Figure A: Procedure Flow Chart for Submission of Tree Preservation and Removal Proposal under Lease

1. **Tree Preservation and Removal Proposal (TPRP) + Form 1**
2. **Receipt by DLO**
   - **For areas to be handed back to Government or areas outside lot or Coloured Areas**
   - **Within lot**
     - LAT to provide landscape technical advice on the TPRP (Note)
3. **Receipt of comments by DLO**
4. **Reply with reasons for rejection**
5. **Accept**
6. **Approval of TPRP**
7. **Re-submission of TPRP (Note)**

**Note:**
Resubmission of TPRP may be addressed to LAT for direct attention/reply with copy to DLO of LandsD if the resubmission involves RLA’s response to LAT’s previous landscape technical advice only. For new submission and amendment submission of TPRP or TPRP that involves tree damage report, suspected mal-practice and/or breach of the tree preservation clause, RLA is required to submit a fresh submission to DLO for consideration. LAT will provide advice to DLO upon referral.

**Abbreviations**
- **DLO** District Lands Office includes Railway Development Section and other specialized sections of LandsD where appropriate
- **LandsD** Lands Department
- **RLA** Registered Landscape Architect
- **TPRP** Tree Preservation and Removal Proposal
Tree Preservation and Removal Proposal (TPRP) + Form 2 (Note)

Receipt by DLO

DLO to check Form 2 and whether the TPRP as part and parcel of LMP/ LP approved by TPB/ PlanD

Reject

Accept

Reply to RLA/lot owner(s) with reasons for rejection

DLO to send a letter to the RLA to acknowledge receipt of the submission signifying the deemed approval of TPRP under tree preservation clause of the lease

10 working days

Abbreviations

DLO District Lands Office includes Railway Development Section and other specialized sections of LandsD where appropriate
PlanD Planning Department
LandsD Lands Department

LMP Landscape Master Plan
LP Landscape Proposal
RLA Registered Landscape Architect
TPB Town Planning Board
TPRP Tree Preservation and Removal Proposal

Note:
Deemed Approval Submission for TPRP within lot as part and parcel of the landscape submission (LMP/ LP) for compliance with planning conditions and/ or in support of planning application and approved by TPB/ PlanD.
PN No. 2/2020
Figure C: Procedure Flow Chart for Compliance Checking of Completed Tree Preservation and Removal Proposal under Lease

Completion of approved TPRP / deemed approved TPRP (Note 3)

without planning condition

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

RLA shall submit Form 4, Form 5 & Form 6 to DLO (Self-Certification of Compliance for completed TPRP within lot)

Receipt by DLO

Deemed Compliance

RLA shall submit Form 3 to DLO (Note 2)

DLO to send a letter to the lot owner(s) or his RLA to acknowledge receipt signifying compliance of the tree preservation clause under lease

Random selection

selected

LandsD to notify the RLA the selection result

14 working days

LandsD to notify RLA the date of site inspection

14 working days

LandsD to carry out full compliance checking on site

6 weeks

Notification of result

LandsD to carry out further checking

The completed TPRP within lot is considered complied with the tree preservation clause under lease if no response is received from LandsD within 14 working days

Rectification work NOT required

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

Rectification work required

The lot owner(s) or his RLA will submit a fresh SCC with completion reports (Forms 4, 5 and 6 above) to DLO upon completion of all rectification works

Lot owner(s) / RLA shall seek comments / approval from the concerned departments on the completed TPRP

Abbreviations
DLO District Lands Office includes Railway Development Section and other specialized sections of LandsD where appropriate
LandsD Lands Department
PlanD Planning Department
TPRP Tree Preservation and Removal Proposal
RLA Registered Landscape Architect

Notes:
1. RLA shall submit SCC to PlanD to fulfill landscape requirement imposed under planning conditions.
2. Record of satisfactory compliance of landscape requirement under planning condition for the completed TPRP as part and parcel of the landscape submission approved by TPB/PlanD shall be submitted.
3. Deemed Approved TPRP refers to the submission of TPRP as part and parcel of the LMP/LP or in support of planning applications approved by TPB/PlanD which was previously deemed approved by LandsD for compliance with the tree preservation clause under lease.