

HONG
KONG



Performance Pledges

2009 - 10



Lands Department

The standards of service of the Lands Department are outlined below.

LANDS ADMINISTRATION OFFICE

A District Lands Office complies with the performance targets in the following service areas :

- ◆ **Enquiries**
- ◆ **Lease modifications and land exchanges**
- ◆ **Rebuilding of temporary domestic structures**
- ◆ **Land acquisition**
- ◆ **NT small houses**
- ◆ **Certificates of compliance**
- ◆ **Approval of development plans**

The telephone numbers and addresses of the District Lands Offices are listed at the end of the leaflet.

Performance Targets

(a) Enquiries

Simple enquiries will be answered immediately. For an enquiry on a specific case, an appointment will be arranged with the case officer. If further information is required, the case officer will respond within 4 weeks.

(b) Lease modifications and land exchanges

- (i) Upon the receipt of an application, the case officer will advise whether the case can be proceeded with within 3 weeks.
- (ii) Upon the submission of all the necessary information and documents to support the application and the settlement of the initial administrative fees, the applicant will be advised within 22 weeks, that either :-
 - (a) the application is rejected; or
 - (b) a provisional offer with basic terms (without premium) is made; or
 - (c) the application is agreed in-principle subject to the resolution of specified major issues and / or statutory procedures.
- (iii) The legal document will be issued for execution within 12 weeks from the receipt of a binding acceptance of the final basic terms and premium offer.
- (iv) Processing of technical modification applications will be completed within 12 weeks upon the submission of all the necessary information and documents and the settlement of the initial administrative fees.

(c) Rebuilding of temporary domestic structures

Processing of applications for rebuilding of domestic structures within their existing dimensions covered by Government Land Licences/Modification of Tenancy Permit and surveyed domestic structures on Government land will be completed within 48 weeks. For some District Lands Offices where there are a large number of applications, it may be necessary to operate a waiting list before the actual processing commences.

(d) Land acquisition

- (i) In the case of agricultural land in the New Territories :-
 - (1) non-statutory compensation offers will be made within 4 weeks of date of Gazette

- Notice; and
- (2) cheques for the amount of compensation offered will be made available for collection in the respective District Lands Offices within 4 weeks following acceptance of proof of legal title.
- (ii) In other cases where land is being resumed :-
- (1) offers of statutory compensation or invitations to submit claims will be made within 3 weeks following land reversion; and
- (2) payment of interest on statutory compensation will be made within 4 weeks following execution of compensation agreements.
- (iii) Payment of ex-gratia removal allowance will be made within 4 weeks following acceptance.
- (iv) Where an offer of compensation has not been accepted, wherever possible, an offer of provisional payment will be made without prejudice to any claim made by the claimant.

(e) NT small houses

The waiting time for commencing the processing of all new small house applications will not exceed one year and the Lands Administration Office will process not less than 2,300 such applications per year. For straightforward cases, it may be possible for execution to take place within 24 weeks from the date of interview with the applicant. For non-straightforward cases such as those associated with local objections, land title or boundary problems or requirements imposed by other regulatory authorities that will need to be tackled upfront, the processing time may exceed the aforesaid period depending on the nature and complexity of the problematic issues being encountered.

(f) Certificates of compliance

On receipt of an application for a Certificate of Compliance, the District Lands Office will, within 10 weeks, either issue the Certificate or a letter indicating the reasons of non-compliance.

(g) Approval of development plans

On receipt of an application for approval of the development plans under lease conditions, the District Lands Office or Building Plan Unit will, subject to the application being in compliance with the relevant Departmental Practice Notes, give a substantive reply within the following periods :-

- (i) General Building Plan
- (1) Building Committee III Cases – 10 weeks
- (2) Non-Building Committee III Cases – 8 weeks
- (ii) Master Layout Plan
- (1) Building Committee III Cases – 10 weeks
- (2) Non-Building Committee III Cases – 8 weeks
- (iii) Landscaping Plan – 8 weeks

Monitoring the Service

The Director of Lands will monitor these pledges in consultation with the Land Sub-Committee of the Land and Building Advisory Committee and the Heung Yee Kuk. The Director will publish the results annually.

SURVEY AND MAPPING OFFICE

The Survey and Mapping Office complies with the performance targets in the following service areas :

- ◆ **Land boundary survey**
- ◆ **Provision of mapping, land boundary and geodetic information**
- ◆ **Supply of up-to-date large scale plans and mapping products**

The telephone numbers and addresses of the Map Publications Centres are listed at the end of the leaflet.

Performance Targets

(a) Setting out of land boundaries

The time taken to set out the boundaries of a land parcel depends on the size of the land and the availability of sufficient land boundary information. Normally a parcel of land can be set out within 12 weeks from receipt of the request.

(b) Checking of plans submitted under Land Survey Ordinance

Checking of plans submitted under the Land Survey Ordinance will be completed within 4 weeks, except for plans of complicated cases where the subject lot is a section/subsection of a lot or is subdivided into more than 5 parcels.

(c) Supply of digital map data

Digital maps in quantity of 200 or less will be supplied within 7 working days upon receipt of the request.

(d) Provision of mapping, land boundary and geodetic information

Most of the requests for mapping, land boundary and geodetic information can be dealt with within the same day. Where the information requested involves calculation and research, normally 1 working day is needed for processing and supplying the requested information.

(e) Supply of up-to-date large scale plans and mapping products

Major infra-structural projects would be surveyed and shown on large scale plans within 12 weeks after completion. These plans, together with our other mapping products, can be ordered from our Map Publications Centres and District Survey Offices. The up-to-date black and white plans are usually available for collection within 1 working day after request.

Monitoring the Service

The Director of Lands will monitor these pledges in consultation with the Cadastral Survey Consultation Committee. The Director will publish the results annually.

Service Environment

We are committed to providing an efficient, courteous and professional service to the public in a friendly environment.

The Public's Role

We welcome any comments or suggestions on our services. You are entitled to a full and prompt explanation in case the service is unable to match the standards.

If you wish to make suggestions or seek explanations, please write to the Departmental Secretary at 21/F, North Point Government Offices, 333 Java Road, Hong Kong.

Right of Appeal

If you feel that your case has not been dealt with adequately, you may write to the Departmental Secretary at 21/F, North Point Government Offices, 333 Java Road, Hong Kong.

Where to Go for Further Information

If you wish to obtain further information about the services provided by the Lands Department, please approach our Headquarters or any of our District Lands Offices whose telephone numbers and addresses are shown in the list at the end of the leaflet.

Vision and Missions

Vision

We strive to achieve excellence in land administration in Hong Kong for the greater benefit of the community.

Missions

- To keep pace with economic and market trends in a local and regional context.
- To continuously review policies and employ best practices to meet the changing needs of the community.
- To develop and sustain a culture of transparency and professionalism.
- To use up-to-date technology and optimise human resources to enhance productivity and efficiency.



Good land administration ensures optimum land use
Lands Department

How You Can Contact Us

Web Site & E-mail Address

Web Site : <http://www.landsd.gov.hk/>

E-mail Address : landsd@landsd.gov.hk

Headquarters Enquiries & Reception

20/F, North Point Government Offices, 333 Java Road, Hong Kong.

Tel : 2231 3294

District Lands Offices

Hong Kong East

19th floor, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
Tel : 2835 1684

Sha Tin

11th floor, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories
Tel : 2158 4700

Hong Kong West & South

20th floor, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
Tel : 2835 1711

Sai Kung

3rd and 4th floors, Sai Kung Government Offices, 34 Chan Man Street, Sai Kung, New Territories
Tel : 2791 7019

Kowloon East

10th floor, Yau Ma Tei Carpark Building, 250 Shanghai Street, Kowloon
Tel : 2300 1764

Tai Po

1st floor, Tai Po Government Offices, Ting Kok Road, Tai Po, New Territories
Tel : 2654 1263

Kowloon West

10th floor, Yau Ma Tei Carpark Building, 250 Shanghai Street, Kowloon
Tel : 2300 1764

Tsuen Wan and Kwai Tsing

10th and 11th floors, Tsuen Wan Station Multi-storey Carpark Building, 174-208 Castle Peak Road, Tsuen Wan, New Territories
Tel : 2402 1164

Islands

19th floor, Harbour Building, 38 Pier Road, Central, Hong Kong
Tel : 2852 4265

Tuen Mun

6th and 7th floors, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, New Territories
Tel : 2451 1176

North

6th floor, North District Government Offices, 3 Pik Fung Road, Fanling, New Territories
Tel : 2675 1809

Yuen Long

9th-11th floors, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, New Territories
Tel : 2443 3573

Survey and Mapping Office

Survey and Mapping Office Hotline : 2231 3187

Map Publications Centre (Hong Kong)

23/F, North Point Government Offices, 333 Java Road, Hong Kong.
Tel : 2231 3187

Map Publications Centre (Kowloon)

G/F, 382 Nathan Road, Kowloon
Tel : 2780 0981