

BUILDINGS ORDINANCE
(Chapter 123)
Section 14(1)(a)
BUILDING (ADMINISTRATION) REGULATIONS
Regulation 18A & 29

**Application for approval of plans of *building works
and/or street works and certificate of preparation of plans**

To the Building Authority

Application for approval of plans

In accordance with the provisions of section 14(1)(a) of the Buildings Ordinance and regulation 29 of the Building (Administration) Regulations, *I/we (name in full) _____(Chinese) _____ of (address) _____

Telephone No. _____, Fax No. _____ holder of *HKID No./Business Registration Certificate No. _____, apply for your approval of the (here specify the type of plans) _____ plans submitted herewith for the works to be carried out at the site located at (address of site) _____

_____ on (Lot No.) _____

The said plans have been prepared by (name in full) _____, (Chinese) _____, *authorized person/registered structural engineer/registered geotechnical engineer, the appointment of whom has been notified to you in the Form BA 4 submitted on _____.

In respect of the aforesaid site of the proposed works, *I/we submit the following documentary proof of ownership or control of the land for your processing of plans:-

- Copy of the relevant Land Registry Memorial and assignment plans (with Memorial Number and date) to indicate the ownership, or
- Other documentary proof of control of the land, please specify _____.

* Delete where inapplicable

Put a tick against the box where appropriate

Declaration

I/We hereby expressly warrant and declare that the above information provided in support of my/our submission of plans for approval by the Building Authority is correct and genuine and I/we expressly acknowledge that I am/we are aware and accept that the approval of the plans will be made on the basis of the information supplied by me/us and that plans may be refused in the event such information is found to be false or misleading.

I/We further expressly acknowledge that the personal data provided by me/us in this Application Form will be used by the Buildings Department in connection with the processing of my/our said application.

I/We understand that if I/we do not provide sufficient information, Buildings Department may not be able to process my/our application.

I/We hereby authorize the Buildings Department to disclose my/our personal data in the application form to such Government Departments as it may see fit to obtain such information which is relevant to my/our application.

I/We further authorize and direct and request any Government Department which may be approached by the Buildings Department, to supply any and all information which it may require.

Date _____

Signature of the Applicant

Certificate of preparation of plans

In accordance with the provisions of regulation 18A of the Building (Administration) Regulations, I certify that :

- (1) the *plans, structural and geotechnical details and calculations attached relating to the above *building works and/or street works have been prepared by me or under my supervision or direction and have been signed by me as required by regulation 12 of the Building (Administration) Regulations; and
- (2) to the best of my knowledge and belief, the attached *plans, structural and geotechnical details and calculations comply in all respects with the provisions of the Buildings Ordinance and Regulations.

Date _____

Signature of *authorized person

(Name in full)

Certificate of Registration No. : _____

Date of expiry of registration : _____

Date _____

*Signature of registered structural engineer
(For structural details and calculations
and/or structural elements of the works only)

(Name in full)

Certificate of Registration No. : _____

Date of expiry of registration : _____

Date _____

*Signature of registered geotechnical engineer
(For geotechnical details and calculations and/or
geotechnical elements of the works only)

(Name in full)

Certificate of Registration No. : _____

Date of expiry of registration : _____