



**Lands Administration Office  
Lands Department**

**Practice Note**

Issue No. 2/2002

**Processing of Plans Submission before Completion  
of Land Exchange or Lease Modification**

In order to speed up the processing of Master Layout and General Building Plans (hereinafter referred to as "Plans") in cases where an application for land exchange, land grant or lease modification (hereinafter referred to as "the proposed land transaction") is being processed, it has been decided that :-

- (i) once provisional basic terms for the proposed land transaction are offered, the applicant may submit enquiry Plans to the relevant District Lands Offices/Specialist Sections as to compliance with a particular basic term. Comments from the respective District Lands Offices/Specialist Sections will then be given on the specific issues/basic term concerned; and
- (ii) where the applicant has entered into a binding contract and paid the required deposit for the proposed land transaction, he may submit a whole set of Plans for scrutiny. Assuming all is in order, formal approval of the Plans will be given after the completion of the proposed land transaction.

A handwritten signature in black ink, appearing to be 'R. D. Pope', with a long horizontal line extending from the end of the signature.

( R. D. Pope )  
Director of Lands  
5<sup>th</sup> February 2002