

Procedure for Payment of Fees on Submission of Plans
Regulation 42 of the Building (Administration) Regulations

For the purposes of regulations 29 and 33 of the Building (Administration) Regulations (B(A)R), the fees as set out in regulation 42 of the B(A)R are payable on the submission of plans under the Buildings Ordinance (BO). All resubmissions of plans are free of charge.

2. For **new buildings**, which include both permanent and temporary buildings, fees payable for first submissions (including major revisions) of building plans cover also the submission of all associated plans, such as site formation, structural and drainage plans. Such fees are charged on the basis of the gross floor area (GFA) of the new building.

3. For **new buildings without accountable GFA** and for **alteration and addition and other works which will not result in a new building**, fees for first submissions (including major revisions) are charged according to the total number of submitted plans of A1 or smaller size, irrespective of whether they are for site formation, building, structural, drainage or other works. Buildings without accountable GFA include transformer stations, petrol filling stations, oil storage installations, jetties and similar structures, and for the purpose of this type of buildings, minor ancillary accommodation (which is otherwise accountable for GFA) may be ignored.

4. Fees are chargeable upon application for approval. When plans are submitted, a crossed cheque for the appropriate amount payable to "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR" should be enclosed. Payment by cash or post-dated cheques will not be accepted. The authorized person (AP) is responsible for calculating the fee chargeable in accordance with the payment form BD 24 (Appendix A), which should accompany every first submission (including major revision). Fees paid are not refundable even though the submission is subsequently withdrawn. The payment form can be downloaded from the Buildings Department (BD) website.

5. If discrepancies are subsequently found in the calculation of fees, a supplementary fee will be levied or a refund of any over-payment will be made, as the case may be. The payment of supplementary fees should similarly be made by crossed cheques, each being accompanied by a payment form.

6. Where any fee payable is not enclosed with a submission of plans, or where a submitted cheque is subsequently dishonoured, the plans may be disapproved under section 16(1)(f) of the BO. For any necessary supplementary fees, payment should be made within 14 days of notification, failing which, the plans may be similarly disapproved under section 16(1)(f) of the BO.

7. For certain development proposals such as non-profit making schools, hospitals, and similar community buildings, exemption from payment of fees would generally be favourably considered. A Form BA16 should be submitted to apply for exemption, stating the special circumstances surrounding the proposal together with documentary support as necessary. In such cases, it is not necessary for a cheque to be submitted when making a submission of plans.

8. When a submission is delivered at the BD receiving counter, a receipt for the payment will be issued immediately to the person delivering it. For submissions by post or delivery service, the receipt will be sent to the AP. The receipt should be kept in safe custody by the payer as evidence of payment as this will be needed in case of refund.

Major Revision

9. A **major revision**, for the purposes of payment of fees under item 7A of regulation 42 of the B(A)R, is a submission that has been so extensively revised that it must be fundamentally reassessed and a repeat of the centralized processing system necessitated (PNAP ADM-2 refers). Examples of submissions that would constitute a major revision are listed below (not exhaustive) :

- (a) changes in disposition and/or number of blocks within a development;
- (b) change in the number of storeys, in particular, within the podium and number of basements;
- (c) major changes in configuration of floor plans which would result in a fundamental reassessment of plot ratio, site coverage, lighting and ventilation and means of escape;
- (d) change in the principal use of a building that would substantially affect the construction or lead to a reassessment of planning factors and/or means of escape, e.g. office to residential or hotel to office;
- (e) substantial change in site area and configuration which would result in a fundamental reassessment of site coverage and plot ratio;
- (f) changes that would seriously affect access to buildings;
- (g) requests for substantial modifications, exemptions or bonuses that require a fundamental review of the original proposal;
- (h) ground conditions assumed in the design found to be incorrect during initial excavation necessitating reassessment of the site formation works (for site formation works not resulting in a new building); and

- (i) major changes which would require it to be examined under new or amended legislation or a new draft or approved Outline Zoning Plan.

10. In cases of doubt, please consult the relevant Chief Building Surveyor of the New Buildings Division 1 who would provide an answer within seven days. It should also be noted that a new Form BA5 is legally required to be included with every submission of a major revision.

"Localized" Major Revision

11. Where the major revision is "localized", the fee charges may be based on the "localized" GFA, i.e. per podium, or per affected floors of the podium, on the premise that part of a building is also a building. There would inevitably be other variations giving rise to complications in the implementation of the charging system and this could be considered on a case by case basis under section 42 of the BO.

Submission of Plans pursuant to Statutory Orders/Notices

12. The requirement for payment of fees is not applicable to "proposals for works" in response to a statutory order/notices under the BO or an advisory letter on building safety, fire safety and slope safety issues which requires the submission of plans.

Payment for Plan Submissions via Electronic Submission Hub (ESH)

13. As regards electronic submissions via ESH, the AP may opt for electronic payment by Faster Payment System (FPS) or payment by cheque. Upon completion of the plan submission via ESH, an "Acknowledgement Receipt" bearing a submission identification number (Submission ID) will be issued with a link to the webpage of electronic payment. Alternatively, payment by cheque with a copy of the "Acknowledgment Receipt" should be submitted to BD's Receipt and Dispatch Counter¹ within 14 days upon completion of the electronic submission.

(YU Po-mei, Clarice)
Building Authority

Ref. : BD GP/BOP/31
BD GP/BREG/A/8

This PNAP is previously known as PNAP 143

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¹ Please refer to PNAP ADM-5 for the address and operating hours of BD's Receipt and Dispatch Counter.

Payment of Fees on Submission of Plans Building (Administration) Regulation 42

(To be completed by the authorized person and must accompany all payments)

PART 1 - PARTICULARS OF SUBMISSION

BD File No.(if known) : _____

Site Address : _____

Name & Address of Applicant : _____

Name of Authorized Person : _____

PART 2 - CALCULATION FOR CHARGES (tick in appropriate box)

☐ **A. First submissions or major revision plans of new buildings with accountable GFA**
(charged on building plans submission only)

[A] GFA	[B] [A] ÷ 100m ² (rounded UP if not a whole number)	[C] Rate of Charge (\$)			Tick Box	[B] x [C]	Tick Box	Minimum Charge (\$)	Tick Box
		Industrial buildings	GFA ≤ 20,000m ²	2,740				10,400	
			GFA > 20,000m ²	2,200				547,100	
		Non-industrial buildings	GFA ≤ 10,000m ²	4,340				10,350	
			GFA > 10,000m ²	3,480				434,400	

☐ **B. First submissions or major revision plans for new buildings without GFA or A&A/building works not resulting in a new building** (charged on all categories of plans)

Number of plans not larger than A1 size *	Rate of Charge (\$)	Charge (\$)
x	14,200	

PART 3 - STATEMENT OF AUTHORIZED PERSON

To the Building Authority :

The cheque no. _____
for HK\$ _____ as per the above
calculations, being the charge/supplementary charge ** for
this submission made on _____, is attached.

Charge as per A/B **	\$
less Payment made	\$
Supplementary Charge	\$

Date

Signature of Authorized Person

* Plans larger than A1 size in either dimension are regarded as multiples of A1 size.

** Delete whichever is inapplicable.

PART 4 - CONFIRMATION OF RECEIPT OF PAYMENT (for office use only)

Receipt no. _____ has been issued for the payment of the amount stated in PART 3 above.

Date

Name & Signature of Collecting Officer