



BUILDINGS DEPARTMENT

ELECTRONIC SUBMISSION HUB (ESH)

<https://esh.bd.gov.hk>

JUNE 2023

Newsletter Issue
No. 2023-1

IMPLEMENTATION PLAN

PROJECT
INITIATION
May 2020

ESH
STAGE 1
30 June 2022
Stage 1 Rollout

ESH
STAGE 2
31 March 2023
Stage 2 Rollout

ESH
STAGE 3
Q2 2025
Stage 3 Rollout

* BD is striving to advance the launch of Stage 3

STAGE 1

Types of plans and related documents that can be submitted via ESH cover structural plan submissions for building works above ground not requiring cross-departmental referral. Submissions for Alteration and Addition (A&A) works are excluded.

STAGE 2

Types of plans and related documents that can be submitted via ESH has been extended to cover plan submissions for (a) hoarding, covered walkway and gantry; (b) demolition works; (c) drainage works; (d) excavation and lateral support works; (e) ground investigation works; (f) foundation works; (g) site formation works; and (h) all structural works. The plans and documents would be referred electronically to the departments or organisations under the Centralised Processing System (CPS) that would require their processing. The list of departments or organisations for Stage 2 ESH is available at page 5 of this newsletter.

STAGE 3

All types of plans and related documents including general building plans and submissions for A&A works will be covered and can be submitted via ESH. All other departments/organisations under the CPS will be included. They are Airport Authority, Civil Aviation Department, Department of Health, Education Bureau, Food and Environmental Hygiene Department, Home Affairs Department, Hong Kong Observatory, Hongkong Post, Hospital Authority, Housing Department, Labour Department, Marine Department, Ngong Ping 360 Limited, Office of the Communications Authority, Planning Department, Rating and Valuation Department, Social Welfare Department.

PROJECT HIGHLIGHTS

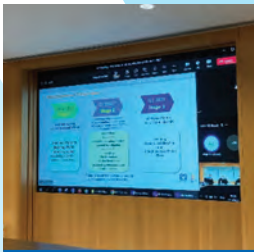
Preparation for ESH Stage 2 Implementation



Task Force on Industry Adoption of ESH
5th Meeting on 17th August 2022



Task Force on the Centralised Processing System of ESH
3rd Meeting on 7th October 2022



Task Force on Industry Adoption of ESH
6th Meeting on 4th January 2023



Project Assurance Team
Meeting on 11th October 2022



Project Steering Committee
Meeting on 29th November 2022

MORE ABOUT ESH STAGE 2

What's new in ESH Stage 2

More types of plans can be submitted and processed in ESH Stage 2

They include: demolition plan, drainage plan, excavation & lateral support plan, ground investigation plan, foundation plan, hoarding, covered walkway and gantry, site formation plan as well as ESH Stage 1 structural plan. ESH will automatically refer the submissions to relevant government departments or organisations under the CPS, where necessary.

More Specified forms will be available in ESH Stage 2

They include specified forms : BA4, BA5, BA8, BA9, BA10, BA14, BA14A, BA14B, BA16, BA19 and BA21

Government departments participating in ESH Stage 2

Agriculture, Fisheries and Conservation Department
漁農自然護理署

Antiquities and Monuments Office
古物古蹟辦事處

Architectural Services Department
建築署

Civil Engineering and Development Department
(including Geotechnical Engineering Office)
土木工程拓展署(包括土力工程處)

Drainage Services Department
渠務署

Electrical and Mechanical Services Department
政府機電工程署

Environment Protection Department
環境保護署

Fire Services Department
消防處

Highways Department
路政署

Hong Kong Police Force
香港警務處

Lands Department
地政總署

Leisure and Cultural Services Department
康樂及文化事務署

Transport Department
運輸署

Water Supplies Department
水務署

Organisations participating in ESH Stage 2

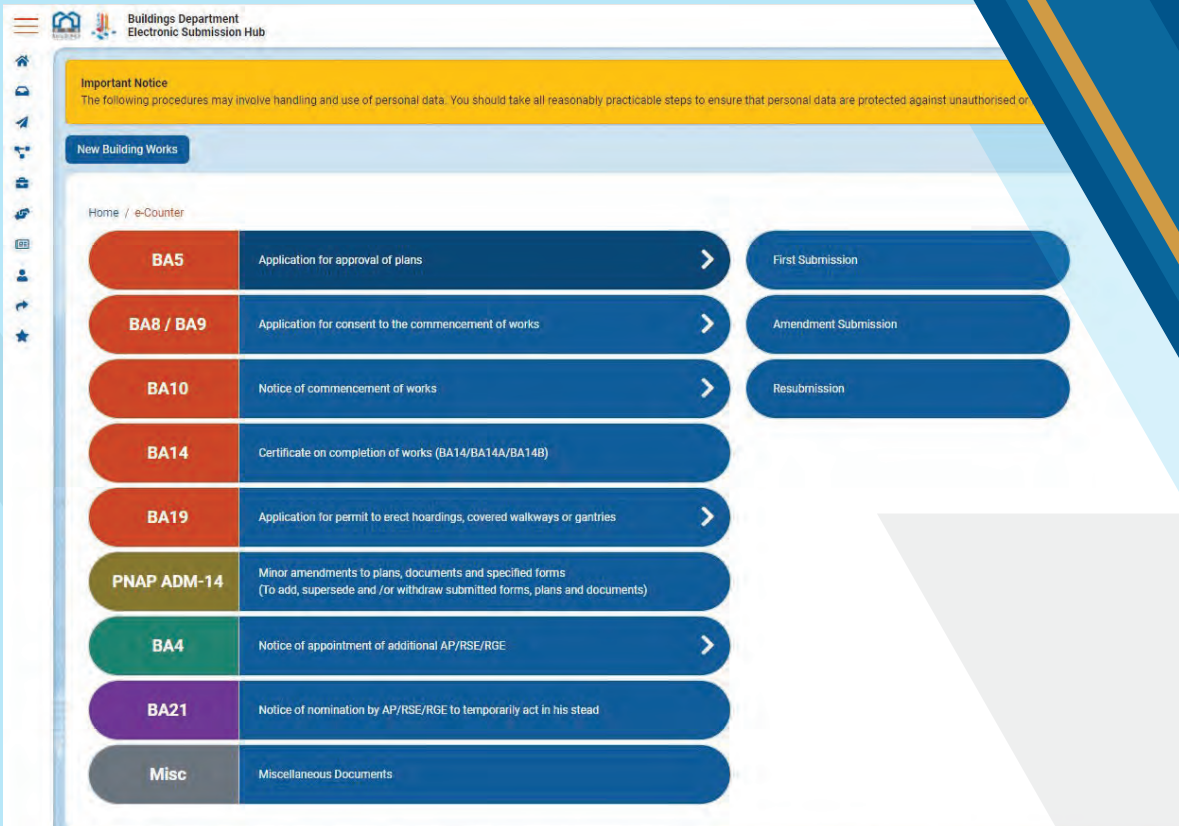
Hong Kong Tramways Limited
香港電車有限公司

MTR Corporation Limited
香港鐵路有限公司

Peak Tramways Company Limited
山頂纜車有限公司

MORE ABOUT ESH STAGE 2

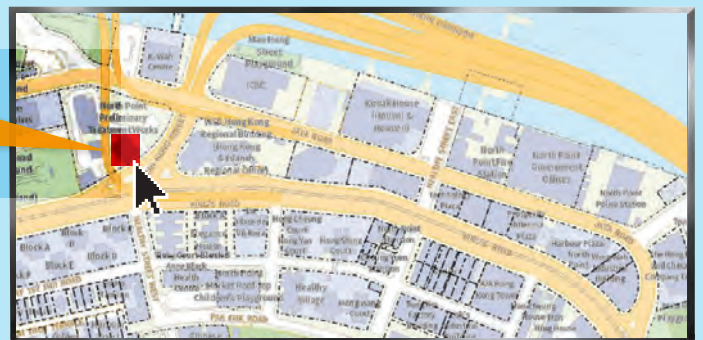
A new user interface for submission in ESH Stage 2



Adoption of MAP API service from Lands Department for user to input the lot number(s) and address of project.



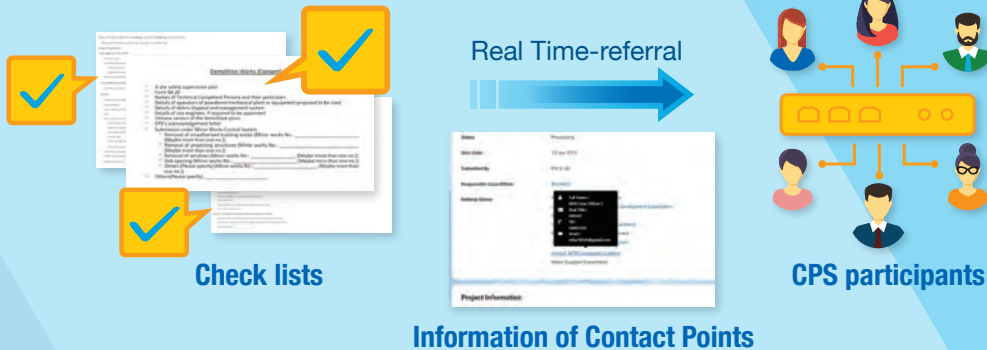
Lot:
64 s.A
Address:
123, XXX Road, HK



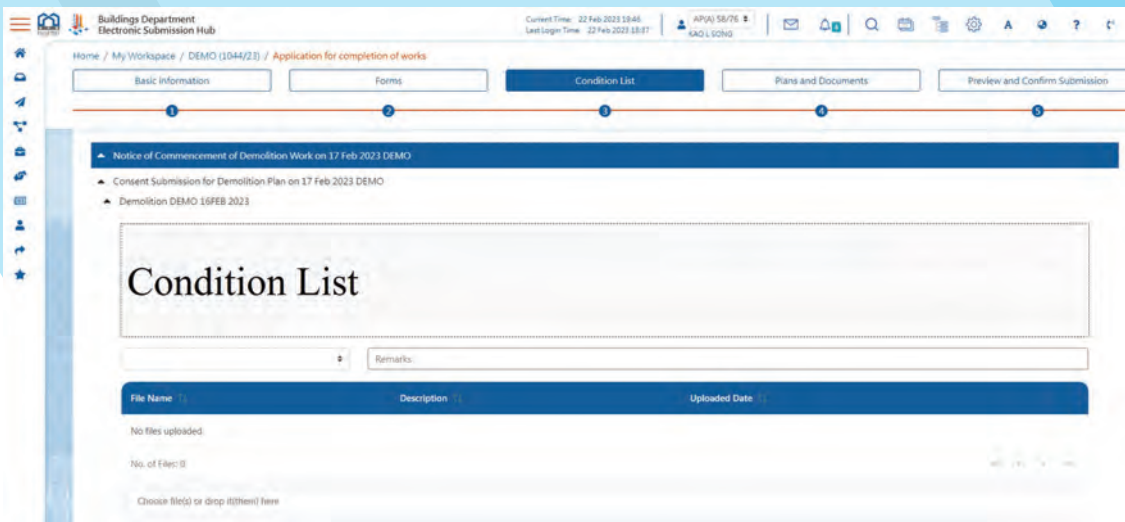
MORE ABOUT ESH STAGE 2

Real Time-referral to CPS participants and Progress Tracking

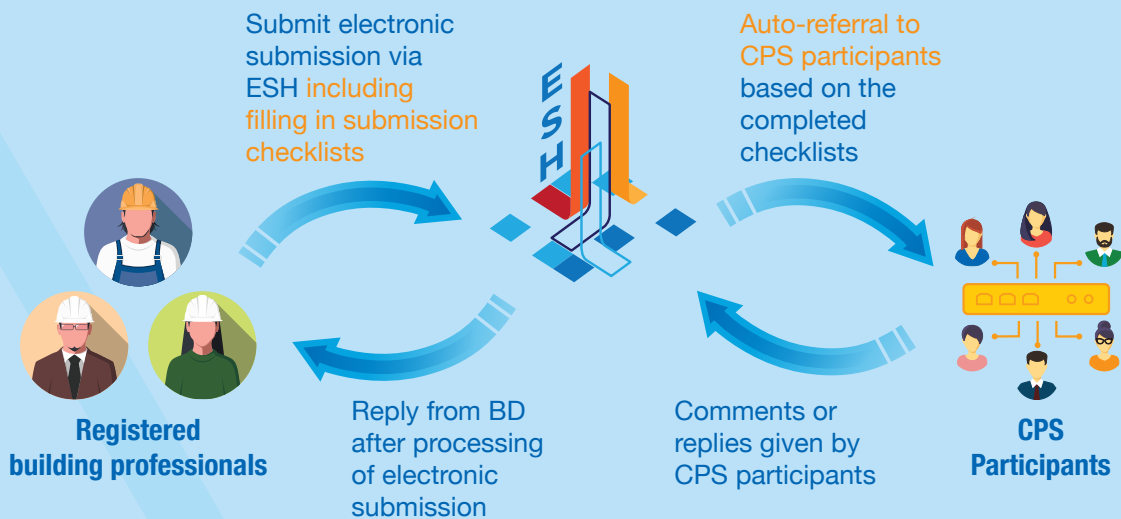
- Additional set of plans are not required any more
- ESH users can keep track of the progress and contact points of referral cases



Reminder for previously imposed conditions/requirements for submission of specified forms BA8 and BA14



Case Referral Mechanism



QUICK TIPS

Featured and Categorized videos of briefing sessions are available in BD website. [Click here for Stage 1 and Stage 2.](#)

Most viewed videos are demonstration for **Digital Signing & Signing Request** and **Project Team Formation**.

Frequently Asked Questions encountered by industry practitioners. [Click here.](#)

ESH User Manual provides comprehensive operation instructions for ESH users. For English version, [click here](#); for traditional Chinese language version, [click here](#); for simplified Chinese language version, [click here](#).

ESH User Guide UG1 contains a template of AutoCAD for drawing frame format, [click here](#).

FEEDBACK FROM INDUSTRY PRACTITIONERS FOR STAGE 1 OF ESH

We are pleased to receive positive feedback from the industry practitioners that they enjoy using the ESH:

- 1 ESH built-in functions are practical and useful for us to prepare and submit electronic application.
- 2 Digital signing and batch signing function in ESH are convenient, they save a lot of time.
- 3 Making electronic submission to BD via ESH saves a lot of time; no extra staff effort on document printing, packing and delivery is needed.
- 4 ESH offers 24x7 service and it's very convenient.

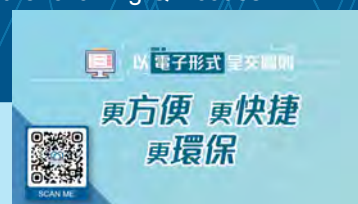
ANNOUNCEMENTS

- 1 Stage 2 of ESH was launched on 31 March 2023. Two briefing sessions for ESH Stage 2 have been arranged in March 2023. The featured videos of the briefing sessions are available at BD website.
- 2 The following practice notes have been updated and promulgated on 31 March 2023:
Practice Notes for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP):
[PNAP ADM-17](#) and [PNAP APP-60](#)
Practice Notes for Registered Contractors (PNRC):
[PNRC2](#) and [PNRC 42](#)
- 3 A [press release](#) - "Buildings Department launches Stage 2 of Electronic Submission Hub" was issued on 31 March 2023.
- 4 Two videos on Quick Q&As, and Features and Advantages of ESH are available for viewing by scanning the following QR codes:

Your idea is welcome



<https://www.idea.gov.hk/bd-tss-rdu/feedback-form>



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