

**Hoardings, Covered Walkways and Gantry  
(including Temporary Access for Construction Vehicles)**  
**Part IX of Building (Planning) Regulations**

Pursuant to regulation 66 of the Building (Planning) Regulations (B(P)R), hoardings/covered walkways/gantries shall be erected prior to the commencement of building works in accordance with the permit issued under regulation 65 of B(P)R (hoarding permit), and shall be maintained in good repair throughout the duration of the permit to ensure public safety. Application under regulation 64 of the B(P)R for a permit to erect hoardings/covered walkways/gantries should be accompanied by six sets<sup>1</sup> of plans showing the hoardings/covered walkways/gantries<sup>2</sup>, including details of any proposed temporary vehicular access and post holes, existing traffic signs and traffic provisions (e.g. bus lanes, taxi ranks, bus stops and pedestrian crossings), existing planters and trees, as well as other relevant information. Any traffic sign or street light likely to be obscured or required to be resited must be declared. If public transport facilities or pedestrian crossings are affected or carriageway width is reduced, this must also be declared. Failure to declare may delay the issue of a hoarding permit.

2. Subject to the agreement of the Transport Department (TD) and the Highways Department (HyD), the resiting and subsequent reinstatement of any affected traffic signs and street furniture, and repair of damaged public pavements may be carried out by the building owner at his own cost to the satisfaction of HyD. Any resiting and subsequent reinstatement of street lights shall be carried out by HyD at the building owner's expense.

3. No trees on government land may be felled, pruned or interfered with without the prior approval of the government departments responsible for maintenance of the tree concerned. Where any trees on government land will be affected by the hoardings/covered walkways/gantries, proposal on preservation, protection and monitoring measures for the trees should be submitted to the tree maintenance departments in advance of the application for a hoarding permit. The building owner and his representatives should notify the tree maintenance departments of any damage to the trees concerned within the same day of the occurrence of damage, and carry out all necessary mitigation measures/repair of any damage at his own cost to the satisfaction of the tree maintenance departments. Areas of responsibilities of the tree maintenance departments and the guidelines on tree preservation during construction are given in Appendix A of the Development Bureau (DEVB) Technical Circular (Works) No. 6/2015

/and ...

<sup>1</sup> Only one set of plans is required if the submission is made via the Buildings Department's Electronic Submission Hub.

<sup>2</sup> Where covered walkways and gantries are described in this practice note (PNAP), they include the catch platforms erected on the covered walkways and gantries as appropriate.

and the Tree Management Practice Note No. 1 issued by DEVB respectively, and which could be downloaded from DEVB's website. In case of any space/gap is required to be provided between the trees and the hoardings/covered walkways/gantries, adequate precautionary measures should be provided at the space/gap to protect the public from falling objects.

4. HyD's and TD's requirements for hoardings/covered walkways/gantries are set out at Appendix A.

5. In cases where hoardings/covered walkways/gantries have to encroach on a carriageway, TD will have no objection provided that the affected traffic lane is maintained with a minimum width of 3 m for one way traffic; while the minimum width of a single carriageway for two way traffic is maintained at 5.5 m. Temporary traffic arrangement in accordance with the latest edition of HyD's Code of Practice for the Lighting, Signing and Guarding of Road Works<sup>3</sup> should be implemented whenever hoardings/covered walkways/gantries are sited on a carriageway. Where these minimum width requirements cannot be met, the authorized person (AP) should establish early contact with TD to clarify on the need for a traffic impact assessment (TIA). Normally, TIA will only be required for hoardings/covered walkways/gantries sited on the carriageway of a traffic sensitive road, that is either a red route, a pink route or bus corridor, or on any other carriageway which is within 70 m of a signalised junction with a traffic sensitive road that cannot meet the minimum width requirement. The list of traffic sensitive roads is given in Appendix I of HyD's Guidance Notes RD/GN/021A<sup>3</sup>. The Senior Engineer/Survey and Projects of the Traffic Survey & Support Division of TD may be consulted on the list of traffic sensitive roads. The TIA report should be submitted at least two months in advance of the application for a hoarding permit so as to enable TD and the Police to assess the need for any additional temporary traffic management measures. Guidelines and requirements of TIA for hoardings/covered walkways/gantries occupying part of the carriageway are set out in Appendix B.

6. In all cases of deviation from normal practice, details should be included on the plans submitted and reasons provided in the accompanying letter so as to enable TD to note that there are specific circumstances or constraints affecting the site.

### **Construction of Hoardings/Covered Walkways/Gantries**

7. Precautionary measures including hoardings/covered walkways/gantries for demolition works should be provided in accordance with the Code of Practice for Demolition of Buildings 2004 and meet the design requirements specified in Appendix C. For building works other than demolition works, precautionary measures including hoardings/covered walkways/gantries should be provided in accordance with Appendix D and meet the design requirements specified in Appendix C. In case where variations to the standard designs in Appendix C are required, such variations may be accepted to meet specific site conditions.

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<sup>3</sup> Available from HyD's website: [www.hyd.gov.hk](http://www.hyd.gov.hk).

8. Hoardings/covered walkways/gantries for demolition works, or in certain special cases, e.g. on narrow pavements, may have to be sited on a carriageway and a raised floor will then be required. Hoardings/covered walkways/gantries for building works other than demolition works will normally be required to be sited entirely on the footpaths without raised floor. Proposals which include prefabricated units of non-traditional construction requiring little maintenance are preferred.

9. A minimum 1.1 m clear width of pedestrian walkway is required for hoardings/covered walkways/gantries sited on a carriageway. As regards hoardings/covered walkways/gantries on pavement, the clear width should be related to the existing pavement width as follows:

<b>Existing Pavement Width</b>	<b>Clear Width of Pedestrian Walkway</b>
2.5 m or less	Normally 1.5 m minimum. Exemption may be considered if the pavement is of insufficient width provided that a minimum level-of-service (LOS) "C" for pedestrians is maintained at any time, including holidays in commercial/shopping/tourist attraction area. In any case, the clear width of pedestrian walkway should not be less than 1.1 m. Details about LOS are given in Chapters 10.5.1.13 and 10.5.2.2(viii)(c) of Volume 6 of Transport Planning and Design Manual (TPDM) which could be downloaded from TD's website
over 2.5 m to 3 m	Width of the pavement minus 1 m
over 3 m	Not less than 2 m

The required clear width of pedestrian walkway must not be obstructed in any manner e.g. by trees, planters, traffic signs, scaffold poles, supports for formwork, site entrance gates at gantries or the like. The vertical clearance inside the covered walkway should be 2.3 m minimum.

10. In case the clear width of the pedestrian walkway is affected or not in compliance with the required width specified in the table above, during the erection period of hoardings/covered walkways/gantries and the carrying out of building works, an appropriate temporary pedestrian diversion scheme and protective measures should be submitted to enable TD and the Police to assess the need for any temporary pedestrian management measures.

11. Should there be any utility pit cover located within the area of hoardings/covered walkways/gantries, the relevant utility undertaking should be informed prior to the construction of hoardings/covered walkways/gantries. Hoardings/covered walkways/gantries, including their footings, must not obstruct the access to such pits and opening of the pit cover at all times.

## **Lighting Standard for Covered Walkways**

12. A temporary lighting system should be provided for all covered walkways and be maintained in good order by the building owners. The average illuminance on the floor level of the covered walkway should be within the range of 35 lux to 50 lux.

13. A recommended lighting layout for a typical covered walkway (2 m wide and 2.5m high) is the installation of luminaires complete with 18 W or 20 W 600 mm long tubular fluorescent lamps at 3 m spacing.

## **Excavation Permit**

14. An Excavation Permit from the Director of Highways is required under section 10 of the Land (Miscellaneous Provisions) Ordinance (Cap. 28) for excavation works involved in the erection/demolition of hoardings/covered walkways/gantries to be carried out on public roads maintained by HyD. Failure to obtain the necessary permit would constitute an offence under that Ordinance. In this connection, reference should be made to PNAP ADV-13 and HyD's Excavation Permit Processing Manual - Chapter 5, Section 1<sup>3</sup>.

## **Temporary Access for Construction Vehicles**

15. The position of any temporary access, including location of gantries should be agreed by TD. Temporary access should be constructed basically in accordance with the typical details of run-in in HyD Standard Drawings (PNAP APP-144 is relevant) or in accordance with the details in Annex 1 to Appendix A for proper protection of the utilities under the pavement and to safeguard the safety of the road users. In both cases, an Excavation Permit from the Director of Highways is required for the necessary works. The temporary access should be formed and reinstated to its original state upon completion of the works by and entirely at the expense of the building owner. Permanent reinstatement, if required and subject to Government's agreement, could be carried out by the building owner at his own expense and under the supervision of AP to the satisfaction of HyD and TD.

16. The maximum width of the gantries should normally be not more than 7.3 m. For a proposed gantry wider than 7.3 m, the proposal should be accompanied by justifications for such width viz. demonstration by a swept path analysis of the vehicles using the gantry. In addition, information on the frequency of the vehicles that would enter into the site and the measures to safeguard the safety of pedestrians crossing the ingress/egress points should also be submitted for consideration.

17. Multiple temporary access for construction vehicles of a site is allowed if the proposed access complies with HyD's and TD's requirements in Appendix A. Multiple temporary access for a development site may be proposed at the approved access points of the scheme under the approved planning application in which road improvement measures (e.g. developments with local junction improvement/road widening, assumption of commissioning of new roads) under TIA report or traffic review report are required. To support the application for such hoarding permit, AP should submit assessments to TD to demonstrate that the construction trip generation and multiple temporary access arrangement are acceptable under the existing road and traffic conditions prior to the completion of the required road improvement measures.

## **Temporary Suspension of On-Street Public Parking Spaces**

18. Where suspension of on-street public parking spaces is necessary, an application should be made to the Commissioner for Transport in accordance with the Notes for Guidance attached at Annex 2 to Appendix A.

## **Self-certification for Hoarding Permit Application**

19. To promote self-discipline and to facilitate the development progress, the Building Authority (BA) will complete the processing of an application for a hoarding permit within 30 days of receipt of such application provided that the following criteria are met with certification by AP/registered structural engineer (RSE)/registered geotechnical engineer (RGE):

- (a) HyD's and TD's requirements specified in Appendix A are complied with;
- (b) submission of a TIA report is not required;
- (c) no contractor shed will rest on the top of the hoardings/covered walkways/gantries;
- (d) the design of the hoardings/covered walkways/gantries is in compliance with the provisions of the Buildings Ordinance (BO);
- (e) the hoardings/covered walkways/gantries are structurally safe;
- (f) no felling, pruning or interference with trees is required;
- (g) for demolition works, the standard designs mentioned in paragraph 7 above are adopted; and
- (h) the stability of any nearby slope or retaining wall, if applicable, is not adversely affected (supporting documentation may be required if significant signs of distress or failure of the slope/wall in question have been noted).

20. Under the streamlined processing arrangement, AP/RSE/RGE, as the case may be, are required to submit hoarding plans, Form BA 19 together with the certification at Appendix E to the Buildings Department (BD) for centralised processing. In cases where the criteria for streamlined processing are not met, the application will be processed within 60 days.

21. AP/RSE should note that consent for building works will be refused if the required hoardings/covered walkways/gantries proposals have not been received by the BA.

## **Validity Period and Renewal of Hoarding Permit**

22. Hoarding permits for demolition works will normally be issued for six months only. Hoarding permits for general building works will normally be issued for three years conditional upon the submission of annual safety certificate (Appendix F) certifying that the hoardings/covered walkways/gantries are structurally safe. The safety certificate should be submitted not less than 7 days before each anniversary of the date of issue of the hoarding permit.

23. If evidence shows that the site has been idle for a prolonged period or an annual safety certificate has not been submitted, the hoarding permit may be cancelled and the hoardings/covered walkways/gantries should be removed immediately in accordance with the relevant conditions of the permit.

24. Renewal of hoarding permit will be considered upon application. The renewal will only be granted if the applicant can demonstrate the need for the period requested and only the minimum period will be granted.

### **Self-certification for Renewal of Hoarding Permit**

25. An application for renewal of the permit should be made to the BA in writing at least 30 days before its expiry with the following supporting documents:

- (a) the original permit Form BD 109<sup>4</sup>;
- (b) a certificate (Appendix G) from AP/RSE/RGE, as the case may be, that the hoardings/covered walkways/gantries are still structurally safe and the stability of any nearby slope or retaining wall, if applicable, is not adversely affected; and
- (c) colour record photos showing that the hoardings/covered walkways/gantries are constructed generally in accordance with the accepted plans and are properly used and maintained. The record photos should include all elevations of hoardings/covered walkways/gantries, pedestrian passages within covered walkways, temporary raised floor, protective measures for pedestrian diversion scheme and the temporary access for construction vehicles. A block plan indicating the direction of the photos taken should also be submitted.

To ensure a high standard of self-regulation is maintained, the BA will carry out audit checks.

**/Self-certification ...**

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<sup>4</sup> Original permit Form BD 109 is not required if the submission is made via BD's Electronic Submission Hub.

## **Self-certification for Minor Amendments to Hoardings/Covered Walkways/Gantries**

26. Minor amendments to the permitted hoardings/covered walkways/gantries may be carried out without prior agreement of the BA if the following criteria are met with certification by AP/RSE/RGE, as the case may be:

- (a) HyD's and TD's requirements specified in Appendix A are complied with;
- (b) the original TIA, if any, is still valid;
- (c) the position of gantry/temporary access for construction vehicles is not changed or complies with TD's requirements specified in Appendix A if the position is changed;
- (d) the hoardings/covered walkways/gantries are structurally safe;
- (e) no contractor shed will rest on the top of the hoardings/covered walkways/gantries;
- (f) the stability of any nearby slope or retaining wall, if applicable, is not adversely affected; and
- (g) no trees are affected.

Under the above self-certification mechanism, AP should deposit with BD a set of the amended hoarding plans and the safety certificate (Appendix H) within 7 days of the completion of amendment works on site.

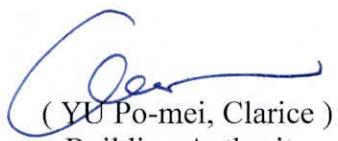
27. While the BA will carry out audit checks, AP/RSE should ensure that the hoardings/covered walkways/gantries are constructed in accordance with the self-certified hoarding plans and that they are structurally safe.

## **Proper Use and Maintenance of Hoardings/Covered Walkways/Gantries**

28. Hoardings/covered walkways/gantries should not be used for any other purposes such as for displaying advertisements or for storage of building materials and equipment inside or above the covered walkways.

29. Proper maintenance of hoardings/covered walkways/gantries is required under regulation 66 of the B(P)R. The primary consideration must be public safety and convenience. If a hoarding/covered walkway/gantry is in disrepair and if request for repair or renewal is not complied with, the BA may cause the necessary work to be carried out at the building owner's expense in accordance with regulation 67 of the B(P)R.

30. If there is obstruction to the hoardings/covered walkways/gantries beyond the control of the registered contractor (RC) (e.g. hawkers, cooked food stalls and/or general rubbish), AP should report such obstruction to the relevant government departments for follow up action. AP, RSE and RC should ensure that the hoardings/covered walkways/gantries are erected in compliance with the provisions of the BO and in accordance with the accepted plans, and the associated measures relating to traffic issues are implemented in accordance with the accepted TIA/temporary traffic management measures/temporary traffic arrangement if applicable. AP, RSE and RC should promptly address any public's reports and take prompt action to rectify any non-compliance arising from the hoardings/covered walkways/gantries and the associated measures relating to traffic issues for public safety.



(YU Po-mei, Clarice )  
Building Authority

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BD GP/BREG/C/31

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**Highways Department and Transport Department**  
**Requirements for Hoardings/Covered Walkways/Gantries<sup>1</sup>**

**A. Highways Department**

- (1) The internal layout of the site should be so arranged that no backing in/out movement of construction traffic is required except in cases where small or narrow sites are involved in which case reversing into the site will be permitted.
- (2) The covered walkways should be properly lit at night.
- (3) The promoter (i.e. the one who finances the proposed excavation works) should apply for an Excavation Permit from the Regional Office of the Highways Department (HyD) prior to the commencement of excavation works on a public road maintained by HyD. One copy of the temporary traffic arrangement plan approved by the Transport Department (TD) and the Police should accompany his application, together with a copy of the Hoarding Permit issued by the Buildings Department (BD).
- (4) A clear width of not less than 500 mm should be maintained between the edges of the hoarding and the carriageway.
- (5) Where the hoardings/covered walkways/gantries are erected on the carriageway, there should not be any obstruction to the drainage channels and gullies of the road. The authorized person (AP) should be responsible for the removal of all obstructions to the flows in the drainage channels and gullies. Lighting and guarding in accordance with the Road Traffic (Traffic Control) Regulations should be provided by AP. Relevant requirements stipulated in the HyD's Code of Practice for the Lighting, Signing and Guarding of Road Works should also be followed.
- (6) The maximum insertion of footing into public pedestrian pavement should be limited to 450mm. Any concrete plinth sitting on pavement should not be more than 250mm in thickness and not more than 1000mm in height, and the minimum clear spacing between two concrete plinths should not be less than 1100mm. The exposed faces of the concrete plinth should be of smooth surface and any exposed edges and corners should be chamfered.
- (7) The hoardings/covered walkways/gantries should be erected at no more than 300mm away from the lot boundary.
- (8) ...

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<sup>1</sup> Where covered walkways and gantries are described in this practice note (PNAP), they include the catch platforms erected on the covered walkways and gantries as appropriate.

- (8) The hoardings/covered walkways/gantries should not obscure any street lights. Where any street light will likely be affected by the hoardings/covered walkways/gantries, the proposal should be sent to the Chief Engineer/Lighting of HyD for comment. Where temporary removal or resiting of existing street light is required, AP should request HyD for such removal/resiting, at the building owner's cost, with sufficient advance notice. In case the floor of a hoarding/covered walkway/gantry obstructs access to the street light draw-pit, the relevant section of the floor should be portable and removable.
- (9) AP is required to notify HyD and, if necessary, submit photographic record of original condition of footpath before commencement of erection, in particular for those hoardings/covered walkways/gantries with concrete bases for which application for Excavation Permit is not required.
- (10) Temporary access for construction vehicles should be constructed basically in accordance with the typical details of run-in in HyD Standard Drawings (PNAP APP-144 is relevant) or in accordance with the details in Annex 1 for proper protection of the utilities under the pavement and to safeguard the safety of the road users.

## **B. Transport Department**

- (1) No reversing movement of construction vehicles from/to the construction site will be permitted except in cases where small or narrow sites are involved in which case reversing into the site will be permitted.
- (2) No construction vehicles will be permitted to queue and wait outside the construction site. No construction related motor vehicles will be allowed to travel along, stop or park on pavement and cycle track.
- (3) All construction activities, including but not limited to loading/unloading activities of construction vehicles, operation of construction plant and equipment should be confined within the construction site.
- (4) The hoardings/covered walkways/gantries should not encroach on carriageway or cycle track unless justified. In case where hoardings/covered walkways/gantries have to encroach on the carriageway, AP should provide sound justification for the encroachment and submit a plan with dimensions to demonstrate the compliance with the requirements under paragraph 5 of this PNAP. If road closure/traffic diversion is required, AP should submit a traffic impact assessment (TIA) to demonstrate the acceptability of the proposal.
- (5) The hoardings/covered walkways/gantries should not involve suspension or affect the operation of any metered or non-metered parking spaces for motor vehicles or bicycle parking spaces managed by the TD.
- (6) The clear width and vertical clearance of pedestrian walkway and the width of gantry should comply with the requirements under paragraphs 9 and 16 of this PNAP. The required width and clearance should be shown on the plan submitted to BD to demonstrate compliance.

(7) ...

- (7) The hoardings/covered walkways/gantries should not obscure any traffic signs or traffic signals, traffic detectors or similar traffic equipment. Supporting documents with plans of sight line checking and up-to-date site photos should be submitted to demonstrate the visibility to the above traffic aids and equipment is not obscured. Where resiting / removal of any traffic aids (such as traffic signs, traffic signals, guardrail and the like) or where temporary suspension of on-street public parking spaces is necessary, AP should submit his application to TD in accordance with the Notes for Guidance attached in Annex 2 for approval of such resiting/removal, with advance notice of 3 weeks. Upon obtaining TD's approval, AP should carry out the resiting/removal/reinstatement works at the building owner's cost, with sufficient advance notice of 10 days. In case the floor of a hoarding/covered walkway/gantry obstructs the access to the draw-pit marked with "ATC", the relevant section of the floor should be portable and removable.
- (8) When temporary suspension/removal/relocation of public transport facilities (such as bus/tram stops and shelters, tram posts and wires, on-streets bus termini, public light bus/taxi stands, queue rails, regulators' kiosks) is required, AP should contact the appropriate Chief Transport Officer (Transport Operations) (Hong Kong, Kowloon or New Territories Division) of TD direct for all necessary arrangements. The building owner should bear the cost thus incurred.
- (9) Where the hoardings/covered walkways/gantries are erected at or close to any road bend, run-in, crossing or non-traffic signal-controlled road junction, AP should ensure that a desirable minimum visibility distance pertaining to the general traffic speed is maintained. Supporting documents with plans checking the sight distance and/or visibility splay should be submitted to demonstrate the compliance with the requirements under Chapter 3.3.5, 3.7.3 and 4.3.8 of Volume 2, or other relevant sections, of Transport Planning and Design Manual (TPDM). TD may request additional checking if complex site conditions are involved. In case of doubt, AP should contact the appropriate Chief Traffic Engineer of TD to clarify the detailed arrangement.
- (10) The hoardings/covered walkways/gantries should not cause sightline problem to the road users, e.g. the use of high concrete plinth of more than 800mm in height at or near run-ins, junctions and crossings etc, should be avoided. The appropriate Chief Traffic Engineer of TD should be consulted, if necessary.
- (11) The concrete plinths sitting on pavement in front of the site should not be extended onto the pavement abutting the adjacent buildings or sites unless justified.
- (12) The exposed faces of the concrete plinth should be of smooth surface and any exposed edges and corners should be chamfered.

(13) ...

- (13) The temporary access for construction vehicles should comply with the relevant requirements of vehicular access points under the lease or the requirements of Chapter 3.6.2 of Volume 2 of TPDM<sup>2</sup> or be the same as the existing vehicular run-in/out of the existing development shown on the approved building plans.
- (14) Multiple temporary access for construction vehicles at a site is allowed provided that:
  - (a) the access points are at least 60 m apart from each other;
  - (b) each individual access is designated for either ingress or egress only; and
  - (c) only one access will be used at any one time.
- (15) As an alternative to item (14) above, multiple temporary access for construction vehicles at a site is allowed to be used simultaneously provided that:
  - (a) all the temporary access should **either** comply with the relevant requirements of vehicular access points under the lease **or** be the same as the existing vehicular run-in/out of the existing development shown on the approved building plans;
  - (b) no condition of road improvement measures is imposed under TIA report or traffic review report of the approved planning application under the Town Planning Ordinance for the development of the site; and
  - (c) the construction trip generation through each gantry is not greater than that of the existing development/proposed development and assessment to demonstrate compliance with this condition should be submitted to TD.
- (16) The minimum clearances between the carriageway and the hoardings/covered walkways/gantries should comply with the requirements of Table 3.5.2.1 in Chapter 3 of Volume 2 of TPDM.
- (17) Hoardings/covered walkways/gantries should be removed as soon as works are completed.

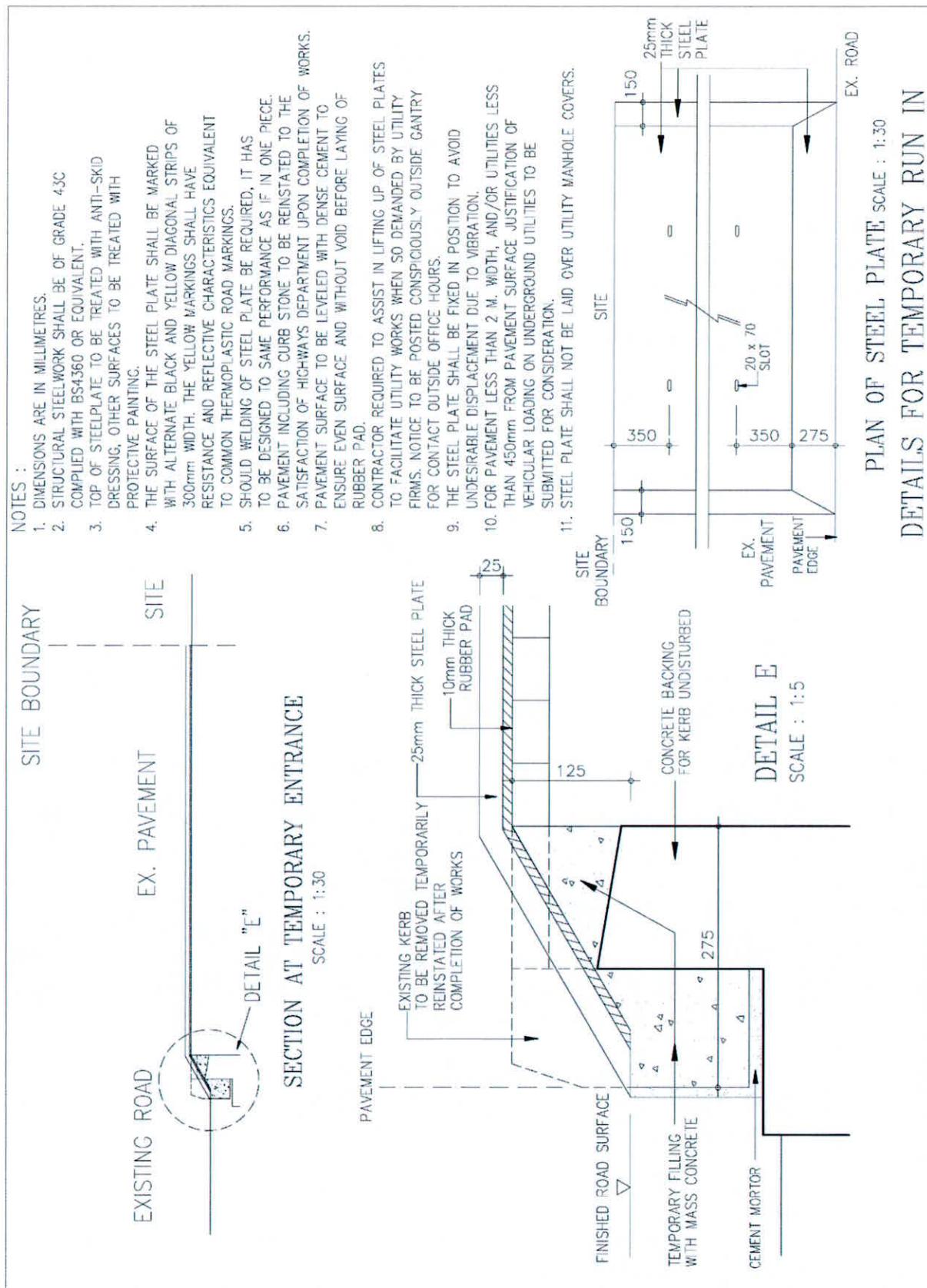
(Rev. 4/2025)

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<sup>2</sup> Supplementary explanations to Chapter 3.6.2 of Volume 2 of TPDM in relation to self-certification mechanism under paragraphs 19 and 26 of this PNAP:

- (a) The classification of major and minor roads for signal-controlled junctions under Clause 3.6.2.3 is referred to the road networks indicated by the corresponding counting stations in the latest publication of Annual Traffic Census.
- (b) The reduction in separation distance between run-in and roundabout in special circumstances under Clause 3.6.2.4 does not apply to self-certification.
- (c) Uncontrolled intersections under Clause 3.6.2.5 should include zebra crossings, cautionary crossings, bus stops, taxi stands and pick-up/drop-off (PUDO) points, public light bus stands and stops, and any PUDO points and stops for other public transport services.

**Annex 1**  
**Appendix A**  
(PNAP APP-23)



**Application for Temporary Suspension of Public On-street Parking Spaces  
(Metered or Non-metered)**

**Notes for Guidance**

**A. General Conditions**

- (1) An application for the suspension of parking spaces should be submitted to the Commissioner for Transport (C for T), marked for the attention of the Chief Transport Officer for the appropriate region (Hong Kong, Kowloon or the New Territories). The application should specify the intended suspension period, and when and where the suspension is intended to take place. The application should be supported with reason for the proposed action, and should be copied to the Commissioner of Police (C of P), marked for the attention of the Senior Staff Officer/Traffic (SSO/T) responsible for the region in question. If other Government departments are involved in the activity requiring the suspension of spaces, the application should also be copied to that department or departments as appropriate. Alternatively, for projects which involve other special arrangements, the application can be discussed together with other details in a meeting amongst parties concerned.
- (2) The number of parking spaces to be suspended should be kept to a minimum at any one time. Applicants should plan to carry out their work by stages if too many spaces would be affected.
- (3) No works should commence at the parking spaces prior to their suspension.
- (4) No person should remove any parking sign, meter head, meter post, studs or carriageway markings without the authorization of the C for T.
- (5) When works are completed before the approved suspension period, the applicant must notify the District Senior Transport Officer/Transport Officer (DSTO/TO) of the Transport Department (TD) by telephone for the early reinstatement of the parking spaces for public use. The applicant should subsequently confirm such notification in writing.
- (6) When it becomes apparent that works will extend beyond the approved suspension period, the applicant should notify the DSTO/TO of TD by telephone as soon as possible and subsequently confirm this in writing.
- (7) When observation shows that the works requiring the parking spaces to be suspended have been completed, the C for T, in liaison with the C of P, may arrange for such spaces to be reinstated, even if the period of suspension requested has not fully elapsed.

/(8) ...

- (8) The C for T, in liaison with the C of P and departments concerned, may arrange for parking spaces to be reinstated when the affected area is observed to be no longer in use for works.
- (9) Notwithstanding the requirement for advance notice described in sections B and C below, the applicant may, for emergency cases, contact the DSTO/TO of TD and the appropriate SSO/T of the Hong Kong Police Force (HKPF) for special consideration to arrange for the suspension of parking spaces at short notice. For cases where advance notice is not practicable, the applicant should notify the appropriate SSO/T of the HKPF immediately and the DSTO/TO of TD as soon as possible.

**B. Suspension of Parking Spaces for a Period less than Three Months**

- (1) Applications must be submitted in writing together with sketches showing the parking spaces to be suspended, so as to reach the DSTO/TO of TD at least seven working days before the commencement of the proposed suspension.
- (2) Notwithstanding paragraph (1) above, for the suspension of not more than two parking spaces for no more than one day for road works, an application can be submitted by telephone three working days in advance to the DSTO/TO of TD and the appropriate SSO/T of the HKPF and followed by confirmation in writing on the same day.
- (3) Care should be exercised in undertaking works on the footway or road carriageway to ensure that parking signs, meter posts and studs or carriageway markings are not damaged. However, should these traffic aids be damaged accidentally, the applicant must inform the Highways Department (HyD), TD and HKPF immediately. In such cases, the applicant should be responsible for the cost of the damage incurred and/or the replacement or reinstatement of the equipment or traffic aids affected.

**C. Suspension of Parking Spaces for a Period more than Three Months**

- (1) Applications must be submitted in writing, together with sketches showing the proposed parking spaces to be suspended, so as to reach the DSTO/TO of TD at least 30 days prior to the commencement of the proposed suspension.
- (2) The maximum period of suspension that may be approved is one year. In case suspension of the parking spaces for a longer period is required, the applicant must submit a fresh application prior to expiry of the approved suspension period.
- (3) The applicant must bear the costs of removal and subsequent reinstatement of the affected parking spaces. The costs should be paid in advance to the HyD, that is before the suspension is effected.
- (4) The applicant must inform the DSTO/TO of TD and HyD at least one week before the completion of the project so that arrangements can be made to reinstate the suspended parking spaces.

**Guidelines and Requirements of Traffic Impact Assessment  
for Hoardings/Covered Walkways/Gantries<sup>1</sup> Occupying Part of the Carriageway**

**1. Requirements for Traffic Impact Assessment**

- 1.1 Traffic Impact Assessment (TIA) is required if the requirements as stipulated in paragraph 5 of this PNAP cannot be met.
- 1.2 For guidelines on TIA and day-time ban requirements for road works on traffic sensitive routes, please refer to the Highways Department (HyD)'s Guidance Notes RD/GN/021A which could be accessed/downloaded from HyD's website.

**2. Objectives of Traffic Impact Assessment**

- 2.1 The main objectives of TIA are:
  - a) to assess the traffic impacts of occupying part of the carriageway; and
  - b) to devise appropriate temporary traffic management measures to ameliorate the traffic impacts.

**3. Contents of Traffic Impact Assessment Report**

- 3.1 The TIA report should contain at least the following information:
  - a) the name of the Agency to which the hoardings/covered walkways/gantries belong;
  - b) the address of the site concerned;
  - c) date of submission;
  - d) the name of works agency, i.e. the contractor;
  - e) the name and telephone number of the contact person for the TIA;
  - f) description of the works including the proposed programme and phasing of works; if any

/(g) ...

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<sup>1</sup> Where covered walkways and gantries are described in this practice note (PNAP), they include the catch platforms erected on the covered walkways and gantries as appropriate.

- g) existing street inventory within the Study Area;

The Study Area should be large enough to include all significant impacts of the proposal. At minimum, the area should include the adjacent signal controlled intersections or the area of influence that the proposed works may have an impact on the existing road network.

The existing street inventory within the Study Area should be recorded in detail. This usually includes street names, number of lanes and lane widths, direction of traffic flows, road markings and traffic aids, geometric and characteristics at critical intersections, existing site access points, right of way and pedestrian facilities.

- h) existing traffic conditions;

Traffic counts should be carried out to obtain traffic flow figures for the TIA. The count should be carried out at the critical peak periods. The signal phasing and timing at signalized intersections and the public transport services affected should be included. Pedestrian counts should also be required if existing pedestrian are severed.

- i) forecast traffic conditions (if necessary);

The existing traffic conditions can be used for the traffic analysis for carriageway occupation not exceeding six months from the submission date of the TIA report. For works beyond such period, the future traffic conditions should be estimated by using growth factor method based on historic volume information and existing counts. The Annual Traffic Census reports published by the Transport Department (TD) can be used for such purpose. The forecast future traffic conditions can then be applied to the implementation of the temporary traffic management measures.

- j) proposed traffic management measures;

Appropriate temporary traffic management schemes should be devised for implementation together with closure of the part of carriageway required for the erection of hoardings / covered walkways / gantries. The various aspects in Annex 1 should be followed in proposing traffic management measures. In addition, swept path analysis should be conducted for all affected turning movements.

(k) ...

k) traffic analysis;

The traffic analysis should be carried out for the most critical peak period. The following items need to be assessed :

- volume/capacity ratios (v/c ratios) of the roads;
- reserved capacities (RC) of the road junctions; and
- design flow/capacity ratio (DFC) of priority junctions and roundabouts.

The calculation of the v/c ratios, RC and DFC should be carried out in accordance with the Transport Planning and Design Manual (TPDM) Volumes 2 and 4.

l) consultation (optional)

The parties which have been consulted on the proposal should be included here. Examples are the Traffic Control Division and/or relevant Traffic Engineering (TE) section of TD, the Police, the public transport operators, etc.

m) recommendations

Summary findings and recommendations of the TIA should be given. It should include a recommended traffic scheme and detailed plans showing the proposed hoardings/walkways/gantries occupying part of the carriageway and the traffic management measures.

#### **4. Procedures**

- 4.1 One copy of the TIA report should be submitted to the relevant TE section of TD with a copy sent to the Commissioner of Police, and a copy to the Traffic Control Division of TD if signal junctions are affected. The relevant TE section will co-ordinate the comments from the Traffic Control Division.
- 4.2 TD may reject the TIA or approve it with or without conditions. A copy of such notice will be sent to the applicant within a reasonable period, normally three weeks from the date of receiving the TIA report. However, for complicated cases, TD may need to liaise with the applicant or other parties and the process will take longer, but in any case within six weeks.

## **Issues to be Taken into Account in Preparing Traffic Management Measures**

### **1. Lighting signing and guarding of road works**

The Code of Practice for the Lighting, Signing and Guarding of Road Works should be followed.

### **2. Pedestrian arrangement**

Adequate and safe pedestrian crossing facilities and temporary diversions should be provided.

### **3. Access arrangement**

Existing ingress/egress and other vehicular rights of way which may be affected by the project may need to be maintained. Recommended temporary access designs may be required.

### **4. Parking**

Extent of on-street parking spaces or other off-street parking facilities affected by the works should be identified and consideration should be given as to whether it is necessary to provide alternative parking spaces under the project to supplement the loss of existing provisions.

### **5. Public transport arrangements**

Adequate public transport services should be maintained. Schemes of temporary routing and stops should be agreed with the concerned transport operators and TD in advance.

### **6. Servicing arrangement**

Extent of existing loading/unloading provisions affected by the works should be identified and consideration should be given as to whether alternative provisions is required.

### **7. Special event arrangement**

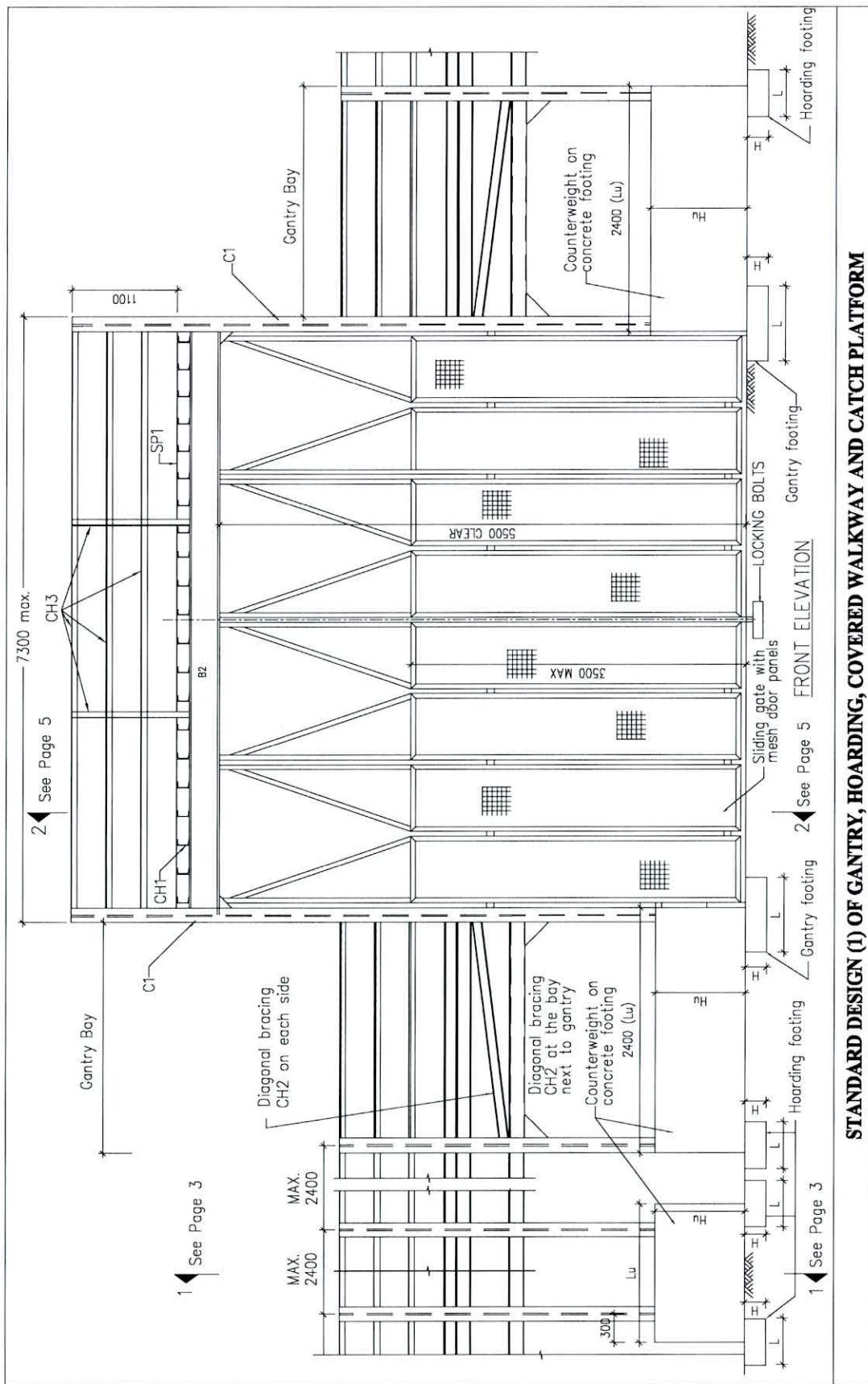
If there is any special event, such as Race Days, or concerts etc., then the adequacy or otherwise the deficiencies of the road networks affected by the road opening works should be analysed and checked and taken into account.

### **8. Safety consideration**

Due consideration should be given to the safety aspect of all the proposed temporary schemes and measures towards all road users and pedestrians.

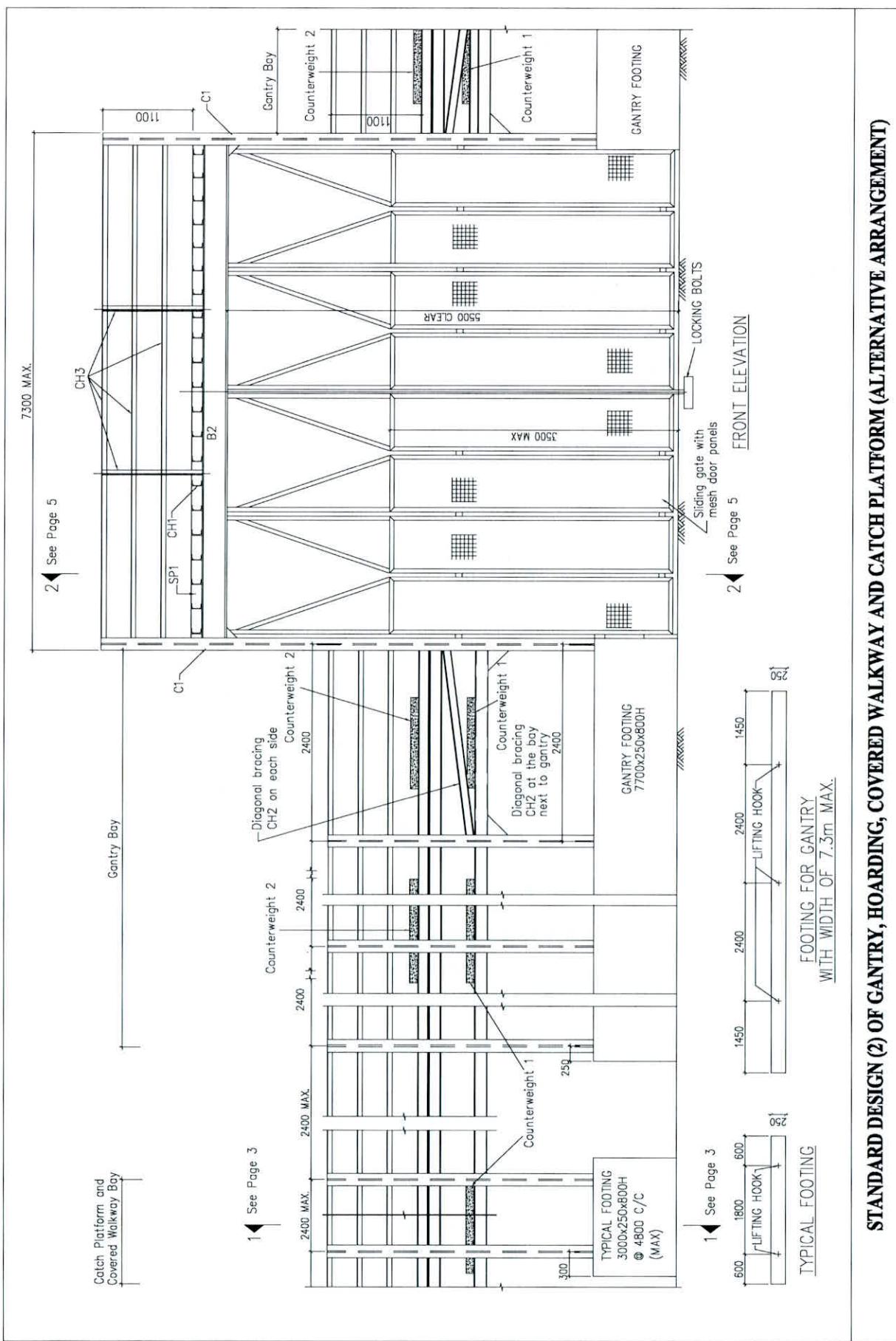
**Design Requirements of  
Hoardings/Covered Walkways/Gantries/Catch Platforms**

1. Standard designs of hoardings, covered walkways, gantries and catch platforms are given in **Annex 1** for reference. Alternative design with precast concrete footings and demountable connections between steel members is also included in Annex 1.
2. The width of catch platforms should not be less than 2 m when adjacent to a street and may be reduced by the amount of the building's setback. If the catch platform encroaches on the 500 mm edge zone from the carriageway, the catch platform should be elevated to maintain a clear 5 500 mm headroom over the carriageway.
3. For narrow service lanes (width 3.5 m or less) which are generally shielded from the wind, a single deck design with the deck functioning as a catch platform fully capable of resisting the superimposed design loads is considered acceptable because of the relatively lower risk associated with these areas. A single deck design for narrow service lanes is given in Annex 1 for reference. Structural justification may not be required if the parameters as adopted in the standard designs are strictly followed.
4. Site constraints such as the presence of congested underground utilities and narrow pedestrian walkways may sometimes prohibit the construction of footings and counterweight, or render the sole reliance on counterweight for maintaining stability uneconomical. Under such circumstances, AP/RSE are encouraged to consider more economical designs with recyclable materials as alternatives to the examples given in Annex 1. Such alternatives may include the adoption of a rigorous analysis and/or the provision of tie forces at upper levels in securing the stability of the structure, thus reducing counterweight and/or some structural members' sizes.
5. In accordance with clause 2.5 of the Code of Practice on Wind Effects in Hong Kong 2019 (Wind Code), a wind load of 37 % of the wind reference pressure as defined in clause 3.2 of the Wind Code without the adjustments for wind directionality and sheltering effect could be adopted for checking the stability and the structural member design of hoardings/covered walkways/gantries/catch platforms.
6. The roof of the covered walkway should be designed to support a uniformly distributed load of 5 kPa. The deck of the catch platform should be designed to support a uniformly distributed load of 5 kPa or a point load of 20 kN acting on an effective area of 300 mm x 300 mm.
7. For the reuse of steel members of hoardings, covered walkways, gantries and catch platforms, AP/RSE should ensure the structural adequacy of the steel members and their connections as per the requirements stipulated in the Code of Practice for the Structural Use of Steel 2011 (2023 Edition).



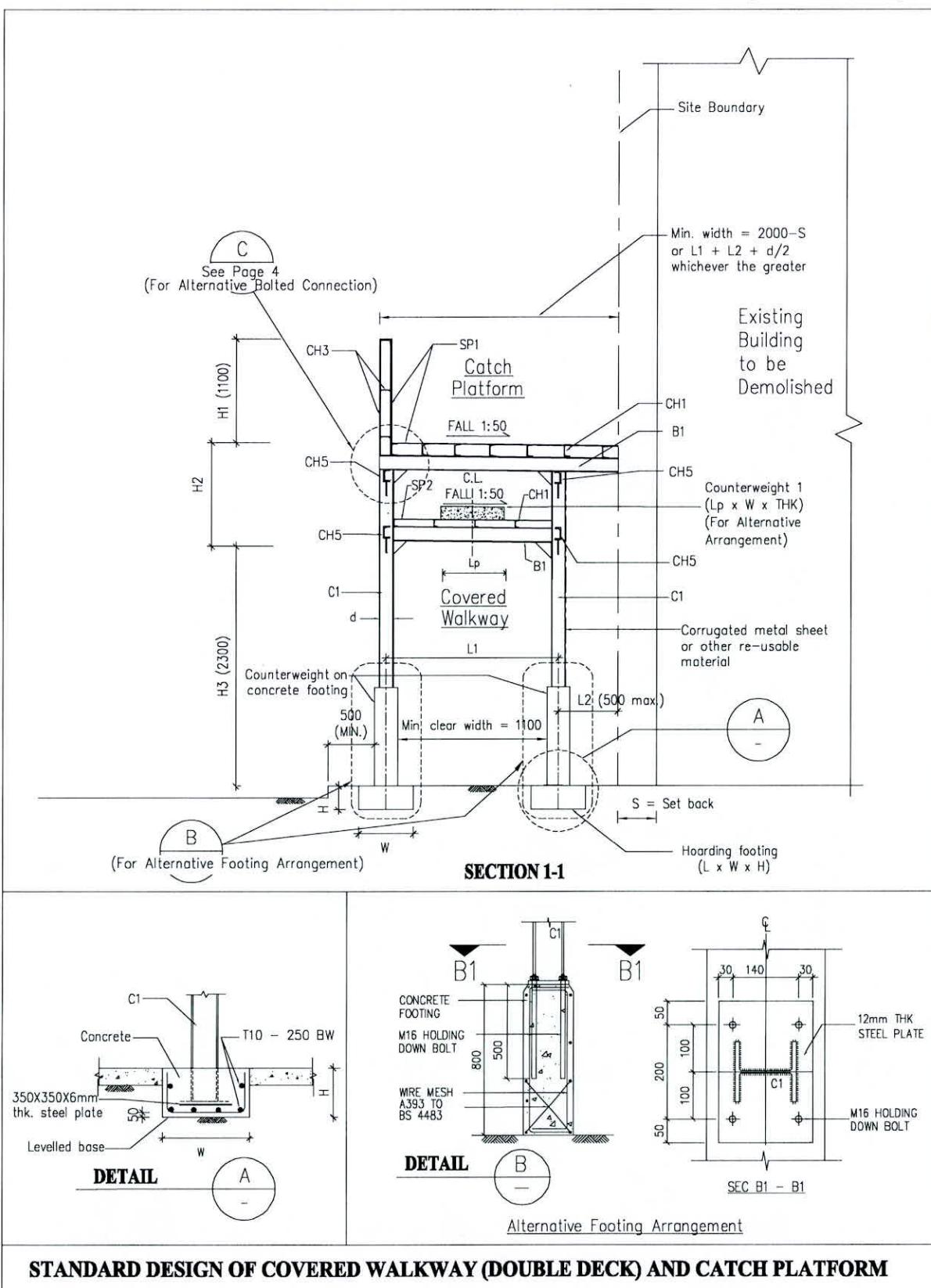
**STANDARD DESIGN (1) OF GANTRY, HOARDING, COVERED WALKWAY AND CATCH PLATFORM**

(see page 7 for aforesaid design assumptions and structural member schedule.)



**STANDARD DESIGN (2) OF GANTRY, HOARDING, COVERED WALKWAY AND CATCH PLATFORM (ALTERNATIVE ARRANGEMENT)**

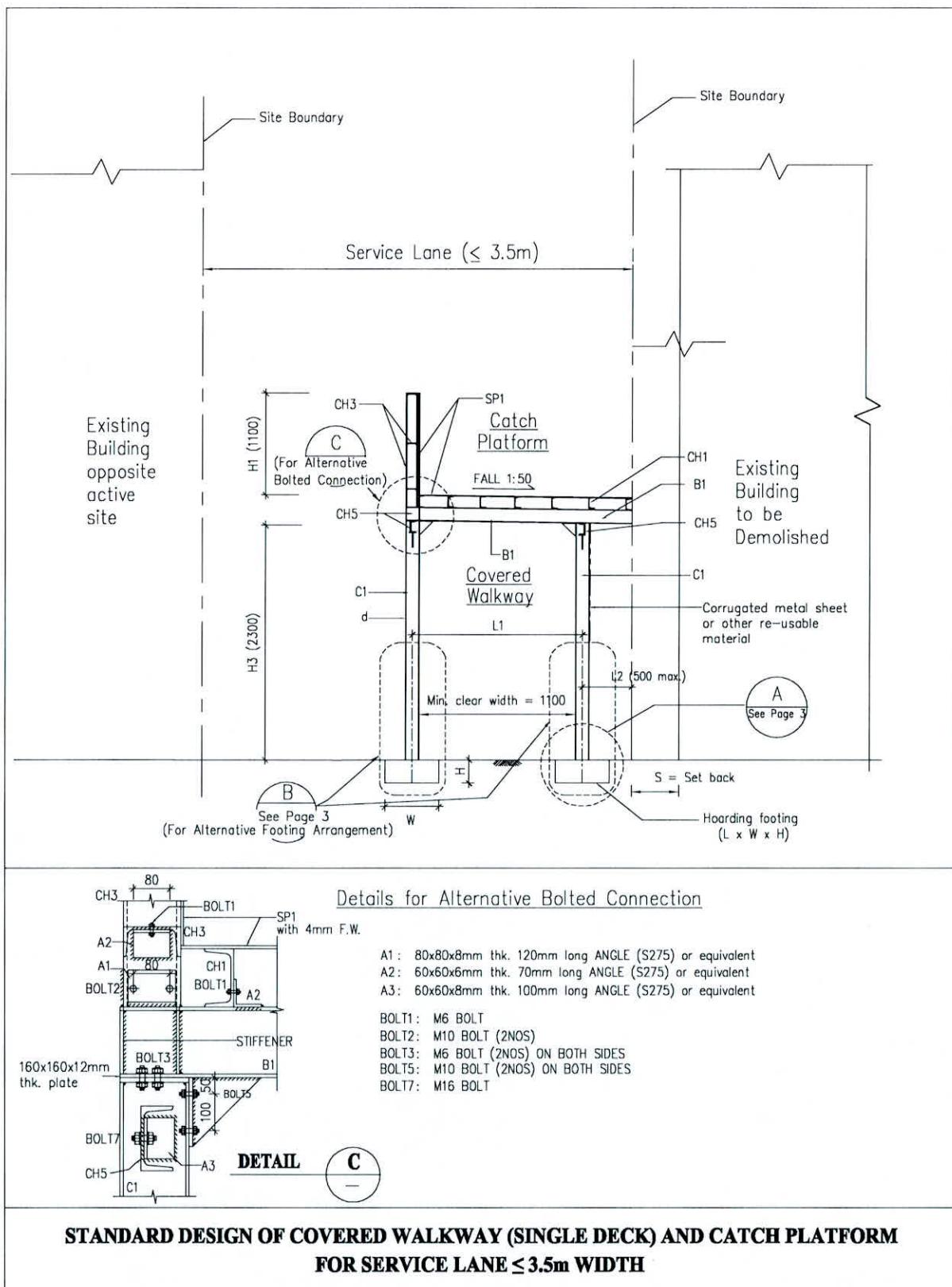
(see page 8 for aforesaid design assumptions and structural member schedule)



## **STANDARD DESIGN OF COVERED WALKWAY (DOUBLE DECK) AND CATCH PLATFORM**

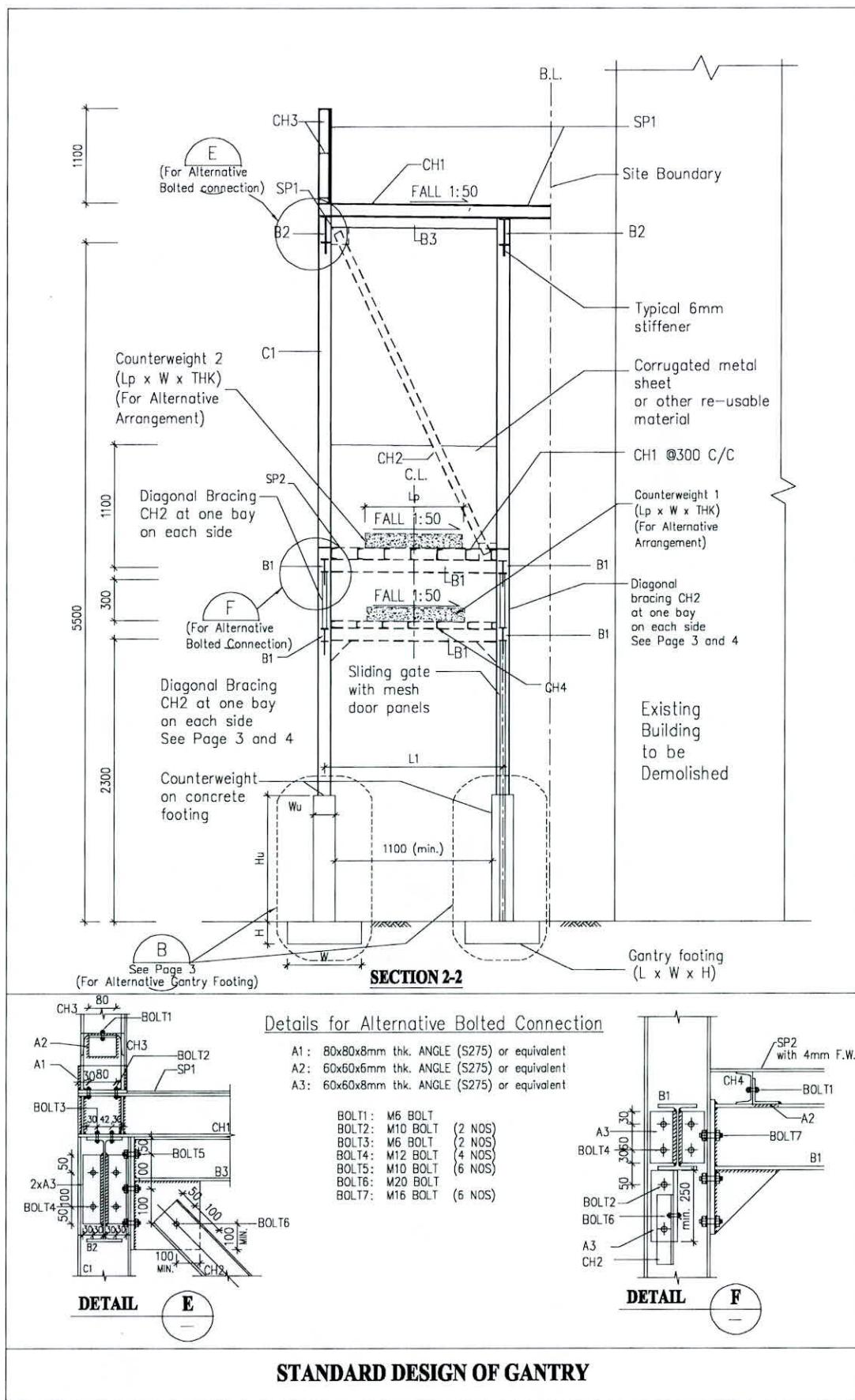
(see page 7 and 8 for aforesaid design assumptions and structural member schedule)

(Rev. 04/2025)

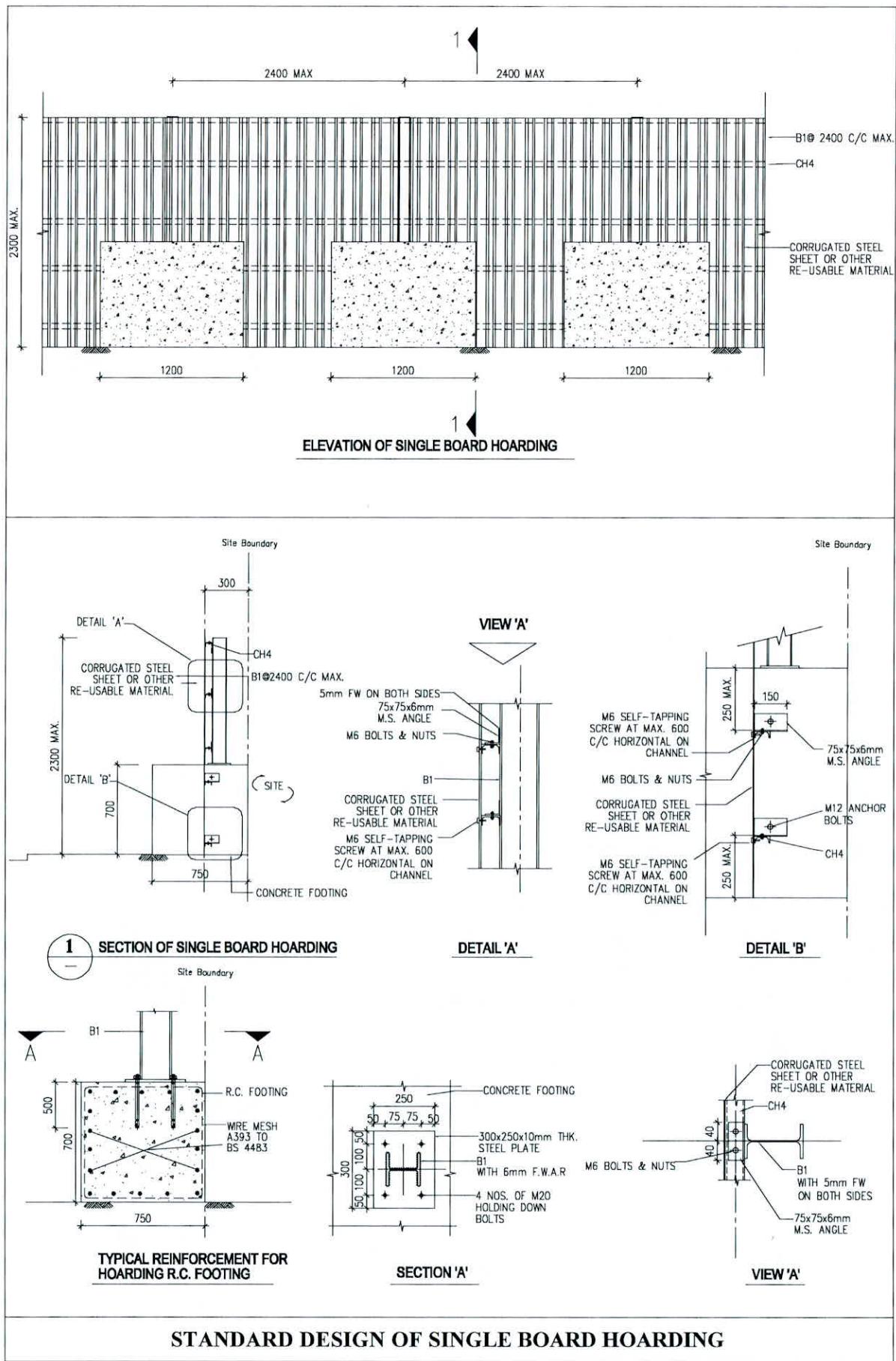


(see page 7 and 8 for aforesaid design assumptions and structural member schedule)

(Rev. 04/2025)



(see page 7 and 8 for aforesaid design assumptions and structural member schedule)



**Annex 1**  
**Appendix C**  
(PNAP APP-23)

Design assumptions and structural member schedule

Design example (1) :

L1 (m)	1.35 ≤ L1 < 1.6	1.6 ≤ L1 < 2.3	2.3 ≤ L1 < 3.0
L2 (m)		0.5 or Less	
H1 (m)		1.1	
H2 (m)		0.9 or Less	
H3 (m)		2.3	
S (m)		any value	
Hoarding/ Covered Walkway Footing Size : L x W x H (mm) Rebar size, spacing and location	Single Deck (Service Lane)	450 x 450 x 200 T10 @ 250 B W	
	Double Deck	800 x 800 x 200 T10 @ 250 B W	
Gantry Footing Size : L x W x H (mm) Rebar size, spacing and location		2200 x 800 x 350 T10 @ 250 B W	2000 x 800 x 300 T10 @ 250 B W
Counterweight on Concrete Footing: Size : Lu x Wu x Hu (mm) Rebar size, spacing and location			1800 x 800 x 200 T10 @ 250 B W
Steel Grade	S275	Q235	
C1	152x152x23 UC	150x150x31.1 UC	
B1	178x89x16 UB	175x90x18 UB	
B2	305x127x42 UB	356x171x51 UB	
B3	127x76x13 UB	175x90x18 UB	
CH1	127x64x14.9 Channel @ 300 c/c	125x65x13.4 Channel @ 300 c/c	
CH2	102x51x10.42 Channel	100x48x10 Channel	
CH3	127x64x14.9 Channel	125x65x13.4 Channel	
CH4	75x38x6.7 Channel @ 600 c/c	80x43x8.04 Channel @ 600 c/c	
CH5	152x76x17.9 Channel	150x75x17.9 Channel	
SP1	6mm steel plate	8mm steel plate	
SP2	3mm steel plate	4mm steel plate	
Stiffener plate	6mm steel plate	8mm steel plate	
Base plate	6mm steel plate	8mm steel plate	

Or equivalent

Design Assumptions:

- (a) All structural steel works shall be grade S275 or grade Q235 and complies with the Code of Practice for Structural Use of Steel 2011 (2023 Edition) or equivalent.
- (b) All connection between steel members shall be 6mm fillet weld leg length all round unless otherwise specified.
- (c) In accordance with clause 2.5 of the Code of Practice on Wind Effects in Hong Kong 2019 (Wind Code), wind load is based on 37% of the wind reference pressure as defined in clause 3.2 of the Wind Code without the adjustments for wind directionality and sheltering effect.
- (d) Safe bearing pressure of soil underneath pavement is 100 kPa (or 125kPa with wind condition).
- (e) No overhang of the catch platform on the side of carriageway is required.
- (f) A maximum bay width of 7.3m for gantry is adopted.
- (g) A maximum bay width of 2.4m for hoarding / covered walkway / single board hoarding is adopted.
- (h) The density of reinforced concrete shall be 24.5kN/m<sup>3</sup> complying with the Code of Practice for Dead and Imposed Loads 2011.

(Rev. 04/2025)

**Annex 1**  
**Appendix C**  
(PNAP APP-23)

Design assumptions and structural member schedule  
(For alternative arrangement with footing above ground)

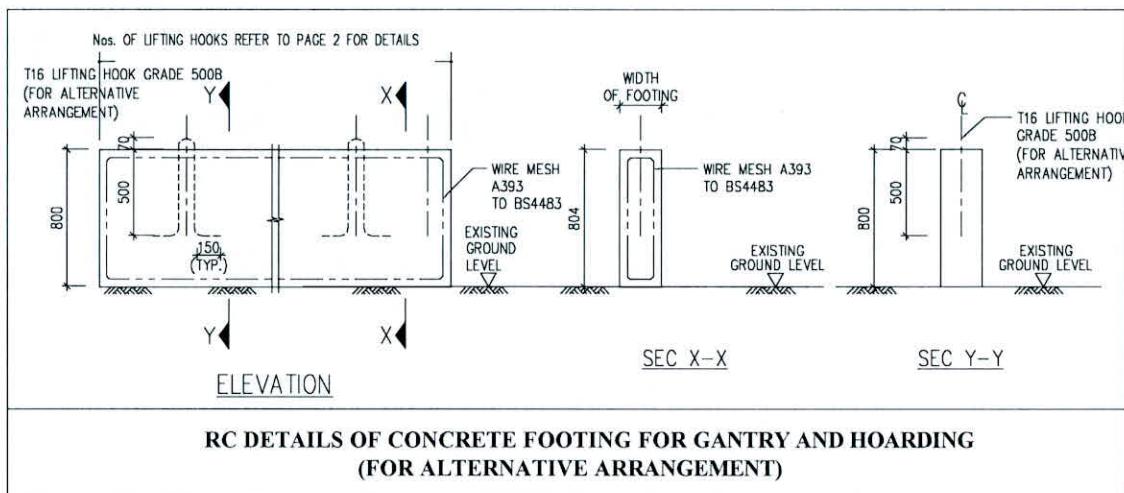
Design example (2) :

L1 (m)		1.35 = L1 < 1.6	1.6 = L1 < 2.3	2.3 = L1 < 3.0	
L2 (m)		0.5 or Less			
H1 (m)		1.1			
H2 (m)		0.9 or Less			
H3 (m)		2.3			
S (m)		any value			
Hoarding/ Covered Walkway Footing Size : L x W x H (mm) Rebar size, spacing and location		3000 x 250 x 800 (H) @ max 4800 c/c Wire Mesh A393 to BS 4483 or equivalent			
Gantry Footing Size : L x W x H (mm) Rebar size, spacing and location		7700 x 250 x 800 (H) Wire Mesh A393 to BS 4483 or equivalent			
Continued Concrete Counterweight* Lp (2,400 kg/m <sup>3</sup> ) Lp x W x Thk (mm)	Single Deck (Service Lane)	No Counterweight	-	-	
	Catch Platform and Covered Walkway	Counterweight 1*	1100 x 900 x 250 @ 1000 c/c	1100 x 750 x 200 @ 1000 c/c	
	Gantry	Counterweight 1*	1100 x 900 x 250 @ 1000 c/c	1100 x 750 x 150 @ 1000 c/c	
		Counterweight 2*	1100 x 900 x 250 @ 1000 c/c	1100 x 900 x 250 @ 1000 c/c	
Steel Grade		S275	Q235		
C1		152x152x23 UC	150x150x31.1 UC		
B1		152x89x16 UB	175x90x18 UB		
B2	(No Concrete Counter Weight above)		305x127x42 UB	356x171x51 UB	
	(Concrete Counter Weight Thickness = 250mm above)		305x165x54 UB	356x171x67 UB	
B3		127x76x13 UB	175x90x18 UB		
CH1		127x64x14.9 Channel @ 300 c/c	125x65x13.4 Channel @ 300 c/c		
CH2		102x51x10.42 Channel	100x48x10 Channel		
CH3		127x64x14.9 Channel	125x65x13.4 Channel		
CH4	(No Concrete Counter Weight above)		80x43x8.04 Channel @ 600 c/c	Or equivalent	
	(Concrete Counter Weight Thickness = 150mm above)		100x48x10 Channel @ 600c/c		
	(Concrete Counter Weight Thickness = 200mm above)		100x48x10 Channel @ 500c/c		
	(Concrete Counter Weight Thickness = 250mm above)		100x48x10 Channel @ 450c/c		
	CH5		150x75x17.9 Channel		
SP1		6mm steel plate	8mm steel plate		
SP2		3mm steel plate	4mm steel plate		
Stiffener plate		6mm steel plate	8mm steel plate		

Remark: \* Concrete counterweight shall be reinforced by wire mesh A393 or reinforcement bars and lifting hook shall be provided for lifting.

Design Assumptions:

- See page 7 for design assumptions.
- All connection between steel members shall be 6mm fillet weld leg length all round unless otherwise specified.
- All bolts to be grade 8.8.



**Building Works other than Demolition Works**  
**Precautionary Measures for Public Safety**

**General Requirements**

1. Hoardings/covered walkways/gantries should be properly built and maintained to protect the public near building sites.
2. The following additional protection for the public during the carrying out of building works should also be provided:
  - (a) Save for the conditions in paragraph 3 below, catch platforms should be erected and maintained at all times to provide proper protection and safe passage for the public; and
  - (b) Protective screen covering the façade of the building under construction should be provided. The protective screen should consist of two layers (with overlaps, and fixed to scaffold at regular intervals), with an inner net of heavy duty nylon with thread diameter of not less than 3.5 mm and a maximum centre to centre spacing of 50 mm, and an outer net of fine nylon. Such protective screen should have appropriate fire-retarding properties in compliance with recognised standards. Supporting documents such as certificate/assessment reports to demonstrate the adequacy of fire-retarding properties should be available on site for inspection by the representative of the Buildings Department (BD) when required.
3. The catch platforms as mentioned in paragraph 2(a) are not required if the building under construction is:
  - (a) under 30 metres in height; or
  - (b) set back from the site boundary such that an inclined projection plane from the top outer edge of the building at 10 degree from the vertical does not go beyond the site boundary at ground level.
4. The provision of single board hoardings without covered walkway may be accepted in the following circumstances:
  - (a) For the carrying out of superstructure works, the building under construction is set back from the site boundary or away from area accessible to the public with a clear distance equal to or more than the maximum height of the building to be constructed; or
  - (b) ...

- (b) For the carrying out of other building works including foundation works, excavation and lateral support works, site formation, pile cap and basement works, the works under construction are not higher than the height of hoarding (i.e. 2.3m maximum).
- 5. Reference should be made to Appendix C for the design requirements and the standard designs of hoardings, covered walkways, gantries and catch platforms.

#### **Alteration and Addition Works and Minor Works**

- 6. Where any alteration and addition works or minor works are carried out at the external walls of an existing building, adequate protection and precautionary measures should be provided to ensure site and public safety. For minor works, reference may be made to "Technical Guidelines on Minor Works Control System" on general safety requirements published by BD. Additional precautionary measures and suitable working procedures specific to individual alteration and addition works and minor works should also be provided as and when necessary.

(Rev. 4/2025)



圍板、有蓋人行道及門架申請的簡化審批程序  
認可人士、註冊結構工程師及註冊岩土工程師的自行核證  
Self-certification by Authorized Person, Registered Structural Engineer  
and Registered Geotechnical Engineer for the Streamlined Processing  
of Hoardings, Covered Walkways or Gantry Application

認可人士、註冊結構工程師及  
註冊岩土工程師作業備考  
PNAP  
APP-23  
附錄 Appendix E

- 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

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)

根據《認可人士、註冊結構工程師及註冊岩土工程師作業備考》APP-23，本人現就有關豎設圍板、有蓋人行道或門架許可證的申請，核證已符合下列情況。該項申請連同圖則(下述圖則編號)一併提交，而有關工程將於下述地址進行：

In accordance with Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-23, I hereby certify the following for the application for permit to erect hoardings, covered walkways or gantries with plans of the following drawing no. to be erected at the following address.

地盤地址 Address of Site

圖則編號 Drawing No.

至 to

符合《作業備考》APP-23附錄A的運輸署及路政署的要求及附上《作業備考》APP-23附錄A第B(7)和B(9)段有關核對視線 / 視距 / 路口能見度所需的證明文件(如適用)

Requirements of the Transport Department and the Highways Department as specified in Appendix A to PNAP APP-23 are complied with, and the supporting documents required under paragraphs B(7) and B(9) of Appendix A to PNAP APP-23 for checking sight line / sight distance / visibility splay (if applicable) are enclosed

無須提供交通影響評估報告

Submission of traffic impact assessment report is not required

圍板 / 有蓋人行道 / 門架 / 墓台頂部沒有承建商的屋棚

No contractor shed will rest on the top of the hoardings / covered walkways / gantries / catch platforms

圍板 / 有蓋人行道 / 門架 / 墓台的設計符合《建築物條例》的規定

The design of the hoardings / covered walkways / gantries / catch platforms is in compliance with the provisions of the Buildings Ordinance

圍板 / 有蓋人行道 / 門架 / 墓台的結構安全

The hoardings / covered walkways / gantries / catch platforms are structurally safe

無須砍伐、修剪或干擾樹木

No felling, pruning or interference with trees is required

如屬拆卸工程：

For Demolition Work:

已採用《建築物拆卸作業守則》及《作業備考》APP-23的圍板 / 有蓋人行道 / 門架 / 墓台的設計要求及標準設計

The design requirements and the standard designs of hoardings / covered walkways / gantries / catch platforms of the Code of Practice for Demolition of Buildings and PNAP APP-23 are adopted

認可人士資料

Details of the Authorized Person

中文姓名\* Name in Chinese\* 姓氏先行 Surname first

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

AP(  )    /

英文姓名\* Name in English\* 姓氏先行 Surname first

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

乙部 由註冊結構工程師核證

Part B To be Certified by the Registered Structural Engineer

 由註冊結構工程師填寫

To be completed by the registered structural engineer

中文姓名\* Name in Chinese\*

(i) 姓氏先行 Surname first

英文姓名\* Name in English\*

(i) 姓氏先行 Surname first

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

RSE

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

<input type="text"/>						
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日 dd 月 mm 年 yyyy

本人現核證該圍板 / 有蓋人行道 / 門架 / 墜台的設計是結構安全及符合《建築物條例》的規定。本人還核證圍板 / 有蓋人行道 / 門架 / 墜台的設計是：  
I certify that the design of the hoardings / covered walkways / gantries / catch platforms is structurally safe and in compliance with the provisions of Buildings Ordinance. I also certify that the design of the hoardings / covered walkways / gantries / catch platform is:

- 依照《建築物拆卸作業守則》的要求 (有關要求只適用於拆卸工程) 及《作業備考》APP-23中的設計要求和標準設計。  
in accordance with the requirements of the Code of Practice for Demolition of Buildings (the requirements applicable to demolition works only) as well as the design requirements and the standard designs given in PNAP APP-23.
- 並未依照《作業備考》APP-23中的設計要求和標準設計，並附上相關結構詳圖的相應結構計算。此選項只適用於拆卸工程以外的建築工程。  
NOT in accordance with the design requirements and the standard designs given in PNAP APP-23, and the corresponding structural calculations for the structural details are enclosed. This option is applicable to the building works other than demolition works only.

註冊結構工程師簽署\*

Signature of the Registered Structural Engineer\*

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

<input type="text"/>						
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日 dd 月 mm 年 yyyy



\* 根據註冊記錄

\* In accordance with the registration record

丙部 由註冊岩土工程師核證 (如有)

**Part C To be Certified by the Registered Geotechnical Engineer (if any)**

 由註冊岩土工程師填寫

To be completed by the registered geotechnical engineer

中文姓名\* Name in Chinese\*

(i) 姓氏先行 Surname first

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

RGE

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英文姓名\* Name in English\*

(i) 姓氏先行 Surname first

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

<input type="text"/>					
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日 dd 月 mm 年 yyyy

本人核證任何毗鄰斜坡或擋土牆的穩定性(如有的話)沒有受到不良影響。

I certify that the stability of any nearby slope or retaining wall, if applicable, is not adversely affected.

註冊岩土工程師簽署\*

Signature of the Registered Geotechnical Engineer\*

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

<input type="text"/>						
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日 dd 月 mm 年 yyyy



\* 根據註冊記錄

\* 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的相關事務；
  - (b) 處理有關上述擬進行工程、《建築物條例》及有關法例的相關事務；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。

## 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, Buildings 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](mailto:enquiry@bd.gov.hk)

## 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：

香港太古城太古溝道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](mailto:enquiry@bd.gov.hk)



# 圍板/有蓋人行道/門架/墜台的證明書 (年度安全證明) Certificate for Hoardings / Covered Walkways / Gantry / Catch Platforms (Annual Safety Certification)

認可人士、註冊結構工程師及  
註冊岩土工程師作業備考  
PNAP  
APP-23  
附錄 Appendix F

- 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/註冊結構工程師核證結構安全 Part A Structural Safety to be Certified by the Authorized Person / Registered Structural Engineer

由認可人士或註冊結構工程師填寫  
To be completed by the authorized person or registered structural engineer

為符合下述圍板許可證的條件，本人現核證本人已檢查豎設於下述地盤地址及地段編號的圍板 / 有蓋人行道 / 門架 / 墜台，本人亦認為其結構安全，以及  
In accordance with the condition of the following hoarding permit, I hereby  
certify that I have inspected the hoardings / covered walkways / gantries /  
catch platforms erected at the following address and Lot No. and in my  
opinion they are structurally safe and

可以再維持  個月。  
capable of lasting another  months.

電郵地址  
E-mail Address

① 作認收電郵之用 (電子呈交適用)  
① For acknowledgement email (e-submission)

地盤地址 Address of Site

地段編號 Lot No.

圍板許可證編號 Hoarding Permit No.

## 認可人士/註冊結構工程師資料

### Details of the Authorized Person / Registered Structural Engineer

本人的專業身份 My Professional Capacity

認可人士  註冊結構工程師  
Authorized Person Registered Structural Engineer

中文姓名\* Name in Chinese\*

① 姓氏先行 Surname first

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

 / 

英文姓名\* Name in English\*

① 姓氏先行 Surname first

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

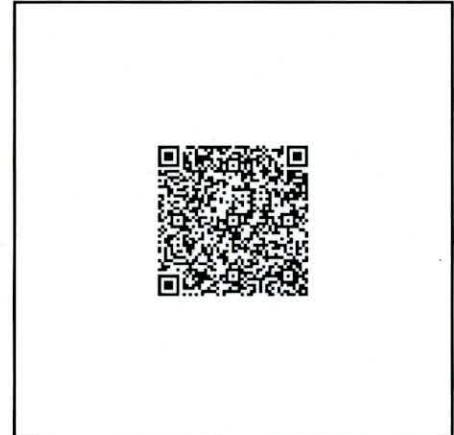
日 dd 月 mm 年 yyyy

認可人士 / 註冊結構工程師簽署\*

Signature of the Authorized Person / Registered Structural Engineer\*

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

乙部 由註冊岩土工程師核證 (如有)

Part B To be certified by the Registered Geotechnical Engineer (if any)

 由註冊岩土工程師填寫

To be completed by the registered geotechnical engineer

中文姓名\* Name in Chinese\*

(i) 姓氏先行 Surname first

英文姓名\* Name in English\*

(i) 姓氏先行 Surname first

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

RGE

<input type="text"/>					
/					<input type="text"/>

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

<input type="text"/>						
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日 dd 月 mm 年 yyyy

本人現核證任何毗鄰斜坡或擋土牆的穩定性沒有受到不良影響。

I certify that the stability of any nearby slope or retaining wall, is not adversely affected.

註冊岩土工程師簽署\*

Signature of the Registered Geotechnical Engineer\*

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

<input type="text"/>						
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日 dd 月 mm 年 yyyy



\* 根據註冊記錄

\* 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

- 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
    - 處理你在本表格中所呈交的文件的相關事務；
    - 處理有關上述擬進行工程、《建築物條例》及有關法例的相關事務；及
    - 方便屋宇署與你聯絡。
  - 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**
- 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**
- 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

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- 如對本表格有任何疑問，請與屋宇署聯絡。

## 丙. 呈交方法

- 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。

- 電子郵件傳送 - 透過電子郵件傳送本表格及附上有關文件（全部必須獲香港郵政署長發出的數碼證書認證，或根據《電子交易條例》認可的其他核證機關所發出的數碼證書認證）到屋宇署的電子收件處，電郵地址為 [receipt@bd.gov.hk](mailto:receipt@bd.gov.hk)。

## 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](mailto: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

- The personal data provided by means of this form will be used by the Buildings Department for the following purposes:
  - activities relating to the processing of your submission in this form;
  - activities relating to the above proposed works, and administration of the Buildings Ordinance and other legislations; and
  - facilitating communication between the Buildings Department and yourself.
- 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

- 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

- 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

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

## C. Submission Methods

- 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, Buildings Department, 7/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong

- Through Email** - Email this form together with the relevant documents, all with identity authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognized under the Electronic Transactions Ordinance to the e-Counter of the Buildings Department at [receipt@bd.gov.hk](mailto:receipt@bd.gov.hk).

## 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](mailto:enquiry@bd.gov.hk)



圍板 / 有蓋人行道 / 門架 / 墜台續期申請的自行核證  
Self-certification for Renewal Application for Hoardings / Covered  
Walkways / Gantry / Catch Platforms

認可人士、註冊結構工程師及  
註冊岩土工程師作業備考  
PNAP  
APP-23  
附錄 Appendix G

- 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/註冊結構工程師核證結構安全  
Part A Structural Safety to be Certified by the Authorized Person / Registered Structural Engineer

由認可人士或註冊結構工程師填寫  
To be completed by the authorized person or registered structural engineer

電郵地址  
E-mail Address

(i) 作認收電郵之用 (電子呈交適用)  
For acknowledgement email (e-submission)

支持下述圍板許可證編號的續期申請，本人現核證本人已檢查豎設於下述地址及地段編號的圍板 / 有蓋人行道 / 門架 / 墜台，本人亦認為其結構安全。  
In support of the application for renewal of the following hoarding permit no., I hereby certify that I have inspected the hoardings / covered walkways / gantries / catch platforms erected at the following address and Lot No. and in my opinion they are structurally safe

以及可以再維持  
and capable of lasting another  個月。  
months.

地盤地址 Address of Site

地段編號 Lot No.

圍板許可證編號 Hoarding Permit No.

認可人士/註冊結構工程師資料

Details of the Authorized Person / Registered Structural Engineer

本人的專業身份 My Professional Capacity

認可人士  
Authorized Person     註冊結構工程師  
Registered Structural Engineer

中文姓名\* Name in Chinese\*

(i) 姓氏先行 Surname first

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

 / 

英文姓名\* Name in English\*

(i) 姓氏先行 Surname first

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

 / 

日 dd 月 mm 年 yyyy

認可人士 / 註冊結構工程師簽署\*

Signature of the Authorized Person / Registered Structural Engineer\*

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

乙部 由認可人士為簡化審批圍板許可證續期申請核證

Part B To be Certified by the Authorized Person for Streamlined Processing of Application for Renewal of Hoarding Permit

由認可人士填寫

To be completed by the authorized person

中文姓名\* Name in Chinese\*

(i) 姓氏先行 Surname first

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

AP(  )    /

英文姓名\* Name in English\*

(i) 姓氏先行 Surname first

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

日 dd 月 mm 年 yyyy

根據《認可人士、註冊結構工程師及註冊岩土工程師作業備考(《作業備考》)》APP-23第25段，本人提交於下述日期拍攝的彩色相片記錄，以顯示圍板/有蓋人行道/門架/墊台大致上按已獲接納的圖則建造且妥善保養和使用，本人亦一併提交顯示拍照方向的區劃圖。

In accordance with paragraph 25 of Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-23, I submit the colour record photos taken on the following date showing that the hoardings / covered walkways / gantries/ catch platforms are constructed generally in accordance with the accepted plans and are properly maintained and used, together with a block plan indicating the direction of the photos taken.

彩色相片記錄的拍攝日期^：

Colour record photos taken on^:

       
日 dd 月 mm 年 yyyy

本人核證，本人於下述日期檢查的圍板/有蓋人行道/門架/墊台大致上按已獲接納的圖則建造且妥善保養和使用，並確認以下事項：

I certify that the hoardings / covered walkways / gantries / catch platforms inspected by me on the following date are constructed generally in accordance with the accepted plans and are properly maintained and used, and confirm the following :

檢查日期^：

Date of Inspection^:

       
日 dd 月 mm 年 yyyy

- (a) 因行人路狹窄而在行車道建造的臨時架高地台保持合理的狀況 (《作業備考》APP-23第8段)  
Temporary raised floor on carriageway for narrow pavements is in reasonable condition (paragraph 8 of PNAP APP-23)
- (b) 行人改道計劃的防護措施保持合理的狀況 (《作業備考》APP-23第10段)  
Protective measures for pedestrian diversion scheme is in reasonable condition (paragraph 10 of PNAP APP-23)
- (c) 臨時照明系統妥當 (《作業備考》APP-23第12段)  
Temporary lighting systems are in order (paragraph 12 of PNAP APP-23)
- (d) 圍板/有蓋人行道/門架/墊台沒有遭不當使用且暢通無阻 (《作業備考》APP-23第28及29段)  
No misuse of and free of obstruction to the hoardings / covered walkways / gantries / catch platforms (paragraphs 28 and 29 of PNAP APP-23)
- (e) 並非註冊一般建築承建商/註冊專門承建商所能控制的阻塞情況 (《作業備考》APP-23第30段) 已向有關政府部門報告，以便跟進  
Obstruction beyond the control of the registered general building contractor / registered specialised contractor mentioned in paragraph 30 of PNAP APP-23 has been reported to relevant government departments for follow up action
- (f) 已修正由圍板/有蓋人行道/門架/墊台及與交通事宜相關措施造成的違規事項  
Non-compliance arising from the hoardings / covered walkways / gantries / catch platforms and the associated measures relating to traffic issues has been rectified
- (g) 沒有阻塞排水渠道，符合《建築物(規劃)規例》第66(3)條的規定  
No drainage channel is obstructed, in compliance with regulation 66(3) of the Building (Planning) Regulations
- (h) 除對建築物的描述及任何與圍板及有蓋人行道的建造有關的人的姓名或名稱外，沒有展示任何廣告，符合《建築物(規劃)規例》第66(4)條的規定  
No display of advertisement other than a description of the building and the names of any persons concerned in the construction of the hoardings and covered walkways, in compliance with regulation 66(4) of the Building (Planning) Regulations

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



^ 核證本證明書 B 部之前14日內

^ not more than 14 days before certifying Part B of this certificate

\* 根據註冊記錄

\* In accordance with the registration record

丙部 由註冊岩土工程師核證 (如有)  
Part C To be Certified by the Registered Geotechnical Engineer (if any)

 由註冊岩土工程師填寫  
To be completed by the registered geotechnical engineer

中文姓名\* Name in Chinese\*

 姓氏先行 Surname first

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

RGE  /

英文姓名\* Name in English\*

 姓氏先行 Surname first

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

日 dd 月 mm 年 yyyy

本人核證任何毗鄰斜坡或擋土牆的穩定性沒有受到不良影響。

I certify that the stability of any nearby slope or retaining wall, is not adversely affected.

註冊岩土工程師簽署\*

Signature of the Registered Geotechnical Engineer\*

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

## 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

- 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
    - 處理你在本表格中所呈交的文件的相關事務；
    - 處理有關上述擬進行工程、《建築物條例》及有關法例的相關事務；及
    - 方便屋宇署與你聯絡。
  - 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**
- 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**
- 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。

## 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

- The personal data provided by means of this form will be used by the Buildings Department for the following purposes:
    - activities relating to the processing of your submission in this form;
    - activities relating to the above proposed works, and administration of the Buildings Ordinance and other legislations; and
    - facilitating communication between the Buildings Department and yourself.
  - 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**
- 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**
- 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.

## 乙. 填寫表格

- 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。
- 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。
- 如對本表格有任何疑問，請與屋宇署聯絡。

## B. Completion of Form

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

## 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。

## 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, Buildings Department, 7/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.

## 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

## 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



# 圍板/有蓋人行道/門架/墜台輕微改動的自行核證 Self-certification for Minor Amendments to Hoardings / Covered Walkways / Gantry / Catch Platforms

認可人士、註冊結構工程師及  
註冊岩土工程師作業備考  
PNAP  
**APP-23**  
附錄 Appendix **H**

- 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 / 註冊結構工程師核證 Part A Structural Safety to be Certified by the Authorized Person / Registered Structural Engineer

由認可人士或註冊結構工程師填寫  
To be completed by the authorized person or registered structural engineer

電郵地址 E-mail Address	(i) 作認收電郵之用 (電子呈交適用) For acknowledgement email (e-submission)
<input type="text"/>	

關於圍板 / 有蓋人行道 / 門架 / 墜台的輕微改動，本人現核證本人已檢查豎設於下述地盤地址及地段編號的圍板 / 有蓋人行道 / 門架 / 墜台，本人亦認為其結構安全。

In connection with minor amendments to the hoardings / covered walkways / gantries / catch platforms, I hereby certify that I have inspected the hoardings / covered walkways / gantries / catch platforms erected at the following address and Lot No. and in my opinion they are structurally safe.

以及可以再維持  個月。  
and capable of lasting another  months.

地盤地址 Address of Site

地段編號 Lot No.

## 認可人士/註冊結構工程師資料

### Details of the Authorized Person / Registered Structural Engineer

本人的專業身份 My Professional Capacity

認可人士  註冊結構工程師  
Authorized Person Registered Structural Engineer

中文姓名\* Name in Chinese\*

(i) 姓氏先行 Surname first

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

 / 

英文姓名\* Name in English\*

(i) 姓氏先行 Surname first

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

日 dd 月 mm 年 yyyy

認可人士 / 註冊結構工程師簽署\*

Signature of the Authorized Person / Registered Structural Engineer\*

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

乙部 由認可人士核證

Part B To be Certified by the Authorized Person

 由認可人士填寫

To be completed by the authorized person

中文姓名\* Name in Chinese\*

(i) 姓氏先行 Surname first

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

AP(  )    /

英文姓名\* Name in English\*

(i) 姓氏先行 Surname first

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

日 dd 月 mm 年 yyyy

本人核證下述內容：

I certify the following :

- (a) 仍然符合《認可人士、註冊結構工程師及註冊岩土工程師作業備考(《作業備考》)》APP-23附錄A有關路政署及運輸署的要求  
Requirements of the Highways Department and Transport Department (TD) as specified in Appendix A to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-23 are still complied with
- (b) 原有交通影響評估 (如有的話) 仍然適用  
The original traffic impact assessment, if any, is still valid
- (c) 工程車輛的臨時通道和門架的位置沒有改變 / 工程車輛的臨時通道和門架的位置有所改變，並符合《作業備考》APP-23附錄A有關運輸署的要求  
The position of the temporary access for construction vehicles and gantry is not changed or complies with the requirements of TD in Appendix A to PNAP APP-23 if the position is changed
- (d) 圍板 / 有蓋人行道 / 門架 / 墓台的頂部沒有承建商的屋棚  
No contractor shed will rest on the top of the hoardings / covered walkways / gantries / catch platforms
- (e) 沒有樹木受影響  
No trees are affected

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

### 丙部 由註冊結構工程師核證

### Part C To be Certified by the Registered Structural Engineer

 由註冊結構工程師填寫

To be completed by the registered structural engineer

中文姓名\* Name in Chinese\*

(i) 姓氏先行 Surname first

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

RSE  /

英文姓名\* Name in English\*

(i) 姓氏先行 Surname first

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

日 dd 月 mm 年 yyyy

本人現核證該圍板 / 有蓋人行道 / 門架 / 墜台的設計是結構安全及符合《建築物條例》的規定。本人還核證該圍板 / 有蓋人行道 / 門架 / 墜台的設計是：  
I certify that the design of the hoardings / covered walkways / gantries / catch platforms is structurally safe and in compliance with the provisions of Buildings Ordinance. I also certify that the design of the hoardings / covered walkways / gantries / catch platform is:

- 依照《建築物拆卸作業守則》的要求 (有關要求只適用於拆卸工程) 及《作業備考》APP-23中的設計要求和標準設計。  
in accordance with the requirements of the Code of Practice for Demolition of Buildings (the requirements applicable to demolition works only) as well as the design requirements and the standard designs given in PNAP APP-23.
- 並未依照《建築物拆卸作業守則》的要求 (有關要求只適用於拆卸工程) 及《作業備考》APP-23中的設計要求和標準設計，並附上相關改動結構詳圖的相應結構計算。  
NOT in accordance with the requirements of the Code of Practice for Demolition of Buildings (the requirements applicable to demolition works only) as well as the design requirements and the standard designs given in PNAP APP-23, and the corresponding structural calculations for the amended structural details are enclosed.

註冊結構工程師簽署\* Signature of the Registered Structural Engineer\*

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

### 丁部 由註冊岩土工程師核證 (如有)

### Part D To be Certified by the Registered Geotechnical Engineer (If any)

 由註冊岩土工程師填寫

To be completed by the registered geotechnical engineer

中文姓名\* Name in Chinese\*

(i) 姓氏先行 Surname first

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

RGE  /

英文姓名\* Name in English\*

(i) 姓氏先行 Surname first

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

日 dd 月 mm 年 yyyy

本人核證任何毗鄰斜坡或擋土牆的穩定性沒有受到不良影響。

I certify that the stability of any nearby slope or retaining wall, is not adversely affected.

註冊岩土工程師簽署\*

Signature of the Registered Geotechnical Engineer\*

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

## 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的相關事務；
    - (b) 處理有關上述擬進行工程、《建築物條例》及有關法例的相關事務；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。

## 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:

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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, Buildings 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](mailto:enquiry@bd.gov.hk)

## 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](mailto:enquiry@bd.gov.hk)