



**Lands Administration Office  
Lands Department**

**Practice Note**

Issue No. 1/2021A

**Pilot Scheme for Charging Land Premium  
at Standard Rates on Lease Modifications  
for Redevelopment of Industrial Buildings**

With immediate effect, this Practice Note varies and supplements Lands Department (“LandsD”) Lands Administration Office (“LAO”) Practice Note No. 1/2021 (“PN 1/2021”). Except as varied and supplemented by this Practice Note, all other information and provisions in PN 1/2021 remain valid.

2. The period of the pilot scheme will be extended by one year. Paragraph 3 of PN 1/2021 is thus varied as follows :

During the period from 15 March 2021 to **31 March 2024** (“the Period”), applicants may **opt** for the premium for the eligible lease modifications to be charged at standard rates (“the Option”) **not later than** the acceptance of the Provisional Basic Terms Offer (“PBTO”) for the proposed lease modification by completing the Option Form at **Appendix I** (“Option Form”).

3. To facilitate the applicant to decide whether to opt for charging land premium at standard rates under the pilot scheme<sup>1</sup>, LandsD will inform the applicant of the GFA figure of “C” (as referred to in paragraph 4(iii) of PN 1/2021) at the time of the issuance of the PBTO by a separate letter, **provided that** the applicant submits the Enquiry Form at **Annex** with all the supporting documents **not later than** the settlement of the initial administrative fee as demanded by LandsD for the proposed lease modification application.

4. This Practice Note is issued for general reference purposes only. All rights to modify the whole or any part of this Practice Note are hereby reserved.

A handwritten signature in blue ink, appearing to read 'Andrew Lai'.

( Andrew LAI )  
Director of Lands  
31 March 2022

<sup>1</sup> In the event the lease modification application under PN 1/2021 falls within the New Development Areas, the applicant shall only be allowed to opt for the standard rates for the New Development Areas under the relevant LandsD LAO PN.

ENQUIRY FORM

To : District Lands Officer, \_\_\_\_\_, Lands Department      Date : \_\_\_\_\_

Lot No.: \_\_\_\_\_ ("the Lot")

Address: \_\_\_\_\_

\*Proposed Lease Modification/Land Exchange

Pursuant to paragraph 3 of the Lands Department ("LandsD") Lands Administration Office Practice Note No. 1/2021A, \*I/we wish to be informed of the GFA figure of "C" (as referred to in paragraph 4(iii) of the LandsD Lands Administration Office Practice Note ("PN 1/2021")) at the time of the issuance of the Provisional Basic Terms Offer for the proposed \*lease modification / land exchange transaction ("proposed transaction").

2.      \*I/We provide the following requisite documents / information herewith<sup>&</sup> :-

- (i) Copy of land grant showing that
  - (a) under the terms therein, the Lot(s) shall not be used for any purpose other than for industrial or godown purposes or both; or
  - (b) the land grant does not contain specific user restriction; and
- (ii) (a) The occupation permit(s) issued by the Building Authority for the Pre-1987 industrial buildings erected on the Lot(s) (for the purpose of this Enquiry Form, "Pre-1987 industrial building" has the meaning as defined in Footnote 2 of PN 1/2021); or
  - (b) The approval letter(s) issued by the Building Authority showing the building plans of the Pre-1987 industrial building(s) erected on the Lot(s) were first submitted to the Building Authority for approval on or before 1 March 1987; and
- <sup>#</sup>(iii) A certificate by \*an Authorized Person (as defined in the Buildings Ordinance) / a Registered Professional Surveyor (as defined in the Surveyors Registration Ordinance) ("the Certificate") certifying the gross floor area ("GFA") of the Pre-1987 industrial building(s) existing on the Lot(s) or existed immediately before the Lot(s) became vacant (collectively "the existing building") as per the latest building plans of the existing building approved by the Building Authority ("the approved building plans"), but excluding the GFA of any parking, loading and unloading spaces, plant rooms and other similar facilities not normally accountable for GFA under the Buildings Ordinance and any GFA in the approved building plans which do not comply with the lease conditions. A set of the approved building plans shall be attached with the Certificate.

3. \*I/We further understand and acknowledge that the GFA figure of “C” (as referred to in paragraph 4(iii) of PN 1/2021) will be determined by LandsD at its absolute discretion. The figure provided by LandsD will be final and binding, and shall be applied if I/we opt for the premium for the eligible proposed transaction to be charged at standard rates pursuant to PN 1/2021.
4. \*I/We have read and understood the attached Note on Use of Personal Information.

Yours faithfully,

Signature(s) of the \*Applicant / authorized officer(s) for and on behalf of the Applicant(s) : \_\_\_\_\_

Name(s) of the Applicant(s) in Block Letters: \_\_\_\_\_

\_\_\_\_\_  
 \*Name(s) and capacity of the authorized officer(s) of the Applicant(s): \_\_\_\_\_

\_\_\_\_\_  
 Address of the Applicant(s): \_\_\_\_\_

Telephone Number of the Applicant(s): \_\_\_\_\_

Date: \_\_\_\_\_

**c.c. Chief Estate Surveyor / Valuation, Lands Department** (email : cesv@landsd.gov.hk)  
 (Fax : 2523 1620)

\* Delete as appropriate

& In case the applicant has submitted the requisite documents / information in accordance with paragraph 2 above, the applicant is no longer required to provide the same when he submits the Option Form under PN 1/2021.

# In case the applicant chooses not to provide the Certificate or the applicant chooses to adopt an alternative basis for determination of the GFA figure of “C” (as referred to in paragraph 4(iii) of PN 1/2021) based on the GFA figure upon redevelopment of the site for industrial and/or godown use before the lease modification / land exchange, as would have been adopted by LandsD in a case-by-case assessment, the applicant may provide the GFA figure on such basis (with or without supporting information) for LandsD’s consideration. LandsD will then determine the GFA figure on such alternative basis, which is final and binding on the applicant. For certainty and simplicity, such choice by the applicant for alternative basis mentioned above is irreversible.

**Note on Use of Personal Information**

Purpose of Collection	<p>The personal data provided in this Enquiry Form will be used by the Lands Department for the purpose of considering and processing this Enquiry Form.</p> <p>The provision of personal data as required in this Enquiry Form is mandatory. If you do not provide sufficient information, the Lands Department may not be able to process this Enquiry Form.</p>
Class of Transferees	<p>The personal data provided in this Enquiry Form may be disclosed to other Government bureaux / departments for the purpose mentioned above.</p>
Access to Personal Data	<p>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 1 of the Personal Data (Privacy) Ordinance. Such right of access includes the right to obtain a copy of the personal data provided in this Enquiry Form upon payment of the applicable charge.</p>
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>