

Application to build a Small House
(This composite application form comprises 6 pages)

To: District Lands Officer/_____

Part I

_____(Name of Applicant), a male indigenous villager of
_____(Village), _____(District) in the New Territories.

The proposed Small House will be erected on :

Government Land (near _____)

or

Private Land (Lot No.(s)_____ in Demarcation District _____)

Location of proposed Small House : _____(Village),
_____(District) in the New Territories.

Particulars of landed property registered in the name of the applicant within his village
environs : _____

[**Note : 1.** In accordance with New Territories Small House Policy, an applicant should as far as possible apply for a Building Licence for construction of a Small House on private land within his village environs.

2. The applicant should not enter into any arrangement or agreement with any person or persons to transfer, alienate, dispose or otherwise deal with his rights in and over the subject lot including but not limited to the right to develop the subject lot pursuant to any grant or approval to be issued by the Government. This requirement has been incorporated into the relevant condition of the grant / building licence. In case of any breach of this condition by the grantee / licensee, lease enforcement action will be taken by District Lands Office.

3. The applicant may purchase Lot Index Plan showing the approximate location of lot boundaries and (if available) Village Environs Boundary Plan showing the village environs boundary from the relevant District Survey Office.]

Tick (✓) as appropriate

Part II

Particulars of Applicant

- (i) Name in English and Chinese as shown in Hong Kong Identity (H.K.I.D.) Card / Passport : (Chinese Name: _____)
(English Name: _____)
- (ii) Aliases (if any) :
- (iii) *H.K.I.D. Card / Passport No. :
- (iv) Date of Birth :
- (v) Particulars of Applicant's Father : (Chinese Name: _____)
(English Name: _____)
(H.K.I.D. Card No.: _____)
- (vi) Particulars of Applicant's Grandfather : (Chinese Name: _____)
(English Name: _____)
(H.K.I.D. Card No.: _____)
- (vii) Applicant's Residential Address :
- (viii) Daytime Contact Telephone Number :

* Delete as appropriate

Part III

I hereby apply for a *Free Building Licence/Concessionary Grant for the purpose of erecting a Small House and I undertake to inform the District Lands Officer of any change of information and material particulars contained in this composite application form. In order to facilitate the processing of my application, I enclose copies of the following supporting documents:

- My * H.K.I.D. Card /Passport & Birth Certificate;
- My father's H.K.I.D. Card;
- My grandfather's H.K.I.D. Card (if applicable); and
- Survey plan of 1:1000 scale showing the location of proposed site / private lot(s) under application, the dimensions of the proposed small house, the orientation of the balcony and the location of the proposed septic tank and soakaway systems.

Dated this _____ day of _____, 20_____.

Signature of Applicant

(Name of Applicant: _____)

* Delete as appropriate

Tick (✓) as appropriate

DECLARATION

I, _____, holder of [*H.K.I.D. Card/Passport No. (_____)]
of _____ (Address) do solemnly
and sincerely declare that :-

- (a) I have never received from the Government of the Hong Kong Special Administrative Region (hereinafter referred to as "the Government"), a grant of :-
- (i) any land by way of private treaty, restricted village auction, exchange or building licence at nil or concessionary premium; or
 - (ii) any village resite flat/resite house/house site under the Government's village removal terms arising from any village removal or any resumption/clearance of land.
- (b) (i) I have never acquired (except under the terms of a will, letters of administration or under the provisions of the New Territories Ordinance) without the payment of additional premium to the Government, the ownership of any land described in (a)(i) above.
- * (ii) I am a male person at least 18 years old and am descended through the male line from a resident in 1898 of _____ (village) which is a recognized village in the New Territories, Hong Kong.
- or
- * (ii) I am a male person at least 18 years old and am descended through the male line from a resident residing in _____ (village) which is a "recognized village" at the time the village was founded in the New Territories.
- (c) I have never applied for a Small House in other villages nor have I submitted more than one application.
- * (d) (i) I am the sole legal and registered owner of Lot No(s). _____ in Demarcation District _____ ("the Lot") on which I wish to erect a small house.
- (ii) To the best of my knowledge, I have never received any written notice of claim or dispute whatsoever in respect of my ownership of the Lot or the lot boundary of the same.
- * (d) I wish to make an application for erection of a small house on Government land.
- (e) The above information is correct and complete to the best of my knowledge. I understand that if I make false or incomplete declarations, I may render myself disqualified for Small House Grant and/or liable to prosecution by the Government.

* Delete as appropriate

* Contents of the above declaration have been read audibly by me in _____ dialect to the declarant and that he appeared perfectly to understand the contents and has signed hereunder.

* Applicant's Lawyer/ Justice of the Peace/ Person
authorized by the District Lands Office/_____
(Commissioner for Oaths)

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance.

* Declared at _____ in the HKSAR)
on the _____ day of _____ 20_____.) (Signature of Declarant)

* Declared at _____)
in the HKSAR on the _____ day of _____ 20____)
through the interpretation of _____)
of _____, the said)
interpreter having been also first *declared/sworn/affirmed that) (Signature of Declarant)
*he/she had truly, distinctly and audibly interpreted the contents)
of this document to the declarant, and that *he/she would truly)
and faithfully interpret the declaration about to be administered)
to *him/her.)

*I, _____, of _____, *solemnly and sincerely declare/made oath and say/do solemnly, sincerely and truly affirm that I well understand the English and _____ languages and that I have truly, distinctly and audibly interpreted the contents of this document to the declarant _____, and that I will truly and faithfully interpret the declaration about to be administered to *him/her.

* Declared/Sworn/Affirmed at _____)
in the HKSAR on the _____ day of _____ 20____) (Signature of interpreter)

Before me,

*Applicant's Lawyer/ Justice of the Peace/ Person
authorized by the District Lands Office/_____
(Commissioner for Oaths)

* Delete as appropriate

Part IV

**Declaration by Indigenous Inhabitant Representative /
Rural Committee Chairman or Vice-chairman**

I, _____, holder of *H.K.I.D. Card/Passport No. _____ of _____ (Address) being the * Indigenous Inhabitant Representative / Chairman/Vice-Chairman of the Rural Committee of _____ *(Village) _____ (Heung) do solemnly and sincerely declare that :

(a) Mr. _____ holder of *H.K.I.D. Card/Passport No. _____ (the applicant) is an indigenous villager of _____ (Village). I believe that the applicant is a descendant through the male line from a resident who has resided in the said village in 1898. According to the records and information available, the applicant's father is _____ and his grandfather is _____.

(b) The above information is completed to the best of my knowledge. I understand that if I make false or incomplete declarations, I may render myself liable to prosecution by the Government of the Hong Kong Special Administrative Region.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance.

Declared at _____ in the HKSAR)
on the _____ day of _____, 20____) (Signature of Declarant)

Before me,

*Applicant's Lawyer/ Justice of the Peace/ Person
authorized by the District Lands Office/ _____
(Commissioner for Oaths)

* Delete as appropriate

To : District Lands Officer/ _____

PERSONAL DATA (PRIVACY) ORDINANCE

Applicant's Authorization Form
(to be attached to Small House Application Form)

Application for a Small House Grant
Enquiry as to Applicant's Housing Benefits & Landed Properties

I, Mr. _____, *H.K.I.D. Card No./Passport No. _____ wish to apply for a small house grant on *Government land/private land in D.D. _____ Lot No. _____, (name) _____ Village, (district) _____, New Territories.

The personal data provided by me in my Small House Application Form dated _____ will be used by the District Lands Officer/ _____ of Lands Department in connection with the processing of my said application. The provision of any personal data requested in the application form is voluntary. I understand that if I do not provide sufficient information, the District Lands Officer may not be able to process my application.

I hereby authorize the District Lands Officer / _____ to disclose my personal particulars in the application form to Housing Department, Land Registry or other Government Departments and public / private organizations concerned with a view to investigating / verifying my Housing Benefit Information and processing the application. I hereby further authorize Housing Department to collect, store and transfer my personal data so as to carry out matching procedure as defined under the Personal Data (Privacy) Ordinance to compare (whether by manual means or otherwise) the personal data provided in respect of this application with personal data collect for any other purpose by the Housing Department, Land Registry or other Government Departments and public / private organizations concerned for investigation and verification.

I further authorize, direct and request any Government Department or other body which may be approached by the District Lands Officer/ _____ to supply any and all information which he/she may require.

Signature : _____
(name of applicant)

Date : _____

Address : _____

Contact Tel. No. _____

* Delete as appropriate
(With Chinese Translation)

Remarks : For Small House Application on private land, this authorization form is only applicable in title checking of the property with Land Registry.

Supplementary Notes

Purpose of Collection

1. The personal data provided by means of this form will be used by Lands Department, for the processing of Small House Application on Government / Private Land in the New Territories.
2. The personal data provided in respect of this application will be stored in computer system of Housing Department for verifying Double Housing Benefit information.
3. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application.

Classes of Transferees

4. The personal data you provided by means of this form may be disclosed to other Government bureaux / Departments, Housing Department, Land Registry and public utility companies for the application and subsequent small house development

Access to Personal Data

5. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquiries

6. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to :

Senior Principal Land Executive / Headquarters
Office Personal Data Controlling Officer,
Lands Department,
20/F., North Point Government Offices,
333 Java Road,
Hong Kong.

Tel. : 2231 3018