



**APPLICATION TO BUILDING AUTHORITY FOR ONE STOP SERVICE
FOR ISSUE OF COPY OF SPECIFIED DOCUMENTS OR SPECIFIED DOCUMENT RECORDS
WITHOUT INSPECTING
THE SPECIFIED DOCUMENTS OR SPECIFIED DOCUMENT RECORDS
BEFORE ISSUE**

**APPLICATION NO. _____
(Only applicable for completed building and minor works)
(Use ONE form for EACH building)**

[Enquiry Hotline :2626 1207]
[Fax No. : 2625 4367]

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

- (a) Name of Building : _____
 (b) Lot Number : _____
 (c) Street No. and Name : _____, #HK, #Kln., #NT

II. DETAILS OF SERVICES REQUESTED

Tick box	One-stop service [see note (e)]	For Official Use Only	
		Prescribed Fee (per sheet) [see note (f)]	
		Certified (BOs36G(2)) (Copied from)	Non-certified (BOs36G(1)) (Copied from)
		Electronic Record	Electronic Record
	* Copy of approved plans [for building works] (Building / Drainage / Site formation / Addition & Alterations/ Structural / Others)	\$93.00	\$74.00
	* Copy of plans [for minor works]	\$93.00	\$74.00
	* Copy of documents (i.e. BD forms / Photos)	\$45.00	\$38.00

III. LIST OF PLANS/DOCUMENTS (to be completed by applicant if known or by BD staff if necessary)

BD File Number (if known)	Drawing Number (include revision number) or Description of the Plans/Documents (e.g. Block No. or Floor No., etc.)	Number of Copies Required	
		Certified (BOs36G(2))	Non-certified (BOs36G(1))

IV. DECLARATION OF THE APPLICANT

I/we hereby declare that the information in the above specified documents or specified document records will be used to ascertain the following matters :

- * (a) matters relating to the construction of any building or the carrying out of any building works or street works;
- * (b) whether a building, building works or street works have been completed or carried out in compliance with the provision of the Buildings Ordinance or any other enactment; and
- i.e. * licensing application _____ (state the type of license).
 * verification for compliance with approved plans.
 * removal of unauthorized building works.
 * reinstatement of the building in accordance with approved plans.
 * compliance with statutory orders and notices.
 * fire safety improvement works.
 * building repairs.
- * (c) matter other than those stipulated in items (a) and (b) above subject to the conditions that the Building Authority considers appropriate for the copies to be made available in the interest of the public. Please specify the matter / special circumstances with justification, _____.

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

Name** : _____ Tel No. : _____

Our Ref. _____ Fax No. : _____

#HKID Card No. / Passport No. / Business Registration No.** : _____

Address : _____

#Signature / Company Chop ** : _____ Date : _____

* Tick where appropriate # Delete as appropriate

- NOTES : (a) The provision of the personal data marked with asterisks** by means of this form is for the purpose of declaration and is therefore compulsory. If you do not provide the said data, the Buildings Department (BD) will not process your application. The provision of personal data other than those marked with asterisks** by means of this application form is voluntary. If you do not provide sufficient information, the Buildings Department may not be able to process your application.
- (b) Your personal data provided by means of this application form will be used by the Government/BD for the following purposes:-
(i) to carry out activities relating to the provision of services by the Government/BD.
(ii) to facilitate communication between the Registered User and the Government/BD.
If you do not provide sufficient information, we may not be able to provide the requested service.
- (c) The personal data you provide by means of this application form may be disclosed by Buildings Department to other Government bureaux, Government departments and the courier service provider appointed by Buildings Department for the purposes mentioned in note (b) above.
- (d) You have a right of access and correction with respect to the personal data as provided in Section 18 and 22 and Principle of Schedule 1 of the Personal Data (Privacy) Ordinance (the Ordinance). Your right of access includes the right to obtain a copy of your personal data provided by this application form. In accordance with the provisions of the Ordinance, the Government has the right to charge a reasonable fee for the processing of any data access request.
- (e) Staff of BD will carry out simple searching of the plans/documents. For complicated cases, applicant should consult building professionals for details.
- (f) The record may not be exhaustive in indicating all the building works approved under the Buildings Ordinance and all minor works carried out in accordance with the simplified requirements under the Buildings Ordinance.
- (g) Extra copies of this form may be obtained from the Building Information Centre at 13/F, Pioneer Centre, 750 Nathan Road, Mong Kok, Kowloon, through fax by calling 2626 1207 or downloaded from the BD web site (<http://www.bd.gov.hk>).

V. For Official Use Only

Name & Post : _____