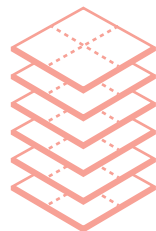


重塑社區空間指南

AN ESSENTIAL GUIDE TO REIMAGINE COMMUNITY SPACE



北區空置 政府用地概況 NORTH DISTRICT VACANT GOV. LAND OVERVIEW*



163

幅可供申請的土地
available sites for applications

6

間空置校舍
vacant school premises

157

幅空置用地
vacant sites

甚麼是 「短期租約」? WHAT IS SHORT TERM TENANCY (STT)?

「短期租約」一般指與政府簽定以7年為限的土地契約。為鼓勵非政府機構善用土地資源，政府於2017年起在「地理資訊地圖」上發佈超過800幅*「可申請作綠化或政府/機構/社區用途的空置政府用地」。非政府機構及社會企業可以短期租約形式申請，並以象徵式或優惠租金租用。

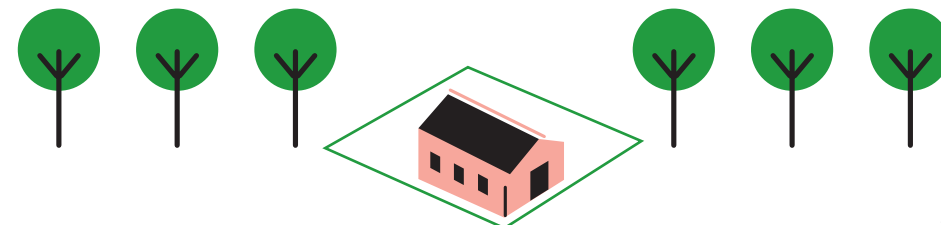
成功申請土地的機構可進一步向發展局遞交資助申請，每個項目最多可獲資助6,000萬元，以支付一次性、基本及必須的復修工程費用及工程所衍生的顧問和保險費用。項目倡議人則需自行支付室內裝修、日後項目營運及維修保養等費用。

Short Term Tenancy (STT) generally refers to a land tenancy signed with the government for up to 7 years. In order to better utilize land resources in Hong Kong, the Lands Department published a list of over 800* “Vacant government sites available for application for greening or government/ institution/ community uses” on GeoInfo Map in 2017. Non-government organizations and social enterprises are eligible to apply for these sites and premises at nominal rent on a short-term basis.

Upon successful STT application, applicants may apply for the Development Bureau’s “Funding scheme to support the use of vacant government sites by non-government organisations”. Each project could receive a maximum of \$60 million to cover the costs of one-off, essential infrastructure upgrade, consultation and insurance incurred from site restoration works. Project proponent is responsible for the remaining interior renovation, daily operation and maintenance costs.

*截至2021年1月1日

*As of 1 Jan 2021



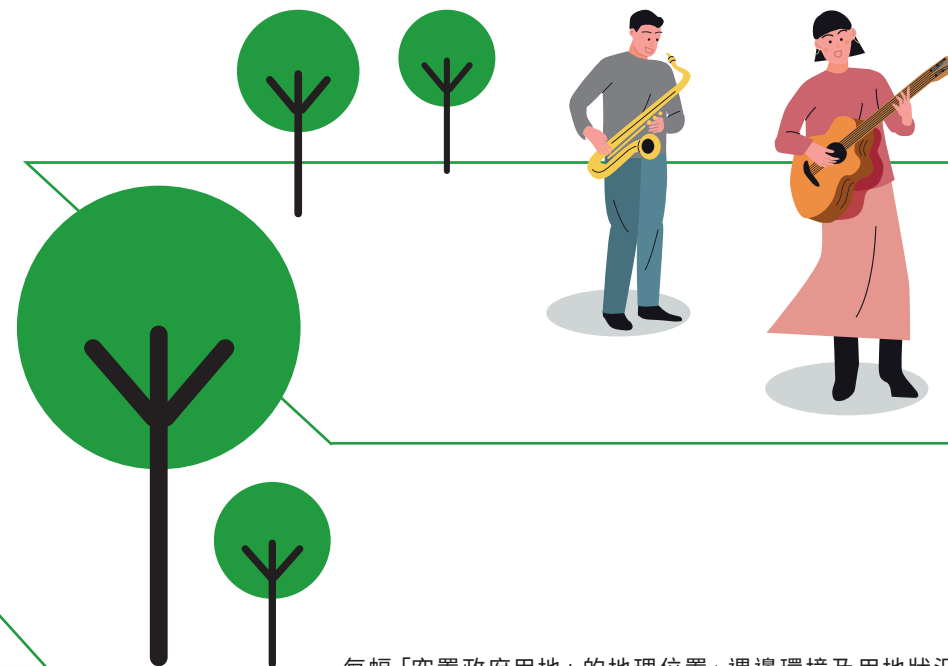
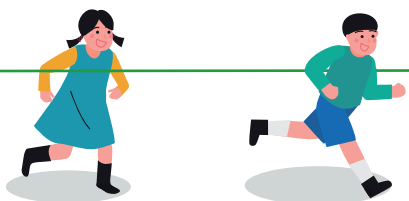
常見的社區空間用途是甚麼？

WHAT ARE SOME COMMON USES OF COMMUNITY SPACE?



- 藝術文化空間
- 社區園圃
- 社區客廳及休憩處
- 體育場地
- 教育中心
- 環保回收站
- 墟市及期間限定店
- 社區博物館
- 動物收容及領養中心

- Art and Cultural Space
- Community Farm
- Community Living Room and Sitting-out Area
- Sports Ground
- Education Centre
- Recycling Station
- Bazaar and Pop-up Stores
- Community Museum
- Animal Shelter and Adoption Centre



土地狀況 SITE CONDITION

每幅「空置政府用地」的地理位置、週邊環境及用地狀況條件各有不同。項目倡議人應進行實地考察，並諮詢專業人士意見，以更全面地：

- 估計活化用地的工程及顧問費用；
- 了解日後管理用地的安全考量、風險及法律責任；
- 評估開展擬議社區項目的技術可行性和兼容性。

以下將列出項目倡議人在篩選合適用地時值得考量的七項因素，並輔以相關政府條例和文件擇錄。

Every vacant site's locational context and conditions differ greatly. Project proponent should conduct on-site inspection with professional assistance to:

- Estimate the construction and consultancy costs involved;
- Understand the safety implication, possible risk and legal responsibility;
- Evaluate the proposal's technical feasibility and compatibility

This booklet suggests seven factors with relevant statutory requirements for project proponent to consider while screening for suitable sites.

面積及形狀

AREA AND SHAPE

貼士：面積大的用地無疑能為項目提供更靈活運用空間的可能性，卻有機會提高活化土地的建築及維修的費用，倡議人應審視土地的面積及形狀是否符合擬議用途需要。

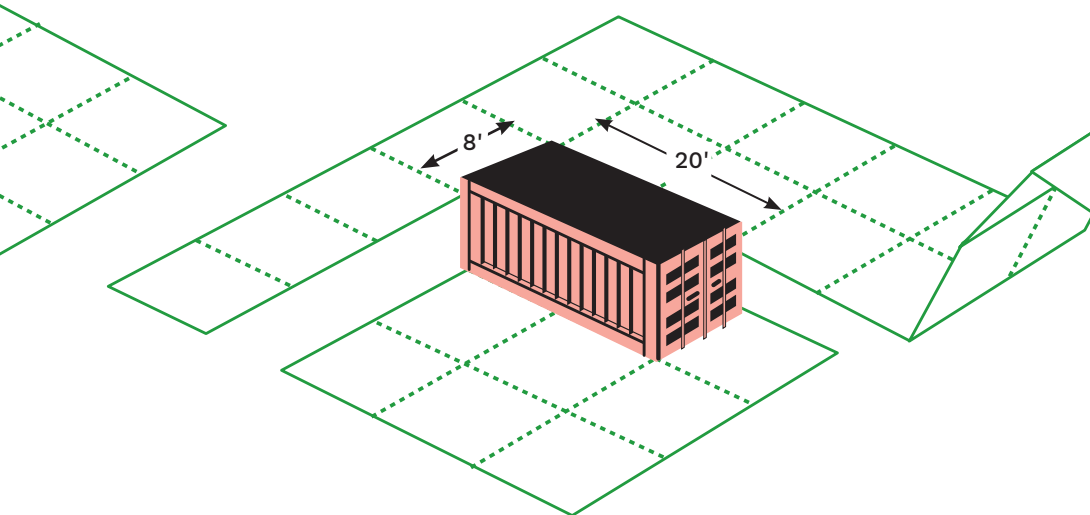
TIP : Larger site may allow more flexible design, yet could also imply higher site renovation and recurring maintenance costs. Project proponent should review whether the target site's physical attributes best suit the uses proposed.

「空置政府用地」的面積範圍從數十至數萬平方米不等，形狀大致分為規則、不規則及由兩塊或以上組成的土地群三類，為類型和需求各異的社區項目提供不同選項。

有見租約屬短期或臨時性質，社區團體大多會選擇設置貨櫃箱或組合屋作臨時室內活動空間。為更容易想象土地的面積，倡議人可以進行簡單運算，將面積轉化成土地可容納的標準貨櫃數量。以一個20呎標準貨櫃（長20呎、闊8呎、高8.6呎）為例，1,000平方呎的土地可容納約6個標準貨櫃。

Size of STT sites range from hundreds to tens of thousand square meters. Among which, their shapes are either regular, irregular or segmented in clusters, which provide an interesting variety of options to project proponent.

As most sites are only available on temporary or short term basis, many would consider setting up containers or modular units to create indoor space. For ease of calculation, project proponent could interpret land area by the number of containers it can hold - a 1,000 sq. ft site could roughly hold six 20ft standard containers (20ft long, 8ft wide and 8.6ft tall).



地形及斜坡

TOPOGRAPHY AND SLOPE

貼士：項目倡議人可透過地政總署的「斜坡維修責任訊息系統」，查詢「空置政府用地」及週邊斜坡維修及管理的負責人，釐清斜坡維修責任。

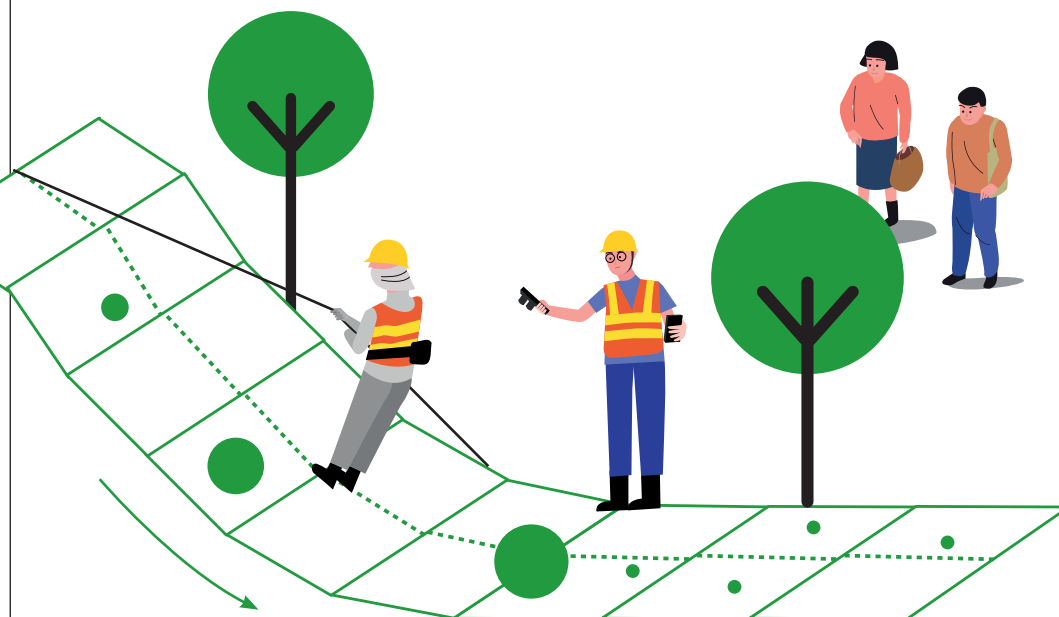
TIP : Through Lands Department's Slope Maintenance Responsibility Information System (SMRIM), project proponent can identify the ownership and the responsibility of slope maintenance within and near the site.

「空置政府用地」的地勢一般可分為：平坦、地勢傾斜、地形起伏、用地範圍內有水平高低差及／或斜坡等狀況。一般而言，官地上的斜坡均由相關政府部門負責管理，但在簽訂租賃合約後，項目倡議人需全權接管土地上斜坡的所有保養及維修工作。

因此，倡議人應儘早聯絡專業人士以進行實地勘察及詳細評估，了解斜坡管理的風險責任、前期穩固和定期維修等費用，並制定相應管理措施，保障日後使用者的安全。

STTs could be flat, uneven, slanting, undulating, have site level difference and/ or slopes. In principle, government department holds the responsibility for maintenance of land, including slopes and retaining walls, before letting out the property. However, the tenant will be fully responsible for all slope maintenance works upon site occupation.

To ensure public safety, project proponent should approach professionals for detailed site inspection, cost estimation, and strategizing future maintenance measures.



樹木和 植被密度 TREE AND VEGETATION DENSITY

貼士：項目倡議人可查看「古樹名木冊」以確保用地內沒有古樹名木，一般而言，政府禁止移除任何的古樹名木。

TIP : Check the Register of Old and Valuable Trees to make sure there is no OVT on your site. In general, removal of OVTs is prohibited.

根據漁農自然護理署，「樹的定義是主幹在離地面1.3 米的直徑為 95 毫米或以上的植物」，而政府的基本原則是在不必要的情況下，健康的樹木應於原地保留。若項目倡議人需要移除地上的樹木，必須確保它不是古樹名木，及尋找合資格的樹藝專業人員協助檢查及評估，並向地政處遞交樹木移除計劃書。

另外，項目倡議人亦應審視植被密度（如：雜草、灌木等）所衍生的重整和保養用地的費用。

According to Agricultural, Fisheries and Conservation Department, a plant is defined as a tree “if its trunk diameter measures 95mm or more at a height of 1.3m above the ground level”. In short, the overarching principle is to retain healthy trees as much as possible at its original location. If tree removal is necessary, project proponent must ensure that it is not a registered Old and Valuable Tree (OVT), and consult qualified arborists to submit a tree removal application to the Lands Department.

Besides, project proponents should carefully review the site formation and maintenance cost incurred by dense vegetation (e.g. weed and shrubs).



基本設施配套 PROVISION OF BASIC INFRA- STRUCTURE

貼士：即使土地的基本設備不齊全，只要項目倡議人願意付出額外的時間及費用，並尋求專業技術支援，用地仍可改造成適合用途的空間。

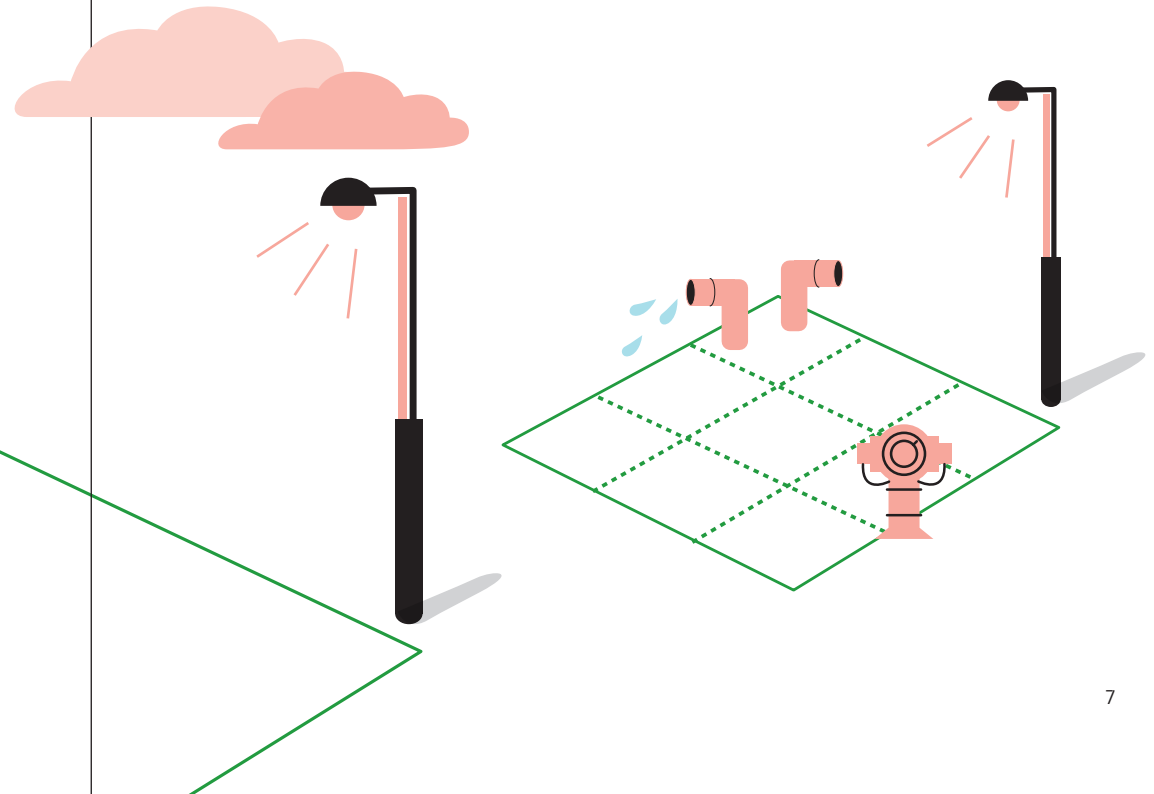
TIP : Despite the lack of these infrastructure, site activation is still feasible as long as project proponents take into account the extra time, cost, and professional assistance required to cater for the intended use.

視乎實際的社區用途及空間規劃，項目倡議人應確保用地及週邊的基本設備能充分支援擬議用途。以下為常見的基本設備：

- 1) 電力供應（如：燈柱）
- 2) 食水供應
- 3) 消火栓
- 4) 流動通訊服務
- 5) 渠務管道

Project proponent should ensure that the existing provision of basic infrastructure supports the intended community use. In general, basic infrastructure include:

- i) Power supply (e.g. lamp posts)
- ii) Water supply
- iii) Fire hydrant
- iv) Mobile communication service
- v) Drainage pipes



可達度 ACCESSIBILITY

貼士：如選址能應用及考慮無障礙通道和通用設計原則，便能照顧不同需要的用家，如輪椅使用者。

TIP : It would be great if the site applies Barrier Free Access and universal design principles to cater for differently abled persons, e.g. wheelchair users.

為配合用地將來的社區用途及方便使用者前往，公共交通便利與否極為重要。理想的選址與鄰近公共交通車站的距離應在400米範圍內（約5-10分鐘步行時間）。項目倡議人亦應評估沿途路況，路段的安全性、連貫性及闊度等均會影響用地的可達度。

另外，根據《建築物條例》第123章，所有用地均需設有至少7.3米闊的緊急車輛通道，但項目倡議人或可按個別情況向屋宇署申請豁免。

To cater for the needs of future site users, easy access to the site via public transportation is essential. Ideally, distance between the site and its nearest public transportation stop should be within 400 metres (i.e. 5 to 10-minute walking distance). Project proponent should also review the quality of the pedestrian pathways, as safety, connectivity and road width all contribute to a site's accessibility .

According to Building Ordinance CAP 123, all sites should provide at least a 7.3 meter wide Emergency Vehicular Access (EVA) in the event of a fire or other emergency. Exemptions may be approved by the Building Department on a case-by-case basis.



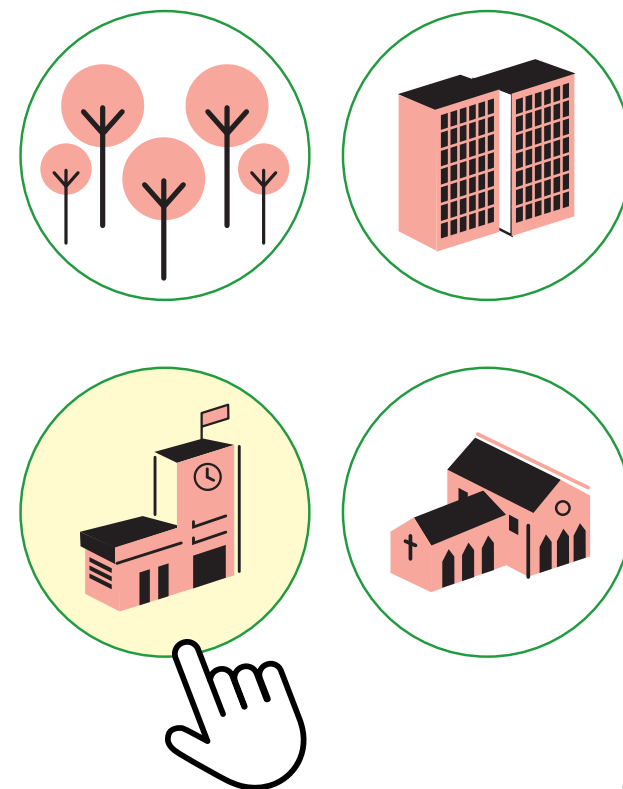
土地用途 LAND-USE ZONING

貼士：大多數社區項目都歸類為「政府、機構及社區設施」用途，當中的「經常准許的用途」包括：教育機構、郊野學習／教育／遊客中心、康體文娛場所、可循環再造物料回收中心、社會福利設施、訓練中心等。每一區大綱圖的准許用途或有不同，項目倡議人應仔細查閱用地的規劃資料。

TIP : Most community programmes are categorized as “Government, Institution or Community” uses, of which the “always permitted” uses include: Educational Institution, Field Study/Education/Visitor Centre, Place of Recreation, Recyclable Collection Centre, Social Welfare Facility, Training Centre, etc. OZP notes may differ in districts. Project proponents should study the respective information accordingly.

項目倡議人可透過「法定規劃綜合網站」瀏覽城市規劃委員會的分區計劃大綱圖及查詢空置土地的長遠用途，從而了解在現行法定機制下擬議項目是否符合政府對該用地的長遠規劃藍圖。倡議人亦可參閱圖則夾附的註釋，一覽「土地用途表」內「經常准許的用途」（第一欄）以及需要向「城規會」申請的用途（第二欄）。

Project proponent may check the Town Planning Board's (TPB) Outline Zoning Plans (OZPs) to understand the proposed land-uses of your site at Statutory Planning Portal. Look into the Notes of the OZP as it outlines the uses that are always permitted (Column 1) and other uses that require TPB's permission (Column 2).



與週邊環境的 相容性 COMPATIBILITY WITH SURROUNDING NEIGHBOUR- HOOD

貼士：一般的地區持份者包括區議會、鄉事委員會、相關政府部門、附近居民及非政府機構等。

TIP : Typical community stakeholders include District Council, Rural Committee, relevant Government departments, local residents and NGOs.

項目倡議人應透過與地區持份者保持溝通，持續提供公開透明的參與機會，讓地區人士發表他們對空間設計、用途活動及管理執行模式的意見，以確保擬議項目與週邊環境及地區情況相容。倡議人亦應留意選址上有沒有建築物或結構，如墳墓、廟宇、水閘或其他棄置建築等，或需預留可供社區人士自由進出的通道。

除了以上各因素，項目倡議人必須購買第三者保險，及注意擬議用途是否需要申請其他政府牌照。

To secure local support and understand the district's aspiration for the scheme, project proponent should actively engage community stakeholders and encourage wider public participation throughout the project planning and implementation process. Also, take note of any on-site structures such as graves, shrines, floodgates, or any abandoned structures that require special attention.

On top of all the factors listed above, project proponent must also purchase third-party insurance and obtain other governmental licenses required for the intended use.



關於 非常協作 ABOUT COLLABORATE HONG KONG

非常協作
CollaborateHK

很多改善生活的想法都是由社區層面開始，而當區居民和關注團體更是推行社區項目的最佳人選；然而他們往往因為種種原因而卻步，例如昂貴的項目起動經費、繁複的申請程序、欠缺實踐經驗。

非常協作成立於2018年，是香港首個提倡社區主導項目的非營利機構，透過提供諮詢及跨界別協作平台，致力促進社會上不同群體的共同協作，與社區團體一同面對現時在活用閒置土地以推行不同項目時所遇到的挑戰。

我們認為如能增加資訊的透明及普及程度，當區居民和關注團體對其社區的了解和無限創意將可轉化成不同可行的社區主導項目，以改善社區生活、建立社群歸屬感，更可提高各區市民的生活水平，令香港成為一個更宜居的城市。

Many initiatives to improve life at a neighbourhood level start small. They are often started by residents and local interest groups, but encounter hurdles in the form of high start-up costs, complex application procedures and a lack of project management experience.

Founded in 2018, CollaborateHK is the first ever not-for-profit advisory and collaboration platform which facilitates the implementation of bottom-up placemaking initiatives in Hong Kong. Through working with different sectors across the city, we strive to assist community groups in overcoming challenges they may face in delivering vacant land activation projects.

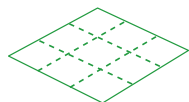
By empowering local communities with a voice, their creative imaginations can be effectively transformed into feasible actions that bring immense benefits to their neighbourhood, and eventually, enhance residents' social well-being and the liveability of Hong Kong.

如何開展社區空間活化項目？

HOW TO KICK-START VACANT SITE ACTIVATION?

項目籌備階段

PROJECT PREPARATION STAGE



A 研究及評估 Audit & Assessment

- 識別合適的土地 Identify target site
- 考察及研究選址 Site visit and inspection



B 集思廣益 Brainstorming

- 評估項目潛力及局限 Assess project potentials and limits
- 識別地區持份者及各群體的需要及考慮 Identify local stakeholder, their needs & concerns
- 草擬初步土地申請計劃書 Draft initial land application proposal



C 協作及諮詢 Collaboration & Consultation

- 聯絡相關政府部門以取得政策支持 Liaise for government policy support
- 尋找潛在資金 Explore potential sources of funding
- 連繫專業人士去共同促成設計 Line up professionals to facilitate co-design process
- 策劃不同社區參與活動收集公眾意見 Curate public engagement programme

項目推行階段

PROJECT IMPLEMENTATION STAGE



D 工程 Development

- 開展建造及建築工程 Construction and Building Works



E 評估 Evaluation

- 持續評估及監察項目成效 Continuous project evaluation and monitoring

我們可以如何幫忙？

HOW CAN WE HELP?

- 1 提供專業意見予項目倡議者
Provide professional advice to project proponents
- 2 聯繫政府相關部門
Liaise with government coordination unit
- 3 策劃不同公眾參與活動
Curate community engagement programmes
- 4 協助尋找資金
Assist in search for funding
- 5 舉辦社區組織能力培訓
Build capacity of community groups
- 6 評估及認證社區項目
Evaluate and validate community projects
- 7 監察獲認證項目
Monitor CHK community projects

北區空置政府用地分佈

- 上水鄉郊
- 天平東
- 御太
- 欣盛
- 沙打
- 皇后山
- 石湖墟
- 粉嶺南
- 粉嶺市
- 鳳翠
- 上水鄉郊&沙打
- 鳳翠&皇后山

按2019年北區
區議會選區分界





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More information

