## **Form 3A - Report on Completion of Landscape Works**

## **for Compliance of Landscape Clause under Lease** Notes (1), (2), (3) & (4)

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| |  |  | | --- | --- | | **To:** | **\*District Lands Office/#\_\_\_\_\_\_\_\_\_\_/ #\_\_\_\_\_\_\_\_\_\_ Section of Lands Department** | | |
| **Section I** | |
| Lot Number (No.) | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date | #\_\_\_\_\_\_\_\_\_\_\_\_ *(dd/mm/yyyy)* |

| **Section II** | |
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|  | 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** |
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| **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** |
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| **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** | | |
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| 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.*