



**Lands Administration Office
Lands Department**

Practice Note

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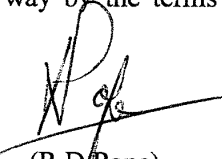
Attendance at District Lands Conference

Applications to the Lands Department for lease modifications, exchanges and private treaty grants are normally processed by the relevant District Lands Office (DLO), who will, at the appropriate time, submit the application for discussion and decision, to the District Lands Conference (DLC) which comprises an interdepartmental and multi-disciplined group of Government officials. The existing system provided an opportunity, in exceptional cases, for applicants to attend DLC to answer questions and provide further background where appropriate. Following a review and consultation, Lands Department now intends to extend and regularize this arrangement.

2. Accordingly, with effect from 1st July 2001, for all applications for private treaty grants, land exchanges and modifications (other than technical modifications or minor modifications currently handled under delegated powers from DLC), the applicant and/or their authorized representative, will be given an opportunity to attend DLC for discussion of their case and the provision of further background or clarification, where appropriate. The Chairman of DLC may ask the applicant /authorized representative to leave prior to the final decision being reached.

3. In order to facilitate the administrative work of the DLO, applicants and/or their representatives will need to confirm their desire to attend at least 2 working days prior to the Conference, and applicants are also asked to note that the proceedings are currently conducted in English for operational reasons. Where the applicant or authorized representative do not wish to attend, they may submit written representations to the secretary of DLC via the DLO, in order to supplement their case.

4. Copies of the relevant papers to be discussed at DLC will be enclosed in the DLO's invitation letter which will be dispatched about one week prior to DLC. Those papers are provided for the applicants'/professional advisers' information only, on a confidential basis, and they are not to be disclosed to any other parties without the DLO's written permission. Furthermore, any draft documents enclosed with the said papers will be intended for the applicants' information only, and it will be emphasized that the contents therein have not yet been finally decided or approved and do not form part of any offer of basic terms which may be made in the proposed transaction. The Government does not consider itself bound in any way by the terms of the drafts enclosed therein.


(R D Pope)
Director of Lands
25 May 2001