



**Tree Preservation and Removal Proposal for
Building Development in Private Projects
Compliance of Tree Preservation Clause under Lease¹**

This Practice Note (PN) sets out the streamlined arrangements for processing Tree Preservation and Removal Proposal (TPRP) arising from building developments in private projects for compliance with the tree preservation clause under lease. This PN should be 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” (the Guidance Notes) which are available on LandsD website (www.landsd.gov.hk).

2. Where the lease contains a tree preservation clause², lot owner(s) has the responsibility to ensure that trees are not unnecessarily interfered with or removed without the prior written consent of the Director of Lands (the Director). The lot owner should seek advice from Authorized Person (AP) or Registered Landscape Architect (RLA) before seeking the Director’s prior written consent for undertaking any tree removal or interference of the existing tree(s). In granting consent, the Director may impose such conditions as to transplanting and/ or compensatory planting as he deems appropriate.

Definition of a Tree

3. A plant is considered as a tree if its trunk diameter measures 95mm or more at a height of 1.3m above the ground level.³

¹ All references to “lease” in this PN shall include Conditions of Sale/Grant/Exchange, etc. as the case may be.

² Tree preservation clause may typically provide, inter alia, that “No tree growing on the lot or adjacent thereto shall be removed or interfered with without the prior written consent of the Director who may, in granting consent, impose such conditions as to transplanting, compensatory landscaping or replanting as he may deem appropriate.”

³ Guidance on measurement of tree diameter is given in Agriculture, Fisheries and Conservation Department (AFCD)’s Nature Conservation Practice Note No. 2 “Measurement of Diameter at Breast Height (DBH)”, which can be viewed from AFCD’s internet homepage (www.afcd.gov.hk)

Planning and Design Stage of a Proposed Development

4. The AP and RLA should assess the impact of the proposed development on existing tree(s) at the planning and early design stage of a proposed development in parallel to the preparation and submission of general building plans (GBPs). The AP and RLA should also be responsible to advise the lot owner that treatment of existing tree(s) is part and parcel of the Landscape Submission⁴.

Submission of TPRP within lot under Lease

5. The RLA shall prepare and submit TPRP to District Lands Office (DLO)⁵ of LandsD. TPRP should comprise a tree survey plan identifying all existing tree(s) within the development site, a tree assessment schedule with justifications for tree felling, pruning, transplanting, tree preservation/protection measures and a compensatory planting proposal. Please refer to the Guidance Notes for the relevant information to be provided in the submission of TPRP. Unless otherwise required, no less than two copies of TPRP together with **Form 1** (Appendix to this PN) shall be submitted to DLO for consideration. Please refer to **Figure A** (Appendix to this PN) for Procedure Flow Chart for Submission of TPRP. The processing time of TPRP will normally not be more than 8 weeks from the date of receipt of a valid submission.

6. To expedite the processing time for TPRP and facilitate early completion of the private developments, LandsD would consider giving approval to TPRP before GBPs have been approved under lease when all the following conditions and one or more of the criteria set out in paragraph 7 below is/are also fulfilled:

- (a) GBPs have been approved by the Buildings Department (BD);
- (b) Site formation plans, including Excavation and Lateral Support (ELS) Plans⁶, required to be submitted, have been approved by BD;

⁴ Landscape Submission means submission and implementation of a Landscape Master Plan or Landscape Proposal for a proposed development as required under planning regime and/or under lease.

⁵ DLO includes Railway Development Section and other specialized sections. DLO may refer TPRP associated with GBPs to Building Plan Unit (BPU) for processing as appropriate and hence subsequent submissions may refer to BPU direct for handling.

⁶ ELS plans refers to the submission required under Building (Administration) Regulation 8(1)(bc) for approval where excavations of substantial depth are to be carried out, and the collapse of the relevant excavated level(s) may cause serious consequences.

(c) Landscape Advisory Team (LAT) of the Building Plan Unit (BPU) of LandsD has confirmed no adverse landscape technical advice on TPRP and there is no removal or interference of Old and Valuable Trees, trees of particular value, trees of rare species and other trees (stonewall trees, trees of particular interest, etc.) as designated and preserved under lease.

7. Subject to paragraph 6 above, supplementary information or certification may be required from the AP in support of the presence of the criteria:-

(a) In the event that approval under lease for GBPs was outstanding due to aspects other than those relating to ground level or level(s) where the affected tree(s) situate, TPRP may be approved if DLO or BPU satisfies that the proposed layout at the respective levels including the locations of the building footprints and the access road alignments, etc. submitted by the AP is a reasonable arrangement permissible under lease.

(b) The lot area due to its limited size may pose a constraint to accommodate the permitted plot ratio or site coverage under lease. Approval may be considered and given if DLO or BPU satisfies with the AP's demonstration that the said constraint renders no chance to retain the existing tree(s) proposed to be felled under the TPRP.

(c) There may be circumstance that the site is permitted under lease to a comparatively high development intensity i.e. with a permissible plot ratio (PR) of 5 or higher and site coverage (SC) of 100% of the developable area, leaving no practical alternative design for disposition of the development except by pruning or removal of the affected tree(s). Approval may be considered and given if DLO or BPU satisfies with the support and justification provided by the AP or RLA.

(d) To benefit from the GFA exemption under lease as well as to maximize the developable GFA, the carpark at basement level may need to be provided. To construct a basement carpark, tree pruning or removal may be inevitable. AP would be asked to confirm the proposed development form is in compliance of the lease.

Submission of TPRP within lot in connection with the Landscape Submission of a Planning Application

8. To avoid duplication of work, LandsD will not vet TPRP within lot for compliance of tree preservation clause under lease formed part and parcel of a Landscape Submission which

has been approved by the Town Planning Board (TPB)/ Planning Department (PlanD).

9. The deemed approval for TPRP is subject to an application i.e. **Form 2** (Appendix to this PN) together with the entire TPRP indicated in the approved Landscape Master Plan (LMP) or Landscape Proposal (LP) (Deemed Approval Submission) to DLO or BPU and the RLA shall certify that the TPRP submitted is part and parcel of the LMP or LP for compliance with planning condition(s) and/or in support of planning application and approved by TPB or PlanD. DLO or BPU will issue an acknowledgement letter to the RLA within 10 working days upon receipt of the Deemed Approval Submission, signifying deemed approval for the TPRP under tree preservation clause of the lease. Please refer to **Figure B** (Appendix to this PN) for Procedure Flow Chart for Deemed Approval Submission of TPRP.

10. Approval given by PlanD on the completion of the landscape works would be deemed to have fulfilled the compliance requirement of tree preservation clause subject to an application i.e. **Form 3** (Appendix to this PN) to DLO together with PlanD's approval (Deemed Compliance Submission). Upon receipt of Deemed Compliance Submission, DLO will issue an acknowledgement letter within 10 working days to the RLA, signifying the compliance of the tree preservation clause under lease. Please refer to **Figure C** (Appendix to this PN) for Procedure Flow Chart for Compliance Checking of Completed TPRP.

11. The deemed approval/ compliance arrangement sets out at paragraphs 8 to 10 above are inapplicable to TPRP where (i) the lot boundary is substantially different from the boundary of planning application site approved by TPB; or (ii) affected trees are on areas to be handed back to the Government or areas to be formed outside lot boundary including government land designated by colour on the lease plan (Coloured Areas). For such TPRP, please refer to paragraph 23 below.

Implementation of TPRP

12. The lot owner, the appointed AP or RLA should ensure that TPRP is fully implemented on site with due care. It is recommended that all works of TPRP shall be supervised and carried out by Qualified Professionals.⁷ Attention of other on-site contractors/staff and consultants should also be drawn to the tree requirements under lease.

⁷ "Qualified Professional" refers to a service provider or an individual with recognised qualifications and expertise to undertake tree risk assessment and associated arboricultural works / operations as defined in Appendix I – "Requirements of Qualified Professionals for Arboricultural Works" of the "Handbook on Tree Management" promulgated by the Greening, Landscape and Tree Management Section of the Development Bureau.

Self-Certification of Compliance of Completed TPRP within lot under Tree Preservation Clause

13. To speed up the checking of completed TPRP within lot, it is a mandatory requirement for the lot owner to appoint a RLA to prepare a Self-Certification of Compliance (SCC) submission to DLO. The RLA shall inspect, check and certify whether the works under TPRP has been satisfactorily completed. A report on the works completed under TPRP within lot in **Form 4** (Appendix to this PN) together with the RLA's certification in **Form 5** (Appendix to this PN) and the owner's statement in **Form 6** (Appendix to this PN) are required to be submitted to DLO.

14. If the revisions to the approved TPRP are minor in nature (such as preservation of more trees/ planting of more trees/ minor changes in planting locations/ minor changes in size and species for compensatory planting within lot), resubmission of the updated TPRP for approval is considered not necessary. The decision of LandsD on the need to resubmit TPRP shall be final. The RLA shall indicate clearly the changes in **Form 4** and associated supporting documents with certification, where appropriate.

15. Lots with SCC submitted to DLO will be entered into a register and randomly selected for on-site full compliance checking at a rate to be determined by LandsD from time to time having regard to previous SCC compliance checking record. The RLA will be notified if the lot is selected for full compliance checking within 14 working days from the date of receipt of **Form 4, 5 & 6**. If the RLA does not receive any response from DLO within the said 14 working days, the SCC of completed TPRP works is considered to have complied with tree preservation clause under lease.

16. If the lot is selected for full compliance checking, DLO will further liaise with the RLA and concerned party within 14 working days for the date of on-site full compliance checking to be conducted and the RLA will be notified of the result within 6 weeks after the on-site checking. If rectification works are required after the checking, the RLA shall submit, upon completion of all rectification works, a fresh **Form 4, 5 & 6** for further checking. Please refer to **Figure C** (Appendix to this PN) for Procedure Flow Chart for Compliance Checking of Completed TPRP.

17. For full compliance checking has been conducted and no rectification works is required, DLO will issue a letter to the lot owner and the RLA confirming that the tree preservation clause under lease has been complied with.

18. SCC sets out in paragraphs 13 to 17 above do not apply to TPRP on areas to be handed back to the Government or areas to be formed outside lot boundary or Coloured Areas. For such TPRP, please refer to paragraph 23 below.

Workshop Approach

19. The workshop approach introduced under LAO PN No. 4/2018 shall be applicable to the associated TPRP. In written request of workshop arrangement as referred in paragraph 7 of LAO PN No. 4/2018, the AP and RLA shall set out clearly the purpose of the proposed workshop, which may include the presentation of TPRP in relation to building design/ layout, fundamental issues of concern relating to GBPs and TPRP together with relevant documents e.g. drawings for discussion. Request for workshop will be considered by DLO or BPU in accordance with LAO PN No. 4/2018. Where appropriate, representatives from LAT may be invited to join the workshop.

Emergency Tree Felling/Pruning Due to Natural Causes

20. Existing trees are unavoidably exposed to natural hazard such as lightning, typhoon, torrential rain, landslide or emergency situations where safety is at stake. It is the responsibility of the lot owner to manage and maintain all trees within lot to the satisfaction of the Director including timely and appropriate horticultural maintenance with reasonable precautionary/ protection measures as well as emergent tree felling/ pruning due to natural cause as part of the preservation requirement.

21. It is advisable to take full photographic record on the concerned tree(s) before emergent removal or severe pruning of the damaged tree(s) due to natural causes. Where possible, the party carrying out the emergency works should take full photographic record of the trees concerned before removal or interference. However, for expeditious emergency action, photograph taking and tree removal could be carried out on the same occasion if considered necessary. In any case, the lot owner should satisfy himself as to the qualification or expertise of his representative, acting upon relevant expert advice including but not limited to RLA's advice and report to LandsD in writing within 21 calendar days after the emergency tree felling/ pruning incident. It shall be supported with a report of the trees concerned and all relevant photographic records before and after the incident. The photographs, which should be in colour and imprinted with date, should clearly cover the ground condition surrounding the trees concerned and the fallen stem/ branch/ canopy/ root-collar/ root-zone/ exposed root-ball with close-up snapshots as appropriate.

22. For development projects with planning conditions imposed, any emergent tree felling/ pruning due to natural causes after approval of Landscape Submission by TPB/PlanD shall be reported to LandsD in the manner as mentioned in paragraph 21 above and the updated LMP/ LP should be resubmitted for PlandD's approval. For development projects without planning conditions imposed, any emergent tree felling/ pruning due to natural causes shall be reflected in RLA's re-submission or amended submission of TPRP with compensatory planting where appropriate, for LandsD's approval.

Other Remarks

23. If any tree on areas to be handed back to the Government or areas to be formed outside lot boundary or Coloured Areas is affected, separate submission of TPRP on the affected area should be made to fulfill the requirements of other government bureau/ department (B/D) such as Leisure and Cultural Services Department, Agriculture, Fisheries and Conservation Department and Highways Department, etc.. Compliance checking will be carried out by the concerned B/D according to Development Bureau Technical Circular (Works) No. 6/2015.

24. The site monitoring staff of BD make regular visit to private development site for auditing purposes and will report any tree removal activities to LandsD for further action. If unauthorized tree removal is detected, lease enforcement action will be taken against the lot owner. Besides, BD will include an advisory statement in the approval/consent letter for site formation and/or building works to remind AP to obtain tree removal approval under lease prior to commencement of works.

25. Lot owners, their appointed APs and RLAs should note that any approval/deemed approval on TPRP given by LandsD is limited to the compliance of tree preservation clause under lease and should not be construed as an acknowledgement that anything indicated in the said deemed approval is in all respects in compliance with other lease conditions. Such approval/deemed approval shall not in any way prejudice the Government's right to reject building plans which are consistent with the said deemed approval but inconsistent with other lease conditions. Where there is non-compliance of the tree preservation clause under lease, issue of pre-sale consent or certificate of compliance may be withheld until and unless there are compliance with the terms and requirements imposed by the Director including without limitation, the payment of premium and administrative fee and completion of compensatory planting proposal.

26. It must be noted that nothing in this PN shall in any way fetter or affect or prejudice the rights of the Government, the Director of Lands and their officers under the relevant lease or the Government's rights as lessor/landlord, and all such rights are hereby reserved, and that nothing in this PN including any words and expressions used shall in any way be construed as any waiver of any provisions under lease or affect or bind the Government in relation to the interpretation or enforcement of the terms and conditions of the relevant lease or otherwise.

27. LAO PN No. 7/2007 and No. 7/2007A are hereby superseded.

A handwritten signature in blue ink, appearing to read 'Chan', with a large initial 'C'.

(Thomas Chan)

Director of Lands

13 January 2020

Appendices

- I(a)** **Form 1** - Submission of Tree Preservation and Removal Proposal for Compliance of Tree Preservation Clause under Lease

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

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

- I(d)** **Form 4** - Report on Completed Tree Preservation and Removal Proposal for Compliance of Tree Preservation Clause under Lease

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

- I(f)** **Form 6** - Owner's Statement

- II(a)** **Figure A** - Procedure Flow Chart for Submission of Tree Preservation and Removal Proposal under Lease

- II(b)** **Figure B** - Procedure Flow Chart for Deemed Approval Submission of Tree Preservation and Removal Proposal under Lease

- II(c)** **Figure C** - Procedure Flow Chart for Compliance Checking of Completed Tree Preservation and Removal Proposal under Lease

**Form 1 – Submission of Tree Preservation and Removal Proposal^(Note 1) for
Compliance of Tree Preservation Clause under Lease^(Note 2)**

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

Section I	
Lot Number (No.)	# _____
Address	# _____
Tree Preservation Clause under the lease (including Old and Valuable Trees, trees of particular value, and any other trees as designated and preserved under lease)	
*Yes/ No If yes, please provide Special Condition No. # _____	
Tree Preservation and Removal Proposal (TPRP)	
<input type="checkbox"/> Tree Preservation <input type="checkbox"/> Tree Felling <input type="checkbox"/> Tree Pruning <input type="checkbox"/> Tree Transplanting <input type="checkbox"/> Compensatory Planting <input type="checkbox"/> Others: # _____	
Submission Type	
<i>(Please refer to the Guidance Notes^(Note 1) for the full list of mandatory information to be provided.)</i>	
<input type="checkbox"/> New Submission <i>(i.e. a formal first submission)</i>	
<input type="checkbox"/> Re-submission <i>(i.e. a formal submission made to comply with points of disapproval resulting from a previous submission, or constitute amendment/ revision to the initial submission)</i>	
<input type="checkbox"/> Amendment Submission <i>(i.e. a formal submission proposing amendments and/or revisions to a previously approved submission)</i>	
Prior written approval from LandsD for existing tree(s) affected by this submission and/or by this development	
*Yes/ No If yes, please provide details of the LandsD’s approval letter(s):	
Date (dd/mm/yyyy): # _____	
Ref. no.: # _____	

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 *does/ does not 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 III - Updated Schedule of Retained Trees ^(Note 2) (fill in as appropriate)

Tree ID number	Species (in scientific name)	Chinese Name	Condition according to the approved TPRP						Existing condition as on _____ (dd/mm/yyyy)				
			Location (Lot/ GA/ YA/ GHBA etc.)	DBH (mm)	Crown Spread (M)	Overall Height (M)	Health Condition (Good/Fair/ Poor)	Top of soil level above root flare	Crown Spread (M)	Overall Height (M)	Health Condition (Good/Fair/Poor)	Top of soil level above root flare	Photo no. in the Report
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Other retained trees (if any):

Details of the updated schedule for other retained trees are provided in separated sheet(s) of the same format.

Section IV - Updated Schedule of Transplanted Trees ^(Note 2) (fill in as appropriate)

Tree ID number	Species (in scientific name)	Chinese Name	Condition according to the approved TPRP					Existing condition as on _____ (dd/mm/yyyy)				
			Location (Lot/ GA/ YA/ GHBA etc)	DBH (mm)	Crown Spread (M)	Overall Height (M)	Health Condition (Good/Fair/ Poor)	Location (Lot/ GA/ YA/ GHBA etc)	Crown Spread (M)	Overall Height (M)	Health Condition (Good/Fair/ Poor)	Photo no. in the Report
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Other transplanted trees (if any):

Details of the updated schedule for other transplanted trees are provided in separated sheet(s) of the same format.

Section V - Summary of Compensatory Trees ^(Note 2) (fill in as appropriate)

Location (Lot /GA/ YA/ GHBA etc)	Species (in scientific name)	Chinese Name	DBH (mm)	Crown Spread (M)	Overall Height (M)	Quantity (no.)	Photo no. in the Report
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—	—————	—————	—	—	—	—	—
—	—————	—————	—	—	—	—	—

Other compensatory trees (if any):

Details of other compensatory trees are provided in separated sheet(s) of the same format.

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

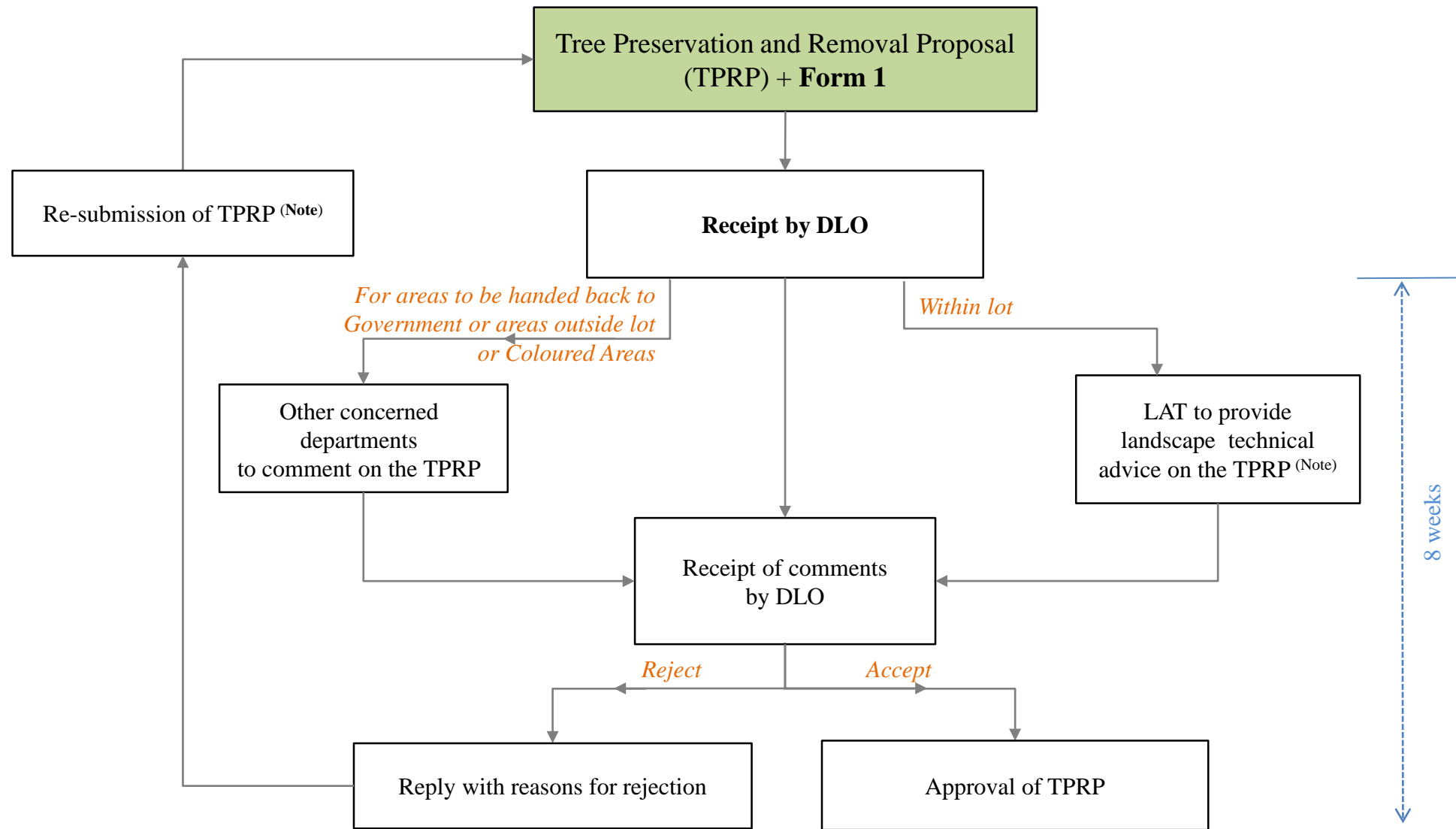
Tick this box if the Lot Owner/ Representative of the Lot Owner/ RLA agrees to
give the consent as set out in this paragraph

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.*

Figure A: Procedure Flow Chart for Submission of Tree Preservation and Removal Proposal under Lease



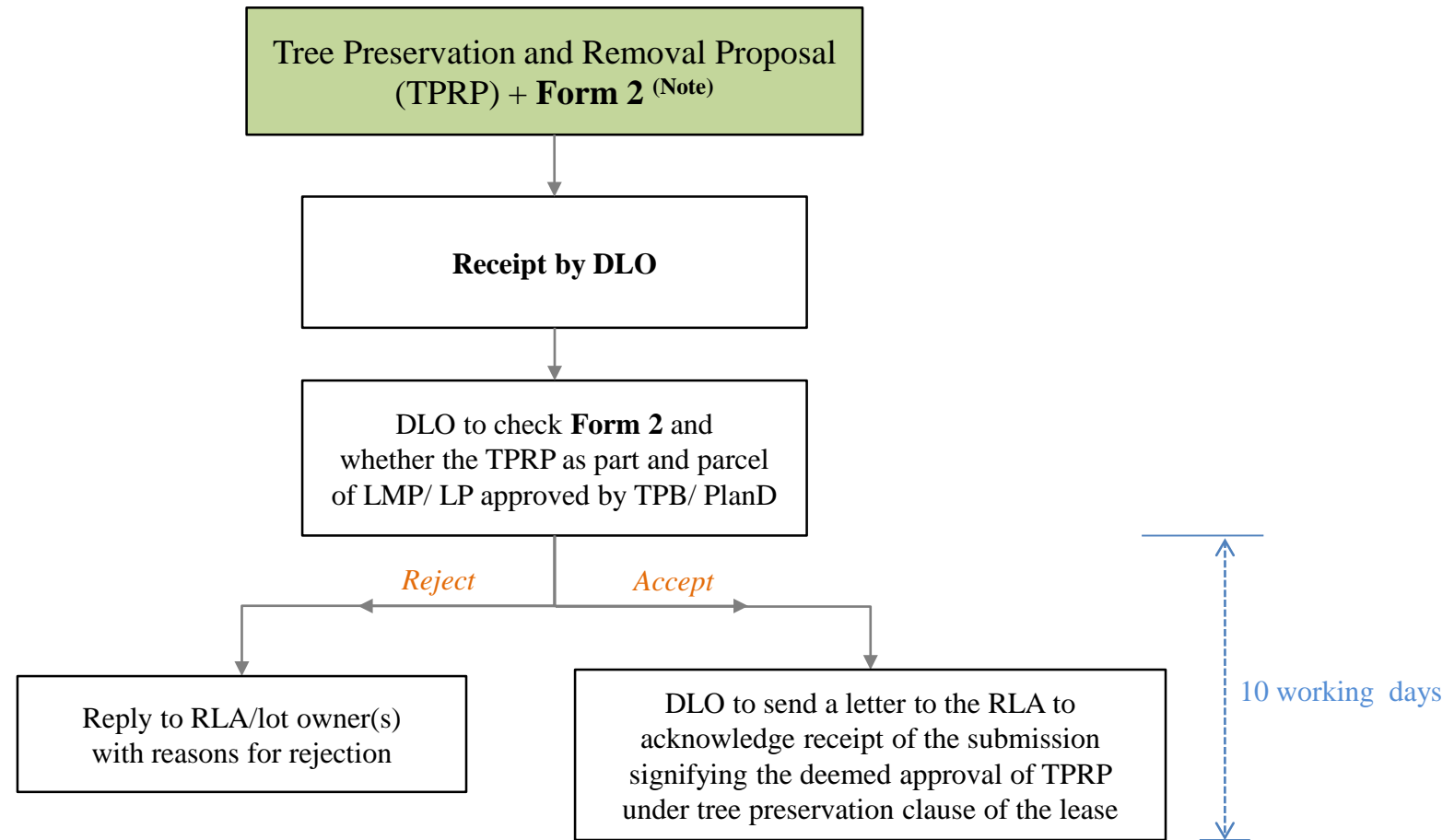
Abbreviations

DLO	District Lands Office includes Railway Development Section and other specialized sections of LandsD where appropriate
LandsD	Lands Department
RLA	Registered Landscape Architect
TPRP	Tree Preservation and Removal Proposal

Note:

Resubmission of TPRP may be addressed to LAT for direct attention/reply with copy to DLO of LandsD if the resubmission involves RLA's response to LAT's previous landscape technical advice only. For new submission and amendment submission of TPRP or TPRP that involves tree damage report, suspected mal-practice and/ or breach of the tree preservation clause, RLA is required to submit a fresh submission to DLO for consideration. LAT will provide advice to DLO upon referral.

Figure B: Procedure Flow Chart for Deemed Approval Submission of Tree Preservation and Removal Proposal under Lease
 (submitted under Landscape Submission made in connection with Planning Application)



Abbreviations

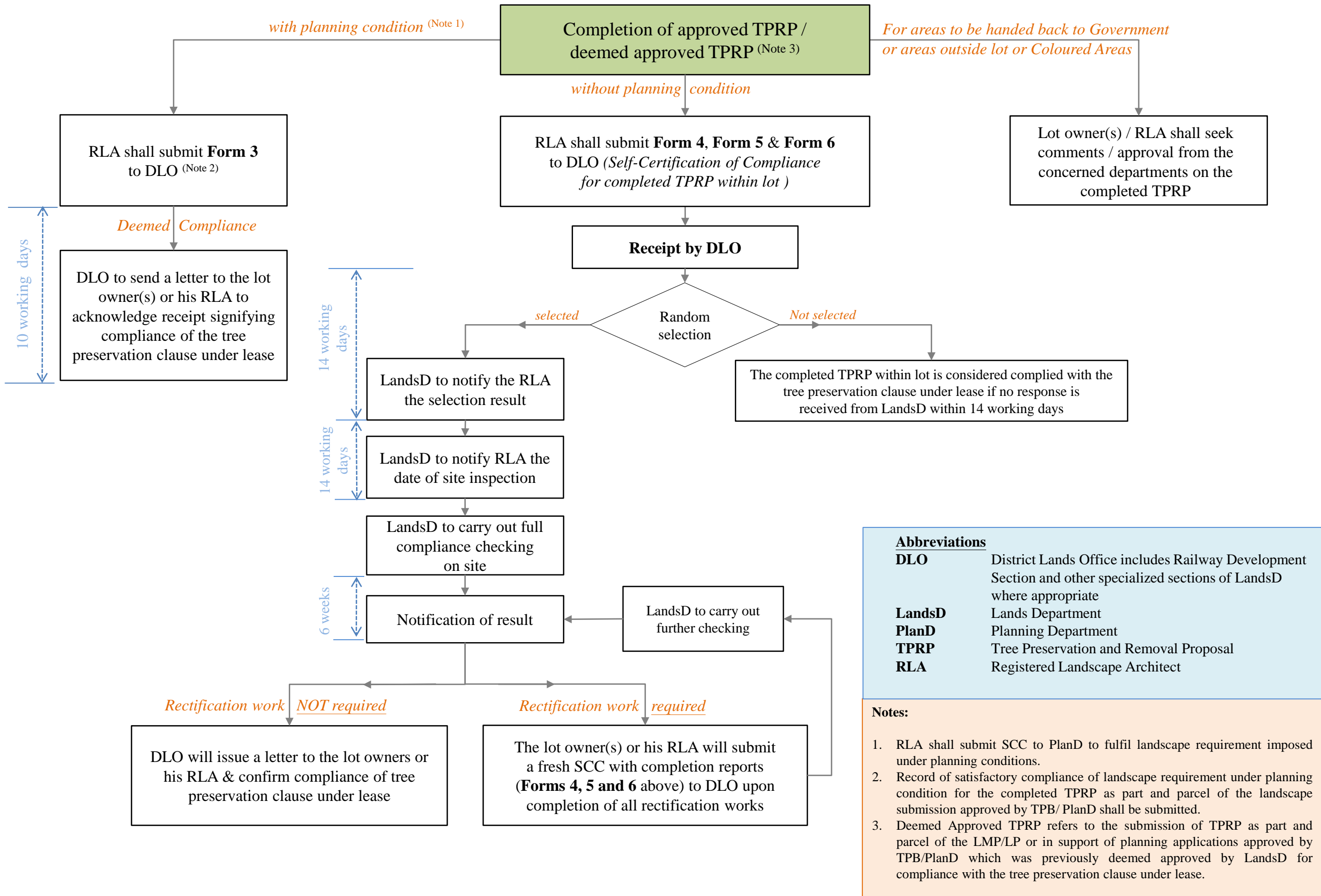
DLO District Lands Office includes Railway Development Section and other specialized sections of LandsD where appropriate
PlanD Planning Department
LandsD Lands Department

LMP Landscape Master Plan
LP Landscape Proposal
RLA Registered Landscape Architect
TPB Town Planning Board
TPRP Tree Preservation and Removal Proposal

Note:

Deemed Approval Submission for TPRP within lot as part and parcel of the landscape submission (LMP/ LP) for compliance with planning conditions and/ or in support of planning application and approved by TPB/ PlanD.

Figure C: Procedure Flow Chart for Compliance Checking of Completed Tree Preservation and Removal Proposal under Lease



Abbreviations

- DLO** District Lands Office includes Railway Development Section and other specialized sections of LandsD where appropriate
- LandsD** Lands Department
- PlanD** Planning Department
- TPRP** Tree Preservation and Removal Proposal
- RLA** Registered Landscape Architect

Notes:

1. RLA shall submit SCC to PlanD to fulfil landscape requirement imposed under planning conditions.
2. Record of satisfactory compliance of landscape requirement under planning condition for the completed TPRP as part and parcel of the landscape submission approved by TPB/ PlanD shall be submitted.
3. Deemed Approved TPRP refers to the submission of TPRP as part and parcel of the LMP/LP or in support of planning applications approved by TPB/PlanD which was previously deemed approved by LandsD for compliance with the tree preservation clause under lease.