

TOWN PLANNING BOARD

TPB Paper No. 10486

**For Consideration by
The Town Planning Board on 9.11.2018**

**Proposed Revisions to the Town Planning Board Guidelines No. 29A
on Submission and Publication of Representations, Comments on
Representations and Further Representations**

**PROPOSED REVISIONS TO
THE TOWN PLANNING BOARD GUIDELINES NO. 29A
ON SUBMISSION AND PUBLICATION OF REPRESENTATIONS,
COMMENTS ON REPRESENTATIONS
AND FURTHER REPRESENTATIONS**

1. Introduction

This paper is to seek Members' agreement to the proposed revisions to Town Planning Board Guidelines No. 29A (TPB PG-No. 29A) on 'Submission and Publication of Representations, Comments on Representations and Further Representations under the Town Planning Ordinance (the Ordinance)'.

2. Background

- 2.1 The plan-making process is set out in section 5 to 9 of the Ordinance. According to the provision, representations/comments/further representations shall be made in such manner as the Town Planning Board (the Board) requires. To provide guidance to the public, TPB PG-No. 29 was first promulgated in April 2005 on the requirements and practices adopted by the Board regarding the submission and publication of representations, comments on representations and further representations (FRs) in relation to the plan-making procedures under the Ordinance.
- 2.2 In June 2006, TPB PG-No. 29 was amended as the extant TPB PG-No. 29A to incorporate the notification requirement of the Board's decision on Development Scheme Plan (DSP) submitted under the Urban Renewal Authority Ordinance and representations/comments/FRs in respect of DSP submitted under the Ordinance.
- 2.3 In essence, the submission requirements for representations/comments/FRs set out in TPB PG-No. 29 are as follows:-
- (i) representations/comments/FRs should be submitted to the Board using a submission form; and
 - (ii) representers/commenters/further representers are advised to provide their particulars (including name, correspondence address, and telephone number/fax number/e-mail address) in the submission to facilitate communication with the Secretary to the Board and the relevant government departments.
- 2.4 In recent years, there has been a general trend of increase in the number of representations and comments in respect of statutory plans received by the Board, in particular for new/amendment statutory plans involving new

development areas, country park enclaves or rezoning for housing developments which involve sensitive and contentious issues. On the other hand, some members of the public have submitted representations/comments/FRs using different names, alias or even fake names, thus inflating the actual number of representations/comments/FRs and complicating the making of arrangements for oral presentations at the hearing. This has resulted in an abuse of the public consultation process and a significant increase in the time and staff resources for checking the identity of the representers/commenters/further representers to avoid double counting.

- 2.5 It is thus necessary to review the current submission requirements with a view to enabling the Board to discharge its statutory plan-making functions in a more effective and efficient manner while ensuring propriety and reasonableness.

3. Proposed Revisions to TPB PG-No. 29A

- 3.1 The proposed revisions are highlighted in the draft TPB PG-No. 29B at **Attachment I** (with additions in **bold** and *italics* and deletions ~~crossed-out~~). In respect of submission requirements, the following major revisions are proposed:-

- (i) for the purpose of verifying the identity of the persons making the representations/comments/FRs and with a view to avoiding double-counting of representations/comments/FRs submitted by the same person using different names, representers/commenters/further representers, and representative(s) of authorized agents, organisations and concern groups **are required to provide in the submission their full name as shown on the ID card/passport and their ID card/passport number (only the first four alphanumeric characters)**[paragraph 3.4 of **Attachment I**];
- (ii) for submissions made by individuals or representatives of authorized agents, organisations or concern groups **with no full name, incomplete and/or illegible names or no ID card/passport number, the representation/comment/FR concerned may be treated as not having been made** [paragraph 3.4 of **Attachment I**];
- (iii) **only those representers/commenters/further representers who have provided correspondence address or e-mail address will be informed of the hearing arrangement in writing** by the Secretariat of the Board [paragraph 3.5 of **Attachment I**]. The Secretariat will not contact those representers/commenters/further representers who only provided phone and/or fax number in their submissions by phone/fax to make arrangement for their attendance at the meeting; and
- (iv) those persons who have made representations, comments and/or

further representations but **have not provided correspondence address or e-mail address may contact the Secretariat of the Board by the deadline as promulgated on the Board's website** if they wish to attend the hearing/further hearing and make oral submissions¹. Arrangement will be made for their attendance subject to verification of their identity [paragraph 5.1 of **Attachment I**].

- 3.2 In the light of the revised submission requirements, it is proposed to state more clearly the logistics and arrangement of hearing/further hearing in the TPB guidelines. In this regard, reference to the 'Guidance Notes on Attending the Meeting for Consideration of Representations, Comments and Further Representations under the Town Planning Ordinance' have been incorporated in the draft TPB PG-No. 29B.
- 3.3 Opportunity is also taken to make other corresponding amendments, updating and minor refinements to TPB PG-No. 29A. Corresponding revisions will also be made to the Guidance Notes to tally with the revisions made to TPB PG-No. 29A.

4. Consultation

The Department of Justice has been consulted and its comments have been incorporated in the draft TPB PG-No. 29B. Since the proposed revisions in respect of submission requirements for representation/comment/FR are technical in nature, consultation with other government departments is considered not necessary.

5. Effective Date

- 5.1 It is proposed that the TPB PG-No. 29B should take effect in early 2019. The requirements specified in the TPB PG-No. 29B will be applicable to all representations/comments in respect of plans exhibited for public inspection under section 5 or 7(2) of the Town Planning Ordinance (the Ordinance) and further representations in respect of amendments made available for public inspection under section 6C of the Ordinance on or after the effective date.
- 5.2 Upon Members' agreement to the proposed revisions to TPB PG-No. 29A, a press release will be issued and the TPB PG-29B will be uploaded to the Board's website to inform the public of the promulgation of the TPB PG-No. 29B and the exact effective date of the revised guidelines.

¹ The Secretary to the Board will inform representers/commenters/further representers or their authorized agents who have provided correspondence addresses or e-mail addresses the tentative date of hearing/further hearing to be held by the Board about 4 weeks before the hearing/further hearing. The same information will be posted on the notice board of a dedicated webpage for consideration of the representations, comments and further representations in respect of the concerned Outline Zoning Plan in the Board's website at the same time.

6. Decision Sought

Members are invited to endorse the proposed revisions to TPB PG-No. 29A and the proposed effective date of the revised guidelines.

Attachment

Attachment I Revised TPB PG-No. 29B on Submission and Publication of Representations, Comments on Representations and Further Representations under the Town Planning Ordinance.

PLANNING DEPARTMENT
November 2018

TPB PG-NO. ~~29A~~**29B**

**TOWN PLANNING BOARD GUIDELINES ON
SUBMISSION AND PUBLICATION OF REPRESENTATIONS,
COMMENTS ON REPRESENTATIONS AND FURTHER REPRESENTATIONS
UNDER THE TOWN PLANNING ORDINANCE**

[Important Note:

The Guidelines are intended for general reference only.

Any enquiry on this pamphlet should be directed to the Secretariat of the Town Planning Board (15th Floor, North Point Government Offices (NPGO), 333 Java Road, North Point, Hong Kong – Tel. No. 2231 4810 or 2231 4835) or the Planning Enquiry Counters of the Planning Department (Hotline : 2231 5000) (17th Floor, NPGO and ~~14th~~ **14th** Floor, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin).

The Guidelines are subject to revision without prior notice.]

1. Scope and Application

The purpose of this set of Guidelines is to set out the requirements and practices adopted by the Town Planning Board (the Board) regarding the submission and publication of representations, comments on representations and further representations in relation to the plan-making procedures under the Town Planning Ordinance (*Cap. 131*) (the Ordinance). The entire plan-making procedures are summarized in the flowchart attached at **Annex 1**.

2. An Overview of the Relevant Statutory Provisions

2.1 The ~~new~~ plan-making process is set out in sections 5 to 7 of the Ordinance. Under the ~~new~~ process, any new draft plan or amendment to draft/approved plan¹ will be exhibited for public inspection for a period of 2 months. During the exhibition period, any person may make representation (whether in support or opposition to the plan) to the Board in respect of the new draft plan or amendment to draft/approved plan (~~hereinafter referred to as~~ “the draft plan”). Such representations will be made available for public inspection as soon as reasonably practicable after the expiry of the ~~above~~ 2-month period until the Chief Executive in Council (CE in C) has ~~decided on~~ **made a decision in respect of** the draft plan.

¹ *For amendment to draft/approved plan, any reference to “the draft plan” in s6(1) and s6(2)(a) is a reference to the amendment(s).*

- 2.2 During the first 3 weeks of the public inspection period of the representations, any person may make comment on the representations to the Board. Such comments will be made available for public inspection as soon as reasonably practicable after the expiry of the ~~above~~ 3-week period until the CE in C has ~~decided on~~ ***made a decision in respect of*** the draft plan.
- 2.3 The Board² ~~or its Representation Hearing Committee (RHC)~~ will then hold a meeting (~~hereinafter referred to as~~ “***the*** hearing”) to hear and consider the representations and comments received in respect of the draft plan. The person ~~making~~ ***who made the*** representation (~~hereinafter referred to as~~ “***the*** representer²”) and the person ~~making~~ ***who made the*** comment on the representations (~~hereinafter referred to as~~ “***the*** commenter²”), including their authorized ~~agent~~ representatives, will be invited to attend the hearing.
- 2.4 After hearing the representations and comments, the Board/~~RHC~~ will decide whether to propose amendment(s) to the draft plan ***to meet/partially meet the representation(s)*** in the manner proposed in the representation(s) or in other manner that the Board/~~RHC~~ considers appropriate in meeting the representation(s) (~~thereafter~~ ***“the proposed amendment(s)”***).
- 2.5 If the Board/~~RHC~~ decides to propose amendments to the draft plan, they will be made available for public inspection as soon as reasonably practicable until the CE in C has ~~decided on~~ ***made a decision in respect of*** the draft plan. During the first 3 weeks of the public inspection period of the proposed amendment(s), any person (other than the representers and commenters relating to the proposed amendment(s)) may make further representation (whether in support or opposition to the proposed amendment(s)) to the Board in respect of the proposed amendment(s). Such further representations will be made available for public inspection as soon as reasonably practicable after the expiry of the above 3-week period until the CE in C has ~~decided on~~ ***made a decision in respect of*** the draft plan.
- 2.6 If there is no further representation received in respect of the proposed amendment(s) in question, the Board/~~RHC~~ shall, as soon as reasonably practicable, amend the draft plan by incorporating the proposed amendment(s). In the event that there are further representations but they are not opposing ~~to~~

² ***Under section 2A(1) of the Ordinance, the Board may appoint Representation Hearing Committees to consider representations, comments and further representations.***

the proposed amendment(s), the Board/~~RHC~~ shall hold a meeting to consider the further representations and to amend the draft plan by the proposed amendment(s). However, the relevant representers/commenters/further representers will not be invited to the meeting and be heard by the Board/~~RHC~~.

- 2.7 If there are opposing further representations, the Board/~~RHC~~ will hold a meeting (~~hereinafter referred to as~~ “*the* further hearing”) to hear and consider the further representations. The relevant representers/commenters/further representers (including their authorized *agents*~~representatives~~) will be invited to attend the further hearing.
- 2.8 Upon consideration of the further representations, the Board/~~RHC~~ will decide whether to amend the draft plan, either by the proposed amendment(s) or in other manner that the Board/~~RHC~~ considers appropriate. The draft plan shall be read as including the amendment(s) so decided by the Board/~~RHC~~, and such amendment(s) will be made available for public inspection as soon as reasonably practicable.
- 2.9 The draft plan, together with a schedule of the representations/comments/further representations (if any) made in respect of the *draft* plan as well as any amendment(s) made by the Board/~~RHC~~, will be submitted to the CE in C for approval within 9 months after the expiry of the plan exhibition period.

3. Submission Requirements

- 3.1 All representations/comments/further representations should be forwarded to the “Secretary, Town Planning Board, 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong” by hand, post, fax (2877 0245 or 2522 8426) or e-mail (tpbpd@pland.gov.hk). ***Under the Ordinance, representations and comments shall be made in such manner as the Board requires.*** To facilitate processing of the submission, representers/commenters/further representers ~~should~~***are required to*** provide the necessary information by filling in a submission form (Forms No. S6, S6A and S6D respectively). The forms ***are*** available at the Secretariat of the Board or the Planning Enquiry Counters of the Planning Department and can be downloaded from the Board’s website (<http://www.info.gov.hk/tpb/>).
- 3.2 Any representation/comment/further representation must be made within the

statutory time limit for submission. Representations/comments/further representations which are made after the expiration of their respective statutory time limits set out in paragraph 3.3 below shall be treated as not having been made. It is the duty of the representers/commenters/further representers to provide sufficient information when making the submission to the Board. Since a clear sequence of procedural requirements ***under the Ordinance (including publication of the representations/comments/further representations and submission of draft plan to the CE in C for approval)*** has to be followed within the statutory time frame, there is no provision under the Ordinance for submission of further information to supplement a representation/comment/further representation after their respective statutory time limits.

3.3 The statutory time limits for lodging a representation/comment/further representation are as follows:

- (a) Representation – 2 months from publication of new draft plan or amendments to draft/approved plan;
- (b) Comment – 3 weeks from publication of representations; and
- (c) Further representation – 3 weeks from publication of proposed amendment(s) to the draft plan.

These ***statutory*** time limits will be stated in the relevant notices. Within the stipulated time limits, the representer/commenter/further representer may make a submission to the Board. The date of submission is taken as follows:

- (a) the receipt date for a submission sent by hand;
- (b) the date of postal chop for a submission sent by post; or
- (c) the receipt date of transmission for ***an on-line submission or*** a submission sent by fax/e-mail.

3.4 ~~In order to facilitate communication with the Secretary of the Board and relevant Government departments~~ ***For the purpose of verifying the identity of the persons or representative(s) of authorized agents, organizations and***

concern groups making processing—the representations/comments/further representations, representers/commenters/further representers and their authorized agents are advised—required to provide their particulars (including full name as shown on the ID card/passport³ and their ID card/passport number (only the first four alphanumeric characters are required), correspondence address, and telephone number/fax number/e-mail address) in the submission. If the submission is made by an authorized agent, particulars of the agent (including name, correspondence address, and telephone number/fax number/e-mail address), and the authorization letter the original authorization letter signed by the representers/commenters/further representers should also be given provided. For submission made by organisations/concern groups, their authorized representative is also required to provide his/her full name as shown on his/her ID card/passport and ID card/passport number (only the first four alphanumeric characters are required) in the submission. For submission made by individuals, or representative(s) of authorized agents, organisations and concern groups with no full name, incomplete and/or illegible names or no ID card/passport number, the representation/comment/further representation concerned may be treated as not having been made⁴.

3.5 *Representers/commenters/further representers who wish to exercise their rights under sections 6B and 6F of the Ordinance to attend and be heard at the representation hearing/further hearing are required to provide correspondence address or e-mail address of themselves or their authorized agents in the submission to facilitate communication between the representers/ commenters/further representers or their authorized agents with the Secretary to the Board/government departments. Representers/commenters/further representers who did not provide correspondence address or e-mail address at the time of submission of their representations/comments/further representations will be taken to indicate that they will not exercise their rights under sections 6B and 6F of the Ordinance to attend and be heard at the representation hearing/further hearing⁵.*

³ *Full name is required to avoid double-counting of representations/comments/further representations who may be submitted by the same person using different names.*

⁴ *Under the Ordinance, representations/comments/further representations shall be made in such manner as the Board requires. Any representation/comment/further representation which does not comply with any of the requirements may be treated as not having been made.*

⁵ *The Secretariat will not contact those representers/commenters/further representers who only provided phone and/or fax number in their submissions by phone/fax to make arrangement for their attendance at the meeting.*

3.56 The following information is ~~considered~~ essential for the Board to consider a representation/comment/further representation, hence should be included in the submission. Otherwise, the Board may refuse to process the representation/comment/further representation and treat it as ~~invalid~~ **not having been made**:

Representation⁶:

- (a) the particular matter in the draft plan to which the representation relates;
- (b) the nature of the representation (i.e. whether it is in support of, or in opposition to, the draft plan);
- (c) the reasons for the representation; and
- (d) the amendments (**if any**) proposed to the draft plan (~~if any~~).

Comment⁷:

- (~~a~~e) the representation to which the comment relates; and
- (~~b~~f) details of the comment.

Further Representation⁸:

- (~~a~~g) the proposed amendment(s) to which the further representation relates;
- (~~b~~h) the nature of the further representation (i.e. whether it is in support of, or in opposition to, the proposed amendment(s)); and
- (~~e~~i) the reasons for the further representation.

3.67 If supporting information (e.g. colour and/or large size plans, planning studies and technical assessments) is included in the representations/comments/further

⁶ See sections 6(2)(a) and 6(2)(b) of the Ordinance.

⁷ See section 6A(2) of the Ordinance.

⁸ See sections 6D(2)(a) and 6D(2)(b) of the Ordinance.

representations, 90 copies⁹ of which ~~should~~ **shall** be provided to the Board for circulation and public inspection purposes. They ~~should preferably~~ **can** be written in ~~both~~ **either** English ~~and/or~~ Chinese, ~~or at least~~ **and** a summary in English for Chinese submission or vice versa should **also** be provided. If necessary, additional copies of the supporting information may be required by the Board. All supporting information should preferably use environmentally friendly materials for printing and binding, and printing should be made on both sides of the paper.

4. Publication Arrangement

- 4.1 All representations/comments/further representations and the amendments proposed/made by the Board/~~RHC~~ in respect of the draft plan will be made available for public inspection as soon as reasonably practicable at the Planning Enquiry Counters of the Planning Department during normal office hours until the CE in C has ~~decided on~~ **made a decision in respect of** the draft plan. All information (including **full** name, but excluding **ID card/passport number**, correspondence address, and telephone number/fax number/e-mail address) included in the representations/comments/further representations will be made available for public inspection.
- 4.2 During the 2 months when a draft plan is exhibited for public inspection, the Board will publish a notice once a week in two daily Chinese and one daily English local newspapers and notify in each issue of the Gazette. The notice will specify the place and hours at which such plan may be inspected, and invite the public to make representation within the 2-month period.
- 4.3 During the first 3 weeks when representations are available for public inspection, the Board will publish a notice once a week in two daily Chinese and one daily English local newspapers. The notice will set out ~~a schedule of the representations as well as~~ the place and hours at which the representations are available for public inspection, and invite the public to make comment to the Board within a specified period (i.e. the first 3 weeks of the public inspection period). Similar publication arrangements will be made with respect to the **proposed** amendment(s) ~~proposed by the Board/RHC~~ to meet the representations to inform the public that the proposed amendment(s) ~~are~~ **is** available for public inspection and further representation may be made to the Board.

⁹ **Or 40 hard copies and 50 soft copies.**

4.4 Apart from publication in newspapers, notices will also be posted at the Secretariat of the Board, the Planning Enquiry Counters of the Planning Department, the relevant District Planning Office, local community centre, District Office, Rural Committee office (where appropriate) and the Board's website to inform the public the place and hours for inspecting draft plans/representations/proposed amendment(s).

5. Arrangement of Hearings/Further Hearings

5.1 ~~After receiving a representation/comment/further representation~~**Normally**, the Secretary ~~to~~ of the Board will inform the representer/commenter/further representer **or his/her authorized agent who has provided correspondence address or e-mail address** the tentative date of hearing/further hearing to be held by the Board/RHC **about 4 weeks before the hearing/further hearing. To facilitate the hearing arrangement, representers/comments/further representers or their authorized agents should confirm their attendance with the Secretariat of the Board by the deadline specified in the Secretary's letter. The information, including the tentative hearing date and deadline to notify the Secretariat for joining the hearing, will also be promulgated in the Board's website. For those persons who have made representations, comments and/or further representations but have not provided correspondence address or e-mail address, they may contact the Secretariat before the deadline if they wish to attend the hearing/further hearing and make oral submissions. Arrangement will be made for their attendance as appropriate, subject to verification of their identity.**

5.2 ~~About 7Seven~~ days before the hearing/further hearing, the relevant representers/commenters/further representers **or their authorized agents** will be notified of the time as well as the arrangements of the hearing/further hearing and ~~provided with a copy of the relevant Board/RHC paper~~ **will also be made available.**

5.23 **As the Board has provided sufficient notice,** ~~If~~ the representer/commenter/further representer fails to attend the hearing/ further hearing ~~without any prior justification~~, the Board/RHC may proceed with the hearing/further hearing in their absence or, if considered appropriate, adjourn the hearing/further hearing to another date.

5.43 The hearing/further hearing will be held either collectively or individually, as considered appropriate by the Board/RHC.

5.5 *Logistics and arrangements of the hearing/further hearing are set out in the ‘Guidance Notes on Attending the Meeting for Consideration of Representations, Comments and Further Representations under the Town Planning Ordinance’ which is available at the Secretariat of the Board and the Planning Enquiry Counters of the Planning Department or can be downloaded from the Board’s website.*

6. Consideration of Representations, Comments and Further Representations

Representations/comments/further representations should be related to the planning context being published for public inspection and submitted in accordance with the relevant provisions of the Ordinance. These submissions will be assessed by the Board on a case-by-case basis and only planning-related considerations will be taken into account. As a general guideline, the Board will primarily consider the following planning issues in considering the representations, comments and further representations:-

- (a) the nature (e.g. views in support, against or expressing general concern) of the representations, comments and further representations;
- (b) the planning intention, land-use compatibility and impacts (e.g. effects on environment, ecology, traffic, infrastructure, landscape, visual, *air ventilation* and the local community etc.); and
- (c) other considerations that the Board considers appropriate.

7. Notification of the Board’s/RHC’s Decision

7.1 After the hearing/further hearing, the Secretary ~~of~~ *to* the Board will notify the representers/commenters/further representers of the Board/RHC’s decision in writing. The notification will be made after confirmation of the minutes. ~~(normally 2 weeks after the meeting).~~ ***The confirmed minutes will also be available at the Board’s website.***

- 7.2 After the hearing/further hearing, a representer/commenter/further representer may seek verbal advice on the Board/~~RHC~~'s decision from the Secretary ~~of~~**to** the Board. A Gist of Decision will also be uploaded to the Board's website shortly after the meeting on the same day.
- 7.3 Pending formal notification, request for an interim reply on the Board/~~RHC~~'s decision could be made to the Secretary ~~of~~**to** the Board in writing. The interim reply ~~should~~**shall** not be treated as a formal notification of the decision of the Board/~~RHC~~, which will only be issued after confirmation of minutes.
- 7.4 The above notification arrangement does not apply to the Board's decision on Development Scheme Plans (DSP) submitted under the Urban Renewal Authority Ordinance (*Cap. 563*) (URAO) and representations/comments/further representations on such DSP submitted under the Ordinance.

8. Notification of the Board's/~~RHC~~'s Decision on DSP

- 8.1 The Board's decision on the DSP will be kept confidential for ~~three~~**3** to ~~four~~**4** weeks after the meeting at which the DSP is considered under the provisions of the URAO and will be released when the DSP is published under section 5 of the Ordinance. The same practice also applies to amendments to the DSP made by the Board under ~~s.~~ **section 7** of the Ordinance.
- 8.2 Upon hearing of representations and comments under the Ordinance, the Board's decision will be kept confidential for three to ~~four~~**4** weeks after the meetings concerned and will be released when the proposed amendment(s), if any, to the DSP to meet such representations ~~are~~**is** published for public inspection under section 6C(1) of the Ordinance. The same practice is also applicable to the Board's decision upon hearing of further representations.
- 8.3 Before the Board's decision is released, the gist of ~~the~~ decision and the confirmed minutes in respect of the DSP will not be uploaded to the Board's website. Neither will verbal advice nor interim replies to written questions about the Board's decision be given. The representers/commenters/further representers will only be informed of the Board's decision three to ~~four~~**4** weeks after the meetings concerned once the proposed amendment(s), if any, ~~are~~**is** published for public inspection.

8.4 For DSP with no amendment after the Board's consideration, the Board's decision will also be released three to ~~four~~ 4 weeks after the meetings concerned.

9. Important Points to Note

9.1 This set of Guidelines *is intended to* ~~only~~ provides general guidance on the submission and publication of representations, comments on representations and further representations under the Ordinance. It is not meant in any way to restrict the contents of each representation/comment/further representation, nor to restrict the right of the Board to require further information.

9.2 The *representations/comments/further representations* ~~information~~ submitted to the Board and the Board's decision on the representations/comments/further representations ~~would~~ *will* be disclosed to the public. The public may make photocopies of the representations/comments/ further representations which are made available for public inspection upon payment of a fee ~~as the Board determines.~~ *Apart from the full names of the representers/commenters/further representers and their authorized agents, no other personal data provided in the submission (including their ID card/passport number, correspondence address, e-mail address, telephone number and fax number) will be displayed for public inspection.*

10. Statement of Collection of Personal Data

10.1 The personal data submitted to the Board will be used by the Secretary ~~of~~ *to* the Board and ~~Government~~ *government* departments for the following purposes:

- (a) the processing of the relevant representations, comments and further representations which includes making available the *full* names of the representers/commenters/further representers for public inspection when making available the relevant representations, ~~and~~ /comments ~~and~~ /further representations for public inspection; ~~and~~
- (b) facilitating communication between the representers/commenters/further representers and the Secretary ~~of~~ *to* the Board/~~Government~~ *government* departments; ~~and~~

(c) verification of identity of the representers/commenters/further representers and their authorized agents for attendance at the representation hearing/further hearing

in accordance with the provisions of the Ordinance and the relevant Town Planning Board Guidelines.

10.2 The personal data provided by the representers/commenters/further representers ***and their authorized agents*** may also be disclosed to other persons for the purposes mentioned in paragraph 10.1 above.

10.3 A representer/commenter/further representer ***and his/her authorized agent*** ~~has~~ has a right of access and correction with respect to their 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~~ to the Board.

TOWN PLANNING BOARD
~~JUNE 2006~~NOVEMBER 2018

The New Plan-making Process

