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| **Form 3 – Submission of Tree Preservation and Removal Proposal (TPRP)(Note 1)****for****Prior Written Consent subject to Vetting under Tree Preservation Clause under Lease(Note 2 & 3)** |
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| **To:** | **\*District Lands Office/#\_\_\_\_\_\_\_\_\_\_/ #\_\_\_\_\_\_\_\_\_\_ Section of Lands Department (LandsD)** |

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| **Section I** |
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| Lot Number (No.) | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tree Preservation Clause under the lease (including trees of particular value(Note 4) as designated and preserved under lease) |
| \*Yes/ No | If yes, please provide Special Condition No. #\_\_\_\_\_\_\_\_\_ |
| Tree Preservation and Removal Proposal (TPRP) |
|  | [ ]  | Tree Preservation |
|  | [ ]  | Tree Felling |
|  | [ ]  | Tree Pruning |
|  | [ ]  | Tree Transplanting |
|  | [ ]  | Compensatory Planting  |
|  | [ ]  | Others: #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Submission Type*(Please refer to the Guidance Notes(Note 1) for the full list of mandatory information to be provided.)* |
|  | [ ]  | New Submission | *(i.e. a formal first submission)* |
|  | [ ]  | Re-submission | *(i.e. a formal submission made to comply with points of disapproval resulting from a previous submission, or constitute amendment/ revision to the initial submission)* |
|  | [ ]  | Amendment Submission | *(i.e. a formal submission proposing amendments and/or revisions to a previously approved submission)* |
| Prior written approval from LandsD for existing tree(s) affected by this submission and/or by this development |
| \*Yes/ No | If yes, please provide details of the LandsD’s approval letter(s):Date *(dd/mm/yyyy)*: #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ref. no.: #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| **Section I (cont’d)** |
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| Other disturbed and/or interfered tree(s) other than the above prior written approval (For\*re-submission/ amendment submissiononly) |
| \*Yes/ No | If yes, please specify: *(e.g. Report(s) of emergency tree felling/pruning due to natural cause, incident report(s) of tree damage, etc. Use separate sheet, if necessary.)*#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Existing tree(s)** surveyed in this TPRP |
| (a) | Existing tree(s) growing within the private lot *(i.e. Pink Area under the lease plan)* |
|  | No. of trees to be retained in-situ ............................................................. |       |
|  | No. of trees to be transplanted ................................................................. |       |
|  | No. of trees to be felled ........................................................................... |       |
|  | No. of trees to be (please specify): (#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |       |
|  | Total of (a) = |       |
| (b) | Existing tree(s) growing outside the lot boundary or within Coloured Areas |
|  | No. of trees to be retained in-situ ............................................................. |       |
|  | No. of trees to be transplanted .................................................................. |       |
|  | No. of trees to be felled ............................................................................ |       |
|  | No. of trees to be (please specify): (#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |       |
|  | Total of (b) = |       |
|  | **Total no. of existing tree(s) surveyed in this TPRP =****i.e. (a) + (b)** |       |
| **New tree(s)** confirmed as compensatory planting for the implementation upon completion of this proposed development |
| (i) | No. of new trees to be planted, within lot ................................................ |       |
| (ii) | No. of new trees to be planted outside lot or within Coloured Areas ...... |       |
|  | **Total no. of new tree(s) confirmed as compensatory planting for implementation upon completion of this proposed development** **=i.e. (i) + (ii)** |       |

| **Section II** |
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| I, #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby confirm that I am a Registered Landscape Architect (RLA) (Registration No. #\_\_\_\_\_\_\_\_\_\_) registered under the Landscape Architects Registration Ordinance (LARO) (Cap. 516), appointed or authorized by the owner(s) of the above lot to act on his/their behalf to submit the TPRP for compliance with the tree preservation clause, under Special Condition No(s). #\_\_\_\_\_\_\_ of the lease.Submission of TPRP for tree(s) on areas to be handed back to the Government or outside the lot boundary and Coloured Areas to relevant Government bureau/department (B/D). |
| \*Yes/ No | If yes, please make reference to the Government B/D concerned according to distribution list at Section V. If the TPRP involves only one B/D, the TPRP submission on the affected area should be submitted to the concerned Government B/D direct to seek B/D’s agreement. For details, please refer to paragraphs 19 to 20 of Lands Administration Office Practice Note No. 6/2023. |

| **Section III** – List of supporting document enclosed: |
| --- |
| [ ]  | Tree Assessment Schedule (surveyed on #\_\_\_\_\_\_\_\_\_\_\_\_ *(dd/mm/yyyy)* ) |
| [ ]  | Photographic record of existing trees (in colour, date-imprinted and marked with corresponding \*identification/ reference/ serial number) |
| [ ]  | Documents supporting the engineering works (\*drawings and/or written statement from the \*structural / geotechnical engineer) |
| [ ]  | Others (Please specify)(#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

| **Section IV** - List of drawings submitted: |
| --- |
| **Drawing No.** | **Drawing Title** | **Date** *(dd/mm/yyyy)* | **Revision no.** (if any) |
| #\_\_\_\_\_\_\_\_\_\_\_\_ | Tree Survey Plan with an overlay of the lease plan and latest site formation plan/ building plan (in scale 1 : #\_\_\_\_ on \*A4/ A3/ A1 paper) | #\_\_\_\_\_\_\_\_\_ | #\_\_\_\_\_ |
| #\_\_\_\_\_\_\_\_\_\_\_\_ | Compensatory Planting Plan with an overlay of the lease plan and latest site formation plan/ building plan(in scale 1 : #\_\_\_\_ on \*A4/ A3/ A1 paper) | #\_\_\_\_\_\_\_\_\_ | #\_\_\_\_\_ |
| #\_\_\_\_\_\_\_\_\_\_\_\_ | Detail(s) and sections (in scale 1 : #\_\_\_\_ on \*A4/ A3/ A1 paper) | #\_\_\_\_\_\_\_\_\_ | #\_\_\_\_\_ |
| #\_\_\_\_\_\_\_\_\_\_\_\_ | Others (Please specify)#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | #\_\_\_\_\_\_\_\_\_ | #\_\_\_\_\_ |

| **Section V** - Distribution list of B/D |
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| **B/D Concerned** | **No. of copies required** | **Location of the existing trees to be affected** | **Drawings submitted to Office concerned directly?** |
| [ ]  | (a) District Lands Office (DLO) or Building Plan Unit (BPU) of LandsD | 2 | \*Pink/ Yellow/ Brown/ Green/ Green-Hatched Black Area | \*yes/ no |
| [ ]  | (b) Landscape Advisory Team (LAT) of LandsD | 1 | Pink Area | \*yes/ no |
| [ ]  | (c) Leisure and Cultural Services Department (LCSD) | #\_\_ | \*Green Area/ \*Yellow Area to be handed back to LCSD | \*yes/ no |
| [ ]  | (d) Agriculture Fisheries and Conservation Department (AFCD) | #\_\_ | \*Green-Hatched Black Area/ \*Brown Area/ \*Yellow Area other than (c) above | \*yes/ no |
| [ ]  | (e) Highways Department (Note 5) (HyD) | #\_\_ | Green Area to be handed back to HyD | \*yes/ no |
| [ ]  | (f) Others (Please specify)#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | #\_\_ | Others (Please specifiy):#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \*yes/ no |

| **Section VI** |
| --- |
| I hereby certify that the information in this submission 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 (Cap. 516).I hereby acknowledge that the Director of Lands is not obliged to keep the content of this submission, its enclosures or any documents submitted in support of or in relation to this submission 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 land 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)** |
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| [ ]  | Insofar as my 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 of Lands may, after issue of the Certificate of Compliance, disclose the content of this submission, its enclosures or any documents submitted in support of or in relation to this submission 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 RLA with valid**registration chop affixed, if any)* | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of the RLA | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Registration No. | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date | #\_\_\_\_\_\_\_\_\_\_\_\_ *(dd/mm/yyyy)* |
| **Notes**:1. This form shall be used for submission of the TPRP for building development in private projects. Please read in conjunction with the *Guidance Notes on Tree Preservation and Removal Proposal for Building Development in Private Projects – Compliance with Tree Preservation Clause under Lease* issued by LandsD which are available on LandsD’s website.
2. All references to “lease” in this Form shall include Government Lease or Conditions of Sale/Grant/Exchange, etc. (as the case may be) and “lease” shall be construed accordingly.
3. The approval of the TPRP (if given) shall be subject to an undertaking to complete the tree works under the approved TPRP to be executed by the lot owner.
4. Trees of particular value refer to Old and Valuable Trees (“OVT”), trees that are potentially registrable in the Register of OVT, trees of rare species and other trees (stonewall trees, trees of particular interest, etc.) as designated and preserved under lease.
 |
| 1. Landscape Division and Regional Office for trees outside lot boundary on streets maintained by HyD.
 |
| # | Fill in as appropriate |
| \* | Select as appropriate |
| □ | Tick as appropriate |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Personal Information Collection Statement*

*PLEASE READ THE FOLLOWING*

*BEFORE COMPLETING THIS FORM*

*1. The information relating to you provided in this submission, its enclosures and any documents submitted will be used by LandsD for the purposes of considering and processing your submission for approval of the TPRP for compliance with the tree preservation clause under lease and for other purposes related to such submission.*

*2. Your provision of all the information in this submission, its enclosures and any documents submitted is required for administering compliance with the lease conditions. Your submission will not be processed if you fail to provide all the information as requested.*

*3. The information you provided in this submission, its enclosures and any documents submitted may be disclosed to other government bureaux / departments for the purposes mentioned in paragraph 1 above. The above personal data may also be disclosed to any third party (whether individual, corporate body, members of the public or other organizations) whether in response to enquiry from members of the public, media or otherwise, or on LandsD's own accord.*

*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 incudes the right to obtain a copy of the personal data provided in this submission 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.*