

**Buildings Ordinance, Cap 123
Specified Forms**

Where a section of the Buildings Ordinance (BO) or a regulation made under the Ordinance requires an application, a notice or a certificate to be submitted in a specified form, the relevant form specified by me under section 22(4) of the BO should be used. Failure to use the correct form may invalidate the application, notice or certificate. These forms should not be altered or amended except in accordance with the instructions as stated in the forms.

2. A list of specified forms is promulgated at Appendix A to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers APP-60. An extract of the list of those forms used by registered general building contractors, registered specialist contractors and registered minor works contractors is provided at Appendix A to this practice note.

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 Registered Contractors 42 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 GR/RC/2 (II)
BD GP/BREG/A/1 (VI)

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This revision July 2016 (AD/CS) - (Para. 3 added, para. 4 and Appendix A amended)

Appendix A
(PNRC 2)

Form	Purpose	Remarks	Available for online submission
BA 2	Application for registration as a general building contractor / specialist contractor.		✓
BA 2A	Application for renewal of registration as a registered general building contractor / registered specialist contractor.	Required to be received by the BA not earlier than 4 months and not later than 28 days prior to the date of the expiry of the relevant registration.	✓
BA 2B	Application for restoration of name to the register of general building contractors / specialist contractors.	A contractor whose name is removed under section 8C(6) of the Buildings Ordinance may, within 2 years of the date of the expiry of the registration, apply for his name to be restored to the register.	✓
BA 2C	Application for approval of technical director/ other officer/ person appointed to act for the purposes of the Buildings Ordinance for a registered general building contractor/ registered specialist contractor.		✓
BA 7	Notice of urgent works required as a result of accident or emergency.	Required to be submitted to the BA within 48 hours of the accident or emergency. Works should be supervised by an authorized person (AP).	✓
BA 10	Notice of appointment of RGBC/RSC, notice of commencement of building works or street works and undertaking by RGBC/RSC.	The contractor is required to confirm the appointment and undertaking of responsibility and to notify the commencement of building works or street works.	✓

Form	Purpose	Remarks	Available for online submission
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.	Required to be completed and delivered to the AP within 7 days of ceasing to be appointed.	✓
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.	Required to be completed and delivered to the AP within 7 days of the date of completion of such building or part.	✗
BA 13	Certificate on completion of building works resulting in a new building and application for permit to occupy such building.	Required to be completed and delivered to the AP within 7 days of completion of a new building.	✗
BA 14	Certificate on completion of building works not resulting in a new building or of street works.	Required to be completed and delivered to the AP/RGE within 7 days of completion of the works.	✓
BA 14A	Certificate on completion of demolition works	Required to be completed and delivered to the AP within 7 days of completion of the works.	✓
BA 18	Application for a permit to erect a contractor's shed.	A contractor's shed may not be erected until the required permit has been obtained from the BA.	✓
BA 20	Notice of technically competent person or persons appointed to supervise demolition works.	Required to be posted on site on commencement of the demolition works.	✓
BA 24	Notification to the BA of change of business address.	Required to be submitted to the BA within 14 days of change of address.	✓
BA 25	Application for registration as a registered minor works contractor (company)		✓

Form	Purpose	Remarks	Available for online submission
BA 25A	Application for renewal of registration of registered minor works contractor (company)	Required to be submitted to the BA not more than 4 months but not less than 28 days prior to the expiry of the registration.	✓
BA 25B	Application for restoration of name to the register of minor works contractors (company)	A person whose name is removed under section 17(1) of the Building (Minor Works) Regulation may, within 2 years from the expiry of the registration, apply for the restoration of the person's name to the register.	✓
BA 25C	Application for registration of additional class and/or type of minor works for a registered minor works contractor (company)		✓
BA 25D	Application for approval of nomination of additional authorized signatory/technical director of a registered minor work contractor (company)		✓
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)	Required to be submitted to the BA within 28 days from the date on which the reasons for the decision, or the decision to which the recommendation relates, were given to the person.	✓
BA 26	Application for registration as a registered minor works contractor (individual)		✓
BA 26A	Application for renewal of registration of registered minor works contractor (individual)	Required to be submitted to the BA not more than 4 months but not less than 28 days prior to the expiry of the registration.	✓

Form	Purpose	Remarks	Available for online submission
BA 26B	Application for restoration of name to the register of minor works contractors (individual)	A person whose name is removed under section 17(1) of the Building (Minor Works) Regulation may, within 2 years from the expiry of the registration, apply for the restoration of the person's name to the register.	✓
BA 26C	Application for registration of additional items of Class III minor works for a registered minor works contractor (individual)		✓
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)	Required to be submitted to the BA within 28 days from the date on which the reasons for the decision, or the decision to which the recommendation relates, were given to the person.	✓
MW01	Notice of Commencement of Minor Works under the Simplified Requirements (with Prescribed Building Professionals Appointed)	Required to be submitted to the BA not less than 7 days before commencement of Class I and/or Class II minor works	✓
MW02	Certificate of Completion of Minor Works under the Simplified Requirements (with Prescribed Building Professionals Appointed)	Required to be submitted to the BA within 14 days after the date of completion of Class I and/or Class II and/or Class III minor works	✓
MW03	Notice of Commencement of Minor Works under the Simplified Requirements (without Prescribed Building Professional Appointed)	Required to be submitted to the BA not less than 7 days before commencement of Class II minor works	✓
MW04	Certificate of Completion of Minor Works under the Simplified Requirements (without Prescribed Building Professional Appointed)	Required to be submitted to the BA within 14 days after the date of completion of Class II and/or Class III minor works	✓

Form	Purpose	Remarks	Available for online submission
MW05	Notice and Certificate of Completion of Class III Minor Works under the Simplified Requirements	Required to be submitted to the BA within 14 days after the date of completion of Class III minor works	✓
MW06	Notice of Inspection and Certification of Prescribed Building or Building Works	Required to be submitted to the BA within 14 days after completion of the inspection /and alteration, rectification or reinforcement of prescribed building or building works	✓
MW07	Notice of Change in Appointment of Registered Structural Engineer, Registered Geotechnical Engineer or Prescribed Registered Contractor under the Simplified Requirements	Required to be submitted to the BA within 7 days after the date of the appointment of Class I and/or Class II minor works	✓
MW10	Notice of Prescribed Registered Contractor on Ceasing to be Appointed under the Simplified Requirements	For Class I minor works, required to be delivered to the AP within 7 days after the date of the cessation ; AP is then required to submit to the BA within 7 days after the day of receipt For Class II minor works, required to be submitted to the BA within 7 days after the date of the cessation	✓
MW11	Notice of Commencement of Additional Minor Works under the Simplified Requirements (with Prescribed Building Professionals Appointed)	Required to be submitted to the BA not less than 7 days before commencement of Class I and/or Class II minor works	✓
MW12	Notice of Commencement of Additional Minor Works under the Simplified Requirements (without Prescribed Building Professional Appointed)	Required to be submitted to the BA not less than 7 days before commencement of Class II minor works	✓

Form	Purpose	Remarks	Available for online submission
SC01	<p>Notice of Inspection and Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works</p> <p>(Applicable To Unauthorised Signboards falling within descriptions of Class I Minor Works)</p>	<p>Required to be submitted to the BA within 14 days after completion of the inspection with safety inspection report, plans, photographs and description, and certify that the signboard is structurally safe and comply with the BO (if no alteration/strengthening works required).</p> <p>Required to be submitted to the BA not less than 7 days before commencement of the alteration/strengthening works.</p>	✓
SC01C	<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 I Minor Works)</p>	<p>Required to be submitted to the BA within 14 days after completion of the alteration/strengthening works and certify that the signboard is structurally safe and comply with the BO.</p>	✓
SC02	<p>Notice of Inspection and 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>Required to be submitted to the BA within 14 days after completion of the inspection with safety inspection report, plans, photographs and description, and certify that the signboard is structurally safe and comply with the BO (if no alteration/strengthening works required).</p> <p>Required to be submitted to the BA not less than 7 days before commencement of the alteration/strengthening works.</p>	✓

Form	Purpose	Remarks	Available for online submission
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>Required to be submitted to the BA within 14 days after completion of the alteration/strengthening works and certify that the signboard is structurally safe and comply with the BO.</p>	✓
SC03	<p>Notice of Inspection and 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>Required to be submitted to the BA within 14 days after completion of the inspection and alteration/strengthening (if any), with safety inspection report, plans, photographs and description, and certify that the signboard is structurally safe and comply with the BO.</p>	✓

(Rev. 7/2016)