

DETAILS AND PROCEDURES FOR PACS SUBMISSION

1) Submission Requirements

- a) Applications must be made by a Qualified Person (QP) via URA's PACS online e-service. Applications made through other means (e.g. email) will not be accepted.
- b) Processing fees are to be paid electronically as part of the e-service process. URA will process the applications when the processing fees are received.
- c) Applications have to be accompanied by the land owner(s)' consent and authorisation.
- d) Each application shall be limited to 3 issues for discussion. Issues that are not indicated in the application will not be discussed. This service is not intended as a "pre-submission check" of the entire development proposal, or to replace the need for a formal application.
- e) The QP shall describe the issues for discussion relating to the development proposal clearly to enable better understanding. Each pre-consultation item should be accompanied with the relevant supporting documents (e.g. schematics, drawings, photos or other materials), to better illustrate the issue(s) to be discussed and to facilitate the discussion.

2) Meeting Scheduling & Representation

- a) Upon receiving the PACS application with payment of fees, URA will contact the QP to arrange a suitable meeting date within 3 working days.
- b) The meeting will generally be held within 10 working days from the date of application, subject to availability of the various parties involved and the completeness of the information provided. Applicants will be notified if more time is required to prepare for the meeting (e.g. for complex proposals or if more supporting information and materials are needed from the QP before the meeting).
- c) The QP who made the submission will be required to attend the meeting. To facilitate a productive meeting, the number of meeting attendees (excluding URA officers) should generally not exceed 3 persons (including the QP and 2 other attendees). The details of these attendees are to be provided to URA as part of the e-service application.

3) Advice

- a) URA will issue an Advice after the meeting, which the QP and applicant can use as a guide to refine their development proposal accordingly and prepare for the formal development application. The comments in the Advice will be based on the information provided and prevailing guidelines at the point of application.

- b) URA's Advice is not to be treated as a formal endorsement or approval of the development proposal, which will be subject to detailed evaluation at the formal development application stage.
- c) URA's Advice is valid for a period of 6 months and will not be extended. Prevailing policies and/or guidelines will apply for development proposals submitted to URA after the validity of the Advice.