**Form 5 – Self-Certification of Compliance**

**on Submission of Tree Preservation and Removal Proposal (TPRP)**

**within Lot under Tree Preservation Clause under Lease** Notes (1) & (2)

|  |  |  |
| --- | --- | --- |
|

|  |  |
| --- | --- |
| **To:** | **\*District Lands Office/#\_\_\_\_\_\_\_\_/ #\_\_\_\_\_\_\_\_\_ Section of Lands Department** |

 |

| **Section I** | **For Official Use Only** |
| --- | --- |
| Lot Number (No.) | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  |
| Address | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

| **Section II** | **For Official Use Only** |
| --- | --- |
| 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 TPRP for compliance with the tree preservation clause, under Special Condition No(s). #\_\_\_\_\_\_\_ of the lease.  | [ ]  |
| I have conducted checking on the above-mentioned TPRP submission and hereby certify that the TPRP submission has fulfilled the following conditions, which: |  |
| [ ]  | was prepared by a RLA #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (Registration No. #\_\_\_\_\_\_\_\_\_\_) registered under the LARO in accordance with the relevant Lands Administration Office (LAO) Practice Notes and “Guidance Notes on Tree Preservation and Removal Proposal for Building Development in Private Projects - Compliance with Tree Preservation Clause under Lease” issued by Lands Department (LandsD). | [ ]  |

|  |  |
| --- | --- |
| **Section II (cont’d)** | **For Official Use Only** |
| [ ]  | is prepared on the basis of the latest General Building Plans (GBPs), Foundation Plans, and Site Formation Plans, including Excavation and Lateral Support (ELS) Plans (if required to be submitted) submitted to or approved by the Buildings Department (BD). | [ ]  |
|  |

|  |  |
| --- | --- |
| [ ]  | In the event that Foundation Plans or Site Formation Plans, including ELS Plans, are not required under Buildings Ordinance, Authorized Person’s (AP’s) confirmation of the same is required. A copy of the AP’s confirmation is hereby **attached**. |

 | [ ]  |
| [ ]  | does not involve removal of or interference with trees of particular value Note (3) as designated and preserved under the lease.  | [ ]  |
| [ ]  | satisfies that no tree is unnecessarily removed or excessively pruned, and best endeavours have been made to compensate for the trees felled and optimize the greenery provision having regard to the site conditions and actual circumstances.  | [ ]   |
| [ ]  | complies with the 1:1 tree compensation ratio in terms of number. | [ ]  |
| [ ]  | does not form part and parcel of a Landscape Submission for compliance with planning conditions and/or in support of planning application. | [ ]  |
| [ ]  | does not involve trees on areas outside the lot boundary or Coloured Area to be handed back to Government bureau/ department other than LandsD. | [ ]  |
| [ ]  | does not involve compensatory trees within lot area to be carved out and surrendered to the Government. | [ ]  |
| **Section II (cont’d)** | **For Official Use Only** |
| [ ]  | does not involve compensatory trees or transplanting trees on areas designated as reserve area (e.g. Drainage Reserve Area, Waterworks Reserve Area etc.), non-building area, or other areas where erection of building or structure or feature is subject to specific consent/approval by the Director of Lands or other Government departments under lease conditions, unless: | [ ]  |
|  | [ ]  | specific consent/approval by the Director of Lands or other Government departments under lease conditions has been obtained. A copy of the written consent/approval is hereby **attached**. | [ ]  |

|  |  |
| --- | --- |
| **Section III** | **For Official Use Only** |
| [ ]  | I, #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a RLA (Registration No. #\_\_\_\_\_\_\_\_\_\_) registered under the LARO, hereby certify that the TPRP submission has complied with the tree preservation clause, SC No(s). #\_\_\_\_\_\_\_ of the lease. A booklet of the TPRP submission is hereby **attached**. | [ ]  |

| **Section IV** |
| --- |
| I can be contacted at \*telephone/ mobile no. #\_\_\_\_\_\_\_\_\_\_\_\_\_ for enquiries of the SCC on Submission of the TPRP, if required by LandsD.I hereby acknowledge that the submission of the above SCC for deemed approval and the deemed approval of the TPRP Note (4) (if given) pursuant to LAO Practice Note No. 6/2023 (the PN) will be limited to the TPRP works within the lot Note (5), and should not be construed as an acknowledgement that anything indicated in the SCC or the approved TPRP 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 TPRP 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. |

|  |  |
| --- | --- |
| **Section IV (cont’d)** | **For Official Use Only** |
| 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. | [ ]  |
| The Appendix and the relevant statement 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. 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.
2. SCC on the submission of TPRP is inapplicable to cases where :-
3. the existing trees are on areas outside the lot boundary or on areas required under lease to be handed back to Government bureau/department (“B/D”) other than LandsD. 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 and DEVB TC(W) No. 6/2015.
4. form part and parcel of a Landscape Submission for compliance with planning conditions and/or in support of planning application. For such cases, please refer to paragraph 4 of the PN.
5. compensatory trees within lot area to be handed over to and maintained by the Government are involved.
6. compensatory trees or transplanting trees on areas designated as reserve area (e.g. Drainage Reserve Area, Waterworks Reserve Area etc.), non-building area, or other areas where erection of building or structure or feature is subject to specific consent/approval by the Director of Lands or other Government departments under lease conditions are involved.
7. 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.
8. 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.
9. No tree removal works under the approved TPRP shall be commenced and conducted before the approval of Foundation Plans and Site Formation Plans (including ELS Plans)(if any) by BD.
 |

\* Select as appropriate

#Fill in as appropriate

□ Tick as appropriate

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

|  |  |  |
| --- | --- | --- |
| **Appendix to Form 5 - Submission of Tree Preservation and Removal Proposal**

|  |  |
| --- | --- |
| **To:** | **\*District Lands Office/#\_\_\_\_\_\_\_\_\_\_/ #\_\_\_\_\_\_\_\_\_\_ Section of Lands Department (LandsD)** |

 |

| **Section I** |
| --- |
| Lot Number (No.) | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tree Preservation Clause under the lease(Note 1) (including trees of particular value(Note 2) 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 3) 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)** |
| --- |
| 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 (Note 4) |
|  | 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 (Note 4) ........................................................................................................ |       |
|  | **Total no. of new tree(s) confirmed as compensatory planting for implementation upon completion of this proposed development** **=i.e. (i) + (ii)** |       |

| **Section II** |
| --- |
| Submission of TPRP for tree(s) on areas to be handed back to the Government or formed outside the lot boundary or 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 the PN. |

| **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 |
| --- |
| **B/D Concerned** | **No. of copies required** | **Original locations 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 4) (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 Landscape Architects Registration Ordinance (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. |
| [ ]  | 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 Registered Landscape Architect (RLA) with valid registration chop affixed, if any)* | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of the RLA | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Registration No. | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date | #\_\_\_\_\_\_\_\_\_\_\_\_ *(dd/mm/yyyy)* |

|  |
| --- |
| **Notes**:1. 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.
2. 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.
3. This form shall be used for submission of the Tree Preservation and Removal Proposal 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.
4. For trees on areas outside lot boundary or on Coloured Areas to be handed back to B/D other than LandsD, please refer to paragraphs 19 to 21 of the PN.
 |
| 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 |

**Owner’s Statement regarding Self-Certification of Compliance on**

**Submission of Tree Preservation and Removal Proposal within Lot**

**under Tree Preservation Clause under Lease**Notes (1) & (2)

|  |  |  |
| --- | --- | --- |
|

|  |  |
| --- | --- |
| **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 Tree Preservation and Removal Proposal (TPRP) required under Special Condition No.(s) #\_\_\_\_ of the lease Note (2) of #\_\_\_\_\_\_\_\_\_\_\_\_ (*lot number*). The submitted TPRP certified by \*my/ our RLA has fulfilled the submission requirement of the foresaid Special Condition. \*My/ Our RLA will submit **Form 5** dated #\_\_\_\_\_\_\_\_\_ (*dd/mm/yyyy*) to 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 TPRP (if given) pursuant to Lands Administration Office (LAO) Practice Note No. 6/2023 (the PN) will be limited to the TPRP 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 TPRP 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 TPRP 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 **Form 5** mentioned above, their 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 **Form 5** 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 **Form 5** mentioned above, their attachments/ enclosures and any documents submitted in support of or in relation to the 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. |

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. 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.
2. SCC on the submission of TPRP is inapplicable to cases where :-
3. the existing trees are on areas outside the lot boundary or on areas required under lease to be handed back to Government bureau/ department (B/D) other than LandsD. 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 and DEVB TC(W) No. 6/2015.
4. form part and parcel of a Landscape Submission for compliance with planning conditions and/or in support of planning application. For such cases, please refer to paragraph 4 of the PN.
5. compensatory trees within lot area to be handed over to and maintained by the Government are involved.
6. compensatory trees or transplanting trees on areas designated as reserve area (e.g. Drainage Reserve Area, Waterworks Reserve Area etc.), non-building area, or other areas where erection of building or structure or feature is subject to specific consent/approval by the Director of Lands or other Government departments under lease conditions are involved.
 |
| #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 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 TPRP, checking or ensuring compliance in relation to the TPRP 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 TPRP 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.*