

Part I – Notes

1. Under the revised charging scheme, fee will be charged for the inspection of the building plans and documents (building records) and the fee scale for the issue of copy of building records is revised to recover the cost based on user-pay principle. In addition, different fees are chargeable for inspection and copying services depending on the form in which the plans or documents are recorded, i.e. paper, microfilm or electronic form.
2. Different options of services are provided to the customers. A new service for the issue of non-certified copy of building records is offered in addition to the existing service for the issue of certified copy, such that the customer can obtain a copy of the building records at a lower price.
3. Besides, the new fee is structured to provide more options to address the different needs of the two different types of customers.
 - (a) One-stop service is provided for customers who wish to obtain the required copies of plans/documents without having first inspected all the plans/documents in the subject files. In other words, the searching of plans/documents to identify the relevant one for copying will be carried out by staff of the Buildings Department (BD).
 - (b) Service for copying only is provided to customers who choose to inspect the plan/document first to identify by themselves the plans/documents of which they wish to obtain copies before placing an order for copying service. Without the need for staff of the BD to search for the plans/documents, the fee charged for a copy of plan/document is limited to the copying service itself and is therefore lower than that of the one-stop service mentioned above.

Part II – Q&As

1.	What is the effective date of the revised fee scale?
	The revised charges apply to all applications for inspection and/or issue of copy of building records submitted on or after 31 December 2004. The applicants therefore are required to use the new application forms which are available in the Building Information Centre and BD website, on or after the said date.

2.	How can I apply for viewing or copying of a plan/document?
	Building Information Centre of BD provides service to the public for inspection and copying of building records. Members of the public can submit their application for plan inspection either by mail, email, fax or in person. The application form can be downloaded via BD's website at www.info.gov.hk/bd .
3.	Why does BD levy charge on inspection service under the revised charging scheme which is now free of charge?
	Based on the user-pay principle, fees are levied on the inspection service. On the other hand, the fee for the issue of certified copy of plans is reduced.
4.	How much will I be charged for viewing a plan/document?
	According to the revised charging scheme, the inspection would be charged in terms of files bearing same file reference number. Different files of a development are regarded as the same file if they bear the same file reference number e.g. the case of Pt I, II etc. is considered as the same file. Files are broadly classified into six types, namely, building, structural, drainage, site formation, alterations and additions (A&A), as well as others. A&A files are considered as associated files to the building, drainage and structural files. They, therefore, would not be separately charged if you have already paid the inspection fee for any of the building, drainage and structural file of the same building development in the same transaction. 'Other files' are miscellaneous files such as demolition file or files which do not readily distinguish themselves into any of the distinct types mentioned above. However, they would not be separately charged if you have already paid the inspection fee for any of the distinct type of file in the same transaction.
5.	What is the difference between paper, microfilm and electronic records?
	The building records are now kept in BD in three different formats namely paper (all buildings), microfilm (completed buildings in 70 – 90s) and electronic images (currently covered all completed buildings within YauTsimMong districts and whole HK Island).
6.	Why are there so many fee items in your revised fee scale?

	<p>There are comparatively more fee items in the revised charging system because more options are provided to cater for the different needs of the customers e.g. issue of non-certified copy and one stop service. In addition, based on the user-pay principles, fees are levied on inspection service and different fees are chargeable on the copying service depending on the form in which the plans or documents are recorded, ie., paper, microfilm or electronic form.</p>
7.	What is the difference between copying services and one-stop service?
	<p>(i) Copying service is catered for customers who choose to inspect the plan/document first by themselves in order to identify the plans/documents of which they wish to obtain copies before placing an order for copying service. Without the need for staff of the BD to search for the plans/documents, the fee charged for a copy of plan/document is limited to pure copying service itself and is therefore lower than that of the one-stop service.</p> <p>(ii) One-stop service is catered for customers who wish to obtain the required copies of plans/documents without having first inspected all the plans/documents in the subject files. In other words, the searching of plans/documents to identify the relevant one for copying will be carried out by staff of BD.</p> <p>The applicant is free to choose which type of service he/she requires.</p>