

- 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

甲部 由認可人士/註冊結構工程師核證結構安全  
Part A Structural Safety to be Certified by the Authorized Person / Registered Structural Engineer

 由認可人士或註冊結構工程師填寫  
To be completed by the authorized person or registered structural engineer

支持下述圍板許可證編號的續期申請，本人現核證本人已檢查暨設於下述地址及地段編號的圍板、有蓋人行道及門架，本人亦認為其結構安全。  
In support of the application for renewal of the following hoarding permit no., I hereby certify that I have inspected the hoardings, covered walkways and gantries erected at the following address and Lot No. and in my opinion they are structurally safe

以及可以再維持  個月。  
and capable of lasting another  months.

地盤地址 Address of Site

地段編號 Lot No.

圍板許可證編號 Hoarding Permit No.

認可人士/註冊結構工程師資料

Details of the Authorized Person / Registered Structural Engineer

本人的專業身份 My Professional Capacity

認可人士 Authorized Person  註冊結構工程師 Registered Structural Engineer

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

註冊證明書編號\* Certificate of Registration Number\*

 / 

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

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

  
日 dd 月 mm 年 yyyy

認可人士 / 註冊結構工程師簽署\*

Signature of the Authorized Person / 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.##

日期 Date

  
日 dd 月 mm 年 yyyy

\* 根據註冊記錄  
\* In accordance with the registration record

乙部 由認可人士為簡化審批圍板許可證續期申請核證

Part B To be Certified by the Authorized Person for Streamlined Processing of Application for Renewal of Hoarding Permit

由認可人士填寫

To be completed by the authorized person

中文姓名\* Name in Chinese\*

ⓘ 姓氏先行 Surname first

註冊證書編號\* Certificate of Registration Number\*

AP(  )     /

英文姓名\* Name in English\*

ⓘ 姓氏先行 Surname first

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

日 dd 月 mm 年 yyyy

根據《認可人士、註冊結構工程師及註冊岩土工程師作業備考(《作業備考》)》APP-23第24段，本人提交於下述日期拍攝的彩色相片記錄，以顯示圍板、有蓋人行道及門架大致上按已獲接納的圖則建造且妥善保養和使用，本人亦一併提交顯示拍照方向的區劃圖。

In accordance with paragraph 24 of Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-23, I submit the colour record photos taken on the following date showing that the hoardings, covered walkways and gantries are constructed generally in accordance with the accepted plans and are properly maintained and used, together with a block plan indicating the direction of the photos taken.

彩色相片記錄的拍攝日期^：

Colour record photos taken on^:          
日 dd 月 mm 年 yyyy

本人核證，本人於下述日期檢查的圍板、有蓋人行道及門架大致上按已獲接納的圖則建造且妥善保養和使用，並確認以下事項：

I certify that the hoardings, covered walkways and gantries inspected by me on the following date are constructed generally in accordance with the accepted plans and are properly maintained and used, and confirm the following :

檢查日期^：

Date of Inspection^:          
日 dd 月 mm 年 yyyy

- (a) 因行人路狹窄而在行車道建造的臨時架高地台保持合理的狀況 (《作業備考》APP-23第8段)  
Temporary raised floor on carriageway for narrow pavements is in reasonable condition (paragraph 8 of PNAP APP-23)
- (b) 行人改道計劃的防護措施保持合理的狀況 (《作業備考》APP-23第10段)  
Protective measures for pedestrian diversion scheme is in reasonable condition (paragraph 10 of PNAP APP-23);
- (c) 臨時照明系統妥當 (《作業備考》APP-23第12段)  
Temporary lighting systems are in order (paragraph 12 of PNAP APP-23)
- (d) 圍板 / 有蓋人行道沒有遭不當使用且暢通無阻 (《作業備考》APP-23第27及28段)  
No misuse of and free of obstruction to the hoarding / covered walkway (paragraphs 27 and 28 of PNAP APP-23)
- (e) 並非註冊一般建築承建商 / 註冊專門承建商所能控制的阻塞情況 (《作業備考》APP-23第29段) 已向有關政府部門報告，以便跟進  
Obstruction beyond the control of the registered general building contractor / registered specialised contractor mentioned in paragraph 29 of PNAP APP-23 has been reported to relevant government departments for follow up action
- (f) 沒有阻塞排水渠道，符合《建築物(規劃)規例》第66(3)條的規定  
No drainage channel is obstructed, in compliance with regulation 66(3) of the Building (Planning) Regulations
- (g) 除對建築物的描述及任何與圍板及有蓋人行道的建造有關的人的姓名或名稱外，沒有展示任何廣告，符合《建築物(規劃)規例》第66(4)條的規定  
No display of advertisement other than a description of the building and the names of any persons concerned in the construction of the hoardings and covered walkways, in compliance with regulation 66(4) of the Building (Planning) Regulations

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


^ 核證本證明書 B 部之前14日內

^ not more than 14 days before certifying Part B of this certificate

\* 根據註冊記錄

\* In accordance with the registration record

丙部 由註冊岩土工程師核證 (如有)  
Part C To be Certified by the Registered Geotechnical Engineer (if any)

 由註冊岩土工程師填寫  
To be completed by the registered geotechnical engineer

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

註冊證明書編號\* Certificate of Registration Number\*

RGE  /

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

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

日 dd 月 mm 年 yyyy

本人核證任何毗鄰斜坡或擋土牆的穩定性沒有受到不良影響。  
I certify that the stability of any nearby slope or retaining wall, is not adversely affected.

註冊岩土工程師簽署\*  
Signature of the Registered Geotechnical 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.##

日期 Date

日 dd 月 mm 年 yyyy

\* 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

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，並在表格上簽署。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：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, and the form is signed. 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