

Checklist of Basic Requirements
for Submission of an Application for
(a) Special Arrangement for a Lease Modification (or a Land Exchange) for
Redevelopment of an Industrial Lot; or
(b) Special Waiver for Conversion of an Entire Existing Industrial Building

A. Information / Documents that must be submitted ⁽¹⁾ :

General :

- | | | |
|-------|---|--------------------------|
| (i) | 2 copies ⁽²⁾ of a complete set of Government Land Grant documents (including all executed lease modification letters and extension letters, if any) affecting the property ⁽³⁾ . | <input type="checkbox"/> |
| (ii) | A copy of an up-to-date location / site plan on an appropriate scale (normally 1:1000) showing the property. | <input type="checkbox"/> |
| (iii) | 2 copies ⁽²⁾ of a computer printout containing the historical and current ownership particulars of the property. | <input type="checkbox"/> |
| (iv) | (a) If any of the registered owners is a limited company, 2 sets of certified true copies of its Certificate of Incorporation, Certificate of Change of Name (if applicable) and Notice of Situation of Registered Office. For overseas companies, documents equivalent to the above should be produced. | <input type="checkbox"/> |
| | (b) If there are any chargees/mortgagees, letter(s) from chargees/mortgagees confirming that they have no objection to / agree to enter into the proposed special waiver letter/lease Modification Letter/Conditions of Exchange. | <input type="checkbox"/> |
| | (c) In the event of the lot being in multiple ownership or sub-divided into undivided shares and unless otherwise consented to by LandsD, a summary list (in duplicate) certified by the solicitor acting for the applicants containing the names of all registered owners/chargees/mortgagees/purchasers who have entered into an Agreement for Sale and Purchase of a unit or units ("Purchasers") (if any) of the property together with details of number of undivided shares held by each owner and an undertaking by the solicitor to inform the RCIB ⁽⁴⁾ of the Lands Department of any change in the names of the registered owners/chargees/mortgagees/purchasers between the date of application up to the date of the special waiver letter/lease Modification Letter/Conditions of Exchange; | <input type="checkbox"/> |
| (v) | A copy of the Town Planning Board approval letter for the proposed uses or development, if applicable. | <input type="checkbox"/> |
| (vi) | If submitted by an agent, a written authorization from all the registered owners and purchasers (if applicable) of the property. | <input type="checkbox"/> |

For Lease Modification (including a Land Exchange) only :

(vii) Details of the application clearly identifying the property 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 (GFA), site coverage, number of storeys/building height, etc.); and indicating :-

(a) whether the proposed redevelopment intensity is less than the maximum permissible intensity, and if yes, the proposed amount of GFA and the percentage in terms of the maximum permissible development intensity;

Yes

(please provide detail)

No

(b) the total accountable GFA ⁽⁵⁾ of the existing building (if applicable) by a schedule; and

(c) in the event that the premium exceeds \$20 million, whether the applicant wishes to pay the premium for the proposed lease modification (if approved) by annual instalments and by how many instalments (not exceeding 5 annual instalments).

Yes

(please specify
no. of
instalments)

No

For Special Waiver only :

(viii) 2 copies of a complete set of the building plans ⁽⁵⁾ last approved by the Building Authority for the existing building under application and a schedule showing the total accountable GFA ⁽⁵⁾ of the existing building.

(ix) 2 copies of all occupation permits ⁽⁵⁾ issued by the Building Authority for the existing building under application.

- (x) Proposed new use(s) of the building under the application.
(please provide details on separate sheet)
- (xi) 2 sets of schematic plans ⁽⁶⁾ indicating the layout of the manoeuvring, parking, loading and unloading, picking up and setting down spaces to be provided for motor vehicles, motor cycles, goods vehicles, taxis, buses and coaches (if applicable) of the building after conversion.
- (xii) 2 copies of any conversion works proposal ⁽⁶⁾ for the existing building, which should include certification :-
- of any change in GFA, site coverage, number of storeys and building height to the existing building; and
 - that no other non-compliance with the lease conditions.
- (xiii) If applicable, a certified copy of the Deed of Mutual Covenant (“DMC”) of the building and a written confirmation by the solicitor acting for the applicants as to whether there are any inconsistencies between the provisions of the DMC and the proposed new use(s). If so, a proposal as to how they are going to deal with the inconsistencies should also be submitted.
- (xiv) Does the proposed uses under the special waiver cover among others non-polluting industrial use?

Yes

No

(Please clearly specify the type of non-polluting industrial use)

- (xv) Does the applicant for the special waiver wish to place utility structures on the main roof level?

Yes

No

(Please provide details of the utility structures (including the height of the structures, the total GFA of the spaces to be occupied by the utility structures and the roof area of the floor immediately below) on separate sheet if necessary and any height restriction under lease conditions needed to be waived)

- (xvi) Does the applicant for the special waiver wish to install curtain walls or add claddings to the outer face of the external building structures?

Yes

No

(Please provide details of the claddings or curtain walls (including the projection from the outer face of the external building structures to the outer face of the claddings or curtain walls, and whether such projection protrudes beyond lot boundary and upon Government land; but subject to no encroachment onto other private lots) on separate sheet if necessary)

- (xvii) Does the applicant for the special waiver wish to change the existing external building structures?

Yes

No

(Please provide details on the change of the existing external building structures such as any accountable GFA involved on separate sheet if necessary, any recovery of GFA loss from the demolition of the external building structures by building on top or outside of the existing building (but within the lot boundary), and any height restriction under lease conditions needed to be separately waived)

- (xviii) Does the applicant for the special waiver also wish to modify other lease restrictions (other than the user, height restrictions and addition of claddings or curtain walls protruding beyond the lot boundary upon Government land (but subject to no encroachment onto other private lots)) in association with the proposed new uses?

Yes

No

(Please provide detail on separate sheet if necessary)

B. Information / Documents that will facilitate the processing of the application ⁽⁷⁾ :

- | | | |
|--------|---|--------------------------|
| (xix) | A copy of an extract of the relevant Outline Zoning Plan (together with the explanatory notes, as appropriate) showing the property. | <input type="checkbox"/> |
| (xx) | For an application which involves portion(s) of a lot, or sub-divisions of any lots, to assist 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. | <input type="checkbox"/> |
| (xxi) | 2 sets of sketch plans illustrating the proposed redevelopment or the converted building, if available. | <input type="checkbox"/> |
| (xxii) | 2 copies of any submissions approved by other relevant authorities relating to the development proposal or other relevant study assessment reports, if applicable (e.g. Approved Master Layout Plans under the Town Planning Ordinance, Environmental / Traffic / Drainage Impact Assessment Reports etc.) | <input type="checkbox"/> |

Notes :

- (1) Please put a tick in the relevant box if applicable unless otherwise specified; and delete as appropriate.
- (2) One set of documents should be certified by the Land Registry or by the solicitor acting for the applicant, while the other set may be a photocopy of the certified documents. Certification of the documents should be done not more than one month before submission of the application.
- (3) Property includes all lots involved in a lease modification, land exchange or special waiver application.
- (4) RCIB refers to the Redevelopment and Conversion of Industrial Buildings Team of the Lands Department at 19/F, North Point Government Offices, 333 Java Road, North Point.
- (5) The plans and documents should be certified by the Authorized Person acting for the applicant.
- (6) The proposal should be prepared and submitted by the Authorized Person or other competent professionals acting for the applicant.
- (7) Any other information may be supplied in triplicate on separate sheet(s) attached to the application.