

Form 1 – Self-Certification of Compliance
New Territories Exempted Houses ^{Note (1)}

To: District Lands Office/#_____

Section I

Demarcation District # D.D. No. _____ and Lot No(s). _____ (“the Lot”)
& Lot Nos. :

Address: # _____

Date of application: # _____ (dd/mm/yyyy)

Section II

Pursuant to the Lands Department (“LandsD”) Lands Administration Office Practice Note Issue No. 1/2025 (“LAO PN No. 1/2025”), I, # _____, hereby confirm that I am *a Registered Geotechnical Engineer (RGE) / a Registered Structural Engineer (RSE) / a Registered Professional Engineer (RPE) / an Authorized Person (AP) as defined in the Buildings Ordinance (Cap. 123) and am appointed and authorized by the owner(s) of the Lot to submit on his / her / their behalf an application for a Certificate of Compliance / “No Objection to Occupy” Letter (hereinafter referred to as “CC”) by self-certification compliance (“SCC”) (“the Application”) in relation to the building erected on the Lot pursuant and subject to the document(s) listed below (“the New Territories Exempted House” or “NTEH”)(please insert document no. or issue date of letter, etc.):

(i) Government Lease / Condition of Sale / Grant / Exchange / Building Licence : _____ (“the Government Lease / Condition of Sale / Grant / Exchange / Building Licence”)

(ii) Certificate(s) of Exemption (CoE) under Cap.121 : _____

(iii) Approval Letter : _____ (“the Approval Letter”)

(iv) Others : _____

The Application is made pursuant to *Special Condition / Clause No. #__ of the Government Lease / Condition of Sale / Grant / Exchange / Building Licence/ the Approval Letter.

I hereby certify that the NTEH erected on the Lot complies with all conditions imposed under the Government Lease / Condition of Sale / Grant / Exchange / Building Licence/ the Approval Letter.

Section III

The following documents in support of the Application are attached hereto:

- ☐ A copy of computer printout (either hard copy or soft copy) containing the current ownership particular of the Lot;
- ☐ A Standard Report on Completed NTEH; and
- ☐ A Construction Completion Report.

Section IV

I hereby declare that all the information in this Form together with the plans and drawings attached are true and complete, and agree that if the same are not true and complete, LandsD reserves the right to refer the case to the Building Authority under Cap. 123, relevant professional bodies or other enforcement authorities for investigation and further action.

I hereby acknowledge that the Director of Lands (“the Director”) is not obliged to keep the content of this Form, its attachments / enclosures or any documents submitted in support of or in relation to the application in this Form confidential, particularly in circumstances when the Director considers that disclosure is in the public interest and/or it would be reasonable for the Director to accede to requests from third parties with interest over the Lot for access to this Form. This acknowledgement applies irrespective of whether the consent in the following paragraph is given or not.

- ☐ Insofar as consent is required under any statutory, regulatory or other provisions, I hereby consent and/or have procured consent from the relevant intellectual property rights owner that the Director may, after issue of the CC, disclose the content of this Form, all attachments/enclosures and any documents submitted in support of or in relation to the application in this Form to any third party including members of the public upon request of any such third party, media or otherwise, or on LandsD’s own accord.

Section V

Signature (*signed by the * Registered Geotechnical Engineer (RGE) / Registered Structural Engineer (RSE) / Registered Professional Engineer (RPE) / Authorized Person (AP) as defined in the Buildings Ordinance (Cap. 123) with valid registration chop affixed*) # _____

Name of * Registered Geotechnical Engineer (RGE) / Registered Structural Engineer (RSE) / Registered Professional Engineer (RPE) / Authorized Person (AP) as defined in the Buildings Ordinance (Cap. 123) # _____

Registration No. # _____

Date # _____ (dd/mm/yyyy)

Notes:

- (1) This Form shall be used in conjunction with **Form 2** for submission of an application for CC by SCC.

Fill in as appropriate.

* Delete as appropriate.

☐ Tick the box as appropriate.

Personal Information Collection Statement

PLEASE READ THE FOLLOWING
BEFORE COMPLETING THIS FORM

1. *The information provided in this Form including all attachments/ enclosures and any documents submitted in support of or in relation to the application in this Form will be used by LandsD for the purposes of considering and processing the application in this Form on the issuance of CC.*
2. *The provision of the personal data in this Form is obligatory. The application in this Form on the issuance of CC will not be processed if you fail to provide all the information as requested.*
3. *The information provided in this Form including all attachments/ enclosures and any documents submitted in support of or in relation to the application in this Form may be disclosed to other Government Bureaux / Departments for the purposes mentioned in paragraph 1 above.*
4. *You have the right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). Such right of access includes the right to obtain a copy of the personal data provided in this Form on payment of the applicable charge.*
5. *Enquiries on the personal data collected, including the request for access to and correction of the data, should be addressed to the Departmental Personal Data Controlling Officer of Lands Department, 20/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.*