

29 December 2015

To: All Authorized Persons
Registered Structural Engineers
Registered Geotechnical Engineers

Dear Sir / Madam,

Withdrawal and Resubmission

Withdrawal and resubmission (W&R)¹ of applications for occupation permits and plan approval is a long-established and facilitating practice which allows flexibility in the processing of applications within the statutory time limits with a view to obtaining approvals. In consultation with stakeholders, the following measures are introduced to improve this facilitating practice:

- (i) W&R must be in writing and provided with reasons.
- (ii) W&R of the same submission may generally be entertained for not more than two times.

Should you have questions on the above regarding individual projects, please do not hesitate to contact the relevant building surveyor or structural engineer of this Department.

Yours faithfully,



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

¹ W&R describes an AP/RSE/RGE's action, which usually involves the processing of applications for approval of plans, occupation permits or consents to commence works, by means of a letter to the Building Authority, simultaneously withdrawing and resubmitting an application without physically taking back and resubmitting the relevant plans or documents with the effect of re-commencing the statutory period for processing.