2</sup> )	<b>Yes/No*</b>				
2. Gross Floor Area (m <sup>2</sup> )	<b>Yes/No*</b>				
3. Number of flats	<b>Yes/No*</b>				
4. Flat size (m <sup>2</sup> )	<b>Yes/No*</b>				
5. Building height (m)	<b>Yes/No*</b>				
6. Number of storeys	<b>Yes/No*</b>				
7. Site coverage (%)	<b>Yes/No*</b>				
8. Total area of open space (m <sup>2</sup> )	<b>Yes/No*</b>				
9. Total number of parking spaces	<b>Yes/No*</b>				
10. Total number of loading/unloading spaces	<b>Yes/No*</b>				

\* Delete where appropriate

<b>Proposed Minor Amendments</b>		<b>Approved <sup>(2)</sup> Scheme (a)</b>	<b>Current Scheme (b)</b>	<b>Differences [(b)-(a)]</b>	<b>Changes (%)</b>
11. Number of trees to be preserved/felled (please indicate if the trees involved are Champion Trees).	<b>Yes/No*</b>				
12. Floor area of indoor recreational facilities (m <sup>2</sup> )	<b>Yes/No*</b>				

**Note:** <sup>(1)</sup> Information on the changes to the planning parameters is required only where applicable.

<sup>(2)</sup> Reference should be made to the scheme last approved by the TPB excluding any amendments subsequently made which **were** approved by the Director of Planning or the District Planning Officer or Chief Town Planner/Urban Renewal under TPB's delegated authority.

**Other Minor Amendments**

<b>Proposed Minor Amendments</b>		<b>Descriptions (Changes should be indicated on the building plans or other relevant plans*)</b>	<b>Remarks (if any)</b>
13. Changes in site boundary	Yes/No*		
14. Changes in form/disposition* of building blocks (please indicate if the concerned block(s) is the subject of environmental mitigation measures)	Yes/No*		
15. Type/mix of uses - Changes in type/mix of uses within the same category	Yes/No*		

\* Delete where appropriate

<b>Proposed Minor Amendments</b>		<b>Descriptions (Changes should be indicated on the building plans or other relevant plans*)</b>	<b>Remarks (if any)</b>
<ul style="list-style-type: none"> <li>- Changes in location of non-domestic uses within non-domestic podium/building</li> <li>- Changes in GFA for non-domestic uses from one category to another (please indicate the % of change)</li> <li>- Changes in GFA distribution from domestic to non-domestic, or vice versa (please indicate the % of change)</li> </ul>	<p>Yes/No*</p> <p>Yes/No*</p> <p>Yes/No*</p>		
<p>16. Changes in types/locations/floor area* of Government, institution or community (GIC) facilities (please indicate if the change is proposed by the relevant Government departments or by the developer)</p>	<p>Yes/No*</p>		
<p>17. Changes in location of open space (please indicate if there is any change in the disposition of the open space from street to podium level(s), or vice versa)</p>	<p>Yes/No*</p>		
<p>18. Changes in locations of ingress/egress point(s)/footbridges/public transport terminus/lay-bys*</p>	<p>Yes/No*</p>		

\* Delete where appropriate

<b>Proposed Minor Amendments</b>		<b>Descriptions (Changes should be indicated on the building plans or other relevant plans*)</b>	<b>Remarks (if any)</b>
19. Changes in the layout of internal roads/emergency vehicular access/car park*	Yes/No*		
20. Changes in non-building area (arising from minor site boundary adjustment)	Yes/No*		
21. Major changes in soft/hard landscape design	Yes/No*		
22. Changes in disposition/types* of private/public* indoor recreational facilities within the development scheme	Yes/No*		
23. Changes in the location of ancillary major utility installation (e.g. refuse collection point, sewage treatment facilities, electricity substation and LPG compound)	Yes/No*		
24. Any other minor amendments	Yes/No*		

\* Delete where appropriate

(C) **Justifications for the Proposed Minor Amendments**

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Signed \_\_\_\_\_  
Name of Person signing \_\_\_\_\_  
on behalf of Applicant/Agent\* \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Date \_\_\_\_\_

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(For Use of the Planning Department only)

Approved by: \_\_\_\_\_  
( )

Date: \_\_\_\_\_

Reference No.: \_\_\_\_\_

\* Delete where appropriate