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**Procedure for Payment of Fees on Submission of Plans  
Building (Administration) Regulation 42**

The Building (Administration)(Amendment) Regulations 1991 provide that fees are payable on the submission of plans under the Buildings Ordinance on and after 28 March 1991. The fees are revised with effect from 1 September 1994 in accordance with the Building (Administration)(Amendment)(No. 2) Regulation 1994 and all resubmissions of plans are free of charge.

2. For **new buildings**, which include both permanent and temporary buildings, fees payable for first submissions of building plans (including major revisions) cover also the submission of all associated plans, such as site formation, structural and drainage plans. Such fees are charged on the basis of the gross floor area (GFA) of the new building. For **new buildings without accountable GFA** and for **alteration and addition and other works which will not result in a new building**, fees for first submissions (including major revisions) are charged according to the total number of submitted plans of A1 or smaller size, irrespective of whether they are for site formation, building, structural, drainage or other works. Buildings without accountable GFA include transformer stations, petrol filling stations, oil storage installations, jetties and similar structures, and for the purpose of this type of buildings, minor ancillary accommodation (which is otherwise accountable for GFA) may be ignored.

3. Fees are chargeable upon application for approval. When plans are submitted, a crossed cheque for the appropriate amount payable to 'Hong Kong Special Administrative Region Government' should be enclosed. Payment by cash or post-dated cheques will not be accepted. The authorized person (AP) is responsible for calculating the fee chargeable in accordance with the payment form (Appendix A), which should accompany every first submission (including major revision). Fees paid are not refundable even though the submission is subsequently withdrawn. Copies of the standard form are available from the Buildings Department (BD).

4. If discrepancies are subsequently found in the calculation of fees, a supplementary fee will be levied or a refund of any over-payment will be made, as the case may be. The payment of supplementary fees should similarly be made by crossed cheques, each being accompanied by a payment form.

5. Where any fee payable is not enclosed with a submission of plans, or where a submitted cheque is subsequently dishonoured, the plans will be disapproved under Buildings Ordinance section 16(1)(f). For any necessary supplementary fees, payment should be made within 14 days of notification, failing which, the plans will be similarly disapproved under Buildings Ordinance section 16(1)(f).

/6. For ....

6. For certain development proposals such as non-profit making schools, hospitals, and similar community buildings, exemption from payment of fees would generally be considered. A Form BA16 should be submitted to apply for exemption, stating the special circumstances surrounding the proposal together with documentary support as necessary. In such cases, it is not necessary for a cheque to be submitted when making a submission of plans.

7. When a submission is delivered at the BD receiving counter, a receipt for the payment will be issued immediately to the person delivering it. For submissions by post or delivery service, the receipt will be sent to the AP. The receipt should be kept in safe custody by the payer as evidence of payment as this will be needed in case of refund.

### **Major Revision**

8. A **major revision**, for the purposes of payment of fees under paragraph 7A of Building (Administration) Regulations 42 (and for avoidance of doubt the processing period in Building (Administration) Regulations 30(3)(b)), is a submission that has been so extensively revised that it must be fundamentally reassessed and a repeat of the centralized processing system necessitated (PNAP 30 refers). Examples of resubmissions that would constitute a major revision are listed below (the list can be used as a guide but is not exhaustive) :

- (a) changes in disposition and/or number of blocks within a development;
- (b) change in the number of storeys, in particular, within the podium and number of basements;
- (c) major changes in configuration of floor plans which would result in a fundamental reassessment of plot ratio, site coverage, lighting and ventilation and means of escape;
- (d) change in the principal use of a building that would substantially affect the construction or lead to a reassessment of planning factors and/or means of escape, e.g. office to residential or hotel to office;
- (e) substantial change in site area and configuration which would result in a fundamental reassessment of site coverage and plot ratio;
- (f) changes that would seriously affect access to buildings;
- (g) requests for substantial modifications, exemptions or bonuses that require a fundamental review of the original proposal;

/ (h) ground ....

- (h) ground conditions assumed in the design found to be incorrect during initial excavation necessitating reassessment of the site formation works (for site formation works not resulting in a new building); and
- (i) major changes which would require to be examined under new or amended legislation or a new draft or approved Outline Zoning Plan.

9. In cases of doubt, please consult the relevant Chief Building Surveyor of the New Buildings Division 1 who would undertake to provide an answer within seven days. It should also be noted that a new Form BA5 is legally required to be included with every submission of a major revision.

#### **"Localized" Major Revision**

10. Where the major revision is "localized", the fee charges may be based on the "localized" GFA ie per podium, or per affected floors of the podium, on the premise that part of a building is also a building. There would inevitably be other variations giving rise to complications in the implementation of the charging system and this could be considered on a case by case basis under Buildings Ordinance Section 42.

#### **Submission of Plans pursuant to Statutory Orders**

11. The requirement for payment of fees is not applicable to "proposals for work" in response to a statutory order under the Buildings Ordinance or an advisory letter on building safety, fire safety and slope safety issues which requires the submission of plans.

(H W CHEUNG)  
Building Authority

Ref. : BD GP/BOP/31  
BD GP/BREG/A/8

First issue March 1991  
Last revision December 2000  
This revision August 2002 (AD/NB1) (para 5 amended)

Index under : Fees, Procedure for Payment  
Major Revision  
Payment of Fees, Procedure  
Procedure for Payment of Fees

**Payment of Fees on Submission of Plans**  
**Building (Administration) Regulation 42 (effective 1 September 1995)**

(To be completed by the authorized person and must accompany all payments)

**PART 1 - PARTICULARS OF SUBMISSION**

BD File No.(if known) : \_\_\_\_\_

Site Address : \_\_\_\_\_

Name & Address of Applicant : \_\_\_\_\_

Name of Authorized Person : \_\_\_\_\_

**PART 2 - CALCULATION FOR CHARGES** (tick in appropriate box)

**A. First submissions or major revision plans of new buildings with accountable GFA**  
(charged on building plans submission only)

[A] GFA	[B] [A] ÷ 100m <sup>2</sup> (rounded UP if not a whole number)	[C] Rate of Charge (\$)			Tick Box	[B] x [C]	Tick Box	Minimum Charge (\$)	Tick Box
		Industrial buildings	GFA ≤ 2,160 20,000m <sup>2</sup>				8,230		
			GFA > 1,740 20,000m <sup>2</sup>				432,400		
		Non-industrial buildings	GFA ≤ 3,430 10,000m <sup>2</sup>				8,230		
			GFA > 2,750 10,000m <sup>2</sup>				343,400		

**B. First submissions or major revision plans for new buildings without GFA, A&A and building works not resulting in a new building** (charged on all categories of plans)

Number of plans not larger than A1 size *	Rate of Charge (\$)	Charge (\$)
x	11,200	

**PART 3 - STATEMENT OF AUTHORIZED PERSON**

To the Building Authority :

The cheque no. \_\_\_\_\_  
for HK\$ \_\_\_\_\_ as per the above  
calculations, being the charge/supplementary charge \*\* for  
this submission made on \_\_\_\_\_, is  
attached.

Charge as per A/B **	\$
less Payment made	\$
Supplementary Charge	\$

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Authorized Person

\* Plans larger than A1 size in either dimension are regarded as multiples of A1 size.

\*\* Delete whichever is inapplicable.

**PART 4 - CONFIRMATION OF RECEIPT OF PAYMENT** (for office use only)

Receipt no. \_\_\_\_\_ has been issued for the payment of the amount stated in PART 3 above.

\_\_\_\_\_ Date

\_\_\_\_\_ Name & Signature of Collecting Officer