

*Sample*

**Standard Application Form for Waivers Cases**

District Lands Office / \_\_\_\_\_

**Note:**

1. This form should be completed in duplicate in either English or Chinese.
2. This form should be completed and signed by all owner(s) of the Lot/Premises or the Trustee(s) or the Administrator(s) or the Personal Representatives of the owner(s) of the Lot/Premises.
3. After completion, this form may either be mailed, or handed in to the District Lands Office.
4. One copy of this form when completed should be retained for your reference.
5. The Government does not bind itself to accept any application submitted.

\_\_\_\_\_  
District Lands Officer, \_\_\_\_\_

I / We, \_\_\_\_\_ (name of the Applicants) \_\_\_\_\_, {[as the (Sole Owner/ Co-Owners)\* of (Lot \_\_\_\_\_ / Premises \_\_\_\_\_)\*] or [as the (Trustee / Administrator / Personal Representatives / Others (please specify) \_\_\_\_\_)\* of the owner(s) of the Lot \_\_\_\_\_ / Premises \_\_\_\_\_)\*]}\* hereby apply for a Waiver to waive the (user restriction / other restrictions (*please specify*) \_\_\_\_\_)\* contained in (the Lease / Special Condition No. \_\_\_\_\_ of Conditions of \_\_\_\_\_ / Special Condition No. \_\_\_\_\_ of New Grant No. \_\_\_\_\_)\* under which (the Lot \_\_\_\_\_ / Premises \_\_\_\_\_)\* is held so as to permit {[the use of (the above Lot/Premises / the portion of the above Lot/Premises)\* for the purpose of \_\_\_\_\_] or [others (*please specify*) \_\_\_\_\_]}\*.

In order to facilitate you to consider my /our application, I /We attach the following documents for your reference:-

- a. a certified true copy or copies of the Deed Register / Record of Owner(s) showing the nature of instruments and memorial numbers of all documents registered against the said Lot / Premises;
- b. a certified true copy or copies of the Deed of Trust/ Power of Attorney / Probate / Letters of Administration (if applicable);
- c. a certified true copy or copies of the Lease or the New Grant or the Conditions ( including all modifications and attachments thereto) in respect of the subject Lot / Premises;
- d. One photocopy of the applicant(s);<sup>1</sup> Business Registration Certificate (if applicable);

- e. Planning Approval from the Town Planning Board (if any); and
- f. (Building plans / Site formation plans/ Drainage plans)\* of the proposal (if any).

I / We hereby expressly warrant and declare that the above information provided in support of my /our application is correct and genuine and I /We expressly acknowledge that I am / We are aware and accept that the Waiver applied for will be made on the basis of the information supplied by me / us and will be immediately cancelled in the event such information is found to be false or misleading.

I / We further expressly acknowledge that the personal data provided by me / us in this Waiver Application Form will be used by the Lands Department in connection with the processing of my / our said application. The provision of any personal data requested in the application form is voluntary. I /We understand that if I /We do not provide sufficient information, Lands Department may not be able to process my / our application.

I / We hereby authorize the Lands Department to disclose my / our personal data in the application form to such Government Departments and any other body, organization or person(s) as it may see fit at its absolute discretion to obtain such information which is deemed relevant to my / our application, whether on policy or any other grounds.

I / We further authorize and direct and request any Government Department or other body which may be approached by the Lands Department, to supply any and all information which it may require.

*\* Delete as appropriate*

Applicant(s)'s Signature : \_\_\_\_\_

(H.K.I.D. Card Number(s) : \_\_\_\_\_)

Name of the Applicant(s)

in Block Letters : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Telephone Number : \_\_\_\_\_

Date : \_\_\_\_\_