



**Lands Administration Office  
Lands Department**

**Practice Note**

**Issue No. 1/2023**

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**Streamlined Requirement on  
Submission of Ownership and Land Grant Records in  
Applications made under Lands Department Lands Administration Office  
Practice Note Nos. 3/2012B, 1/2016, 2/2019, 3/2019, 4/2019,  
5/2019, 6/2019, 3/2021, 1/2022 and 6/2022**

**Purpose**

This Practice Note (“PN”) sets out the streamlined requirement for applicants to submit ownership and land grant records in support of applications made under Practice Note Nos. 3/2012B, 1/2016, 2/2019, 3/2019, 4/2019, 5/2019, 6/2019, 3/2021, 1/2022 and 6/2022 (collectively “the Relevant PNs”).

**Revised Requirements**

2. To support an application under the Relevant PNs, it is the existing requirement that an applicant should submit, among other things, two copies each of (a) a complete set of Government lease or Conditions of Sale/ Grant/ Exchange (including all executed lease modification letters and extension letters, if any) (collectively “the Land Grant Documents”) and (b) a computer printout containing the historical and current ownership particulars of the property concerned. One copy of the Land Grant Documents and the computer printout should be certified by the Land Registry or by the solicitor acting for the applicant, while the other copy may be a photocopy of the certified documents and such certification should be done within one month before submission of the application.

3. To streamline the submission and to promote a greener environment by paper-saving, the above requirement is revised. With immediate effect, when making applications under the Relevant PNs, applicants are no longer required to submit copies of the Land Grant

Documents. Applicants only need to submit one certified true copy of a computer printout (either hard copy or soft copy (such as “pdf”)) containing the current ownership particulars of the relevant property. The computer printout should be certified by the Land Registry or by the solicitor acting for the applicant within one month before submission of the application.

#### **Amendment to the Relevant PNs**

4. With immediate effect, this PN varies and supplements the Relevant PNs as set out in the Annex. Except as varied and supplemented by this PN, all other information and provisions in the Relevant PNs remain valid.

5. This PN is issued for general reference purposes only. All rights to modify the whole or any part of this PN are hereby reserved.



( Andrew LAI )  
Director of Lands  
17 March 2023

First issued	March 2023
Last revision	Not Applicable

Part A

(A) PN No.	(B) Subject	(C) Issue Date	(D) Amendments to be made
6/2022	Lease Modification, Approval and Consent for Exemption of Modular Integrated Construction Floor Area from Gross Floor Area and Site Coverage Calculations and Relaxation of Building Height Restriction under Joint Practice Note No. 8	17.10.2022	<u>Part B Item (i) of Appendix II</u> Delete  <u>Part B Item (iii) of Appendix II</u> Delete and replace by 1a of Part B of this Annex  <u>Note (3) of Appendix II</u> Delete and replace by 2 of Part B of this Annex
1/2022	Applications for Lease Modification including Land Exchange for Development of Land within the Remaining Phase of Kwu Tung North and Fanling North New Development Areas	16.02.2022	<u>Part A Item (i) of Appendix I</u> Delete  <u>Part A Item (iii) of Appendix I</u> Delete and replace by 1b of Part B of this Annex  <u>Note (2) of Appendix I</u> Delete and replace by 2 of Part B of this Annex
3/2021	Removal of Trades in Offensive Trades Clause and Relaxation of the Requirement for Applying for Offensive Trades Licences for Specified Food Businesses	05.11.2021	<u>Paragraph 4</u> Delete and replace by 3 of Part B of this Annex
6/2019	Application for Special Waiver for Conversion of an Entire Existing Industrial Building	02.04.2019	<u>Part A Item (i) of Checklist of Basic Requirements in Appendix I</u> Delete  <u>Part A Item (iii) of Checklist of Basic Requirements in Appendix I</u> Delete and replace by 1b of Part B of this Annex  <u>Note (2) of Checklist of Basic Requirements in Appendix I</u> Delete and replace by 2 of Part B of this Annex

5/2019	Application for Waivers for Installation of Radio Base Stations for Mobile Services in Existing Buildings	22.03.2019	<p><u>Item (i) of Checklist of Basic Requirements in Appendix I</u> Delete</p> <p><u>Item (ii) of Checklist of Basic Requirements in Appendix I</u> Delete and replace by 1c of Part B of this Annex</p> <p><u>Note (2) of Checklist of Basic Requirements in Appendix I</u> Delete and replace by 2 of Part B of this Annex</p>
4/2019	Application for Waivers for Industrial Premises (other than for waivers to allow data centre use and testing laboratory use in industrial premises)	22.03.2019	<p><u>Item (i) of Checklist of Basic Requirements in Appendix I</u> Delete</p> <p><u>Item (ii) of Checklist of Basic Requirements in Appendix I</u> Delete and replace by 1c of Part B of this Annex</p> <p><u>Note (2) of Checklist of Basic Requirements in Appendix I</u> Delete and replace by 2 of Part B of this Annex</p>
3/2019	Application for Waivers for Buffer Floor and Lower Floors of an Existing Industrial Building	21.03.2019	<p><u>Part A Item (i) of Checklist of Basic Requirements in Appendix I</u> Delete</p> <p><u>Part A Item (ii) of Checklist of Basic Requirements in Appendix I</u> Delete and replace by 1d of Part B of this Annex</p> <p><u>Note (2) of Checklist of Basic Requirements in Appendix I</u> Delete and replace by 2 of Part B of this Annex</p>
2/2019	Lease Modification (or a Land Exchange) for Redevelopment of an Industrial Lot (Special time-limited arrangement for application for relaxation of development intensity)	18.02.2019	<p><u>Part A Item (i) of Checklist of Basic Requirements in Appendix I</u> Delete</p> <p><u>Part A Item (iii) of Checklist of Basic Requirements in Appendix I</u> Delete and replace by 1b of Part B of this Annex</p> <p><u>Note (2) of Checklist of Basic Requirements in Appendix I</u> Delete and replace by 2 of Part B of this Annex</p>

1/2016	Application for Waiver for Testing Laboratory Use in part(s) of or the entire Existing Industrial Building	25.01.2016	<u>Part A Item (i) of Checklist of Basic Requirements in Appendix I</u> Delete  <u>Part A Item (iii) of Checklist of Basic Requirements in Appendix I</u> Delete and replace by 1c of Part B of this Annex  <u>Note (2) of Appendix I</u> Delete and replace by 2 of Part B of this Annex
3/2012B	Application for  (a) Lease Modification (or a Land Exchange) for Development of an Industrial Lot for High-tier Data Centre Use; or  (b) Waiver for Data Centre Use in Part of an Industrial Building	06.05.2016	<u>Part A Item (i) of Checklist of Basic Requirements in Appendix I</u> Delete  <u>Part A Item (iii) of Checklist of Basic Requirements in Appendix I</u> Delete and replace by 1b of Part B of this Annex  <u>Note (2) of Checklist of Basic Requirements in Appendix I</u> Delete and replace by 2 of Part B of this Annex

## **Part B**

	<b>Amendments</b>
1a	A computer printout <sup>(3)</sup> containing the current ownership particulars of the Property.
1b	A computer printout <sup>(2)</sup> containing the current ownership particulars of the property <sup>(3)</sup> .
1c	A computer printout <sup>(2)</sup> containing the current ownership particulars of the premises <sup>(3)</sup> .
1d	A computer printout <sup>(2)</sup> containing the current ownership particulars of the Premises <sup>(3)</sup> .
2	The computer printout should be certified by the Land Registry or by the solicitor acting for the applicant not more than one month before submission of the application. Either hard copy or soft copy (such as "pdf") is acceptable.
3	Applicants have to submit their applications with a computer printout containing the current ownership particulars of the subject property. The computer printout should be certified by the Land Registry or by the solicitor acting for the applicant not more than one month before submission of the application. Applicants may submit either hard copy or soft copy (such as "pdf") of the said document.