



規 劃 師 註 冊 管 理 局

**PLANNERS REGISTRATION BOARD**

香港北角英皇道 663 號泓富產業千禧廣場 2 樓 201 室 (電話 : 2915 6212) (圖文傳真 : 2915 7616)

Unit No. 201, 2/F, Prosperity Millennium Plaza, 663 King's Road, North Point, Hong Kong (Tel : 2915 6212)(Fax : 2915 7616)

**Guidelines for Considering  
Applications for Renewal of Registration  
(Endorsed by PRB in December 2018)**

Introduction

1. According to S12(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 unless -
  - (a) he/she -
    - (i) is a Full Member or a Fellow 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 Full Member or a Fellow 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 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. S15(5) of the Ordinance stipulates that “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 section 12.”

Guidelines for Considering Applications for Renewal of Registration

3. In order to ensure that the requirements for the registration be complied with, the following is a set of guidelines used by the Board to consider applications for renewal of registration, with reference to the various sub-sections of S12(1) of the Ordinance :-

- (a) S12(1)(a)(i)  
A “Full Member or a Fellow of the Institute” means a member of the Hong Kong Institute of Planners (HKIP).
- (b) S12(1)(a)(ii)  
For an application for renewal of registration, the Board may waive the requirement of examination under s12(1)(a)(ii) provided that the RPP is a current member of one of the following planning bodies, viz. the Royal Town Planning Institute, Planning Institute of Australia, New Zealand Planning Institute, Canadian Institute of Planners or American Institute of Certified Planners.
- (c) S12(1)(a)(iii)  
In assessing “such training and experience as the Board may accept”, the Board will look at both the breadth and depth of the experience obtained and reference will be made to the standard currently adopted by the HKIP or other equivalent planning bodies accepted by the Board. For an applicant who is not a Full Member or a Fellow of the HKIP or a member of a planning body the membership of which is acceptable to the Board as being a standard not below that of the HKIP, he/she will need to satisfy the Board that -
  - (i) he/she has had practical experience in at least three of the fields listed in **Attachment A** (each covering a period of not less than six months). An applicant who is unable to satisfy this requirement, but possess practical planning experience in one or two fields only, may also be considered provided that he/she has at least a total of four years of practical experience; or
  - (ii) he/she has had practical experience sufficient to qualify him/her to be admitted to corporate membership of any one of the planning bodies acceptable to the Board.
- (d) S12(1)(e)

To ensure that an applicant is “competent to practise”, the applicant needs to satisfy the Board by declaration in writing that he/she is competent to practise as a planner.

(e) S12(1)(f)

The applicant should be “fit and proper to be registered”. In considering whether an applicant is “fit and proper”, the Board shall have regard to all the circumstances, including but not limited to:-

- (i) whether the applicant has become bankrupt or has entered into a composition or scheme of arrangement with his/her creditors within the meaning of the Bankruptcy Ordinance (Cap. 6);
- (ii) whether the applicant has become so incapacitated by physical or mental fitness so as to be unable to carry out the duties of a professional planner;
- (iii) whether the applicant has been convicted in Hong Kong or elsewhere of any offence other than an offence referred to in section 12(2)(a) of the Ordinance and sentenced to imprisonment, whether suspended or not; and
- (iv) the length of time between the applicant's 1 year's relevant professional experience in Hong Kong and his/her application for renewing his/her registration as a Registered Professional Planner. The Board normally requires such experience be gained within 3 years before the date of such application, whilst experience gained outside such period may be considered on individual merits (see **Attachment A** on the assessment of 1 year's relevant professional experience).

Provision for Representations

4. Although not required under the Ordinance, if the Board has reasons not to approve an application, it will inform the applicant of the areas of concern and invite representations from the applicant before his/her application is formally rejected. The applicant has the right to submit his/her representations in writing and/or to appear before the Board in person to substantiate his/her representations.
5. Under S28(1) of the Ordinance, any person aggrieved by the Board’s decision in respect of his/her application for registration may appeal to the Court of Appeal.

- End -

## Attachment A

### Assessment of 1 year's experience in Hong Kong

1. The “1 year’s experience” should be relevant to planning work in Hong Kong. The underlying spirit is to ensure that all Registered Professional Planners should have had sufficient practical local planning experience to be able to provide professional planning services to the Hong Kong community.
2. For “relevance” of the “1 year’s relevant professional experience in Hong Kong”, the applicant should satisfy the Board that he/she has had practical experience in at least one of the following fields :
  - (a) preparation or revision of strategic and district plans;
  - (b) development planning;
  - (c) development control and enforcement;
  - (d) urban design;
  - (e) planning research or study;
  - (f) formulation or revision of planning policies and proposals on various aspects such as land use, transport, housing, land production, regional development, environmental protection, conservation, tourism and social development;
  - (g) planning inputs to land and development matters;
  - (h) teaching of town planning (at least undergraduate level);
  - (i) implementation of planning-related policies and proposals involving programme co-ordination and/or project management;
  - (j) impact assessments for development proposals ;
  - (k) transportation planning;
  - (l) development or application of geographic information system (GIS) for planning related projects; and
  - (m) strategy formulation and promotion and implementation of public engagement for planning related policies and projects.
3. The relevant experience must be of a sufficient professional level. The important consideration is the nature of the job and the level of responsibility. This will be assessed on an individual basis, depending on the actual contents, the position held by the applicant and the management/team structure of the organisation in which the relevant planning experience has been gained. As a general rule, experience obtained before the satisfactory completion of a planning course will not be considered as professional experience.

4. For the purpose of calculating the length of planning experience, the time spent on planning duties can be aggregated and needs not be continuous. “Part-time” planning experience will be assessed on an individual basis, depending on the actual contents and the level of responsibility of the duties performed. The number of hours of any part-time job, if considered as relevant local practical planning experience, should be compared to that of a full-time job on a pro-rata basis (i.e. at a rate of 140 hours per month as the standard of a full-time job). The onus of proof of the actual amount of working hours spent rests with the applicant.
5. In case of doubt on any aspect of the planning experience, the Board reserves the right to require an applicant to clarify or elaborate on his/her planning experience by using the form provided in **Attachment B**.

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## Attachment B

### SUPPLEMENTARY INFORMATION FORM FOR RENEWAL APPLICATION

#### Assessment of 1 year's experience in Hong Kong

To : The Registrar  
Planners Registration Board  
Unit No. 201, 2/F, Prosperity Millennia Plaza,  
663 King's Road, North Point,  
Hong Kong

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- Note : (a) This **Attachment B** should be read in conjunction with the Guidance Notes for Application for Registration as Registered Professional Planners and the Guidelines for Considering Applications for Renewal of Registration.
- (b) The Planners Registration Board (the Board) requires all Registered Professional Planners should have 1 year's relevant professional experience in Hong Kong.
- (c) In considering the renewal applications, the Board may require applicant to further submit supplementary information to clarify or elaborate the relevant experience.

#### 1. PERSONAL INFORMATION

Name : (Prof./Dr./Mr./Ms./Mrs./Miss) \_\_\_\_\_  
(Surname) (Other Names)

Name in Chinese (if applicable) : \_\_\_\_\_

Registration No. (see address label) : RPP \_\_\_\_\_ Email (if any) : \_\_\_\_\_

#### 2. ELABORATION OF THE 1 YEAR'S HK PROFESSIONAL EXPERIENCE

(Use additional sheets if needed.)

- a) Name of Employer / Name of Major Client(s) (for freelancer)

\_\_\_\_\_

- b) Business Nature of the Employer / Major Client(s)

\_\_\_\_\_

(continue in next page)

c) Position Held

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d) Field(s) of Professional Experience related to Para. 2 of Guidance Notes - Attachment A

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e) Name of the Project(s) involved / Name of the Course(s) for teaching

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f) Description of the Project(s) / Course(s)<sup>1</sup>

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g) Role of the Applicant in the Project(s) / Course(s)

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h) Full Time or Part Time?

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i) For Part Time experience, what is the total no. of hours in the past 3 years?

*(Please note the minimum requirement is 1,680 hours which may include preparation time in teaching of town planning.)*

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j) Any other information to clarify or elaborate the planning experience

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

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

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<sup>1</sup> it would help PRB to consider the application if the applicant could provide details such as project name and brief description of the project scope