

## **BUILDINGS DEPARTMENT**

# **BUILDING RECORDS ACCESS AND VIEWING ONLINE (BRAVO)**

## **USER MANUAL**

**VERSION 2.3**

**MAY 2019**

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## **1 INTRODUCTION**

The Building Records Access and Viewing On-line (BRAVO) of the Buildings Department (BD) allows user to inspect building and minor works records via the Internet. It uses the web and map technologies to provide a user-friendly interface for easy navigation. It also facilitates simultaneous access to the same building and minor works records by users.

## **2 SYSTEM REQUIREMENTS**

The HTML5 standard has been applied to the webpages on BRAVO Homepage, and users can access them with any browser that complies with the standard. But exactly how a webpage is displayed differs between browsers, computers and operating systems.

### **2.1 DESKTOP VERSION**

The basic system requirements for accessing the desktop version of the BRAVO are as below:

#### **2.1.1 Minimum Hardware Requirements**

<b>Item</b>	<b>Requirements</b>
Processors	▪ Intel Core i3-3220 Processor or above
Memory	▪ 2GB or above
Hard disk	▪ 200GB or above
Screen Resolution	▪ Best viewed at 1920x1080 or 1366x768, other resolutions are also supported

#### **2.1.2 Software Requirements**

<b>Item</b>	<b>Requirements</b>
Operating System	▪ Windows Vista, Windows 7, Windows 8, Windows 10, Mac OS X 10.9 or above
Browser	▪ Microsoft Internet Explorer ▪ Firefox ▪ Chrome ▪ Safari
Browser Versions	Best viewed with these Brower versions: ▪ Internet Explorer 11 ▪ Firefox 24 – 45 ▪ Chrome 30 – 49 ▪ Safari 7 – 9
JavaScript	▪ Enabled
Cookies	▪ Enabled
Encryption	▪ TLS 1.2
Chinese Character Support	▪ Hong Kong Supplementary Character Set (HKSCS-2008)

## **2.2 MOBILE VERSION**

The basic system requirements for accessing the mobile version of the BRAVO are as below:

### **2.2.1 Minimum Hardware Requirements**

<b>Item</b>	<b>Requirements</b>
Tablet	Best viewed on 7 inches or larger tablet
Memory	▪ 1GB or above

### **2.2.2 Software Requirements**

<b>Item</b>	<b>Requirements</b>
Operating Systems	▪ iOS or Android
Operating System Version	▪ iOS 9 or above ▪ Android 4.1.2 or above
Supported Browser	▪ Firefox (iOS or Android) ▪ Chrome (iOS or Android) ▪ Safari (iOS)
HTML Standard	▪ HTML5
Encryption	▪ TLS 1.2

### **3 REGISTRATION FOR ACCESSING BRAVO**

- i) Go to the BRAVO Web site, <https://bravo.bd.gov.hk/>
- ii) You are required to register as a BRAVO's user first. The BRAVO allows registration through the Internet. In the following Login page, click the 'Online Registration' button.

The screenshot shows the BRAVO login interface. On the left, there is a large graphic with the text 'Welcome to Building Records Access and Viewing On-line BRAVO'. The top navigation bar includes the Buildings Department logo, 'BRAVO' text, and various language and accessibility options. On the right, a login form is displayed with fields for 'Login Name' and 'Password', and 'Login' and 'Reset' buttons. Below the form, a list of instructions guides the user through registration and account management. The 'Online Registration' link in the first instruction is circled in red.

Please fill in the login information

Login Name

Password

Login Reset

1. You are required to register as a user before accessing the BRAVO system over the Internet. To register, please click [Online Registration](#)
2. If you need to activate the account to finish the account registration process, please click [Activate account](#)  
If you registered the account before but missing Authentication Code to activate account, please click [Re-send Authentication Code](#)
3. If you have registered online before and forget your login password, please click [Forgot Password](#)  
If you already have Authentication Code for reset password, please click [Reset Password](#)
4. You may also apply for the user registration by completing the application form (can be downloaded [here](#)) and submitting to Building Information Centre by post, fax, email or in person.
5. If you have any queries, please contact Building Information Centre at tel. 2626

- iii) An online application form will be displayed. Complete the application form and attach a copy of your Hong Kong Identity Card / Passport and proof of Hong Kong address.

Please note that:

Field	Notes
English Name	It should be the same as that on your HKID Card or Passport
Chinese Name	
Address	GPO box is not acceptable;
Copy of HK ID Card / Passport (Attachment)	<ul style="list-style-type: none"> <li>File size should be smaller than 5MB;</li> <li>The supported file type are <b>jpg, pdf or tiff</b>.</li> </ul>
Copy of Proof of Address (Attachment)	<ul style="list-style-type: none"> <li>The proof of address must show <b><u>the same address and name</u></b> as you filled in in the application form. Otherwise, the application will be <b><u>rejected</u></b>;</li> <li>The proof of address could be an electric bill, water bill, or bank statement, etc.;</li> <li>The address proof must be recent and dated within the last three months;</li> <li>File size should be smaller than 5MB;</li> <li>The supported file type are <b>jpg, pdf or tiff</b>.</li> </ul>

**BRAVO** 百樓圖網  
GovHK 香港政府一站通

**APPLICATION FOR REGISTRATION AS A USER OF BUILDING RECORDS ACCESS AND VIEWING ON-LINE (BRAVO)**

To become a registered user, please complete the following application form and the Declaration. All fields with (\*) are mandatory.

\*Title ☒ Mr ☐ Miss ☐ Mrs ☐ Ms

\* English Name  Please enter your Personal Name (same as HKID/Passport). Company Name will be rejected.

Chinese Name

\* Contact Address  Please enter the address within HKSAR region (except GPO box). It should correspond to the uploaded proof of address.

\* Above Address is My Mailing Address ☒ Yes ☐ No

\* HK ID Card No. / Passport No.  HK ID Card No.  For Example: A1234563

\* Copy of HK ID Card / Passport

The size of "Copy of ID / Passport" should be limited to 5MB. The supported file type are pdf, tiff, jpg.

\* Copy of Proof of Address

Acceptable proof of address includes utility or telecommunication bill; correspondence from government departments, public organisations, banks or local education institutions etc. issued within the last three months and should clearly show:

- Name and address of applicant
- Name of issuing organisation
- Date of issue

The size of the address proof should be limited to 5MB. The supported file type are pdf, tiff, jpg.

\* Telephone No.

Fax No.

- iv) The applicant should then read the “Notes for Online User Registration”.



### NOTES FOR ONLINE USER REGISTRATION

1. Registration as a Registered User of the BRAVO system

If you want to register as a user of the BRAVO system, please follow the instruction given on screen to complete the registration procedures. Please read carefully all the information on screen before submitting your application.

2. Personal data

- (i) 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 application; and
  - (c) facilitating communication between the Buildings Department and yourself.
- (ii) The provision of the personal data marked with asterisks # and the declaration of applicant is compulsory. If you do not provide such information, the Buildings Department will not process your application. The provision of personal data other than those marked with asterisks# by means of this form is voluntary. If you do not provide sufficient information, the Buildings Department may not be able to process your application.
- (iii) 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 2(i) above.
- (iv) 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 "Corporate Services Division, Technical Services Section - Building Surveyor / Technical Services 6" at "17th floor, Pioneer Centre, 750 Nathan Road, Mongkok, Kowloon".

- v) The applicant is required to complete the declaration, and read and agree to the terms and conditions. Then he/she can click the "Submit" button to submit the form.

### DECLARATION OF THE APPLICANT

I hereby declare that the information in the specified documents or specified document records and copies to be ordered from the system through the assigned user account will be used to ascertain the following matters:

- # ☒ (a) matters relating to the construction of any building or the carrying out of any building works or street works
- # ☒ (b) whether a building, building works or street works have been completed or carried out in compliance with the provisions of the Buildings Ordinance or any other enactment. i.e.
  - verification for compliance with approved plan;
  - licensing application;
  - removal of unauthorized building works
  - reinstatement of the building in accordance with approved plan
  - compliance with statutory orders and notices
  - fire safety improvement works
  - building repairs

### TERMS & CONDITIONS

connection with their use of the Services of BRAVO in the system and its connected network and equipment, particularly under the following situations:- (i) any suspension, non-function, mal-function or any other fault or defect of operation of the equipment, network or systems including disruption due to system down time or for system support maintenance and upgrade; (ii) any inaccuracy or deficiency arisen out of or in connection with the transmission of data via the system or its connected network and equipment; (iii) any suspension or delay in provision of any Services of BRAVO under the system including disruption due to system down time or for system support maintenance and upgrade; and (iv) communication between you and the government over the Internet.

11. The terms and conditions of this agreement (including any new, varied and substituted terms and conditions) shall be governed by and construed according to the laws of the Hong Kong Special Administrative Region. Any disputes between the parties arising out of this agreement shall be submitted to the adjudication by the courts of the Hong Kong Special Administrative Region.

☒ I have read and agreed to the Terms & Conditions.

Submit

Reset

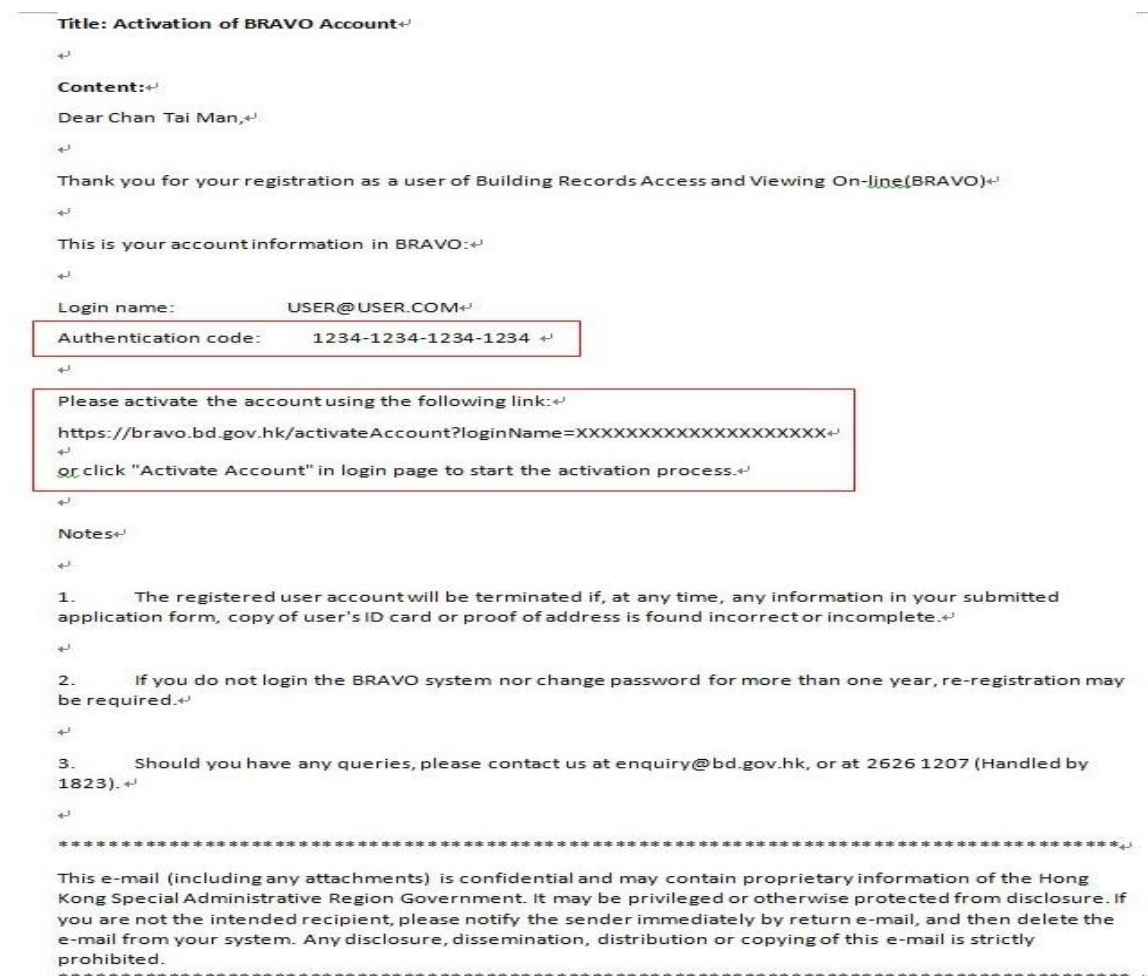


- vi) The message below will be displayed after the application form has been successfully submitted. It will show the applicant his/her **Login Name** and advise the applicant that an authentication code will be sent to the registered Email address for activating his/her BRAVO's account within 72 hours.



### Activate Account

After the applicant has successfully submitted the application form, the BRAVO will send an email to his/her registered Email address for account activation. The picture below illustrates the contents of the account activation email with subject "Activation of BRAVO Account".



To activate your account, you may either:

- vii) Click the link in the account activation email

OR

Go to the BRAVO (<https://bravo.bd.gov.hk/>) and click “Activate Account” on the login page.

Welcome to  
Building Records Access  
and Viewing On-line  
**BRAVO**

Please fill in the login information

Login Name

Password

Login Reset

1. You are required to register as a user before accessing the BRAVO system over the Internet. To register, please click [Online Registration](#)
2. If you need to activate the account to finish the account registration process, please click [Activate account](#). If you registered the account before but missing Authentication Code to activate account, please click [Re-send Authentication Code](#)
3. If you have registered online before and forget your login password, please click [Forgot Password](#). If you already have Authentication Code for reset password, please click [Reset Password](#)
4. You may also apply for the user registration by completing the application form (can be downloaded [here](#)) and submitting to Building Information Centre by post, fax, email or in person.
5. If you have any queries, please contact Building Information Centre at tel. 2626

- viii) Enter Login Name, Password, Authentication Code provided in the account activation email, and Verification Code.

- ix) If all information has been entered correctly, click the “Submit” button.

Registration Eng part 2  
**BRAVO**  
BUILDINGS DEPARTMENT  
GovHK 香港政府一站通  
HKBROS 繁體版 简体版 A A A

**Activate Account**  
To activate your account, please complete the following fields. All fields with (\*) are mandatory.

\* Login name

\* Password

\* Authentication code

\* Verification Code

Submit Reset

Activation of BRAVO Account

bravo@bd.gov.hk  
108.1.1.1

Dear

The activation as a user of Building Records Access and Viewing On-line(BRAVO).

This is your account information in BRAVO:

Username:   
Authentication code: 6127-0961-0421-0713

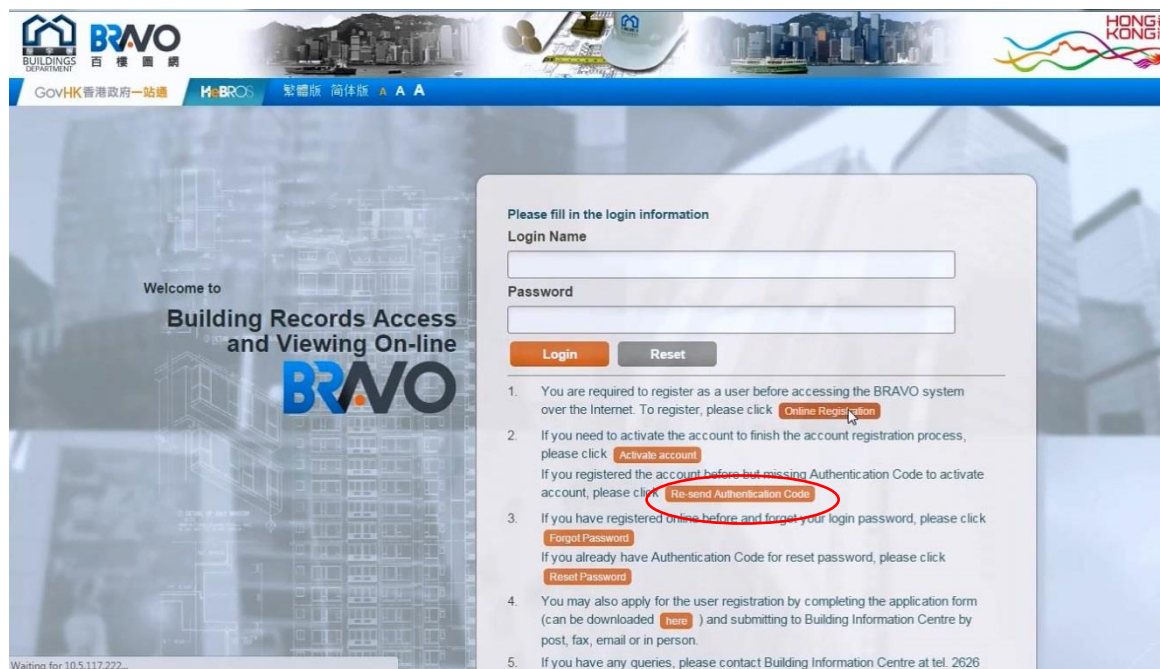
Please activate the account by clicking the "Activate" button to start the activation process.

Notes

Upon activating your account successfully, you can now access the BRAVO.

## Resend Authentication Code

The account activation email should normally reach the inbox of your registered email within a few minutes. If the applicant cannot receive the authentication code, or the authentication code was lost, he/she can click the 'Resend Authentication Code' button on the Login page to obtain an authentication code again. A new authentication code will send to the registered Email address.



Welcome to  
**Building Records Access  
and Viewing On-line  
BRVO**

Please fill in the login information

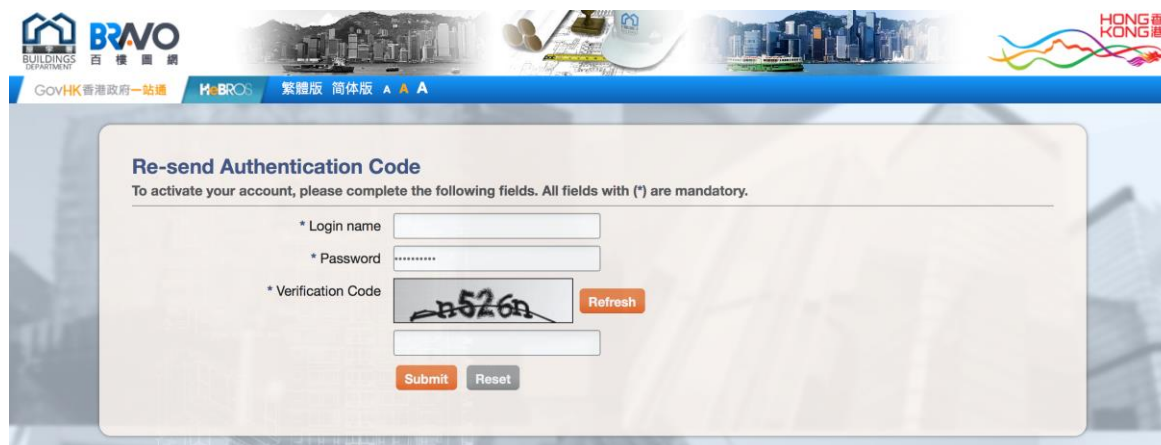
Login Name

Password

Login Reset

1. You are required to register as a user before accessing the BRAVO system over the Internet. To register, please click [Online Registration](#)
2. If you need to activate the account to finish the account registration process, please click [Activate account](#)  
If you registered the account before but missing Authentication Code to activate account, please click [Re-send Authentication Code](#)
3. If you have registered online before and forgot your login password, please click [Forgot Password](#)  
If you already have Authentication Code for reset password, please click [Reset Password](#)
4. You may also apply for the user registration by completing the application form (can be downloaded [here](#)) and submitting to Building Information Centre by post, fax, email or in person.
5. If you have any queries, please contact Building Information Centre at tel. 2626

- x) Enter Login Name, Password and Verification Code.
- xi) If all information has been entered correctly, click the “Submit” button.



**Re-send Authentication Code**

To activate your account, please complete the following fields. All fields with (\*) are mandatory.

\* Login name

\* Password

\* Verification Code  Refresh

Submit Reset

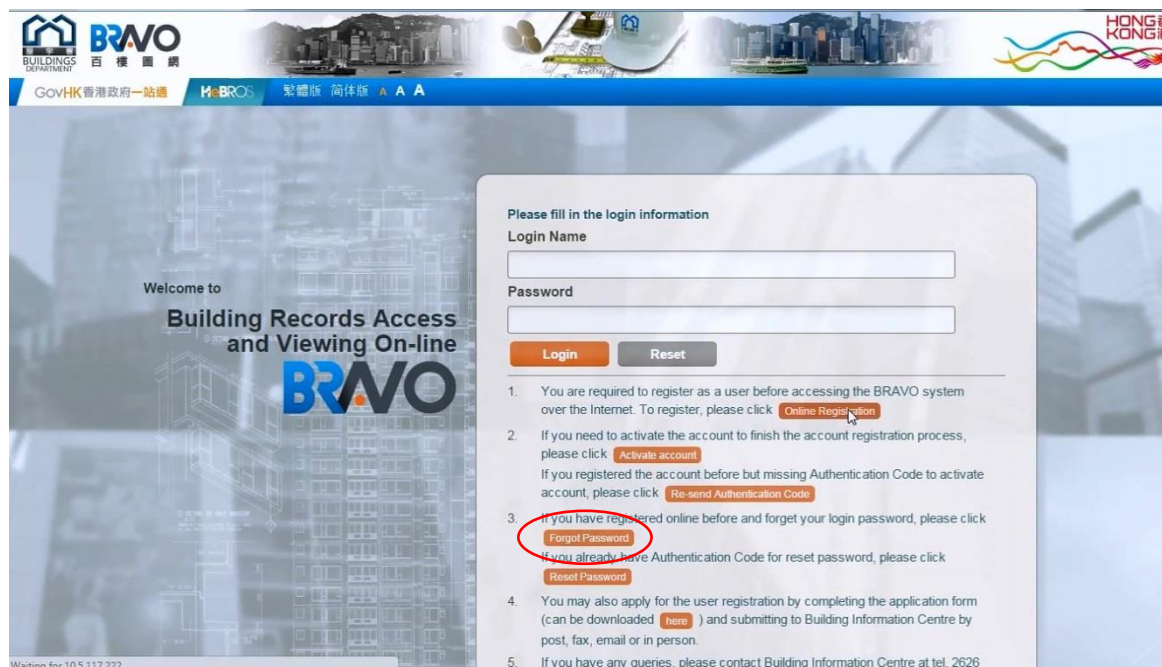
If you cannot receive your account activation email within 24 hours, please contact the Building Information Centre (BIC).



## Forgot Password

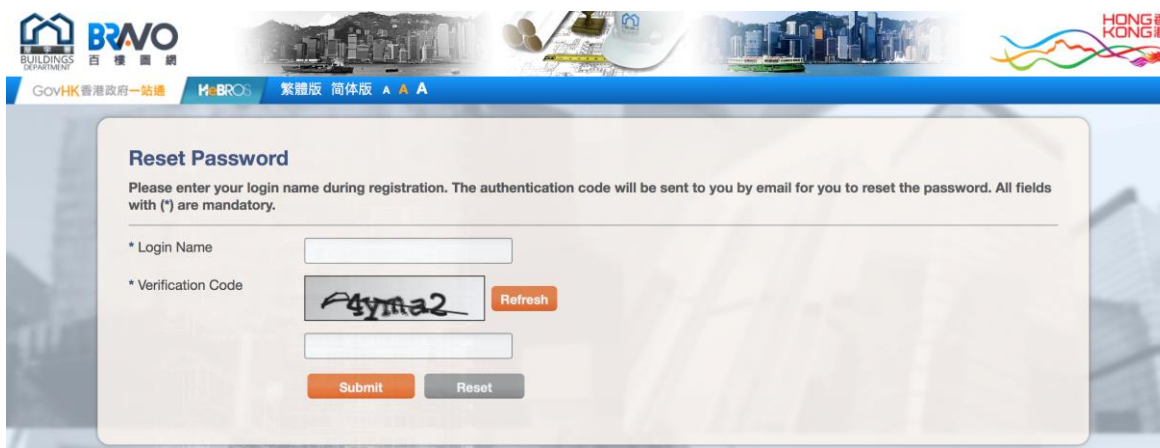
- i) If an registered user forgot the login password, please click the ‘Forgot Password’ button.

**Note:** user cannot use the ‘forgot password’ function if his/her account has not been activated.



The screenshot shows the BRAVO login interface. On the left, there is a welcome message and the BRAVO logo. On the right, there is a login form with fields for 'Login Name' and 'Password', and buttons for 'Login' and 'Reset'. Below the form, there is a list of instructions. The third instruction, 'If you have registered online before and forgot your login password, please click **Forgot Password**.', has the 'Forgot Password' link highlighted with a red circle. Other links like 'Online Registration', 'Activate account', and 'Re-send Authentication Code' are also visible.

- ii) Enter your login name, verification code and click “Submit” button.



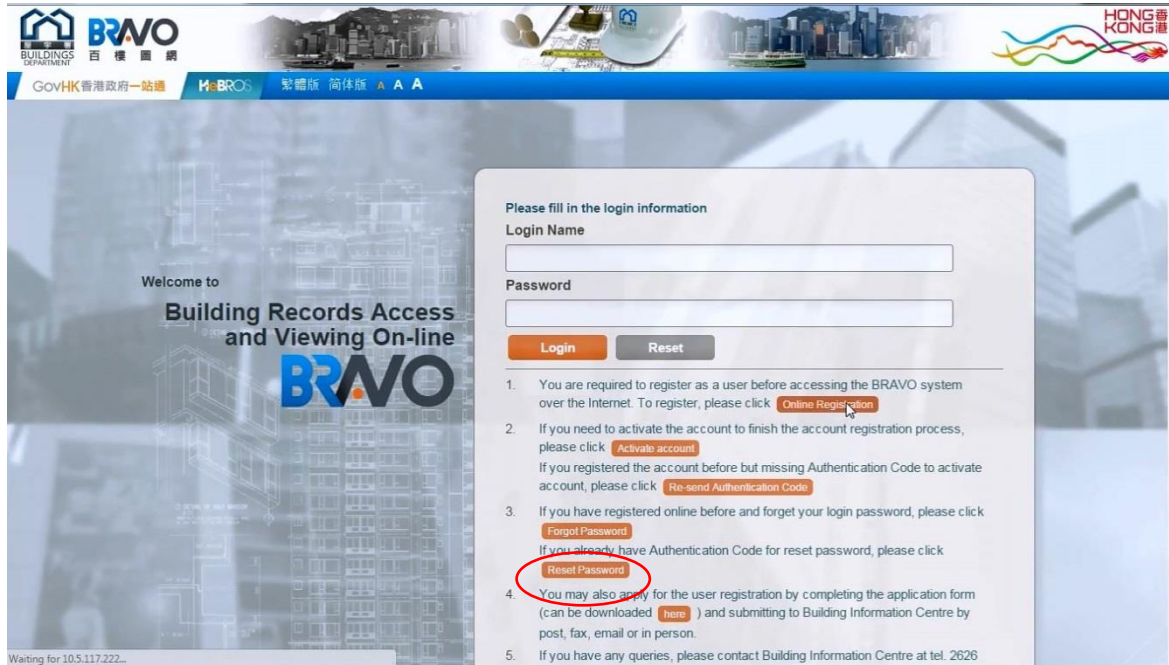
The screenshot shows the 'Reset Password' page. It has a title 'Reset Password' and a sub-header 'Please enter your login name during registration. The authentication code will be sent to you by email for you to reset the password. All fields with (\*) are mandatory.' Below this, there are two input fields: '\* Login Name' and '\* Verification Code'. The 'Verification Code' field contains the text '4yma2'. There is a 'Refresh' button next to the 'Verification Code' field. At the bottom, there are 'Submit' and 'Reset' buttons.

The BRAVO will then send an Authentication Code to your email account for resetting your password.

iii) After receiving the email, either click the link on the email

OR

go to the BRAVO (<https://bravo.bd.gov.hk/>) and click the 'Reset Password' button in login page to reset password.



Welcome to  
**Building Records Access  
and Viewing On-line  
BRAVO**

Please fill in the login information

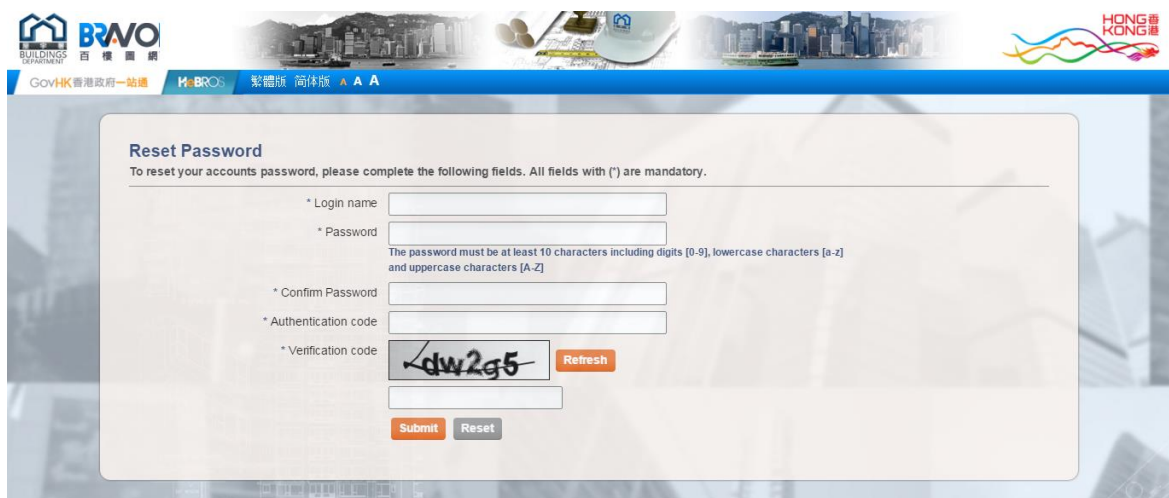
Login Name

Password

Login Reset

1. You are required to register as a user before accessing the BRAVO system over the Internet. To register, please click [Online Registration](#)
2. If you need to activate the account to finish the account registration process, please click [Activate account](#)  
If you registered the account before but missing Authentication Code to activate account, please click [Re-send Authentication Code](#)
3. If you have registered online before and forget your login password, please click [Forgot Password](#)  
If you already have Authentication Code for reset password, please click [Reset Password](#)
4. You may also apply for the user registration by completing the application form (can be downloaded [here](#)) and submitting to Building Information Centre by post, fax, email or in person.
5. If you have any queries, please contact Building Information Centre at tel. 2626

iv) Enter the login name, new password, authentication code provided in the email, and verification code and click the "Submit" button.



**Reset Password**

To reset your accounts password, please complete the following fields. All fields with (\*) are mandatory.

\* Login name

\* Password   
The password must be at least 10 characters including digits [0-9], lowercase characters [a-z] and uppercase characters [A-Z]

\* Confirm Password

\* Authentication code

\* Verification code  Refresh

Submit Reset

## **Offline Registration**

Instead of performing registration online, the applicant may also download and complete the application form BIC-5, and submit it to the Building Information Centre (BIC) of the Buildings Department with a copy of his/her Hong Kong ID Card and Proof of Address. You may download the form *BIC-5* (PDF format) here:

<https://eform1.bd.gov.hk/GetForm.aspx?FN=m/BIC5>



## 4 ACCESS TO THE INTERNET BRAVO

- i) Go to the Internet BRAVO Web site, <https://bravo.bd.gov.hk> .
- ii) The Login / Online Registration page will be shown.
- iii) Registered user may enter the “Login Name” and “Password”. Click “Login” to proceed.

Waiting for 10.5.117.222...

- iv) After successful login, the user should read the “Important Notices” carefully.

**Important Notices**  
IMPORTANT - Visitors should read the following notes before using this system.

**Building and Minor Works Records**

1. The building and Minor Works records of private buildings except the pre-war buildings and the New Territories Exempted Houses are available for inspection and hardcopies thereof may be ordered in the Building Records Access and Viewing On-line (BRAVO) System (hereafter described as 'the system').
2. The building and Minor Works records in the systems are specified documents or specified document records as defined in section 2(1) of the Buildings Ordinance. Plans and documents submitted by the statutory agents, such as Authorized Persons, Registered Structural Engineers, Registered Geotechnical Engineers and Registered Contractors for the purpose of the Buildings Ordinance are provided "AS IS" without any express or implied warranty of any kind including warranties of merchantability, non-infringement of intellectual property, or fitness for any particular purpose. They may not be exhaustive in indicating all the building works approved under the Buildings Ordinance and all Minor Works carried out in accordance with the simplified requirements under the Buildings Ordinance.
3. Due to confidentiality considerations, the building and Minor Works records of private buildings that may be inspected by or issued with copies to the public are confined to the latest specified documents or specified document records of completed building and Minor Works projects. Under Section 36G of the Buildings Ordinance, the Building Authority may, upon payment of the prescribed fee, permit the public to inspect and issue copies of specified documents or specified document records.
4. Some documents are not available for inspection in the form of electronic records. For inspection of the records in other forms such as microfilm or paper, a fresh application should be submitted to our Building Information Centre for further processing.

**Copyright**

1. All information in the specified documents or specified document records obtained by you from the system shall only be used for ascertaining the matters as specified in the Declaration in the Application Form for Registration as a User of Building Records Access and Viewing On-Line (BRAVO) System and the Declaration as displayed in each time you login to the system. All other uses are prohibited unless prior express written authorization has been obtained from the government and the relevant copyright owners for the

- v) If agree, click the “Accept” button at the end of this page.
- vi) The “Declaration of the Applicant” page will then be displayed. User is required to declare the intended use of this access to BRAVO by selecting appropriate box(es)

**Declaration of the Applicant**

I hereby declare that the information in the specified documents or specified document records to be inspected and copies to be ordered from the Building Records Access and Viewing On-line (BRAVO) Systems through this user account will be used to ascertain the following matters:

☐ (a) matters relating to the construction of any building or the carrying out of any building works or street works

☐ (b) whether a building, building works or street works have been complied or carried out in compliance with the provisions of the Buildings Ordinance or any other enactment

-i.e. ☐ verification for compliance with approved plan

☐ licensing application

☐ removal of unauthorized building works

☐ reinstatement of the building in accordance with approved plan

☐ compliance with statutory orders and notices

☐ fire safety improvement works

☐ building repairs

AND I hereby confirm the undertaking that I will access the BRAVO System within Hong Kong only, and will not use the information so obtained for any other purpose.

\* Please tick where appropriate. If your request does not fall within the above criteria, please submit a standard Form BIC-1, which can be downloaded from BD website(www.bd.gov.hk) to our Building Information Centre by post, email or fax(no.2625 4367) for our processing. For enquiry, please contact BD hotline 2626 1207 (Handled by 1823) or via email: enquiry@bd.gov.hk

**Submit** **Reset** **Cancel & Back**

vii) Click the “Submit” button to proceed

viii) BRAVO only allows a user to login to the system once at a time. If it detects that your previous login has not been properly logout within the past hour, the following message will be shown.

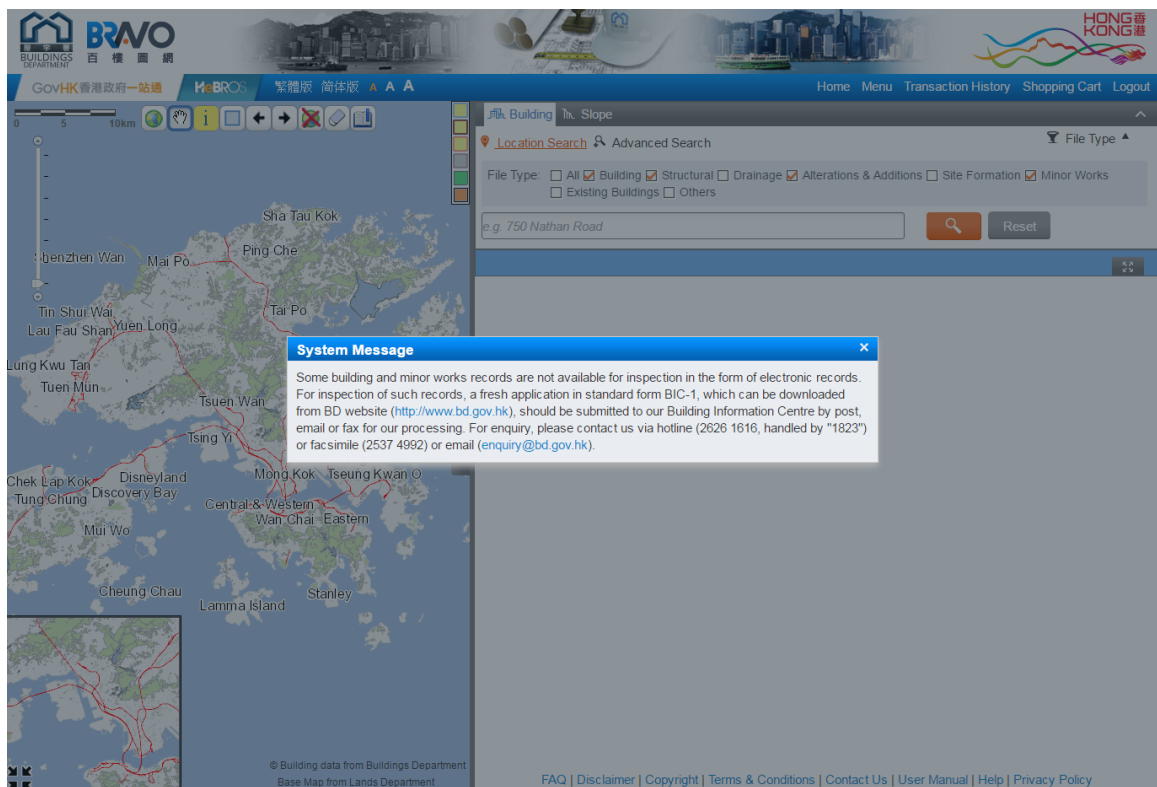
**Multiple Sign On Detected**

Your account have been signed on within the past hour and we have detected your bravo account have not been logout yet. Would you like to kick out the currently session in the BRAVO system?

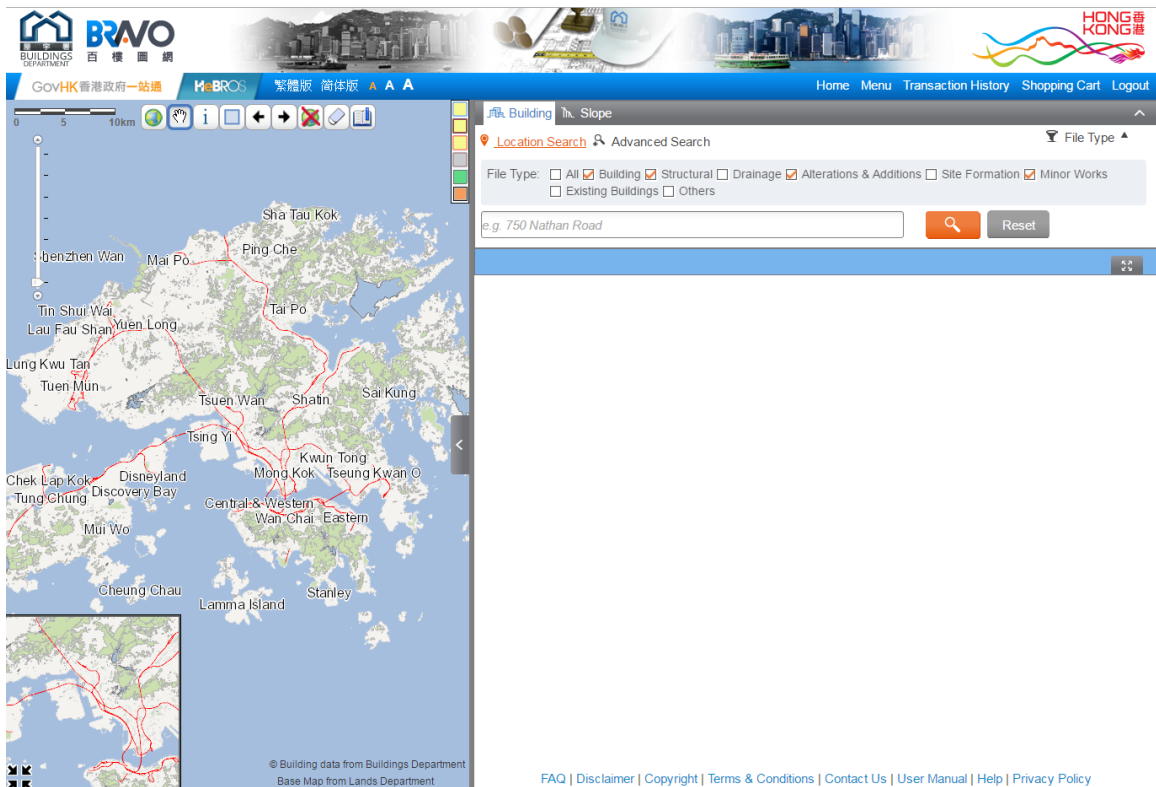
**Yes** **No**

ix) Click “Yes” if you would like to terminate your previous login session.

- x) Read the System Message carefully. Then click the “x” button



- xi) Now you have successfully logged in to the BRAVO and landed on the BRAVO's main page.



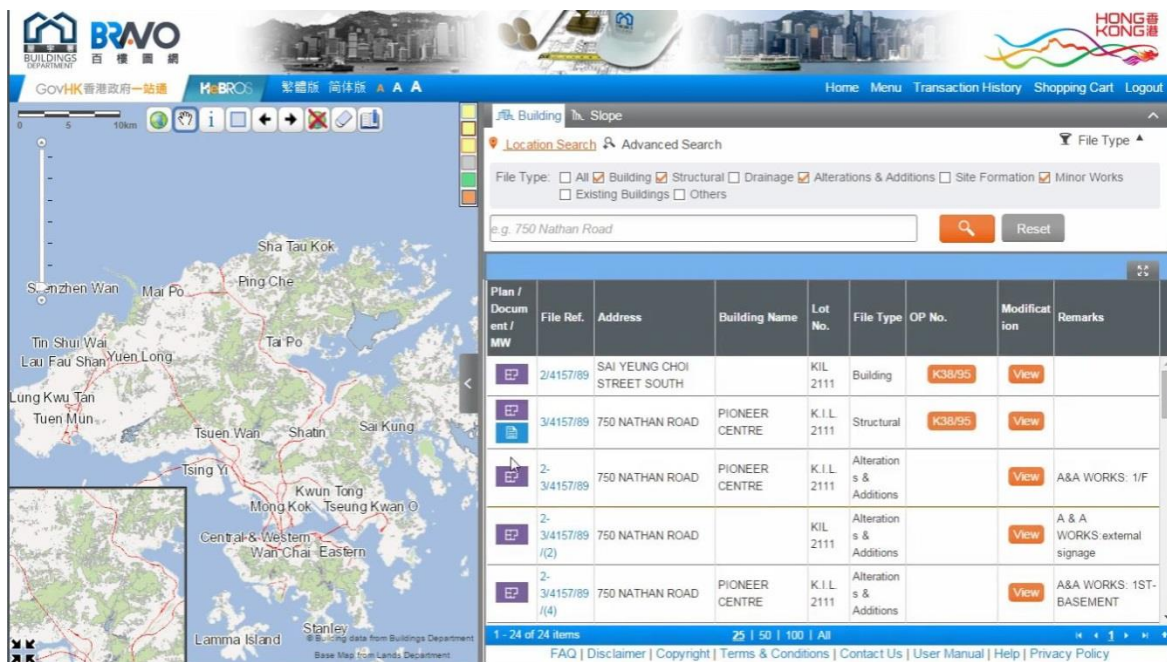


## 4.1 SEARCHING BUILDING RECORDS

The BRAVO offers the following searching methods to assist you in locating the required building and minor works records:

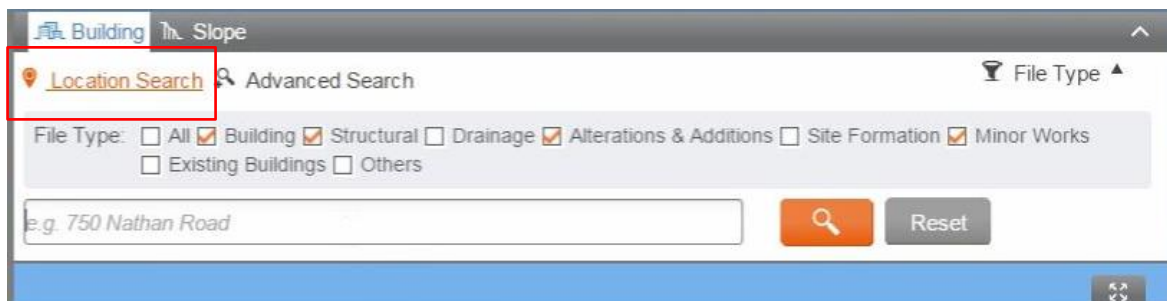
- i) Location Search by “Street Name and Number”
- ii) Location Search by “Building Name”
- iii) Advanced Search by various reference numbers
- iv) Map Search

All searching methods can be performed in the main page of the BRAVO as illustrated in the diagram below.




### 4.1.1 Location Search By Street Name and Number

- i) Click the “Location Search” tab and select the file type required to be inspected.




- ii) Enter the street name and street number. A drop-down list will show those locations which are best matched with what you are entering.


- iii) Select the required location from the drop-down list

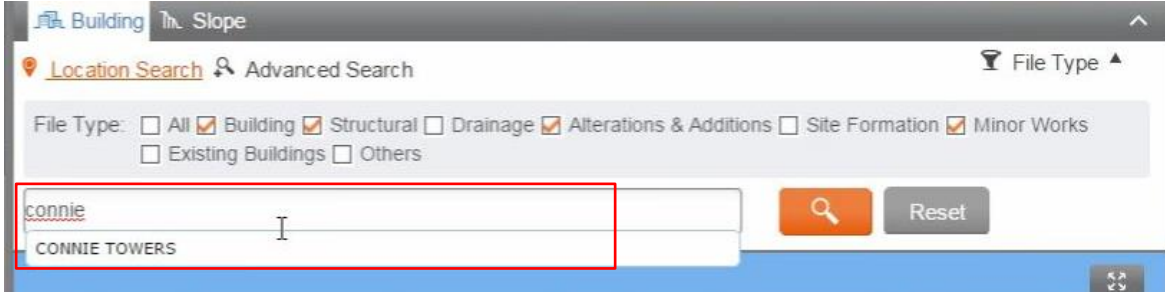
- iv) Click the  button to start the search. In default, maximum 25 relevant building and minor works records will be listed on each searching result page.

Plan / Document / MW	File Ref.	Address	Building Name	Lot No.	File Type	OP No.	Modification	Remarks
	2/4157/89	SAI YEUNG CHOI STREET SOUTH		KIL 2111	Building	K38/95	<a href="#">View</a>	
	3/4157/89	750 NATHAN ROAD	PIONEER CENTRE	K.I.L 2111	Structural	K38/95	<a href="#">View</a>	
	2-3/4157/89	750 NATHAN ROAD	PIONEER CENTRE	K.I.L 2111	Alterations & Additions		<a href="#">View</a>	A&A WORKS: 1/F
	2-3/4157/89 / (2)	750 NATHAN ROAD		KIL 2111	Alterations & Additions		<a href="#">View</a>	A & A WORKS: external signage
	2-3/4157/89 / (4)	750 NATHAN ROAD	PIONEER CENTRE	K.I.L 2111	Alterations & Additions		<a href="#">View</a>	A&A WORKS: 1ST-BASEMENT

- v) If the searching result contains more than 25 records, click the next page  button at the bottom right hand corner of the main page to display more files.
- vi) Alternatively, you may change the maximum number of records on each search result page to 50, 100 or even all records at the bottom.

#### 4.1.2 Location Search by “Building Name”

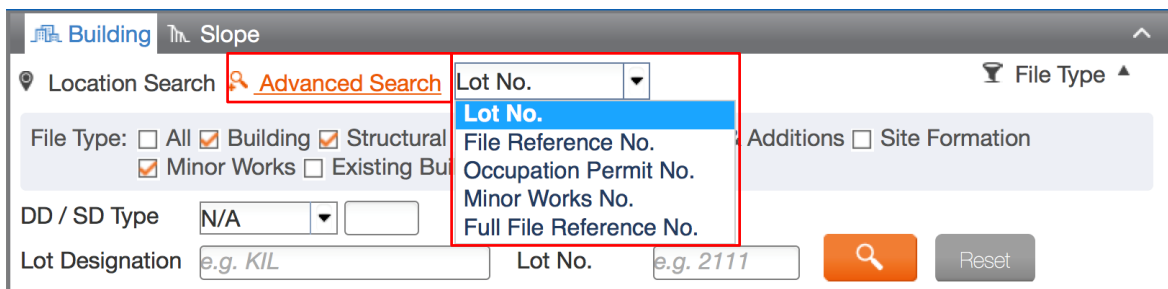
- i) Similar to Location Search by Street Name and Number, enter the required Building Name in the Location Search Box, and then click the  button to start the search.




The screenshot shows the 'Location Search' interface. The 'Location Search' tab is selected. The search box contains the text 'connie'. Below the search box, a dropdown menu displays 'CONNIE TOWERS'. To the right of the search box is an orange search button with a magnifying glass icon and a grey 'Reset' button. Above the search box, there are checkboxes for 'File Type' including 'All', 'Building', 'Structural', 'Drainage', 'Alterations & Additions', 'Site Formation', 'Minor Works', 'Existing Buildings', and 'Others'. The 'Building' checkbox is checked.

#### 4.1.3 Advanced Search by “Lot Number”

- i) Click the “Advanced Search” tab and then select the “Lot No.” from the drop-down list

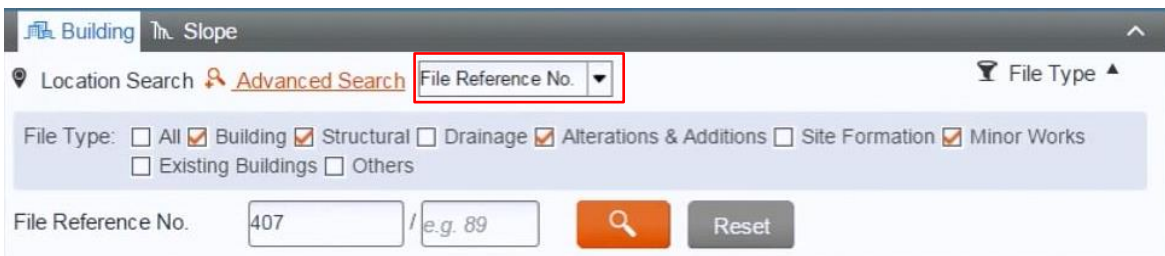


The screenshot shows the 'Advanced Search' interface. The 'Advanced Search' tab is selected. The 'Lot No.' dropdown menu is open, showing a list of options: 'Lot No.', 'File Reference No.', 'Occupation Permit No.', 'Minor Works No.', and 'Full File Reference No.'. The 'Lot No.' option is highlighted. Below the dropdown, there are input fields for 'Lot Designation' (with the example 'e.g. KIL') and 'Lot No.' (with the example 'e.g. 2111'). To the right of these fields is an orange search button with a magnifying glass icon and a grey 'Reset' button. Above the search fields, there are checkboxes for 'File Type' including 'All', 'Building', 'Structural', 'Drainage', 'Alterations & Additions', 'Site Formation', 'Minor Works', 'Existing Buildings', and 'Others'. The 'Building' checkbox is checked.

- ii) Enter the required “Lot Designation” and “Lot No.”, then click  to search.

#### 4.1.4 Advanced Search by “File Reference No.”

- i) Click the “Advanced Search” tab and then select the “File Reference No.” from the drop-down list



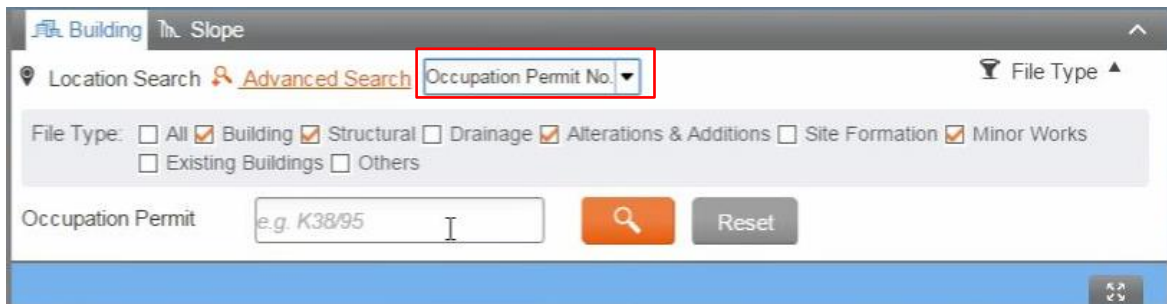
The screenshot shows the 'Advanced Search' interface. The 'Advanced Search' tab is selected. The 'File Reference No.' dropdown menu is open, showing a list of options: 'File Reference No.', 'Occupation Permit No.', 'Minor Works No.', and 'Full File Reference No.'. The 'File Reference No.' option is highlighted. Below the dropdown, there are input fields for 'File Reference No.' (with the example '407') and 'e.g. 89'. To the right of these fields is an orange search button with a magnifying glass icon and a grey 'Reset' button. Above the search fields, there are checkboxes for 'File Type' including 'All', 'Building', 'Structural', 'Drainage', 'Alterations & Additions', 'Site Formation', 'Minor Works', 'Existing Buildings', and 'Others'. The 'Building' checkbox is checked.

- ii) Enter the required “File Reference No.”, then click  to search.



#### 4.1.5 Advanced Search by “Occupation Permit No.”

- i) Click the “Advanced Search” tab and then select the “Occupation Permit No.” from the drop-down list

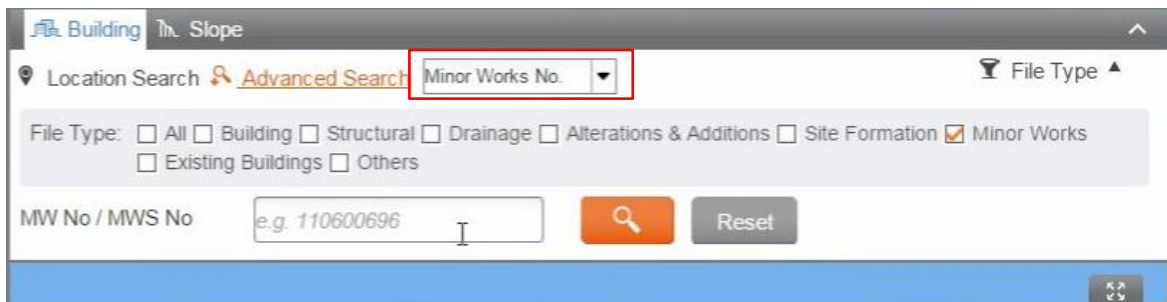


The screenshot shows the 'Advanced Search' tab selected. A red box highlights the 'Occupation Permit No.' dropdown menu. Below it, the 'File Type' section has checkboxes for 'All', 'Building' (checked), 'Structural' (checked), 'Drainage', 'Alterations & Additions' (checked), 'Site Formation', and 'Minor Works' (checked). The 'Occupation Permit' input field contains the text 'e.g. K38/95'. To the right of the input field are a magnifying glass icon and a 'Reset' button.

- ii) Enter the required “Occupation Permit”, then click  to search.

#### 4.1.6 Advanced Search by “Minor Works No.”

- i) Click the “Advanced Search” tab and then select the “Minor Works No.” from the drop-down list

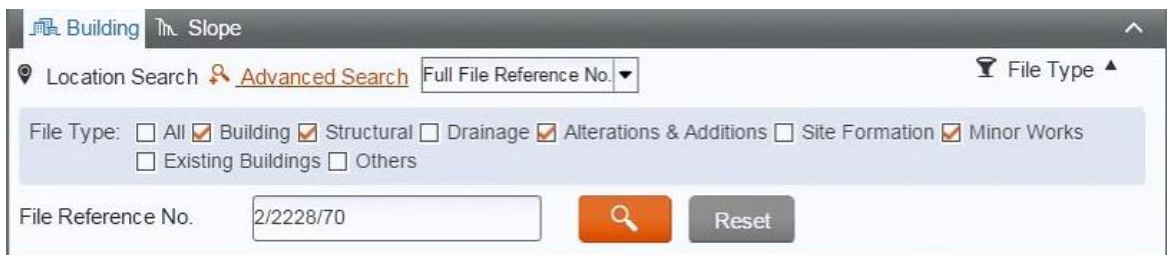


The screenshot shows the 'Advanced Search' tab selected. A red box highlights the 'Minor Works No.' dropdown menu. Below it, the 'File Type' section has checkboxes for 'All', 'Building' (checked), 'Structural' (checked), 'Drainage', 'Alterations & Additions' (checked), 'Site Formation', and 'Minor Works' (checked). The 'MW No / MWS No' input field contains the text 'e.g. 110600696'. To the right of the input field are a magnifying glass icon and a 'Reset' button.


- ii) Enter the required “MW No / MWS No”, then click  to search.

#### 4.1.7 Advanced Search by “Full File Reference No.”

- i) Click the “Advanced Search” tab and then select the “Full File Reference No.” from the drop-down list

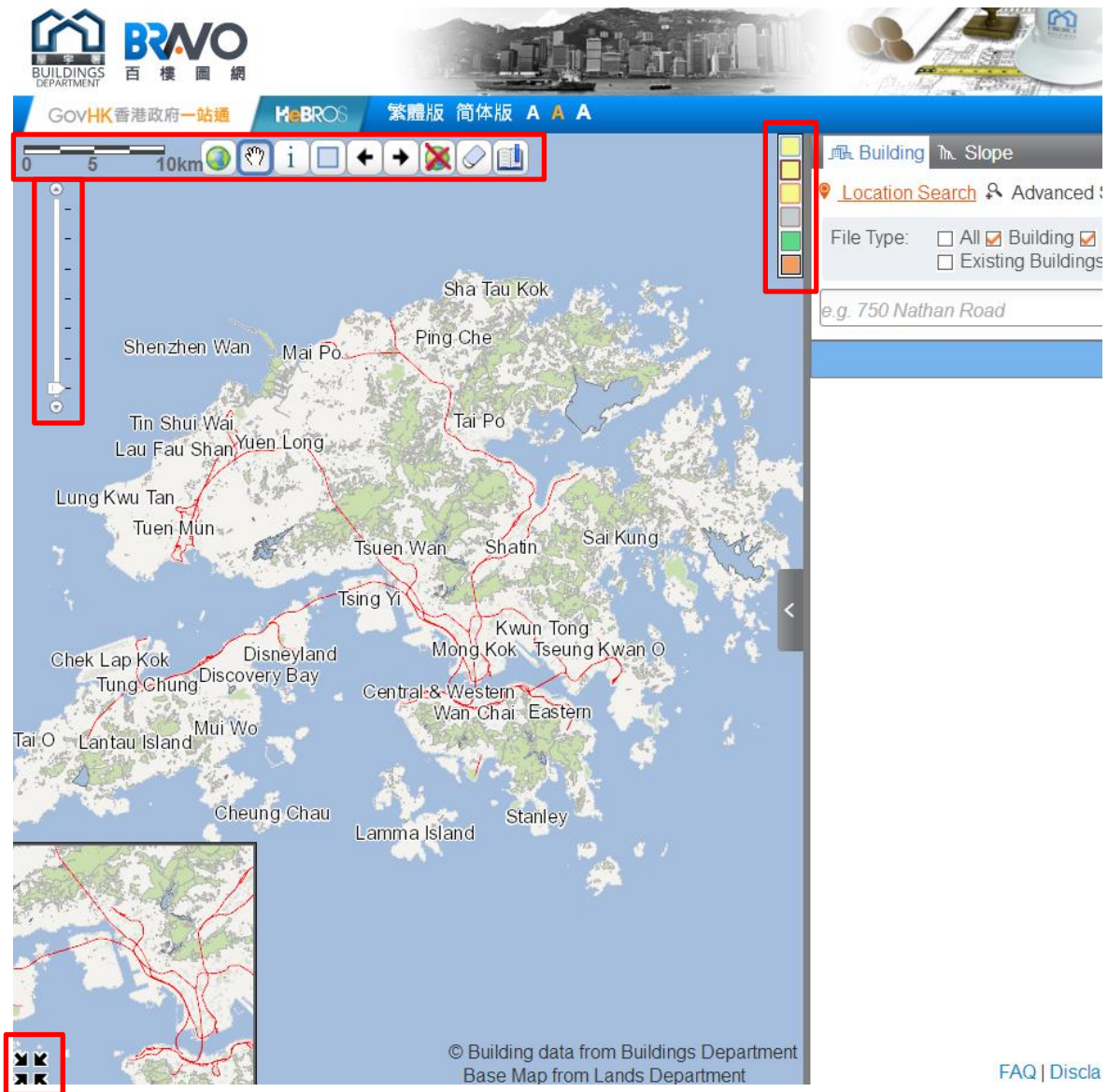


The screenshot shows the 'Advanced Search' tab selected. A red box highlights the 'Full File Reference No.' dropdown menu. Below it, the 'File Type' section has checkboxes for 'All', 'Building' (checked), 'Structural' (checked), 'Drainage', 'Alterations & Additions' (checked), 'Site Formation', and 'Minor Works' (checked). The 'File Reference No.' input field contains the text '2/2228/70'. To the right of the input field are a magnifying glass icon and a 'Reset' button.




- ii) Enter the required “File Reference No.”, then click  to search.










## 4.2 MAP SEARCH

The BRAVO equips with a map search engine. It resides on the left hand side of the BRAVO's main page.





User may locate the required building and minor works records by using the following map navigation buttons:

	<b>Hong Kong Overview</b> The Hong Kong overview map will be displayed.
	<b>Pan</b> After clicking this button, click and drag the map to pan to a new area
	<b>Identify</b> After clicking this button, click a building on the map to retrieve all relevant



	building and minor works records
	<b>Rectangular Search</b> 1. Click the button. 2. Select a group of buildings on the map. 3. Click and Drag the map to delineate a rectangular extent to retrieve all relevant building records “covered” by the rectangle.
	<b>Undo</b> Undo the previous action on the map.
	<b>Redo</b> Redo the previous action on the map.
	<b>Hide Map</b> Hide the map window.
	<b>Eraser</b> Clear the selected building.
	<b>Bookmarks</b> Add Bookmark.
	<b>Hide Map Navigation</b> Hide the map navigation window
	<b>Show Map Navigation</b> Show the map navigation window
	<b>Zoom in / out</b> Move the slider up or click upper part of the slider to zoom in to the areas shown on the map or move the slider down or click bottom part of the slider to zoom out to the areas shown on the map. After choosing the zooming in level, clicks at the location on the map the user wants to investigate.

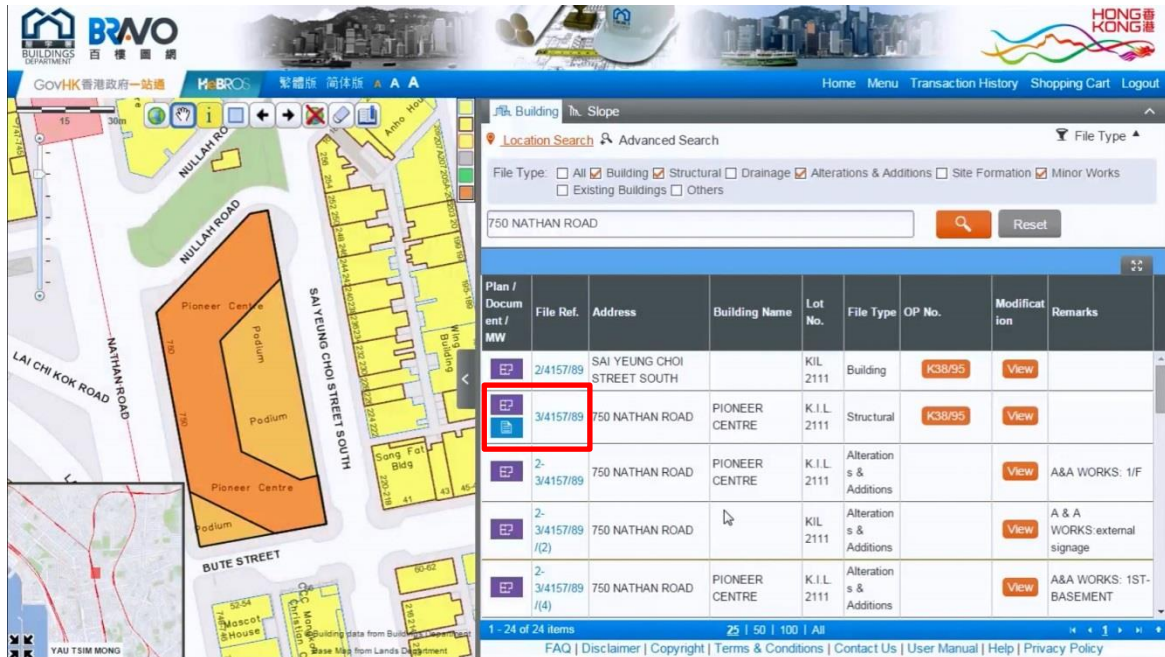
The table below shows the features of the map

	Scale of the current displayed map.
	The map legend to distinguish the building records, minor works records, slope records and search result according to highlighted colors.






## 4.3 INSPECTION OF BUILDING RECORDS

### 4.3.1 Order for Inspection of Building Records

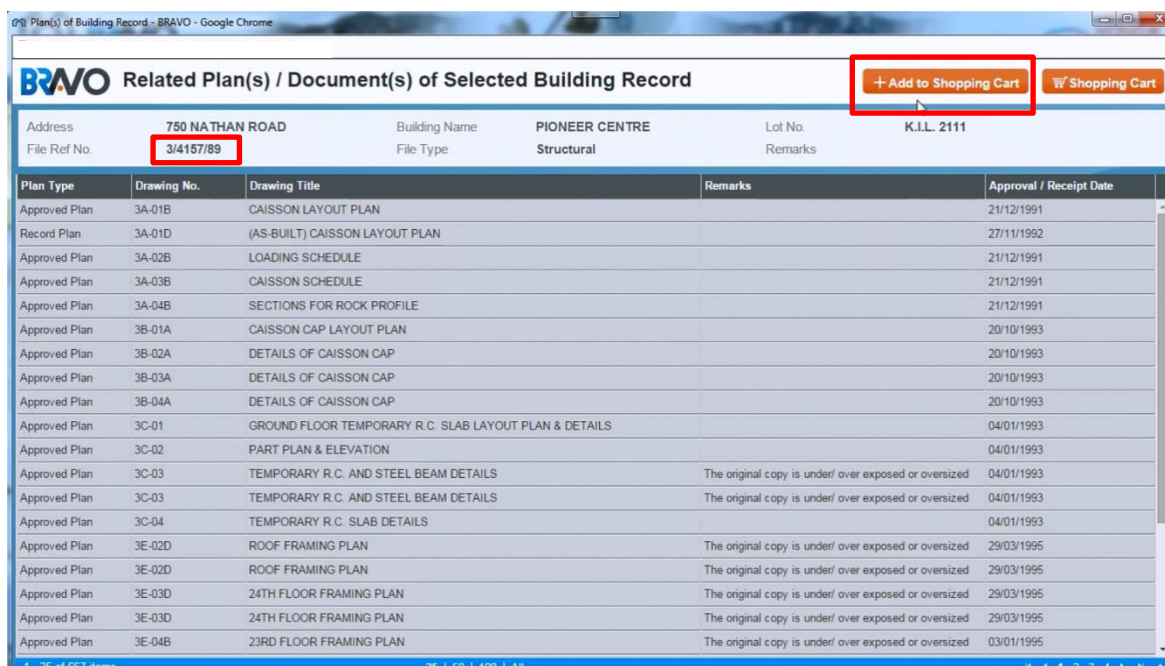
- i) On the building records result list, click the Plan  or Document  icon at the first column of the building record to be inspected.



The screenshot shows the BRAVO web application interface. On the left is a map of Nathan Road. On the right is a table of building records. The record for 'PIONEER CENTRE' at '750 NATHAN ROAD' is highlighted with a red box, showing its File Ref. as '3/4157/89'.

Plan / Document / MW	File Ref.	Address	Building Name	Lot No.	File Type	OP No.	Modification	Remarks
	2/4157/89	SAI YEUNG CHOI STREET SOUTH		KIL 2111	Building	K38/95	View	
	3/4157/89	750 NATHAN ROAD	PIONEER CENTRE	K.I.L. 2111	Structural	K38/95	View	
	2-3/4157/89	750 NATHAN ROAD	PIONEER CENTRE	K.I.L. 2111	Alterations & Additions		View	A&A WORKS: 1/F
	2-3/4157/89	750 NATHAN ROAD		KIL 2111	Alterations & Additions		View	A & A WORKS: external signage
	2-3/4157/89	750 NATHAN ROAD	PIONEER CENTRE	K.I.L. 2111	Alterations & Additions		View	A&A WORKS: 1ST-BASEMENT

- ii) A new window will pop-up and list the relevant plans or documents of the selected building record. Click the “Add to Shopping Cart” button to add the items to the Shopping Cart for Inspection of building records.

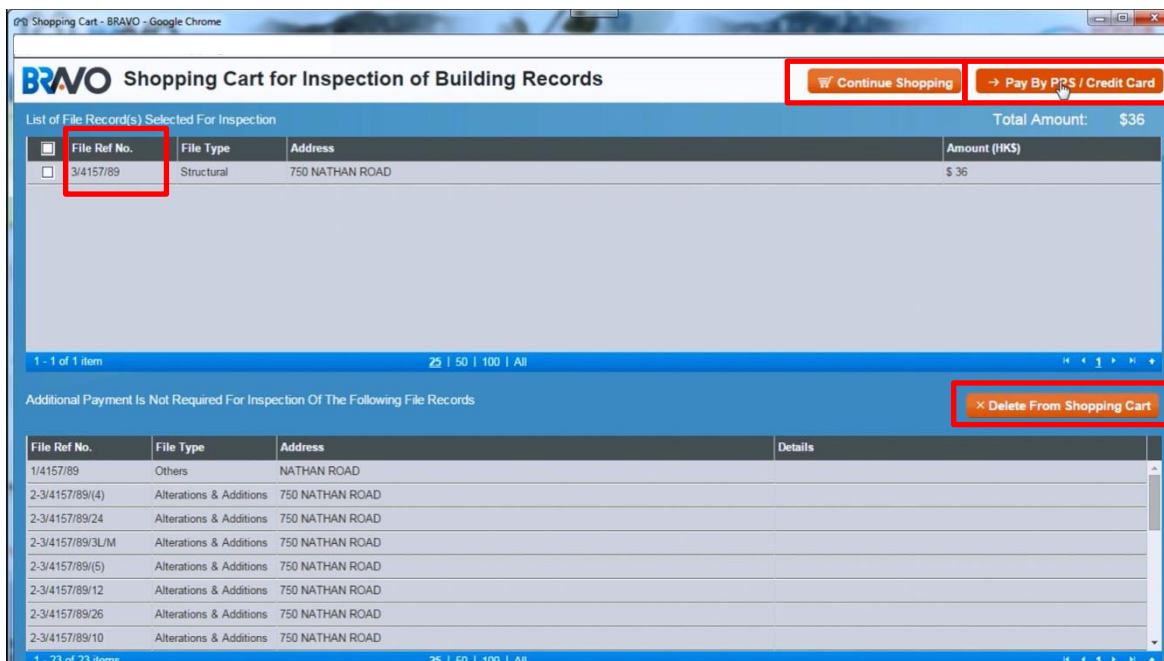


The screenshot shows a pop-up window titled 'Related Plan(s) / Document(s) of Selected Building Record'. The window lists various plans and documents for the selected building record. The 'Add to Shopping Cart' button is highlighted with a red box.

Address	750 NATHAN ROAD	Building Name	PIONEER CENTRE	Lot No.	K.I.L. 2111
File Ref No.	3/4157/89	File Type	Structural	Remarks	
Plan Type	Drawing No.	Drawing Title	Remarks	Approval / Receipt Date	
Approved Plan	3A-01B	CAISSON LAYOUT PLAN		21/12/1991	
Record Plan	3A-01D	(AS-BUILT) CAISSON LAYOUT PLAN		27/11/1992	
Approved Plan	3A-02B	LOADING SCHEDULE		21/12/1991	
Approved Plan	3A-03B	CAISSON SCHEDULE		21/12/1991	
Approved Plan	3A-04B	SECTIONS FOR ROCK PROFILE		21/12/1991	
Approved Plan	3B-01A	CAISSON CAP LAYOUT PLAN		20/10/1993	
Approved Plan	3B-02A	DETAILS OF CAISSON CAP		20/10/1993	
Approved Plan	3B-03A	DETAILS OF CAISSON CAP		20/10/1993	
Approved Plan	3B-04A	DETAILS OF CAISSON CAP		20/10/1993	
Approved Plan	3C-01	GROUND FLOOR TEMPORARY R.C. SLAB LAYOUT PLAN & DETAILS		04/01/1993	
Approved Plan	3C-02	PART PLAN & ELEVATION		04/01/1993	
Approved Plan	3C-03	TEMPORARY R.C. AND STEEL BEAM DETAILS	The original copy is under over exposed or oversized	04/01/1993	
Approved Plan	3C-03	TEMPORARY R.C. AND STEEL BEAM DETAILS	The original copy is under over exposed or oversized	04/01/1993	
Approved Plan	3C-04	TEMPORARY R.C. SLAB DETAILS		04/01/1993	
Approved Plan	3E-02D	ROOF FRAMING PLAN	The original copy is under over exposed or oversized	29/03/1995	
Approved Plan	3E-02D	ROOF FRAMING PLAN	The original copy is under over exposed or oversized	29/03/1995	
Approved Plan	3E-03D	24TH FLOOR FRAMING PLAN	The original copy is under over exposed or oversized	29/03/1995	
Approved Plan	3E-03D	24TH FLOOR FRAMING PLAN	The original copy is under over exposed or oversized	29/03/1995	
Approved Plan	3E-04B	23RD FLOOR FRAMING PLAN	The original copy is under over exposed or oversized	03/01/1995	



- iii) After clicking the “+ Add to Shopping Cart” button, the Shopping Cart for Inspection of building records follows. The user may:
- click the “Continue Shopping” button to search for other building records, or;
  - click the “Pay by PPS / Credit Card” button to proceed to payment. **Please refer to Section 4.4.3 for details of the payment procedure.**



- iv) The user may also select item(s) and then click the “Delete From Shopping Cart” button to remove unwanted items in the current shopping cart.
- v) After successful payment, user will be allowed to inspect the paid building records within a **24-hour** period of the allotted time slot.



## 4.3.2 Inspection of Plans or Documents

Plan / Document / MW	File Ref.	Address	Building Name	Lot No.	File Type	OP No.	Modification	Remarks
	2/4157/89	SAI YEUNG CHOI STREET SOUTH		KIL 2111	Building	K38/95	<a href="#">View</a>	
	3/4157/89	750 NATHAN ROAD	PIONEER CENTRE	K.I.L. 2111	Structural	K38/95	<a href="#">View</a>	

Click again the Plan or Document icon of the paid building record in the main page of BRAVO. A new window will list the plans or documents of that building record. Unlike the same window shown before payment, more information related to the plans or documents are displayed, and the list now consists of the following new columns:

- Preview
- Inspect Full Image
- Purchase “Certified” or “Non-Certified” hardcopies of plans or documents.

Preview	Inspect Full Image	Plan Type	Drawing No.	Drawing Title	Remarks	Approval / Receipt Date	Certified	Non-Certified
		Approved Plan	3A-01B	CAISSON LAYOUT PLAN		21/12/1991	<input type="checkbox"/>	<input type="checkbox"/>
		Record Plan	3A-01D	(AS-BUILT) CAISSON LAYOUT PLAN		27/11/1992	<input type="checkbox"/>	<input type="checkbox"/>
		Approved Plan	3A-02B	LOADING SCHEDULE		21/12/1991	<input type="checkbox"/>	<input type="checkbox"/>
		Approved Plan	3A-03B	CAISSON SCHEDULE		21/12/1991	<input type="checkbox"/>	<input type="checkbox"/>
		Approved Plan	3A-04B	SECTIONS FOR ROCK PROFILE		21/12/1991	<input type="checkbox"/>	<input type="checkbox"/>
		Approved Plan	3B-01A	CAISSON CAP LAYOUT PLAN		20/10/1993	<input type="checkbox"/>	<input type="checkbox"/>
		Approved Plan	3B-02A	DETAILS OF CAISSON CAP		20/10/1993	<input type="checkbox"/>	<input type="checkbox"/>
		Approved Plan	3B-03A	DETAILS OF CAISSON CAP		20/10/1993	<input type="checkbox"/>	<input type="checkbox"/>
		Approved Plan	3B-04A	DETAILS OF CAISSON CAP		20/10/1993	<input type="checkbox"/>	<input type="checkbox"/>
		Approved Plan	3C-01	GROUND FLOOR TEMPORARY R.C. SLAB LAYOUT PLAN & DETAILS		04/01/1993	<input type="checkbox"/>	<input type="checkbox"/>
		Approved Plan	3C-02	PART PLAN & ELEVATION		04/01/1993	<input type="checkbox"/>	<input type="checkbox"/>
		Approved Plan	3C-03	TEMPORARY R.C. AND STEEL BEAM DETAILS	The original copy is under/ over exposed or oversized	04/01/1993	<input type="checkbox"/>	<input type="checkbox"/>
		Approved Plan	3C-03	TEMPORARY R.C. AND STEEL BEAM	The original copy is under/ over exposed or oversized	04/01/1993	<input type="checkbox"/>	<input type="checkbox"/>

- i) User may click the button to preview the plan.
- ii) User may click the button to view the full image of the plan.

## 4.3.3 Inspection of Occupation Permit (OP)

Plan / Document / MW	File Ref.	Address	Building Name	Lot No.	File Type	OP No.	Modification	Remarks
	2/4157/89	SAI YEUNG CHOI STREET SOUTH		KIL 2111	Building	K38/95	View	
	3/4157/89	750 NATHAN ROAD	PIONEER CENTRE	K.I.L 2111	Structural	K38/95	View	
	2-3/4157/89	750 NATHAN ROAD	PIONEER CENTRE	K.I.L 2111	Alterations & Additions		View	A&A WORKS: 1/F
	2-3/4157/89 / (2)	750 NATHAN ROAD		KIL 2111	Alterations & Additions		View	A & A WORKS: external signage
	2-3/4157/89 / (4)	750 NATHAN ROAD	PIONEER CENTRE	K.I.L 2111	Alterations & Additions		View	A&A WORKS: 1ST-BASEMENT

- Click the button labelled with the OP number corresponding to the required building record under the “OP No.” column, e.g. [K38/95] as shown in the diagram above.
- A new window with title “Related OP/TOP/TBP of Selected Building Record” will then pop up. It will display portion of the OP for verification of address.
- Full image of the OP can only be inspected upon purchase of hardcopy of OP. You may select the required OP to order for hardcopies at the left side, and select to purchase “Certified” or “Non-Certified” hardcopies of OP by clicking the buttons on the upper right hand corner respectively.

(iii)

(ii)

(iii)

## 4.3.4 Inspection of Modification

The screenshot shows the BRAVO system interface. On the left is a map of Nathan Road with various buildings labeled. On the right is a table of building records. The table has columns: Plan / Document / MW, File Ref., Address, Building Name, Lot No., File Type, OP No., Modification, and Remarks. The 'Modification' column contains 'View' buttons for several records, which are highlighted with a red box.

Plan / Document / MW	File Ref.	Address	Building Name	Lot No.	File Type	OP No.	Modification	Remarks
	2/4157/89	SAI YEUNG CHOI STREET SOUTH		KIL 2111	Building	K38/95	<a href="#">View</a>	
	3/4157/89	750 NATHAN ROAD	PIONEER CENTRE	K.I.L 2111	Structural	K38/95	<a href="#">View</a>	
	2-3/4157/89	750 NATHAN ROAD	PIONEER CENTRE	K.I.L 2111	Alterations & Additions		<a href="#">View</a>	MA WORKS: 1/F
	2-3/4157/89 / (2)	750 NATHAN ROAD		KIL 2111	Alterations & Additions		<a href="#">View</a>	MA WORKS: external signage
	2-3/4157/89 / (4)	750 NATHAN ROAD	PIONEER CENTRE	K.I.L 2111	Alterations & Additions		<a href="#">View</a>	MA WORKS: 1ST- BASEMENT

- Click the “View” button of the required building record under the “Modification” column.
- A new window with title “Related Modification of Selected Building Record” will then pop up. It will list all the modifications of the selected building record.
- After successful payment for inspection of the building record, this window will allow you to inspect the images of the Modification, and purchase “Certified” or “Non-Certified” hardcopies of modifications

The screenshot shows the 'Related Modification of Selected Building Record' window. It has a header with the address 'SAI YEUNG CHOI STREET SOUTH' and building name 'PIONEER CENTRE'. Below the header is a table of modifications. The table has columns: Inspect Image, Permit No., Issue Date, and two checkboxes for 'Certified' and 'Non-Certified'. The 'Inspect Image' column contains icons for each modification, which are highlighted with a red box.

Inspect Image	Permit No.	Issue Date	Certified	Non-Certified
	K120/99	01/09/1999	<input type="checkbox"/>	<input type="checkbox"/>
	K165/94	31/08/1994	<input type="checkbox"/>	<input type="checkbox"/>
	K182/98	25/09/1998	<input type="checkbox"/>	<input type="checkbox"/>
	K196/92	08/07/1992	<input type="checkbox"/>	<input type="checkbox"/>
	K198/94	06/10/1994	<input type="checkbox"/>	<input type="checkbox"/>
	K20/93	03/02/1993	<input type="checkbox"/>	<input type="checkbox"/>
	K207/94	24/10/1994	<input type="checkbox"/>	<input type="checkbox"/>
	K36/91	13/02/1991	<input type="checkbox"/>	<input type="checkbox"/>
	K39/96	29/02/1996	<input type="checkbox"/>	<input type="checkbox"/>
	K78/95	05/06/1995	<input type="checkbox"/>	<input type="checkbox"/>
	KN12/2000(MOD)	31/01/2000	<input type="checkbox"/>	<input type="checkbox"/>
	KN129/2000(MOD)	24/08/2000	<input type="checkbox"/>	<input type="checkbox"/>
	KN218/2011(MOD)	12/05/2011	<input type="checkbox"/>	<input type="checkbox"/>
	KN319/2010(MOD)	03/09/2010	<input type="checkbox"/>	<input type="checkbox"/>

- View the modification by clicking the corresponding icon under the “Inspect Image” column in the window.



## 4.3.5 Inspection of Minor Works Records

The screenshot shows the BRAVO system interface. On the left is a map of Hong Kong. On the right is a table of minor works records. The table has columns: Plan / Document / MW, File Ref., Address, Building Name, Lot No., File Type, OP No., Modification, and Remarks. The row for 'SAI YEUNG CHOI STREET SOUTH' is highlighted, and the 'MW' button is visible in the bottom right corner of the table.

Plan / Document / MW	File Ref.	Address	Building Name	Lot No.	File Type	OP No.	Modification	Remarks
23				2111	Additions			
2-3/4157/89	24	750 NATHAN ROAD	PIONEER CENTRE	K/L 2111	Alterations & Additions		View	A & A WORKS:
2-3/4157/89	26	750 NATHAN ROAD	PIONEER CENTRE	K/L 2111	Alterations & Additions		View	A & A WORKS:
2-3/4157/89	3/LM	750 NATHAN ROAD		K/L 2111	Alterations & Additions		View	A & A WORKS: 2/F-3/F
2-3/4157/89	7	750 NATHAN ROAD		K/L 2111	Alterations & Additions		View	A & A WORKS: 9/F & 10/F
2-3/4157/89	9	750 NATHAN ROAD		K/L 2111	Alterations & Additions		View	A & A WORKS: 3RD BASEMENT TO 3/F
2-3/4157/89		750 NATHAN ROAD		K/L 2111	Alterations & Additions		View	A & A WORKS: 3RD BASEMENT TO 3/F
MW	4157/89		SAI YEUNG CHOI STREET SOUTH		Minor Works			

- Click the **MW** button of the required minor works records
- A new window with title “All Minor Works Records in the building” will then pop up. It will list all related Minor Works Records of the selected building.

The screenshot shows the 'All Minor Works Records in the building' window. The table lists minor works records with columns: Inspection Material Request, Bldg File Ref., MW No., MWS No., MW Item, Item Description, Location of Minor Works, Minor Works Class, Completion Date, and Minor Works Records. The 'Make an Appointment' button is highlighted in the 'Inspection Material Request' column for several records.

Inspection Material Request	Bldg File Ref.	MW No.	MWS No.	MW Item	Item Description	Location of Minor Works	Minor Works Class	Completion Date	Minor Works Records
	4157/89	MW110602702		1.22	ERECTION OF WALL SIGNBOARD (DISPLAY AREA=35.5m²) BELOW 1/F CANOPY WITHIN GRIDLINE A-B/5-7	erection of wall signboard 九龍彌敦道750號 始創中心地下g29號舖	CLASS I	17/11/2011	Minor Works Records (Paid)
	4157/89	MW110602702		1.22	ERECTION OF WALL SIGNBOARD BELOW 1/F CANOPY WITHIN GRIDLINE A-B/5-7 AT PIONEER CENTRE MONG KOK	erection of wall signboard 九龍彌敦道750號 始創中心地下g29號舖	CLASS I	17/11/2011	Minor Works Records (Paid)
	4157/89	MW140402700		2.33	豎設、修補或拆除以金屬增補及嵌固件固定於建築物內牆壁上的鐵板	西洋菜街 始創中心 地下 G09室旺角西洋菜街始創中心地下 G09, G10室	CLASS II	20/04/2014	Minor Works Records (Paid)
	4157/89	MW140402700		2.33	豎設、修補或拆除以金屬增補及嵌固件固定於建築物內牆壁上的鐵板	西洋菜街 始創中心 地下 G09室旺角西洋菜街始創中心地下 G09, G10室	CLASS II	20/04/2014	Minor Works Records (Paid)
Make an Appointment	4157/89	MW130904968		3.23	Erection, repair, alteration or removal of any aboveground drain	SHOP 115C, 1/F PIONEER CENTRE, 709 NATHAN ROAD, KOWLOON SHOP 115C 1/F PIONEER CENTRE 709 NATHAN RD	CLASS III	10/06/2013	Minor Works Records (Paid)
Make an Appointment	7004/75	MW140104599		3.28	Erection, alteration or removal of any supporting structure for an air-conditioning unit, water cooling tower or any associated air ducts on-grade or on a slab (other than a cantilevered slab)	ROOF: 132 NATHAN ROAD & 1-23 KIMBERLEY ROAD, TSMI SHA TSUI, KOWLOON HONG KONG K.L. 8454 ROOF 1900-05-11 NATHAN RD	CLASS III	21/01/2014	Minor Works Records (Paid)
Make an Appointment	4157/89	MW140402112		1.22	Erection or alteration of any wall signboard	SHOPFRONT, SHOP G09, G10 AND G24, G/F, PIONEER CENTRE, 750 NATHAN ROAD, KOWLOON SHOP G09 G/F PIONEER CENTRE 750 NATHAN RD	CLASS I	30/04/2014	Minor Works Records (Paid)
Make an Appointment	4157/89	MW140402112		1.22	Erection or alteration of any wall signboard	SHOPFRONT, SHOP G09, G10 AND G24, G/F, PIONEER CENTRE, 750 NATHAN ROAD, KOWLOON SHOP G09 G/F PIONEER CENTRE 750 NATHAN RD	CLASS I	30/04/2014	Minor Works Records (Paid)
Make an Appointment	4157/89	MW140402112		1.22	Erection or alteration of any wall signboard	SHOPFRONT, SHOP G09, G10 AND G24, G/F, PIONEER CENTRE, 750 NATHAN ROAD, KOWLOON SHOP G09 G/F PIONEER CENTRE 750 NATHAN RD	CLASS I	30/04/2014	Minor Works Records (Paid)
Make an Appointment	4157/89	MW150602303		3.42	Thickening of any floor slab of a non-domestic flat by laying solid screeding	SHOP 232, 2/F, PIONEER CENTRE, 750 NATHAN ROAD, MONG KOK, KOWLOON SHOP 232 2/F PIONEER CENTRE 750 NATHAN RD	CLASS III	08/06/2015	Minor Works Records (Paid)

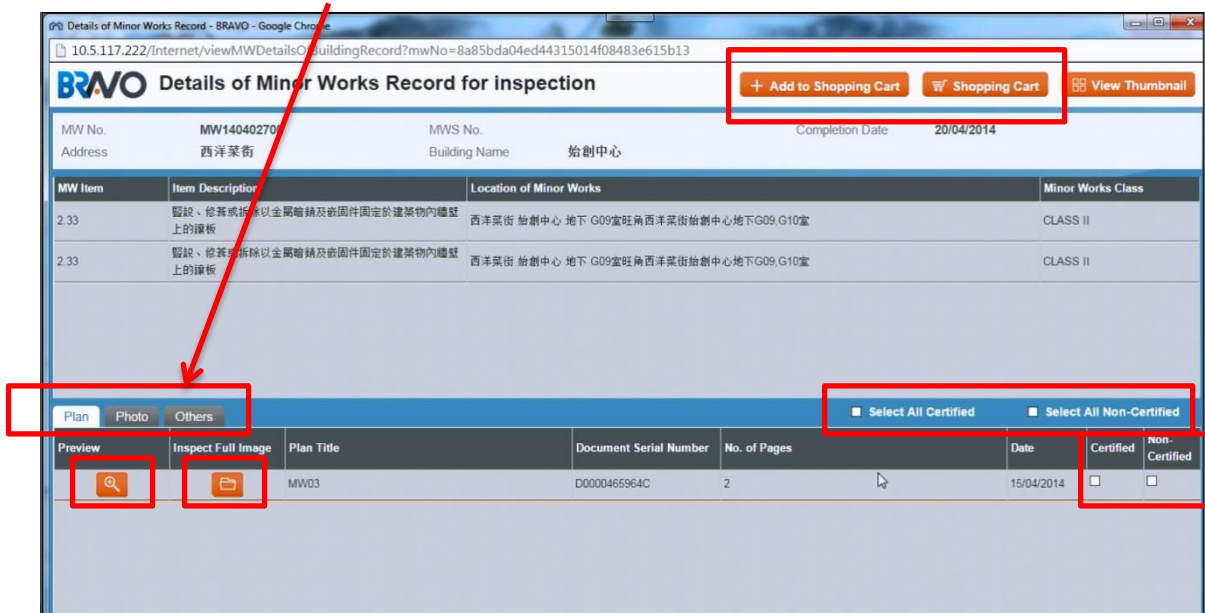
- If a minor works record is NOT available on BRAVO, a [Make an Appointment] button will be shown under the “Inspection Material Request” column. You may click this button and follow the instructions in the pop-up message window to arrange for inspection of the record.



- iv) If a minor works record is available on BRAVO, you may click “Minor Works Records (Paid)” to see its details.

*Please note that “Minor Works Records (Non-Paid)” will be shown instead if you have NOT paid for the inspection of the records.*

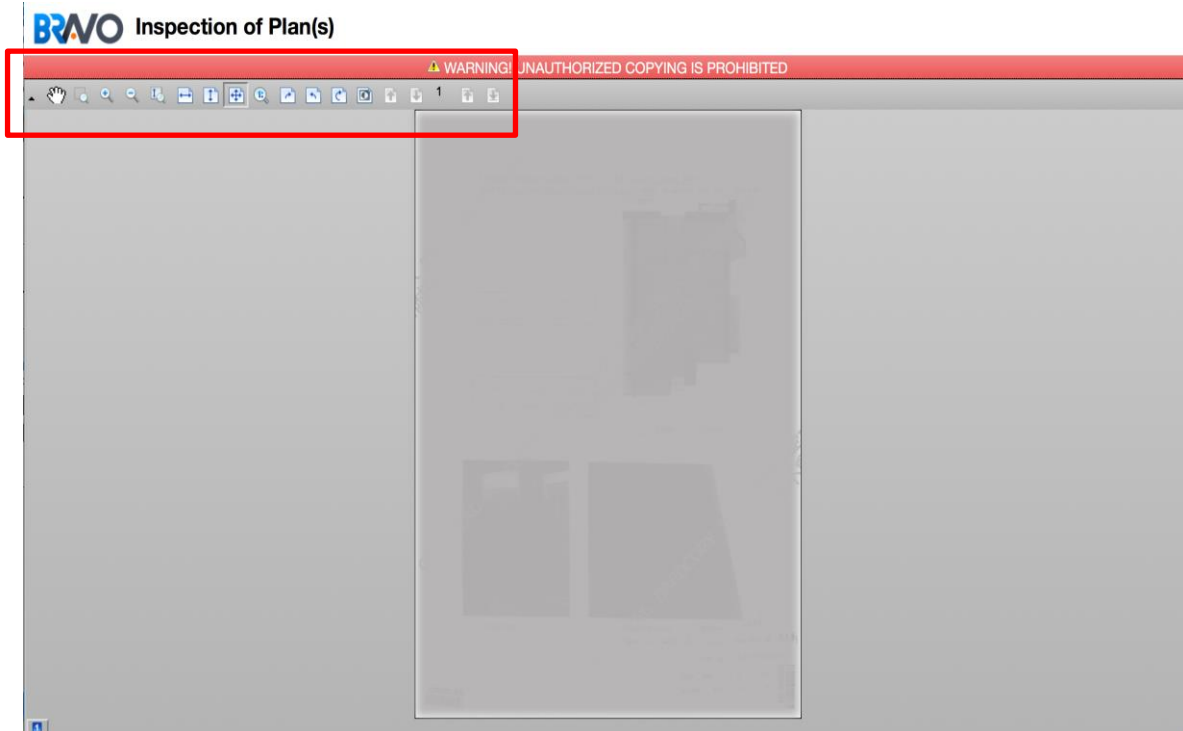
- v) Then the “Details of Minor Works Record for inspection” window as illustrated below will pop up. Details of a minor works record are grouped into 3 document types: “Plan”, “Photos” or “Others”.








- vi) You may click the corresponding tag to list all the files of the required document type, then click the button to preview the image or the button to inspect the full image.
- vii) You may choose to order the “Certified” or “Non-Certified” hardcopies by clicking the Checkbox at the right side, or clicking the checkbox at the above to select all file to order for the “Certified” or “Non-Certified” hardcopies.
- viii) Please click “+ Add to Shopping Cart” button to order certified or non-certified copy of the minor works record.

#### 4.3.6 Tools for Inspection









The inspection window as depicted below offers some functions to look into the details of the required images. These functions can be located in the tool bar at the top of the inspection window.



The table below briefly explains the function of these buttons:

	<b>Pan</b> The “Pan” button allows pan over the page
	<b>Zoom Area</b> The “Zoom area” button changes the mouse pointer to a cross and allows a rectangle to be selected for zooming. When the mouse is released, the selected area is zoomed to fill the display area.  To return the mouse pointer to the “panning mode”, re-click this button.
	<b>Zoom In</b> The “Zoom in” button zooms the image by an additional 25% each time it is pressed.
	<b>Zoom Out</b> The “Zoom out” button decreases the zoom 25% each time it is pressed.
	<b>Magnify</b> Displays a magnify window to allow selected areas of the image to be magnified.

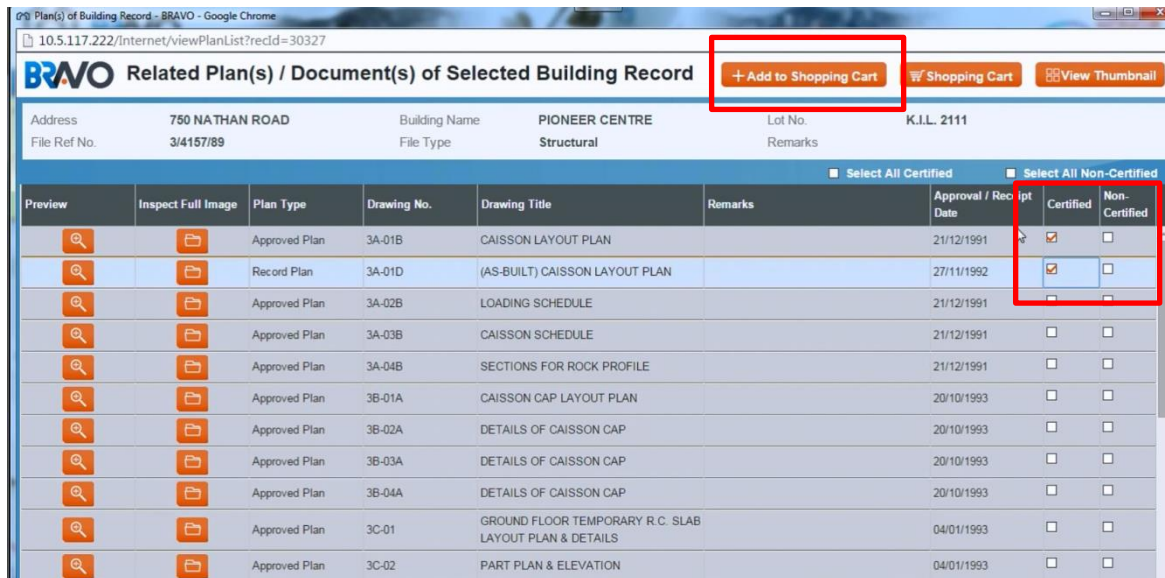


	<b>Zoom to 100%</b> Display the original size of the image.
	<b>Fit to Window Width</b> The “Fit to window width” button scales the image width to match the display area width.
	<b>Fit to Window Height</b> The “Fit to window height” button scales the image height to match the display area height.
	<b>Fit to Window</b> The “Fit to window” button scales the image so that the whole image is visible in the display area. This mode is selected by default.
	<b>Rotate Clockwise</b> The “Rotate clockwise” button rotates the image by 90 degrees each time it is pressed.
	<b>Rotate Anticlockwise</b> The “Rotate anticlockwise” button rotates the image by 90 degrees anti-clockwise each time it is pressed.
	<b>Rotate 180 degree</b> The “Rotate 180 degree” button rotates the image by 180 degrees each time it is pressed.
	<b>Invert</b> The “Invert” button inverts the colours used to display the image. Re-clicking this button restores the page.

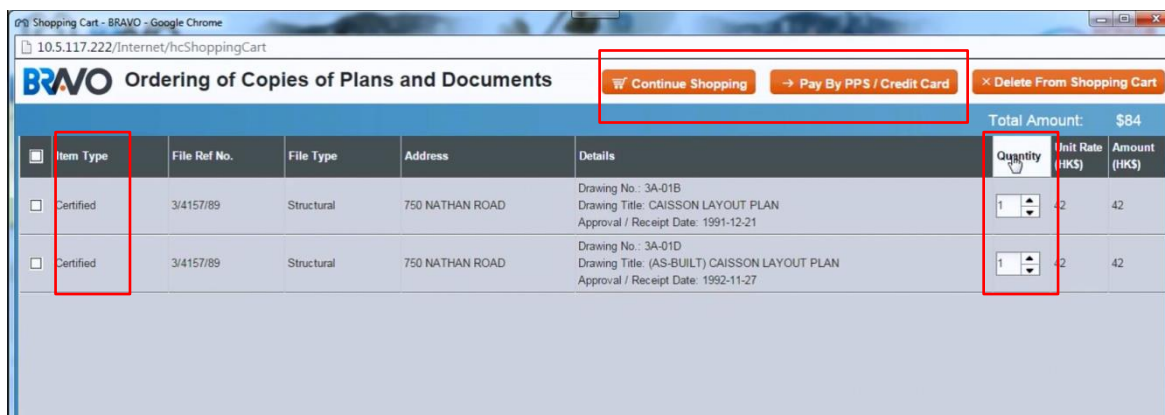
## 4.4 ORDER HARDCOPIES OF BUILDING RECORDS

### 4.4.1 Order for Hardcopies of Plans and Documents

- i) After you have completed inspection of building record(s), click Certified or Non-Certified checkbox in the “Related Plan(s) / Document(s) of Selected Building Record” window to purchase certified or non-certified copy of the required building record respectively.



- ii) After you have selected all the required building records, click the “+ Add to Shopping Cart” button at the top of the window. Your selected building records will then be added to your Shopping Cart for ordering Hardcopies of building records, and this shopping cart as illustrated below will then be shown.



- iii) You may change the number of required copies of building records by adjusting the “Quantity”.
- iv) Click “Continue Shopping” to purchase more building records, or click “Pay by PPS / Credit Card” button to proceed to payment.
- v) After clicking the “Pay by PPS / Credit Card” button, the “Collection Method” window as illustrated below will be shown.

- vi) You are advised to check the “Time Schedule For Collection of Copies” in this window before selecting the collection method. Please note that collection time is calculated on working day which does not include Saturday, Sunday and Public Holiday(s).

**BRAVO Collection Method**

- Please select the collection method before payment.
- You can collect the ordered copies of plans/documents:
  - In person at Building Information Centre (BIC) of Buildings Department.
  - By post (for OP only), or
  - By the courier services provided by BIC.
- Please note that courier service will only be provided when the location for collection of the copy(ies) falls within the following districts (except GPO box):
  - The whole of Hong Kong Islands and Kowloon Peninsula, or
  - The whole of New Territories except for Closed Area, Lantau Island and Outlying Islands.
- Time Schedule for Collection of Copies
  - Collect in person
 

Quantities (no. of sheets)	Date of Application	Time for Collection*
Walk-in application in BIC		
1- 20 (plan / OP) or 1-150 (document)	Before 4:00 pm Monday to Friday (except Public Holiday(s)) After 4:00 pm Monday to Friday (except Public Holiday(s))	1 hour after placing order After 10:00 am on the next working day after the date of application
Over 20 (plan / OP) or 150 (document)	All days	To be notified by BIC via phone/fax
Application via BRAVO over internet		
1- 20 (plan / OP) or 1-150 (document)	Monday to Friday (except Public Holiday(s)) Saturday/Sunday/Public Holiday(s)	After 10:00 am on the 2nd working day after the date of application After 10:00 am on the 3rd working day after the date of application
Over 20 (plan / OP) or 150 (document)	All days	To be notified by BIC via phone/fax
  - Delivery by Courier (for Hong Kong Island, Kowloon Peninsula and New Territories except for Closed Area, Lantau Island and Outlying Islands)
 

Quantities (no. of sheets)	Date of Application	Time for Delivery**
Walk-in application in BIC		
1- 20 (plan / OP) or 1-150 (document)	Monday to Friday (except Public Holiday(s))	2nd working day after the date of application
Over 20 (plan / OP) or 150 (document)	Monday to Friday (except Public Holiday(s))	To be notified by BIC via phone/fax
Application via BRAVO over internet		
1- 20 (plan / OP) or 1-150 (document)	Monday to Friday (except Public Holiday(s)) Saturday/Sunday/Public Holiday(s)	3rd working day after the date of application 4th working day after the date of application
Over 20 (plan / OP) or 150 (document)	All days	To be notified by BIC via phone/fax

\* The above time schedule for collection or delivery is no longer applicable when a typhoon signal no. 8 or above is hoisted or a black rainstorm warning signal is issued by Hong Kong Observatory.  
 \*\* The delivery will be made by a service provider appointed by the Buildings Department. The time for delivery is indicative only.
- Disclaimer
  - The Government or the Buildings Department reserves the right to refuse to provide courier service for any application.
  - The above time schedule for collection or delivery is for reference only. The Government or the Buildings Department does not guarantee that the ordered copies of plans or documents will be collected or delivered in accordance with the above time schedule.
  - You cannot claim for any loss and expense against the Government or the Buildings Department should your application for courier service is refused or the collection or delivery of the ordered copies of plans or documents is not in accordance with the above time schedule.
- If you agree to items 3 to 5 above, please select the collection methods :

- vii) Select the appropriate method for collecting the hardcopies of building records by clicking “In Person” or “By Courier”.
- viii) If “In Person” is selected, it will proceed to payment process as described in Section 4.4.3 below. **Please print the transaction records and payment slip for collection of the hardcopies.**
- ix) If “By Courier” is selected, the BRAVO will present to you the “Courier Mail” dialogue box as illustrated below.

**BRAVO Courier Mail**

The following is your correspondence information available in our system. You may wish to change the delivery details for this transaction if necessary. Please be reminded that delivery address and contact no. should be filled in to facilitate the delivery services.

Recipient's Name :

Contact No. [\(Learn more\)](#) :

Delivery Address :

☐ I confirm that the ordered copies should be delivered to the above address which is NOT a GPO box and NOT within Closed area, Lantau Island and outlying islands. I agree that the Buildings Department may provide my name, phone no. and address to the courier service provider for delivery purpose.

Notes:

- If the address is found located outside the service areas for delivery after verification by the system, the user will be informed of such and required to collect the copies in person.
- The changes made above would be used for this transaction only. If you would like to use the new address and contact no. as your future correspondence, please click [here](#) to update your details in our record.

- x) You may verify the displayed recipient name, contact no. and delivery address, or, if necessary, input a new recipient name, contact no. and delivery address.
- xi) Check the box to confirm the delivery address is not a GPO Box and not within Closed area, Lantau Island and outlying islands.
- xii) It will then proceed to payment process as described in Section 4.4.3 below.

#### 4.4.2 Order for Hardcopies of OP

- i) In the building records searching result list, click the OP number, e.g. K38/95 in the picture below

Building The Slope

Location Search Advanced Search File Type

File Type: ☐ All ☒ Building ☒ Structural ☐ Drainage ☒ Alterations & Additions ☐ Site Formation ☒ Minor Works  
☐ Existing Buildings ☐ Others

e.g. 750 Nathan Road

Plan / Document / MW	File Ref.	Address	Building Name	Lot No.	File Type	OP No.	Modification	Remarks
	2/4157/89	SAI YEUNG CHOI STREET SOUTH		KIL 2111	Building	K38/95	View	
	3/4157/89	750 NATHAN ROAD	PIONEER CENTRE	K.I.L. 2111	Structural	K38/95	View	
	2-3/4157/89	750 NATHAN ROAD	PIONEER CENTRE	K.I.L. 2111	Alterations & Additions		View	A&A WORKS: 1/F
	2-3/4157/89	750 NATHAN ROAD		KIL 2111	Alterations & Additions		View	A & A WORKS:external

1 - 24 of 24 items 25 | 50 | 100 | All

- ii) “Related OP/TOP/TBP of Selected Building Record” window will then be shown. It will display portion of an OP for verification of address.
- iii) You may purchase “Certified” or “Non-Certified” hardcopies of OP by selecting the required OP at left hand side and clicking the corresponding buttons at the upper right hand corner respectively.

BRAVO Related OP/TOP/TBP of Selected Building Record

Continue Shopping Order Non-Certified Copy Order Certified Copy

OP Type OP No. K38/95

1 - 1 of 1 item 25 | 50 | 100 | All

OP Type TOP No./TBP No. Expiry Date

This window shows a portion of this Ordinance Permit for your review and for purchase.



- iv) The selected OP will then be added to the shopping cart for ordering hardcopies of building records as shown below.

Item Type	File Ref No.	File Type	Address	Details	Quantity	Unit Rate (HK\$)	Amount (HK\$)
<input type="checkbox"/> Certified	2/4157/89	Building	SAI YEUNG CHOI STREET SOUTH	Drawing No.: 2-01E Drawing Title: SITE LOCATION PLAN / NOTES / SCHEDULES Approval / Receipt Date: 1995-05-26	1	42	42
<input type="checkbox"/> Certified	2/4157/89	Building	SAI YEUNG CHOI STREET SOUTH	Drawing No.: 2-02E Drawing Title: GROUND FLOOR PLAN Approval / Receipt Date: 1995-05-26	1	42	42
<input type="checkbox"/> Non-Certified	K38/95	OP			1	38	38

Total Amount: \$122

1 - 3 of 3 items      25 | 50 | 100 | All

- v) User may select “Quantity” or click “Continue Shopping” to add more hardcopy orders to the shopping cart before making payment.
- vi) Click “→ Pay by PPS / Credit Card” to proceed to payment. “Collection Method” window will then be shown.

1. Please select the collection method before payment.

2. You can collect the ordered copies of plans/documents:

- In person at Building Information Centre (BIC) of Buildings Department;
- By post (for OP only); or
- By the courier services provided by BIC.

3. Please note that courier service will only be provided when the location for collection of the copy(ies) falls within the following districts (except GPO box):

- The whole of Hong Kong Islands and Kowloon Peninsula; or
- The whole of New Territories except for Closed Area, Lantau Island and Outlying Islands.

4. Time Schedule for Collection of Copies

(a) Collect in person

Quantities (no. of sheets)	Date of Application	Time for Collection*
Walk-in application in BIC		
1-20 (plan / OP) or 1-150 (document)	Before 4:00 pm Monday to Friday (except Public Holiday(s))	1 hour after placing order
	After 4:00 pm Monday to Friday (except Public Holiday(s))	After 10:00 am on the next working day after the date of application
Over 20 (plan / OP) or 150 (document)	All days	To be notified by BIC via phone/fax
Application via BRAVO over internet		
1-20 (plan / OP) or 1-150 (document)	Monday to Friday (except Public Holiday(s))	After 10:00 am on the 2nd working day after the date of application
	Saturday/Sunday/Public Holiday(s)	After 10:00 am on the 3rd working day after the date of application
Over 20 (plan / OP) or 150 (document)	All days	To be notified by BIC via phone/fax

(b) Delivery by Courier (for Hong Kong Island, Kowloon Peninsula and New Territories except for Closed Area, Lantau Island and Outlying Islands)

Quantities (no. of sheets)	Date of Application	Time for Delivery**
Walk-in application in BIC		
1-20 (plan / OP) or 1-150 (document)	Monday to Friday (except Public Holiday(s))	2nd working day after the date of application
Over 20 (plan / OP) or 150 (document)	Monday to Friday (except Public Holiday(s))	To be notified by BIC via phone/fax
Application via BRAVO over internet		
1-20 (plan / OP) or 1-150 (document)	Monday to Friday (except Public Holiday(s))	3rd working day after the date of application
	Saturday/Sunday/Public Holiday(s)	4th working day after the date of application
Over 20 (plan / OP) or 150 (document)	All days	To be notified by BIC via phone/fax

\* The above time schedule for collection or delivery is no longer applicable when a typhoon signal no. 8 or above is hoisted or a black rainstorm warning signal is issued by Hong Kong Observatory.

\*\* The delivery will be made by a service provider appointed by the Buildings Department. The time for delivery is indicative only.

5. Disclaimers

- The Government or the Buildings Department reserves the right to refuse to provide courier service for any application.
- The above time schedule for collection or delivery is for reference only. The Government or the Buildings Department does not guarantee that the ordered copies of plans or documents will be collected or delivered in accordance with the above time schedule.
- You cannot claim for any loss and expense against the Government or the Buildings Department should your application for courier service is refused or the collection or delivery of the ordered copies of plans or documents is not in accordance with the above time schedule.

6. Please select the collection method:

- xiii) Read the “Time Schedule For Collection of Copies” carefully. Please note that collection time is calculated on working day which does not include Saturday, Sunday and Public Holiday(s).
- vii) Then select the appropriate method of collection by clicking “In Person”, “By Courier” or “By Post”(for ordering of hardcopies of OP only).
- viii) If “In Person” is selected, it will proceed to payment process as described in Section 4.4.3 below. **Please print the transaction records and payment slip for collection of the hardcopies.**

- ix) If “By Courier” or “By Post” is selected, the BRAVO will present to you the “Courier Mail” dialogue box as illustrated below.

**BRAVO** Courier Mail

The following is your correspondence information available in our system. You may wish to change the delivery details for this transaction if necessary. Please be reminded that delivery address and contact no. should be filled in to facilitate the delivery services.

Recipient's Name :	<input type="text" value="Test User"/>
Contact No. ( <a href="#">Learn more</a> ) :	<input type="text" value="11111111"/>
Delivery Address :	<input type="text" value="123 ABC Road"/>

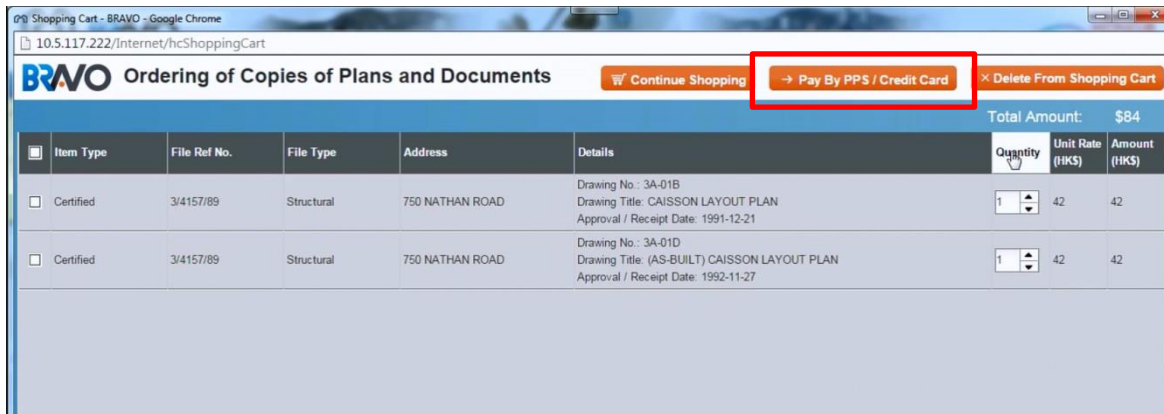
☐ I confirm that the ordered copies should be delivered to the above address which is NOT a GPO box and NOT within Closed area, Lantau Island and outlying islands. I agree that the Buildings Department may provide my name, phone no. and address to the courier service provider for delivery purpose.

Notes:

1. If the address is found located outside the service areas for delivery after verification by the system, the user will be informed of such and required to collect the copies in person.
2. The changes made above would be used for this transaction only. If you would like to use the new address and contact no. as your future correspondence, please click [here](#) to update your details in our record.

- x) You may verify the displayed recipient name, contact no. and delivery address, or, if necessary, input a new recipient name, contact no. and delivery address.
- xi) Check the box to confirm the delivery address is not a GPO Box and not within Closed area, Lantau Island and outlying islands.
- xii) It will then proceed to payment process as described in Section 4.4.3 below.

### 4.4.3 Payment



- i) After clicking the “→ Pay By PPS/Credit Card” button in the shopping cart window, you will eventually see an “Order Information” window similar to the one below. This window provides you a summary of this order.

Order Id	Order Date	Order Amount	Payment Method
252366	2017-02-24 15:53:51.0	\$ 48 (HKD)	Pay By PPS / Credit Card


The ordered hard copy will be delivered to:

Recipient's Name: Test User  
 Contact No.: 11111111  
 Delivery Address: 123 ABC Road

**Submit** Cancel






You will leave BRAVO's website and will be redirected to GovHK or other websites for online payment. These websites are not under the control of BRAVO.

- ii) Click the “Submit” button to proceed if the order information is correct.
- iii) Select the payment method and then click the “Pay” button. The following electronic payment methods are available for BRAVO users, including:
- Credit Card (VISA, Master or JCB)
  - UnionPay
  - PPS

 Online Payment Service

**Help**  
Customer Service Hotline  
**2626 1207**  
  
Email enquiry  
[@bd.gov.hk](mailto:@bd.gov.hk)


**Please select the payment method :**  

Type of Service	Building Records Access and Viewing On-line (BRAVO)
Merchant Name	BUILDINGS DEPARTMENT
Transaction Date	17-01-2019
Transaction Reference Number	1932181
Total Amount	HK\$ 36.00
Payment Method	<div><div></div></div>

Cancel Payment

Pay


- Please take note of the transaction reference number or **PRINT** this page for making enquiry on the payment status when necessary.
- After pressing the 'Pay' button, please **DO NOT** leave this e-service until you receive the acknowledgement page, otherwise your transaction may not be successful.
- Merchant Name is applicable to credit card payment method only.
- PPS Shop&Buy (PPS) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PPS, please change to use desktop computer.
- Under exceptional conditions, a refund may need to be arranged. If the payment is made by Credit Card, the refund can normally be made to the Credit Card account that is used for the payment.
- Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use PPS to settle the payment. We apologise for any inconvenience caused.
- Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the J/Secure, Mastercard SecureCode and Verified by Visa service.






- iv) If credit card is selected, enter the card number, expiry date, cardholder name and security code. Click the “Pay now” button if all entered information is correct.



# BUILDINGS DEPARTMENT

Secure payment 

Card number \*




Expiry month \* Expiry year \*

MM ▾

YY ▾

Cardholder name \*

Security code \*

 3 digits on back of your card

Order details

Please complete payment before 2019/01/17 15:10.

**TOTAL HKD: \$36.00**


The next screen you see may be payment card verification through your card issuer.


[Cancel](#)

**Pay now**

- v) If UnionPay is selected, click the “Pay now” button and you will be redirected to the UnionPay SecurePay website. Then complete the payment as directed.

## BUILDINGS DEPARTMENT

Secure payment 

UnionPay SecurePay 


You will be redirected to the UnionPay SecurePay website.

Order details

Please complete payment before 2019/05/07 09:01.

TOTAL HKD: \$38.00

[Cancel](#) [Pay now](#)

Powered By 



[Home](#) | [Return to Merchant](#) | [Help](#) | [简体中文](#) ▼

Order Amount : 38.00 HKD

Order Number : 011813943C...10001901 Merchant Name : Building Records Access VI...[Order details\[+\]](#)

 Please complete the payment before 2019/05/07 09:03:40 in order to avoid failure order

1. Enter card NO. ➡ 2. Verify card Info. ➡ 3. Complete

CreditCard/DebitCard/PrePaidCard

Next

UnionPay Card |

Problem with making payment?

1. Why is installing ActiveX control necessary? ActiveX control wouldn't download, what should I do?

2. When making payment, what should I do when a "There is a problem with this website's security certificate!" warning appears?

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- vi) If PPS is selected, enter the PPS account number and password, verify all information entered, tick the checkbox to accept the terms and conditions, and click the "Submit" button.



You **must read** the Terms and Conditions, Legal Disclaimer & Copyright Notice and Personal Information Collection Statement before clicking Submit for payment. For PPS Services General Terms and Conditions of Use, please browse [ppshk.com](http://ppshk.com)

**Merchant Name:**  
**Reference Number:**  
**Amount (HK\$):**  
**8-digit PPS Account Number or PPS Account Name \* :**  
**PPS Internet Password:**

Building Records Access and Viewing On-line (BRAVO)  
C201905072000218  
38.00

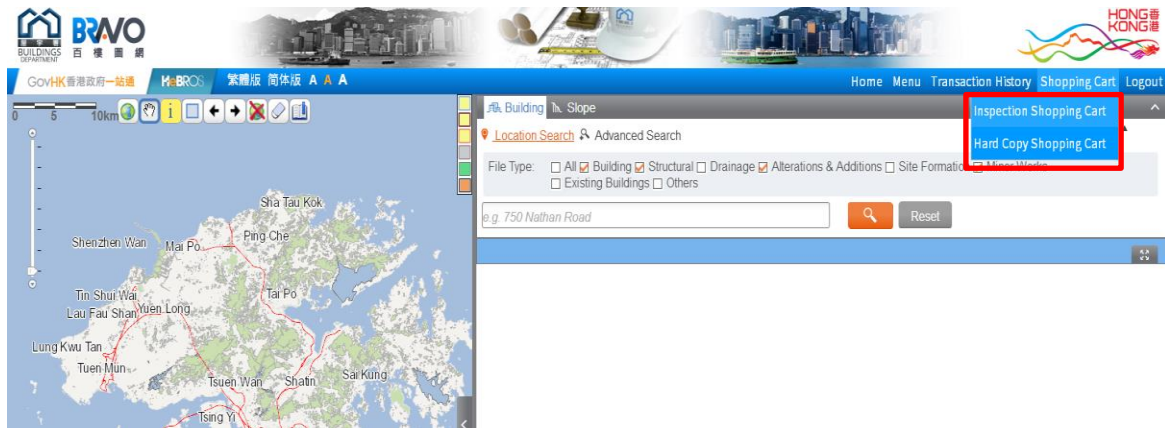
☐ I have read and hereby accept the PPS Services General Terms and Conditions of Use.

PPS customers will receive SMS alert on every successful payment made to the merchant categories of "Credit Services" & "Securities Broker".

- vii) If **error** is encountered during payment, you should check the order status in the **Transaction History** as described in Section 4.4.5.4 to avoid duplicate payment. Please do NOT make payment again unless the Order Status is “*Unsuccessful Payment*”.
- viii) A payment slip will be provided if payment is completed successfully.

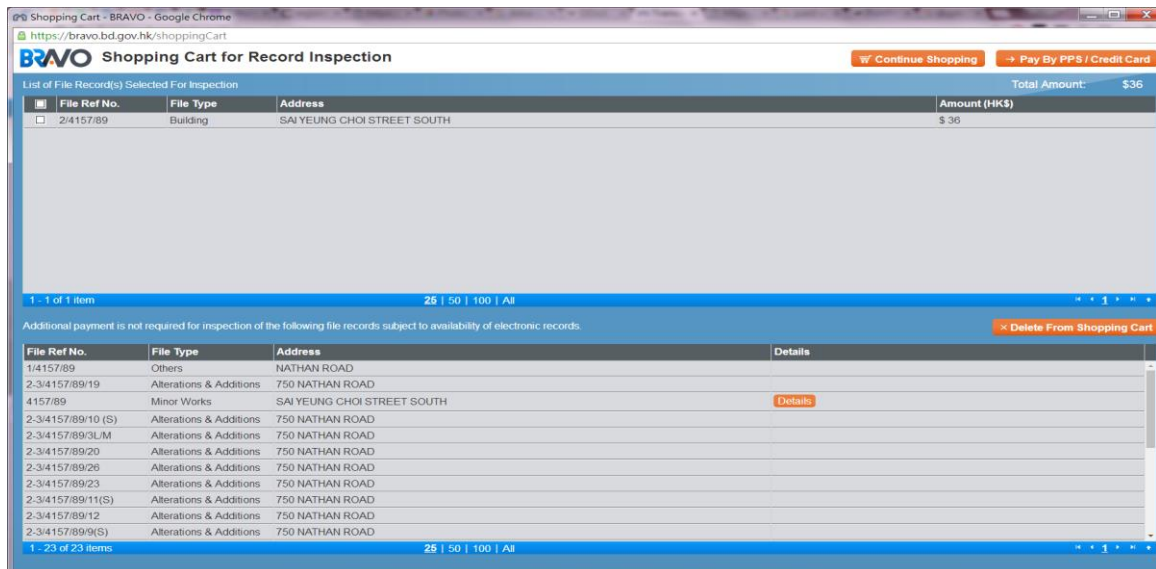
Payment Slip														
Order Id: 254985	Payment Type: JCB		<input type="button" value="Print"/> <input type="button" value="Shopping Cart"/> <input type="button" value="Preview Ordered Inspection"/>	Payment Date: 2019-05-07										
Application to Building Authority for Inspection of Specified Documents or Specified Document Records Under section 36G(3) of the Buildings Ordinance														
Subscriber reference no. TESTUSER1@EMAIL.COM		Payment reference no. 254985												
<b>I. List of building records to be inspected</b> (a) List of BD Files - (per file basis Building 2/- file, Structural 3/- file, Drainage 4/- file or Site Formation 6/- file) <div> <div>BD File Reference Number</div> <div>3/4157/89</div> </div>														
(b) List of BD Files which will not be charged separately (For Associated files to Building 2/- file, Structural 3/- file, or Drainage 4/- file as listed in item I(a) only; e.g. Alterations and Additions 2-3/- file) (see note (e))														
<b>II. Allotted time slot for inspection of the above files</b> <div>View Now</div>														
<b>III. Summary of inspection services requested</b> <table border="1"> <thead> <tr> <th>Format</th> <th>Prescribed fee (per file)</th> <th>Cost code</th> <th>Total nos. of files in Section I (a)</th> <th>Total amount of fee (HK\$)</th> </tr> </thead> <tbody> <tr> <td>Electronic Record</td> <td>\$36</td> <td>043</td> <td>1</td> <td>36.0</td> </tr> </tbody> </table>					Format	Prescribed fee (per file)	Cost code	Total nos. of files in Section I (a)	Total amount of fee (HK\$)	Electronic Record	\$36	043	1	36.0
Format	Prescribed fee (per file)	Cost code	Total nos. of files in Section I (a)	Total amount of fee (HK\$)										
Electronic Record	\$36	043	1	36.0										
NOTES: a. The electronic records may not be exhaustive in indicating all building works approved under Buildings Ordinance. b. There is no refund of fees due to (i) unavailability of the specified documents or specified document records in the BD files being requested for; or (ii) incomplete records, and any omission or error in the records inspected. c. After inspection of the specified documents / specified document records, you may apply for issue of their copies by selecting the required specified documents / specified document records and paying for the prescribed fees. d. For inspection of the records in other format such as microfilm or paper of the same file, a fresh application should be submitted to our Building Information Centre for further processing. Application form (BIC1) may be obtained from the Building Information Centre at 2/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yaumatei, Kowloon, Hong Kong, through fax by calling 2626 1207 (Handled by 1823) or downloaded from the BD Web Site ( <a href="http://www.bd.gov.hk">http://www.bd.gov.hk</a> ). e. Inspection of BD files as mentioned in Section I(b) will be charged if they are the only files requested by an applicant for inspection.														
Form BIC1(BRAVO/Building) (3/2016)														

#### 4.4.4 Shopping Cart

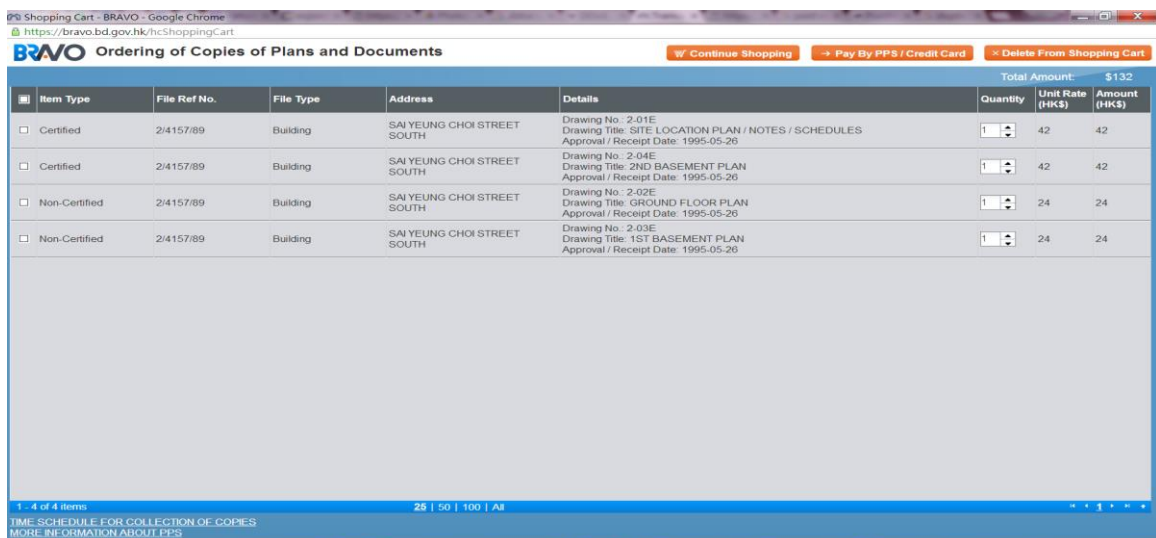


In BRAVO, there are 2 shopping carts, namely “Inspection Shopping Cart” and “Hard Copy Shopping Cart”.

As illustrated below, “Inspection Shopping Cart” contains all items selected for inspection.



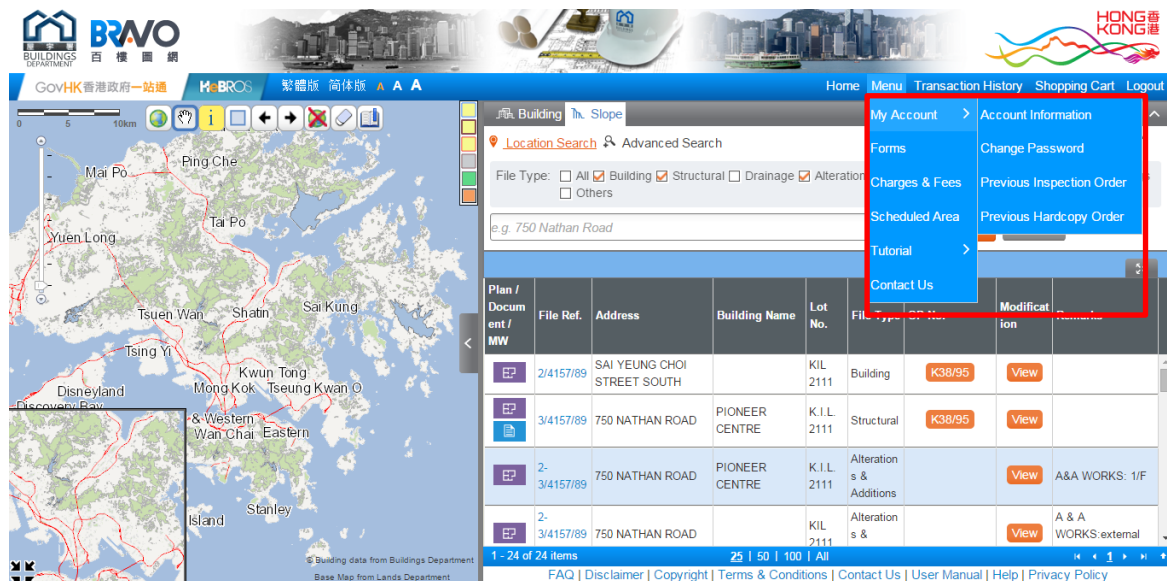
And “Hard Copy Shopping Cart” contains all items selected for requesting Certified or Non-Certified copies from BIC.





#### 4.4.5 Other System Utilities

BRAVO provides some functions for the registered user to administer his / her account. These functions reside in the [Menu] of the menu bar at the upper right hand corner of the main page.



##### 4.4.5.1 Account Information

Select “My Account >” then “Account Information” in the pull down menu. User is able to change his/her registered information as shown below.

**Maintain Personal Information For Registered User Account**

To update your personal information, please complete the following fields. All fields with (\*) are mandatory.

Title

English Name testuser1

Chinese Name

E-Mail Address TESTUSER1@EMAIL.COM

\* Mail Address

Telephone No.

Fax No.

#### 4.4.5.2 Change Password

Select “My Account >” then “Change Password”, User is able to change his/her password in the screen as shown below.

### Change Password For Registered User Account (include first time login)

To change your account password, please complete the following fields. All fields with (\*) are mandatory.

\* Old Password

\* New Password

The password must be at least 10 characters including digits [0-9], lowercase characters [a-z] and uppercase characters [A-Z]

\* Confirm Password

Submit

Reset

#### 4.4.5.3 Order History

Select “My Account >” then “Previous Inspection Order” or “Previous Hardcopy Order” in the pull down menu. Paid and un-expired inspection of building records or Hardcopies ordered in the last 30 days will be listed respectively.

**Previous Inspection Order**

[Back to Home Page](#)
[Previous Hardcopy Order](#)

Plan / Document / MW	File Ref.	File Type	Address	Valid From	Valid To	Amount (HK\$)
	2/4157/89	Building	SAI YEUNG CHOI STREET SOUTH	09/03/2016 11:11:42	10/03/2016 11:11:42	...
	2-3/4157/89	Alterations & Additions	750 NATHAN ROAD	09/03/2016 11:11:42	10/03/2016 11:11:42	...
	2-3/4157/89(2)	Alterations & Additions	750 NATHAN ROAD	09/03/2016 11:11:42	10/03/2016 11:11:42	...
	2-3/4157/89(4)	Alterations & Additions	750 NATHAN ROAD	09/03/2016 11:11:42	10/03/2016 11:11:42	...
	2-3/4157/89(5)	Alterations & Additions	750 NATHAN ROAD	09/03/2016 11:11:42	10/03/2016 11:11:42	...
	2-3/4157/89(8)	Alterations & Additions	750 NATHAN ROAD	09/03/2016 11:11:42	10/03/2016 11:11:42	...
	2-3/4157/89/10	Alterations & Additions	750 NATHAN ROAD	09/03/2016 11:11:42	10/03/2016 11:11:42	...
	2-3/4157/89/10 (S)	Alterations & Additions	750 NATHAN ROAD	09/03/2016 11:11:42	10/03/2016 11:11:42	...
	2-3/4157/89/11	Alterations & Additions	750 NATHAN ROAD	09/03/2016 11:11:42	10/03/2016 11:11:42	...
	2-3/4157/89/11(S)	Alterations & Additions	750 NATHAN ROAD	09/03/2016 11:11:42	10/03/2016 11:11:42	...
	2-3/4157/89/12	Alterations & Additions	750 NATHAN ROAD	09/03/2016 11:11:42	10/03/2016 11:11:42	...
	2-3/4157/89/13	Alterations & Additions	750 NATHAN ROAD	09/03/2016 11:11:42	10/03/2016 11:11:42	...
	2-3/4157/89/18	Alterations & Additions	750 NATHAN ROAD	09/03/2016 11:11:42	10/03/2016 11:11:42	...
	2-3/4157/89/19	Alterations & Additions	750 NATHAN ROAD	09/03/2016 11:11:42	10/03/2016 11:11:42	...
	2-3/4157/89/20	Alterations & Additions	750 NATHAN ROAD	09/03/2016 11:11:42	10/03/2016 11:11:42	...

1 - 25 of 31 items
25 | 50 | 100 | All

## 4.4.5.4 Transaction History

- i) User may print the payment slip and check the order status by clicking the “Transaction History” in the menu bar.
- ii) The records would be kept for 30 days after payment.
- iii) Order Status:

*Successful Payment*

The payment is successful.

*Pending Payment*

**Do NOT make payment again to avoid duplicate payment and check the order status again after a while.**

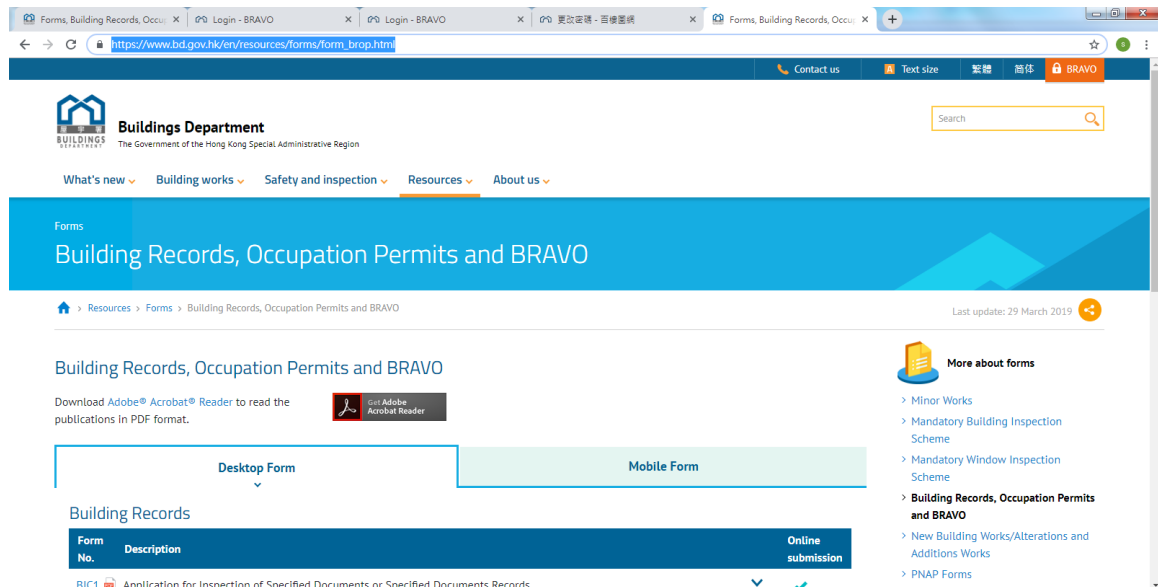
*Unsuccessful Payment*

The payment has been failed. You may go to the corresponding shopping cart and make payment again.

Order Id	Order Date	Order Status	Order Amount	Order Type	Reprint	Delivery Status
252365	24/02/2017 14:38:5	Pending Payment	\$ 36	Inspection		
252358	21/02/2017 14:10:1	Successful Payment	\$ 36	Inspection	<a href="#">Print Payment Slip</a>	
252357	20/02/2017 10:42:5	Successful Payment	\$ 48	Hardcopy	<a href="#">Print Payment Slip</a>	<a href="#">Check Delivery Status</a>
252356	20/02/2017 10:37:0	Successful Payment	\$ 36	Inspection	<a href="#">Print Payment Slip</a>	
252355	16/02/2017 18:03:4	Successful Payment	\$ 36	Hardcopy	<a href="#">Print Payment Slip</a>	Order Being Processed
252348	15/02/2017 16:19:2	Successful Payment	\$ 36	Inspection	<a href="#">Print Payment Slip</a>	
252344	15/02/2017 15:47:2	Pending Payment	\$ 36	Inspection		
252340	15/02/2017 15:33:2	Pending Payment	\$ 36	Inspection		
252339	15/02/2017 15:25:4	Pending Payment	\$ 36	Inspection		
252338	13/02/2017 11:05:1	Unsuccessful Payment	\$ 36	Hardcopy		
252337	13/02/2017 11:03:5	Successful Payment	\$ 36	Inspection	<a href="#">Print Payment Slip</a>	
252336	13/02/2017 11:03:0	Unsuccessful Payment	\$ 48	Hardcopy		
252335	13/02/2017 11:02:3	Successful Payment	\$ 36	Inspection	<a href="#">Print Payment Slip</a>	
252333	13/02/2017 11:01:4	Unsuccessful Payment	\$ 36	Inspection		
252307	08/02/2017 10:20:1	Successful Payment	\$ 36	Inspection	<a href="#">Print Payment Slip</a>	

#### 4.4.5.5 Download Application Form(s) - Forms

Click “Forms” under “Menu”. A new window will be opened to redirect user to the “Forms Building Records, Occupation Permits and BRAVO” in the official website of Buildings Department. User can download 5 types of form related to the service of BRAVO.



For description of 5 types of form related to the service of BRAVO, please refer to the Buildings Department's website:

[https://www.bd.gov.hk/en/resources/forms/form\\_brop.html](https://www.bd.gov.hk/en/resources/forms/form_brop.html)

#### 4.4.5.6 Charges and Fees

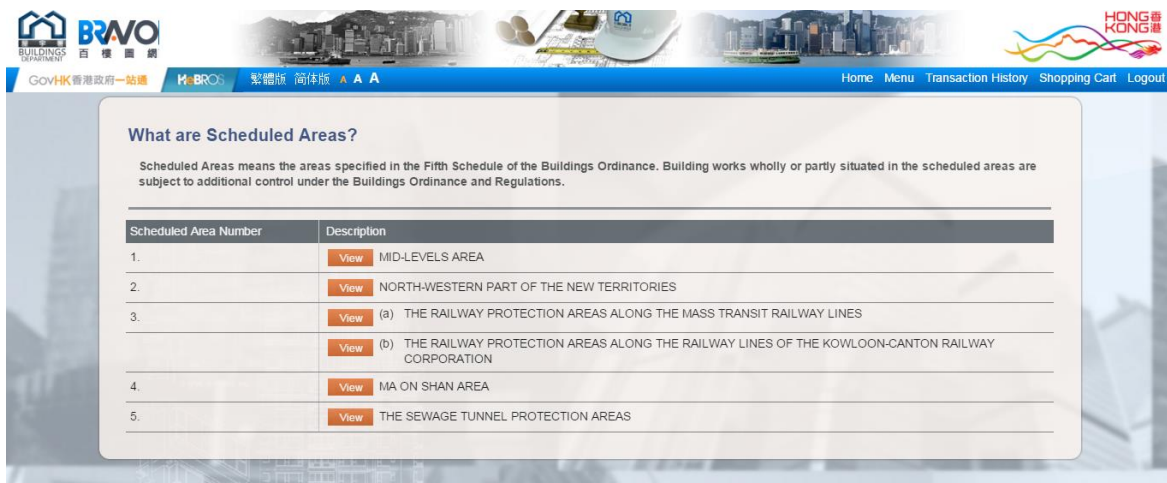
Click “Charges & Fees” under “Menu”. Pricing table for services provided by the system will be displayed.

Charges	
Fees for viewing and copying building and Minor Works records from BRAVO	
List of services provided	
1. Inspection of the Plans, Documents and Photos	
Description of Services	Prescribed Fee (HK\$)
Inspection of the plans, documents and photos	\$36 per file type
2. Copies of Approved Plans, Documents and Photos	
Description of Services	Prescribed Fee (HK\$)
Certified copy of approved plans	\$42 per sheet
Non-certified copy of approved plans	\$24 per sheet
Certified copy of document (other than a plan)	\$8 per sheet
Non-certified copy of document (other than a plan)	\$1.4 per sheet
Certified copy of photo	\$8 per sheet
Non-certified copy of photo	\$1.4 per sheet
3. Copies of Occupation Permit	
Description of Services	Prescribed Fee (HK\$)
Certified copy	\$45 per sheet
Non-certified copy	\$38 per sheet



## 4.4.5.7 Scheduled Area

- i) Click “Scheduled Area” under “Menu” and the “Scheduled Areas” window will be displayed.



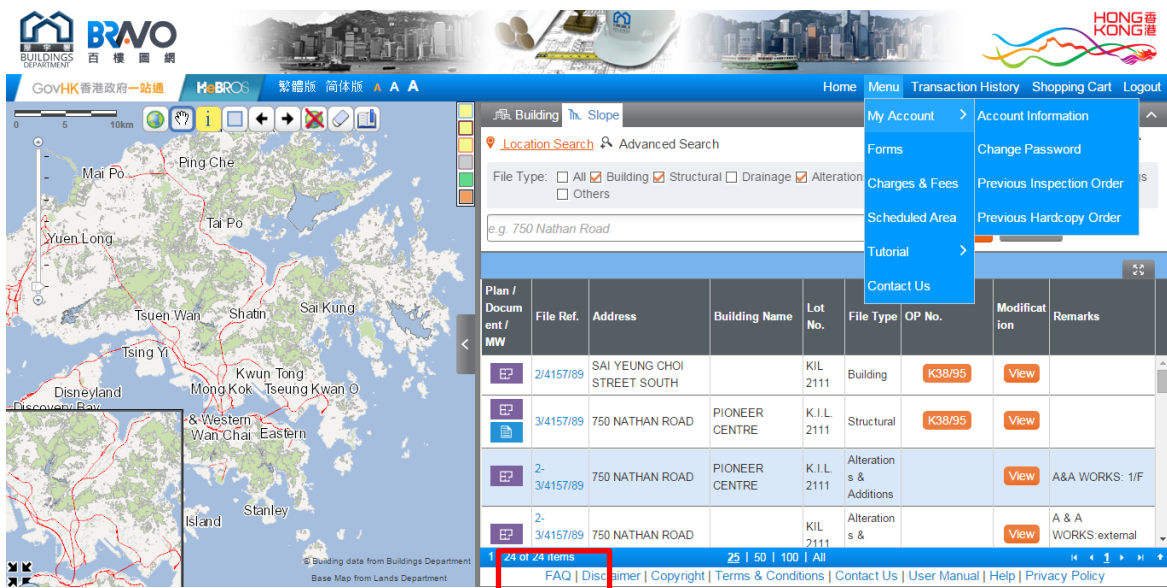
- ii) Click the “View” button to view the image of the corresponding scheduled area.

## 4.4.5.8 Tutorial

Select “Tutorial” then “Online Demo” in the menu bar to view the video demonstration of the BRAVO. Or you may select “Help” to read usage hints.

## 4.4.5.9 FAQ

It is located at the bottom of the main page.



## **4.5 SYSTEM LOGOUT**

To logout the system, select “Logout” in the menu bar. A survey will be displayed for user to provide feedbacks.

**BRAVO Users' Satisfaction Survey**  
Thank you for visiting BRAVO. We value your comments and suggestions to help us understand your needs and improve our service. Please spare a few minutes to fill out this questionnaire. All information will be kept in strict confidence for statistical purpose only.

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Q1. What is/are your purpose(s) of visiting BRAVO? (You can select more than 1 option)

- ☐ Inspection of plans
- ☐ Placing order for issue of copy of plans
- ☐ Placing order for issue of copy of documents
- ☐ Placing order for issue of copy of occupation permit
- ☐ Others (Please specify: )

Q2. Have you placed order for inspection?  
☐ Yes, please go to question 4 ☐ No, please go to question 3

Q3. Why do you not place order for inspection? (You can select more than 1 option)

- ☐ Difficult to use
- ☐ Records not useful
- ☐ Records not available
- ☐ Inspection fee too high
- ☐ Others (Please specify: )