

11 December 2015

To: All Authorized Persons

Dear Sir/Madam,

**Electronic Submission of
Summary of Gross Floor Area (GFA) Concessions,
Declaration on Annual Energy Use and
General Building Plans Showing Greenery Areas in Common Parts**

When applying for occupation permit (OP), you have been required to submit the captioned summary, declaration and plans for uploading to BD's website. To improve webpage usability, you are now advised to submit the relevant documents and plans in electronic formats.

At the time of OP applications, you should submit a separate non-rewritable DVD-ROM containing (i) a standard EXCEL file summarising relevant GFA concessions, (ii) a standard fillable PDF file on the declaration on annual energy use, and (iii) a copy of the latest approved general building plans in A-3 size showing greenery areas in the common parts and a schedule of such areas in PDF file format of 200dpi. Essential information¹ including name of the authorized person; relevant declaration and signature; etc., are required to be marked and signed on the front of the DVD-ROM with a permanent marker. Soft copies of the relevant standard form and declaration are available at the webpage (www.bd.gov.hk) of the corresponding practice notes.

If you have questions on the above, please feel free to contact our Ms Wendy LEUNG, Senior Building Surveyor/ Heritage at 2626 1354 or our Ms Claudia CHAN, Building Surveyor/ Heritage 1 at 2626 1154.

Yours faithfully,



(LEUNG Tung-choi Thomas)
Assistant Director / New Buildings 1
for Building Authority

¹ The following information should be marked on the front of the disc: (i) BD file reference number, (ii) date, (iii) "I declare that the relevant information in this disc is true and correct, and this disc has been finalized", and (iv) name and signature of the Authorized Person.