

Measures for Facilitating Statutory Submissions under the Special Work Arrangement of New Buildings Divisions (NBDs) of the Buildings Department (BD)

Communications with Stakeholders

1. BD's notices to all registered building professionals and registered contractors about the special work arrangement have been uploaded to BD's website https://www.bd.gov.hk/en/resources/codes-and-references/practice-notes-and-circular-letters/index_special_work_arrangement.html . These notices have been sent to AP/RSE/RGE/RGBC/RSC/RMWC/RI via email and RGBC/RSC/RMWC via SMS based on BD's record. Form BA 24 should be submitted to BD for updating of change of contact information.
2. A dedicated email address yhs@bd.gov.hk has been set up to receive e-copies of submission documents, enquiries and requests. As the case senior officers and case officers can access to their respective office emails when working from home, stakeholders can directly communicate with them by e-mail during office hours. The link to the government directory with BD officers' email address is https://tel.directory.gov.hk/index_BD_ENG.html .
3. BD officers working from home will regularly retrieve voice messages left in their office telephone system.
4. Please inform NBDs of BD (by calling any Chief Professional Officer in NBDs directly or sending an urgent email to yhs@bd.gov.hk) if there is preliminary tested positive for COVID-19 or confirmed case in your workplace or project site.
5. BD will continue to closely liaise with the relevant professional institutions and stakeholder organisations when reviewing the special work arrangement.

Counter Services

6. The latest arrangement on the opening hours of the counter service/drop-in counter at 7/F of 14 Taikoo Wan Road, Hong Kong (i.e. NBDs office) will be provided in the latest notice to the registered building professionals and registered contractors on BD's website.
7. In case only drop-in counter services are provided, please provide a fax number in the covering letter of your submissions and a copy of the covering letter for BD to send you the acknowledgement via fax at a later stage.

Processing Statutory Submissions

8. To facilitate BD staff to work from home, please provide additionally a DVD-ROM disc containing the soft copy of all the documents (plans, calculations, reports, etc.) and a set of A3-size hard copy of the submitted plans. If available, please send a hyperlink for access to the soft copy of the subject submitted plans and supporting documents to the case officer via his/her office email address. Please ensure contact fax number, email address and phone number have been provided in the covering letter of your submission to facilitate communication between our case officer and you.

9. BD is now concentrating on processing submissions received before 2 December 2020 which approach due dates as well as the related site inspections. For statutory submissions newly received, priority will be accorded to more critical submissions¹. Apart from critical submissions, priority may also be accorded on a case-by-case basis if you have justifications e.g. hoarding plans will affect the early commencement of site works; projects related to transitional housing; projects may enhance our ability to cope with COVID-19; etc.
10. Please liaise with the case senior officer and/or case officer for conducting case discussions via video conferencing. Supplementary information, e.g. additional calculations, should be submitted by email as far as practicable. You may take back the plans/calculations to your office for amendments by collecting them at the NBDs' office lift lobby. However, please do not stay there too long.
11. A streamlined and pragmatic approach to process the submissions has been adopted. Plans may be approved with minor non-fundamental deficiencies listed in the approval letter. You need to follow up in subsequent amendment submission and can submit it with the application for consent to the commencement of the building works concerned. BD will accord priority in processing these submissions concurrently. Depending on the circumstances, the case officer may arrange for making all the necessary amendments to the submitted plans prior to granting approval.
12. For submission of consent applications, certification of completed works in relation to consent application, occupation permit (OP) applications and certification of completed alterations and addition works, please also forward the soft copy to the case senior officer and/or case officer to facilitate prompt action.
13. Apart from dispatching the hard copy of the approval letters, BD will endeavor to send separate notification to you by phone, email or fax for advance information.

Site Inspections

14. Essential site inspections such as OP inspection or witnessing of pile proof test will be arranged as far as practicable. Apart from the OP inspection, please liaise with the case senior officer and/or case officer to explore other means such as video telephony supplemented with video record in DVD-ROM disc.
15. For site inspections related to structural submissions, BD has implemented a streamlined arrangement so that non-critical items will be inspected during site inspection at the critical stage (e.g. final set stage of pile driving) in one go. Also, witnessing site test by HOKLAS accredited laboratory with video recording taken by RSE's TCP may be allowed on a case-by-case basis.

Buildings Department 2 December 2020

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¹ They refer to (1) first submission of general building plans, foundation plans, excavation and lateral support plans and pile cap plans; (2) amendment plans required for re-application of occupation permits or related to site works being in progress; (3) applications and re-applications of occupation permit; (4) applications for consent for commencement of works that are critical milestone to enable works to continue; and (5) certification of building works not resulting in a new building (e.g. alteration and addition works, foundation works, etc.).