

**Submission of Record Plans for Alteration and Addition Works
Building (Administration) Regulation 46**

In the discharge of public duties relating to Government rent and rates, the Commissioner of Rating and Valuation requires one set of record plans for completed alteration and addition works.

2. To ensure that the Commissioner's records are correct and up-to-date, please provide two sets of record plans when submitting a certificate (Form BA 14) on completion of building works not resulting in a new building to this department. On receipt of the record plans, the Buildings Department will arrange onward transmission of one of the sets to the Rating and Valuation Department.

(CHOI Yu-leuk)
Building Authority

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