



**Lands Administration Office**

**Lands Department**

**Practice Note**

**Issue No. 1/2026**

### **Application for Certificate of Compliance**

A Certificate of Compliance<sup>1</sup> (“CC”) is issued to the registered owners of property when the relevant District Lands Officer on behalf of the Director of Lands is satisfied that the obligations, particularly those positive ones, imposed under the General and Special Conditions of the lease<sup>2</sup> of the lot have been complied with.

2. This Practice Note (“PN”) sets out the enhanced facilitation measures and streamlined arrangement for the processing of applications for a CC in respect of the obligations imposed by the General and Special Conditions of the lease of a lot, upon completion of the development<sup>3</sup> thereon (“Development”).

3. Since December 2000, the Lands Department (“LandsD”) introduced an optional compliance checklist system for processing applications for a CC (“Applications”). Under the system, a lot owner may opt to return a completed compliance checklist signifying why he considers that a CC should be issued.

4. To expedite the processing of Applications, LandsD considers that there are merits in mandating the compliance checklist system with reference to a sample checklist to be stipulated by the department. Specifically, a lot owner is required to provide the following documents in respect of the Development when submitting the Application:

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- 1 Where the lot owner has complied with all positive obligations in relation to a section of the lot which has been carved out in accordance with the Master Plans approved by LandsD of a phased development, a Certificate of Compliance in respect of that section may be issued.
  - 2 All references to “lease” in this PN shall include Conditions of Sale / Grant / Exchange (as the case may be) and “leases” shall be construed accordingly.
  - 3 This PN does not apply to developments to be built under the Buildings Ordinance (Application to the New Territories) Ordinance (Cap. 121).

- (a) a duly completed compliance checklist (“Checklist”) demonstrating and confirming the extent of compliance with the obligations under lease together with the supporting documents referred to in the 4th column of the Checklist. A sample Checklist which is not exhaustive is at **Appendix I** for reference. The Authorized Person<sup>4</sup> appointed for the Development (“AP”) has to confirm the correctness of the information provided in the Checklist. LandsD reserves the rights to request the lot owner or the AP to provide supplementary information as appropriate;
- (b) a letter from the AP confirming that the Development has been built in accordance with the full set of the latest building plans approved by LandsD. The sample letter to be signed by the AP is at **Appendix II**;
- (c) a letter together with the final survey report and Survey Record Plan from the Authorized Land Surveyor<sup>5</sup> appointed for the carrying out of a final survey for the Development, certifying that there is no encroachment onto any Government land upon completion of the Development<sup>6</sup>. The sample letter to be signed by the Authorized Land Surveyor is at **Appendix III**;
- (d) a copy each of the Occupation Permit and the Certificate of Completion (where applicable);
- (e) a copy of the approval letter(s) issued by LandsD for the full set of the latest approved building plans for the Development; and
- (f) payment record of Government rent up to the date of the Application or the last quarter.

5. Lot owners should adopt the sample application letter at **Appendix IV** and the application checklist at **Appendix V** when preparing and submitting their Applications. Lot owners, their APs and Authorized Land Surveyors should also acknowledge the “Note on Use of Personal Information Required in an Application for Certificate of Compliance” at

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

5 “Survey Record Plan” and “Authorized Land Surveyor” shall be as defined in the Land Survey Ordinance, any regulations made thereunder and any amending legislation.

6 Given the AP will confirm that the Development has been built in accordance with the full set of the latest building plans approved by LandsD and also the Authorized Land Surveyor will certify that there is no encroachment onto any Government land upon completion of the Development, the requirement under paragraph 5 of Lands Administration Office PN No. 4/2008 will no longer be applicable for Applications submitted on or after the date of this PN.

**Appendix VI** for any personal information provided in the Applications.

6. With the implementation of the mandatory compliance checklist system, it is the target of LandsD to either issue the Certificate of Compliance within 10 weeks or relay to the lot owners the comments from government department(s) within 8 weeks upon receipt of valid Applications. Where there is any outstanding issue which remains unresolved due to conflicting views between the lot owner and government department(s), LandsD will coordinate with the relevant department(s) and the lot owner to resolve the issue. If the issue remains unresolved, LandsD will consider escalating the case to higher-level authority in the Government for steer and resolution in accordance with Development Bureau General Circular No. 1/2026 on “Expediting Development Approvals for Large-Scale Private Developments”.

7. The new arrangement sets out in paragraphs 4 to 6 of this PN takes effect from the date of this PN.

8. Nothing in this PN shall in any way fetter, affect or prejudice the rights of the Government, the Director of Lands and their officers under the relevant lease or the Government’s rights as lessor or landlord, and all such rights are hereby reserved. Besides, nothing in this PN, including any words and expressions used herein, shall in any way be construed as any variation or waiver of any provisions under the relevant lease or affect, prejudice or bind the Government in relation to interpretation or enforcement of the terms and conditions of the relevant lease or otherwise.

9. This PN is issued for general reference purposes only. The Government shall at its sole and absolute discretion decide the applicability of the provisions of this PN to each individual case. This PN shall not constitute any representation on the part of the Government or give rise to any expectation on the part of the lot owner that his Application will be approved. All rights to modify the whole or any part of this PN are hereby reserved.

10. This PN supersedes Lands Administration Office PN Nos. 1/1987 and 8/2000 and varies PN No. 4/2008.



( Maurice LOO )  
Director of Lands  
16 January 2026



## 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"> <li>where a public transport terminus or transport interchange is involved: Commissioner for Transport; and Director of Highways</li> <li>where a social centre for the elderly is involved: Director of Social Welfare</li> </ul>		

( )	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		

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

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
Authorized Person<sup>&</sup>  
\_\_\_\_\_  
(Date)

# Delete as appropriate

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



## Appendix II

### 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<sup>&</sup> appointed for the Development, hereby confirm that the Development has been built in accordance with the full set of the latest building plans approved by the Lands Department vide letter(s) on *[to be inserted]*.

I have read and understood the “Note on Use of Personal Information Required in an Application for Certificate of Compliance” at Appendix VI of the Lands Department 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<sup>&</sup>

\_\_\_\_\_  
(Date)

# { } Select as appropriate

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

## Appendix III

### **Sample Letter on Certification of No Encroachment upon Completion of Development by Authorized Land Surveyor**

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

Lot No: \_\_\_\_\_ (the Development)

I \_\_\_\_\_ [Name] \_\_\_\_\_, the Authorized Land Surveyor^ appointed for the carrying out of a final survey for the Development, hereby certify that the completed construction works of the Development do not encroach onto Government land, except for installations, projections, architectural or amenity features, formation or construction works etc. for which approval have been obtained from the Buildings Department and the Lands Department such that they are allowed to be constructed over the adjoining Government land. I hereby submit the final survey report and Survey Record Plan^ for the final survey carried out by me or under my direct supervision.

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

Authorized Land Surveyor^

\_\_\_\_\_  
(Date)

# { } Select as appropriate

^ “Authorized Land Surveyor” and “Survey Record Plan” shall be as defined in the Land Survey Ordinance, any regulations made thereunder and any amending legislation.

c.c. DSO/[district to be inserted], LandsD

**Sample Application Letter**

To: \*District Lands Officer/[District] /  
Chief Estate Surveyor/[Section]

Dear Sirs,

Lot No. \_\_\_\_\_ (“the Lot”)  
(Address) \_\_\_\_\_

**Application for Issue of Certificate of Compliance**

\*I / We, [name of the Applicant], the registered owner of the Lot, hereby apply for a certificate of compliance with the obligations imposed in respect of the Lot under the \*{General and Special Conditions of \*[Sale / Exchange / Grant] No. \_\_\_\_\_ dated the \_\_\_\_ day of \_\_\_\_\_ / General and Special Conditions of New Grant No. \_\_\_\_\_ dated the \_\_\_\_ day of \_\_\_\_\_ } # [as varied or modified by a Modification Letter dated the \_\_\_\_ day of \_\_\_\_\_ and registered in the Land Registry by Memorial No. \_\_\_\_\_] (“the \*[Conditions / New Grant]”) on the grounds as detailed in the attached compliance checklist. All the essential information / documents required for the processing of the application are attached herewith.

\*I / We have read and understood the “Note on Use of Personal Information Required in an Application for Certificate of Compliance” at Appendix VI of the Lands Department Lands Administration Office Practice Note No. 1/2026 and hereby consent to the disclosure of \*my / our personal data contained herein and in the attached documents including the compliance checklist to you and other Government bureaux or departments for the purpose of this application.

\*I / We hereby expressly declare, confirm, acknowledge and agree that all the particulars and information provided herein and in the attached documents including the compliance checklist are true and correct in all respects. \*I / We have not withheld any information required in the application, nor have \*I / we provided any misleading information.

Yours faithfully,

\*Applicant’s Signature /  
Signature of Applicant’s  
authorized signatory  
and company chop: \_\_\_\_\_

Name of the Applicant : \_\_\_\_\_

Hong Kong Identity Card Number : \_\_\_\_\_  
(for individual owner)

Name of the Authorized Signatory : \_\_\_\_\_  
(for corporate owner)

Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number : \_\_\_\_\_

Date: \_\_\_\_\_

\* Delete as appropriate

# Insert if applicable



**Application Checklist**  
(insert Lot No. here)

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**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 building plans approved by the Lands Department vide letter(s) on *[to be inserted]* ☐
- (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 full set of the latest approved building plans for the Development ☐
- (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 pdf format) 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.

**Note on Use of Personal Information Required  
in an Application for Certificate of Compliance**

*(Please read the following before completing and submitting the application)*

Purpose of Collection	The personal data provided in application pursuant to Lands Department Lands Administration Office Practice Note No. 1/2026 and its Appendices will be used by the Lands Department for the purpose of considering and processing the application. The provision of the personal data is obligatory. If you do not provide the personal data, the Lands Department may not be able to process your application.
Class of Transferees	The personal data you provided may be disclosed to other Government bureaux / departments for the purpose mentioned above.
Access to Personal Data	The individual who is the subject of the personal data has a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Such right of access includes the right to obtain a copy of the personal data provided upon payment of the applicable charge.
Enquiries	Enquiries concerning the personal data collected, including the request for access and corrections, should be addressed to:  Departmental Personal Data Controlling Officer of the Lands Department 20/F., North Point Government Offices 333 Java Road, North Point Hong Kong