

# Landscape Architects Registration Board

## Guidance Note on Application for Admission to the Hong Kong Register of Landscape Architects

1. The Board shall not register a person as a Registered Landscape Architect unless that person:-
  - A (i) is a Member or Fellow of the Hong Kong Institute of Landscape Architects (“the Institute”) who became a Member on or after January 1997; or
  - (ii) is a professional member of a landscape architectural body, the membership of which is accepted by the Board as being of a standard not less than that of a Member of the Hong Kong Institute of Landscape Architects; or
  - (iii) has passed such examination in landscape architecture and other subjects and has received such training and experience as the Board may accept, either generally or in a particular case, as a qualification of a standard not less than that of a Member of the Hong Kong Institute of Landscape Architects<sup>1</sup>; and
  - B satisfies the Board that he/she has had one year’s relevant professional experience<sup>2</sup> in Hong Kong before the date of the application for registration<sup>3</sup>; and
  - C is ordinarily resident in Hong Kong<sup>4</sup>; and
  - D is not the subject of an inquiry committee or a disciplinary order under Part IV of the Landscape Architects Registration Ordinance which precludes him/her from being registered under this Ordinance; and
  - E satisfies the Board by declaration in writing that he/she is competent to practise as a landscape architect in Hong Kong<sup>5</sup>; and
  - F is a fit and proper person to be registered<sup>6</sup>.
2. Registration remains in force for one year from the date of registration, and is subject to annual renewal by application on an “Application for Renewal of Registration” form.
3. Applicants for initial registration falling into categories 1A(ii) and 1A(iii) above are required to demonstrate that they have had three years relevant practical experience, two of which must have been in Hong Kong working on Hong Kong Projects, and one of which must satisfy clause 1B above. Applicants for renewal of registration are not required to provide such proof.
4. Applications for registration are normally vetted on a quarterly basis.
5. Applications for renewal of registration shall be made not earlier than 3 months and not later than 28 days prior to the expiry of the current registration.
6. In accordance with Ordinance, the following information supplied by the applicant will be shown in the Register, which may be inspected by the public:
  - Name and address of the Registered Landscape Architect; and
  - the qualification upon which his/her registration is based.If the applicant wishes any other details to be shown in the Register, such as telephone number, fax number, e-mail address etc, he/she should indicate so with a tick ☒ in the appropriate boxes provided. In the absence of a tick, the information will not be shown in the Register.
7. Applicants are required to read the attached ‘Declaration on Collection of Personal Data’ and sign the declaration in the Application Form that they consent to the use of their personal data by the LARB as described in the Declaration.

<sup>1</sup> The applicant may be required to provide information on the nature of the examination(s).

<sup>2</sup> Relevant professional experience is defined as post-professional qualification experience gained in a Hong Kong office working on Hong Kong projects.

<sup>3</sup> The applicant for initial registration (not renewal of registration) is required to provide proof of appropriate practical experience under the supervision of a Registered Landscape Architect or Fellow or Member of the Institute, in the form of a signed statement from the supervisor. The experience shall be at least one year’s continuous practice in landscape architecture in Hong Kong immediately prior to the application. If the applicant has not worked under the supervision of a Member or Fellow of the HKILA or a Registered Landscape Architect, then the applicant must submit a record of experience (which may be a Curriculum Vitae) initialled on each page by, and accompanied by a signed statement from, a Member or Fellow of the HKILA or a Registered Landscape Architect who is able to confirm that, to the best of their knowledge, the record of experience is true. Applicants for renewal of registration do not have to provide the information detailed in this footnote.

<sup>4</sup> The definition of “ordinarily resident” is as defined by the Immigration Department, Hong Kong.

<sup>5</sup> If the Board is not satisfied with the declaration, the Board may require the applicant to undergo a professional assessment.

<sup>6</sup> The Board may refuse to register a person as a registered landscape architect who has been convicted in Hong Kong or elsewhere of any offence which may bring the profession into disrepute and sentenced to imprisonment, whether suspended or not; or has committed misconduct or neglect in a professional respect.