

Sample

**Standard Application Form for Use in respect of Available Vacant
Government Land on Short Term Basis for Community, Institutional or
Non-profit Making Purposes**

To : District Lands Office()

I/We, (*name of the Applicant*), hereby apply for a short term tenancy in respect of a site at (*address / location of the site*) having a site area of about m^2 for (*description of the proposed use*) purpose(s).

In order to facilitate consideration of my/our application, I/we attach the following documents for your reference:-

- (a) a copy of my/our [the Applicant's] Certificate(s) of Incorporation (if applicable);
- (b) a copy of my/our [the Applicant's] Memorandum and Articles of Association (if applicable);
- (c) one photocopy of my/our [the Applicant's] Business Registration Certificate(s) (if applicable);
- (d) a certificate under section 88 of the Inland Revenue Ordinance to prove that I/we am/are a charitable institution or trust of a public character (if applicable);
- (e) planning permission from the Town Planning Board (if applicable);
- (f) a copy of the site plan at a scale of 1:1 000 showing the proposed site boundary;
- (g) a brief description of the proposal; and
- (h) an authorization letter authorizing (*name of the agent*) to act on my/our behalf (if applicable).

I/We hereby expressly warrant and declare that the above information provided in support of my/our application is correct and genuine. I/we also expressly acknowledge that I am/we acknowledge and accept that the tenancy applied for will be considered on the basis of the information supplied by me/us and that the application will be rejected in the event that such information is found to be false or misleading.

I/We further expressly acknowledge that the personal data provided by me/us in this application form 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 understand that if I/we do not provide sufficient information, the District Lands Office concerned may not be able to process my/our application.

I/We hereby authorize the District Lands Office concerned to disclose my/our personal data in the application form to such Government Departments or Bureaux and any other body, organization or person(s) as it may see fit at its absolute discretion, 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, Bureau or other body which may be approached by the District Lands Office concerned, to supply any information which it may require.

Signed by the : _____
applicant(s)
(with company chop if
applicable)

Name of the : _____
applicant(s)
in block letters

Name of the contact : _____
person

Correspondence : _____
Address _____

Telephone number : _____

Fax number : _____

Date : _____

Note :

- (1) *After completion, this form may either be mailed, or handed in to the District Lands Office concerned.*
- (2) *The Government does not bind itself to accept any application submitted*