

**Submissions
to the Buildings Department**

Many submissions received by the Buildings Department are subject to statutory time limits. Receipt points for various types of submissions in paper format are outlined below:

Submissions	Receipt Points
(i) Submissions relating to new building developments and alteration and addition works (except for works in response to a statutory order, notice, direction or an advisory letter related to building or slope safety)	Receipt and Dispatch Counter at the office of New Buildings Divisions on 7/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong
(ii) Other Submissions	General Enquiry and Receipt Counter at the Buildings Department Headquarters on G/F, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon

2. The operating hours of the above counters are:

Mondays to Fridays 8:30 am to 5:30 pm

3. To facilitate efficient working of the time-stamp machine, we would appreciate your co-operation in folding your plans in the manner indicated in Appendix A.

4. For submissions in electronic format, please refer to Practice Note for Registered Contractor (PNRC) 42 and PNRC 2 for details.

(YU Po-mei, Clarice)
Building Authority

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Folding of Plans

Preferred way - fold plans along dotted line

