



**Lands Administration Office  
Lands Department**

**Practice Note**

Issue No. 5 /2002

**Processing Time for  
Master Layout Plan, General Building Plan and Landscaping Plan**

Following the implementation of the centralization of processing master layout plan/general building plan (BC III cases) by this department, it has been decided that the processing time of various types of submission will be revised as follows with a view to speeding up the approval of the various submissions under the lease conditions :

	<u>Previous Processing Days</u> <sup>#</sup> <u>(PN No.)</u>	<u>Revised Processing Days</u> <sup>#</sup>
<b>Master Layout Plan</b>		
BC III Cases	within 12 weeks (PN 2/94)	within 10 weeks
Non-BC III Cases <sup>^</sup>	Ditto	within 8 weeks
<b>General Building Plan</b>		
BC III Cases	within 15 weeks (PN 1/94)	within 10 weeks
Non-BC III Cases <sup>^</sup>	Ditto	within 8 weeks
<b>Landscaping Plan</b> <sup>^</sup>	within 12 weeks (PN 3/94)	within 8 weeks

*(Patrick L C Lau)  
Director of Lands  
3 June 2002*

- # The processing time is counted from the date of valid receipt of submission (i.e. no outstanding information required to be submitted by the AP) to the date of giving approval/disapproval by the appropriate District Lands Office.
  
- ^ Non-BC III cases including Zone I straight forward cases, normal industrial/godown cases, normal electricity substation cases, hoarding plans, site formation plans, landscaping plans, drainage proposals and NT exempted houses.