

**Sample of an Application**  
Application for Special Waiver  
for Conversion of an Entire Existing Industrial Building

To : Chief Estate Surveyor/Development Control,  
Industrial Buildings Revitalisation Unit,  
Lands Department

Dear Sirs,

(Address of the building or lot, Lot number)

\*I / We, \_\_\_\_\_ (name of the Applicants) \_\_\_\_\_, as the \*Sole Owner / Owners of \*Lot No(s). \_\_\_\_\_ / Premises \_\_\_\_\_], hereby apply for a \_\_\_\_\_ (please specify) \_\_\_\_\_ [*and note paragraph 1 of Practice Note No. 6/2019 as varied and supplemented by Practice Note Nos. 6/2019A and 8/2024*] in respect of \*the Lease / Special Condition No. \_\_\_\_\_ of Conditions of \_\_\_\_\_ / Special Condition No. \_\_\_\_\_ of New Grant No. \_\_\_\_\_ under which Lot No(s). \_\_\_\_\_ is / are held. Details of the proposal are provided on separate sheet(s) attached to the application.

In order to facilitate consideration of \*my / our application, \*I / we attach the Checklist of Basic Requirements together with the required documents / information for your reference. \*I / We understand that if \*I / we do not provide sufficient documents / information including, without limitation, the above required documents / information, the Lands Department (“LandsD”) may not be able to process \*my / our application. \*I / We hereby acknowledge that you may nevertheless request for further relevant information or convening of meetings to clarify any aspects of this application as appropriate and necessary.

\*I / We hereby expressly declare, confirm, acknowledge and agree that all the particulars and the information provided herein and in support of \*my / our application are true and correct in all respects. \*I / We have not withheld any information required in the application, nor have \*I / we provided any misleading information.

\*I / We further expressly acknowledge that the personal data provided by \*me / us in this application will be used by LandsD in connection with the processing of \*my / our application. The provision of any personal data requested in the application form is voluntary.

\*I / We hereby authorize LandsD to disclose \*my / our personal data in the application and the attached documents to such Government Departments and any other body, organization or person(s) as it may see fit at its absolute discretion to obtain such information which is deemed relevant to \*my / our application, whether on policy or any other grounds.

\*I / We further authorize and direct and request any Government Department or other body which may be approached by LandsD to supply any and all information which it may require.

\* *Delete as appropriate*

Yours faithfully,

Applicant(s)'s Signature: \_\_\_\_\_  
(H.K.I.D. Card Number(s): \_\_\_\_\_ )

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

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

Telephone Number: \_\_\_\_\_

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

Notes :

- (1) Details of the proposed uses under application will need to be provided on separate sheet(s) attached to the application.
- (2) All owners must sign in the capacity of applicants.

**Checklist of Basic Requirements  
for Submission of an Application for  
Special Waiver for Conversion of an Entire Existing Industrial Building**

**A. Information / Documents that must be submitted <sup>(1)</sup> :**

**General :**

- |       |   |                          |
|-------|---|--------------------------|
| (i)   | A copy of an up-to-date location / site plan on an appropriate scale (normally 1:1000) showing the property <sup>(2)</sup> .  | <input type="checkbox"/> |
| (ii)  | A copy of a computer printout (either hard copy or soft copy) containing the current ownership particulars of the property.   | <input type="checkbox"/> |
| (iii) | (a) If any of the registered owners is a limited company, 2 sets of certified true copies of its Certificate of Incorporation, Certificate of Change of Name (if applicable) and Notice of Situation of Registered Office. For overseas companies, documents equivalent to the above should be produced.  | <input type="checkbox"/> |
|       | (b) If there are any chargees/mortgagees, letter(s) from chargees/mortgagees confirming that they have no objection to / agree to enter into the proposed special waiver letter.  | <input type="checkbox"/> |
|       | (c) In the event of the lot being in multiple ownership or sub-divided into undivided shares and unless otherwise consented to by LandsD, a summary list (in duplicate) certified by the solicitor acting for the applicants containing the names of all registered owners/chargees/mortgagees/purchasers who have entered into an Agreement for Sale and Purchase of a unit or units (if any) of the property together with details of number of undivided shares held by each owner and an undertaking by the solicitor to inform the IBRU <sup>(3)</sup> of any change in the names of the registered owners/chargees/mortgagees/purchasers between the date of application up to the date of the special waiver letter. | <input type="checkbox"/> |
| (iv)  | A copy of the Town Planning Board approval letter for the proposed uses or development, if applicable.  | <input type="checkbox"/> |
| (v)   | If submitted by an agent, a written authorization from all the registered owners and purchasers (if applicable) of the property.  | <input type="checkbox"/> |
| (vi)  | 2 copies of a full set of the building plans <sup>(4)</sup> last approved by the Building Authority for the existing building under application and a schedule <sup>(4)</sup> showing the total accountable Gross Floor Area (GFA) of the existing building.  | <input type="checkbox"/> |
| (vii) | 2 copies of all occupation permits <sup>(4)</sup> issued by the Building Authority for the existing building under application.   | <input type="checkbox"/> |

(viii) Proposed new use(s) including the Specified Uses of the Designated Portion of the building under the application. <sup>(5)(6)</sup> (please provide details on separate sheet)

(ix) 2 sets of schematic plans <sup>(4)</sup> indicating the layout of the manoeuvring, parking, loading and unloading, picking up and setting down spaces to be provided for motor vehicles, motor cycles, goods vehicles, taxis, buses and coaches (if applicable) of the building after conversion.

(x) 2 copies of any conversion works proposal <sup>(7)</sup> for the existing building, which should include:-

- the location, layout and GFA of the Designated Portion <sup>(6)</sup> ;
- certification of any change in GFA, site coverage, number of storeys and building height to the existing building; and
- certification that no other non-compliance with the lease conditions.

(xi) Does the proposed uses under the special waiver cover among others non-polluting industrial use?

Yes

No

(Please clearly specify the type of non-polluting industrial use)

---

---

(xii) Does the applicant for the special waiver wish to place utility structures on the main roof level?

Yes

No

(Please provide details of the utility structures (including the height of the structures, the total GFA of the spaces to be occupied by the utility structures and the roof area of the floor immediately below) on separate sheet if necessary and any height restriction under lease conditions needed to be waived)

(xiii) Does the applicant for the special waiver wish to install curtain walls or add claddings to the outer face of the external building structures?

Yes

No

(Please provide details of the claddings or curtain walls (including the projection from the outer face of the external building structures to the outer face of the claddings or curtain walls, and whether such projection protrudes beyond lot boundary and upon Government land; but subject to no encroachment onto other private lots) on separate sheet if necessary)

(xiv) Does the applicant for the special waiver wish to change the existing external building structures?

Yes

No

(Please provide details on the change of the existing external building structures such as any accountable GFA involved on separate sheet if necessary, any recovery of GFA loss from the demolition of the external building structures by building on top or outside of the existing building (but within the lot boundary), and any height restriction under lease conditions needed to be separately waived)

(xv) Does the applicant for the special waiver also wish to modify other lease restrictions (other than the user, height restrictions and addition of claddings or curtain walls protruding beyond the lot boundary upon Government land (but subject to no encroachment onto other private lots)) in association with the proposed new uses?

Yes

No

(Please provide detail on separate sheet if necessary)

**B. Information / Documents that will facilitate the processing of the application :**

- |         |  |                          |
|---------|--|--------------------------|
| (xvi)   | A copy of an extract of the relevant Outline Zoning Plan (together with the explanatory notes, as appropriate) showing the property.   | <input type="checkbox"/> |
| (xvii)  | For an application which involves portion(s) of a lot, or sub-divisions of any lot, to assist the verification of site areas and site boundaries, all relevant assignment plans or Deed Poll plans should be provided together with any relevant information relating to the delineation of the boundaries of these sub-divisions. | <input type="checkbox"/> |
| (xviii) | 2 sets of sketch plans illustrating the converted building, if available.  | <input type="checkbox"/> |
| (xix)   | 2 copies of any submissions approved by other relevant authorities relating to the development proposal or other relevant study assessment reports, if applicable (e.g. Approved Master Layout Plans under the Town Planning Ordinance, Environmental / Traffic / Drainage Impact Assessment Reports etc.)                         | <input type="checkbox"/> |

**Notes :**

- (1) Please put a tick in the relevant box if applicable unless otherwise specified; and delete as appropriate.
- (2) Property includes all lots involved in the special waiver application.
- (3) IBRU refers to the Industrial Buildings Revitalisation Unit of the Lands Department at 27/F, CDW Building, 382-392 Castle Peak Road, Tsuen Wan.
- (4) The plans and documents should be certified by the Authorized Person acting for the applicant.
- (5) “Specified Uses” and “Designated Portion” are respectively referred to in paragraph 3(a)(i) of Practice Note No. 6/2019.
- (6) The requirement for the Designated Portion is not applicable to pre-1987 IBs (as referred to in footnote 1 of Practice Note No. 8/2024).
- (7) The proposal should be prepared and submitted by the Authorized Person or other competent professionals acting for the applicant.