



建成新臨時建築物、新建築物或其部分的建築工程
竣工證明書及就該建築物或其部分申請臨時佔用許可證

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

《建築物條例》(第 123 章) 第 21 條 建築物(管理)規例 第 25 條
Buildings Ordinance (Chapter 123) Section 21 Building (Administration) Regulation 25



- 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 註冊一般建築承建商的證明書
Part A Certificate by the Registered General Building Contractor

由註冊一般建築承建商填寫
To be completed by the registered general building contractor

1 建築工程資料
Details of the Building Works

地盤地址 Address of Site

地段編號 Lot No.

建築工程類型 Type of Building Works

新臨時建築物 New temporary building 新建築物的部分，即(詳述建成部分)： The part of new building namely (describe part which is completed):

新建築物 New building

2 同意展開及進行工程的資料
Details of the Consent for the Commencement and Carrying Out of the Works

許可證編號 Permit No.

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3 工程竣工的資料
Details of Completion of the Works

工程竣工日期 Date of Completion of Works

 / /
 日 dd 月 mm 年 yyyy

獲發首次許可證日期 Date of First Issuance of Permit

/ /
 日 dd 月 mm 年 yyyy

請填寫所有獲發許可證的資料於附加頁
Please fill in information of all consent granted in the attached sheet

附加頁 Additional 張 Pages

4 註冊一般建築承建商資料
Details of the Registered General Building Contractor

中文名稱* Name in Chinese* 姓氏先行 Surname first

獲授權簽署人姓名(中文)* Name of the Authorized Signatory (Chinese)*

英文名稱* Name in English* 姓氏先行 Surname first

獲授權簽署人姓名(英文)* Name of the Authorized Signatory (English)*

通訊地址 Correspondence Address

聯絡電話 Contact Tel. No. 傳真號碼 Fax No.

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

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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

5 註冊一般建築承建商的證明書
Certificate by the Registered General Building Contractor

本人/我們為註冊一般建築承建商，現按照《建築物(管理)規例》第25(1)條的條文，證明建於上述地址及地段編號的新臨時建築物/新建築物/新建築物的部分已於上述工程竣工日期建成，該新建築物是按照《建築物條例》和規例的條文以及建築事務監督就該新建築物批准的圖則建立的。該工程的同意展開及進行工程的許可證是在上述日期發出的。

In accordance with the provisions of regulation 25(1) of the Building (Administration) Regulations, I/we, registered general building contractor, certify that the new temporary building/the new building/the part of the new building namely being erected at the above address and Lot No. as mentioned above has been completed on the date of completion of works as mentioned above and has been erected in accordance with the provisions of the Buildings Ordinance and Regulations, and the plans approved in respect of the new building by the Building Authority. Consent to the said works was granted by the Permit No. on the date as mentioned above.

註冊一般建築承建商簽署*
Signature of the Registered General Building Contractor*

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					

乙部 註冊結構工程師的證明書
Part B Certificate by the Registered Structural Engineer

 由註冊結構工程師填寫
To be completed by the registered structural engineer

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

聯絡電話 Contact Tel. No.

傳真號碼 Fax No.

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

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

日 dd	月 mm	年 yyyy					

本人為註冊結構工程師，現按照《建築物(管理)規例》第25(3)條的條文，證明上述新臨時建築物 / 上述新建築物部分 / 上述新建築物是按照《建築物條例》和規例的條文以及建築事務監督就該新建築物批准的圖則(下述檔號)建立的，本人並認為該新建築物在結構上是安全的。

In accordance with the provisions of regulation 25(3) of the Building (Administration) Regulations, I, registered structural engineer, certify that the above-mentioned new temporary building/above described part of the/above-mentioned new building has been erected in accordance with the provisions of the Buildings Ordinance and Regulations, and the plans approved in respect of the new building by the Building Authority (with the following Ref. No.) and is, in my opinion, structurally safe.

獲批准圖則的屋宇署檔號 BD Ref. No. of the Approved Plans

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註冊結構工程師簽署*
Signature of the 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

丙部 註冊岩土工程師的證明書
Part C Certificate by the Registered Geotechnical Engineer

 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

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

通訊地址 Correspondence Address

聯絡電話 Contact Tel. No.

傳真號碼 Fax No.

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

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

日 dd 月 mm 年 yyyy

本人為註冊岩土工程師，現按照《建築物(管理)規例》第25(3)條的條文，證明上述新臨時建築物 / 上述新建築物部分 / 上述新建築物是按照《建築物條例》和規例的條文以及建築事務監督就該新建築物批准的圖則(下述檔號)建立的，本人並認為該新建築物在岩土方面是安全的。

In accordance with the provisions of regulation 25(3) of the Building (Administration) Regulations, I, registered geotechnical engineer, certify that the above-mentioned new temporary building/above described part of the/above-mentioned new building has been erected in accordance with the provisions of the Buildings Ordinance and Regulations, and the plans approved in respect of the new building by the Building Authority (with the following Ref. No.) and is, in my opinion, geotechnically safe.

獲批准圖則的屋宇署檔號 BD Ref. No. of the Approved Plans

BD

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

丁部 認可人士的證明書及臨時佔用許可證的申請
Part D Certificate by the Authorized Person and Application of Temporary Occupation 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

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

通訊地址 Correspondence Address

聯絡電話 Contact Tel. No.

傳真號碼 Fax No.

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

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

日 dd 月 mm 年 yyyy

1 認可人士的證明書
Certificate by the Authorized Person

本人為認可人士，現按照《建築物(管理)規例》第25(2)條的條文，證明上述新臨時建築物 / 上述新建築物部分 / 上述新建築物是按照《建築物條例》和規例的條文以及建築事務監督就該新建築物批准的圖則(下述檔號)建立的，本人並認為該新建築物在結構上是安全的。

In accordance with the provisions of regulation 25(2) of the Building (Administration) Regulations, I, authorized person, certify that the above-mentioned new temporary building/above described part of the/above-mentioned new building has been erected in accordance with the provisions of the Buildings Ordinance and Regulations, and the plans approved in respect of the new building by the Building Authority (with the following Ref. No.) and is, in my opinion, structurally safe.

獲批准圖則的屋宇署檔號 BD Ref. No. of the Approved Plans

BD

2 臨時佔用許可證的申請
Application of Temporary Occupation Permit

本人現按照《建築物條例》第21條的條文，申請發給臨時佔用許可證予下述人士，以便佔用及使用上述新臨時建築物 / 上述新建築物部分 / 上述新建築物，於下述期間，作你批准的圖則上所述用途。

In accordance with the provisions of section 21 of the Buildings Ordinance, I hereby apply for a temporary occupation permit to be issued to the following person to occupy and use the said new temporary building/such part of/the said new building for the purposes as described in the plans approved by you for the following period.

臨時佔用許可證發給予 :-

Temporary occupation permit to be issued to :-


中文名稱 Name in Chinese

英文名稱 Name in English

臨時佔用許可證申請期限

Period that the temporary occupation permit to be applied for

年 year(s) / 個月 month(s)

 如有多人，請另附加紙張填寫，在每頁加簽及註明日期，並隨本表格一併呈交。
For multiple persons, please attach additional sheet(s) which must be signed and dated, and submit together with this form.

附加頁 張
Additional Pages

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

* 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。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. 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