

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

Part I : To be completed by the Applicant

(1) Name of Applicant : (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 school premises : -

(Chinese) _____

(English) _____

Applicant'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)

Secretary, Town Planning Board
(Email: 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.