

# OBSERVATION OF MEETINGS OF THE TOWN PLANNING BOARD AND ITS COMMITTEES

Any person who wishes to observe the open meetings of the Town Planning Board (the Board) or its Committees should carefully read the following notes and rules. The Secretariat of the Board may refuse to allow any person to observe the meeting if he/she fails or refuses to follow any of the rules.

## Introduction

- Any person may observe the open meetings of the Board or its Committees in the Public Viewing Room (PVR) which is located at 1/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong.
- The agenda of an open meeting will be uploaded to the Board's Website at <http://www.info.gov.hk/tpb/> four days before the meeting. Any subsequent change of it will also be uploaded to the Board's Website as soon as practicable. Copies of the agenda will be deposited at the Planning Enquiry Counters of the Planning Department for public inspection and is available for photocopying upon payment of a fee.

### Planning Enquiry Counters of the Planning Department

Addresses : 17/F, North Point Government Offices,  
333 Java Road,  
North Point, Hong Kong  
or  
14/F, Sha Tin Government Offices,  
1 Sheung Wo Che Road  
Sha Tin, New Territories

Hotline : 2231 5000

## Seat Reservation

- Any person who wishes to observe an open meeting or any part of it is recommended to reserve seat with the Secretariat of the Board after the issue of the agenda. The booking should be made by telephone (2231 5061), fax (2877 0245 or 2522 8426) or e-mail ([tpbpd@pland.gov.hk](mailto:tpbpd@pland.gov.hk)) at least one day before the meeting. Each group/body may reserve a maximum of 5 seats. Block booking of meetings is not allowed.
- The following information must be provided for each booking:
  - name(s) of observer(s);
  - his/her/their contact telephone number(s); and
  - the date and session (i.e. a.m. or p.m.) of meeting to be attended.
- The PVR can accommodate a maximum of 90 observers. The seats will be allocated on a first-come-first-serve basis.

- In case that the seats for a meeting are over-subscribed, the Secretariat of the Board will inform those persons whose reservations of seats cannot be entertained.
- Walk-in observers (including the press) will be entertained only if seats in the PVR are available.

## Registration

- The PVR will be open around 10 minutes before the scheduled meetings.
- Before entering the PVR, an observer must register with the Secretariat of the Board at the reception counter by providing his/her name and relevant information/document(s) for verification and record purposes.
- After registration, each observer will be issued with a visitor card. He/She must display this card at a conspicuous position on his/her clothes.
- An observer may temporarily leave the room at any time at his/her discretion. Before leaving, he/she must return the visitor card and the simultaneous interpretation (SI) equipment (if any) to the Secretariat of the Board at the reception counter.
- Any observer who has left the PVR is required to register again at the reception counter before re-admission to the room.

## The Proceedings

- The proceedings of the Board/its Committee will be broadcasted simultaneously on television monitors installed in the PVR. Only the open sessions of the meeting will be broadcasted. For the private sessions, the broadcasting will be suspended until the meeting reverts to an open session.
- The chairman of the meeting will determine whether the meeting should be conducted in Cantonese or English. SI equipment is available at the PVR. Observers are requested to maintain proper use of the equipment.
- All observers must leave the PVR when their registered session of a meeting is concluded. Before leaving, they must return the visitor cards and the SI equipment (if any) to the Secretariat of the Board at the reception counter.

## Order and Behaviour

- Loudhailers, banners and any other materials/equipment which may cause disturbance to the observation of the meeting or the normal operation of the Board/its Committee will not be allowed to bring into the PVR.

- All observers must behave in an orderly manner and remain seated during the broadcasting of the meeting.
- Smoking and eating are prohibited in the PVR.
- Use of mobile phone is prohibited in the PVR during the broadcasting of the meeting.
- Clamour, shouting and commotion are prohibited.
- Any observer who fails/refuses to follow any of the above rules or causes any disturbance to the observation of the meeting will be required to leave the PVR immediately.

## Decisions, Minutes and Audio Recordings of Meeting

- A Gist of Decisions of the Board/its Committees will be available on the Board's Website shortly after the meeting on the same day. Pending formal notification, the applicant/"representer"/"commenter"/"further representer" may seek verbal advice or request for interim written reply on the decision from the Secretary of the Board.
- The minutes of the meeting, except the parts classified as "confidential", will be uploaded to the Board's Website after confirmation by the Board/its Committee at its next meeting. Copies will be deposited at the Planning Enquiry Counters of the Planning Department for public inspection.
- Audio recordings of open sessions of the meeting will be uploaded to the Board's Website on the same day after the confirmation of the minutes of the concerned meeting by the Board/its Committee at the next meeting, but only the recordings of the latest open meetings of the Board and its Committees are available on the Website at a time.

## Enquiries

- Any enquiry on this pamphlet may be addressed to the Secretariat of the Board.

### Secretariat of the Board

Address : 15/F, North Point Government Offices,  
333 Java Road,  
North Point, Hong Kong

Tel : 2231 4810 or 2231 4835

Fax : 2877 0245 or 2522 8426

E-mail address : [tpbpd@pland.gov.hk](mailto:tpbpd@pland.gov.hk)

**Secretariat of Town Planning Board  
January 2009**