

Buildings Ordinance (Cap. 123) Specified Forms

Where a section of the Buildings Ordinance (BO) or a regulation made under the BO requires an application, a notice or a certificate to be submitted in a specified form, the relevant forms specified by me under section 22(4) of the BO should be used. Failure to use the correct form may invalidate the application, notice or certificate. These forms should not be altered or amended except in accordance with the instructions as stated in the forms.

2. A list of specified forms is promulgated at Appendix A to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers APP-60. An extract of the list of those forms used by registered general building contractors, registered specialist contractors and registered minor works contractors is provided at Appendix A to this practice note.

3. An Electronic Forms Submission System (EFSS) and an e-Counter have been set up to facilitate online submission of some specified forms with built-in submission function via the Buildings Department (BD) website at www.bd.gov.hk and via emails at receipt@bd.gov.hk respectively.

4. With the launch of Stage 1, Stage 2 and Stage 3 of the Electronic Submission Hub (ESH) on 30 June 2022, 31 March 2023 and 30 June 2024 respectively, commonly used specified forms for new building and alteration and addition works are available for online submission via ESH. Please refer to Appendix A for the specified forms that are available for submission online via different information systems.

5. Reference should be made to Practice Note for Registered Contractors 42 regarding the requirements for submission of plans and related documents in electronic format.

6. The specified forms will be kept under regular review and revised as necessary. The latest versions can be downloaded from BD website. BD encourages paperless submission by electronic means. Even when a form is submitted in hard copy, users are encouraged to fill in the form on computer so that the required information can be automatically stored in the two-dimensional barcode (i.e. QR code) on the form for subsequent processing by BD. If required, copies of the forms can also be obtained during office hours from the General Enquiry and Receipt Counter on G/F of Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.

7. For the list of specified forms in relation to the Mandatory Building and Window Inspection Schemes, reference should be made to the Practice Note for Mandatory Building and Window Inspection Schemes PNBI-3.

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Buildings Ordinance (Cap. 123)
Specified Forms

Form No.	Description	Remarks	Available for online submission via EFSS and e-Counter	Available for online submission via ESH
BA2	Application for Registration as a General Building Contractor/ Specialist Contractor		✓	✗
BA2A	Application for Renewal of Registration as a Registered General Building Contractor/ Registered Specialist Contractor	Required to be received by the Building Authority (BA) not earlier than 4 months and not later than 28 days prior to the date of the expiry of the relevant registration	✓	✗
BA2B	Application for Restoration of Name to the Register of General Building Contractors/Specialist Contractors	A contractor whose name is removed under section 8C(6) of the Buildings Ordinance (BO) may, within 2 years of the date of the expiry of the registration, apply for his name to be restored to the register	✓	✗
BA2C	Application for Approval of Technical Director/ Other Officer/Person Appointed to Act for the purposes of the Buildings Ordinance for a Registered General Building Contractor/Registered Specialist Contractor		✓	✗
BA7	Notice of Urgent Works Required as a Result of Accident or Emergency	Required to be submitted to the BA within 48 hours of the accident or emergency. Works should be supervised by an authorized person (AP)	✓	✓

Form No.	Description	Remarks	Available for online submission via EFSS and e-Counter	Available for online submission via ESH
BA10	Notice of Appointment of Registered Contractor, Notice of Commencement of Building Works or Street Works and Undertaking by Registered Contractor	The contractor is required to confirm the appointment and undertaking of responsibility and to notify the commencement of building works or street works	✓	✓
BA11	Notice from a Registered Contractor 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 Registered Contractor	Required to be completed and delivered to the AP within 7 days of ceasing to be appointed	✓	✓
BA12	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	Required to be completed and delivered to the AP within 7 days of the date of completion of such building or part	✗	✓
BA13	Certificate on Completion of Building Works Resulting in a New Building and Application for Permit to Occupy Such Building	Required to be completed and delivered to the AP within 7 days of completion of a new building	✗	✓
BA14	Certificate on Completion of Building Works Not Resulting in a New Building or of Street Works	Required to be completed and delivered to the AP/ registered geotechnical engineer (RGE) within 7 days of completion of the works	✓	✓
BA14A	Certificate on Completion of Demolition Works	Required to be completed and delivered to the AP within 7 days of completion of the works	✓	✓

Form No.	Description	Remarks	Available for online submission via EFSS and e-Counter	Available for online submission via ESH
BA14B	Certificate on Completion of Demolition Works (Streamlined Procedure)	Required to be completed and delivered to the AP within 7 days of completion of the works	✗	✓
BA14C	Certificate on Completion of Building Works not Resulting in a New Building (Streamlined Procedures)	Required to be completed and delivered to the AP/ registered geotechnical engineer (RGE) within 7 days of completion of the works	✗	✓
BA18	Application for Permit to Erect a Contractor's Shed	A contractor's shed may not be erected until the required permit has been obtained from the BA	✓	✓
BA20	Notice of Technically Competent Person or Persons Appointed to Supervise Demolition Works	Required to be posted on site on commencement of the demolition works	✓	✓
BA24	Notification of Change of Business Address/Contact Information	Required to be submitted to the BA within 14 days of change of address	✓	✗
BA25	Application for Registration as a Registered Minor Works Contractor (Company)		✓	✗
BA25A	Application for Renewal of Registration of Registered Minor Works Contractor (Company)	Required to be submitted to the BA not more than 4 months but not less than 28 days prior to the expiry of the registration	✓	✗
BA25B	Application for Restoration of Name to the Register of Minor Works Contractors (Company)	A person whose name is removed under section 17(1) of the Building (Minor Works) Regulation (B(MW)R) may, within 2 years from the expiry of the registration, apply for the restoration of the person's name to the register	✓	✗

Form No.	Description	Remarks	Available for online submission via EFSS and e-Counter	Available for online submission via ESH
BA25C	Application for Registration of Additional Class and/or Type of Minor Works for Registered Minor Works Contractor (Company)		✓	✗
BA25D	Application for Approval of Nomination of Additional Authorized Signatory/ Technical Director of Registered Minor Works Contractor (Company)		✓	✗
BA25E	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)	Required to be submitted to the BA within 28 days from the date on which the reasons for the decision, or the decision to which the recommendation relates, were given to the person	✓	✗
BA26	Application for Registration as a Registered Minor Works Contractor (Individual)		✓	✗
BA26A	Application for Renewal of Registration of Registered Minor Works Contractor (Individual)	Required to be submitted to the BA not more than 4 months but not less than 28 days prior to the expiry of the registration	✓	✗
BA26B	Application for Restoration of Name to the Register of Minor Works Contractors (Individual)	A person whose name is removed under section 17(1) of the B(MW)R may, within 2 years from the expiry of the registration, apply for the restoration of the person's name to the register	✓	✗
BA26C	Application for Registration of Additional Items of Class III Minor Works for a Registered Minor Works Contractor (Individual)		✓	✗

Form No.	Description	Remarks	Available for online submission via EFSS and e-Counter	Available for online submission via ESH
BA26D	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)	Required to be submitted to the BA within 28 days from the date on which the reasons for the decision, or the decision to which the recommendation relates, were given to the person	✓	✗
MW01	Notice of Commencement of Class I Minor Works	Required to be submitted to the BA not less than 7 days before commencement of Class I and/or Class II minor works	✓	✗
MW02	Certificate of Completion of Class I Minor Works	Required to be submitted to the BA within 14 days after the date of completion of Class I and/or Class II and/or Class III minor works	✓	✗
MW03	Notice of Commencement of Class II Minor Works	Required to be submitted to the BA not less than 7 days before commencement of Class II minor works	✓	✗
MW04	Certificate of Completion of Class II Minor Works	Required to be submitted to the BA within 14 days after the date of completion of Class II and/or Class III minor works	✓	✗
MW05	Notice and Certificate of Completion of Class III Minor Works	Required to be submitted to the BA within 14 days after the date of completion of Class III minor works	✓	✗

Form No.	Description	Remarks	Available for online submission via EFSS and e-Counter	Available for online submission via ESH
MW06-1	Notice of Inspection & Certification of Prescribed Building or Building Works and Certificate of Completion of the associated Alteration or Strengthening Works involving Class I Minor Works (Minor Amenity Feature Validation Scheme)	Required to be submitted to the BA within 14 days after completion of the inspection and/or alteration, rectification or reinforcement of PBWs with safety inspection report, plans, photographs and descriptions of the PBWs	✓	✗
MW06-2	Notice of Inspection & Certification of Prescribed Building or Building Works and Certificate of Completion of the associated Alteration or Strengthening Works involving Class II Minor Works (Minor Amenity Feature Validation Scheme)	Required to be submitted to the BA within 14 days after completion of the inspection and/or alteration, rectification or reinforcement of PBWs with safety inspection report, plans, photographs and descriptions of the PBWs	✓	✗
MW06-3	Notice of Inspection & Certification of Prescribed Building or Building Works and Certificate of Completion of the associated Alteration or Strengthening Works involving Class III Minor Works (Household Minor Works Validation Scheme or Minor Amenity Feature Validation Scheme)	Required to be submitted to the BA within 14 days after completion of the inspection and/or alteration, rectification or reinforcement of PBWs with safety inspection report, plans, photographs and descriptions of the PBWs	✓	✗
MW07	Notice of Change in Appointment of Minor Works (Registered Structural Engineer, Registered Geotechnical Engineer or Prescribed Registered Contractor)	Required to be submitted to the BA within 7 days after the date of the appointment of Class I and/or Class II minor works	✓	✗

Form No.	Description	Remarks	Available for online submission via EFSS and e-Counter	Available for online submission via ESH
MW10	Notice of Cessation of Prescribed Registered Contractor (Minor Works)	For Class I minor works, required to be delivered to the AP within 7 days after the date of the cessation ; AP is then required to submit to the BA within 7 days after the day of receipt For Class II minor works, required to be submitted to the BA within 7 days after the date of the cessation	✓	✗
MW11	Notice of Commencement of Additional Class I Minor Works	Required to be submitted to the BA not less than 7 days before commencement of Class I and/or Class II minor works	✓	✗
MW12	Notice of Commencement of Additional Class II Minor Works	Required to be submitted to the BA not less than 7 days before commencement of Class II minor works	✓	✗
MW31	Notice of Cessation of Appointment or Nomination of Prescribed Building Professional (Minor Works)	B(MW)R s50	✓	✗
MW32	Request for Submission Number for Class III Minor Works Relating to the Erection or Alteration of Signboard	B(MW)R s36	✓	✗

Form No.	Description	Remarks	Available for online submission via EFSS and e-Counter	Available for online submission via ESH
SC01	Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class I Minor Works	<p>Required to be submitted to the BA within 14 days after completion of the inspection with safety inspection report, plans, photographs and description, and certify that the signboard is structurally safe and comply with the BO (if no alteration/strengthening works required)</p> <p>Required to be submitted to the BA not less than 7 days before commencement of the alteration/strengthening works</p>	✓	✗
SC01C	Certificate of Completion of Alteration/Strengthening Works Carried Out for Inspection and Certification of Unauthorised Signboard - Class I Minor Works	Required to be submitted to the BA within 14 days after completion of the alteration/strengthening works and certify that the signboard is structurally safe and comply with the BO	✓	✗

Form No.	Description	Remarks	Available for online submission via EFSS and e-Counter	Available for online submission via ESH
SC02	Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class II Minor Works	Required to be submitted to the BA within 14 days after completion of the inspection with safety inspection report, plans, photographs and description, and certify that the signboard is structurally safe and comply with the BO (if no alteration/strengthening works required) Required to be submitted to the BA not less than 7 days before commencement of the alteration/strengthening works	✓	✗
SC02C	Certificate of Completion of Alteration/Strengthening Works Carried Out for Inspection and Certification of Unauthorised Signboard - Class II Minor Works	Required to be submitted to the BA within 14 days after completion of the alteration/strengthening works and certify that the signboard is structurally safe and comply with the BO	✓	✗
SC03	Notice of Inspection & Certification of Unauthorised Signboard and Completion of Alteration/Strengthening Works - Class III Minor Works	Required to be submitted to the BA within 14 days after completion of the inspection and alteration/strengthening (if any), with safety inspection report, plans, photographs and description, and certify that the signboard is structurally safe and comply with the BO	✓	✗

Note : Please refer to Practice Note for Registered Contractors 42 for details regarding online submission via EFSS, e-Counter and ESH.

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