



**Lands Administration Office  
Lands Department**

**Practice Note**

Issue No. 2/2009

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**Temporary Occupation of Government Land to Facilitate Building Maintenance**

Building owners may wish to carry out regular maintenance to the exterior of their building or be required to carry out building maintenance works to their building in response to a repair order issued by the Buildings Department. Where there is adjacent vacant Government land which is not required for permanent development or temporary use, the Lands Department may consider approving an application for short term tenancy (STT) for temporary use of such Government land (e.g. for erecting scaffolding and/or storage of building materials) for the purpose of facilitating building maintenance to be carried out by the building owner. Normally, the STT is limited to a period of not longer than six (6) months and the area of the Government land to be granted is not larger than 180 m<sup>2</sup>.

2. An application for the STT for the above-mentioned purpose will have to be made by the owners' corporation (if formed) and if there is no owners' corporation, by owners' committee or estate manager of the building to which building maintenance works are to be carried out. The application should be submitted to the concerned District Lands Office (DLO), at least one calendar month in advance, together with the following supporting information :-

- (a) documents showing that maintenance contract has been awarded or is due to be called for carrying out the maintenance works;
- (b) the estimated commencement date of the maintenance works and the anticipated date which the Government land is required for erection of the scaffolding and/or storage of materials;
- (c) the duration of the temporary occupation of the Government land under application; and
- (d) resolution from the owners' corporation (if formed) or owners' meeting of the building authorizing the application for the Government land and the execution of the STT.

3. Upon consideration of the application by the DLO, a STT may be offered to the applicant for such duration as the DLO considers reasonable for carrying out of the maintenance work and on such terms and conditions as the DLO deems appropriate including but not limited to payment of an administrative fee and a deposit of not less

than \$20,000. The applicant should take out third party insurance covering the occupation of the Government land. Such STT may be offered at nominal rental of \$1 if demanded.

(Miss Annie TAM)  
Director of Lands  
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