



規 劃 師 註 冊 管 理 局

PLANNERS REGISTRATION BOARD

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**GUIDANCE NOTES FOR APPLICATION FOR REGISTRATION
AS REGISTERED PROFESSIONAL PLANNERS
(Endorsed by PRB in December 2018)**

QUALIFICATIONS FOR APPLICATION

1. According to s.12(1) of the Planners Registration Ordinance 1991 (the Ordinance), the Planners Registration Board (the Board) shall not register a person as a Registered Professional Planner (RPP) unless -
 - (a) he/she -
 - (i) is a member of the Hong Kong Institute of Planners (the Institute); or
 - (ii) is a member of a planning body the membership of which is accepted by the Board as being of a standard not less than that of the Institute; or
 - (iii) has passed such examination in planning and other subjects and has received such training and experience as the Board may accept, either generally or in a particular case, as a qualification of a standard not less than that of a member of the Institute; and
 - (b) he/she satisfies the Board that he/she has 1 year's relevant professional experience in Hong Kong before the date of his/her application for registration; and
 - (c) he/she is ordinarily resident in Hong Kong; and
 - (d) he/she is not the subject of an inquiry committee or a disciplinary order under Part IV of the Ordinance which precludes him/her from being registered under this Ordinance; and
 - (e) he/she satisfies the Board by declaration in writing that he/she is competent to practise as a planner; and
 - (f) he/she is fit and proper person to be registered.

2. The Board has formulated guidelines to consider applications for registration which set out its requirements on professional qualifications and practical experience. A copy of the guidelines is obtainable from the Registrar of the Board and website of the Board.

APPLICATION FOR FIRST REGISTRATION

3. The applicant shall fill in the prescribed forms [Form RP/01/1 and Form SE/01/1] and submit **certified true copy** of the certificates and any other documents in support of his/her application. The Board accepts certificates and supporting documents certified by either -
 - (a) issuing authority of the certificate/document;
 - (b) district offices of the Hong Kong Government;
 - (c) lawyer practicing in Hong Kong; or
 - (d) the applicant provided that the original copies are shown to the Registrar for verification.
4. The applicant shall pay a registration fee of HK\$600 made payable to the “Planners Registration Board”, at the time of lodging his/her first registration application.
5. The applicant should provide a referee who is a RPP and knows the applicant personally if none of his/her corroborators is a RPP.
6. The Board may require an applicant to attend an interview to elaborate on his/her application.

RENEWAL OF REGISTRATION

7. The Board maintains a register of all RPPs (the Register). The entry in the Register of RPPs shall remain in force for 12 months from the date of registration.

8. Registration shall be renewed annually. A RPP shall apply for renewal of registration to the Registrar in the prescribed form [Form REN/01/1] not earlier than 3 months and not later than 28 days prior to the expiry of the current registration. The prescribed form will be mailed electronically to all RPPs at the start of each renewal round. The applicant shall pay a registration fee of HK\$200 made payable to the “Planners Registration Board”, at the time of lodging his/her renewal application.
9. If a RPP does not apply for renewal of registration before the expiry of his/her current registration -
 - (a) a note will be entered in the Register to annotate that the registration has not been renewed; and
 - (b) the person shall be deemed not to be currently on the Register from the date of expiry of his/her registration.
10. Where a RPP fails to renew his/her registration within time, the Board may extend the time for renewal of registration –
 - (a) if the Board is satisfied that there are reasonable causes for his/her failure to renew; and
 - (b) an additional fee of HK\$200 for the extension will be charged.
11. If the registration of a RPP has expired, the Board may require him/her to re-apply for registration instead of renewing his/her registration.
12. The Board may reject an application for renewal if it is satisfied that the applicant does not continue to comply with the requirements for registration set out in s.12 of the Ordinance.
13. The Board has formulated guidelines to consider applications for renewal of registration to ensure the applicant’s continual compliance of the requirements for professional qualifications and practical experience. A copy of the guidelines is obtainable from the Registrar of the Board and website of the Board.

AMENDMENT TO REGISTER

14. A RPP shall notify the Registrar within 28 days of any change in the particulars set out in the Register. No fees will be charged for any amendment to the Register.
15. A RPP shall notify the Board if he/she is likely to be absent from Hong Kong for a continuous period of more than 6 months.

REMOVAL OF NAME FROM THE REGISTER

16. The Registrar may remove the name of a RPP from the Register if he/she has noticed that the RPP has –
 - (a) died;
 - (b) applied to discontinue his/her registration;
 - (c) in the opinion of the Board, ceased to be ordinarily resident in Hong Kong (*if the RPP has failed to reside in Hong Kong for a period of 2 years or more, the Board shall not consider him/her to be ordinarily resident in Hong Kong*);
 - (d) failed to renew his/her registration;
 - (e) ceased to hold a qualification by virtue of which he/she was registered; or
 - (f) failed to notify a change of details set out in the Register.
17. The Registrar shall remove a name from the Register if he/she receives an order of the Court of Appeal or an Inquiry Committee of the Board directing that the name be removed.
18. If the name of a RPP is removed from the Register, his/her registration is cancelled and he/she shall return any certificate issued in respect of his/her registration to the Registrar.

DISCIPLINARY OFFENCES

19. Details of any inquiry/disciplinary order, conviction of an offence or misconduct must be submitted together with the applications for first registration and for renewal of registration.

20. A RPP commits a disciplinary offence if he/she –
 - (a) commits misconduct or neglect in any professional respect;
 - (b) has been convicted of an offence under the Ordinance;
 - (c) has obtained registration by fraud or misrepresentation;
 - (d) was not at the time of registration entitled to be registered;
 - (e) without reasonable excuse, fails to attend before an Inquiry Committee when summoned either as a witness or as a person in respect of whom the Inquiry Committee is meeting; or
 - (f) has been convicted in Hong Kong or elsewhere of any offence which may bring the profession into disrepute and sentenced to imprisonment, whether the sentence is suspended or not.

COLLECTION OF PERSONAL DATA

21. The personal data provided by the applicant in the prescribed forms for application for first or renewal registration will be used by the Board in processing his/her application. The relevant data will be entered into the Register as required under the Ordinance.

22. The applicant has a right of access and correction with respect to his/her personal data as provided for in s.18 and s.22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. The applicant's right of access includes the right to obtain a copy of his/her personal data kept by the Board.

23. For access and corrections, please write to the Registrar, Planners Registration Board, Unit No. 201, 2/F, Prosperity Millennia Plaza, 663 King's Road, North Point, Hong Kong.

ENQUIRY

24. Please contact the Registrar for any enquiry and assistance in preparing the application.

Planners Registration Board
December 2018