

- 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.

**第一部份 一般資料**  
**Part 1 General Information**

地盤地址 Address of Site


地段編號 Lot No.

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地盤 / 工程說明

Description of Site / Works

是 否  
Yes No

地盤 (或部分地盤) 是否位於特別發展管制區? 例如: 附表所列地區、東涌吊車 (《認可人士、註冊結構工程師及註冊岩土工程師作業備考》ADM-2附錄I)、港鐵或鐵路沿線 / 保護區範圍 / 污水隧道工程保護區、郊野公園等。  
Is site (or part thereof) within Special Control Areas? e.g. Scheduled Area, Tung Chung Cable Car (Appendix I of PNAP ADM-2), MTRC or railway route/protection area/Sewage Tunnel Tunnel Works, Country Parks, etc.

建議是否符合分區計劃大綱圖的核准用途?

Does proposal comply with the permitted use under the Outline Zoning Plan?

建議是否符合《香港機場 (障礙物管制) 條例》?

Does proposal comply with HK Airport (Control of Obstruction) Ordinance?

地盤緊連街道的闊度是否不少於4.5米?

Does the site abut onto a street of not less than 4.5m wide?

建議工程 (或部分工程) 是否超出地段界線?

Are proposed works (or part thereof) located outside lot boundary?

**第二部份 送審文件**  
**Part 2 Documents Submitted**

是 否  
Yes N/A

圖則 (一式兩份已簽署及着色圖則交建築事務監督, 兩份交消防處處長\*, 一份交規劃專員, 如位於市區一份交地政專員 (如契約條件包含設計、規劃及高度條款則兩份; 如位於新界則兩份)  
Plans (2 signed and coloured sets for BA, 2 sets for D of FS\*, 1 set for DLO in urban area (2 sets if lease conditions contain Design, Disposition and Height clause & 2 sets in N.T.))

優先審核的申請

Application for priority status

快速處理的申請

Application for fast track processing

發展明細表 (《認可人士、註冊結構工程師及註冊岩土工程師作業備考》ADM-2)

Development Schedule (PNAP ADM-2)

岩土評估報告 (2份) (《認可人士、註冊結構工程師及註冊岩土工程師作業備考》APP-25)

Geotechnical Assessment Report (2 sets) (PNAP APP-25)

\* 如受《消防安全 (商業處所) 條例》或《消防安全 (建築物) 條例》規管, 需要3份圖則。

\* 3 sets if subject to Fire Safety (Commercial Premises) Ordinance or the Fire Safety (Buildings) Ordinance.

	是 Yes	否 N/A
表格BA 4 (認可人士/註冊結構工程師/註冊岩土工程師的委任) Form BA 4 (Appointment of AP/RSE/RGE)	<input type="checkbox"/>	<input type="checkbox"/>
表格BA 5 (申請批准圖則書) Form BA 5 (Application for approval)	<input type="checkbox"/>	<input type="checkbox"/>
表格BA 6 (改建及加建工程的穩定性證明書) Form BA 6 (Stability Certificate for A&A Works)	<input type="checkbox"/>	<input type="checkbox"/>
表格BA 16 (豁免 / 變通申請) ; 請列明總數 Form BA 16 (Application for exemption/modification) please list total number	<input type="checkbox"/>	<input type="checkbox"/>
表格BA 16的理據及輔證文件 Justification/documents to support Form BA 16	<input type="checkbox"/>	<input type="checkbox"/>
表格BA 17 (臨時建築物) Form BA 17 (Temporary building)	<input type="checkbox"/>	<input type="checkbox"/>
繳費 (《認可人士、註冊結構工程師及註冊岩土工程師作業備考》APP-55) Payment of Fees (PNAP APP-55)	<input type="checkbox"/>	<input type="checkbox"/>

**第三部份 額外圖則供轉介之用 (《認可人士、註冊結構工程師及註冊岩土工程師作業備考》ADM-2)**  
**Part 3 Additional Plans for Referral (PNAP ADM-2)**

建議是否關於或影響以下項目? Does proposal involve or affect the following?	是 Yes	數目 Number	若“是”，請註明轉介額外圖則的數目 If yes, please indicate the number of additional set(s) of plans for referral to each of the organization
附表所列地區第1、2或4號 / 斜坡 / 擋土結構物 / 深層挖掘 / 廢棄隧道 / 現有地錨樁基 / 指定地區 / 海洋挖泥(《認可人士、註冊結構工程師及註冊岩土工程師作業備考》APP-25、APP-30、APP-61及APP-134) Scheduled Area No. 1, 2 or 4 / slope / retaining structure / deep excavation / disused tunnel / existing ground anchor / Designated Area / marine dredging (PNAP APP-25, APP-30, APP-61 & APP-134)	<input type="checkbox"/>	<input type="text"/>	土木工程拓展署·土力工程處(圖則2份加2份岩土評估報告) Geotechnical Engineering Office, CEDD (2 sets of plans with 2 copies of geotechnical assessment report)
附表所列地區第5號地區(《認可人士、註冊結構工程師及註冊岩土工程師作業備考》APP-62) Scheduled Area No. 5 (PNAP APP-62)	<input type="checkbox"/>	<input type="text"/>	(a) 土木工程拓展署·土力工程處; 及 (b) 渠務署 (a) Geotechnical Engineering Office, CEDD; and (b) Drainage Services Department
附表所列地區第3號地區或地鐵保護及工程範圍(《認可人士、註冊結構工程師及註冊岩土工程師作業備考》APP-24) / 九廣鐵路保護範圍(《認可人士、註冊結構工程師及註冊岩土工程師作業備考》APP-131) Scheduled Area No. 3 or MTR Protection Area & Work Sites (PNAP APP-24)/KCRC Railway Protection Areas (PNAP APP-131)	<input type="checkbox"/>	<input type="text"/>	香港鐵路有限公司 MTR Corporation Limited (MTRCL)
暗渠·明渠 Culvert, nullah	<input type="checkbox"/>	<input type="text"/>	(a) 土木工程拓展署·土力工程處; (b) 渠務署; 及 (c) 路政署 (a) Geotechnical Engineering Office, CEDD; (b) Drainage Services Department; and (c) Highways Department
天然溪澗及河流 Natural stream or river	<input type="checkbox"/>	<input type="text"/>	(a) 渠務署 (b) 漁農自然護理署 (a) Drainage Services Department (b) Agriculture, Fisheries and Conservation Department

建議是否關於或影響以下項目? Does proposal involve or affect the following?	是 Yes	數目 Number	若“是”，請註明轉介額外圖則的數目 If yes, please indicate the number of additional set(s) of plans for referral to each of the organization
對現時或擬議污水渠工程有影響的工程 Works affecting existing or proposed sewage works	<input type="checkbox"/>	<input type="text"/>	(a) 土木工程拓展署·土力工程處；及 (b) 渠務署 (a) Geotechnical Engineering Office, CEDD; (b) Drainage Services Department
九廣鐵路沿線保護區或建議中的鐵路路線 Kowloon Canton Railway route protection area or proposed rail routes	<input type="checkbox"/>	<input type="text"/>	路政署·鐵路拓展處 Railway Development Office, Highways Department
東區海底隧道 Eastern Harbour Crossing	<input type="checkbox"/>	<input type="text"/>	路政署·區域及維修組 District and Maintenance Section, Highways Department
中九龍幹線保護區 Central Kowloon Route Protection areas	<input type="checkbox"/>	<input type="text"/>	路政署·主要工程管理處 Major Works Project Management Office, Highways Department
輕便鐵路沿線或保護區 Light Rail Transit Railway route or reserves	<input type="checkbox"/>	<input type="text"/>	香港鐵路有限公司·輕便鐵路 Light Rail, MTRCL
東涌吊車沿線保護區 Tung Chung Cable Car Route Protection Area	<input type="checkbox"/>	<input type="text"/>	(a) 香港鐵路有限公司； (b) 機電工程署； (c) 土木工程拓展署拓展處處長；及 (d) 昂平360有限公司 (a) Mass Transit Railway Corporation Limited; (b) Electrical and Mechanical Services Department; (c) Project Manager/CEDD; and (d) Ngong Ping 360 Limited
赤鱸角機場·高度超過第301章所述的工程,機場附近的高樓上的照明標誌 CLK Airport, works exceeding height limit under Cap 301, illuminated sky signs near Airport	<input type="checkbox"/>	<input type="text"/>	民航處 (2份圖則) Civil Aviation Department (2 sets of plans)
內街、車輛通道、街道改善、斜角、街道照明、電影院入口、停車設施及佈局設計、交通工程事宜,以及在街道上、下或中豎建的構築物 Internal street, vehicular access, street improvement, corner splay, street lighting, cinema entrances, parking provisions and layout, traffic engineering matters, structures to be erected in, over, under or upon street	<input type="checkbox"/>	<input type="text"/>	(a) 路政署 (b) 如位於新界: 土木工程拓展署新界拓展處處長;及 (c) 運輸署 (a) Highways Department (b) PM/CEDD for works in NT; and (c) Transport Department
海堤、海事工程·港口工程·填海工程·挖泥,碼頭·臨海有照明的標誌 Sea walls, marine works, port works, reclamation, dredging, pier, illuminated signs facing harbour	<input type="checkbox"/>	<input type="text"/>	(a) 土木工程拓展署·海港工程部;及 (b) 海事處 (a) Port Works Division, CEDD; and (b) Marine Department
水管 Water mains	<input type="checkbox"/>	<input type="text"/>	水務署 Water Supplies Department
郊野公園 Country parks	<input type="checkbox"/>	<input type="text"/>	漁農自然護理署 Agriculture, Fisheries and Conservation Department
診所 Clinics	<input type="checkbox"/>	<input type="text"/>	衛生署 Department of Health
醫院 Hospitals	<input type="checkbox"/>	<input type="text"/>	醫院管理局 Hospital Authority
學校·幼稚園 Schools, kindergartens	<input type="checkbox"/>	<input type="text"/>	教育局 Education Bureau

建議是否關於或影響以下項目? Does proposal involve or affect the following?	是 Yes	數目 Number	若“是”，請註明轉介額外圖則的數目 If yes, please indicate the number of additional set(s) of plans for referral to each of the organization
會所 Clubs	<input type="checkbox"/>	<input type="text"/>	民政事務總署·牌照事務部 Licensing Authority, HAD
旅館 Hotel	<input type="checkbox"/>	<input type="text"/>	(a) 民政事務總署,牌照事務部 (b) 旅遊事務專員 (a) Licensing Authority, HAD (b) Commissioner for Tourism
氣體供應裝置·貯油裝置 Gas supply installations, oil storage installations	<input type="checkbox"/>	<input type="text"/>	機電工程署·氣體標準事務處 Gas Standards Office, EMSD
污染管制·工廠煙囪·污水處理廠·貯油裝置 Pollution control, factory chimneys, sewage treatment plants, oil storage installations	<input type="checkbox"/>	<input type="text"/>	環境保護署 Environmental Protection Department
單一用戶工廠 Single occupancy factories	<input type="checkbox"/>	<input type="text"/>	勞工處 Labour Department
古蹟·已評級歷史建築物或有考古價值的地方 Monuments, Graded Buildings or Site having archaeological interest	<input type="checkbox"/>	<input type="text"/>	康樂文化事務署·古物古蹟辦事處 Antiquities and Monuments Office, Leisure and Cultural Services Department
郵件房 Mail Room	<input type="checkbox"/>	<input type="text"/>	郵政署 Post Office
電訊傳播站 Telecommunication Transmitting Stations	<input type="checkbox"/>	<input type="text"/>	通訊事務管理局辦公室 Office of the Communications Authority
垃圾傾卸設施或街市 Refuse disposal or markets	<input type="checkbox"/>	<input type="text"/>	食物環境衛生署 Food and Environmental Hygiene Department
托兒所·幼兒園·安老院·社會福利設施 Nurseries, child care centres, residential care homes for the elderly; social service institutions	<input type="checkbox"/>	<input type="text"/>	社會福利署 Social Welfare Department

送審圖則總數 (第2及3部分) :

**Total no. of sets of plans to be submitted (Parts 2&3):**

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

## 乙. 填寫表格

1. 請填妥表格載列所有有關的部分。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：

香港太古城太古灣道14號7樓屋宇署收發處。

## 丁. 聯絡資料

### 屋宇署地址：

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

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. 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