

Appendix I

Sample Compliance Checklist

Lot No. _____

Obligations under Conditions of #[Grant / Exchange / Sale]

General / Special Condition No.	Clause	Authority [For reference only and could be varied depending on circumstances of individual cases.]	Documents proving the approval / consent and advice / confirmation of the Bureau / Department on the extent of compliance (to insert respective attachment no.)	Complied with (Yes / No)
()	Premium	Director of Lands		
()	Rent	Commissioner of Rating and Valuation; or Director of Lands		
()	No Encroachment upon Government Land	Director of Lands		
()	Formation of the Green Area	Director of Highways; Commissioner for Transport; Director of Fire Services; Director of Drainage Services; Director of Water Supplies; Director of Leisure and Cultural Services; and Director of Civil Engineering and Development		
()	Formation of the Brown Area	Director of Lands; Director of Buildings; or Director of Home Affairs		
()	Building Covenant	Director of Lands		

()	Compliance with Buildings Ordinance	Director of Buildings	[The applicant should provide a full set of the latest building plans approved by the Building Authority.]	
()	Compliance with Town Planning Ordinance (including the compliance of approval condition(s) of planning application)	Director of Planning	[The applicant should provide Planning Department's written confirmation on the compliance of approval condition(s) of planning application.]	
()	Preservation of trees	Director of Lands (Please refer to the Lands Department Lands Administration Office Practice Note No. 6/2023 for details.)		
()	Landscaping Master Plan / Landscape Proposal	Director of Planning or Director of Lands (Please refer to the Lands Department Lands Administration Office Practice Note Nos. 1/2020 and 1/2020A for details.)		
()	Design and Disposition	Director of Lands		
()	Sustainable Building Design requirements (including “Building Setback”, “Building Separation” and “Greenery Area”)	Director of Buildings		
()	Parking, loading and unloading and lay-bys requirements	Commissioner for Transport		

()	Night-time Public Parking of Commercial Vehicle	Commissioner for Transport		
()	Parking Information	Commissioner for Transport		
()	Deposit of Car Park Layout Plan	Director of Lands		
()	Automatic meter reading for fresh water supplies	Director of Water Supplies		
()	Provision of Babycare Room for Commercial Accommodation	Director of Health		
()	Construction and use of footbridge, subway, footbridge connection, etc.	Commissioner for Transport; Director of Highways; Director of Civil Engineering and Development; and Director of Planning		
()	Construction and provision of Pedestrian Link and Pedestrian Walkway	Commissioner for Transport		
()	Government Accommodation	Government Property Administrator; Director of Architectural Services; and other B/Ds as appropriate, such as: <ul style="list-style-type: none"> ● where a public transport terminus or transport interchange is involved: Commissioner for Transport; and Director of Highways ● where a social centre for the elderly is involved: Director of Social Welfare 		

()	Assignment of Government Accommodation	Director of Lands; and Government Property Administrator		
()	Public Open Space	Initiating Bureau or Department		
()	Public Facility Layout Plan	Authority varies according to the nature of the public facility		
()	Public Vehicle Park	Commissioner for Transport		
()	Green Hatched Black Area	Head of Geotechnical Engineering Office, Civil Engineering and Development Department		
()	Natural Terrain	Head of Geotechnical Engineering Office, Civil Engineering and Development Department		
()	Damage to Services	Director of Highways; Director of Drainage Services; and Director of Water Supplies		
()	Construction of drains and channels	Director of Drainage Services		
()	Drainage Reserve	Director of Drainage Services		
()	Waterworks Reserve	Director of Water Supplies		
()	Traffic Impact Assessment or Traffic Review	Commissioner for Transport		
()	Noise Impact Assessment	Director of Environmental Protection		
()	Noise Barrier	Director of Environmental Protection		
()	Sewerage Impact Assessment	Director of Environmental Protection; and Director of Drainage Services		

()	Drainage Impact Assessment	Director of Drainage Services		
()	Air Quality Impact Assessment	Director of Environmental Protection		
()	Restriction on alienation before compliance	Director of Lands		
()	Deed of Mutual Covenant incorporating Management Agreement (if any)	Director of Lands		

I hereby confirm that this Checklist has been duly completed and the information contained herein is true and correct.

(Signature)

 (Name)

 Authorized Person[&]

(Date)

Delete as appropriate

& “Authorized Person” shall be as defined in the Buildings Ordinance, any regulations made thereunder and any amending legislation.