

**APPLICATION FORM FOR REGISTRATION AS A USER OF
“BUILDING RECORDS ACCESS AND VIEWING ON-LINE (BRAVO)**

(hereafter described as ‘the system’)

登記成爲“百樓圖網 (以下稱爲‘系統’)”用戶申請表

(Only applicable for completed building and minor works / 只適用於已完工的建築及小型工程)

[Enquiry Hotline 查詢熱線: 2626 1067]

[Fax No. 傳真號碼: 2625 0351]

[Email 電郵: enquiry@bd.gov.hk]

* Mr 先生 * Miss 小姐 * Mrs 太太 * Ms 女士

Chinese Name (中文姓名)[#]: _____ English Name(英文姓名)[#]: _____

ID Card No.(身份證號碼)[#]: _____ Organization(公司名稱): _____

(Please attach a copy of ID Card / 請附寄身份證副本)

Address (地址)[#]: _____

Office Tel (辦事處電話): _____ Mobile Phone (手提電話): _____

Fax (傳真): _____ E-mail (電子郵件): _____

DECLARATION OF APPLICANT

申請人聲明

I hereby declare that the information in the specified documents or specified document records to be inspected and copies to be ordered from ‘the system’ through this user account will be used to ascertain the following matters:

本人現聲明，在‘系統’上透過本戶口所查閱及複印的指明文件或指明文件紀錄內的資料會用作確定下列事宜：

- * (a) matters relating to the construction of any building or the carrying out of any building works or street works.
(甲) 關乎任何建築物的建造或關乎任何建築工程或街道工程的進行的事宜。
- * (b) whether a building, building works or street works have been completed or carried out in compliance with the provisions of the Buildings Ordinance or any other enactment, and
(乙) 某建築物、建築物工程或街道工程的落成或進行，是否符合建築物條例或任何其他成文法則的條文。
- i.e. * licensing application _____ (state the type of license).
即 申請牌照 _____ (說明牌照種類)。
- * verification for compliance with approved plans.
核對樓宇是否符合批准圖則。
- * removal of unauthorized building works.
清拆違例建築工程。
- * reinstatement of the building in accordance with approved plans.
依照批准圖則把樓宇恢復原狀。
- * compliance with statutory orders and notices.
遵守法定命令及書面通知。
- * fire safety improvement works.
改善消防安全工程。
- * building repairs.
樓宇維修。

AND I hereby undertake that I will access 'the system' within Hong Kong only, and will not use the information so obtained for the purposes other than those stated above.

及本人現承諾，只會在香港本土使用此‘系統’。並且不會把所得資料作任何其他用途。

* Tick where appropriate. For matters other than items (a) & (b) above and in addition to submission of this application form, please specify the matter / special circumstances with justification for the Building Authority to consider whether it is appropriate for the information and copies to be made available in the interest of the public.

* 在適當方格加上✓號。其它未在上述甲或乙項所列明的事項，請說明事項/特別情況並提出理由，並連同本申請表遞交建築事務監督，以考慮提供資料及副本是否符合公眾利益。

Signature 申請人簽署

Date 日期

NOTES :

- (i) Please read the attached Terms and Conditions before filling in this application. In submitting this application form, you agree to be bound by the Terms and Conditions.
- (ii) The personal data provided in this application form will be used by the Buildings Department for the processing of the applications related to this user account. The provision of the personal data marked with asterisks[#] and the declaration of applicant is compulsory. If you do not provide such information, the Buildings Department will not process your application. The provision of personal data other than those marked with asterisks[#] by means of this form is voluntary. If you do not provide sufficient information, the Buildings Department may not be able to process your application.
- (iii) Every applicant should not submit more than one application.
- (iv) The Buildings Department may consider terminating the user account if the registered user violates the above Declaration.
- (v) Please return the completed applicant form with a copy of your Hong Kong Identity Card to the Building Information Centre (BIC) of the Buildings Department by post, fax or in person. Address of BIC is 13/F, Pioneer Centre, 750 Nathan Road, Mong Kok, Kowloon.
- (i) 在填寫本申請表前，請先細閱附頁的條款及條件。遞交申請表後，即表示你同意及接受所列出之條款及條件。
- (ii) 本表格所填報的個人資料，將供屋宇署用於處理有關本戶口的申請上。在本表格上所提供標上[#]的個人資料及申請人聲明屬於必需填寫的項目。假如你未能提供上述資料，屋宇署將不會處理有關申請。至於在本表格所提供其他未有標上[#]的個人資料則純屬自願性質。假如你未能提供足夠資料，屋宇署可能無法處理你的申請。
- (iii) 每名申請人只可遞交一份申請。
- (iv) 如登記用戶使用時違反了上述聲明，屋宇署會考慮終止該登記用戶的戶口。
- (v) 請將填妥的申請表連同身份證副本一份，郵寄、傳真或親自送交屋宇署樓宇資訊中心。樓宇資訊中心的地址為九龍旺角彌敦道七百五十號始創中心十三樓。

PLEASE

- Enter the personal particulars
- Sign the Form
- Attach a copy of HK ID card

注意

- 請填妥個人資料
- 請簽署表格
- 請附寄身份證副本

For Official Use Only 本署專用:

Application No. 申請編號:

- Recommended/Not Recommended by 推薦/不推薦 (Name & Post) 姓名及職位 _____
- Approved by 批准 (Name & Post) 姓名及職位 _____

TERMS & CONDITIONS

條款及條件

1.	<p>You should register as a User before you can inspect specified documents or specified document records in 'the system' and, before you can place orders for hardcopies of the selected specified documents and specified document records. Application for registration as a User shall be made by filling and returning the application form with a copy of your Hong Kong Identity Card to the Building Information Centre of the Buildings Department by post, fax or in person. Upon approval, the user account Login Name and assigned Password would be sent to you by registered mail.</p> <p>你必須先登記成為登記用戶，才可查閱‘系統’所載的指明文件或指明文件紀錄或訂購所選指明文件及指明文件紀錄的副本。如欲登記成為登記用戶，請填妥申請表，並將已填妥的申請表及身份證副本，郵寄、傳真或親自送交屋宇署樓宇資訊中心。本署在批核申請後，會將獨有的“進入系統名稱”（Login Name）及指定密碼，以掛號郵寄形式，郵寄給你。</p>
2.	<p>You shall take appropriate measure to keep secrecy of your Login Name and assigned Password. Access to 'the system' will be allowed if, and only if, both the Login Name and Password have been keyed in by the User. Any person who has keyed in the Login Name and Password is deemed to be authorized by the User to use 'the system', and the User shall be liable for all acts. If you have lost the Login Name and/or Password, please report to the Building Information Centre immediately by post, fax, email or in person. We will notify you the new Login Name and/or new Password by registered mail.</p> <p>你須採取適當的措施，把“進入系統名稱”及指定密碼保密。你須鍵入“進入系統名稱”及密碼後，才可登入‘系統’。任何人士如鍵入“進入系統名稱”及密碼，當屬已獲授權使用‘系統’，而登記用戶須為一切作為負責。如你遺失了“進入系統名稱”（Login Name）或密碼，請立即郵寄、傳真、電郵或親自通知樓宇資訊中心。本署獲悉情況後，將備妥新的“進入系統名稱”及密碼，再以掛號郵遞方式郵寄給你。</p>
3.	<p>You are required to declare the use of the information in the specified documents or specified document records to be inspected and copies to be ordered from 'the system' in the Declaration in the 'Application Form for Registration as a User of Building Records Access and Viewing On-line (BRAVO) and the Declaration as displayed in each time you log in to 'the system'. You should make sure that the information provided has been correctly entered. All information in the specified documents or specified documents records obtained by you from 'the system' shall not be used for any purpose other than the use as specified in your Declaration.</p> <p>你必須在登記成為“百樓圖網”用戶申請表內和每次進入‘系統’時所顯示的聲明書上申報從‘系統’查閱及複印指明文件或指明文件紀錄內的資料的用途。在作出申報時，請確保提供的資料正確無誤。你從本‘系統’取得指明文件及指明文件紀錄的資料，除作你的聲明書所述的用途外，不得作其他用途。</p>
4.	<p>The Government reserves the right to terminate the Services of using BRAVO at any time, without assigning any reason, with or without notice given.</p> <p>政府有權在無需給予任何理由及無論有否通知的情況下，隨時終止有關使用“百樓圖網”的服務。</p>
5.	<p>The fees of inspection and issue of copy of specified documents or specified document records are set out under Building (Administration) Regulation 42.</p> <p>查閱及複印指明文件及指明文件紀錄的費用是根據《建築物(管理)條例》第 42 條所收取。</p>
6.	<p>Upon payment of the prescribed fee, you may be permitted to inspect the selected file for each and every application within 24 hours of the allotted time slot. Notwithstanding the above, the service of BRAVO is subject to disruption due to system down time or for system support maintenance and upgrade. The operating hours of 'the system' may be adjusted as and when required at any time without prior notice. There is no refund once the payment is confirmed.</p> <p>在繳付查閱費用後，你可在指定時段的連續 24 小時內，查閱就該次申請所選取的檔案。請注意，“百樓圖網”的服務或會/可因系統停機、支援系統進行維修或提升工程而遭中斷，‘系統’的使用時間也可能會在未有預先通知的情況下，因應需要而作出調整。所有費用一經繳付，概不退還。</p>

7.	<p>Any contents (including software or programs) downloaded, installed or otherwise obtained through the use of 'the system' are obtained at your own discretion and risk. You will be solely responsible for any damage to your computer system and/or mobile telecommunication devices or loss of data that may result from the use of 'the system'. All contents available from 'the system' are protected by a digital rights management software that may disable temporarily some of the functions or features under the Windows operating environment (such as copy and paste, printing or screen capturing functions) while the protected contents are being inspected.</p> <p>在查閱資料時，你須自行決定從‘系統’下載、安裝或以其他方式選取什麼資料（包括軟件或程式的資料），並承擔有關風險。若你因使用本‘系統’而引致電腦系統及/或流動通訊裝置損壞、數據丟失或造成任何其他損失，一概由你負責。‘系統’的所有資料均獲“數碼權益管理軟件”保護，在查閱受保護的資料時，上述軟件會使在視窗操作環境中的某些功能（如“複製和剪貼”、“列印”、“屏幕擷取”）暫時失效。</p>
8.	<p>You may make post-inspection order of hardcopies of specified documents and specified document records via 'the system', upon payment of the prescribed fee. The Government reserves the right to dispose of the ordered hardcopies if they are not collected from the Building Information Centre or they cannot be delivered to you during office hours within one month from the date of placing order. There is no refund once the payment is confirmed.</p> <p>在查閱指明文件及指明文件紀錄後，你可通過‘系統’繳付訂明的費用，以訂購紀錄的副本。在訂購日期起的一個月內，若未能在辦公時間內到樓宇資訊中心領取所訂購的副本或未能將所訂購的副本派送給你，政府有權將之棄置。所有費用一經繳付，概不退還。</p>
9.	<p>The Government shall not be responsible to the Users or any other person for any loss or damages whatsoever and howsoever arisen out of or in connection with their use of the Services of BRAVO in 'the system' and their connected network and equipment, particularly under the following situations:-</p> <p>(i) any suspension, non-function, mal-function or any other fault or defect of operation of the equipment, network or systems including disruption due to system down time or for system support maintenance and upgrade;</p> <p>(ii) any inaccuracy or deficiency arisen out of or in connection with the transmission of data via 'the system' or their connected network and equipment;</p> <p>(iii) any suspension or delay in provision of any Services of BRAVO under 'the system' including disruption due to system down time or for system support maintenance and upgrade; and</p> <p>(iv) communication between you and the government over the Internet.</p> <p>你或任何其他人士由於使用‘系統’內“百樓圖網”的服務及使用其連接網絡及設備，以致不論如何或什麼原因而蒙受損失或招致損害賠償，政府概不負責，尤以下述情況為然：</p> <p>(i) 有關設備、網絡或系統操作方面包括因系統停機、支援系統進行維修或提升工程而遭中斷的任何延誤、功能停頓、失效或其他一切錯失或過失；</p> <p>(ii) 由於或關乎網站或其連接網絡及設備的傳輸資料而引致的任何錯誤或缺失；以及</p> <p>(iii) ‘系統’提供使用“百樓圖網”的任何服務出現中斷或延誤，包括因系統停機、支援系統進行維修或提升工程而遭中斷的情況；以及</p> <p>(iv) 經互聯網你與政府之間的通訊。</p>
10.	<p>The terms and conditions of this agreement (including any new, varied and substituted terms and conditions) shall be governed by and construed according to the laws of the Hong Kong Special Administrative Region. Any disputes between the parties arising out of this agreement shall be submitted to the adjudication by the courts of the Hong Kong Special Administrative Region.</p> <p>本協議所載的條款及條件（包括新訂、修訂及代替的條款及條件）均受香港特別行政區法律管限，並須據此解釋。本協議的任何一方如就協議內容有所爭議，將由香港特別行政區法院裁決。</p>