

**Submissions  
to the Buildings Department**

Many submissions received by the Buildings Department are subject to statutory time limits. In order to allow more time to make submissions, with effect from 1 June 2012 the closing time of our Receipt and Despatch Counter at 12/F, Pioneer Centre, 750 Nathan Road, Mongkok, Kowloon is extended from 5:15pm to 5:30pm. We would appreciate your cooperation in putting in submissions by chit book or messenger during the hours below:

**Mondays to Fridays**                      8:30 am to 5:30 pm

2. To facilitate efficient working of the time-stamp machine, we would also appreciate your co-operation in folding your plans in the manner indicated in Appendix A.

**Minor Works Submissions**

3. With effect from 11 June 2012, submissions relating to minor works carried out under the simplified requirements may also be submitted to the Receipt Counter at the office of the Minor Works and Signboard Control Section at Room 1104-6, 11/F., Two Landmark East, 100 How Ming Street, Kwun Tong, Kowloon. The operating hours of this Receipt Counter for minor works submissions is as follows :

**Mondays to Fridays**                      8:30 am to 5:30 pm



( AU Choi-kai )  
Building Authority

Ref. : BD GR/1-135/1

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This revision: June 2012 (AD/CS) – para. 1 revised & para. 3 added

**Folding of Plans**

Preferred way - fold plans along dotted line

