



**Lands Administration Office
Lands Department**

Practice Note

Issue No. 8/2023

**Streamlined Requirement on
Submission of Ownership and Land Grant Records in
Applications made under Lands Department Lands Administration Office
Practice Note Nos. 4/2005, 3/2012B, 1/2016, 1/2017, 2/2019, 3/2019, 4/2019, 5/2019,
6/2019, 1/2021, 1/2021A, 1/2022, 5/2022, 6/2022, 2/2023 and 3/2023**

Purpose

This Practice Note (“PN”) sets out the streamlined requirement for applicants to submit ownership and land grant records in support of applications made under Lands Department Lands Administration Office (“LAO”) Practice Note Nos. 4/2005, 3/2012B, 1/2016, 1/2017, 2/2019, 3/2019, 4/2019, 5/2019, 6/2019, 1/2021, 1/2021A, 1/2022, 5/2022, 6/2022, 2/2023 and 3/2023 (collectively “the Relevant PNs”).

Revised Requirements

2. To support an application under the Relevant PNs, the applicant is now required to submit, among other things, (a) a complete set of Government lease or Conditions of Sale/ Grant/ Exchange (including all executed lease modification letters and extension letters, if any) (collectively “the Land Grant Documents”); and/or (b) a computer printout containing the historical and current ownership particulars of the property concerned. Some of the Relevant PNs also required that the Land Grant Documents and the computer printout have to be certified by the Land Registry or by the solicitor acting for the applicant and such certification should be done within one month before submission of the application.

3. To streamline the submission and promote a greener environment by saving paper, the above requirements are revised. With immediate effect, when making applications under the Relevant PNs, applicants are only required to submit one plain copy of a computer printout containing the current ownership particulars of the relevant property. They are no longer required to submit copies of the Land Grant Documents.

Amendment to the Relevant PNs

4 With immediate effect, this PN varies and supplements the Relevant PNs as set out in the Annex. Except as varied and supplemented by this PN, all other provisions and requirements in the Relevant PNs remain valid.

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

6. LAO PN 1/2023 is hereby superseded.



(Andrew LAI)
Director of Lands
3 October 2023

First issued	March 2023 (PN 1/2023 – superseded)
Last revision	--
This revision	October 2023

Part A

(A) PN No.	(B) Subject	(C) Issue Date	(D) Amendments made
3/2023	Relaxation of the Requirement for Applying for Offensive Trades Licences for Specified Food Businesses	31.03.2023	<p><u>Paragraph 5</u> The sentence “The computer printout should be certified by the Land Registry or by the solicitor acting for the applicant not more than one month before submission of the application.” is deleted.</p>
2/2023	Processing of Applications for Lease Modifications, Land Exchanges, Private Treaty Grants and Other Land Transactions	31.03.2023	<p><u>Part A Item (iv) of Appendix II</u> Deleted and replaced by 1a of Part B of this Annex</p> <p><u>Note (3) of Form in Appendix II</u> Deleted</p>
6/2022	Lease Modification, Approval and Consent for Exemption of Modular Integrated Construction Floor Area from Gross Floor Area and Site Coverage Calculations and Relaxation of Building Height Restriction under Joint Practice Note No. 8	17.10.2022	<p><u>Part B Item (i) of Appendix II</u> Deleted</p> <p><u>Part B Item (iii) of Appendix II</u> Deleted and replaced by 1b of Part B of this Annex</p> <p><u>Note (3) of Appendix II</u> Deleted</p>
5/2022	Self-Certification of Compliance Provision of Sales Office and Show Flats	12.05.2022	<p><u>Section III of Form 1 attached to this PN</u> The first item is deleted and replaced by 1c of Part B of this Annex</p>
1/2022	Applications for Lease Modification including Land Exchange for Development of Land within the Remaining Phase of Kwu Tung North and Fanling North New Development Areas	16.02.2022	<p><u>Part A Item (i) of Appendix I</u> Deleted</p> <p><u>Part A Item (iii) of Appendix I</u> Deleted and replaced by 1a of Part B of this Annex</p> <p><u>Note (2) of Appendix I</u> Deleted</p>

(A)	(B)	(C)	(D)
PN No.	Subject	Issue Date	Amendments made
1/2021A	Pilot Scheme for Charging Land Premium at Standard Rates on Lease Modifications for Redevelopment of Industrial Buildings	31.03.2022	<u>Item (2)(i) of Enquiry Form in Annex</u> Deleted
1/2021	Pilot Scheme for Charging Land Premium at Standard Rates on Lease Modifications for Redevelopment of Industrial Buildings	15.03.2021	<u>Item (2)(i) of Option Form in Appendix I</u> Deleted
6/2019	Application for Special Waiver for Conversion of an Entire Existing Industrial Building	02.04.2019	<u>Part A Item (i) of Checklist of Basic Requirements in Appendix I</u> Deleted <u>Part A Item (iii) of Checklist of Basic Requirements in Appendix I</u> Deleted and replaced by 1a of Part B of this Annex <u>Note (2) of Checklist of Basic Requirements in Appendix I</u> Deleted
5/2019	Application for Waivers for Installation of Radio Base Stations for Mobile Services in Existing Buildings	22.03.2019	<u>Item (i) of Checklist of Basic Requirements in Appendix I</u> Deleted <u>Item (ii) of Checklist of Basic Requirements in Appendix I</u> Deleted and replaced by 1e of Part B of this Annex <u>Note (2) of Checklist of Basic Requirements in Appendix I</u> Deleted

(A)	(B)	(C)	(D)
PN No.	Subject	Issue Date	Amendments made
4/2019	Application for Waivers for Industrial Premises (other than for waivers to allow data centre use and testing laboratory use in industrial premises)	22.03.2019	<p><u>Item (i) of Checklist of Basic Requirements in Appendix I</u> Deleted</p> <p><u>Item (ii) of Checklist of Basic Requirements in Appendix I</u> Deleted and replaced by 1e of Part B of this Annex</p> <p><u>Note (2) of Checklist of Basic Requirements in Appendix I</u> Deleted</p>
3/2019	Application for Waivers for Buffer Floor and Lower Floors of an Existing Industrial Building	21.03.2019	<p><u>Part A Item (i) of Checklist of Basic Requirements in Appendix I</u> Deleted</p> <p><u>Part A Item (ii) of Checklist of Basic Requirements in Appendix I</u> Deleted and replaced by 1f of Part B of this Annex</p> <p><u>Note (2) of Checklist of Basic Requirements in Appendix I</u> Deleted</p>
2/2019	Lease Modification (or a Land Exchange) for Redevelopment of an Industrial Lot (Special time-limited arrangement for application for relaxation of development intensity)	18.02.2019	<p><u>Part A Item (i) of Checklist of Basic Requirements in Appendix I</u> Deleted</p> <p><u>Part A Item (iii) of Checklist of Basic Requirements in Appendix I</u> Deleted and replaced by 1a of Part B of this Annex</p> <p><u>Note (2) of Checklist of Basic Requirements in Appendix I</u> Deleted</p>

(A)	(B)	(C)	(D)
PN No.	Subject	Issue Date	Amendments made
1/2017	Processing Building Plans for Redevelopment under Virtually Unrestricted Government Lease	12.04.2017	<p><u>Paragraph 3</u> The words “and provide the relevant District Lands Office (DLO) with a full set of Government lease documents and attachments thereto including but not limited to modification letters and offensive trade licences issued under the Government lease” are deleted.</p> <p><u>Part II Item (c) of Form in Appendix II</u> Deleted</p> <p><u>Part II Item (d) of Form in Appendix II</u> Deleted and replaced by 1g of Part B of this Annex</p> <p><u>Note (3) of Form in Appendix II</u> Deleted and replaced by 2 of Part B of this Annex</p>
1/2016	Application for Waiver for Testing Laboratory Use in part(s) of or the entire Existing Industrial Building	25.01.2016	<p><u>Part A Item (i) of Checklist of Basic Requirements in Appendix I</u> Deleted</p> <p><u>Part A Item (iii) of Checklist of Basic Requirements in Appendix I</u> Deleted and replaced by 1e of Part B of this Annex</p> <p><u>Note (2) of Appendix I</u> Deleted</p>
3/2012B	<p>Application for</p> <p>(a) Lease Modification (or a Land Exchange) for Development of an Industrial Lot for High-tier Data Centre Use; or</p> <p>(b) Waiver for Data Centre Use in Part of an Industrial Building</p>	06.05.2016	<p><u>Part A Item (i) of Checklist of Basic Requirements in Appendix I</u> Deleted</p> <p><u>Part A Item (iii) of Checklist of Basic Requirements in Appendix I</u> Deleted and replaced by 1a of Part B of this Annex</p> <p><u>Note (2) of Checklist of Basic Requirements in Appendix I</u> Deleted</p>

(A)	(B)	(C)	(D)
PN No.	Subject	Issue Date	Amendments made
4/2005	Procedure on Processing of Waiver for Ground Floor of Industrial Building	09.04.2005	<u>Lines 4 and 5 of Paragraph 2(2)</u> The words "ownership particulars to prove his title" are deleted and replaced by 1a of Part B of this Annex.

Part B

	Amendments
1a	A copy of computer printout (either hard copy or soft copy) containing the current ownership particulars of the property.
1b	A copy of computer printout (either hard copy or soft copy) containing the current ownership particulars of the Property.
1c	A copy of computer printout (either hard copy or soft copy) containing the current ownership particulars of the Lot.
1d	A copy of computer printout (either hard copy or soft copy) containing the current ownership particulars of the lot(s).
1e	A copy of computer printout (either hard copy or soft copy) containing the current ownership particulars of the premises.
1f	A copy of computer printout (either hard copy or soft copy) containing the current ownership particulars of the Premises.
1g	A copy of computer printout (either hard copy or soft copy) containing the current ownership particulars of the lot(s) is/are enclosed (Note 3).
2	The computer printout should be submitted at the time of first submission of the building plans.