

Application for Consent by Email Submission

Step-by-step guide and Useful information

STEP 1

Fill in and complete an application form available at Lands Department's website

(<https://www.landstd.gov.hk/en/dev-control-compliance/hk-property-hk-people.html>)



STEP 2

Print out, sign and date the application form



STEP 3

Scan the duly completed and signed application form in Adobe Portable Document Format (PDF) on to your electronic device



STEP 4

Submit the duly completed and signed application form in PDF together with an up-to-date land register ^{Note 1} of the residential unit concerned to LACO/Kowloon, Lands Department by email at a designated email address (HKPHKP@landstd.gov.hk)



STEP 5

Within 3 working days from the date of the email submission, send the original of the duly completed and signed application form, a certified copy of the last assignment ^{Note 1} and an up-to-date land register (if not submitted in the email submission) of the residential unit concerned to LACO/Kowloon by hand or by post ^{Note 2}

Note:

1. An up-to-date land register and a certified copy of the last assignment of the residential unit concerned can be obtained online from the Land Registry via its IRIS Online Services at <https://www2.iris.gov.hk/eservices/?language=en> upon payment of prescribed fee(s).
2. The address of LACO/Kowloon, Lands Department is 18/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong and the opening hours are Mondays to Fridays (except Public Holidays) from 9:00 a.m. to 12:30 p.m. and 1:30 p.m. to 5:30 p.m..

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Submission tips

- Read “Notes to Applicant(s)” attached to the application form carefully before completing the application form.
- Have the up-to-date land register and the certified copy of the last assignment of the residential unit concerned ready before the email submission, to facilitate the subsequent paper submission within 3 working days from the date of email submission.
- Make sure that the up-to-date land register submitted shows the current particulars of the residential unit, and that you, as the applicant(s), are the current owner(s) of the residential unit.
- Make sure that the copy of the last assignment submitted is certified by a solicitor practicing in Hong Kong or by the Land Registrar, and shows that you, as the applicant(s), are the current owner(s) of the residential unit.
- Don’t forget that the three usual consents (i.e. consent for owner to underlet or license, consent for owner to sell and consent for owner to mortgage or charge) or any of them may be applied for even though there may not be an immediate need to underlet or license, sell or mortgage or charge the residential unit concerned, and can be applied for in a single application form.
- For enquiry, please contact Senior Land Conveyancing Officer/Kowloon of LACO/Kowloon, Lands Department at telephone number 2231 5536.