**Figure 1: Procedure Flow Chart of Landscape Submission for Compliance of Landscape Clause under Lease (Submission Stage)**

**Simple Landscape Clause**
(No landscape submission and compliance checking of landscape works is required)

**LMP/ LP Clause imposed by PlanD under new/modified lease**

- Compliance checking administered by PlanD, LMP/LP submission/amendment submission to PlanD for approval

**LMP/ LP Clause under existing lease**

- Lot owner(s) or his RLA to seek comment/approval from relevant government departments on the Submission
- LMP/LP submission/amendment submission to LandsD for approval (Notes 2 & 4)

**For areas to be handed back to Government or areas outside lot or Coloured Areas**

- With planning condition in support of planning application
- Without planning condition

**Lot owner(s) or his RLA to submit Form 1 (with certified copy of LMP/LP approved by PlanD) for deemed approval by LandsD to fulfill LMP/LP clauses under lease without amendment (Notes 1, 3 & 4)**

**DLO to send a letter to lot owner(s) or his RLA to acknowledge receipt and signify a deemed approval of the submission requirement of the Landscape Clause under lease (Note 1)**

- **8 weeks**
- **10 working days**

### Abbreviations
- **BD**: Buildings Department
- **DLO**: District Lands Office includes Railway Development Section and other specialized sections of LandsD where appropriate
- **JPN 3**: Joint Practice Note No. 3 issued in April 2019 by BD, LandsD & PlanD jointly
- **LandsD**: Lands Department
- **LAO PN**: Lands Administration Office Practice Note
- **LMP**: Landscape Master Plan
- **LP**: Landscape Proposal
- **PlanD**: Planning Department
- **TPRP**: Tree Preservation and Removal Proposal
- **RLA**: Registered Landscape Architect
- **SCG**: Site Coverage of Greenery

### Notes:
1. For sites with tree preservation clause under lease, submission of the TPRP as part and parcel of the LMP/ LP approved by PlanD to DLO for deemed approval should be in accordance with the procedures in accordance with LAO PN No. 2/2020.
2. Resubmission of LMP/LP may be addressed to Landscape Advisory Team (LAT) of Building Plan Unit for direct attention/reply with copy to DLO if the resubmission involves the lot owner(s) or his RLA’s response to LAT’s previous landscape technical advice only. For new submission and amendment submission of LMP/ LP or LMP/ LP that is not the aforementioned case, the lot owner(s) or his RLA is required to submit a fresh submission to DLO for consideration. LAT will provide advice to DLO upon referral.
3. Changes confined to Class A amendments as detailed in the TPB PG No. 36B – *Town Planning Board Guidelines for Class A and Class B Amendments To Approved Development Proposals*. Approval procedures in accordance with paragraph 10 of PlanD’s PNPP No. 1/2019 shall be followed for Class B amendments to the approved LMP/ LP.
4. Approval on the submissions of SCG to fulfill the requirement of relevant conditions under lease shall follow the procedure in accordance with paragraphs 9 to 11 of JPN 3.
PN No. 1/2020
Figure 2: Procedure Flow Chart for Completed Landscape Works for Compliance of Landscape Clause under Lease (Completion Stage)

Completion of approved landscape works

LMP/ LP clause imposed by PlanD under new/modified lease

For areas to be handed back to Government or areas outside lot or Coloured Areas

LMP/ LP clause under existing lease

Without planning condition

With planning condition/in support of planning application

Completion of approved landscape works

Lot owner(s) or his RLA will submit a fresh SCC with completion report (Forms 3, 4 and 5) above to DLO upon completion of all rectification works

Rectification work NOT required

DLO will issue a letter to the lot owners or his RLA & confirm compliance of the landscape clause under lease

Rectification work required

Lot owner(s) or his RLA will submit a fresh SCC with completion report (Forms 3, 4 and 5) above to DLO upon completion of all rectification works

Abbreviations
BD Buildings Department
DLO District Lands Office includes Railway Development Section and other specialized sections of LandsD where appropriate
LandsD Lands Department
PlanD Planning Department
JPN 3 Joint Practice Note No. 3 issued in April 2019 by BD, LandsD & PlanD jointly
LAO PN Lands Administration Office Practice Note
LMP Landscape Master Plan
LP Landscape Proposal
TPRP Tree Preservation and Removal Proposal
RLA Registered Landscape Architect
SCC Self-certification of Compliance
SCG Site Coverage of Greenery

Notes:
A. The completion of TPRP as part and parcel of the LMP/LP approved by PlanD will be considered as compliance with the tree preservation clause under lease in accordance with LAO PN No. 2/2020.
B. Changes confined to Class A amendments as detailed in the TPB PG No. 36B – Town Planning Board Guidelines for Class A and Class B Amendments To Approved Development Proposals. Approval procedures as stipulated in paragraph 10 of PlanD’s PNPP No. 1/2019 shall be followed for Class B amendments to the approved LMP/LP.
C. Approval on the compliance checking and implementation of SCG to fulfill the requirement of relevant conditions under lease shall follow the procedure in accordance with paragraphs 9 to 11 of JPN 3.