

Form 1 - Application for Deemed Approval of
***Landscape Master Plan (LMP)/ Landscape Proposal (LP) for**
Compliance of Landscape Clause under Lease ^{Notes (1) & (5)}

To: *District Lands Office/# _____ / # _____ Section of Lands Department

Section I	
Lot Number (No.)	# _____
Address	# _____
 *LMP/ LP approved by the Director of Planning on # _____ (dd/mm/yyyy) under planning application number # _____ for Drawing No(s). & Rev. # _____. (Copy attached in Section III)	

Section II	
<input type="checkbox"/>	I, # _____, hereby confirm that I am the *Lot Owner(s)/ Representative of the Lot Owner(s) to act on *his/ their behalf for application of deemed approval to be given under Special Condition No(s). # _____ of the lease ^{Note (2)} .
<input type="checkbox"/>	I, # _____, hereby confirm that I am a Registered Landscape Architect (RLA) (Registration No. # _____) registered under the Landscape Architects Registration Ordinance (Cap. 516). The owner(s) of above lot has appointed or authorized me to act on *his/ their behalf to submit an application for deemed approval to be given under Special Condition No(s). # _____ of the lease ^{Note (2)} .

Section III

I refer to paragraph 7 of Lands Administration Office (LAO) Practice Note No. 1/2020 (the PN) issued by Lands Department (LandsD) and hereby certify that:

the submission of *LMP/ LP with *stamped approval/ approval given by the *Town Planning Board (TPB)/ Planning Department (PlanD) (Drawing No(s). & Rev. # _____) *is/ are hereby **attached**.

A copy of the approval letter(s) dated # _____ (dd/mm/yyyy) from *TPB/ PlanD *is/ are hereby **attached**.

Section IV

I. The submitted *LMP/ LP is approved by the *TPB/ PlanD as indicated in Section

the lot boundary under the lease is *the same as/ different from the boundary of the planning application site.

without amendment to the *LMP/ LP previously approved by *TPB/ PlanD dated # _____ (dd/mm/yyyy)^{Note (3)}

AND

There is a site coverage of greenery (SCG) requirement specified in the lease, and the provision and calculation of greenery area are consistent with that shown on the building plan accepted by the Buildings Department (BD).

AND

A copy of the approval letter issued by BD on the SCG requirement (Ref: # _____) dated # _____ (dd/mm/yyyy) is hereby **attached**.

Section V - Tree Preservation and Removal Proposal (TPRP)

Regarding the TPRP, the submission of *LMP/ LP approved by *TPB/ PlanD as indicated in Section I.

- does not involve any existing tree(s) including Old and Valuable Trees, trees of particular value, and any other trees as designated and preserved under lease.
- involves submission of TPRP requiring deemed approval under the tree preservation clause of the lease ^{Note (4)}.

Section VI

For the avoidance of doubt, I hereby acknowledge that the above-mentioned Application for deemed approval will be limited to the landscape works within the lot, under the landscape clause of the lease, and should not be construed as an acknowledgement that anything indicated in the Application for deemed approval is in all respects in compliance with other lease conditions and that any such deemed approval, if given, will not in any way prejudice or affect any rights of the Government under the lease including the right to take lease enforcement action in respect of any breach or failure to observe any of the lease conditions which may exist at the date when the deemed approval is given.

I hereby certify that the information in this Application 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).

I hereby acknowledge that the Director of Lands is not obliged to keep the content of this Application, its enclosures or any documents submitted in support of or in relation to this Application 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.

Section VI (cont'd)

- 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 this Application, its enclosures or any documents submitted in support of or in relation to this Application to any third party including members of the public upon request of any such third party, media or otherwise, or on Lands Department's own accord.

Signature

*(signed by the *Lot Owner/
Representative of the Lot Owner/
Registered Landscape Architect (RLA)
with valid registration chop affixed, if any)*

Name of *Lot Owner/

Representative of the Lot Owner/ # _____

RLA

Registration No. (if any) # _____

Date # _____ (dd/mm/yyyy)

Notes:

- (1) This Form shall be submitted for application of deemed approval on the submission of LMP/LP to comply with landscape clauses under leases for cases in connection with planning applications under paragraph 7 of the PN. If approval by PlanD on the submission of the LMP/LP is not obtained prior to the application for deemed approval, the application will not be processed by LandsD.
- (2) All references to “lease” in this Form shall include Conditions of Sale / Grant / Exchange, etc. as the case may be.
- (3) Approval procedures in accordance with paragraph 10 of PlanD’s PNPP No. 1/2019 shall be followed for Class B amendments to the approval LMP/LP.
- (4) RLA is required to submit an application for deemed approval on the submission of TPRP as part and parcel of the LMP/LP approved by PlanD for compliance with the tree preservation clause under lease in accordance with procedures set out in LAO PN No. 2/2020 issued by LandsD.
- (5) For cases where landscape requirements imposed as a lease condition upon request by other concerned B/D or for areas to be handed back to the Government or areas to be formed outside lot boundary or government land designated by colour (Coloured Areas) on the lease plan, the concerned B/D will be responsible for compliance checking both at the submission and implementation stages in accordance with the relevant clauses under lease, the JPN 3 and DEVB TC(W) No. 6/2015.

Fill in as appropriate

* Select as appropriate

Tick as appropriate

Personal Information Collection Statement

PLEASE READ THE FOLLOWING
BEFORE COMPLETING THIS FORM

1. *The information relating to you provided in this Application, its attachments/ enclosures or any documents submitted will be used by Lands Department for the purposes of considering and processing your application for deemed approval on the submission of LMP/LP for compliance with the landscape clause under lease and for other purposes related to such application.*
2. *Your provision of all the information in this Application, its attachments/enclosures or any documents submitted is required for administering compliance with the lease conditions. Your application will not be processed if you fail to provide all the information as requested.*
3. *The information you provided in this Application, its attachments/enclosures or any documents submitted 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 organization) whether in response to enquiry from members of the public, media or otherwise, or on Lands Department'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 Application 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 of Lands Department, 20/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.*

**Form 2 - Application for Deemed Compliance on Completion of
*Landscape Master Plan (LMP)/ Landscape Proposal (LP) for
Compliance of Landscape Clause under Lease** ^{Notes (1) & (5)}

To: *District Lands Office # _____ / # _____ Section of Lands Department

Section I	
Lot Number (No.)	# _____
Address	# _____
Approved Plan(s)	*LMP/ LP approved by the Director of Planning on # _____ (dd/mm/yyyy) under the application (if applicable) below: Planning application no. # _____ Drawing No(s). & Rev. # _____ (Copy of the drawings attached in Section III)

Section II	
<input type="checkbox"/>	I, # _____, hereby confirm that I am the *Lot Owner(s)/ Representative of Lot Owner(s) to act on *his/ their behalf for application of deemed compliance to be given under Special Condition No(s). # _____ of the lease ^{Note (2)} .
<input type="checkbox"/>	I, # _____, hereby confirm that I am a Registered Landscape Architect (RLA) (Registration No. # _____) registered under the Landscape Architects Registration Ordinance (Cap. 516). The owner(s) of the above lot has appointed or authorized me to act on *his/ their behalf for application of deemed compliance to be given under Special Condition No(s). # _____ of the lease ^{Note (2)} .

Section III

I refer to paragraph 8 of Lands Administration Office (LAO) Practice Note No. 1/2020 (the PN) issued by Lands Department (LandsD) and hereby certify that the completed landscape works are approved by *Town Planning Board (TPB)/ Planning Department (PlanD) as indicated in Section I.

the lot boundary under the lease is *the same as/ different from the boundary of the planning application site.

without amendment to the *LMP/ LP previously approved by *TPB/ PlanD dated #_____ (dd/mm/yyyy) and previously deemed approval given by LandsD dated #_____ (dd/mm/yyyy)^{Note (3)}

A copy of the approval letter(s) dated #_____ (dd/mm/yyyy) from *TPB/ PlanD/ LandsD is hereby **attached**.

AND

There is a site coverage of greenery (SCG) requirement specified in the lease, and the provision and calculation of greenery area are consistent with that shown on the building plan accepted by the Buildings Department (BD).

AND

A copy of the approval letter issued by BD on the SCG requirement (Ref: #_____) dated #_____ (dd/mm/yyyy) is hereby **attached**.

Section IV - Tree Preservation and Removal Proposal (TPRP)

Regarding the TPRP, the completion of landscape works approved by *TPB/ PlanD as indicated in Section I.

does not involve any existing tree(s) including Old and Valuable Trees, trees of particular value, and any other trees as designated and preserved under lease.

involves completed TPRP for deemed compliance with the tree preservation clause of the lease^{Note (4)}.

Section V

For the avoidance of doubt, I hereby acknowledge that the above-mentioned Application for deemed compliance will be limited to the landscape works within the lot, under the landscape clause of the lease, and should not be construed as an acknowledgement that anything indicated in the Application for deemed compliance is in all respects in compliance with other lease conditions and that any such deemed compliance, if given, will not in any way prejudice or affect any rights of the Government under the lease including the right to take lease enforcement action in respect of any breach or failure to observe any of the lease conditions which may exist at the date when the deemed compliance is given.

I hereby certify that the information in this Application 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).

I hereby acknowledge that the Director of Lands is not obliged to keep the content of this Application, its enclosures or any documents submitted in support of or in relation to this Application 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 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 this Application, its enclosures or any documents submitted in support of or in relation to this Application to any third party including members of the public upon request of any such third party, media or otherwise, or on Lands Department's own accord.

Section V (cont'd)

Signature # _____

*(signed by the *Lot Owner/
Representative of the Lot Owner/
Registered Landscape Architect (RLA)
with valid registration chop affixed, if any)*

Name of *Lot Owner/
Representative of the Lot Owner/ # _____
RLA

Registration No. (if any) # _____

Date # _____ (dd/mm/yyyy)

Notes:

- (1) This Form shall be submitted for application of deemed compliance on the completed LMP/LP to comply with landscape clauses under leases for cases in connection with planning applications under paragraph 8 of the PN respectively. If approval given by PlanD on the satisfactory implementation of the LMP/LP is not obtained prior to the application for deemed compliance, the application will not be processed by LandsD.
- (2) All references to “lease” in this Form shall include Conditions of Sale / Grant / Exchange, etc. as the case may be.
- (3) Approval procedures in accordance with paragraph 10 of PlanD’s PNPP No. 1/2019 shall be followed for Class B amendments to the approval LMP/LP.
- (4) RLA is required to submit an application for deemed compliance on the completed TPRP as part and parcel of the implemented LMP/LP approved by PlanD for compliance with the tree preservation clause under lease in accordance with procedures set out in LAO PN No. 2/2020 issued by LandsD.
- (5) For cases where landscape requirements imposed as a lease condition upon request by other concerned B/D or for areas to be handed back to the Government or areas to be formed outside lot boundary or government land designated by colour (Coloured Areas) on the lease plan, the concerned B/D will be responsible compliance checking both at the submission and implementation stages in accordance with the relevant clauses under lease, JPN 3 and DEVB TC(W) No. 6/2015

Fill in as appropriate

* Select as appropriate

Tick as appropriate

Personal Information Collection Statement

**PLEASE READ THE FOLLOWING
BEFORE COMPLETING THIS FORM**

1. *The information relating to you provided in this Application, its attachments/ enclosures or any documents submitted will be used by Lands Department for the purposes of considering and processing your application for deemed compliance on the completed LMP/LP for compliance with the landscape clause under lease and for other purposes related to such application.*
2. *Your provision of all the information in this Application, its attachments/ enclosures or any documents submitted is required for administering compliance with the lease conditions. Your application will not be processed if you fail to provide all the information as requested.*
3. *The information you provided in this Application, its attachments/ enclosures or any documents submitted 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 organization) whether in response to enquiry from members of the public, media or otherwise, or on Lands Department'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 Application 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 of Lands Department, 20/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.*

Form 3 - Report on Completion of Landscape Works
for Compliance of Landscape Clause under Lease Notes (1), (2) & (3)

To: ***District Lands Office/#** _____ / # _____ **Section of Lands Department**

Section I

Lot Number (No.) # _____
Address # _____
Date # _____ (dd/mm/yyyy)

Section II

Approved Plan(s)

Approval was given by Lands Department (LandsD) on # _____ (dd/mm/yyyy) **without amendment/ with minor amendment(s)* to the approved **Landscape Master Plan (LMP)/ Landscape Proposal (LP)* as highlighted with reference to the completed landscape works on site.

Attachment A: Drawing No(s). & Rev. # _____
*(copy attached – approved **LMP/ LP* without amendment OR with minor amendments as highlighted (if any))*

Key Plan(s)

The Key Plan(s) shall make reference to the approved **LMP/ LP* and include locations and angles of individual photos of the completed landscape works taken.

Attachment B: Drawing No(s). & Rev. # _____
*(copy attached – based on approved **LMP/ LP* without amendment OR with minor amendments as highlighted (if any))*

Section III

Photos of the completed landscape works

Should be in colour, appropriate size, date imprinted and numbered covering all the completed landscape works with cross-reference to the relevant key plan(s).

Attachment C: Photo No(s) # _____

Section IV

I can be contacted at *telephone/ mobile no. # _____ for a joint full compliance checking, if required by LandsD.

I hereby declare that all the information in this Form as a report together with the plans and drawings attached are true and complete.

I hereby acknowledge that the Director of Lands is not obliged to keep the content of this Form, its attachments/enclosures or any documents submitted in support of or in relation to this Form 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 this Form. This acknowledgement applies irrespective of whether the consent in the following paragraph is given or not.

- Insofar as 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 this Form, its attachments/enclosures and any documents submitted in support of or in relation to this Form 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.

Section IV (cont'd)

Signature
(signed by the *Lot Owner/
Representative of the Lot Owner/
Registered Landscape Architect (RLA)
with valid registration chop affixed, if any) # _____

Name of *Lot Owner/
Representative of the Lot Owner/ RLA # _____

Registration No. (if any) # _____

Date # _____ (dd/mm/yyyy)

Notes:

- (1) This Form shall be submitted in conjunction with Form 4 and Form 5 for submission of a Self-Certification of Compliance (SCC) on completion of landscape works required under leases pursuant to LAO PN No. 1/2020, save for situations mentioned in Note (2) below. The submission of SCC is mandatory for LMP and optional for LP clause.
- (2) Where landscape works is also imposed as a planning condition, it is not necessary to submit a SCC for landscape works to LandsD as Planning Department will be responsible for compliance checking.
- (3) Compliance checking upon completion of landscape works for areas to be handed back to the Government or areas to be formed outside lot boundary or government land designated by colour (Coloured Areas) on the lease plan, the concerned B/D will be responsible for compliance checking at the implementation stage in accordance with the relevant clauses under lease, JPN 3 and DEVB TC(W) No. 6/2015.

Fill in as appropriate

* Select 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 Form including its attachments/enclosures and any documents submitted in support of or in relation to this Form will be used by Lands Department for the purpose of reporting the completion of landscape works for compliance with the landscape clause under lease and for other purposes related to the submission.*
2. *Your provision of all the information in this Form including its attachments/enclosures and any documents submitted in support of or in relation to this submission is required for administering compliance with the lease conditions. Your submission will not be processed if you fail to provide all the information as requested.*
3. *The information you provided in this Form including its attachments/enclosures and any documents submitted in support of or in relation to this submission 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 organization) whether in response to enquiry from members of the public, media or otherwise, or on Lands Department'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 upon 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.*

Form 4 – Self-Certification of Compliance for Completed Landscape Works
within lot under Landscape Clause Notes (1), (2), (3) & (4)

To: *District Lands Office/# _____ / # _____ Section of Lands Department

Section I

Lot Number (No.) # _____

Address # _____

Section II

I, # _____, hereby confirm that I am a Registered Landscape Architect (RLA) (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) of landscape works required under Special Condition No(s). # _____ of the lease ^{Note (3)}.

I certify that the completed Landscape Works as shown in Drawing No(s). & Rev. # _____ (copy attached) approved by Lands Department (LandsD) on # _____ (dd/mm/yyyy) under letter ref. # _____ have been implemented satisfactorily *without amendments/ with minor amendments. A full report in **Form 3** on the completed landscape works is **attached** hereto.

The SCC for Landscape Works:

- does not involve any completed Tree Preservation and Removal Proposal (TPRP) including Old and Valuable Trees, trees of particular value, and any other trees as designated and preserved under lease.
- involves completed TPRP with approval given by LandsD on # _____ (dd/mm/yyyy) under letter ref. # _____.

Section III

I can be contacted at *telephone/ mobile no. # _____ for a joint full compliance checking, if required by LandsD.

I hereby certify that all the information in this SCC and in **Form 3** attached 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).

I hereby acknowledge that the Director of Lands is not obliged to keep the content of this SCC, its attachments/ enclosures or any documents submitted in support of or in relation to the SCC 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 this SCC. This acknowledgement applies irrespective of whether the consent in the following paragraph is given or not.

- Insofar as 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 this SCC, its attachments/ enclosures and any documents submitted in support of or in relation to this SCC to any third party including members of the public upon request of any such third party, media or otherwise, or on LandD's own accord.

The relevant statement (**Form 5**) signed by the lot owner regarding this SCC is hereto attached.

Section III (cont'd)

Signature # _____
(signed by the RLA with
valid registration chop affixed)

Name of RLA # _____

Registration No. # _____

Date # _____ (dd/mm/yyyy)

Notes:

- (1) This Form shall be submitted in conjunction with Form 3 and Form 5 for submission of a Self-Certification of Compliance (SCC) on completion of landscape works required under leases pursuant to LAO PN No. 1/2020, save for situations mentioned in Note (2) below. The submission of SCC is mandatory for LMP and optional for LP clause.
- (2) Where landscape works are also imposed as a planning condition, it is not necessary to submit a SCC for landscape works to LandsD as Planning Department will be responsible for compliance checking.
- (3) All references to “lease” in this Form shall include Conditions of Sale / Grant / Exchange, etc. as the case may be.
- (4) Compliance checking upon completion of landscape works for areas to be handed back to the Government or areas formed outside lot boundary or government land designated by colour (Coloured Areas) on the lease plan, the concerned B/D will be responsible for compliance checking at the implementation stage in accordance with the relevant clauses under lease, JPN 3 and DEVB TC(W) No. 6/2015.

Fill in as appropriate

* Delete as appropriate

Tick this box if the 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 Form including its attachments/ enclosures and any documents submitted in support of or in relation to the certification under this Form will be used by Lands Department for the purposes of considering and processing your submission of self-certification of compliance of landscape works, checking or ensuring compliance in relation to the landscape works under the lease and for other purposes related to such submission.*
2. *Your provision of all the information in this Form including its attachments/ enclosures and any documents submitted in support of or in relation to the certification under this Form is required in relation to checking or ensuring compliance with the lease conditions. Your submission of self-certification of compliance of landscape works will not be processed if you fail to provide all the information as requested.*
3. *The information you provided in this Form including its attachments/ enclosures and any documents submitted in support of or in relation to the certification under this Form 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 Lands Department'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 Form upon 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.*

**Form 5 - Owner's Statement regarding
Self-Certification of Compliance for Landscape Works** Notes (1), (2) & (4)

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 completed Landscape Works required under Special Condition No.(s) # _____ of the lease ^{Note (3)} of # _____ (*lot number*). The Landscape works under the *Landscape Master Plan (LMP)/ Landscape Proposal (LP) are certified by *my/ our RLA to have been satisfactorily completed in accordance with the Drawing No(s). & Rev. # _____ approved by the Director of Lands dated # _____ (*dd/mm/yyyy*) under letter ref. # _____. *My/ Our RLA will submit the **Form 4** dated # _____ (*dd/mm/yyyy*) together with the full report attached in **Form 3** 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, Form 3** and **Form 4**, their attachments/enclosures or any documents submitted in support of or in relation to the report and SCC under Form 3 and Form 4 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 this **Statement**. 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, Form 3** and **Form 4** mentioned above, their attachments/ enclosures and any documents submitted in support of or in relation to the report and SCC under **Form 3** and **Form 4** 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: [#]

[#]

Notes:

- (1) This Form shall be used in conjunction with Forms 3 and 4 for submission of a SCC on completion of landscape works required under leases pursuant to LAO PN No. 1/2020, save for situations mentioned in Note (2) below. The submission of SCC is mandatory for LMP and optional for LP clause.
- (2) Where landscape works are also imposed as a planning condition, it is not necessary to submit a SCC for landscape works to LandsD as Planning Department will be responsible for compliance checking.
- (3) All references to “lease” in this Form shall include Conditions of Sale / Grant / Exchange, etc. as the case may be.
- (4) Compliance checking upon completion of landscape works for areas to be handed back to the Government or areas formed outside lot boundary or government land designated by colour (Coloured Areas) on the lease plan, the concerned B/D will be responsible for compliance checking at the implementation stage in accordance with the relevant clauses under lease, JPN 3 and DEVB TC(W) No. 6/2015.

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

Fill in as appropriate

* Select 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 Statement will be used by Lands Department for the purpose of processing self-certification of compliance of landscape works submitted in Form 4 and processing application for Certificate of Compliance and for other purposes related to the submission and application.*
2. *Your provision of all the information in this Statement including Form 3 and Form 4, their enclosures or any documents submitted in support of or in relation to the same is required in relation to checking or ensuring compliance with the lease conditions. Your application for self-certification of compliance of landscape works will not be processed if you fail to provide all the information as requested.*
3. *The information you provided in this Statement including Form 3 and Form 4, their enclosures or any documents submitted in support of or in relation to the same 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 Lands Department's own accord.*
4. *You have the right of access and correction with respect to personal data as provided 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 Statement 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 of Lands Department, 20/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.*