

Section I (cont'd)

Other disturbed and/or interfered tree(s) other than the above prior written approval
(For **re-submission/ amendment submission* only)

**Yes/ No* If yes, please specify: (e.g. Report(s) of emergency tree felling/pruning due to natural cause, incident report(s) of tree damage, etc. Use separate sheet, if necessary.)

Existing tree(s) surveyed in this TPRP

- (a) Existing tree(s) growing within the private lot (i.e. Pink Area under the lease plan)
- No. of trees to be retained in-situ
- No. of trees to be transplanted
- No. of trees to be felled
- No. of trees to be (please specify): (# _____)

Total of (a) = _____

- (b) Existing tree(s) growing outside the lot boundary or within Coloured Areas
- No. of trees to be retained in-situ
- No. of trees to be transplanted
- No. of trees to be felled
- No. of trees to be (please specify): (# _____)

Total of (b) = _____

**Total no. of existing tree(s) surveyed in this TPRP =
i.e. (a) + (b)**

New tree(s) confirmed as compensatory planting for the implementation upon completion of this proposed development

- (i) No. of new trees to be planted, within lot
- (ii) No. of new trees to be planted outside lot or within Coloured Areas

**Total no. of new tree(s) confirmed as compensatory planting for
implementation upon completion of this proposed development =
i.e. (i) + (ii)**

Section II

Submission of TPRP for tree(s) on areas to be handed back to the Government or formed outside the lot boundary or Coloured Areas to relevant government offices

***Yes/ No** If yes, please make reference to the office/ department concerned according to distribution list at Section V.

Section III – List of supporting document enclosed:

<input type="checkbox"/>	Tree Assessment Schedule (surveyed on #_____ (dd/mm/yyyy))
<input type="checkbox"/>	Photographic record of existing trees (in colour, date-imprinted and marked with corresponding *identification/ reference/ serial number)
<input type="checkbox"/>	Documents supporting the engineering works (*drawings and/or written statement from the *structural / geotechnical engineer)
<input type="checkbox"/>	Others (Please specify) (#_____)

Section IV - List of drawings submitted:

Drawing No.	Drawing Title	Date (dd/mm/yyyy)	Revision no. (if any)
#_____	Tree Survey Plan with an overlay of the lease plan and latest site formation plan/ building plan (in scale 1 : #___ on *A4/ A3/ A1 paper)	#_____	#_____
#_____	Compensatory Planting Plan with an overlay of the lease plan and latest site formation plan/ building plan (in scale 1 : #___ on *A4/ A3/ A1 paper)	#_____	#_____
#_____	Detail(s) and sections (in scale 1 : #___ on *A4/ A3/ A1 paper)	#_____	#_____
#_____	Others (Please specify) #_____	#_____	#_____

Section V - Distribution list of relevant government departments:				
Office/ Department Concerned		No. of copies required	Original locations of the existing trees to be affected	Drawings submitted to Office concerned directly?
<input type="checkbox"/>	(a) District Lands Office (DLO) or Building Plan Unit (BPU) of LandsD	2	*Pink/ Yellow/ Brown/ Green/ Green-Hatched Black Area	*yes/ no
<input type="checkbox"/>	(b) Landscape Advisory Team (LAT) of LandsD	1	Pink Area	*yes/ no
<input type="checkbox"/>	(c) Leisure and Cultural Services Department (LCSD)	#__	*Green/ Yellow Area to be handed back to LCSD	*yes/ no
<input type="checkbox"/>	(d) Agriculture Fisheries and Conservation Department (AFCD)	#__	*Green-Hatched Black/ Brown/ Yellow Area other than (c) above	*yes/ no
<input type="checkbox"/>	(e) Highways Department ^(Note 3) (HyD)	#__	Green Area to be handed back to HyD	*yes/ no
<input type="checkbox"/>	(f) Others (Please specify) # _____	#__	Others (Please specify): # _____	*yes/ no

Section VI
<p>I hereby certify that the information in this submission 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).</p> <p>I hereby acknowledge that the Director of Lands is not obliged to keep the content of this submission, its enclosures or any documents submitted in support of or in relation to this submission 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.</p>

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 submission, its enclosures or any documents submitted in support of or in relation to this submission 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.

Signature # _____
(signed by the Registered Landscape Architect (RLA) with valid registration chop affixed, if any)

Name of the RLA # _____

Registration No. # _____

Date # _____ (dd/mm/yyyy)

Notes:

- (1) This form shall be used for submission of the Tree Preservation and Removal Proposal for building development in private projects. Please read in conjunction with the *Guidance Notes on Tree Preservation and Removal Proposal for Building Development in Private Projects – Compliance of Tree Preservation Clause under Lease* issued by LandsD which are available on LandsD's website.
- (2) All references to "lease" in this Form shall include Conditions of Sale/Grant/Exchange, etc. as the case may be.
- (3) Landscape Division and Regional Office for trees outside lot boundary on streets maintained by HyD.

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 submission, its enclosures and any documents submitted will be used by LandsD for the purposes of considering and processing your submission for approval of the TPRP for compliance of the tree preservation clause under lease and for other purposes related to such submission.*
2. *Your provision of all the information in this submission, its enclosures and any documents submitted 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 submission, its enclosures and 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 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 of Lands Department, 20/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.*

Form 2 – Deemed Approval Submission for Tree Preservation and Removal Proposal (TPRP) within lot where Landscape Submission is made in connection with Planning Application

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

Section I	
Lot Number (No.)	# _____
Address	# _____
Planning Application No.	# _____

Section II
I, # _____, hereby confirm that I am a Registered Landscape Architect (Registration No. # _____) registered under the Landscape Architects Registration Ordinance (Cap 516) and the owner(s) of above lot has appointed or authorized me to act on his/their behalf to submit the TPRP for deemed approval to be given under Special Condition No. # ____ of the lease ^(Note 1) .

Section III
I refer to paragraph 9 of Lands Administration Office (LAO) Practice Note No. 2/2020 (the PN) issued by LandsD and hereby certify that the content of the TPRP (drawing nos. and rev. # _____) is part and parcel of the *Landscape Master Plan (LMP)/ Landscape Proposal (LP) for compliance with the planning condition(s) and/or in support of the planning application and approved by Town Planning Board (TPB) or Planning Department (PlanD) on # _____ (dd/mm/yyyy). A copy of the approval letter from *TPB/ PlanD is attached hereto.

Section IV

I hereby certify that there has been no change ^(note 2) to the TPRP as part and parcel of the *LMP/ LP which was approved by *TPB/ PlanD on #_____ (dd/mm/yyyy) as mentioned in Section III above.

I confirm that the TPRP as part and parcel of the *LMP/ LP approved by *TPB/ PlanD on #_____ (dd/mm/yyyy) is consistent with the *latest/ approved *master layout plan/ building plans. I also **attach** to this Form the entire TPRP as part and parcel of the *LMP/ LP approved by *TPB/ PlanD.

Section V

For the avoidance of doubt, I hereby acknowledge that the above-mentioned deemed approval under lease will be limited to the TPRP within lot under the tree preservation clause of the lease conditions and should not be construed as an acknowledgement that anything indicated in the deemed approved TPRP is in all respects in compliance with other lease conditions and that such deemed approval, if given, will not in any way prejudice or affect any rights of the Government under lease including the right to reject building plans which are consistent with the deemed approved TPRP but inconsistent with other lease conditions, and 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 deemed approval is given.

I hereby certify that the information in this submission 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).

Section V (cont'd)

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

Signature # _____

*(signed by the Registered Landscape Architect
(RLA) with valid registration chop affixed)*

Name of RLA # _____

Registration No. # _____

Date # _____ (dd/mm/yyyy)

Notes:

- (1) All references to “lease” in this Form shall include Conditions of Sale/Grant/Exchange, etc. as the case may be.
- (2) For changes, please refer to TPB PG-No. 36B “Town Planning Board Guidelines for Class A and Class B Amendments to Approved Development Proposals” which can be viewed from TPB’s internet homepage (<https://www.info.gov.hk/tpb/en/forms/guideline.html>). Approval procedures as stipulated in paragraph 10 of PlanD’s PNPP No. 1/2019 shall be followed for Class B amendments to the approved LMP/LP.

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 submission, its attachments/enclosures and any documents submitted will be used by LandsD for the purposes of considering and processing your submission for deemed approval of the TPRP within lot for compliance of the tree preservation clause under lease and for other purposes related to such submission.*
2. *Your provision of all the information in this submission, its attachments/enclosures and any documents submitted 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 submission, its attachments/enclosures and 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 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 of Lands Department, 20/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.*

**Form 3 - Deemed Compliance Submission for Tree Preservation and Removal Proposal
(TPRP) within lot where Landscape Submission is made
in connection with Planning Application**

**To: *District Lands Office # _____ / # _____ Other Section of Lands
Department (LandsD)**

Section I	
Lot Number (No.)	# _____
Address	# _____
Planning Application No.	# _____

Section II
<p>I, # _____, hereby confirm that I am a Registered Landscape Architect (Registration No. # _____) registered under the Landscape Architects Registration Ordinance LMPCap. 516) and the owner(s) of above lot has appointed or authorized me to act on his/their behalf to report compliance of the tree preservation clause at Special Condition No. # _____ of the lease ^(Note 1) and approval condition (# _____) of the planning application (Planning Application No. # _____).</p> <p>I refer to paragraph 10 of Lands Administration Office (LAO) Practice Note No. 2/2020 (the PN) issued by LandsD and hereby certify that the TPRP as part and parcel of the *Landscape Master Plan (LMP)/ Landscape Proposal (LP) (drawing nos. and rev. # _____) approved by the *Town Planning Board (TPB)/ Planning Department (PlanD) on # _____ (dd/mm/yyyy) under letter ref. # _____ and deemed to have been approved by the LandsD on # _____ (dd/mm/yyyy) under ref. # _____ has been fully implemented satisfactorily *with/ without Class B amendment(s) according to the TPB PG-No. 36B ^(Note 2) to the above-quoted approved plans. Copy of PlanD's approval on the compliance of landscape requirement under condition (# _____) of the planning application (Planning Application No. # _____) is attached hereto.</p>

Section II (cont'd)

- Please note that there are Class B amendments according to the TPB PG-No. 36B – *Town Planning Board Guidelines for Class A and Class B Amendments To Approved Development Proposals* to the TPRP as indicated in the *LMP/ LP approved by *TPB/ PlanD on #_____ (dd/mm/yyyy) and highlighted on the completed TPRP within lot. Copies of the aforementioned *LMP/ LP duly coloured to indicate the amendments are **attached** hereto.

Section III

I hereby certify that the information in this submission 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 submission, its enclosures or any documents submitted in support of or in relation to this submission 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 submission, its enclosures or any documents submitted in support of or in relation to this submission 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 III (cont'd)

Signature # _____
*(signed by the Registered Landscape Architect
(RLA) with valid registration chop affixed)*

Name of RLA # _____

Registration No. # _____

Date # _____ (dd/mm/yyyy)

Notes:

- (1) All references to “lease” in this Form shall include Conditions of Sale/ Grant/ Exchange, etc. as the case may be.
- (2) TPB PG-No. 36B “Town Planning Board Guidelines for Class A and Class B Amendments to Approved Development Proposals” can be viewed from TPB’s internet homepage (<https://www.info.gov.hk/tpb/en/forms/guideline.html>). Approval procedures as stipulated in paragraph 10 of PlanD’s PNPP No. 1/2019 shall be followed for Class B amendments to the approved LMP/LP.

Fill in as appropriate

* Select as appropriate

Tick if appropriate

Personal Information Collection Statement

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

1. *The information relating to you provided in this submission, its attachments/enclosures and documents submitted will be used by LandsD for the purposes of considering and processing your submission for the completed works under the TPRP as indicated in landscape submissions in connection with planning applications approved by TPB/PlanD, which is deemed to have complied with the tree preservation clause under lease and for other purposes related to such submission.*
2. *Your provision of all the information in this submission, its attachments/enclosures and documents submitted 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 submission, its attachments/enclosures and 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 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 of Lands Department, 20/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.*

**Form 4 - Report on Completed Tree Preservation and Removal Proposal (TPRP)
for Compliance of Tree Preservation Clause under Lease ^(Note 1)**

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

Section I	
Lot Number (No.)	# _____
Address	# _____

Section II											
<p>Summary of *Retained/ Transplanted/ Compensatory Trees in compliance with the approved TPRP with submission history detailed as below:</p> <p>Approval letter(s) from the *DLO # _____ / CES # _____ of LandsD:</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Letter Ref.</u></td> <td style="text-align: center;"><u>Date (dd/mm/yyyy)</u></td> <td style="text-align: center;"><u>Drawing no(s) & Rev. no</u></td> </tr> <tr> <td># _____</td> <td># _____</td> <td># _____</td> </tr> <tr> <td># _____</td> <td># _____</td> <td># _____</td> </tr> </table> <p>Other approved drawings (if any):</p> <p># _____</p> <p><input type="checkbox"/> The TPRP <i>*does/ does not</i> involve Old and Valuable Trees, trees of particular value, and any other trees as designated and preserved under lease.</p>			<u>Letter Ref.</u>	<u>Date (dd/mm/yyyy)</u>	<u>Drawing no(s) & Rev. no</u>	# _____	# _____	# _____	# _____	# _____	# _____
<u>Letter Ref.</u>	<u>Date (dd/mm/yyyy)</u>	<u>Drawing no(s) & Rev. no</u>									
# _____	# _____	# _____									
# _____	# _____	# _____									

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 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. and ground condition at root collar of each retained and transplanted trees shall be covered.

Section VII

I hereby certify that the information in this Report 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 Report, its enclosures or any documents submitted in support of or in relation to this 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 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 Report, its enclosures or any documents submitted in support of or in relation to this 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.

Section VII (cont'd)

Signature # _____
*(signed by the Registered Landscape Architect
(RLA) with valid registration chop affixed)*

Name of RLA # _____

Registration No. # _____

Date # _____ (dd/mm/yyyy)

Notes:

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

Fill in as appropriate

* Delete as appropriate

Select as appropriate

Personal Information Collection Statement

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

1. *The information relating to you provided in this Form, its attachments/ enclosures and documents submitted will be used by LandsD for the purposes of considering and processing your submission for the works completed under the TPRP as indicated in landscape submissions in connection with planning applications approved by TPB/PlanD, which is deemed to have complied with the tree preservation clause under lease and for other purposes related to such report.*
2. *Your provision of all the information in this Form, its attachments/enclosures and documents submitted 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, its attachments/enclosures and 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 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 of Lands Department, 20/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.*

**Form 5 - Self-Certification of Compliance for Completed Tree Preservation and
Removal Proposal (TPRP) within lot under Tree Preservation Clause**

To: *District Lands Office/#_____/#____ Section of Lands Department (LandsD)

Section I	
Lot Number (No.)	# _____
Address	# _____

Section II
<p>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).</p> <p>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 Old and Valuable Trees, trees of particular value, and any other trees as designated and preserved under lease.</p>
<p><input type="checkbox"/> Please note that there are minor amendments:</p> <ul style="list-style-type: none"><input type="checkbox"/> *preservation/ planting of more trees within lot<input type="checkbox"/> minor changes in planting locations for compensatory planting within lot<input type="checkbox"/> minor changes in size for compensatory planting within lot<input type="checkbox"/> minor changes in species for compensatory planting within lot <p>between the TPRP approved by LandsD on # _____ (dd/mm/yyyy) and the completed TPRP within lot. Copies of the aforementioned plans duly coloured to indicate the amendments are <u>attached</u> hereto.</p>
<p>A full report dated # _____ (dd/mm/yyyy) on the completed TPRP within lot supported with a set of photographic record 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 as reported in Form 4 (for the works completed under the TPRP within lot)</p>

Section II

attached to Lands Administration Office (LAO) Practice Note No. 2/2020 (the PN) issued by LandsD is hereto **attached**.

Section III

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 and in **Form 4** 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 any plans attached to this SCC, and of the said report (**Section II of Form 4**), 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 (**Section II of Form 4**), 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 relevant statement (**Form 6**) signed by the lot owner(s) regarding this SCC is **attached** hereto.

Section III (con'd)

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 Conditions of Sale/ Grant/ Exchange, etc. as the case may be.

- # 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 submission (including its attachments, the report in Form 4, 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 in Form 4, 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 in Form 4, 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.*

Form 6 - Owner's Statement

(Self-Certification of Compliance for Completed Tree Preservation and Removal Proposal
within lot 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 5** dated # _____ (dd/mm/yyyy) together with the full report in **Form 4** 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 4** and **Form 5**, their attachments/enclosures or any documents submitted in support of or in relation to the report and SCC under **Form 4** and **Form 5** 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, Form 4** and **Form 5** mentioned above, their attachments/ enclosures or any documents submitted in support of or in relation to the report and SCC under **Form 4** and **Form 5** 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 Conditions of Sale/ Grant/ Exchange,
etc. as the case may be.

^ 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 Statement (including the report in Form 4, its enclosures and 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 submitted in Form 5 and for other purposes related to the application and submission.*
2. *Your provision of all the information in this Statement 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 Statement (including the report in Form 4, 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 organisations) 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 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.*