

**Checklist of Basic Requirements for Submission of an Application for a Land Exchange for
Development of Land in San Tin Technopole**

A. Information / Documents that must be submitted¹ :

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| (i) | A detailed application letter clearly identifying the property ² concerned, 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 included in the existing lease conditions (e.g. proposed user, maximum gross floor area, site coverage, number of storeys / building height, 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 uses or development, if applicable. | ☐ |
| (iv) | A copy of 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. | ☐ |
| (vii) | If submitted by an individual applicant, a written confirmation that he has read and understood the Note on Use of Personal Information Required in the Application at Appendix III and that he consents to disclosure of his personal data to other Government bureaux or departments for the purpose of considering and processing his application. | ☐ |
| (viii) | If applicable, a list of specific private land intended to be offered for land premium offsetting according to LAO Practice Note 10/2025 as specified in the Schedule at Appendix V . For the avoidance of doubt, this does not imply any intention or obligation on the part of the Government to accept any such private land for land premium offsetting. | ☐ |

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

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| (ix) | An extract copy of the relevant Outline Zoning Plan showing the property. | ☐ |
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| (x) | For application involving portion(s) of a lot, or sub-divisions of any lots, 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 sub-divisions. | ☐ |
| (xi) | Sketch plans illustrating the proposed development, if available. | ☐ |
| (xii) | 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.) | ☐ |
| (xiii) | A schedule showing the details of any existing occupants on the lots to be surrendered including the name and number of occupants, nature of occupation, length of occupation and any tenancy agreement. | ☐ |
| (xiv) | A schedule showing the details of all occupants on the lots to be surrendered as at 8 March 2024 or thereafter but have subsequently moved out including the name and number of such occupants, nature of occupation, length of occupation and any tenancy agreement. | ☐ |
| (xv) | A proposed development programme for the proposed development. | ☐ |
| (xvi) | To facilitate timely determination by LandsD of whether the 90% threshold of private land within a designated development site is fulfilled, the applicant may provide to LandsD the submission and documents prepared by an Authorised Land Surveyor ⁴ showing (a) the areas (plan area) and boundaries of the lots to be wholly / partially surrendered; and (b) the areas (plan area) and boundaries of the overall private land within the corresponding designated development site ⁵ . | ☐ |

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 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 Authorised Land Surveyor is professional land surveyor registered under Part IV of the Land Survey Ordinance (Cap 473). The list of practising authorised land surveyor is available at the LandsD website: www.landsd.gov.hk/en/survey-mapping/authority/als.html
- ⁵ The submission and documents should be submitted alongside the submission of the land exchange application. Otherwise, LandsD will simply consider whether the 90%

threshold could be fulfilled, based on the information known to the department. LandsD reserves the right to require the applicant to provide additional supporting documents to facilitate processing and the applicant shall provide such documents within such time as required by LandsD.