

**To: Secretary, Town Planning Board  
15/F, North Point Government Offices  
333 Java Road  
North Point, Hong Kong  
(Email: [tpbpd@pland.gov.hk](mailto:tpbpd@pland.gov.hk))**

**Part I : To be completed by the Supervisor**

(1) Name of Supervisor : (Chinese) \_\_\_\_\_

(English) \_\_\_\_\_

(2) Contact : (telephone) \_\_\_\_\_

(email) \_\_\_\_\_

(3) Correspondence Address : \_\_\_\_\_

\_\_\_\_\_

(4) Type of school proposed : \_\_\_\_\_

(e.g. tutorial school, kindergarten etc.)

(5) Proposed school name : -

(Chinese) \_\_\_\_\_

(English) \_\_\_\_\_

(6) Address of proposed extension school premises : -

(Chinese) \_\_\_\_\_

\_\_\_\_\_

(English) \_\_\_\_\_

\_\_\_\_\_

Supervisor's signature : \_\_\_\_\_

Date : \_\_\_\_\_

**Part II : To be completed by District Planning Officer ( \_\_\_\_\_ ),  
Planning Department#**

- (1) The proposed school premises fall within an area which is  
 zoned \_\_\_\_\_ on the  
\_\_\_\_\_ Outline Zoning Plan No. \_\_\_\_\_.  
 not covered by any statutory plan.
- (2) The proposed school use  
 would not require planning permission from the Town Planning Board.  
 would require planning permission from the Town Planning Board.  
The applicant is advised to submit a section 16 application before proceeding with the school registration application.  
 is not allowed in the above premises.
- (3) Remarks (if applicable): \_\_\_\_\_  
\_\_\_\_\_

Name of Officer :

\_\_\_\_\_ for DPO( \_\_\_\_\_ )

Telephone :

Date :

c.c. Permanent Secretary for Education  
(Attention : School Registration and Compliance Section)  
(Email: [sr\\_formp@edb.gov.hk](mailto:sr_formp@edb.gov.hk))

Secretary, Town Planning Board  
(Email: [tpbpd@pland.gov.hk](mailto:tpbpd@pland.gov.hk))

**REMINDER**

Applicants, while having dealings of any kind with the Education Bureau and other Government Departments, should not offer advantage to Government officers.