

- 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

1 工程資料
Details of the Works

地盤地址 Address of Site

2 要求快速處理改動及加建工程圖則
Request for Fast Track Processing of Plans of Alteration and Addition Works

依照《認可人士、註冊結構工程師及註冊岩土工程師作業備考》ADM-19 第 24 段，本人現要求對呈交的改動及加建工程的圖則進行快速處理，該項工程位於上述地址。

In accordance with paragraph 24 of PNAP ADM-19, I hereby request for fast track processing of the plans submitted for the proposed A & A works to be carried out at the above address.

3 製備圖則證明書
Certificate of Preparation of Plans

本人確認，附件圖則 (下述圖則編號) 顯示的改動及加建工程不涉及建築物的結構，且在以下方面不涉及更改受影響範圍的最新經批准圖則：

I confirm that the A & A works as shown on the enclosed drawings (with the following drawing no.) do not involve the structure of the building and do not involve changes to the latest approved plans of the affected areas in the following aspects :

圖則編號 Drawing No.

 至

- 密度 – 地盤參數、地積比率、上蓋面積
Density - site parameter, plot ratio, site coverage
- 消防安全 – 進出途徑、火警逃生途徑、耐火程度、防火間隔
Fire safety - means of access, means of escape in case of fire, fire resistance, compartmentation
- 衛生及環境 – 照明、通風、空地
Health and environment - lighting, ventilation, open space
- 相關法例要求的基本事項 – 消防安全、分區大綱圖、殘疾人士通道、機場高度限制、鐵路保護路線
Fundamental issues required under allied legislation - fire safety, OZP, access for persons with a disability, airport height restrictions, railway route protection

本人也確認，附件圖則 (下述圖則編號) 顯示的改動及加建工程在以下方面涉及更改受影響範圍的最新經批准圖則：

I also confirm that the A & A works as shown on the enclosed drawings (with the following drawing no.) involve changes to the latest approved plans of the affected areas in the following aspects :

圖則編號 Drawing No.

 至

- 消防安全 – 進出途徑、火警逃生途徑、耐火程度、防火間隔
Fire safety - means of access, means of escape in case of fire, fire resistance, compartmentation
- 衛生及環境 – 照明、通風、空地
Health and environment - lighting, ventilation, open space
- 建築物結構構件的輕微更改
Minor changes to structural elements of the building

並且上述圖則的變動符合《建築物條例》的規定。

and that such changes as shown on the said drawings comply with the provisions of the Buildings Ordinance.

- 4** 現附上申請同意展開和進行上文第2段提及的改動及加建工程的表格BA8A。
A Form BA 8A applying for your consent to the commencement and carrying out of the A & A works mentioned in paragraph 2 above is enclosed.

認可人士資料

Details of the Authorized Person

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

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

註冊證書編號* Certificate of Registration Number*

AP() /

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

註冊結構工程師資料

Details of the Registered Structural Engineer

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

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

註冊證書編號* Certificate of Registration Number*

RSE /

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

日 dd 月 mm 年 yyyy

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.##

* 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之相關事務；
 - 處理有關上述擬進行工程、《建築物條例》及有關法例之相關事務；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

- 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。

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。

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

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, Building Department, 7/F Cityplaza Three, 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