



**Application Checklist  
for Lease Modification / Land Exchange Applications**

Following a recommendation from the Consultancy Study Report relating to a review of the processing of lease modification and land exchange applications, this Practice Note consolidates and supplements the existing Practice Notes specified below regarding the information and documents to be submitted with these types of applications in the form of the attached Application Checklist.

2. The Application Checklist, to come into immediate effect, provides a framework for applicants to follow in providing information and documents generally required in support of their applications. The District Lands Officer concerned may nevertheless request for further relevant information or convene meetings to clarify any aspects of an application as appropriate and necessary.
3. The importance of the accuracy and completeness of materials provided cannot be over-emphasized, as failure to provide the necessary information and documents can lengthen the processing time.
4. This Practice Note supersedes and replaces the requirements specified in LAO Practice Note (new) Nos. 2/1991, 7/1996 and 3/1998.

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Director of Lands (Atg)  
16 April 2007

## Application Checklist

### Information / Documents that must be submitted :

- (i) A detailed application letter clearly identifying the property <sup>(1)</sup> concerned, the variations being sought in respect of any terms and conditions of the existing lease conditions including the modification of any restrictions and development parameters included in the existing lease conditions (e.g. proposed user, maximum gross floor area, site coverage, number of storeys/building height, etc.)
- (ii) 2 copies <sup>(2)</sup> of a complete set of Government Land Grant documents (including all lease modification letters executed) affecting the property.
- (iii) A copy of an up-to-date location / site plan on an appropriate scale (normally 1:1000) showing the property.
- (iv) A copy of the Town Planning Board approval letter for the proposed development, if applicable.
- (v) 2 copies <sup>(2)</sup> of a computer printout containing the historical and current ownership particulars of the property.
- (vi) If submitted by an agent, a written authorization from the principal who should be the registered owner or a prospective purchaser <sup>(3)</sup> of the property.
- (vii) If submitted by a prospective purchaser <sup>(3)</sup>, a written consent from the registered owner.

### Information / Documents that will facilitate the processing :

- (viii) An extract copy of the relevant Outline Zoning Plan (together with the explanatory notes, as appropriate) showing the property.
- (ix) For application involving portion(s) of a lot, or sub-divisions of any lots, to help expedite the verification of site areas and site boundaries, all relevant assignment plans or Deed Poll plans should be provided together with any relevant information relating to the delineation of the boundaries of these sub-divisions.
- (x) Sketch plans illustrating the proposed development, if available.
- (xi) Copies of any approved submissions by other relevant authorities relating to the development proposal or other relevant study assessment reports, if available (e.g. Approved Master Layout Plans under the Town Planning Ordinance, Environmental /Traffic / Drainage Impact Assessment Reports etc.)

Note :

- (1) Property includes all lots involved in a lease modification or land exchange application.
- (2) One set of document should be certified by the Land Registry or by the solicitor acting for the applicant, while the other set can be a photocopy of the certified document. The certification must generally have been done not more than one month before submission of the application.
- (3) A prospective purchaser is an intending purchaser under an existing Agreement for Sale and Purchase registered in the Land Registry.