

**Submission of Certificate of Completion of Building Works,  
Application for Occupation Permit  
and Submission of Record Plans and Information**

**Submission of Certificate of Completion of Building Works**

Upon the completion of building works, a certificate of completion of building works not resulting in a new building (Form BA14/14A and/or Form MW02/04) or resulting in a new building (Form BA12/13) should be submitted in accordance with regulation 25 of the Building (Administration) Regulations (B(A)R). While there is no statutory time limit under the Buildings Ordinance (BO) for processing such certificates, the Buildings Department (BD) will generally provide a reply to Form BA14/14A within 28 days, advising the acceptance of the completed works or the outstanding issues to be rectified. As a certificate of completion of new buildings and application for an occupation permit (OP) are usually submitted together in Form BA12/13, they will be processed together within 14 days in accordance with section 21 of the BO.

2. If the same contractor is employed for both the foundation works and the superstructure works for a new building or in the alteration and addition (A&A) works to an existing building, where spread footing foundation with excavation depth not exceeding 4.5m is adopted, the certification of completion of both the spread footing and superstructure works in such cases may be made in the Form BA12/13 or a single Form BA14, as the case may be, and a separate Form BA14 for completion of the spread footing works is not required.

**Simultaneous Submission of Amended Building Plans and Application for OP**

3. A Form BA12/13 is sometimes submitted at or about the same time as the submission of amended plans for approval. This would complicate the processing of an application for OP. In line with the declaration in the Form BA12/13 that the new building has been erected in accordance with the plans approved, the Building Authority (BA) takes the view that authorized persons (AP) / registered structural engineers (RSE) / registered geotechnical engineers (RGE) should submit and secure approval of amendment plans in advance of an application for OP. The exception is that minor positional deviations from the approved plans which do not contravene the BO and its subsidiary regulations may be acceptable.

**Submission of Record Plans**

4. Where several alterations have been made to the original design, the BA may require, under regulation 46 of the B(A)R, the submission of “new plans” showing the building as completed.

5. For those projects (including A&A works) with amendments to the original approved building plans have subsequently been approved, the AP should submit a set of general building plans when applying for OP and submitting Form BA14 for A&A works, amalgamating all the plans approved by the BA and thereby representing the building/A&A works as completed. Each of those plans should bear either the signed and dated approval chop applied by the BA or a chop giving the AP's personal certification of the plans being identical to those approved by the BA on the date specified. To limit the volume of paper, the BA would accept plans photographically reduced to not less than a ratio of 1:200.

6. Record plans should not contain any amendments which have not been approved.

7. In addition, the Rating and Valuation Department (RVD) has requested that for all newly completed buildings and completed A&A works, one set of record plans be supplied to them for rating purposes. As record plans are now mostly produced from computer software such as AutoCAD or Microstation which could effectively shorten the processing time and assure the accuracy of the valuation work of RVD, AP are encouraged to submit a CD-ROM containing the softcopy of the record plans in AutoCAD or Microstation format and marked "CD-ROM containing plans for RVD" at the front in addition to the required paper copy for onward transmission to RVD. RVD has committed that the record plans will only be used for relevant rating purposes and will not be released to other Departments or parties.

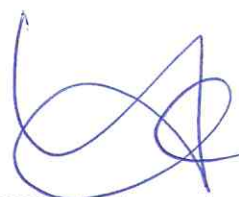
#### **Submission of Schedule of Building Materials and Products**

8. Under the BO, the AP, RSE, RGE and registered contractor (RC) have responsibilities to supervise building works including the selection and application of building materials and to certify compliance with relevant provisions of the BO upon completion of works. To expedite the processing of an application for OP, the BA requires the submission of a schedule under regulation 44 of the B(A)R, confirming the use of accepted building materials and products in construction.

9. The schedule should be submitted with an application for OP. The AP should confirm and certify in the schedule that the application and performance of building materials and products are in compliance with the relevant provisions of the BO and its subsidiary regulations and the RC should confirm the use of those building materials and products in construction. Except for regularly used building materials, the schedule should cover all materials and products not specified on the approved plans, the application of which would involve the structural integrity and fire safety of the building, and the cast iron pipes and fittings as stipulated in Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-133. Where appropriate, a schedule should be submitted on completion of A&A works not resulting in a new building or minor works. Sample schedules for building works and minor works are provided at Appendices A and B respectively.

10. Where the building works involve the installation of fire dampers, the fire dampers may be installed by the registered general building contractor (RGBC) of the project and a registered specialist contractor in the ventilation works category (RSC(V)) appointed for such purpose. Furthermore, under the Minor Works Control System, erection or alteration of a fire damper in a ventilation system of an existing building is designated as minor works, which may be carried out under the simplified requirements as an alternative to obtaining approval and consent under the BO. Reference can be made to Schedule 1 of the Building (Minor Works) Regulation and PNAP APP-147 respectively.

11. For fire dampers installed by RGBC/registered minor works contractor (RMWC), a RSC(V) should be engaged to inspect and certify that the fire dampers are in safe and efficient working order pursuant to Clause E8.3 of the Code of Practice for Fire Safety in Buildings 2011. For fire dampers installed by RSC(V), the same RSC(V) could inspect and certify the fire dampers. The AP/RMWC in submitting the certification on fire dampers should include an inspection certificate on fire dampers by RSC(V).



( YU Tak-cheung )  
Building Authority

Ref. : BD GP/BORD/10 (VI)  
BD GR/BORD/93 (II)  
BD GR/OP/4/M  
BD GR/OA/177

This PNAP is previously known as PNAP 53

First issue July 1978

Last revision November 2019

This revision October 2020 (AD/NB1) (Paragraphs 10 & 11, Appendix B and Annex B.1 amended)



- 請以正楷填寫，並在適當方格內加上『√』號。填寫前，請細閱《注意事項》。
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

致建築事務監督 To the Building Authority

甲部 由認可人士核證

Part A To be Certified by Authorized Person



由認可人士填寫

To be completed by the authorized person

屋宇署檔號 BD Ref. No.

BD

電郵地址

E-mail Address

☐ 作認收電郵之用 (電子呈交適用)

For acknowledgement email (e-submission)

發展地盤地址/改動或加建工程的位置

Address of Development Site / Location of Alteration and Addition Works


**1** 本人為認可人士，現確認上述建築工程指明使用認可的建築物料和產品。本人並依據《建築物（管理）規例》第44條的規定，正式批簽所夾附的建築物料和產品明細表（附件A.1及A.2）。

I, authorized person, confirm that accepted building materials and products have been specified in the above building construction. Pursuant to regulation 44 of the Building (Administration) Regulations, I duly endorse the attached Schedule of Building Materials and Products (Annexes A.1 & A.2).

**2** 本人現證明，所夾附明細表中列明的建築物料和產品，根據相關的建築物規例，均屬認可產品，本人對該等產品的應用和效能感到滿意。

I hereby certify that the building materials and products listed in the attached Schedule are acceptable products under relevant building regulations and that I am satisfied with the application and performance of these products.

### 認可人士資料

#### Details of the Authorized Person

中文姓名\* Name in Chinese\*

① 姓氏先行 Surname first

英文姓名\* Name in English\*

① 姓氏先行 Surname first

註冊證明書編號\* Certificate of Registration Number\*

AP(  )     /

註冊屆滿日期\* Date of Expiry of Registration\*

日 dd 月 mm 年 yyyy

認可人士簽署\*

Signature of the Authorized Person\*

任何失實核證或聲明可引致法律行動。##

Any false certification or declaration may be subject to legal action.##

日期 Date

日 dd 月 mm 年 yyyy

\* 根據註冊記錄

\* In accordance with the registration record



To be completed by the registered contractor

BD	
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Address of Development Site / Location of Alteration and Addition Works


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[illegible]

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日 dd 月 mm 年 yyyy

認可人士、註冊結構工程師及註冊岩土工程師作業備考APP-13 (附錄A) PNAP APP-13 (Appendix A) (11/2019) - P.2/3

To be completed by the registered specialist contractor in the ventilation works category

BD	
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Address of Development Site / Location of Alteration and Addition Works


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[illegible]


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I/We, registered specialist contractor in the ventilation works category, have inspected every fire damper installed in the above building construction on the following completion date of inspection and hereby certify that all the fire dampers are in safe and efficient working order pursuant to Clause E8.3 of the Code of Practice for Fire Safety in Buildings.

I/We, registered specialist contractor in the ventilation works category, hereby confirm that the fire dampers listed in the attached Schedule have been properly installed in the above building construction. I/We have inspected every fire dampers installed in the above premises on the following completion date of inspection and hereby certify that all the fire dampers are in safe and efficient working order pursuant to Clause E8.3 of the Code of Practice for Fire Safety in Buildings.

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Signature of the Registered Specialist Contractor in the Ventilation Works Category\*

Date	Time	Location	Description

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日 dd 月 mm 年 yyyy

\* In accordance with the registration record



## 注意事項

## 任何人如作出虛假聲明或就重要事項作出失實陳述即屬觸犯刑事罪行，可能會被檢控。

## 甲. 個人資料

### 收集的目的

1. 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
  - (a) 處理你在本表格中所呈交的文件之相關事務；
  - (b) 處理有關上述擬進行工程、《建築物條例》及有關法例之相關事務；及
  - (c) 方便屋宇署與你聯絡。
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，或甚至導致無法處理你的申請。

### 獲轉交資料的部門/人士

3. 本署可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上述第 1 段所列的用途。

### 索閱個人資料

4. 根據《個人資料（私隱）條例》，你有權查閱及改正你所提交的個人資料。屋宇署有權就有關資料索閱的要求收取合理費用。如要求查閱及改正你的個人資料，請與屋宇署聯絡。

## 乙. 填寫表格

1. 請填妥表格載列所有有關的部分，並在表格上簽署。請附上所有證明文件。
2. 所提供的資料如有不全或錯誤，屋宇署將不能處理呈交的文件。
3. 如對本表格有任何疑問，請與屋宇署聯絡。

## 丙. 呈交方法

1. **郵寄/親身呈交** - 本表格連同有關文件應郵寄或親身呈交至屋宇署：  
**呈交有關勸諭信 / 命令 / 通知 / 指示的表格：** 九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部地下一般查詢及收件處。  
**呈交至拓展部有關其他事宜的表格：**  
香港太古城太古灣道14號7樓屋宇署收發處。

## 丁. 聯絡資料

屋宇署  
地址：九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部  
電話：2626 1616 (由“1823”接聽)  
傳真：2537 4992  
電郵：enquiry@bd.gov.hk

## Matters to Note

## Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.

## A. Personal Data

### Purposes of Collection

1. The personal data provided by means of this form will be used by the Buildings Department for the following purposes:
  - (a) activities relating to the processing of your submission in this form;
  - (b) activities relating to the above proposed works, and administration of the Buildings Ordinance and other legislations; and
  - (c) facilitating communication between the Buildings Department and yourself.
2. It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

### Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

### Access to Personal Data

4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Buildings Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Buildings Department.

## B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose all supporting documents.
2. If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
3. Enquiries regarding this form should be addressed to the Buildings Department.

## C. Submission Methods

1. **By Post / In Person** - This form together with the relevant documents shall be posted to or submitted in person to the Buildings Department:  
**For submissions relating to advisory letter/order/notice/direction:**  
General Enquiry and Receipt Counter, G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.  
**For other submissions to the New Buildings Division:**  
Receipt & Despatch Counter, Building Department, 7/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.

## D. Contact Details

Buildings Department  
Address: Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon  
Tel No.: 2626 1616 (handled by "1823")  
Fax No.: 2537 4992  
Email: enquiry@bd.gov.hk

**Schedule of Building Materials and Products**

**BD Ref. :** \_\_\_\_\_

**Re :** \_\_\_\_\_  
(\* Address of development site/Location of alteration and addition works)

**(A) Fire Resisting Products**

Building Product	Product Name	Name of Manufacturer and Place of Manufacture (City and Country)	Fire Resisting Performance <sup>@</sup> (minutes)		Compliance with Relevant Building Regulations & Codes of Practice	Details of Test or Assessment Report					Remarks/Comments
			Integrity	Insulation		Name of Laboratory Accreditation Body	Name of Laboratory / Assessing Organisation	Report No.	Date of Test / Assessment Report	Validity Date	
a) Fire resisting doorset	^										
b) Lift landing door	^										
c) Fire resisting glazing	^										
d) Fire-stop or sealing system in wall/floor/curtain wall, etc.											
e) Fire dampers <sup>Φ</sup>											
f) Others (e.g. proprietary products, fire shutter, etc.)											

<sup>@</sup> The performance on stability has to be demonstrated where applicable.

<sup>^</sup> Corresponding legend in approved plan should be specified where applicable.

<sup>Φ</sup> Part C of the Certificate of Accepted Building Materials and Products in Appendix A of PNAP APP-13 should be completed by RSC(V).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature<sup>#</sup> of authorized person

<sup>#</sup> In accordance with the registration record

<sup>\*</sup> Delete whichever is inapplicable

(Rev. 11/2019)



**Schedule of Building Materials and Products (cont'd)**

**BD Ref. :** \_\_\_\_\_ **Re :** \_\_\_\_\_  
 (\*Address of development site/Location of alteration and addition works)

**(B) Other Building Materials and Products**

Building Product	Product Name	Name of Manufacturer and Place of Manufacture (City and Country)	Compliance with Relevant Building Regulations & Codes of Practice	Details of Test or Assessment Report					Remarks/ Comments
				Name of Laboratory Accreditation Body	Name of Laboratory / Assessing Organisation	Report No.	Date of Test / Assessment Report	Validity Date	
a) Glazing barrier									
b) Cast iron pipes and fittings									
c) Others									

I confirm that the above mentioned building products have been tested or assessed as stated and hereby certify that the application and performance of these products comply with the relevant Building Regulations.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature<sup>#</sup> of authorized person

# In accordance with the registration record  
 \* Delete whichever is inapplicable

(Rev. 11/2019)

**Certificate of Accepted Building Materials and Products for Minor Works**

Minor works submission no. (if available): MW 

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Location or address of the minor works (if minor works submission no. is not available):

**To the Building Authority,**

☐ **Part A : to be certified by the Authorized Person appointed**

*(for minor works with prescribed building professionals appointed)*

1. I, (name in full) \_\_\_\_\_, authorized person, confirm that accepted building materials and products have been specified in the carrying out of minor works in the above-mentioned submission no. Pursuant to section 56 of the Building (Minor Works) Regulation, I duly endorse the attached Schedule of Building Materials and Products for Minor Works (*Annexes B.1 & B.2*).

2. I hereby certify that the building materials and products listed in the attached Schedule are acceptable products under relevant building regulations and that I am satisfied with the application and performance of these products.

\_\_\_\_\_  
Certificate of Registration No. #

\_\_\_\_\_  
Date of expiry of  
registration #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature # of authorized person

**Part B : to be certified by the Prescribed Registered Contractor appointed**

☐ \*I/We, (name in full) \_\_\_\_\_, prescribed registered contractor, confirm that the accepted building materials and products listed in the attached Schedule of Building Materials and Products for Minor Works (*Annexes B.1 & B.2*) have been used and properly applied in the carrying out of minor works in the above-mentioned submission no.

☐ (*For minor works without prescribed building professional appointed*) Pursuant to section 56 of the Building (Minor Works) Regulation, \*I/we (name in full) \_\_\_\_\_, prescribed registered contractor, duly endorse the attached Schedule and hereby certify that the building materials and products listed in the attached Schedule are acceptable products under relevant building regulations and that I am/we are satisfied with the application and performance of these products.

\_\_\_\_\_  
Certificate of Registration No. #

\_\_\_\_\_  
Signature # of prescribed  
registered contractor

\_\_\_\_\_  
Date of expiry of  
registration #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of authorized signatory #

**/Part C ...**

**Part C : to be certified by Registered Specialist Contractor in the Ventilation Works Category appointed**

☐ \*I/We, (name in full) \_\_\_\_\_, registered specialist contractor in the ventilation works category, have inspected every fire damper installed in the above building construction on \_\_\_\_\_ (completion date of inspection) and hereby certify that all the fire dampers are in safe and efficient working order pursuant to Clause E8.3 of the Code of Practice for Fire Safety in Buildings.

☐ \*I/We, (name in full) \_\_\_\_\_, registered specialist contractor in the ventilation works category, hereby confirm that the fire dampers listed in the attached Schedule have been properly installed in the above building construction. \*I/We have inspected every fire dampers installed in the above premises on \_\_\_\_\_ (completion date of inspection) and hereby certify that all the fire dampers are in safe and efficient working order pursuant to Clause E8.3 of the Code of Practice for Fire Safety in Buildings.

\_\_\_\_\_  
Name of authorized signatory<sup>#</sup>

\_\_\_\_\_  
Signature<sup>#</sup> of registered  
specialist contractor  
in the ventilation works category

Certificate of Registration No. <sup>#</sup>: \_\_\_\_\_  
Date of expiry of registration<sup>#</sup>: \_\_\_\_\_

- # In accordance with the registration record  
☐ Enter "✓" in the appropriate box  
\* Delete whichever is inapplicable

(Rev. 10/2020)



**Schedule of Building Materials and Products for Minor Works**

**Minor works submission no. (if available) :** MW 

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**Location or address of the minor works (if minor works submission no. is not available):** \_\_\_\_\_

**(A) Fire Resisting Products**

Building Product	Product Name	Name of Manufacturer & Place of Manufacture (City & Country)	Fire Resisting Performance <sup>@</sup> (Minutes)		Compliance with Relevant Building Regulations & Codes of Practice	Details of Test or Assessment Report					Remarks/ Comments
			Integrity	Insulation		Name of Laboratory Accreditation Body	Name of Laboratory / Assessing Organisation	Report No.	Date of Test / Assessment Report	Validity Date	
a) Service lift landing door	^										
b) Fire resisting glazing	^										
c) Fire-stop or sealing system in wall, floor, etc.											
d) Fire dampers <sup>φ</sup>											
e) Others											

<sup>@</sup> The performance on stability has to be demonstrated where applicable.

<sup>^</sup> Corresponding legend in prescribed plans or plans should be specified where applicable.

<sup>φ</sup> Part C of the Certificate of Accepted Building Materials and Products in Appendix B of PNAP APP-13 should be completed by RSC(V).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature<sup>#</sup> of appointed ☐ authorized person (for minor works with prescribed building professionals appointed)  
☐ prescribed registered contractor (for minor works without prescribed building professionals appointed)

<sup>#</sup> In accordance with the registration record  
☐ Enter “✓” in the appropriate box

(Rev. 10/2020)

Schedule of Building Materials and Products for Minor Works (cont'd)

Minor works submission no. (if available) : MW 

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Location or address of the minor works (if minor works submission no. is not available): \_\_\_\_\_

(B) Other Building Materials and Products

Building Product	Product Name	Name of Manufacturer & Place of Manufacture (City & Country)	Compliance with Relevant Building Regulations & Codes of Practice	Details of Test or Assessment Report					Remarks/ Comments
				Name of Laboratory Accreditation Body	Name of Laboratory / Assessing Organisation	Report No.	Date of Test / Assessment Report	Validity Date	
a) Glazing barrier									
b) Cast iron pipes & fittings									
c) Others									

\*I/We confirm that the above mentioned building products have been tested or assessed as stated and hereby certify that the application and performance of these products comply with the relevant Building Regulations.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature<sup>#</sup> of appointed

- ☐ authorized person (for minor works with prescribed building professionals appointed)  
☐ prescribed registered contractor (for minor works without prescribed building professionals appointed)

- \* Delete whichever is inapplicable  
# In accordance with the registration record  
☐ Enter "✓" in the appropriate box