



Compliance of Landscape Clause under Lease

This Practice Note (“PN”) varies and supplements Lands Department (“LandsD”) Lands Administration Office Practice Note No. 1/2020 (“PN 1/2020”).

Submission Stage

2. To expedite the processing of Landscape Master Plan (“LMP”)/ Landscape Proposal (“LP”) not made in connection with planning application at submission stage under paragraph 10 of PN 1/2020, the lot owner may opt to appoint a Registered Landscape Architect (“RLA”) to prepare and submit a Self-Certification of Compliance (“SCC”) (**Form 6**) and Owner’s Statement (**Form 7**) (Appendices to this PN) in his submission of a LMP/ LP to the District Lands Office (DLO)¹ for approval under the landscape clause in the lease when the following conditions are fulfilled:

- (a) the LMP/ LP was prepared by a RLA;
- (b) the LMP/ LP incorporated the latest Tree Preservation and Removal Proposal of the same lot approved by LandsD; and
- (c) the LMP/ LP included the location, disposition and layout of those greenery areas and greening features (as referred to under Appendix D of Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers APP-152 issued by the Buildings Department (“BD”)) complying with the prescriptive site coverage of greenery requirement specified in the lease and accepted by BD.

3. All valid LMP/ LP submissions together with SCC submitted to DLO will be entered into a register and randomly selected for full compliance checking in consultation with

¹ For the purpose of this PN and PN 1/2020, DLO includes Railway Development Section and other specialized sections of LandsD.

the Landscape Advisory Team (“LAT”) of the Building Plan Unit of LandsD. The RLA will be notified by DLO if the submission is randomly selected for full compliance checking within 10 working days from the date of receipt of the valid LMP/ LP submission and the associated SCC (“the receipt date of LMP/ LP and SCC submission”). If the LMP/ LP submission is not selected for full compliance checking, the RLA will be so notified. LandsD will issue a letter of acknowledgement, signifying a deemed approval of submission requirement of the landscape clause under lease, within 4 weeks from the receipt date of the LMP/ LP and SCC submission. If the LMP/ LP submission is selected for full compliance checking, the RLA will be notified of the result within 8 weeks from the receipt date of the LMP/ LP and SCC submission. If the LMP/ LP submission is not acceptable after checking, the RLA may revise the submission and re-submit it to DLO for consideration.

Other Facilitation Measures

4. To expedite the processing of LMP/ LP and facilitate early completion of private developments, LandsD will adopt facilitation measures when an application for land exchange, land grant or lease modification (collectively refer to “the proposed land transaction”) is being processed for a proposed development and where the lot owner has entered into a binding contract and paid the required deposit for the proposed land transaction. Under such circumstances, the lot owner or his appointed RLA may submit LMP/ LP to the DLO for consideration. The submission will be vetted and comments will be given to the applicant in accordance with the established time frame. If the submission is considered acceptable and all relevant conditions or criteria in PN 1/2020 are satisfied, formal approval to the LMP/ LP will be given after completing the proposed land transaction.

5. To enhance communication on the technical advice of LMP/ LP, comments from the LAT will be sent to the RLA direct for reference in advance of the consolidated reply from the DLO.

Compliance Checking at Completion Stage

6. For processing SCC submission upon completion of landscape works in accordance with approved LMP, the time frames specified in paragraphs 11(c) and (d) of PN 1/2020 are revised respectively as follows:

- (a) The RLA will be notified by DLO if the submission is randomly selected for full compliance checking within 10 working days² from the date of receipt of the valid SCC submission for completed landscape works (“the receipt date of SCC for completed landscape works”). If the RLA does not receive any

² The original time frame was “14 working days” under paragraph 11(c) of PN 1/2020.

response from DLO within the said 10 working days, the SCC of the completed landscape works is deemed to have complied with the landscape clause under lease.

- (b) If the lot is selected for full compliance checking, the RLA will be notified of the result within 8 weeks³ from the receipt date of SCC for completed landscape works. For the avoidance of doubt, the provision for rectification as well as submission of a fresh SCC upon completion of the rectification works as stipulated in paragraph 11(d) of PN 1/2020 shall remain.

7. Paragraph 17 of PN 1/2020 is revised as follows:

“The lot owner and the RLA shall ensure that the approved/implemented LMP/ LP is in all respects in compliance with the lease and consistent with the approved building plans. The deemed approval of the LMP/ LP pursuant to PN 1/2020 and PN 1/2020A or any of them (collectively “the Practice Notes”) or the deemed compliance of the landscape clause under lease pursuant to the Practice Notes shall not be construed as an acknowledgement that anything indicated in the approved or implemented LMP/ LP is in all respects in compliance with the other lease conditions. Any such deemed approval or deemed compliance based on the certification by the lot owner and the RLA shall not in any way prejudice or affect LandsD’s rights to withdraw or revoke the deemed approval or deemed compliance for any reasons, and LandsD reserves its right to withdraw or revoke the deemed approval or deemed compliance if it finds out at any time that the LMP/ LP or the SCC does not comply with LandsD’s requirements or the landscape works have not been completed in accordance with the approved LMP/ LP.”

8. The term “this PN” in paragraph 18 of PN 1/2020 is thus revised to “the Practice Notes”.

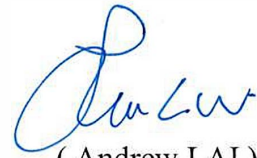
9. **Form 1, Form 2, Form 3, Form 4 and Form 5** as referred to in paragraphs 7, 8, 11 and 12 of PN 1/2020 are superseded by **Form 1A, Form 2A, Form 3A, Form 4A and Form 5A** (Appendices to this PN). Please refer to **Figure 1A, Figure 1B and Figure 2A** (Appendices to this PN) for the Procedure Flow Chart for compliance of submission and completion stages in fulfilling the landscape clause under existing and new/ modified lease. **Figure 1 and Figure 2** (Appendices to PN 1/2020) are superseded by **Figure 1A and Figure 2A**.

³ Under paragraph 11(d) of PN 1/2020, the original time frame was that “*If the lot is selected for full compliance checking, DLO will further liaise with the RLA and concerned party within 14 working days for the date of on-site full compliance checking and the RLA will be notified of the result within 6 weeks after the on-site checking*”.

10. Except as varied and supplemented by this PN, all other information and provision in PN 1/2020 remains valid. All rights to modify the whole or any part of this PN and PN 1/2020 are hereby reserved.

Effective Date

11. This PN will take immediate effect.



(Andrew LAI)

Director of Lands

30 May 2022

Appendices

- I(a)** **Form 1A** – Application for Deemed Approval of Landscape Master Plan/ Landscape Proposal for Compliance of Landscape Clause under Lease

- I(b)** **Form 2A** – Application for Deemed Compliance on Completion of Landscape Master Plan/ Landscape Proposal for Compliance of Landscape Clause under Lease

- I(c)** **Form 3A** – Report on Completion of Landscape Works for Compliance of Landscape Clause under Lease

- I(d)** **Form 4A** – Self-Certification of Compliance for Completed Landscape Works within lot under Landscape Clause

- I(e)** **Form 5A** – Owner’s Statement regarding Self-Certification of Compliance for Landscape Works

- I(f)** **Form 6** – Self-Certification of Compliance on Submission of Landscape Master Plan/ Landscape Proposal for Compliance with Landscape Clause under Lease

- I(g)** **Form 7** - Owner’s Statement regarding Self-Certification of Compliance on Submission of Landscape Master Plan/ Landscape Proposal

- II(a)** **Figure 1A** - Procedure Flow Chart of Landscape Submission for Compliance of Landscape Clause under Lease (Submission Stage)

- II(b)** **Figure 1B** - Procedure Flow Chart of Landscape Submission for Compliance of Landscape Clause under Lease (Submission Stage)(SCC)

- II(c)** **Figure 2A** - Procedure Flow Chart for Completed Landscape Works for Compliance of Landscape Clause under Lease (Completion Stage)

Form 1A - Application for Deemed Approval of
***Landscape Master Plan (LMP)/ Landscape Proposal (LP) for**
Compliance of Landscape Clause under Lease Notes (1), (2) & (5)

To: *District Lands Office/# _____ / # _____ Section of Lands Department

Section I
Lot Number (No.) # _____ Address # _____
*LMP/ LP approved by the Director of Planning on # _____ (dd/mm/yyyy) under planning application number # _____ for Drawing No(s). & Rev. # _____. (Copy attached in Section III)

Section II
<input type="checkbox"/> I/ We, # _____, hereby confirm that I am/ we are the *Lot Owner(s)/ Representative of the Lot Owner(s) to act on his/their behalf for application of deemed approval to be given under Special Condition No(s). # _____ of the lease .
<input type="checkbox"/> I, # _____, hereby confirm that I am a Registered Landscape Architect (RLA) (Registration No. # _____) registered under the Landscape Architects Registration Ordinance (Cap. 516). The owner(s) of above lot has/ have appointed or authorized me to act on his/ their behalf to submit an application for deemed approval to be given under Special Condition No(s). # _____ of the lease.

Section III

I/ We refer to paragraph 7 of Lands Administration Office (LAO) Practice Note No. 1/2020 (PN 1/2020) issued by Lands Department (LandsD) and hereby certify that:

The submission of *LMP/ LP with *stamped approval/ approval given by the *Town Planning Board (TPB)/ Planning Department (PlanD) (Drawing No(s). & Rev. # _____) *is/ are hereby **attached**.

A copy of the approval letter(s) dated # _____ (dd/mm/yyyy) from *TPB/ PlanD *is/ are hereby **attached**.

Section IV

The submitted *LMP/ LP is approved by the *TPB/ PlanD as indicated in Section I,

the lot boundary under the lease is *the same as/ different from the boundary of the planning application site.

without amendment to the *LMP/ LP previously approved by *TPB/ PlanD dated # _____ (dd/mm/yyyy)^{Note (3)}.

AND

There is a site coverage of greenery (SCG) requirement specified in the lease, and the provision and calculation of greenery area are consistent with that shown on the building plan accepted by the Buildings Department (BD).

AND

A copy of the approval letter issued by BD on the SCG requirement (Ref: # _____) dated # _____ (dd/mm/yyyy) is hereby **attached**.

Section V - Tree Preservation and Removal Proposal (TPRP)

Regarding the TPRP, the submission of *LMP/ LP approved by *TPB/ PlanD as indicated in Section I

- does not involve any existing tree(s) including Old and Valuable Trees, trees of particular value, and any other trees as designated and preserved under lease.
- involves submission of TPRP requiring deemed approval under the tree preservation clause of the lease ^{Note (4)}.

Section VI

I/ We hereby acknowledge that the above application for deemed approval and the deemed approval of the LMP/ LP (if given) pursuant to PN 1/2020 and PN 1/2020A will be limited to the landscape works within the lot, and should not be construed as an acknowledgement that anything indicated in the application for deemed approval or the approved LMP/ LP is in all respects in compliance with other lease conditions. I/ We further acknowledge that any such deemed approval, if given, will not in any way prejudice or affect any rights of the Government under the lease including the right to take lease enforcement action in respect of any breach or failure to observe any of the lease conditions which may exist at the date when the deemed approval is given, and that any such deemed approval, if given, will not in any way prejudice or affect LandsD's rights to withdraw or revoke the deemed approval for any reasons, and that LandsD reserves its right to withdraw or revoke the deemed approval if it finds out at any time that the LMP/ LP does not comply with LandsD's requirements.

I/ We hereby certify that the information in this application is true and complete. I/ We understand that if any incorrect or incomplete information is provided, a complaint may be lodged with the Landscape Architects Registration Board for investigation of the alleged misconduct or negligence pursuant to the Landscape Architects Registration Ordinance (Cap. 516).

I/ We hereby acknowledge that the Director of Lands (the Director) is not obliged to keep the content of this application, its enclosures or any documents submitted in support of or in relation to this application confidential, particularly in circumstances when the Director considers that disclosure is in the public interest and/ or it would be reasonable for the Director to accede to requests from third parties with interest over the above lot for access to the same. This acknowledgement applies irrespective of whether the consent in the following paragraph is given or not.

Section VI (cont'd)

- Insofar as my/ our consent is required under any statutory, regulatory or other provisions, I/ we hereby consent and/ or have procured consent from the relevant intellectual property rights owner that the Director may disclose the content of this application, its enclosures or any documents submitted in support of or in relation to this application to any third party including members of the public upon request of any such third party, media or otherwise, or on LandsD's own accord.

Signature

*(signed by the *Lot Owner/
Representative of the Lot Owner/
Registered Landscape Architect (RLA)
with valid registration chop affixed, if any)* # _____

Name of *Lot Owner/
Representative of the Lot Owner/ # _____
RLA

Registration No. (if any) # _____

Date # _____ (dd/mm/yyyy)

Notes:

- (1) This Form shall be submitted for application of deemed approval on the submission of LMP/ LP to comply with landscape clauses under leases for cases in connection with planning applications under paragraph 7 of PN 1/2020. If approval by PlanD on the submission of the LMP/ LP is not obtained prior to the application for deemed approval, the application will not be processed by LandsD.
- (2) All references to “lease” in this Form shall include Conditions of Sale / Grant / Exchange, etc. as the case may be.
- (3) Approval procedures in accordance with paragraph 10 of PlanD’s PNPP No. 1/2019 shall be followed for Class B amendments to the approved LMP/LP.
- (4) RLA is required to submit an application for deemed approval on the submission of TPRP as part and parcel of the LMP/LP approved by PlanD for compliance with the tree preservation clause under lease in accordance with procedures set out in LAO PN No. 2/2020 issued by LandsD.
- (5) For cases where landscape requirements imposed as a lease condition upon request by other concerned Bureau/Department (B/D) or for areas to be handed back to the Government or areas to be formed outside lot boundary or government land designated by colour (Coloured Areas) on the lease plan, the concerned B/D will be responsible for compliance checking both at the submission and implementation stages in accordance with the relevant clauses under lease, JPN 3 and DEVB TC(W) No. 6/2015.

* Select as appropriate

Fill in as appropriate

Tick as appropriate

Personal Information Collection Statement

**PLEASE READ THE FOLLOWING
BEFORE COMPLETING THIS FORM**

1. *The information provided in this application, its attachments/ enclosures or any documents submitted will be used by Lands Department for the purposes of considering and processing application for deemed approval on the submission of LMP/LP for compliance with the landscape clause under lease and for other purposes related to such application.*
2. *The provision of all the information in this application, its attachments/ enclosures or any documents submitted is required for administering compliance with the lease conditions. The provision of personal data in this application is obligatory. The application will not be processed if you fail to provide all the information as requested.*
3. *All the information provided in this application, its attachments/ enclosures or any documents submitted may be disclosed to other government bureaux / departments for the purposes mentioned in paragraphs 1 and 2 above.*
4. *You have the right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). Such right of access includes the right to obtain a copy of the personal data provided in this application on payment of the applicable charge.*
5. *Enquiries on the personal data collected, including the request for access to and correction of the data, should be addressed to the Departmental Personal Data Controlling Officer of Lands Department, 20/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.*

**Form 2A - Application for Deemed Compliance on Completion of
 *Landscape Master Plan (LMP)/ Landscape Proposal (LP) for
 Compliance of Landscape Clause under Lease** ^{Notes (1), (2) & (5)}

To: *District Lands Office/# _____ / # _____ Section of Lands Department

Section I	
Lot Number (No.)	# _____
Address	# _____
Approved Plan(s)	*LMP/ LP approved by the Director of Planning on # _____ (dd/mm/yyyy) under the application (if applicable) below: Planning application no. # _____ Drawing No(s). & Rev. # _____ (Copy of the drawings attached in Section III)

Section II	
<input type="checkbox"/>	I/ We, # _____, hereby confirm that I am/ we are the *Lot Owner(s)/ Representative of Lot Owner(s) to act on his/their behalf for application of deemed compliance to be given under Special Condition No(s). # _____ of the lease .
<input type="checkbox"/>	I, # _____, hereby confirm that I am a Registered Landscape Architect (RLA) (Registration No. # _____) registered under the Landscape Architects Registration Ordinance (Cap. 516). The owner(s) of the above lot has/ have appointed or authorized me to act on his/ their behalf for application of deemed compliance to be given under Special Condition No(s). # _____ of the lease .

Section III

I refer to paragraph 8 of Lands Administration Office (LAO) Practice Note No. 1/2020 (PN 1/2020) issued by Lands Department (LandsD) and hereby certify that the completed landscape works are approved by *Town Planning Board (TPB)/ Planning Department (PlanD) as indicated in Section I,

the lot boundary under the lease is *the same as/ different from the boundary of the planning application site.

without amendment to the *LMP/ LP previously approved by *TPB/ PlanD dated # _____ (dd/mm/yyyy) and previously deemed approval given by LandsD dated # _____ (dd/mm/yyyy) ^{Note (3)}.

A copy of the approval letter(s) dated # _____ (dd/mm/yyyy) from *TPB/ PlanD/ LandsD is hereby **attached**.

AND

There is a site coverage of greenery (SCG) requirement specified in the lease, and the provision and calculation of greenery area are consistent with that shown on the building plan accepted by the Buildings Department (BD).

AND

A copy of the approval letter issued by BD on the SCG requirement (Ref: # _____) dated # _____ (dd/mm/yyyy) is hereby **attached**.

Section IV - Tree Preservation and Removal Proposal (TPRP)

Regarding the TPRP, the completion of landscape works approved by *TPB/ PlanD as indicated in Section I,

does not involve any existing tree(s) including Old and Valuable Trees, trees of particular value, and any other trees as designated and preserved under lease.

involves completed TPRP for deemed compliance with the tree preservation clause of the lease ^{Note (4)}.

Section V

I/ We hereby acknowledge that the above application for deemed compliance and the deemed compliance (if given) of the landscape clause under lease pursuant to PN 1/2020 and PN 1/2020A will be limited to the landscape works within the lot, and should not be construed as an acknowledgement that anything indicated in the application for deemed compliance or the approved or implemented LMP/LP is in all respects in compliance with other lease conditions. I/ We further acknowledge that any such deemed compliance, if given, will not in any way prejudice or affect any rights of the Government under the lease including the right to take lease enforcement action in respect of any breach or failure to observe any of the lease conditions which may exist at the date when the deemed compliance is given, and that any such compliance, if given, will not in any way prejudice or affect LandsD's rights to withdraw or revoke the deemed compliance for any reasons, and that LandsD reserves its right to withdraw or revoke the deemed compliance if it finds out at any time that the landscape works have not been completed in accordance with the approved LMP/ LP.

I/ We hereby certify that the information in this application is true and complete. I/ We understand that if any incorrect or incomplete information is provided, a complaint may be lodged with the Landscape Architects Registration Board for investigation of the alleged misconduct or negligence pursuant to the Landscape Architects Registration Ordinance (Cap. 516).

I/ We hereby acknowledge that the Director of Lands (the Director) is not obliged to keep the content of this application, its enclosures or any documents submitted in support of or in relation to this application confidential, particularly in circumstances when the Director considers that disclosure is in the public interest and/or it would be reasonable for the Director to accede to requests from third parties with interest over the above lot for access to the same. This acknowledgement applies irrespective of whether the consent in the following paragraph is given or not.

- Insofar as my/ our consent is required under any statutory, regulatory or other provisions, I/ we hereby consent and/ or have procured consent from the relevant intellectual property rights owner that the Director may disclose the content of this application, its enclosures or any documents submitted in support of or in relation to this application to any third party including members of the public upon request of any such third party, media or otherwise, or on LandsD's own accord.

Section V (cont'd)

Signature # _____

*(signed by the *Lot Owner/
Representative of the Lot Owner/
Registered Landscape Architect (RLA)
with valid registration chop affixed, if any)*

Name of *Lot Owner/
Representative of the Lot Owner/ # _____
RLA

Registration No. (if any) # _____

Date # _____ (dd/mm/yyyy)

Notes:

- (1) This Form shall be submitted for application of deemed compliance on the completed LMP/ LP to comply with landscape clauses under leases for cases in connection with planning applications under paragraph 8 of PN 1/2020. If approval given by PlanD on the satisfactory implementation of the LMP/ LP is not obtained prior to the application for deemed compliance, the application will not be processed by LandsD.
- (2) All references to “lease” in this Form shall include Conditions of Sale / Grant / Exchange, etc. as the case may be.
- (3) Approval procedures in accordance with paragraph 10 of PlanD’s PNPP No. 1/2019 shall be followed for Class B amendments to the approved LMP/ LP.
- (4) RLA is required to submit an application for deemed compliance on the completed TPRP as part and parcel of the implemented LMP/ LP approved by PlanD for compliance with the tree preservation clause under lease in accordance with procedures set out in LAO PN No. 2/2020 issued by LandsD.
- (5) For cases where landscape requirements imposed as a lease condition upon request by other concerned Bureau/Department (B/D) or for areas to be handed back to the Government or areas to be formed outside lot boundary or government land designated by colour (Coloured Areas) on the lease plan, the concerned B/D will be responsible for compliance checking both at the submission and implementation stages in accordance with the relevant clauses under lease, JPN 3 and DEVB TC(W) No. 6/2015.

* Select as appropriate

Fill in as appropriate

Tick as appropriate

Personal Information Collection Statement

**PLEASE READ THE FOLLOWING
BEFORE COMPLETING THIS FORM**

1. *The information provided in this application, its attachments/ enclosures or any documents submitted will be used by Lands Department for the purposes of considering and processing application for deemed compliance on the completed LMP/LP for compliance with the landscape clause under lease and for other purposes related to such application.*
2. *The provision of the information in this application, its attachments/ enclosures or any documents submitted is required for administering compliance with the lease conditions. The provision of personal data in this application is obligatory. Your application will not be processed if you fail to provide all the information as requested.*
3. *All the information provided in this application, its attachments/ enclosures or any documents submitted may be disclosed to other government bureaux/ departments for the purposes mentioned in paragraphs 1 and 2 above.*
4. *You have the right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). Such right of access includes the right to obtain a copy of the personal data provided in this application on payment of the applicable charge.*
5. *Enquiries on the personal data collected, including the request for access to and correction of the data, should be addressed to the Departmental Personal Data Controlling Officer of Lands Department, 20/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.*

Form 3A - Report on Completion of Landscape Works
for Compliance of Landscape Clause under Lease ^{Notes (1), (2), (3) & (4)}

To: ***District Lands Office/# _____ / # _____ Section of Lands Department**

Section I

Lot Number (No.) # _____

Address # _____

Date # _____ (dd/mm/yyyy)

Section II

I/ We, # _____, hereby confirm that I am/ we are the ***Lot Owner(s)/ Representative of Lot Owner(s) to act on his/their behalf** to submit this Form as a report on completion of landscape works for compliance with the landscape clause under Special Condition No(s). # _____ of the lease.

I, # _____, hereby confirm that I am a Registered Landscape Architect (RLA) (Registration No. # _____) registered under the Landscape Architects Registration Ordinance (Cap. 516), appointed or authorized by the owner(s) of the above lot, to act on his/ their behalf to submit this Form as a report on completion of landscape works for compliance with the landscape clause under Special Condition No(s). # _____ of the lease.

Section III

Approved Plan(s)

Approval on *Landscape Master Plan (LMP)/ Landscape Proposal (LP) was given by Lands Department (LandsD) on #_____ (dd/mm/yyyy). The landscape works on site was completed with *no amendment/ minor amendment(s) as highlighted to the approved *LMP/ LP.

Attachment A: Drawing No(s). & Rev. # _____
*(copy attached – approved *LMP/ LP without amendment OR with minor amendments as highlighted (if any))*

Key Plan(s)

The Key Plan(s) shall make reference to the approved *LMP/ LP and include locations and angles of individual photos of the completed landscape works taken.

Attachment B: Drawing No(s). & Rev. # _____
*(copy attached – based on approved *LMP/ LP without amendment OR with minor amendments as highlighted (if any))*

Section IV

Photos of the completed landscape works

Should be in colour, appropriate size, date imprinted and numbered covering all the completed landscape works with cross-reference to the relevant key plan(s).

Attachment C: Photo No(s) # _____

Section V

I can be contacted at *telephone/ mobile no. # _____ for a joint full compliance checking, if required by LandsD.

I hereby declare that all the information in this Form as a report together with the plans and drawings attached are true and complete.

I hereby acknowledge that the Director of Lands (the Director) is not obliged to keep the content of this Form, its attachments/ enclosures or any documents submitted in support of or in relation to this Form confidential, particularly in circumstances when the Director considers that disclosure is in the public interest and/ or it would be reasonable for the Director to accede to requests from third parties with interest over the above lot for access to this Form. This acknowledgement applies irrespective of whether the consent in the following paragraph is given or not.

- Insofar as consent is required under any statutory, regulatory or other provisions, I hereby consent and/ or have procured consent from the relevant intellectual property rights owner that the Director may disclose the content of this Form, its attachments/ enclosures and any documents submitted in support of or in relation to this Form to any third party including members of the public upon request of any such third party, media or otherwise, or on LandsD's own accord.

Signature

*(signed by the *Lot Owner/
Representative of the Lot Owner/
Registered Landscape Architect (RLA)
with valid registration chop affixed, if any)* # _____

Name of *Lot Owner/
Representative of the Lot Owner/ RLA # _____

Registration No. # _____

Date # _____ (dd/mm/yyyy)

Notes:

- (1) This Form shall be submitted in conjunction with Form 4A and Form 5A for submission of a Self-Certification of Compliance (SCC) on completion of landscape works required under leases pursuant to PN 1/2020 and PN 1/2020A, save for situations mentioned in Note (2) below. The submission of SCC is mandatory for LMP and optional for LP clause.
- (2) Where landscape works is also imposed as a planning condition, it is not necessary to submit a SCC for landscape works to LandsD as Planning Department will be responsible for compliance checking.
- (3) Compliance checking upon completion of landscape works for areas to be handed back to the Government or areas to be formed outside lot boundary or government land designated by colour (Coloured Areas) on the lease plan, the concerned Bureau/ Department will be responsible for compliance checking at the implementation stage in accordance with the relevant clauses under lease, JPN 3 and DEVB TC(W) No. 6/2015.
- (4) All references to “lease” in this Form should include Conditions of Sale / Grant / Exchange, etc. as the case may be.

- * Select as appropriate
 - # Fill in as appropriate
 - Tick as appropriate
-

Personal Information Collection Statement

*PLEASE READ THE FOLLOWING
BEFORE COMPLETING THIS FORM*

- 1. The information provided in this Form including its attachments/enclosures and any documents submitted in support of or in relation to this submission will be used by Lands Department for the purpose of checking compliance with the landscape clause under lease and for other purposes related to such checking.*
- 2. The provision of all the information in this Form including its attachments/enclosures and any documents submitted in support of or in relation to this submission is required for administering compliance with the lease conditions. The provision of personal data in this Form is obligatory. Your submission will not be processed if you fail to provide all the information as requested.*
- 3. All the information provided in this Form including its attachments/enclosures and any documents submitted in support of or in relation to this submission may be disclosed to other government bureaux / departments for the purposes mentioned in paragraphs 1 and 2 above.*
- 4. You have the right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). Such right of access includes the right to obtain a copy of the personal data provided in this submission upon payment of the applicable charge.*
- 5. Enquiries on the personal data collected, including the request for access to and correction of the data, should be addressed to the Departmental Personal Data Controlling Officer at Lands Department, 20/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.*

Form 4A – Self-Certification of Compliance for Completed Landscape Works
within lot under Landscape Clause Notes (1), (2) & (4)

To: *District Lands Office/# _____ / # _____ Section of Lands Department

Section I	
Lot Number (No.)	# _____
Address	# _____

Section II
<p>I, # _____, hereby confirm that I am a Registered Landscape Architect (RLA) (Registration No. # _____) registered under the Landscape Architects Registration Ordinance (Cap. 516), appointed or authorized by the owner(s) of the above lot, to act on his/their behalf to submit a Self-Certification of Compliance (SCC) of landscape works required under Special Condition No(s). # _____ of the lease ^{Note (3)}.</p> <p>I certify that the completed landscape works as shown in Drawing No(s). & Rev. # _____ (copy attached) approved by Lands Department (LandsD) on # _____ (dd/mm/yyyy) under letter ref. # _____ have been implemented satisfactorily *without amendments/ with minor amendments. A full report in Form 3A on the completed landscape works is attached hereto.</p> <p>The SCC for landscape works:</p> <p><input type="checkbox"/> does not involve any completed Tree Preservation and Removal Proposal (TPRP) including Old and Valuable Trees, trees of particular value, and any other trees as designated and preserved under lease.</p> <p><input type="checkbox"/> involves completed TPRP with approval given by LandsD on # _____ (dd/mm/yyyy) under letter ref. # _____.</p>

Section III

I can be contacted at *telephone/ mobile no. # _____ for a joint full compliance checking, if required by LandsD.

I hereby acknowledge that the submission of the above SCC for deemed compliance and the deemed compliance (if given) of the landscape clause under lease pursuant to PN 1/2020 and PN 1/2020A will be limited to the landscape works within the lot, and should not be construed as an acknowledgement that anything indicated in the SCC or the approved or implemented LMP/ LP is in all respects in compliance with other lease conditions. I further acknowledge that any such deemed compliance, if given, will not in any way prejudice or affect any rights of the Government under the lease including the right to take lease enforcement action in respect of any breach or failure to observe any of the lease conditions which may exist at the date when the deemed compliance is given, and that any such compliance, if given, will not in any way prejudice or affect LandsD's rights to withdraw or revoke the deemed compliance for any reasons, and that LandsD reserves its right to withdraw or revoke the deemed compliance if it finds out at any time that the landscape works have not been completed in accordance with the approved LMP/ LP.

I hereby certify that all the information in this SCC and in **Form 3A** attached is true and complete. I understand that if I provide any incorrect or incomplete information, a complaint may be lodged with the Landscape Architects Registration Board for investigation of the alleged misconduct or negligence pursuant to the Landscape Architects Registration Ordinance (Cap. 516).

I hereby acknowledge that the Director of Lands (the Director) is not obliged to keep the content of this SCC, its attachments/ enclosures or any documents submitted in support of or in relation to the SCC confidential, particularly in circumstances when the Director considers that disclosure is in the public interest and/ or it would be reasonable for the Director to accede to requests from third parties with interest over the above lot for access to this SCC. This acknowledgement applies irrespective of whether the consent in the following paragraph is given or not.

- Insofar as consent is required under any statutory, regulatory or other provisions, I hereby consent and/ or have procured consent from the relevant intellectual property rights owner that the Director may disclose the content of this SCC, its attachments/ enclosures and any documents submitted in support of or in relation to this SCC to any third party including members of the public upon request of any such third party, media or otherwise, or on LandD's own accord.

Section III (cont'd)

The relevant statement (**Form 5A**) signed by the lot owner(s) regarding this SCC is hereto **attached**.

Signature # _____
(signed by the RLA with
valid registration chop affixed)

Name of RLA # _____

Registration No. # _____

Date # _____ (dd/mm/yyyy)

Notes:

- (1) This Form shall be submitted in conjunction with Form 3A and Form 5A for submission of a Self-Certification of Compliance (SCC) on completion of landscape works required under leases pursuant to PN 1/2020 and PN 1/2020A, save for situations mentioned in Note (2) below. The submission of SCC is mandatory for LMP and optional for LP clause.
- (2) Where landscape works are also imposed as a planning condition, it is not necessary to submit a SCC for landscape works to LandsD as Planning Department will be responsible for compliance checking.
- (3) All references to “lease” in this Form shall include Conditions of Sale / Grant / Exchange, etc. as the case may be.
- (4) Compliance checking upon completion of landscape works for areas to be handed back to the Government or areas formed outside lot boundary or government land designated by colour (Coloured Areas) on the lease plan, the concerned Bureau/ Department will be responsible for compliance checking at the implementation stage in accordance with the relevant clauses under lease, JPN 3 and DEVB TC(W) No. 6/2015.

* Delete as appropriate

Fill in as appropriate

Tick as appropriate

Personal Information Collection Statement

*PLEASE READ THE FOLLOWING
BEFORE COMPLETING THIS FORM*

- 1. The information provided in this Form including its attachments/ enclosures and any documents submitted in support of or in relation to the certification under this Form will be used by Lands Department for the purposes of considering and processing submission of self-certification of compliance of landscape works, checking or ensuring compliance in relation to the landscape works under the lease and for other purposes related to such submission.*
- 2. The provision of all the information in this Form including its attachments/ enclosures and any documents submitted in support of or in relation to the certification under this Form is required in relation to checking or ensuring compliance with the lease conditions. The provision of personal data in this Form is obligatory. Your submission of self-certification of compliance of landscape works will not be processed if you fail to provide all the information as requested.*
- 3. All the information provided in this Form including its attachments/ enclosures and any documents submitted in support of or in relation to the certification under this Form may be disclosed to other government bureaux / departments for the purposes mentioned in paragraphs 1 and 2 above.*
- 4. You have the right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). Such right of access includes the right to obtain a copy of the personal data provided in this Form upon payment of the applicable charge.*
- 5. Enquiries on the personal data collected, including the request for access to and correction of the data, should be addressed to the Departmental Personal Data Controlling Officer at Lands Department, 20/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.*

**Form 5A - Owner's Statement regarding
Self-Certification of Compliance for Landscape Works** Notes (1), (2) & (4)

To: *District Lands Office/# _____ / # _____ Section of Lands Department

*I/ We, # _____ (Name of the Lot Owner(s)), have appointed or authorized the Registered Landscape Architect (RLA), # _____ (Name) (Registration Number (No.) # _____) to act on *my/ our behalf to submit a Self-Certification of Compliance (SCC) of the completed Landscape Works required under Special Condition No.(s) # _____ of the lease ^{Note (3)} of # _____ (lot number). The Landscape works under the *Landscape Master Plan (LMP)/ Landscape Proposal (LP) are certified by *my/ our RLA to have been satisfactorily completed in accordance with the Drawing No(s). & Rev. # _____ approved by the Director of Lands dated # _____ (dd/mm/yyyy) under letter ref. # _____. *My/ Our RLA will submit the **Form 4A** dated # _____ (dd/mm/yyyy) together with the full report attached in **Form 3A** to # _____ of Lands Department (LandsD) for processing the SCC.

I hereby acknowledge that the submission of the SCC for deemed compliance and the deemed compliance (if given) of the landscape clause under lease pursuant to PN 1/2020 and PN 1/2020A will be limited to the landscape works within the lot, and should not be construed as an acknowledgement that anything indicated in the SCC or the approved or implemented LMP/ LP is in all respects in compliance with other lease conditions. I further acknowledge that any such deemed compliance, if given, will not in any way prejudice or affect any rights of the Government under the lease including the right to take lease enforcement action in respect of any breach or failure to observe any of the lease conditions which may exist at the date when the deemed compliance is given and that any such compliance, if given, will not in any way prejudice or affect LandsD's rights to withdraw or revoke the deemed compliance for any reasons, and that LandsD reserves its right to withdraw or revoke the deemed compliance if it finds out at any time that the landscape works have not been completed in accordance with the approved LMP/ LP.

I/ We* hereby acknowledge that the Director of Lands (the Director) is not obliged to keep the content of this **Statement, Form 3A and Form 4A, their attachments/enclosures or any documents submitted in support of or in relation to the report and SCC under Form 3A and Form 4A confidential, particularly in circumstances when the Director considers that disclosure is in the public interest and/ or it would be reasonable for the Director to accede to requests from third parties with interest over the above lot for access to this **Statement, Form 3A and Form 4A** mentioned above. This acknowledgement applies irrespective of whether the consent in the following paragraph is given or not.

- Insofar as **my/ our* consent is required under any statutory, regulatory or other provisions, **I/ we* hereby consent and/or have procured consent from the relevant intellectual property rights owner that the Director may disclose the content of this **Statement, Form 3A and Form 4A** mentioned above, their attachments/enclosures and any documents submitted in support of or in relation to the report and SCC under **Form 3A and Form 4A** to any third party including members of the public upon request of any such third party, media or otherwise, or on LandsD's own accord.

Date # _____ (dd/mm/yyyy)

Signed by the Lot Owner(s) # _____
Name: [#]

in the presence of # _____
Witness name: [#]
Address: [#]
[#]

OR

Sealed with the Common Seal of the Lot Owner
and signed by:

Name: [#]

in the presence of

Witness name: [#]
Address: [#]
[#]

OR ^

Executed by the Lot Owner acting through

[#] , its sole director

or

[#] , its director and

[#] , its director

or

[#] , its director and

[#] , its company secretary

in accordance with sections 127(3) and 127(5) of the Companies Ordinance (Cap. 622)
in the presence of

Witness name: [#]
Address: [#]
[#]

Notes:

- (1) This Form shall be used in conjunction with Form 3A and Form 4A for submission of a SCC on completion of landscape works required under leases pursuant to PN 1/2020 and PN 1/2020A, save for situations mentioned in Note (2) below. The submission of SCC is mandatory for LMP and optional for LP clause.
- (2) Where landscape works are also imposed as a planning condition, it is not necessary to submit a SCC for landscape works to LandsD as Planning Department will be responsible for compliance checking.
- (3) All references to “lease” in this Form shall include Conditions of Sale / Grant / Exchange, etc. as the case may be.
- (4) Compliance checking upon completion of landscape works for areas to be handed back to the Government or areas formed outside lot boundary or government land designated by colour (Coloured Areas) on the lease plan, the concerned Bureau/ Department will be responsible for compliance checking at the implementation stage in accordance with the relevant clauses under lease, JPN 3 and DEVB TC(W) No. 6/2015.

* Select as appropriate

Fill in as appropriate

Tick this box if the Lot Owner/ Representative of the Lot Owner agrees to give the consent as set out in this paragraph

^ Applicable if the Lot Owner is a limited company incorporated in Hong Kong

Personal Information Collection Statement

*PLEASE READ THE FOLLOWING
BEFORE COMPLETING THIS FORM*

- 1. The information provided in this Statement will be used by Lands Department for the purpose of processing self-certification of compliance of landscape works submitted in Form 4A and processing application for Certificate of Compliance and for other purposes related to such submission and application.*
- 2. The provision of all the information in this Statement including Form 3A and Form 4A, their enclosures or any documents submitted in support of or in relation to the same is required in relation to checking or ensuring compliance with the lease conditions. The provision of personal data in this Statement is obligatory. Your application for self-certification of compliance of landscape works will not be processed if you fail to provide all the information as requested.*
- 3. All the information provided in this Statement including Form 3A and Form 4A, their enclosures and any documents submitted in support of or in relation to the same may be disclosed to other government bureaux / departments for the purposes mentioned in paragraphs 1 and 2 above.*
- 4. You have the right of access and correction with respect to personal data as provided in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). Such right of access includes the right to obtain a copy of the personal data provided in this Statement on payment of the applicable charge.*
- 5. Enquiries on the personal data collected, including the request for access to and correction of the data, should be addressed to the Departmental Personal Data Controlling Officer of Lands Department, 20/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.*

Form 6 – Self-Certification of Compliance
on Submission of *Landscape Master Plan (LMP) / Landscape Proposal (LP) for
Compliance with Landscape Clause under Lease Notes (1), (2), (3) & (4)

To: *District Lands Office/# _____ / # _____ Section of Lands Department

Section I	
Lot Number (No.)	# _____
Address	# _____

Section II	
<p>I, # _____, hereby confirm that I am a Registered Landscape Architect (RLA) (Registration No. # _____) registered under the Landscape Architects Registration Ordinance (Cap. 516) (LARO), appointed or authorized by the owner(s) of the above lot to act on his/their behalf to submit the Self-Certification of Compliance (SCC) on the submission of *LMP/ LP for compliance with Special Condition (SC) No(s). # _____ of the lease.</p>	
<p>I have conducted checking on the above-mentioned *LMP/ LP submission and hereby confirm that the *LMP/ LP submission has fulfilled the following conditions, which:</p>	
<input type="checkbox"/>	was prepared by a RLA # _____, (Registration No. # _____) registered under the LARO.
<input type="checkbox"/>	has incorporated the latest Tree Preservation and Removal Proposal (TPRP) approved by Lands Department (LandsD), *with/ without Old and Valuable Trees, trees of particular value, and any other trees as designated and preserved under the lease. A copy of the approval letter on the TPRP of the above lot issued by LandsD on # _____ (dd/mm/yyyy) under ref. # _____ is hereby attached .

Section II (cont'd)

indicated that the boundary of the *LMP/ LP is the same as the boundary of the above lot. A drawing showing the *LMP/ LP overlaid on the subject lease plan (Drawing No(s). & Rev. # _____) is hereby **attached**.

AND

has incorporated the site coverage of greenery (SCG) requirement specified in the lease:

- which is incorporated in the *LMP/ LP pursuant to SC No(s). # _____.
- which requires not less than *20%/ 30% of the area of the lot shall be planted with trees, shrubs or other plants (the Greenery Area).
- which requires not less than 50% of the Greenery Area shall be provided at such location or level visible to pedestrians or accessible by any person or persons entering the lot.

has incorporated the provision and calculation of greenery area, which is consistent with that shown on the General Building Plan(s) approved by the Building Department (BD). A copy of the approval letter on the SCG requirement issued by BD on # _____ (dd/mm/yyyy) under ref. # _____ is hereby **attached**.

Section III

I, # _____, a RLA (Registration No. # _____) registered under the LARO, hereby certify that the *LMP/ LP submission, which incorporated the approved TPRP by LandsD, has complied with the landscape clause, SC No(s). # _____ and the tree preservation clause, SC No(s). # _____ of the lease.

A booklet of the *LMP/ LP submission with the following supporting drawings is hereby **attached**.

- *LMP/ LP showing all the hard and soft landscape elements including the proposed treatments to the existing trees and compensatory planting proposal as indicated in the approved TPRP

Drawing No(s). & Rev. # _____

- Sections/ Elevations/ Typical details

Drawing No(s). & Rev. # _____

- Planting schedules including new trees/ shrubs/ groundcovers/ lawn and the compensatory planting proposal as indicated in the approved TPRP

Drawing No(s). & Rev. # _____

Section IV

I can be contacted at *telephone/ mobile no. # _____ for enquiries of the SCC on Submission of the *LMP/ LP, if required by LandsD.

I hereby acknowledge that the submission of the above SCC for deemed approval and the deemed approval of the LMP/ LP (if given) pursuant to PN 1/2020 and PN 1/2020A will be limited to the landscape works within the lot, and should not be construed as an acknowledgement that anything indicated in the SCC or the approved LMP/ LP is in all respects in compliance with other lease conditions. I further acknowledge that any such deemed approval, if given, will not in any way prejudice or affect any rights of the Government under the lease including the right to take lease enforcement action in respect of any breach or failure to observe any of the lease conditions which may exist at the date when the deemed approval is given, and that any such deemed approval, if given, will not in any way prejudice or affect LandsD's rights to withdraw or revoke the deemed approval for any reasons, and that LandsD reserves its right to withdraw or revoke the deemed approval if it finds out at any time that the LMP/LP or the SCC does not comply with LandsD's requirements.

I hereby certify that all the information in this SCC is true and complete. I understand that if I provide any incorrect or incomplete information, a complaint may be lodged with the Landscape Architects Registration Board for investigation of the alleged misconduct or negligence pursuant to the LARO.

I hereby acknowledge that the Director of Lands (Director) is not obliged to keep the content of this SCC, its attachments/ enclosures or any documents submitted in support of or in relation to the SCC confidential, particularly in circumstances when the Director considers that disclosure is in the public interest and/ or it would be reasonable for the Director to accede to requests from third parties with interest over the above lot for access to this SCC. This acknowledgement applies irrespective of whether the consent in the following paragraph is given or not.

- Insofar as consent is required under any statutory, regulatory or other provisions, I hereby consent and/ or have procured consent from the relevant intellectual property rights owner that the Director may disclose the content of this SCC, its attachments/ enclosures and any documents submitted in support of or in relation to this SCC to any third party including members of the public upon request of any such third party, media or otherwise, or on LandsD's own accord.

Section IV (cont'd)

The relevant statement (**Form 7**) signed by the lot owner(s) regarding this SCC is hereto **attached**.

Signature # _____

*(signed by the RLA with
valid registration chop affixed)*

Name of the RLA # _____

Registration No. # _____

Date # _____ *(dd/mm/yyyy)*

Notes:

- (1) This Form shall be submitted in conjunction with Form 7 for a Self-Certification of Compliance (SCC) on the submission of LMP/ LP required under leases pursuant to PN 1/2020 and PN 1/2020A, save for situations mentioned in Note (2) below.
- (2) Where landscape works are also imposed as a planning condition, it is not necessary to submit a SCC on the submission of LMP/ LP to LandsD as Planning Department will be responsible for compliance checking.
- (3) All references to “lease” in this Form shall include Conditions of Sale / Grant / Exchange, etc. as the case may be.
- (4) SCC on the submission of LMP/LP is inapplicable to cases where landscape requirements imposed as a lease condition upon request by other concerned Bureau/ Department (B/D) or for areas to be handed back to the Government or areas to be formed outside lot boundary or government land designated by colour (Coloured Areas) on the lease plan. For such cases, the concerned B/D will be responsible for compliance checking at the submission stage in accordance with the relevant clauses under lease, JPN 3 and DEVB TC(W) No. 6/2015.

* Select as appropriate

Fill in as appropriate

Tick as appropriate

Personal Information Collection Statement

**PLEASE READ THE FOLLOWING
BEFORE COMPLETING THIS FORM**

1. *The information provided in this Form including its attachments/ enclosures and any documents submitted in support of or in relation to the certification under this Form will be used by Lands Department for the purposes of considering and processing submission of self-certification of compliance on the submission of LMP/ LP, checking or ensuring compliance in relation to the landscape submissions under the lease and for other purposes related to such submission.*
2. *The provision of all the information in this Form including its attachments/ enclosures and any documents submitted in support of or in relation to the certification under this Form is required in relation to checking or ensuring compliance with the lease conditions. The provision of your personal data in this Form is obligatory. Your submission of self-certification of compliance on the submission of LMP/ LP will not be processed if you fail to provide all the information as requested.*
3. *All the information provided in this Form including its attachments/ enclosures and any documents submitted in support of or in relation to the certification under this Form may be disclosed to other government Bureaux / Departments for the purposes mentioned in paragraphs 1 and 2 above.*
4. *You have the right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). Such right of access includes the right to obtain a copy of the personal data provided in this Form on payment of the applicable charge.*
5. *Enquiries on the personal data collected, including the request for access to and correction of the data, should be addressed to the Departmental Personal Data Controlling Officer of Lands Department, 20/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.*

**Form 7 - Owner's Statement regarding Self-Certification of Compliance on
Submission of *Landscape Master Plan (LMP) / Landscape Proposal (LP)**^{Notes (1), (2) & (4)}

To: *District Lands Office/# _____ / # _____ Section of Lands Department

*I/ We, # _____ (Name of the Lot Owner(s)), have appointed or authorized the Registered Landscape Architect (RLA), # _____ (Name) (Registration Number (No.) # _____) to act on *my/ our behalf to submit a Self-Certification of Compliance (SCC) on the submission of *Landscape Master Plan (LMP)/ Landscape Proposal (LP) required under Special Condition No.(s) # _____ of the lease^{Note (3)} of # _____ (lot number). The submitted *LMP/ LP certified by *my/ our RLA has fulfilled the submission requirement of the foresaid Special Condition. *My/ Our RLA will submit **Form 6** dated # _____ (dd/mm/yyyy) to # _____ of Lands Department (LandsD) for processing the SCC.

I hereby acknowledge that the submission of the SCC for deemed approval and the deemed approval of the LMP/ LP (if given) pursuant to PN 1/2020 and PN 1/2020A will be limited to the landscape works within the lot, and should not be construed as an acknowledgement that anything indicated in the above SCC submission for deemed approval or the approved LMP/LP is in all respects in compliance with other lease conditions. I further acknowledge that any such deemed approval, if given, will not in any way prejudice or affect any rights of the Government under the lease including the right to take lease enforcement action in respect of any breach or failure to observe any of the lease conditions which may exist at the date when the deemed approval is given, and that any such deemed approval, if given, will not in any way prejudice or affect LandsD's rights to withdraw or revoke the deemed approval for any reasons, and that LandsD reserves its right to withdraw or revoke the deemed approval if it finds out at any time that the LMP/ LP or the SCC does not comply with LandsD's requirements.

*I/ We hereby acknowledge that the Director of Lands (the Director) is not obliged to keep the content of this **Statement** and **Form 6**, their attachments/ enclosures or any documents submitted in support of or in relation to the SCC under **Form 6** confidential, particularly in

circumstances when the Director considers that disclosure is in the public interest and/ or it would be reasonable for the Director to accede to requests from third parties with interest over the above lot for access to this **Statement** and **Form 6** mentioned above. This acknowledgement applies irrespective of whether the consent in the following paragraph is given or not.

- Insofar as *my/ our consent is required under any statutory, regulatory or other provisions, *I/ we hereby consent and/or have procured consent from the relevant intellectual property rights owner that the Director may disclose the content of this **Statement** and **Form 6** mentioned above, their attachments/ enclosures and any documents submitted in support of or in relation to the SCC under **Form 6** to any third party including members of the public upon request of any such third party, media or otherwise, or on LandsD’s own accord.

Date # _____ (dd/mm/yyyy)

Signed by the Lot Owner(s) # _____
Name: [#]

in the presence of # _____
Witness name: [#]
Address: [#]
[#]

OR

Sealed with the Common Seal of the Lot Owner and signed by:

Name: [#]

in the presence of # _____
Witness name: [#]
Address: [#]
[#]

OR ^

Executed by the Lot Owner acting through

[#] , its sole director

or

[#] , its director and

[#] , its director

or

[#] , its director and

[#] , its company secretary

in accordance with sections 127(3) and 127(5) of the Companies Ordinance (Cap. 622)
in the presence of

Witness name: [#]

Address: [#]

[#]

Notes:

- (1) This Form shall be used in conjunction with Form 6 for submission of a Self-Certification of Compliance (SCC) on the submission of LMP/ LP required under leases pursuant to PN 1/2020 and PN 1/2020A, save for situations mentioned in Note (2) below.
- (2) Where landscape works are also imposed as a planning condition, it is not necessary to submit a SCC on the submission of LMP/ LP to LandsD as Planning Department will be responsible for compliance checking.
- (3) All references to “lease” in this Form shall include Conditions of Sale / Grant / Exchange, etc. as the case may be.
- (4) SCC on the submission of LMP/LP is inapplicable to cases where landscape requirements imposed as a lease condition upon request by other concerned Bureau/ Department (B/D) or for areas to be handed back to the Government or areas to be formed outside lot boundary or government land designated by colour (Coloured Areas) on the lease plan. For such cases, the concerned B/D will be responsible for compliance checking at the submission stage in accordance with the relevant clauses under lease, JPN 3 and DEVB TC(W) No. 6/2015.

Fill in as appropriate

* Select as appropriate

Tick this box if the Lot Owner/Representative of the Lot Owner agrees to give the consent as set out in this paragraph

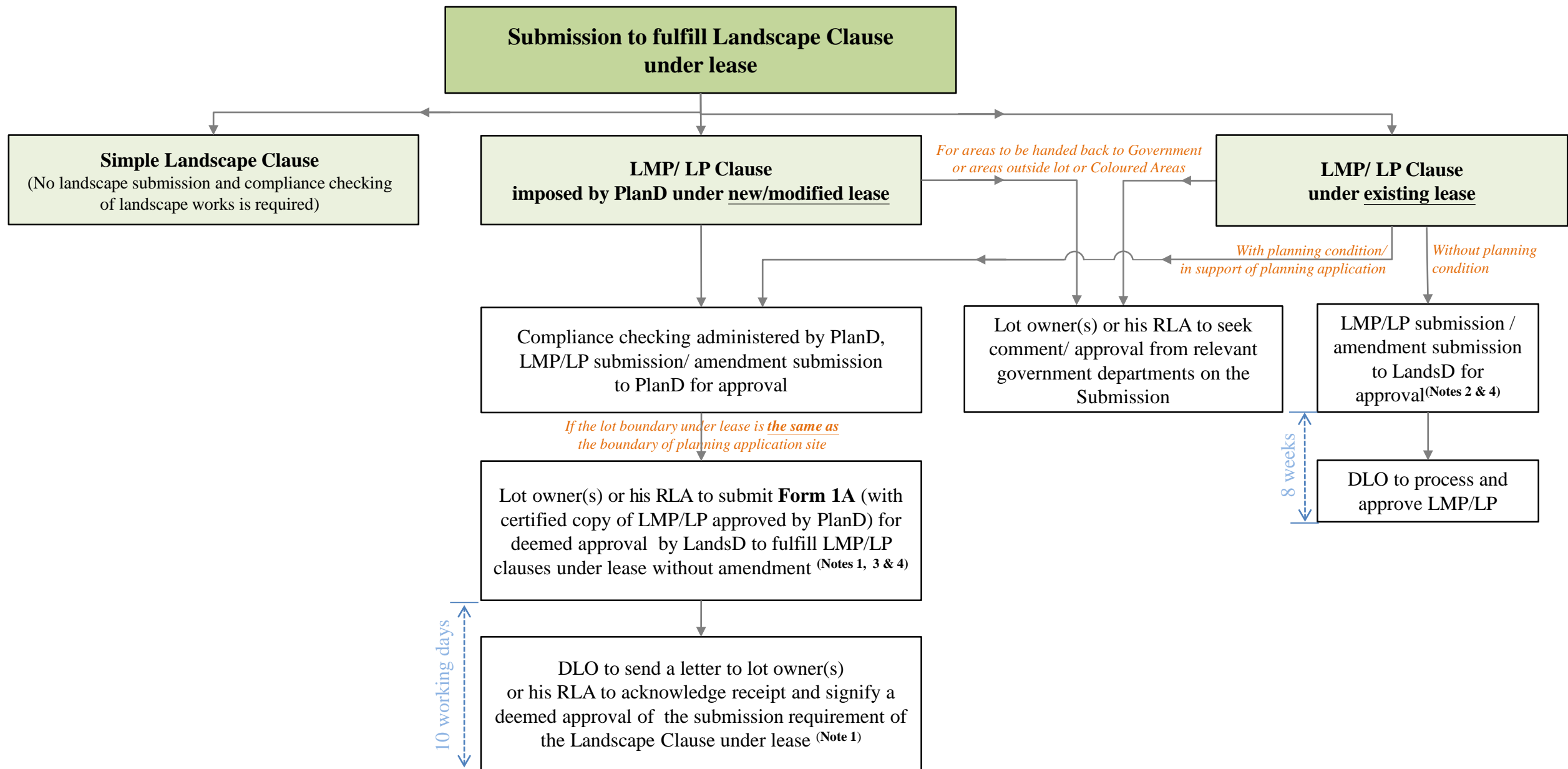
^ Applicable if the Lot Owner is a limited company incorporated in Hong Kong

Personal Information Collection Statement

PLEASE READ THE FOLLOWING
BEFORE COMPLETING THIS FORM

- 1. The information provided in this Statement will be used by Lands Department for the purposes of processing self-certification of compliance on submission of LMP/LP submitted in Form 6 and application for Certificate of Compliance and for other purposes related to such submission and application.*
- 2. The provision of all the information in this Statement including Form 6, its attachments/enclosures and any documents submitted in support of or in relation to the certification under Form 6 is required in relation to checking or ensuring compliance with the lease conditions. The provision of personal data in this Statement is obligatory. Your application for self-certification of compliance on submission of LMP/LP will not be processed if you fail to provide all the information as requested.*
- 3. All the information provided in this Statement including Form 6, its attachments / enclosures and any documents submitted in support of or in relation to the same may be disclosed to other government Bureaux/ Departments for the purposes mentioned in paragraphs 1 and 2 above.*
- 4. You have the right of access and correction with respect to personal data as provided in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). Such right of access includes the right to obtain a copy of the personal data provided in this Statement on payment of the applicable charge.*
- 5. Enquiries on the personal data collected, including the request for access to and correction of the data, should be addressed to the Departmental Personal Data Controlling Officer of Lands Department, 20/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.*

Figure 1A: Procedure Flow Chart of Landscape Submission for Compliance of Landscape Clause under Lease (Submission Stage)



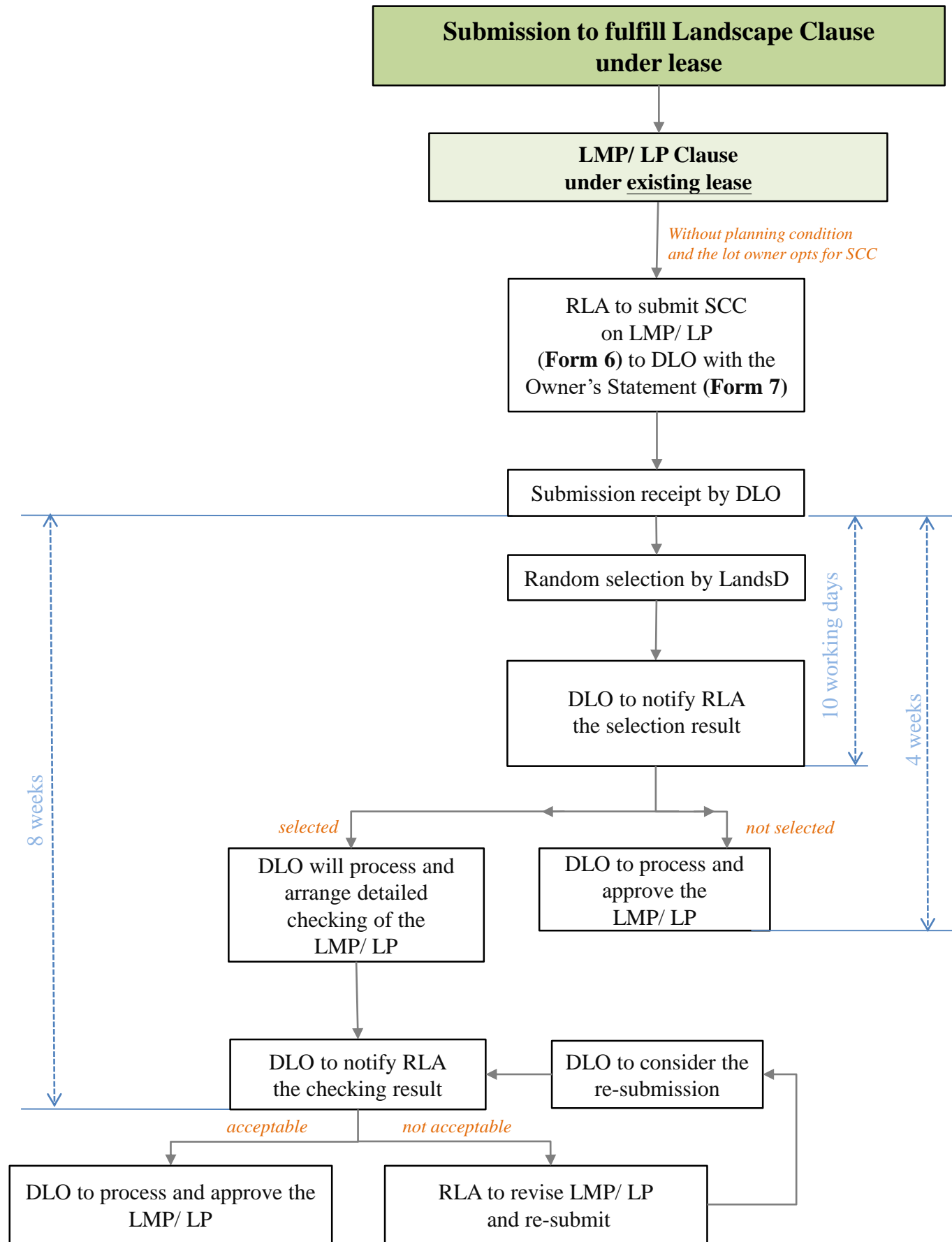
Abbreviations

BD	Buildings Department
DLO	District Lands Office includes Railway Development Section and other specialized sections of LandsD where appropriate
JPN 3	Joint Practice Note No. 3 issued in April 2019 by BD, LandsD & PlanD jointly
LandsD	Lands Department
LAO PN	Lands Administration Office Practice Note
LMP	Landscape Master Plan
LP	Landscape Proposal
PlanD	Planning Department
TPRP	Tree Preservation and Removal Proposal
RLA	Registered Landscape Architect
SCG	Site Coverage of Greenery

Notes:

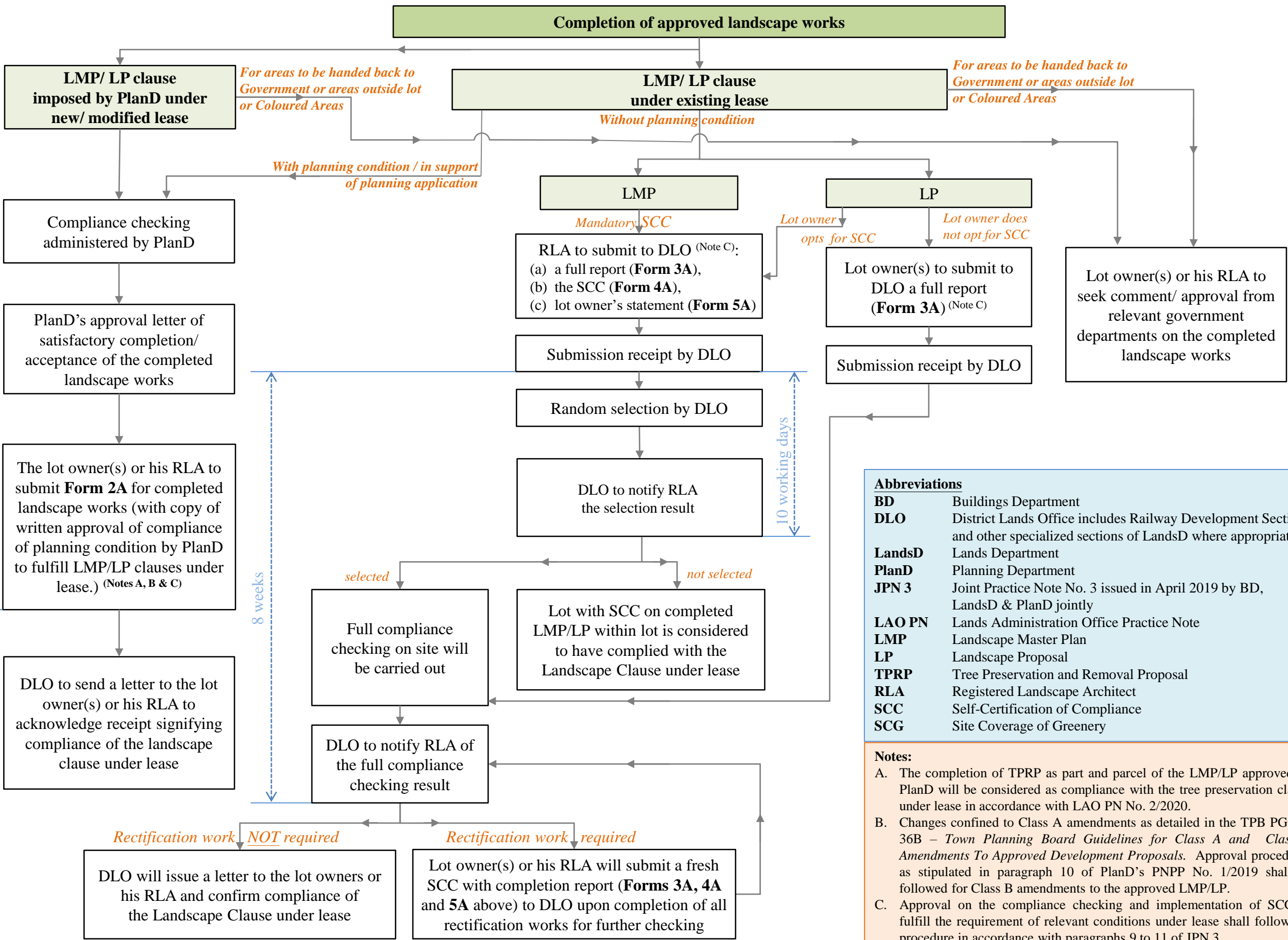
1. For sites with tree preservation clause under lease, submission of the TPRP as part and parcel of the LMP/ LP approved by PlanD to DLO for deemed approval should be in accordance with the procedures in accordance with LAO PN No. 2/2020.
2. Resubmission of LMP/LP may be addressed to Landscape Advisory Team (LAT) of Building Plan Unit for direct attention/reply with copy to DLO if the resubmission involves the lot owner(s) or his RLA 's response to LAT's previous landscape technical advice only. For new submission and amendment submission of LMP/ LP or LMP/ LP that is not the aforementioned case, the lot owner(s) or his RLA is required to submit a fresh submission to DLO for consideration. LAT will provide advice to DLO upon referral.
3. Changes confined to Class A amendments as detailed in the TPB PG No. 36B – *Town Planning Board Guidelines for Class A and Class B Amendments To Approved Development Proposals*. Approval procedures in accordance with paragraph 10 of PlanD's PNPP No. 1/2019 shall be followed for Class B amendments to the approved LMP/ LP.
4. Approval on the submissions of SCG to fulfill the requirement of relevant conditions under lease shall follow the procedure in accordance with paragraphs 9 to 11 of JPN 3.

Figure 1B: Procedure Flow Chart of Landscape Submission for Compliance of Landscape Clause under Lease (Submission Stage)(SCC)



Abbreviations	
DLO	District Lands Office includes Railway Development Section and other specialized sections of LandsD where appropriate
LandsD	Lands Department
LAO PN	Lands Administration Office Practice Note
LMP	Landscape Master Plan
LP	Landscape Proposal
RLA	Registered Landscape Architect
SCC	Self-Certification of Compliance

Figure 2A : Procedure Flow Chart for Completed Landscape Works for Compliance of Landscape Clause under Lease (Completion Stage)



Abbreviations

BD	Buildings Department
DLO	District Lands Office includes Railway Development Section and other specialized sections of LandsD where appropriate
LandsD	Lands Department
PlanD	Planning Department
JPN 3	Joint Practice Note No. 3 issued in April 2019 by BD, LandsD & PlanD jointly
LAO PN	Lands Administration Office Practice Note
LMP	Landscape Master Plan
LP	Landscape Proposal
TPRP	Tree Preservation and Removal Proposal
RLA	Registered Landscape Architect
SCC	Self-Certification of Compliance
SCG	Site Coverage of Greenery

- Notes:**
- A. The completion of TPRP as part and parcel of the LMP/LP approved by PlanD will be considered as compliance with the tree preservation clause under lease in accordance with LAO PN No. 2/2020.
 - B. Changes confined to Class A amendments as detailed in the TPB PG No. 36B – Town Planning Board Guidelines for Class A and Class B Amendments To Approved Development Proposals. Approval procedures as stipulated in paragraph 10 of PlanD’s PNPP No. 1/2019 shall be followed for Class B amendments to the approved LMP/LP.
 - C. Approval on the compliance checking and implementation of SCG to fulfill the requirement of relevant conditions under lease shall follow the procedure in accordance with paragraphs 9 to 11 of JPN 3.