Suggestions raised by Kwun Tong District Council members at the meeting with LegCo Members held on 24 April 2003

The Administration's response

1. Examine the feasibility of alternative locations for the proposed refuse transfer station, public fill barging point and marine refuse collection point from the proposed sites near the existing Kwun Tong Ferry Pier

The future land uses at the waterfront of the Kwun Tong Ferry Pier are closely related to the reclamation proposal of the South East Kowloon Development (SEKD). In view of the recent Court of Final Appeal's Judgment on the Wan Chai (North) Outline Zoning Plan, the Administration is conducting a comprehensive review on the SEKD, including the future land uses at the waterfront of Kwun Tong Ferry Pier. Public consultation will be conducted in the course of the review and views from the District Council will be taken into account.

2. Streamline the application procedures (including the land premium evaluation process) regarding applications for change of permitted land uses and provide one-stop support services to affected factory building owners to facilitate the transformation

As far as the town planning procedures are concerned, in order to promote better use of industrial buildings in the Kwun Tong Industrial Area, the Town Planning Board (TPB) has agreed to rezone over 40 hectares of industrial land in the area into "Business" use, so that buildings within such zones can be used for industrial and office/commercial purposes, as well as for provision of community or educational facilities without application to the TPB¹. An extract of the Notes to the Kwun Tong (South) Outline Zoning Plan, which sets out the permitted uses in a "Business" zone, is attached at Annex A.

For procedures relating to land leases, the land leases may be modified or temporary waivers may be issued to enable the change of

¹ Subject to the requirements stipulated in the Outline Zoning Plan.

use of the industrial units concerned into other permissible economic uses. In this regard, the Lands Department has introduced a simplified procedure for the grant of temporary waivers with fees charged at standard rates. Owners could choose to pay waiver fee on an annual basis or on a lump sum basis for the lifetime of the concerned premises. This arrangement facilitates owners of industrial units to make better utilization of their premises.

The processing of a building development may involve the seeking of a planning permission, lease modification and building plan approval. To provide a client-oriented service in helping the applicants to obtain the relevant approvals, a task force comprising senior officials of the Planning Department, Lands Department and Buildings Department has been formed to study measures to re-engineer and streamline the approval process. In August 2003, the task force issued a Joint Practice Note (No. 3) which announces some new services provided to facilitate the approval process. A copy of the Joint Practice Note is attached at Annex B. The task force will continue to explore measures to streamline the approval process.

3. Measures to attract non-industrial investors to the coastal area, such as district-wide greening and beautification works, decking of the two nullahs, provision of shelters along pavements and improvement of street lighting

Every year, the Leisure and Cultural Services Department (LCSD) would plant a lot of trees, shrubs and flowers in the district, especially in the vicinity of busy trunk roads such as the Kwun Tong Road and Kwun Tong Bypass. This would help beautify the environment of Kwun Tong and filter the traffic air pollutants their improve the air quality of the area. LCSD welcomes any proposal from the District Council on greening and landscaping works.

Besides, the Drainage Services Department (DSD) has also carried out a number of projects to improve the environment along the Tsui Ping Nullah and the Jordan Valley Nullah. These include greening works, widening of footpath and beautification of slopes, etc. DSD

anticipates that the environment of the two nullahs would improve significantly after the completion of the above works. Hence, there is at present no plan to deck the two nullahs.

As regards the proposal to provide shelters along the pavements, according to advice from the Transport Department, the existing footpaths in the Kwun Tong Industrial Area are already very congested, and the installation of shelters will significantly reduce the width of the footpaths and affect pedestrian circulation. In the circumstances, provision of shelters along the existing footpath is not recommended. Nevertheless, we can make use of any redevelopment project in the area in future and request the concerned developer to set back the building boundary in order to widen the footpaths.

For street lighting, the Highways Department would upgrade the lighting level at Hung To Road and Hoi Yuen Road within this financial year. The improvement works include replacement of some existing road lights by higher wattage ones and installation of additional lights.

4. Explore the feasibility of developing the coastal areas into a waterfront promenade, a seafood market and a food centre

As mentioned above, the future land uses for the Kwun Tong Ferry Pier and the coastal areas will be examined in the comprehensive review of the SEKD. The proposal of developing the coastal area into a promenade will also be studied.

As for possible temporary use of the Ferry Pier during the interim period, such as the proposal of converting it into a seafood market and/or a food centre, we have relayed the views of the District Council to the Government Property Administrator for further consideration.

Housing, Planning and Lands Bureau February 2004

OTHER SPECIFIED USES (Cont'd)

Column 1 Uses always permitted

Column 2
Uses that may be permitted with or
without conditions on application
to the Town Planning Board

For "Business" only

Schedule I: for building other than industrial or industrial-office building

Ambulance Depot
Art Studio
Audio-visual Recording Studio
Bank
Barber Shop
Beauty Parlour
Cauteen
Clinic
Clinical Laboratory
Commercial Bathhouse
Design and Media Production

Distribution Centre (excluding free-standing, purposedesigned building)

Educational Institution
Exhibition or Conventi

Exhibition or Convention Hall

Fast Food Shop

Freight Forwarding Services Centre

Information Technology and

Telecommunications Industries

Massage Establishment

Money Exchange

Non-polluting Industrial Use (excluding industrial undertakings involving the use/storage of

Dangerous Goods#)

Off-course Betting Centre

Office

Pawn Shop

Photographic Studio

Place of Public Entertainment

Police Reporting Centre

Post Office

Private Club

Public Convenience

Public Library

Public Transport Terminus or Station

Public Utility Installation

Public Vehicle Park (excluding container vehicle)

Radar, Telecommunications Electronic

Microwave Repeater, Television and/or Radio

Transmitter installation

Religious Institution

Distribution Centre (in free-standing, purposedesigned building)
Government Refuse Collection Point
Government Use (not elsewhere specified)
Hotel
Mass Transit Vent Shaft and/or Other Structure above
Ground Level other than Entrances
Non-polluting Industrial Use (not elsewhere specified)
Petrol Filling Station
Place of Recreation, Sports or Culture
School (not elsewhere specified)
Social Weifare Facility (excluding

Trade Mart
Warehouse (excluding Dangerous

those involving residential care)

Goods Godown)

Wholesale Centre

(Please see next page)

OTHER SPECIFIED USES (Cont'd)

Column 1 Uses always permitted

Column 2

Uses that may be permitted with or without conditions on application to the Town Planning Board

Research, Design and Development Centre

Restaurant

Retail Shop

School (excluding free standing, purpose-designed

school building and kindergarten)

Service Trades

Showroom

Training Centre

Utility Installation for Private Project

Schedule II: for industrial or industrial-office building @

Ambulance Depot

Andio-visual Recording Studio

Bank (Automatic Teller Machine only)

Canteen

Design and Media Production

Distribution Centre (excluding free-standing, purpose-

designed building)

Freight Forwarding Services Centre

Information Technology and

Telecommunications Industries

Motor Vehicle Showroom

Non-polluting Industrial Use (excluding industrial

undertakings involving the use/storage of Dangerous

Goods#)

Office (excluding those involving direct provision

of customer services or goods)

Police Reporting Centre

Public Convenience

Public Transport Terminus or Station

Public Utility Installation

Public Vehicle Park (excluding container vehicle)

Radar, Telecommunications Electronic

Microwave Repeater, Television and/or Radio

Transmitter Installation

Research, Design and Development Centre

Service Trades

Utility Installation for Private Project

Art Studio

Bank (excluding Automatic Teller Machine)

Clinical Laboratory

Distribution Centre (in free-standing, purpose-

designed building)

Fast Food Shop

Government Refuse Collection Point

Government Use (not elsewhere specified)

Industrial Use (not elsewhere specified excluding

offensive trades)

Mass Transit Vent Shaft and/or Other Structure above

Ground Level other than Entrances

Off-course Betting Centre

Office (not elsewhere specified)

Petrol Filling Station

Place of Recreation, Sports or Culture

Private Club

Religious Institution

Retail Shop

Showroom (excluding motor-vehicle showroom)

Trade Mart

Training Centre

Vehicle Repair Workshop

Warehouse (excluding Dangerous Goods# Godown)

Wholesale Centre

In addition, for building without industrial undertakings involving offensive trades or the use/storage of Dangerous Goods#, the following use is always permitted:

Office

OTHER SPECIFIED USES (Cont'd)

In addition, for an industrial-office building the following uses are permitted as of right in the purpose-designed commercial portion on the lower floors (except basement(s)) of the building provided that the uses are separated from the industrial uses located above by a buffer floor or floors and no industrial uses are located within the commercial portion:

In addition, for an industrial-office building the following uses may be permitted with or without conditions on application to the Town Planning Board in the purpose-designed commercial portion on the lower floors (except basement(s)) of the building provided that the uses are separated from the industrial uses located above by a buffer floor or floors and no industrial uses are located within the commercial portion:

Art Studio Bank Burber Shop Beauty Parlour Clinic Clinical Laboratory Commercial Bathhouse Educational Institution Exhibition or Convention Hall Fast Food Shop Massage Establishment Money Exchange Off-course Betting Centre Office Pawn Shop Photographic Studio Place of Public Entertainment Post Office Private Club Public Library Religious Institution Restaurant Retail Shop School (excluding kindergatten)

Showroom
Training Centre

Social Welfare Facility (excluding those involving residential care)

- An industrial or industrial-office building means a building which is constructed for or intended to be occupied by industrial or industrial-office purpose as approved by the Building Authority.
- # Dangerous Goods refer to substances classified as Dangerous Goods and requiring a licence for their use/storage under the Dangerous Goods Ordinance.

Remarks

- (1) Except as otherwise provided berein, on land designated "Other Specified User" amounted "Business", no new development or addition, alteration and/or modification to the existing building(s) shall result in the plot ratio for the building(s) upon development or redevelopment being in excess of 12.0 or the plot ratio of the existing building(s), whichever is the greater.
- (2) Where the permitted plot ratio as defined in Building (Planning) Regulations is permitted to be exceeded in circumstances as set out in Regulation 22(1) or (2) of the said Regulations, the plot ratio for the building(s) on land to which paragraph (1) applies may be increased by the additional plot ratio by which the permitted plot ratio is permitted to be exceeded under and in accordance with the said Regulation 22(1) or (2), notwithstanding that the relevant maximum plot ratio specified in paragraph (1) above may thereby be exceeded.

(Please see next page)







Buildings Department

Lands Department

Planning Department

Joint Practice Note No. 3

Re-engineering of Approval Process for Land and Building Developments

Introduction

The processing of a building development may involve the seeking of a planning permission, land grant or lease modification and building plan approval. The Buildings Department (BD), Lands Department (LandsD) and Planning Department (PlanD) are committed to providing a client-oriented service in helping applicants to obtain the relevant planning, land and building approvals. A task force comprising senior officials of the three departments has been formed to study measures to re-engineer and streamline approval process.

2. This practice note announces the services provided to facilitate the approval process.

Pre-submission Enquiry and Conference

3. Often the applicant may wish to settle the fundamental planning, land and building issues of a development proposal at an early stage so that they can proceed with confidence and avoid any abortive work later on. To facilitate early clearance of these fundamental issues, applicants may make use of pre-submission conferences or enquiry service available in PlanD, LandsD and BD. All departments concerned are committed to taking a proactive approach in handling such enquiries and providing timely and definite response to the enquirers. For details of these enquiry facilities, please refer to the Practice Note for Authorized Persons and Registered Structural Engineers 272, Practice Note for Professional Persons No. 2/2002 and Lands Administration Office Practice Note No. 4/2001 and 2/2002 issued by BD, PlanD and LandsD respectively.

/Inter-department ...

Inter-departmental Input

4. Where necessary, the respective departments organizing the pre-submission conference may invite other relevant departments to join in the conference for issues that require their input.

Processing of Landscape Plans

- 5. Landscape submissions will only be required in planning permissions or lease conditions where new landscape features are required to fulfill planning objectives/conditions. For landscape proposal submitted in support of planning applications or to satisfy landscape requirement under planning conditions or lease conditions, where the landscape areas are not required to be handed over to government after completion, PlanD and LandsD will adopt the following processing procedures:
 - "Landscape master plans" (LMP) could be prepared by a Registered (a) Landscape Architect (RLA) registered under the Landscape Architects Registration Ordinance or any competent person. PlanD will be responsible for processing and vetting of the LMP submitted in connection with section 16 planning applications including compliance with planning conditions. LandsD will be responsible for processing and vetting of LMP under the lease in consultation with the Architectural Services Department (ArchSD). LMP submitted in support of planning application will be considered by the Town Planning Board (TPB) within 2 months under the provision of section 16 of the Town Planning Ordinance. LMP submitted for compliance with planning conditions will be processed within six weeks from the date of receipt. For LMP submitted to LandsD to satisfy lease requirement only, the pledge is to process such submission within eight weeks allowing extra time to check compliance with the lease conditions and to seek ArchSD's comment.
 - (b) To avoid duplication of work, upon obtaining planning approval of the LMP, separate submission to satisfy the landscape requirements under landscaping clause of the lease, if any, would no longer be necessary. However, it should not be construed that anything indicated in the approved LMP is, in all respects, in compliance with other lease conditions.

- 6. LMP should demonstrate the broad design of the landscape proposals and should include the information set out in Appendix A. The LMP should be submitted with the conceptual development layout superimposed and prior approval of the above is required before the commencement of site formation works for sites with tree preservation clause and commencement of superstructure works for sites without tree preservation clause. In this connection, reference should also be made to the Lands Administration Office Practice Note No. 8/2002 for Application for Tree Felling or Transplanting for Private Projects.
- 7. The landscape proposal should be implemented in accordance with the approved LMP. For landscape proposals associated with planning permission, changes to approved LMP falling within the scope of TPB Guidelines No. 19B for Minor Amendments to Approved Development Proposals would require approval from PlanD or TPB, as the case may be. Other minor amendments to the approved LMP not falling within the scope of TPB Guidelines No. 19B should also be submitted for record purpose and to facilitate compliance checking if deemed necessary. All proposed amendments should be highlighted to facilitate vetting as a normal practice. Upon completion and self-certification of compliance by a RLA, LandsD may consider a random check on the completed landscape works. Checking would be carried out by ArchSD under a referral from LandsD. In case the completed landscape works are not certified by a RLA, a full compliance check will be mandatory. The issue of a Certificate of Compliance under the lease may be withheld in case of non-compliance or unsatisfactory landscape works. In case of unresolved issues in connection with the lease requirements, the authorized person concerned may be invited to attend the Building Committee III to present his/her case for settlement.
- 8. The above procedures cover landscape proposals within private lots only. Submissions of the landscape details will be required where the landscape areas are to be handed back to Government or formed outside the lot boundaries.

Amendments to Approved Development Proposals

9. For building proposals involving amendments to schemes previously approved by the TPB, fresh planning applications may be required. In this regard, PlanD has sought further delegation of the authority from the TPB to PlanD's officers to

approve minor amendments without the need for re-submission to the TPB. Reference should be made to the revised TPB Guidelines No. 19B.

Enquiries

10. Applicants are welcomed to contact frontline staff of concerned departments for enquiries on any case-specific issues.

(Marco M.H. WU) Building Authority

(J. S. CORRIGALL)
Director of Lands

(B. C. K. FUNG)
Director of Planning

Ref.: BD GP/BOP/6/1

LD 1/3/1020/96 VII

TPB/S/OTH/13

First issued August 2003

Index under: Enquiry Service

Landscape Master Plan

Re-engineering

A Guide for Landscape Submission for Private Development (For Areas not Required to be Handed Over to Government after Completion)

1. Introduction

1.1 The purpose of this set of guidelines is to set out the general requirements for preparing landscape submission under the planning and land administration system. The guidelines are for general reference only and are subject to revision without prior notice.

2. Scope and Application

- 2.1 This set of guidelines is mainly applicable to private sector building development. It is not necessary to apply these guidelines for New Territories Exempted House, which is normally more simple and straight forward.
- 2.2 These guidelines are intended for areas not required to be handed over to Government after completion. To streamline the requirements, only landscape master plan is required to be submitted. Avoidance of excessive details in submission will allow design flexibility at the later stages or subsequent changes to the development scheme. Nevertheless, the landscape master plan should contain a high degree of accuracy and be capable of implementation, failing which may lead to unnecessary resubmissions of the proposal in the implementation stage.
- 2.3 For sites where landscaped areas are to be handed back to Government or sites with specific landscape requirements such as preparation of method statement for tree preservation/transplantation as required under planning conditions or lease, more detailed submissions will be required. The level of details would need to be assessed on individual case. This category of landscape submission is not covered by this set of guidelines.

3. General Requirements for Preparing Landscape Proposals

- 3.1 The general requirements for preparing landscape proposals for the above are listed below. They serve as basic information, and are not meant to be exhaustive. For good quality submission, considerations should be given to engaging the services of a Registered Landscape Architect (RLA) to address the landscape issues properly.
- 3.2 The following should be included in the submission:

3.2.1 Existing Conditions

- (a) A brief description should be made of the existing site conditions and its adjoining areas, its levels and the trees/vegetation cover it contains together with annotated photographs and viewpoint locations. It shall be supplemented by an accurate survey plan showing the locations of existing trees and other landscape features such as natural stream, if any, within the site.
- (b) A statement is required to confirm whether there is any Champion Tree¹ within the site that is likely to be affected by the proposed development.

3.2.2 Assessment of the Potential Impacts on Existing Trees (if applicable)

- (a) A tree survey should be carried out. Trees to be retained, transplanted and felled should be set out in an assessment schedule and clearly marked on plans showing the existing trees, existing buildings and structures with conceptual layout of the proposed development superimposed together with annotated photographs of the existing conditions. A sample tree preservation and felling plan is attached at Plan 1 for general reference. However, it is not a mandatory requirement to submit the plan in colour.
- (b) It should be noted tree felling requires separate approval. Hence for sites with tree preservation clause, prior approval to tree felling application and landscape master plan are both required before commencement of site formation works. A decision may be given in one-go in case a tree felling application is submitted concurrently with the landscape submission². The location and number of trees to be transplanted and/or planted as compensation should be shown³.
- (c) A sample tree survey and assessment schedule is attached at **Annex** A for general reference.

Champion Trees refer to those trees identified in the book 'Champion Trees in Urban Hong Kong' published by the then Urban Council in 1994.

For sites without trees preservation clause, prior approval of the landscape submission is required before commencement of superstructure works.

Whenever possible, permission should be sought 12 months in advance so that the root system of any tree suitable for transplanting may be adequately prepared for the transplantation move.

3.2.3 The landscape master plan

- (a) A sample landscape master plan is attached as Plan 2 for general reference. It should show all hard and soft landscape proposals in plan form with conceptual layout plans, sections and perspectives of the development to demonstrate the intention and feasibility of the landscape proposal. However, it is not a mandatory requirement to submit the landscape master plan in colour.
- (b) A description should be made to explain the concept of, and the vegetation cover and materials contained in landscape master plan. The main purpose is to demonstrate the edge treatment of the landscape master plan would be compatible and harmonious with its surroundings, and that the existing site conditions and vegetation cover have been duly considered in the design process. For proposal involving tree felling, it should be properly addressed in the submission that careful considerations have been given and demonstrated that tree felling is unavoidable.
- (c) A brief schedule on the intended choice of all hardworks elements in broad terms, the intended function, planting densities and size for all softworks elements and a statement to confirm that outdoor children play area, fitness stations and ballgame courts and ancillary works would be in full compliance with relevant safety standards and guidelines.

3.2.4 Level of Landscaped Area Provision

Clear demarcation of public and private landscape areas on plan is required. The level of provision of landscape area in terms of total planting area and covered planting area and their locations, e.g. street level and/or podium level, should be clearly illustrated/stated. Criteria on countability of open space towards satisfying the standards of provision can be found in Chapter 4 on Recreation, Open Space and Greening of Hong Kong Planning Standards and Guidelines.

3.2.5 Depending on the local circumstances, information should be included in the landscape master plan for treatment of slopes and ancillary structures such as retaining structures, noise barriers, and stilt structures particularly when these are located within and close to the boundary of the site, and may create adverse landscape and visual impacts to the environment. If screen planting or other landscape measures are proposed, the type of planting and finishes of the above structures should also be included in the explanatory schedule (paragraph 3.2.3(c)) to demonstrate their

compatibility with the surrounding in terms of quality and standard. Construction details of hardworks elements, detailed planting plans (except in case of tree preservation/transplanting/compensation) and details of children play area, fitness stations and ballgame courts need not be submitted.

- These include GEO Publication No. 1/2000 on Technical Guidelines on Landscape Treatment and Bio-engineering for Man-made Slopes and Retaining Walls that provides useful information of commonly accepted landscape treatment on slopes and retaining structures. Besides, the current version of Design Manual Barrier Free Access issued by Building Authority shall be generally followed in the provision of access to cater for disabled persons to landscape areas.
- 3.4 The landscaped area should be designed with adequate soil depth (i.e. a minimum 1.2m soil depth excluding drainage layers for tree planting) and drainage for all planted areas with the provision of adequate source of water supply. It is the responsibility of the developer to ensure that the management and maintenance of the landscaped area would be undertaken in a sustainable manner.

Annex A

TREE SURVEY
SURVEY SHEET NO.

Tree No.	Photo No.	Botanical Name (Species given in percentages for large tree groups, and numbers for small groups)	Estimated Size (m) (Expressed as a Range for Groups)			Form (Good/Fair /Poor)	Health (Good/Fair /Poor)	Amenity Value (High/ Medium/	Survival Rate after Transplanting (High/Medium/Low)	Recommendation	Justification	Remarks
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