

**Guidance Notes on
Self-Certification of Compliance (“SCC”)
on Provision of Sales Office and Show Flats**

Purpose

In conjunction with Lands Administration Office Practice Note (“LAO PN”) Issue No. 5/2022 “Self-Certification of Compliance – Provision of Sales Office and Show Flats”, these Guidance Notes set out the guidelines for preparing and submitting SCC for providing sales office and show flats and related marketing activities pursuant to the “Provision of Sales Office and Show Flats” clause (“the Clause”) under the lease.

Guidelines for Preparing and Submitting SCC for Providing Sales Office and Show Flats under the Clause

- (a) The SCC is only applicable to
 - i. residential developments which include private residential developments or composite commercial / residential developments.
 - ii. developments which have obtained the pre-sale consent under Lands Department Consent Scheme.

- (b) The SCC should
 - i. indicate the location of the part(s) of the building(s) on the lot to be used and/or separate temporary structure(s) to be erected on the lot and the gross floor area concerned on the General Building Plans approved by the Lands Department (“LandsD”)(“the Premises”);
 - ii. set out the purposes of occupation and use i.e. as a sales office and show flat(s) and related marketing activities to facilitate the sale of the residential units to be erected on the Lot in accordance with the lease (“the Purposes”);
 - iii. confirm the Purposes is temporary for the period until the date of application for issuance of a Certificate of Compliance (“CC”) for the Lot by the owner(s) of the Lot (“the Period”).

- (c) The sales office and show flats and related marketing activities shall be provided within the lot only.
 - (d) The provision of sales office and show flats shall comply with the provisions of the Buildings Ordinance (“BO”) including but not limited to section 16 of the BO on obtaining approval of plans and consent to commencement of works, section 21 of the BO on obtaining temporary occupation permit and the detailed requirements stipulated in Practice Note for Authorized Persons and Registered Structural Engineers Issue No. APP-95 issued by the Buildings Department.
 - (e) No parts of the sales office and show flats and related marketing activities shall encroach onto any non-building areas as specified under the lease of the lot.
 - (f) No parts of the proposed development being designated as Government Accommodation in the General Building Plans approved by the Lands Department shall be used for providing sales office and show flats and related marketing activities.
2. All rights to modify the whole or any part of these guidance notes are hereby reserved.

Lands Department

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