Appendix I(b)

Sample Application Letter
(for Building Licence)

To: District Lands Officer/

Dear Sirs

Lot No.
Address

*I/ We, ______name of the Applicant_____, as the registered owner of Lot No.____, and licensee of Building Licence No. ______ dated the ___ day of ______ and registered in the Land Registry by Memorial No. __________ (“the Licence”), hereby apply for an extension of the building covenant period in respect of Condition No. _____ of the Licence: -

#{fill out (a) or (b) whichever is applicable}#

(a) from _______ [fill in the original/extended BC expiry date being a date after 1 April 2020] ______ for a period of _______ [fill in a figure no more than six] ______ calendar months up to __________ under the Measure pursuant to Lands Department Lands Administration Office Practice Note No. 4/2020 (“the Practice Note”).

(b) @ from _______ [fill in the original/extended BC expiry date being a date on or before 1 April 2020] ______ for a period of __________ calendar months up to __________, inclusive of a period of _______ [fill in a figure no more than six] ______ calendar months from 1 April 2020 to __________ under the Measure pursuant to Lands Department Lands Administration Office Practice Note No. 4/2020 (“the Practice Note”).}

*I/ We have read and understood the “Note on Use of Personal Information Required in the Application”, being Appendix II to the Practice Note and hereby consent to disclose my personal data contained herein to you and other Government bureau or departments for the purpose mentioned in the Practice Note.

* Delete as appropriate
# Insert and amend as appropriate
@ Insert if the building covenant has expired as at 1 April 2020 but no extension has yet been granted by Lands Department
I / We hereby expressly declare, confirm, acknowledge and agree that all the particulars and the information provided herein 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.

Yours faithfully,

Applicant’s Signature: ______________________

Name of the Applicant : ______________________ (English)

____________________ (Chinese)

Hong Kong Identity Card Number : ______________________

Correspondence Address : ______________________

Telephone Number : ______________________

Date: ______________________