



**Lands Administration Office
Lands Department**

Practice Note

Issue No. 7/2006

Processing of General Building Plan Submissions

To streamline the current procedure for handling general building plan submissions by the District Lands offices (DLOs)⁽¹⁾ and in particular to provide a guideline for dealing with situations where amendment submissions are received whilst the first set of general building plan submission is still under scrutiny, it is hereby announced that the arrangements set out below will come into immediate effect: -.

(i) Practices to be adopted for new cases

Subject to paras. (iii) & (iv) below, DLOs would apply their best efforts to complete a full check of the first set of the general building plan submission referred to them through the Centralized Processing System within our pledged time limit, notwithstanding that amendment plans may have been received during this period.

To ensure that APs are made aware of the above, case officers in DLOs will, within one week upon receipt of the submission of the first set of general building plans, issue a standard letter acknowledging receipt and informing them that any amendment plans received during this period will be separately handled.

After the first set of plans has been checked, DLOs will review and handle any amendment plans that might have been received, and to facilitate the case officers in DLOs to deal with these amendment plans, APs may be asked to consolidate all relevant amendments on an updated set of amendment plans (with the amendments to be shown in colour for easy identification) for further processing. If required, APs will be invited for meetings with the case officers to expedite the approval process.

⁽¹⁾ The reference to DLOs shall deem to include other relevant offices in Lands Department such as the Land Supply and Redevelopment Section, the Railway Development Section etc. that are also involved in the handling of building plan submissions

For all subsequent submissions, the general rule is that the set of plans under checking will deem to have been superseded by the latest set of amendment plans received and the pledge will start to count again each time a set of such new submission is received.

(ii) **Transitional arrangement for on-going cases where approval has not yet be given**

DLOs will concentrate their efforts in checking the set of general building plan submission (either the first submission, the re-submission or the major revision) that has already been received prior to the date of this Practice Note. After such has been done, the practice outlined at (i) above will apply.

(iii) **Situations where Master Layout Plan (MLP) submissions are required under lease**

If a full set of general building plan submission is received before the MLP required under the lease is approved or considered acceptable subject to conditions, this full set of general building plan submission will not be vetted.

After the approval/acceptance of the MLP, DLOs may request the AP to consolidate all previous submissions and amendments approved by the Buildings Department (BD) into a full set of general building plan submission for approval by Lands Department (LandsD). This consolidated set of general building plan submission, in full, would be vetted by the DLOs concerned within the pledged time limit.

(iv) **Situations where lease modification has yet to be completed at the time the first set of general building plan submission is required to be processed**

Similar to item (iii) above, after a binding contract has been entered into by acceptance of the basic terms offer for the lease modification between the applicant and the Government, DLOs may request the AP to consolidate all previous submissions and amendments approved by the BD into a full set of general building plan submission for approval by LandsD. This consolidated set of general building plan submission, in full, would be vetted by LandsD within the pledged time limit.

2. For paragraphs 1(i), (iii) and (iv) above, the consolidated plans can be submitted to LandsD direct provided that the approval given by the BD for these plans is clearly shown on each of the plans. In line with the current practice, LandsD will send a copy of the approval/disapproval letter to BD such that BD will have a record of which sets of plans have been approved by LandsD.

3. Please contact Mr. S.K. Yan, Senior Estate Surveyor(Building Plan Unit) at Tel. No. 2417 6520 in respect of any enquiries related to this practice note.

(Patrick L C Lau)
Director of Lands
6 December 2006