


# Review on Performance


## 2024-25



**Lands Department**

 <b>Services</b>	<b>Performance Pledges</b>	<b>Targets Achieved in 2024-25</b> <small>Note</small>
<b>A. Response to enquiries</b>	within 21 days	99% (99%)
<b>B. Lease modifications and land exchanges</b> (non-New Territories small house cases) (a) Reply to application (b) Provisional offer or rejection or indication of in-principle agreement (c) Issue of legal document (d) Offer for acceptance of the processing of technical modification applications	within 3 weeks within 22 weeks upon submission of all necessary information and documents within 12 weeks from receipt of a binding acceptance of the final basic terms and premium offer within 10 weeks upon submission of all necessary information and documents	100% (100%) 100% (100%) 100% (100%) 100% (100%)
<b>C. Completion of the processing of applications for rebuilding of temporary domestic structures within existing dimensions</b>	within 48 weeks	100% (100%)
<b>D. Land acquisition</b> (a) Agricultural land in the New Territories (1) non-statutory compensation offers (2) payment of compensation (b) Other cases (1) statutory compensation offers/ invitations to claim (2) cheques for the amount of interest on statutory compensation will be made available for collection (c) Cheques for the amount of ex-gratia removal allowance will be made available for collection	within 4 weeks of publication of Gazette Notice within 4 weeks following acceptance of proof of legal title within 3 weeks following land reversion within 4 weeks following execution of compensation agreement within 4 weeks following acceptance	100% (100%) 100% (100%) 100% (100%) 100% (100%) 100% (100%)

Note : For comparison, achievements for 2023-24 are shown in brackets ( ).

 <b>Services</b>	<b>Performance Pledges</b>	<b>Targets Achieved in 2024-25</b> <small>Note</small>
<b>E. Processing of New Territories small house applications</b>  Number of small house applications processed	Not less than 2 300 small house applications per year	2 476 applications (2 300 applications)
<b>F. Processing of New Territories village house rebuilding applications</b>	8 months to approve a straightforward application from the date of receipt	N.A. (N.A.)
<b>G. Issue of Certificates of Compliance or letters indicating reasons of non-compliance (non-New Territories small house cases)</b>	within 10 weeks	100% (100%)
<b>H. Approval of development plans</b> Substantive reply to application which complies with relevant Departmental Practice Notes  (a) General Building Plan (1) BC III cases (2) Non-BC III cases  (b) Master Layout Plan (1) BC III cases (2) Non-BC III cases  (c) Landscape Submission  (d) Tree Preservation and Removal Proposal	within 10 weeks within 8 weeks   within 10 weeks within 8 weeks within 8 weeks within 8 weeks	100% (100%) 87% (82%)   100% (100%) 100% (100%) 100% (100%) 100% (96%)
<b>I. Setting out of land boundaries</b>	within 12 weeks	98% (98%)
<b>J. Checking of plans submitted under Land Survey Ordinance</b>	within 4 weeks	100% (100%)
<b>K. Supply of digital maps and digital images of cadastral survey records for online downloading or ordering via HKMS 2.0</b>	available at least 98% of the time	100% (99%)
<b>L. Updating of large scale plans</b>	within 12 weeks following project completion	100% (100%)

Note : For comparison, achievements for 2023-24 are shown in brackets ( ).

## How You Can Contact Us

### Website & E-mail Address

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#### Lands Administration Office

Telephone No. : 2525 6694 Fax No. : 2868 4707

#### Survey and Mapping Office

Telephone No. : 2231 3187 Fax No. : 2521 8726

#### Legal Advisory and Conveyancing Office

Telephone No. : 2231 3740 Fax No. : 2845 1017

### Vision and Missions

#### Vision

We strive to achieve excellence in land administration in Hong Kong for the greater benefit of the community.

#### Missions

- To keep pace with economic and market trends in a local and regional context.
- To continuously review policies and employ best practices to meet the changing needs of the community.
- To develop and sustain a culture of transparency and professionalism.
- To use up-to-date technology and optimise human resources to enhance productivity and efficiency.



**Good land administration ensures optimum land use**  
**Lands Department**