

Sample of an Application

Application for Waiver for Industrial Premises

To : District Lands Officer, _____

Dear Sirs,

(Address of the Industrial Premises and Lot Number being Subject of the Application)

I / We, [_____ (name of the Agent) _____ as the agent of *] _____ (name of the Applicants) _____, [as the (Sole Owner / Owners)* of the captioned Industrial Premises] hereby apply for a temporary waiver to allow the use of part(s) of the building / captioned premises for [the Schedule of Permitted Uses at Appendix II / information technology and telecommunications industries purposes (other than radio base stations (including antennae) for provision of mobile services to be installed outside the building, including on the rooftop of the building)*] as referred to in LandsD LAO Practice Note No. 4/2019 in respect of the captioned Industrial Premises held in relation to the (Lease / Special Condition No. _____ of Conditions of _____ / Special Condition No. _____ of New Grant No. _____)* under which the Lot No(s). _____ is / are held for (a period of initially _____ years / the lifetime of the existing building erected on the lot)*.

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 may not be able to process my / our application. I / We hereby acknowledge that you may nevertheless request for further relevant information or convening 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 the Lands Department 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 the Lands Department 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 the Lands Department to supply any and all documents / information which it may require.

Yours faithfully,

(Agent's / Applicant(s)'s)* Signature: _____
(H.K.I.D. Card Number(s): _____)

Name of the (Agent / Applicant(s))* in Block Letters: _____

Address: _____

Telephone Number: _____

Date: _____

* *Delete as appropriate*

Notes :

- (1) Contacts of the District Lands Offices are set out in Lands Department's website (www.landsd.gov.hk/en/about/enquiries.htm)
- (2) All owners (including intending purchaser under an Agreement for Sale and Purchase of the Premises) must sign in the capacity of applicants.

Checklist of Basic Requirements

Application for Waiver for Industrial Premises

Information / Documents that must be submitted ⁽¹⁾ :

- (i) Two copies ⁽²⁾ of a complete set of Government land grant documents (including all executed lease modification letters and extension letters, if any) affecting the premises ⁽³⁾.
- (ii) Two copies ⁽²⁾ of a computer printout containing the historical and current ownership particulars of the premises.
- (iii) If submitted by an agent, a written authorization from all registered owners and prospective purchasers⁽⁴⁾ (if applicable) of the premises.
- (iv) A copy of an up-to-date location / site / floor plan on an appropriate scale showing the premises.
- (v) Two copies of the Town Planning Board permission letter for the proposed uses, if applicable. For claims of the use of the premises being an existing use ('EU'), if applicable, two copies of document demonstrating the 'EU' status should be provided. Please refer to the Town Planning Board Guidelines No. 24C for Interpretation of Existing Use in the Urban and New Town Areas (TPB PG-No. 24C) and any subsequent guidelines or otherwise amending or substituting the same for details.
- (vi) Two sets of drawings on an appropriate scale showing the size and detailed dimensions of the area under application, including the internal floor area calculation, prepared and certified by an Authorized Person or a Registered Professional Surveyor.
- (vii) A clear description of the proposed operation to be carried out in and uses of the premises

Notes:

- (1) Please put a tick in the relevant box if applicable unless otherwise specified; and delete as appropriate.
- (2) One set of documents should be certified by the Land Registry or by the solicitor acting for the applicant, while the other set may be a photocopy of the certified documents. Certification of the documents should be done not more than one month before submission of the application.
- (3) Premises include all premises of the existing building(s) under the waiver application.
- (4) A prospective purchaser is an intending purchaser under an existing Agreement for Sale and Purchase registered in the Land Registry.