

26 February 2016

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

Dear Sir/Madam,

Plan Submissions after Relocation of the New Buildings Divisions to Cityplaza Three

The New Buildings Divisions (NBDs) of the Buildings Department will soon be relocated to their new office at 7/F to 9/F, Cityplaza Three (CP3), 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.

With effect from 18 April 2016 (Monday), all submissions relating to new building developments and alteration and addition works, except for works in response to a statutory order, notice, direction or an advisory letter related to building, fire or slope safety issued by the Buildings Department under the Buildings Ordinance, should be submitted to the Receipt and Dispatch counter on 7/F of CP3 during the following hours:

Mondays to Fridays 8:30 am to 5:30 pm

As a transitional arrangement, the Receipt and Dispatch counter on 12/F, Pioneer Centre, 750 Nathan Road, Kowloon will continue to collect such submissions to NBDs until 29 April 2016 (Friday).

Yours faithfully,



(LEUNG Siu-man)
Assistant Director/Corporate Services
for Building Authority