

**TOCO PLANNING CONSULTANTS LTD.**

TOWN PLANNING, ENVIRONMENT & DEVELOPMENT CONSULTANCY

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達材都市  
顧問  
有限公司  
規畫

The Secretary,  
Town Planning Board  
15/F, North Point Government Offices  
333 Java Road,  
North Point, Hong Kong

Your Ref.: TPB/Y/K9/24

Dear Sir/ Madam,

22 January, 2024

**Section 12A Rezoning Application from “R(A)4” to “G/IC(1)”  
for Salvation Benevolent Association, at HHIL Nos. 238S.F RP and 238S.G,  
Winslow Street No. 37, Hung Hom**

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We refer to our captioned application submitted on 19.9.2023 and the comments from Food and Environmental Hygiene Department (FEHD) sent to us via DPO/ Kowloon's emails dated 25.10.2023.

Please be find attached 4 copies of the Response-to-Comments table in response to comments from FEHD for your attention. The soft copy will be uploaded to the link provided by your Office. Our response to comments from FEHD is summarised as follows:-

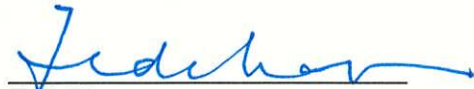
- (i) A set of revised Proposed Plans which reflects the proposed scheme and number of niches under this current rezoning application has been submitted to the Private Columbaria Affairs Office (PCAO);
- (ii) Justifications have been provided to indicate that the proposed scheme conforms with the eligibility criteria in terms of ash interment layout, ash interment capacity and the extent of land occupation for a licence application made in respect of a pre-cut-off columbarium under Section 19(1)(a)-(c) of the Ordinance; and
- (iii) In order to facilitate PCAO to consider the proposal under the current rezoning application, relevant documents and Management Plan have been submitted to PCAO on 19.1.2024 (see **Appendix I**). In view that the proposal is a proposed scheme only and does not reflect the existing condition of Salvation Benevolent Association, the Applicant will have to seek each niche purchaser's agreement for the relocation arrangement in the subsequent stage. Therefore, the niche information (excel) could not be provided at the present moment, until the subject rezoning application is agreed by the Town Planning Board, as well as the agreement of the niche purchasers have been sought.

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In addition, in order to tally with the latest proposed plans submitted to the PCAO, Plan G and Plan H and Plan K have been slightly revised and attached for your attention. Lastly, typo was found in page 10 and 11 of the Management Plan (Appendix III of the Planning Statement), please find enclosed revised pages of the Management Plan for your attention.

Yours faithfully,

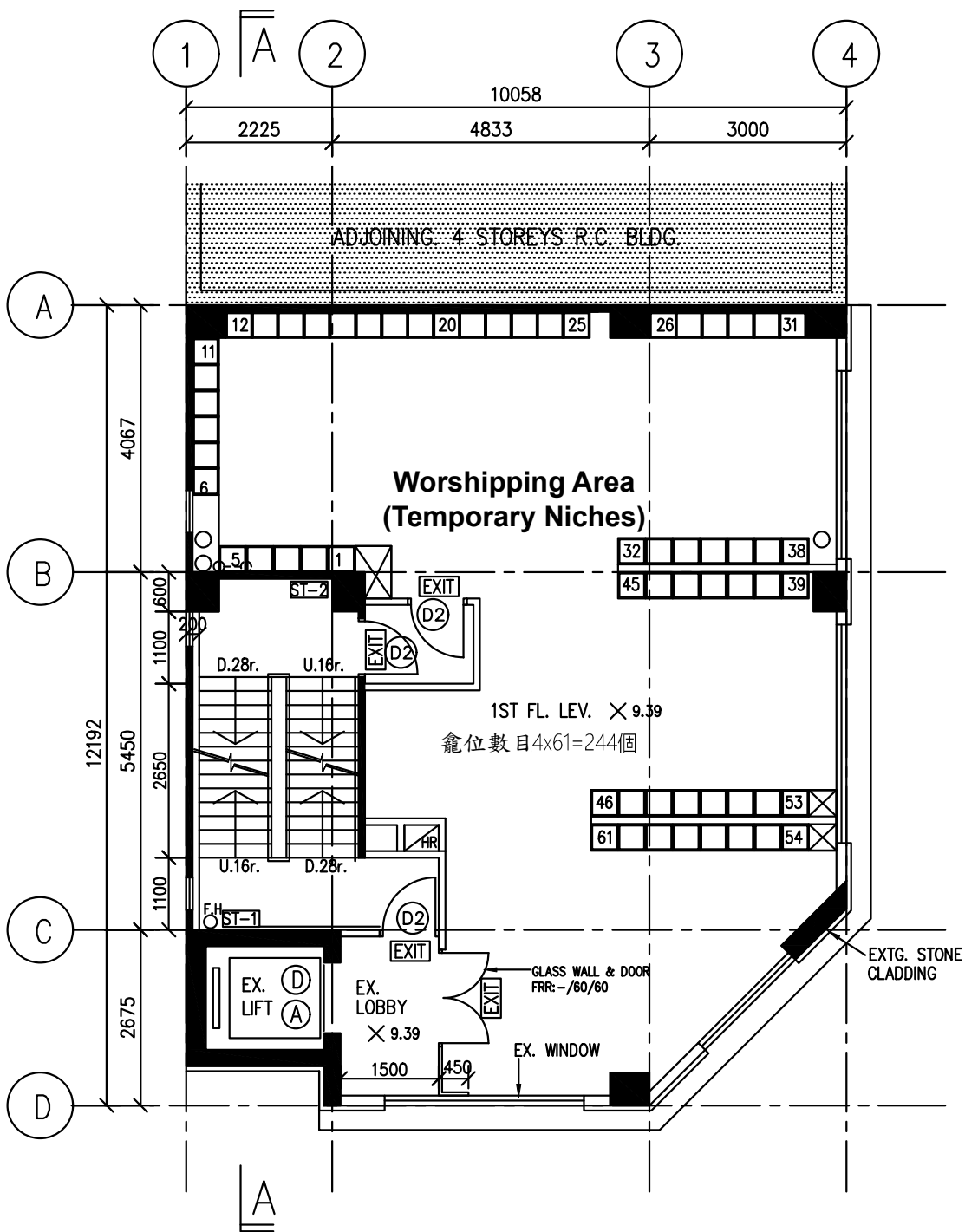
Toco Planning Consultants Ltd.



Ted Chan  
Managing Director

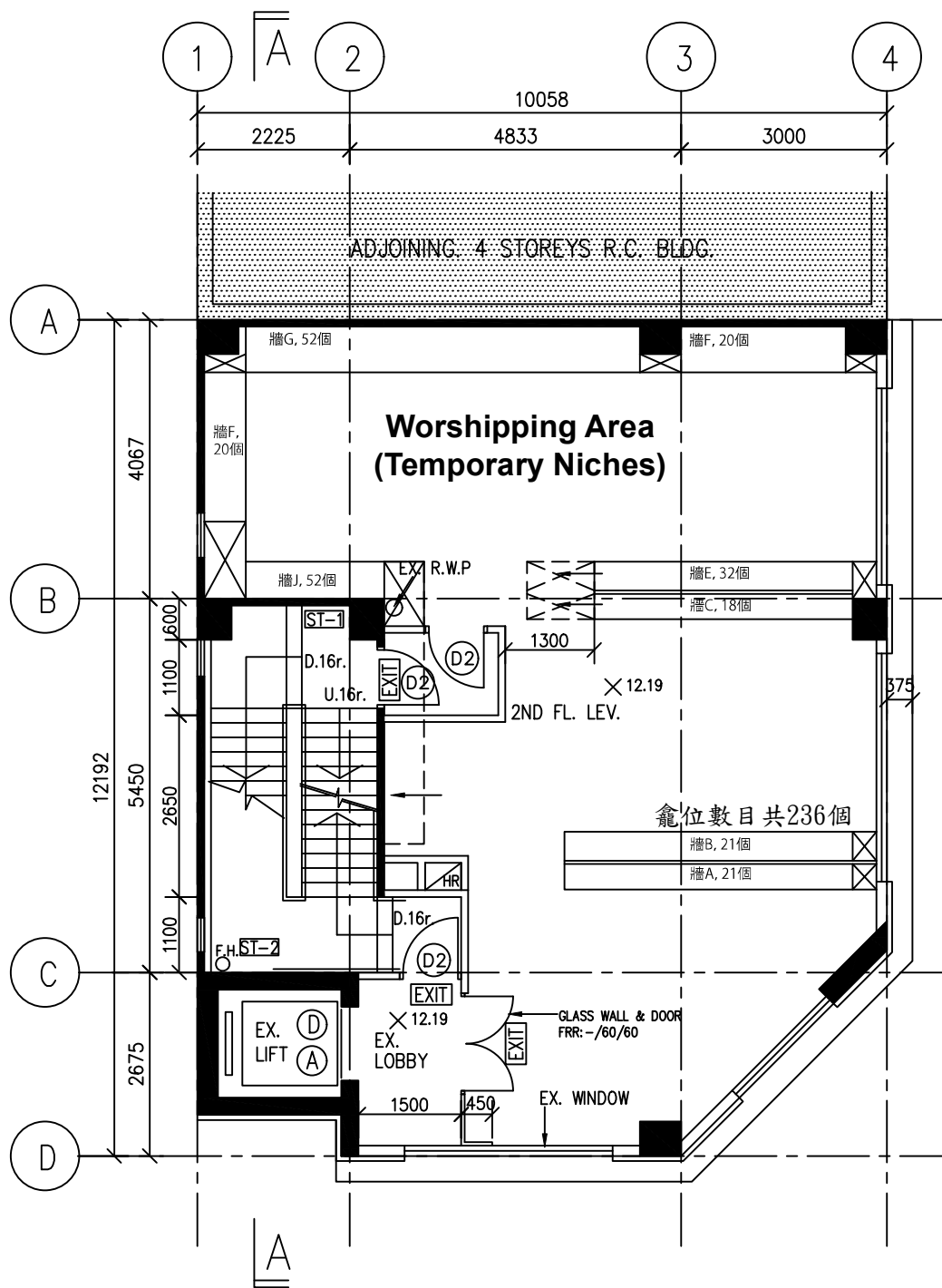


c.c. DPO/Kowloon (Attn. Ms. WONG Sau Yin, Janet)



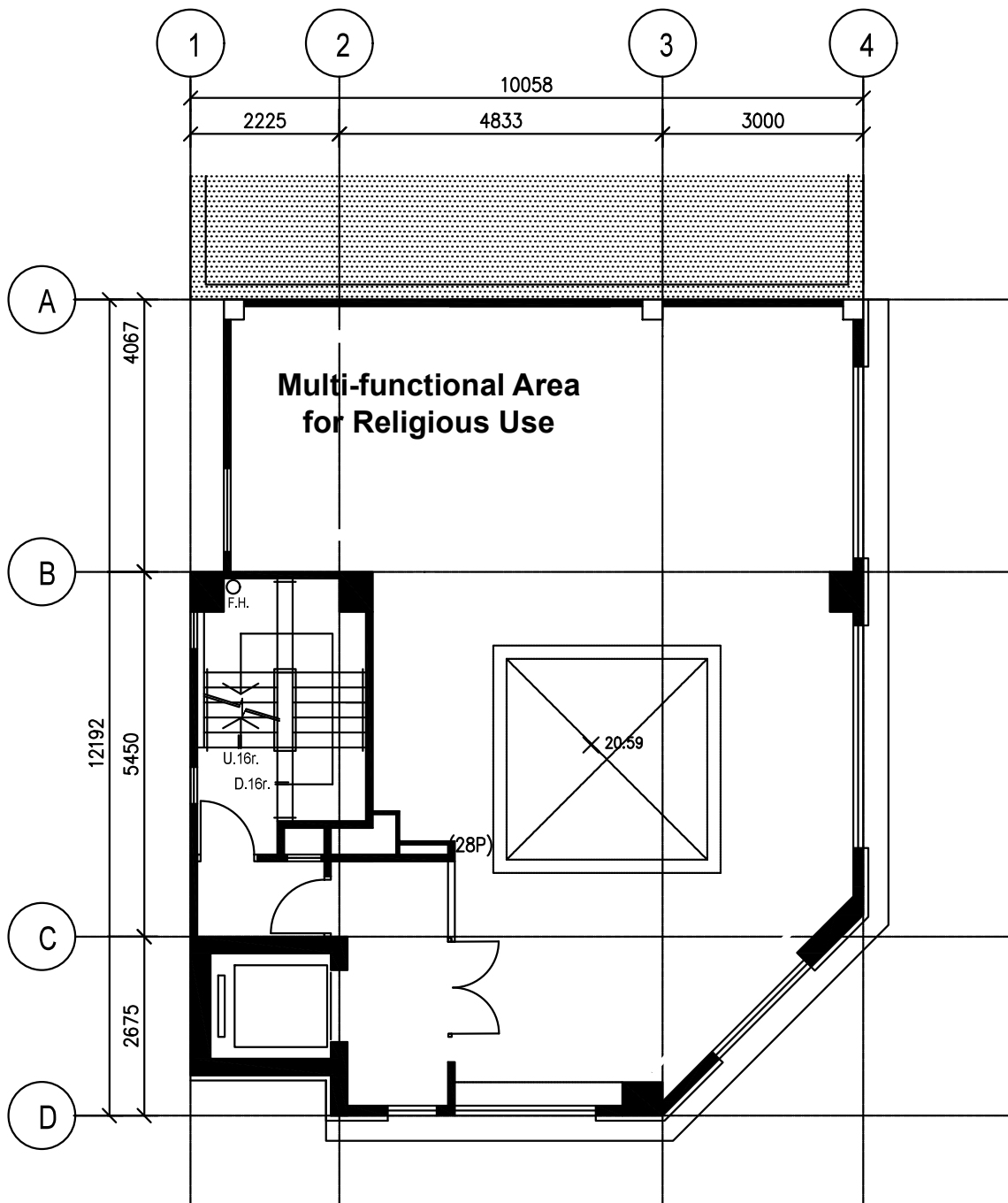
INDICATIVE PURPOSE ONLY

Scale 1:100



INDICATIVE PURPOSE ONLY

Scale 1:100



IMPOSED LOAD : 3 kPa

INDICATIVE PURPOSE ONLY

Scale 1:100

allowing to enter SBA for worship at not more than **30 visitors/30 minute** within the opening hour of 9:00am to 5:00pm (8hr/day) if the application of Columbarium Licence is approved by PCLB.

- (d) Arrangement of attendance by way of specific time slots – during the advance contact with the niche purchasers, a specific day and a specific time slot (**not more than 30 minutes for each batch of worshippers to conduct individual worship**) (this time frame rule will apply to sold and occupied niches and those sold and unoccupied niches and all future sold niches, if any for the latter) (Once Columbarium Licence is issued by the PCLB in the nearest due course, SBA will send a notice to each sold niche purchaser informing him/her about the 30-min time frame worship restriction, (which all sole niches purchasers are required to comply with) will be allocated to each batch of visitors to ensure an orderly worship activities inside SBA and niche purchasers will be informed that each batch of visitors will only be allocated a 30-minute time frame for them to conduct worship inside SBA for the sake of ensuring safety and orderly worship inside the columbarium halls of SBA. Such worship during each period of time will be closely monitor and supervise by staff of SBA and security personnel [e.g. when the 30-minute worship period has expired for a batch of visitors conducting worship inside a particular columbarium hall, the staff /security personnel deployed inside the columbarium hall will inform the visitors to leave the columbarium hall and then contact those staff/security personnel deployed at the reception desk on the G/F lobby (or at the holding area(s), if set up at the G/F lobby of the SBA) to release another batch of visitors to go up to the respective columbarium halls for worship via the twin staircases or the lift];
- (e) All other activities of the SBA will be suspended during the grave-sweeping periods and visitors have to adhere strictly to the mandatory visit-by-appointment system and the operation of the membership-only scheme to ensure strict admission control in order to regulate the number of visitors accessing SBA for worship;
- (f) Introduction of admission control: an admission control system may be adopted by SBA by way of setting up a holding area at the G/F lobby of the SBA and the use of tidal flow system (i.e. staggered release of visitors to go up to the columbarium halls periodically for worship) in order to properly control the volume of in-flow and out-flow of visitors to & from the two columbarium halls located on the 1/F and 2/F of the SBA, ensuring the holding capacity of the columbarium halls will not be exceeded at any one time [this holding areas concept only serves as a backup measure to be used by SBA in case there are ad hoc visitors who

fail to adhere to the visit-by-appointment system such as late comers/ unpunctual visitors, etc]. It is because under the visit-by-appointment system the maximum number of visitors inside the columbarium building will be not more than **30 visitors within each 30-minute time frame** (highlighted in para. 6 below) and that the holding capacity of the columbarium will not be exceeded at any one time which indicates that the aforesaid holding area may not be used unless otherwise. If holding area is set up, visitors will be arranged to queue up in single file at the G/F lobby of the SBA waiting to be called forward/guided to go up to the respective columbarium halls for worship under the supervision of staff and security personnel depending on the vacancies inside the respective columbarium halls. **In any event, priority will be given to those punctual visitors, who adhere firmly to the visit-by-appointments** to go up to the columbarium halls for worship and late comers have to wait at the holding area waiting to be call forward to the respective columbarium halls for worship depending on the available vacancies at that particular time;

- (g) The Applicant will issue admission cards for each batch of visitors according to the visit-by-appointments for the niche buyers and their accompanies to access respective columbarium halls for worship. Using the admission cards' system can adopt a means of verification and to distinguish those visitors or group of persons already being admitted into the columbarium for worship under the "Visit-By-Appointment System".
- (h) The implementation period of the aforesaid measures will cover a total of **5 days** during each Festival [i.e. the Festival Day and the 1<sup>st</sup> weekend before and after the Festival Day (i.e. 1 Saturday & 1 Sunday before and after the Festival Day)]. That means visitors will be evenly arranged to attend the worship at SBA throughout the aforesaid 5 days during either Ching Ming Festival or Chung Yeung Festival via the visit-by-appointment system thereby ensuring the holding capacity of the columbarium halls will not be exceeded at any one time during the whole Festival periods;
- (i) The Applicant will ensure that sufficient staff and security personnel are available during the Festive periods to provide traffic and crowd management measures inside and outside SBA in order to facilitate the smooth running of the worship activities throughout the whole Festival periods;
- (j) The Applicant undertakes to install broadcasting system (i.e. PA system) for SBA so that visitors can be informed of on the spot any crowd management arrangement and worship activities inside SBA during the

**Section 12A Rezoning Application from “R(A)4” to “G/IC(1)” for  
Salvation Benevolent Association  
at Hung Hom Inland Lot Nos. 238 S.F RP and 238 S.G, Winslow Street  
No. 37, Hung Hom**

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**(Application No. Y/K9/24)**

**Further Information I**

**1. RESPONSES TO DEPARTMENTAL COMMENTS**

- 1.1 Responses to Comments from Food and Environmental Hygiene Department

**Appendix I: Submission Documents to the Private Columbaria Affairs Office**

Toco Planning Consultants Ltd.

Leadtops Raymond Ltd.

OZZO Technology (HK) Ltd.

Ramboll (HK) Ltd.





## 1. RESPONSES TO COMMENTS FROM FOOD AND ENVIRONMENTAL HYGIENE DEPARTMENT

Item	Departmental Comments	The Applicant's Responses
FEHD(1)	<p>4. Based on the revised proposed plans submitted by the applicant on 9.11.2022 in support of her SI applications, it was preliminary noted that the total number of niches did not tally with that as shown in this planning application. The relevant niche information in respect of the licence application is provided below:</p> <p>(i) Total number of niches: 2 142</p> <p>(ii) No. of sold and interred niches: 549</p> <p>(iii) No. of sold but not yet interred niches: 1 593</p>	<p>Noted.</p> <p>The subject planning application is for the rezoning of the application site from "Residential (Group A) 4" ("R(A)4") to "Government, Institution or Community (1)" ("G/IC(1)") so as to partly comply with the licensing requirements (town planning aspect) under the Private Columbaria Ordinance (PCO). It is also intended to respect the special land use character in the Hung Hom West area. Hence, in order to cater for the special need of temporary storage of niches in the area due to the presence of several major funeral parlours in the vicinity, the Applicant has proposed to <u>relocate the service of providing permanent niches</u> to other suitable location, and to <u>provide only temporary 480 niches</u> at the site, operating like a half-way house similar to the licensed undertakers within the area.</p> <p>The proposed number of 480 niches is within the ash interment capacity to that as at the cut-off time. Under this arrangement, the existing 337 sold and occupied temporary niches will all be retained, while the remaining 143 temporary niche spaces will be reserved for the permanent niches sold before 30.6.2017 in a first-come-first-serve basis if the purchaser wishes to temporary place the cremated ashes of his/her ancestor into the said niche spaces.</p> <p>Revise Proposed Plans which reflects the proposed scheme and number of niches under the current rezoning application (Annex 13 of the Application Guide of under the Private Columbaria Licensing Board (PCLB) website</p>

Item	Departmental Comments	The Applicant's Responses
		<p>refers) have been submitted to the Private Columbaria Affairs Office (PCAO) (see <b>Appendix I</b>).</p>
FEHD(2)	<p>5. PCAO are still in the course of detailed checking of niche information to verify its accuracy. However, it is noted that the location of niches proposed by the applicant in this planning application is inconsistent with that in the SI applications, in particular the newly proposed columbarium use at 1/F is not covered in the SI applications. Attention of the applicant is drawn to the eligibility criteria in terms of ash interment layout, ash interment capacity and the extent of land occupation for a licence application made in respect of a pre-cut-off columbarium under Section 19(1)(a)-(c) of the Ordinance. The relevant section of the Ordinance is reproduced below for reference.</p> <p><i>19. Modification of section 18 for pre-cut-off columbarium</i></p> <p><i>(1) In relation to an application for the issue of a licence in respect of a pre-cut-off columbarium, section 18 is modified in the manner specified in subsections (2) and (3) if the applicant proves to the satisfaction of the Licensing Board –</i></p> <p><i>(a) that the ash interment layout is limited in extent to that as at cut-off time;</i></p>	<p>As detailed above, the current application is for the rezoning of the application site from "R(A)4" to "G/IC(1)" so as to partly comply with the licensing requirements (town planning aspect) under the PCO. Even though the current application is for the rezoning from "R(A)4" to "G/IC(1)" zone in order to comply with PCO's requirements for a Pre-cut-off Columbarium in Salvation Benevolent Association (SBA), it has proposed to <u>only confine the storage of niches in the lower three floors</u> of the building to respect the planning intention of "R(A)" zone within the vicinity, where commercial uses are always permitted on the lowest three floors of a building or in the purpose-designed non-residential portion of an existing building. The existing temporary niches located on the 2/F remains, the existing temporary niches located on 4/F will be relocated to the 1/F. The upper floors (i.e. 3/F to 5/F) will be religious use and other ancillary uses to the religious building.</p> <p>In regards to the eligibility criteria in terms of ash interment layout, ash interment capacity and the extent of land occupation for a licence application made in respect of a pre-cut-off columbarium under Section 19(1)(a)-(c) of the Ordinance, our response are as follows:-</p> <p><b><u>In response to (a) that the ash interment layout is limited in extent to that as at cut-off time;</u></b></p>

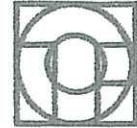
Item	Departmental Comments	The Applicant's Responses
	<p><i>(b) that the ash interment capacity is limited to that as at the cut-off time; and</i></p> <p><i>(c) that the extent of occupation of land as is necessary for, or ancillary to, the operation of the</i></p>	<p>We note that relaxation of such criteria may be acceptable subject to special circumstances (i.e. such as structural safety, land status issues, etc) that would require the ash interment layout of the columbarium to be modified. For example, we note that a columbarium named Lin Chi Ching Yuen in Tuen Mun has submitted a s.16 planning application (Application no. A/TM/541) for relocation of their existing columbarium to another location due to land status issues, and the Town Planning Board (the Board) has approved the s.16 planning application on 30.4.2021. FEHD has no adverse comment on the proposed relocation of columbarium niches.</p> <p>In order to respect the planning intention of "R(A)" zone within the vicinity so that the concern on land use compatibility issue could be further reduced for the Planning Department's consideration, we hope that the PCLB could give sympathetic consideration and agree to relocate the columbarium use on 4/F and 5/F to 1/F. The extent of the ash interment layout (in terms of area in size), has been reduced and within the limit as at cut-off time.</p> <p><b><u>In response to (b) that the ash interment capacity is limited to that as at the cut-off time;</u></b></p> <p>The Applicant submitted the private columbarium licensing application for SBA to the PCLB on 21.3.2018. The Applicant had fulfilled a series of requirements and obtained the Approval-in-principle Temporary Suspension of Liability (TSOL) on 12.10.2022 for <u>2,142 niches</u> at the site. In view that the proposed number of niches (480 temporary niches) is a reduced number compared to 2,142 niches, we consider criteria (b) is complied.</p> <p><b><u>In response to (c) that the extent of occupation of land as is necessary for, or ancillary to, the operation of the columbarium is limited to that as</u></b></p>

Item	Departmental Comments	The Applicant's Responses
	<p><i>columbarium is limited to that as was necessary for or ancillary to, its operation as at the cut-off time.</i></p>	<p><b><u>was necessary for or ancillary to, its operation as at the cut-off time.</u></b>                      We consider there is no change in the extent of occupation of land as the proposed relocation of columbarium niches are still within the same private lot (i.e. HHIL No. 238 S.F RP and 238 S.G. Therefore, we consider criteria (c) is complied.</p>
FEHD(3)	<p>6. Regarding the above newly proposed columbarium use at 1/F, further clarification with the applicant is required before PCAO could confirm the niche information proposed under the SI applications.</p>	<p>In order to facilitate PCAO to consider the proposal under the current rezoning application, relevant documents (i.e Annex 13 of the Application Guide refers) and Management Plan have been submitted to PCAO on 19.1.2024 (<b>see Appendix I</b>). In view that <u>the proposal is a proposed scheme only and does not reflect the existing condition of SBA</u>, the Applicant will have to seek each niche purchaser's agreement for the relocation arrangement in the subsequent stage. Therefore, the niche information (excel) could not be provided at the present moment, until the subject rezoning application is agreed by the Board, as well as the agreement of the niche purchasers have been sought.</p>

## **Appendix I:**

### **Submission Documents to the Private Columbaria Affairs Office**

- (i) Submission Letter
- (ii) Certification of Proposed Plans (Completed by Applicant)
- (iii) Certification of Proposed Plans (Completed by Qualified Professional)
- (iv) Proposed Plans
- (v) Management Plan



Food and Environmental Hygiene Department  
Private Columbaria Affairs Office  
Private Columbaria Licensing Team  
Unit 501-502, 5/F, Trade Square  
681 Cheung Sha Wan Road,  
Kowloon

Attn. Ms. LAU Wing Yin, Venus

Your ref: () in FEHD PC 72-40/62/2018/056

Dear Ms. Lau,



19 January 2024

**Applications for "Pre-cut-off Columbarium Licence" and  
"Temporary Suspension of Liability" (TSOL)  
for Salvation Benevolent Association (SBA) (普眾善舍)  
Hung Hom Inland Lot (HHIL) Nos. 238 S.F RP & 238 S.G, Hung Hom**

We refer to the meeting at the Private Columbaria Affairs Office (PCAO) Office with the PCAO Officers and the Applicant Representatives on 1.11.2023.

As discussed in the meeting, on 20.9.2023, the Applicant (Salvation Benevolent Association Ltd.) – the operator of Salvation Benevolent Association (SBA) has submitted a rezoning request under section 12A (s.12A) of the Town Planning Ordinance in order to comply with the town planning requirements under the Private Columbaria Ordinance (PCO) in order to obtain a license. The application is for the rezoning of the captioned site from "Residential (Group A) 4" to "Government, Institution or Community (1)" on the Approved Hung Hom Outline Zoning Plan No. S/K9/28 (Application no. TPB/Y/K9/24). The proposed new zoning is intended to allow the subsequent submission of a section 16 temporary planning application for regularising the Pre-cut-off Columbarium with 480 temporary niches only to be provided at 1/F and 2/F of SBA. The proposal is detailed as follows:-

**1. Purpose of Submission and the Present Scheme**

In response to the policy's requirements of PCO, the Applicant submitted the private columbarium licensing application for SBA to the Private Columbaria Licensing Board and subsequently obtained the Approval-in-principle Temporary Suspension of Liability for SBA with 2,142 valid niches on 12.10.2022. The current s.12A rezoning application is intended to partly comply with licensing requirements under the PCO and, at the same time, to respect the special land use character in the Hung Hom West area whilst cater to the demand for the service of temporary storage of niches in the area. Hence, in order to cater for the special need of temporary storage of niches in the area due to the presence of several major funeral parlours in the vicinity, the Applicant has proposed to relocate the service of providing permanent niches to other suitable location or assist the

consumers who purchased a permanent niche in applying for a niche space in a government/ public columbaria, and to only provide temporary 480 niches at the site, operating like a half-way house similar to the licensed undertakers within the area. Compared to the existing site situation, the subject improved scheme would result in the following positive planning outcomes:

**(a) Confine the Storage of Niches to the Lower Three Floors**

Even though the current application is for the rezoning from "R(A)4" to "G/IC(1)" zone in order to comply with PCO's requirements for a Pre-cut-off Columbarium in SBA, it has proposed to only confine the storage of niches in the lower three floors of the building to respect the planning intention of "R(A)" zone within the vicinity, where commercial uses are always permitted on the lowest three floors of a building or in the purpose-designed non-residential portion of an existing building. The existing temporary niches located on the 2/F remains, the existing temporary niches located on 4/F will be relocated to the 1/F. The upper floors (i.e. 3/F to 5/F) will be religious use and other ancillary uses to the religious building.

**(b) Significant Reduction on Columbarium Niches to Eliminate any Nuisance**

In order to operate SBA in an orderly fashion without creating any crisis throughout the year, the Applicant has decided to largely reduce the total number of valid niche spaces from 2,142 niches to 480 niches only. Under this arrangement, the existing 337 sold and occupied temporary niches will all be retained, while the remaining 143 temporary niche spaces will be reserved for the permanent niches sold before 30.6.2017 in a first-come-first-serve basis if the purchaser wishes to temporary place the cremated ashes of his/her ancestor into the said niche spaces. Thus, the small scale development would not cause significant nuisance to the locality.

**(c) Not Affecting Government's Gradual Urban Renewal Vision**

The Applicant understands there is a Consultancy Study on Urban Renewal Plan (URP) for Kowloon City and there is a gradual realization of the urban renewal vision of a 'Mixed Redevelopment and Rehabilitation Area' in the area. However, it is noted that there is currently no redevelopment nor rehabilitation plan in Winslow Street as of date. Therefore, in order not to frustrate the Government's overall long-term intention of the area, the Applicant has proposed to subsequently submit a temporary s.16 planning application for a period of 5 years subject to the approval of the current rezoning application, so that the temporary columbarium use at the site could be gradually phased out once such service in the area is no longer in demand and/or a more concrete redevelopment plan by the Government is confirmed in Winslow Street. In the meantime, it could serve as an important social function for temporary storage of cremated ashes before permanent niche at public/ licensed private columbaria are available.

**(d) A More Stringent Traffic and Crowd Management Plan**

It is noted that Transport Department (TD) and Hong Kong Police Force (the Police), the two traffic and transport engineering and management authorities, have no adverse comment on the previous applications which applied for 2,142 niches (i.e. 1,805 permanent niches and 337 temporary niches) in SBA. Nevertheless, the Applicant has decided to further update the Management Plan so as to provide a series of stringent pedestrian traffic management measures to eliminate any possibility of causing significant nuisance to the local residents, in particular during the festive event.

For instance, the implementation period of Traffic and Crowd Management Plan (TCMP) as detailed in the Management Plan will be adjusted to 10 days only per year. It has been proposed to implement only 30 visitors per session (30 mins) in the span of 5 days of each worship period of each festival. The proposal provides adequate visitor control while minimizing potential nuisance to the residential area, resulting insignificant impact.

In addition, two most direct peripheral pedestrian routes from Ho Man Tin MTR Station and Hung Hom MTR Station using peripheral footpaths for visitors to access the SBA are proposed without having visitors to encroach onto streets of major cluster residential areas.

**2. Proposed Plans and Management Plan to Tally with the Rezoning Application**

In order to facilitate your Office to consider the proposal under the s.12A rezoning application, 11 sets of the Proposed Plans, and one certificate each signed by the Applicant and Qualified Professional (Annex 13 of the Application Guide refers), a CD-ROM, and 5 sets of the revised Management Plan are attached for your attention and circulation to relevant government departments. In view the proposal is a proposed scheme only and does not reflect the existing condition of SBA, the Applicant will have to seek each niche purchaser's agreement for the relocation arrangement in the subsequent stage. Therefore the niche information (excel) would not be provided at the present moment, until the rezoning application is agreed and the agreement of the niche purchasers have been solved.

Yours faithfully,

Toco Planning Consultants Ltd.



Ted Chan  
Managing Director



*c.c. Pte Columbaria Licensing Team 4 (Attn. Mr. CHAN King Leong)*





- (iii) 上述建議圖則上顯示的有待授權或准許的詳請，與《條例》第 27(1)條所指的資格相關詳請，**並非在所有方面相符**。現另行於附件甲呈上附加建議圖則指出有關的差異，並加上註釋及以不同顏色在圖則上標示相關差異。
- (iv) 上述建議圖則上顯示的有待授權或准許的詳請，**並非在所有方面與場內實況相符**。現另行於附件乙呈上附加建議圖則指出有關的差異，並加上註釋及以不同顏色在圖則上標示相關差異。

本人明白根據《條例》第 99 條，如就骨灰安置所提出申請，而在該申請中，或在與該申請相關的情況下，提供在要項上屬虛假或具誤導性的資料，或在知悉某資料在要項上屬虛假或具誤導性的情況下，根據《條例》向署長、獲授權人員或公職人員提供該資料，即屬犯罪。任何人若干犯《條例》第 99 條所訂的罪行，一經定罪，可處罰款 500,000 元及監禁 2 年。

10/01/2024

日期 (日 / 月 / 年)

鍾美卿

申請人(如屬自然人) / 獲授權人士 / 獲授權合夥人\*姓名及簽署

  
香港身份證號碼 / 旅遊證件號碼\*

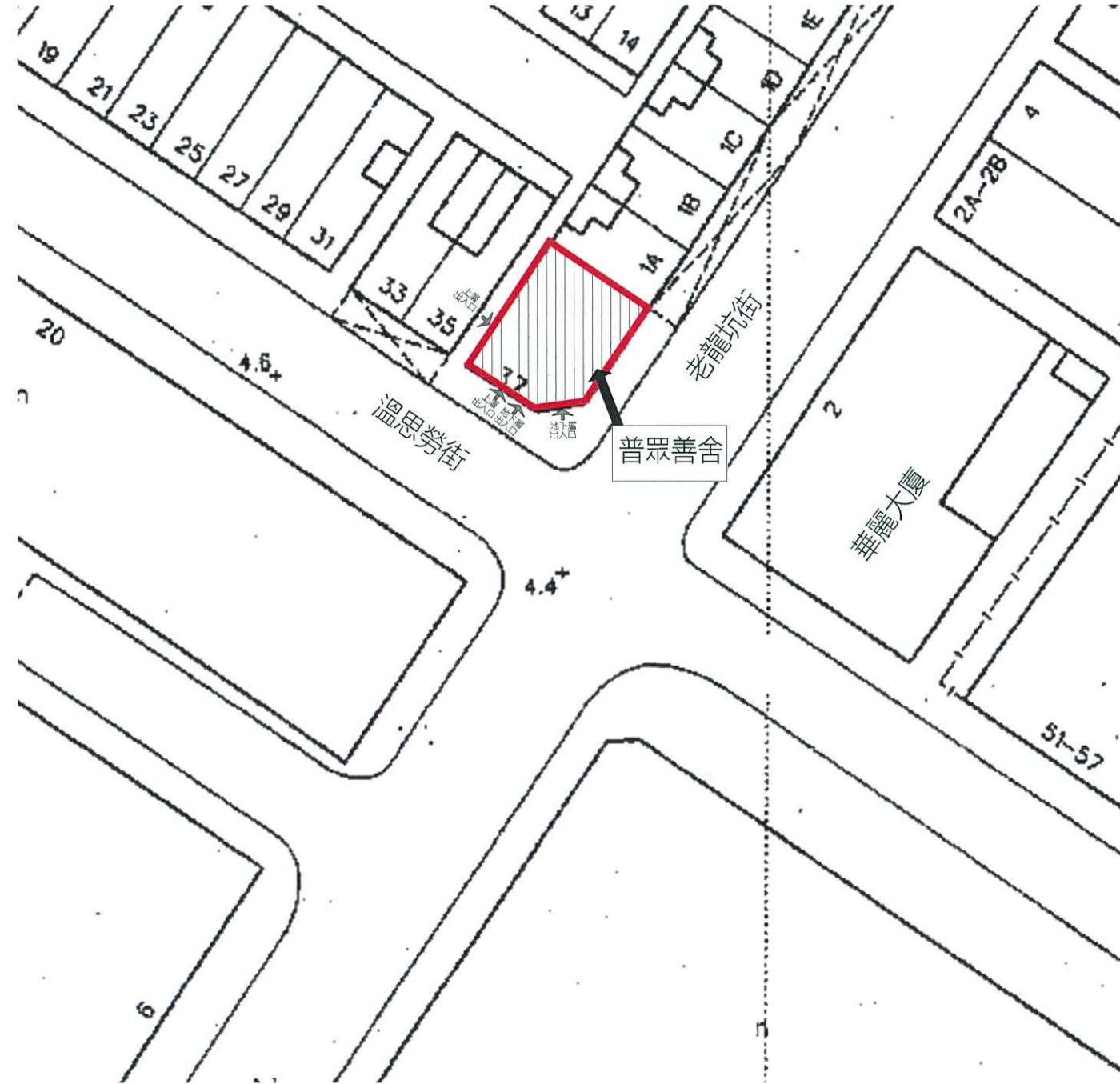


法人團體 / 合夥\*印章(如適用)

請在適當方格內填“✓”。

\* 刪去不適用者

建議場地平面圖  
就截算前骨灰安置所的牌照申請



圖例:		場地界線
		場地出入口

骨灰安置所名稱: 普眾善舍  
 地址: 九龍紅磡溫思勞街37號  
 (紅磡內地段第238號F分段餘段及第238號G分段)

建議場地平面圖

圖則編號001  
比例 1:500

10/01/2024  
日期 (日/月/年)

獲授權人士姓名/名稱

鍾美卿

10/01/2024  
日期 (日/月/年)

認可人士/註冊結構工程師\* 簽署和姓名

魯文超

(認可人士/註冊結構工程師指根據《建築物條例》(第123章) 第3條註冊的人士)

註冊編號#: AP(E) 48/89 & RSE 48/89

註冊有效期屆滿日期#: 31/12/2025

香港身份證號碼

法人團體印章(如適用)

# 須與《建築物條例》(第123章) 第3條所指的名冊相符

\* 刪去不適用者



骨灰安置所大樓		
位置 用途	新用途	舊用途
地下層 (G/F)	大堂	大堂
一層 (1/F)	慈安堂(臨時龕位) (牌照申請範圍)	誦經房
二層 (2/F)	慈福堂(臨時龕位) (牌照申請範圍)	慈福堂(臨時龕位)
三層 (3/F)	1間男士洗手間, 1間女士洗手間 1間殘疾人士洗手間, 1間辦公室	1間男士洗手間, 1間女士洗手間 1間殘疾人士洗手間, 1間辦公室
五層 (5/F)	慈光堂(牌位房) (非牌照申請範圍)	慈德堂(臨時龕位) 慈光堂(牌位房)
六層 (6/F)	慈暉堂 (非牌照申請範圍)	慈暉堂(龕位)
屋頂層 (R/F)	環保型冥鏢爐, 設備房, 升降機機房 (非牌照申請範圍)	環保型冥鏢爐, 設備房, 升降機機房

\*樓層“四層(4/F)”不會用作樓層編排

建議布局圖  
就截至前骨灰安置所的牌照申請



圖例:		
		場地界線
		非牌照申請範圍
		場地出入口

骨灰安置所名稱: 普眾善舍  
地址: 九龍紅磡溫思勞街37號  
(紅磡內地段第238號F分段餘段及第238號G分段)

10/01/2024  
日期 (日/月/年) 獲授權人士姓名/簽署者 鍾美卿



# 須與《建築物條例》(第123章) 第3條所指的名冊相符  
\* 刪去不適用者

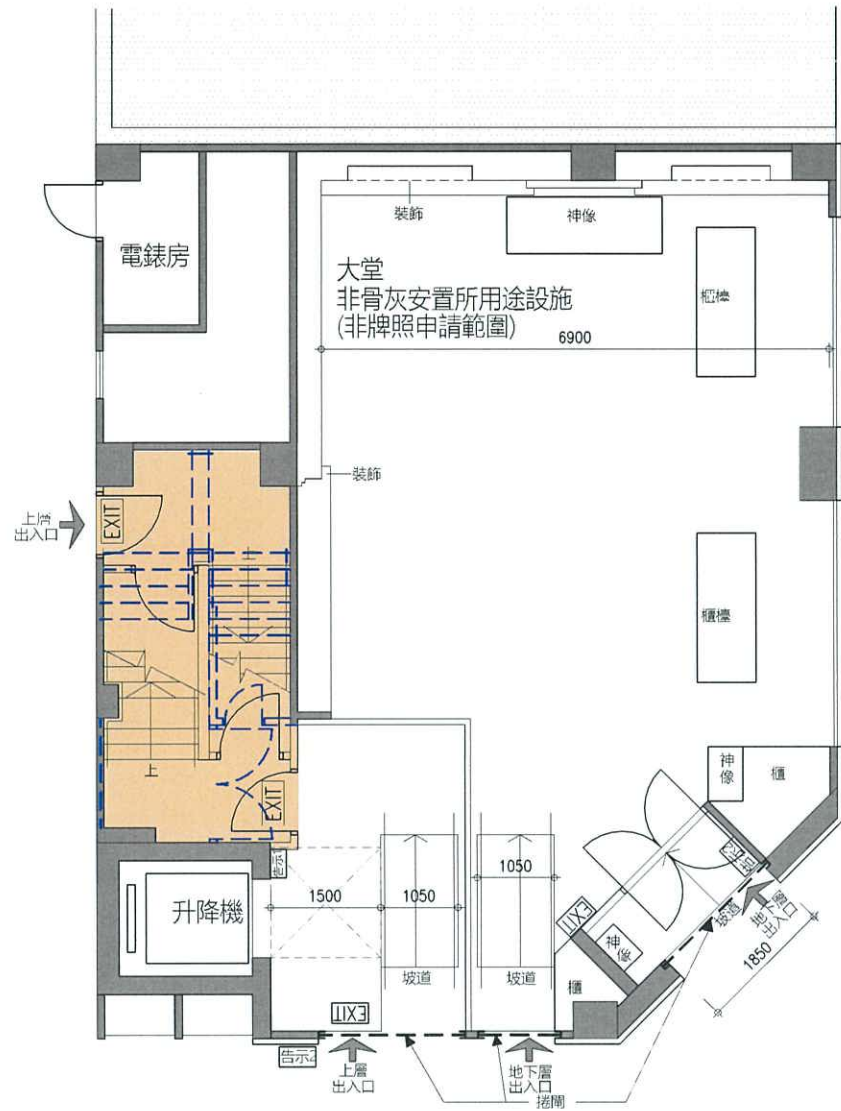
建議布局圖  
圖則編號002  
比例 1:100

10/01/2024  
日期 (日/月/年) 魯文超  
認可人士(註冊結構工程師) 簽署和姓名  
(認可人士/註冊結構工程師指根據《建築物條例》(第123章) 第3條註冊的人士)

註冊編號#: AP(E) 48/89 & RSE 48/89 註冊有效期屆滿日期#: 31/12/2025

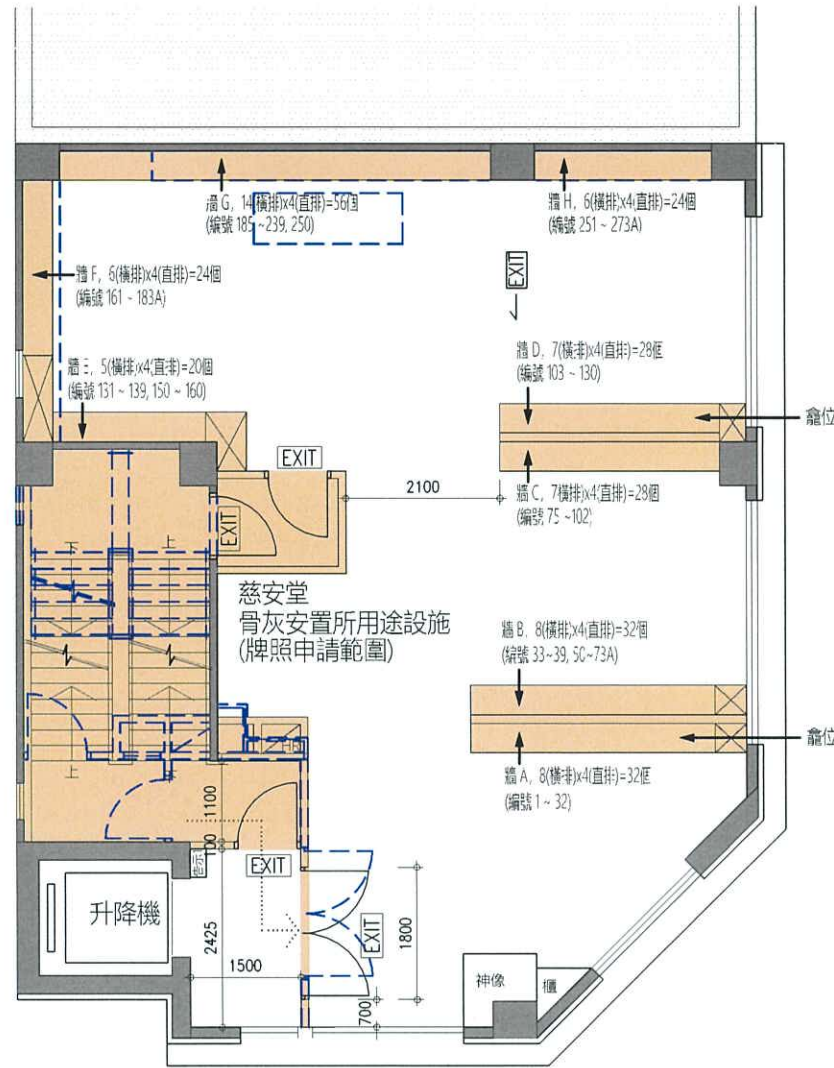
建議樓面平面圖  
就截至前骨灰安置所的牌照申請

附件甲



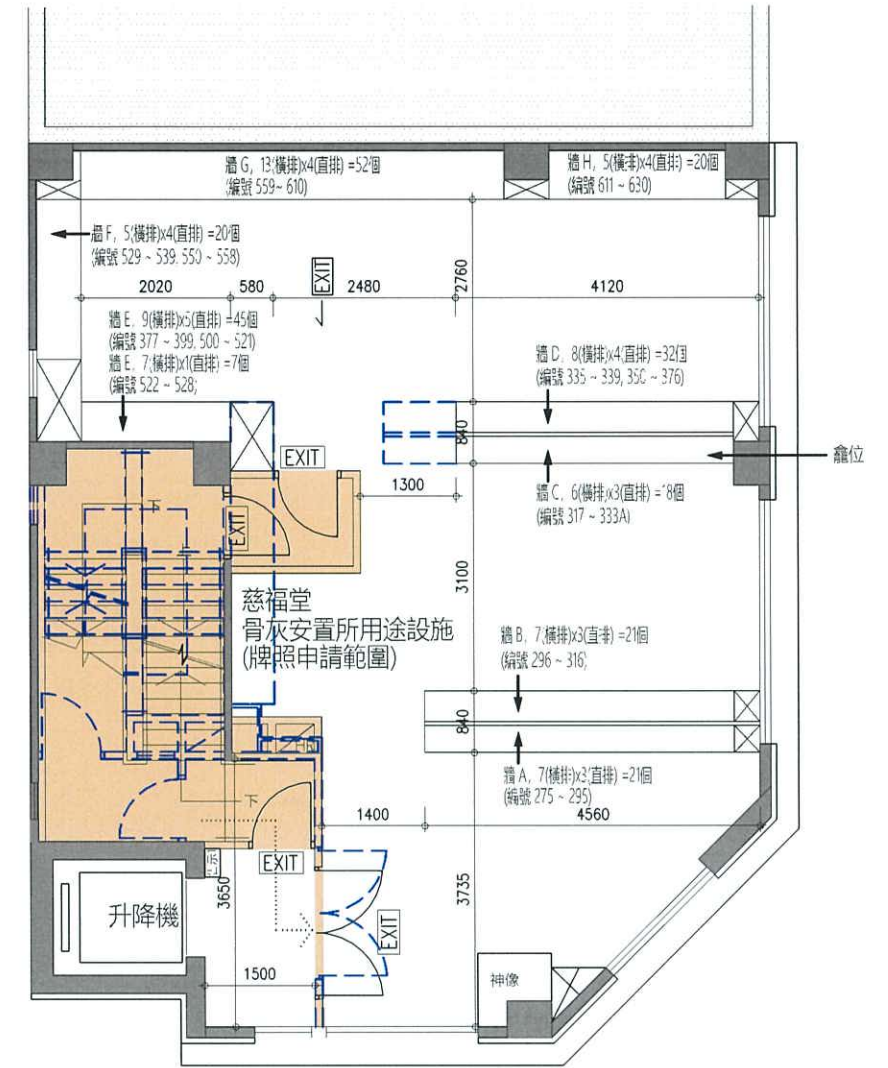
建議骨灰安置所大樓地下樓面平面圖

圖則編號003  
比例 1:100



建議骨灰安置所大樓一層樓面平面圖

圖則編號003  
比例 1:100



建議骨灰安置所大樓二層樓面平面圖

圖則編號003  
比例 1:100

骨灰安置所名稱: 普眾善舍  
地址: 九龍紅磡溫思勞街37號  
(紅磡內地段第238號F分段餘段及第238號G分段)

10/01/2024  
日期 (日/月/年)

鍾美卿

獲授權人士簽名/蓋章

香港身份證號碼

法人團體印章/簽名

# 須與《建築物條例》(第123章) 第3條所指的名冊相符  
\* 刪去不適用者



10/01/2024  
日期 (日/月/年)

魯文超

認可人士/註冊結構工程師\* 簽署和姓名  
(認可人士/註冊結構工程師指根據《建築物條例》(第123章) 第3條註冊的人士)

註冊編號#: AP(E) 48/89 & RSE 48/89

註冊有效期滿日期#: 31/12/2025

圖例:

新增/改造設施

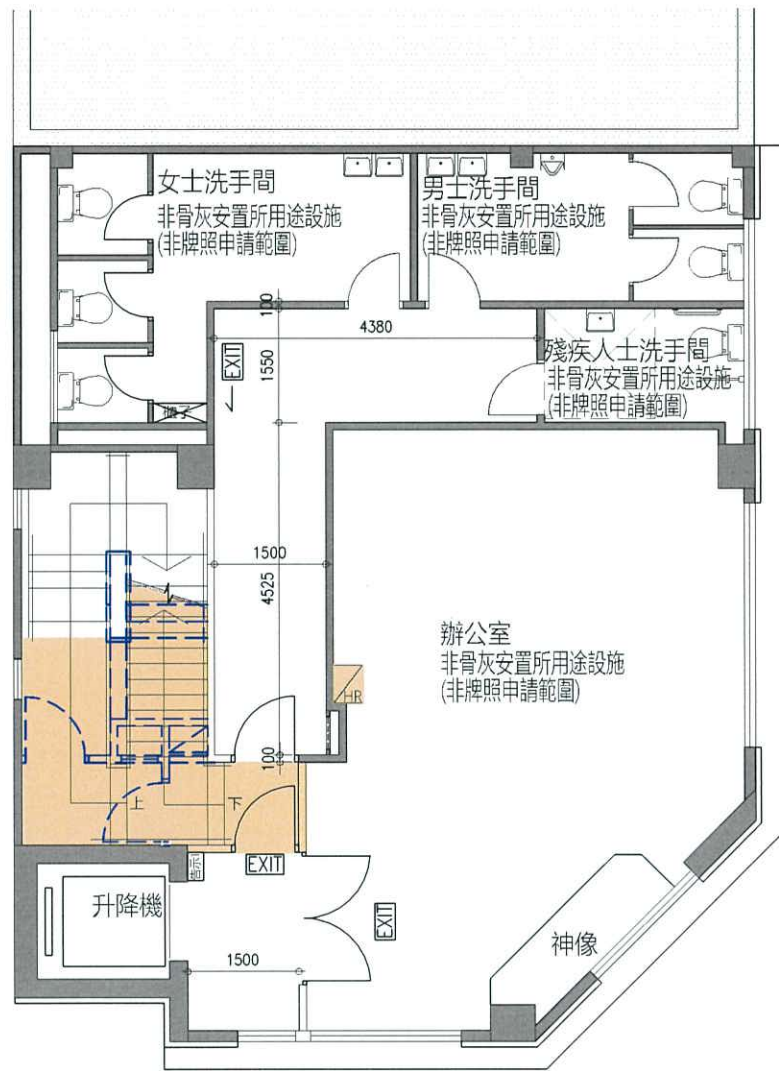
拆除原有設施

告示1 人數告示

\*樓層“四層(4/F)”不會用作樓層編排

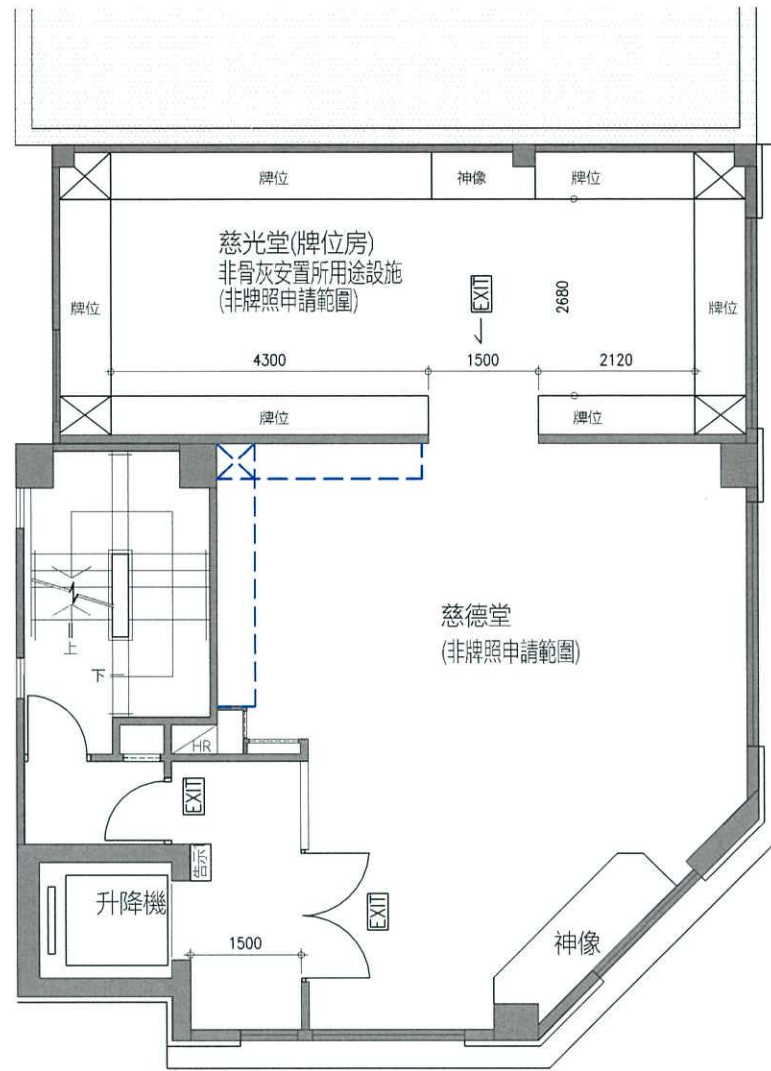
建議樓面平面圖  
就截至前骨灰安置所的牌照申請

附件甲



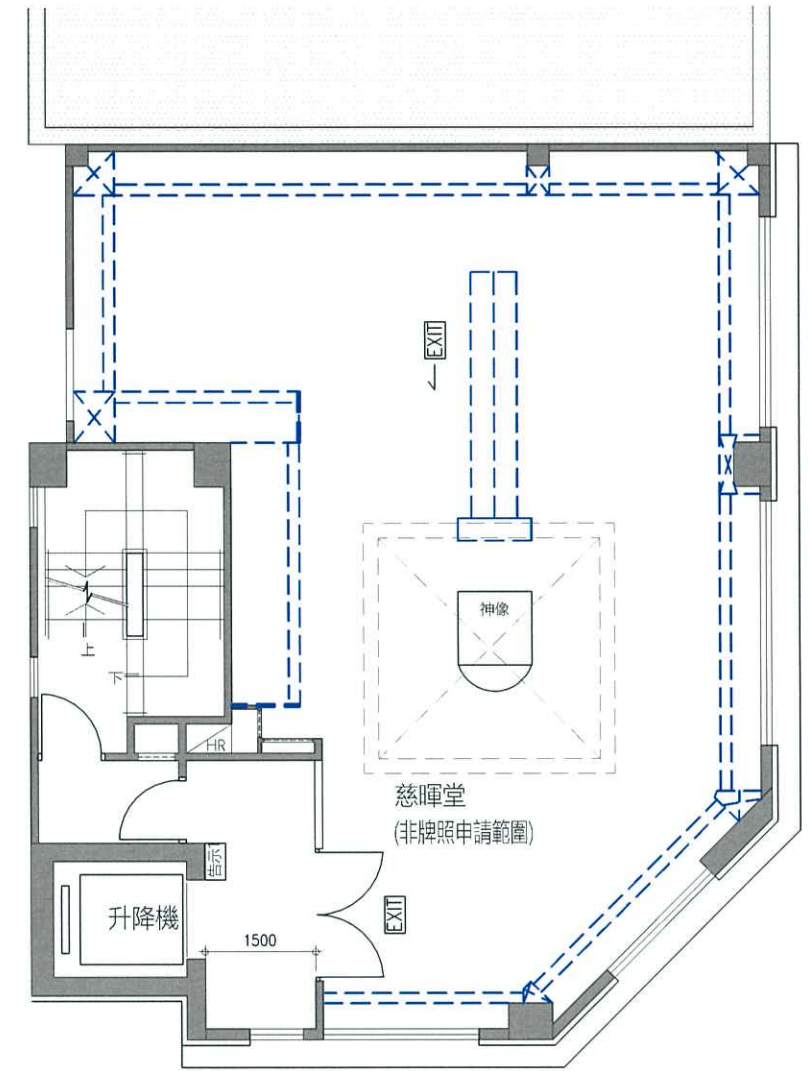
建議骨灰安置所大樓三層樓面平面圖

圖則編號004  
比例 1:100



建議骨灰安置所大樓五層樓面平面圖

圖則編號004  
比例 1:100



建議骨灰安置所大樓六層樓面平面圖

圖則編號004  
比例 1:100

骨灰安置所名稱: 普眾善舍  
地址: 九龍紅磡溫思勞街37號  
(紅磡內地段第238號F分段餘段及第238號G分段)

10/01/2024  
日期 (日/月/年)

獲授權人士姓名及簽署

鍾美卿



# 須與《建築物條例》(第123章)第3條所指的名冊相符  
\* 刪去不適用者

10/01/2024  
日期 (日/月/年)

魯文超  
認可人士/註冊結構工程師\* 簽署和姓名  
(認可人士/註冊結構工程師指根據《建築物條例》(第123章)第3條註冊的人士)

魯文超

註冊編號#: AP(E) 48/89 & RSE 48/89

註冊有效期屆滿日期#: 31/12/2025

圖例:

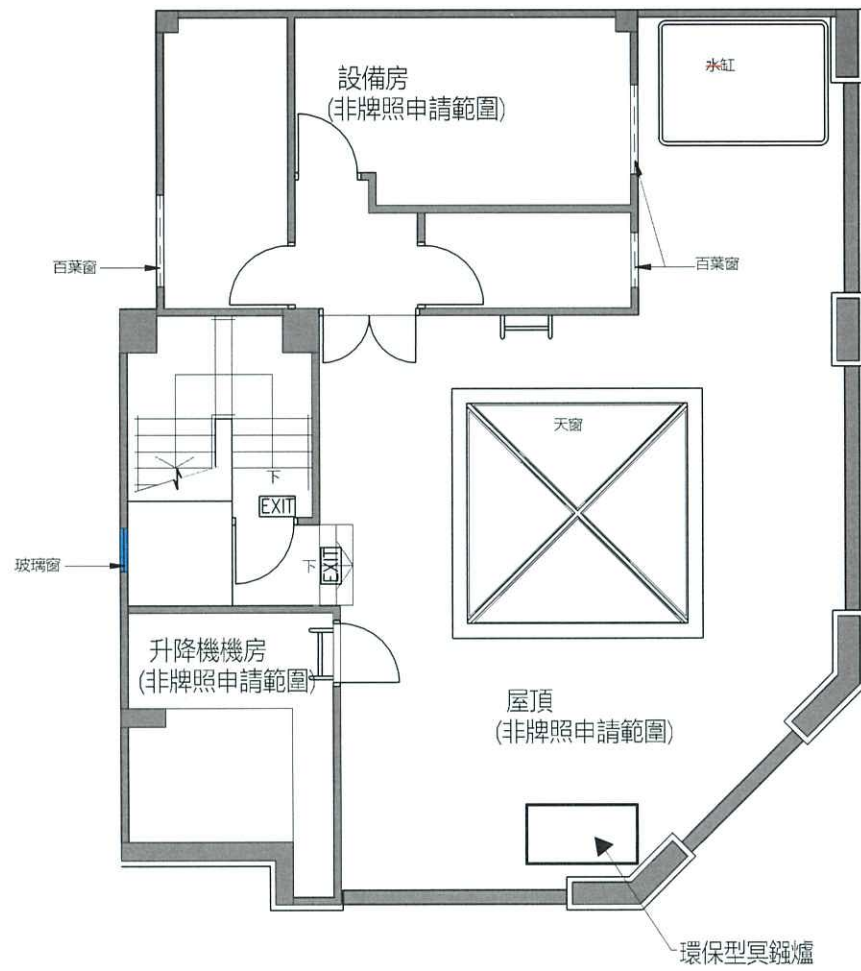
- 新增/改造設施
- 拆除原有設施

告示1 人數告示

\*樓層“四層(4/F)”不會用作樓層編排

建議樓面平面圖  
就截算前骨灰安置所的牌照申請

附件甲



建議骨灰安置所大樓屋頂層樓面平面圖

圖則編號005

比例 1:100

骨灰安置所名稱: 普眾善舍  
地址: 九龍紅磡溫思勞街37號  
(紅磡內地段第238號F分段餘段及第238號G分段)

10/01/2024

日期 (日/月/年)

獲授權人士姓名/名稱

鍾美卿

香港身份證號碼

普眾善舍

法人團體印章 (如適用)

# 須與《建築物條例》(第123章) 第3條所指的名冊相符

\* 刪去不適用者

10/01/2024

日期 (日/月/年)

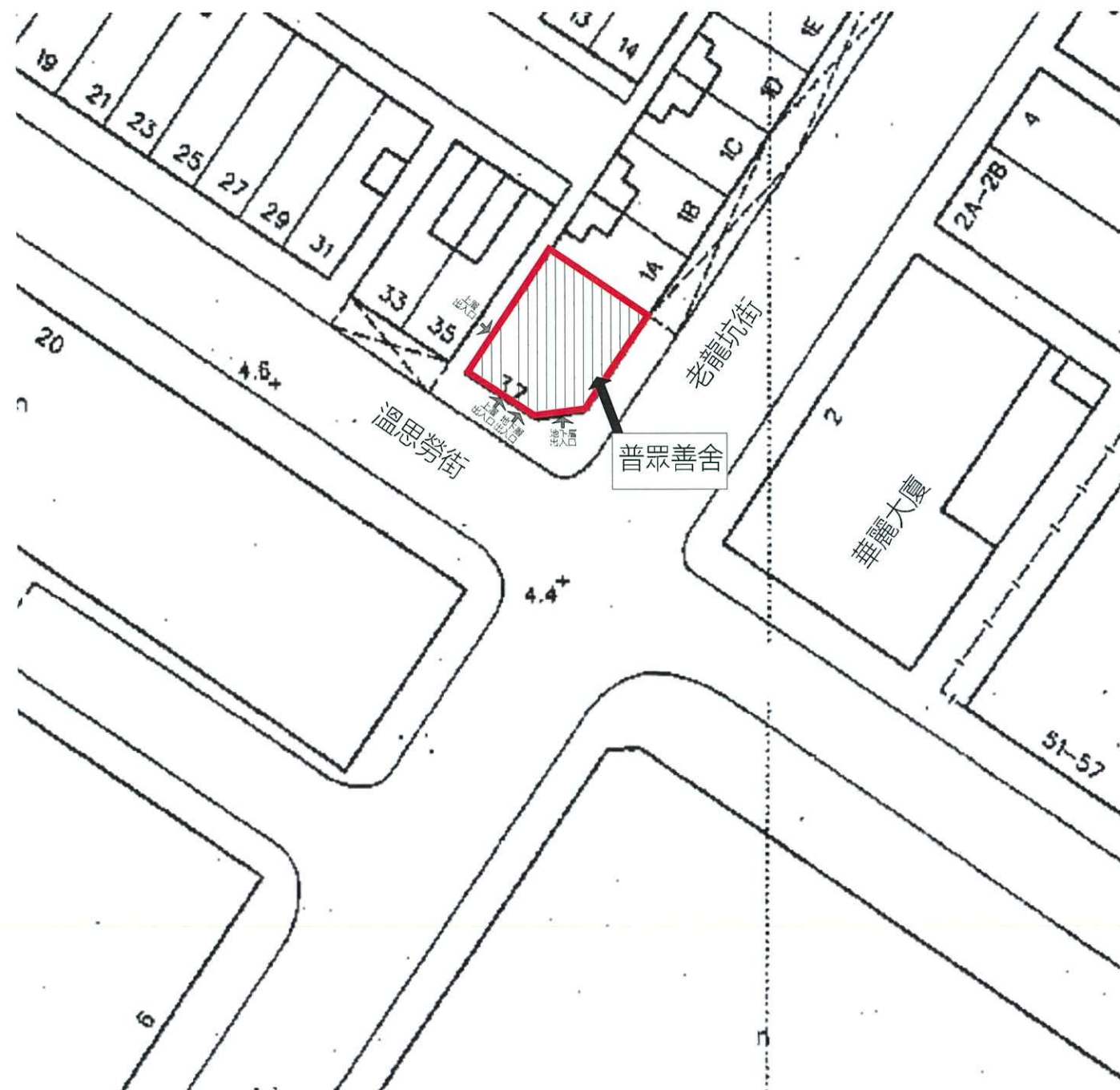
魯文超

認可人士/註冊結構工程師\* 簽署和姓名  
(認可人士/註冊結構工程師指根據《建築物條例》(第123章) 第3條註冊的人士)

註冊編號#: AP(E) 48/89 & RSE 48/89

註冊有效期屆滿日期#: 31/12/2025

建議場地平面圖  
就截算前骨灰安置所的牌照申請



圖例:		場地界線
		場地出入口

骨灰安置所名稱: 普眾善舍  
 地址: 九龍紅磡溫思勞街37號  
 (紅磡內地段第238號F分段餘段及第238號G分段)

建議場地平面圖

圖則編號001  
 比例 1:500

10/01/2024  
 日期 (日/月/年)

魯文超

認可人士/註冊結構工程師\* 簽署和姓名  
 (認可人士/註冊結構工程師指根據《建築物條例》(第123章) 第3條註冊的人士)

註冊編號#: AP(E) 48/89 & RSE 48/89 註冊有效期屆滿日期#: 31/12/2025

10/01/2024  
 日期 (日/月/年)

獲授權人士姓名和簽署

鍾美卿

香港身份證號碼

法人團體印章及適用



# 須與《建築物條例》(第123章) 第3條所指的名冊相符

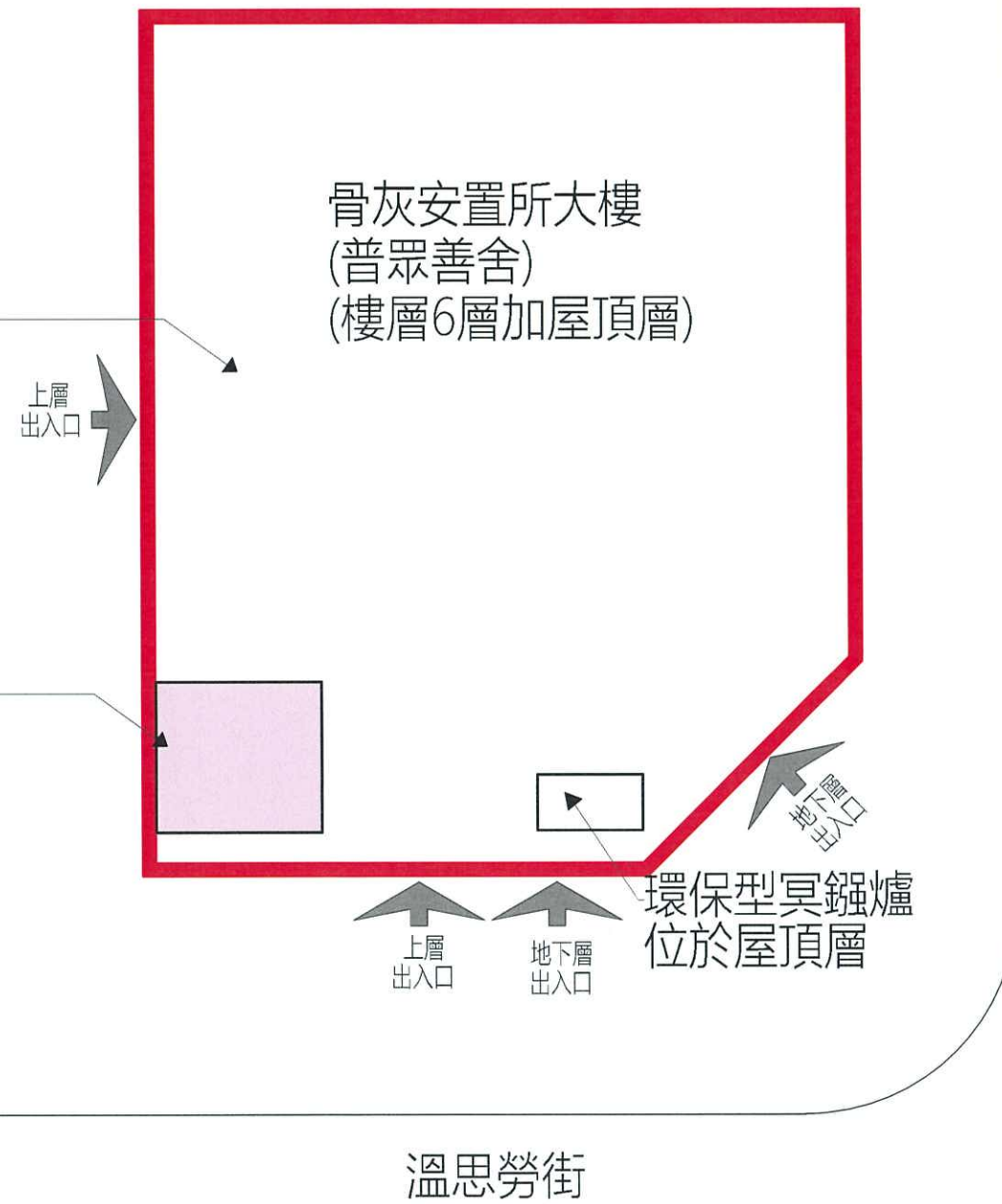
\* 刪去不適用者



骨灰安置所大樓		
位置 用途	新用途	舊用途
地下層 (G/F)	大堂	大堂
一層 (1/F)	慈安堂(臨時龕位) (牌照申請範圍)	誦經房
二層 (2/F)	慈福堂(臨時龕位) (牌照申請範圍)	慈福堂(臨時龕位)
三層 (3/F)	1間男士洗手間, 1間女士洗手間 1間殘疾人士洗手間, 1間辦公室	1間男士洗手間, 1間女士洗手間 1間殘疾人士洗手間, 1間辦公室
五層 (5/F)	慈光堂(牌位房) (非牌照申請範圍)	慈德堂(臨時龕位) 慈光堂(牌位房)
六層 (6/F)	慈暉堂 (非牌照申請範圍)	慈暉堂(龕位)
屋頂層 (R/F)	環保型冥鏢爐, 設備房, 升降機機房 (非牌照申請範圍)	環保型冥鏢爐, 設備房, 升降機機房

\*樓層“四層(4/F)”不會用作樓層編排

建議布局圖  
就截至前骨灰安置所的牌照申請



圖例:		場地界線
		非牌照申請範圍
		場地出入口

骨灰安置所名稱: 普眾善舍  
地址: 九龍紅磡溫思勞街37號  
(紅磡內地段第238號F分段餘段及第238號G分段)

10/01/2024  
日期 (日/月/年) 獲授權人士姓名及簽署 鍾美卿



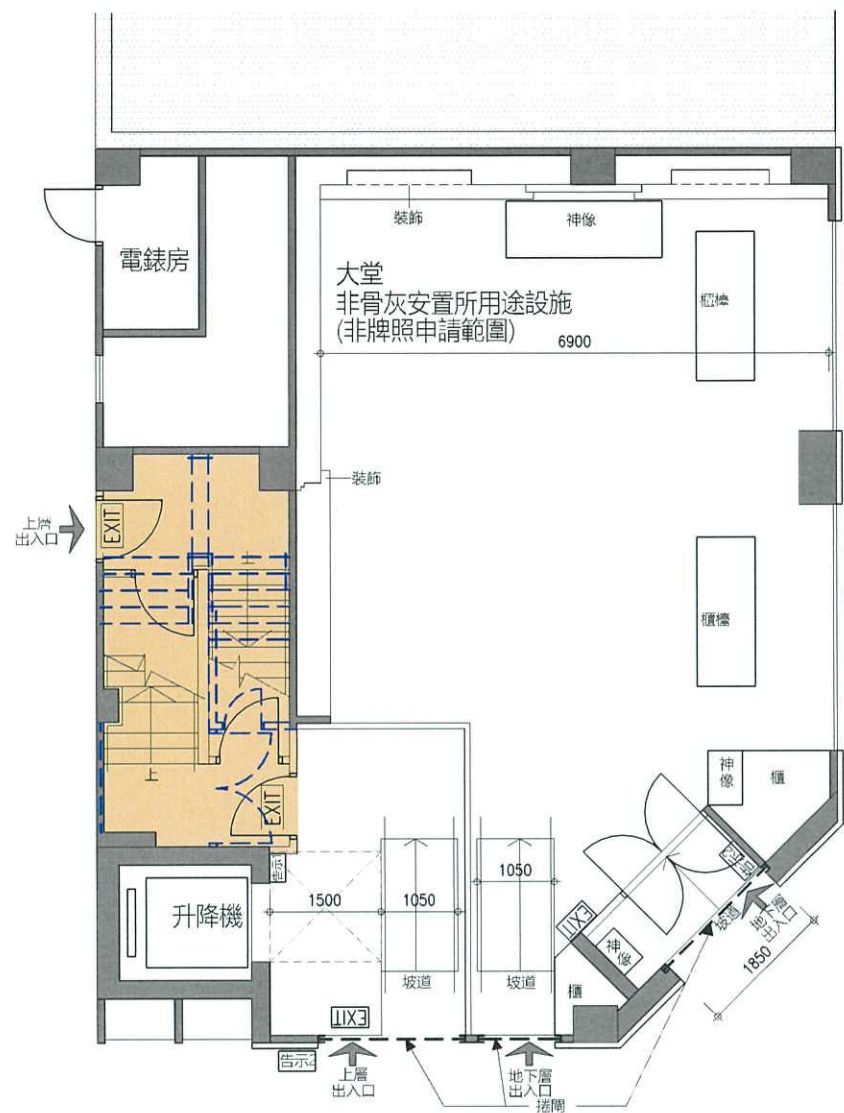
# 須與《建築物條例》(第123章) 第3條所指的名冊相符  
\* 刪去不適用者

建議布局圖  
圖則編號002  
比例 1:100

10/01/2024  
日期 (日/月/年) 認可人士(註冊結構工程師) 簽署和姓名 魯文超  
(認可人士/註冊結構工程師指根據《建築物條例》(第123章) 第3條註冊的人士)

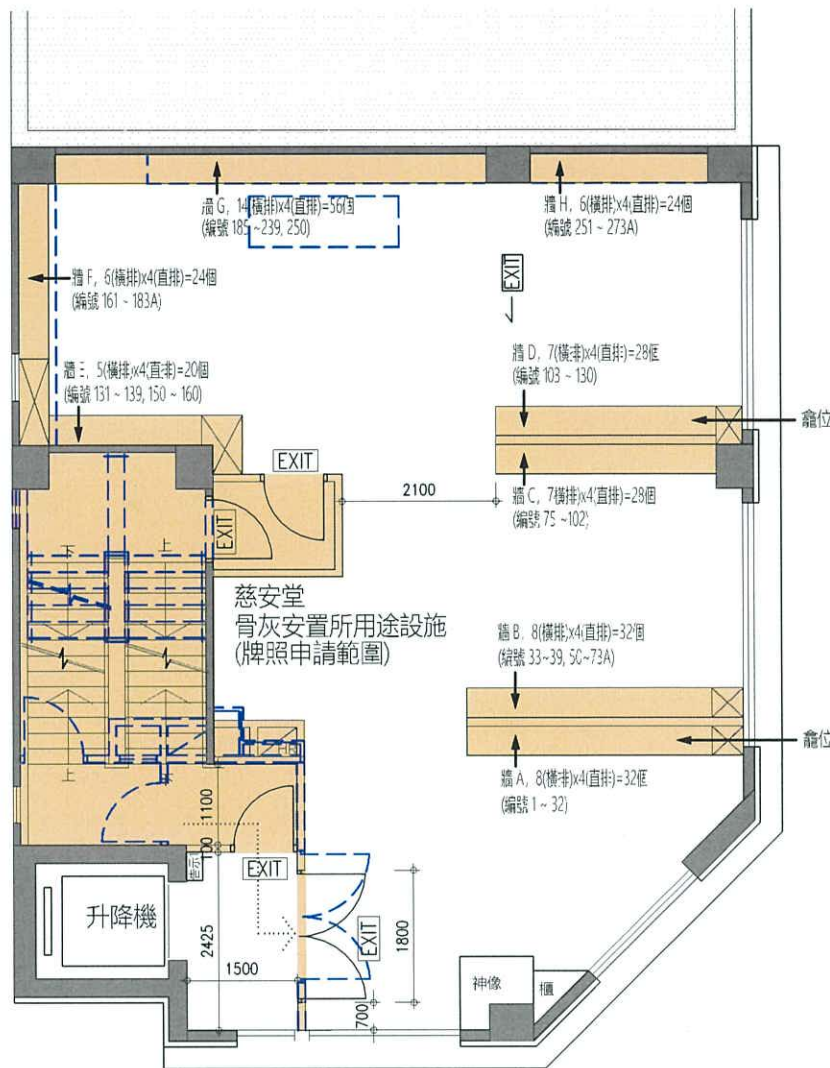
註冊編號#: AP(E) 48/89 & RSE 48/89 註冊有效期屆滿日期#: 31/12/2025

建議樓面平面圖  
就截至前骨灰安置所的牌照申請



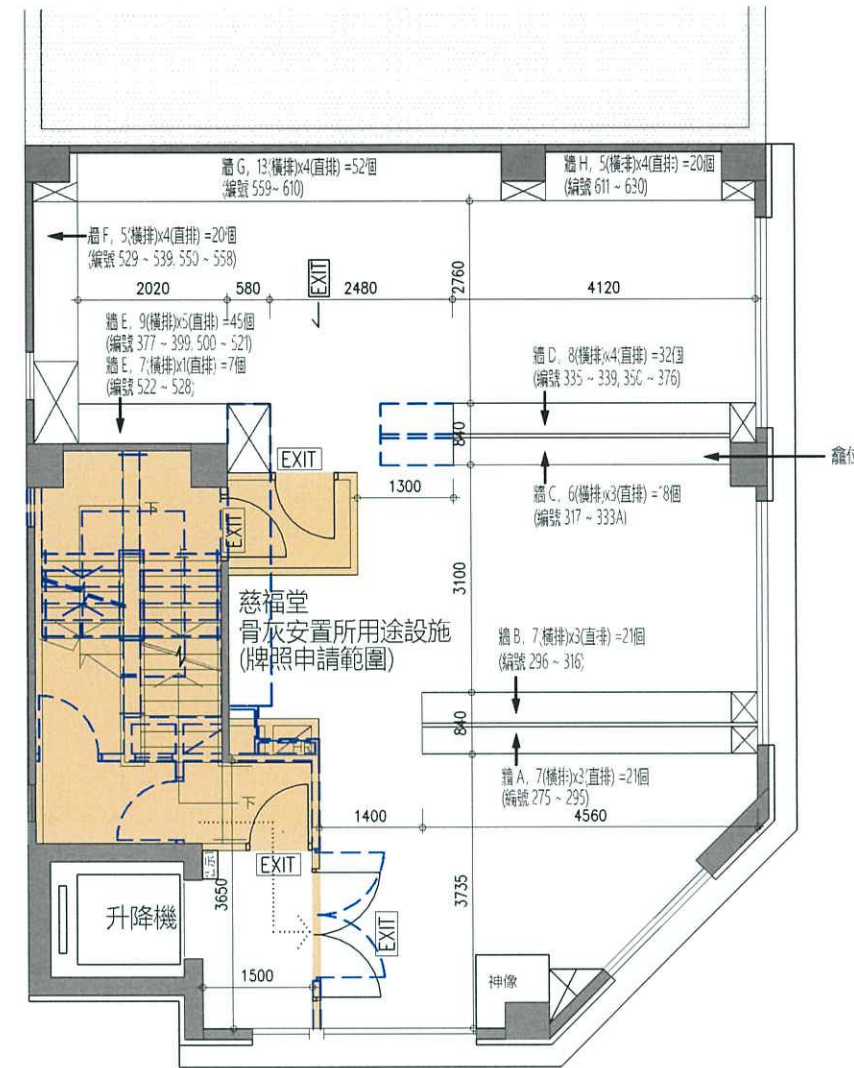
建議骨灰安置所大樓地下樓面平面圖

圖則編號003  
比例 1:100



建議骨灰安置所大樓一層樓面平面圖

圖則編號003  
比例 1:100



建議骨灰安置所大樓二層樓面平面圖

圖則編號003  
比例 1:100

骨灰安置所名稱: 普眾善舍  
地址: 九龍紅磡溫思勞街37號  
(紅磡內地段第238號F分段餘段及第238號G分段)

10/01/2024

日期 (日/月/年)

獲授權人士姓名及簽署

鍾美卿

香港身份證號碼

法人團體印章 (如適用)

# 須與《建築物條例》(第123章) 第3條所指的名冊相符

\* 刪去不適用者

10/01/2024

日期 (日/月/年)

魯文超  
認可人士/註冊結構工程師\* 簽署和姓名  
認可人士/註冊結構工程師指根據《建築物條例》(第123章) 第3條註冊的人士

魯文超

註冊編號#: AP(E) 48/89 & RSE 48/89

註冊有效期滿日期#: 31/12/2025

圖例:

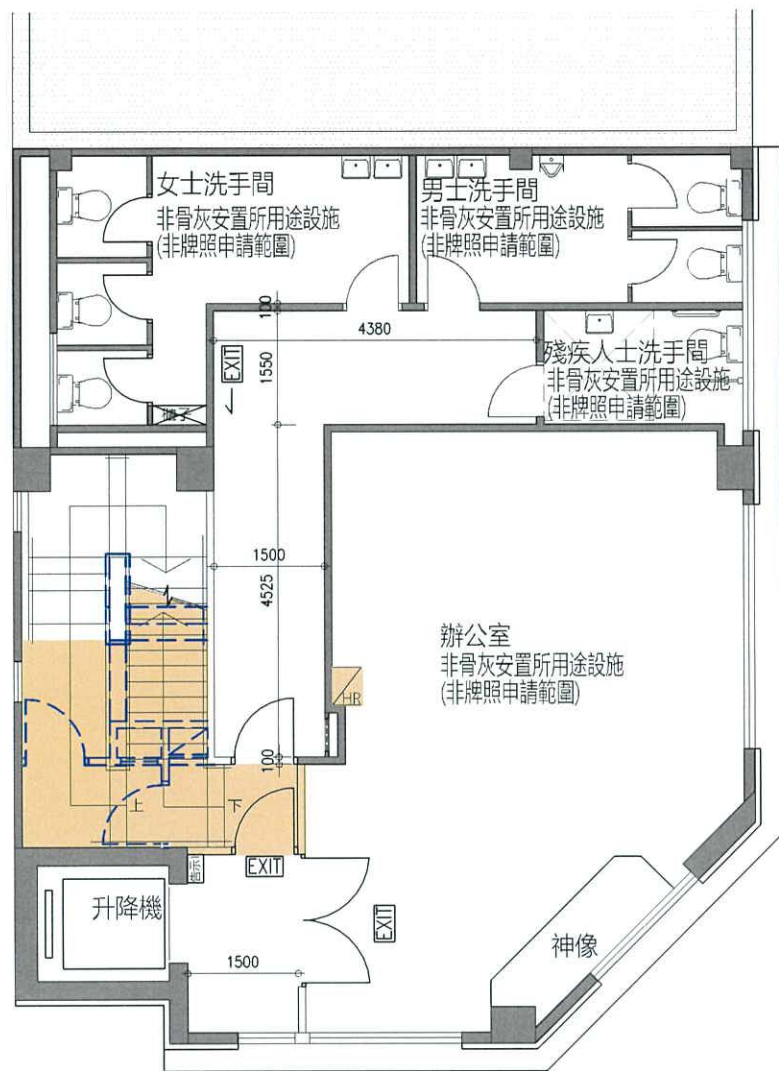
新增/改造設施

拆除原有設施

告示1 人數告示

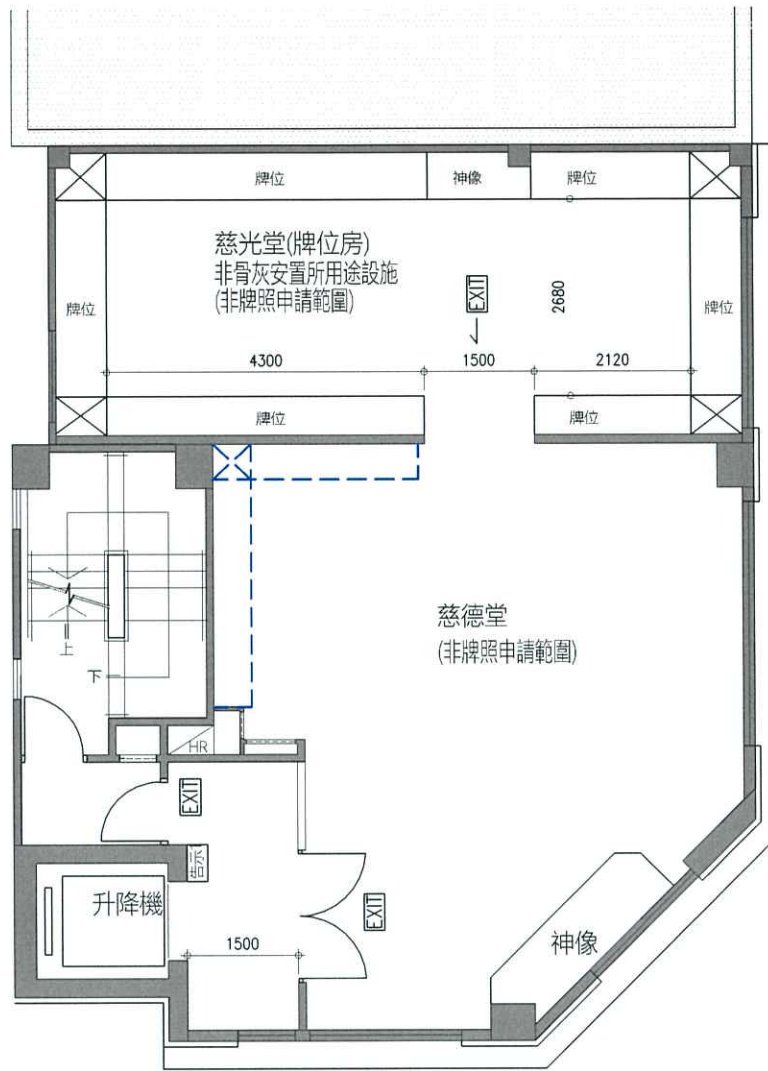
\*樓層“四層(4/F)”不會用作樓層編排

建議樓面平面圖  
就截至前骨灰安置所的牌照申請



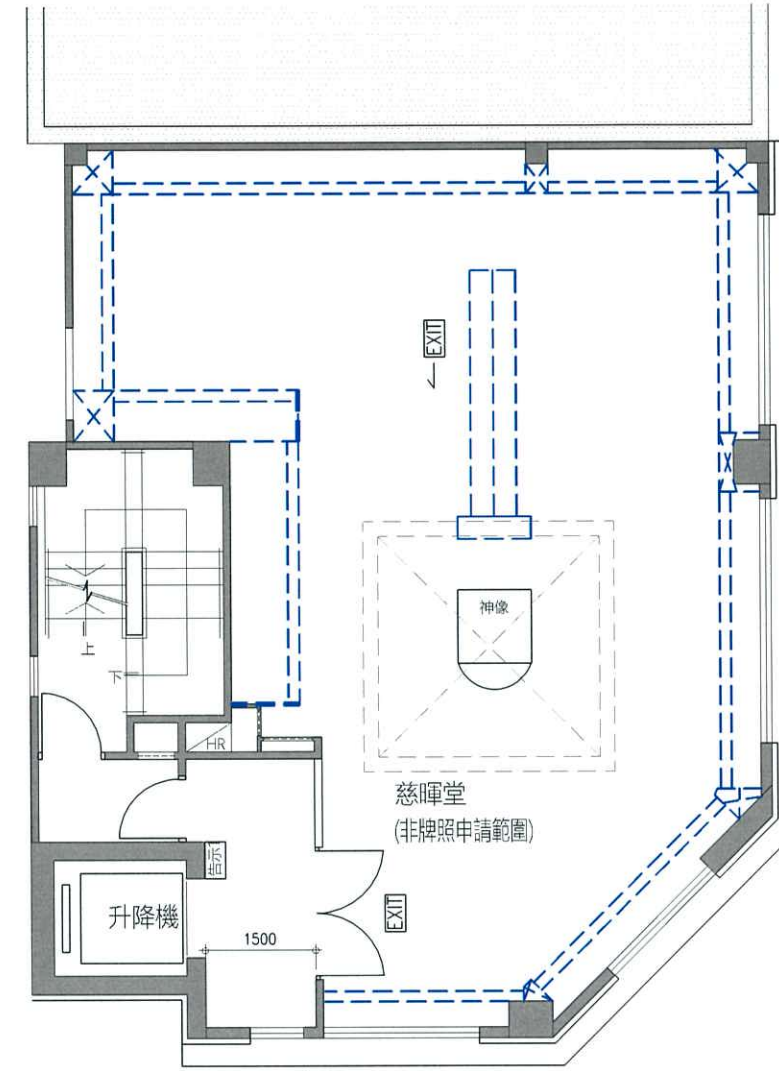
建議骨灰安置所大樓三層樓面平面圖

圖則編號004  
比例 1:100



建議骨灰安置所大樓五層樓面平面圖

圖則編號004  
比例 1:100



建議骨灰安置所大樓六層樓面平面圖

圖則編號004  
比例 1:100

骨灰安置所名稱: 普眾善舍  
地址: 九龍紅磡溫思勞街37號  
(紅磡內地段第238號F分段餘段及第238號G分段)

10/01/2024  
日期 (日/月/年)

獲授權人士簽名/印署

鍾美卿

10/01/2024  
日期 (日/月/年)

認可人士/註冊結構工程師\* 簽署和姓名

魯文超

(認可人士/註冊結構工程師指根據《建築物條例》(第123章) 第3條註冊的人士)

註冊編號#: AP(E) 48/89 & RSE 48/89

註冊有效期屆滿日期#: 31/12/2025

圖例:

■ 新增/改造設施

--- 拆除原有設施

告示1 人數告示

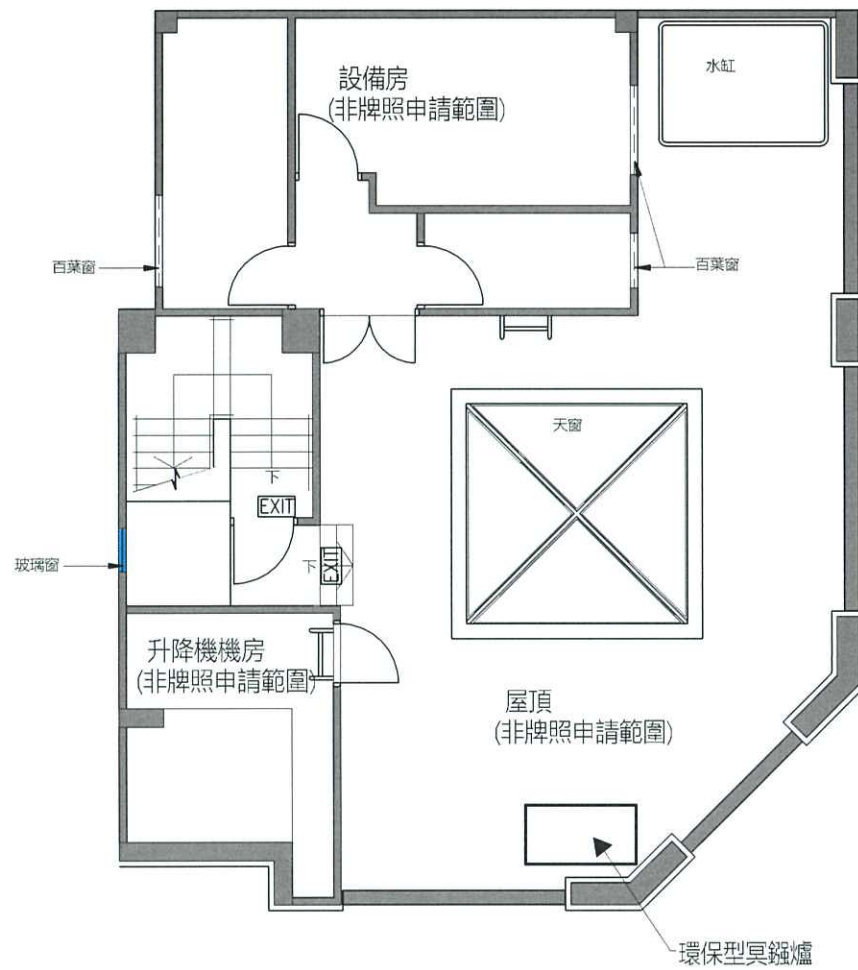
\*樓層“四層(4/F)”不會用作樓層編排



# 須與《建築物條例》(第123章) 第3條所指的名冊相符  
\* 刪去不適用者

建議樓面平面圖  
就截算前骨灰安置所的牌照申請

附件乙



建議骨灰安置所大樓屋頂層樓面平面圖

圖則編號005

比例 1:100

骨灰安置所名稱: 普眾善舍  
地址: 九龍紅磡溫思勞街37號  
(紅磡內地段第238號F分段餘段及第238號G分段)

10/01/2024

日期 (日/月/年)

獲授權人士姓名及簽署

鍾美卿

香港身份證號碼

普眾善舍  
法人團體印章 (如適用)

# 須與《建築物條例》(第123章) 第3條所指的名冊相符

\* 刪去不適用者

10/01/2024

日期 (日/月/年)

魯文超

認可人士/註冊結構工程師\* 簽署和姓名  
(認可人士/註冊結構工程師指根據《建築物條例》(第123章) 第3條註冊的人士)

註冊編號#: AP(E) 48/89 & RSE 48/89

註冊有效期屆滿日期#: 31/12/2025

# 就截至前骨灰安置所申請牌照的

## 建議圖則的證明書

(由合資格人士填寫)

骨灰安置所的名稱：普眾善舍  
處所地址：九龍紅磡溫思勞街37號  
紅磡內地段第238號F分段餘段及第238號G分段

本人 魯文超 (中文姓名)，是根據《建築物條例》(第 123 章) 第 3 條的規定註冊的認可人士／結構工程師\*，茲證明下述事項：

根據《私營骨灰安置所條例》(《條例》)(第 630 章) 第 25(4)條，本人已親自進行實地視察和評估，包括就每個龕位及其他用於安放骨灰的地方，以核實場內實況及下列各建議圖則上載列的所有詳情：

- (i) 建議場地平面圖(圖則編號001，共1頁)；
- (ii) 建議布局圖(圖則編號002，共1頁)；以及
- (iii) 建議樓面平面圖(圖則編號003~007，共5頁)及夾附的龕位資料(共    頁)。

本人現特此證明：

- (i) 上述建議圖則上根據《條例》第 25(3)條須顯示的詳情，在**所有方面均與場內實況相符**。  
(如否，請填下面第(ii)項)
- (ii) 上述建議圖則上根據《條例》第 25(3)條須顯示的詳情，**並非在所有方面與場內實況相符**。現另行於附件乙呈上附加建議圖則指出有關的差異，並加上註釋及以不同顏色在圖則上標示相關差異。

本人明白根據《條例》第 99 條，如就骨灰安置所提出申請，而在該申請中，或在與該申請相關的情況下，提供在要項上屬虛假或具誤導性的資料，或在知悉某資料在要項上屬虛假或具誤導性的情況下，根據《條例》向署長、獲授權人員或公職人員提供該資料，即屬犯罪。任何人若干犯《條例》第 99 條所訂的罪行，一經定罪，可處罰款 500,000 元及監禁 2 年。

10/01/2024

日期 (日 / 月 / 年)



魯文超

認可人士/註冊結構工程師\* 簽署和姓名  
(認可人士/註冊結構工程師指根據《建築物條例》(第 123 章)第 3 條註冊的人士)

註冊編號#: AP(E) 48/89 & RSE 48/89

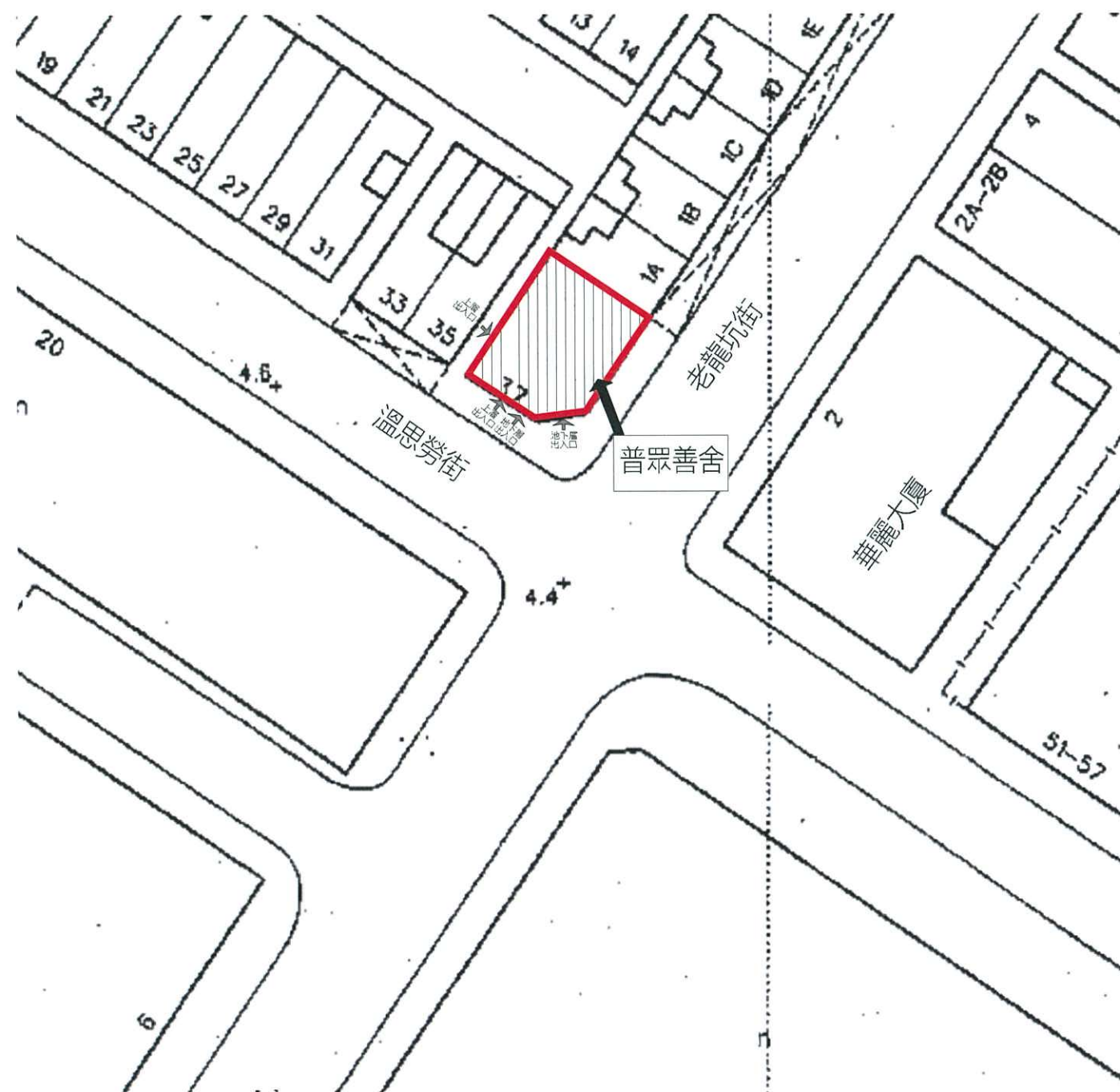
註冊有效期屆滿日期#: 31/12/2025

請在適當方格內填“✓”。

# 須與《建築物條例》(第 123 章)第 3 條所指的名冊相符

\* 刪去不適用者

建議場地平面圖  
就截算前骨灰安置所的牌照申請



圖例:		場地界線
		場地出入口

骨灰安置所名稱: 普眾善舍  
 地址: 九龍紅磡溫思勞街37號  
 (紅磡內地段第238號F分段餘段及第238號G分段)

建議場地平面圖

圖則編號001  
 比例 1:500

10/01/2024  
 日期 (日/月/年)

獲授權人士姓名

鍾美卿

香港身份證號碼

法人團體印章 (如適用)

# 須與《建築物條例》(第123章) 第3條所指的名冊相符

\* 刪去不適用者

10/01/2024  
 日期 (日/月/年)

魯文超

認可人士/註冊結構工程師\* 簽署和姓名  
 (認可人士/註冊結構工程師指根據《建築物條例》(第123章) 第3條註冊的人士)

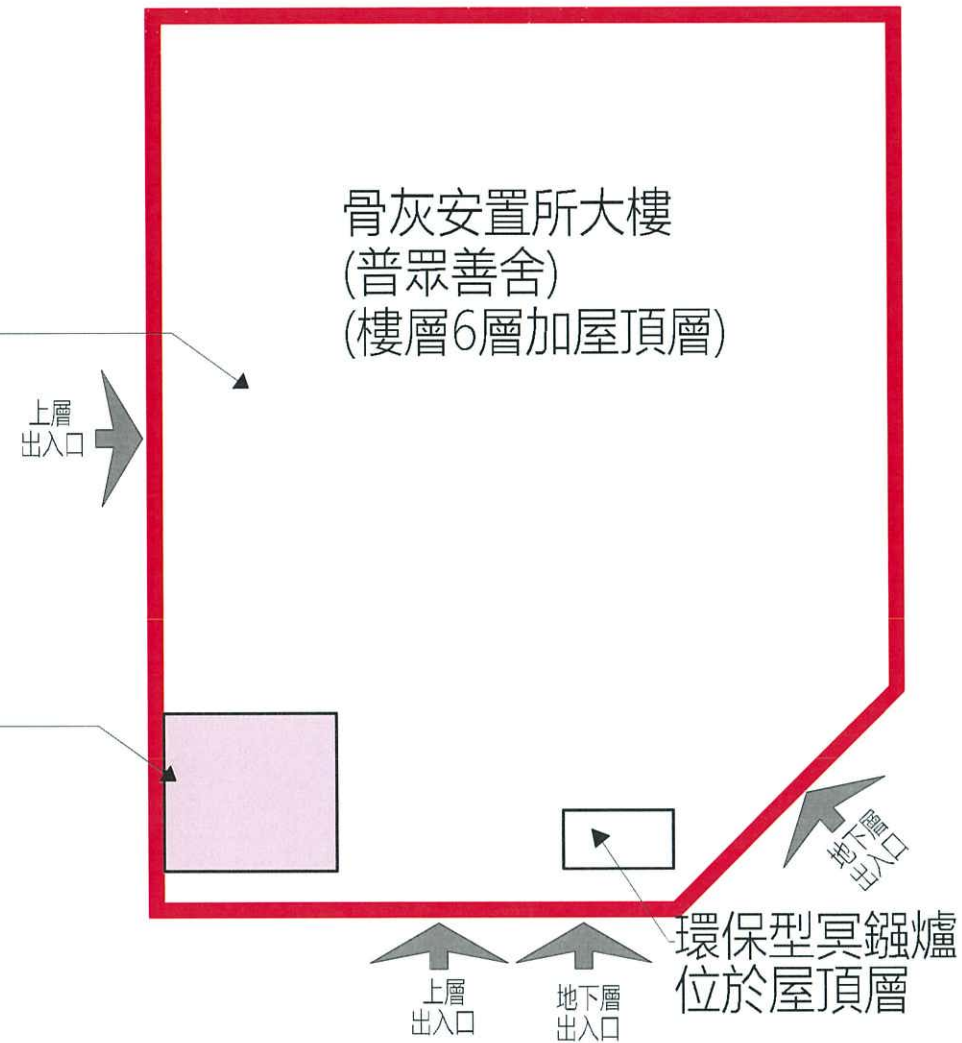
註冊編號#: AP(E) 48/89 & RSE 48/89

註冊有效期屆滿日期#: 31/12/2025

骨灰安置所大樓		
位置 用途	新用途	舊用途
地下層 (G/F)	大堂	大堂
一層 (1/F)	慈安堂(臨時龕位) (牌照申請範圍)	誦經房
二層 (2/F)	慈福堂(臨時龕位) (牌照申請範圍)	慈福堂(臨時龕位)
三層 (3/F)	1間男士洗手間, 1間女士洗手間 1間殘疾人士洗手間, 1間辦公室	1間男士洗手間, 1間女士洗手間 1間殘疾人士洗手間, 1間辦公室
五層 (5/F)	慈光堂(牌位房) (非牌照申請範圍)	慈德堂(臨時龕位) 慈光堂(牌位房)
六層 (6/F)	慈暉堂 (非牌照申請範圍)	慈暉堂(龕位)
屋頂層 (R/F)	環保型冥錫爐, 設備房, 升降機機房 (非牌照申請範圍)	環保型冥錫爐, 設備房, 升降機機房

\*樓層“四層(4/F)”不會用作樓層編排

建議布局圖  
就截至前骨灰安置所的牌照申請



升降機  
(非牌照申請範圍)  
可停樓層:  
地下到六層

老龍坑街

溫思勞街

圖例:		場地界線
		非牌照申請範圍
		場地出入口

骨灰安置所名稱: 普眾善舍  
地址: 九龍紅磡溫思勞街37號  
(紅磡內地段第238號F分段餘段及第238號G分段)

10/01/2024  
日期 (日/月/年) 鍾美卿  
獲授權人士簽署



# 須與《建築物條例》(第123章) 第3條所指的名冊相符  
\* 刪去不適用者

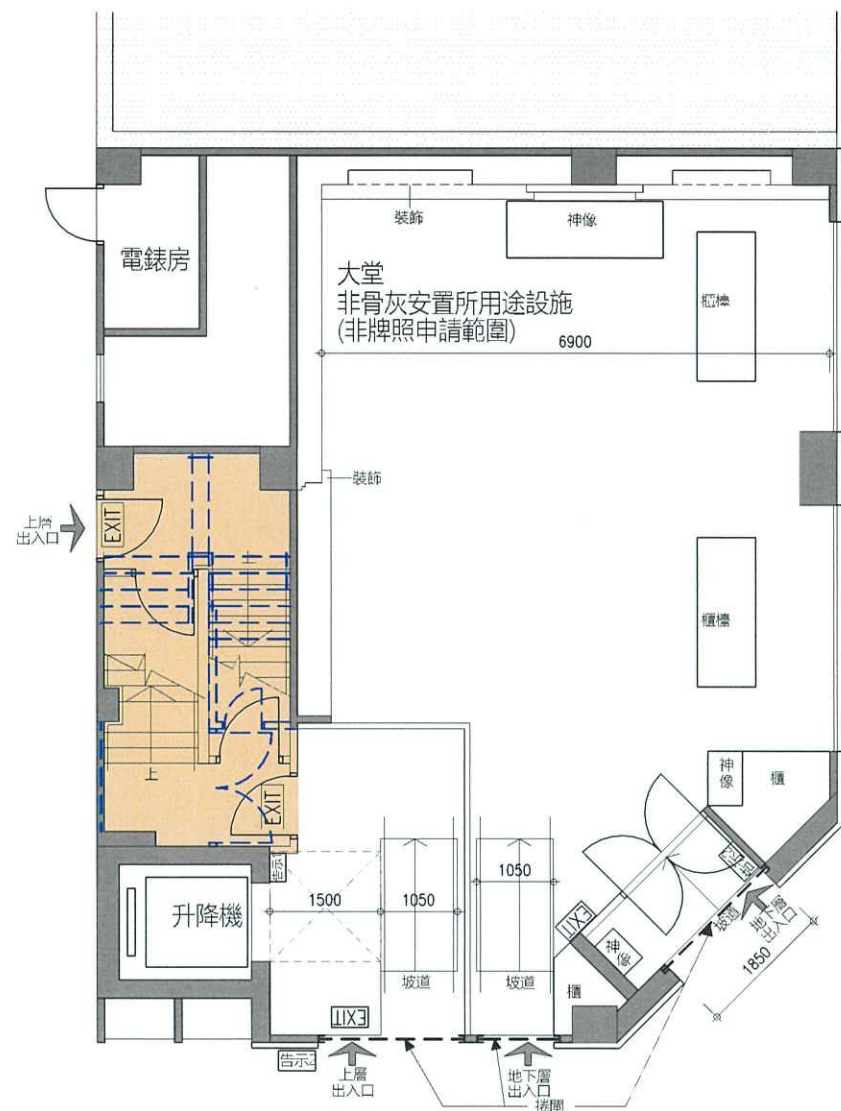
10/01/2024  
日期 (日/月/年) 魯文超  
認可人士/註冊結構工程師\* 簽署和姓名  
(認可人士/註冊結構工程師指根據《建築物條例》(第123章) 第3條註冊的人士)

註冊編號#: AP(E) 48/89 & RSE 48/89 註冊有效期屆滿日期#: 31/12/2025

建議布局圖  
圖則編號002  
比例 1:100

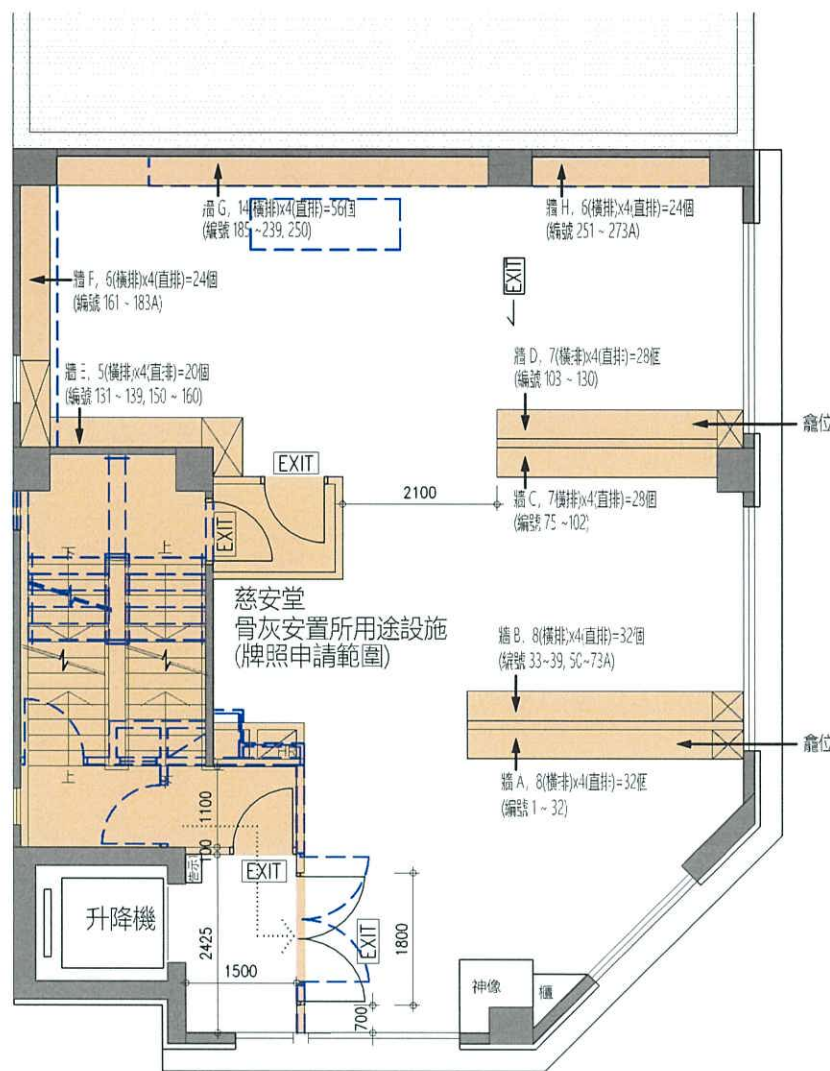


建議樓面平面圖  
就截至前骨灰安置所的牌照申請



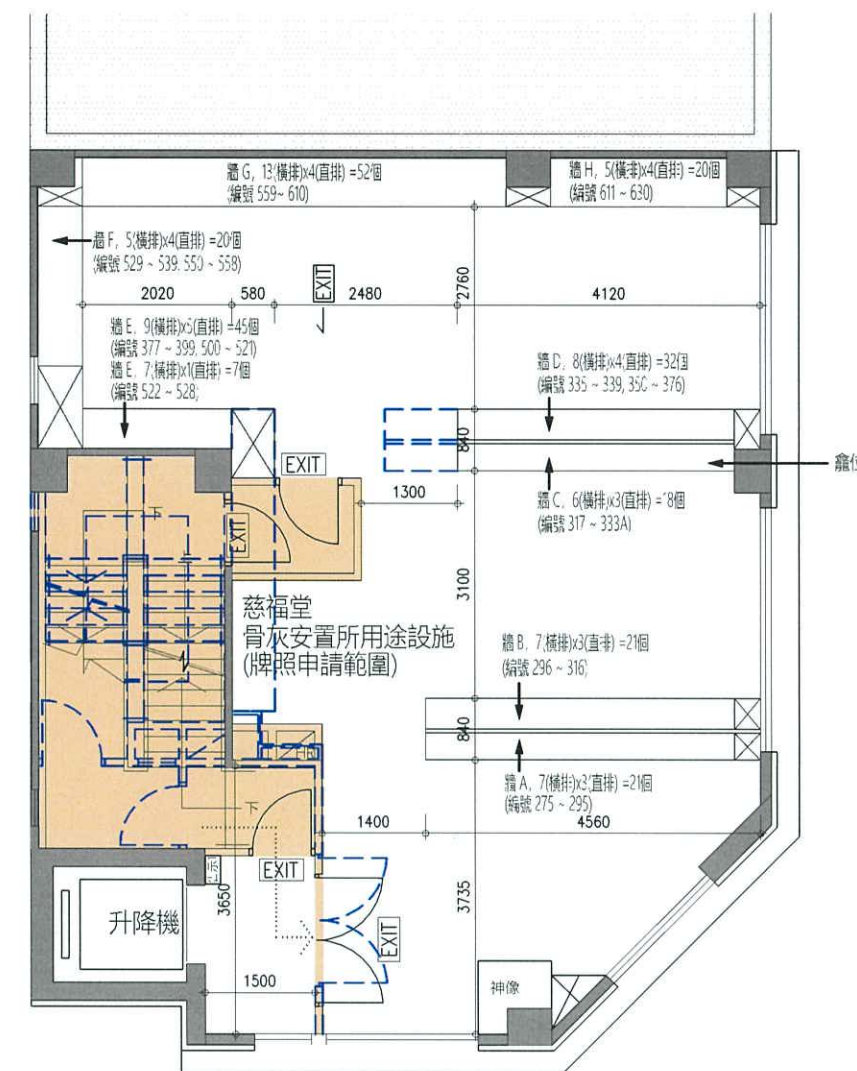
建議骨灰安置所大樓地下樓面平面圖

圖則編號003  
比例 1:100



建議骨灰安置所大樓一層樓面平面圖

圖則編號003  
比例 1:100



建議骨灰安置所大樓二層樓面平面圖

圖則編號003  
比例 1:100

骨灰安置所名稱: 普眾善舍  
地址: 九龍紅磡溫思勞街37號  
(紅磡內地段第238號F分段餘段及第238號G分段)

10/01/2024  
日期 (日/月/年)

獲授權人士簽名

鍾美卿

香港身份證號碼

法人團體印章 (如適用)

# 須與《建築物條例》(第123章)第3條所指的名冊相符

\* 刪去不適用者

10/01/2024  
日期 (日/月/年)

魯文超  
認可人士(註冊結構工程師)簽署和姓名  
(認可人士/註冊結構工程師指根據《建築物條例》(第123章)第3條註冊的人士)

魯文超

註冊編號#: AP(E) 48/89 & RSE 48/89

註冊有效期滿日期#: 31/12/2025

圖例:

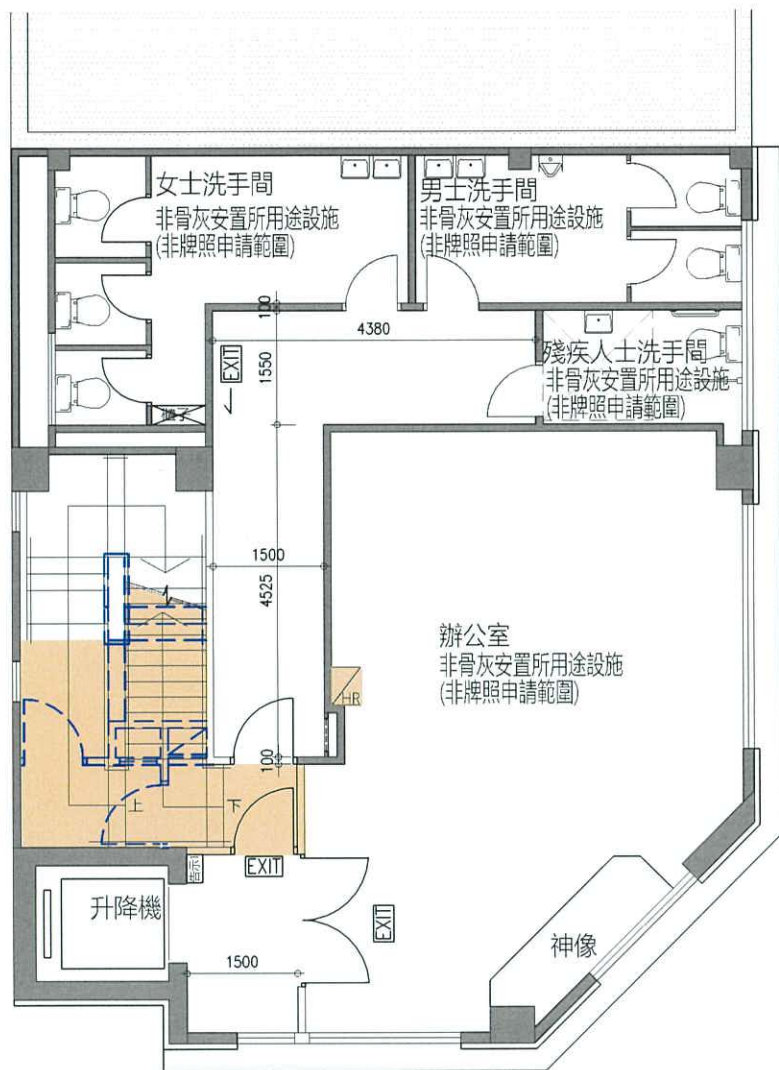
新增/改造設施

拆除原有設施

告示1 人數告示

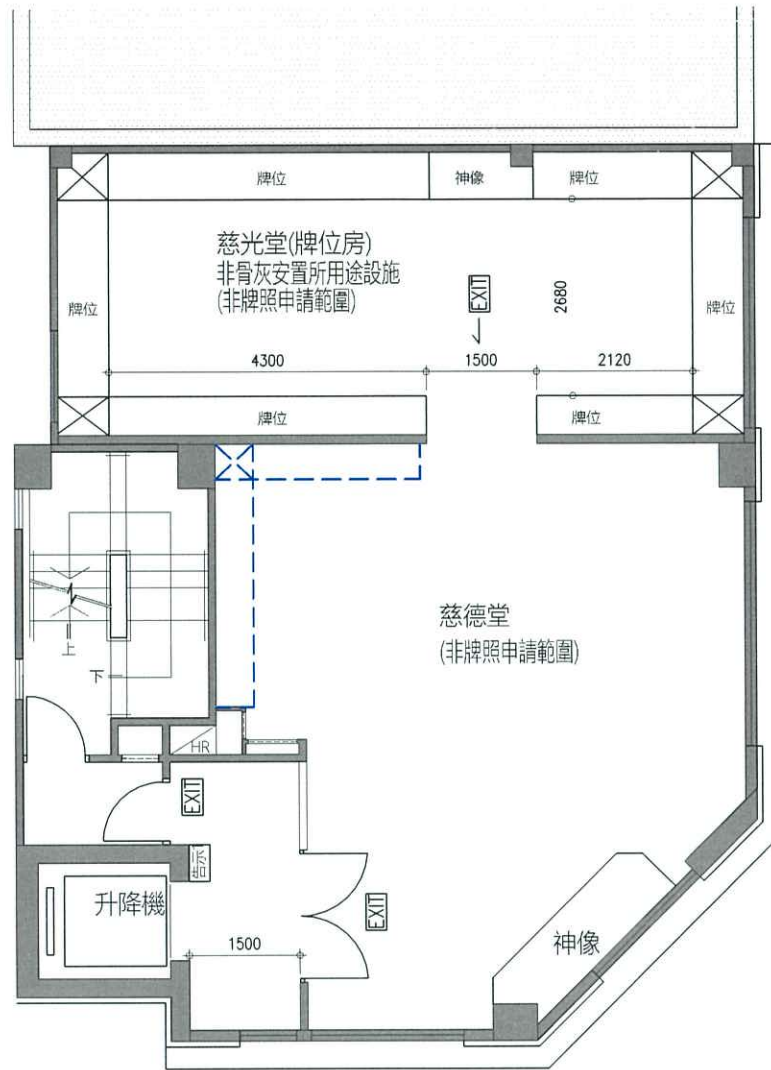
\*樓層“四層(4/F)”不會用作樓層編排

建議樓面平面圖  
就截算前骨灰安置所的牌照申請



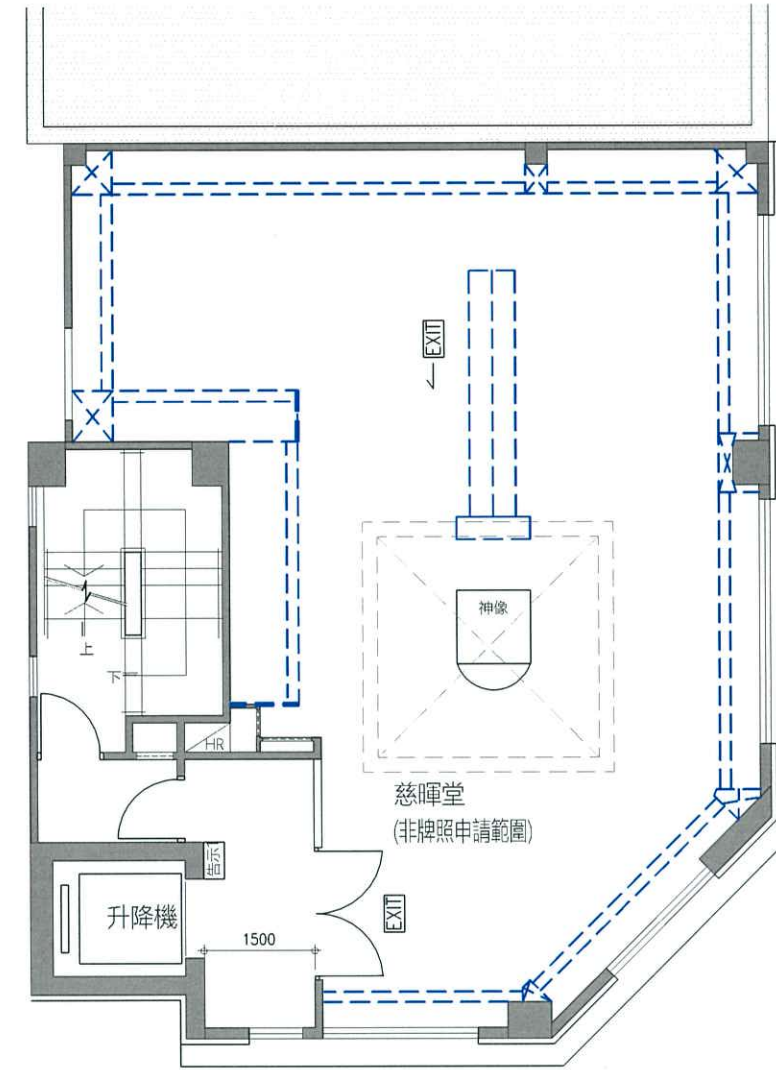
建議骨灰安置所大樓三層樓面平面圖

圖則編號004  
比例 1:100



建議骨灰安置所大樓五層樓面平面圖

圖則編號004  
比例 1:100



建議骨灰安置所大樓六層樓面平面圖

圖則編號004  
比例 1:100

骨灰安置所名稱: 普眾善舍  
地址: 九龍紅磡溫思勞街37號  
(紅磡內地段第238號F分段餘段及第238號G分段)

10/01/2024  
日期 (日/月/年)

獲授權人士/註冊工程師

鍾美卿

10/01/2024  
日期 (日/月/年)

魯文超  
認可人士/註冊結構工程師\* 簽署和姓名  
(認可人士/註冊結構工程師指根據《建築物條例》(第123章) 第3條註冊的人士)

註冊編號#: AP(E) 48/89 & RSE 48/89

註冊有效期屆滿日期#: 31/12/2025

圖例:

■ 新增/改造設施

--- 拆除原有設施

告示1 人數告示

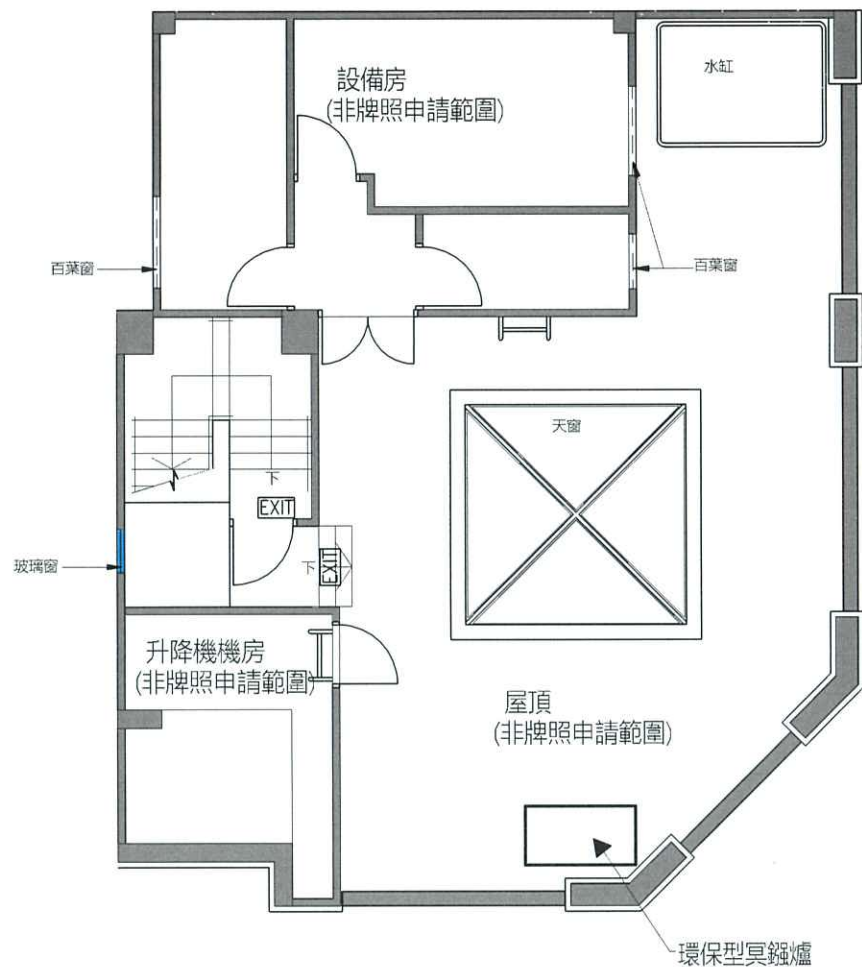
\*樓層“四層(4/F)”不會用作樓層編排



# 須與《建築物條例》(第123章) 第3條所指的名冊相符

\* 刪去不適用者

建議樓面平面圖  
就截算前骨灰安置所的牌照申請



建議骨灰安置所大樓屋頂層樓面平面圖

圖則編號005  
比例 1:100

骨灰安置所名稱: 普眾善舍  
地址: 九龍紅磡溫思勞街37號  
(紅磡內地段第238號F分段餘段及第238號G分段)

10/01/2024  
日期 (日/月/年)

獲授權人士姓名及簽署

鍾美卿

香港身份證號碼

法人團體印章 (如適用)

# 須與《建築物條例》(第123章) 第3條所指的名冊相符

\* 刪去不適用者

10/01/2024  
日期 (日/月/年)

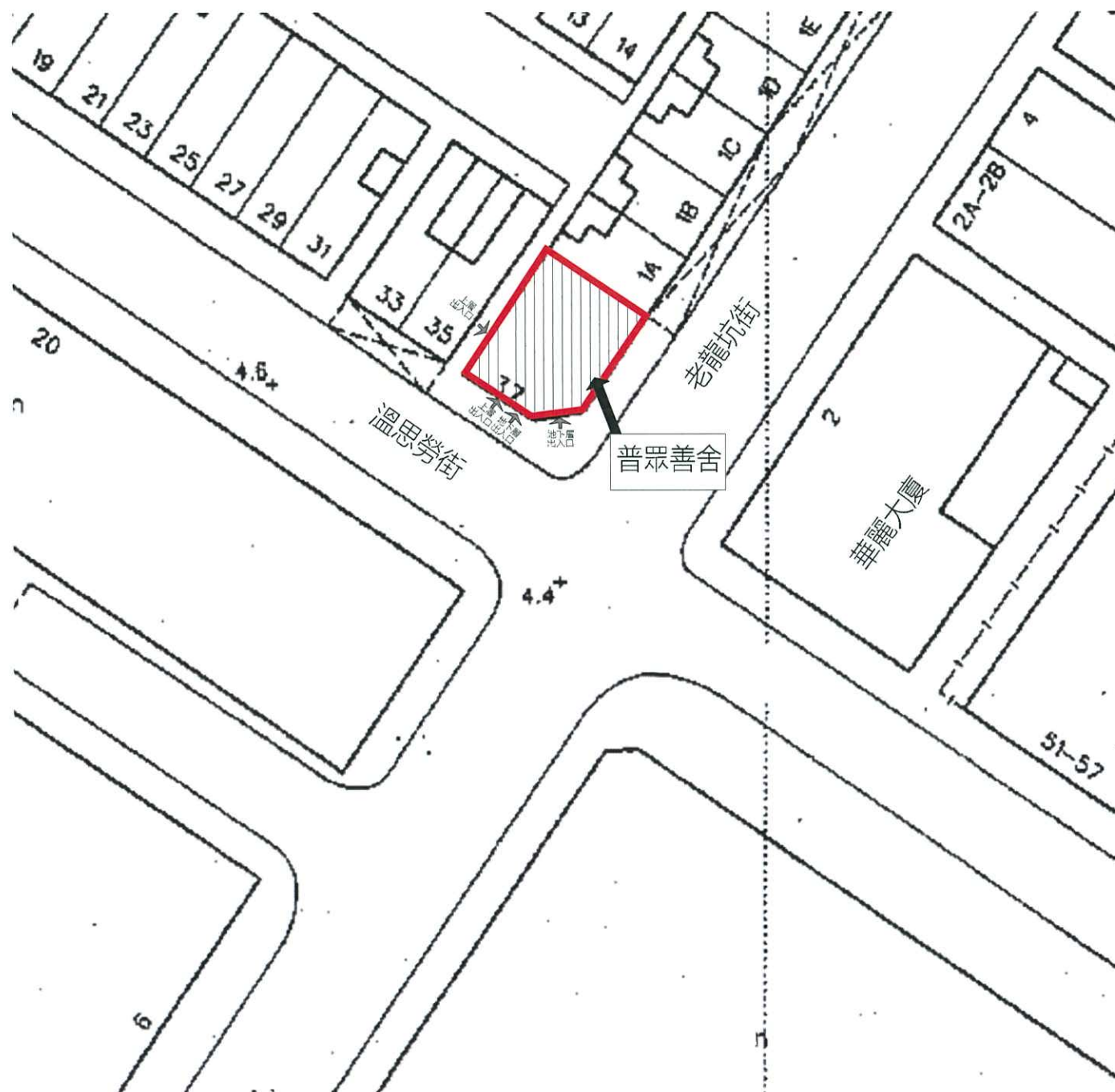
魯文超

認可人士/註冊結構工程師\* 簽署和姓名  
(認可人士/註冊結構工程師指根據《建築物條例》(第123章) 第3條註冊的人士)

註冊編號#: AP(E) 48/89 & RSE 48/89

註冊有效期屆滿日期#: 31/12/2025

建議場地平面圖  
就截算前骨灰安置所的牌照申請



圖例:		場地界線
		場地出入口

骨灰安置所名稱: 普眾善舍  
地址: 九龍紅磡溫思勞街37號  
(紅磡內地段第238號F分段餘段及第238號G分段)

建議場地平面圖

圖則編號001  
比例 1:500

10/01/2024

日期 (日/月/年)

獲授權人士姓名/簽署

鍾美卿

香港身份證號碼

法人團體印章 (如適用)

# 須與《建築物條例》(第123章) 第3條所指的名冊相符

\* 刪去不適用者

10/01/2024

日期 (日/月/年)

魯文超

認可人士/註冊結構工程師\* 簽署和姓名

(認可人士/註冊結構工程師指根據《建築物條例》(第123章) 第3條註冊的人士)

註冊編號#: AP(E) 48/89 & RSE 48/89

註冊有效期屆滿日期#: 31/12/2025

骨灰安置所大樓	
位置 用途	新用途
地下層 (G/F)	大堂
一層 (1/F)	慈安堂(臨時龕位) (牌照申請範圍)
二層 (2/F)	慈福堂(臨時龕位) (牌照申請範圍)
三層 (3/F)	1間男士洗手間, 1間女士洗手間 1間殘疾人士洗手間, 1間辦公室
五層 (5/F)	慈光堂(牌位房) (非牌照申請範圍)
六層 (6/F)	慈暉堂 (非牌照申請範圍)
屋頂層 (R/F)	環保型冥鏢爐, 設備房, 升降機機房 (非牌照申請範圍)

\*樓層“四層(4/F)”不會用作樓層編排

升降機  
(非牌照申請範圍)  
可停樓層:  
地下到六層

圖例:		
		場地界線
		非牌照申請範圍
		場地出入口

建議布局圖  
就截至前骨灰安置所的牌照申請



骨灰安置所名稱: 普眾善舍  
地址: 九龍紅磡溫思勞街37號  
(紅磡內地段第238號F分段餘段及第238號G分段)

建議布局圖  
圖則編號002  
比例 1:100

10/01/2024  
日期 (日/月/年)

獲授權人士姓名及簽署

鍾美卿



法人團體

# 須與《建築物條例》(第123章)第3條所指的名冊相符  
\* 刪去不適用者

10/01/2024  
日期 (日/月/年)

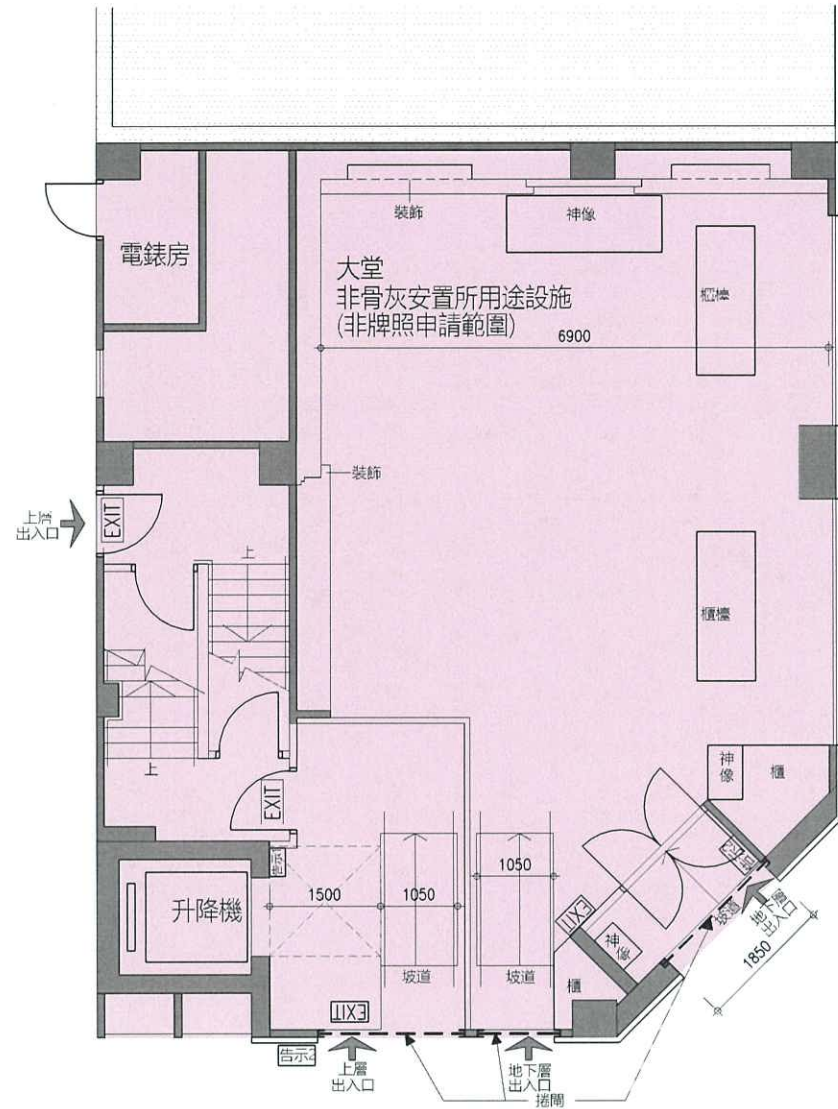
魯文超

認可人士/註冊結構工程師\* 簽署和姓名  
(認可人士/註冊結構工程師指根據《建築物條例》(第123章)第3條註冊的人士)

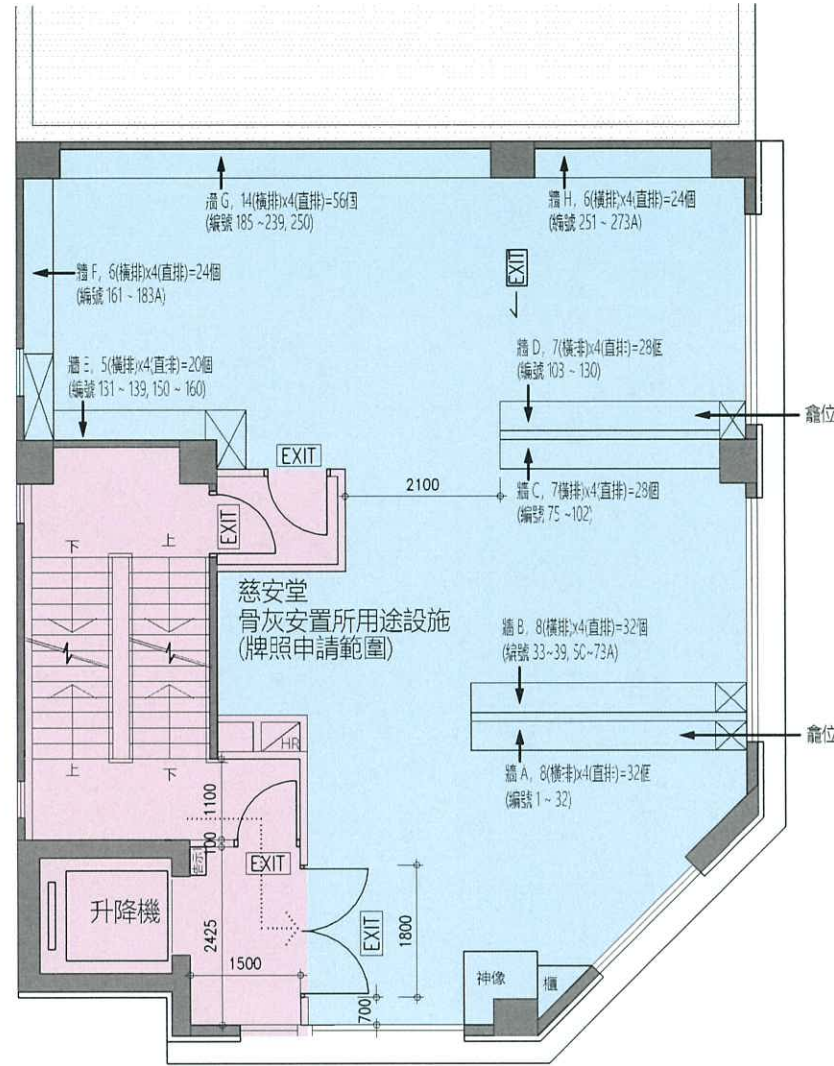
註冊編號#: AP(E) 48/89 & RSE 48/89

註冊有效期屆滿日期#: 31/12/2025

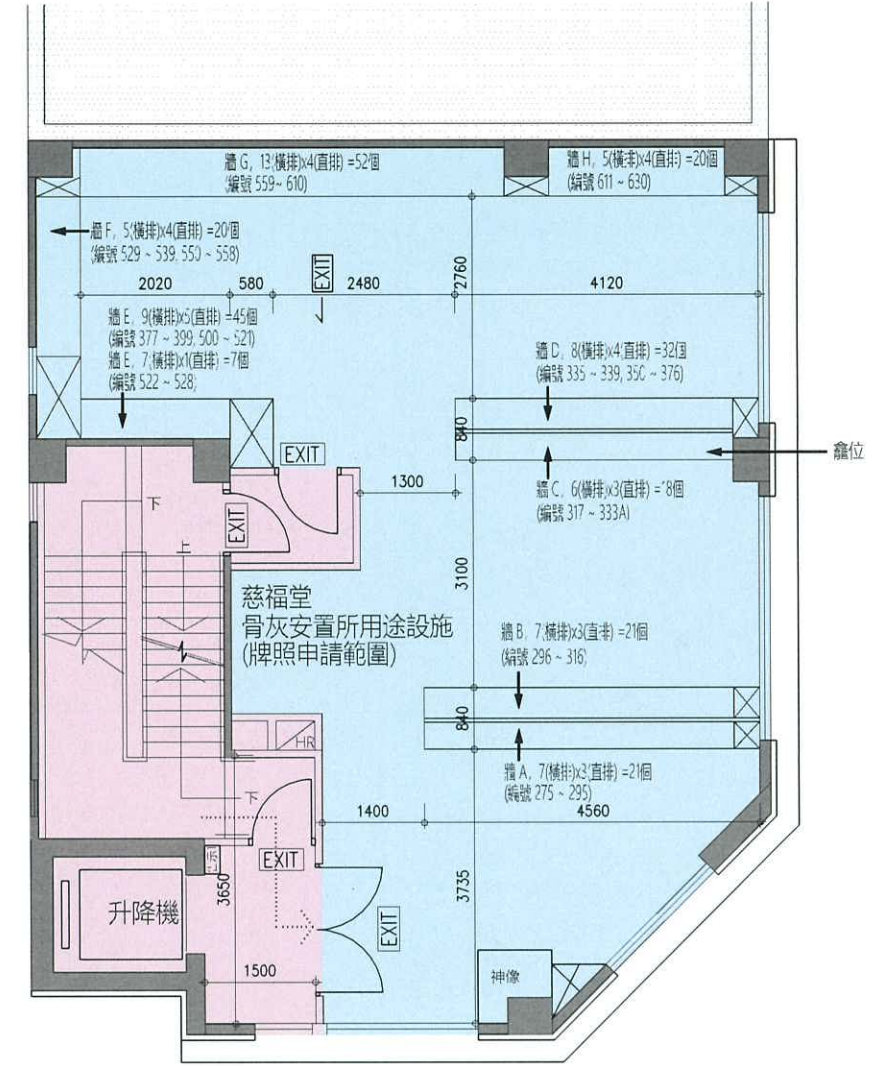
建議樓面平面圖  
就截至前骨灰安置所的牌照申請



建議骨灰安置所大樓地下樓面平面圖  
圖則編號003  
比例 1:100



建議骨灰安置所大樓一層樓面平面圖  
圖則編號003  
比例 1:100



建議骨灰安置所大樓二層樓面平面圖  
圖則編號003  
比例 1:100

骨灰安置所名稱: 普眾善舍  
地址: 九龍紅磡溫思勞街37號  
(紅磡內地段第238號F分段餘段及第238號G分段)

10/01/2024  
日期 (日/月/年)

獲授權人士姓名

鍾美卿

香港身份證號碼

法人團體印章 (如適用)

# 須與《建築物條例》(第123章) 第3條所指的名冊相符  
\* 刪去不適用者

10/01/2024  
日期 (日/月/年)

認可人士/註冊結構工程師\* 簽署和姓名  
(認可人士/註冊結構工程師指根據《建築物條例》(第123章) 第3條註冊的人士)

魯文超

註冊編號#: AP(E) 48/89 & RSE 48/89

註冊有效期屆滿日期#: 31/12/2025

圖例:

牌照申請範圍

非牌照申請範圍

非龕位用途

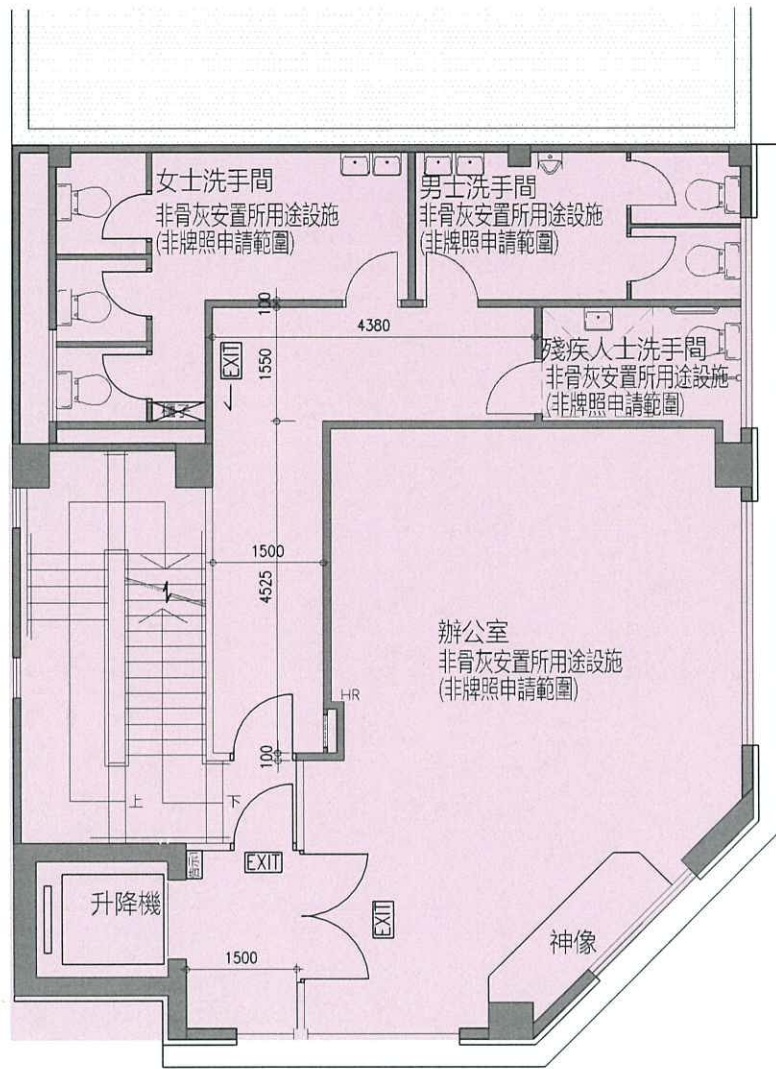
到達骨灰安置所路徑

告示1 人數告示

告示2 捲閘開放時間告示

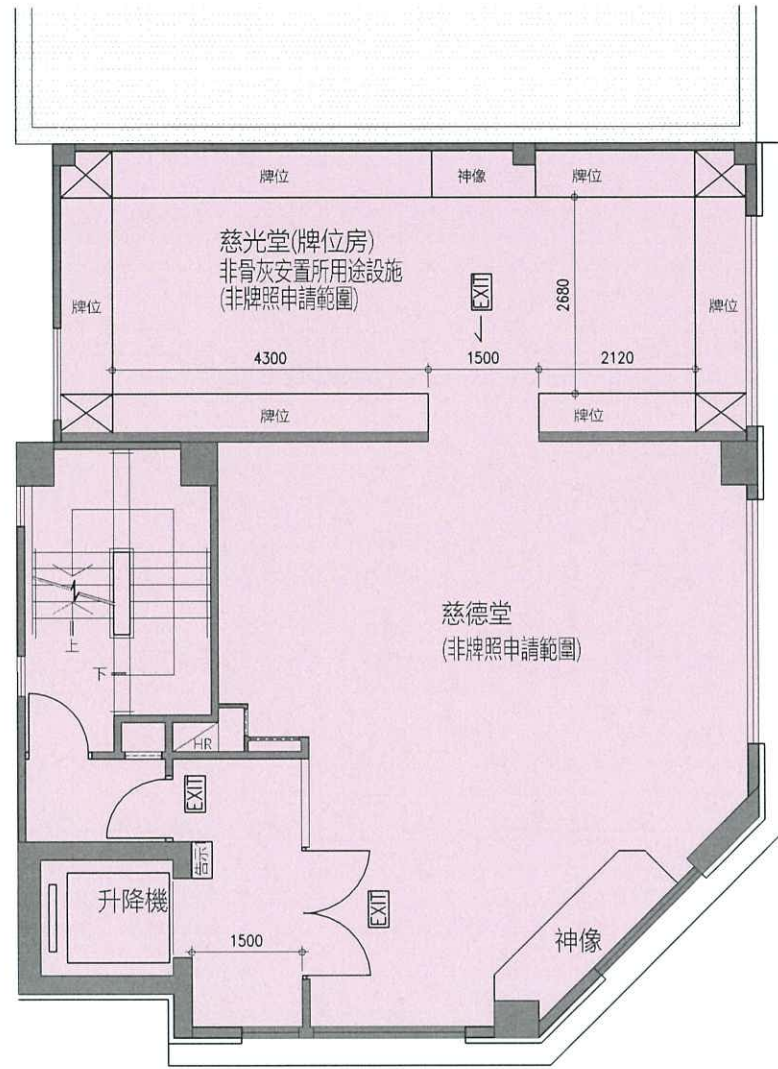
\*樓層“四層(4/F)”不會用作樓層編排

建議樓面平面圖  
就截至前骨灰安置所的牌照申請



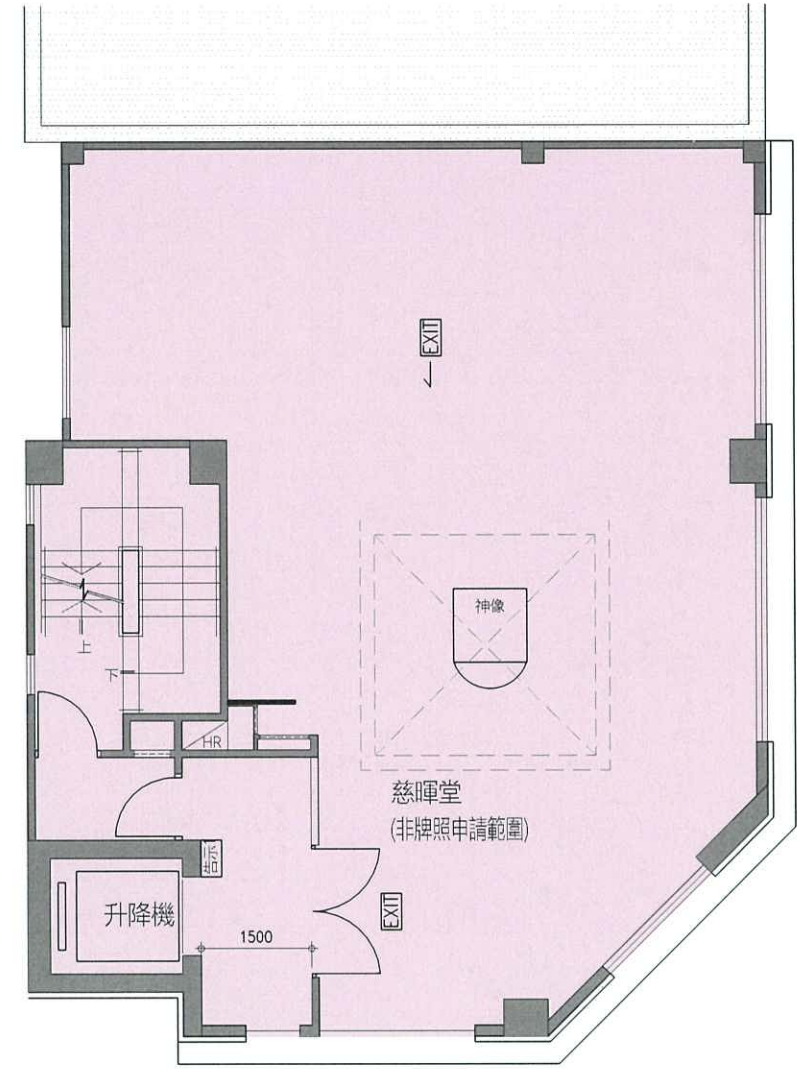
建議骨灰安置所大樓三層樓面平面圖

圖則編號004  
比例 1:100



建議骨灰安置所大樓五層樓面平面圖

圖則編號004  
比例 1:100



建議骨灰安置所大樓六層樓面平面圖

圖則編號004  
比例 1:100

圖例:

非牌照申請範圍

告示1 人數告示

\*樓層“四層(4/F)”不會用作樓層編排

骨灰安置所名稱: 普眾善舍  
地址: 九龍紅磡溫思勞街37號  
(紅磡內地段第238號F分段餘段及第238號G分段)

10/01/2024

日期 (日/月/年)

獲授權人士簽名

鍾美卿

香港身份證號碼



法人團體印章(如適用)

# 須與《建築物條例》(第123章)第3條所指的名冊相符

\* 刪去不適用者

10/01/2024

日期 (日/月/年)

魯文超

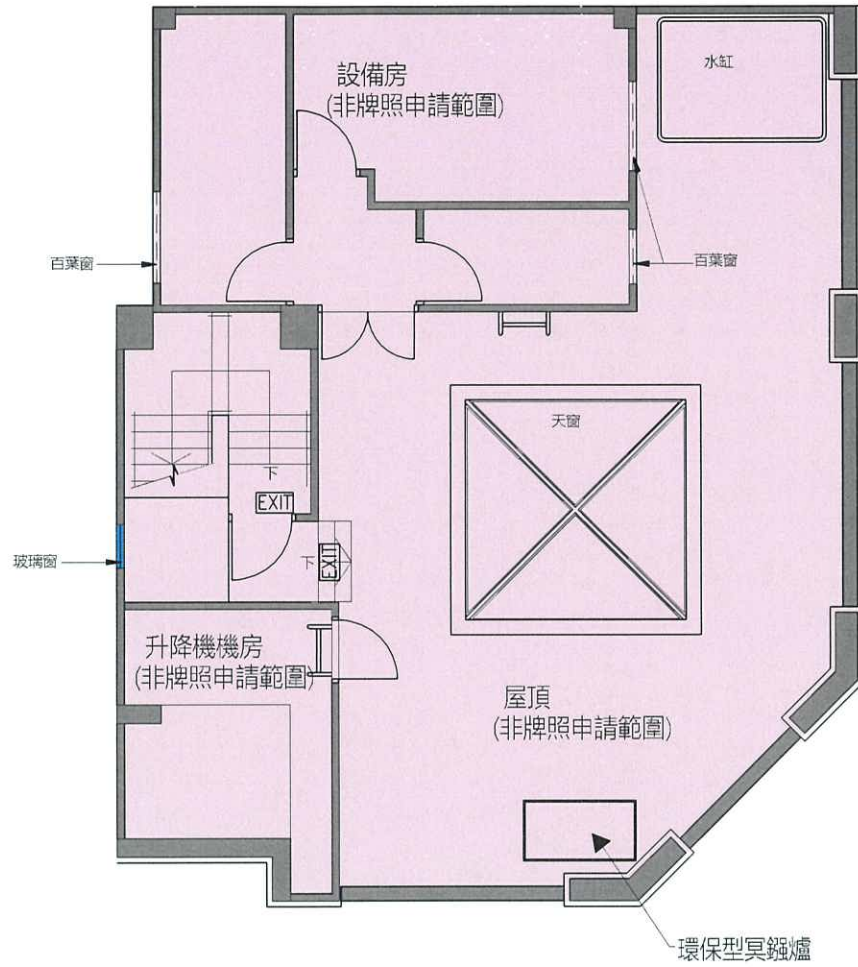
認可人士/註冊結構工程師\* 簽署和姓名

(認可人士/註冊結構工程師指根據《建築物條例》(第123章)第3條註冊的人士)

註冊編號#: AP(E) 48/89 & RSE 48/89

註冊有效期屆滿日期#: 31/12/2025

建議樓面平面圖  
就截算前骨灰安置所的牌照申請



建議骨灰安置所大樓屋頂層樓面平面圖

圖則編號005  
比例 1:100

圖例:

非牌照申請範圍

\*樓層“四層(4/F)”不會用作樓層編排

骨灰安置所名稱: 普眾善舍  
地址: 九龍紅磡溫思勞街37號  
(紅磡內地段第238號F分段餘段及第238號G分段)

10/01/2024

日期 (日/月/年)

獲授權人士姓名及簽署

鍾美卿

香港身份證號碼



法人團體印章 (如適用)

# 須與《建築物條例》(第123章) 第3條所指的名冊相符

\* 刪去不適用者

10/01/2024

日期 (日/月/年)

魯文超

認可人士/註冊結構工程師\* 簽署和姓名  
(認可人士/註冊結構工程師指根據《建築物條例》(第123章) 第3條註冊的人士)

註冊編號#: AP(E) 48/89 & RSE 48/89

註冊有效期屆滿日期#: 31/12/2025



龕牆立面圖01  
就截算前骨灰安置所的牌照申請

25	26	27	28	29	30	31	32
17	18	19	20	21	22	23	23A
9	10	11	12	13	13A	15	16
1	2	3	3A	5	6	7	8

牆 A, 8(橫排)x4(直排)=32個  
(編號 1 ~ 32)

67	68	69	70	71	72	73	73A
59	60	61	62	63	63A	65	66
51	52	53	53A	55	56	57	58
33	33A	35	36	37	38	39	50

牆 B, 8(橫排)x4(直排)=32個  
(編號 33 ~ 39, 50 ~ 73A)

96	97	98	99	100	101	102
89	90	91	92	93	93A	95
82	83	83A	85	86	87	88
75	76	77	78	79	80	81

牆 C, 7(橫排)x4(直排)=28個  
(編號 75 ~ 102)

123A	125	126	127	128	129	130
117	118	119	120	121	122	123
110	111	112	113	113A	115	116
103	103A	105	106	107	108	109

牆 D, 7(橫排)x4(直排)=28個  
(編號 103 ~ 130)

156	157	158	159	160
151	152	153	153A	155
136	137	138	139	150
131	132	133	133A	135

牆 E, 5(橫排)x4(直排)=20個  
(編號 131 ~ 139, 150 ~ 160)

179	180	181	182	183	183A
173	173A	175	176	177	178
167	168	169	170	171	172
161	162	163	163A	165	166

牆 F, 6(橫排)x4(直排)=24個  
(編號 161 ~ 183A)

227	228	229	230	231	232	233	233A	235	236	237	238	239	250
213	213A	215	216	217	218	219	220	221	222	223	223A	225	226
199	200	201	202	203	203A	205	206	207	208	209	210	211	212
185	186	187	188	189	190	191	192	193	193A	195	196	197	198

牆 G, 14(橫排)x4(直排)=56個  
(編號 185 ~ 239, 250)

269	270	271	272	273	273A
263	263A	265	266	267	268
257	258	259	260	261	262
251	252	253	253A	255	256

牆 H, 6(橫排)x4(直排)=24個  
(編號 251 ~ 273A)

數字“4”使用“3A”代替  
編號“40~49”不會用作龕位編號  
編號“140~149”不會用作龕位編號  
編號“240~249”不會用作龕位編號

牆号	數量
牆A	32
牆B	32
牆C	28
牆D	28
牆E	20
牆F	24
牆G	56
牆H	24
總共	244

一樓慈安堂龕牆立面圖

圖則編號006  
不依比例

骨灰安置所名稱: 普眾善舍  
地址: 九龍紅磡溫思勞街37號  
(紅磡內地段第238號F分段餘段及第238號G分段)

10/01/2024  
日期 (日/月/年)

獲授權人士

鍾美卿

10/01/2024  
日期 (日/月/年)

認可人士/註冊結構工程師\* 簽署和姓名

魯文超

(認可人士/註冊結構工程師指根據《建築物條例》(第123章) 第3條註冊的人士)

註冊編號#: AP(E) 48/89 & RSE 48/89

註冊有效期屆滿日期#: 31/12/2025



# 須與《建築物條例》(第123章) 第3條所指的名冊相符  
\* 刪去不適用者

龕牆立面圖02  
就截算前骨灰安置所的牌照申請



圖例:  
 ⊠ 非龕位用途  
 數字"4"使用"3A"代替  
 編號"340~349"不會用作龕位編號  
 編號"400~499"不會用作龕位編號  
 編號"540~549"不會用作龕位編號

牆号	數量
牆A	21
牆B	21
牆C	18
牆D	32
牆E	52
牆F	20
牆G	52
牆H	20
總共	236

二層慈福堂龕牆立面圖

圖則編號007  
不依比例

骨灰安置所名稱: 普眾善舍  
 地址: 九龍紅磡溫思勞街37號  
 (紅磡內地段第238號F分段餘段及第238號G分段)

10/01/2024  
日期 (日/月/年)

獲授權人士姓名及簽名

鍾美卿



法人團體印簽 (如適用)

# 須與《建築物條例》(第123章) 第3條所指的名冊相符  
 \* 刪去不適用者

10/01/2024  
日期 (日/月/年)

認可人士/註冊結構工程師\* 簽署和姓名

魯文超

(認可人士/註冊結構工程師指根據《建築物條例》(第123章) 第3條註冊的人士)

註冊編號#: AP(E) 48/89 & RSE 48/89

註冊有效期屆滿日期#: 31/12/2025

**Compilation of a Management Plan by Salvation Benevolent Association  
(普眾善舍), Hung Hom  
No. 37, Winslow Street, Hung Hom, Kowloon  
To Facilitate the Application of Columbarium (骨灰龕) Licence  
Under the Private Columbaria Ordinance, Cap 630**

**September 2023**

**Prepared by LEUNG Wing-tai, William  
(Associate Traffic Management Consultant of Toco Planning Consultants Ltd)**

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**Compilation of a Management Plan by Salvation Benevolent Association  
(普眾善舍), Hung Hom  
No. 37, Winslow Street, Hung Hom, Kowloon  
To Facilitate the Application of Columbarium Licence  
Under the Private Columbaria Ordinance, Cap 630**

**Location: Hung Hom Inland Lot No. 238S.F RP & 238S.G, Hung Hom, Kowloon**

**1. Introduction**

This paper, which comprises the traffic and crowd management plans, a crowd control contingency plan and a fire contingency plan is prepared by the aforesaid Traffic Management Consultant on behalf of the Applicant, Salvation Benevolent Association Limited of Salvation Benevolent Association (普眾善舍), which is located at No. 37, Winslow Street, Kowloon for facilitating the application of columbarium licence under the Private Columbaria Ordinance (PC Ord), Cap 630.

**2. Background**

2.1 The Salvation Benevolent Association (hereafter refer to as the SBA) is a six-storey columbarium building complex located at No. 37, Winslow Street, Hung Hom, Kowloon. The Applicant intends to regularize a pre-cut-off columbarium with only **480 niches** at the site. The site is located at the north east corner of Winslow Street junction with Lo Lung Hang Street, Hung Hom. The SBA is bounded in the area by some funeral parlours and shops providing funeral services; and shops selling funeral service materials. The site is easily accessible via different directions such as Cheong Wan Road and Cheong Tung Road, which are near to MTR Hung Hom Station and MTR Ho Man Tin Station, Chatham Road North, Wuhu Street, Gillies Avenue South, Winslow Street, Lo Lung Hang Street and other minor streets such as Baker Street, Cooke Street and Bulkeley Street located to the north west of the SBA. Chatham Road North, Wuhu Street and Gillies Avenue South are main arteries in the area where traffic is busy. Location plan is at **Annex 'D'**. CCTV cameras are installed at vantage locations inside the SBA and CCTV monitor with 24-hour recording system is mounted on the cabinet positioned on the G/F lobby next to the reception table to monitor the worshipping activities. The SBA columbarium began to operate in 2006 and has the aforesaid number of niche spaces available inside the SBA for housing niches. With a view to complying with Building Department (BD)'s requirement, the Applicant proposes to build an additional staircase by the side of the existing staircase inside the site, i.e. to alter the existing single staircase into a standard size twin staircases, which leads from the G/F to the 3/F so as to

facilitate the smooth and safe movement of worshippers inside the columbarium portion of the SBA building complex during Ching Ming and Chung Yeung Festivals. The Applicant has commissioned the Leadtops Raymond Ltd to design the structural plan for the proposed additional staircase and ancillary A&A works for the site for submission to relevant Government Departments for scrutiny and approval.

2.2 As far as worship activities at the SBA is concerned, during previous festive periods about a few hundred worshippers access the SBA for worship during the Festival Day of either Ching Ming Festival or Chung Yeung Festival every year and the maximum holding capacity of the building is around **300 odds visitors**, calculated base on the total area of SBA building complex and the BD's Code of Practice (CoP). Should licence be approved and additional niche spaces are occupied in future, it is expected that a certain number of worshippers will access the SBA for worship during the festive periods across the whole Ching Ming Festival and Chung Yeung Festival. Hence, strategic traffic and crowd management measures are considered necessary to be implemented at the SBA and its close vicinity to ensure a safe arrival, a safe worship condition inside the SBA, a safe departure of worshippers and less traffic and crowd disruption to nearby areas. As far as Transport services are concerned, the SBA is easily accessible by public transport, namely by MTR services to the MTR Hung Hom Station/MTR Ho Man Tin Station or by bus/GMB to Hung Hom Station PTI, Wuhu Street and Gillies Avenue South where the visitors can basically access the SBA from different directions. Nevertheless, with a view to avoiding causing traffic disruption and any unnecessary nuisance to nearby residents, it is proposed that visitors accessing the SBA use two peripheral pedestrian routes located outside the cluster of residential blocks in the nearby areas of the SBA, details of which are highlighted at paragraph 7.2 of this Management Plan. The subject site is about 500m from the aforesaid two MTR Stations and the walking distances from MTR Hung Hom Station Exit A3 and MTR Ho Man Tin Station Exit B1 to the SBA, Winslow Street are about 10 minutes only. Route Map is at **Annex D**.

2.3 A site reconnaissance (Recce) was conducted on 2019-02-26 at the SBA and its vicinity by the author. A staff named Mr. CHOI Chun-man was met and relevant information concerning the columbarium was obtained from him. The SBA is within short walking distance from the MTR Ho Man Tin Station and the MTR Hung Hom Station. Visitors on foot can reach the SBA from the aforesaid two MTR locations within 10 minutes, walking at normal pace.

- 2.4 The SBA is a six-storey religious institution cum ancillary columbarium with lift service provided for the G/F, 1/F, 2/F, 3/F, 5/F (named 4/F on the Planning Statement) and 6/F (named 5/F on the Planning Statement). For the time being the G/F is the reception area with a spacious lobby whereas the 1/F hall is for funeral ceremony, 2/F and 5/F halls are for housing temporary niches and ancestral tablets, the 6/F hall is for the placing of interred niches and the 3/F hall is the Management Office. The environmental furnace is located on the roof-top of the building complex for staffs (collect from the worshippers) to burn incense materials. A standard built staircase is located on the right hand side of the lift which can access from the G/F to the 6/F and roof-top of the columbarium building. Fire hose reels and fire alarm bell are installed on each floor for fire prevention. As far as escape route is concerned, there are adequate entrance/exits and staircase for people to enter the columbarium halls at different levels and leave vice versa. The layout of the columbarium premises do provide adequate escape/dispersal routes for worshippers to disperse in the event of fire or emergency situations. The SBA has a person-in-charge and 7 staff for its daily operation.
- 2.5 As far as the above is concerned, the Applicant intends to submit a Section 12A (S.12A) rezoning application [from "R(A)4" to "G/IC(1)" for the SBA at Hung Hom Inland Lot No. 238 S.F RP and 238 S.G] and in this application the Applicant will emphasize the following points :-
- (a) the Applicant will submit a temporary Section 16 (S.16) planning application for a period of 5 years subsequent to the approval of the S.12A rezoning application;
  - (b) to operate only 480 niches inside the SBA and operation of these niches will be in temporary form;
  - (c) the aforesaid 480 niches will be housed on the 1/F hall and 2/F hall of SBA only in order that Festival visitors can access/depart the two columbarium halls easily and in an orderly manner;
  - (d) the Management Plan will be written according with BD's requirement (i.e. **not more than 30 people on each floor and not more than 60 people within the whole building of SBA at any one time** (including staff) during any period of the worship; &
  - (e) the use of two proposed peripheral pedestrian routes from MTR Ho Man Tin Station Exit B1 and MTR Hung Hom Station Exit A3 for visitors to walk to the SBA so as to prevent any disruption to resident pedestrian traffic in the nearby areas of the SBA.

**Proposed breakdown of Salvation Benevolent Association, Hung Hom Niches**

<u>Classification</u>	<u>Single-Urn Temporary Niche</u>
No. of Sold & Occupied Niches	337
No. of Sold but not Yet Occupied Niches	143
No. of unsold niches	N/A
<b>Total Niches</b>	<b>480</b>

### 3. Basic Information of the Columbarium

The basic information of the columbarium concerned is as follows :-

Name of the columbarium : Salvation Benevolent Association (普眾善舍)

Address of the columbarium : No. 37, Winslow Street, Hung Hom, Kowloon (Hung Hom Inland Lot No.238 S.F RP and 238 S.G)

Year of commencement of operation : 2006

Name of operator : Salvation Benevolent Association Limited

Status of operator : Status of the Operator is current tenant of the premises (under a lease/tenancy of 41 years from 1/7/2006 to 30/6/2047)

Religion of the columbarium : Taoism

### 4. Site Information and Building Arrangement

This columbarium is composed of :

- Site area is **122.627sqm**, which is based on the PCLB application boundary
- Total building floor area of the columbarium is **697.26 sqm**
- One columbarium block (a total of 2 columbarium halls, 1/F & 2/F of the SBA building complex which has about 137 sqm)
- One environmental furnace
- No refuse storage room(s) – Refuse collector will come to the columbarium to collect refuse daily.
- Other buildings which are facilities necessary for or ancillary to the operation of the columbarium (please specify nature and number)
  - (a) Female Toilet (N/A)
  - (b) Male Toilet (N/A)
  - (c) Disabled Toilet (N/A)
  - (d) Kitchen (N/A)
  - (e) Office (N/A)
- Other facilities necessary for or ancillary to the operation of the columbarium (e.g. parking facilities, loading and unloading facilities) (please specify nature, area and number) N/A



## 5. The holding Capacity of Visitors and Admission Control

The Applicant provides the following information :

- Opening hours : 1000 – 1900 hours
- Opening hours during Ching Ming and Chung Yeung festive periods : 0900 – 1700 hours (tally with the proposed visiting time specified in the TIA)
- Visitors holding capacity of the columbarium (two columbarium halls located on the 1/F & 2/F of the SBA columbarium building) : around **68 visitors at any one time**
- Grave sweepers holding capacity of the columbarium: the Controllable number of people in compliance with the requirement of Fire Services Department and Building Authority at any one time.
- Measures to be adopted to ensure that the number of visitors inside the columbarium will not exceed the holding capacity for visitors : As far as worship activities inside the SBA is concerned, it has its internal house rule to control the number of visitors at any one time staying inside the columbarium halls. A sign, bearing the holding capacity of the whole building and every floor, is displayed clearly beside the G/F lift area indicating to visitors to comply with the house rule. As far as worship activities during Festive days are concerned, visitors will be arranged to attend the SBA by appointments on appointed dates and within specific time slots individually so as to ensure a safe situation is maintained and a smooth worship be conducted inside the SBA, in particular during the peak hour of the Festival Day of either Ching Ming Festival or Chung Yeung Festival. In any case the Applicant will fully comply with BD's requirement (i.e. to restrict not more than 30 visitors inside each hall at any one time and that no more than 60 visitors inside the SBA columbarium building at any one time, including staff). From the calculation as highlighted in paragraph 6 of this Management Plan, the maximum number of visitors per hour visiting the SBA for worship will be not more than 48 persons; and with this rather small size of visitors per hour accessing the SBA for worship it is sure that the worship activities to be conducted during the Festive periods at the SBA will not cause any traffic disruption to the roads in the vicinity of the SBA or to cause any burden to the transport system. Again, the possible nuisance caused to the residential neighbourhood as alleged will be highly remote by using the two proposed peripheral pedestrian routes as indicated at paragraph 7.2 of this Management Plan.
- the Applicant will arrange sufficient manpower on the spot for the control and management of visitors with a view to ensuring that only a controllable number of grave sweepers be allowed to go inside the two columbarium halls located on the 1/F and 2/F of the SBA building for grave sweeping in order that the legal holding capacity of the two columbarium halls will not be exceeded and that a safe and orderly grave sweeping situation is maintained, in particular during the peak hour of either Ching Ming Festival or Chung Yeung Festival.

- when columbarium licence is approved in the nearest due course, the Applicant undertakes to implement the following stringent administrative and operational measures in all future Festive operations, which conducted inside SBA to ensure that only a controllable number of worshippers [**Definition: controllable number of worshippers means that only a limited number of visitors (a limited number of visitors means that during every 30-minute interval not more than 60 visitors) be allowed to stay inside SBA columbarium building for worship by appointment periodically and under the close supervision of SBA staff and security personnel so that at any one time the number of visitors will not exceed the holding capacity of the columbarium halls concerned and adhere to the number of visitors within each columbarium hall at any one time as specified by BD**] be allowed to access SBA for worship per hour during the Ching Ming Festival and Chung Yeung Festival periods (i.e. the Festival Day and its shadow periods) so that the holding capacity of the columbarium will not be exceeded at any one time. Visitors will be arranged to attend SBA by way of **visit-by-appointment system** (i.e. by way of specific date and time slot arrangements as arranged by SBA with the respective niche purchasers on a first come first-serve basis) so as to ensure a safe situation is maintained and a smooth worship be conducted inside SBA throughout the Festive Periods as well as not to cause/create any adverse traffic/crowd situation in the vicinity of the SBA. The stringent measures are specified in the below paragraphs, viz :-

- (a) The introduction of **Member-Only Scheme** – SBA will only allow joined members to enter it for worship during either Ching Ming Festival periods or Chung Yeung Festival periods (i.e. the Festival Day and its shadow periods). Membership cards will be issued to all sold niche purchasers (including sold and occupied niches and sold and unoccupied niches) by way of registered mails once the columbarium licence is approved by PCLB. They will be informed that their personal data will be recorded and kept by SBA for record purpose and for registration/verification during the Festive periods; and for inspection by relevant Government Department(s), if required. Members' data will be updated periodically by SBA and/or when situation(s) dictate. All niche purchasers will be informed/reminded that during Festive periods' visits, the niche purchasers & their accompanies have to present their membership cards to staff stationed at the registration counter set up at the G/F lobby of the SBA for registration and verification before they are allowed going up to the respective columbarium halls for worship. Every year they will be informed/reminded in advance that visitors who fail to present membership cards on spot for registration by staff of SBA during their visits will be prohibited from entering SBA for worship and they have to make another appointment(s) with SBA for the next visits either during the Festival periods or the Non-Festival periods;

(b) The activation of the **Visit-By-Appointment** booking system – **2 months** prior to either Ching Ming Festival or Chung Yeung Festival, the staff of SBA will contact the niche purchasers via electronic means (i.e. by phone, email, SMS or WhatsApp or any other possible notification means) and to arrange appointments with them for individual visits to SBA for worship during the Festival Periods (or the Non-Festival Periods, if situation applies) on a first come first-serve basis. Simultaneously the visitors will be reminded to bring along their membership cards for registration & verification for admission into SBA for worship and they will also be reminded to use public transport (in particular the use of MTR services to arrive at MTR Ho Man Tin Station or MTR Hung Hom Station in order to walk to SBA for worship as no parking facilities will be provided to visitors by SBA. Visitors will be told that if they fail to adhere to the mandatory visit-by-appointment booking arrangements as arranged by SBA for festive visits, unless with reasonable/acceptable excuse(s), (e.g. late comers due to unexpected situation(s), for instances, MTR train delay/traffic accident/traffic congestion, etc) will not be allowed to enter SBA for worship and will have to arrange another appointment(s) for next visits. If the visitors had already made an appointment prior to the SBA's action, SBA will not contact them. Such visit-by-appointments for worship will be documented and recorded for registration/verification purpose and to be inspected by relevant authorities upon request(s). To ensure the compliance of such a mandatory "visit-by-appointment system" arrangement and to facilitate ad hoc checking by FEHD staff on the spot, the Applicant will keep a register (hardcopy) for recording the "visit-by-appointment system" bookings for all the visitors, in particular for peak periods' visitors and the information to be recorded include (but not limited to) the following essential items, viz :-

- (i) The date and time of visit session & appointment reference number;
- (ii) Niche no. to be visited & the columbarium hall name;
- (iii) The name & number of visitors;
- (iv) The time of entering/leaving the columbarium;
- (v) The date of booking, the means of booking & the means of contact of the representative of the group;
- (vi) The membership card numbers of the niche purchasers; &
- (vii) The Applicant and his staff will update the register in every visit session so that monitoring on compliance of such mandatory visit-by-appointment system could be conducted by FEDH staff or PCAO staff on the spot or at their convenience.

(c) In addition, the Applicant would also fix the maximum number of visitors

allowing to enter SBA for worship at not more than **30 visitors/30 minute** within the opening hour of 9:00am to 5:00pm (8hr/day) if the application of Columbarium Licence is approved by PCLB.

- (d) Arrangement of attendance by way of specific time slots – during the advance contact with the niche purchasers, a specific day and a specific time slot (**not more than 30 minutes for each batch of worshippers to conduct individual worship**) (this time frame rule will apply to sold and occupied niches and those sold and unoccupied niches and all future sold niches, if any for the latter) (Once Columbarium Licence is issued by the PCLB in the nearest due course, SBA will send a notice to each sold niche purchaser informing him/her about the 30-min time frame worship restriction, (which all sole niches purchasers are required to comply with) will be allocated to each batch of visitors to ensure an orderly worship activities inside SBA and niche purchasers will be informed that each batch of visitors will only be allocated a 30-minute time frame for them to conduct worship inside SBA for the sake of ensuring safety and orderly worship inside the columbarium halls of SBA. Such worship during each period of time will be closely monitor and supervise by staff of SBA and security personnel [e.g. when the 30-minute worship period has expired for a batch of visitors conducting worship inside a particular columbarium hall, the staff /security personnel deployed inside the columbarium hall will inform the visitors to leave the columbarium hall and then contact those staff/security personnel deployed at the reception desk on the G/F lobby (or at the holding area(s), if set up at the G/F lobby of the SBA) to release another batch of visitors to go up to the respective columbarium halls for worship via the twin staircases or the lift];
- (e) All other activities of the SBA will be suspended during the grave-sweeping periods and visitors have to adhere strictly to the mandatory visit-by-appointment system and the operation of the membership-only scheme to ensure strict admission control in order to regulate the number of visitors accessing SBA for worship;
- (f) Introduction of admission control: an admission control system may be adopted by SBA by way of setting up a holding area at the G/F lobby of the SBA and the use of tidal flow system (i.e. staggered release of visitors to go up to the columbarium halls periodically for worship) in order to properly control the volume of in-flow and out-flow of visitors to & from the two columbarium halls located on the 1/F and 2/F of the SBA, ensuring the holding capacity of the columbarium halls will not be exceeded at any one time [**this holding areas concept only serves as a backup measure to be used by SBA in case there are ad hoc visitors who**

fail to adhere to the visit-by-appointment system such as late comers/ unpunctual visitors, etc]. It is because under the visit-by-appointment system the maximum number of visitors inside the columbarium building will be not more than **30 visitors within each 30-minute time frame** (highlighted in para. 6 below) and that the holding capacity of the columbarium will not be exceeded at any one time which indicates that the aforesaid holding area may not be used unless otherwise. If holding area is set up, visitors will be arranged to queue up in single file at the G/F lobby of the SBA waiting to be called forward/guided to go up to the respective columbarium halls for worship under the supervision of staff and security personnel depending on the vacancies inside the respective columbarium halls. **In any event, priority will be given to those punctual visitors, who adhere firmly to the visit-by-appointments** to go up to the columbarium halls for worship and late comers have to wait at the holding area waiting to be call forward to the respective columbarium halls for worship depending on the available vacancies at that particular time;

- (g) The Applicant will issue admission cards for each batch of visitors according to the visit-by-appointments for the niche buyers and their accompanies to access respective columbarium halls for worship. Using the admission cards' system can adopt a means of verification and to distinguish those visitors or group of persons already being admitted into the columbarium for worship under the "Visit-By-Appointment System".
- (h) The implementation period of the aforesaid measures will cover a total of **5 days** during each Festival [i.e. the Festival Day and the 1<sup>st</sup> weekend before and after the Festival Day (i.e. 1 Saturday & 1 Sunday before and after the Festival Day)]. That means visitors will be evenly arranged to attend the worship at SBA throughout the aforesaid 5 days during either Ching Ming Festival or Chung Yeung Festival via the visit-by-appointment system thereby ensuring the holding capacity of the columbarium halls will not be exceeded at any one time during the whole Festival periods;
- (i) The Applicant will ensure that sufficient staff and security personnel are available during the Festive periods to provide traffic and crowd management measures inside and outside SBA in order to facilitate the smooth running of the worship activities throughout the whole Festival periods;
- (j) The Applicant undertakes to install broadcasting system (i.e. PA system) for SBA so that visitors can be informed of on the spot any crowd management arrangement and worship activities inside SBA during the

Festive periods; and for the purpose of announcing information regarding emergency services/situations and any ad hoc situations/incidents;

- (k) Two months prior to each Festive period, the Applicant will send a detailed notice to each niche purchaser by way of mail, email, SMS, WhatsApp or any other possible notification means to inform them about the aforesaid SBA's traffic and crowd management arrangements for the Festival which include the use of MTR services to access SBA and the details of the house rules, such as the 30-minute worship time restriction inside the columbarium halls and the holding capacity of the columbarium halls at any one time, the set up of holding area, the issue of admission cards and the implementation of special traffic and crowd managements, etc., to be adopted by SBA for the Festival plus hotline(s) that can be used by visitors to contact SBA for enquiries, in case of need.
  - (l) If required, the Applicant is willing to submit an After-action Traffic and Crowd Review Report after each Festival to relevant authorities such as PCLB, TD & Police every year for scrutiny for improvement; &
  - (m) The Applicant also undertakes to conduct rehearsal(s) for traffic & crowd management measures prior to Festival(s) should situation dictates.
  - (n) To reiterate, the Applicant undertake to inform all affected parties (including sold and occupied niche buyers and sold and unoccupied niche buyers and all future sold niche buyers, if any for the latter in writing that the house rules, special traffic arrangements and a mandatory "visit-by-appointment system" arrangement during the aforesaid specified implementation periods is proposed by the applicant and is in accordance with the provision contained in the columbarium licensing and regulation guidelines issued by the PCLB; and will be implemented if its licence application is approved by relevant authority.
- *Sale agreement and house rule concerning admission control: This does not apply to the SBA case for the time being as all 480 niches proposed to be housed on the 1/F & 2/F of the SBA columbarium building have been sold prior to the pre-cut-off time. If columbarium licence is approved in the nearest due course and the Applicant wishes to apply to PCLB for more niches to be housed inside the SBA with subsequent approval by PCLB, the following specific clause(s) will be written on all future sales agreements between SBA and the potential niche buyers which will consist of the followings for niche purchasers to comply with, viz :-*
- (a) All niche sales agreements will be processed through appointed solicitor

firm employed by SBA, hence the respective sales agreements, which consists all the house rules and visiting rules will be under legal binding for the visitors;

- (b) The niche purchasers and their accompanies can only access SBA for conducting worship activities through the mandatory **visit-by-appointment booking system** on pre-arranged date and time slots as per the advance booking arrangements made with SBA and each appointment will restrict to **4 persons in one batch only and only a fixed 30-minutes time frame will be provided by SBA for each single batch of visitors for worship inside SBA**. It will be specified in the sales agreements that visitors who come to SBA attempting to conduct worship without prior advance booking will not be entertained and they will be informed at scene to arrange another appointments for the worship in the nearest due course;
- (c) All visitors will need to adhere to the traffic/crowd management measures to be used and house rules to be implemented by SBA including the implementation of admission control inside SBA by the set-up of temporary holding area and the implementation of tidal flow system to facilitate festival operational needs inside the SBA, if situation dictates;
- (d) Visitors need to join SBA membership-only scheme because only members of SBA will be allowed to enter the site for worship by appointments during either Ching Ming Festival or Chung Yeung Festival and their shadow periods. During Festive visits, visitors need to present their membership cards for registration & verification by staff at the registration counter set up at the G/F lobby before allowing accessing the columbarium halls;
- (e) It will be specifically laid down in the sales agreements that niche buyers and their accompanies have to use **public transport** (in particular the use of MTR services to the MTR Hung Hom Station or to the MTR Ho Man Tin Station in order to walk to the SBA as no parking facilities will be provided for the visitors;
- (f) SBA reserves the right to deny visitors' entry into SBA for worship should the latter fail to adhere to the mandatory visit-by-appointment system; &
- (g) The Applicant will explain to the new niches purchasers about the aforesaid rules for their compliance during the signing of the sales agreements, if any, which will include the house rules, the special traffic

arrangements and a mandatory “visit-by-appointment system” arrangement during the specified implementation periods of the Festivals. The potential niche buyers will be informed that the aforesaid arrangements will be adopted by SBA during the Festival periods and the latter will explain these arrangements to the potential niche buyers before entering into the sales agreements. In any case, no signing of the sales agreements will be made with the potential niche buyers should they disagree with the aforesaid proposed clauses/specifications and relevant house rules to be implemented by the SBA for worship during Festive periods.

- It will also be mentioned in the Sale Agreements that those minority visitors, who really need to drive, e.g. to convey elderly and/or disable persons to SBA for worship, are advised to park their cars at nearby Hung Hom PTI Carpark, which has sufficient car parking spaces to accommodate Festive visiting cars and then use Cheong Wan Road to walk down to Winslow Street in order to arrive at the SBA; &
- The Applicant will implement the following time scale for Festive visits to the SBA for worship by members to ensure the least traffic/crowd disruption and possible nuisance that might be caused to residents of the nearby areas of the SBA, viz :-

<u>Description</u>	<u>Time Period Covered</u>	<u>Proposed Visitors Control Measures for the 480 sold niches</u>
Festival Weeks (i.e. Festival Day & Festival Weekends)	Ching Ming Festival Day, Chung Yeung Festival Day and their Shadow Periods (i.e. the Festival Day plus the 1st weekend before & after each Festival Day (i.e. the Festival Day plus 1 Saturday & 1 Sunday before & after each Festival Day) – totaling a maximum of 10 days per year (5 days for Ching Ming Festival & 5 days for Chung Yeung Festival)	Visitors are allowed to visit the SBA bet. 0900 hrs and 1700 hrs during the Festive periods (i.e. 8 hrs/day). This visiting time frame tallies with the visiting time frame proposed in the TIA



**6. Calculation of Visitors' Attendance at Salvation Benevolent Association, Hunghom During Ching Ming Festival and Chung Yeung Festival**

The following calculation shows a clear calculation of visitors' attendance at the SBA throughout each day of the 5 days festive worship period, viz :-

The SBA Complex site area = about 697.26 m<sup>2</sup>

By adopting the BD's CoP, i.e. the calculation of columbarium factor of 2 m<sup>2</sup> per person, the SBA site can hold up a maximum of 697.26 m<sup>2</sup> ÷ 2 m<sup>2</sup> = **349 visitors** at any one time.

Name of Salvation Benevolent Association (SBA) columbarium halls	Internal Area of each columbarium hall	Holding capacity of each hall at any one time (by adopting the BD's CoP, i.e., the calculation of columbarium factor of 2 m <sup>2</sup> per person)
Hall 1: 1/F of SBA Building	71m <sup>2</sup>	36 visitors
Hall 2: 2/F of SBA Building	66m <sup>2</sup>	33 visitors
	Total area: 137m <sup>2</sup>	Total No. of visitors = 68 visitors are allowed to stay i/s the 2 columbarium halls concerned at any one time by way of this calculation

The total internal area of the 2 columbarium halls on 1/F & 2/F of the SBA columbarium Building = 137 m<sup>2</sup> [i.e. it can accommodate **68 visitors** to the maximum at any one time, (i.e. 68 visitors/30 minutes at any one time)] and in one hour can house 68 visitors x 2 = 136 visitors/hr.

The waiting area of the G/F lobby = 63 m<sup>2</sup> (i.e. it can accommodate up to **30 visitors** at any one time).

With the implementation of the mandatory Visit-By-Appointment system, the SBA will operate between 0900 hrs – 1700 hrs, i.e. **8 hrs/day** throughout the Ching Ming and Chung Yeung Festival periods. The expected number of visitors visiting the SBA for worship during Ching Ming and Chung Yeung Festivals are calculated based on the ratio of around **4 visitors** per niche.

Expected number of visitors going to the SBA for worship during the whole Ching Ming and Chung Yeung Festival periods in this case are :-

480 niches x 4 visitors/n = **1920 visitors** (the maximum)

According to the above total number of visitors' attendance and the available area of the 2 columbarium halls (1/F & 2/F) inside the SBA, its Festive operations during either Ching Ming Festival or Chung Yeung Festival will need to span over a period of **5 days** (i.e. the Festival Day plus the 1st weekend before and after the Festival Day) for the evenly distribution of visitors to visit the SBA.

The expected number of visitors per day is = **1920 visitors ÷ 5 days**  
= **384 visitors/day**

This calculation of 384 visitors per day is very similar to the traffic consultant's proposed assumption in the TIA and the proposed 5 days worship period can further reduce the number of attendance per day in order to comply with the BD's requirement (i.e. not more than 60 visitors, including staff, to be accommodated inside the SBA columbarium building at any one time).

The calculation of visitors' attendance in details are highlighted below, viz :-

To accommodate the visitors during the whole Festive periods (i.e. **5 days**) using the mandatory Visit-By-Appointment system, the expected number of visitors per day and per hour visiting the SBA is calculated as per the below table :-

<u>Worship Period During Ching Ming Festival and Chung Yeung Festival</u>	<u>Calculation of Attendance</u>
The Festival Day + the 1st weekend immediately before and after the Festival Day [i.e. 1 Saturday & 1 Sunday before & after the Festival Day (i.e. a total of 5 days)] during either Ching Ming Festival or Chung Yeung Festival	<p>Expected daily no. of visitors' attendance per day = 480 n x 4 visitors/n ÷ 5 days = <b>384 visitors/day</b></p> <p>Expected no. of visitors/hr = 384 ÷ 8 hrs = <b>48 visitors/hr</b></p> <p>Expected no. of visitors/30 min = 48 visitors ÷ 2 = <b>24 visitors/30 min</b></p> <p>The holding capacity of the 2 columbarium halls (1/F &amp; 2/F) = 68 visitors at any one time, hence the above calculated <b>24 visitors/30 min</b> to conduct worship inside</p>

	<p>the columbarium halls is well within the holding capacity of the 2 columbarium halls concerned where ample space inside the two columbarium halls is available for visitors to conduct worship activities within respectively columbarium halls in an orderly and safe manner and is again in full compliance with the BD's requirement. Accordingly, the average number of visitors using the approach peripheral pedestrian routes towards SBA during each minute = <math>48 \text{ visitors} \div 60 \text{ min} = 0.8 \text{ visitors/min}</math> only. Hence, disruption to pedestrian flow in nearby streets including the aforesaid peripheral pedestrian routes of the SBA is highly remote.</p>
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The above calculations indicate that the worship activities at Salvation Benevolent Association, Hung Hom will only restrict a total of 48 visitors per hour to go to the SBA columbarium building for worship using the mandatory visit-by-appointment system throughout the 5 days Festival periods during either Ching Ming Festival or Chung Yeung Festival; and the controlled number of visitors using the approach roads (designated peripheral pedestrian routes indicated in this Management Plan) leading to the SBA for worship during any one period of the aforesaid Festive days of Ching Ming and Chung Yeung Festival periods are totally within acceptable level as proposed and is in total compliance with the FSD and Building Authority requirement. In this scenario, with the implementation of the above-mentioned stringent measures, viz :-

- (i) The mandatory visit-by-appointment system;
- (ii) The use of stringent administrative and operational measures; and the implementation of the SBA's strict house rules;
- (iii) The use of the two peripheral pedestrian routes from Hung Hom /Ho Man Tin MTR Stations for visitors to walk to the SBA without having visitors to encroach onto other streets within the cluster of resident areas near to the SBA, i.e. those residential blocks located to the north and north west of the SBA ;
- (iv) The avoidance of using the aforesaid other streets within the cluster of residential blocks near to the SBA is to avoid causing any unnecessary nuisance to residents living in the vicinity of the SBA or to avoid causing any business disruption to shops located within the area concerned;

- (v) The reduced number of 480 niches as proposed and the reduced number of visitors per hour visiting the SBA (i.e. 48 visitors/hr as calculated above) will not create any disruption to pedestrian traffic in nearby streets of the SBA; &
- (vi) The employment of professional traffic and crowd management agent to assist the SBA to manage the events.

In view of the above, it is convincing that if the Festive events are run in such a stringent and professional manner as stated in this Management Plan, the disruption to traffic and alleged nuisance that might be caused to residents/shops of the nearby areas of the SBA will be entirely removed. It is therefore affirmative that if the SBA future Festive operations are conducted stringently as proposed and in accordance with the laid down measures stipulated in this Management Plan and in full compliance with FSD & Building Authority requirements, the Festive events surely will be conducted in an orderly, smooth and professional fashion across the Festive Days without causing any chaotic situation at the SBA and its vicinity.

## **7. Traffic and Public Transport Arrangement**

The Salvation Benevolent Association Columbarium is located at the north east corner of Winslow Street/Lo Lung Hang Street, Hung Hom which is easily accessible via nearby roads and streets such as Wuhu Street, Gillies Avenue South, Baker Street, Cooke Street, Bulkeley Street, Cheong Wan Road, Chatham Road, Lo Lung Hang Street and Winslow Street. During festive days, visitors going to the SBA can basically and conveniently use MTR/bus/GMB services to reach MTR Hung Hom Station/ Hung Hom Station PTI/MTR Ho Man Tin Station where they can walk from the aforesaid locations via nearby footbridges and roads/streets to reach the columbarium concerned. The walking time is about 10 minutes walking at normal pace.

7.1 Bus Routes : KMB : 2E, 3B, 5C, 6C, 6F, 7B, 8, 8A, 11K, 11X, 12A, 13X, 15, 21, 30X, 41, 45, 85X, 87D, 106, 115, 215X, 224X, 260X, 268B, 269B, 297

NWFB: 796X

Green Mini-Bus Routes : 2, 2M, 6, 8, 8S, 13, 26

7.2 Nevertheless, in order to avoid causing any unnecessary nuisance to the daily life of residents living in the vicinity of the SBA columbarium by the visitors' flow along pavements in the area during the Festive periods, **two most direct and convenient peripheral pedestrian routes** using peripheral pavements for visitors to walk to the SBA are proposed. The pedestrian flow of these two proposed peripheral pedestrian routes are

rather low especially during weekends and public holidays. The most direct and convenient way to reach the SBA is by way of MTR and the two easy-to-reach SBA peripheral pedestrian arrival routes are highlighted below :-

Arrival route 1 : MTR Hung Hom Station Exit A3 >  
Walk down the western pavement of Cheong Wan Road >  
Walk across the traffic light crossing of Cheong Tung Road>  
Walk along the western pavement of Winslow Street (by the side of China Travel Hip Kee Godown, HK Ltd) >  
Walk towards west to Lo Lung Hang Street >  
Walk across Lo Lung Hang Street to reach the SBA  
(Walking distance is about 525m in length & walking time is about 10 minutes)

Arrival route 2 : MTR Ho Man Tin Station Exit B1 >  
Walk across the footbridge which span across Chatham Road North >  
Walk down the side footbridge to the eastern pavement of Wuhu Street >  
Walk along Chatham Road North northern pavement towards east for Winslow Street >  
Walk along Winslow Street western pavement towards north for SBA  
(Walking distance is about 427m in length & walking time is about 10 minutes)

The above two proposed peripheral pedestrian routes fall on the outer perimeter border of the cluster of residential blocks, which located to the north west of the SBA in this part of Hung Hom area. With the proposed reduced number of visitors (i.e. 48 visitors/hour approaching the SBA columbarium building for worship) and the use of these two dedicated peripheral pedestrian routes to access the SBA will not create any disruption to pedestrian traffic in the area and will not cause any nuisance to residents living in this part of the Hung Hom area.

7.3 A copy of the bus routes and green mini-bus routes is at **Annex 'A'**.

## **8. Special Traffic Arrangement To Be Adopted By the SBA**

- 8.1 The SBA will introduce the membership-only scheme and mandatory visit-by-appointment system and will strongly advise the worship visitors to use the MTR services and the aforesaid two proposed peripheral pedestrian routes to access the SBA in order not to cause any unnecessary nuisance to residents living in the nearby areas throughout the whole festive periods during Ching Ming Festival and Chung Yeung Festival. The worshippers will be informed respectively to attend the columbarium for worship by a pre-arranged dates and time slots arrangement so that the holding capacity of the columbarium will not be exceeded at any one time throughout the festive periods. This arrangement will ensure that a controllable number of worshippers go to the SBA for worship during staggered periods. Through the use of all the above-mentioned stringent measures, the volume of traffic including pedestrian traffic in the vicinity of the SBA during the festive periods can then be reduced to the minimum and the possible burden that might be created to the usage of public transport is also reduced, in particular during the peak hour of the Festival Day of the Festival, hence possible/anticipated traffic disruption will not be caused to nearby roads/streets such as Wuhu Street and Gillies Avenue South. The Applicant will inform worshippers in advance through email/phone/SMS/Whatsapp and any other possible means, etc about the aforesaid arrangements and to strongly remind them to adhere to these rules. The SBA reserves the right to deny visitors' access into the SBA for worship if the aforesaid arrangement is blatantly abused by visitors.
- 8.2 The worshippers will be informed that there is no onsite parking facilities provided by the SBA and they will be reminded and encouraged to use public transport in order not to create traffic congestion in the vicinity of the SBA and those minority, who really need to drive, e.g. to convey elderly or disabled persons to the SBA, are reminded to park their vehicles at nearby carpark(s) such as the Hung Hom Station Carpark, which has sufficient numbers of vacant hourly parking spaces available for them to use in particular during peak hour and after parking they can then walk to the SBA via Cheong Wan Road and Winslow Street, one of the proposed peripheral pedestrian routes.
- 8.3 It is highly unlikely that there will be any build up of traffic at Wuhu Street and Gillies Avenue South should the visitors adhere to the use of MTR services and the two proposed peripheral pedestrian routes to access the SBA and the adherence to BD's requirement that no more than

60 visitors (including staff) are allowed to stay inside the SBA building at any one time using the visit-by-appointment system. Nevertheless, if the traffic situation and/or movement of visitors towards the SBA dictates, i.e. there are traffic build up and/or crowd moving towards the SBA on the aforesaid roads/streets during the peak hour of the Festival Day of the grave sweeping periods, the Applicant will deploy security personnel to the nearby street junction pavements to guide visitors to walk to the SBA along the respective pavements.

8.4 The SBA Management will set up directional signs at the following locations to guide visitors to walk along the two peripheral pedestrian routes to approach the SBA for worship. If situation dictates, additional manpower will also be deployed to these locations to guide the visitors to walk to the SBA and to monitor the flow of visitors. These locations are :-

- (i) MTR Hung Hom Station Exit A3;
- (ii) Gillies Avenue South (N/B) Bus Stop
- (iii) Cheong Wan Road/Cheong Tung Road Pedestrian Crossing;
- (iv) Chatham Road North/Wuhu Street (bottom of the footbridge led Leading down from Chatham Road North footbridge;
- (v) Chatham Road North pavement/Winslow Street pavement;
- (vi) Outside the SBA Site.

The above match with the proposed directional signs' locations proposed in the TIA and the aforesaid directional signs will be placed on sites before 0900 hrs in the morning and collected back by security personnel of the SBA after 1700 hrs during the Festival Day and its shadow period.

8.5 In unexpected/rare situations, i.e. If a substantial visitors appears during the peak grave sweeping period on the Festival Day or its shadow period and that only a controllable number of worshippers can be released to go inside SBA columbarium for worship, the following methods will be used by the SBA to control the number of visitors accessing the two columbarium halls for worship, namely :-

- (i) Visitors will be arranged to stay temporarily at the holding area set up on the G/F lobby (which can hold up 32 visitors at any one time) waiting to be guided to the respective columbarium halls on the 1/F and 2/F of the SBA for worship after registration. Staff deployed thereat will use tidal flow system to release visitors to go up to the aforesaid two columbarium halls via the twin staircases (divided into the ascending and descending mode) and the lift (for elderly, disabled persons and those in need of the lift service) of the SBA;

- (ii) Sufficient staff of SBA and security personnel will be deployed at the G/F lobby and outside the main entrance of the columbarium to ensure the admission control is proper conducted and that there is no conflict between the in-coming and out-going worshippers;
- (iii) Staff deployed inside the SBA will ensure that only a controllable number of worshippers be allowed to enter the columbarium for worship (no more than 30 visitors in each columbarium hall at any one time), in particular during the peak hour, so that the holding capacity of the columbarium will not be exceeded at any one time. Staff and security personnel positioned at key locations will maintain close communication with the SBA Command Post to ensure an orderly and smooth release of visitors into the columbarium halls for worship; &
- (iv) In any case, priority will be given to visitors, who use the visit-by-appointment system to enter the SBA for worship and the staff deployed at the entrance and at the registration counter on the G/F lobby of the SBA will verify their authenticity using the visit-by-appointment records.
- (v) The above is a self-regulated traffic management measures proposed to be adopted by the Applicant for the Festival operations to be conducted at the SBA columbarium building and its vicinity without the need for Police presence on site to interfere unless unexpected situation dictates.

## **9. Police Presence**

To implement and execute Special Traffic Arrangement during festive days, Police deployment on roads/streets in the vicinity of columbaria in the Territories may be required in order to implement adequate traffic and crowd management measures. Nevertheless, the traffic and crowd management measures proposed to be adopted by the SBA in this Management Plan are a set of self-regulated administrative and operational methods more than adequate for the SBA to operate the worship activities at the SBA columbarium building during either Ching Ming Festival or Chung Yeung Festival in an orderly and safe manner and the need for Police presence to assist is highly unlikely. In any case, the Applicant will inform Hung Hom Police Division in advance prior to the Festival periods the expected number of worshippers that will access the SBA for worshipping on each day during the Festival periods so that Police can plan ahead and make suitable arrangements, if situation dictates. Useful telephone contacts is at **Annex 'E'**.



## **10. Crowd Management Plan Execution and Duties of Staff/Security Personnel**

10.1 During the 5 worship days across the festive periods (i.e. the Festival Day plus the 1st weekend immediately before and after the Festival Day of either Ching Ming Festival or Chung Yeung Festival) a substantial number of worshippers will go to the SBA to worship their ancestors, in particular when the remaining niches of the SBA are interred in future. In this case, it is anticipated that more than the existing number of worshippers will come to the SBA every year during the festive days of Ching Ming Festival/Chung Yeung Festival to conduct worshipping activities and according to relevant Government Departments' requirement a special crowd management plan is considered necessary to be implemented at the SBA and its vicinity to ensure the safety of worshippers and the smooth running of the event(s). Although there might be a gradual decrease in the number of worshippers going to the SBA for worship during festive days after many years later, the introduction of the aforesaid special crowd management plan should not be neglected on each occasion.

10.2 In addition to the stringent administrative measures that will be implemented by the Applicant as stipulated in this Management Plan and to ensure a safe and orderly visitors' movement inside the SBA, the Applicant will adopt the following crowd management measures, namely :-

(i) To implement the **visit-by-appointment** system first so as to ensure that visitors will only come to the SBA according to the pre-arranged time slots and that no overflow of worshippers will occur inside the SBA columbarium at any one time (i.e. no more than 60 visitors (including staff) will stay inside the SBA Building at any one time for worship as per BD's requirement) and the adherence to the peripheral pedestrian routes system. This arrangement can allow the management of the SBA to maintain a balanced visitors visiting the columbarium concerned at staggered period so that no chaotic traffic and crowd situation will occur in the vicinity of the SBA and safety is ensured inside the SBA building complex. To implement the above, the following steps will be adopted by the SBA Management, viz :-

(a) Staff will be deployed at the entrance of the SBA Building to welcome the visitors and then guide them to the registration counter set up at the G/F next to the lobby for registration/verification;

- (b) After registration, the batch of visitors will be given admission cards to access the respective columbarium halls and they will be guided by staff deployed inside the SBA to walk up the twin staircases for the respective columbarium halls on the 1/F and 2/F of the SBA Building for worship. Elderly, disable persons and those in need of lift service will be guided to use the lift service for accessing the respective floors;
  - (c) When the batch of visitors arrive at the columbarium hall, the staff deployed inside the hall will collect the admission cards from them and told them that they can only stay inside the columbarium hall for not more than 30 minutes for the worship. The admission cards collected will be re-cycled back to the registration counter for subsequent use.
  - (d) When the 30 minutes time frame worship finished, the staff deployed inside the columbarium hall will inform the batch of visitors to leave and told them to use the staircase to descend down to the G/F for leaving the SBA Building. Elderly, disabled persons and those in need of lift service will be guided to use lift to descend down to the G/F for leaving the site.
- (ii) Secondly, if necessary an **admission control** system will be implemented at the G/F lobby of the SBA where staff will be deployed thereat to set up a holding area and to control and systematically release visitors to go up to the two columbarium halls on the 1/F and 2/F of the SBA for worship via the twin staircases (divided into ascending and descending mode under the supervision of security personnel) and/or the lift service after the visitors completed the registration/verification at the registration counter set up at the G/F near to the lobby. Tidal flow system will be used in order to release visitors to the 1/F and 2/F columbarium halls. Staff deployed at key locations on the G/F, the 1/F and 2/F and within the columbarium halls will maintain close contact amongst themselves to ensure the proper supervision of this admission control system in order to ensure that the holding capacity of the two columbarium halls will not be exceeded as required. This visitor's control system will be properly monitored and exercised by staff until situation comes to normal;
- (iii) Thirdly, the SBA will also implement a **one-way visitors' flow** system where visitors will be arranged to go up to the columbarium hall on either 1/F or 2/F of the SBA building via the twin staircases (the left-hand side staircase will be arranged in the ascending mode whilst the right-hand side staircase will be arranged as the descend mode) so that there is no conflict between the arrival visitors and

the departing visitors. Staff will be deployed at key locations and outside the lift on the G/F for the supervision of visitors' movement and to ensure safety of the visitors to and from the columbarium halls, except for the Elderly, disabled persons and those in need of lift service could use the lift to ascend/descend to and from the columbarium halls and the G/F. This arrangement can allow no conflict between arriving/departing visitors and that the number of worshippers in the two columbarium halls can be properly and orderly controlled;

- (iv) During peak hour if visitors continue to build up which is highly unlikely with the firm adherence to the visit-by-appointment system, the G/F lobby will continue to be used to accommodate the incoming visitors who after registration/verification at the registration counter will be arranged to wait at the G/F lobby awaiting their turn to be released to go up to the columbarium halls for worship.
- (v) In addition, sufficient SBA staff will be deployed on each floor of the columbarium and the proposed twin staircases to supervise the in-flow and out-flow of worshippers with a view to ensuring the safety of all visitors and the smooth running of the worshipping activities;
- (vi) The implementation of the aforesaid crowd management measures will allow the SBA to exercise proper and efficient control of the flow of worshippers to and from the columbarium halls whereby a smooth running of the festive event concerned will be successfully achieved.
- (vii) Contingency Plan: the following contingency plan will be implemented at short notice by the SBA in the event that there is a substantial number of visitors approaching the SBA for worship during the peak hour of the festive days especially during the Festival Day who come to the site in large batches at the same time creating a sudden upsurge of visitors at any particular period of time. In this scenario, the SBA will take immediate action to activate the following contingency procedures in order to deal with the ad hoc situation, namely :-
  - (1) To deploy additional security personnel to the following locations to monitor and guide visitors to approach the SBA;
    - (a) Cheong Wan Road/Winslow Street pavement by the side of the China Travel Hip Kee Godown, HK Ltd;
    - (b) Winslow Street/Lo Lung Hang Street;
    - (c) Wuhu Street/Chatham Road North;
    - (d) Chatham Road North/Winslow Street;
    - (e) Wuhu Street/Gillies Avenue south pavement (to monitor the movement of the crowd);

- (2) Security personnel deployed at the aforesaid locations will take the initiative to guide visitors to the SBA and will maintain close communication with the SBA Command Post and report the crowd situation in the respective streets to the Command Post at regular intervals so that the SBA Command Post will have a clear picture of the size of the in-coming crowd to the SBA at Winslow Street and to take appropriate action to deal with the ad hoc situation; &
- (3) Staff deployed at the entrance and the G/F lobby of the SBA will liaise closely with the Command Post and those staff deployed at respective columbarium halls on the method of releasing visitors at staggered phases into the columbarium halls for worship. Visitors awaiting temporarily at the holding area on the G/F lobby, if implemented, will be explained patiently by staff about the arrangement of this crowd management measure taken by the SBA whereby a safe and orderly worship can be taken on site. This crowd management tactic will continue until the approaching visitors have reduced significantly and the order to stand down rest with the Command Post of the SBA.

10.3 The Applicant will be vigilant for this kind of situation to ensure a staggered implementation of the aforesaid crowd management measures and the contingency plan, if required. Staff and security personnel deployed at the **holding area, G/F lobby**, will explain to the worshippers the reason for making such an arrangement in order to ensure a safe and orderly release of people into the SBA Columbarium periodically. **The Applicant again will ensure that worshippers be informed well in advance before the commencement of the festive days regarding the possibilities of executing tidal flow system inside the SBA columbarium for special crowd management during the festive days of either Ching Ming Festival or Chung Yeung Festival.**

10.4 Manpower deployed will be equipped with radio communication system for internal communication.

10.5 Should emergency vehicles need to access the SBA Columbarium at Winslow Street/Lo Lung Hang Street to deal with any emergency situation concerning worshippers, e.g. sick person case(s), security personnel deployed outside the columbarium entrance will offer assistance to emergency medical personnel and if necessary temporarily stopped the tidal flow system, if implemented.

10.6 Staff of SBA with first-aid experience and/or first-aiders will station inside the SBA Columbarium for the provision of medical service to worshippers during the festive days.

**11. Supply & Distribution of Manpower of the SBA Columbarium Staff/Security Personnel for Both Traffic and Crowd Management**

As per Annex 'B'.

**12. Specific Duties of the SBA Columbarium Staff/Security Personnel for Both Traffic & Crowd Management**

As per Annex 'C'

**13. Security Management**

The Applicant undertakes to ensure that sufficient security measures are implemented for the SBA Columbarium. In this respect, the columbarium concerned is installed with CCTV cameras at vantage locations to monitor the activities within it and the CCTV monitor with 24 hours recording function is mounted on the cabinet next to the reception table on the G/F which will be manned by staff during office hours, in particular during the Festival Days of Ching Ming Festival and Chung Yeung Festival. After business hours daily, the 24 hours CCTV with recording system will continue to be turned on to monitor/record activities inside the SBA Columbarium. Three staff will also be deployed on night shift duties (12 hours shift) on a rotation basis inside the columbarium concerned to prevent trespassing and to ensure tight security. The Applicant also undertakes to install broadcasting system (PA system) inside the SBA Building for the purpose of announcing necessary messages to visitors regarding the columbarium worship activities during Festive days as well as to use it during emergency situations/ad hoc incidents.

**14. Inclement Weather**

In the event of inclement weather, such as heavy rain, during the course of the operation, the Applicant will ensure that those worshippers remain inside the SBA Columbarium to avoid the rain are remained in safe locations and the tidal flow system, if implemented, will cease temporarily.

**15. Command Post (CP)(指揮中心)**

The Applicant undertakes to operate a CP at the reception area on the G/F of the SBA Columbarium. It will be commanded by the person-in-charge of the columbarium or the senior staff in his absence during the Festival Day and its shadow period of either Ching Ming Festival or Chung Yeung Festival.

## **16. Location Map of the SBA Columbarium and Route Map**

The location map of Benevolent Columbarium and route map are at **Annex 'D'**.

## **17. Pictures of the SBA Columbarium, its Columbarium Halls and Emergency Evacuation Route**

As per **Annex 'F'**.

## **18. Manpower Deployment**

18.1 The SBA Columbarium has a Manager and a total of 7 staff for its daily operation.

The management of the SBA consists of 2 components. The top level management personnel consists of Ms Sandy CHUNG (Authorized Person of the Applicant), Mr. WONG King-wing (Manager), Mr. HO Pak-hung (Supervisor), Ms CHAN Shuk-yee (Secretary), Ms CHAN Shuk-lai (Financial Director) and they are responsible for formulating the business/operation strategies, scrutinizing financial budget and to decide the SBA's risk management policy and to raise the quality service of SBA.

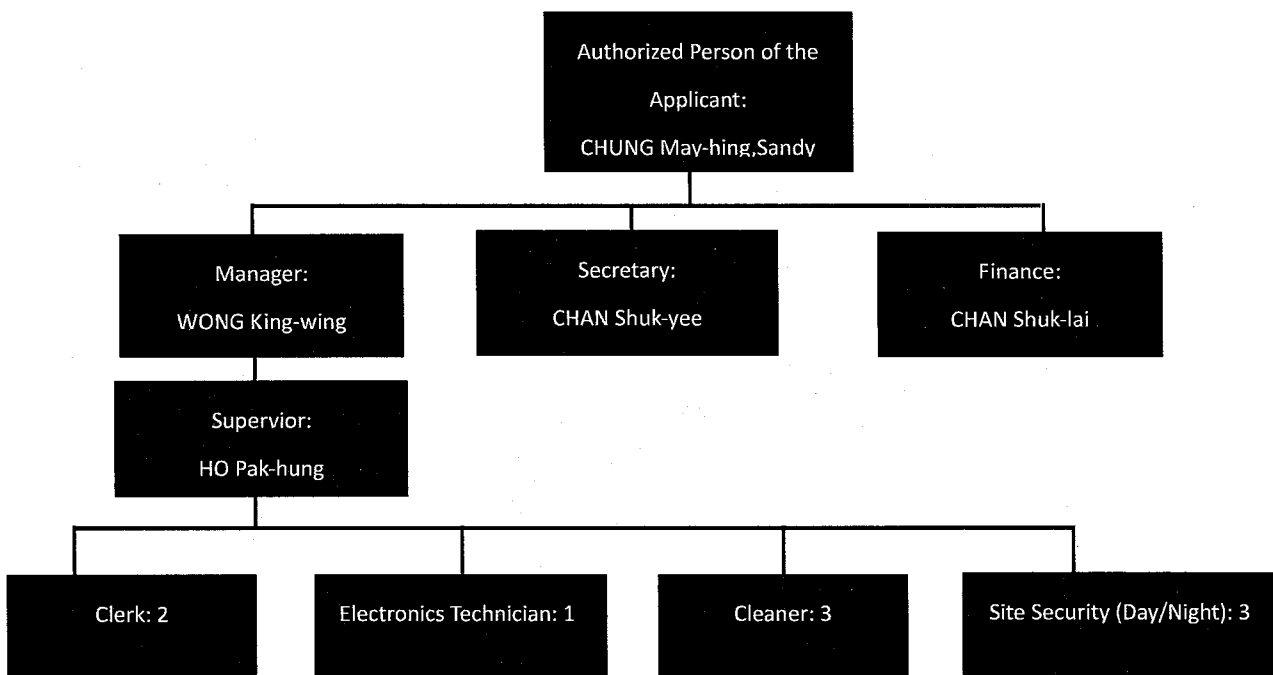
<u>Name</u>	<u>Working years/Experience in Managing/Running Columbarium</u>
Ms CHUNG May-hing, Sandy (Authorized Person of the Applicant)	15 years
Mr. WONG King-wing (Manager)	10 years & above
Mr. HO Pak-hung (Supervisor)	8 years & above
Ms CHAN Shuk-yee (Secretary)	15 years
Ms CHAN Shuk-lai (Financial Accountant of Salvation Benevolent Association Limited)	15 years

18.2 The Applicant will ensure the Manager to provide sufficient manpower to meet the daily operational need of the SBA, which has 4 staff for the daily running of the columbarium concerned and 3 staff to perform night shift duties on a rotation basis. The duties include daily cleaning, overall administration for the Benevolent, provide customer service and guiding to visitors, employ professionals and workers for repair and maintenance of the columbarium facilities and buildings. Provide fire safety and security measures for the Benevolent. First-aid box is available on the G/F near to the reception area in case of need. Provide crowd management

measure during Ching Ming and Chung Yeung Festivals. **Detailed manpower deployment and responsibilities of staff and security personnel for Ching Ming and Chung Yeung Festival are at Annex 'C'.**

18.3 The Applicant undertakes to provide the following information to the Licensing Board/relevant authorities, namely :-

- Organization chart of the Benevolent working personnel, their number, ranking and job charters, area of responsibilities in relation to the columbarium and other ancillary facilities.



- The Manager of the SBA Columbarium is Mr. WONG King-wing who works for the Temple for over 10 years and is experience in funeral and columbarium business.
- To provide fire prevention measures training to staff of the SBA, to arrange staff to attend first-aid courses or to employ first aiders to station inside the columbarium concerned to provide medical services to worshippers during Ching Ming or Chung Yeung Festival, if necessary.
- Normally, no repair and maintenance work will be carried out during Ching Ming or Chung Yeung Festival but the Applicant undertakes to employ professionals and workers to standby at the Benevolent and to undertake urgent repair and maintenance work during the peak grave sweeping days if there is such an impending need.
- The management mode of the SBA is that every staff is assigned with their work according to their job charters and they will be

supervised by Mr. HO, the person-in-charge, and in his absence the most senior staff presence will take over his responsibilities. Staff will be briefed on a need-to-know basis regarding the daily running of the SBA, the supervision/running of all the facilities and services to be provided to members of the public. The Applicant will ensure all staffs know their own roles and duties in order that a quality service is provided to members of the public.

**19. Contingency Plan for Fire or Other Emergency Situations To Be Executed by Benevolent Columbarium in compliance with Section 97(f) of the Private Columbaria Ordinance Cap 630**

19.1 In accordance with Section 97(f) of the Private Columbaria Ordinance, Cap 630, the Applicant of SBA, No. 37, Winslow Street, is required to submit a 'Contingency Plan in the event of fire or other emergency situations', in addition to other management plans, to the Licensing Board for scrutiny in relation to her application of Columbarium Licence for the SBA. To run in line with Annex 16 paragraph 8 of the Private Columbarium Licensing and other guidelines for application of columbarium licence i.e. " paragraph 8 of the Management Plan for Private Columbarium Note for Template", the fire contingency plan outlined in this SBA Management Plan is a procedural guidelines written in accordance with the above for the Applicant and staff of SBA to follow and to action in case of fire occurs within the premises of SBA and will be reviewed in every six months by the Applicant and record of the review concerned will be documented by the Applicant for the inspection of relevant Government Departments or PCLB. The Applicant will ensure that the columbarium continues to comply with the "Fire Safety Requirements for Private Columbaria" formulated by the Fire Services Department and updated from time to time. The Applicant will ensure the adoption of all fire prevention measures as per Fire Services Department requirement. She and the person-in-charge of the SBA will also appraise themselves with the updated fire regulations and make amendments/updates for the SBA fire contingency plan and brief their staff accordingly with regard to all fire regulation updates/changes. They will keep records for all the updates of the updated fire regulations for inspection by relevant authorities.

19.2 In relation to the Applicant's application to the Licensing Board for a Columbarium Licence, the following contingency plan is hence compiled in compliance with the aforesaid Ordinance in order to enhance the successfulness of the application, namely :-



**(a) Fire Prevention Execution and Duties of Staff of SBA**

The Applicant will ensure the adoption of all fire prevention measures as per Fire Services Department (FSD) requirement. The proposed twin staircases will be installed with fire prevention doors, fire hydrants and hose reels on each floor in order to comply with the FSD fire prevention regulations.

**(b) Emergency Evacuation Plan**

An emergency evacuation plan will be prepared by the Applicant for the SBA Columbarium and all staff will be briefed to be conversant with the plan so that they can assist worshippers in evacuation in case of emergency. The following is the plan, namely :-

- In the event of emergency during festive days staff/security personnel deployed at each floor of the columbarium hall inside the SBA Columbarium will quickly assist patrons in evacuation to a safe place outside the Benevolent Columbarium.
- In evacuation, worshippers will be guided/directed to leave the columbarium halls on the 1/F and 2/F as quickly as possible, descend down the proposed twin staircases linking the roof-top, different floors and the G/F of the columbarium concerned to the G/F and then leave via the main entrance.
- The lift service will be suspended.
- Leave the SBA Columbarium via the Lo Lung Hang Street heading north all the way to the **designated assembly point** located at the open area at Cooke Street/Lo Lung Hang Street.
- Thereafter worshippers can be guided to leave the area via Cooke Street, Bulkeley Street and Gillies Avenue South.
- The Applicant will ensure the emergency evacuation route inside the SBA Columbarium is free of obstruction at all times
- The Applicant will inform Police/FSD in the event of fire/emergency evacuation for their assistance
- The Applicant will liaise with Police/FSD firemen deployed at scene for any assistance
- The Applicant is the person-in-charge and her name is Sandy CHUNG, manager of SBA and her contact telephone is 98380879.

**(c) Fire Service Installations/Fire fighting Equipment/Storage of Joss Materials**

- The Applicant will ensure all fire service installations including the installation of fire prevention doors for the proposed twin

new staircases, fire hydrants and hose reels and equipment provided for the SBA Columbarium will be maintained in efficient working order and all the support and resources for fire prevention are available in SBA at all time.

- Will employ a Registered Fire Service Installation (FSI) Contractor for all maintenance, alterations and additions for the SBA Columbarium. When the proposed twin staircases are built in the nearest due course in complying with the BD's requirement, the Applicant will instruct the FSI to inspect the newly built staircases in order to comply with the FSD fire prevention regulations.
- The Applicant will ensure sufficient portable fire fighting equipment of the approved type such as fire extinguishers will be provided for the SBA.
- The Applicant will ensure all fire extinguishers are in good working condition, be kept clear from any obstruction, clearly indicated as regard to their locations and methods of operation and be inspected by Registered FSI Contractor at least once every twelve months
- The Applicant will employ the Registered FSI Contractor to prepare a new **fire escape route plans** for the whole SBA Columbarium.
- Will ensure that the Registered FSI Contractor shall issue Certificate(s) of Fire Service Installations and Equipment (FS 251) to the Applicant with copies forwarded to the Director of Fire Services via the respective Regional Office of the Licensing and Certification Command within 14 days after completion of works.
- The Applicant will also ensure that a Certificate of Compliance (FSI/314A or FSI/314B as appropriate) will be submitted by the responsible Registered FSI Contractor to the Director of Fire Services via the respective Regional Office of the Licensing and Certification Command for the alteration and addition works.
- As far as fire prevention is concerned, the columbarium halls of the SBA Columbarium is equipped with water sprinkles and fire hose reels at each columbarium floor.
- To ensure that emergency lighting shall be provided for the entire columbarium halls including the proposed twin staircases and exit signs are installed on each floor of the two new staircases.
- To ensure all exits will be suitably indicated by illuminated signs and if the exit are out of sight to any location within the SBA including the columbarium halls, suitable directional signs in

the same dimensions as the exit signs shall be provided to assist patron to identify the exits in an easy manner in the event of an emergency.

- To ensure all combustible materials used as altars, false ceilings, partitions or wall furnishings inside the columbarium halls should fulfill FSD required standard.
- To ensure all means of escape should be kept free from obstruction including the proposed twin staircases.
- To ensure access route should be provided for FSD to reach the columbarium halls.
- To ensure a suitable store room or cabinet be provided for the storage of joss materials, if any.
- Kerosene & lamp oil be kept in metal containers away from naked flame and confined to a suitable store room.

19.3 To further adhere to the FSD fire prevention requirement, the Applicant undertakes to appoint Mr. HO, the person-in-charge of the SBA Columbarium as the **Fire Security Officer (FSO)**. The Applicant undertakes to employ fire contractor to conduct evaluation of fire precaution measures for the whole SBA including the columbarium halls in order to upgrade the fire prevention measures that need to be put in place in order to comply with the FSD fire regulations as well as to comply with the Application Guidelines regarding fire prevention. When the proposed twin staircases are built, the Applicant will employ the Registered FSI Contractor to conduct inspection for the staircases in order to ensure the condition meets the FSD regulations.

19.4 As mentioned the SBA Columbarium is installed with CCTV. There are adequate CCTV cameras installed at vantage locations within the columbarium concerned and the CCTV monitor with 24-hour recording function is mounted at the cabinet next to the reception table on the G/F for staff to monitor the activities inside the columbarium.

19.5 The Applicant undertakes to set up house rules and ensure that worshippers are well informed that no burning of incense materials are allowed inside the columbarium halls during the course of their worship. The burning of incense materials will only be allowed at the designated environmental furnace located on the roof-top of the columbarium building.

19.6 The Applicant will ensure that all fire equipment are in good working condition so as to serve as fire prevention measures.

- 19.7 The Applicant will direct Mr. HO, the person-in-charge of the SBA Columbarium to set up a fire prevention team in dealing with the break out of fire. Fire escape route floor plans concerning escape routes to be prepared by the registered fire contractor concerned will also be displayed at prominent locations within each floor of the SBA building complex including the columbarium halls, serving as a clear guide for fire escape. The fire escape routes will be checked periodically to ensure no obstruction is caused to the routes, in particular prior to the commencement of the festive seasons.
- 19.8 The Applicant will ensure that during festive days staff/security personnel of the SBA Columbarium on duty are equipped with beat radios for easy communication.
- 19.9 The Command Post (CP) will be set up at the reception area on the G/F of the columbarium to monitor the worshipping operations.
- 19.10 First-aiders will be employed to station inside the SBA Columbarium to provide first-aid services to worshippers, if required. First-aid box is available on the G/F of the columbarium near to the reception table in case of need.
- 19.11 The Applicant will arrange the staff of SBA to conduct fire drill twice every year and provide training to staff on the "Contingency Plan for Fire" in every six months and will arrange staff to have first aid training periodically and as and when necessary.

**Fire Security Officer (FSO)**

19.12 The person-in-charge, Mr. HO of the SBA Columbarium will be the FSO and he is responsible for the following responsibilities, viz :-

- Maintain up-to-date list of Fire Prevention Team (to be reviewed annually) and to liaise with Fire Protection Command of the FSD to arrange training in fire-fighting and fire prevention for the team.
- To liaise with the registered fire contractor concerned to conduct periodical check regarding fire prevention measures adopted by the SBA.
- Liaise with the registered fire contractor concerned to ensure fire escape route plans for the Benevolent are well prepared and to display them at appropriate locations within the SBA Columbarium.
- To action in the event of fire.
- At the end of working period ensure all electrical appliances are switched off and/or unplugged as necessary.

- Check that inflammable material is properly stored, if any.
- Ensure fire prevention measures are well in place within the SBA Columbarium.
- To check fire preventing equipment in good working order regularly and escape routes are not obstructed, especially prior to the festive days.
- Arrange fire drill to be carried twice every year.
- Brief staff/security personnel about fire prevention/fire-fighting and the locations of the fire hose reels before the commencement of every worshipping season.
- To update the fire contingency plan in every six months.

#### **Immediate Action on Discovery of Fire**

19.13 The person who discovers the fire will :-

- Raise the Alarm by shouting "FIRE" "FOH CHUK (火燭)".
- Take all possible action to extinguish or contain the fire.
- Ensure that the FSO is immediately informed of the outbreak of fire. The responsibility to request for the assistance of FSD, through the '999' system, will rest with the FSO, except in his absence, the most senior staff present at the scene of fire takes over the responsibility.

#### **Action by FSO**

19.14 In the event of fire, the FSO will take the following actions, viz :-

- Ensure to dial "999" to call for Police and FSD assistance.
- To dispatch all available staff, fire prevention team and security personnel to the scene of fire to assist in fire-fighting operations.
- Instruct security personnel to arrange immediate and orderly evacuation of worshippers through the columbarium twin staircases down to the G/F and leave the columbarium through the main entrance to the designated assembly point set up at the open area at Cooke Street/Lo Lung Hang Street, Hung Hom.
- Arrange the air-conditioning system of the buildings to be switched off, if necessary. Close the columbarium halls' doors and close the fire prevention door at each floor of the columbarium twin staircases.

#### **Action at the Scene of Fire**

19.15 Under the command of FSO present at the scene of fire, the fire prevention team and security personnel are to :-

- Take all possible action to extinguish or contain the fire but safety

be the priority.

- Check if any persons are trapped by the fire within the columbarium halls, the roof-top, each floor, the proposed twin staircases and if necessary try to rescue/evacuate them.
- Remove all casualties from the scene of fire to safe place outside the SBA for immediate medical treatment to be provided by first-aiders & ambulance be called immediately.
- Columbarium staff will try their best to close all windows and doors in the vicinity of the fire and switch off fan and/or room air-conditioning units.
- Remove all inflammable material, if any.
- FSO to delegate a security personnel to meet FSD personnel at the main entrance of the SBA building complex at Winslow Street.
- FSO to ensure security personnel are deployed to the outside of the columbarium for crowd management.
- If the fire is of a serious nature and/or of more than one fire has broken out and that danger is imminent, all persons including worshippers, columbarium staff and security personnel will be immediately evacuated from the scene of fire to the assembly point at the open area located at Cooke Street/Lo Lung Hang Street, Hung Hom.
- FSO is to liaise with Police deployed at the scene for crowd management and to arrange a quick evacuation and orderly dispersal of worshippers away from the SBA Columbarium to the aforesaid assembly point and thereafter guide them to leave the area via Cooke Street and nearby streets.
- FSO to liaise with Police and the senior FSD officer attending the fire to ensure all aware of the prevailing danger.

### **Escape Routes**

19.16 The escape routes for worshippers at the 3 Columbarium Halls of Benevolent are :-

- Worshippers stay inside the columbarium halls located on the 1/F and 2/F and those using the environmental furnace at the roof-top of the SBA Columbarium will immediately be guided to descend down the columbarium twin staircases as quickly as possible down to the G/F of the columbarium and leave via the main entrance or the side gate located on the G/F. Thereafter, the fire prevention door on each floor of the twin staircases will be closed for fire prevention.
- The lift service will be suspended and security personnel will be deployed to guard the lift on the G/F to ensure its suspension.

- Worshippers will be guided to retreat from the area to the designated assembly point located at the open area at Cooke Street/Lo Lung Hang Street, Hung Hom.
- Staff working inside the Admin Office will also leave the room quickly and descend down the twin staircases to the G/F to assist in the crowd dispersal.
- The applicant will ensure an emergency vehicle access is provided for FSD staff for accessing SBA in case of fire.

#### **Removal of Important Documents**

19.17 When the severity of the fire is known, removal of important documents placed inside the Admin Office to a safe place such as to the designated assembly point may be considered. The FSO will direct his staff to take such action, if possible and to take care of necessary items.

#### **Fuse Boxes and Fire Fighting Equipment**

19.18 It is imperative for the FSO to brief their staff to remember that the electric current must be switched off at the fuse box controlling electricity supply to the area of the fire before any attempt is made to extinguish a serious fire or one involving electrical apparatus. The staff must be well aware of the locations of fuse boxes and fire-fighting equipment.

#### **Action During Other Emergency Situations**

##### **Action in Person Collapsed, Sick Person and Person Accidental Injured Cases**

19.19 Person collapsed or sick person cases :-

- FSO, relevant staff and/or security personnel to attend the scene immediate and assess the situation.
- Directive be given to remove the person collapsed or sick person to a shaded & spacious area for a rest and call for ambulance.
- If first-aid treatment is needed, those who know first-aid will attend to the sick person concerned and first-aiders stationed inside the columbarium, if available, will be called to the scene to attend to the sick person.
- Inform CP to call for ambulance, if immediate need is necessary.
- Ensure the person collapsed or sick person is escorted to hospital by family members/Police, if possible.
- FSO is to ensure security personnel continue with their crowd management duties in order to ensure no panic from other worshippers.

19.20 Person accidental injured cases :-

- Attend the scene immediate and assess the situation.
- Depend on the seriousness of the injuries, do not move the injured.
- Inform CP to call for ambulance, if necessary.
- Cordon off and contain the scene to ensure no further incidents to occur.
- Ensure the injured is escorted to hospital by family members/Police, if possible.

### **Action in Building Collapse Case**

#### 19.21 Building collapse case :-

- Attend the scene immediate and assess the situation.
- Inform the CP and conduct rescue and attend to injured.
- CP is to dial “999” to call for Police and FSD and ambulance to attend scene.
- If the situation is serious, try as far as possible to remove the injured to a safe place near to the columbarium waiting for the arrival of ambulance.
- Conduct evacuation immediate and tell those uninjured to leave the columbarium to the nearby streets, such as Winslow Street and Lo Lung Hang Street.
- Try to obtain information from the Police regarding relevant Government Department staff to attend scene to evaluate the damaged situation.
- FSO to liaise with the senior FSD officer present at the scene of rescue in order to obtain relevant and fresh information.
- Try to identify the death, if any and the injured and next action is to inform family members about the incident.

### **Nature & Handling of Emergency Situations**

19.22 Emergency situations are by no means exhaustive and will occur unpredictably. Hence, the Applicant, her person-in-charge of the SBA Columbarium and staff have to be vigilant and be alert at all times for these kind of situations to happen and be prepared to handle them swiftly, especially during the operations for the festive days. They need to equip themselves with sufficient knowledge in dealing with sudden incidents; and to ensure that they comply with the Private Columbaria Ordinance/Application Guidelines.

### **Useful Telephone Contacts of FSD**

19.23 Useful telephone contacts of FSD is at **Annex ‘E’**.



**20. Measures to ensure Compliance with Licensing Conditions, Guidelines and Code of Practice Stipulated or Issued by the PCLB**

- 20.1 The Applicant will ensure to operate and manage the columbarium in accordance with the Management Plan approved by the Licensing Board. To enhance the successfulness of the application for the columbarium licence and in future when additional niches are interred, the Applicant undertakes to implement adequate administrative measures in compliance of the PC Ord, Cap 630 and the application guidelines issued by relevant authorities. To ensure easy control and safety of worshippers, a pre-booking system via email/SMS/Whatsapp/phone for booking the worshipping visits will be introduced which is by way of visit-by-appointment system. This admission control system by way of visit-by-appointment system is to effectively and evenly arrange a controllable number of worshippers to visit the SBA within specific allocated time slots through the 5 days' festive periods during Ching Ming Festival and Chung Yeung Festival thereby reduce traffic/crowd conflict and ensure systematic worship inside the SBA Columbarium. The specific time slot visits' record will be kept in the Reception Area of the columbarium for ad hoc checking, if necessary. In order to prevent any unnecessary nuisance that might be caused to residents living in the vicinity of the SBA during the Festive days, two peripheral pedestrian routes as proposed in paragraph 7.2 of this Management Plan are proposed to be used by visitors to walk to the SBA. The Applicant undertakes to strongly advised visitors to use these two routes to access the SBA in all future Festive operations.
- 20.2 The Applicant undertakes to post daily opening hours at the entrance, including opening hours during Ching Ming Festival and Chung Yeung Festival (if different from normal opening hours). The Applicant will ensure the completion of the posting of this notice within (30) thirty days from the effective date of approval of licence by the PCLB. The Applicant will also provide information to worshippers about the details of the special traffic/crowd management measures that may be implemented by the SBA Columbarium during the 5 days of Ching Ming Festival/Chung Yeung Festival and any change that might be made to such an arrangement. Signage will also be displayed inside the columbarium to remind visitors to follow the house rules.
- 20.3 The Applicant undertakes to display a floor plan at the entrance of the columbarium to indicate the layout of the relevant crowd management measures, including entrances and exits, direction of crowd flow, boundaries of waiting areas/queuing areas/restricted areas, positions of

guard staff, first aid stations and escape routes/safety meeting place etc. The Applicant will ensure the completion of the posting of this notice within (30) thirty days from the effective date of approval of licence by the PCLB. The Applicant undertakes to employ sufficient security personnel to assist staff of the columbarium to implement crowd management measures during Ching Ming Festival and Chung Yeung Festival and to implement/activate the contingency plan mentioned in this Management Plan at short notice to cater for the sudden upsurge of visitors appear at the SBA during ad hoc situations during the festive periods. To employ a professional security agent to assist the Applicant to cover the festive operations.

- 20.4 The Applicant will ensure the posting/marking a sufficient number of directional arrows/signs within the license area and at entrances during Ching Ming Festival and Chung Yeung Festival (including the shadow periods). Staff and security personnel deployed for the operation will be equipped with radio communication system for easy communication.
- 20.5 Set up a Command Post (CP) at the reception area on the G/F of the columbarium to monitor and cover the operation during the main festival days. The Applicant will ensure to take effective measures to manage the flow of visitors in the venue at any time according to the actual situation, so as to ensure the safety of visitors in the venue and maintain good order, and co-operate with relevant government departments as far as practicable (e.g. Transport Department, Hong Kong Police Force, etc.) to prevent the operation of columbarium from affecting nearby communities;
- 20.6 To implement security measures to ensure the safety of worshippers as well as the columbarium halls. CCTV cameras and monitor are installed inside the Benevolent Columbarium to monitor the worshipping activities. PA system is also installed inside the SBA Building. In addition, adequate staff and security personnel will be deployed to cover the operations throughout the entire festive periods.
- 20.7 No burning of incense materials inside the respective columbarium halls. Burning of incense materials will only be allowed at the designated environmental furnace located on the roof-top of the columbarium.
- 20.8 The Applicant will ensure the quick implementation of contingency plan in case of fire or other emergency situations.
- 20.9 To deploy staff of SBA with first-aid experience or first-aiders to station

inside the SBA Columbarium for the provision of medical service to worshippers during the festive days, if necessary.

- 20.10 To inform niche purchasers that no parking facilities will be provided by the SBA Columbarium and the worshippers are encouraged to use MTR/other public transport services to access the columbarium during the festive days in order to minimize traffic impact.
- 20.11 The Applicant will ensure the proper keeping of relevant staff training records, including course content, course dates and names of staff participating in the courses, etc., and provide these records for inspection upon request by the staff of the Private Columbaria Affairs Office.
- 20.12 The Applicant will ensure that a notice in English and Chinese stating the capacity of the columbarium is permanently displayed in a conspicuous position on each floor of the columbarium premises and will ensure that it is complete and in good condition. (as proposed by BD)
- 20.13 The Applicant undertakes to ensure that all buildings and structures and associated facilities in the columbarium will be subject to regular inspection and repair work and will be properly maintained and in good condition.
- 20.14 The Applicant will ensure that the walls, floors, ceilings and false ceilings (if installed) of the buildings and structures in the columbarium will be kept clean at all times; the premises shall be free from visible offensive substances, unpleasant odours, accumulations of rubbish, food scraps, and sewage , as well as mold, cobwebs, stubborn stains, etc. that will seriously affect the hygiene of the premises; and under reasonable circumstances, prevent the breeding and hiding of pests and rodents so as not to cause environmental nuisance. The Applicant will arrange cleaning workers to Clean Columbarium Premises Regularly
- 20.15 The Applicant will install garbage bins of sufficient quantity and capacity with tight lids at appropriate locations inside the SBA in order to accommodate all garbage and other wastes generated during daily operations and during peak grave-sweeping periods and waiting to be cleared. The rubbish bins in the premises will be kept clean, and the collected rubbish will be emptied at least once a day, and the frequency of empties should be increased according to the amount of rubbish when necessary.
- 20.16 The Applicant will ensure his staff carry out regular inspections and take

effective pest control measures as necessary to ensure that the columbarium is free from rodents, mosquitos or other insect infection.

20.17 With a view to ensuring compliance with licensing conditions, guidelines and code of practice stipulated or issued by the PCLB, the Applicant will brief the managerial and frontline staff about the daily management of the SBA and the management and operation of the Site during both Ching Ming Festival and Chung Yeung Festival and their shadow days. The Applicant will fully brief her staff on a regular basis about the details of the Management Plan, Contingency Plan and Fire Contingency Plan to ensure that they are all acquainted with the relevant Plans and know how to implement them for each Festival; and the procedures implemented will fully adhere to the conditions, guidelines and code of practice of the relevant issues. Fire drills will be conducted twice every year and will be recorded for record purpose. All briefing of the relevant Plans will also be recorded for record purpose and will report to the relevant authorities as and when necessary for compliance.

## **21. Handling of Complaints**

In order to comply with the Private Columbarium Ordinance and the Application Guidelines, the Applicant undertakes to implement a complaint mechanism to handle all complaints in relation to the SBA Columbarium, namely :-

- Set up a complaint mechanism to deal with all complaints regarding the management and service to be provided by the SBA Columbarium. The Applicant, or the person-in-charge of the SBA Columbarium will be the overall in-charge and decision maker for all the complaints received. The Manager of the SBA Columbarium will be appointed as the complaint handler of all the complaints in relation to the columbarium.
- All complaint(s) will be recorded in computer and will be divided into different categories for easy handlings and data processing.
- The complaint handler will be assigned to input information of the complaints in the computer for subsequent handling and investigation.
- The complaint handler will be assigned as investigator for handling complaints and he will be responsible for contacting the complainants for enquiries and investigation of the complaints.
- Channel for receiving complaints – staff of the SBA Columbarium on receiving a complaint will report it to the complaint handler and details of the complaint will be recorded in the computer including the nature, date & time of the complaint, details of the complainant and the complaint for follow-up action and subsequent reply.
- A performance pledge will be set up regarding period of investigation and the

period of response to the complaint. Normally, reply to the complainant will be provided within one month, unless in urgent situation where the reply will be provided within 7 working days or as soon as possible.

- If there is a need to take remedial action, the complaint handler will report the case to the Applicant, who will then direct what kind of action, if appropriate, to be taken as soon as possible in order to maintain/upgrade the quality services provided by the SBA Columbarium.
- Complaints can be of verbal complaints, phone complaints or written complaints for the Manager of the SBA to handle.
- Anonymous complaints will not be entertained but the SBA will check and review the content of the complaints positively for any service improvement.
- Signs bearing the name and mobile phone number/office telephone number of the Manager for handling complaints in connection with the SBA will be displayed prominently at the reception desk on the ground floor lobby area for the notice/information of visitors.

## 22. Financial Plan

The financial plan is enclosed in a separate envelop which has been marked “Annex to Management Plan Item”.

## 23. Person Responsible for the Implementation and Approval of the Management Plan

The particulars of the person responsible for the implementation of and approving the management plan.

Name: CHUNG May-hing, Sandy  
Position: Manager (Authorized Person of the Applicant)  
Contact No.: [REDACTED]  
Email Address: [REDACTED]

Submitted for and on behalf of the above-named columbarium

Name: CHUNG May-hing, Sandy  
Position: Manager  
Contact telephone no.: [REDACTED]  
Email address: [REDACTED]  
Signature:   
Date: 19 JAN 2024



### List of Annexes

- |         |  |
|---------|--|
| Annex A | Bus Routes and Green Mini Bus Routes to Salvation Benevolent Association   |
| Annex B | Supply & Distribution of Manpower of Salvation Benevolent Association  |
| Annex C | Specific Duties of Staff/Security Personnel of Salvation Benevolent Association  |
| Annex D | Location Map & 2 peripheral pedestrian routes to Salvation Benevolent Association, Hung Hom  |
| Annex E | Useful telephone contacts of TD, Police & FSD  |
| Annex F | Pictures of Salvation Benevolent Association, its columbarium halls, route leading to it, circulation route within the Subject Site and emergency evacuation route |

**Annex 'A'****Bus Routes and Green Mini Bus Routes to Salvation Benevolent Association,  
Hung Hom**

<b><u>Public Transport</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
<b><u>Bus Route No.</u></b>		
<b><u>KMB</u></b>		
2E	Kln City Ferry B/T	Pak Tin B/T(Route thro' Hung Hom Market)
3B	Tsz Wan Shan (Central) B/T	Hung Hom Ferry B/T(Route thro' Gillies Avenue South)
5C	Tsz Wan Shan (Central) B/T	Star Ferry (Route thro' Gillies Avenue South)
6C	Kln City Ferry B/T	Mei Foo B/T (Route thro' Hung Hom Market)
6F	Kln City Ferry B/T	LaiKok B/T (Route thro' hUNGhOM Market)
7B	LokFu B/T	Hung Hom Ferry B/T (Route thro' Hung Hom South Rd)
8	Kln Stn B/T	Star Ferry (Route thro' Gillies Avenue South)
8A	Whampoa Garden B/T	Tsim Sha Tsui (Circular) (Route thro' Hung Hom Stn)
11K	Chunk Yuen Estate B/T	Hung Hom Stn PTI
11X	Sau Mau Ping (Upper) B/T	Hung Hom Stn PTI
12A	Whampoa Garden B/T	Cheung Sha Wan (Sham Mong Rd) (Route thro' Gilies Avenue South)
13X	Po Tat B/T	Tsim Sha Tsui East (Route thro' Hung Hom Cooke St)
15	Ping Tin B/T	Hung Hom Ferry B/T (Route thro' Gillies Avenue South)
21	Choi Wan B/T	Hung Hom Stn PTI
30X	Whampoa Garden B/T	Allway Gardens B/T (Route

		thro' Tak Man St)
41	Kln City Ferry B/T	Cheung Ching B/T (Route thro' Fat Kwong St, Hung Hom)
45	Kln City Ferry B/T	Lai Yiu B/T (Route thro' Fat Kwong St, Hung Hom)
85X	Hung Hom Ferry B/T	MaOn Shan Town B/T (Route thro' Wuhu St, Hung Hom)
87D	Kam Ying Court B/T	Hung Hom Stn PTI
106	Wong Tai Sin B/T	Siu Sai Wan (Island Resort) (Route thro' Hung Hom Market/XHT Toll Plaza)
115	Central (Macau Ferry) B/T	Kln City Ferry B/T (Route thro' Gillies Avenue South)
215X	Lam Tin (Kwong Tin Estate) B/T	Kln Stn B/T (Route thro' Hung Hom Cooke St)
224X	Kai Yip B/T	Tsim ShaTsui East (Circular) (Route thro' Hung Hom Cooke St)
260X	Po Tin B/T	Hung Hom Stn PTI
268B	Long Ping Stn B/T	Hung Hom Ferry B/T (Route thro' Hung Lai Rd, Hung Hom)
269B	Tin Shui Wan Town Centre B/T	Ung Hom Ferry B/T (Route thro' Hung Lai Rd, Hung Hom)
297	Hung Hom Ferry B/T	Hang Hau (North) (Tseung Kwan O Hospital) (Route thro' Hok Yuen St, Hung Hom)
NWFB 796X	Tseung Kwan O Industrial Estate/Tseung Kwan O Stn	Tsim Sha Tsui East (Route thro' Gillies Avenue South)
<b><u>Green Minibus Routes</u></b>		
2	Festival Walk PTI	Whampoa Garden PLB Terminus (Route thro' Wuhu St, Hung Hom)



2M	Kln City (Fuk Lo Tsun Rd)	Whampoa Garden PLB Terminus (Route thro' Wuhu St, Hung Hom)
6	Tsim Sha Tsui (Hankow Rd)	Whampoa Garden PLB Terminus (Route thro' Hung Hom Stn)
8	Tsim Sha Tsui (Hankow Rd)	Ho Man Tin Estate (Route thro' Gillies Avenue South)
8S	Tsim Sha Tsui (Hankow Rd)	Ho Man Tin (Route thro' Hung Hom Stn)
13	Kln Tong (Broadcast Dr)	Hung Hom Ferry Pier (Route thro' Wuhu St, Hung Hom)
26	To Kwa Wan (Chi KiangSt)	Kln Station (Route thro' Hung Hom Stn)

Remarks : Apart from the aforesaid bus routes, there are many XHT bus stops at the XHT Toll Plaza bus stop area at Hong Chong Road where visitors can get off buses and access Winslow Street through the MTR Hung Hom Station platform and Cheung Wan Road to Salvation Benevolent Association Columbarium located at Winslow Street, Hung Hom. Visitors can also access the site from Chatham Road North where bus stops are available at outside/opposite Ulferts Shop.

**Supply & Distribution of Manpower of Salvation Benevolent Association****Staff/Security Personnel****For****Traffic & Crowd Management****Supply of Manpower by Salvation Benevolent Association Management**

<b><u>Manpower</u></b>	<b><u>Person-in-charge</u></b>	<b><u>Benevolent Staff</u></b>	<b><u>Security Personnel</u></b>
No.	1	5	6

**Distribution of Manpower by Salvation Benevolent Association Management**

<b><u>Location</u></b>	<b><u>Person-in-charge</u></b>	<b><u>Benevolent Staff</u></b>	<b><u>Security Personnel</u></b>
Command Post located at the G/F reception area	1		
Registration Counter at reception area, G/F		1	
The lift lobby on the G/F of the columbarium		1	
The waiting area at the G/F lobby		1	
Inside the two columbarium halls located on the 1/F & 2/F of the SBA Building (1 security personnel in each columbarium hall)		2	
MTR Hung Hom Stn Exit A3			1
Gillies Avenue south (N/B) Bus Stop			1
Cheong Wan Rd/Cheong Tung Rd Pedestrian Crossing			1
Chatham Road North/Wuhu St (bottom of the footbridge leading down from Chatham Road North footbridge)			1

Chatham Road North pavement/Winslow St. pavement			1
Outside the SBA Site			1
Total	1	5	6

Relieving/standby duties for ad hoc situation/contingency plan upon request			2
---	--	--	---

**Specific Duties of Salvation Benevolent Association Staff/Security Personnel for  
Traffic and Crowd Management**

<b><u>Location</u></b>	<b><u>Rank</u></b>	<b><u>Duties</u></b>
Salvation Benevolent Association Area/Command Post	Person-in-charge 1	<ul style="list-style-type: none"><li>● Operate the Command Post (CP)</li><li>● Overall supervision of the SBA Columbarium &amp; security personnel for traffic/crowd management measures</li><li>● Oversee the implementation of the crowd management contingency plan to be activated at short notice, if situation dictates</li><li>● Ensure the lift service is available for visitors to access the columbarium floors, 1/F &amp; 2/F</li><li>● Ensure the proposed twin staircases are used for ascending and descending mode separately in order to run the one-way flow system</li><li>● Ensure the fire escape route, i.e. the proposed twin staircases next to the lift linking the G/F to the roof top is clear of any obstruction and is suitable for visitors to ascend to /descend from different floors</li><li>● Act as a point of liaison with Police/FSD, if necessary</li><li>● Maintain radio communication with the staff/security personnel regarding crowd management inside/outside the SBA site.</li></ul>

		<ul style="list-style-type: none"> <li>● Deal with emergency situations</li> <li>● Deal with evacuation situation, if required</li> <li>● Deal with the implementation of the crowd control contingency plan</li> <li>● Conduct detailed briefing for columbarium staff/security personnel regarding traffic/crowd management and the crowd control contingency plan &amp; fire contingency plan before each Festival's operation</li> <li>● Coach staff/security personnel on traffic/crowd management to be adopted, if necessary inside/outside the SBA and at the peripheral pedestrian routes and other locations of nearby streets.</li> <li>● Brief staff/security personnel regarding the handling of emergency situation/evacuation</li> <li>● Ensure staff vigilance &amp; diligence thro' visits to static locations both inside/outside the Benevolent</li> <li>● Deal with complaints &amp; trespassers</li> <li>● Deal with reported/ad hoc incidents</li> <li>● Conduct 'After Action Review' for the operation for future improvement, if required</li> <li>● Arrange meal break for columbarium staff/security personnel</li> </ul>
Registration Counter at	staff	● To conduct registration

<p>the G/F reception area next to the lobby area</p>	<p>1</p>	<p>/verification for each batch of visitors and give them the respective admission cards</p> <ul style="list-style-type: none"> <li>● To guide the worshippers using the twin staircases or lift service to access the 1/F &amp; 2/F floors of the SBA columbarium Building</li> <li>● If holding area are set up at the G/F lobby, advise and guide the visitors to the holding area</li> <li>● To ensure an orderly line up of worshippers for the lift service</li> <li>● To arrange visitors to wait at the G/F lobby so as to line up for the lift service, if necessary</li> <li>● To liaise closely with others deployed on different floors of the columbarium to ensure the efficient functioning of the lift service</li> <li>● Give advice to worshippers on enquiries</li> <li>● To suspend the lift service in the event of emergency</li> <li>● Deal with any ad hoc incidents</li> <li>● Deal with emergency situations</li> <li>● Deal with evacuation, if required</li> <li>● To assist Police when called for</li> </ul>
<p>The lift lobby on the G/F of the columbarium</p>	<p>Staff 1</p>	<ul style="list-style-type: none"> <li>● To welcome the visitors and guide them to the registration counter for registration</li> <li>● Arrange visitors, e.g. elderly, disabled persons and those in need to use the lift service</li> <li>● Deal with ad hoc incidents</li> <li>● Deal with any emergency situations</li> <li>● Deal with evacuation situation, if</li> </ul>

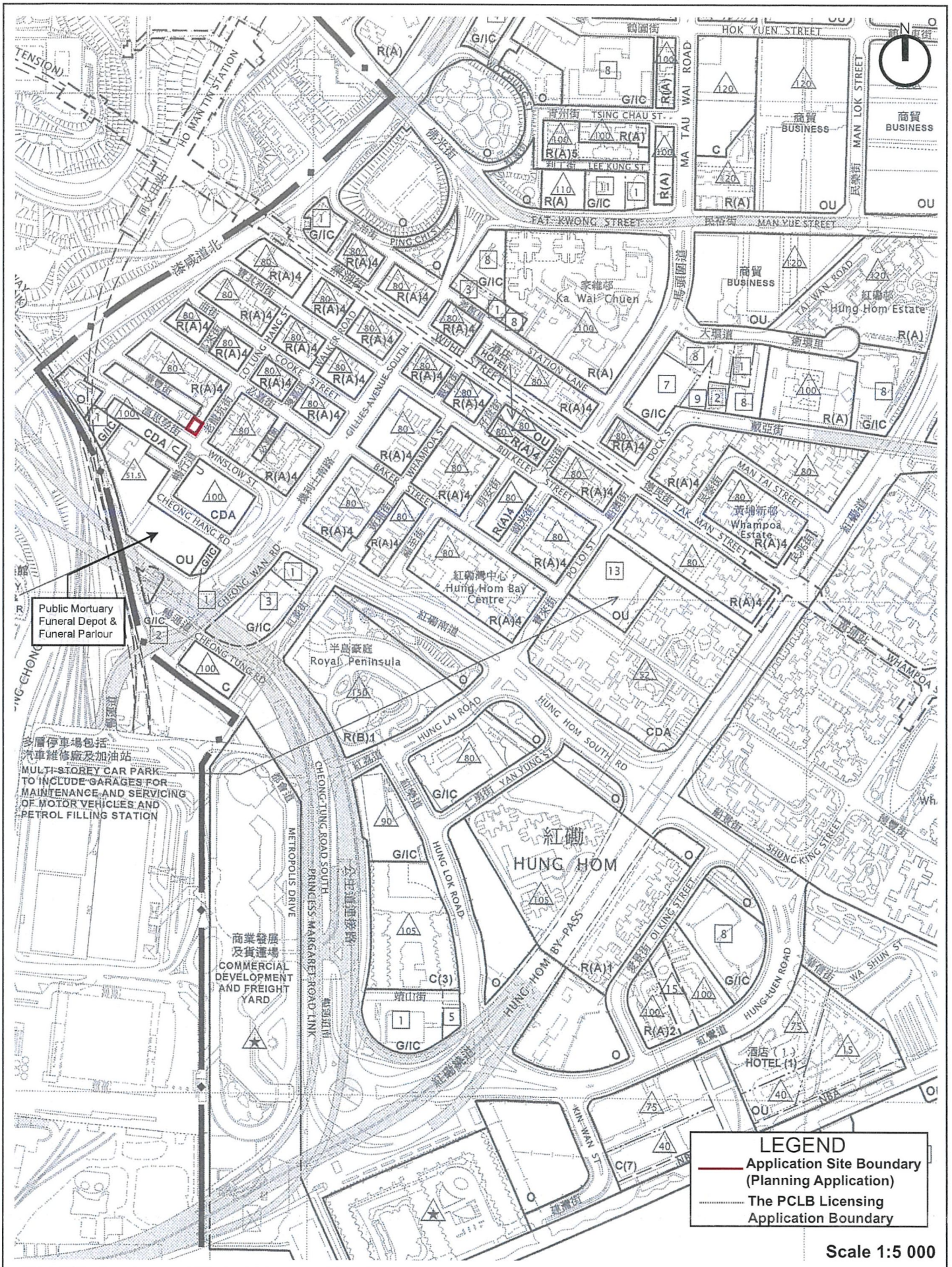
		<p>required</p> <ul style="list-style-type: none"> <li>● To perform other duties as directed by the SBA CP</li> </ul>
The waiting area at the G/F lobby	Staff 1	<ul style="list-style-type: none"> <li>● To set up the holding area on the G/F lobby, if necessary</li> <li>● To arrange visitors to line up at the holding area waiting to use either the twin staircases or the lift service to go up to the 1/F or 2/F columbarium halls for worship</li> <li>● Deal with ad hoc incidents</li> <li>● Deal with any emergency situations</li> </ul> <p>Deal with evacuation situation, if required</p>
Inside the two columbarium halls located on the 1/F & 2/F of the SBA Building	Staff 2 (one staff i/s each columbarium hall)	<ul style="list-style-type: none"> <li>● Monitor the worship activities inside each columbarium hall</li> <li>● Collect the admission cards from the visitors and return them to the registration counter on the G/F for re-cycle use</li> <li>● Inform visitors to leave the columbarium halls when the 30-minutes time frame worship period has completed for each batch of visitors</li> <li>● Ensure no burning of incense materials i/s the columbarium hall by visitors</li> <li>● Maintain close radio communication with the CP and/or the registration counter regarding the movement of visitors</li> <li>● Deal with ad hoc incidents</li> <li>● Deal with emergency situations</li> </ul>
MTR Hung Hom Stn Exit	Security	<ul style="list-style-type: none"> <li>● To set up and collect back the</li> </ul>

A3	Personnel 1	<p>directional sign at this location</p> <ul style="list-style-type: none"> <li>● To monitor the outflow of visitors from the MTR Exit A3</li> <li>● To guide visitors to walk across the road thereat to Cheong Wan Road southern pavement to descend down the road for Cheong Tung Road and Winslow Street</li> <li>● To maintain close communication with the CP and the SBA staff deployed at the entrance of the columbarium regarding the volume and approach of the visitors</li> <li>● To answer questions from the visitors</li> <li>● To deal with Ad Hoc incidents</li> <li>● To deal with emergency situations</li> <li>● To deal with any other situation as directed by the SBA CP</li> </ul>
Gillies Avenue south (N/B) Bus Stop	Security Personnel 1	<ul style="list-style-type: none"> <li>● To set up and collect back the directional sign at the Bus Stop</li> <li>● Monitor the bus passengers alighting from buses</li> <li>● Guide the visitors to follow the directional sign to approach the SBA</li> <li>● Maintain close contact with the CP regarding flow of visitors</li> <li>● Deal with ad hoc situations</li> <li>● Deal with case(s) as directed by the SBA CP</li> </ul>
Cheong Wan Rd/Cheong Tung Rd Pedestrian Crossing	Security Personnel 1	<ul style="list-style-type: none"> <li>● To set up &amp; collect back the directional sign at this location</li> <li>● To guide visitors to cross the traffic light crossing towards the</li> </ul>

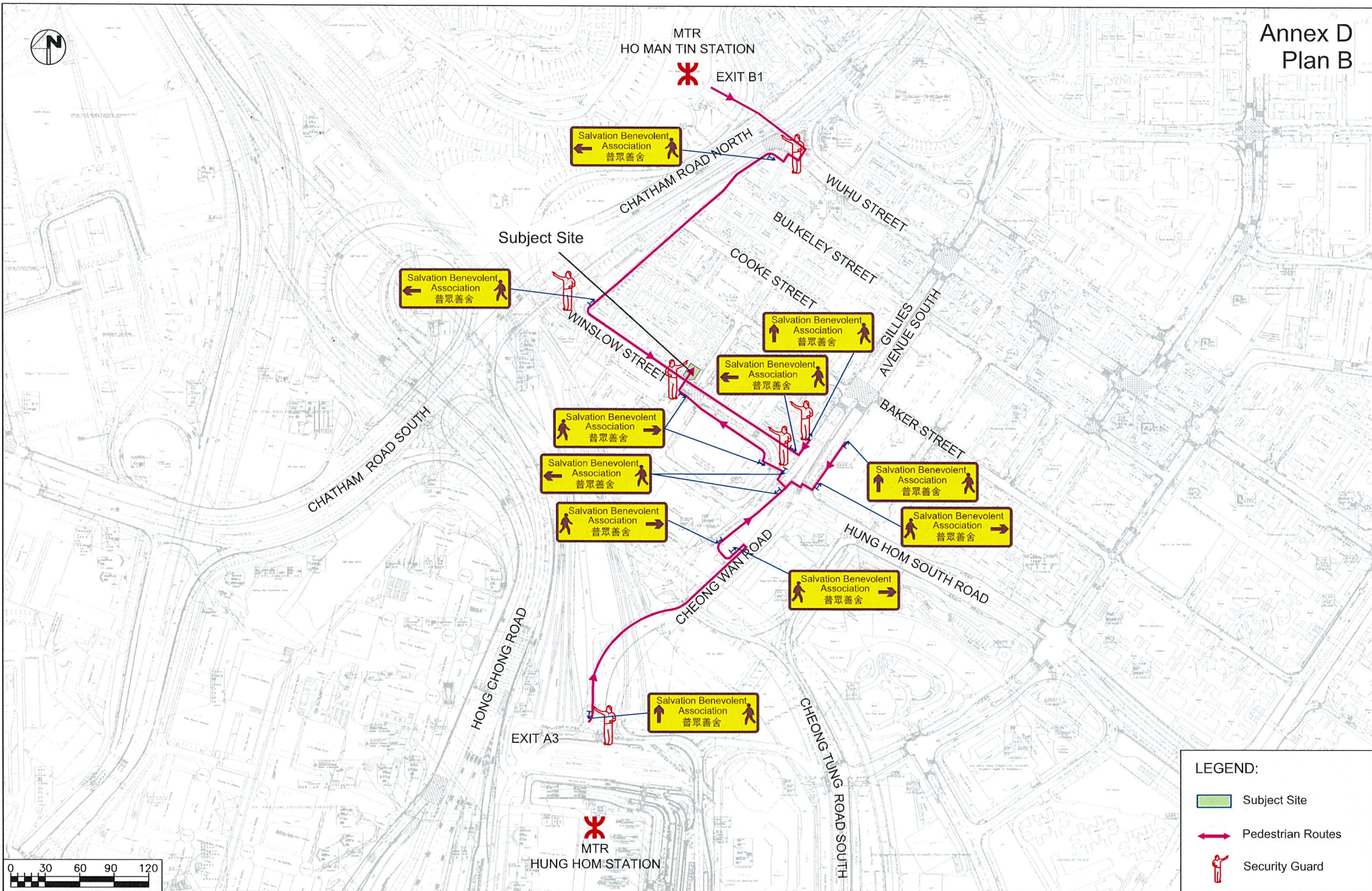


		<p>SBA by walking on the south east pavement of Winslow St by the side of the China Travel Hip Kee Godown, HK Ltd</p> <ul style="list-style-type: none"> <li>● To deal with Ad Hoc incidents</li> <li>● To deal with emergency situation</li> <li>● To maintain close contact with the SBA CP regarding movement of visitors</li> </ul>
Chatham Road North/Wuhu St. (bottom of the footbridge leading down from Chatham Road North footbridge)	Security Personnel 1	<ul style="list-style-type: none"> <li>● To set up &amp; collect back the directional sign at this location</li> <li>● To guide visitors to approach the SBA by walking along Chatham Road North for Winslow Street</li> <li>● To maintain close contact with the SBA CP regarding the flow of visitors to and from the location thereat</li> <li>● To deal with Ad Hoc incidents</li> <li>● To deal with emergency situation</li> <li>● To deal with any situation as directed by the SBA CP</li> </ul>
Chatham Road North pavement/Winslow Street pavement	Security Personnel 1	<ul style="list-style-type: none"> <li>● To set up and collect back the directional sign at this location</li> <li>● To guide visitors to walk along Winslow street for SBA</li> <li>● To maintain close contact with the SBA CP regarding the volume &amp; flow of visitors to the SBA</li> <li>● To deal with Ad Hoc situation(s)</li> <li>● To deal with any situation(s) as directed by the SBA CP.</li> </ul>
Outside the SBA Site	Security Personnel 1	<ul style="list-style-type: none"> <li>● To set up &amp; collect back the directional sign at this location</li> <li>● To welcome &amp; guide the visitors</li> </ul>

		<p>to enter the SBA building</p> <ul style="list-style-type: none"><li>● To monitor the flow of visitors thereat</li><li>● To deal with Ad Hoc incidents</li><li>● To deal with emergency situations</li><li>● To maintain close contact with the SBA CP regarding the volume &amp; flow of visitors</li><li>● To deal with any case(s) as directed by the SBA CP.</li></ul>
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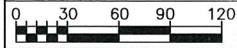


Plan A: Location Map of Salvation Benevolent Association, Hung Hom  
 Extract of Approved Hung Hom Outline Zoning Plan No. S/K9/28



**LEGEND:**

- Subject Site
- Pedestrian Routes
- Security Guard



**OZZO TECHNOLOGY**

Date: 15/08/2023    Scale: 1:3000

**Rezoning Application for Regularisation of Pre-cut-off Columbarium in Salvation Benevolent Association, Hung Hom**

Proposed Temporary Management along Major Pedestrian Route to Subject Site

**普眾善舍**

Project No. 81473    Rev. -

Dwg No. Figure 4-3

X:\OZZO\81473\_Regularisation of Pre-cut-off Columbarium in Salvation Benevolent Association (Rev. 2) - Hung Hom Data Dwg 3 (1:73)\_Figure 4-3.dwg 2023/08/15 16:50:21

Useful Telephone Contacts of TD & Police

<u>Dept</u>	<u>Name</u>	<u>Rank</u>	<u>Tel</u>	<u>Email Address</u>
TD	Mr. LEUNG Kwok-man	Sr Transp Officer Yau Tsim Mong	23992482	kmleung@td.gov.hk
TD	Miss YU Yi-ting	Transp Officer Mong Kok	23992487	yitingyu@td.gov.hk
HKPF	Mr. Pearson N.A.	DVC HHDIV	36617901	dvc-hhdiv@police.gov.hk

Useful Telephone Contacts of FSD

<u>Unit</u>	<u>Email</u>	<u>Telephone</u>	<u>Fax</u>
FSD Control Centre	hkfsdenq@hkfsd.gov.hk	27232233	23110066

Pictures of Salvation Benevolent Association Columbarium and Routes



**Photo 1 :**

MTR Hung Hom Station Exit A3, which can lead to Cheong Wan Road southern pavement down to Winslow Street south east pavement towards the Salvation Benevolent Association Columbarium



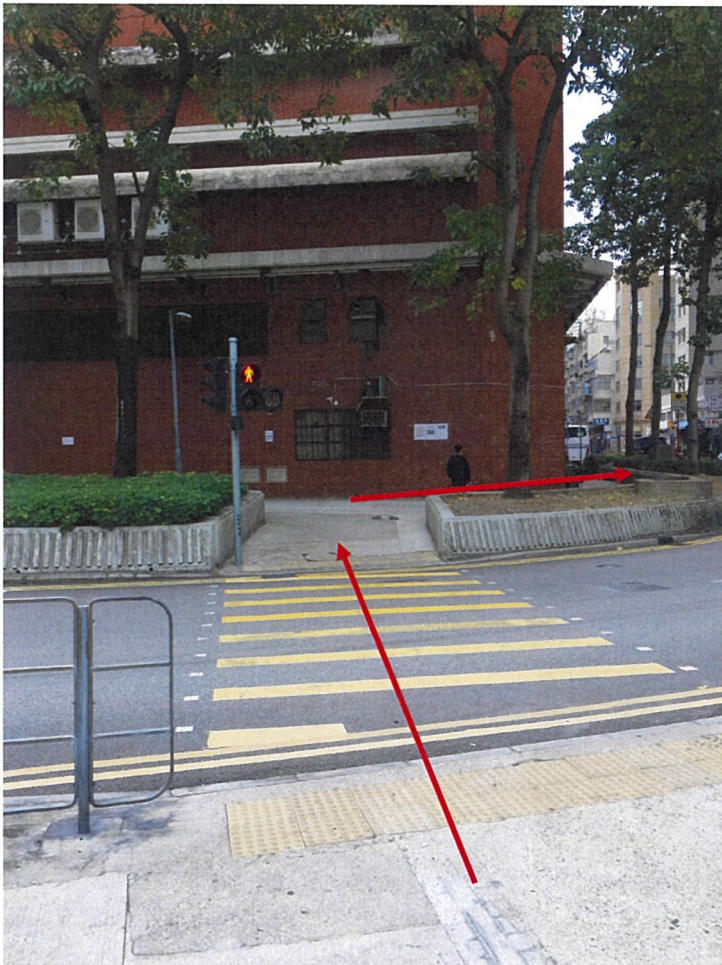
**Photo 2:**

Pavement opposite to MTR Hung Hom Station which leads to Cheong Wan Road for Salvation Benevolent Association Columbarium



**Photo 3:**

Walk along the pavement of Cheong Tung Road heading north for Winslow Street for the Salvation Benevolent Association Columbarium after descending down from the MTR Hung Hom Station



**Photo 4:**

Visitors after descending down from Cheong Wan Road can walk across this traffic light crossing located at Cheong Tung Road for Winslow Street south east pavement for Salvation Benevolent Association Columbarium located at Winslow St/Lo Lung Hang St junction



**Photo 5**

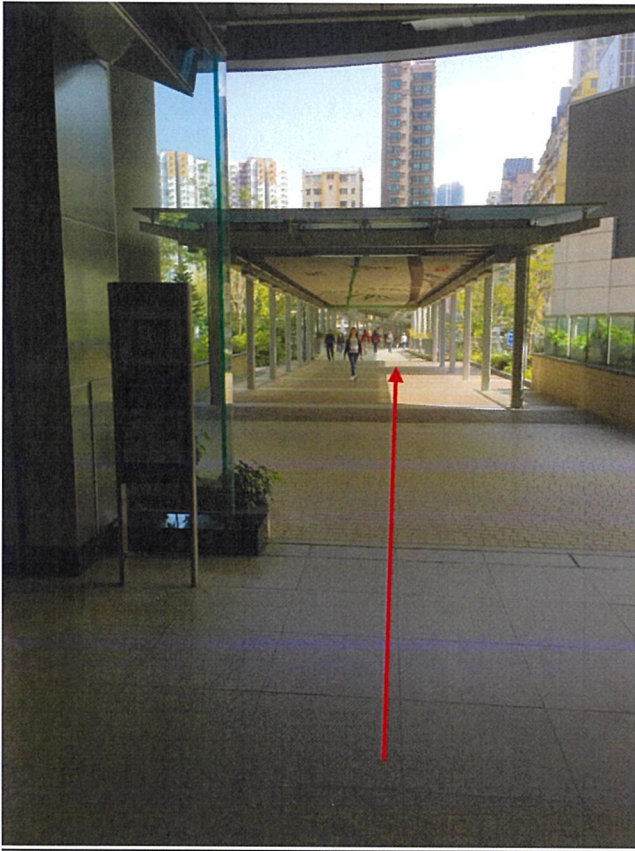
Visitors can walk along this peripheral pavement (Winslow St south east pavement where pedestrian volume is low) by the side of the China Travel Hip Kee Godown, HK Ltd to approach the SBA located at Winslow St/Lo Lung Hang St junction



**Photo 6:**

MTR Ho Man Tin Station Exit B1, which can lead to Salvation Benevolent Association Columbarium by walking across the footbridge, which span across Chatham Road North.





**Photo 7:**

Walk across the Chatham Road North footbridge, which links between the MTR Ho Man Tin Station Exit B1 and Wuhu Street on Chatham Road North for the Salvation Benevolent Association Columbarium



**Photo 8:**

Visitors can walk down this side footbridge, which links with the Chatham Road North footbridge to reach Wuhu St for Chatham Road North peripheral south east pavement heading south east for Winslow St for the SBA



**Photo 9:**

Visitors can walk along the peripheral pavement of Chatham Road North, where pedestrian volume is low, heading south east for Winslow Street for the SBA



**Photo 10:**

Visitors after entering into Winslow Street from Chatham Road peripheral pavement can walk along Winslow Street western pavement heading for the SBA located at Winslow St/Lo Lung Hang St junction.



**Photo 11:**

The 6-storey Salvation Benevolent Association Columbarium located at the junction of Winslow Street and Lo Lung Hang Street, Hung Hom



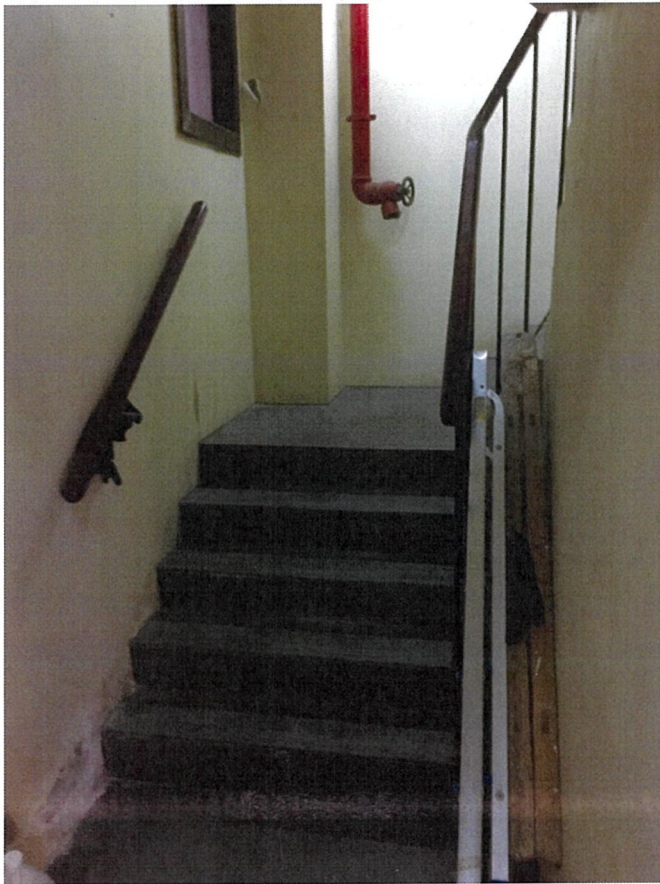
**Photo 12:**

The reception area on the G/F of Salvation Benevolent Association where visitors after registration at the registration counter next to the lobby can stay for a short while thereat before taking the lift or the proposed twin staircases to access the columbarium halls on the 1/F & 2/F of the SBA Building. The G/F lobby has a holding space of holding up 32 visitors at any one time temporarily.



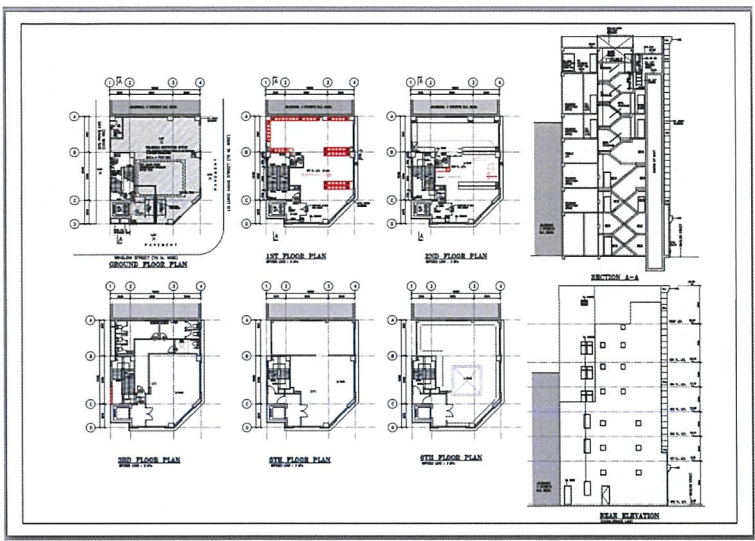
**Photo 13:**

The lift of the Benevolent Columbarium which can carry 7 persons and to access from the G/F to the 6/F of the columbarium building.



**Photo 14 :**

Staircase of the SBA Columbarium located next to the lift on the G/F which leads up from the G/F to the columbarium floors and to the roof top. In future, a twin staircases will be built to facilitate future Festive operations.



**Photo 15:**  
 Proposed additional staircase to be built by the side of the existing staircase inside the Salvation Benevolent Association.



**Photo 16:**  
 The 慈暉堂 is located on the 6/F of the SBA Building which will be closed during Festive periods.



**Photo 17:**  
The internal area of the 慈暉堂



**Photo 18:**  
The entrance to the 慈暉堂 located on the 6/F of the SBA Columbarium



**Photo 19:**

The 慈德堂 & 慈光堂 are located on the 5/F of the SBA Building which will be closed during Festive periods.



**Photo 20:**

The internal area of the 慈德堂 & 慈光堂 on the 5/F of the SBA Columbarium.



**Photo 21:**

The Admin Office of the Benevolent Columbarium is located on the 3/F.



**Photo 22:**

The entrance to the 2/F columbarium hall of the SBA Building which is proposed to be used to house some of the proposed 480 niches. .





**Photo 23:**

The 慈安堂 is located on the 1/F of the SBA Building which is proposed to be used to house some of the proposed 480 niches.



**Photo 24:**

Each columbarium hall in the SBA Columbarium is equipped with fire hose reel and fire alarm system and water sprinkles are installed on the ceiling of each columbarium hall.



**Photo 25:**

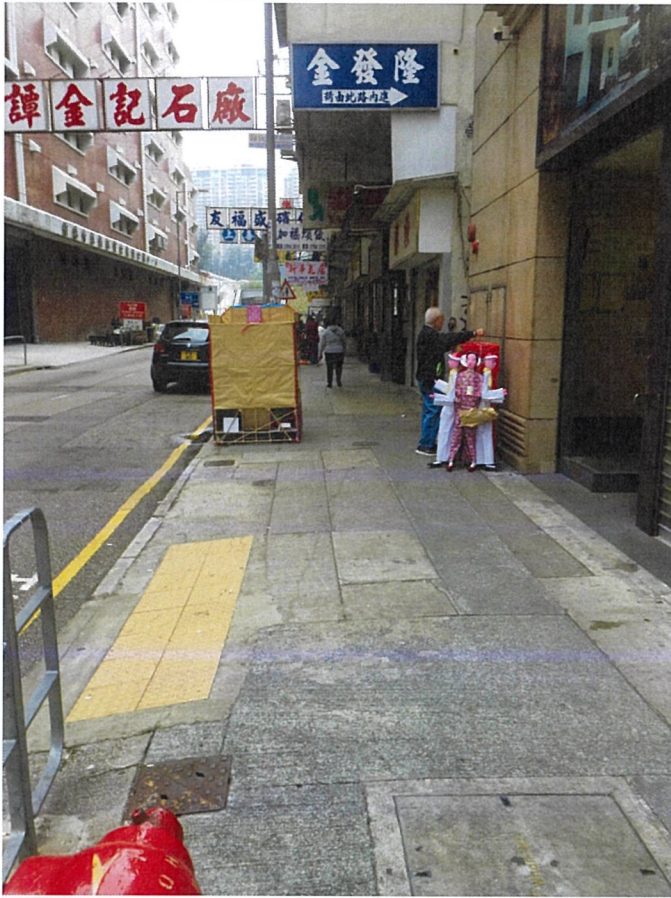
The environmental furnace is installed on the roof top of the SBA Columbarium which can be accessed via the staircase from the 6/F.



**Photo 26:**

CCTV monitor is mounted on the cabinet next to the reception table on the G/F lobby.

CCTV cameras do cover different vantage points of the SBA Columbarium.



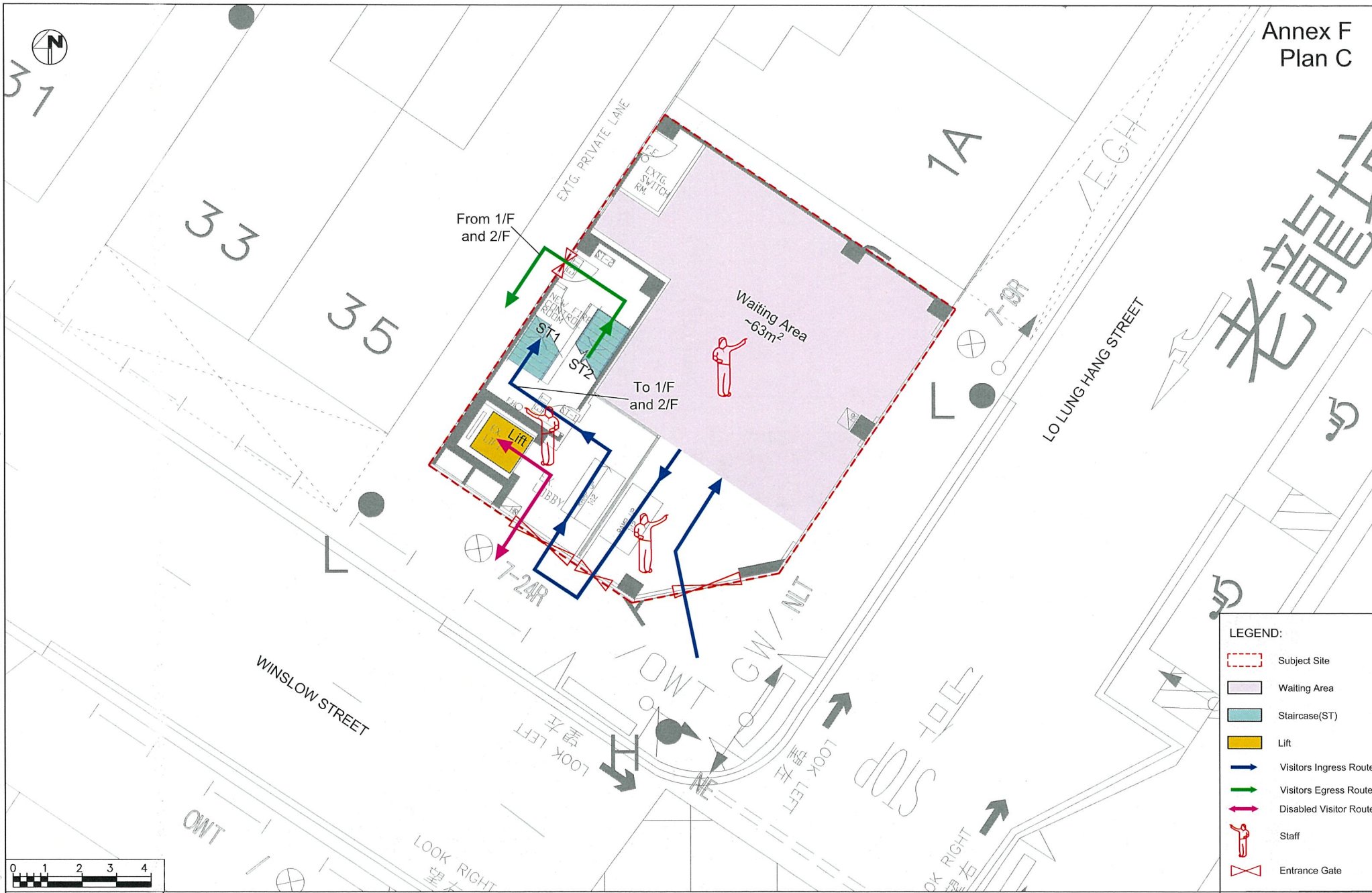
**Photo 27:**

The Winslow Street pavement by the right hand side of the entrance of the SBA Columbarium where visitors can use this section of the pavement to access the SBA Columbarium from the MTR Ho Man Tin Station Exit B1.



**Photo 28 :**

Lo Lung Hang Street by the left hand side of the SBA where visitors can also access the SBA via this street.



**LEGEND:**

	Subject Site
	Waiting Area
	Staircase(ST)
	Lift
	Visitors Ingress Route
	Visitors Egress Route
	Disabled Visitor Route
	Staff
	Entrance Gate

0 1 2 3 4

**OZLO**  
TECHNOLOGY

Date: 18/09/2023    Scale: 1:100

**Rezoning Application for Regularisation of Pre-cut-off Columbarium in Salvation Benevolent Association, Hung Hom**

Proposed Visitors Circulation Route within Subject Site at G/F

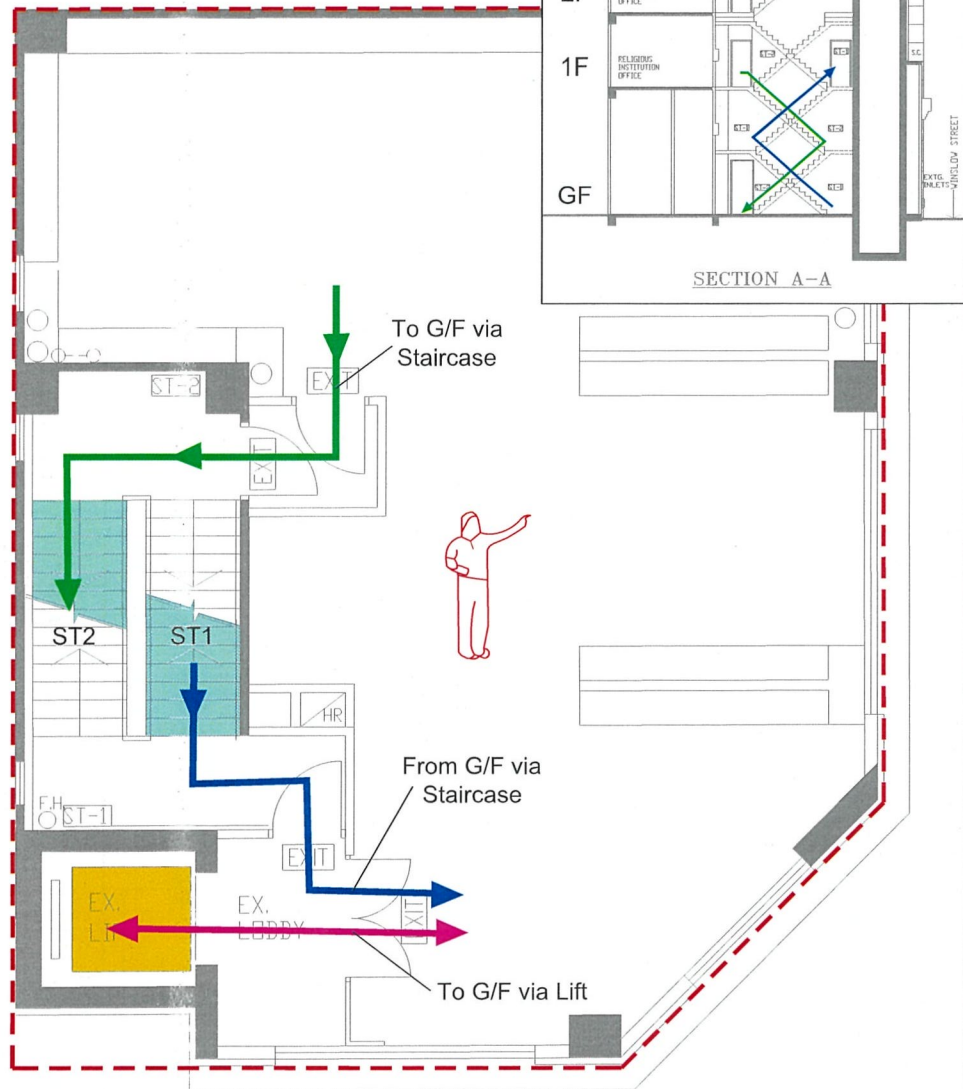
**普眾善舍**

Project No. 81473	Rev.
Dwg No. Figure 4-1	

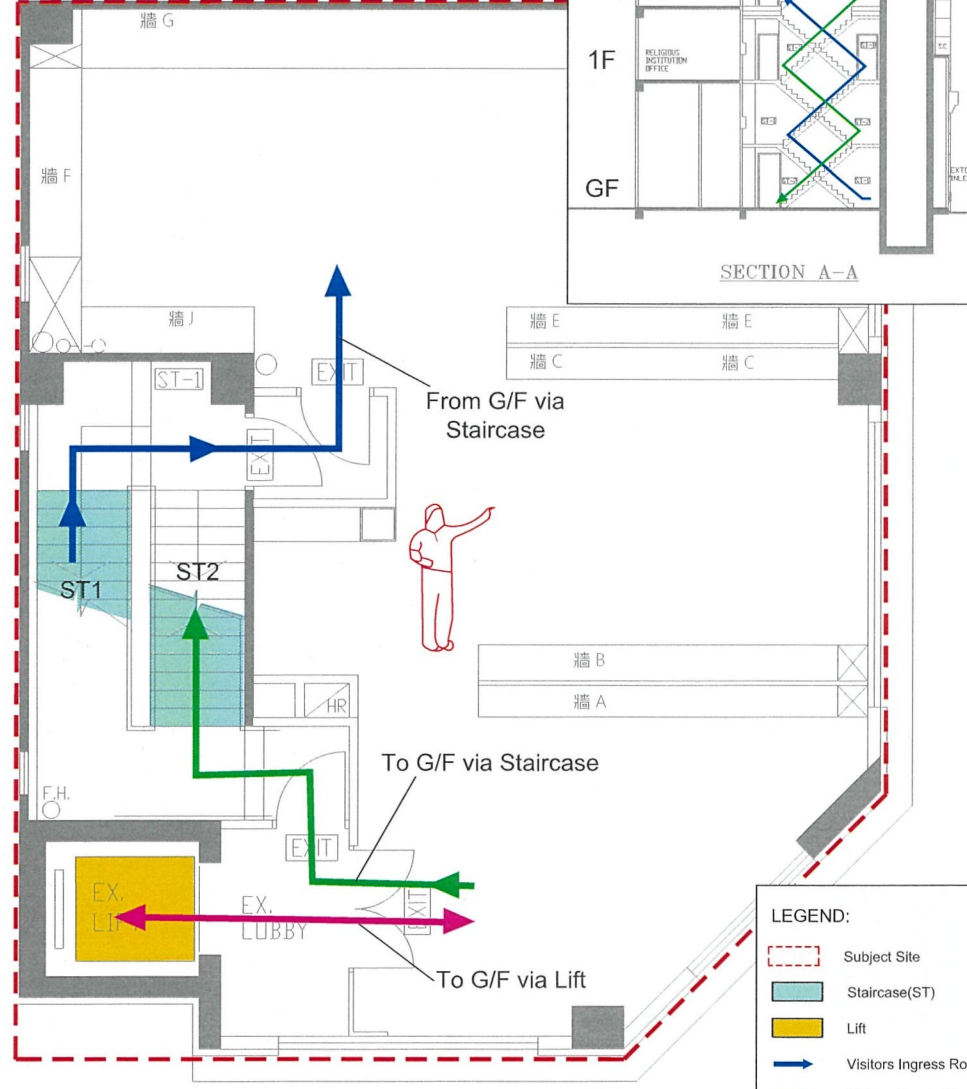
X:\Ozlo\8-1473\_Regularisation of Pre-cut-off Columbarium in Salvation Benevolent Association (普眾善舍)\_Hung Hom Data Dwg 31473\_Figure 4-1.dwg 2023/09/13 16:06:45



# Annex F Plan D



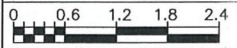
1/F



2/F

**LEGEND:**

- Subject Site
- Staircase(ST)
- Lift
- Visitors Ingress Route
- Visitors Egress Route
- Disabled Visitor Route
- Staff



Date: 14/08/2023  
Scale: 1:60

## Rezoning Application for Regularisation of Pre-cut-off Columbarium in Salvation Benevolent Association, Hung Hom

### Proposed Visitors Circulation Route within Subject Site at 1/F and 2/F

普眾善舍

Project No. 81473	Rev. -
Dwg No. Figure 4-2	

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