

To : District Lands Officer/ _____

**Application for Rebuilding a Village House
in the New Territories**

Part A – Site under Application

I hereby apply for rebuilding a village house on Lot No(s) _____ in Demarcation District _____
_____ in _____ Village, _____ Heung, New Territories.

**Part B – Particulars of the Applicant i.e. the registered owner (*individual / Manager of a
Tso/Tong / Manager or Director of a Company)**

Name in Chinese : _____
Name in English : _____
Identity Card No. : _____
Address : _____
Contact Phone No. : _____

I am an indigenous villager of _____ village, _____ Heung. (For indigenous villager
only)

Part C – Proposal for the House to be Rebuilt

No. of Storeys : _____
Dimensions : _____ metres/feet* (length) x _____ metres/feet* (width) x _____ metres/feet* (height)
Orientation of Balconies : _____
Dimensions of Balconies : _____ metres/feet* (length) x _____ metres/feet* (width)
Location of Septic Tank : _____

Part D – Signature

Name of Applicant _____ Signature _____

Name of Applicant _____ Signature _____

Name of Applicant _____ Signature _____

Name of Applicant _____ Signature _____

Date of Application: _____ (YY) _____ (MM) _____ (DD)

*(If the lot(s) under application is/are of multiple ownership, all owners will have to sign on
this application form.)*

* Delete as appropriate

Documents to be provided

In order to facilitate the processing of the application, the following document(s) is/are provided for reference.

Documents attached:

- A copy of the register from the Land Registry showing the ownership of the lot(s) under application.
 - A copy of the Hong Kong Identity Card of the applicant / identity document(s) of Tso/Tong Manager(s) / identity document(s) of Company Manager(s) or Director(s).
 - A lot boundary plan showing the lot boundaries and the location of the proposed house, balconies and septic tank.
 - A copy of the grant document (Building Licence/ New Grant / Government Notice)
- Please tick (“√”) as appropriate.*

Points to Note

1. If the application is approved, the applicant should employ an Authorized Land Surveyor to determine the lot boundaries before rebuilding commences. If any problem regarding the lot boundaries is found during the processing of the application, the applicant himself /herself should employ an Authorized Land Surveyor to resolve the problem. Alternatively, the applicant may reduce the building area of the proposed house to avoid any encroachment on the adjoining private/Government land, or choose to solve the problem by way of land exchange.
2. The applicant should note that the rebuilding works may affect the adjoining house(s). As such, the applicant should ensure that such adjoining structures will not be affected during the demolition of the old house and the rebuilding of the new house. The applicant shall also bear full responsibility for the demolition and construction works.
3. The applicant should note that if the rebuilding warrants any modification of lease conditions, he/she may have to pay administrative fees and/or premium to the Government.

Supplementary Notes

Purpose of collecting personal data

1. The personal data provided in this application form will be used by the Lands Department for processing this application for rebuilding a village house in the New Territories.
2. The provision of data by means of this application form is voluntary. If you do not provide sufficient information, the Lands Department may not be able to process your application.

Classes of Transferees

3. The personal data provided in this application form may be disclosed and transferred to other Government bureaux/departments and the Land Registry to determine your eligibility for the application as landowner(s) or the approval conditions for your application.

Access to Personal Data

4. You have the right of access to and correction of your personal data under Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this application form.

Enquiries

5. Enquiries concerning personal data collected by means of this application form, including requests for access and correction, should be addressed to:

Departmental Secretary
Departmental Personal Data Controlling Officer
Lands Department
21th Floor, North Point Government Offices
333 Java Road, North Point, Hong Kong
Tel : 2231 3288

Application for Rebuilding a Village House

Other Points to Note

1. If you are unable to provide any document mentioned in the application form (see “Documents attached”), you must inform us of the reasons for us to proceed further with the processing of your application.
2. We may not be able to process your application in the event of the following:
 - (i) The applicant is not the registered owner of the lot(s).
 - (ii) The Lot(s) is/are owned by co-owners, and the application is not submitted by all co-owners of the lot.
 - (iii) The location of the proposed house within the lot(s) has not been indicated.
 - (iv) Building of houses is not permitted under the lease in respect of the lot(s) applied for.
 - (v) The lot(s) under application falls within a resumption/clearance limit.
 - (vi) The applicant fails to meet the requirements, including proving the indigenous villager status, for modification of lease conditions at standard premium.
 - (vii) The applicant fails to address/resolve some relevant matters including but not limited to the appropriate matters such as the submission of a geotechnical report.
 - (viii) The application does not comply with the relevant provisions of the Development Permission Area Plan or Outline Zoning Plan and a planning permission has not been obtained.