

Sample Application Letter

Application for a Lease Modification (or a Land Exchange)
under the Pilot Scheme on “Pay for What You Build”

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

Dear Sirs,

(Lot number) _____ (“the Lot”)
(Address) _____

*I / We, _____ (name of the Lot owner(s)), the registered owner of the Lot, hereby apply for a *[Lease Modification / Land Exchange] in respect of the Lease / Conditions of *[Sale / Exchange / Grant] No. _____ dated the ____ day 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 *[Lease / Conditions / New Grant]”) under which the Lot _____ is held.

*I / We have read and confirm that *I / we understand the contents of the Lands Department (“LandsD”) Lands Administration Office Practice Note No. 2/2026 (“PN 2/2026”). Unless otherwise specified, the terms used herein are as defined in PN 2/2026. *I / we hereby expressly confirm, acknowledge and declare that:-

- (i) The Lot is situated in a zone designated for ___ [please specify the town plan zoning for the Lot] ___ according to the *[Outline Zoning Plan (“OZP”) No. _____ / Development Permission Area Plan (“DPAP”) No. _____].
- (ii) The proposed preferred non-residential use(s) of the Lot is _____. *I / We agree that the preferred use needs to be well-defined with supporting information ⁽¹⁾ and LandsD retains full discretion as to whether such use will be acceptable for the purpose of formulating the user restriction under lease.
- (iii) The total permissible maximum Gross Floor Area (“GFA”) of the Lot is _____ m² under the *[OZP No. _____ / DPAP No. _____ / the Buildings Ordinance (Cap. 123)]. The proposed total GFA under application is _____ m², which amounts to ___ (please specify the percentage) ___ % of the total permissible maximum GFA of the Lot ^{(1) & (2)}.

- (iv) If *I / we do not pursue further lease modification to realise the Remaining Balance GFA within the Ten-year Period or there is any unrealized balance of the Remaining Balance GFA after the expiry of the Ten-year Period as mentioned in paragraph 9 of PN 2/2026, the Government may thereafter, on application from other lot owners in the district, redeploy the development intensity and infrastructure capacity of the Remaining Balance GFA or any unrealized balance thereof to other lots in the district.
- (v) There is no guarantee that *I / we can realise the Remaining Balance GFA or any unrealized balance thereof beyond the Ten-year Period under paragraph 9 of PN 2/2026 in case *I / we wish to do so after the Ten-year Period. Before submitting any further lease modification application under paragraph 9 of PN 2/2026, *I / we will first approach the Planning Department to ascertain whether *I / we may do so under the then prevailing statutory town plan.

Details of the proposal are provided on separate sheet(s) attached to this application. To facilitate consideration of *my / our application, *I / we attach the Application Checklist at Appendix II of PN 2/2026 together with the required documents / information for your consideration.

*I / We hereby expressly warrant and declare that the above documents / information provided in support of *my / our application is / are correct and genuine and *I / we expressly acknowledge that *I am / we are aware and accept that the decision on the application will be made by the LandsD on the basis of the documents / information supplied by *me / us and *my / our application may be immediately rejected in the event that such documents / information is / are found to be false or misleading.

*I / We have read and understood the “Note on Use of Personal Information Required in the Application” at Appendix III of PN 2/2026 and hereby consent to the disclosure of *my / our personal data contained herein and in the attached documents to you and other Government bureaux or departments for the purpose of considering and processing my / our application.

*I / We further authorize and direct and request any Government bureaux or departments which may be approached by the LandsD to supply any and all documents / information which it may require for the purpose of considering and processing my / our application.

Yours faithfully,

Signature(s) of the *Lot owner(s) / authorized officer(s) for
and on behalf of the Lot owner(s):

(H.K.I.D. Card Number(s) of the Lot owner(s) (if applicable):

Name(s) of the Lot owner(s) in Block Letters: _____
*Name(s) and capacity of the authorized officer(s) of the Lot
owner(s): _____

Address of the Lot owner(s): _____

Telephone Number of the Lot owner(s): _____

Date: _____

* Delete as appropriate

Insert if applicable

Notes:

- (1) Details of the proposed GFA and preferred non-residential uses including the scope and mode of occupation and operation, business model, etc. will need to be provided on separate sheet(s) attached to the application.
- (2) Please provide the figure which is the lesser of that permitted under (i) the OZP or DPAP (as the case may be) and (ii) the Buildings Ordinance (Cap. 123).