

### **Submission of Development Progress**

From time to time, the Government collates information on the property market to provide forecast of completion of major properties by categories. The information is used for various Government policy and planning purposes.

2. To assist in compiling the relevant statistics and forecasts of completion of building projects, authorized persons are requested to complete and return the attached Appendix A to me in early March and in early September each year providing the details and the progress of every private building projects in hand, including those projects of which your clients' instructions have been received to proceed with the preparation of building proposals.

3. This practice note urges you to assist in a worthwhile cause and I appreciate your co-operation.

(CHOI Yu-leuk)  
Building Authority

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Development Progress

**BUILDING PROJECTS IN HAND**

Name of Authorised Person (or Practice) : \_\_\_\_\_

Name of person completing this form : \_\_\_\_\_ Tel. No. : \_\_\_\_\_

Is the Authorised Person (or Practice) currently involved in any private building project in Hong Kong? Yes/No\* (if yes, please also fill in the following table.)

Please return the completed form to the Director of Buildings [Attn. : Chief Officer/Management] **by fax on 2523 9380/2840 0451 or by post.**

Address of Development	Lot No.	Anticipated Date of Occupation Permit (1)*	Progress to Date (2)*	Accommodation to be Provided					
				Domestic			Non-Domestic		
				Type (3)*	No. of Units (4)*	Saleable Area per Unit (m <sup>2</sup> ) (5)*	Type (6)*	No. of Units (7)*	Total Internal Floor Area (m <sup>2</sup> ) (8)*

\* Delete if not applicable.

\* Please see the notes as shown overleaf.

<i>Notes</i>
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- |     |                                       |   |   |
|-----|---------------------------------------|---|---|
| (1) | Anticipated Date of Occupation Permit | ~ | Please provide the expected date of issue of either a temporary or full occupation permit by the Buildings Department.  |
| (2) | Progress to Date                      | ~ | Please indicate the progress by means of comments such as 'building plans approved', 'foundation work completed', 'constructed to 4th floor', 'external finishing works completed', etc.  |
| (3) | Domestic Type                         | ~ | Please state the type of domestic properties, e.g. house, flat, etc.  |
| (4) | No. of Domestic Unit                  | ~ | Please state the number of self-contained domestic units. Self-contained domestic units are defined as independent dwellings with separate cooking facilities and bathroom (and/or lavatory).   |
| (5) | Saleable Area                         | ~ | Saleable area is defined as the floor area exclusively allocated to the unit including balconies and verandahs but excluding common areas such as stairs, lift shafts, pipe ducts, lobbies and communal toilets. It is measured from the outside of the exterior enclosing walls of the unit and the middle of the party walls between two units. For the purpose of this statistical return, please exclude the areas of bay windows, yards, gardens, terraces, flat roofs, carports and the like. |
| (6) | Non-Domestic Type                     | ~ | Please state the type of non-domestic properties, e.g. shop, office, factory, industrial-office, specialised factory, storage premises, etc.  |
| (7) | No. of Non-Domestic Units             | ~ | Please state the total number of non-domestic units. For non-domestic floors not yet partitioned into individual units, please treat each floor as one unit. For example, a non-domestic building with 5 units/floor on 1/F to 3/F and non-partitioned floors from 4/F to 10/F, the total number of units is 22.  |
| (8) | Internal Floor Area                   | ~ | Internal floor area is the area of all enclosed space of a unit measured to the internal face of enclosing external and/or party walls.   |