

香港特別行政區政府  
政務司司長辦公室轄下行政署



The Government of  
The Hong Kong Special Administrative Region  
Administration Wing,  
Chief Secretary for Administration's Office

香港添馬添美道 2 號

2 Tim Mei Avenue, Tamar, Hong Kong

本函檔號 Our Ref.: PPCU/4/1806/12

來函檔號 Your Ref.:

29 May 2013

電話: 2810 3586

傳真: 2537 7068

Mr Tak Wong  
President  
Hong Kong Institute of Landscape Architects  
P.O. BOX 20561, Johnston Road Post Office  
Wanchai  
Hong Kong

Dear *Mr Wong,*

**Policy and Project Co-ordination Unit -  
One-stop Consultation and  
Co-ordination Service for Land Development Projects**

As head of the Policy and Project Co-ordination Unit (PPCU), I am pleased to inform you that since PPCU was established under the Chief Secretary for Administration's Private Office last month, we are now operating at full strength.

Amongst other things, we have geared up ourselves to provide one-stop consultation and co-ordination service to land development projects sponsored by the non-government sector. As you may recall, this is a function used to perform by the former Development Opportunities Office (DOO) of the Development Bureau (DEVB), which ceased operation on 30 June 2012. The service of DOO was well received by its users, the Legislative Council as well as the Land and Development Advisory Committee (LDAC) under DEVB.

Building on the work done by DOO, PPCU will continue to provide similar co-ordination service for land development projects from the non-government sector. We stand ready to offer services to projects proposed by non-governmental organisations and the private sector that would bring broader social or economic merits to Hong Kong, and contribute to the achievement of the Government's policy objectives. We would welcome an early dialogue with the project proponents on their development proposals. Amongst other things we would help them collate departmental comments on their initial development proposals so that timely action could be taken to address Government's concerns before formal application and approval processes are initiated. We would aim to bring in the relevant bureaux/departments at an early stage so as to help map out the most appropriate way forward for the non-government project proponents. If considered appropriate we would also put the projects to LDAC for consideration and advice.

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I attach a note on the services of PPCU for land development projects. Also contained therein is a form that may be filled by project proponents if they are interested in using our services. We should be grateful if you could disseminate the information in this letter to your members for general information. If they find PPCU's services of use in pursuing their land development projects, they are welcomed to approach us for assistance.

Should you require any further information, please feel free to contact me at 2810 2691 or my colleagues Michael Ko at 2810 3598 or James Ye at 2810 3852.

Yours sincerely,



(Doris Ho)

Head, Policy and Project Co-ordination Unit

Encl.

香港特別行政區政府  
政務司司長私人辦公室  
政策及項目統籌處



香港添馬添美道二號  
政府總部東翼二十六樓

The Government of  
The Hong Kong Special Administrative Region  
Chief Secretary for Administration's Private Office  
Policy and Project Co-ordination Unit

26/F, East Wing, Central Government Offices,  
2 Tim Mei Avenue, Tamar, Hong Kong

## **Notes for Proponents of Land Development Projects Requesting One-stop Consultation and Co-ordination Services from the Policy and Project Co-ordination Unit**

Many land development projects proposed by non-governmental organisations and the private sector (the non-government sector) may carry broader social and economic merits, and contribute to Government's policy goals. Recognising that these projects may require facilitation by the Government, the Policy and Project Co-ordination Unit (PPCU) has been set up to provide first-stop and one-stop cross-bureaux/departmental consultation and co-ordination services to eligible project proponents.

### **Objective**

2. The aim is to help project proponents collect comments and responses from the relevant government bureaux and departments on the proposed land development projects at an early stage of project planning so that project proponents may be able to identify possible areas of concern early and develop practical solutions to address them. We hope this will help expedite the subsequent formal application process of the proposed projects. In general, we would encourage project proponents to talk to us at an early project planning stage and before formal submissions are made under the statutory town planning process.

3. The PPCU is not an approving authority for land development projects and does not replace any statutory approving authorities and procedures or public consultation. Project proponents seeking our co-ordination service during the early planning stage will still have to obtain all necessary approvals where necessary from the relevant authorities through the regular channels subsequently. And we will not take part in the discussions between the project proponent and Lands Department on land premium assessment.

### **Eligibility Criteria**

4. Project proponents are free to approach the relevant government bureaux and departments direct for policy support and necessary approvals, without going through this Unit. But if a project proponent would like to make use of our one-stop co-ordination services, the project should meet the following eligibility criteria –

(a) **For community projects proposed by non-governmental organisations (NGOs) –**

- (i) the land required for implementation of the proposed project shall be readily available without any major constraints, though planning permissions, lease modification or other land administration procedures may be required for implementation of the project. Where land premium may be payable for the proposed development, the prevailing land premium policy will apply;
- (ii) the proposed project shall obtain necessary policy support from the relevant bureaux, where applicable. Where the project proponent has obtained a clear in-principle support from the relevant policy bureaux to grant it government land for implementation of the proposed project, this Unit may also assist in co-ordinating site search for the proposed project, where necessary;
- (iii) the proposed project shall have no recurrent financial implications for the Government, though capital grants for the construction works may be required. The project will then be subject to the requirements of individual funding schemes or trusts;
- (iv) the NGO project proponent shall be a well-established organisation providing subvented or self-financing community services and have proven track record; and
- (v) the project proponent shall have carried out some preliminary planning work for the project and a preliminary development scheme has been prepared for comment by the relevant government departments.

(b) **For development projects proposed by the private-sector –**

- (i) the land required for the proposed project shall be readily available without any major constraints, though planning permissions, lease modification or other land administration procedures may be required for implementation of the project. Where land premium may be payable for the proposed development, the prevailing land premium policy will apply;
- (ii) the proposed project shall carry broader social and economic merits, and contribute to the Government's policy goals. The projects shall not be exclusively private residential in scope;
- (iii) the proposed project shall obtain necessary policy support from the relevant bureaux, where applicable;
- (iv) the project proponent shall be responsible for all development and operating costs of the project; and

- (v) the project proponent shall have carried out some preliminary planning work for the project and a preliminary development scheme has been prepared for comment by the relevant government departments.

### **Transparency Arrangements**

5. The Land and Development Advisory Committee (LDAC) under the Development Bureau advises the Government on policies and procedures in relation to planning, land, buildings and other development matters. The terms of reference of the Committee also include consideration of specific development proposals and projects which carry broader economic or social merits. We plan to present all proposed projects handled by this Unit to the LDAC for consideration and advice.

6. Project proponents are requested to note the following arrangements for projects to be handled by this Unit, which are designed to meet the public's aspirations for fairness and transparency –

- (a) we will provide information about the proposed projects to the relevant policy bureaux and departments within the Government for comments and advice;
- (b) information about individual projects will be presented to the LDAC at an appropriate juncture for its consideration and advice;
- (c) the LDAC Secretariat, may provide the LDAC's comments and advice on individual projects to the Town Planning Board when the proposed projects are presented to the Board for consideration; and
- (d) this Unit may include information on the proposed development projects that it has handled, including those subsequently withdrawn by the project proponents, in its work progress reports to the Legislative Council.

While this Unit will take into account the commercial sensitivity of project information when deciding on the timing of its presentation to the LDAC and the Legislative Council, project proponents should consider carefully the above transparency arrangements before they present their proposed projects to us. Please note that the information provided in the attached form may be disclosed to the LDAC, the Legislative Council and the public.

**Policy and Project Co-ordination Unit**  
**Chief Secretary for Administration's Private Office**  
**April 2013**

香港特別行政區政府  
政務司司長私人辦公室  
政策及項目統籌處



The Government of  
The Hong Kong Special Administrative Region  
Chief Secretary for Administration's Private Office  
Policy and Project Co-ordination Unit

香港添馬添美道二號  
政府總部東翼二十六樓

26/F, East Wing, Central Government Offices,  
2 Tim Mei Avenue, Tamar, Hong Kong

## 要求政策及項目統籌處 提供一站式諮詢協調服務的土地發展項目倡議者需知

很多由非政府機構或私營部門提出的土地發展項目都可為社會帶來較廣泛的社會及經濟利益，並有助達成政府的政策目標。我們明白這些項目可能需要政府協助推展，因此設立了政策及項目統籌處(統籌處)，為合資格的擬議土地發展項目提供跨局、跨部門的諮詢協調服務。

### 目標

2. 協助項目倡議者在項目規劃前期取得各相關部門就擬議土地發展項目的意見和回應，好使項目倡議者可以早日釐清值得關注的事項，及制訂應對方案。我們希望項目可以藉此加快其後的正式申請過程。一般而言，我們鼓勵項目倡議者在項目規劃的前期並在按法定城市規劃程序遞交正式申請前，便聯絡我們。

3. 本統籌處並非土地發展項目的審批機關；它不會取代任何現行法定審批機關和程序，或公眾諮詢。項目倡議者在規劃前期取得我們的協調服務後，仍須循一般途徑向有關當局申請必需的許可。而本統籌處亦不會參與項目倡議者與地政總署的土地補價磋商。

### 考慮提供服務的準則

4. 倡議者可無須經過本統籌處，直接聯絡相關政府政策局和部門，以取得政策支持及所需許可。如項目倡議者希望本統籌處提供一站式諮詢及協調服務，其項目應符合下列條件 —

(a) 由非政府機構提出的社區項目：

- (i) 倡議者應已取得落實擬議發展所需的土地，而其中並不預計有重大掣肘，儘管倡議者或須申請規劃許可、修訂地契或其他土地行政程序。若擬議發展涉及土地補價，有關項目須遵循現行土地補價政策；
- (ii) 若有需要，有關項目應取得相關決策局的政策支持。若項目倡議者已取得有關政策局明確支持撥地推行有關項目，有需要時，本統籌處亦可協調有關政策部門為該項目覓地；
- (iii) 擬議項目不應為政府帶來任何經常開支。若倡議者要為相關建築工程申請非經常補助，有關項目則須符合個別資助計劃或信託基金的規定；
- (iv) 有關非政府機構應為穩健機構，並以由政府津貼或財政自給的方式提供社會服務，而且往績良好；
- (v) 項目倡議者應已為有關項目進行初步規劃，並已準備好初步發展草案，讓有關政府部門參閱及提出意見。

(b) 由私營機構提出的擬議發展項目：

- (i) 倡議者應已取得擬議發展所需的土地，而其中並不涉及重大掣肘，儘管倡議者或須申請規劃許可、修訂地契或其他地政程序，以推展項目。若擬議發展項目須繳付土地補價，則須遵循現行土地補價政策；
- (ii) 有關項目應為香港帶來較宏觀的社會或經濟效益，並有助實現政府的政策目標。有關項目不應純為住宅發展；
- (iii) 如有需要，有關項目應取得有關決策局的政策支持；
- (iv) 項目倡議者須負責項目一切發展和運作開支；

- (v) 項目倡議者應已為有關項目進行初步規劃，並已準備好初步發展草案，讓有關政府部門參閱及提出意見。

### 資料發放安排

5. 在發展局下設立的土地及建設諮詢委員會（委員會）就規劃、土地、樓宇，及土地發展的主要政策和程序向政府提供意見。委員會的職權範圍亦包括考慮具有較宏觀經濟或社會效益的擬議土地發展項目。我們會將經由統籌處處理的擬議項目提交委員會考慮，徵求委員意見。
6. 公眾期望政府運作公正、透明。為此，項目倡議者應留意，統籌處會按下述安排處理項目—
- (a) 本統籌處會向政府內部相關政策局和部門提供擬議項目的資料，以便它們提供意見；
  - (b) 各擬議項目的資料，會在適當階段提交委員會考慮並提供意見；
  - (c) 因應委員會對個別擬議項目的意見，委員會的秘書處可能會在有關項目提交城市規劃委員會（城規會）考慮時，向城規會提供委員會對有關擬議項目的意見；
  - (d) 經本統籌處處理的擬議項目，包括那些後來由倡議者自行撤回的項目，其相關資料可能會列入統籌處向立法會呈交的工作進度報告內。

雖然本統籌處會顧及項目資料的商業敏感因素，才決定何時向委員會或立法會提交有關擬議項目的資料，但項目倡議者在向本統籌處提交擬議項目前，應審慎考慮上述的資料發放安排。一般而言，項目倡議者按附載表格要求提供的資料，均有可能向委員會、立法會和公眾披露。

政策及項目統籌處  
政務司司長私人辦公室  
2013年4月





## Information on Proposed Land Development Projects 擬議土地發展項目資料

1. Please read carefully the attached "Notes for Proponents of Land Development Projects Requesting One-stop Consultation and Co-ordination Services from the Policy and Project Co-ordination Unit" (the "Notes") before providing us the required information using the form below.

在填寫附載表格並交予政策及項目統籌處前，請細閱隨附的《要求政策及項目統籌處提供一站式諮詢協調服務的土地發展項目倡議者需知》（《需知》）。

2. You may complete this form in either English or Chinese.  
本表格可用中文或英文填寫。

3. Use of Information –

- (a) The information that you provide in the attached form will be used to facilitate your proposed project and may be shared with other government departments, where necessary and appropriate. Please see paragraphs 5 and 6 of the Notes.
- (b) We may not be able to handle your proposed project if you do not provide us with the required information.
- (c) Please ensure that the information provided in the attached form is true and accurate, and indicate your understanding and consent to the disclosure arrangements regarding projects handled by us as set out in paragraphs 5 and 6 of the Notes by signing at the end of the attached form.

資料用途 –

- (a) 你按表格提供的資料，將會用作促進有關擬議項目，並在有需要和適當的情況下，將會與其他政府部門分享。請參閱《需知》的第5及第6段。
- (b) 如你未能提供所需資料，我們或未能處理有關擬議項目。
- (c) 請於表格尾段簽署，以確認附載表格內提供的資料真確無誤，並表示你明白及同意接受《需知》第5及第6段所載的資料發放安排。

4. Please return the completed form by mail or in person to the Policy and Project Co-ordination Unit, 26/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

請郵寄或親身交回填妥的表格到政策及項目統籌處，地址是香港添馬添美道二號政府總部東翼二十六樓。

5. If you have any questions on the above, please let us know by:

如有任何疑問，歡迎聯絡我們：

Tel 電話: 2810 2427 / Fax 傳真: 2537 7068

<b>1. Project Title and Description 項目名稱及概要</b>	
a. Project title (English)	項目名稱 (中文)
b. Brief description of the proposed project 擬議項目內容概要	

<b>2. Project Proponent (Please list out other parties, e.g. joint venture partner, if applicable) 項目倡議者 (如有合資或合作伙伴，請詳細列出)</b>	
a. Name of project proponent (English)	項目倡議者名稱 (中文)
b. Name of parent company/group, if applicable (English)	母公司/集團名稱，如適用 (中文)
c. Relationship between project proponent and the parent company/group, if applicable 項目倡議者與母公司/集團的關係，如適用	

<b>3. Proposed Development Site 擬議發展地盤</b> (Note: Please provide proof of ownership and control of the site) (註：請提交有關土地業權和使用權的證明)	
a. Address (English)	地址 (中文)
b. Site area and ownership 地盤面積及業權 (Please set out percentage owned by each party if the site is jointly owned) (若地盤由多於一名業主共同擁有，請分列業權百分率)	

<b>4. Project Timeframe (Please specify the estimated schedule of implementation)</b> 推行項目時間表(請提供預計落實項目時間表)	
a. Target commencement date of construction works on site 預計地盤開始動工日期	
b. Target completion date 預計完工日期	
c. Other relevant information 其他資料	

<b>5. Current State of the Proposed Project</b> 擬議項目現時的進度	
a. Land aspect 土地事宜	
b. Planning aspect 規劃事宜	
c. Buildings aspect 建築事宜	
d. Consultation with stakeholders and the public 諮詢持份者和公眾的進度	
e. Other relevant information 其他資料	

**6. Estimated Project Costs (Please set out land cost separately, if included. The land cost should not include estimated land premium not yet paid)**  
 預計項目成本(如成本包括購買土地的費用，請分項列出。購買土地的費用不應包括預計但未繳付的土地補價)

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**7. Expected Source of Funding (Please specify whether a component has been confirmed or is being planned)**  
 預計資金來源(請註明有關資金細項已獲確認或正在籌集中)

a. Expected capital expenditure for implementation of the project (including construction, renovation and other equipment costs)  
 預計落實項目所需的資本開支(包括建築、裝修及其他設備費用)

--

b. Estimated recurrent operating costs after completion of the project  
 預計項目落成後的經常性營運支出

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**8. Estimated Number of Jobs to be Created**  
 預計可創造的職位數目

	Professional/ Managerial 專業人士/管理人員	Workers 工人
a. Pre-construction stage 施工前階段		
b. Construction stage 施工階段		
c. Operational stage 營運階段  (For redevelopment or expansion projects, please separate existing jobs and additional jobs to be created) (就重建或擴建項目，請分列現時及預計增加的職位數目)		
<b>Total 總數</b>		

**9. Expected social and economic merits of the project**  
 預計項目可帶來的經濟及社會效益

--

**10. Expected Contribution to Achievement of Government's Policy Initiatives**  
 預計項目可有助達成的政府政策措施

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**11. Support from the Relevant Policy Bureaux**  
 相關政策局的支持

Policy Bureaux 政策局	Whether policy support has already been given or is being sought? 是否已獲得或正尋求政策支持？	Contact officers in the relevant bureaux 有關政策局的聯絡人

<b>12. Contact Person of the Proposed Project</b> 擬議項目的聯絡人資料	
a. Name (English) 姓名(中文)	
b. Post title and name of organisation (English) 機構名稱及職銜(中文)	
c. Contact Number 聯絡電話	
d. Fax Number 傳真號碼	
e. Email Address 電郵地址	
f. Postal Address 郵寄地址	

<b>13. Additional Documents Attached (Please list out the additional documents attached to this form, e.g. site plan, proof of land title, draft development scheme, technical assessment reports, etc.)</b> 其他夾附資料(請在此註明隨此表格夾附的文件,如地盤位置圖、土地業權證明、發展計劃草圖、技術評估報告等)

<b>14. Declaration 確認聲明</b>
<p>I/We confirm that the information provided in this form is true and accurate. 我/我們確認在這表格內提供的資料真確無誤。</p> <p>I/We have read and understand the “Notes for Proponents of Land Development Projects Requesting One-stop Consultation and Co-ordination Services from the Policy and Project Co-ordination Unit ” and agree to the disclosure arrangements stated in paragraphs 5 and 6 of the Notes. 我/我們已細閱及明白《需知》的內容,並同意《需知》第5及第6段所載的資料發放安排。</p>

\_\_\_\_\_  
Signature  
簽署

\_\_\_\_\_  
Date  
日期

\_\_\_\_\_  
Name of signatory (English in block letters) / 簽署人姓名(中文)

\_\_\_\_\_  
Post title and name of organisation (English)  
簽署人機構名稱及職銜(中文)