

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 (HKID) Card / Passport : (Chinese Name: \_\_\_\_\_)  
(English Name: \_\_\_\_\_)
  
- (ii) Aliases (if any) :
  
- (iii) \*HKID Card / Passport No. :
  
- (iv) Date of Birth :
  
- (v) Particulars of Applicant's Father : (Chinese Name: \_\_\_\_\_)  
(English Name: \_\_\_\_\_)  
(HKID Card No.: \_\_\_\_\_)
  
- (vi) Particulars of Applicant's Grandfather : (Chinese Name: \_\_\_\_\_)  
(English Name: \_\_\_\_\_)  
(HKID 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 \* HKID Card /Passport & Birth Certificate;
- My father's HKID Card;
- My grandfather's HKID 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 :

Departmental Secretary,  
Departmental Personal Data Controlling Officer,  
Lands Department,  
21/F., North Point Government Offices,  
333 Java Road,  
Hong Kong.

Tel. : 2231 3288