

**Practice Notes for Professional Persons  
No. 1/2019**

**Processing and Compliance Checking of  
Landscape Submissions Related to Planning Applications**

**Purpose**

1. In approving a planning application under section 16 of the Town Planning Ordinance (Cap. 131), the Town Planning Board (TPB) may, taking into account the nature of the proposed development and its visual and landscape impacts, impose a planning condition requiring the submission and implementation of a Landscape Master Plan (LMP) or Landscape Proposal (LP).
2. This Practice Note covers landscape submissions in the form of LMP or LP for private developments and is not applicable to landscaped areas to be handed back to Government or outside lot boundaries. Its purposes are to:
  - (a) set out the general principles for requiring the submission and implementation of LMP or LP; and
  - (b) explain the arrangement for processing landscape submission and compliance checking of completed landscape works for fulfilment of planning condition.

**General Principles for Requiring Submission of LMP or LP**

3. As a general principle, landscape submission will be required either as part of a planning application as stipulated under the Outline Zoning Plan or as a planning condition of an approved application where new landscape features are necessary to meet planning objectives and/or landscape treatments are necessary to mitigate any adverse landscape/visual impacts created by the proposed development. The landscape submission can be in the form of LMP or LP, depending on the circumstances as set out below.

### *Submission of LMP*

4. In general, LMP will be required under the following circumstances:
  - (a) developments at visually sensitive locations or in areas of special landscape character where appropriate landscape treatments are necessary to ameliorate visual impacts and/or conserve landscape resources; and
  - (b) developments requiring comprehensive planning with scope for creation of new landscape features, e.g. developments within "Comprehensive Development Area" zone.
5. The general requirements on submission of LMP are set out in the guidelines at **Appendix A**.

### *Submission of LP*

6. In other circumstances, LP, a more simplified landscape submission than LMP, may already be adequate for the nature of the proposed development which would have less significant visual/landscape impact, or mainly for visual enhancement to improve the general environment. Usually, such developments are smaller in scale or are temporary in nature such as open storage and port back-up uses.
7. The LPs for these types of developments would normally only require the submission of proposed treatments of existing landscape resources and a Landscape Layout Plan (**Appendix B**) to show the conceptual building layout, overall landscape design, boundary landscape treatment and planting proposal, unless otherwise required. For open storage and port back-up uses, reference should also be made to the relevant Technical Note available in TPB website ([www.info.gov.hk/tpb/](http://www.info.gov.hk/tpb/)).

## **Approval of Landscape Submission and Compliance Checking**

### *Approval of Landscape Submission*

8. The LMP and its subsequent amendments should be prepared by a Registered Landscape Architect (RLA) registered under the Landscape Architects Registration Ordinance (Cap. 516) and be submitted to the concerned District

Planning Office (DPO) of Planning Department (PlanD) for approval. For LP submission, it can be made by a RLA or the applicant/ his representative.

9. The RLA or the applicant/ his representative will be notified of the results of their landscape submissions (LMP or LP) within six weeks from the date of receipt.

#### *Amendment to Approved Landscape Submission*

10. After the approval of LMP or LP and before the completion of landscape works, should there be any amendments to the approved LMP or LP that fall within the scope of Class B amendments as stated in the TPB Guidelines No. 36B, the RLA or the applicant/ his representative is required to submit the updated LMP or LP and highlight the amendments to PlanD for approval and they will be notified of the results within six weeks from the date of receipt. For other minor amendments that fall within the scope of Class A amendments in TPB Guidelines No. 36B, the RLA or the applicant/ his representative should provide the updated LMP or LP with amendments highlighted to PlanD for record purpose.
11. No separate planning application will be required for amendments made to the approved LMP or LP as a result of fulfilling the approval conditions. Should there be any disagreement over the fulfillment of the approval conditions between the RLA or the applicant/ his representative and PlanD, the matter will be submitted to TPB for consideration.

#### *Compliance Checking of Completed Landscape Works*

12. In order to speed up the checking of compliance of completed landscape works upon approval of LMP, the applicant is required to appoint a RLA to certify that the landscape works has been implemented in accordance with the approved LMP and submit a Self-certification of Compliance (SCC) to the concerned DPO and Landscape Unit of PlanD in parallel (the SCC approach). Under the SCC approach, the RLA or the applicant/ his representative should submit the SCC together with copies of the latest approved LMP or an approved LMP with minor amendments duly coloured (if any), and photographic records of the completed landscape works to facilitate the compliance checking, if deemed necessary. A standard SCC form is at **Appendix C**.

13. Sites with SCC submitted will be registered by PlanD. SCC submissions will be randomly selected for on-site compliance checking at a minimum rate of ten percent, or as considered necessary. This ratio will be subject to revision from time to time. The RLA or the applicant/ his representative will be notified if the site is selected for checking within two weeks from the date of receipt of SCC. If the site is selected, a full compliance checking will be carried out and the RLA or the applicant/ his representative will be notified of the result within six weeks from the date of receipt of SCC.
14. If the RLA or the applicant/ his representative does not receive any response from PlanD within two weeks from the date of receipt of SCC, the implementation of the approved LMP will be deemed to have been approved and the relevant planning condition will be considered as complied with. Compliance of planning condition will be issued in writing by the concerned DPO to the RLA.
15. If there is any obvious inadequacy observed in the SCC submission, PlanD may report such observations to the Landscape Architects Registration Board for its necessary action.
16. For compliance checking of the completed landscape works upon approval of LP, the submission to fulfil the implementation of planning condition can be made by a RLA or the applicant/ his representative. The RLA or the applicant/ his representative can adopt the SCC approach, by following the above processing procedures for LMP submissions, as set out in paragraphs 12 to 14 above.
17. For cases not adopting the SCC approach, the applicant/ his representative should inform the concerned DPO in writing on completion of landscape works and submit the latest approved LP with minor amendments duly coloured (if any), and photographic records of the completed landscape works to facilitate compliance checking. A full compliance checking based on the approved LP will then be carried out. The applicant/ his representative will be notified the date for site inspection (if necessary) and the result of inspection respectively within two weeks and six weeks from the date of receipt of the notification on the completion of the approved LP.

## **Landscape Submissions to Fulfill Both Planning Condition and Lease Condition**

18. Applicants should refer to Joint Practice Note No. 3 for landscape submission to fulfill both the planning condition and the lease condition at the same time.

## **Landscape Submissions in relation to General Building Plan (GBP) Submissions**

19. In GBP submissions involving development proposals with requirement of landscape submission imposed as a condition in granting planning permission, the applicant is only required to submit, prior to or at the time of GBP submission, a Landscape Layout Plan as specified in Appendix A2 for LMP submission and Appendix B for LP submission to the concerned DPO to demonstrate that the landscape provisions would not be unduly compromised by the proposed building design. If no significant conflicts are found, the GBP submission would not be recommended for rejection by PlanD for reason of non-compliance with landscape condition.

## **Enquiries**

20. Applicants are welcome to contact the concerned DPO and the Landscape Unit of PlanD for enquiries or pre-submission meetings on any case specific issues and special landscape matters respectively.
21. This Practice Note takes effect on 15 May 2019.
22. Practice Note No. 1/2004 will be superseded with effect on 15 May 2019.

(Raymond LEE)  
Director of Planning  
Planning Department  
Date: 23 April 2019

**Guidelines for Submission of Landscape Master Plan for Private Development  
(For Areas not Required to be Handed Over to Government after Completion)**

**1. Introduction**

1.1 The purpose of this set of guidelines is to set out the general requirements for preparing submission of a Landscape Master Plan (LMP) under the planning condition. It is applicable to private sector building developments and for general reference only. The guidelines are subject to revision without prior notice.

**2. General Requirements for Preparing LMPs**

2.1 The applicant should make reference to relevant government guidelines, practice notes, references and standards on preparation of the LMP submission.

2.2 The LMP submission should contain a high degree of accuracy and be capable of implementation, failing which may lead to unnecessary resubmission of the proposal in the implementation stage.

2.3 For site with tree preservation clause under lease, the applicant should seek approval from Lands Department (LandsD) pursuant to LAO PN Nos. 7/2007 and 7/2007A or any subsequent amendments thereof issued by LandsD.

2.4 The general requirements for preparing submissions of LMPs are listed below. They serve as basic information and are not meant to be exhaustive. Other specific information may be required where appropriate.

(i) Site Appraisal

A brief description on the landscape character of the district, site context, existing site conditions and its adjoining areas, levels and landscape resources/features such as existing trees, landform and natural stream, etc. within the site together with annotated photographs and viewpoint locations.

(ii) Existing Landscape Resources

(a) A Site Survey Plan with the conceptual building layout superimposed and showing the existing spot levels, locations of existing landscape features and trees illustrated with proposed treatments (i.e. retained, transplanted or felled); and

- (b) A Tree Treatment Schedule (Appendix A1) and photos of individual trees in colour with date imprinted showing the conditions of existing trees.

(iii) Landscape Design

- (a) A description of the landscape design intent and concept for the proposed landscape provision and features;
- (b) A Landscape Layout Plan (Appendix A2) showing the conceptual building layout, hard and soft landscape elements, spot levels, recreational facilities, existing trees, locations, numbers and indicative sizes of newly planted trees, access to landscape area and public open space (if applicable), interfacing with the surrounding open space network (if applicable), landscape treatment of boundary, slopes and ancillary structures, emergency vehicular access, etc. with annotations together with cross-sections and perspectives as appropriate to demonstrate the landscape design intent;
- (c) Open Space Demarcation Plan(s) showing the demarcation and extent of public (if applicable) and private open space;
- (d) A phasing plan if the development to be completed in phases; and
- (e) Planting schedule with plant name, indicative size, spacing and location for all plants, and typical planter detail(s) to demonstrate sufficient soil provisions at planting areas, in particular, minimum 1.2m soil depth excluding drainage layer for all tree planting.

**3. Points to Note in Preparing LMP Submissions**

- (a) The open space provision should comply with the requirements as specified in the approved planning brief (if applicable), lease conditions and Chapter 4 on Recreation, Open Space and Greening of Hong Kong Planning Standards and Guidelines.
- (b) All the landscape areas, external light fittings and recreational facilities, such as children play area, fitness stations, ball courts and swimming pool, and circulation routes should comply with universal accessibility principles and relevant safety standards and guidelines.
- (c) Adequate signage should be provided to indicate the public open space and children play area which are open for public use, and should comply with universal accessibility principles.
- (d) Adequate provision of water points at appropriate locations should be provided for irrigation.
- (e) The completed landscape works should be properly maintained by property owner or a management agent and regular vegetation maintenance, including tree risk assessment, should be undertaken to maintain the plants in good condition.

**Tree Treatment Schedule**

Tree No.	Photo No.	Species		Tree Size			Proposed Treatment (Retain/Transplant/Fell)	Remarks <sup>1</sup> (Old and Valuable Tree (OVT), potentially registrable OVT, rare species, protected species, ecological and historical significance, etc.)
		Scientific Name	Chinese Name	Height (m)	DBH <sup>2</sup> (mm)	Crown Spread (m)		

**Summary Table**

	Number of Tree(s)
<b>Tree to be Retained</b>	
<b>Tree to be Transplanted</b>	
<b>Tree to be Felled</b>	
<b>Total Number of Existing Tree(s)</b>	

<sup>1</sup> Please state whether the OVT, potentially registrable OVT, trees of rare or protected species, trees with ecological and historical significance, etc. within and/or adjacent to the site is likely to be affected by the proposed development.

<sup>2</sup> DBH of a tree refers to its diameter at breast height (i.e. measured at 1.3m above ground level).



地盤面積  
Site Area : 10500 m<sup>2</sup> 平方米

私人休憩空間面積  
Private Open Space Area : 5700 m<sup>2</sup> 平方米

LEGEND 圖例

- |                                    |   |                                  |
|------------------------------------|---|----------------------------------|
| (A) 入口廣場<br>Entrance Plaza         | — 地盤界線<br>Site Boundary                   | ■ 種植區<br>Planting Area           |
| (B) 燒烤區<br>Barbecue Area           | ⊕ 標高<br>Spot Level                        | ▨ 覆蓋種植區<br>Covered Planting Area |
| (C) 大草坪<br>Grand Lawn              | ▲ 車輛出入口<br>Vehicular Entrance / Exit      | ■ 草坪<br>Lawn                     |
| (D) 兒童遊樂場<br>Children Play Area    | ▲ 行人出入口<br>Pedestrian Entrance / Exit     | — 垂直綠化<br>Vertical Greening      |
| (E) 長者健身區<br>Elderly Fitness Area  | ■ 座椅<br>Bench                             | ○ 新種樹木<br>New Tree               |
| (F) 太極園<br>Tai Chi Corner          | ■ 緊急車輛通道 / 車輛通道<br>EVA / Vehicular Access | ⊕ 保留樹木<br>Retained Tree          |
| (G) 會所入口<br>Clubhouse Entrance     | ■ 硬地鋪裝地區<br>Hard Paved Area               | ⊕ 移植樹木<br>Transplanted Tree      |
| (H) 泳池<br>Swimming Pool            | ■ 木地台<br>Timber Deck                      |                                  |
| (I) 緩跑徑<br>Jogging Path            | ■ 安全地席<br>Safety Mat                      |                                  |
| (J) 卵石路步行徑<br>Pebble Walking Trail | ■ 花棚<br>Trellis                           |                                  |
| (K) 水景<br>Water Feature            |   |                                  |



園景設計總圖方案 - 園景布置圖  
LMP Submission - Landscape Layout Plan



# 附錄 B Appendix B

地盤面積

Site Area : 3834 m<sup>2</sup> 平方米

私人休憩空間面積

Private Open Space Area : 1129 m<sup>2</sup> 平方米

LEGEND 圖例			
	地盤界線 Site Boundary		種植區 Planting Area
	標高 Spot Level		草坪 Lawn
	車輛出入口 Vehicular Entrance / Exit		垂直綠化 Vertical Greening
	行人出入口 Pedestrian Entrance / Exit		新種樹木 New Tree
	車輛通道 / 緊急車輛通道 (如適用) Vehicular Access / EVA (if applicable)		保留樹木 Retained Tree
	硬地鋪裝地區 Hard Paved Area		



園景建議方案 - 園景布置圖  
LP Submission - Landscape Layout Plan

**Standard SCC Form**

**To: DPO/ \_\_\_\_\_, Planning Department**

Self-certification of Compliance of Landscape Works

Lot No.:

Address:

Planning Application No.:

I \_\_\_\_\_, hereby confirm that the applicant of the above application has appointed or authorized me to act on his/their behalf to submit a self-certification of compliance of landscape works.

I \_\_\_\_\_, hereby confirm that I am a Registered Landscape Architect (Registration No. \_\_\_\_\_ ) registered under the Landscape Architects Registration Ordinance.

I confirm that the landscape works as detailed on the Landscape Master Plan (LMP) / Landscape Proposal (LP)\* approved by the Planning Department or the Town Planning Board on dd/mm/yy has been implemented satisfactorily with/without\* variation(s) from the approved LMP / LP\*.

Copies of the latest approved LMP/ LP\* are attached / duly coloured to indicate the variations are attached\*.

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

Name of RLA: \_\_\_\_\_

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

PlanD official chop: \_\_\_\_\_

Date of receipt of this self-certification: \_\_\_\_\_

\* Delete as appropriate

\*\* RLA's signature must be supported with the membership chop