

**Application Form for Use of Vacant  
Government Land for Community, Institutional or  
Non-profit Making Purposes on Short Term Basis**

To : District Lands Office ( )

**Part (A) DETAILS OF THE PROPOSAL**

1	Site under Application (with Site Ref. No.)	<p>_____</p> <p>A copy of site plan at a scale of 1:1000 showing the proposed site boundary has been attached.</p>
2	Site area	about                      square metres
3	Proposed use(s) with brief description	<p>_____</p> <p>A detailed proposal is attached<sup>1</sup>.</p>
4	Zoning (under the Outline Zoning Plan)	
5	Does the proposed use(s) require planning permission from the Town Planning Board <sup>2</sup> ?	<input type="checkbox"/> Yes, the proposed use(s) requires planning permission from the Town Planning Board.  <input type="checkbox"/> The required planning permission has been obtained, a copy of which is attached.  <input type="checkbox"/> The required planning permission has not yet been

<sup>1</sup> The proposal must cover the following areas: (a) objectives of the proposal, (b) background and experience of the applicant, (c) targeted beneficiaries, (d) implementation milestones and (e) intended achievements.

<sup>2</sup> In processing the application, the Lands Department will consult the Planning Department whether the proposed use(s) requires planning permission from the Town Planning Board. In case that planning permission is required but has not yet been obtained, the applicant will be notified at the earliest possible time and should obtain the planning permission within a prescribed time frame such that the application will continue to be processed.

		<p>obtained.</p> <p><input type="checkbox"/> No, the proposed use(s) does not require planning permission from the Town Planning Board</p> <p><input type="checkbox"/> We are uncertain whether the proposed use(s) requires planning permission from the Town Planning Board.</p>
6	Proposed structures (if any)	No. of buildings/ Structures:
		No. of storey/ height of the structures:
		Gross floor area:
		Drawings showing the proposed structures (if applicable)
7	Proposed commencement date of the tenancy	
8	Proposed term of the tenancy	
9	Apply for nominal/ concessionary rent?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Part (B) PARTICULARS OF THE APPLICANT**

(1) Name of the Applicant

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We hereby declare and confirm that we are:

a non-profit-making society/organisation/body, specifically:

a charitable institution or trust of a public character exempt from tax under section 88 of the Inland Revenue Ordinance (Cap. 112),

a company incorporated under the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32) as limited by guarantee whose objects and powers do not include distribution of profits to members, or

a non-profit-making society registered or body established under any legislation in Hong Kong

a Social Enterprise which is:

listed under the “Hot Spots for consumptions at SEs” compiled by the Home Affairs Department; or

listed under the “Social Enterprise Directory” compiled by the Social Enterprise Business Centre; or

accredited by the Hong Kong General Chamber of Social Enterprises;

and relevant document evidence is attached (see Note (4)(a) below).

(2) Correspondence Address : \_\_\_\_\_

\_\_\_\_\_

(3) Name of Contact Person: \_\_\_\_\_

Position in the Applicant Organisation : \_\_\_\_\_

Name of Company (for Agent only, with relevant document attached per Note (4)(b)):

\_\_\_\_\_

Tel No.: \_\_\_\_\_ Emergency Tel. No.: \_\_\_\_\_

Fax No: \_\_\_\_\_ E-mail: \_\_\_\_\_

(4) According to the declaration given at Note (1) above, we attach the following relevant documents where appropriate in support of our application:-

(a) Document evidence of the eligibility of the applicant:

- i. Document evidence to prove that the Applicant is a charitable institution or trust of a public character exempt from tax under section 88 of the Inland Revenue Ordinance (Cap. 112),
- ii. Document evidence to prove that the Applicant is a company incorporated under the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32) as limited by guarantee whose objects and powers do not include distribution of profits to members;
- iii. Document evidence to prove that the Applicant is a non-profit-making society registered or body established under any legislation in Hong Kong, specifically, a certificate of its registration or establishment issued under the relevant Ordinance, and a certified copy of its constitutional document which includes an express clause specifying that it does not distribute profits to its members, directors, shareholders, employees or

any other persons;

- iv. Document evidence to prove that the Applicant is a Social Enterprise listed under the “Hot Spots for consumptions at SEs” compiled by the Home Affairs Department;
- v. Document evidence to prove that the Applicant is a Social Enterprise listed under the “Social Enterprise Directory” compiled by the Social Enterprise Business Centre;
- vi. Document evidence to prove that the Applicant is accredited by the Hong Kong General Chamber of Social Enterprises; and

(b) Authorization Letter from the Applicant to authorize the Agent to act on behalf of the Applicant (if applicable).

**Part (C) CONSENT TO DISCLOSURE OF PERSONAL DATA**

We hereby expressly warrant and declare that the above information and attachments provided in support of our application are correct and genuine. We also expressly acknowledge that we acknowledge and accept that the tenancy applied for will be considered on the basis of the information supplied by us and that the application will be rejected in the event that such information is found to be false or misleading.

We further expressly acknowledge that the personal data provided by us in this application form will be used by the Lands Department in connection with the processing of our application. The provision of any personal data requested in the application form is voluntary. We understand that if we do not provide sufficient information, the District Lands Office concerned may not be able to process our application.

By submitting this application, we hereby consent to the Government’s disclosure of any or all of the information provided by us on this application form, whether of its own motion or upon request by any third party (written or otherwise) and without further reference to us.

Signed by the Applicant(s) : \_\_\_\_\_  
(with company chop if applicable)

Full Name of the Applicant(s) : \_\_\_\_\_  
In block letters

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

Note :

*(1) After completion, this form may either be mailed, or handed*

*in to the District Lands Office concerned.*

- (2) *The Government does not bind itself to accept any application submitted.*