Many submissions received by the Buildings Department are subject to statutory time limits. Receipt points for various types of submissions are outlined below:

<table>
<thead>
<tr>
<th>Submissions</th>
<th>Receipt Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Submissions relating to new building developments and alteration and addition works (except for works in response to a statutory order, notice, direction or an advisory letter related to building or slope safety)</td>
<td>Receipt and Dispatch Counter at the office of New Buildings Divisions on 7/F, Cityplaza 3, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong</td>
</tr>
<tr>
<td>(ii) Other Submissions</td>
<td>General Enquiry and Receipt Counter at the Buildings Department Headquarters on G/F, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon</td>
</tr>
</tbody>
</table>

2. The operating hours of the above counters are:

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

3. To facilitate efficient working of the time-stamp machine, we would also appreciate your co-operation in folding your plans in the manner indicated in Appendix A.

(CHEUNG Tin-cheung)
Building Authority

Ref.: BD GR/1-135/1

This PNAP is previously known as PNAP-58
First issue April 1979
Last revision April 2016
This revision March 2019 (AD/CS) (General revision)
Folding of Plans

Preferred way - fold plans along dotted line

Direction of fold

Front side

(Rev. 4/2016)