

Viewing and Copying of Plans and Documents

Viewing Plans and Documents

1. The approved plans and documents submitted under the Buildings Ordinance are public records and at the discretion of the Director may be viewed in BD during office hours, provided that access to them is not specifically denied by copyright owners. Anyone making a request to view public records should generally have a legitimate interest in the subject premises. Such viewing must only be for the following particular purposes :

- (a) for reference in carrying out building works or street works other than those shown in the documents; or
- (b) for ensuring compliance with the provisions of the Buildings Ordinance or any other enactment.

2. Owing to copyright considerations, requests for viewing approved plans and structural calculations should be made in a standard application form with an undertaking by the applicant (Appendix A). It is necessary to make prior appointment for viewing so as to allow time for the records to be retrieved. On no account may the plans or documents be removed. A viewing fee may be charged for the service to recover administrative costs incurred.

Certified Copies of Approved Plans and Related Documents

3. Owing to copyright considerations, requests for certified copies of plans and calculations may be made on the application form at Appendix A. They will be entertained only for the purposes stated in para. 1(a) and (b) above. Requests for copies for other purposes must be accompanied by an authorization from the copyright owner, who must include a positive statement that he is in fact the owner of the copyright. The right to require proof of ownership is reserved and may be exercised if necessary.

4. The applicant will be required to settle the demand note for the prescribed fees before the plans are copied. He will be informed when the copies are ready for collection.

Copies of BD Forms and Other Documents

5. Request for copies of BD forms and other documents kept in BD may be entertained if the person making the request has a legitimate interest in the subject premises and has good reasons for making such copies.

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6. A request for a 'certified true copy' of a BD form for the purpose of Buildings Ordinance section 36 will be permissible subject to the prior payment of the prescribed fee stipulated in Building (Administration) Regulation 42.

7. Duplicate copies of BD forms and documents may also be issued subject to the prior payment of the fees prescribed by the Director of Accounting Services.



(Helen C P Lai YU)
Building Authority

Ref. : BD GR/OP/4

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Index under : BD Records - Access to and Copying of
Viewing and Copying of Plans and Documents

**APPLICATION TO BUILDING AUTHORITY
FOR VIEWING/COPYING OF APPROVED PLANS AND DOCUMENTS
KEPT UNDER THE BUILDINGS ORDINANCE
(USE ONE FORM FOR EACH BUILDING)**

I. PARTICULARS OF THE BUILDING - to be completed in BLOCK letters by the applicant

Block/House No. : _____

Building Name : _____

Street No. & Name : _____

District : _____

Area : HK/ KLN / NT Lot No.: _____

II. DETAILS OF SERVICES REQUESTED - to be completed by the applicant

Tick box	Services Requested	Plan/Document Title (e.g. G/F building plan; superstructural calculations)	Prescribed Fee
<input type="checkbox"/>	• View approved plans		-
<input type="checkbox"/>	• View structural calculations & associated documents		-
<input type="checkbox"/>	• Certified true copy of approved plan		\$250 per sheet
<input type="checkbox"/>	• Certified true copy of document (other than a plan)		\$150 per sheet

III. DECLARATION OF THE APPLICANT

I hereby declare that the information in the above documents will be used:-

☐ • for reference in carrying out building works or street works other than those shown in the said documents

☐ • for ensuring compliance with the provisions of the Buildings Ordinance or any other enactment.

AND I hereby undertake that I will not use the information so obtained for any other purposes.

AND I hereby undertake to pay the fee as required.

Name : _____ HKID Card No. _____

Capacity : _____ Telephone No. _____

Address : _____

Signature: _____ Date _____

IV. For Office Use only

☐ • The said document(s) was/were viewed by the applicant on _____

☐ • Copy (copies) of the said document was/were despatched to the applicant on _____

Name & Post : _____ Signature : _____

• Tick wherever appropriate