

**Checklist for Submission of an Application for Lease Modification /
Approval / Consent Letter for Exemption of Aboveground Parking Spaces
from Gross Floor Area (GFA) Calculation**

A. Information/Documents that must be submitted for all applications ⁽¹⁾

- (i) A copy of a computer printout containing the current ownership particulars of the Property ⁽²⁾. ☐
- (ii) If submitted by an agent, a written authorisation from the principal who should be the registered owner of the Property. ☐
- (iii) 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 the end of this Appendix 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. ☐

B. Information/Documents that must be submitted for application for approval/consent letter ⁽¹⁾

- (i) A copy of general building plans (“GBPs”) approved by the Building Authority (“BA”) delineating the parking spaces at or above ground level (“Aboveground Parking Spaces”) or the Aboveground Parking Spaces in the Additional Floors ⁽³⁾ (as the case may be) and ancillary areas serving such parking spaces which have been disregarded from GFA calculation by the BA under the GFA Exemption Arrangement referred to in the Lands Department (“LandsD”) Lands Administration Office Practice Note No. 9/2025 but are GFA accountable (either in full or 50%) under lease. ☐
- (ii) GFA calculations certified by an Authorised Person engaged by the registered owners of the Property for the Aboveground Parking Spaces or the Aboveground Parking Spaces in the Additional Floors (as the case may be), prepared on the basis of their GFA accountability under lease. A copy of the GFA calculations should be copied to the Building Plan Unit (BPU) of the Development Control Section of LandsD for agreement. ☐

C. Information/Documents that must be submitted for application for lease modification ⁽¹⁾

- (i) A detailed application letter clearly identifying the Property, the variations being sought in respect of any terms and conditions of the existing lease conditions. ☐
- (ii) A copy of an up-to-date location/site plan on an appropriate scale (normally 1:1000) showing the Property. ☐

Notes:

- (1) Please put a tick in the relevant box if applicable.
- (2) Property includes all lots involved in an application.
- (3) See paragraph 2(a)(i)(II) of Lands Administration Office Practice Note No. 9/2025 for definition of “Additional Floors”.

Note on Use of Personal Information Required in the Application

Purpose of Collection	The personal data provided in application pursuant to this Practice Note and Appendix IV 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 I of the Personal Data (Privacy) Ordinance (Cap. 486). Such right of access includes the right to obtain a copy of the personal data provided upon payment of the applicable charge.
Enquiries	<p>Enquiries concerning the personal data collected, including the request for access and corrections, should be addressed to:</p> <p>Departmental Personal Data Controlling Officer of the Lands Department 20/F., North Point Government Offices 333 Java Road, North Point Hong Kong</p>