

Information Note

Streamlined Arrangement on Handling of General Building Plan Amendment Submission under the Streamlined Building Plans Checking Process

This Information Note sets out the streamlined arrangement implemented by Lands Department (“LandsD”) for processing general building plan (“GBP”) amendment submissions under the Buildings Ordinance (each “a GBP Amendment Submission”) received through Buildings Department’s Centralized Processing System. The Information Note should be read in conjunction with LandsD Land Administration Office (LAO) Practice Note No. 4/2018 (“the PN”).

Existing Practice

2. Pursuant to paragraph 3 of the PN, LandsD will not check any GBP Amendment Submissions if they do not have any implications on the conditions under the lease. The obligation is on the lot owners and their Authorized Persons (AP) when submitting the GBP amendment submission to inform LandsD whenever there are amendments that have such implications after the initial stage.

3. As approval under lease will only be given after scrutiny of a full set of GBP, if it is confirmed by an AP that the GBP Amendment Submission has lease implication, he would be requested to provide LandsD with a consolidated full set of GBP.

Streamlined Arrangement

4. To facilitate the compliance checking under lease, after receiving a GBP Amendment Submission, LandsD will issue a standard letter at the Annex hereto to the AP requiring the AP to confirm, by completing and returning within 5 calendar days from the date of the letter the reply at Appendix I. The table below sets out the corresponding action that needs to be taken by the AP:-

AP’s confirmation (By returning the reply at Appendix I to LandsD’s Letter)		Action to be taken by AP
Lease implication of GBP	Purpose of GBP Amendment Submission	
(a) GBP with lease implication	(i) Approval under lease	Provision of a consolidated full set of GBP or a consolidated full set of up-to-date GBP submission approved by the Building Authority (as the case may be) within 5 calendar days ¹ from date of AP’s reply at Appendix I to LandsD’s letter

¹ The time specified in LandsD’s performance pledge will count from the date of receiving the consolidate full set of GBP or a consolidated full set of up-to-date GBP submission approved by Building Authority (as the case may be)/ relevant information from the AP which conform to the minimum requirement under LAO PN No. 2/2018.

AP's confirmation (By returning the reply at Appendix I to LandsD's Letter)		Action to be taken by AP
Lease implication of GBP	Purpose of GBP Amendment Submission	
(a) GBP with lease implication (Cont'd)	(ii) Enquiry on specific lease condition(s)	Provision of a completed form (by returning the form at Appendix II to LandsD's letter)
(b) GBP with no lease implication	Checking under lease is not required	No further action

5. In the event that no reply in Appendix I to the standard letter is received by LandsD within 5 calendar days from the date of LandsD's letter, the Amendment Submission will not be checked in accordance with LAO PN No. 4/2018.

6. The streamlined arrangement set out in paragraph 4 above takes effect from the date of this Information Note and is applicable to Amendment Submissions received after approval-in-principle has been obtained, i.e. Stage 1 approval under lease given by LandsD.

7. Nothing in this Information Note shall in any way fetter, affect or prejudice the rights of the Government, the Director of Lands and their officers under the relevant lease or the Government's rights as the lessor or landlord, and all such rights are hereby reserved, and nothing in this Information Note including any words and expressions used shall in any way be construed as any variation or waiver of any provisions under the relevant lease and nothing herein shall affect, prejudice or bind the Government in relation to interpretation or enforcement of the terms and conditions of the relevant lease or otherwise. Each application submitted will be considered on its own merits by LandsD at its sole and absolute discretion acting in its capacity as lessor or landlord.

8. This Information Note together with the Annex is issued for general information and reference purpose only. All rights to modify the whole or any part of this Information Note are hereby reserved.

Lands Department
May 2024

Annex
Standard Letter

(Annex)

**Standard letter to AP
upon receipt of GBP Amendment Submission
through Centralized Processing System**

Dear Sirs,

Lot No. :

Address :

General Building Plan Amendment Submission

I refer to your captioned submission referred to this office by the Buildings Department on _____(hereinafter referred to as “the Submission”).

2. As stipulated in the Lands Administration Office Practice Note (“LAO PN”) No. 4/2018, LandsD will not check any general building plan (“GBP”) amendment submissions under the Buildings Ordinance (BO)(each a GBP Amendment Submission”) if they do not have any implications on the conditions under the lease. The obligation is on the lot owners and their Authorized Persons, when submitting GBP amendment submission, to inform LandsD whenever there are amendments that have such implications after the initial stage.

3. As we have not received any advice from you regarding the implications on the conditions of lease alongside with the Submission, please complete the reply slip at Appendix I and specific Form at Appendix II (if applicable) and return to this office within 5 calendar days (excluding the day of this letter) to facilitate the processing of the Submission.

4. Approval under lease will only be given after scrutiny of to a full set of GBP submission. If you intend to apply for approval under LAO PN No. 4/2018 for the Submission, you are reminded to submit a consolidated full set of up-to-date GBP submission for Stage 1 approval ora consolidated full set of GBP approved by the Building Authority under the BO for Stage 2 and 3 Approval. GBP submission does not satisfy the requirements set out in LAO PN No. 2/2018 will be rejected under lease without scrutiny.

5. If you require further information, please contact the undersigned.

Yours faithfully,

(_____)
for Chief Estate Surveyor/

c.c. Lot Owner

To: District Lands Office/# _____ or
_____ Section of Lands Department

Date

Lot No. :
Address :
General Building Plan (Amendment) Submission

I refer to my GBP (amendment) submission to the Buildings Department dated _____ and your letter dated _____ and would advise that the captioned GBP (amendment) submission :-

- has implication(s) on the conditions under lease and approval is required under

*Stage 1 as stated in LAO PN No. 4/2018 and a consolidated full set of GBP will be provided within 5 calendar days from the date of this letter.

*Stage 2 (Pre-sale Consent) / Stage 3 (Occupation Permit) as stated in LAO PN No. 4/2018 and a consolidated full set of up-to-date GBP submission approved by Building Authority will be submitted to LandsD within 5 calendar days from the date of this letter.
- has implication(s) on the conditions under lease and shall be treated as enquiry submission to the special condition(s) as specified in the form enclosed to this reply slip.
- has no implication under lease and action from LandsD is not required.

Authorised Signature: _____

Company Name: _____

Fill in as appropriate
* delete as appropriate

SC No.	Lease Requirement	Implication on the condition(s) :	
		<i>(Please mark the following column with "x" for lease conditions involved)</i>	The possible implication is specified as follows:
	User		
	Type of Building		
	Gross Floor Area		
	Site Coverage		
	Building Height		
	Design and Disposition / Design, Disposition and Height		
	Parking Requirements		
	Loading and Unloading Requirements		
	Vehicular Access		
	Caretaker's Office Accommodation		
	Caretaker's Quarters		
	Owners' Corporation and Owners' Committee Office		
	Recreational Facilities		
	Non-building Area (e.g. Drainage Reserve Area and Waterworks Reserve Area, etc.)		
	Government Accommodation		
	Other Special Requirements under Lease (e.g. provision of pedestrian passageway, pedestrian link, public open space, private open space, right of way)		

Signature of AP : _____

Name of AP : _____