



**呈交圖則的繳費**  
**Payment of Fees on Submission of Plans**  
 《建築物(管理)規例》第42條  
 Building (Administration) Regulation 42

認可人士、註冊結構工程師及  
 註冊岩土工程師作業備考  
**PNAP**  
**APP-55**  
 附錄 **Appendix A**

- 由認可人士填寫，並必須夾附應繳費用。
- 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》。
- **To be completed by the authorized person and must accompany all payments.**
- 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**

**第一部 圖則資料**  
**Part 1 Particulars of Submission**

屋宇署檔號 (如知悉) BD Ref. No. (if known)

BD

**1 工程資料**  
**Details of the Works**

地盤地址 Address of Site

**2 申請人資料**  
**Details of the Applicant**

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

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

通訊地址 Correspondence Address

  


**3 認可人士資料**  
**Details of the Authorized Person**

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

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

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

AP(  )  /

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

日 dd 月 mm 年 yyyy

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

**繳費收據確認 (僅供職員使用) Confirmation of Receipt of Payment (for official use only)**

下述第三部訂明的費用已繳付，並已發給收據。  
 Receipt has been issued for the payment of the amount stated in Part 3 below.

收款人員姓名及簽署：  
 Name and signature of collecting officer: \_\_\_\_\_

收據編號：  
 Receipt no.: \_\_\_\_\_

日期：  
 Date: \_\_\_\_\_

**第二部 費用計算****Part 2 Calculation for Charges**
 **A. 就有可計算總樓面面積的新建築物首次呈交的圖則或作出重大修訂的圖則**  
**First Submissions or Major Revision Plans of New Buildings with Accountable GFA**

僅在呈交建築圖則時收費

Charged on building plans submission only

[A] 總樓面面積 GFA (平方米 m <sup>2</sup> )	[B] [A] ÷ 100 平方米 [A] ÷ 100m <sup>2</sup> (如非整數·調高至下個整數) (rounded UP if not a whole number)	[C] 收費率 Rate of Charge (元 \$)	[B] × [C]	最低費用 Minimum Charge (元 \$)	“√”
		工業建築物 Industrial buildings	總樓面面積 GFA ≤ 20,000 平方米 m <sup>2</sup> \$2,740	\$10,400	<input type="checkbox"/>
			總樓面面積 GFA > 20,000 平方米 m <sup>2</sup> \$2,200	\$547,100	<input type="checkbox"/>
		非工業建築物 Non-industrial buildings	總樓面面積 GFA ≤ 10,000 平方米 m <sup>2</sup> \$4,340	\$10,350	<input type="checkbox"/>
			總樓面面積 GFA > 10,000 平方米 m <sup>2</sup> \$3,480	\$434,400	<input type="checkbox"/>

 **B. 就無須計算總樓面面積的新建築物或並無建成新建築物的改動及加建 / 建築工程·首次呈交的圖則或作出重大修訂的圖則**  
**First Submissions or Major Revision Plans for New Buildings without GFA Or A&A / Building Works Not Resulting in a New Building**

所有圖則類別均須收費

Charged on all categories of plans

少於或等於A1尺寸圖則的數量 # Number of plans not larger than A1 size #	收費率 Rate of Charge (元 \$)	費用 Charge (元 \$)
	\$14,200	

# 圖則任何一邊如大於A1尺寸·即換算為A1尺寸的倍數。

# Plans larger than A1 size in either dimension are regarded as multiples of A1 size.

**第三部 認可人士聲明****Part 3 Statement of the Authorized Person**

基於上述計算·附上下述支票·作為下述日期呈交圖則的費用/補繳費用。

The following cheque as per the above calculations, being the charge / supplementary charge for this submission made on the following date, is attached.

 費用 Charge /  補繳費用 Supplementary charge

支票號碼 Cheque No.

共計(港元) Total Amount (HK\$)

呈交圖則日期 Date of Submission

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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：

九龍旺角彌敦道750號始創中心12樓屋宇署收發處。

呈交至拓展部有關其他事宜的表格：

香港鰂魚涌太古灣道14號太古城中心第三期7樓屋宇署收發處。

## 丁. 聯絡資料

屋宇署  
地址：九龍旺角彌敦道750號始創中心12樓  
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:**

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