Lands Administration Office
Lands Department

Practice Note

Issue No. 1/2026A

Application for Certificate of Compliance

With immediate effect, this Practice Note ("PN") varies and supplements Lands Department ("LandsD") Lands Administration Office ("LAO") PN No. 1/2026 ("PN 1/2026"). Except as varied and supplemented by this PN, all other information and provisions in PN 1/2026 remain valid.

2. To further streamline the processing of applications for Certificate of Compliance ("CC"), the arrangement as set out in paragraph 4 of PN 1/2026 is enhanced as follows:

(a) Besides the Authorized Person ("AP") as referred to in paragraph 4(a) of PN 1/2026, LandsD may accept the lot owner or any person he authorized (with an authorization letter duly signed by the lot owner) to confirm the completeness, truthfulness and correctness of the information provided in the Checklist (a sample of which is at **Appendix I** to PN 1/2026) and sign thereon; and

(b) In relation to paragraph 4(b) of PN 1/2026, if the general building plans submission at Stage 3[1] ("the Submission") is pending LandsD's approval or, subsequent to LandsD's approval of the Submission, there is a general building plans amendment submission approved by the Building Authority prior to the issuance of Occupation Permit for the development on the lot ("Development") and the amendment submission is pending LandsD's approval, the lot owner may still submit the application for a CC to LandsD for advance processing. In either case, the AP is required to confirm the status of the latest general building plans approved by LandsD

[1] "Stage 3" as referred to in LandsD LAO PN No. 4/2018.

in accordance with which the Development has been built. The sample letter to be signed by the AP and the application checklist at **Appendices II** and **V** to PN 1/2026 are hereby superseded and replaced by **Appendices I** and **II** to this PN respectively.

3. This PN is issued for general reference purposes only. All rights to modify the whole or any part of this PN are hereby reserved.

(Maurice LOO)
Director of Lands
6 November 2026

Appendix I

(Superseding and replacing Appendix II to PN 1/2026)

Sample Letter on Certification of
Completion of Development by Authorized Person

To #{District Lands Officer/[District] /
Chief Estate Surveyor/[Section]}

Lot No:_____("the Development")

I, _____[Name]_____, the Authorized Person[&] appointed for the Development, hereby confirm that the Development has been built in accordance with

+ for cases where the full set of record plans of OP has already been approved by LandsD under Stage 3

+ [the full set of the latest general building plans approved by the Building Authority ("BA") and the Lands Department ("LandsD"), vide the BA's letter(s) dated *[to be inserted]* and LandsD's letter(s) dated *[to be inserted^].*]

OR

@ for cases where there is/are amendment submission(s) after LandsD's approval of general building plans at Stage 3 and such amendment submission(s) is/are pending LandsD's approval

@ [the full set of the latest general building plans approved by the Lands Department ("LandsD") vide its letter(s) dated *[to be inserted^]*, except for the amendments shown in the general building plans amendment submission(s) approved by the Building Authority on *[to be inserted]* ("the Amendment Submission"). The Amendment Submission was submitted to LandsD on *[to be inserted]* and is pending LandsD's approval. The amendments therein #{do not have any implications on the lease conditions / may have implications on the lease conditions}.]

OR

* for cases where LandsD's approval of general building plans at Stage 3 has yet to be obtained

* [the full set of the latest general building plans approved by the Building Authority ("BA") vide the BA's letter(s) dated *[to be inserted]* ("the said general building plans"). A set of the said general building plans was submitted to the Lands Department ("LandsD") on *[to be inserted[%]]* and is pending LandsD's approval.]

I have read and understood the "Note on Use of Personal Information Required in an Application for Certificate of Compliance" at Appendix VI to LandsD Lands Administration Office Practice Note No. 1/2026 and hereby consent to the disclosure of my personal data contained herein to you and other Government bureaux or departments for the purpose of the application by the lot owner.

_____ (Signature)

_____ (Name)

Authorized Person[&]

_____ (Date)

{ } Select as appropriate

& "Authorized Person" shall be as defined in the Buildings Ordinance, any regulation made thereunder and any amending legislation.

^ Refers to approval of full set of general building plans at "Stage 3" as referred to in LandsD Lands Administration Office Practice Note No. 4/2018.

% Refers to submission of full set of general building plans at "Stage 3" as referred to in LandsD Lands Administration Office Practice Note No. 4/2018.

Note: Under the streamlined building plans checking process set out in LandsD Lands Administration Office Practice Note No. 4/2018, Authorized Persons are required to submit the Stage 3 submission to LandsD for approval **prior to or upon application for an Occupation Permit**. This streamlined process is intended to facilitate the early processing of the full set of general buildings plans for lease compliance, thereby supporting the application for a Certificate of Compliance ("CC"). Any delay in Stage 3 submission may adversely affect the processing of CC application, particularly where lease compliance / approval requires advice / comments from other relevant bureaux or departments.

Appendix II

(Superseding and replacing Appendix V to PN 1/2026)

Application Checklist

(insert Lot No. here)

A. Information / Documents that must be attached:

(i) Duly completed compliance checklist demonstrating and confirming the extent of compliance with the obligations under lease together with copies of documentary proofs from the relevant bureaux / departments giving the respective approval / consent and advice / confirmation on the extent of compliance with the relevant lease conditions as shown in the compliance checklist ☐

(ii) Letter from the Authorized Person confirming that the Development has been built in accordance with:

- the full set of the latest general building plans approved by the Building Authority vide letter(s) dated *[to be inserted]* and approved by the Lands Department vide letter(s) dated *[to be inserted]*; or ☐

- the full set of the latest general building plans approved by the Lands Department vide letter(s) dated *[to be inserted]*, except for the amendments shown in the general building plans amendment submission(s) approved by the Building Authority on *[to be inserted]*. The said amendment submission(s) was submitted to the Lands Department on *[to be inserted]* and is pending Lands Department's approval; or ☐

- the full set of the latest general building plans approved by the Building Authority vide letter(s) dated *[to be inserted]* and a set of the said plans was submitted to the Lands Department on *[to be inserted]* and is pending Lands Department's approval ☐

(iii) Letter together with the final survey report and Survey Record Plan from the Authorized Land Surveyor certifying that there is no ☐

encroachment onto any Government land upon completion of the Development

(iv) Copy of Occupation Permit and Certificate of Completion (where applicable) ☐

(v) Copy of approval letter(s) issued by the Lands Department for the set of the latest general building plans for the Development approved by Lands Department referred to in (ii) above (except where the full set of the latest general building plans approved by the Building Authority for the Development is pending the Lands Department's approval) ☐

(vi) Payment record of Government rent up to the application date or the last quarter ☐

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

(i) All sums payable and due under the lease conditions have been settled (unless such sums are not yet due for payment) ☐

(ii) Soft copies (in portable document format (pdf)) of general building plans approved by the Building Authority under the Buildings Ordinance upon issuance of the Occupation Permit ☐

(iii) Any other information / documents considered appropriate ☐

Notes:

1. Please put a tick in the relevant box if applicable.

2. The information and documents should be submitted alongside the submission of the application for the Certificate of Compliance. The Lands Department reserves the right to require the applicant to provide additional supporting document(s) to facilitate processing of the application and the applicant shall provide such document(s) within such time as may be required by the Lands Department.