

**Checklist of Basic Requirements**  
**for Submission of an Application for**  
**(a) Special Arrangement for a Lease Modification (or a Land Exchange) for**  
**Redevelopment of an Industrial Lot; or**  
**(b) Special Waiver for Conversion of an Entire Existing Industrial Building**

A. Information / Documents that must be submitted <sup>(1)</sup> :

***General :***

- (i) 2 copies <sup>(2)</sup> of a complete set of Government Land Grant documents (including all executed lease modification letters and extension letters, if any) affecting the property <sup>(3)</sup>.
- (ii) A copy of an up-to-date location / site plan on an appropriate scale (normally 1:1000) showing the property.
- (iii) 2 copies <sup>(2)</sup> of a computer printout containing the historical and current ownership particulars of the property.
- (iv) (a) If any of the registered owners is a limited company, 2 sets of certified true copies of its Certificate of Incorporation, Certificate of Change of Name (if applicable) and Notice of Situation of Registered Office. For overseas companies, documents equivalent to the above should be produced.
- (b) If there are any chargees/mortgagees, letter(s) from chargees/mortgagees confirming that they have no objection to / agree to enter into the proposed special waiver letter/lease Modification Letter/Conditions of Exchange.
- (c) In the event of the lot being in multiple ownership and unless otherwise consented to by LandsD, a summary list (in duplicate) certified by the solicitor acting for the applicants containing the names of all registered owners/chargees/mortgagees/purchasers who have entered into an Agreement for Sale and Purchase of a unit or units (“Purchasers”) (if any) of the property together with details of number of undivided shares held by each owner and an undertaking by the solicitor to inform the RCIB <sup>(4)</sup> of the Lands Department of any change in the names of the registered owners/chargees/mortgagees/purchasers between the date of application up to the date of the special waiver letter/lease Modification Letter/Conditions of Exchange;
- (v) A copy of the Town Planning Board approval letter for the proposed uses or development, if applicable.
- (vi) If submitted by an agent, a written authorization from all the registered owners and purchasers (if applicable) of the property.

***For Lease Modification (including a Land Exchange) only :***

(vii) Details of the application clearly identifying the property concerned, the variations being sought in respect of any terms and conditions of the existing lease conditions including the modification of any restrictions and development parameters included in the existing lease conditions (e.g. proposed user, maximum gross floor area (GFA), site coverage, number of storeys/building height, etc.); and indicating :-

(a) whether the proposed redevelopment intensity is less than the maximum permissible intensity, and if yes, the proposed amount of GFA and the percentage in terms of the maximum permissible development intensity; and

Yes

(please provide detail)

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No

(b) in the event that the premium exceeds \$20 million, whether the applicant wishes to pay the premium for the proposed lease modification (if approved) by annual instalments and by how many instalments (not exceeding 5 annual instalments).

Yes

(please specify  
no. of  
instalments)

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No

***For Special Waiver only :***

(viii) 2 copies of a complete set of the building plans<sup>(5)</sup> last approved by the Building Authority for the existing building under application and a schedule showing the total accountable GFA<sup>(5)</sup> of the existing building.

(ix) 2 copies of all occupation permits<sup>(5)</sup> issued by the Building Authority for the existing building under application.

(x) Proposed new use(s) of the building under the application.  
(please provide details on separate sheet)

(xi) 2 sets of schematic plans <sup>(6)</sup> indicating the layout of the manoeuvring, parking, loading and unloading, picking up and setting down spaces to be provided for motor vehicles, motor cycles, good vehicles, taxis, buses and coaches (if applicable) of the building after conversion.

(xii) 2 copies of any conversion works proposal <sup>(6)</sup> for the existing building, which should include certification :-

- of any change in GFA, site coverage, number of storeys and building height to the existing building; and
- that no other non-compliance with the lease conditions.

(xiii) If applicable, a certified copy of the Deed of Mutual Covenant (“DMC”) of the building and a written confirmation by the solicitor acting for the applicants as to whether there are any inconsistencies between the provisions of the DMC and the proposed new use(s). If so, a proposal as to how they are going to deal with the inconsistencies should also be submitted.

(xiv) Does the proposed uses under the special waiver cover among others non-polluting industrial use?

Yes

No

(Please clearly specify the type of non-polluting industrial use)

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(xv) Does the applicant for special waiver also wish to modify other lease restrictions (other than the user restriction) in association with the proposed new uses?

Yes

No

(Please provide detail on separate sheet if necessary)

**B. Information / Documents that will facilitate the processing of the application <sup>(7)</sup> :**

(xvi) A copy of an extract of the relevant Outline Zoning Plan (together with the explanatory notes, as appropriate) showing the property.

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|---------|---|--------------------------|
| (xvii)  | For an application which involves portion(s) of a lot, or sub-divisions of any lots, to assist the verification of site areas and site boundaries, all relevant assignment plans or Deed Poll plans should be provided together with any relevant information relating to the delineation of the boundaries of these sub-divisions. | <input type="checkbox"/> |
| (xviii) | 2 sets of sketch plans illustrating the proposed redevelopment or the converted building, if available.   | <input type="checkbox"/> |
| (xix)   | 2 copies of any submissions approved by other relevant authorities relating to the development proposal or other relevant study assessment reports, if applicable (e.g. Approved Master Layout Plans under the Town Planning Ordinance, Environmental / Traffic / Drainage Impact Assessment Reports etc.)                          | <input type="checkbox"/> |

Notes :

- (1) Please put a tick in the relevant box if applicable unless otherwise specified; and delete as appropriate.
- (2) One set of documents should be certified by the Land Registry or by the solicitor acting for the applicant, while the other set may be a photocopy of the certified documents. Certification of the documents should be done not more than one month before submission of the application.
- (3) Property includes all lots involved in a lease modification, land exchange or special waiver application.
- (4) RCIB refers to the Redevelopment and Conversion of Industrial Buildings Team of the Lands Department at 19/F, North Point Government Offices, 333 Java Road, North Point.
- (5) The plans and documents should be certified by the Authorized Person acting for the applicant.
- (6) The proposal should be prepared and submitted by the Authorized Person or other competent professionals acting for the applicant.
- (7) Any other information may be supplied in triplicate on separate sheet(s) attached to the application.

**Note on use of Personal Information Required in the Application**

<p>Purpose of Collection</p>	<p>The personal data provided by means of this form will be used by the Lands Department for the purpose of considering and processing the application.</p> <p>The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, the Lands Department may not be able to process your application.</p>
<p>Class of Transferees</p>	<p>The personal data you provided by means of this form may be disclosed to other Government bureaux / departments for the purpose mentioned above.</p>
<p>Access to Personal Data</p>	<p>The applicants have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Such right of access includes the right to obtain a copy of the personal data provided on this form.</p>
<p>Enquiries</p>	<p>Enquiries concerning the personal data collected, including the request for access and corrections, should be addressed to:</p> <p style="text-align: center;">The Office Personal Data Controlling Officer of the Lands Department</p>