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| **Form 6 -****Self-Certification of Compliance for Completed Tree Preservation**  **and Removal Proposal (TPRP) under Tree Preservation Clause under Lease** Notes (1) & (2) |

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| **To:** | \***District Lands Office/#\_\_\_\_\_/ #\_\_\_\_\_ Section of Lands Department (LandsD)** |

| **Section I** | | **For Official Use Only** |
| --- | --- | --- |
| Lot Number (No.) | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Address  (within lot (para. 14 of the PN) /  outside lot (para. 21 of the PN)) | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

| **Section II** |  |
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| I, #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby confirm that I am a Registered Landscape Architect (Registration No. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) registered under the Landscape Architects Registration Ordinance (Cap. 516) appointed or authorized by the owner(s) of the above lot, to act on his/their behalf to submit a Self-Certification of Compliance (SCC) for the completed works under the TPRP required under Special Condition No. #\_\_\_\_ of the lease (Note 1). |  |
| I certify that the TPRP (Drawing No(s). and Rev. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) approved by LandsD on #\_\_\_\_\_\_\_\_\_\_\_\_ *(dd/mm/yyyy)* under ref. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been implemented satisfactorily \*without amendments/ with minor amendments and the TPRP \*does/ does not involve trees of particular value as designated and preserved under lease Note (3). |  |

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| **Section II (cont’d)** | | | | **For Official Use Only** |
|  | Please note that there are minor amendments: | | |  |
|  | |  | \*preservation/ planting of more trees |  |
|  | |  | minor changes in planting locations for compensatory planting |  |
|  | |  | minor changes in size for compensatory planting |  |
|  | |  | minor changes in species for compensatory planting |  |
|  | |  | others ( ) |  |
| between the TPRP approved by LandsD on #\_\_\_\_\_\_\_\_\_\_\_\_ *(dd/mm/yyyy)* and the completed TPRP. Copies of the aforementioned plans duly coloured to indicate the amendments are **attached** hereto. | | | |  |
| A full report dated #\_\_\_\_\_\_\_\_\_\_\_ *(dd/mm/yyyy)* on the completed TPRP supported with a set of photographicrecord with date imprinted together with a key plan based on the latest approved plan(s) showing where and in which direction the photos were taken is hereto **attached**. | | | |  |

| **Section III** |
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| I can be contacted at \*telephone no./ mobile no. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a joint full compliance checking, if required by LandsD. |
| I hereby certify that all the information in this SCC, the report and its enclosures or any documents submitted is true and complete. I understand that if I provide any incorrect or incomplete information, a complaint may be lodged with the Landscape Architects Registration Board for investigation of the alleged misconduct or negligence pursuant to the Landscape Architects Registration Ordinance (Cap. 516). |

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| **Section III (cont’d)** | | **For Official Use Only** |
| I hereby acknowledge that the Director of Lands is not obliged to keep the content of any plans attached to this SCC, the report and its enclosures or any documents submitted in support of or in relation to the said report confidential, particularly in circumstances when the Director considers that disclosure is in the public interest and/or it would be reasonable for the Director to accede to requests from third parties with interest over the land for access to the said report. This acknowledgement applies irrespective of whether the consent in the following paragraph is given or not. | |  |
|  | Insofar as my consent is required under any statutory, regulatory or other provisions, I hereby consent and/or have procured consent from the relevant intellectual property rights owner that the Director of Lands may, after issue of the Certificate of Compliance, disclose the content of the plans attached to this SCC and the report mentioned above, its enclosures or any documents submitted in support of or in relation to the said report to any third party including members of the public upon request of any such third party, media or otherwise, or on LandsD’s own accord. |  |
| The (i) Report on Completed TPRP for Compliance with Tree Preservation Clause under lease and (ii) the relevant statement signed by the lot owner(s) regarding this SCC are **attached** hereto. | |  |

| **Section III (cont’d)** | | **For Official Use Only** |
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| Signature  *(signed by the Registered Landscape Architect (RLA) with valid registration chop affixed)* | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Name of RLA | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Registration No. | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Date | #\_\_\_\_\_\_\_\_\_\_\_\_\_ *(dd/mm/yyyy)* |  |

**Note**:

1. All references to “lease” in this Form shall include Government Lease or Conditions of Sale/ Grant/ Exchange, etc. (as the case may be) and “lease” shall be construed accordingly.
2. This form is applicable to TPRP within lot and outside lot as specified in paragraph 21 of Lands Administration Office (LAO) Practice Note No. 6/2023 (the PN)
3. Trees of particular value refer to Old and Valuable Trees (“OVT”), trees that are potentially registrable in the Register of OVT, trees of rare species and other trees (stonewall trees, trees of particular interest, etc.) as designated and preserved under lease.

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| # | Fill in as appropriate |
| \* | Select as appropriate |
| □ | Tick as appropriate |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Report on Completed Tree Preservation and Removal Proposal (TPRP)   
for Compliance with Tree Preservation Clause under Lease**

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| |  |  | | --- | --- | | **To:** | **\*District Lands Office/#\_\_\_\_\_\_\_\_/ #\_\_\_\_\_\_\_\_\_\_ Section of Lands Department (LandsD)** | | |
| **Section I** | |
| Lot Number (No.) | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| **Section II** | | | | | | | | | |
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| **Summary of \*Retained/ Transplanted/ Compensatory Trees** in compliance with the approved TPRP with submission history detailed as below: | | | | | | | | | |
| Approval letter(s) from the \*DLO #\_\_\_\_\_\_/ CES #\_\_\_\_\_\_\_\_\_\_ of LandsD: | | | | | | | | | |
| Letter Ref. | | | Date *(dd/mm/yyyy)* | | | Drawing no(s) & Rev. no | | | |
| #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Other approved drawings (if any):  #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
|  | The TPRP \*does/ does not involve Old and Valuable Trees, trees of particular value, and any other trees as designated and preserved under lease. | | | | | | | | |
| **Tree Treatment by Locations:** (fill in as appropriate) | | | | | | | | | |
| **Location**  **Tree Treatment** | | **Within Lot  (Lot)** | | **Coloured Area** | | | | | **Total** |
| **Green Area (GA)** | **Yellow Area (YA)** | | **Green Hatched Black Area (GHBA)** | **Others** #**\_\_\_\_\_\_\_\_\_\_** |
| Retained trees | |  | |  |  | |  |  |  |
| Transplanted trees | |  | |  |  | |  |  |  |
| Compensatory trees | |  | |  |  | |  |  |  |
| Total | |  | |  |  | |  |  |  |

| **Section III** - Updated Schedule of Retained Trees (Note 2) (fill in as appropriate) | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tree ID number** | **Species** (in scientific name) | **Chinese  Name** | **Condition according to the approved TPRP** | | | | | | **Existing condition as on \_\_\_\_\_\_\_\_\_\_\_\_** *(dd/mm/yyyy)* | | | | |
| **Location**  (Lot/ GA/ YA/  GHBA etc.) | **DBH** (mm) | **Crown Spread** (M) | **Overall Height** (M) | **Health Condition** (Good/Fair/ Poor) | **Top of soil level above root flare** | **Crown Spread** (M) | **Overall Height** (M) | **Health Condition** (Good/Fair/Poor) | **Top of soil level above root flare** | **Photo no. in the Report** |
| \_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_ | \_\_\_ | \_\_\_\_\_ | \_\_\_\_ | \_\_\_ |
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| Other retained trees (if any): | | | | | | | | | | | | | |
|  | Details of the updated schedule for other retained trees are provided in separated sheet(s) of the same format. | | | | | | | | | | | | |

| **Section IV** - Updated Schedule of Transplanted Trees (Note 2) (fill in as appropriate) | | | | | | | | | | | | |
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| **Tree ID number** | **Species**  (in scientific name) | **Chinese  Name** | **Condition according to the approved TPRP** | | | | | **Existing condition as on \_\_\_\_\_\_\_\_\_\_\_\_** *(dd/mm/yyyy)* | | | | |
| **Location** (Lot/ GA/ YA/ GHBA etc) | **DBH** (mm) | **Crown Spread** (M) | **Overall Height** (M) | **Health Condition** (Good/Fair/ Poor) | **Location** (Lot/GA/ YA/ GHBA etc) | **Crown Spread** (M) | **Overall Height** (M) | **Health Condition** (Good/Fair/ Poor) | **Photo no. in the Report** |
| \_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_\_\_\_ | \_\_\_ |
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| Other transplanted trees (if any): | | | | | | | | | | | | |
|  | Details of the updated schedule for other transplanted trees are provided in separated sheet(s) of the same format. | | | | | | | | | | | |

| **Section V** - Summary of Compensatory Trees (Note 2) (fill in as appropriate) | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Location** (Lot /GA/ YA/  GHBA etc) | **Species** (in scientific name) | **Chinese  Name** | **DBH** (mm) | **Crown Spread** (M) | **Overall Height** (M) | **Quantity** (no.) | **Photo no. in the Report** |
| \_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ |
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| \_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ |
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| Other compensatory trees (if any): | | | | | | | |
|  | Details of other compensatory trees are provided in separated sheet(s) of the same format. | | | | | | |

| **Section VI - Photographic record on completed TPRP** |
| --- |
| A relevant Key Plan should accompany the record photos (in colour and date imprinted) indicating where individual photos were taken. The Key Plan shall be based on the Compensatory Planting Proposal in the approved TPRP, along with adequate photos to fully record each retained/ transplanted/ compensatory trees in the lot. Each photo should be numbered and accurately keyed onto the Key Plan to illustrate where and in which direction the photo was taken. The retained and transplanted trees should be photo recorded individually and clearly identified in the photos. The tree trunk, canopy and ground condition at root collar of each retained and transplanted trees shall be covered. |

Notes:

1. All references to “lease” in this Form shall include Government Lease or Conditions of Sale/Grant/Exchange, etc. (as the case may be) and “lease” shall be construed accordingly.
2. If more than 50 nos. trees are involved, an electronic copy (in excel file) shall be provided.

#Fill in as appropriate

\* Delete as appropriate

□ Select as appropriate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Owner’s Statement**

(Self-Certification of Compliance for Completed Tree Preservation and Removal Proposal

under Tree Preservation Clause)

|  |  |
| --- | --- |
| **To:** | **\*District Lands Office/#\_\_\_\_\_\_\_/ #\_\_\_\_\_\_\_\_\_\_ Section of Lands Department** |

\*I/ We, #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name of the Lot Owner(s)*), have appointed or authorized the Registered Landscape Architect (RLA), #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name*), (Registration Number (No.) #\_\_\_\_\_\_\_\_\_\_\_) to act on \*my/ our behalf to submit a Self-Certification of Compliance (SCC) of the works completed under the Tree Preservation and Removal Proposal (TPRP) required under Special Condition No.(s) #\_\_\_\_\_\_\_\_\_\_ of the lease (Note) of #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*lot number*). The TPRP is certified by \*my/ our RLA to have been satisfactorily completed in accordance with the Drawing No(s). and Rev. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ approved by the Director of Lands dated #\_\_\_\_\_\_\_\_\_\_\_ (*dd/mm/yyyy*) under ref. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \*My/ Our RLA will submit the **Form 6** dated #\_\_\_\_\_\_\_\_\_ (*dd/mm/yyyy*) together with the full report to #\_\_\_\_\_\_\_\_\_\_\_\_\_ of Lands Department (LandsD) for processing an application for Certificate of Compliance.

\*I/ We hereby acknowledge that the Director of Lands is not obliged to keep the content of this **Statement,** SCC and report under **Form 6** and their attachments/enclosures or any documents submitted in support of or in relation to the SCC and report under **Form 6** confidential, particularly in circumstances when the Director considers that disclosure is in the public interest and/or it would be reasonable for the Director to accede to requests from third parties with interest over the land for access to the same. This acknowledgement applies irrespective of whether the consent in the following paragraph is given or not.

|  |  |
| --- | --- |
|  | Insofar as \*my/ our consent is required under any statutory, regulatory or other provisions, \*I/ we hereby consent and/or have procured consent from the relevant intellectual property rights owner that the Director of Lands may, after issue of the Certificate of Compliance, disclose the content of this **Statement,** SCC and report under **Form 6** mentioned above, their attachments/ enclosures or any documents submitted in support of or in relation to SCC and report under **Form 6** to any third party including members of the public upon request of any such third party, media or otherwise, or on LandsD’s own accord. |

Date #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(dd/mm/yyyy)*

|  |  |  |  |
| --- | --- | --- | --- |
| Signed by the Lot Owner | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  | Name: | [# ] | | |  | |
|  |  | |  |  | |
| in the presence of | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
|  | Witness name: | | [# ] |  | |
|  | Address: | | [# ] [# ] |  | |

OR

Sealed with the Common Seal of the Lot Owner

and signed by:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Name: | [# ] | | | |  |
| in the presence of | | | | |  |
| #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Witness name: | | [# ] |  |
| Address: | | [# ] [# ] |  |

|  |
| --- |
| OR ^  #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Executed by the Lot Owner acting through |

|  |  |  |
| --- | --- | --- |
|  |  | |
| [# ] | , its sole director | |
| or |  | |
| [# ] | , its director and | |
| [# ] | , its director | |
| or |  | |
| [# ] | , its director and | |
| [# ] | , its company secretary | |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| In accordance with sections 127(3) and 127(5) of Companies Ordinance (Cap. 622)  in the presence of  #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Witness name: | | [# ] |  |
| Address: | | [# ] [# ] |  |
|  | |  | | | |
| **Note**: | | All references to “lease” in this Form cover Government Lease or Conditions of Sale/ Grant/ Exchange, etc. (as the case may be) and “lease” shall be construed accordingly. | | | |

^ Applicable if the Lot Owner is a limited company incorporated in Hong Kong

#Fill in as appropriate

\* Delete as appropriate

□ Tick this box if the Lot Owner/ Representative of the Lot Owner/ RLA agrees to give the consent as set out in this paragraph

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Personal Information Collection Statement*

*PLEASE READ THE FOLLOWING*

*BEFORE COMPLETING THIS FORM*

1. *The information relating to you provided in this submission (including its attachments, the report, its enclosures or any documents submitted in support of or in relation to such report) will be used by LandsD for the purposes of considering and processing your application for self-certification of compliance of the completed works under the TPRP, checking or ensuring compliance in relation to the said completed works under the lease and for other purposes related to such submission.*

*2. Your provision of all the information in this submission (including its attachments, the report, its enclosures or any documents submitted in support of or in relation to such report) is required in relation to checking or ensuring compliance with the lease conditions. Your application for self-certification of compliance of the completed works under the TPRP will not be processed if you fail to provide all the information as requested.*

*3. The information you provided in this submission (including its attachments, the report, its enclosures or any documents submitted in support of or in relation to such report) may be disclosed to other government bureaux / departments for the purposes mentioned in paragraph 1 above. The above personal data may also be disclosed to any third party (whether individual, corporate body, members of the public or other organizations) whether in response to enquiry from members of the public, media or otherwise, or on LandsD's own accord.*

*4. You have the right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). Such right of access includes the right to obtain a copy of the personal data provided in this submission on payment of the applicable charge.*

*5. Enquiries on the personal data collected, including the request for access to and correction of the data, should be addressed to the Departmental Personal Data Controlling Officer at Lands Department, 20/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.*