

Part 2: Particulars of the *occupier/ representative of all occupiers of the squatter structures (must be 18 years old or above and living in or occupying the squatter structures)

(i)	Name (in English)	*Mr./Ms.
(ii)	Name (in Chinese)	(先生／女士*)
(iii)	HKIC number	
(iv)	Correspondence address	
(v)	Contact phone number	

* delete as appropriate

Part 3: Particulars of the squatter structure(s) to be repaired

(Please refer to paragraphs 8 and 9 of the Guidance Notes. This part is not applicable to **rebuilding** of surveyed squatter structure(s).)

	Surveyed squatter structure(s) to be repaired	(1)	(2)	(3)	(4)	(5)	(6)
(i)	SC Survey Number						
(ii)	Building material(s) to be used (e.g. wood, bricks, etc.) in repair						
(iii)	Commencement date of repair						
(iv)	Anticipated completion date of repair						

Part 4: Particulars of the squatter structure(s) to be rebuilt (only applicable to rebuilding of domestic surveyed squatter structure(s) with temporary building material(s) in the New Territories and not covered by a known development clearance/non-development clearance)

(Please refer to paragraphs 10 to 13 of the Guidance Notes. For surveyed squatter structure(s) covered by clearance programmes (including those covered by a known development clearance or non-development clearance), the squatter structure(s) within the area concerned shall be allowed for repair only but not for rebuilding as it is/they are under the Government's clearance programme. **If it is unknown as to whether the squatter structure(s) is/are covered by a known development clearance or non-development clearance, the occupier can make enquiries with the relevant office (see Annex IV for contact information).** This part is not applicable to repair of surveyed squatter structure(s), please complete Part 3.)

	Surveyed squatter structure(s) to be rebuilt	(1)	(2)	(3)	(4)	(5)	(6)
(i)	SC Survey Number						
(ii)	Building material(s) to be used (e.g. wood, tin sheet, etc.) in rebuilding						
(iii)	Commencement date of rebuilding						
(iv)	Anticipated completion date of rebuilding						

Part 5: Acceptance and agreements by the *occupier/representative of all occupiers of the squatter structures

By signing the Notification, I accept and agree to the following and if there are other occupiers of the squatter structures, I also accept and agree to the following for and on behalf of all the occupiers of the squatter structures:

1. each surveyed squatter structure referred to in the Notification shall be repaired or rebuilt in accordance with the Notification and the Guidance Notes and if there is any non-observance of Part 5 of the Notification or the Guidance Notes, this form will be deemed invalid and the relevant surveyed squatter structure will be regarded as non-conforming with the record made under the Squatter Control Survey in 1982 (“SC Survey Record”) and the Lands D may take enforcement action as appropriate under the prevailing Squatter Control Policy, including but not limited to cancellation of the relevant SC Survey Record of the squatter structures;
2. upon completion of the repair in accordance with Part 3 of the Notification (if applicable), each of the squatter structures shall remain in compliance with all requirements under the prevailing Squatter Control Policy. In other words, the location, dimensions, building materials (subject to the use of building materials in the same category as set out in the List of Building Materials) and use (except domestic use duly registered under the Squatter Occupants Voluntary Registration Scheme) of the squatter structures shall conform with the SC Survey Record;
3. upon completion of the rebuilding in accordance with Part 4 of the Notification (if applicable), each of the squatter structures for domestic use shall remain in compliance with all requirements under the prevailing Squatter Control Policy. In other words, the location, dimensions, building materials (subject to the use of building materials in the same category as set out in paragraph (A) under the List of Building Materials) and domestic use of the squatter structures shall conform with the SC Survey Record;
4. if any of the squatter structures is detected not in conformance with the SC Survey Record (whether before or after rebuilding or repair) or is covered by a known development clearance or non-development clearance, I (and other occupiers of the squatter structures, if applicable) shall not deny liability or challenge any enforcement action by the Lands D on the ground of insufficient knowledge of the SC Survey Record or the squatter structures or any of them are covered by a known development clearance or non-development clearance and I (and other occupiers of the squatter structures, if applicable) further agree that if I (or we) do not have any sufficient knowledge of the SC Survey Record or whether the squatter structures or any of them are covered by a known development clearance or non-development clearance, I (or we) shall make enquiries with the relevant office (see Annex IV for contact information) prior to commencement of any repair or rebuilding;
5. if the squatter structures or any of them or any part thereof stand on leased agricultural land but I am not the registered landowner thereof, I shall obtain consent of the registered landowner on my own prior to commencement of the repair or rebuilding works described in the Notification;
6. if the squatter structures or any of them or any part thereof are licensed structure(s), separate approval(s) shall be obtained from the relevant DLO for the relevant works of the licensed structure(s);
7. I (and other occupiers of the squatter structures, if applicable) shall carry out the repair or rebuilding works stated in the Notification at my (or our) own risk and bear all liabilities: (i) any losses or damages arising from the repair or rebuilding works shall be borne solely by me (or us); and (ii) the Government shall have no responsibility for any loss, damage, nuisance or disturbance whatsoever and howsoever caused to or suffered by me or other occupiers or any other person arising from the repair or rebuilding works of the squatter structures or any of them, and no claim whatsoever shall be made against the Government by me (and other occupiers of the squatter structures, if applicable) in respect of any such loss, damage, nuisance or disturbance;
8. I hereby undertake to indemnify the Government from and against all liabilities, claims, losses, damages, expenses, costs, demands, actions and proceedings whatsoever and howsoever arising from (i) the repair or rebuilding works of the squatter structures or any of them; (ii) any breach of any of the terms and

conditions stated in Part 5 of the Notification; or (iii) any incorrectness or falsity of any of the declarations in Part 6 of the Notification; and

9. I have read the “Note on Use of Personal Information Required in the Notification” being Annex V to the Notification and hereby consent to disclose my personal data to Lands D for the purpose stated therein.

** delete as appropriate*

Part 6: Declaration by the *occupier/representative of all occupiers of the squatter structures

I declare that:-

- (a) I am an occupier of the squatter structures;
- (b) If there are other occupiers of the squatter structures, I have been duly authorised by all the occupiers of the squatter structures to complete and submit the Notification; and
- (c) all the information provided in the Notification is true and correct in all respects and I have not withheld any information required for the Notification nor have I provided any misleading information.

Name: _____ Signature: _____

HK Identity Card No. : _____

Date: _____

Our reference: _____

Correspondence address:

*Mr./Ms. _____

(To be filled in by the occupier/representative of all occupiers)

Date: _____

Dear *Mr./Ms. _____,

**Acknowledgement of Receipt of
Notification for *Repair /Rebuilding of Surveyed Squatter Structure(s)**

Your Notification dated _____ concerning the *repair/rebuilding of surveyed squatter structure no(s). _____ has been received and filed for record.

We hereby state unequivocally that this acknowledgement does not imply that we have verified any information you provided in the Notification, including whether you are the occupier of the subject squatter structure(s). We reserve all relevant rights to the repair /rebuilding of the subject squatter structure(s).

If you have any enquiry, please contact our staff *Mr./Ms. _____
at _____.

Yours sincerely,

Office Chop

(_____)
for District Lands Officer/

* Delete as appropriate

Guidance Notes for
Completing the Notification for Repair/Rebuilding of Surveyed Squatter Structure(s)
(“Guidance Notes”)

Introduction

Under the prevailing Squatter Control Policy, squatter structures are structures involving unauthorised occupation of government land or unauthorised structure erected on leased agricultural land. Although these squatter structures were recorded in the 1982 Squatter Control Survey (“1982 Survey”) and were allocated with survey numbers (“surveyed squatter structures”), their unlawful nature remains unchanged. Surveyed squatter structures are tolerated to remain on a temporary basis, provided that their location, dimensions, building materials and uses conform with those recorded in the Squatter Control Survey (“SC Survey Record”), until they have to be cleared for development, environmental improvement or safety reasons, or until they are phased out through natural wastage (e.g. when the structures are not occupied or cease to exist). In the past, approval from the relevant Squatter Control Team (“SCT”) of the relevant District Lands Office (“DLO”) under the Lands Department (“Lands D”) must be obtained prior to the repair or rebuilding of a surveyed squatter structure², while the location, dimensions, building materials and use of the surveyed squatter structure after repair or rebuilt must conform with those in the SC Survey Record (if asbestos was the building materials in the SC Survey Record, they can be replaced by other temporary materials).

2. The Lands D, having conducted a review, has decided to implement the following measures regarding the repair of all surveyed squatter structures and the rebuilding of domestic surveyed squatter structures with temporary materials in the New Territories from 28 June 2021 onwards:

- (a) All surveyed squatter structures may be repaired and all domestic surveyed squatter structures in the New Territories constructed with temporary materials as marked in the SC Survey Record may be rebuilt in accordance with the Guidance Notes upon **due completion** and **submission** of the Notification for Repair/Rebuilding of Surveyed Squatter Structure(s) (“Notification”)³, together with the documentary proof of the occupier(s) required to be provided under paragraph (6) of the Guidance Notes and Annex I (with correspondence address provided therein), to the relevant district SCT of the relevant DLO under the Lands D **by post or in person** by the occupier or if there is more than one occupier, by the representative of all occupiers of the relevant surveyed squatter structure.
- (b) On building materials, provided that the occupiers shall use the **same category of building materials** (i.e. “temporary” or “permanent”; please see the categories set out in paragraphs (A) and (B) under the List of Building Materials in Annex III) as marked in the SC Survey Record in repairing or rebuilding surveyed squatter structure(s), the use of any building materials in the relevant category will not be regarded as non-conforming with the SC Survey Record.

² Under the prevailing Squatter Control Policy, neither rebuilding of both domestic and non-domestic surveyed squatter structures in the urban areas nor rebuilding of non-domestic surveyed squatter structures in the New Territories is allowed.

³ The Notification does not apply to the rebuilding of domestic surveyed squatter structures constructed with permanent materials as marked in the SC Survey Record in the New Territories. If such surveyed squatter structure is to be rebuilt, the occupier shall submit an application for Short Term Tenancy (where the surveyed squatter structure is erected on government land) or a Short Term Waiver (where the surveyed squatter structure is erected on leased agricultural land) to the relevant DLO and shall only commence rebuilding when the application has been approved and in accordance with the terms and conditions of the Short Term Tenancy or Short Term Waiver (as the case may be).

(A) Guidelines for Completing the Notification

3. All parts of the Notification shall be completed by the occupier(s). If the Notification is not duly completed, or if any particulars given in the Notification are false, inaccurate or misleading, or any particulars required in the Notification have been withheld or omitted, the Notification will be deemed invalid and the relevant surveyed squatter structure(s) will be deemed non-conforming with the SC Survey Record. In that case, the Lands D shall take enforcement actions as appropriate.

Part 1: Particulars of the surveyed squatter structure(s) being occupied

4. The SC Survey Number of each surveyed squatter structure referred to in Part 1 of the Notification (**“the squatter structures”**) must be consistent with those in the SC Survey Record. If the SC Survey Numbers of the squatter structures are unknown or uncertain, the occupiers may make enquiries with the SCT(see Annex IV for contact information). Generally speaking, replies will be given **three** weeks from the date of receipt of enquiry by the SCT.

5. If the surveyed squatter structure to be repaired or rebuilt involves more than six SC Survey Numbers, please use separate Notification forms.

Part 2: Particulars of the occupier/representative of all occupiers of the squatter structures

6. The occupier/representative of all occupiers who completes the Notification must be at least 18 years old and lives in or occupies the squatter structures. Copy of identity document shall be provided by the occupier.

7. The Notification submitted by the occupier will be used for handling matters relating to the repair or rebuilding of the squatter structures. Such submission shall not be construed as the Government’s acceptance of the Notification as proof of any occupiers’ right to occupy the squatter structures.

Part 3: Particulars of the squatter structure(s) to be repaired

8. When repairing their surveyed squatter structure(s), the occupiers must use **the same category of building materials** as marked in the SC Survey Record (i.e. if the building materials of the surveyed squatter structure(s) were marked as “temporary” in the SC Survey Record, the occupiers must use temporary materials in repairing their surveyed squatter structure(s) and if the building materials of the surveyed squatter structure(s) were marked as “permanent” in the SC Survey Record, the occupiers must use permanent materials in repairing their surveyed squatter structure(s)) but may choose any building materials in the **same category** as set out in paragraph (A) or (B) under the List of Building Materials.

9. The location, dimensions, building materials (subject to the use of building materials in the relevant category set out in the List of Building Materials) and use (except domestic use duly registered under the Squatter Occupants Voluntary Registration Scheme) of the surveyed squatter structure after being repaired shall conform with the SC Survey Record. Occupiers who are not sure about the SC Survey Record of their surveyed squatter structures shall make enquiries with the SCT (see Annex IV for contact information). Generally speaking, replies will be given within **three** weeks from the date of receipt of enquiry by the SCT.

Part 4: Particulars of the squatter structure(s) to be rebuilt (only applicable to the rebuilding of domestic surveyed squatter structure(s) with temporary building material(s) in the New Territories and not covered by a known development clearance and non-development clearance)

10. This Part applies only to surveyed squatter structures that fulfill all the conditions below:
- (a) The surveyed squatter structure is situated in the New Territories (including Tuen Mun, Yuen Long, Fanling, Sheung Shui, Tai Po, Shatin, Sai Kung and Islands);
 - (b) The surveyed squatter structure was constructed with temporary materials as marked in the SC Survey Record;
 - (c) The surveyed squatter structure was for domestic use as shown in the SC Survey Record (if the original non-domestic use of the structures has switched to domestic purpose through due registration under the Squatter Occupants Voluntary Registration Scheme, the non-domestic use of the structures as recorded in the 1982 Survey will remain unchanged. Hence the case does not fall into the scenarios mentioned in this Part);
 - (d) The surveyed squatter structure is not covered by a known development clearance or non-development clearance⁴.

11. When rebuilding their surveyed squatter structure(s), the occupiers shall use **temporary materials** set out in paragraph (A) under the List of Building Materials. Each surveyed squatter structure referred to in Part 4 of the Notification shall be rebuilt in accordance with Part 4 of the Notification and the Guidance Notes.

12. The location, dimensions, building materials (subject to the use of building materials as set out in paragraph (A) under the List of Building Materials) and domestic use of the rebuilt surveyed squatter structure shall conform with the SC Survey Record. Occupiers who are not sure about the SC Survey Record of their surveyed squatter structures shall make enquiries with the SCT (see Annex IV for contact information). Generally speaking, replies will be given within **three** weeks from the date of receipt of enquiry by the SCT.

13. Some surveyed squatter structures may also be licensed structures, in which case separate approval(s) from the relevant DLO will be required under the conditions of the licence prior to commencement of the works. For enquiries, please contact the relevant DLO.

(B) Other points to note

14. An occupier of a surveyed squatter structure shall not repair or rebuild his surveyed squatter structure before submitting the Notification. If a surveyed squatter structure is repaired or rebuilt before the submission of the Notification, it will be deemed non-conforming with the SC Survey Record, and shall be subject to appropriate enforcement action to be taken by the Lands D under the prevailing Squatter Control Policy including but not limited to cancellation of the relevant SC Survey Record.

15. Surveyed squatter structures, regardless of whether they have been repaired or rebuilt, carry no legal title to the land, and remain illegal or in breach of lease by nature. The Lands D stresses that it is the responsibility of the occupiers to ensure that the location, dimensions, building materials (subject to the use

⁴ As for surveyed squatter structures covered by development clearance, including a known development clearance or non-development clearance, only repair but not rebuilding of surveyed squatter structures in the relevant area is allowed as clearance by the Government has been planned. If it is unknown or uncertain as to whether the surveyed squatter structures are covered by a known development clearance or non-development clearance, occupiers shall make enquires with the SCT (see Annex IV for contact information). Generally speaking, replies will be given three weeks from the date of receipt of enquiry by the SCT.

of building materials in the relevant category set out in the List of Building Materials) and use (except domestic use duly registered under the Squatter Occupants Voluntary Registration Scheme) of the surveyed squatter structures after being repaired or rebuilt remain conform with the SC Survey Record if they are to be tolerated on a temporary basis, until they have to be cleared for development, environmental improvement or safety reasons, or until they are phased out through natural wastage (i.e. when the structures are not occupied or cease to exist). Otherwise, the surveyed squatter structures shall be subject to appropriate enforcement action to be taken by the Lands D . If the SC Survey Numbers and SC Survey Record of the surveyed squatter structures to be repaired or rebuilt are unknown or uncertain, the occupiers shall make enquiries with the SCT prior to commencement of any repair or rebuilding.

16. If the squatter structures or any of them or any part thereof stand on leased agricultural land of which the occupiers are not the registered landowners, consent of the registered landowner of the leased agricultural land shall be obtained before carrying out any repair or rebuilding. Failing to obtain consent of the registered owner prior to commencement of any repair or rebuilding works, the Notification so submitted by the occupier will be deemed invalid.

17. The occupiers of the surveyed squatter structures shall carry out the repair or rebuilding at their own risk and bear all liabilities arising therefrom. Any loss or damages arising from the repair or rebuilding shall be borne solely by the occupiers. The occupiers shall not hold the Government responsible for such loss or damages. The occupier shall indemnify the Government from and against any loss or claims arising from such repair or rebuilding.

- END -

List of Building Materials

When repairing or rebuilding their surveyed squatter structures, the occupiers must follow the same category of materials (i.e. “temporary” or “permanent”) in the SC Survey Records and use building materials in the applicable list below.

Repairing or rebuilding a surveyed squatter structure with materials other than those in the applicable list will be regarded as not conforming with the SC Survey Record, and will lead to cancellation of the SC Survey Number of the squatter structure once detected.

(A) Temporary materials

If the building material of a surveyed squatter structure is a temporary material in the SC Survey Record, the occupier may use any of the materials listed below to repair the surveyed squatter structure or to rebuild the domestic surveyed squatter structure*.

Temporary materials <small>Note</small>	
(i)	Wood
(ii)	Canvas
(iii)	Aluminium sheet
(iv)	Tin sheet
(v)	Plastic sheet/Plastic corrugated sheet
(vi)	Galvanised iron sheet

(B) Permanent materials

If the building material of a surveyed squatter structure is a permanent material in the SC Survey Record, the occupier may use any of the materials listed below to repair the surveyed squatter structure.

Permanent materials <small>Note</small>	
(i)	Stone
(ii)	Brick
(iii)	Concrete
(iv)	Reinforced concrete

* For the criteria governing the rebuilding of surveyed squatter structures, please refer to Part 4 of the Guidance Notes in Annex II.

Note: The Lands Department reserves the right to update the lists of building materials.

(12/2021 Version)

Squatter Control Teams of District Lands Offices under the Lands Department

Squatter Control Team	Address	Tel. No.
Squatter Control Team/ District Lands Office, Hong Kong East	19/F, Guardian House, 32 Oi Kwan Road, Wan Chai, Hong Kong.	2896 2457
Squatter Control Team/ District Lands Office, Hong Kong West and South	19/F, Guardian House, 32 Oi Kwan Road, Wan Chai, Hong Kong	2896 2457
Squatter Control Team/ District Lands Office, Kowloon East	Room 1003-1004, 10/F, Kowloon Government Offices, 405 Nathan Road, Kowloon.	2781 4369
Squatter Control Team/ District Lands Office, Kowloon West	Room 1003-1004, 10/F, Kowloon Government Offices, 405 Nathan Road, Kowloon.	2781 4369
Squatter Control Team/ District Lands Office, Tsuen Wan and Kwai Tsing	10/F, 9 Chong Yip Street, Kwun Tong, Kowloon.	2778 8181
Squatter Control Team/ District Lands Office, Islands	25/F, Harbour Building, 38 Pier Road, Central, Hong Kong.	2852 3185
Squatter Control Team/ District Lands Office, Sha Tin*	G/F, Luk Chuen House, Lek Yuen Estate, Sha Tin, New Territories.	2691 7361
Squatter Control Team/ District Lands Office, Tai Po*	G/F, Luk Chuen House, Lek Yuen Estate, Sha Tin, New Territories.	2661 2210
Squatter Control Team/ District Lands Office, Sai Kung*	4/F, Sai Kung Government Offices, 34 Chan Man Street, Sai Kung, New Territories.	2792 1312
Squatter Control Team/ District Lands Office, North	G/F, Choi Yuk House, Choi Yuen Estate, Sheung Shui, New Territories.	2671 0226

Squatter Control Team	Address	Tel. No.
Squatter Control Team/ District Lands Office, Tuen Mun	G/F, Hing Tai House, Tai Hing Estate, Tuen Mun, New Territories.	2462 3800
Squatter Control Team/ District Lands Office, Yuen Long	G/F, Woo Shui House, Shui Pin Wai Estate, Yuen Long, New Territories.	2479 7341

Remark: Office hours of the above Squatter Control Teams are as follows:

- (1) Monday to Friday: 8:45 a.m. to 5:30 p.m.
(Lunch hour: 12:30 p.m. to 1:30 p.m.)
- (2) Closed on Saturday, Sunday and Public Holiday

* With effect from 6.12.2021, Squatter Control/New Territories East (1) Office is subsumed into District Lands Office/Shau Tin, District Lands Office/Tai Po and District Lands Office/Sai Kung in accordance with the geographical boundaries of the District Lands Offices.

Note on Use of Personal Information Required in the Notification

Purpose of Collection	The personal data provided in the Notification will be used by the Lands Department for the purposes of considering and processing the Notification and taking enforcement actions under the Squatter Control Policy or in respect of the Notification. The provision of personal data is mandatory. If you do not provide sufficient information, the Notification may be deemed invalid.
Class of Transferees	The personal data provided will not be disclosed to any other party without your prior consent.
Access to Personal Data	You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Such right of access includes the right to obtain a copy of the personal data provided upon payment of the applicable charge.
Enquiries	Enquiries concerning the personal data collected, including the request for access and corrections, should be addressed to: Head of Squatter Control Team with office address at Annex IV