

Application Checklist

A. Documents / Information that must be submitted ⁽¹⁾ :

- (i) Details of the application clearly identifying the property concerned ⁽²⁾, the total permissible maximum gross floor area (“GFA”) under the relevant Outline Zoning Plan, Development Permission Area Plan or the Buildings Ordinance (Cap. 123), the variations being sought in respect of any terms and conditions of the existing lease conditions including the modification of any restrictions and development parameters (e.g. proposed preferred non-residential uses (with supporting information including the scope and mode of occupation and operation, business model, etc.), proposed total GFA together with its percentage relative to the total permissible maximum GFA, plan(s)/sketch(es) illustrating the delineation of different proposed non-residential uses with respective proposed GFA, etc.).
- (ii) A copy of an up-to-date location / site plan on an appropriate scale (normally 1:1000) showing the property.
- (iii) A copy of the Town Planning Board approval letter for the proposed preferred non-residential use, if applicable.
- (iv) A copy of a computer printout (either hard copy or soft copy) containing the current ownership particulars of the property.
- (v) If submitted by an agent, a written authorization from the principal who should be the registered owner or a prospective purchaser ⁽³⁾ of the property.
- (vi) If submitted by a prospective purchaser ⁽³⁾, a written consent from the registered owner of the property.
- (vii) An extract copy of the relevant Outline Zoning Plan (together with the explanatory notes, as appropriate) showing the property.
- (viii) An extract copy of the relevant Development Permission Area Plan (together with the explanatory notes, as appropriate) showing the property.

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

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| (ix) | For an application which involves portion(s) of a lot, or sub-divisions of any lot, to help expedite the verification of site areas and site boundaries, all relevant assignment plans or Deed Poll plans should be provided together with any relevant information relating to the delineation of the boundaries of these portion(s) or sub-divisions. | <input type="checkbox"/> |
| (x) | Sketch plans illustrating the proposed development ⁽⁴⁾ , if available. | <input type="checkbox"/> |
| (xi) | Copies of any approved submissions by other relevant authorities relating to the development proposal or other relevant study assessment reports, if available (e.g. Approved Master Layout Plans under the Town Planning Ordinance, Environmental / Traffic / Drainage Impact Assessment Reports etc.) | <input type="checkbox"/> |

Notes :

- (1) Please put a tick in the relevant box if applicable unless otherwise specified; and delete as appropriate.
- (2) Property includes all lots involved in a lease modification or land exchange application.
- (3) A prospective purchaser is an intending purchaser under an existing Agreement for Sale and Purchase registered in the Land Registry.
- (4) The proposal should be prepared and submitted by an Authorized Person or other competent professionals acting for the applicant.