

Permission to Enter into Government Land for Carrying Out Slope Remedial Works arising from Dangerous Hillside Orders

Note to Applicant

Land Status of Slope Works

For slope owners¹ who have received a statutory Dangerous Hillside Order (“DHO”), they should follow “**A Simple Guide to Comply with “Dangerous Hillside Order”**” published by the Civil Engineering and Development Department, the Buildings Department (“BD”) and the Lands Department (https://www.cedd.gov.hk/filemanager/eng/content_441/cedd_DHO_booklet_eng.pdf), and employ professionals, including an **Authorized Person (“AP”)**, to prepare and submit a slope works proposal for BD’s consideration. In preparing the slope works proposal, the slope owners and AP should take into account the land status and **avoid any encroachment onto adjoining land**, no matter such land is privately held or Government land.

2. The slope works (“the Works”) should be confined within the lot boundary or the coloured area stipulated under the lease conditions of the private lot held by the slope owners. Entry into adjoining Government land should only be considered where there are **sufficient geotechnical grounds** accepted by the Lands Department that such entry is required to facilitate the Works. Where such circumstance is warranted, the slope owners (“Applicant”) must apply to the relevant District Lands Office (“DLO”) for a **Permission Letter** to enter into the concerned Government land for the purpose of carrying out the Works, together with supporting reasons. Besides, if the works area covered in the application encroaches onto other occupied land (e.g. private lots, short-term tenancies, Government land allocations, etc.), the DLO will **NOT** be able to proceed with the application. To ensure timely issuance of the Permission Letter, it is very important for the Applicant and his/her AP to excise any such occupied land from the works area at the early design stage.

Application for Permission Letter

3. To apply for the Permission Letter, the Applicant should complete the Application Form (attached below) and submit all required information and documents to the DLO. When completed Application Form and all required information and documents have been received, DLO would validate and commence processing the application. If approved, the Applicant will be issued with a Basic Terms Offer (“BTO”), together with the draft Permission Letter for acceptance and demand note for settlement of the prescribed fee². After the Applicant accepts the BTO and settles the prescribed

¹ In the context of this “Note to Applicant”, slope owners are referred to the owners of private lot(s) where the slope situates or the persons responsible for maintenance of the slope under the terms of a Government lease.

² A fee to be charged under Land (Miscellaneous Provisions) Ordinance (Cap. 28). The amount of fee, being \$4,110.00 with effect from 1.7.2025, will be adjusted from time to time and the amount payable by the Applicant will be determined by the fee prevailing on the date the BTO is issued.

fee, the Works can be commenced on site. DLO will issue the Permission Letter together with the demand note for land registration fee to the Applicant for execution and settlement in due course.

4. Please note that the issuance of any Permission Letter is **not guaranteed** and is entirely subject to the Lands Department's discretion, taking into account factors including (but not limited to) the geotechnical need for including the additional land and any planned future use of the land. If the Permission Letter is eventually approved and issued, it would be subject to such terms and conditions considered appropriate by the Lands Department and the Applicant should be aware that **additional liability may arise**.

Important Note about Legal Liabilities

5. In case the lot held by the Applicant is under multiple ownership and not all co-owners have signified their acceptance of the Permission Letter for entering into the Government land to carry out the Works, the terms and conditions in the Permission Letter will only bind those owners who have signified acceptance of the Permission Letter and only such owners will be held liable for the maintenance responsibility and other liabilities arising by virtue of the Permission Letter. The Government does not hold out or advise on the legal position as to whether and how any other owners may be held liable for the said maintenance responsibility and other liabilities arising by virtue of the Permission Letter or for making contributions thereto.

Application Form
for Permission to Enter into Government Land
for Carrying Out Slope Remedial Works
arising from Dangerous Hillside Orders (“DHO”)

*Please check
before
submission and
put a “Y” in the
boxes below if
the required
document has
been provided,
or “N/A” if the
document is not
required for
your application.*

Applicant of this Application Form shall fill in the blanks with the required information and put a “✓” in the suitable boxes below.

1. Slope Feature no(s). : _____

2. Lot no(s). : _____

3. DHO no(s). : _____

**4. Proposed commencement
date of the works** : _____

**5. Proposed completion date of
the works** : _____

6. Legal capacity of applicant :

☐ Registered lot owner

☐ Authorized agent - *Please submit a written authorization from the
principal who should be the owner of the lot*

☐

7. Ownership status : ☐ Single ownership *(please go to item 10)*
☐ Multiple ownership
(please go to items 8, 9 and 10)

**8. Owners’ Corporation (“OC”) has been formed and will act on
behalf of the owners in respect of this application?**

☐ No

☐ Yes - *Please submit a copy of Certificate of Registration of the OC, resolution
from meeting conducted by the OC or such other appropriate supporting
documents (if available)*

☐

9. All lot owners have provided consent to this application?

☐ N/A if OC has been formed

☐ Yes

☐ No - *Please refer to paragraph 5 of the preceding “Important Note about
Legal Liabilities” and provide a list of the co-owner(s) who are applying for
this application (submission of this list will be taken as confirmation that the
applicant(s) have tried to contact / approach the remaining co-owner(s) but
in vain in relation to the slope remedial works)*

☐

Please check before submission and put a “Y” in the boxes below if the required document has been provided.

10. Other Documents to be submitted by applicant

Applicant shall provide in the Application the following documents.

- (i) A copy of the DHO(s) with plan(s) issued by the Building Authority (“BA”) for the concerned slope feature(s); ☐

- (ii) A copy of the latest plan(s) approved by the BA (with BA’s approval chop) for carrying out the slope remedial works and BD’s approval letter; ☐

- (iii) A lot index plan (in DGN or PDF formats) in an appropriate scale (normally 1:1000) showing the proposed works boundary indicating (i) the area where the proposed slope works will disturb ground surface profile and (ii) the area where soil nails will be embedded beneath government land and (iii) ancillary works area (if any); ☐

- (iv) A copy of computer printout containing the names of the current ownership particulars of the Lot/premises involved in this application. ☐

11. Consent to Disclosure of Personal Data

- (i) I / We further expressly acknowledge that the personal data provided by me / us in this Application Form will be used by the Lands Department in connection with the processing of my / our Permission Letter application.

- (ii) I / We hereby authorize the Lands Department to disclose my / our personal data in this Application Form and the attached documents 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.

- (iii) 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.

Name of Applicant : _____
(Please use additional paper if required)

Signature : _____

Date : _____

For enquiries on application for Permission Letter or submission of completed Application Form and necessary information/documents, please contact the relevant DLO as shown below:

District Lands Office	Address	Tel No.	Fax No.
District Lands Office/ Hong Kong East	19th floor, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong	2835 1684	2834 4324
District Lands Office/ Hong Kong West and South	20th floor, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong	2835 1711	2833 1945
District Lands Office/ Kowloon East	4/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon	3842 7450	2782 5061
District Lands Office/ Kowloon West	4/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon	3842 7450	2782 5061
District Lands Office/Islands	19th floor, Harbour Building, 38 Pier Road, Central, Hong Kong	2852 4265	2850 5104
District Lands Office/North	6th floor, North District Government Offices, 3 Pik Fung Road, Fanling, New Territories	2675 1809	2675 9224
District Lands Office/Sai Kung	3rd and 4th floors, Sai Kung Government Offices, 34 Chan Man Street, Sai Kung, New Territories	2791 7019	2792 0706
District Lands Office/Sh Tin	11th floor, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	2158 4700	2602 4093
District Lands Office/Tai Po	1st floor, Tai Po Government Offices, Ting Kok Road, Tai Po, New Territories	2654 1263	2650 9896
District Lands Office/ Tsuen Wan and Kwai Tsing	10th and 11th floors, Tsuen Wan Multi-storey Carpark Building, 174-208 Castle Peak Road, Tsuen Wan, New Territories	2402 1164	2415 0703
District Lands Office/ Tuen Mun	6th and 7th floors, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, New Territories	2451 1176	2459 0795
District Lands Office/ Yuen Long	9th-11th floors, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, New Territories	2443 3573	2473 3134

Note on Use of Personal Information

Purpose of Collection	The personal data provided by means of this form will be used by the Lands Department for the purpose of considering and processing the Permission Letter application. The provision of personal data as required in this form is obligatory. If you do not provide the personal data, the Lands Department may not be able to process this form.
Class of Transferees	The personal data you provided by means of this form may be disclosed to other Government bureaux / departments for the purpose mentioned above.
Access to Personal Data	The individual who is the subject of the personal data has 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. Such right of access includes the right to obtain a copy of the personal data provided in this Application Form upon payment of the applicable charge.
Enquiries	Enquiries concerning the personal data collected, including the request for access and corrections, should be addressed to: Departmental Personal Data Controlling Officer of the Lands Department 20/F., North Point Government Offices 333 Java Road, North Point Hong Kong