

Checklist for Applications for Typical Modifications/Exemptions
(This list is **not** required to be submitted to the BD)

- : information to be shown on plan
○ : information to be accompanied with the Form BA16

Modifications/Exemptions Applied For		Reference
1.	<p>Buildings Ordinance (BO) section 31(1) – projections over each street¹</p> <p><input type="checkbox"/> Critical dimensions for clearance over pavement/street, projection, and width of the pavement and carriageway shown on plans</p> <p><input type="checkbox"/> Built-in system for disposal of condensate for AC box/platform</p> <p><input type="checkbox"/> Details of surface water drainage provision and means of preventing accumulation of water for cantilevered reinforced concrete structure</p> <p><input type="checkbox"/> Details for adequate means of access to the outer surface of external walls, external claddings and curtain walls or projections from the external walls, external claddings and curtain walls for their maintenance and repair ²</p> <p><input type="radio"/> Quantitative assessment for sunshade</p>	BO s31(1) Code of Practice on Access for External Maintenance 2021
2.	<p>Building (Administration) Regulation (B(A)R) 13 – deviation from the requirements on ratio of plans</p> <p><input type="checkbox"/> Prescribed information and essential dimensions clearly shown on such plans</p>	B(A)R 13
3.	<p>B(A)R 29(1A) – exemption from payment of plan processing fees for proposed building works directly associated with the charitable purpose</p> <p><input type="radio"/> Supporting documents if necessary</p>	B(A)R 29(1A)
4.	<p>B(A)R 33(1) – exemption from obtaining prior approval and consent for amendments to building/drainage works for which the first consent has been given, on the condition that such amendments comply with criteria set out in PNAP ADM-19</p> <p><input type="radio"/> The application is for amendments complying with the criteria set out in PNAP ADM-19</p>	B(A)R 33(1) PNAP ADM-19
5.	<p>Building (Planning) Regulation (B(P)R) 20 – excessive site coverage (SC) for upgrading fire service installations (FSI) in existing buildings</p> <p><input type="checkbox"/> Dimensions of enclosures for accommodating the upgraded FSI</p> <p><input type="radio"/> Confirmation of the proposed enclosures only for upgraded FSI with supporting documents</p>	B(P)R 20

¹ No application required for projection (canopy, eave, cornice, moulding, etc.) complying with Part II of Building (Planning) Regulations, and signboards complying with PNAP APP-126. Projections normally will not be allowed over a street unless justified in public interest such as sunshades with special circumstances so justify.

² This information may be omitted in the first GBP provided that the authorized person includes a statement on the plans that “details of the provisions for access for external maintenance and repair will be submitted to and approved by the Building Authority prior to the application for consent to the commencement of superstructure works”.

Modifications/Exemptions Applied For		Reference
6.	<p>B(P)Rs 20 and 21 – exclusion of projections from plot ratio (PR) and SC calculations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Typical details with critical dimensions for projections <input type="checkbox"/> Built-in system for condensate disposal for A/C box/platform <input type="checkbox"/> Details for adequate means of access to the outer surface of external walls, external claddings and curtain walls or projections from the external walls, external claddings and curtain walls for their maintenance and repair² <input type="radio"/> Quantitative assessment for sunshades <input type="radio"/> Justification for A/C box/platform not complying with paragraph 3(b) of PNAP APP-19 <input type="radio"/> Undertaking letter required under PNAP APP-151⁵ 	B(P)Rs 20 and 21 PNAP APP-19 PNAP APP-151 Code of Practice on Access for External Maintenance 2021
7.	<p>B(P)Rs 20 and 21 – exclusion of existing party structures³/common staircases serving an adjoining building that would be demolished in due course from PR and SC calculations⁴</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dimensions, gross floor area (GFA) calculations and construction of the party structures/common staircases <input type="checkbox"/> Details indicating the party structures to be physically separated from the proposed new building without intervening space for potential infilling 	B(P)Rs 20 and 21
8.	<p>B(P)Rs 20 and 23(3)(a) – exclusion of balconies/utility platforms for residential buildings from GFA and SC calculations⁴</p> <ul style="list-style-type: none"> <input type="checkbox"/> Details showing criteria of JPN 1/JPN 2 complied with <input type="radio"/> Undertaking letter required under PNAP APP-151⁵ including designation of the balconies/utility platforms and covered areas underneath the balconies/utility platforms to be designated as “non-enclosed areas” in the Deed of Mutual Covenant 	B(P)Rs 20 and 23(3)(a) JPN 1/JPN 2 PNAP APP-151
9.	<p>B(P)Rs 20 and 23(3)(a) – exclusion of wider common corridors and lift lobbies for residential buildings from GFA and SC calculations⁴</p> <ul style="list-style-type: none"> <input type="checkbox"/> Details showing criteria of JPN 1 complied with <input type="radio"/> Undertaking letters required under PNAP APP-151⁵ 	B(P)Rs 20 and 23(3)(a) JPN 1 PNAP APP-151
10.	<p>B(P)Rs 20 and 23(3)(a) – exclusion of acoustic fins, noise barriers, wing walls, wind catchers, and wind funnels from GFA and SC calculations⁴</p> <ul style="list-style-type: none"> <input type="checkbox"/> Details showing criteria of JPN 1/JPN 2 complied with <input type="radio"/> Quantitative assessment to justify the scale and extent of such provision <input type="radio"/> Undertaking letters required under PNAP APP-151⁵ 	B(P)Rs 20 and 23(3)(a) JPN 1/JPN 2 PNAP APP-151

³ Including a party wall only serving as the enclosure wall of the adjoining building but excluding redundant party wall/structure.

⁴ GFA and SC calculations for areas to be exempted should be shown on the submitted plans.

⁵ Undertaking letter from the developer or owner to design the facilities as common parts in the Deed of Mutual Covenant (DMC) with details of the use and location clearly indicated. Such DMC should contain binding and enforceable terms and conditions included for the control, management and maintenance of the facilities where applicable, of such features. Where no DMC is to be in force for a development, such designation shall be incorporated into the Sales and Purchase Agreement, Assignment, Tenancy Agreement or conveyancing document such that the future owners or tenants are aware of their rights and liabilities (if applicable).

Modifications/Exemptions Applied For		Reference
11.	<p>B(P)Rs 20 and 23(3)(a) – exclusion of non-structural prefabricated external walls from GFA and SC calculations^{4 & 6}</p> <p><input type="checkbox"/> Details showing criteria of JPN 2 complied with</p> <p><input type="checkbox"/> Blown-up section for various profiles of non-structural prefabricated external walls</p> <p><input type="radio"/> Undertaking letters required under PNAP APP-151⁵</p>	B(P)Rs 20 and 23(3)(a) JPN 2 PNAP APP-151
12.	<p>B(P)R 22 – application for bonus PR/SC for dedication/surrender of land for public passage/street widening</p> <p><input type="checkbox"/> Areas to be dedicated/surrendered delineated</p> <p><input type="checkbox"/> Bonus GFA and SC calculations</p> <p><input type="checkbox"/> Location of passages stating the dedicated areas for public passage and details of such passages</p> <p><input type="radio"/> Undertaking letter that the areas to be dedicated/surrendered will be embodied in a Deed of Dedication/Agreement to Surrender/the lease of the lot and that the Deed/Agreement/lease will be executed and registered at the Land Registry prior to application for consent to commence of works (sample undertaking for surrender in PNAP ADM-2)</p>	B(P)R 22 PNAP APP-108 PNAP ADM-2
13.	<p>B(P)R 23(3)(a) – exclusion of voids/high headroom in non-domestic developments (including entrance voids) from GFA calculations⁴</p> <p><input type="checkbox"/> Plans and sections marking clearly the location of the void and the proposed use of the space</p> <p><input type="radio"/> Justification for purpose-built industrial building and warehouse supported with catalogue of plant/equipment and plant/equipment layout</p>	B(P)R 23(3)(a)
14.	<p>B(P)R 23(3)(a) – exclusion of voids in duplex domestic flats/houses from GFA calculations⁴</p> <p><input type="checkbox"/> Section showing invert beam at the upper floor of the void</p> <p><input type="checkbox"/> Elevation of the large glazing panels fronting the void</p> <p><input type="radio"/> A table demonstrating compliance with exemption criteria in Appendix A to PNAP APP-2</p> <p><input type="radio"/> Undertaking letter required under PNAP APP-2 and PNAP APP-151⁵</p>	B(P)R 23(3)(a) PNAP APP-2 PNAP APP-151
15.	<p>B(P)R 23(3)(a) – exclusion of chimney shafts/filtration plant rooms for communal swimming pool from GFA calculations⁴</p> <p><input type="checkbox"/> A general note – “the spacing between plants for filtration system or from wall not more than 1.5m”, if applicable</p> <p><input type="checkbox"/> Location of the plant rooms served by the chimney</p> <p><input type="radio"/> Details of plants and equipment for the filtration system with justification if the spacing between plants/equipment or from wall more than 1.5m</p> <p><input type="radio"/> Undertaking letters required under PNAP APP-151⁵</p>	B(P)R 23(3)(a) PNAP APP-151

⁶ The covered area under the portion of non-structural prefabricated external wall over a door opening should be included in GFA and SC calculations.

Modifications/Exemptions Applied For	Reference
<p>16. B(P)R 23(3)(a) – exclusion of residents’ recreational facilities (RRF)/ covered landscaped and play areas in domestic developments from GFA calculations⁴</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notional exit routes and access to entrance lobbies not qualified for exemption <input type="checkbox"/> Voids, associated non-essential/non-mandatory plant rooms, staircases or corridors included in the RRF exemption area calculations <input type="checkbox"/> Areas for registration in the Land Registry with their GFA calculations suitably highlighted <input type="checkbox"/> Facilities of acceptable type and size under Appendix A of PNAP APP-104 to be provided in RRF <input type="checkbox"/> GFA of RRF within the limit in Table 1 of PNAP APP-104 <input type="checkbox"/> A note in the corresponding floor plans – “these areas shall be for the exclusive use of the owners, tenants and their visitors only and such areas shall not be used for any other purpose or by any other person without the prior consent of the Building Authority” <input type="radio"/> Financial statement to indicate the viability for maintenance of the RRF <input type="radio"/> Undertaking letters required under PNAP APP-104 (for RRF), PNAP APP-151⁵ 	<p>B(P)R 23(3)(a) PNAP APP-42 PNAP APP-104 PNAP APP-151</p>
<p>17. B(P)R 23(3)(a) – exclusion of horizontal screens/covered walkway in domestic or composite developments and trellis from GFA calculations⁴</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clear headroom of covered walkway and structural false ceiling <input type="checkbox"/> Floor plans and sections of horizontal screens and trellis <input type="checkbox"/> Details of the greenery provision to justify its exclusion from the overall cap on GFA concessions <input type="checkbox"/> Details showing criteria of set out in PNAP APP-42 complied with <input type="radio"/> Justification for cases where the width of the horizontal screen/covered walkway exceeding 2m <input type="radio"/> Undertaking letters required under PNAP APP-42 and PNAP APP-151⁵ 	<p>B(P)R 23(3)(a) PNAP APP-42 PNAP APP-151</p>
<p>18. B(P)R 23(3)(a) – exclusion of counters, offices, stores, guard rooms and lavatories for watchman and management staff, owner’s corporation offices and caretaker’s quarters from GFA calculations⁴</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exemption areas not exceeding areas allowed under PNAP APP-42 or required under lease <input type="radio"/> Justification for size of owners’ corporation office <input type="radio"/> Justification for size of caretaker’s quarters <input type="radio"/> Undertaking letters required under PNAP APP-42 and PNAP APP-151⁵ 	<p>B(P)R 23(3)(a) PNAP APP-42 PNAP APP-151</p>
<p>19. B(P)R 23(3)(a) – exclusion of lift shaft areas in domestic/composite/office buildings from GFA calculations⁴</p> <ul style="list-style-type: none"> <input type="radio"/> Assessment from a lift engineer or consultant confirming that, according to international codes, the lift service to be provided is above the acceptance level of service in terms of handling capacity and waiting time and that there is adequate manoeuvring space for the carrying out of maintenance works <input type="radio"/> Undertaking letter required under PNAP APP-151⁵ 	<p>B(P)R 23(3)(a) PNAP APP-89 PNAP APP-151</p>

Modifications/Exemptions Applied For	Reference
<p>20. B(P)R 23(3)(a) – exclusion of voids of cocklofts over G/F shops in single-staircase buildings from GFA calculations⁴</p> <ul style="list-style-type: none"> <input type="checkbox"/> One such cockloft for any one shop <input type="checkbox"/> Cocklofts for storage only, without sanitary provision, accessible through the G/F shop only, and forming an integral part and within the curtilage of the ground storey <input type="checkbox"/> Cocklofts not at the same level as any adjacent staircase landing <input type="checkbox"/> A minimum clearance of 1.5m across the front <input type="checkbox"/> Openings in cockloft only defended by protective barriers <input type="radio"/> Undertaking letter required under PNAP APP-151⁵ 	<p>B(P)R 23(3)(a) PNAP APP-2 PNAP APP-151</p>
<p>21. B(P)R 23(3)(a) – exclusion of refuge floors required under Clause B18.1 of Code of Practice for Fire Safety in Buildings 2011 (FS Code) from GFA calculations⁴</p> <ul style="list-style-type: none"> <input type="checkbox"/> Details showing compliance with the provisions of FS Code for refuge floors 	<p>B(P)R 23(3)(a)</p>
<p>22. B(P)R 23(3)(a) – exclusion of pipe ducts and air ducts from GFA calculations^{4&7}</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accessible to pipe ducts/pipe wells from common parts of the building as required under PNAP APP-93 <input type="checkbox"/> Details with critical dimensions and location of drainage pipe ducts/pipe wells <input type="radio"/> Justification for location and dimension of pipe ducts and pipe wells <input type="radio"/> Undertaking letter required under PNAP APP-151⁵ for pipe ducts and air ducts for non-mandatory/non-essential plant room and environmentally friendly systems and features 	<p>B(P)R 23(3)(a) PNAP APP-93 PNAP APP-151</p>
<p>23. B(P)R 23(3)(a) – exclusion of boiler rooms, SMATV rooms and plant rooms for environmentally friendly system and feature from GFA calculations⁴</p> <ul style="list-style-type: none"> <input type="radio"/> Quantitative justifications on energy saving/benefit to the environment for plant rooms to accommodate energy efficient or environmental friendly systems/features <input type="radio"/> Undertaking letters required under PNAP APP-151⁵ 	<p>B(P)R 23(3)(a) PNAP APP-2 PNAP APP-151</p>
<p>24. B(P)R 23(3)(a) – exclusion of communal sky gardens for residential buildings from GFA calculations⁴</p> <ul style="list-style-type: none"> <input type="checkbox"/> Details showing criteria of JPN 1 complied with <input type="checkbox"/> A note in the corresponding floor plans – “these areas shall be for the exclusive use of the owners, tenants and their visitors only and such areas shall not be used for any other purpose or by any other person without the prior consent of the Building Authority” <input type="radio"/> Undertaking letters required under PNAP APP-151⁵ 	<p>B(P)R 23(3)(a) JPN 1 PNAP APP-151</p>

⁷ This modification is not applicable for pipe ducts serving small workshop units of industrial buildings.

Modifications/Exemptions Applied For	Reference
25. B(P)R 23(3)(a) – exclusion of communal podium gardens for non-residential buildings from GFA calculations⁴ <input type="checkbox"/> Details showing criteria of JPN 1 complied with <input type="checkbox"/> A note in the corresponding floor plans – “these areas shall be for the exclusive use of the owners, tenants and their visitors only and such areas shall not be used for any other purpose or by any other person without the prior consent of the Building Authority” <input type="radio"/> Undertaking letter required under PNAP APP-151 ⁵	B(P)R 23(3)(a) JPN 1 PNAP APP-151
26. B(P)R 23(3)(a) – exclusion of communal sky gardens for non-residential buildings from GFA calculations⁴ <input type="checkbox"/> Details showing criteria of JPN 2 complied with <input type="checkbox"/> A note in the corresponding floor plans – “these areas shall be for the exclusive use of the owners, tenants and their visitors only and such areas shall not be used for any other purpose or by any other person without the prior consent of the Building Authority” <input type="radio"/> Undertaking letters required under PNAP APP-151 ⁵	B(P)R 23(3)(a) JPN 2 PNAP APP-151
27. B(P)R 23(3)(a) – exemption of GFA for buildings adopting modular integrated construction (MiC) <input type="checkbox"/> A general note – “ (i) Modular Integrated Construction (MiC) is adopted in this development project. The types of MiC modules to be fabricated off-site and the corresponding MiC floor area are shown on Drawing No. XXX. (ii) Alteration and addition (A&A) works after issuance of occupation permit shall require prior approval and consent from the Building Authority unless the A&A works only involve minor works items which may be carried out under the simplified requirements of the Minor Works Control System.” <input type="checkbox"/> Diagram showing the types of MiC modules to be fabricated off-site and the corresponding calculations of the MiC floor area	B(P)R 23(3)(a) PNAP APP-161
28. B(P)R 25 – exemption of open space requirements for hotel developments <input type="radio"/> Confirmation of compliance with the requirements of PNAP APP-40	B(P)R 25 PNAP APP-40
29. B(P)R 30 or 36 – omission or reduction in standard of natural lighting and ventilation for ancillary offices (which not exceeding 30% of the GFA of the premises within which it is located), toilets and kitchens in licensed premises, toilets in basements, internal toilets in non-domestic buildings, internal bathrooms in hotel premises and changing rooms containing sanitary fitments, etc.⁸ <input type="checkbox"/> Plans and sections showing the locations of the proposed fresh air intake except for a central AC system for B(P)R 36 <input type="checkbox"/> A note on plan confirming that mechanical means of ventilation to be provided in the premises/building has been assessed and is capable of supplying fresh air at the rate stipulated in Annex 2 of Appendix E of PNAP ADM-2.	B(P)R 30/36 PNAP ADM-2

⁸ This modification is not applicable for toilets in small workshop units of industrial buildings.

Modifications/Exemptions Applied For		Reference
	<input type="checkbox"/> A note on plan confirming compliance with the requirements set out in Annex 3 of Appendix E of PNAP ADM-2 for fresh air intake.	
30.	<p>B(P)R 30(2)(a)(ii) – reduction of openable windows for non-domestic commercial buildings fitted with curtain wall</p> <input type="checkbox"/> Plans and sections showing the locations of the proposed fresh air intake to indicate the compliance of the requirements set out in Annex 3 of Appendix E of PNAP ADM-2 <input type="checkbox"/> Calculation of the UFA and areas of openable windows not less than 1% of UFA <input type="checkbox"/> Elevations and plans highlighting locations of the openable windows indicating openable sashes equally distributed about the façade, openable windows readily opened, and all units being capable of receiving natural ventilation in the event of failure of the mechanical system <input type="checkbox"/> A note on plan confirming that mechanical means of ventilation to be provided in the premises/building has been assessed and is capable of supplying fresh air at the rate stipulated in Annex 2 of Appendix E of PNAP ADM-2 <input type="checkbox"/> A note on plan confirming compliance with the requirements set out in Annex 3 of Appendix E of PNAP ADM-2 for fresh air intake	B(P)R 30(2)(a)(ii) PNAP ADM-2
31.	<p>B(P)R 35A – omission of gas apertures in shower rooms for recreational facilities</p> <input type="checkbox"/> A note – “electric water heaters installed prior to completion of the building”	B(P)R 35A PNAP APP-27
32.	<p>B(P)R 35A – omission of gas apertures in bathrooms in domestic premises (sharing of gas water heater installed in another room)</p> <input type="checkbox"/> Typical details showing compliance with criteria in PNAP APP-27	B(P)R 35A PNAP APP-27
33.	<p>B(P)R 35A – omission of gas apertures in bathrooms in domestic premises (without sharing of gas water heater installed in another room)</p> <input type="checkbox"/> A note – “electric water heaters and electric/induction cookers will be installed in all domestic units prior to completion of the building” <input type="radio"/> Justifications for omission e.g. design constraint prohibiting the provision of flue aperture <input type="radio"/> Undertaking letter required under PNAP APP-27	B(P)R 35A PNAP APP-27
34.	<p>B(P)R 36 – omission or reduction in standard of natural lighting and ventilation to bathrooms/lavatories in domestic premises</p> <input type="checkbox"/> Locations of the ventilation duct, fire dampers, aperture in wall or door (with area calculation) and louvers for apertures (with area calculations) ⁹ <input type="checkbox"/> Standard details of the permanent ventilation (ventilation ducts in dotted line and access panels as a square with a cross and fire dampers)	B(P)R 36 PNAP APP-98 Appendix A4 of PNAP ADV-33

⁹ Where a ventilation duct is to be provided, its location (in dotted line) may be omitted in the first GBP provided that the locations of the proposed fresh air intake and exhaust outlet are indicated and the authorized person includes a statement on the plans that “the location of the ventilation ducts will be submitted to and approved by the Building Authority prior to the application for an occupation permit”.

Modifications/Exemptions Applied For		Reference
35.	<p>B(P)R 40 – omission of natural lighting to staircases within podium above the ground floor or within the central core of office towers according to PNAP APP-65</p> <p><input type="checkbox"/> Provision of permanent artificial lighting system with 30 lux min. lighting level backed up by an emergency lighting system providing a horizontal illuminance at floor level of not less than 2 lux complying with the Code of Practice for Minimum Fire Service Installations and Equipment/requirements of the Director of Fire Services and BS5266 Part 1:1988, which to be permanently maintained in effective working order</p>	B(P)R 40 PNAP APP-65
36.	<p>B(P)R 41D – non-provision of emergency vehicular access (EVA)/ non-compliance with the requirements for EVA¹⁰</p> <p><input type="radio"/> Fire safety measures to ensure that the safety of the building would not be prejudiced by the exemption/modification</p>	B(P)R 41D
37.	<p>Building (Private Streets and Access Roads) Regulations¹¹ – permit the modification of any regulation</p> <p><input type="checkbox"/> Relevant applicable conditions imposed by the traffic authorities</p>	Building (Private Streets and Access Roads) Regulations
38.	<p>Building (Refuse Storage and Material Recovery Chambers and Refuse Chutes) Regulation (B(RS&MRC&RC)R) 7 – no external wall for refuse storage and material recovery chamber¹²</p> <p><input type="checkbox"/> Location of the chamber unlikely cause noise or sanitary nuisance</p>	B(RS&MRC&RC)R 7
39.	<p>B(RS&MRC&RC)R 10(2)(a) – permit doors to refuse storage and material recovery chambers to be situated other than in an external wall¹²</p> <p><input type="checkbox"/> Sufficient ventilation</p>	B(RS&MRC&RC)R 10(2)(a)
40.	<p>B(RS&MRC&RC)R 19(2)(b) – permit vent pipes to be carried up to a lesser height in cases where the Hong Kong Airport (Control of Obstructions) Ordinance would otherwise be contravened</p> <p><input type="checkbox"/> Location of the pipes unlikely create a nuisance to nearby occupancy</p>	B(RS&MRC&RC)R 19(2)(b)
41.	<p>B(RS&MRC&RC)R 23(1) – permit hoppers installed in industrial premises and markets to have a mouth opening exceeding the regulation maximum</p> <p><input type="checkbox"/> Provision of suitable locking or other arrangement to safeguard against unauthorized access</p>	B(RS&MRC&RC)R 23(1)
42.	<p>B(SSFPDWL)Rs – permission of certain sanitary fitments to be installed after issuing of the occupation permit</p> <p><input type="radio"/> Undertaking letter from the developer and AP required under PNAP APP-114</p>	B(SSFPDWL)Rs PNAP APP-114

(Rev. 3/2023)

¹⁰ Subject to comments from the Fire Services Department.

¹¹ Subject to comments from the traffic authorities, viz. Highways Department, Civil Engineering and Development Department and/or Transport Department.

¹² Subject to comments from the Food and Environmental Hygiene Department.