

上訴委員團〔城市規劃〕
Appeal Board Panel (Town Planning)

上訴須知
GUIDANCE NOTES

請在填寫、簽署和提交上訴通知書前，細閱這份須知。

Please read the following notes carefully before completing, signing and lodging the Notice of Appeal.

如有查詢，請致電 3509 8844 或 3509 7840 與上訴委員團〔城市規劃〕秘書聯絡。
For enquiries, please contact the Secretary to the Appeal Board Panel (Town Planning) (Tel : 3509 8844 or 3509 7840)

NOTES :

1. 申請人〔下稱「上訴人」〕如因城市規劃委員會在根據《城市規劃條例》〔第 131 章〕第 17 條進行覆核的決定而感到受屈，可在獲通知城市規劃委員會根據第 17(6) 條所作的決定後 60 天內，藉提交上訴通知書提出上訴。
An applicant (hereinafter referred to as the Appellant) who is aggrieved by a decision of the Town Planning Board on a review under section 17 of the Town Planning Ordinance (Chapter 131) may appeal by lodging, within 60 days after notification of the Town Planning Board's decision under section 17(6), a Notice of Appeal.
2. 務須填妥上訴通知書內各項，以專人送遞或掛號郵件方式，送交香港添馬添美道二號政府總部西翼十七樓上訴委員團〔城市規劃〕秘書收。
The Notice of Appeal must be completed in full and lodged with the Appeal Board by hand or by registered post to the Secretary, Appeal Board Panel (Town Planning) at 17/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.
3. 在提交上訴通知書的同時，請把通知書的副本送交城市規劃委員會秘書。
At the same time that the Notice of Appeal is lodged, the Appellant is required to serve a copy of the Notice on the Secretary of the Town Planning Board.
4. 在提交上訴通知書前，請閱讀《城市規劃條例》〔第 131 章〕及《城市規劃〔上訴〕規例》。
Appellants are advised to read the Town Planning Ordinance (Chapter 131), the Town Planning (Appeals) Regulations before lodging the Notice of Appeal.
5. 如上訴通知書上的空位不敷應用，請另紙書寫有關資料，夾附於通知書，並在通知書上註明資料載於附頁內。
If space provided on the Notice of Appeal is insufficient, please give the details on a separate sheet of paper to be attached to the Notice and make a reference to this on the Notice.

6. 載列在上訴通知書的資料，將用於處理有關上訴。有關資料可能會被送交其他部門/機構作同樣用途。如上訴人未能提供所需資料，上訴委員會可能無法處理該上訴。

The information provided in the Notice of Appeal will be used for processing the appeal. The information may be divulged to other departments/agencies for the same purpose. The Appeal Board may not be able to process an appeal if the Appellant does not provide the necessary information.

7. 如欲更改或索取載列在上訴通知書的個人資料，請向上訴委員會〔城市規劃〕秘書提交書面申請，地址如上述第2項。

For correction of or access to personal data in the Notice of Appeal, please submit the request in writing to the Secretary to the Appeal Board Panel (Town Planning) at the address specified in Note 2 above.

8. 上訴聆訊以公開方式進行。

Hearing of the appeal is open to the public.

9. 公眾可索閱上訴委員會的裁決，裁決一般包括 -

The Decision of the Appeal Board, generally containing the following, is available to the public -

- (a) 上訴人的姓名 / 名稱；
the name of Appellant;
- (b) 上訴地點；
the subject site;
- (c) 上訴理由；
the grounds of appeal;
- (d) 上訴人的授權代表的姓名 / 名稱；
the name of the Appellant's authorized representative;
- (e) 答辯人的授權代表的姓名 / 名稱；
the name of the Respondent's authorized representative;
- (f) 上訴任何一方所傳召的證人的姓名及其身分；
the name and capacity of any witness called by either party to the appeal;
- (g) 上訴各方所援引的證據；
the evidence adduced on behalf of all parties;
- (h) 上訴委員會的決定及其理由。
the decision of the Appeal Board and the reasons therefore.