

**Submissions
to the Buildings Department**

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

Submissions	Receipt Points
(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)	Receipt and Dispatch Counter at the office of New Buildings Divisions on 7/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong
(ii) Other Submissions	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

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 appreciate your co-operation in folding your plans in the manner indicated in Appendix A.

4. For submissions in electronic format, please refer to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) ADM-17 and PNAP APP-60 for details.

(YU Po-mei, Clarice)
Building Authority

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Folding of Plans

Preferred way - fold plans along dotted line

