



**Lands Administration Office  
Lands Department**

**Practice Note**

Issue No. 8/2000

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**Checklist for Issue of Certificate of Compliance**

To streamline and simplify the process of applications for a Certificate of Compliance, a compliance checklist system will be introduced.

A sample copy of the compliance checklist to give effect to this is attached. The positive obligations may vary having regard to each individual lease conditions. The grantee/purchaser or his agent will be provided with a copy of checklist by the concerned District Lands Office upon execution of the land grant. For those cases that have already been executed, a checklist will be given to the grantee/purchaser or his agent upon request.

When the grantee/purchaser or his agent considers that the development is complete and in compliance with all the positive obligations, he may return the checklist signifying why they consider Certificate of Compliance should be issued (with, where appropriate, copies of relevant Departments' confirmation on specific points or approvals) to the concerned District Lands Office for processing the application for Certificate of Compliance.

It should be noted that the adoption of the compliance checklist is, however, optional to the grantee/purchaser or his agent.

(R. D. Pope)  
Director of Lands  
15 December 2000

## Compliance Checklist

Lot No. \_\_\_\_\_

### Positive Covenants Under Conditions of (Grant/Exchange/Sale)#

<u>Special Condition No.</u>	<u>Clause</u> <sup>(1)</sup>	<u>Authority/Department</u>	<u>Complied (Yes/No)</u> <sup>(2)</sup>
( )	Premium	District Lands Officer Lands Department	
( )	Formation of the Green Area	Director of Highways Highways Department  Director of Leisure and Cultural Services Leisure and Cultural Services Department	
( )	Formation of the Yellow Area	District Lands Officer Lands Department	
( )	Formation of the Brown Area (R-O-W)	Commissioner for Transport Transport Department Director of Highways Highways Department	
( )	Master Layout Plan	District Lands Officer Lands Department	
( )	Building Covenant	District Lands Officer Lands Department	
( )	Landscaping  where the following are involved in Landscaping (2-stage) For landscaping outside lot boundary	District Lands Officer Lands Department  Chief Technical Adviser/SP Architectural Services Department  Director of Leisure and Cultural Services Leisure and Cultural Services Department	
( )	Design and Disposition/ DD&H	District Lands Officer Lands Department	
( )	Maintenance of the Green Hatched Black Area (where Geotechnical Investigations and slope treatment are required)	Deputy Director (Geotechnical) Geotechnical Engineering Office, Civil Engineering Department	
( )	Government Accommodation  where the following are involved: a public transport terminus or transport interchange  a social centre for the elderly	Government Property Administrator Government Property Agency  Director of Architectural Services Architectural Services Department  Commissioner for Transport Transport Department  Director of Highways Highways Department  Director of Social Welfare Social Welfare Department	

( )	Plans of Government Accommodation	District Lands Officer Lands Department	
( )	Certificate of Completion in respect of Government Accommodation	Director of Architectural Services Architectural Services Department	
( )	Assignment of Government Accommodation	District Lands Officer Lands Department  Government Property Administrator Government Property Agency	
( )	Consideration of Government Accommodation	Government Property Administrator Government Property Agency	
( )	Government Accommodation : Deposit of security money for defects liability	Government Property Administrator Government Property Agency	
( )	Construction and use of footbridge, subway, covered walkway etc.	Director of Highways Highways Department	
( )	Refuse Collection Facilities	Director of Food and Environmental Hygiene Food and Environmental Hygiene Department	
( )	Construction of run-in and run-out	Director of Highways Highways Department	
( )	Parking, loading and unloading and lay-bys requirements	Commissioner for Transport Transport Department	
( )	Deposit of carpark layout plan	District Lands Officer Lands Department	
( )	Damage to public roads	Director of Highways Highways Department	
( )	Construction of drains and channels	Director of Drainage Services Drainage Services Department	
( )	Connecting drains and sewers	Director of Drainage Services Drainage Services Department	
( )	Waterworks Reserve (for case where the Clause is worded as a positive covenant)	Director of Water Supplies Water Supplies Department	
( )	Drainage Reserve (for cases where the Clause is worded as a positive covenant)	Director of Drainage Services Drainage Services Department	
( )	Sewage Treatment Facilities	Director of Environmental Protection Environmental Protection Department	

# (delete as appropriate)

**Note**

- (1) The positive obligations listed are not exhaustive and will need to be revised for individual lease.
- (2) The developer or his agent shall signify why they consider the positive obligations are complied with and that C of C should be issued (with copies of departments' confirmation on no objection to issue of C of C).