

**Buildings Ordinance, Cap 123
Specified Forms**

In exercise of the powers under section 22(4) of the Buildings Ordinance (BO), I have specified the forms listed at Appendix A.

2. Where a section of the BO or a Regulation made under the Ordinance requires an application, a notice or a certificate to be submitted in a specified form, the forms listed in Appendix A for the relevant purpose should be used and should not be altered or amended in any way. Failure to use the specified form may invalidate the application, notice or certificate.

3. An Electronic Forms Submission System (EFSS) has been set up to facilitate online submission of some specified forms via the website of the Buildings Department (BD) (www.bd.gov.hk). Reference should be made to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers ADM-17 regarding the requirements for submission of documents in electronic format.

4. The specified forms will be kept under regular review and revised as necessary. The most updated versions can be obtained by downloading from BD website. Users are encouraged to fill in the form on computer so that the required information can be automatically stored in the two-dimensional barcode (i.e. QR code) on the form for subsequent processing by BD. If required, copies of the forms can also be obtained from the reception counter of BD at 12/F, Pioneer Centre, 750 Nathan Road, Kowloon during office hours.

5. Reference should be made to the Practice Note for Mandatory Building and Window Inspection Schemes 3 regarding the list of specified forms for the Mandatory Building and Window Inspection Schemes.

(HUI Siu-wai)
Building Authority

Ref. : BD GP/BREG/A/1

This PNAP is previously known as PNAP 159

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Form No.	Purpose	Relevant section of Cap 123 or Regulation	Available for online submission
BA 1	Application for registration as authorized person (AP) / registered structural engineer (RSE) / registered geotechnical engineer (RGE) / registered inspector (RI)	BO s3(6)	✓
BA 1A		BO s3(9B)	✓
BA 1B		BO s3(12)	✓
	<ul style="list-style-type: none"> • for inclusion • for retention of name • for restoration of name 		
BA 2	Application for registration as registered general building contractor (RGBC) / registered specialist contractor (RSC)	BO s8B	✓
BA 2A		BO s8C(2)	✓
BA 2B		BO s8D(2)	✓
BA 2C		BO s8B	✓
	<ul style="list-style-type: none"> • for inclusion • for renewal of registration • for restoration of name • for approval of technical director/ other officer / person appointed to act for the purposes of the Buildings Ordinance 		
BA 4	Notice of appointment of AP and/or RSE and/or RGE	B(A)R 23(1A)	✓
BA 5	Application for approval of plans of building works and/or street works, and certificate of preparation of plans	B(A)R 29(1), B(A)R 18A	✗
BA 6	Stability certificate of AP and/or RSE	B(A)R 18	✗
BA 7	Notice of urgent works required as a result of accident or emergency	BO s19(1), B(A)R 28	✓

Form No.	Purpose	Relevant section of Cap 123 or Regulation	Available for online submission
BA 8	Application for consent to the commencement & carrying out of building works or street works	B(A)R 31	✓ (only within office hours)
BA 8A	Application for concurrent consent to the commencement of building works	B(A)R 31	✗
BA 9	Application for renewal of consent to the carrying out of building works or street works	BO s20(2)	✗
BA 10	Notice of appointment of RGBC/RSC, notice of commencement of building works or street works and undertaking by RGBC/RSC	B(A)R 20	✓
BA 11	Notice from RGBC/RSC on ceasing to be appointed in respect of building works or street works and certificate in respect of that part of the building works or street works carried out by the RGBC/RSC	B(A)R 24	✓
BA 12	Certificate on completion of building works resulting in a new temporary building, a new building or part of a new building and application for temporary occupation permit in respect of such building or part	B(A)R 25, BO s21(2)	✗
BA 13	Certificate on completion of building works resulting in a new building and application for permit to occupy such building	B(A)R 25, BO s21(2)	✗
BA 14	Certificate on completion of building works not resulting in a new building or of street works	B(A)R 25 & 26	✓
BA 14A	Certificate on completion of demolition works	B(A)R 25	✓

Form No.	Purpose	Relevant section of Cap 123 or Regulation	Available for online submission
BA 15	Notice of intended material change in the use of a building	BO s25(1)	✓ (only within office hours)
BA 16	Application for modification of and/or exemption from the provisions of the Buildings Ordinance and/or Regulations made thereunder	BO s42(2)	✓
BA 17	Application for permit to erect a temporary building	B(P)R 51	✗
BA 18	Application for permit to erect a contractor's shed	B(P)R 53(1)	✓
BA 19	Application for permit to erect hoardings, covered walkways or gantries	B(P)R 64	✗
BA 20	Notice of technically competent person or persons appointed to supervise demolition works	B(DW)R 8(3)	✓
BA 21	Notice of nomination by AP/RSE/RGE of another AP/RSE/RGE to act in his stead during temporary inability to act	B(A)R 23(2)	✓
BA 22	Application for authorization to carry out and/or maintain groundwater drainage works	BO s28B(1)	✓
BA 23	Application for grant/renewal of licence for an oil storage installation	B(OSI)R 6(1) & 7(3)	✓
BA 24	Notification to the BA of change of business address of AP/RSE/RGE/RGBC/RSC	B(A)R 45	✓

Form No.	Purpose	Relevant section of Cap 123 or Regulation	Available for online submission
BA 25	Application for registration as a registered minor works contractor (company)	B(MW)R s10(1)(b)	✓
BA 25A	Application for renewal of registration of registered minor works contractor (company)	B(MW)R s14(1)	✓
BA 25B	Application for restoration of name to the register of minor works contractors (company)	B(MW)R s18(1)	✓
BA 25C	Application for registration of additional class and/or type of minor works for a registered minor works contractor (company)	B(MW)R s21(2)	✓
BA 25D	Application for approval of nomination of additional authorized signatory/technical director of a registered minor work contractor (company)	B(MW)R s24(1)	✓
BA 25E	Application for review of decision of the Building Authority or recommendation of the Minor Works Contractors Registration Committee in respect of registration of minor works contractor (company)	B(MW)R s26	✓
BA 26	Application for registration as a registered minor works contractor (individual)	B(MW)R s10(1)(a)	✓
BA 26A	Application for renewal of registration of registered minor works contractor (individual)	B(MW)R s14(1)	✓
BA 26B	Application for restoration of name to the register of minor works contractors (individual)	B(MW)R s18(1)	✓
BA 26C	Application for registration of additional items of Class III minor works for a registered minor works contractor (individual)	B(MW)R s21(1)	✓

Form No.	Purpose	Relevant section of Cap 123 or Regulation	Available for online submission
BA 26D	Application for review of decision of the Building Authority or recommendation of the Minor Works Contractors Registration Committee in respect of registration of minor works contractor (individual)	B(MW)R s26	✓
MW01	Notice of Commencement of Minor Works under the Simplified Requirements (with Prescribed Building Professionals Appointed)	B(MW)R s30, s33 and s37	✓
MW02	Certificate of Completion of Minor Works under the Simplified Requirements (with Prescribed Building Professionals Appointed)	B(MW)R s31, s32, s34, s35, s36 and s37	✓
MW03	Notice of Commencement of Minor Works under the Simplified Requirements (without Prescribed Building Professional Appointed)	B(MW)R s33 and s37	✓
MW04	Certificate of Completion of Minor Works under the Simplified Requirements (without Prescribed Building Professional Appointed)	B(MW)R s34, s35, s36 and s37	✓
MW05	Notice and Certificate of Completion of Class III Minor Works under the Simplified Requirements	B(MW)R s36 and s37	✓
MW06	Notice of Inspection and Certification of Prescribed Building or Building Works	BO s39C B(MW)R s36, s37 and s62	✓
MW07	Notice of Change in Appointment of Prescribed Building Professional other than Authorized Person or Prescribed Registered Contractor under the Simplified Requirements	B(MW)R s48(2) and s48(4)	✓
MW08	Notice of Change in Appointment of Authorized Person under the Simplified Requirements	B(MW)R s48(3)	✓

Form No.	Purpose	Relevant section of Cap 123 or Regulation	Available for online submission
MW09	Notice of Nomination by Prescribed Building Professional Appointed of Another Prescribed Building Professional to Act in His Place for the Period of Temporary Inability to Act under the Simplified Requirements	BO s4A(5) B(MW)R s49	✓
MW10	Notice of Prescribed Registered Contractor on Ceasing to be Appointed under the Simplified Requirements	BO s4A(5) B(MW)R s51 and s52	✓
MW11	Notice of Commencement of Additional Minor Works under the Simplified Requirements (with Prescribed Building Professionals Appointed)	B(MW)R s30, s33 and s37	✓
MW12	Notice of Commencement of Additional Minor Works under the Simplified Requirements (without Prescribed Building Professional Appointed)	B(MW)R s33 and s37	✓
SC01	Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works (Applicable To Unauthorised Signboards falling within descriptions of Class I Minor Works)	BO s39C(1A) B(MW)R s30, s37 and s62A	✓
SC01C	Certificate of Completion of Alteration/Strengthening Works carried out for Inspection and Certification of Unauthorised Signboard (Applicable To Unauthorised Signboards falling within descriptions of Class I Minor Works)	BO s39C(1A) B(MW)R s31, s32, s37 and s62A	✓

Form No.	Purpose	Relevant section of Cap 123 or Regulation	Available for online submission
SC02	<p>Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works</p> <p>(Applicable To Unauthorised Signboards falling within descriptions of Class II Minor Works)</p>	<p>BO s39C(1A)</p> <p>B(MW)R s33, s37 and s62A</p>	✓
SC02C	<p>Certificate of Completion of Alteration/Strengthening Works carried out for Inspection and Certification of Unauthorised Signboard</p> <p>(Applicable To Unauthorised Signboards falling within descriptions of Class II Minor Works)</p>	<p>BO s39C(1A)</p> <p>B(MW)R s34, s35, s37 and s62A</p>	✓
SC03	<p>Notice of Inspection & Certification of Unauthorised Signboard and Completion of Alteration/Strengthening Works</p> <p>(Applicable To Unauthorised Signboards falling within descriptions of Class III Minor Works)</p>	<p>BO s39C(1A)</p> <p>B(MW)R s36 ,s37 and s62A</p>	✓

(Rev. 7/2016)