



**Lands Administration Office  
Lands Department**

**Practice Note**

Issue No. 8/2002

---

**Application for Tree Felling or Transplanting for private projects**

Land Owners and their Authorized Persons have a responsibility in certain leases to ensure that no trees are unnecessarily felled and that proposed tree felling or transplanting obtains my prior written consent.

2. When a lessee or Authorized Person considers there is no alternative to felling or transplanting a tree, an application should first be made to the appropriate District Lands Officer setting out the reasons why it is considered to be necessary. These applications should be submitted at least 3 months in advance in order to allow time for consultation with other departments.

3. Applications to fell or transplant any tree shall be accompanied by two copies each of a tree survey plan and a tree schedule. The plan shall show the accurate location of the tree(s), the height, circumference of the trunk and tree spread, to scale. The schedule shall indicate the species (botanical name), the height, circumference of the trunk, tree spread and condition of each tree. Photographs of the tree(s) shall also be submitted. (A plant is considered as a tree if its girth i.e. circumference of the trunk, measures 300mm (95mm DBH) or more at a height of 1000mm above ground level.) Tree survey plans must show trees to be retained, transplanted and/or felled, existing levels in the vicinity of each tree and an indication of the future proposals (formation levels, finished levels and outline layout of buildings and roads) to enable the full impact of the proposed development on the existing trees to be fully assessed. Plans must be accompanied by a compensatory landscaping or replanting plan to which an undertaking will be tied.

4. A serious view will be taken of any departure from these procedures and it may result in lease enforcement action.

5. This Practice Note supersedes Practice Note 2/1987 on Felling of Trees and this Practice Note should be read in conjunction with Works Bureau Technical Circular No. 14/2002.

(Patrick L.C. LAU)  
Director of Lands  
13 August 2002