Centralized Processing of Building Plans

Purpose

The purpose of the centralized processing system for building plans is to ensure that all interested government departments are consulted and that their comments on private development proposals are collated by the Building Authority (BA) within time limits allowed for processing building plans. It also serves the purpose of making the Buildings Department (BD) a focal point where issues arising from private building development precipitate. This practice note announces additional measures and guidelines to streamline and expedite the processing of building plans.

Referral of plans

2. The efficient operation of the system depends to a great extent upon the co-operation of authorized persons (APs), registered structural engineers (RSEs) and registered geotechnical engineers (RGEs) and that of the government departments to be consulted. Failure to submit the requisite number of sets of plans will delay the referral process and may affect the timely receipt of comments by BD and their subsequent transmission to APs, RSEs and RGEs, as appropriate. To avoid such delays, RSEs and RGEs are requested to make reference to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) ADM-8 and APs are requested to double-check the number of sets of plans and the documents required for submission by completing Appendix A prior to submission of general building plans (Note 1).

3. Procedures for dealing with fire service installation proposals and lease matters are contained in Appendices B and C respectively.

Resolution of issues arising from referral of plans

4. Available comments of other government departments are incorporated in approval or disapproval letters. Adverse comments falling within the purview of the Buildings Ordinance (BO) and constituting a fundamental issue in the context of PNAP ADM-19 are included as disapproval items. All other comments are simply conveyed as such in separate paragraphs for the information of APs, RSEs, RGEs and their clients, but will not be raised as disapproval items. Comments received after the dispatch of approval or disapproval letters by BD are transmitted by a separate letter.

/5. .....
5. When there are different views taken by APs, RSEs or RGEs from a government department commenting on a submission of building plans, the BA will arbitrate and take decisions on matters governed by the BO, according to the policies and procedures he adopts to enforce environmental, health and safety standards for buildings and building works. For all other comments relating to matters not governed by the BO, APs, RSEs and RGEs may approach the relevant government departments direct. In the event that there are divergent requirements from different government departments, BD will organise meetings with the parties concerned with a view to resolving the problem.

Pre-submission Enquiry & Conference

6. APs, RSEs and RGEs may discuss with BD staff on specific issues of uncertainty prior to formal submission of building plans. In order to take advantage of this arrangement, APs/RSEs/RGEs should identify the issues with a specific proposition.

7. For sites involving complicated issues, the AP/RSE/RGE may, either at the request of or agreed by the relevant Chief Professional Officer, make a presentation of his case (with 3-D computer model if appropriate) after the submission of plans.

Greater certainty in planning building projects

8. To assist APs, RSEs and RGEs in achieving greater certainty in planning building projects, BD operates a set of procedures containing the following features:

(a) On the 45th day of a submission of new building plans, APs/RSEs/RGEs may enquire and expect to know whether the submission is fundamentally acceptable. He may also request to discuss non-conformities identified prior to the issue of disapproval letter; and

(b) Where a submission of plans is considered fundamentally unacceptable and disapproval items notified in writing within the statutory period of 60 days, new disapproval items will not, in normal circumstances, be added to the said proposal for subsequent resubmission of plans.

9. APs/RSEs/RGEs may make enquiries on (a) above direct to the Building Surveyor or Structural Engineer handling the submission in question. Staff disposition charts for staff with responsibilities for processing building plans are on display at relevant locations on BD’s premises.

Application for modification

10. Each application for exemption or modification should be properly made on the specified Form BA 16 and should be supported by reasons as to what special circumstances prevail and why exemption or modification would be justified.
11. To assist the BA in the processing of applications for modification, adequate information should be included in the Form BA16, a copy of which is at Appendix D and can be downloaded from BD’s web site (www.bd.gov.hk).

12. APs/RSEs/RGEs may make reference to the guidance notes at Appendix E for the necessary information to be submitted in conjunction with modifications/exemptions frequently applied for.

13. In granting modification of or exemption from the provisions of the Buildings Ordinance, conditions may be imposed by the BA pursuant to section 42 thereof as contained in the Forms BD 106 issued to the APs/RSEs/RGEs, as the case may be.

14. To ensure these imposed conditions are fulfilled and the parameters for granting modifications/exemptions can be made known to the public and any person who may have an interest in such building, building works or alteration and addition to an existing building, the following conditions are to be imposed in the Form BD 106:

(a) to incorporate the relevant conditions of modifications/exemptions in the subsequent amendment plans for submission to the BA for approval before the submission of a certificate under regulation 25 of the Building (Administration) Regulations (B(A)R) on completion of building works resulting in a new building or not so resulting, as the case may be.

(b) to submit a checklist of valid Forms BD 106 at the time of submission of a certificate under B(A)R 25 on completion of building works resulting in a new building or not so resulting, as the case may be (A sample checklist is provided at Appendix F).

Consent from adjoining owners and compliance with other enactments

15. The approval given by the BA should not be deemed to confer any title to land or to act as waiver of any term in any lease or licence pursuant to section 14(2) of the BO. Where a proposal involves building works at adjoining lots or buildings, the AP should ensure that separate consent is secured from the relevant owners prior to the commencement of the works. The AP should also consult other relevant authorities and ensure that the proposed building works comply with their requirements.

Enhanced Transparency of Information on Gross Floor Area Concessions in Buildings

16. To enhance transparency of information on gross floor area (GFA) concessions in building developments, the BD will publish such information on its website after issuance of occupation permit for the respective building development. To ensure that clear and correct information is published, APs’ assistance is hereby requested to provide such information on the building plans submitted to the BA.
17. In making application for approval of building development involving GFA concessions, detailed breakdown of the areas of such GFA concessions should be clearly specified on the building plans submitted to the BA for approval as set out in Appendix G.

18. To facilitate publication and public search of information on GFA concessions granted for newly-completed buildings, a summary of such concessions (sample at Appendix H) should be submitted together with the application for occupation permit. The relevant information will be uploaded on the BD’s website after issuance of occupation permit.

19. Paragraphs 16 to 18 are applicable to projects in respect of which an application for occupation permit is submitted on or after 1 September 2010.

20. Where exemption of the relevant features as stipulated in Appendix E proposed in a residential development from GFA calculation are applied for under section 42 of the BO, the developer or owner should submit a letter undertaking to separately list such features in the Sales Brochure. Upon exemption of such features from GFA calculations being granted, the BA may, where appropriate, impose the following conditions in addition to the conditions that may be imposed as stipulated in the relevant practice notes:

   (a) Such features and their use together with a schedule listing the corresponding areas so exempted must be clearly stated in the Sales Brochure prepared by the developer, which should consist of a single volume only. Where they are included in the saleable area of a property, such inclusion shall also be clearly stated in the Sales Brochure. On the day when the development is put on public sale, the Sales Brochure in respect of the development shall be made available for inspection/ collection by the general public, and a copy of the Sales Brochure shall be deposited with the BD by recorded delivery.

   (b) The letter of undertaking submitted by the developer or owner in support of an application for exemption is to be registered in the Land Registry before the application for an occupation permit is submitted.

Apart from the requirements to comply with the aforesaid conditions, APs are advised to request their clients to separately list all features involving GFA concessions, including features that have been exempted under section 42 of the BO as well as disregarded under B(P)R 23(3)(b) from GFA calculation, in the Sales Brochure of a residential development.

Implementation

21. This practice note is applicable to all new building plans or major revision of building plans for development proposals submitted to the BA for approval
on or after 1 April 2011. Subject to paragraph 22 below, this practice note is also applicable to building plans which have been previously disapproved and are resubmitted for approval on or after 1 April 2011.

22. For building plans which have been firstly submitted on or before 31 March 2011 and subsequently disapproved by the BA but not on ground relating to proof of ownership or realistic prospect of control of the land forming the site, the first resubmission of such plans to the BA on or after 1 April 2011, which is submitted within 6 months from the date of disapproval of the firstly submitted plans, would not be subject to the requirements of this practice note. For the avoidance of doubt, if such first resubmission of plans eventually has been disapproved by the BA, any further resubmission of the plans would be subject to the requirements of this practice note.

23. Subject to section 16(3)(d) of the BO, building plans approved by the BA prior to the implementation of this practice note should make reference to the “October 2010” version of this practice note (Appendix J).

( AU Choi-kai )
Building Authority

Ref: BD GP/BOP/6 (XII)
BD GP/BORD/26 (II)
BD GR/1-10/328/0

This PNAP is previously known as PNAP 30
First issue September 1976
2nd last revision October 2010
Last revision January 2011
This revision May 2011 (AD/NB1) (Para. 2 and 19 and Appendices A and E amended and para. 20 to 23 and Appendix J added)
## Check List on Documents
### Included in New Building /A & A Plan Submissions

### PART 1 - GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Address of Site</th>
<th>Lot No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

#### Description of Site/Works

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is site (or part thereof) within Special Control Areas? e.g. Scheduled Area, Tung Chung Cable Car (Appendix 1 of PNAP ADM-2), MTRC or railway route/protection area/Sewage Tunnel Tunnel Works, Country Parks, etc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does proposal comply with the permitted use under the Outline Zoning Plan?</td>
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</tr>
<tr>
<td>Does proposal comply with HK Airport (Control of Obstruction) Ordinance?</td>
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<tr>
<td>Does the site abut onto a street of not less than 4.5m wide?</td>
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<tr>
<td>Are proposed works (or part thereof) located outside lot boundary?</td>
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<td></td>
</tr>
</tbody>
</table>

### PART 2 - DOCUMENTS SUBMITTED

<table>
<thead>
<tr>
<th>Document</th>
<th>Yes</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans (2 signed and coloured sets for BA, 2 sets for D of FS*, 1 set for DPO, 1 set for DLO in urban area (2 sets if lease conditions contain Design, Disposition and Height clause &amp; 2 sets in N.T.)</td>
<td></td>
<td></td>
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<tr>
<td>Application for priority status</td>
<td></td>
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<tr>
<td>Application for fast track processing</td>
<td></td>
<td></td>
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<tr>
<td>Development Schedule (PNAP ADM-2)</td>
<td></td>
<td></td>
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<tr>
<td>Geotechnical Assessment Report (2 sets) (PNAP APP-25)</td>
<td></td>
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<tr>
<td>Form BA 4 (Appointment of AP/RSE/RGE)</td>
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<tr>
<td>Form BA 5 (Application for approval)</td>
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<td></td>
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<tr>
<td>Form BA 6 (Stability Certificate for A&amp;A Works)</td>
<td></td>
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</tr>
<tr>
<td>Form BA 16 (Application for exemption/modification) please list total number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Justification/documents to support Form BA 16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form BA 17 (Temporary building)</td>
<td></td>
<td></td>
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<tr>
<td>Payment of Fees (PNAP APP-55)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 3 sets if subject to Fire Safety (Commercial Premises) Ordinance or the Fire Safety (Buildings) Ordinance.

### PART 3 - ADDITIONAL PLANS FOR REFERRAL (PNAP ADM-2)

<table>
<thead>
<tr>
<th>Does proposal involve or affect the following?</th>
<th>Yes</th>
<th>No</th>
<th>Number of additional set(s) of plans for referral to each organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled Area No. 1, 2 or 4 / slope / retaining structure / deep excavation / disused tunnel / existing ground anchor / Designated Area / marine dredging (PNAP APP-25, APP-30, APP-61 &amp; APP-134)</td>
<td></td>
<td></td>
<td>Geotechnical Engineering Office, CEDD (2 sets of plans with 2 copies of geotechnical assessment report)</td>
</tr>
<tr>
<td>Scheduled Area No. 5 (PNAP APP-62)</td>
<td></td>
<td></td>
<td>(a) Geotechnical Engineering Office, CEDD; and (b) Drainage Services Department</td>
</tr>
<tr>
<td>Scheduled Area No. 3 or MTR Protection Area &amp; Work Sites (PNAP APP-24)/KCRC Railway Protection Areas (PNAP APP-131)</td>
<td></td>
<td></td>
<td>MTR Corporation Limited (MTRCL)</td>
</tr>
<tr>
<td>Category</td>
<td>Responsible Departments</td>
<td></td>
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<td>-------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------</td>
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<tr>
<td>Culvert, nullah</td>
<td>(a) Geotechnical Engineering Office, CEDD; (b) Drainage Services Department; and (c) Highways Department</td>
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<td></td>
</tr>
<tr>
<td>Natural stream or river</td>
<td>(a) Drainage Services Department (b) Agriculture, Fisheries and Conservation Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Works affecting existing or proposed sewage works</td>
<td>(a) Geotechnical Engineering Office, CEDD; (b) Drainage Services Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kowloon Canton Railway route protection area or proposed rail routes</td>
<td>Railway Development Office, Highways Department</td>
<td></td>
<td></td>
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<tr>
<td>Eastern Harbour Crossing,</td>
<td>District and Maintenance Section, Highways Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Kowloon Route Protection areas</td>
<td>Major Works Project Management Office, Highways Department</td>
<td></td>
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<tr>
<td>Light Rail Transit Railway route or reserves</td>
<td>Light Rail, MTRCL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tung Chung Cable Car Route Protection Area</td>
<td>(a) Mass Transit Railway Corporation Limited; (b) Electrical and Mechanical Services Department; (c) Project Manager/CEDD; and (d) Ngong Ping 360 Limited</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLK Airport, works exceeding height limit under Cap 301, illuminated sky signs near Airport</td>
<td>Civil Aviation Department (2 sets of plans)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal street, vehicular access, street improvement, corner splay, street lighting, cinema entrances, parking provisions and layout, traffic engineering matters, structures to be erected in, over, under or upon street</td>
<td>(a) Highways Department (b) PM/CEDD for works in NT; and (c) Transport Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sea walls, marine works, port works, reclaimation, dredging, pier, illuminated signs facing harbour</td>
<td>(a) Port Works Division, CEDD; and (b) Marine Department</td>
<td></td>
<td></td>
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<tr>
<td>Water mains</td>
<td>Water Supplies Department</td>
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<td></td>
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<tr>
<td>Country parks</td>
<td>Agriculture, Fisheries and Conservation Department</td>
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<tr>
<td>Clinics</td>
<td>Department of Health</td>
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<tr>
<td>Hospitals</td>
<td>Hospital Authority</td>
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<tr>
<td>Schools, kindergartens</td>
<td>Education Bureau</td>
<td></td>
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<tr>
<td>Clubs</td>
<td>Licensing Authority, HAD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel</td>
<td>(a) Licensing Authority, HAD (b) Commissioner for Tourism</td>
<td></td>
<td></td>
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<tr>
<td>Gas supply installations, oil storage installations</td>
<td>Gas Standards Office, EMSD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pollution control, factory chimneys, sewage treatment plants, oil storage installations</td>
<td>Environmental Protection Department</td>
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<tr>
<td>Single occupancy factories</td>
<td>Labour Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monuments, Graded Buildings or Site having archaeological interest</td>
<td>Antiquities and Monuments Office, Leisure and Cultural Services Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mail Room</td>
<td>Post Office</td>
<td></td>
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<tr>
<td>Telecommunication Transmitting Stations</td>
<td>Office of the Telecommunications Authority</td>
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<tr>
<td>Refuse disposal or markets</td>
<td>Food and Environmental Hygiene Department</td>
<td></td>
<td></td>
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<tr>
<td>Nurseries, child care centres, residential care homes for the elderly; social service institutions</td>
<td>Social Welfare Department</td>
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</tr>
</tbody>
</table>

Total no. of sets of plans to be submitted (Parts 2&3):

(Rev. 5/2011)
Fire Service Installations Proposals

1. Upon submission of building plans to BD, the covering letter should be copied to the Fire Services Department (FSD).

2. The two/three* sets of plans for referral to the FSD should be clearly identified by a suitable note in bold lettering in the lower right hand corner of every plan and should show the proposed fire service installations and equipment referred to in Buildings Ordinance section 16(1)(b)(ii).

3. After checking, the plans will be dealt with in one of the following ways:

   (a) If the plans are acceptable, FSD would issue a standard letter (with a copy to BD) notifying the AP to collect the set of endorsed plans from FSD. If a certificate is issued for the purpose of Buildings Ordinance section 16(1)(b)(ii), the AP shall endeavour to collect the certificate and pay the fee as specified in Regulation 3 of the Fire Services Department (Reports and Certificates) Regulations (Cap. 95C).

   (b) If the plans are acceptable subject to minor changes, the AP will be invited by the FSD to make the necessary amendment. The procedure in sub-paragraph (a) above will then follow.

   (c) If the plans are not acceptable, FSD would retain one set of plans and issue a letter (with a copy to BD) notifying the AP of the adverse comments and to collect the remaining set of plans from FSD. Such comments will not be repeated in any of BD's communication with the AP.

4. No matter the plans are acceptable or not, the relevant set of plans should be collected by the AP within 3 months from the date of the notification letter from FSD. Otherwise, the uncollected plans will be deemed to be no longer required by the AP, and FSD will make arrangement for the disposal of those plans without further notification.

5. The Director of Fire Services may sometimes make additional recommendations which are not related to the issue of a certificate under Buildings Ordinance section 16(1)(b). His various comments will therefore be grouped under the following headings:

   (a) Reasons for Refusal of a Certificate under Buildings Ordinance section 16(1)(b)

   (b) Strongly Recommended Practice

   These are recommendations which if not adopted may render the completed building a fire hazard resulting in possible abatement action under the Fire Services Ordinance.

   (c) Recommendations of a Purely Optional Nature

   The adoption of these recommendations is considered to be good practice.

* 3 sets if subject to the Fire Safety (Commercial Premises) Ordinance or the Fire Safety (Buildings) Ordinance.

(Rev. 2/2009)
Lease Matters

1. Upon formal submission to BD, two sets of plans together with the required Development Schedule will be referred to the relevant District Lands Officer to check compliance with the lease conditions. Additional sets of plans may be required by the District Lands Officer in certain instances, e.g. where Government accommodation is involved. It will help to speed up the process if the name and contact telephone number of the AP are printed on the plans.

2. The District Lands Officer, after consultation with other interested parties, will advise AP of his comments directly.

3. Where there are adverse comments under the lease conditions, the AP should, upon re-submission through the centralised processing system, explain in a covering letter, copied to the District Lands Officer, how he proposes to resolve the anomalies.

4. All enquiries on lease matters should be forwarded directly to the relevant District Lands Officer. If a lease modification is required, it should precede formal submission of plans.

________________________________________
### Application for modification of and/or exemption from the provisions of the Buildings Ordinance and/or regulations made thereunder

<table>
<thead>
<tr>
<th>B.D. Ref.</th>
<th>Date</th>
</tr>
</thead>
</table>

Address: _____________________________________  
Lot No.: _____________________________________

To the Building Authority,

Pursuant to the provisions of section 42 of the Buildings Ordinance, I hereby apply for a modification of and/or exemption from the provisions of the Buildings Ordinance/Regulations, namely ___________________________ in respect of the following *building works/street works:

<table>
<thead>
<tr>
<th>Description of modification/exemption sought:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of subject and drawing number:</td>
</tr>
</tbody>
</table>

Special circumstances in connection with the said works in support of this application, including reasons for not being able to comply with the Buildings Ordinance/Regulations:

| Special circumstances in connection with the said works in support of this application, including reasons for not being able to comply with the Buildings Ordinance/Regulations: |

Justifications, proposed remedies and supporting documents (if any):

| Justifications, proposed remedies and supporting documents (if any): |

Signature and Full Name of applicant

______________________________

Capacity of applicant

* Delete whichever is inapplicable
For internal use by officers of Buildings Department.

<table>
<thead>
<tr>
<th>Initial Comments by CBS/CSE</th>
<th>Initial Comments by SBS/SSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referral to BC required / not required *</td>
<td>Referral to BC required / not required *</td>
</tr>
<tr>
<td>Signature :</td>
<td>Signature :</td>
</tr>
</tbody>
</table>

BS’s/SE’s Comments

<table>
<thead>
<tr>
<th>ACCEPT**</th>
<th>REFUSE**</th>
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<tbody>
<tr>
<td></td>
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<td></td>
<td>Signature :</td>
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</table>

SBS’s/SSE’s Comments

<table>
<thead>
<tr>
<th>ACCEPT**</th>
<th>REFUSE**</th>
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<td>Signature :</td>
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**Decision by (BC/CBS/CSE)*

<table>
<thead>
<tr>
<th>ACCEPT**</th>
<th>REFUSE**</th>
<th>OTHERS**</th>
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<tbody>
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<td></td>
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<td>Signature :</td>
</tr>
</tbody>
</table>

* Delete whichever is inapplicable
** Please tick as appropriate
Appendix E
(PNAP ADM-2)

Guidance Notes on Information Required
in conjunction with Building (Planning) Regulations 23(3)(b) and
Modifications/Exemptions Frequently Applied For

Buildings Ordinance (BO) s31(1) - projection over street

- Details of the proposed projection (plan, elevation and section), clearance over pavement/street, width of the existing pavement and carriageway.
  (Note: For application for installation of sheet piles under a public street, the BA would only consider an application if relevant governments raise no objection and that the requirements imposed by the concerned department(s), if any, are complied with.)

Building (Planning) Regulations (B(P)R) 20 & 21 - exclusion of projections from plot ratio (PR) and site coverage (SC) calculations (PNAP APP-19)

- Justification for AC boxes and platforms not complying with paragraph 3(b) of PNAP APP-19.
- Letter from the developer or owner undertaking the following:
  - that the result of the Provisional Assessment under the BEAM Plus certification conferred/issued by the Hong Kong Green Building Council and information on the estimated energy performance/consumption will be submitted prior to the application for consent to commence the building works shown on the approved plans; that the updated information on the estimated energy performance/consumption will be submitted upon application for occupation permit; that the result of the Final Assessment under the BEAM Plus certification conferred/issued by the Hong Kong Green Building Council will be submitted within 6 months of the date of issuance of the occupation permit by the BA; and
  - where the features are provided in a residential development, that such latest BEAM Plus result and energy performance information as submitted to the BA will be clearly stated in the Sales Brochure.

B(P)R20 - excessive site coverage for upgrading FS installation in existing buildings

- Confirmation if the work is to bring the FS installation in the existing building up to the current standard.

B(P)R20 & 21 - exclusion of existing party structures and common staircases of an existing old building that would be demolished in due course from SC&PR calculations

- Details indicating if the party structures are physically separated from the proposed new building and whether there is intervening space for potential infilling.
- GFA calculation of the proposed areas to be exempted.
**B(P)R22** - application for bonus PR/SC for dedication/surrender of land for public passage/street widening (PNAP APP-108)

- Plans suitably marked up to delineate the proposed area to be dedicated/surrendered.
- Letter undertaking that the areas will be dedicated/surrendered to the Government, that it will be embodied in a Deed of Dedication, Agreement to Surrender or the lease of the lot and that the Deed/Agreement/lease will be executed and registered at the Land Registry prior to application for consent to commence of works. (sample undertaking for surrender of land is attached for reference)
- For cases involving dedication of areas within the building envelope - the location of the plague(s) stating the dedication of the areas for public passage and details of such plague(s).
- GFA calculation of the proposed areas to be exempted and bonus GFA to be claimed.

**B(P)R23(3)(a)** - exclusion of voids in non-domestic developments (including entrance voids) from GFA (PNAP APP-2)

- Plans and sections marking clearly the location of the void and the proposed use of the space.
- GFA calculation of the proposed areas to be exempted.

**B(P)R23(3)(a)** - exclusion of voids in duplex domestic flats/houses from GFA (PNAP APP-2)

- Details showing the criteria set out in PNAP APP-2 are complied with.
- GFA calculation of the proposed areas to be exempted.
- Letter from the developer or owner undertaking the following:
  - that the area(s) of the voids will be designated as ‘voids’ in the Deed of Mutual Covenant (DMC) with their locations clearly indicated. Such DMC should contain binding and enforceable conditions included for the control, management and maintenance of the features. Where no DMC is to be in force for a development, such designation shall be incorporated into the Sales and Purchase Agreement, Assignment, Tenancy Agreement or conveyancing document such that the future owners or tenants are aware of their rights and liabilities;
  - that the result of the Provisional Assessment under the BEAM Plus certification conferred/issued by the Hong Kong Green Building Council and information on the estimated energy performance/consumption will be submitted prior to the application for consent to commence the building works shown on the approved plans; that the updated information on the estimated energy performance/consumption will be submitted upon application for occupation permit; that the result of the Final Assessment under the BEAM Plus certification conferred/issued by the Hong Kong Green Building Council will be submitted within 6 months of the date of issuance of the occupation permit by the BA;
  - that such latest BEAM Plus result and energy performance information as submitted to the BA will be clearly stated in the Sales Brochure; and
that the features will be separately listed in the Sales Brochure.

B(P)R23(3)(a) - exclusion of chimney shaft and filtration plant rooms for communal swimming pool from GFA (PNAP APP-2)

- Details of plants and equipment for filtration plant room for communal swimming pool with justification for the spacing between plants/equipment or from the walls of the room if such spacing is more than 1.5m.
- GFA calculation of the proposed areas to be exempted.
- Letter from the developer or owner undertaking the following :-
  - that the result of the Provisional Assessment under the BEAM Plus certification conferred/issued by the Hong Kong Green Building Council and information on the estimated energy performance/consumption will be submitted prior to the application for consent to commence the building works shown on the approved plans; that the updated information on the estimated energy performance/consumption will be submitted upon application for occupation permit; that the result of the Final Assessment under the BEAM Plus certification conferred/issued by the Hong Kong Green Building Council will be submitted within 6 months of the date of issuance of the occupation permit by the BA; and
  - where the features are provided in a residential development :-
    - that such latest BEAM Plus result and energy performance information as submitted to the BA will be clearly stated in the Sales Brochure; and
    - the features will be separately listed in the Sales Brochure.

B(P)R23(3)(a) - exclusion of covered landscaped and play areas, recreational facilities in domestic development from GFA (PNAP APP-42 and PNAP APP-104).

- GFA calculation of the proposed areas to be exempted including all voids, covered walkway and plant rooms serving solely for recreational facilities.
- Details of the plants and equipment for swimming pool filtration plant room serving solely for recreational facilities with justification for the spacing between plants/equipment or from the walls of the room if such spacing is more than 1.5m.
- Plans with the proposed areas and its GFA calculation suitably highlighted for registration in the Land Registry.
- For recreational facilities, details showing the criteria set out in PNAP APP-42 and APP-104 are complied with and financial statement to indicate the viability for maintenance of the facilities.
- Letter from the developer or owner undertaking the following :-
  - that the recreational facilities will be designated as common parts in the DMC with details of the use and location clearly indicated. Such DMC should contain binding and enforceable terms and conditions included for the control, operation, financial support and maintenance of the facilities;
  - that the result of the Provisional Assessment under the BEAM Plus certification conferred/issued by the Hong Kong Green Building Council and information on the estimated energy performance/consumption will be submitted prior to the application for consent to commence the building works shown on the approved plans; that the updated information on the estimated energy performance/consumption will be submitted upon application for occupation permit; and
  - that the result of the Final Assessment under the BEAM Plus certification conferred/issued by the Hong Kong Green Building Council will be submitted within 6 months of the date of issuance of the occupation permit by the BA; and
occupation permit; that the result of the Final Assessment under the BEAM Plus certification conferred/ issued by the Hong Kong Green Building Council will be submitted within 6 months of the date of issuance of the occupation permit by the BA;

➢ that such latest BEAM Plus result and energy performance information as submitted to the BA will be clearly stated in the Sales Brochure; and
➢ that the features will be separately listed in the Sales Brochure.

**B(P)R23(3)(a)** - exclusion of horizontal screens/covered walkway in domestic or composite developments and trellis from GFA (PNAP APP-42)

● Details of the proposed horizontal screens and trellis (plan and section).
● Details showing the criteria set out in PNAP APP-42 are complied with.
● Details of the greenery provision to justify their exclusion from the overall cap on GFA concessions, if applicable.
● Justification on the need for cases where the width of the horizontal screen/covered walkway is more than 2m.
● GFA calculation of the proposed areas to be exempted.
● Letter from the developer or owner undertaking the following :

➢ that the features will be designated as common parts in the DMC with details of the use and location clearly indicated. Such DMC should contain binding and enforceable terms and conditions included for the control, management and maintenance of the features (if applicable);
➢ that the result of the Provisional Assessment under the BEAM Plus certification conferred/ issued by the Hong Kong Green Building Council and information on the estimated energy performance/ consumption will be submitted prior to the application for consent to commence the building works shown on the approved plans; that the updated information on the estimated energy performance/ consumption will be submitted upon application for occupation permit; that the result of the Final Assessment under the BEAM Plus certification conferred/ issued by the Hong Kong Green Building Council will be submitted within 6 months of the date of issuance of the occupation permit by the BA;
➢ that such latest BEAM Plus result and energy performance information as submitted to the BA will be clearly stated in the Sales Brochure; and
➢ that the features will be separately listed in the Sales Brochure.

**B(P)R23(3)(a)** - exclusion of counters, offices, stores, guard rooms and lavatories for watchman and management staff and owner’s corporation office from GFA (PNAP APP-42)

● Location together with GFA calculation of the proposed areas to be exempted.
● Details showing the criteria set out in PNAP APP-42 are complied with.
● For owners’ corporation office, justification on proposed size or required size under lease.
● Letter from the developer or owner undertaking the following :-

➢ that the proposed facilities will be designated as common parts in the DMC with details of the use and location clearly indicated. Such DMC should contain binding and enforceable conditions for the control, management and maintenance of the facilities;
that the result of the Provisional Assessment under the BEAM Plus certification conferred/issued by the Hong Kong Green Building Council and information on the estimated energy performance/consumption will be submitted prior to the application for consent to commence the building works shown on the approved plans; that the updated information on the estimated energy performance/consumption will be submitted upon application for occupation permit; that the result of the Final Assessment under the BEAM Plus certification conferred/issued by the Hong Kong Green Building Council will be submitted within 6 months of the date of issuance of the occupation permit by the BA; and

where the features are provided in a residential development:-
- that such latest BEAM Plus result and energy performance information as submitted to the BA will be clearly stated in the Sales Brochure; and
- that the features will be separately listed in the Sales Brochure.

B(P)R23(3)(a) - exclusion of lift shaft areas in domestic/composite and office buildings from GFA (PNAP APP-89)

- GFA calculation of the proposed areas to be exempted.
- Assessment from a lift engineer or consultant confirming that, according to international codes, the lift service to be provided is above the acceptance level of service in terms of handling capacity and waiting time and that there is adequate manoeuvring space for the carrying out of maintenance work.
- Letter from the developer or owner undertaking the following:-
  - that the result of the Provisional Assessment under the BEAM Plus certification conferred/issued by the Hong Kong Green Building Council and information on the estimated energy performance/consumption will be submitted prior to the application for consent to commence the building works shown on the approved plans; that the updated information on the estimated energy performance/consumption will be submitted upon application for occupation permit; that the result of the Final Assessment under the BEAM Plus certification conferred/issued by the Hong Kong Green Building Council will be submitted within 6 months of the date of issuance of the occupation permit by the BA; and
  - where the features are provided in a residential development:-
    - that such latest BEAM Plus result and energy performance information as submitted to the BA will be clearly stated in the Sales Brochure; and
    - that the features will be separately listed in the Sales Brochure.

B(P)R23(3)(a) – exclusion of voids of cocklofts over G/F shops in single-staircase buildings (PNAP APP-2)

- Details showing if the following criteria are complied with:
  a. The cocklofts are constructed over ground floor shops forming an integral part and within the curtilage of the ground storey;
  b. The cocklofts are used only as storage for the shops;
  c. There is no sanitary provision in the cocklofts;
  d. The cocklofts are not at the same level as any adjacent staircase landing;
  e. The cocklofts are only accessible through the G/F shop;
  f. A minimum clearance of 1.5 m is maintained across the front;
g. All openings in the cockloft floor are only defended with protective barriers; and
h. Only one such cockloft is situated in any one shop.

- GFA calculation of the proposed areas to be exempted.
- Letter from the developer or owner undertaking that the result of the Provisional Assessment under the BEAM Plus certification conferred/issued by the Hong Kong Green Building Council and information on the estimated energy performance/consumption will be submitted prior to the application for consent to commence the building works shown on the approved plans; that the updated information on the estimated energy performance/consumption will be submitted upon application for occupation permit; that the result of the Final Assessment under the BEAM Plus certification conferred/issued by the Hong Kong Green Building Council will be submitted within 6 months of the date of issuance of the occupation permit by the BA.

B(P)R 23(3)(a) – exclusion of refuge area which are required under MOE Code from GFA (PNAP APP-2)

- Details showing compliance with MOE Code and FRC Code.
- GFA calculation of the proposed areas to be exempted.
- Where the features are provided in a residential development, letter from the developer or owner undertaking that the feature will be separately listed in the Sales Brochure.

B(P)R 23(3)(a) – exclusion of pipe ducts and air ducts from GFA (PNAP APP-2 and APP-93)

- Details showing the criteria set out in PNAP APP-93 are complied with.
- Location and dimension of pipe ducts and pipe wells with justification as appropriate.
- GFA calculation of the proposed areas to be exempted.
- For pipe ducts and air ducts for non-mandatory/non-essential plant room and environmentally friendly system and feature, letter from the developer or owner undertaking the following :-
  - that the result of the Provisional Assessment under the BEAM Plus certification conferred/issued by the Hong Kong Green Building Council and information on the estimated energy performance/consumption will be submitted prior to the application for consent to commence the building works shown on the approved plans; that the updated information on the estimated energy performance/consumption will be submitted upon application for occupation permit; that the result of the Final Assessment under the BEAM Plus certification conferred/issued by the Hong Kong Green Building Council will be submitted within 6 months of the date of issuance of the occupation permit by the BA; and
  - where the features are provided in a residential development :-
    - that such latest BEAM Plus result and energy performance information as submitted to the BA will be clearly stated in the Sales Brochure; and
    - that the features will be separately listed in the Sales Brochure.
B(P)R 23(3)(a) – exclusion of boiler room, SMATV room, plant room for environmentally friendly system and feature from GFA (PNAP APP-2)

- GFA calculation of the proposed areas to be exempted.
- Location and size of rooms as appropriate.
- For plant rooms to accommodate energy efficient or environmental friendly systems/ features, quantitative justifications on energy saving/ benefit to the environment.
- Letter from the developer or owner undertaking the following :-
  - that the facilities will be designated as common parts in the DMC with details of the use and location clearly indicated. Such DMC should contain binding and enforceable terms and conditions included for the control, management and maintenance of the facilities;
  - that the result of the Provisional Assessment under the BEAM Plus certification conferred/ issued by the Hong Kong Green Building Council and information on the estimated energy performance/ consumption will be submitted prior to the application for consent to commence the building works shown on the approved plans; that the updated information on the estimated energy performance/ consumption will be submitted upon application for occupation permit; that the result of the Final Assessment under the BEAM Plus certification conferred/ issued by the Hong Kong Green Building Council will be submitted within 6 months of the date of issuance of the occupation permit by the BA; and
  - where the features are provided in a residential development :-
    - that such latest BEAM Plus result and energy performance information as submitted to the BA will be clearly stated in the Sales Brochure; and
    - that the features will be separately listed in the Sales Brochure.

B(P)R 23(3)(a) – exclusion of green and innovative features from GFA (JPN 1 and 2)

- GFA calculation of the proposed areas to be exempted.
- Details showing the criteria set out in JPNs are complied with.
- Letter from the developer or owner undertaking the following :-
  - that the balconies/ utility platforms and covered areas underneath the balconies/ utility platforms will be designated as “non-enclosed areas”, and sky gardens/ podium gardens as “common parts” in the DMC with details of the use and location clearly indicated. Such DMC should contain binding and enforceable conditions included for the control, operation, financial support and maintenance where applicable, of such features. Where no DMC is to be in force for a development, such designation shall be incorporated into the Sales and Purchase Agreement, Assignment, Tenancy Agreement or conveyancing document such that the future owners or tenants are aware of their rights and liabilities (if applicable);
  - that the result of the Provisional Assessment under the BEAM Plus certification conferred/ issued by the Hong Kong Green Building Council and information on the estimated energy performance/ consumption will be submitted prior to the application for consent to commence the building works shown on the approved plans; that the updated information on the estimated energy performance/ consumption will be submitted upon application for occupation permit; that the result of the Final Assessment under the BEAM
Plus certification conferred/ issued by the Hong Kong Green Building Council will be submitted within 6 months of the date of issuance of the occupation permit by the BA; and

- where the features are provided in a residential development:
  - that such latest BEAM Plus result and energy performance information as submitted to the BA will be clearly stated in the Sales Brochure; and
  - that the features will be separately listed in the Sales Brochure.

**B(P)R23(3)(b)** - acceptance of disregarding essential plant rooms, e.g. TBE room, refuse storage and material recovery chambers and refuse chutes, water tank rooms, pump rooms, sewage treatment plant rooms etc. from GFA calculations (PNAP APP-2 and APP-42)

- GFA calculation of the proposed areas to be disregarded, including the enclosing walls and the associated protected lobby, if any, solely serving the said rooms or features.
- Location of plants and equipment with justification as appropriate.

**B(P)R23(3)(b)** - acceptance of disregarding non-essential plant rooms, e.g. AC plant rooms & AHU rooms from GFA calculations (PNAP APP-2 and APP-42)

- GFA calculation of the proposed areas to be disregarded.
- Location of plants and equipment with justification as appropriate.
- For AC plant room with access within an individual residential unit, justification on the location and proposed size.
- Letter from the developer or owner undertaking the following:
  - that the result of the Provisional Assessment under the BEAM Plus certification conferred/ issued by the Hong Kong Green Building Council and information on the estimated energy performance/ consumption will be submitted prior to the application for consent to commence the building works shown on the approved plans; that the updated information on the estimated energy performance/ consumption will be submitted upon application for occupation permit; that the result of the Final Assessment under the BEAM Plus certification conferred/ issued by the Hong Kong Green Building Council will be submitted within 6 months of the date of issuance of the occupation permit by the BA; and
  - where the features are provided in a residential development, that such latest BEAM Plus result and energy performance information as submitted to the BA will be clearly stated in the Sales Brochure.

**B(P)R23(3)(b)** - acceptance of disregarding car parking and loading and unloading areas (and associated ramps and facilities) from GFA calculations (PNAP APP-2 & APP-40)

- Standard of carparking spaces set out in HKPSG.
- Justification on the design and layout based on site specific demand to the satisfaction of Transport Department.
- Electric vehicle (EV) charging facilities to be installed with location and dimension of associated facilities, if applicable.
- Justification on the infeasibility of underground carparks, if applicable.
B(P)R 25 - exemption of open space requirement for hotel development

- Confirmation if the proposed hotel complies with the requirements of PNAP APP-40.

B(P)R 30, 36 - omission or reduction in standard of natural lighting and ventilation for ancillary office which does not exceed 30% of the GFA of the premises within which it is located, toilets and kitchens in licensed premises, toilets in basement, internal toilets in non-domestic buildings, internal bathrooms in hotel premises and changing rooms containing sanitary fitments etc.

- Calculation of the usable floor area, % of deficiency in the areas provided for glazed and/or openable windows against the areas prescribed under B(P)R 30, 36.
- Assessment report confirming that mechanical means of ventilation to be provided in the building is capable of supplying fresh air at the rates stipulated in Annex 1.
- Compliance with the requirements set out in Annex 2 of PNAP ADM-2 for the fresh air intake.
- The submission of plans and sections marking clearly the locations of the proposed fresh air intake shall be submitted except for a central AC system for B(P)R 36.

B(P)R 30(2)(a)(ii) - reduction of openable windows for non-domestic commercial buildings fitted with curtain wall.

- Calculation of the usable floor area and actual areas provided for openable windows.
- Assessment report confirming that mechanical means of ventilation to be provided in the building is capable of supplying fresh air at the rates stipulated in Annex 1.
- Plans and sections marking clearly the locations of the proposed fresh air intake to indicate the compliance of the requirements set out in Annex 2.
- Elevations and plans highlighting location of the openable windows indicating whether
  - the area of openable windows is not less than 1% of the floor area;
  - the provision of openable sashes is equally distributed about the façade;
  - the openable windows can be readily opened;
  - the accommodation is designed so that all units are capable of receiving natural ventilation in the event of failure of the mechanical system.

B(P)R 35A - omission of gas aperture in a bathroom in domestic premises (sharing of water heater installed in another room)

- Location of the hot water heater and details showing the hot water pipe from the said water heater complies with Waterworks Regulation 19.

B(P)R 35A - omission of gas aperture in a shower room for recreational facilities

- Indication on whether electric water heater will be installed prior to completion of the building.
B(P)R36 - omission or reduction in standard of natural lighting and ventilation to bathrooms in domestic flats or houses. (PNAP APP-98)

- Location of the ventilation duct, aperture in wall or door (with area calculation) and flue apertures on the plan.

B(P)R40 - omission of natural lighting to staircases within a podium above the ground floor or within the central core of office towers

- Indication that a permanent artificial lighting system with 30 lux min. lighting level backed up by an emergency lighting system providing a horizontal illuminance at floor level of not less than 2 lux complying with the Code of Practice for Minimum Fire Service Installations and Equipment/requirements of the Director of Fire Services and BS5266 Part 1:1988, and permanently maintained in effective working order, will be provided.

B(SSFPDWL)R48 – to have a less fall for drains and sewers

- Substantiation that a minimum velocity of 750mm/sec is achieved.

B(SSFPDWL)R50(3) - provision of flexible joint for underground drainage pipework in reclaimed land

- Calculations on the anticipated settlements and test report demonstrating that the joint can accommodate the anticipated settlement.
- Location of the flexible joint(s).

B(C)R9A - deviation from the requirements of the Code of Practice on Building Works for Lifts and Escalators relating to the dimensions of lift well and/or machine room

- List the deviations from the Code of Practice with full justification for non-compliance.
- For variation of the size of the lift well
  Specification of lift installation (i.e. no. of passengers, rated load and rated speed). Details of the lift well including width/depth showing the distances between the lift car and counterweight (and its associated components) and between guide rails and walls of lift well.
- For variation of the lift well headroom and pit depth
  Calculations with details of the headroom of the lift well and pit depth indicating that the relevant requirements in the Code of Practice on the Design and Construction of Lifts and Escalators (Design Code) are satisfied.
- For variation of size or height of machine room
  Details showing that the relevant requirements in the Design Code are satisfied.
- Confirmation from a registered lift engineer or an authorized signatory of a registered lift contractor that the installation can be accommodated in the proposed lift well and machine room, any future maintenance, repair, major alteration, replacement, examination and testing of lift can be carried out in the proposed lift well and machine room safely and without difficulty; and the lift installation is in full compliance with the Design Code.

(Rev. 5/2011)
Fresh Air Supply Requirement for Non-Domestic Buildings and Hotel Bathrooms

A) Mechanical Ventilation

<table>
<thead>
<tr>
<th>Building/Premises</th>
<th>Fresh Air Supply Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ancillary Offices</strong></td>
<td><em>5 Air Changes Per Hour (ACH)</em></td>
</tr>
<tr>
<td>(not exceeding 30% of the GFA of the premises within which it is located)</td>
<td></td>
</tr>
<tr>
<td><strong>Kitchens in licensed premises</strong></td>
<td><strong>20 ACH</strong></td>
</tr>
<tr>
<td><strong>Toilets in non-domestic Buildings</strong></td>
<td><strong>10 ACH</strong></td>
</tr>
</tbody>
</table>

B) Mechanical Ventilation in the form of Central Air-conditioning

<table>
<thead>
<tr>
<th>Building/Premises</th>
<th>Fresh Air Supply Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose designed office buildings</strong></td>
<td><strong>1.1 L/s/m² or 10 L/s/person</strong></td>
</tr>
<tr>
<td><strong>Toilets in non-domestic Buildings</strong></td>
<td>**10 ACH ***</td>
</tr>
<tr>
<td><strong>Bathrooms in hotels</strong></td>
<td>**18 L/s/room ***</td>
</tr>
</tbody>
</table>

* The air exhausted from toilets in non-domestic buildings and bathrooms in hotels may be compensated by air supplied through adjacent areas. However, the mechanical exhaust should not be re-circulated.

(Rev. 5/2010)
Requirements on Fresh Air Intake of Mechanical Ventilation System

The fresh air intake should be placed where the air is free from contamination or odour. The location of fresh air intake should meet the following requirements:

(a) It should not be located within 5m from other sources of contamination such as exhaust outlets of the building or adjacent buildings, traffic, car parks, unloading bays, refuse chutes/refuse rooms, evaporative cooling towers, emergency generators, plumbing vents, kitchens, and toilets;

(b) It should not be located below ground level or close to cooling towers;

(c) It should face away from potential pollution sources; and

(d) It should be protected from rain entrainment, and covered by a screen to prevent the entry of birds, rodents, and extraneous articles.

(Rev. 5/2010)
Sample Undertaking

Undertaking to Surrender of Land
for Street Widening Purpose

_______________________

To the Building Authority

*I/we (name in full) _______________________________________ (Chinese)

________________________ of (Address) __________________________________________

_____________________________________________________________________________

Telephone No. __________________, Fax No. ____________________ holder of *HKID
No./Business Registration Certificate No. ______________________, being the owner(s) of
(address of site) ______________________________________________________________
at (Lot no.) _______________________________, undertake to surrender a strip of land
abutting (name of street) _______________________________________________, as shown
coloured red (for identification purpose only) on the attached Plan for Surrender, subject to the
following clauses :-

(a) The subject land is to be surrendered to the State for the use of the
Government free of all costs.

(b) *I/we undertake that the subject land is to be surrendered to the State
for the use of the Government free of all buildings, walls, fences and
other structures or erections and anything affixed to or projecting from
any buildings, walls, fences and other structures or erections shall be
cleared and removed prior to the surrender; and I/we* further
undertake to be solely responsible to bear all costs and expenses in
respect of such clearance and removal.

(c) *I/we undertake to pay the cost of paving, channelling and drainage of
the subject land.

(d) *I/we undertake to execute appropriate surrender documents at the
request of the Government.

*I/we further undertakes to pay on demand all costs, fees and expenses of the
Government of and incidental to the proposed surrender including but not limited to the
administrative fees of the Legal Advisory and Conveyancing Office of the Lands Department
and related Land Registry charges at such rate in force when the demand is made and that *I/we
shall be deemed to have knowledge of such rate as revised and announced from time to time.

________________________________________
Signature

________________________________________
Capacity

* Delete whichever is inapplicable
Appendix F  
(PNAP ADM-2)  

Checklist on Valid Forms BD 106

To the Building Authority:

BD Ref. : ________________  Date : ________________

Re : ______________________________________

(Address of development site)

<table>
<thead>
<tr>
<th>Permit No. &amp; Issue Date</th>
<th>Description</th>
<th>Validity</th>
</tr>
</thead>
</table>
| HK XXX/2005(MOD) XX/7/2005 | Building (Planning) Regulation 23(3)(a) to permit the following to be excluded from gross floor area calculation:  
(i) Recreational Facilities on Podium 2/F & Podium 3/F | x |
| | (ii) Roof Garden at Grid 10-12, E-J on Podium 3/F | ✓ |
| | (iii) Landscape Garden under the footprint of Domestic Tower on Podium 3/F | ✓ |
| | (iv) Refuge Floor | x |
| | (v) Filtration Plant Room on Podium 2/F | x |
| | (vi) Pipe Ducts as shown on plans | ✓ |
| | (vii) Caretaker counter on G/F | x |
| | (viii) Owner's Committee Office on Podium 3/F | x |
| | (xi) Lift Shafts Areas over and above 2.5% of the total gross floor area | ✓ |
| HK XXX/2005(MOD) XX/11/2005 | Building (Planning) Regulation 23(3)(a) to permit the following to be excluded from gross floor area calculation:  
(i) Recreational facilities on 42/F, 43/F & 45/F | x |
| | (ii) Covered Landscape Garden on 3/F | ✓ |
| | (iii) Filtration Plant Room on 43/F | x |
| | (iv) Void over Game Room on 43/F | x |
| | (v) Void over Domestic Entrance on G/F | x |
| | (vi) Owner's Committee Office & Caretaker Office on 42/F | x |

(2) Building (Planning) Regulations 20 & 23(3)(a) to permit the following areas to be excluded from site coverage and gross floor area calculations:

(i) Balconies & Utility Platforms on 5/F to 38/F | x |
| (ii) Width of Lift Lobbies & Corridor on 5/F to 39/F | x |

(3) Building (Planning) Regulation 30 to permit the omission of natural lighting and ventilation in the following:

(i) Owner's Committee Office on Podium 3/F | x |

(4) Building (Planning) Regulation 36 to permit the omission of natural lighting and ventilation in the following:

(i) Internal Bathrooms on 5/F to 39/F | x |
| (ii) Internal Toilets & Changing on G/F to Podium 3/F | x |

(5) Building (Construction) Regulation 35 to permit the level of the following to be less than 150mm above the external ground:

(i) Shops on G/F | ✓ |

(6) Building (Planning) Regulation 40 to permit the omission of natural lighting in the following:

(i) ST-1 to ST-5 above Ground Floor | ✓ |
<table>
<thead>
<tr>
<th>Permit No. &amp; Issue Date</th>
<th>Description</th>
<th>Validity</th>
</tr>
</thead>
<tbody>
<tr>
<td>HK XXX/2006(MOD)</td>
<td>(1) Building (Planning) Regulation 23(3)(a) to permit the following to be</td>
<td></td>
</tr>
<tr>
<td>XX/5/2006</td>
<td>excluded from gross floor area calculation:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) Recreational facilities on 41/F to 43/F</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>(ii) Filtration Plant Room on 42/F</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>(iii) Void over Table Tennis Room on 42/F</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>(vi) Owner's Committee Office &amp; Caretaker Office on 41/F</td>
<td>✓</td>
</tr>
<tr>
<td>HK XXX/2006(MOD)</td>
<td>(2) Building (Planning) Regulations 20 and 23(3)(a) to permit the following</td>
<td></td>
</tr>
<tr>
<td>XX/8/2006</td>
<td>to be excluded from site coverage and gross floor area calculations:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) Mail Delivery Room on G/F</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>(ii) Balconies &amp; Utility Platforms on 7/F to 40/F</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>(iii) Width of Common Corridors &amp; Lift Lobbies on 7/F to 40/F</td>
<td>✓</td>
</tr>
<tr>
<td>HK XXX/2006(MOD)</td>
<td>(3) Building (Planning) Regulation 36 to permit the omission of natural</td>
<td></td>
</tr>
<tr>
<td>XX/9/2006</td>
<td>lighting and ventilation in the following:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) Internal Bathrooms on 7/F to 40/F</td>
<td>✓</td>
</tr>
<tr>
<td>HK XXX/2006(MOD)</td>
<td>(1) Building (Administration) Regulation 33(1) to permit exemption from</td>
<td></td>
</tr>
<tr>
<td>XX/8/2006</td>
<td>obtaining prior approval and consent for amendments to works to the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>following approved plans:</td>
<td></td>
</tr>
<tr>
<td>HK XXX/2006(MOD)</td>
<td>(i) Superstructure - Metal and Glass Railing at Podium and Typical Floor</td>
<td>N/A</td>
</tr>
<tr>
<td>XX/10/2006</td>
<td>Balcony</td>
<td></td>
</tr>
<tr>
<td>HK XXX/2006(MOD)</td>
<td>(i) Superstructure - Aluminium Grille at Typical Floor</td>
<td>N/A</td>
</tr>
<tr>
<td>XX/10/2006</td>
<td>(i) Disabled Toilets on 41/F &amp; Changing Rooms on 43/F</td>
<td>✓</td>
</tr>
<tr>
<td>HK XXX/2006(MOD)</td>
<td>(1) Building (Planning) Regulation 36 to permit the omission of natural</td>
<td></td>
</tr>
<tr>
<td>XX/10/2006</td>
<td>lighting and ventilation to the following:</td>
<td></td>
</tr>
<tr>
<td>HK XXX/2006(MOD)</td>
<td>(i) Superstructure - Aluminium Cladding at Typical Floor</td>
<td>N/A</td>
</tr>
<tr>
<td>XX/10/2006</td>
<td>(ii) Superstructure - Glass Wall and Skylight at G/F</td>
<td>N/A</td>
</tr>
</tbody>
</table>

I, (name in full) ______________________________, authorized person, confirm that for the purpose of Building (Administration) Regulation 44, the valid Forms BD 106 issued in respect of the captioned development site are summarized in the above checklist.

________________________
Signature of authorized person

Certificate of Registration No.: __________________________

Date of expiry of registration : __________________________

(2/2009)
Appendix G
(PNAP ADM-2)

**Areas of GFA Concessions**

The areas of GFA concessions should be clearly specified on the building plans as follows:

<table>
<thead>
<tr>
<th>To be specified on plans in making application for GFA concessions</th>
<th>To be specified in the final amendment plans prior to the application for occupation permit</th>
<th>Subject to the Overall cap (PNAP APP-15 1)</th>
</tr>
</thead>
</table>

**Disregarded GFA under Building (Planning) Regulations 23(3)(b)**

1. Carpark and loading/unloading area excluding public transport terminus ✓

2. **Plant rooms and similar services**  ✓
   2.1 Mandatory feature and essential plant room, area of which is limited by respective PNAP or regulation such as lift machine room, TBE room, refuse storage and material recovery chamber, etc. ✓ ✓
   2.2 Mandatory feature and essential plant room, area of which is NOT limited by any PNAP or regulation such as room occupied solely by FSI and equipment, meter room, transformer room, potable and flushing water tank, etc. ✓
   2.3 Non-mandatory / non-essential plant room such as A/C plant room, AHU room, etc. ✓ ✓ ✓

**Disregarded GFA under Building (Planning) Regulations 23A(3)**

3. Area for picking up and setting down persons departing from or arriving at the hotel by vehicle ✓

4. Supporting facilities for a hotel ✓ ✓

**Green Features under JPN 1 and 2**

5. Balcony for residential buildings ✓ ✓ ✓
6. Wider common corridor and lift lobby ✓ ✓ ✓
7. Communal sky garden ✓ ✓
8. Communal podium garden for non-residential buildings ✓ ✓
9. Acoustic fin ✓ ✓
10. Wing wall, wind catcher and funnel ✓ ✓
11. Non-structural prefabricated external wall ✓ ✓ ✓
12. Utility platform ✓ ✓ ✓
13. Noise barrier ✓ ✓

**Amenity Features**

14. Counter, office, store, guard room and lavatory for watchman and management staff, Owner’s Corporation Office ✓ ✓ ✓
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>✔️</th>
<th>✔️</th>
<th>✔️</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>Residential Recreational facilities including void, plant room, swimming pool filtration plant room, covered walkway etc serving solely the recreational facilities</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>16.</td>
<td>Covered landscaped and play area</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Horizontal screen/covered walkway, trellis</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>18.</td>
<td>Chimney shaft</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>19.</td>
<td>Other non-mandatory or non-essential plant room, such as boiler room, SMATV room</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>20.</td>
<td>Pipe duct, air duct for mandatory feature or essential plant room</td>
<td>✔️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>Pipe duct, air duct for non-mandatory or non-essential plant room</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>22.</td>
<td>Plant room, pipe duct, air duct for environmentally friendly system and feature</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>High headroom and void in front of cinema, shopping arcade etc. in non-domestic development</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>Void over main common entrance (Prestige entrance) in non-domestic development</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>25.</td>
<td>Void in duplex domestic flat and house</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>26.</td>
<td>Other projections such as air-conditioning box and platform with a projection of more than 750mm from the external walls</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**Other Exempted Items**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>✔️</th>
</tr>
</thead>
<tbody>
<tr>
<td>27.</td>
<td>Refuge floor including refuge floor cum sky garden</td>
<td>✔️</td>
</tr>
<tr>
<td>28.</td>
<td>Other projections</td>
<td>✔️</td>
</tr>
<tr>
<td>29.</td>
<td>Public transport terminus (PTT)</td>
<td>✔️</td>
</tr>
<tr>
<td>30.</td>
<td>Party structure and common staircase</td>
<td>✔️</td>
</tr>
<tr>
<td>31.</td>
<td>Horizontal area of staircase, lift shaft and vertical duct solely serving floor accepted as not being accountable for GFA</td>
<td>✔️</td>
</tr>
<tr>
<td>32.</td>
<td>Public passage</td>
<td>✔️</td>
</tr>
<tr>
<td>33.</td>
<td>Covered set back area</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**Bonus GFA**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>✔️</th>
</tr>
</thead>
<tbody>
<tr>
<td>35.</td>
<td>Bonus GFA</td>
<td>✔️</td>
</tr>
</tbody>
</table>
## Summary of GFA Concessions

### BD Ref.:  
(PNAP ADM-2)

### Notes:
1. # Item number please refer to Appendix G of PNAP ADM-2
2. Items 2.3, 5, 6, 11, 12, 14, 15, 17 to 20, 22, 25 to 27 are subject to the overall cap (applicable to new building plans submitted for approval on or after 1.4.2011.
3. @ For items subject to overall cap (see Notes 2. above).

I, (name in full) __________________________________________, authorized person, confirm that for the purpose of Building (Administration) Regulations 44, the GFA concessions in respect of the captioned development site are summarized in the above summary.

<table>
<thead>
<tr>
<th>Building Name and Address</th>
<th>Total Approved Domestic &amp; Non-domestic Gross Floor Area (GFA) including bonus GFA</th>
<th>Disregarded GFA (Carpark and loading/unloading areas excluding PTT)</th>
<th>Disregarded GFA other than carpark and loading/unloading areas (e.g. plant rooms and similar services)</th>
<th>Disregarded GFA in hotel under Building (Planning) Regulations 23A(3)</th>
<th>Exempted GFA of green features under Joint Practice Note No. 1 &amp; 2</th>
<th>Exempted GFA of amenity features and other exempted items</th>
<th>Bonus GFA</th>
<th>Feature Subject to the Overall Cap @</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area (m²)</td>
<td>%</td>
<td>Area # (m²) %</td>
<td>Area (m²) %</td>
<td>Area # (m²) %</td>
<td>Area # (m²) %</td>
<td>Area # (m²) %</td>
<td>Area (m²) %</td>
<td>Area (m²) %</td>
</tr>
<tr>
<td>(A)</td>
<td>(B)</td>
<td>(C) = (B/A) %</td>
<td>(D) = (E/A) %</td>
<td>(F) = (G/A) %</td>
<td>(H) = (I/A) %</td>
<td>(J) = (K/A) %</td>
<td>(L) = (M/A) %</td>
<td>(N) = (O/A) %</td>
</tr>
<tr>
<td>1.</td>
<td>2.1, 2.2, 2.3</td>
<td>3</td>
<td>4</td>
<td>5, 6, 7, 8, 9, 10, 11, 12, 13, Total: Total%:</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of authorized person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Registration No.:</td>
</tr>
<tr>
<td>Date of expiry of registration :</td>
</tr>
</tbody>
</table>

(1/2011)
The Tung Chung Cable Car (TCCC) System is owned by the Mass Transit Railway Corporation Limited (MTRCL). As the TCCC runs above land not owned by the operators, MTRCL has prepared a plan showing the TCCC Route Protection Area and requested for building plans of development proposals falling within the Route Protection Area be referred to MTRCL for review in order to ensure that the proposed works would be compatible with the safe operation of the TCCC system.

Figure 1 and Figure 2 show the location and the route protection plans of the TCCC. Details of the route protection plan are available at BD’s website at http://www.bd.gov.hk/, and are available for inspection in Ngong Ping 360 Limited as follows:

Contact Person : Department Head of Cable Car Operations
Address : Ngong Ping 360 Limited
11 Tat Tung Road
Tung Chung
Lantau
Phone No. : 3666 0600
Fax No. : 2109 2030
Enquire : info@np360.com.hk

(10/2010)
Centralized Processing of Building Plans

Purpose

The purpose of the centralized processing system for building plans is to ensure that all interested government departments are consulted and that their comments on private development proposals are collated by the Building Authority (BA) within time limits allowed for processing building plans. It also serves the purpose of making the Buildings Department (BD) a focal point where issues arising from private building development precipitate. This practice note announces additional measures and guidelines to streamline and expedite the processing of building plans.

Referral of plans

2. The efficient operation of the system depends to a great extent upon the co-operation of authorized persons (APs), registered structural engineers (RSEs) and registered geotechnical engineers (RGEs) and that of the government departments to be consulted. Failure to submit the requisite number of sets of plans will delay the referral process and may affect the timely receipt of comments by BD and their subsequent transmission to APs, RSEs and RGEs, as appropriate. To avoid such delays, RSEs and RGEs are requested to make reference to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) ADM-8 and APs are requested to double-check the number of sets of plans and the documents required for submission by completing Appendix A prior to submission of general building plans.

3. Procedures for dealing with fire service installation proposals and lease matters are contained in Appendices B and C respectively.

Resolution of issues arising from referral of plans

4. Available comments of other government departments are incorporated in approval or disapproval letters. Adverse comments falling within the purview of the Buildings Ordinance (BO) and constituting a fundamental issue in the context of PNAP ADM-19 are included as disapproval items. All other comments are simply conveyed as such in separate paragraphs for the information of APs, RSEs, RGEs and their clients, but will not be raised as disapproval items. Comments received after the dispatch of approval or disapproval letters by BD are transmitted by a separate letter.

5. When there are different views taken by APs, RSEs or RGEs from a government department commenting on a submission of building plans, the BA will

/arbitrate .....
arbitrate and take decisions on matters governed by the BO, according to the policies and procedures he adopts to enforce environmental, health and safety standards for buildings and building works. For all other comments relating to matters not governed by the BO, APs, RSEs and RGEs may approach the relevant government departments direct. In the event that there are divergent requirements from different government departments, BD will organise meetings with the parties concerned with a view to resolving the problem.

Pre-submission Enquiry & Conference

6. APs, RSEs and RGEs may discuss with BD staff on specific issues of uncertainty prior to formal submission of building plans. In order to take advantage of this arrangement, APs/RSEs/RGEs should identify the issues with a specific proposition.

7. For sites involving complicated issues, the AP/RSE/RGE may, either at the request of or agreed by the relevant Chief Professional Officer, make a presentation of his case (with 3-D computer model if appropriate) after the submission of plans.

Greater certainty in planning building projects

8. To assist APs, RSEs and RGEs in achieving greater certainty in planning building projects, BD operates a set of procedures containing the following features:

   (a) On the 45th day of a submission of new building plans, APs/RSEs/RGEs may enquire and expect to know whether the submission is fundamentally acceptable. He may also request to discuss non-conformities identified prior to the issue of disapproval letter; and

   (b) Where a submission of plans is considered fundamentally unacceptable and disapproval items notified in writing within the statutory period of 60 days, new disapproval items will not, in normal circumstances, be added to the said proposal for subsequent resubmission of plans.

9. APs/RSEs/RGEs may make enquiries on (a) above direct to the Building Surveyor or Structural Engineer handling the submission in question. Staff disposition charts for staff with responsibilities for processing building plans are on display at relevant locations on BD's premises.

Application for modification

10. Each application for exemption or modification should be properly made on the specified Form BA 16 and should be supported by reasons as to what special circumstances prevail and why exemption or modification would be justified.
11. To assist the BA in the processing of applications for modification, adequate information should be included in the Form BA16, a copy of which is at Appendix D and can be downloaded from BD’s website (www.bd.gov.hk).

12. APs/RSEs/RGEs may make reference to the guidance notes at Appendix E for the necessary information to be submitted in conjunction with modifications/exemptions frequently applied for.

13. In granting modification of or exemption from the provisions of the Buildings Ordinance, conditions may be imposed by the BA pursuant to section 42 thereof as contained in the Forms BD 106 issued to the APs/RSEs/RGEs, as the case may be.

14. To ensure these imposed conditions are fulfilled and the parameters for granting modifications/exemptions can be made known to the public and any person who may have an interest in such building, building works or alteration and addition to an existing building, the following conditions are to be imposed in the Form BD 106:

(a) to incorporate the relevant conditions of modifications/exemptions in the subsequent amendment plans for submission to the BA for approval before the submission of a certificate under regulation 25 of the Building (Administration) Regulations (B(A)R) on completion of building works resulting in a new building or not so resulting, as the case may be.

(b) to submit a checklist of valid Forms BD 106 at the time of submission of a certificate under B(A)R 25 on completion of building works resulting in a new building or not so resulting, as the case may be. (A sample checklist is provided at Appendix F.)

**Enhanced Transparency of Information on Gross Floor Area Concessions in Buildings**

15. To enhance transparency of information on gross floor area (GFA) concessions in building developments, the BD will publish such information on its website after issuance of occupation permit for the respective building development. To ensure that clear and correct information is published, APs’ assistance is hereby requested to provide such information on the building plans submitted to the BA.

16. In making application for approval of building development involving GFA concessions, detailed breakdown of the areas of such GFA concessions should be clearly specified on the building plans submitted to the BA for approval as set out in Appendix G.

17. To facilitate publication and public search of information on GFA concessions granted for newly-completed buildings, a summary of such concessions (sample at Appendix H) should be submitted together with the application for occupation permit. The relevant information will be uploaded on the BD’s website after issuance of occupation permit.
18. Paragraphs 15 to 17 are applicable to projects in respect of which an application for occupation permit is submitted on or after 1 September 2010.

( AU Choi-kai )
Building Authority

Ref: BD GP/BOP/6 (XI)
BD GP/BORD/26 (II)
BD GR/1-10/328/0

This PNAP is previously known as PNAP 30
First issue September 1976
Last revision May 2010
This revision October 2010 (AD/NB1) (Appendix A amended and Appendix I added)
Check List on Documents
Included in New Building / A & A Plan Submissions

PART 1 - GENERAL INFORMATION

Address of Site: __________________ Lot No.: __________________

Description of Site/Works

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is site (or part thereof) within Special Control Areas? e.g. Scheduled Area, MTRC or railway route/protection area/Sewage Tunnel Works, Country Parks, etc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does proposal comply with the permitted use under the Outline Zoning Plan?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does proposal comply with HK Airport (Control of Obstruction) Ordinance?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the site abut onto a street of not less than 4.5m wide?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are proposed works (or part thereof) located outside lot boundary?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART 2 - DOCUMENTS SUBMITTED

<table>
<thead>
<tr>
<th>Document</th>
<th>Yes</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans (2 signed and coloured sets for BA, 2 sets for D of FS*, 1 set for DPO, 1 set for DLO in urban area (2 sets if lease conditions contain Design, Disposition and Height clause &amp; 2 sets in N.T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application for priority status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application for fast track processing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development Schedule (PNAP 30)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geotechnical Assessment Report (2 sets) (PNAP 78)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form BA 4 (Appointment of AP/RSE/RGE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form BA 5 (Application for approval)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form BA 6 (Stability Certificate for A&amp;A Works)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form BA 16 (Application for exemption/modification) please list total number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Justification/documents to support Form BA 16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form BA 17 (Temporary building)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment of Fees (PNAP 143)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 3 sets if subject to Fire Safety (Commercial Premises) Ordinance or the Fire Safety (Buildings) Ordinance.

PART 3 - ADDITIONAL PLANS FOR REFERRAL (PNAP 30)

<table>
<thead>
<tr>
<th>Area/Structure</th>
<th>Yes</th>
<th>no.</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled Area No. 1, 2 or 4 / slope / retaining structure / deep excavation / disused tunnel / existing ground anchor / Designated Area / marine dredging (PNAP 78, 85, 161 &amp; PNAP 283)</td>
<td></td>
<td></td>
<td>Geotechnical Engineering Office, CEDD (2 sets of plans with 2 copies of geotechnical assessment report)</td>
</tr>
<tr>
<td>Scheduled Area No. 5 (PNAP 165)</td>
<td></td>
<td></td>
<td>(a) Geotechnical Engineering Office, CEDD; and (b) Drainage Services Department</td>
</tr>
<tr>
<td>Scheduled Area No. 3 or MTR Protection Area &amp; Work Sites (PNAP 77)</td>
<td></td>
<td></td>
<td>MTR Corporation Limited (MTRCL)</td>
</tr>
<tr>
<td>Culvert, nullah,</td>
<td></td>
<td></td>
<td>(a) Geotechnical Engineering Office, CEDD; (b) Drainage Services Department; and (c) Highways Department</td>
</tr>
</tbody>
</table>
| Natural stream or river                      | (a) Drainage Services Department  
(b) Agriculture, Fisheries and Conservation Department |
|--------------------------------------------|--------------------------------------------------------------------------------|
| Works affecting existing or proposed sewage works | (a) Geotechnical Engineering Office, CEDD;  
(b) Drainage Services Department |
| Kowloon Canton Railway route protection area or proposed rail routes | Railway Development Office, Highways Department |
| Eastern Harbour Crossing,                  | District and Maintenance Section, Highways Department |
| Central Kowloon Route Protection areas     | Major Works Project Management Office, Highways Department |
| Light Rail Transit Railway route or reserves | Light Rail, MTRCL |
| CLK Airport, works exceeding height limit under Cap 301, illuminated sky signs near Airport | Civil Aviation Department (2 sets of plans) |
| Internal street, vehicular access, street improvement, corner splay, street lighting, cinema entrances, parking provisions and layout, traffic engineering matters, structures to be erected in, over, under or upon street | (a) Highways Department  
(b) PM/CEDD for works in NT; and  
(c) Transport Department |
| Sea walls, marine works, port works, reclamation, dredging, pier, illuminated signs facing harbour | (a) Port Works Division, CEDD; and  
(b) Marine Department |
| Water mains                                | Water Supplies Department |
| Country parks                              | Agriculture, Fisheries and Conservation Department |
| Clinics                                    | Department of Health |
| Hospitals                                  | Hospital Authority |
| Schools, kindergartens                     | Education Bureau |
| Clubs                                      | Licensing Authority, HAD |
| Hotel                                      | (a) Licensing Authority, HAD  
(b) Commissioner for Tourism |
| Gas supply installations, oil storage installations | Gas Standards Office, EMSD |
| Pollution control, factory chimneys, sewage treatment plants, oil storage installations | Environmental Protection Department |
| Single occupancy factories                 | Labour Department |
| Monuments, Graded Buildings or Site having archaeological interest. | Antiquities and Monuments Office, Leisure and Cultural Services Department |
| Mail Room                                  | Post Office |
| Telecommunication Transmitting Stations    | Office of the Telecommunications Authority |
| Refuse disposal or markets                 | Food and Environmental Hygiene Department |
| Nurseries, child care centres, residential care homes for the elderly; social service institutions | Social Welfare Department |

Total no. of sets of plans to be submitted (Parts 2&3):

(Rev. 2/2009)
Fire Service Installations Proposals

1. Upon submission of building plans to BD, the covering letter should be copied to the Fire Services Department (FSD).

2. The two/three* sets of plans for referral to the FSD should be clearly identified by a suitable note in bold lettering in the lower right hand corner of every plan and should show the proposed fire service installations and equipment referred to in Buildings Ordinance section 16(1)(b)(ii).

3. After checking, the plans will be dealt with in one of the following ways:
   (a) If the plans are acceptable, FSD would issue a standard letter (with a copy to BD) notifying the AP to collect the set of endorsed plans from FSD. If a certificate is issued for the purpose of Buildings Ordinance section 16(1)(b)(ii), the AP shall endeavour to collect the certificate and pay the fee as specified in Regulation 3 of the Fire Services Department (Reports and Certificates) Regulations (Cap. 95C).
   (b) If the plans are acceptable subject to minor changes, the AP will be invited by the FSD to make the necessary amendment. The procedure in sub-paragraph (a) above will then follow.
   (c) If the plans are not acceptable, FSD would retain one set of plans and issue a letter (with a copy to BD) notifying the AP of the adverse comments and to collect the remaining set of plans from FSD. Such comments will not be repeated in any of BD's communication with the AP.

4. No matter the plans are acceptable or not, the relevant set of plans should be collected by the AP within 3 months from the date of the notification letter from FSD. Otherwise, the uncollected plans will be deemed to be no longer required by the AP, and FSD will make arrangement for the disposal of those plans without further notification.

5. The Director of Fire Services may sometimes make additional recommendations which are not related to the issue of a certificate under Buildings Ordinance section 16(1)(b). His various comments will therefore be grouped under the following headings:
   (a) **Reasons for Refusal of a Certificate under Buildings Ordinance section 16(1)(b)**
   (b) **Strongly Recommended Practice**
       These are recommendations which if not adopted may render the completed building a fire hazard resulting in possible abatement action under the Fire Services Ordinance.
   (c) **Recommendations of a Purely Optional Nature**
       The adoption of these recommendations is considered to be good practice.

* 3 sets if subject to the Fire Safety (Commercial Premises) Ordinance or the Fire Safety (Buildings) Ordinance.

(Rev. 2/2009)
Lease Matters

1. Upon formal submission to BD, two sets of plans together with the required Development Schedule will be referred to the relevant District Lands Officer to check compliance with the lease conditions. Additional sets of plans may be required by the District Lands Officer in certain instances, e.g. where Government accommodation is involved. It will help to speed up the process if the name and contact telephone number of the AP are printed on the plans.

2. The District Lands Officer, after consultation with other interested parties, will advise AP of his comments directly.

3. Where there are adverse comments under the lease conditions, the AP should, upon re-submission through the centralised processing system, explain in a covering letter, copied to the District Lands Officer, how he proposes to resolve the anomalies.

4. All enquiries on lease matters should be forwarded directly to the relevant District Lands Officer. If a lease modification is required, it should precede formal submission of plans.
BUILDING AUTHORITY OF HONG KONG
Form BA 16
BUILDINGS ORDINANCE
(Chapter 123)
Section 42

Application for modification of
and/or exemption from the provisions of the Buildings
Ordinance and/or regulations made thereunder

B.D. Ref. ___________________ Date ________________

Address: ________________________________
Lot No.: ________________________________

To the Building Authority,

Pursuant to the provisions of section 42 of the Buildings Ordinance, I hereby apply for a modification of and/or exemption from the provisions of the Buildings Ordinance/Regulations, namely ___________________________ in respect of the following *building works/street works:

| Description of modification/exemption sought: |
| Location of subject and drawing number: |

Special circumstances in connection with the said works in support of this application, including reasons for not being able to comply with the Buildings Ordinance/Regulations:

| Justifications, proposed remedies and supporting documents (if any): |

Signature and Full Name of applicant ________________________________

Capacity of applicant ________________________________

* Delete whichever is inapplicable
For internal use by officers of Buildings Department.

Initial Comments by CBS/CSE

<table>
<thead>
<tr>
<th>Referral to BC required / not required *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Signature:

Initial Comments by SBS/SSE

<table>
<thead>
<tr>
<th>Referral to BC required / not required *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Signature:

BS's/SE's Comments

| ACCEPT** |
| REFUSE** |

Signature:

SBS's/SSE’s Comments

| ACCEPT** |
| REFUSE** |

Signature:

**Decision by (BC/CBS/CSE)**

| ACCEPT** |
| REFUSE** |
| OTHERS** |

Signature:

* Delete whichever is inapplicable
** Please tick as appropriate
Guidance Notes on Information Required in conjunction with Modifications/Exemptions Frequently Applied For

Buildings Ordinance (BO) s31(1) - projection over street

- Details of the proposed projection (plan, elevation and section), clearance over pavement/street, width of the existing pavement and carriageway.
  (Note: For application for installation of sheet piles under a public street, the BA would only consider an application if relevant governments raise no objection and that the requirements imposed by the concerned department(s), if any, are complied with.)

Building (Planning) Regulations (B(P)R) 20 & 21- exclusion of projections from plot ratio (PR) and site coverage (SC) calculations (PNAP APP-19)

- Details of the proposed projection including plan, elevation and section
- For AC boxes and platforms, indication on plans the provision of drainage disposal system.

B(P)R20 - excessive site coverage for upgrading FS installation in existing buildings

- Confirmation if the work is to bring the FS installation in the existing building up to the current standard.

B(P)R20 & 21 - exclusion of sunshades from PR/SC (PNAP APP-67)

- Details of the proposed sunshade including plan, elevation and section
- GFA calculation of the proposed areas to be exempted.

B(P)R20 & 21 - exclusion of existing party structures and common staircases of an existing old building that would be demolished in due course from SC&PR calculations

- Details indicating if the party structures are physically separated from the proposed new building and whether there is intervening space for potential infilling.
- GFA calculation of the proposed areas to be exempted.

B(P)R22 - application for bonus PR/SC for dedication/surrender of land for public passage/street widening (PNAP APP-108)

- Plans suitably marked up to delineate the proposed area to be dedicated/surrendered.
- Letter undertaking that the areas will be dedicated/surrendered to the Government, that it will be embodied in a Deed of Dedication, Agreement to Surrender or the lease of the lot and that the Deed/Agreement/lease will be executed and registered at the Land Registry prior to application for consent to commence of works. (sample undertaking for surrender of land is attached for reference)
• For cases involving dedication of areas within the building envelope - the location of the plague(s) stating the dedication of the areas for public passage and details of such plague(s).
• GFA calculation of the proposed areas to be exempted and bonus GFA to be claimed.

B(P)R23(3)(a) - exclusion of voids from gross floor area (GFA) (PNAP APP-2)
• Plans and sections marking clearly the location of the void and the proposed use of the space.
• GFA calculation of the proposed areas to be exempted.

B(P)R23(3)(a) - exclusion of swimming pool filtration plant room from GFA (PNAP APP-2)
• Details of the plants and equipment with justification as appropriate.
• Justification for the spacing between plants/equipment or from the walls of the room if such spacing is more than 1.5m.
• GFA calculation of the proposed areas to be exempted.

B(P)R23(3)(a) - exclusion of covered landscaped and play areas, recreational facilities in domestic development from GFA (PNAP APP-42 and PNAP APP-104).
• GFA calculation of the proposed areas to be exempted.
• Plans with the proposed areas and its GFA calculation suitably highlighted for registration in the Land Registry.
• Financial statement to indicate the viability for maintenance of the facilities.

B(P)R23(3)(a) - exclusion of horizontal screens in domestic or composite buildings from GFA (PNAP APP-42)
• Details of the proposed horizontal screens (plan and section).
• Justification on the need for cases where the width of the screen is more than 2m.
• GFA calculation of the proposed areas to be exempted.

B(P)R23(3)(a) - exclusion of counters, offices, stores, guard rooms and lavatories for watchman and management staff from GFA (PNAP APP-42)
• Location together with GFA calculation of the proposed areas to be exempted.

B(P)R23(3)(a) - exclusion of mail room in commercial and industrial buildings from GFA calculation (PNAP APP-42)
• Layout of the mail room.
• GFA calculation of the proposed areas to be exempted.

B(P)R23(3)(a) - exclusion of lift shaft areas in domestic/composite and office buildings from GFA (PNAP APP-89)
• GFA calculation of the proposed areas to be exempted.
• Assessment from a lift engineer or consultant confirming that, according to international codes, the lift service to be provided is above the acceptance level of
service in terms of handling capacity and waiting time and that there is adequate manoeuvring space for the carrying out of maintenance work.

B(P)R 23(3)(a) – exclusion of voids of cocklofts over G/F shops in single-staircase buildings

- Details showing if the following criteria are complied with:
  a. The cocklofts are constructed over ground floor shops forming an integral part and within the curtilage of the ground storey;
  b. The cocklofts are used only as storage for the shops;
  c. There is no sanitary provision in the cocklofts;
  d. The cocklofts are not at the same level as any adjacent staircase landing;
  e. The cocklofts are only accessible through the G/F shop;
  f. A minimum clearance of 1.5 m is maintained across the front;
  g. All openings in the cockloft floor are only defended with protective barriers; and
  h. Only one such cockloft is situated in any one shop.

- GFA calculation of the proposed areas to be exempted.

B(P)R23(3)(b) - acceptance of AC plant rooms, AHU rooms, boiler rooms, water tank rooms, pump rooms, sewage treatment plant rooms etc. as non-accountable for GFA (PNAP APP-2 and APP-42)

- GFA calculation of the proposed areas to be exempted.
- Location of plants and equipment with justification as appropriate.

B(P)R 25 - exemption of open space requirement for hotel development

- Confirmation if the proposed hotel complies with the requirements of PNAP APP-40.

B(P)R30, 36 - omission or reduction in standard of natural lighting and ventilation for ancillary office which does not exceed 30% of the GFA of the premises within which it is located, toilets and kitchens in licensed premises, toilets in basement, internal toilets in non-domestic buildings, internal bathrooms in hotel premises and changing rooms containing sanitary fitments etc.

- Calculation of the usable floor area, % of deficiency in the areas provided for glazed and/or openable windows against the areas prescribed under B(P)R30, 36.
- Assessment report confirming that mechanical means of ventilation to be provided in the building is capable of supplying fresh air at the rates stipulated in Annex 1.
- Compliance with the requirements set out in Annex 2 of PNAP ADM-2 for the fresh air intake.
- The submission of plans and sections marking clearly the locations of the proposed fresh air intake shall be submitted except for a central AC system for B(P)R 36.

B(P)R30(2)(a)(ii) - reduction of openable windows for non-domestic commercial buildings fitted with curtain wall.

- Calculation of the usable floor area and actual areas provided for openable windows.
• Assessment report confirming that mechanical means of ventilation to be provided in the building is capable of supplying fresh air at the rates stipulated in Annex 1.

• Plans and sections marking clearly the locations of the proposed fresh air intake to indicate the compliance of the requirements set out in Annex 2.

• Elevations and plans highlighting location of the openable windows indicating whether
  ➢ the area of openable windows is not less than 1% of the floor area;
  ➢ the provision of openable sashes is equally distributed about the façade; and
  ➢ the accommodation is designed so that all units are capable of receiving natural ventilation in the event of failure of the mechanical system.

B(P)R35A - omission of gas aperture in a bathroom in domestic premises (sharing of water heater installed in another room)

• Location of the hot water heater and details showing the hot water pipe from the said water heater is not greater than 12m as required by Waterworks Regulation 19.

B(P)R35A - omission of gas aperture in a shower room for recreational facilities

• Indication on whether electric water heater will be installed prior to completion of the building.

B(P)R36 - omission or reduction in standard of natural lighting and ventilation to bathrooms in domestic flats or houses. (PNAP APP-98)

• Location of the ventilation duct, aperture in wall or door (with area calculation) and flue apertures on the plan.

B(P)R40 - omission of natural lighting to staircases within a podium above the ground floor or within the central core of office towers

• Indication that a permanent artificial lighting system with 30 lux min. lighting level backed up by an emergency lighting system providing a horizontal illuminance at floor level of not less than 2 lux complying with the Code of Practice for Minimum Fire Service Installations and Equipment/requirements of the Director of Fire Services and BS5266 Part 1:1988, and permanently maintained in effective working order, will be provided.

B(SSFPDWL)R48 - to have a less fall for drains and sewers

• Substantiation that a minimum velocity of 750mm/sec is achieved.

B(SSFPDWL)R50(3) - provision of flexible joint for underground drainage pipework in reclaimed land

• Calculations on the anticipated settlements and test report demonstrating that the joint can accommodate the anticipated settlement.
• Location of the flexible joint(s).
B(C)R9A - deviation from the requirements of the Code of Practice on Building Works for Lifts and Escalators relating to the dimensions of lift well and/or machine room

- List the deviations from the Code of Practice with full justification for non-compliance.
- For variation of the size of the lift well
  Specification of lift installation (i.e. no. of passengers, rated load and rated speed). Details of the lift well including width/depth showing the distances between the lift car and counterweight (and its associated components) and between guide rails and walls of lift well.
- For variation of the lift well headroom and pit depth
  Calculations with details of the headroom of the lift well and pit depth indicating that the relevant requirements in the Code of Practice on the Design and Construction of Lifts and Escalators (Design Code) are satisfied.
- For variation of size or height of machine room
  Details showing that the relevant requirements in the Design Code are satisfied.
- Confirmation from a registered lift engineer or an authorized signatory of a registered lift contractor that the installation can be accommodated in the proposed lift well and machine room, any future maintenance, repair, major alteration, replacement, examination and testing of lift can be carried out in the proposed lift well and machine room safely and without difficulty; and the lift installation is in full compliance with the Design Code.

(Rev. 5/2010)
Fresh Air Supply Requirement for Non-Domestic Buildings and Hotel Bathrooms

A) Mechanical Ventilation

<table>
<thead>
<tr>
<th>Building/Premises</th>
<th>Fresh Air Supply Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ancillary Offices (not exceeding 30% of the GFA of the premises within which it is located)</td>
<td>5 Air Changes Per Hour (ACH)</td>
</tr>
<tr>
<td>Kitchens in licensed premises</td>
<td>20 ACH</td>
</tr>
<tr>
<td>Toilets in non-domestic Buildings</td>
<td>10 ACH</td>
</tr>
</tbody>
</table>

B) Mechanical Ventilation in the form of Central Air-conditioning

<table>
<thead>
<tr>
<th>Building/Premises</th>
<th>Fresh Air Supply Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose designed office buildings</td>
<td>1.1 L/s/m² or 10 L/s/person</td>
</tr>
<tr>
<td>Toilets in non-domestic Buildings</td>
<td>10 ACH *</td>
</tr>
<tr>
<td>Bathrooms in hotels</td>
<td>18 L/s/room *</td>
</tr>
</tbody>
</table>

* The air exhausted from toilets in non-domestic buildings and bathrooms in hotels may be compensated by air supplied through adjacent areas. However, the mechanical exhaust should not be re-circulated.
Requirements on Fresh Air Intake of Mechanical Ventilation System

The fresh air intake should be placed where the air is free from contamination or odour. The location of fresh air intake should meet the following requirements:

(a) It should not be located within 5m from other sources of contamination such as exhaust outlets of the building or adjacent buildings, traffic, car parks, unloading bays, refuse chutes/refuse rooms, evaporative cooling towers, emergency generators, plumbing vents, kitchens, and toilets;

(b) It should not be located below ground level or close to cooling towers;

(c) It should face away from potential pollution sources; and

(d) It should be protected from rain entrainment, and covered by a screen to prevent the entry of birds, rodents, and extraneous articles.

(Rev. 5/2010)
Sample Undertaking

Undertaking to Surrender of Land
for Street Widening Purpose

BD File Ref. ___________________________  Date: ___________________________

To the Building Authority

*I/we (name in full) ___________________________ (Chinese)

________________________________________
of (Address)

________________________________________

Telephone No. _________________, Fax No. _________________ holder of *HKID

No./Business Registration Certificate No. ___________________________, being the owner(s) of

(address of site) ____________________________________________

at (Lot no.) ____________________________, undertake to surrender a strip of land

abutting (name of street) ____________________________, as shown coloured red (for identification purpose only) on the attached Plan for Surrender, subject to the following clauses :-

(a) The subject land is to be surrendered to the State for the use of the Government free of all costs.

(b) *I/we undertake that the subject land is to be surrendered to the State for the use of the Government free of all buildings, walls, fences and other structures or erections and anything affixed to or projecting from any buildings, walls, fences and other structures or erections shall be cleared and removed prior to the surrender; and I/we* further undertake to be solely responsible to bear all costs and expenses in respect of such clearance and removal.

(c) *I/we undertake to pay the cost of paving, channelling and drainage of the subject land.

(d) *I/we undertake to execute appropriate surrender documents at the request of the Government.

*I/we further undertakes to pay on demand all costs, fees and expenses of the Government of and incidental to the proposed surrender including but not limited to the administrative fees of the Legal Advisory and Conveyancing Office of the Lands Department and related Land Registry charges at such rate in force when the demand is made and that *I/we shall be deemed to have knowledge of such rate as revised and announced from time to time.

________________________________________

Signature

________________________________________

Capacity

* Delete whichever is inapplicable
Checklist on Valid Forms BD 106

To the Building Authority:

BD Ref.: ________________  Date: ________________

Re: ______________________

(Address of development site)

<table>
<thead>
<tr>
<th>Permit No. &amp; Issue Date</th>
<th>Description</th>
<th>Validity</th>
</tr>
</thead>
</table>
| HK XXX/2005(MOD) XX/7/2005 | (1) Building (Planning) Regulation 23(3)(a) to permit the following to be excluded from gross floor area calculation:  
   (i) Recreational Facilities on Podium 2/F & Podium 3/F  
   (ii) Roof Garden at Grid 10-12, E-J on Podium 3/F  
   (iii) Landscape Garden under the footprint of Domestic Tower on Podium 3/F  
   (iv) Refuge Floor  
   (v) Filtration Plant Room on Podium 2/F  
   (vi) Pipe Ducts as shown on plans  
   (vii) Caretaker counter on G/F  
   (viii) Owner's Committee Office on Podium 3/F  
   (ix) Lift Shafts Areas over and above 2.5% of the total gross floor area | × |
|                     | (2) Building (Planning) Regulations 20 & 23(3)(a) to permit the following to be excluded from site coverage and gross floor area calculations:  
   (i) Balconies & Utility Platforms on 5/F to 38/F  
   (ii) Width of Lift Lobbies & Corridor on 5/F to 39/F | × |
|                     | (3) Building (Planning) Regulation 30 to permit the omission of natural lighting and ventilation in the following:  
   (i) Owner's Committee Office on Podium 3/F | × |
|                     | (4) Building (Planning) Regulation 36 to permit the omission of natural lighting and ventilation in the following:  
   (i) Internal Bathrooms on 5/F to 39/F  
   (ii) Internal Toilets & Changing on G/F to Podium 3/F | × |
|                     | (5) Building (Construction) Regulation 35 to permit the level of the following to be less than 150mm above the external ground:  
   (i) Shocks on G/F | ✓ |
|                     | (6) Building (Planning) Regulation 40 to permit the omission of natural lighting in the following:  
   (i) ST-1 to ST-5 above Ground Floor | ✓ |
| HK XXX/2005(MOD) XX/11/2005 | (1) Building (Planning) Regulation 23(3)(a) to permit the following to be excluded from gross floor area calculation:  
   (i) Recreational facilities on 42/F, 43/F & 45/F  
   (ii) Covered Landscape Garden on 3/F  
   (iii) Filtration Plant Room on 43/F  
   (iv) Void over Domestic Entrance on G/F  
   (v) Void over Game Room on 43/F  
   (vi) Owner's Committee Office & Caretaker Office on 42/F | × |
|                     | (2) Building (Planning) Regulations 20 & 23(3)(a) to permit the following areas to be excluded from site coverage and gross floor area calculations:  
   (i) Balconies & Utility Platforms on 8/F to 41/F  
   (ii) Width of Common Corridors & Lift Lobbies on 8/F to 41/F | × |
|                     | (3) Building (Planning) Regulation 36 to permit the omission of natural lighting and ventilation in the following:  
   (i) Internal Bathrooms from 8/F to 41/F  
   (ii) Internal Toilets on G/F to Podium 2/F | × ✓ |
<table>
<thead>
<tr>
<th>Permit No. &amp; Issue Date</th>
<th>Description</th>
<th>Validity</th>
</tr>
</thead>
</table>
| HK XXX/2006.MOD XX/5/2006 | (1) Building (Planning) Regulation 23(3)(a) to permit the following to be excluded from gross floor area calculation:  
   (i) Recreational facilities on 41/F to 43/F  
   (ii) Filtration Plant Room on 42/F  
   (iii) Void over Table Tennis Room on 42/F  
   (vi) Owner's Committee Office & Caretaker Office on 41/F  

(2) Building (Planning) Regulations 20 and 23(3)(a) to permit the following to be excluded from site coverage and gross floor area calculations:  
   (i) Mail Delivery Room on G/F  
   (ii) Balconies & Utility Platforms on 7/F to 40/F  
   (iii) Width of Common Corridors & Lift Lobbies on 7/F to 40/F  

(3) Building (Planning) Regulation 36 to permit the omission of natural lighting and ventilation in the following:  
   (i) Internal Bathrooms on 7/F to 40/F | ✓ | ✓ | ✓ |
| HK XXX/2006.MOD XX/8/2006 | (1) Building (Administration) Regulation 33(1) to permit exemption from obtaining prior approval and consent for amendments to works to the following approved plans:  
   (i) Superstructure - Metal and Glass Railing at Podium and Typical Floor Balcony | N/A |
| HK XXX/2006.MOD XX/8/2006 | (1) Building (Administration) Regulation 33(1) to permit exemption from obtaining prior approval and consent for amendments to works to the following approved plans:  
   (i) Superstructure - Aluminium Grille at Typical Floor | N/A |
| HK XXX/2006.MOD XX/9/2006 | (1) Building (Planning) Regulation 36 to permit the omission of natural lighting and ventilation to the following:  
   (i) Disabled Toilets on 41/F & Changing Rooms on 43/F | ✓ |
| HK XXX/2006.MOD XX/10/2006 | (1) Building (Administration) Regulation 33(1) to permit exemption from obtaining prior approval and consent for amendments to works to the following approved plans:  
   (i) Superstructure - Aluminium Cladding at Typical Floor  
   (ii) Superstructure - Glass Wall and Skylight at G/F | N/A | N/A |
| HK XXX/2006.MOD XX/10/2006 | (1) Building (Administration) Regulation 33(1) to permit exemption from obtaining prior approval and consent for amendments to works to the following approved plans:  
   (i) Superstructure - Aluminium Sliding Door  
   (ii) Superstructure - Aluminium Cladding for Tower  
   (iii) Superstructure - Stone Cladding  
   (vi) Superstructure - Aluminium Windows (31/F to 40/F) | N/A | N/A | N/A |

I, (name in full) ________________, authorized person, confirm that for the purpose of Building (Administration) Regulation 44, the valid Forms BD 106 issued in respect of the captioned development site are summarized in the above checklist.

Signature of authorized person

Certificate of Registration No.: ________________

Date of expiry of registration: (2/2009)
Areas of GFA Concessions

The areas of GFA concessions should be clearly specified on the building plans as follows:

<table>
<thead>
<tr>
<th>Areas of GFA Concessions</th>
<th>To be specified on plans in making application for GFA concessions</th>
<th>To be specified in the final amendment plans prior to the application for occupation permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Carparks and loading/unloading areas excluding public transport terminus</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>2. <strong>Plant rooms and similar services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 Area of plant rooms and similar services which are limited by respective PNAPs or regulations such as A/C plant room, TBE room, refuse storage and material recovery chamber, etc.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>2.2 Area of plant rooms and similar services which are NOT limited by any PNAPs or regulations such as transformer room, switch room, pump room, etc.</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

Disregarded GFA under Building (Planning) Regulations 23A(3)

<table>
<thead>
<tr>
<th>Areas of GFA Concessions</th>
<th>To be specified on plans in making application for GFA concessions</th>
<th>To be specified in the final amendment plans prior to the application for occupation permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Area for picking up and setting down persons departing from or arriving at the hotel by vehicle</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>4. Supporting facilities for hotels</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Green Features under JPN 1 and 2

<table>
<thead>
<tr>
<th>Areas of GFA Concessions</th>
<th>To be specified on plans in making application for GFA concessions</th>
<th>To be specified in the final amendment plans prior to the application for occupation permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Balcony</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>6. Wider common corridor and lift lobby</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>7. Communal sky garden</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>8. Communal podium garden</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>9. Acoustic fin</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>10.</td>
<td>Sunshade and reflector</td>
<td>✓</td>
</tr>
<tr>
<td>11.</td>
<td>Wing wall, wind catcher and funnel</td>
<td>✓</td>
</tr>
<tr>
<td>12.</td>
<td>Non-structural prefabricated external wall</td>
<td>✓</td>
</tr>
<tr>
<td>13.</td>
<td>Utility platform</td>
<td>✓</td>
</tr>
<tr>
<td>14.</td>
<td>Mail delivery room with mail boxes</td>
<td>✓</td>
</tr>
<tr>
<td>15.</td>
<td>Noise barrier</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Amenity Features**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>Counters, offices, stores, guard rooms and lavatories for watchmen and management staff</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>17.</td>
<td>Recreational facilities</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>18.</td>
<td>Miniature logistic service room</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>19.</td>
<td>Covered landscaped and play areas</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>20.</td>
<td>Horizontal screens/covered walkways</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>Prestige entrance</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>22.</td>
<td>Mail room in commercial and industrial buildings</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Other Exempted Areas**

<p>| | | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>23.</td>
<td>Pipe duct</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>Void</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>25.</td>
<td>Refuge floor</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>Swimming pool filtration plant room</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>Public passage</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>28.</td>
<td>Public transport terminus (PTT)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>29.</td>
<td>Lift shaft</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>30.</td>
<td>Party structures and common staircases</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

**Bonus GFA**

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<table>
<thead>
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</thead>
<tbody>
<tr>
<td>31.</td>
<td>Bonus GFA</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
The Tung Chung Cable Car (TCCC) System is owned by the Mass Transit Railway Corporation Limited (MTRCL). As the TCCC runs above land not owned by the operators, MTRCL has prepared a plan showing the TCCC Route Protection Area and requested for building plans of development proposals falling within the Route Protection Area be referred to MTRCL for review in order to ensure that the proposed works would be compatible with the safe operation of the TCCC system.

Figure 1 and Figure 2 show the location and the route protection plans of the TCCC. Details of the route protection plan are available at BD’s website at http://www.bd.gov.hk/, and are available for inspection in Ngong Ping 360 Limited as follows:

Contact Person: Department Head of Cable Car Operations
Address: Ngong Ping 360 Limited
11 Tat Tung Road
Tung Chung
Lantau
Phone No.: 3666 0600
Fax No.: 2109 2030
Enquire: info@np360.com.hk
(10/2010)