

Address:								BD Ref. No.		
Building Type / Use :		Resident's Recreational Facilities								
OTTV calculated by		<input type="checkbox"/> 1. Registered Professional Engineers <input type="checkbox"/> 2. Architect <input type="checkbox"/> 3. Others, please specify:								
Classification		<input type="checkbox"/> Podium / <input type="checkbox"/> Tower								
No. of Storeys (RRF)										
Gross Floor Area		m <sup>2</sup>								
Usable Floor Area		m <sup>2</sup>								
Total External Wall Area (including windows)		m <sup>2</sup>		Window to Wall Ratio						
Total Window Area		m <sup>2</sup>		=						
Total Skylight Area		m <sup>2</sup>								
**Weighted Average U-value	Opaque Wall	W/m <sup>2</sup>								
	Window	W/m <sup>2</sup>								
	Opaque Roof	W/m <sup>2</sup>								
	Skylight	W/m <sup>2</sup>								
Window	Glass Type	<input type="checkbox"/> Reflective	Area=	m <sup>2</sup>	SC=	VLT=	%	ER=	%	
		<input type="checkbox"/> Tinted	Area=	m <sup>2</sup>	SC=	VLT=	%	ER=	%	
		<input type="checkbox"/> Clear	Area=	m <sup>2</sup>	SC=	VLT=	%	ER=	%	
	Double Glazing	<input type="checkbox"/> Yes <input type="checkbox"/> No								
	External Shading	Overhang <input type="checkbox"/> Yes <input type="checkbox"/> No								
		Sidefin <input type="checkbox"/> Yes <input type="checkbox"/> No								
Skylight	Glass Type	<input type="checkbox"/> Reflective	Area=	m <sup>2</sup>	SC=	VLT=	%	ER=	%	
		<input type="checkbox"/> Tinted	Area=	m <sup>2</sup>	SC=	VLT=	%	ER=	%	
		<input type="checkbox"/> Clear	Area=	m <sup>2</sup>	SC=	VLT=	%	ER=	%	
	Double Glazing	<input type="checkbox"/> Yes <input type="checkbox"/> No								
	External Shading	<input type="checkbox"/> Yes <input type="checkbox"/> No								
		<input type="checkbox"/> Yes <input type="checkbox"/> No								
**Weighted Average Absorptivity	Wall									
	Roof									
**Weighted Average Density	Wall	kg/m <sup>2</sup>								
	Roof	kg/m <sup>2</sup>								
OTTV <sub>RRF</sub>	Wall	W/m <sup>2</sup>								
	Roof	W/m <sup>2</sup>								
	Overall Average	W/m <sup>2</sup>								

**Notes:**

ER = External Reflectance

SC = Shading Coefficient

VLT = Visible Light Transmittance

\*\* Weighted by area

Window and skylight data should represent the major proportion of its use in the development.

## 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:**

Receipt & Despatch Counter, Building Department, 12/F Pioneer Centre, 750 Nathan Road, Kowloon.

**For other submissions to the New Buildings Division:**

Receipt & Despatch Counter, Building Department, 7/F Cityplaza Three, 14 Taikoo Wan Road, Quarry Bay, Hong Kong.

### D. Contact Details

Buildings Department

Address: 12/F, Pioneer Centre, 750 Nathan Road, Kowloon.

Tel No.: 2626 1616 (handled by "1823")

Fax No.: 2537 4992

Email: enquiry@bd.gov.hk