



**Lands Administration Office
Lands Department**

Practice Note

Issue No. 2/2025

**Applications for Lease Modification
including Land Exchange for Development of Land
within the Second Phase of Yuen Long South New Development Area**

Following the issue of the Practice Note (“PN”) No. 13/2023 on New Arrangements for Applications for Lease Modification including Land Exchange under the “Enhanced Conventional New Town Approach” (“ECNTA”) by Lands Department (“LandsD”) on 28 December 2023, owners of private lots within the Second Phase of Yuen Long South New Development Area (“YLS NDA”) may apply to LandsD on or before **19 May 2025** for a lease modification including land exchange (collectively “land exchange”) for development of their lots within sites earmarked by the Government for private development and open for land exchange application within the Second Phase of YLS NDA under the ECNTA. Lot owners who wish to apply for such a land exchange (“Applicants”) should refer to this PN and PN No. 13/2023 for information regarding the application.

Relevant Plans

2. Development of the Second Phase of YLS NDA should follow the Approved Tong Yan San Tsuen Outline Zoning Plan No. S/YL-TYST/14 gazetted on 20 August 2021 and/or any subsequent amendment plans thereof (“OZP”). Information in respect of the OZP may be obtained from the Town Planning Board (“TPB”) website: <http://www.ozp.tpb.gov.hk/>. Hard copies of the OZP are also available for sale at the Map Publications Centres. Development of the Second Phase of YLS NDA should also make reference to the Revised Recommended Outline Development Plan (including any amended version(s)), which is available from the website of YLS NDA: <https://www.yls.hk/>.

Sites Open for Application

3. The two sites in the Second Phase of YLS NDA which are now open for land exchange applications under the ECNTA are coloured yellow hatched red on the Reference Plan in **Appendix I** to this PN, i.e. Site A and Site B (“designated development sites”). Under the OZP, Site A of about 3.7 hectares (ha) falls entirely within an area zoned “Other Specified Uses” annotated “Storage and Workshop Use” (“OU(SW)”) ¹, whereas Site B of about 1.2 ha is largely zoned “OU(SW)” with the remaining portion falling within an area shown as ‘Road’.

¹ According to the Notes of the OZP, the “OU(SW)” zone is intended for multi-storey buildings to house the brownfield operations that could not be accommodated in conventional flatted factory buildings (i.e. storage of goods or operations that involve bulky and heavy goods/machinery and require high headroom).

Due to the shifting of road alignment as a result of detailed design since the promulgation of the OZP, the said portion shown as ‘Road’ can now be made available for storage and workshop use. For Site B, the Government’s intention is for the entirety of the extended site to be developed for “OU(SW)” purposes. The Government will make an application to the TPB for a planning permission to allow storage and workshop uses on the portion of Site B shown as ‘Road’ if an application for in-situ land exchange is received². For the avoidance of doubt, the exact locations and boundaries of the two designated development sites as shown in the Reference Plan are for illustration only and may be adjusted or amended as appropriate. The Government retains full discretion in determining the boundary of the designated development sites.

Submission Requirements and Criteria

4. When submitting land exchange applications, Applicants should follow the checklist of basic submission requirements in **Appendix II** and acknowledge the Note on Use of Personal Information Required in the Application in **Appendix III** for any personal information provided in the application. Applicants should refer to PN No. 13/2023 in relation to the general application requirements and new arrangements for land exchange applications under the ECNTA. Pursuant to those requirements and arrangements, the application criteria applicable to the Second Phase of YLS NDA are set out in **Appendix IV**.

5. As stated in PN No. 13/2023, Applicants for land exchange under the ECNTA may be required by the Government to construct public facilities. For the avoidance of doubt, in accordance with PN No. 13/2023, Applicants who opt for the relaxed land ownership criterion shall be required to construct specified public facilities in the Second Phase of YLS NDA as a condition for the land exchange; as for other Applicants, the Government may invite them to construct specified public facilities as appropriate. The construction of public facilities shall be in specified manners with specified materials and specified standards as may be required by the Government in its absolute discretion and specified in the land grant documents. If the Government considers it appropriate, the construction cost of the public facilities may be premium deductible. The Government will determine the public facilities (if any) to be constructed by individual Applicants for designated development sites, and will inform the Applicants individually.

Specific Arrangement and Requirement

6. In line with the land exchange arrangements adopted for sites for storage and workshop uses in the Hung Shui Kiu/Ha Tsuen NDA, Applicants may be required to hand over, upon completion of the development, a certain percentage of the floor space to the Government (“the Government Accommodation”) for accommodating brownfield operations displaced by government projects. For this invitation of land exchange applications, this requirement will be applicable to Site A which is larger in area and the Government Accommodation to be handed over to the Government upon completion will be 20% of the

² On current showing, subject to TPB’s consideration and approval, we expect that planning permission should be obtained in time (say six calendar months) before the deadline for acceptance of binding basic terms offer (with premium). However, if, for whatever reason, the planning permission is not obtained in time, the Government retains full discretion in determining whether to reject the submitted land exchange application or adopt alternative ways of handling.

floor space. The Government Accommodation will be taken over by the Government for leasing to displaced brownfield operators on terms and conditions to be decided by the Government. While the Government would take into account the benefit of cluster development and synergy among different uses in the same building, the use(s) of the Government Accommodation may not necessarily be the same as the major use(s) for the remaining floor space. Relevant specific requirements will be incorporated as part of the land exchange conditions as needed.

Assessment of Premium at Standard Rates

7. The Government will provide an option for assessment of premium at standard rates to land exchange applications in respect of the Second Phase of YLS NDA. Details will be announced in due course. For the avoidance of doubt, PN No. 12/2023 as supplemented by PN No. 12/2023A on Charging Land Premium at Standard Rates on Lease Modifications for Redevelopment of Industrial Buildings, as well as PN No. 11/2023 as supplemented by PN No. 11/2023A on Pilot Scheme for Charging Land Premium at Standard Rates on Lease Modification including Land Exchange for Development of Agricultural Land in the New Territories outside New Development Areas, do not apply to the land exchange applications pursuant to this PN.

Submission of Applications and Deadlines

8. Applications should be submitted to LandsD New Development Area Section for the attention of the Chief Estate Surveyor/NDA, which is located in Unit 1501-10, 15/F, Landmark North, 39 Lung Sum Avenue, Sheung Shui, New Territories. The deadline for submitting land exchange applications pursuant to this PN is **19 May 2025**. Late applications will not be considered. Any accepted application will cease to be processed if a binding basic terms offer (with premium) cannot be issued and accepted on or before **19 May 2026** taking into account the Government's development programme. The administrative fee or any other fee paid will not be refunded upon cessation of processing the applications in this circumstance or in any of the circumstance as set out in any letter demanding payment of administrative fee.

9. Owners are advised to engage competent professionals to assist them in making the applications.

10. Please note that LandsD acting in its capacity as private landlord may, at its sole and absolute discretion, approve or reject any applications. This PN shall not constitute any representation on the part of the Government or give rise to any expectation on the part of the Applicant that any application submitted to LandsD will be processed or approved.

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



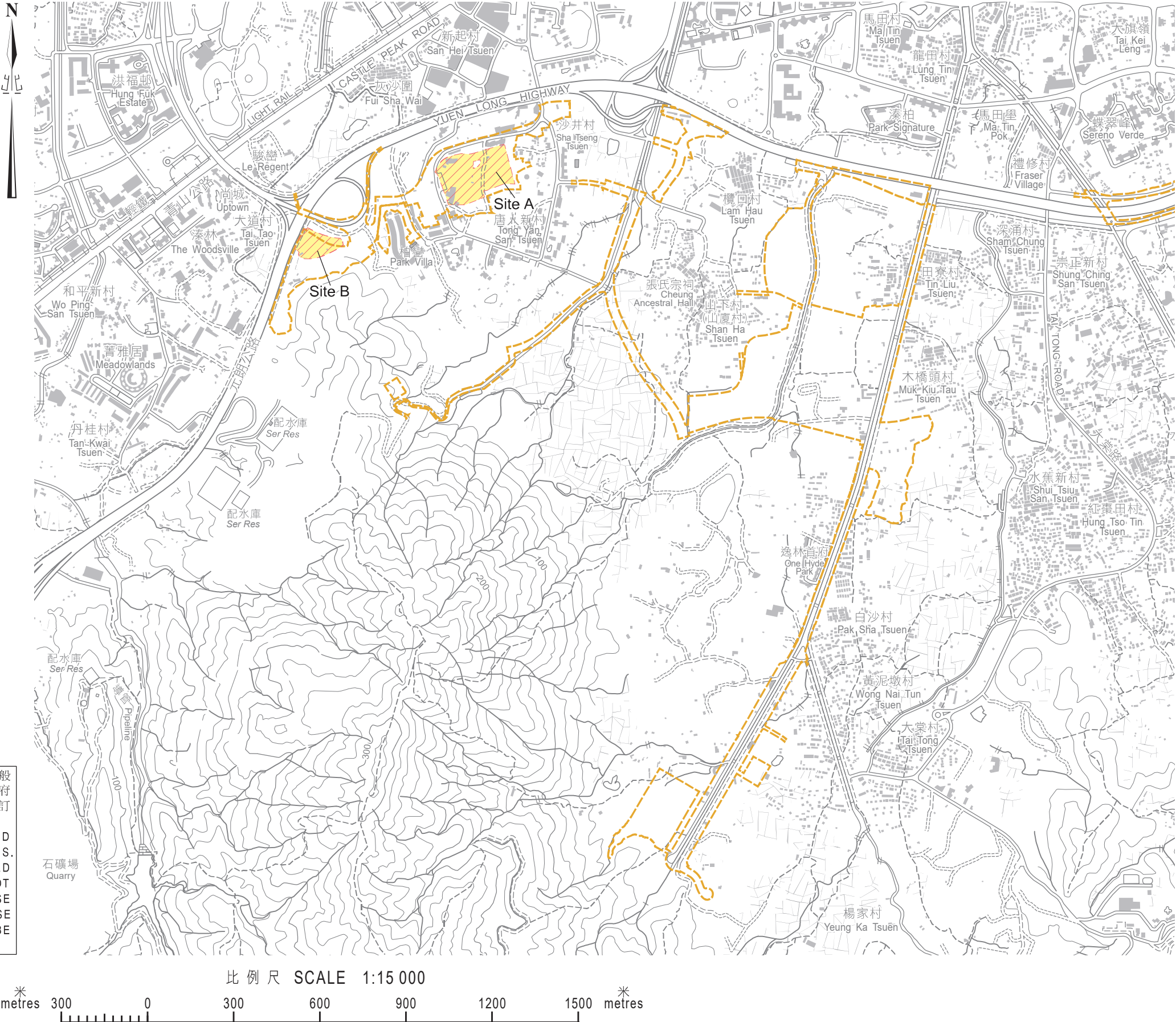
(Maurice LOO)
Director of Lands
19 February 2025

圖例 LEGEND

- 元朗南新發展區第二期發展
SECOND PHASE DEVELOPMENT OF YUEN LONG SOUTH NEW DEVELOPMENT AREA
- 可供申請契約修訂(包括原址換地)的元朗南新發展區第二期發展用地
SITES OPEN FOR APPLICATION FOR LEASE MODIFICATION
(INCLUDING IN-SITU LAND EXCHANGE) IN
SECOND PHASE OF YUEN LONG SOUTH NEW DEVELOPMENT AREA

本圖則所標示的用地，於參照相關的經修訂的建議發展大綱圖和分區計劃大綱圖後繪製，僅作一般參考之用，必要時可能予以更改或修訂。本圖則，或對本圖則的任何更改或任何修訂，不構成由政府作出的任何陳述，也不得引起申請人的任何期望，認為其就本圖則所標示的任何用地提出的契約修訂／原址換地申請，將獲得處理或批准。

THE SITES SHOWN ON THIS PLAN ARE DRAWN UP WITH REFERENCE TO THE RELATED REVISED RECOMMENDED OUTLINE DEVELOPMENT PLAN AND OUTLINE ZONING PLANS. THE SITES ARE FOR GENERAL REFERENCE ONLY AND MAY BE CHANGED OR AMENDED AS NECESSARY. THE PLAN OR ANY CHANGES OR ANY AMENDMENTS THEREOF SHALL NOT CONSTITUTE ANY REPRESENTATION ON THE PART OF THE GOVERNMENT OR GIVE RISE TO ANY EXPECTATION ON THE PART OF THE APPLICANT THAT APPLICATION FOR LEASE MODIFICATION/IN-SITU LAND EXCHANGE OF ANY OF THE SITES AS INDICATED WILL BE PROCESSED OR APPROVED.



只作識別用 FOR IDENTIFICATION PURPOSES ONLY

 地政總署 新發展區組
New Development Area Section
Lands Department
圖則由元朗測量處繪製
Plan Prepared by District Survey Office, Yuen Long
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開放供申請契約修訂(包括原址換地)的用地分布 -
元朗南新發展區第二期
DISTRIBUTION OF THE SITES OPEN FOR APPLICATION
FOR LEASE MODIFICATION (INCLUDING IN-SITU LAND EXCHANGE) -
SECOND PHASE OF YUEN LONG SOUTH NEW DEVELOPMENT AREA

檔案編號 File No. NDA/YLS/EPOL/2, DSO/YL/13/157/2
底圖編號 Base Map No. 6 (組別 Series HM20C/2)
分區計劃大綱圖編號 O.Z.P. No. S/YL-TT/20, S/YL-TYST/14 & S/YL/27
參考圖編號 Reference Plan No. -----
圖則編號 PLAN No. YLM11297

Checklist of Basic Requirements for Submission of an Application for a Land Exchange for Development of Land within the Second Phase of Yuen Long South New Development Area

A. Information / Documents that must be submitted¹ :

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|-------|---|--------------------------|
| (i) | A detailed application letter clearly identifying the property ² concerned, the variations being sought in respect of any terms and conditions of the existing lease conditions including the modification of any restrictions and development parameters included in the existing lease conditions (e.g. proposed user, maximum gross floor area, site coverage, number of storeys/building height, etc.) | ☐ |
| (ii) | A copy of an up-to-date location / site plan on an appropriate scale (normally 1:1000) showing the property. | ☐ |
| (iii) | A copy of the Town Planning Board approval letter for the proposed uses or development, if applicable. | ☐ |
| (iv) | A copy of computer printout (either hard copy or soft copy) containing the current ownership particulars of the property. | ☐ |
| (v) | If submitted by an agent, a written authorization from the principal who should be the registered owner or a prospective purchaser ³ of the property. | ☐ |
| (vi) | If submitted by a prospective purchaser ³ , a written consent from the registered owner. | ☐ |
| (vii) | If submitted by an individual applicant, a written confirmation that he has read and understood the Note on Use of Personal Information Required in the Application at Appendix III and that he consents to disclosure of his personal data to other Government bureaux or departments for the purpose of considering and processing his application. | ☐ |

B. Information / Documents that will facilitate the processing of the Application:

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|--------|--|--------------------------|
| (viii) | An extract copy of the relevant Outline Zoning Plan (together with the explanatory notes, as appropriate) showing the property. | ☐ |
| (ix) | For application involving portion(s) of a lot, or sub-divisions of any lots, to help expedite the verification of site areas and site boundaries, all relevant assignment plans or Deed Poll plans should be provided together with any relevant information relating to the delineation of the boundaries of these sub-divisions. | ☐ |
| (x) | Sketch plans illustrating the proposed development, if available. | ☐ |

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|--------|--|--------------------------|
| (xi) | Copies of any approved submissions by other relevant authorities relating to the development proposal or other relevant study assessment reports, if available (e.g. Approved Master Layout Plans under the Town Planning Ordinance, Environmental / Traffic / Drainage Impact Assessment Reports etc.) | ☐ |
| (xii) | A schedule showing the details of any existing occupants on the lots to be surrendered including the name and number of occupants, nature of occupation, length of occupation and any tenancy agreement. | ☐ |
| (xiii) | A schedule showing the details of all occupants on the lots to be surrendered as at 10 July 2020 or thereafter but have subsequently moved out including the name and number of such occupants, nature of occupation, length of occupation and any tenancy agreement. | ☐ |
| (xiv) | A proposed development programme for the proposed development. | ☐ |
| (xv) | To facilitate timely determination by LandsD of whether the 90% threshold of private land within designated development site is fulfilled, the applicant may provide to LandsD the submission and documents prepared by an Authorised Land Surveyor ⁴ showing (a) the areas (plan area) and boundaries of the lots to be wholly / partially surrendered; and (b) the areas (plan area) and boundaries of the overall private land within the corresponding designated development site ⁵ . | ☐ |

Notes :

- ¹ Please put a tick in the relevant box if applicable unless otherwise specified; and delete as appropriate.
- ² Property includes all lots involved in a land exchange application.
- ³ A prospective purchaser is an intending purchaser under an existing Agreement for Sale and Purchase registered in the Land Registry.
- ⁴ Authorised Land Surveyor is professional land surveyor registered under Part IV of the Land Survey Ordinance (Cap 473). The list of practising authorised land surveyor is available at: <https://www.landsd.gov.hk/en/survey-mapping/authority/als.html>
- ⁵ The submission and documents should be submitted alongside the submission of the land exchange application. Otherwise, LandsD will simply base on the information known to the department and consider whether the 90% threshold could be fulfilled. LandsD reserves the right to require the applicant to provide additional supporting documents to facilitate processing and the applicant shall provide such documents within such time as required by LandsD.

Note on Use of Personal Information Required in the Application

Purpose of Collection	The personal data provided in application pursuant to this Practice Note and Appendix II will be used by the Lands Department for the purpose of considering and processing the application. The provision of the personal data is obligatory. If you do not provide the personal data, the Lands Department may not be able to process your application.
Class of Transferees	The personal data you provided may be disclosed to other Government bureaux / departments for the purpose mentioned above.
Access to Personal Data	The individual who is the subject of the personal data has a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Such right of access includes the right to obtain a copy of the personal data provided upon payment of the applicable charge.
Enquiries	Enquiries concerning the personal data collected, including the request for access and corrections, should be addressed to: Departmental Personal Data Controlling Officer of the Lands Department 20/F., North Point Government Offices 333 Java Road, North Point Hong Kong

**Specific Criteria for Consideration of Applications for Lease Modification
including Land Exchange for Development of Land
within the Second Phase of Yuen Long South New Development Area**

1. **Confinement within the designated development sites** – the surrender of lots for land exchange will be confined to private lots lying within the relevant designated development site mentioned in paragraph 3 of PN No. 2/2025 and shown coloured yellow hatched red on the Reference Plan. Surrender of lot(s) lying outside the designated development site will not normally be accepted.
2. **Ownership, Size and Configuration** – all private lots to be surrendered should be under the ownership of a single owner or joint venture owners as the Applicant. The Surrender Site (i.e. the proposed site to be surrendered) should have an area not less than the total area of the private land within the designated development site concerned, excluding land subject to minor adjustment of the development site boundary that will not adversely affect the development layout of the site. The planning intention is to pursue a single development for each of the two designated development sites. If the Applicant has acquired 90% or more (but less than 100%) of all private land within the designated development site, he may apply for the relaxed land ownership criterion for his application as per paragraphs 8 to 10 of PN No. 13/2023 (the Applicant should indicate in his land exchange application if he is applying for the relaxed land ownership criterion). The Re-grant Site (i.e. the site to be re-granted in exchange of the Surrender Site if approved) shall also conform to the site boundary of the designated development site concerned, subject to minor adjustment of the development site boundary that would not adversely affect the development layout of the site. For the avoidance of doubt, the above does not imply any intention or obligation on the part of the Government to make available government land adjoining or intervening the private land within the designated development site to enable the Re-grant Site to conform to the development site layout of the designated development site.
3. **Access** – the provision of proper vehicular access to the application site is feasible.
4. **Compliance with the Outline Zoning Plan** – proposed use and development parameters of the application site should comply with the relevant Outline Zoning Plan.
5. **No adverse implications** – the proposed development at the application site should not cause insurmountable problems to the planning, layout and urban design of the surrounding area, and will not jeopardize or hamper the development potential or vehicular and/or pedestrian access of adjacent lands under different ownerships.