

**Guidance Notes for Application of AP  
on Professional Interviews under Buildings Ordinance Section 3(5)  
(Authorized Persons Registration Committee)**

The Authorized Persons Registration Committee (RC) has a statutory function to assist the Building Authority (BA) in considering applications for inclusion in the authorized persons' register. The RC is required to examine an applicant and to ensure that he/she has the prescribed experience. In this process, the RC conducts professional interviews.

2. An applicant must satisfy the RC on his/her suitability for inclusion in the particular register for which he/she applies. In this context, an applicant has to demonstrate that he/she has adequate practical experience and general knowledge in his/her profession to meet local requirements and to discharge his/her duties in Hong Kong. He/she will also be expected to have acquired a working knowledge of the Buildings Ordinance (BO) and allied matters: the main criterion is a thorough understanding of general principles and fundamental requirements through his/her actual work experience.

3. The principal subjects upon which the RC is likely to test an applicant's knowledge include:

- (a) The objectives of the BO and Regulations and the mechanism of control;
- (b) The statutory role, functions and duties of an Authorized Person (AP), and of the BA in respect of private building development in Hong Kong;
- (c) Sufficient general awareness of local conditions to practise efficiently and effectively in Hong Kong without having to make frequent enquiries on matters of common local knowledge;
- (d) A working knowledge of the BO and Regulations, relevant codes of practice and such allied matters as the Town Planning Ordinance and Outline Zoning Plans, lease conditions and the usual requirements of other authorities relevant to an AP in Hong Kong. (An applicant should therefore be familiar with all the processes from the evaluation of development potential of a private lot to the issue of an occupation permit)
- (e) The procedures for an AP to follow in order to meet local statutory requirements; and
- (f) Practice notes, circular letters and other advisory information published by Government departments and relevant to an AP.

In addition, the applicant is expected to demonstrate the adequacy of his/her knowledge and experience to perform the duties of an AP for a typical building project in Hong Kong, including the role of the co-ordinator.

4. An applicant must provide proof of :

- (a) having gained the appropriate practical experience described above in Hong Kong for a continuous period of one year within the three years preceding the date of his application; and
- (b) possessing the qualifications specified in Building (Administration) Regulation 3(1), (2) or (3).

5. A list of publications, including the BO and other legislation relevant to the building industry, can be found in Practice Notes for Authorized Persons and Registered Structural Engineers (PNAP) ADV-2. The publications are available from the Government Publications Sales Centre. PNAP ADV-2 can be downloaded from the Buildings Department website: <http://www.bd.gov.hk/>.