

*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( )

*(Name of the Non-government Organisation)* (“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 square metres for ( *description of the proposed use* ) purpose(s).

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

- (a) a copy of the Applicant’s Certificate(s) of Incorporation (if applicable);
- (b) a copy of the Applicant’s Memorandum and Articles of Association (if applicable);
- (c) one photocopy of the Applicant’s Business Registration Certificate(s) (if applicable);
- (d) a certificate under section 88 of the Inland Revenue Ordinance to prove that we 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 our behalf (if applicable).

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

We further expressly acknowledge that the personal data provided by us in this application form will be used by the Lands Department in connection with the processing of our application. The provision of any personal data requested in the application form is voluntary. We understand that if we do not provide sufficient information, the District Lands Office concerned may not be able to process our application.

We hereby authorize the District Lands Office concerned to disclose 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 our application, whether on policy or any other grounds.

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*