

**Buildings Ordinance, Cap 123  
Specified Forms**

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In exercise of the powers under section 22(4) of the Buildings Ordinance, I have specified the forms listed at Appendix A.

2. Where a section of the Buildings Ordinance or a Regulation requires an application, a notice or a certificate to be submitted in a specified form, the form listed in Appendix A for the relevant purpose should be used and should not be altered or amended in any way. Failure to use the specified form may invalidate the application, notice or certificate.

3. The specified forms will be kept under regular review and revised as necessary. Their most updated versions as well as the list at Appendix A can be obtained by downloading from the website of the Buildings Department ([www.bd.gov.hk](http://www.bd.gov.hk)) or from the reception counter on 12/F of Buildings Department's headquarters at Pioneer Centre, 750 Nathan Road, Kowloon during office hours.



( AU Choi-kai )  
Building Authority

Ref. : BD GP/BREG/A/1

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**Buildings Ordinance, Cap 123**  
**Specified Forms**

<b>Form No.</b>	<b>Purpose</b>	<b>Relevant section of Cap 123 or Regulation</b>	<b>Revision Date</b>
BA 1 BA 1A BA 1B	Application for registration as authorized person (AP) / registered structural engineer (RSE) / registered geotechnical engineer (RGE) <ul style="list-style-type: none"> <li>• for inclusion</li> <li>• for retention of name</li> <li>• for restoration of name</li> </ul>	BO s3(6) BO s3(9B) BO s3(12)	12/2005 12/2004 12/2004
BA 2 BA 2A BA 2B BA 2C	Application for registration as registered general building contractor (RGBC) / registered specialist contractor (RSC) <ul style="list-style-type: none"> <li>• for inclusion</li> <li>• for renewal of registration</li> <li>• for restoration of name</li> <li>• for approval of technical director/ other officer / person appointed to act for the purposes of the Buildings Ordinance</li> </ul>	BO s8B BO s8C(2) BO s8D(2) BO s8B	12/2004 12/2004 12/2004 12/2004
BA 4	Notice of appointment of AP and/or RSE and/or RGE	B(A)R 23(1A)	12/2005
BA 5	Application for approval of plans of building works and/or street works, and certificate of preparation of plans	B(A)R 29(1), B(A)R 18A	10/2010
BA 6	Stability certificate of AP and/or RSE	B(A)R 18	11/1994
BA 7	Notice of urgent works required as a result of accident or emergency	BO s19(1), B(A)R 28	12/2005
BA 8	Application for consent to the commencement & carrying out of building works or street works	B(A)R 31	1/1996
BA 8A	Application for concurrent consent to the commencement of building works	B(A)R 31	12/2008
BA 9	Application for renewal of consent to the carrying out of building works or street works	BO s20(2)	1/1996
BA 10	Notice of appointment of RGBC/RSC, notice of commencement of building works or street works and undertaking by RGBC/RSC	B(A)R 20	5/2004
BA 11	Notice from RGBC/RSC on ceasing to be appointed in respect of building works or street works and certificate in respect of that part of the building works or street works carried out by the RGBC/RSC	B(A)R 24	5/2004

<b>Form No.</b>	<b>Purpose</b>	<b>Relevant section of Cap 123 or Regulation</b>	<b>Revision Date</b>
BA 12	Certificate on completion of building works resulting in a new temporary building, a new building or part of a new building and application for temporary occupation permit in respect of such building or part	B(A)R 25, BO s21(2)	12/2005
BA 13	Certificate on completion of building works resulting in a new building and application for permit to occupy such building	B(A)R 25, BO s21(2)	12/2005
BA 14	Certificate on completion of building works not resulting in a new building or of street works	B(A)R 25 & 26	12/2005
BA 14A	Certificate on completion of demolition works	B(A)R 25	12/2005
BA 15	Notice of intended material change in the use of a building	BO s25(1)	1/1996
BA 16	Application for modification of and/or exemption from the provisions of the Buildings Ordinance and/or Regulations made thereunder	BO s42(2)	9/2000
BA 17	Application for permit to erect a temporary building	B(P)R 51	1/1996
BA 18	Application for permit to erect a contractor's shed	B(P)R 53(1)	10/2007
BA 19	Application for permit to erect hoardings, covered walkways or gantries	B(P)R 64	1/1996
BA 20	Notice of technically competent person or persons appointed to supervise demolition works	B(DW)R 8(3)	5/2004
BA 21	Notice of nomination by AP/RSE/RGE of another AP/RSE/RGE to act in his stead during temporary inability to act	B(A)R 23(2)	12/2005
BA 22	Application for authorization to carry out and/or maintain groundwater drainage works	BO s28B(1)	1/1996
BA 23	Application for grant/renewal of licence for an oil storage installation	B(OSI)R 6(1) & 7(3)	1/1996
BA 24	Notification to the BA of change of business address of AP/RSE/RGE/RGBC/RSC	B(A)R 45	2/2005
BA 25	Application for registration as a registered minor works contractor (company)	B(MW)R s10(1)(b)	12/2009
BA 25A	Application for renewal of registration of registered minor works contractor (company)	B(MW)R s14(1)	12/2009

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BA 25B	Application for restoration of name to the register of minor works contractors (company)	B(MW)R s18(1)	12/2009
BA 25C	Application for registration of additional class and/or type of minor works for a registered minor works contractor (company)	B(MW)R s21(2)	12/2009
BA 25D	Application for approval of nomination of additional authorized signatory/technical director of a registered minor work contractor (company)	B(MW)R s24(1)	12/2009
BA 25E	Application for review of decision of the Building Authority or recommendation of the Minor Works Contractors Registration Committee in respect of registration of minor works contractor (company)	B(MW)R s26	12/2009
BA 25F	Application for registration as a registered minor works contractor (provisional)	B(MW)R s64(1)	12/2009
BA 25G	Application for review of decision of the Building Authority or recommendation of the Minor Works Contractors Registration Committee in respect of registration of minor works contractor (provisional)	B(MW)R s26	12/2009
BA 26	Application for registration as a registered minor works contractor (individual)	B(MW)R s10(1)(a)	12/2009
BA 26A	Application for renewal of registration of registered minor works contractor (individual)	B(MW)R s14(1)	12/2009
BA 26B	Application for restoration of name to the register of minor works contractors (individual)	B(MW)R s18(1)	12/2009
BA 26C	Application for registration of additional items of Class III minor works for a registered minor works contractor (individual)	B(MW)R s21(1)	12/2009
BA 26D	Application for review of decision of the Building Authority or recommendation of the Minor Works Contractors Registration Committee in respect of registration of minor works contractor (individual)	B(MW)R s26	12/2009

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MW01	Notice of Commencement of Minor Works under the Simplified Requirements (with Prescribed Building Professionals Appointed)	B(MW)R s30, s33 and s37	12/2010
MW02	Certificate of Completion of Minor Works under the Simplified Requirements (with Prescribed Building Professionals Appointed)	B(MW)R s31, s32, s34, s35, s36 and s37	12/2010
MW03	Notice of Commencement of Minor Works under the Simplified Requirements (without Prescribed Building Professional Appointed)	B(MW)R s33 and s37	12/2010
MW04	Certificate of Completion of Minor Works under the Simplified Requirements (without Prescribed Building Professional Appointed)	B(MW)R s34, s35, s36 and s37	12/2010
MW05	Notice and Certificate of Completion of Class III Minor Works under the Simplified Requirements	B(MW)R s36 and s37	12/2010
MW06	Notice of Inspection and Certification of Prescribed Building or Building Works	BO s39C B(MW)R s36, s37 and s62	12/2010
MW07	Notice of Change in Appointment of Prescribed Building Professional other than Authorized Person or Prescribed Registered Contractor under the Simplified Requirements	B(MW)R s48(2) and s48(4)	12/2010
MW08	Notice of Change in Appointment of Authorized Person under the Simplified Requirements	B(MW)R s48(3)	12/2010
MW09	Notice of Nomination by Prescribed Building Professional Appointed of Another Prescribed Building Professional to Act in His Place for the Period of Temporary Inability to Act under the Simplified Requirements	BO s4A(5) B(MW)R s49	12/2010
MW10	Notice of Prescribed Registered Contractor on Ceasing to be Appointed under the Simplified Requirements	BO s4A(5) B(MW)R s51 and s52	12/2010
MW11	Notice of Commencement of Additional Minor Works under the Simplified Requirements (with Prescribed Building Professionals Appointed)	B(MW)R s30, s33 and s37	12/2010

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MW12	Notice of Commencement of Additional Minor Works under the Simplified Requirements (without Prescribed Building Professional Appointed)	B(MW)R s33 and s37	12/2010

(Rev. 12/2010)