

15 March 2023

To: All Authorized Persons
Registered Structural Engineers
Registered Geotechnical Engineers
Registered General Building Contractors
Registered Specialist Contractors

Dear Sirs/Madams,

**Dedicated Processing Units for
High-yield Residential Projects and Transitional Housing Projects**

As part of the multi-pronged approach to enhance speed and efficiency, the Chief Executive announced in the 2022 Policy Address that the Buildings Department (BD) would establish Dedicated Processing Units (DPU) to expedite the approval of general building plan (GBP) submissions for high-yield private residential projects. This would include projects with 500 residential units or more as well as transitional housing projects.

2. This letter is to inform you that DPU have been formed under the New Buildings Divisions (NBD) 1 and 2 of BD so as to focus the resources to expedite plan approvals for these projects. DPU seeks to render assistance proactively with early involvement of Chief Professional Officers as appropriate and provides facilitating measures including, but not limited to:

- holding pre-submission conferences with authorized persons (AP)/registered structural engineers (RSE)/registered geotechnical engineers (RGE);
- assisting AP/RSE/RGE to identify suitable design proposals in order to comply with the requirements of the Buildings Ordinance (BO) and its subsidiary legislation; and
- closely monitoring comments from relevant government departments and arranging liaison meetings with relevant government departments to resolve issues of concern where necessary.

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3. DPU will be responsible for processing all statutory submissions and applications under the BO for high-yield private residential and transitional housing projects with GBP first submitted on or after **31 March 2023**. Pre-submission conferences for such projects may be held before 31 March 2023 and AP/RSE/RGE may contact DPU (see **Annex**) to arrange meetings. For the avoidance of doubt, those projects with GBP submitted/to be submitted before 31 March 2023 will be handled by respective district teams of NBD 1 and 2 who will continue to facilitate AP/RSE/RGE in the approval process.

4. Early approval of GBP requires co-operation of AP/RSE/RGE. In this connection, for projects covered by DPU, AP/RSE/RGE are **encouraged** to:

- (a) contact DPU to arrange for a pre-submission conference to discuss specific issues of uncertainty prior to formal submission of plans, particularly those requiring consideration by other departments, for early identification of issues of concern and possible options. Depending on the complexity of the case, the Chief Professional Officer may participate in the pre-submission conference. If it is foreseeable that the case will need to be considered by the Building Committee (BC) or the Structural Engineering Committee (SEC), DPU will provide guidance on information required with an aim to seeking early endorsement from BC/SEC;
- (b) if AP/RSE/RGE would like to seek a “letter of assurance” from BD on basic design principles and controversial issues, they may continue to make use of our written pre-submission enquiry service;
- (c) submit all information and documents that support the Form BA16 applications for exemption/modification of the BO at the same time of plan submission. Delay in submission would affect timely consideration of the matters and may result in disapproval of plans;
- (d) make submissions in accordance with the streamlining measures including staged submissions of essential information in GBP promulgated in Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) ADM-19 and ADV-33; and
- (e) for GBP submission, provide a block plan showing the location and relevant details of the site, in PDF format, in the same DVD-ROM that contains the digital files to facilitate checking of floor area calculations according to PNAP ADM-19. This will help quick retrieval of essential site information from BD’s information system to facilitate early plan referrals and processing. A sample of the required block plan is provided in Appendix A4 of PNAP ADV-33.

5. The centralised processing system for building plans serves to make BD a focal point where issues arising from private building developments precipitate. While DPU will closely monitor progress of comments from other government departments, AP/RSE/RGE may also approach DPU for assistance if they encounter problems dealing with them in the approval process. DPU may organise meetings with parties concerned with a view to resolving the problems.

6. To ensure the plans will be timely assigned to DPU and referred to relevant government departments for processing, AP/RSE/RGE **must** provide the following information when making the **first submission** of GBP/structural/demolition/site formation/drainage plans for the project:

- (a) state in the title of the covering letter that the project is a “**High-yield Residential Project**” or “**Transitional Housing Project**” and provide the contact information of the AP/RSE/RGE and his/her representative(s) of the project;
- (b) for submission of GBP, list in the covering letter basic information of the project: name of the owner/applicant; address and lot number(s) of the site; type of development (i.e. domestic or composite); proposed number of domestic flats; proposed total gross floor area (domestic and non-domestic to be shown separately); and
- (c) submit a duly completed “Checklist on Documents Included in New Building Plan Submissions” as provided in Appendix A of PNAP ADM-2 for GBP, or a duly completed “Checklist on Documents Included in Structural Submissions” as provided in Appendix A of PNAP ADM-8 for structural plans, together with sufficient sets of plans for referrals to relevant government departments.

7. For enquiries, please refer to the contact points listed in the **Annex**.

Yours faithfully,



(CHEUNG Yuk-ching, Karen)
Assistant Director / New Buildings 1
for Building Authority

c.c. The Real Estate Developers Association of Hong Kong

Contact Points of Dedicated Processing Units (DPU)

Dedicated Processing Units	Post of Contact Officers	Office Telephone Number
<i>1. New Buildings Division 1</i>		
(a) Hong Kong and Heritage	Senior Building Surveyor/H (DPU)	2626 1354
(b) Kowloon	Senior Building Surveyor/K4 (DPU)	3106 3077
(c) New Territories West	Senior Building Surveyor/NTW4 (DPU)	2152 2175
(d) New Territories East (2) and Rail	Senior Building Surveyor/R1 (DPU)	2626 1558
<i>2. New Buildings Division 2</i>		
(a) Hong Kong and Heritage	Senior Structural Engineer/HK1 (DPU)	2626 1698
(b) Kowloon and Rail	Senior Structural Engineer/K1 (DPU)	2626 1450
(c) New Territories	Senior Structural Engineer/NT5 (DPU)	3104 2073

Note: Submission of enquiries to DPU via email may be addressed to vhs@bd.gov.hk.