

13 May 2024

To : All Authorized Persons
Registered Structural Engineers
Registered Geotechnical Engineers
Registered General Building Contractors
Registered Specialist Contractors

Dear Sir/Madam,

Notification on the Results for Approval and Consent Applications for Structural Works in Electronic Form

To promote a green environment and paperless submission as well as greater use of the Electronic Submission Hub (ESH), the Buildings Department (BD) will issue the result letters for approval and consent applications for structural works¹ (Result Letter) in electronic form in reply to paper submissions. The arrangement will be implemented in two phases. No hard copy of the Result Letter will be posted to the applicant after 2 July 2024.

2. In the first phase, Result Letter for a paper submission to be issued on or after 2 July 2024 will be sent to the e-mail address of the authorized person (AP), registered structural engineer (RSE) and/or registered geotechnical engineer (RGE). For an application for approval of plans, only the first page of the Result Letter will be attached to the returned set of plans.

3. In the second phase, Result Letter for a paper submission to be issued on or after 2 October 2024 will be issued through the ESH in a way similar to application submitted through the ESH. Furthermore, same as the first phase mentioned in paragraph 2 above, for an application for approval of plans, only the first page of the Result Letter will be attached to the returned set of plans.

4. You are reminded to provide BD with your active e-mail address in the covering letter of plan approval / consent application so as to receive the Result Letter after the implementation of the first phase mentioned in paragraph 2 above. Without such information, the Result Letter will be sent to the e-mail address recorded in your ESH account or that recorded in the BD's registers of AP/RSE/RGE.

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¹ Structural works include excavation and lateral support works, ground investigation in the scheduled areas, foundation works and all structural works but exclude alteration and addition works and consultation submissions on structural works for railway projects.

5. Please take immediate action to activate your ESH accounts and invite your clients to join using ESH by completing the account registration process in order to receive the Result Letter after the implementation of the second phase mentioned in paragraph 3 above. A video² on the details to activate the account in ESH is available at BD's website.

Yours faithfully,



(LAI Ho-cheong)
Assistant Director / New Buildings 2
for Building Authority

c.c. The Real Estate Developers Association of Hong Kong

² Links on videos for activating account using iAM Smart and digital certificate are

https://youtu.be/N6CfYu6ESS8?si=JXueWuHgn-_I32bN&t=1805  and

<https://youtu.be/N6CfYu6ESS8?si=aurhMQ25QY59TvUy&t=680>  respectively.