

<b>Buildings Department</b>	<b>Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers</b>	<b>APP-60</b>
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### **Buildings Ordinance (Cap. 123) Specified Forms**

In exercise of the powers under section 22(4) of the Buildings Ordinance (BO), I have specified the forms listed at Appendix A.

2. Where a section of the BO or a regulation made under the BO requires an application, a notice or a certificate to be submitted in a specified form, the forms listed in Appendix A for the relevant purpose should be used and should not be altered or amended in any way. Failure to use the specified form may invalidate the application, notice or certificate.
3. An Electronic Forms Submission System (EFSS) and an e-Counter have been set up to facilitate online submission of some specified forms with built-in submission function via the Buildings Department (BD) website at [www.bd.gov.hk](http://www.bd.gov.hk) and via emails at [receipt@bd.gov.hk](mailto:receipt@bd.gov.hk) respectively.
4. With the launch of Stage 1, Stage 2 and Stage 3 of the Electronic Submission Hub (ESH) on 30 June 2022, 31 March 2023 and 30 June 2024 respectively, commonly used specified forms for new building and alteration and addition works are available for online submission via ESH. Please refer to Appendix A for the specified forms that are available for submission online via different information systems.
5. Reference should be made to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers ADM-17 regarding the requirements for submission of plans and related documents in electronic format.
6. The specified forms will be kept under regular review and revised as necessary. The latest versions can be downloaded from BD website. BD encourages paperless submission by electronic means. Even when a form is submitted in hard copy, users are encouraged to fill in the form on computer so that the required information can be automatically stored in the two-dimensional barcode (i.e. QR code) on the form for subsequent processing by BD. If required, copies of the forms can be obtained during office hours from the General Enquiry and Receipt Counter on G/F of Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.

7. For the list of specified forms in relation to the Mandatory Building and Window Inspection Schemes, reference should be made to the Practice Note for Mandatory Building and Window Inspection Schemes PNBI-3.

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Building Authority

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**Buildings Ordinance (Cap. 123)**  
**Specified Forms**

<b>Form No.</b>	<b>Description</b>	<b>Relevant section of BO or its regulations</b>	<b>Available for online submission via EFSS and e-Counter</b>	<b>Available for online submission via ESH</b>
BA1	Application for Inclusion in the Authorized Persons' Register/ Structural Engineers' Register/ Geotechnical Engineers' Register/ Inspectors' Register	BO s3(6)	✓	✗
BA1A	Application for Retention of Name in the Authorized Persons' Register/ Structural Engineers' Register/ Geotechnical Engineers' Register/ Inspectors' Register	BO s3(9B)	✓	✗
BA1B	Application for Restoration of Name in the Authorized Persons' Register/ Structural Engineers' Register/ Geotechnical Engineers' Register/ Inspectors' Register	BO s3(12)	✓	✗
BA2	Application for Registration as a General Building Contractor/ Specialist Contractor	BO s8B	✓	✗
BA2A	Application for Renewal of Registration as a Registered General Building Contractor/Registered Specialist Contractor	BO s8C(2)	✓	✗
BA2B	Application for Restoration of Name to the Register of General Building Contractors/Specialist Contractors	BO s8D(2)	✓	✗
BA2C	Application for Approval of Technical Director/Other Officer/Person Appointed to Act for the purposes of the Buildings Ordinance for a Registered General Building Contractor/Registered Specialist Contractor	BO s8B	✓	✗
BA4	Notice of Appointment of Authorized Person and/or Registered Structural Engineer and/or Registered Geotechnical Engineer	BO s4 & B(A)R 23	✓	✓

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BA5	Application for Approval of Plans of Building Works and/or Street Works and Certificate of Preparation of Plans	BO s14(1)(a) & B(A)R18A, & 29	✗	✓
BA6	Stability Certificate of Authorized Person and/or Registered Structural Engineer	B(A)R 18	✗	✓
BA7	Notice of Urgent Works Required as a Result of Accident or Emergency	BO s19 & B(A)R 28	✓	✓
BA8	Application for Consent to the Commencement and Carrying out of Building Works or Street Works	BO s14(1)(b) & B(A)R 31	✓ (only within office hours)	✓
BA8A	Application for Concurrent Consent to the Commencement of Building Works	BO s14(1)(b) & B(A)R 31	✗	✓
BA9	Application for Renewal of Consent to the Carrying out of Building Works or Street Works	BO s20	✗	✓
BA10	Notice of Appointment of Registered Contractor, Notice of Commencement of Building Works or Street Works and Undertaking by Registered Contractor	BO s9 & B(A)R 20	✓	✓
BA11	Notice from a Registered Contractor On Ceasing to be Appointed in respect of Building Works or Street Works and Certificate In Respect of that Part of the Building Works or Street Works Carried out by the Registered Contractor	B(A)R 24	✓	✓
BA12	Certificate on Completion of Building Works Resulting in a New Temporary Building, a New Building or Part of a New Building and Application for Temporary Occupation Permit in respect of Such Building or Part	BO s21 & B(A)R 25	✗	✓
BA13	Certificate on Completion of Building Works Resulting in a New Building and Application for Permit to Occupy Such Building	BO s21 & B(A)R 25	✗	✓

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BA14	Certificate on Completion of Building Works Not Resulting in a New Building or of Street Works	B(A)R 25 & 26	✓	✓
BA14A	Certificate on Completion of Demolition Works	B(A)R 25	✓	✓
BA14B	Certificate on Completion of Demolition Works (Streamlined Procedure)	B(A)R 25	✗	✓
BA14C	Certificate on Completion of Building Works not Resulting in a New Building (Streamlined Procedures)	B(A)R 25	✗	✓
BA15	Notice of Intended Material Change in the Use of a Building	BO s25 & B(A)R 47	✓ (only within office hours)	✓
BA16	Application for Modification of and/or Exemption from the Provisions of the Buildings Ordinance and/or Regulations Made Thereunder	BO s42	✓	✓
BA17	Application for Permit to Erect a Temporary Building	B(P)R 51	✗	✓
BA18	Application for Permit to Erect a Contractor's Shed	B(P)R 53	✓	✓
BA19	Application for Permit to Erect Hoardings, Covered Walkways or Gentries	B(P)R 64	✗	✓
BA20	Notice of Technically Competent Person or Persons Appointed to Supervise Demolition Works	B(DW)R 8	✓	✓
BA21	Notice of Nomination by Authorized Person or Registered Structural Engineer or Registered Geotechnical Engineer to temporarily act in his stead	BO s4(2) & B(A)R 23(2)	✓	✓
BA22	Application for Authorization to Carry Out and/or Maintain Groundwater Drainage Works	BO s28B(1)	✓	✓

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BA23	Application for Grant/Renewal of Licence for an Oil Storage Installation	B(OSI)R 6(1) & 7(3)	✓	✗
BA24	Notification of Change of Business Address/Contact Information	B(A)R 45	✓	✗
BA25	Application for Registration as a Registered Minor Works Contractor (Company)	B(MW)R s10(1)(b)	✓	✗
BA25A	Application for Renewal of Registration of Registered Minor Works Contractor (Company)	B(MW)R s14(1)	✓	✗
BA25B	Application for Restoration of Name to the Register of Minor Works Contractors (Company)	B(MW)R s18(1)	✓	✗
BA25C	Application for Registration of Additional Class and/or Type of Minor Works for Registered Minor Works Contractor (Company)	B(MW)R s21(2)	✓	✗
BA25D	Application for Approval of Nomination of Additional Authorized Signatory/Technical Director of Registered Minor Works Contractor (Company)	B(MW)R s24(1)	✓	✗
BA25E	Application for Review of Decision of the Building Authority or Recommendation of the Minor Works Contractors Registration Committee in respect of Registration of Minor Works Contractor (Company)	B(MW)R s26	✓	✗
BA26	Application for Registration as a Registered Minor Works Contractor (Individual)	B(MW)R s10(1)(a)	✓	✗
BA26A	Application for Renewal of Registration of Registered Minor Works Contractor (Individual)	B(MW)R s14(1)	✓	✗
BA26B	Application for Restoration of Name to the Register of Minor Works Contractors (Individual)	B(MW)R s18(1)	✓	✗

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BA26C	Application for Registration of Additional Items of Class III Minor Works for a Registered Minor Works Contractor (Individual)	B(MW)R s21(1)	✓	✗
BA26D	Application for Review of Decision of the Building Authority or Recommendation of the Minor Works Contractors Registration Committee in respect of Registration of Minor Works Contractor (Individual)	B(MW)R s26	✓	✗
MW01	Notice of Commencement of Class I Minor Works	B(MW)R s30, s33 & s37	✓	✗
MW02	Certificate of Completion of Class I Minor Works	B(MW)R s31, s32, s34, s35, s36 & s37	✓	✗
MW03	Notice of Commencement of Class II Minor Works	B(MW)R s33 & s37	✓	✗
MW04	Certificate of Completion of Class II Minor Works	B(MW)R s34, s35, s36 & s37	✓	✗
MW05	Notice and Certificate of Completion of Class III Minor Works	B(MW)R s36 & s37	✓	✗
MW06-1	Notice of Inspection & Certification of Prescribed Building or Building Works and Certificate of Completion of the associated Alteration or Strengthening Works involving Class I Minor Works  (Minor Amenity Feature Validation Scheme)	BO s39C & B(MW)R s31, s37 & s62A	✓	✗
MW06-2	Notice of Inspection & Certification of Prescribed Building or Building Works and Certificate of Completion of the associated Alteration or Strengthening Works involving Class II Minor Works  (Minor Amenity Feature Validation Scheme)	BO s39C & B(MW)R s34, s37 & s62A	✓	✗

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MW06-3	Notice of Inspection & Certification of Prescribed Building or Building Works and Certificate of Completion of the associated Alteration or Strengthening Works involving Class III Minor Works  (Household Minor Works Validation Scheme or Minor Amenity Feature Validation Scheme)	BO s39C, B(MW)R s36 & s37 & B(MW)R s62 or s62A	✓	✗
MW07	Notice of Change in Appointment of Minor Works (Registered Structural Engineer, Registered Geotechnical Engineer or Prescribed Registered Contractor)	B(MW)R s48(2) & s48(4)	✓	✗
MW08	Notice of Change in Appointment of Minor Works (Authorized Person or Registered Inspector)	B(MW)R s48(3)	✓	✗
MW09	Notification of Nomination of Temporary Acting of the Prescribed Building Professional (Minor Works)	BO s4A(5) & B(MW)R s49	✓	✗
MW10	Notice of Cessation of Prescribed Registered Contractor (Minor Works)	BO s4A(5) & B(MW)R s51 & s52	✓	✗
MW11	Notice of Commencement of Additional Class I Minor Works	B(MW)R s30, s33 & s37	✓	✗
MW12	Notice of Commencement of Additional Class II Minor Works	B(MW)R s33 & s37	✓	✗
MW31	Notice of Cessation of Appointment or Nomination of Prescribed Building Professional (Minor Works)	B(MW)R s50	✓	✗
MW32	Request for Submission Number for Class III Minor Works Relating to the Erection or Alteration of Signboard	B(MW)R s36	✓	✗
SC01	Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class I Minor Works	BO s39C(1A) & B(MW)R s30, s37 & s62A	✓	✗



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SC01C	Certificate of Completion of Alteration/Strengthening Works Carried Out for Inspection and Certification of Unauthorised Signboard - Class I Minor Works	BO s39C(1A) & B(MW)R s31, s37 & s62A	✓	✗
SC02	Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class II Minor Works	BO s39C(1A) & B(MW)R s33, s37 & s62A	✓	✗
SC02C	Certificate of Completion of Alteration/Strengthening Works Carried Out for Inspection and Certification of Unauthorised Signboard - Class II Minor Works	BO s39C(1A) & B(MW)R s34, s37 & s62A	✓	✗
SC03	Notice of Inspection & Certification of Unauthorised Signboard and Completion of Alteration/Strengthening Works - Class III Minor Works	BO s39C(1A) & B(MW)R s36, s37 & s62A	✓	✗

Note : Please refer to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers ADM-17 for details regarding online submission via EFSS, e-Counter and ESH.