

**Annex B****Extract from the Hong Kong Planning Standards and Guidelines :  
Provision of Post Offices****Chapter 1, Section 5:**

- 5.2 The planning standards and guidelines should be applied with a degree of flexibility, having regard to land use demands, local conditions, development constraints and resource availability. They should not be applied in isolation and cross-reference between standards and guidelines should be made, whenever necessary.

**Chapter 3, Section 11:****11. Post Offices****11.1 Standards**

- 11.1.1 As a general guide, post offices should be provided so that large groups of population in urban areas should have access to facilities within 1.2km from where they reside or work. For rural areas a distance of 3.2km should be assumed. Other factors to be considered include population in proposed catchment areas; the nature of the terrain over which customers must travel; physical features such as busy main roads and railway lines etc.; the existence of any special social or postal need, and whether the location is being considered as a focal point at which most of the day-to-day needs of the community will be provided. The provision of post office is subject to the advice of the Postmaster General.

**11.2 Locational Factors**

- 11.2.1 Individual sites may, on occasions, be required for postal needs but generally post offices can be incorporated in private and/or government buildings which are centrally located relative to the area served.
- 11.2.2 All post offices need direct vehicular access and therefore should preferably be located at street level. Offices which have a mail delivery facility should be located near a focal point of public transport, and be provided with facilities for off-street parking for vehicles used in collection and delivery work.
- 11.2.3 The large urban offices require a separate compound for loading and unloading of mail vans in secure conditions.
- 11.2.4 Post office premises must always be completely self-contained with no access to non-postal accommodation through any part of the postal areas.

**Table 4 : Community Facilities – Summary of Standards (under Section 14.1 of Chapter 3):**

Facility	Standard	Land or Floor Area Requirement	Area Served
(48) Post Offices	<p>(a) In urban areas, post offices should be provided so that large concentrations of population have access to facilities within 1.2km from where they live or work.</p> <p>(b) In rural areas, a distance of 3.2 km should be assumed.</p> <p>(c) The provision is to be advised by the Postmaster General.</p>	@	local

Notes : @ There is no specific site allocation required because the facility is normally provided in a composite building, the land requirement for which is included under other types of development.