

TOWN PLANNING BOARD GUIDELINES FOR  
APPLICATION FOR DEVELOPMENT/REDEVELOPMENT WITHIN  
"GOVERNMENT, INSTITUTION OR COMMUNITY" ZONE FOR USES OTHER THAN  
GOVERNMENT, INSTITUTION OR COMMUNITY USES  
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 (the 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, 17/F, North Point Government Offices, 333 Java Road, Hong Kong - Tel. No. 22315000.

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

## 1. Scope and Application

- 1.1 "Government, Institution or Community" ("G/IC") zones are designated on statutory plans to reflect the existing Government, Institution or Community (GIC) uses and to reserve sites for future provision of GIC facilities in accordance with the Hong Kong Planning Standards and Guidelines (HKPSG) to meet the present and future needs of the community. Some GIC developments, especially the low-rise and low-density ones, also serve as "breathing space" within a high-rise and high-density environment. Some areas/sites are also zoned "G/IC" to cater for unforeseen future demands and for which no specific GIC uses have been designated for the time being.
- 1.2 Over the years, due to changing demographic structure and revisions to the standards and requirements of provision of GIC facilities, some existing or planned facilities may become surplus, obsolete or under-utilised while some others may require in-situ expansion or reprovisioning elsewhere so as to meet the current and anticipated future operational needs. In these circumstances, opportunities exist for some "G/IC" sites to be developed/redeveloped for non-GIC uses or for a mixture of GIC and non-GIC uses.
- 1.3 Use of "G/IC" sites for non-GIC uses which fall within Column 2 of the Notes for the "G/IC" zone may or may not be permitted with or without conditions on application to the Town Planning Board (the Board) under section 16 of the Town Planning Ordinance. The planning permission system will enable the Board to maintain adequate planning control over the use of "G/IC" sites and yet allow sufficient flexibility in accommodating the changing aspirations and requirements of the community, and sometimes to meet demand for better utilisation of the site potential.
- 1.4 Applications for development/redevelopment within a "G/IC" zone for non-GIC uses will be considered by the Board on individual merits and in accordance with the main planning criteria set out in paragraph 2 below.
- 1.5 As a general rule, for sites zoned "G/IC", a major portion of the proposed development should be dedicated to GIC and other public uses including public open spaces. Otherwise, the proposed development is considered to constitute a significant departure from the planning intention of the "G/IC" zone and, unless with very strong justifications and under special circumstances, planning permission for such development would not be granted.
- 1.6 If the development is for predominantly non-GIC uses (e.g. more than 50% of the total site area or gross floor area of the development, as the case may be, are for non-GIC uses), the Board might consider rezoning the site to an appropriate zoning if the proponent could demonstrate that all the planning criteria have been met. Through zoning amendment to the relevant statutory plan, members of the public would be informed of the change in planning intention, and an opportunity could be provided

for the public to comment on the zoning amendments and lodge objections for the consideration of the Board under the provisions of the Town Planning Ordinance.

- 1.7 This set of Guidelines is applicable to both development and redevelopment of "G/IC" sites for non-GIC uses, including a mixture of GIC and non-GIC uses.

## 2. Main Planning Criteria

- 2.1 In general, sites zoned "G/IC" are intended to be developed or redeveloped solely for GIC uses unless it can be established that the provision of GIC facilities would not be jeopardised and the concerned Government departments have no objection to releasing a particular "G/IC" site or a certain part of it for non-GIC uses. For applications for development/redevelopment for non-GIC uses within a "G/IC" site, the applicant should satisfactorily demonstrate the following:
  - a. in the case of a "G/IC" site designated with specific uses,
    - i. the application site is no longer required for the designated GIC uses, or adequate reprovisioning of the designated GIC uses is provided either in-situ or elsewhere; and
    - ii. there is adequate provision of other GIC facilities in the district, or the application site is not suitable for other GIC facilities; or
  - b. in the case of an undesignated "G/IC" site, the application site is no longer required to be reserved for any GIC uses; and
  - c. the proposed development/redevelopment would not adversely affect the provision of GIC facilities in the district on a long-term basis.
- 2.2 The proposed development should not adversely affect the normal operation of the existing GIC facilities nor delay the implementation of the planned GIC facilities, if any, within the "G/IC" site. Temporary reprovisioning, if necessary, should be provided prior to the completion of the proposed development.
- 2.3 The proposed development should be compatible in land-use terms with the GIC uses on the site, if any, and with the surrounding areas.
- 2.4 The scale and intensity of the proposed development should be in keeping with that of the adjacent area. In this regard, development restrictions stipulated on the statutory plan for similar development in the locality and the prevailing development restrictions administratively imposed by the Government on nearby similar developments (e.g. development restrictions in Special Control Areas and plot ratios in accordance with the density zones under the HKPSG) would be taken into consideration.
- 2.5 The scale and design of the proposed development should have regard to the character and massing of the buildings in the surrounding areas and should not cause significant adverse visual impact on the townscape of the area. Where one of the planning intentions of the existing/designated GIC development on the site is to serve as a "breathing space" or visual break within a high-rise and high-density environment, the proposed development should be designed in such a way that this planning intention would not be undermined.
- 2.6 The proposed development should be sustainable in terms of the capacities of existing and planned infrastructure such as drainage, sewerage, roads, water supply and utilities in the locality and its surrounding areas.
- 2.7 There should be adequate provision of parking and loading/unloading facilities to serve the proposed development in accordance with the HKPSG and to the

satisfaction of the Transport Department. Adequate vehicular access arrangements should also be provided to the satisfaction of the Transport Department.

- 2.8 The proposed development should be sustainable in terms of the overall planned provision of open space and GIC facilities in the area.
- 2.9 The proposed development should not cause, directly or indirectly, the surrounding areas to be susceptible to adverse environmental impacts and should not be susceptible to adverse environmental impacts from pollution sources nearby including heavily trafficked road; otherwise adequate environmental mitigation, monitoring and audit measures must be provided.
- 2.10 For "G/IC" sites covered by mature trees and vegetation or located in areas of high landscape or amenity value, the design and layout of the proposed development should be compatible and should blend in well with the surrounding areas. The proposed development should not involve extensive clearance of existing natural vegetation, adversely affect the existing natural landscape, or cause adverse visual impact on the natural environment in the surrounding areas. A master landscape plan (including a detailed survey of the existing trees, proposals on preservation of the trees, tree transplanting, compensatory planting and, where appropriate, an indication of the proposed hard finishes of all landscape areas, slopes and retaining structures) should be submitted to the Board for consideration.
- 2.11 The design and layout of the proposed development should have regard to the preservation of any existing buildings of historical or architectural values on or adjoining the application site.
- 2.12 The financial viability of a development/redevelopment proposal in support of the GIC elements to be provided, the status of the land under lease and the planning gains to be brought about by the proposed development would also be part of the considerations of the Board when assessing the proposal. However, the amount of weight to be given to these considerations would depend on the circumstances and merits of each case. Under normal circumstances, planning considerations such as land-use compatibility, traffic and environmental impacts, and landscape and urban design concerns would take precedence.
- 2.13 All other statutory or non-statutory requirements of relevant Government departments should be met.

### 3. In-situ Conversion of "G/IC" Building for non-GIC Uses

- 3.1 With the exception of the criteria under para. 2.4, 2.5, 2.10 and 2.11 mentioned above, this set of Guidelines is also applicable to proposed in-situ conversion for non-GIC uses of an existing "G/IC" building, or part thereof, within the "G/IC" zone.

Detailed Comments from Departments

(1) Comments of the Commissioner of Transport (C for T):

- (a) On parking provisions and loading / unloading (L/UL) requirement stipulated in Table 2.3 and the carpark layout shown in Figure 2.1 of the application:
- (i) The type of school of the proposed development should be clarified;
  - (ii) According to the Hong Kong Planning Standards and Guidelines (HKPSG), the provision of motorcycle parking spaces shall be calculated with respect to each type of development. The applicant should review the provision;
  - (iii) The adequacy of the waiting area to accommodate the anticipated vehicles waiting to enter the car park without causing a tail-back onto the public road should be demonstrated.
  - (iv) It is noted that L/UL bays are provided at basement floor. The adequacy of L/UL area for setting down and picking up of student and U/UL activities should be demonstrated;
  - (v) The applicant's attention is drawn to the guidelines on the design of carpark as stipulated in PNAP APP-111;
  - (vi) The access from the public road into the driveway of the basement carpark should be clarified;
  - (vii) The applicant should supplement the swept path analysis to demonstrate the proposed carpark design is feasible.
  - (viii) The provision of the disabled parking spaces in accordance to the HKPSG.
- (b) Review on the existing pedestrian facilities is missing and should be supplemented.
- (c) Referring to Table 3.2 and 5.1 of the Traffic Impact Assessment, the proposed redevelopment would cause significant impact on junction performance during peak hours, the applicant should advise the traffic improvement measures for further review.
- (d) Section 3.2.2 should also take into account the existing traffic condition, including queue length, during school's starting and finishing times in the morning and afternoon.

(2) Comments of Director of Environmental Protection (DEP)

He has the following technical comments on the Sewerage Impact Assessment (SIA) Report:

- (i) The applicant should state and confirm if the proposed development will use the existing terminal manhole or will construct a new manhole. The location of the terminal manhole should be indicated.

- (ii) Hydraulic calculation for sewers between the terminal manhole down to the existing manhole FMH4047922 should be provided.
  - (iii) Some buildings in the concerned sewerage catchment were omitted in the calculation (e.g. Tung Yu Building, Tung Kin Building and Tung Yi Building). Please check and correct the calculation.
  - (iv) The applicant should provide sewerage layout plan and location plan showing the subject site and premises in the concerned sewerage catchment.
  - (v) The applicant should advise the population intake year.
  - (vi) The applicant should estimate the flow from non-domestic population / activities of the proposed development (e.g. clubhouse, swimming pool).
  - (vii) The applicant should correct the total number of students and church employees on page 1 of the Appendix.
  - (viii) The applicant should quote the source of references for the data (e.g. number of students, employees and site area) of premises in the concerned sewerage catchment.
  - (ix) The applicant should correct the Unit Flow Factor for teachers.
  - (x) Catchment Inflow Factor should be adopted.
  - (xi) The applicant should be reminded that the implementation of local sewer upgrading / connection / diversion works shall meet the satisfaction of Director of Drainage Services
- (a) Comments of Chief Engineer/Mainland South, Drainage Services Department (CE/MS, DSD)

He has the following technical comments on the SIA Report:

- (i) The SIA for the application needs to meet the full satisfaction of DEP, the planning authority of sewerage infrastructure. DSD's comments on the SIA area subject to views and agreement of DEP.
- (ii) School Staff should use a different Unit Flow Factor which is not the same as School Students. The application should refer to Guidelines for Estimating Sewage Flow for Sewage Infrastructure Planning Table T-2.
- (iii) The area of the proposed church (3,664m<sup>2</sup>) divided by floor area occupied by each employee (10m<sup>2</sup>) does not produce 207 employees. The applicant should correct the figure and relevant calculations.
- (iv) The applicant should seek DEP's advice on the extent of sewers to be assessed in the SIA.

**Recommended Advisory Clauses**

- (a) to note the comments of the District Lands Officer/Kowloon West, Lands Department (LandsD) that if the planning application is approved by the Town Planning Board, the lot owners have to apply to LandsD for a modification of the lease conditions. However, there is no guarantee that the lease modification and/or land exchange application will be approved. Such application, if received by LandsD, will be considered by LandsD acting in the capacity of Landlord at its sole discretion and subject to policy clearance. In the event any such application is approved, it would be subject to such terms and conditions including, amongst others, the payment of premium and administrative fee as imposed by LandsD;
- (b) to note the comments of the Chief Building Surveyor/New Territories West, Buildings Department that:
  - (i) the proposal should in all aspects comply with the Buildings Ordinance (BO);
  - (ii) the existing street area, if any, within lot boundary should be excluded from site area for the purpose of PR and SC calculations;
  - (iii) the site classification, site area, PR and SC of the overall redevelopment should be clarified;
  - (iv) under Practice Notes for Authorized Person, Registered Structural Engineers and Geotechnical Engineers (PNAP) APP-2, 100% GFA concession may be granted for underground carpark while only 50% GFA concession may be granted for aboveground private carpark. In this connection, the man level of all abutting streets and structural ceiling soffit of the proposed carparks should be clarified; and
  - (v) detailed comments under the BO will be given at the building plan submission stage;
- (c) to note the comments of the Chief Architect/Central Management Division 2, Architectural Services Department that 20% greenery within the application site shall be provided in accordance with PNAP APP-152 'Sustainable Building Design Guidelines'.
- (d) to note the comments of the Chief Town Planner/Urban Design and Landscape, Planning Department that:
  - (i) with reference to the broad development parameters, private open space with not less than 1,267.2m<sup>2</sup> should be provided, which is apparently not shown / justified in the current layout plan that sufficient provision will be provided;
  - (ii) With a design population of 1,320 for the residential portion, the proposed provision of open space of about 1,267m<sup>2</sup> falls short of that required under the HKPSG (i.e. 1m<sup>2</sup> per 1 person); and

- (iii) the circulation of open spaces on 4/F and 8/F should be indicated clearly and the applicant should also clarify if the proposed open spaces are accessible by all residents and/or church users.
- (e) to note the comments of Commissioner of Transport on the submitted Traffic Impact Assessment as detailed in **Appendix V**.
- (f) to note the comments of the Director of Environmental Protection (DEP) that:
  - (i) a quantitative noise assessment against the road traffic noise affecting the church, school and residential development should be conducted to ensure that all the relevant noise requirements under the HKPSG could be met with accordingly;
  - (ii) the applicant should ensure that the new church will not have any special activities, including ringing of the church bells, conducting noisy group activities in the open space, that would affect the residents on the upper floors of the development; and
  - (iii) the applicant should address his technical comments on the submitted Sewerage Impact Assessment (SIA) detailed in **Appendix V** for clarification purpose.
- (g) to note the comments of the Chief Engineer/Mainland South, Drainage Services Department on the SIA Report that:
  - (i) the SIA for the application needs to meet the full satisfaction of DEP, the planning authority of sewerage infrastructure. DSD's comments on the SIA area subject to views and agreement of DEP;
  - (ii) School Staff should use a different Unit Flow Factor which is not the same as School Students. The application should refer to Guidelines for Estimating Sewage Flow for Sewage Infrastructure Planning Table T-2;
  - (iii) the area of the proposed church ( $3,664\text{m}^2$ ) divided by floor area occupied by each employee ( $10\text{m}^2$ ) does not produce 207 employees. The applicant should correct the figure and relevant calculations; and
  - (iv) the applicant should seek DEP's advice on the extent of sewers to be assessed in the SIA.
- (h) to note the comments of the Director of Fire Services that:
  - (i) detailed fire services requirements will be formulated upon receipt of formal submission of building plans; and
  - (ii) the arrangement of emergency vehicular access shall comply with Section 6, Part D of the 'Code of Practice for Fire Safety in Buildings 2011' which is administered by the Buildings Department.
- (i) to note the comments of the Head of Geotechnical Engineering Office, Civil Engineering and Development Department that further geotechnical comments will be provided upon receipt of the relevant geotechnical submission in the future.