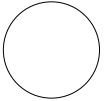


**PLANNING DEPARTMENT**  
**Public Enquiry Form**  
規劃署  
公眾查詢表格



If you have any difficulty in completing this form, we shall be happy to assist.  
倘閣下填寫此表格時有任何疑問，本署職員將樂意協助。



\_\_\_\_\_ DPO  
 \_\_\_\_\_ Section

File Ref.: \_\_\_\_\_

Date of receipt: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date of reply: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

**Part A - To Be Completed By Enquirer 甲部 - 由查詢人填寫**

Name: \_\_\_\_\_  
姓名

No. of Persons: \_\_\_\_\_  
到訪人數

Address/Email: \_\_\_\_\_  
地址/電郵地址

Tel.: \_\_\_\_\_  
電話

Organisation: \_\_\_\_\_  
(if appropriate)  
機構  
(如適用)

1. Private Individual  
個人

4. Estate Property Company  
房地產公司

2. Student / Educational Institute  
學生 / 教育機構

5. Media  
傳媒

3. Professional Agency  
專業代理

6. Others (Pl. specify)  
其他(請註明)  
\_\_\_\_\_

Language: \_\_\_\_\_  
語言  1. 中文  2. English  3. Others 其他 \_\_\_\_\_

Subject of Enquiry: \_\_\_\_\_  
查詢事項

**Part B - For Office Use Only 乙部 - 由本署填寫**

**ANSWER(S) / MAIN POINTS OF DISCUSSION:**

**PLAN REFERENCE :**

IDPA Plan/DPA Plan/OZP No.

LP/ODP No.

**NATURE :**

- 1. Fact Finding
- 2. Discussion
- 3. Suggestion
- 4. Report on Suspected Unauthorised Development
- 5. Information for Academic Purpose
- 6. Others (Specify) \_\_\_\_\_

**TYPE :**

- 1. Walk-in Enquiry
- 2. Telephone Enquiry
  - Time in: \_\_\_\_\_
  - Enquiry answered by: \_\_\_\_\_
  - Total staff time spent:
    - 5 minutes
    - 10 minutes
    - more than 10 minutes
- 3. Letter
- 4. Email

**COMPLEXITY :**

- 1. Straightforward
- 2. Complicated

**REFERRALS :**

Internal Referrals

- | TO                          | FROM   |
|-----------------------------|--|
| <input type="checkbox"/> 1. | <input type="checkbox"/> 2. TS Section                 |
| <input type="checkbox"/> 3. | <input type="checkbox"/> 4. Other Planning Section/DPO |

External Referrals

- 5. To: \_\_\_\_\_
- 6. From: \_\_\_\_\_

**SUBJECT :**

General

- 1. Planning System
- 2. Planning Organisation
- 3. Definition of Terms
- 4. Land/Transport/Environment Matters
- 5. Request for Planning Data
- 6. TP Ordinance
- 7. Statutory Planning Procedures
- 8. Population
- 9. Planning Studies

Territorial

- 10. HKPSG
- 11. Strategic Planning
- 12. Cross-boundary Matters

District

- 13. District Planning in General
- 14. Development Control in General
- 15. Site Specific Development Proposal/Potential/Restriction
- 16. Planning Applications
- 17. Planning Enforcement
- 18. Urban Renewal
- 19. Urban Design

Others

- 20. Others (Specify) \_\_\_\_\_

**COMPLETED BY:**

Name of Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Officer Consulted: \_\_\_\_\_