



**Tree Preservation and  
Tree Removal Application for  
Building Development in Private Projects**

1. This Practice Note (PN) supercedes Practice Note Issue No. 8/2002 and applies to leases which contain tree preservation clause.

**Introduction**

2. Lot owner(s) and their Authorized Persons (AP) have a responsibility in certain leases to ensure that trees are not unnecessarily felled or interfered with without my prior written consent. Recently, the felling of trees has become a subject of public concern. At the same time, there has also been an increasing demand for more proactive measures to facilitate the development process.

3. At present, not all tree removal (inclusive of transplanting and/or felling) applications are submitted before approval of the building plans of a proposed development. Lands Department (“LandsD”) together with the concerned departments, have reviewed the existing mechanism for measures to streamline the approval procedures for tree removal applications under the tree preservation clause of the lease with due regard to preservation of valuable landscape resources. For comprehensive consideration of a development proposal together with the tree preservation proposal and to expedite the development process, lot owners and their AP are encouraged to submit tree preservation and removal application (“the Application”) as required under the tree preservation clause of the lease with the development design rather than treat it as an after-thought.

4. To facilitate preparation of the Application and its early consideration by Government, this PN sets out the objective assessments and streamlined approval procedures for development related to the Application as required under the tree preservation clause of the lease. Lot owner(s) and their AP are

reminded that unauthorized tree removal or any work adversely affecting existing tree(s) could result in lease enforcement action being taken against the owner(s) of the lot and render the lot liable to re-entry by Government. Other punitive actions include but not limited to withholding the issue of Pre-sale Consent or Certificate of Compliance, charge of a penalty premium and requirement to complete compensatory planting proposal.

### **Definition of a Tree**

5. A plant is considered as a tree if its trunk diameter measures 95mm or more at a height of 1.3m above the ground level.<sup>1</sup>

### **Planning and Design Stage**

6. During the planning and early design stage, the AP should submit a tree survey to identify all existing tree(s) within the development site and to ensure that no tree(s) are unnecessarily felled or adversely affected. A balanced approach taking into consideration of all relevant factors is encouraged with due regard given to retain large tree(s) and/or trees in group with high amenity or ecological value. The preservation of these landscape resources should be a key consideration in the design and layout of the development to avoid or minimize the landscape/environmental impact.

### **The Application**

7. The AP is encouraged to assess the impact of the proposed development on existing tree(s) at the planning and early design stage in parallel to the preparation and submission of general building plans (GBP). The Application should contain (i) a conceptual proposal (the “Conceptual Proposal”) comprising the tree survey submission, the tree removal proposal itself together with justifications for tree felling, transplanting, tree preservation/protection measures and a conceptual compensatory planting proposal and (ii) a detailed compensatory planting proposal (the “Detailed Proposal”). Standard forms for attachment to the Application upon submission and Guidance Notes on preparing the Application to LandsD are at Appendices

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<sup>1</sup> Guidance on measurement of tree diameter is given in Agriculture Fisheries and Conservation Department’s (AFCD) Nature Conservation Practice Note No. 2, which can be viewed from AFCD’s internet homepage ([www.afcd.gov.hk](http://www.afcd.gov.hk))

I and II respectively for reference.

### **Provision for Separate Submission**

8. Whilst the AP may continue with the current practice of submitting the Application separately from GBP (the “Separate Submission”) to District Lands Office (“DLO”), the AP may opt to choose a Combined Submission mechanism as detailed in paragraph 9 below. For Separate Submission, the AP is required to send not less than 3 copies of the Application together with completed Forms 1B and 1D at Appendix I to DLO for consideration.

### **Provision for Combined Submission**

9. To facilitate comprehensive consideration of a development proposal and related tree aspects and expedite the development process, the AP may choose to submit the Application at the same time of GBP submission or, should there be a master layout plan (“MLP”) clause in the lease conditions, the MLP submission as a combined submission (the “Combined Submission”). For Combined Submission case, completed Form 1A attached at Appendix I should be included in the GBP submission to Buildings Department (BD). At the same time, the AP is also required to send not less than 3 copies of the Application together with completed Form 1D directly to the DLO and indicate in his covering letter to DLO that a Combined Submission is made under this PN<sup>2</sup>. The performance pledge for processing straightforward case is within 8 weeks (for non-BCIII cases) or 10 weeks (for BC III cases) from the date of receipt of a valid Combined Submission. In case the Combined Submission cannot be approved solely due to minor clarifications on tree removal aspects, the GBP will be considered as acceptable but approval will only be given when the amendment or clarification to the Application is done to the satisfaction of DLO. Re-submission of the GBP is not required.

10. For the Combined Submission only and as far as the Application is concerned, the AP may choose a 2-stage approval mechanism. In this case, Stage 1 requires the submission of the Conceptual Proposal. Tree felling may proceed after obtaining written approval to the Conceptual Proposal in Stage 1. Detailed Proposal in accordance with the approved Conceptual Proposal will be

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<sup>2</sup> If the Application is submitted together with MLP which is not required to be submitted to BD, the Conceptual Proposal and the MLP, with completed Forms 1A and 1D, shall be submitted to DLO directly.

dealt with in Stage 2, which has to be submitted as soon as possible after obtaining the Stage 1 approval and should not be later than the application for pre-sale consent. Procedure flow chart for processing the Application under the Combined Submission procedure is at Appendix III.

11. To ensure compliance with the tree preservation clause, the general principle is that pre-sale consent will not be given unless and until approval to all aspects of the tree removal including any required compensatory planting proposal of the Application has been obtained. However, for cases subject to the Combined Submission procedure, pre-sale consent may be granted if the Conceptual Proposal has been approved and the owner has prepared and submitted the Detailed Proposal in accordance with the Guidance Notes at Appendix II hereof and subject to an undertaking being given by the lot owner prior to pre-sale consent being granted to comply with the requirements for approval of the Detailed Proposal, and to complete the compensatory tree planting scheme prior to the issuing of a Certificate of Compliance.

#### **Provision for Streamlined Submission for Cases with Planning Permission**

12. To avoid duplication of work, the AP, when submitting the Application (with completed Forms 1C and 1D attached at Appendix I) to DLO, shall state whether the content of the Application is (i) the same as the tree preservation and removal proposal submitted in support of a planning application which has been approved by the Town Planning Board (“TPB”); or (ii) the same as the tree preservation and removal proposal which has been submitted for compliance with planning conditions and approved by the TPB or the Planning Department (“PlanD”) under the Town Planning Ordinance. If the tree preservation and removal proposal is the same as the Application approved by the TPB or PlanD, DLO will not vet the Application again in normal circumstances unless the boundary of the planning application site and that under the lease is different or the tree preservation and removal proposal has been approved by TPB/PlanD for more than 2 years. In any Application processed under such streamlined procedure (the “Streamlined Submission”), the AP shall also state and highlight any deviation from the tree preservation and removal proposal approved by the TPB or PlanD in order to facilitate processing by PlanD and DLO. For submission with amendments, the AP shall observe the requirements stipulated in TPB PG No. 36 – *Town Planning Board Guidelines For Class A and B Amendments To Approved Development Proposals*. If TPB or PlanD considers such amendments acceptable, the

Application shall be processed under the afore-mentioned streamlined procedure.

13. The lot owner and the AP should note that the approval given under this streamlined procedure is limited to the tree preservation clause under the lease conditions and should not be construed as an acknowledgement that anything indicated in the approved Application is in all respects in compliance with other lease conditions. Such approval will not in any way prejudice the Government's right to reject building plans which are consistent with the approved Application but inconsistent with other lease conditions.

### **Criteria (Hierarchy) for Tree Removal Consideration**

14. Permission to fell trees would not be granted unless good reasons are given and fully justified and that the transplanting of the affected tree(s) is not practicable. The criteria (hierarchy) for considering tree removal applications is set out in Appendix IV.

### **Compliance of the Tree Works**

15. The lot owner and the AP should ensure that all works under the Application including tree preservation/felling/transplanting and compensatory planting ("the Tree Works") are fully implemented on site with due care and regards. It is recommended that all works associated with trees shall be supervised and carried out by a competent person(s) who possesses vocational knowledge on horticulture, arboriculture and/or tree care. Attention of other on-site contractors/staff and consultants should also be drawn to the tree preservation requirements under the lease.

16. The Tree Works shall be completed in accordance with the approved Conceptual Proposal and Detailed Proposal. The AP shall, upon completion of the Tree Works, submit a report with photos (coloured and date imprinted) showing the completed Tree Works together with a statement on the conditions of all preserved and transplanted trees ("the Report") (Form 5A attached at Appendix V refers). Compliance checking (including Streamlined Submission) will be coordinated by LandsD.

### **Self-Certification of Compliance**

17. In order to speed up the checking of the Tree Works, the lot owner may at the time of applying for Occupation Permit, inform LandsD in writing his intention to opt for Self-Certificate of Compliance (“SCC”) of the Tree Works and, upon completion of the Tree Works, appoint a Registered Landscape Architect (“RLA”) to submit a SCC to certify that that the Tree Works have been implemented in accordance with the approved Application. The RLA is required to submit a SCC together with the Report, as mentioned in paragraph 16 above. A standard SCC format (Form 5B at Appendix V refers) is attached at Appendix V.

18. Lots with SCC submitted will be entered into a register by LandsD and randomly selected for compliance checking. The RLA will be notified if the lot is selected for checking within 14 working days from the date of receipt of SCC. If a lot is selected, Government may carry out a full compliance checking and the RLA will be notified of the result.

19. If the RLA does not receive any response from LandsD within 14 working days from the date of receipt of SCC, the implementation of the Tree Works will be deemed to have been complied with.

20. The SCC arrangements as mentioned in paragraphs 17 to 19 above do not apply to any Tree Works to be handed back to the Government upon completion. Moreover, for sites without SCC submitted, a full compliance checking will be carried out. The procedure flow chart for compliance check of the Tree Works is at Appendix VI.

### **Other Remarks**

21. Approval to the Application shall be given subject to an undertaking to complete the approved compensatory planting proposal (“the Undertaking”) to be executed by the lot owner and, in the case of Combined Submission, the Undertaking shall be executed at the time of the Stage 2 approval. A sample Undertaking is at Appendix VII.

22. If any tree on areas outside the lot boundary or “coloured area” under the lease is affected, separate submission of tree preservation and removal application on the affected area to fulfill the requirements of other concerned

departments, including Leisure and Cultural Services Department, AFCD and Highways Department etc should be made.

23. The site monitoring staff of BD makes regular visit to private development site for auditing purposes and will report any tree removal activities to DLOs for further action. If unauthorized tree removal is detected, lease enforcement action will be taken against the lot owners. Besides, BD will include an advisory statement in the approval/consent letter for site formation and/or building works to remind AP to obtain tree removal approval under lease prior to commencement of works.

(Miss Annie TAM)  
Director of Lands  
10 August 2007

## **Appendices**

- I
  - (a) Form 1A - Standard Form for the Application under the Combined Submission Procedure
  - (b) Form 1B - Standard Form for the Application under the Separate Submission Procedure
  - (c) Form 1C - Standard Form for the Application under the Streamlined Submission Procedure
  - (d) Form 1D - Standard Form on list of supporting documents/ statements/drawings to be submitted together with the Application under Combined Submission Procedure, Separate Submission or Streamlined Submission Procedure
  
- II Guidance Notes on Preparing Submission to LandsD for Tree Preservation and Tree Removal Application for Building Development in Private Projects
  
- III Procedure Flow Chart for Combined Submission

- IV Criteria (Hierarchy) for Considering Tree Removal Applications
  
- V (a) Form 5A - Report on Tree Works for Compliance of Tree Preservation Clause under Lease  
(b) Form 5B - Standard SCC Format
  
- VI Procedure Flow Chart for Compliance Check of Tree Works
  
- VII Sample of Undertaking for Implementation of Compensatory Planting Proposal





**Compliance of Tree Preservation Clause under Lease**

**Form 1A - Standard Form for the Application under the Combined Submission Procedure**

*Note:* This form shall be used when submitting the tree preservation and tree removal application at the same time of general building plan submission related to building development in private projects. Please read the "Guidance Notes" in Appendix II on Preparing Submission to Lands Department.

please tick as appropriate

\* please delete as appropriate

**Part I**

1) Lot No.: \_\_\_\_\_ in D.D. \_\_\_\_\_

BCIII Case

2) Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Non BCIII  
Case

3) Whether there is any Tree Preservation Clause under the lease / land grant ?

Yes. Please state the Special Condition No. : \_\_\_\_\_

No.

4) Type of Building Plans in this Combined Submission is -

New Submission

Re-submission

Major Revision

Amendment Submission

5) Will any trees(s) within the lot and/or on adjoining government land be disturbed or interfered with by the proposed development (including tree felling, transplanting, pruning)?

Yes. If "Yes", please go to the following item No. 6.

No. If "No", please proceed to item No.11 below

6) Is 2-stage approval mechanism for this Combined Submission (Tree Felling Application together with Building Plans) opted ?

Yes. If "Yes", please complete Item No.7 or Item No.8 as applicable.

No. If "No", please complete both Item No.7 and Item No.8 below.

**For Official Use  
Only**

7) the "Conceptual Proposal" attached herewith is :

Same submission as previously submitted to DLO\* \_\_\_\_\_ / CES\* \_\_\_\_\_  
in letter ref. \_\_\_\_\_ dated \_\_\_\_\_

*If "Yes", attachment of the previously submission package is not required.*

New Submission (i.e. a formal first submission) *If yes, please proceed to Item 9 below.*

Re-submission (i.e. a formal submission made to comply in general with points of disapproval resulting from a previous submission, or constitutes amendment/revision to the initial submission)

Amendment Submission (i.e. a formal submission proposing amendments and/or revisions to a previously approved submission)

8) the "Detailed Proposal" attached herewith is :

New Submission (i.e. a formal first submission)

Re-submission (i.e. a formal submission made to comply in general with points of disapproval resulting from a previous submission, or constitute amendment/revision to the initial submission)

Amendment Submission (i.e. a formal submission proposing amendments and/or revision to a previously approved submission)

9) In this application, a total of \_\_\_\_\_ no(s). existing tree(s) will be affected or interfered with. Amongst them :

(a) \_\_\_\_\_ nos. existing tree(s) is/are growing within the private lot (i.e. Pink Area under the lease / land grant). Amongst them :

\_\_\_\_\_ no(s). is/are to be retained in-situ.

\_\_\_\_\_ no(s). is/are to be transplanted.

\_\_\_\_\_ no(s). is/are to be felled.

\_\_\_\_\_ no(s). is/are to be \_\_\_\_\_

*(Delete and fill in as appropriate)*

(b) \_\_\_\_\_ no(s). existing tree(s) is/are growing outside the private lot but within the coloured areas under the lease / land grant. Amongst them :

\_\_\_\_\_ no(s). is/are to be retained in-situ.

\_\_\_\_\_ no(s). is/are to be transplanted.

\_\_\_\_\_ no(s). is/are to be felled.

\_\_\_\_\_ no(s). is/are to be \_\_\_\_\_

*(Delete and fill in as appropriate)*

10) A total of \_\_\_\_\_ no(s). new tree(s) is/are hereby confirmed as compensatory planting for implementation upon completion of this proposed development. Amongst them :

Full circulation  
required

Yes  No

**For Official Use  
Only**

- (a) \_\_\_\_\_ no(s). new tree(s) is/are\* to be planted within the private lot;
- (b) \_\_\_\_\_ no(s). new tree(s) is/are\* to be planted outside the private lot but within the coloured areas under the lease / land grant.

Full circulation  
required  
 Yes  No

11) Whether any prior written approval from LandsD has been obtained for the existing tree(s) affected by this development ?

Verified

- Yes, please quote approval letter of Lands Department (date \_\_\_\_\_ and ref. no. \_\_\_\_\_)
- No.

12) For re-submission / major revision / amendment submission of Building Plans, whether the proposed development would affect and or interfere with tree(s) other than that prior written approval had been obtained in Item No. 11 above.

Tree felling  
approval  
required

- Yes, please specify \_\_\_\_\_  
\_\_\_\_\_
- (use separate sheet, if necessary)*

Yes  No

No.

**Part II**

13) Whether submission of Conceptual/Detailed\* Proposal(s) has been made to the relevant government offices:

- Yes, please also provide details in the distribution list at Appendix I(d)
- No.

**Part III** (This part must be completed by ALL Applicants)

Applicant's Signature/Authorized (Signature of Company): \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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Please provide a list of documents/statement/drawings submitted herewith (Form 1D at Appendix I(d) refers)



**Compliance of Tree Preservation Clause under Lease**

**Form 1B - Standard Form for the Application under the Separate Submission Procedure**

*Note:* This form shall be used when submitting the tree preservation and tree removal application for building development in private projects. Please read the "Guidance Notes" in Appendix II on Preparing Submission to Lands Department.

*please tick as appropriate*

\* *please delete as appropriate*

**For Official  
Use Only**

**Part I**

- 1) Lot No.: \_\_\_\_\_ in D.D. \_\_\_\_\_ BCIII Case
- 2) Address: \_\_\_\_\_ Non BCIII  
Case   
 \_\_\_\_\_  
 \_\_\_\_\_
- 3) Whether there is any Tree Preservation Clause under the lease / land grant ?  
 Yes. *Please state the Special Condition No. :* \_\_\_\_\_  
 No.
- 4) Whether there is any Landscaping Clause under the lease / land grant ?  
 Yes. *Please state the Special Condition No. :* \_\_\_\_\_ *and the  
 type of the clause* \_\_\_\_\_  
 No.
- 5) This application involves : *(please tick whereas applicable)*  
 tree preservation  tree transplanting  
 tree felling  others *(please specify)*  
 \_\_\_\_\_  
 \_\_\_\_\_  
*(use separate sheet, if necessary)*
- 6) This submission comprises of "Conceptual Proposal" **and** "Detailed Proposal" :  
*(Please refer to Appendix II for the full list of mandatory information to be provided. Form 1D shall also  
 be completed and submitted)*
- (a) The "Conceptual Proposal" attached herewith is :

Same submission as previously submitted to DLO\* \_\_\_\_\_ / CES\* \_\_\_\_\_ in letter ref. \_\_\_\_\_ dated \_\_\_\_\_

*If "Yes", attachment of the previously submission package is not required.*

New Submission (i.e. a formal first submission) *If yes, please proceed to Item 9 below.*

Re-submission (i.e. a formal submission made to comply in general with points of disapproval resulting from a previous submission, or constitutes amendment/revision to the initial submission)

Amendment Submission (i.e. a formal submission proposing amendments and/or revisions to a previously approved submission)

(b) The "Detailed Proposal" attached herewith is :

New Submission (i.e. a formal first submission)

Re-submission (i.e. a formal submission made to comply in general with points of disapproval resulting from a previous submission, or constitutes amendment/revision to the initial submission)

Amendment Submission (i.e. a formal submission proposing amendments and/or revisions to a previously approved submission)

7) Whether any prior written approval from LandsD has been obtained for the existing tree(s) affected by this submission and/or by this development ?

Verified

Yes, please quote approval letter of Lands Department (date \_\_\_\_\_ in ref. no. \_\_\_\_\_)

No.

8) For re-submission / major revision / amendment submission, whether there is any disturbed and/or interfered tree(s) other than that prior written approval had been obtained in Item No. 7 above.

Tree felling approval required

Yes, please specify \_\_\_\_\_

Yes  No

\_\_\_\_\_  
(use separate sheet, if necessary)

No.

9) In this application, a total of \_\_\_\_\_ no(s). existing tree(s) will be affected or interfered with. Amongst them :

(a) \_\_\_\_\_ no(s). existing tree(s) is/are growing within the private lot (i.e. Pink Area under the lease / land grant). Amongst them :

\_\_\_\_\_ no(s). is/are to be retained in-situ.

\_\_\_\_\_ no(s). is/are to be transplanted.

\_\_\_\_\_ no(s). is/are to be felled.

\_\_\_\_\_ no(s). is/are to be \_\_\_\_\_

(Delete and fill in as appropriate)

**For Official  
Use Only**

(b) \_\_\_\_\_ no(s). existing tree(s) is/are growing outside the private lot but within the coloured areas under the lease / land grant. Amongst them :

\_\_\_\_\_ no(s). is/are to be retained in-situ.

\_\_\_\_\_ no(s). is/are to be transplanted.

\_\_\_\_\_ no(s). is/are to be felled.

\_\_\_\_\_ no(s). is/are to be \_\_\_\_\_

*(Delete and fill in as appropriate)*

Full circulation  
required  
 Yes  No

11) A total of \_\_\_\_\_ no(s). new tree(s) is/are hereby confirmed as compensatory planting for implementation upon completion of this proposed development. Amongst them :

(a) \_\_\_\_\_ no(s). new tree(s) is/are\* to be planted, within the private lot;

(b) \_\_\_\_\_ no(s). new tree(s) is/are\* to be planted outside the private lot but within the coloured areas under the lease / land grant.

Full circulation  
required  
 Yes  No

**Part II**

12) Whether submission of Conceptual/Detailed\* Proposal(s) has been made to the relevant government offices:

Yes, please also provide details in the distribution list at Appendix I(d).

No.

**Part III** (This part must be completed by ALL Applicants)

Applicant's Signature/Authorized (Signature of Company): \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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Please provide a list of documents/statement/drawings submitted herewith (*Form 1D at Appendix I(d) refers*)



**Compliance of Tree Preservation Clause under Lease**

**Form 1C – Standard Form for the Application under the Streamlined Submission Procedure (Tree Preservation and Tree Removal Application for Building Development in Private Projects with Planning Permission )**

*Note:* This form shall be used when opting for the streamlined procedure under paragraphs 12 and 13 of the Practice Note. Please read the "Guidance Notes" in Appendix II on Preparing Submission to Lands Department.

*please tick as appropriate*

\* *please delete as appropriate*

**For Official  
Use Only**

**Part I**

1) Lot No.: \_\_\_\_\_ in D.D. \_\_\_\_\_

BCIII Case

2) Address: \_\_\_\_\_

Non BCIII  
Case

3) Whether there is any Tree Preservation Clause under the lease / land grant?

Yes. *Please state the Special Condition No. :* \_\_\_\_\_

No.

4) Whether there is any Landscaping Clause under the lease / land grant ?

Yes. *Please state the Special Condition No. :* \_\_\_\_\_ *and the type of the clause* \_\_\_\_\_

No.

5) This application involves : *(please tick where applicable)*

tree preservation

tree transplanting

tree felling

others *(please specify)*

*(use separate sheet, if necessary)*

6) This submission comprises of "Conceptual Proposal" **and** "Detailed Proposal" :  
*(Please refer to Appendix II for the full list of mandatory information to be provided. Form 1D shall also be completed and submitted)*

(a) The "Conceptual Proposal" attached herewith is :

Same submission as previously submitted to DLO\* \_\_\_\_\_ / CES\* \_\_\_\_\_  
in letter ref. \_\_\_\_\_ dated \_\_\_\_\_

*If "Yes", attachment of the previously submission package is not required.*

New Submission (i.e. a formal first submission) *If yes, please proceed to Item 9 below.*

Re-submission (i.e. a formal submission made to comply in general with points of disapproval  
resulting from a previous submission, or constitutes amendment/revision to the initial submission)

Amendment Submission (i.e. a formal submission proposing amendments and/or revisions to a  
previously approved submission)

(b) The "Detailed Proposal" attached herewith is :

New Submission (i.e. a formal first submission)

Re-submission (i.e. a formal submission made to comply in general with points of disapproval  
resulting from a previous submission, or constitutes amendment/revision to the initial submission)

Amendment Submission (i.e. a formal submission proposing amendments and/or revisions to  
a previously approved submission)

7) Whether any prior written approval from PlanD/LandsD\* has been obtained for  
the existing tree(s) affected by this submission and/or by this development ?

Verified

Yes, please quote approval letter of PlanD (date \_\_\_\_\_  
in ref. no. \_\_\_\_\_)

and/or\* approval letter of LandsD (date \_\_\_\_\_  
in ref. no. \_\_\_\_\_)

No. *If "No", please proceed to item No. 9 below.*

8) Whether this Application is exactly the same as the tree preservation and removal  
proposal already approved by the Town Planning Board or Planning  
Department ?

Verified

Yes.

No.

9) For re-submission / major revision / amendment submission, whether there is any  
disturbed and/or interfered tree(s) other than that prior written approval had been  
obtained in Item No. 7 above.

Tree felling  
approval  
required

Yes, please specify \_\_\_\_\_

Yes  No

\_\_\_\_\_  
(use separate sheet, if necessary)

No.

10) In this application, a total of \_\_\_\_\_ no(s). existing tree(s) will be affected  
or interfered with. Amongst them :



For Official Use Only

(a) \_\_\_\_\_ no(s). existing tree(s) is/are growing within the private lot (i.e. Pink Area under the lease / land grant). Amongst them :  
 \_\_\_\_\_ no(s). is/are to be retained in-situ.  
 \_\_\_\_\_ no(s). is/are to be transplanted.  
 \_\_\_\_\_ no(s). is/are to be felled.  
 \_\_\_\_\_ no(s). is/are to be \_\_\_\_\_

(b) \_\_\_\_\_ no(s). existing tree(s) is/are growing outside the private lot but within the coloured areas under the lease / land grant. Amongst them :  
 \_\_\_\_\_ no(s). is/are to be retained in-situ.  
 \_\_\_\_\_ no(s). is/are to be transplanted.  
 \_\_\_\_\_ no(s). is/are to be felled.  
 \_\_\_\_\_ no(s). is/are to be \_\_\_\_\_  
*(Delete and fill in as appropriate)*

Full circulation required  
 Yes  No

11) A total of \_\_\_\_\_ no(s). new tree(s) is/are hereby confirmed as compensatory planting for implementation upon completion of this proposed development. Amongst them :

(a) \_\_\_\_\_ no(s). new tree(s) is/are\* to be planted, within the private lot;  
 (b) \_\_\_\_\_ no(s). new tree(s) is/are\* to be planted outside the private lot but within the coloured areas under the lease / land grant.

Full circulation required  
 Yes  No

**Part II**

12) Whether submission of Conceptual/Detailed\* Proposal(s) has been made to the relevant government offices:  
 Yes, please also provide details in the distribution list at Appendix I(d).  
 No.

**Part III** (This part must be completed by ALL Applicants)

Applicant's Signature/Authorized (Signature of Company): \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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Please provide a list of documents/statement/drawings submitted herewith (*Form 1D at Appendix I(d) refers*)



## Compliance of Tree Preservation Clause under Lease

### Form 1D – Standard Form on list of supporting documents/ statements/drawings to be submitted together with the Application under Combined Submission Procedure, Separate Submission Procedure or Streamlined Submission Procedure

Please read the "Guidance Notes" in Appendix II on Preparing Submission to LandsD.

Please tick as appropriate and specify.

\* Please delete as appropriate.

#### List of supporting documents/statements to be submitted with Form 1A (Combined Submission)/Form 1B (Separate Submission)/Form 1C (Streamlined Submission)\* :

	Document Title	Date	Under letter ref./date	<u>For Official Use Only</u>
<input type="checkbox"/>	An explicit statement from the Authorized Person (AP)/Registered Landscape Architect (RLA) * on the existing trees			received <input type="checkbox"/>
<input type="checkbox"/>	Tree Assessment Schedule (surveyed on _____)			received <input type="checkbox"/>
<input type="checkbox"/>	Photographic record of existing trees (in colour, date-imprinted and marked with corresponding identification/reference/serial number)			received <input type="checkbox"/>
<input type="checkbox"/>	Documents supporting the engineering works (drawings and/or written statement from the structural / geotechnical engineer)			received <input type="checkbox"/>
<input type="checkbox"/>	Others (Please specify)			received <input type="checkbox"/>
<input type="checkbox"/>				received <input type="checkbox"/>

#### Sample list of drawings submitted with Form 1A (Combined Submission)/Form 1B (Separate Submission)/Form 1C (Streamlined Submission)\*

Drawing No.	Drawing Title	Date	Rev. no. (if any)	<u>For Official Use Only</u>
	Tree Survey Plan (in scale 1: _____ on A4 / A3 / A1 * paper)			received <input type="checkbox"/>
	Compensatory Planting Plan (in scale 1: _____ on A4 / A3 / A1 * paper)			received <input type="checkbox"/>
	Layout plan(s) and sections (in scale 1: _____ on A4 / A3 / A1 * paper)			received <input type="checkbox"/>
	Others (Please specify)			received <input type="checkbox"/>

## Sample of distribution list of relevant government departments

Office Concerned	No. of copies required	Original locations of the existing trees to be affected	Drawing Nos. (with rev. no.)	Drawings submitted to Office Concerned directly?
(a) <input type="checkbox"/> District Lands Office (“DLO”)	2	Pink/ Yellow/Brown / Green/ Green-hatched Black Area*		<input type="checkbox"/> Yes, on _____ <input type="checkbox"/> No
(b) <input type="checkbox"/> Architectural Services Department (“ArchSD”)	1	Pink Area		<input type="checkbox"/> Yes, on _____ <input type="checkbox"/> No
(c) <input type="checkbox"/> Leisure and Cultural Services Department (“LCSD”)	3	Green / Yellow Area to be handed back to LCSD*		<input type="checkbox"/> Yes, on _____ <input type="checkbox"/> No
(d) <input type="checkbox"/> Agriculture Fisheries and Conservation Department (“AFCD”)	1	Green-hatched Black/ Brown /Yellow Area other than (c) above*		<input type="checkbox"/> Yes, on _____ <input type="checkbox"/> No
(e) <input type="checkbox"/> Highways Department <sup>#</sup> (“HyD”)	1 for each office	Green Area to be handed back to HyD		<input type="checkbox"/> Yes, on _____ <input type="checkbox"/> No
(f) <input type="checkbox"/> Planning Department (“PlanD”)	2	For cases with planning permission		<input type="checkbox"/> Yes, on _____ <input type="checkbox"/> No

Note: <sup>#</sup> Landscape Unit and Regional Office for trees outside the lot boundary on streets maintained by HyD



## Compliance of Tree Preservation Clause under Lease

### **Guidance Notes on Preparing Submission to LandsD for Tree Preservation and Tree Removal Application for Building Development in Private Projects**

#### **I. Mandatory information to be provided in the submission**

##### **1. Tree Survey Plans**

- (a) Tree Survey Plan(s) indicating the accurate location of all existing trees (each assigned with a serial number for identification - Tree ID No.), and an overlay of the development layout / proposed works (preferably in dotted line). The plan(s) shall be scaled drawing with adequate topographical survey information showing both existing and proposed levels across the site, and above ground features (both existing and proposed).
- (b) Tree canopy should be proportional to the spread of the tree with reasonable presentation of its physical form. Tree ID Nos. shall be clearly marked adjacent to each tree, in bold and legible letters, on plan correspondingly.
- (c) Relevant illustration should be appropriately provided to demonstrate why any tree is in conflict with the proposed development/work; i.e. genuine unavoidable conflict without other reasonable alternative. If slope work is involved, supporting drawing and statement from the Geotechnical Engineer shall be provided to demonstrate the extent and scope of the affect to existing trees.
- (d) For those trees proposed to be retained in-situ irrespective of any ground level change within the root-zone / drip-line<sup>1</sup>, existing levels in the vicinity of these trees (i.e. the ground area within the drip-line or surrounding the root collar/flare) and an indication of the future proposal (e.g. formation levels, finished levels) as well as the extent of temporary works should also be shown.
- (e) All the affected trees (including any trees to be retained<sup>2</sup>, transplanted or felled) located on and/or outside the boundary of the Lot should be explicitly highlighted and differentiated from those located inside the Lot (i.e. within the Pink Area under the lease / land grant). Any other “coloured areas” (within and/or outside the Lot) under the lease / land grant shall also be highlighted on plan. In addition, proper legend shall be used to differentiate the proposed treatment of individual tree to be affected. Whereas appropriate, different colour codes and/or graphics shall be adopted to facilitate comprehension. For tree survey plan under Streamlined Submission, the boundary of planning application site should also be superimposed.
- (f) Tree survey plan should be based on the on-site findings of tree surveys conducted within two years (24 months) prior to the initial submission, provided that there have been no substantial deviations to the quantity and/or condition of the concerned trees within the same affected area.

<sup>1</sup> “Drip-line” of a tree means the imaginary vertical plumb line that extends downward from the tips of the outermost tree branches and intersects the ground.

<sup>2</sup> “Retained tree” means an existing tree to be retained in situ. Appropriate protective and/or precautionary measures would be provided during all stages of development to ensure its survival and long term well-being.

**2. Tree Assessment Schedule**

- (a) The Tree Assessment Schedule should be based on the current condition, or on on-site findings conducted within two years prior to the initial submission.
- (b) Assessment on existing tree(s) in construction site shall be carried out by a Registered Landscape Architect (RLA) or a competent person<sup>3</sup>. A standard format of tree assessment is suggested as:

<b>Tree Assessment Schedule at</b>	
Address _____	*
Lot _____ in D.D. _____	*
Prepared by _____ (1) on _____ (2)	*
Field Survey was conducted/updated on _____	*
To be read in conjunction with drawing nos. _____	* rev. _____*
	* rev. _____*
	* rev. _____*

Tree ID number (and photo no.)	Tree Species (in botanical name)	Original location (Lot/GA/ YA/ GHBA etc)	Tree Size			Form (Good/ Fair/ Poor) (4)	Health Condition (Good/ Fair/ poor)	Amenity Value (High/ Med/ Low)	Anticipated survival rate after transplanting (High/ Med/Low)	Top of soil level above root collar	Proposed treatment		Remarks  (including justification for proposed tree removal, precious or rare or endangered species; anticipated root-ball size to be preserved (with Ø. x depth in mm etc.)
			Overall Height (M)	Trunk diameter (mm) (3)	Average crown spread (M)						in initial /approved# application (Retain/ Transplant/ Fell)	in this revision, if applicable (Retain/ Transplant / Fell)	

*(use separate sheet, if necessary)*

- Notes:*
- \* To be filled in as applicable.
  - # To be deleted as appropriate
  - (1) To be stated with the full name of the person, who conducted the assessment, and his/her relevant professional or vocational qualification in arboriculture/horticulture.
  - (2) The date of completion of the tree assessment schedule should be within 2 years (24 months) prior to initial submission.
  - (3) Trunk diameter of a tree refers to its diameter at breast height (DBH); i.e. measured at 1.3m above ground level.
  - (4) Form of a tree will take account of the overall tree size, shape and any special feature.

- (c) If over 50 existing trees are to be affected, a summary (see below format) and an electronic format in excel file of the Tree Assessment Schedule shall also be provided in the submission package.

**Summary of the proposed treatment to existing trees**

Existing trees surveyed	within the Lot (Pink Area)	within Green Area	within Yellow Area	within Green Hatched Black Area	within other Coloured Areas (please state)	Sub-total
<b>to be retained</b>	nos.	nos.	nos.	nos.	nos.	nos.
<b>to be transplanted</b>	nos.	nos.	nos.	nos.	nos.	nos.
<b>to be felled</b>	nos.	nos.	nos.	nos.	nos.	nos.
<b>Total of existing trees surveyed</b>						<b>nos.</b>

<sup>3</sup> A competent person hereinafter means any person who possesses a professional or vocational qualification in horticulture, arboriculture and/or tree care. He/she also has minimum 1 year closely related post-qualification local experience.

- (d) Whilst any means of disturbance to existing trees is to be minimized, a realistic assessment of the probable impact of the proposed development/works on any preserved tree (i.e. to be retained in situ or transplanted) should be undertaken with due consideration of the visual/ecological/cultural values, characteristics and condition of the concerned trees. Adequate allowance and space shall be provided for their long term well-being and future growth.
- (e) Relevant recognized standards and/or practices on tree preservation, protection and transplanting shall be specified in written statement. Submission of a method statement on specific tree preservation measures for retaining or transplanting large mature tree(s) that will be subject to disturbance from construction activities shall be provided if required. Also, any pruning proposals to the retained or transplanted trees should be highlighted in the submission giving the reason and proposed extent of tree surgery, canopy and root pruning.

### **3. Photographic record of existing trees**

- (a) The photos shall be of reasonable size and quality, in colour and date imprinted showing the entire tree as far as possible (i.e. the canopy, tree trunk and surrounding ground near the root collar of each tree). Sensible labeling and annotation of the photo is required without blocking the imagery of the canopy, tree trunk and the root collar of the concerned tree. Photo(s) of trees in group at distant view will not be considered unless the tree group will be retained for preservation and will not be affected during all work stages. Caption of each photo shall include information on corresponding Tree ID No. of respective tree and its proposed treatment (i.e. to be retained or transplanted or felled).

### **4. Compensatory Planting Proposal**

- (a) In general principle, implementation of compensatory tree planting, of a ratio not less than 1:1 in terms of quality and quantity, within the subject Lot would be acceptable. That is, the total numbers and the aggregated DBH of compensatory trees within the site should not be less than that of the lost tree(s). The quality of compensatory trees should also be indicated. In general, they shall be of good health and in good vitality, with a well balanced branching head, or a well defined straight and upright leader with branches growing out from the stem with good symmetry in a given clear height. The lost trees imply all felled tree and any transplanted tree that is subsequently deceased. Deviation from this compensatory principle shall be supported with full justification. Notwithstanding the minimum ratio of compensatory planting, reasonable amount of compensatory trees should be provided to suit site condition and land use with greening opportunity optimized where feasible. Also, sufficient area should be designated for natural planting taking into account the minimum growing space required by the retained, transplanted and compensatory trees to cater for establishment and healthy growth of them.
- (b) For development related application opted as a “Combined Submission” of general building plans or master layout plan together with tree felling application, the “Conceptual Proposal” must be provided at the same time:

The “Conceptual Proposal” shall be supported by the following:

- (i) a building layout plan / floor plan(s) indicating the location of retained trees and individual planting area(s) and/or tree pit(s) to be reserved for transplanted and/or new compensatory tree planting;

- (ii) a written statement to confirm whether there is any rare or endangered flora species found within the site whether there will be any newly formed slope and/or retaining structure;
- (iii) a written statement on the quantity of compensatory new trees and its respective size, species mix and proposed spacing;
- (iv) an indication on the ground level and surface treatment of each recipient locations of the retained/transplanted/compensatory trees;
- (v) a written statement supported with a typical section to demonstrate adequate soil allowance for tree planting (min. 1.2m excluding drainage layer).

The “Detailed Proposal” shall include:

- (vi) a compensatory planting plan,
- (vii) a schedule of compensatory trees in a suggested format as below :

Location (Lot/GA/ YA/ GHBA etc)	Species (in scientific name)	Chinese Name	DBH/ Girth# (mm)	Crown Spread (M)	Overall Height (M)	Quantity (nos.)

*# please delete as appropriate*

- (viii) a written statement explaining the landscape treatment provisions, demonstrated with sections and elevation, if necessary.
- (c) For “Separate Submission”, information on above-mentioned items 4.(b)(i) to 4.(b)(viii) shall be provided at the time of submission.
- (d) Format of Compensatory Planting Plan (above item 4(b)(vi) refers) shall be :
- (i) Compensatory Planting Plan shall be in a format of a scaled representation based on the approved general building plans. It shall include information on the species (in scientific name), size (DBH<sup>4</sup>, spread and height) and location of individual compensatory trees, and the finished floor level of respective planting areas.
  - (ii) The boundary(-ies) of the subject Lot and any “coloured areas” associated with the Lot under lease shall be highlighted on plan. If the Application is eligible and opted to follow the procedure under Streamlined Submission, the boundary of planning site shall be superimposed.
  - (iii) In case of any portion of planting areas under cover, the overhead building line shall be clearly indicated in plan(s) with its minimum height clearance specified at each locality.
  - (iv) Each retained and transplanted trees shall also be marked up on the plan(s) with corresponding reference number (Tree ID no. in the initial Tree Survey Plan).
  - (v) The plan shall be made reference to the already-approved Schedule of Compensatory Trees (see Appendix V(a) for details) and in line with the already-approved conceptual compensatory planting proposal.

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<sup>4</sup> DBH means Diameter at Breast Height. It refers to the diameter of tree trunk measured at 1.3 m above ground level. Guidance on measurement of DBH is given in Agriculture Fisheries and Conservation Department’s (AFCD) Nature Conservation Practice Note No. 2, which can be viewed from AFCD’s internet homepage ([www.afcd.gov.hk](http://www.afcd.gov.hk)).

- (vi) If any Tree Works are to be handed over to the government upon completion of the development, the applicant should provide adequate information to meet the requirements of the concerned departments.

## **II. Amendment, Revision or Re-submission**

- (a) All relevant parts of the submission documents (inclusive of drawings, schedule & plans etc.) so amended shall be suitably highlighted (preferably in colour) to indicate the alteration/change/amendment. The revised document shall be clearly shown with a drawing title, number, date and corresponding revision serial number as appropriate. Any amendment, revision or re-submission failed to comply with this will not be processed.
- (b) Any amendment or revision or re-submission made to the already-approved Tree Works shall not bring on any diminishing effect on tree preservation/transplanting/compensation planting as shown on the already approved plans and/or schedule. Otherwise, good cause and full justification shall be demonstrated.

## **III. Emergency Tree Felling/Pruning Due to Natural Cause**

- (a) Existing trees are unavoidably exposed to natural hazard such as typhoon attack. The Land Owners/Authorized Person (AP)/RLA are reminded that timely and appropriate horticultural maintenance with reasonable precautionary/ protection measures are part of the preservation requirement.
- (b) It is advisable to take full photographic record on the concerned tree(s) **before** emergent removal or severe pruning of the damaged tree(s) due to natural causes such as lightning, typhoon, or torrential rain or landslide, or to emergency situations where safety is at stake. Where possible, the party carrying out the emergency works should take full photographic records of the trees concerned before removing or severely pruning them. However, photograph taking and tree removal can be carried out in parallel for expeditious emergency action if considered necessary. In any case, the Land Owners/AP/RLA should inform LandsD in writing within 21 calendar days after the incident. It shall be supported with a report of the concerned trees and photographic records during and/or after the incident. The photographs, which should be in colour and imprinted with date, should clearly cover the ground condition surrounding the concerned trees and the fallen stem/branch/canopy/root collar/root-zone/ exposed rootball with close-up snapshot as appropriate.

## **IV. Other advisory notes for good practice in tree care, preservation and new tree planting in new developments :**

- (a) Planter and/or planting bed shall preferably be continuous in trench with a minimum internal width of 1.2m for new tree planting. For retained/transplanted trees, adequate space (width and depth) must be allowed to accommodate respective size of the root-balls. For new tree planting inside planters at the foot of the slopes, a minimum internal dimension of 1.0m for both width and depth (excluding subsoil drainage layer and finishes) shall be considered.
- (b) A clear height of not less than 4.5m for planting areas under elevated structures is required for natural sunlight and adequate headroom. In addition, adequate growing space shall be assured to accommodate the anticipated size in maturity of the preserved trees and proposed



new trees. Planting densities for different plant species should be properly recommended and stated for healthy growth and long term well-being of the trees.

- (c) Each planting areas (including retained/transplanted trees) shall be provided with reasonable maintenance access, in a functional and financially viable manner, for general upkeep and routine horticultural operations in long-term.
- (d) Indigenous species shall be selected as far as possible for ecological enhancement to supplement the ornamental planting.
- (e) To assure reasonable survival rate and long term well-being of the transplanted tree, the following shall be allowed as far as practicable : -
  - (i) Preparatory works (e.g. root trenching) shall be carried out subject to detailed assessment by a RLA or a competent person<sup>3</sup>.
  - (ii) Site planning and sequence of works shall be well thought-out to enable one-off transplant operation within the Lot as far as possible for all affected trees. In another words, temporary transplanting to a transit nursery shall be avoided to minimize the physical disturbance to the canopy/root and to allow early re-establishment of the transplanted tree at its final location.
  - (iii) Appropriate post transplanting treatment is crucial for the establishment of the newly transplanted tree/palm and its long-term well-being. Recommendation on follow up actions shall be given by a RLA or a competent person<sup>3</sup>. A minimum 12-month establishment period shall be provided for carrying out aftercare actions such as correct irrigation, application of fertilizer and mulching, staking and re-staking.
  - (iv) Under no circumstance the central main leader of the tree shall be pruned or adversely interfered during the transplant process.
- (f) Any over pruning of the crown, lopping or topping to any existing/retained/ transplanted trees should be avoided. Extensive crown, limb or root pruning as unavoidable tree surgery works that might significantly affect the tree form, shall be fully justified with the extent and method statement clearly outlined by a RLA or a competent person<sup>3</sup>. Such works shall be conducted according to good arboriculture and horticultural practices. Any pruning for the purpose of reducing the bulk of tree canopy shall be limited, i.e. not more than 25% of its original vegetative mass (foliage) and not more than one quarter of its original canopy spread. A balanced tree form shall always be achieved/maintained after any pruning operation.
- (g) In any event, topping<sup>5</sup> on mature tree is not acceptable. Improper tree pruning is detrimental to the appearance and healthy growth of trees and may result in irrecoverable damage to trees. The *General Guidelines on Tree Pruning* promulgated by the Works Branch of the Development Bureau (formerly known as Environment, Transport and Works Bureau (ETWB)) provide basic information on tree pruning and issues requiring particular attention during execution of works (the guidelines in English and Chinese can be viewed from Development Bureau's internet homepage (<http://www.devb.gov.hk>)). Tree pruning should be carried out by trained personnel and under proper supervision by experienced person with expertise in horticulture, arboriculture and tree care. All pruning work to tree crown and/or roots shall be carried out in accordance with good arboricultural practices and other internationally recognized code of practices such as the relevant British Standards etc.

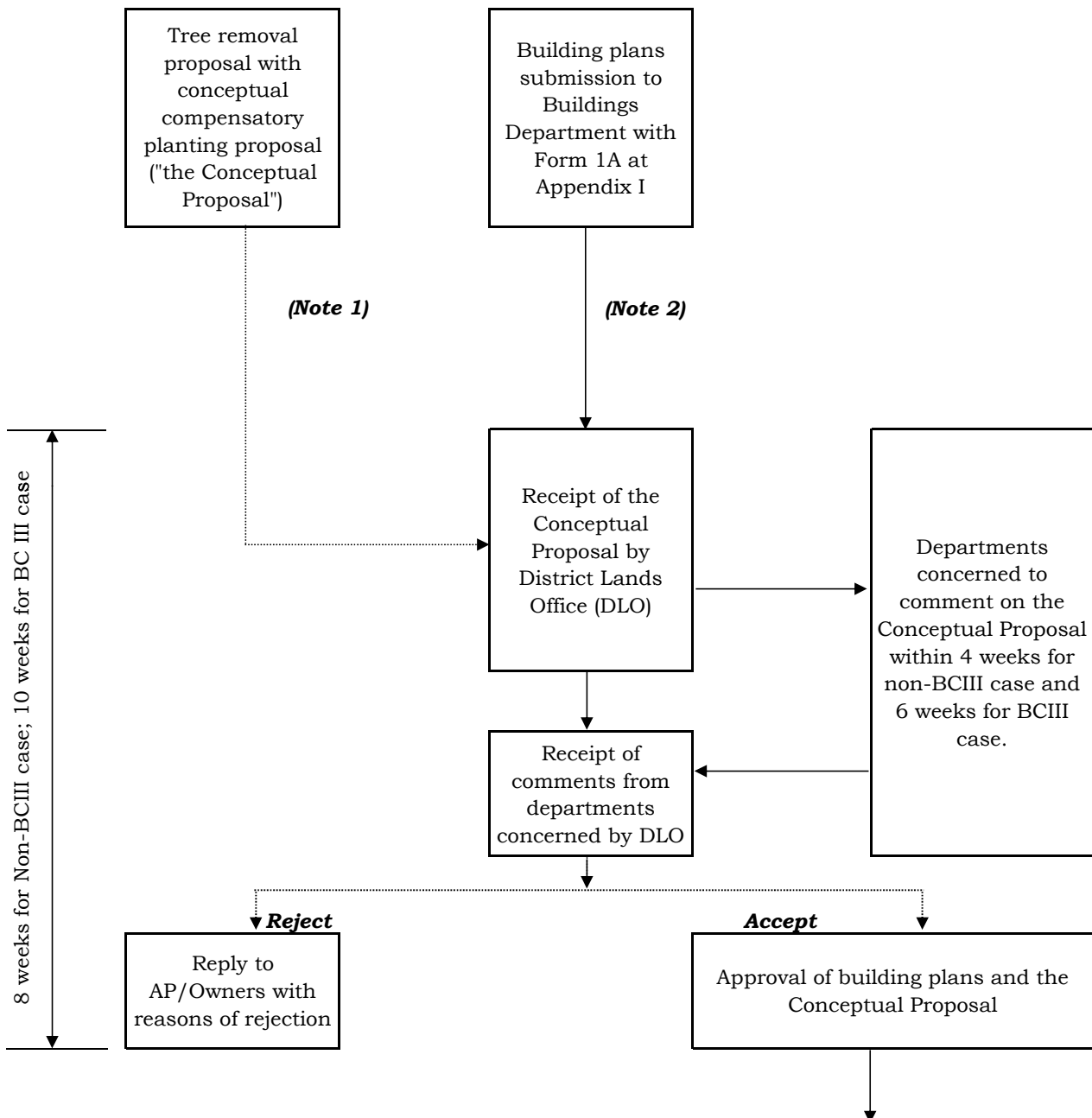
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<sup>5</sup> Topping implies cutting the trunk and/or branches between nodes leaving stubs.



**Procedure Flow Chart for Combined Submission**

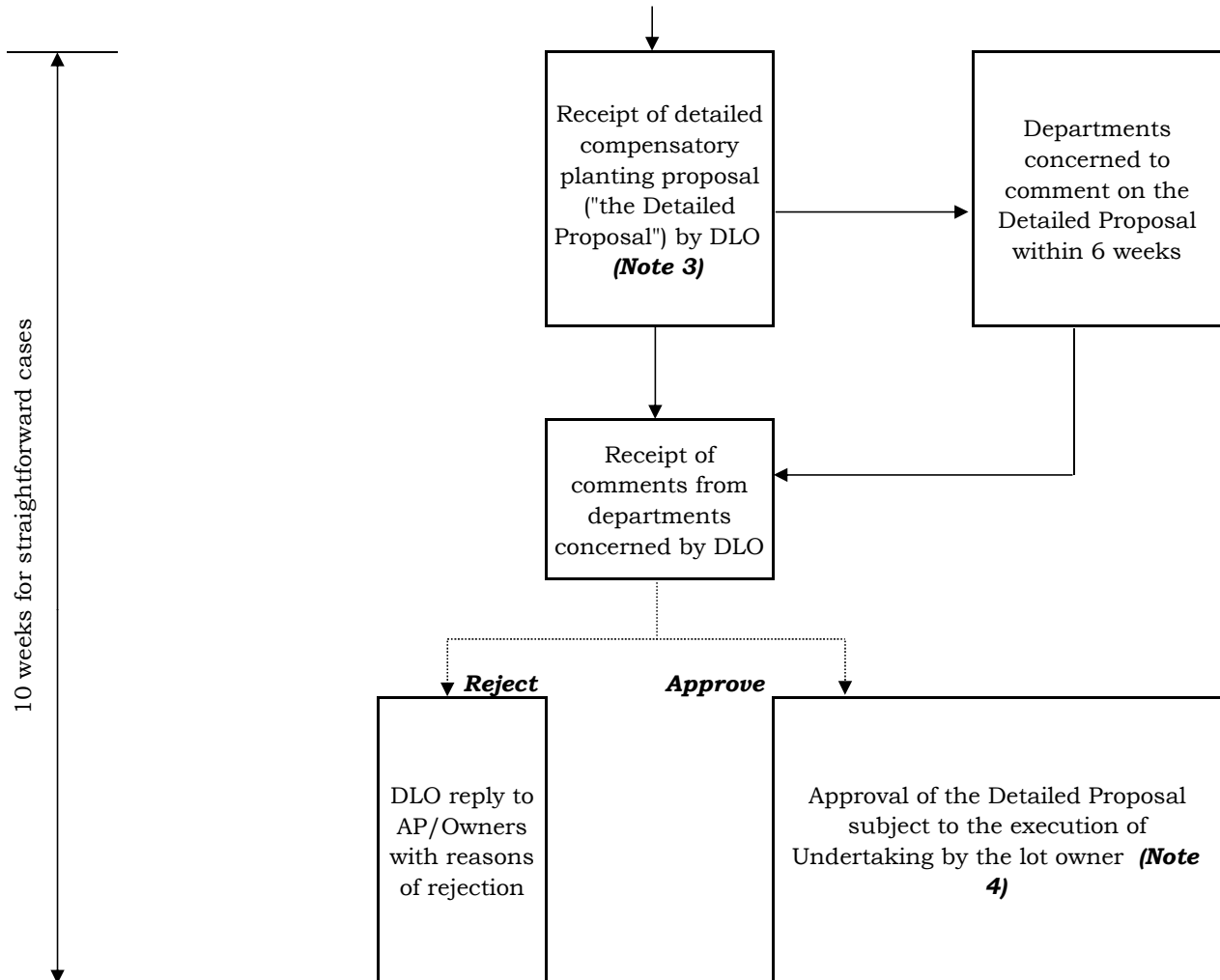
**Stage 1 of the Application - submission of tree removal proposal with conceptual compensatory planting proposal ("the Conceptual Proposal")**



*Note 1:* The AP shall directly submit the Conceptual Proposal (entire submission package with completed Form 1D) to the District Lands Office (DLO) upon submission of General Building Plans to Buildings Department (BD) under the centralized processing system.

*Note 2:* If the AP to choose to submit the Application together with the Master Layout Plan (MLP) which is not required to be submitted to BD, the Conceptual Proposal and the MLP (with completed Forms 1A and 1D) shall be submitted to DLO directly.

**Stage 2 of the Application - submission of detailed compensatory planting proposal ("the Detailed Proposal")**



Note 3 : The AP shall submit the Detailed Proposal (with completed Forms 1A and 1D) to the DLO.

Note 4 : A copy of sample undertaking is attached at Appendix VII.

**Criteria (Hierarchy) for Considering Tree Removal Applications**

1. At planning or early design stage, a tree survey should be carried out within and, if appropriate, adjacent to the site in order to identify trees or tree groups that deserved to be retained, in particular the following types of trees with high value for priority preservation:
  - (a) Trees included in the Register of Old and Valuable Trees under the Works Branch of Development Bureau (formerly known as Environment, Transport and Works Bureau) Technical Circular (Works) No. 29/2004; or
  - (b) Trees potentially registrable in accordance with the criteria for Old and Valuable Trees (OVT) as set out in aforementioned Technical Circular No. 29/2004; or
  - (c) Trees of particular value as specified under lease.
  
2. Apart from paragraph 1(c) where identified tree of particular value should not be felled, removed or interfered with, the OVT or potentially registrable OVT as mentioned in paragraphs 1(a) and 1(b) should be preserved at their original locations, and their removal should be prohibited except under very special circumstances with full justifications.
  
3. For other trees not covered under paragraph 1, the following criteria (hierarchy) should be adopted for tree removal considerations:
  - (a) retain the trees at their original locations; and
  - (b) if (a) is not practicable having balanced all relevant considerations, transplant the affected trees to other permanent locations within the site, so as to increase the tree's survival rate after transplantation and minimize the loss of greenery on the local environs. This should be considered as far as possible unless the trees affected are of low conservation and amenity value or have a low chance of surviving or recovering to its normal form after transplanting. To strike a balance between cost and benefit, only trees with high conservation value or high amenity value including rare and precious species and "transplantable" trees (i.e. trees that have a very good chance of recovering to its normal form) should be considered for transplanting; and
  - (c) felling of trees will only be considered as the least favourable option under the following circumstances:
    - there is no other practicable alternative and the tree(s) to be felled is not covered under paragraph 1 above; or
    - the tree(s) has unrecoverable health problem and is in poor condition; or
    - other justifications provided by the AP.
  
4. To avoid willful damage to any existing trees, consideration for removal of trees in poor condition should be assessed on a case-by-case basis. In addition, every practicable opportunity should be explored to restore the conditions of the tree as far as possible, and the trees in question should not be felled unnecessarily. Also, compensatory planting should be implemented wherever tree felling is involved but it is recommended that such planting itself should not be the only justifications for removing the trees affected by the development on site.

**Form 5A**

(to be submitted at the time of applying for Certificate of Compliance)

**Report on Tree Works for  
Compliance of Tree Preservation Clause under the Lease**

To: The DLOs/Specialist Sections, Lands Department

Lot No. : \_\_\_\_\_

Address : \_\_\_\_\_

**Part I - Summary of Retained / Transplanted Trees** in compliance with the approved Application with submission history detailed as below :-

Approval letter from DLO/CES \_\_\_\_\_ of LandsD

- Letter ref. # \_\_\_\_\_ dated [#dd/mm/yy] on  
     #drawing nos. \_\_\_\_\_ #rev.\_\_\_\_  
     #drawing nos. \_\_\_\_\_ #rev.\_\_\_\_
- Letter ref. # \_\_\_\_\_ dated [#dd/mm/yy] on  
     #drawing nos. \_\_\_\_\_ #rev.\_\_\_\_  
     #drawing nos. \_\_\_\_\_ #rev.\_\_\_\_

1) Retained trees

within the Lot	within Green Area	within Yellow Area	within Green Hatched Black Area	within in Coloured Area #	Total nos. of retained trees

2) Transplanted trees

within the Lot	within Green Area	within Yellow Area	within Green Hatched Black Area	within in Coloured Area #	Total nos. of transplanted trees

3) Compensatory trees

within the Lot	within Green Area	within Yellow Area	within Green Hatched Black Area	within in Coloured Area #	Total nos. of compensatory trees

**Part II - Updated Schedule of Retained Trees #**

Tree ID number	Species (in scientific name)	Chinese Name	Location (Lot/GA/YA /GHBA etc)	Condition according to the approved Application					Existing condition as on [#dd/mm/yy]				
				DBH (mm)	Crown Spread (M)	Overall Height (M)	Health Condition (Good/Fair/Poor)	Top of soil level above root flare	Crown Spread (M)	Overall Height (M)	Health Condition (Good/Fair/Poor)	Top of soil level above root flare	Photo no. in the Report

## Form 5A

(to be submitted at the time of applying for Certificate of Compliance)

**Report on Tree Works for**  
**Compliance of Tree Preservation Clause under the Lease**

**Part III - Updated Schedule of Transplanted Trees #**

Tree ID number	Species (in scientific name)	Chinese Name	Condition according to the approved Application					Existing condition as on [#dd/mm/yy]				
			Location (Lot/GA/ YA/ GHBA etc)	DBH (mm)	Crown Spread (M)	Overall Height (M)	Health Condition (Good/Fair/ Poor)	Location (Lot/GA/ YA/ GHBA etc)	Crown Spread (M)	Overall Height (M)	Health Condition (Good/Fair/ Poor)	Photo no. in the Report

**Part IV – Summary of Compensatory Trees #**

Location (Lot/GA/ YA/ GHBA etc)	Species (in scientific name)	Chinese Name	DBH (mm)	Crown Spread (M)	Overall Height (M)	Quantity (nos.)	Photo no. in the Report

**Part V – Photographic record on completed Tree Works**

A relevant Key Plan should accompany the record photos (in colour and date imprinted) indicating where individual photos were taken. The Key Plan shall be based on the approved Detailed Compensatory Planting Proposal (“Detailed Proposal”), along with adequate photos to fully record each retained/transplanted/compensatory trees in the context of the Lot. Each photo should be numbered and accurately keyed onto the Key Plan to illustrate where and in which direction the photo was taken. The retained and transplanted trees should be photo recorded individually and clearly identified in the photos. The tree trunk, canopy and ground condition at root collar of each retained and transplanted trees shall be covered.

Notes:

# Please fill in as appropriate

\* If more than 50 nos. retained and/or transplanted trees are involved, an electronic copy (in excel file) shall be provided for an updated Schedule of Part II and Part III.

**Form 5B**

(to be submitted at the time of applying for Self-Certification of Compliance (SCC) of Tree Preservation Clause under Lease)

**Standard SCC Format**

**To: The DLOs/Specialist Sections, Lands Department**

Self-Certificate of Compliance of the Tree Works under Lease  
Lot No.: \_\_\_\_\_  
Address: \_\_\_\_\_

I, \_\_\_\_\_, hereby confirm that the lot owner of above lot has appointed or authorized me to act on his/their behalf to submit a self-certificate of compliance of tree preservation/felling/transplanting and compensatory planting works \* (the Tree Works) under Special Conditions no. # \_\_\_\_\_ of the lease / land grant / sale \*.

I \_\_\_\_\_, hereby confirm that I am a Registered Landscape Architect (Registration No. \_\_\_\_\_ ) registered under the Landscape Architects Registration Ordinance (Cap 516).

I confirm that the Detailed Compensatory Planting Proposal (#drawing nos. \_\_\_\_\_ rev.#\_\_\_\_) approved by the Lands Department on [#dd/mm/yy] under letter ref. # \_\_\_\_\_ has been fully implemented satisfactorily without variation from the above-quoted approved plans.

A full report [#dd/mm/yy] on the completed Tree Works supported with a set of photographic record [all in the format as Form 5A in this appendix] is herewith attached.

I can be contacted at #\_telephone/mobile no. \_\_\_\_\_/ \_\_\_\_\_ for a joint inspection on compliance check, if required by Lands Department.

I hereby certify that the information I give in this certificate is true and complete. I understand that if I provide any incorrect or incomplete information, a complaint will be lodged with the Landscape Architects Registration Board (LARB) for investigation of the alleged misconduct or negligence pursuant to the Landscape Architects Registration Ordinance (Cap 516).

Signature#  
(with valid registration chop affixed)

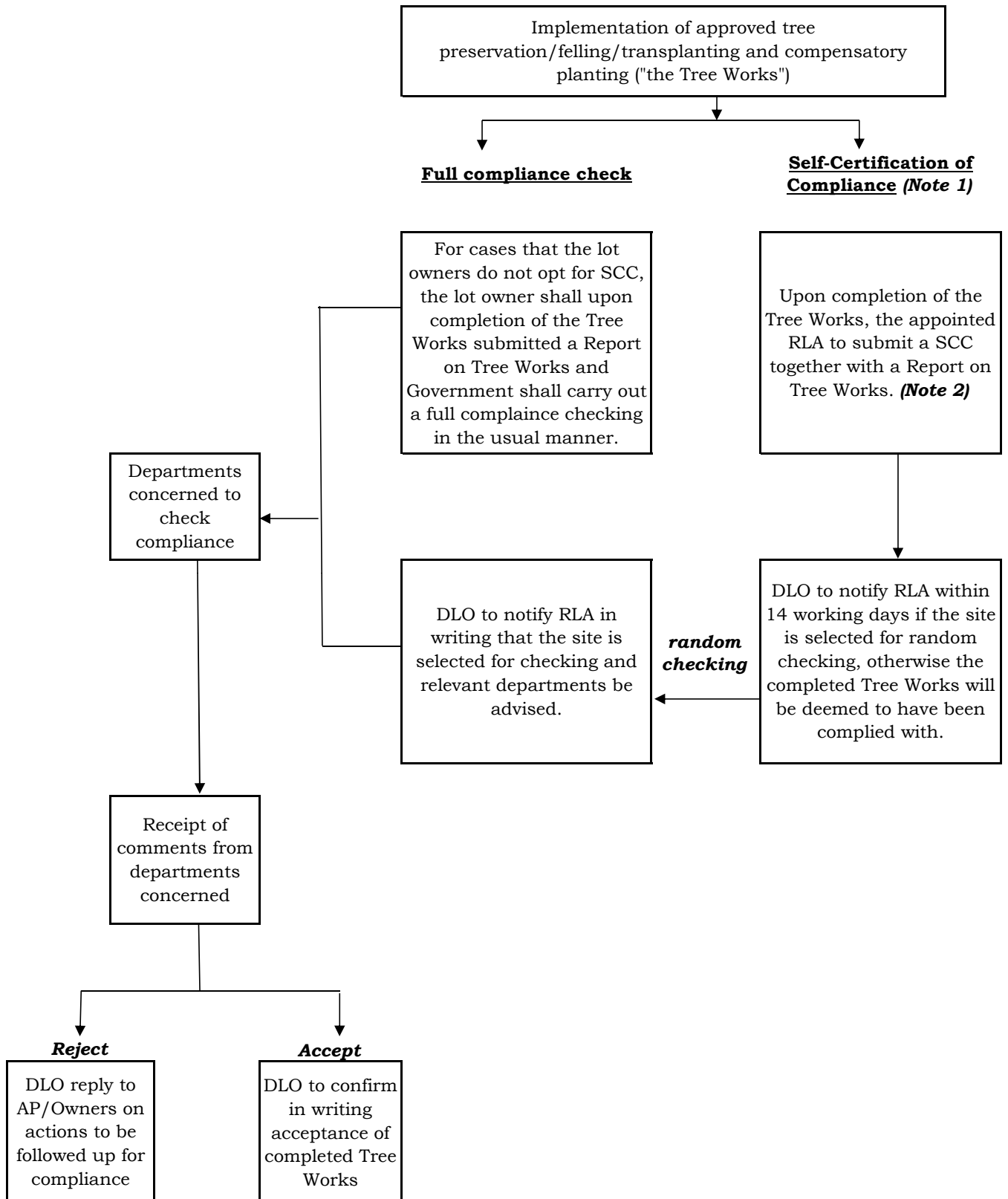
Name of RLA

Date

\* Delete as appropriate  
# Fill in as appropriate



**Procedure Flow Chart for Compliance Check of Tree Works**



*Note 1 :* The Owners to inform DLO in writing his intention to opt for Self-Certification of Compliance of the Tree Works and appoint a Registered Landscape Architect (RLA) on the further certification of the Tree Works at the time of applying for Occupation Permit.

*Note 2 :* Self-Certification of Compliance does not apply to any landscaping/planting works to be handed back to the Government.