

**Emergency Situations  
Telephone Numbers for Use Outside Office Hours**

Staff of the Buildings Department (BD) are on 24-hour call and stand by even outside office hours to attend to emergencies sometimes involving sites where building works are in progress.

2. Often the remedy may be a relatively simple matter if the authorized person (AP), registered structural engineer (RSE) and/or registered geotechnical engineer (RGE) responsible for the development can be contacted in time. This would avoid much inconvenience and delay, e.g. clearance of major thoroughfares due to collapsed scaffolding or hoarding, and obviate the need to use the Government Contractor at the expense of the owner of the building.

3. APs, RSEs and RGEs have a duty to ensure that no danger is caused to the public by the building works for which they are responsible. You are therefore requested to inform BD of your telephone number, fax number and mobile telephone number, if any, for use in emergencies. Please also keep BD informed of any change in these numbers by using the letter in Appendix A.

4. All telephone numbers supplied will be used by BD staff only for emergency purpose as outlined in this Practice Note.

( CHEUNG Tin-cheung )  
Building Authority

Ref. : BD REG/6-35/1 Pt.1

This PNAP is previously known as PNAP 34

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This revision April 2019 (AD/CS) (Appendix A amended)

**For Use by Authorized Persons  
Registered Structural Engineers and Registered Geotechnical Engineers**

To : Registration Unit  
Buildings Department Headquarters  
North Tower, West Kowloon Government Offices  
11 Hoi Ting Road, Yau Ma Tei  
Kowloon  
Hong Kong

(Fax. No. 2625 0437)

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Regarding PNAP ADM-3, I hereby notify that my telephone number(s) is  
(are) as follows:

Telephone no(s). : \_\_\_\_\_

Mobile telephone no(s). : \_\_\_\_\_

Fax no(s). : \_\_\_\_\_

These number(s) should be used only for emergencies outside office hours concerning building sites for which I am the AP/RSE/RGE. If there is any change, I will advise you as soon as possible.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Registration no. : \_\_\_\_\_

Date : \_\_\_\_\_

***Buildings Department's Statement on Personal Information Collection***

*Any personal data provided in this form will only be used for the purposes of contacting you in case of emergencies outside office hours concerning building sites for which you are the AP/RSE/RGE. The provision of personal data by means of this form is voluntary. You have rights of access and correction to your personal data. If you wish to exercise these rights with respect to your personal data held by the Buildings Department, please contact Registration Unit of this department at 2626 1616.*