

Centralised Processing of Building Plans

Purpose

The purpose of the centralised processing system for building plans is to ensure that all interested government departments are consulted and that their comments on private development proposals are collated by the Building Authority (BA) within time limits allowed for processing building plans. It also serves the purpose of making the Buildings Department (BD) a focal point where issues arising from private building development precipitate. This practice note announces additional measures and guidelines to streamline and expedite the processing of building plans.

Referral of plans

2. The efficient operation of the system depends to a great extent upon the co-operation of authorized persons (AP), registered structural engineers (RSE) and registered geotechnical engineers (RGE) and that of the government departments to be consulted. AP/RSE/RGE are encouraged to submit plans through the Electronic Submission Hub (ESH) which allows instant transmission of electronically submitted plans to BD and the relevant government departments/organisations at the same time of submission of plans. When submitting plans to BD in paper format, failure to submit the requisite number of sets of plans will delay the referral process and may affect the timely receipt of comments by BD and their subsequent transmission to AP, RSE and RGE, as appropriate. AP are requested to check the number of sets of plans and the documents required for submission by completing Appendix A¹ prior to submission of general building plans². Similarly, RSE and RGE are requested to make reference to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) ADM-8 to check the number of sets of plans required for structural plan submissions.

3. Procedures for dealing with fire service installation proposals and lease matters are contained in Appendices B and C respectively.

Resolution of issues arising from referral of plans

4. Available comments of other government departments are incorporated in the approval or disapproval letters. Adverse comments falling within the purview of the

/Buildings ...

¹ A copy of which may be downloaded from BD website www.bd.gov.hk.

² For development proposals falling within the Tung Chung Cable Car Route Protection Area, building plans would be referred to Ngong Ping 360 Limited for review to ensure that the proposed works would be compatible with the safe operation of the Tung Chung Cable Car System. Details are given in Appendix I.

Buildings Ordinance (BO) and constituting a fundamental issue in the context of PNAP ADM-19 are included as disapproval items. All other comments are simply conveyed as such in separate paragraphs for the information of AP, RSE, RGE and their clients, but will not be raised as disapproval items. Comments received after the dispatch of approval or disapproval letters by BD are transmitted by a separate letter, or via a notification in ESH for electronic submissions.

5. When there are different views taken by AP/RSE/RGE from a government department commenting on a submission of building plans, the BA will arbitrate and take decisions on matters governed by the BO, according to the policies and procedures he adopts to enforce environmental, health and safety standards for buildings and building works. For all other comments relating to matters not governed by the BO, AP, RSE and RGE may approach the relevant government departments direct. In the event that there are divergent requirements from different government departments, BD will organise meetings with the parties concerned with a view to resolving the problem.

Pre-submission Enquiry & Conference

6. AP, RSE and RGE may discuss with BD staff on specific issues of uncertainty prior to formal submission of building plans. In order to take advantage of this arrangement, AP/RSE/RGE should identify the issues with a specific proposition.

7. For sites involving complicated issues, AP/RSE/RGE may, either at the request of or agreed by the relevant Chief Professional Officer, make a presentation of his case (with 3-D computer model if appropriate) after the submission of plans.

Greater certainty in planning building projects

8. To assist AP, RSE and RGE in achieving greater certainty in planning building projects, BD operates a set of procedures containing the following features:

- (a) On the 45th day of a submission of new building plans, AP/RSE/RGE may enquire and expect to know whether the submission is fundamentally acceptable. He may also request to discuss non-conformities identified prior to the issue of disapproval letter; and
- (b) Where a submission of plans is considered fundamentally unacceptable and disapproval items notified in writing within the statutory period of 60 days, new disapproval items will not, in normal circumstances, be added to the said proposal for subsequent resubmission of plans.

9. AP/RSE/RGE may make enquiries on paragraph 8(a) above direct to the Building Surveyor or Structural Engineer handling the submission in question. Staff disposition charts for staff with responsibilities for processing building plans are on display at relevant locations on BD's premises. Similar enquiries may also be raised via ESH for electronic submissions.

/Application ...

Application for modification

10. Each application for exemption or modification should be properly made on the specified Form BA16 and should be supported by reasons as to what special circumstances prevail and why exemption or modification would be justified.

11. To assist the BA in the processing of applications for modification, adequate information should be included in the Form BA16, a copy of which is at Appendix D¹.

12. AP/RSE/RGE may make reference to the guidance notes at Appendix E for the necessary information to be submitted in conjunction with modifications/exemptions frequently applied for.

13. In granting modification of or exemption from the provisions of the BO, conditions may be imposed by the BA pursuant to section 42 thereof as contained in the Form BD 106 issued to AP/RSE/RGE, as the case may be.

14. To ensure these imposed conditions are fulfilled and the parameters for granting modifications/exemptions can be made known to the public and any person who may have an interest in such building, building works or alteration and addition to an existing building, the following conditions are to be imposed in the Form BD 106:

- (a) to incorporate the relevant conditions of modifications/exemptions in the subsequent amendment plans for submission to the BA for approval before the submission of a certificate under regulation 25 of the Building (Administration) Regulations (B(A)R) on completion of building works resulting in a new building or not so resulting, as the case may be (sample tables for incorporation in plans are provided at Appendix A3 of PNAP ADV-33).
- (b) to submit a checklist of valid Forms BD 106 at the time of submission of a certificate under B(A)R 25 on completion of building works resulting in a new building or not so resulting, as the case may be (A sample checklist is provided at Appendix F¹).

Consent from adjoining owners and compliance with other enactments

15. The approval given by the BA should not be deemed to confer any title to land or to act as waiver of any term in any lease or licence pursuant to section 14(2) of the BO. Where a proposal involves building works at adjoining lots or buildings, AP should ensure that separate consent is secured from the relevant owners prior to the commencement of the works. AP should also consult other relevant authorities and ensure that the proposed building works comply with their requirements.

/Enhanced ...

Enhanced Transparency of Information on Gross Floor Area Concessions in Buildings


16. To enhance transparency of information on gross floor area (GFA) concessions in building developments, BD will publish such information on its website after issuance of occupation permit for the respective building development. To ensure that clear and correct information is published, AP's assistance is hereby requested to provide such information on the building plans submitted to the BA.

17. In making application for approval of building development involving GFA concessions, detailed breakdown of the areas of such GFA concessions should be clearly specified on the building plans submitted to the BA for approval as set out in Appendix G.

18. To facilitate publication and public search of information on GFA concessions granted and number of carparks provided for newly-completed buildings, a summary of such concessions and information (sample at Appendix H¹) should be submitted together with the application for occupation permit. The relevant information will be uploaded on the BD's website after issuance of occupation permit.

Notification on the Results for Approval and Consent Applications for Structural Works³ in Electronic Form

19. BD is adopting measures to promote a green environment and paperless submissions as well as greater use of ESH. As part of this initiative, BD will issue the result letters for approval and consent applications for structural works in electronic form in reply to paper submissions. Hard copy of the result letters will no longer be posted to the applicant with effect from 2 July 2024.⁴


(YU Po-mei, Clarice)
Building Authority

Ref : BD GP/BOP/6 (XII)
BD GP/BORD/26 (II)
BD GR/1-10/328/0

This PNAP is previously known as PNAP 30

First issue September 1976

Last revision March 2023

This revision June 2024 (AD/CS) (Paragraph 19 and Footnote 3 added, paragraphs 2, 4 & 9 and Appendices B & C amended)

³ Structural works include excavation and lateral support works, ground investigation in the scheduled areas, foundation works and all structural works but exclude alteration and addition works and consultation submissions on structural works for railway projects.

⁴ Implementation details are provided in BD's Circular Letter to AP, RSE, RGE, Registered General Building Contractors and Registered Specialist Contractors dated 13 May 2024.



新建樓宇 / 改動及加建工程送審文件一覽表

Check List on Documents
Included in New Building / A & A Plan Submissions

認可人士、註冊結構工程師及
註冊岩土工程師作業備考

PNAP

ADM-2

附錄 Appendix A

- 請以正楷填寫，並在適當方格內加上『√』號。填寫前，請細閱《注意事項》。
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

第一部份 一般資料

Part 1 General Information

電郵地址

E-mail Address



作認收電郵之用 (電子呈交適用)

For acknowledgement email (e-submission)

地盤地址 Address of Site

地段編號 Lot No.

地盤 / 工程說明

Description of Site / Works

是 否
Yes No

地盤 (或部分地盤) 是否位於特別發展管制區? 例如: 附表所列地區、東涌吊車 (《認可人士、註冊結構工程師及註冊岩土工程師作業備考》ADM-2附錄I)、港鐵或鐵路沿線 / 保護區範圍 / 污水隧道工程保護區、郊野公園等。
Is site (or part thereof) within Special Control Areas? e.g. Scheduled Area, Tung Chung Cable Car (Appendix I of PNAP ADM-2), MTRC or railway route/protection area/Sewage Tunnel Tunnel Works, Country Parks, etc.

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建議是否符合分區計劃大綱圖的核准用途?

Does proposal comply with the permitted use under the Outline Zoning Plan?

☐ ☐

建議是否符合《香港機場 (障碍物管制) 條例》?

Does proposal comply with HK Airport (Control of Obstruction) Ordinance?

☐ ☐

地盤緊連街道的闊度是否不少於4.5米?

Does the site abut onto a street of not less than 4.5m wide?

☐ ☐

建議工程 (或部分工程) 是否超出地段界線?

Are proposed works (or part thereof) located outside lot boundary?

☐ ☐

第二部份 送審文件

Part 2 Documents Submitted

是 否
Yes N/A

圖則 (一式兩份已簽署及着色圖則交建築事務監督, 兩份交消防處處長*, 一份交規劃專員, 如位於市區一份交地政專員 (如契約條件包含設計、規劃及高度條款則兩份; 如位於新界則兩份)
Plans (2 signed and coloured sets for BA, 2 sets for D of FS*, 1 set for DPO, 1 set for DLO in urban area (2 sets if lease conditions contain Design, Disposition and Height clause & 2 sets in N.T.))

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申請優先審核

Application for priority status

☐ ☐

申請快速處理

Application for fast track processing

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發展明細表 (《認可人士、註冊結構工程師及註冊岩土工程師作業備考》ADM-2)

Development Schedule (PNAP ADM-2)

☐ ☐

岩土評估報告 (2份) (《認可人士、註冊結構工程師及註冊岩土工程師作業備考》APP-25)

Geotechnical Assessment Report (2 sets) (PNAP APP-25)

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* 如受《消防安全 (商業處所) 條例》或《消防安全 (建築物) 條例》規管, 需要3份圖則。

* 3 sets if subject to Fire Safety (Commercial Premises) Ordinance or the Fire Safety (Buildings) Ordinance.



	是 Yes	否 N/A
表格BA 4 (認可人士/註冊結構工程師/註冊岩土工程師的委任) Form BA 4 (Appointment of AP/RSE/RGE)	<input type="checkbox"/>	<input type="checkbox"/>
表格BA 5 (申請批准圖則) Form BA 5 (Application for approval)	<input type="checkbox"/>	<input type="checkbox"/>
表格BA 6 (改建及加建工程的穩定性證明書) Form BA 6 (Stability Certificate for A&A Works)	<input type="checkbox"/>	<input type="checkbox"/>
表格BA 16 (豁免 / 變通申請) ; 請列明總數 Form BA 16 (Application for exemption/modification) please list total number	<input type="checkbox"/>	<input type="checkbox"/>
表格BA 16的理據及輔證文件 Justification/documents to support Form BA 16	<input type="checkbox"/>	<input type="checkbox"/>
表格BA 17 (臨時建築物) Form BA 17 (Temporary building)	<input type="checkbox"/>	<input type="checkbox"/>
繳費 (《認可人士、註冊結構工程師及註冊岩土工程師作業備考》APP-55) Payment of Fees (PNAP APP-55)	<input type="checkbox"/>	<input type="checkbox"/>

第三部份 額外圖則供轉介之用 (《認可人士、註冊結構工程師及註冊岩土工程師作業備考》ADM-2) Part 3 Additional Plans for Referral (PNAP ADM-2)

建議是否關於或影響以下項目? Does proposal involve or affect the following?	是 Yes	數目 Number	若“是”，請註明轉介額外圖則的數目 If yes, please indicate the number of additional set(s) of plans for referral to each of the organization
附表所列地區第1、2或4號 / 斜坡 / 擋土結構物 / 深層挖掘 / 廢棄隧道 / 現用地錨樁基 / 指定地區 / 海洋挖泥(《認可人士、註冊結構工程師及註冊岩土工程師作業備考》APP-25、APP-30、APP-61及APP-134) Scheduled Area No. 1, 2 or 4 / slope / retaining structure / deep excavation / disused tunnel / existing ground anchor / Designated Area / marine dredging (PNAP APP-25, APP-30, APP-61 & APP-134)	<input type="checkbox"/>	<input type="text"/>	土木工程拓展署·土力工程處 (圖則2份加2份岩土評估報告) Geotechnical Engineering Office, CEDD (2 sets of plans with 2 copies of geotechnical assessment report)
附表所列地區第5號地區(《認可人士、註冊結構工程師及註冊岩土工程師作業備考》APP-62) Scheduled Area No. 5 (PNAP APP-62)	<input type="checkbox"/>	<input type="text"/>	(a) 土木工程拓展署·土力工程處; 及 (b) 渠務署 (a) Geotechnical Engineering Office, CEDD; and (b) Drainage Services Department
附表所列地區第3號地區或地鐵保護及工程範圍(《認可人士、註冊結構工程師及註冊岩土工程師作業備考》APP-24) / 九廣鐵路保護範圍(《認可人士、註冊結構工程師及註冊岩土工程師作業備考》APP-131) Scheduled Area No. 3 or MTR Protection Area & Work Sites (PNAP APP-24)/KCRC Railway Protection Areas (PNAP APP-131)	<input type="checkbox"/>	<input type="text"/>	香港鐵路有限公司 MTR Corporation Limited (MTRCL)
暗渠·明渠 Culvert, nullah	<input type="checkbox"/>	<input type="text"/>	(a) 土木工程拓展署·土力工程處; (b) 渠務署; 及 (c) 路政署 (a) Geotechnical Engineering Office, CEDD; (b) Drainage Services Department; and (c) Highways Department
天然溪澗及河流 Natural stream or river	<input type="checkbox"/>	<input type="text"/>	(a) 渠務署 (b) 漁農自然護理署 (a) Drainage Services Department (b) Agriculture, Fisheries and Conservation Department



建議是否關於或影響以下項目? Does proposal involve or affect the following?	是 Yes	數目 Number	若“是”，請註明轉介額外圖則的數目 If yes, please indicate the number of additional set(s) of plans for referral to each of the organization
對現時或擬議污水渠工程有影響的工程 Works affecting existing or proposed sewage works	<input type="checkbox"/>	<input type="text"/>	(a) 土木工程拓展署·土力工程處；及 (b) 渠務署 (a) Geotechnical Engineering Office, CEDD; and (b) Drainage Services Department
九廣鐵路沿線保護區或建議中的鐵路路線 Kowloon Canton Railway route protection area or proposed rail routes	<input type="checkbox"/>	<input type="text"/>	路政署·鐵路拓展處 Railway Development Office, Highways Department
東區海底隧道 Eastern Harbour Crossing	<input type="checkbox"/>	<input type="text"/>	路政署·區域及維修組 District and Maintenance Section, Highways Department
中九龍幹線保護區 Central Kowloon Route Protection areas	<input type="checkbox"/>	<input type="text"/>	路政署·主要工程管理局 Major Works Project Management Office, Highways Department
輕便鐵路沿線或保護區 Light Rail Transit Railway route or reserves	<input type="checkbox"/>	<input type="text"/>	香港鐵路有限公司·輕便鐵路 Light Rail, MTRCL
東涌吊車沿線保護區 Tung Chung Cable Car Route Protection Area	<input type="checkbox"/>	<input type="text"/>	(a) 香港鐵路有限公司； (b) 機電工程署； (c) 土木工程拓展署拓展處處長；及 (d) 昂平360有限公司 (a) Mass Transit Railway Corporation Limited; (b) Electrical and Mechanical Services Department; (c) Project Manager/CEDD; and (d) Ngong Ping 360 Limited
赤鱗角機場·高度超過第301章所述的工程,機場附近的高樓上的照明標誌 CLK Airport, works exceeding height limit under Cap 301, illuminated sky signs near Airport	<input type="checkbox"/>	<input type="text"/>	民航處 (2份圖則) Civil Aviation Department (2 sets of plans)
內街、車輛通道、街道改善、斜角、街道照明、電影院入口、停車設施及佈局設計、交通工程事宜，以及在街道上、下或中豎建的構築物 Internal street, vehicular access, street improvement, corner splay, street lighting, cinema entrances, parking provisions and layout, traffic engineering matters, structures to be erected in, over, under or upon street	<input type="checkbox"/>	<input type="text"/>	(a) 路政署 (b) 如位於新界：土木工程拓展署新界拓展處處長；及 (c) 運輸署 (a) Highways Department (b) PM/CEDD for works in NT; and (c) Transport Department
海堤、海事工程、港口工程、填海工程、挖泥、碼頭、臨海有照明的標誌 Sea walls, marine works, port works, reclamation, dredging, pier, illuminated signs facing harbour	<input type="checkbox"/>	<input type="text"/>	(a) 土木工程拓展署·海港工程部；及 (b) 海事處 (a) Port Works Division, CEDD; and (b) Marine Department
水管 Water mains	<input type="checkbox"/>	<input type="text"/>	水務署 Water Supplies Department
郊野公園 Country parks	<input type="checkbox"/>	<input type="text"/>	漁農自然護理署 Agriculture, Fisheries and Conservation Department
診所 Clinics	<input type="checkbox"/>	<input type="text"/>	衛生署 Department of Health
醫院 Hospitals	<input type="checkbox"/>	<input type="text"/>	醫院管理局 Hospital Authority
學校、幼稚園 Schools, kindergartens	<input type="checkbox"/>	<input type="text"/>	教育局 Education Bureau



建議是否關於或影響以下項目?

Does proposal involve or affect the following?

是 數目
Yes Number

若“是”，請註明轉介額外圖則的數目

If yes, please indicate the number of additional set(s) of plans for referral to each of the organization

會所
Clubs

☐

民政事務總署·牌照事務部
Licensing Authority, HAD

旅館
Hotel

☐

民政事務總署·牌照事務部
Licensing Authority, HAD

氣體供應裝置·貯油裝置
Gas supply installations, oil storage installations

☐

機電工程署·氣體標準事務處
Gas Standards Office, EMSD

污染管制·工廠煙囪·污水處理廠·貯油裝置
Pollution control, factory chimneys, sewage treatment plants, oil storage installations

☐

環境保護署
Environmental Protection Department

單一用戶工廠
Single occupancy factories

☐

勞工處
Labour Department

古蹟·已評級歷史建築物或有考古價值的地方
Monuments, Graded Buildings or Site having archaeological interest

☐

發展局·古物古蹟辦事處
Antiquities and Monuments Office, Development Bureau

郵件房
Mail Room

☐

郵政署
Post Office

電訊傳播站
Telecommunication Transmitting Stations

☐

通訊事務管理局辦公室
Office of the Communications Authority

垃圾傾卸設施或街市
Refuse disposal or markets

☐

食物環境衛生署
Food and Environmental Hygiene Department

托兒所·幼兒園·安老院·社會福利設施
Nurseries, child care centres, residential care homes for the elderly;
social service institutions

☐

社會福利署
Social Welfare Department

送審圖則總數 (第2及3部分):

Total no. of sets of plans to be submitted (Parts 2&3):

簽署*
Signature*

任何失實核證或聲明可引致法律行動。##
Any false certification or declaration
may be subject to legal action.##

日期 Date

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日 月 年



注意事項

任何人如作出虛假聲明或就重要事項作出失實陳述即屬觸犯刑事罪行，可能會被檢控。

甲. 個人資料

收集的目的

1. 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
 - (a) 處理你在本表格中所呈交的文件之相關事務；
 - (b) 處理有關上述擬進行工程、《建築物條例》及有關法例的相關事務；及
 - (c) 方便屋宇署與你聯絡。
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，或甚至導致無法處理你的申請。

獲轉交資料的部門/人士

3. 本署可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上述第 1 段所列的用途。

索閱個人資料

4. 根據《個人資料（私隱）條例》，你有權查閱及改正你所提交的個人資料。屋宇署有權就有關資料索閱的要求收取合理費用。如要求查閱及改正你的個人資料，請與屋宇署聯絡。

乙. 填寫表格

1. 請填妥表格載列所有有關的部分，並在表格上簽署。請附上所有證明文件。
2. 所提供的資料如有不全或錯誤，屋宇署將不能處理呈交的文件。
3. 如對本表格有任何疑問，請與屋宇署聯絡。

丙. 呈交方法

1. 郵寄/親身呈交 - 本表格連同有關文件應郵寄或親身呈交至屋宇署：

呈交有關勸諭信 / 命令 / 通知 / 指示的表格：

九龍油蔴地海庭道11號西九龍政府合署北座屋宇署總部地下一般查詢及收件處。

呈交至拓展部有關其他事宜的表格：

香港太古城太古灣道14號7樓屋宇署收發處。

丁. 聯絡資料

屋宇署地址：

地址：九龍油蔴地海庭道11號西九龍政府合署北座屋宇署總部

電話：2626 1616 (由“1823”接聽)

傳真：2537 4992

電郵：enquiry@bd.gov.hk

Matters to Note

Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.

A. Personal Data

Purposes of Collection

1. 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 proposed works, and administration of the Buildings Ordinance and other legislations; and
 - (c) facilitating communication between the Buildings Department and yourself.
2. It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

Classes of Transferees

3. 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 1 above.

Access to Personal Data

4. 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 the Buildings Department.

B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose all supporting documents.
2. If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
3. Enquiries regarding this form should be addressed to the Buildings Department.

C. Submission Methods

1. **By Post / In Person** - This form together with the relevant documents shall be posted to or submitted in person to the Buildings Department:

For submissions relating to advisory letter/order/notice/direction:

General Enquiry and Receipt Counter, G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.

For other submissions to the New Buildings Division:

Receipt & Despatch Counter, Buildings Department, 7/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.

D. Contact Details

Buildings Department

Address: Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon

Tel No.: 2626 1616 (handled by "1823")

Fax No.: 2537 4992

Email: enquiry@bd.gov.hk

Fire Service Installations Proposals

1. Upon submission of building plans to BD, if it is a paper submission, the covering letter should be copied to the Fire Services Department (FSD).
2. For paper submissions, the two/three* sets of plans for referral to FSD should be clearly identified by a suitable note in bold lettering in the lower right hand corner of every plan and should show the proposed fire service installations and equipment referred to in section 16(1)(b)(ii) of the Buildings Ordinance (BO). For electronic submissions via the Electronic Submission Hub (ESH), such plans and documents should be uploaded to a specified folder designated for referral to FSD in ESH and the note as mentioned above is not required.
3. After checking, the plans will be dealt with in one of the following ways :
 - (a) For paper submissions, if the plans are acceptable, FSD would issue a standard letter (with a copy to BD) notifying AP to collect the set of endorsed plans from FSD. If a certificate is issued for the purpose of section 16(1)(b)(ii) of the BO, AP shall endeavour to collect the certificate and pay the fee as specified in Regulation 3 of the Fire Services Department (Reports and Certificates) Regulations, Cap. 95C. For electronic submissions, FSD would issue a standard letter via ESH notifying AP to pay the fee as specified in the regulation by using the same payment methods currently adopted for paper submissions. AP will receive the endorsed plans from FSD via ESH while the certificate will be dispatched by FSD separately once the payment has been settled.
 - (b) For paper submissions, if the plans are acceptable subject to minor changes, AP will be invited by FSD to make the necessary amendment in FSD office. The procedure in sub-paragraph (a) above will then follow. For electronic submissions, AP will be invited by FSD to make the necessary amendment via the function of "Discussion Forum" under ESH and the amended plans should then be submitted to FSD by AP via "Discussion Forum".
 - (c) For paper submissions, if the plans are not acceptable, FSD would retain one set of plans and issue a letter (with a copy to BD) notifying AP of the adverse comments and to collect the remaining set of plans from FSD. Such comments will not be repeated in any of BD's communication with AP. For electronic submissions, FSD's letter will be issued via ESH.

* Three sets if the proposal is subject to the Fire Safety (Commercial Premises) Ordinance, Cap. 502, the Fire Safety (Buildings) Ordinance, Cap. 572, or the Fire Safety (Industrial Buildings) Ordinance, Cap. 636.

4. No matter the plans are acceptable or not, the relevant set of plans submitted in paper format should be collected by AP within 3 months from the date of the notification letter from FSD. Otherwise, the uncollected plans will be deemed to be no longer required by AP, and FSD will make arrangement for the disposal of those plans without further notification.
5. The Director of Fire Services may sometimes make additional recommendations which are not related to the issue of a certificate under section 16(1)(b) of the BO. His various comments will therefore be grouped under the following headings:
 - (a) Reasons for Refusal of a Certificate under section 16(1)(b) of the BO;
 - (b) Strongly Recommended Practice
These are recommendations which if not adopted may render the completed building a fire hazard resulting in possible abatement action under the Fire Services Ordinance, Cap. 95; and
 - (c) Recommendations of a Purely Optional Nature
The adoption of these recommendations is considered to be good practice.

(Rev. 6/2024)

Lease Matters

Submissions in paper format

1. Upon formal submission to BD, a set of general building plans containing the required Development Schedule and the Coloured Building Plans together with CAD drawing files¹ or Building Information Modelling (BIM)² files stored in DVD-ROM when the use of computer is adopted for calculating of floor areas as set out in Lands Department's Lands Administration Office (LAO) Practice Note 3/2018, will be referred to the relevant District Lands Offices (DLO) to check compliance with the lease conditions. Additional sets of plans may be required by DLO in certain instances, e.g. where Government accommodation is involved. It will help to speed up the process if the name and contact telephone number of AP are printed on the plans.

Submissions in electronic format

2. For electronic submissions to BD via the Electronic Submission Hub (ESH), the general building plans together with the CAD drawing files or BIM files should be uploaded to ESH for direct referral to relevant DLO or Building Plan Unit (BPU). Please refer to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) ADM-17 and PNAP APP-60 for details regarding electronic submissions.

Amendment submissions

3. For amendment submissions, AP would be requested to complete the reply slip enclosed in the "Information Note Streamlined Arrangement on Handling of General Building Plan Amendment Submission under the Streamlined Building Plans Checking Process" available in LandsD's website.

Enquiry submissions

4. All enquiries on lease matters should be sent directly to relevant DLO, BPU or Railway Development Section instead of ESH. If a lease modification is required, it should precede formal plans submissions.

Reply by LandsD

5. DLO or BPU, after consultation with other interested parties, will advise AP of his comments in writing or in electronic form subject to the mode of plan submissions.

(Rev. 6/2024)

¹ For more details related to CAD drawing files, please refer to LAO Practice Note 3/2018.

² BIM files submitted in accordance with the predefined format can be adopted in lieu of submitting area calculation in CAD drawing files i.e. separate submission of CAD drawing files will not be required.



申請對《建築物條例》及/或根據該條例所訂規例的規定
作出變通及/或豁免受其規限

Application for Modification of and/or Exemption from the Provisions of the
Buildings Ordinance and/or Regulations Made Thereunder

《建築物條例》(第 123 章) 第 42 條 Buildings Ordinance (Chapter 123) Section 42

Appendix D
(PNAP ADM-2)



- 請以正楷填寫，並在適當方格內加上『√』號。填寫前，請細閱《注意事項》。
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.


致建築事務監督 To the Building Authority

屋宇署檔號 BD Ref. No.

BD

電郵地址

E-mail Address

 作認收電郵之用 (電子呈交適用)
For acknowledgement email (e-submission)

1 建築物資料

Details of the Building

地址 Address

地段編號 Lot No.

2 申請作出變通及/或豁免的資料

Details of the Modification and/or Exemption Sought

本人現根據《建築物條例》第 42 條的規定，就下列建築工程/街道工程，申請對下述《建築物條例》/規例的規定作出變通及/或豁免受其規限：
Pursuant to the provisions of section 42 of the Buildings Ordinance, I hereby apply for a modification of and/or exemption from the provisions of the following Buildings Ordinance/Regulations, in respect of the following building works/street works:

《建築物條例》/ 規例 Buildings Ordinance / Regulations

工程類別 Type of Works

☐ 建築工程 ☐ 街道工程
Building works Street works

申請變通/豁免的詳細資料 Description of Modification/Exemption Sought

申請變通/豁免的部分在圖則上所顯示的位置及圖則編號 Location of Subject and Drawing Number

與上述工程有關的特殊情況，以作為提出是項申請的理據，包括未能遵從《建築物條例》/規例的原因


Special circumstances in connection with the said works in support of this application, including reasons for not being able to comply with the Buildings Ordinance/Regulations

理由、建議的補救工程及輔助文件 (如有)

Justifications, Proposed Remedies and Supporting Documents (if any)



申請人姓名 Name of Applicant

 姓氏先行 Surname first

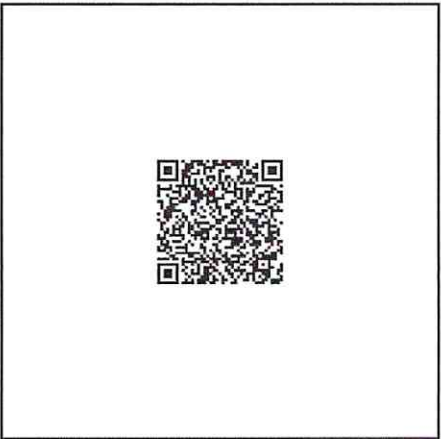
申請人身份 Capacity of Applicant

簽署 Signature

任何失實核證或聲明可引致法律行動。##
Any false certification or declaration
may be subject to legal action.##

日期 Date

日 dd	月 mm	年 yyyy					



注意事項

任何人如作出虛假聲明或就重要事項作出失實陳述即屬觸犯刑事罪行，可能會被檢控。

甲. 個人資料

收集的目的

1. 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
 - (a) 處理你在本表格中所呈交的文件之相關事務；
 - (b) 處理有關上述擬進行工程、《建築物條例》及有關法例的相關事務；及
 - (c) 方便屋宇署與你聯絡。

2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，或甚至導致無法處理你的申請。

獲轉交資料的部門/人士

3. 本署可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上述第 1 段所列的用途。

索閱個人資料

4. 根據《個人資料（私隱）條例》，你有權查閱及改正你所提交的個人資料。屋宇署有權就有關資料索閱的要求收取合理費用。如要求查閱及改正你的個人資料，請與屋宇署聯絡。

乙. 填寫表格

1. 請填妥表格載列所有有關的部分，並在表格上簽署。請附上所有證明文件。
2. 所提供的資料如有不全或錯誤，屋宇署將不能處理呈交的文件。
3. 如對本表格有任何疑問，請與屋宇署聯絡。

丙. 呈交方法

1. 郵寄/親身呈交 - 本表格連同有關文件應郵寄或親身呈交至屋宇署：

呈交有關勸諭信 / 命令 / 通知 / 指示的表格：

九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部地下一般查詢及收件處。

呈交至拓展部有關其他事宜的表格：

香港太古城太古灣道14號7樓屋宇署收發處。

2. 電子郵件傳送 - 透過電子郵件傳送本表格及附上有關文件 (全部必須獲香港郵政署長發出的數碼證書認證，或根據《電子交易條例》認可的其他核證機關所發出的數碼證書認證) 到屋宇署的電子收件處，電郵地址為 receipt@bd.gov.hk。
3. 電子呈交 - 按本表格上的「提交」傳送本表格及有關文件 (全部必須附上數碼證書認證)。請使用 Acrobat Reader 中的「附加檔案」功能，附上已數碼認證的文件。

丁. 聯絡資料

屋宇署

地址：九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部

電話：2626 1616 (由 "1823" 接聽)

傳真：2537 4992

電郵：enquiry@bd.gov.hk

Matters to Note

Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.

A. Personal Data

Purposes of Collection

1. 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 proposed works, and administration of the Buildings Ordinance and other legislations; and
 - (c) facilitating communication between the Buildings Department and yourself.
2. It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

Classes of Transferees

3. 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 1 above.

Access to Personal Data

4. 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 the Buildings Department.

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1. Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose all supporting documents.
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For other submissions to the New Buildings Division:

Receipt & Despatch Counter, Buildings Department, 7/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.

2. **Through Email** - Email this form together with the relevant documents, all with identity authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognized under the Electronic Transactions Ordinance to the e-Counter of the Buildings Department at receipt@bd.gov.hk.
3. **Through e-Submission** - Click the Submit button to electronically submit this form together with attachment of the relevant documents, all with identity authenticated by your digital certificates. You may attach all authenticated documents using Acrobat Reader's "Attachments" function.

D. Contact Details

Buildings Department

Address: Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon

Tel No.: 2626 1616 (handled by "1823")

Fax No.: 2537 4992

Email: enquiry@bd.gov.hk

**Guidance Notes on Information Required
in conjunction with Building (Planning) Regulations 23(3)(b) and
Modifications/Exemptions Frequently Applied For**

Buildings Ordinance (BO) s31(1) - projection over street

- Details of the proposed projection (plan, elevation and section), clearance over pavement/street, width of the existing pavement and carriageway.
(Note: For application for installation of sheet piles under a public street, the BA would only consider an application if relevant governments raise no objection and that the requirements imposed by the concerned department(s), if any, are complied with.)

Building (Planning) Regulations (B(P)R) 20 & 21 - exclusion of projections from plot ratio (PR) and site coverage (SC) calculations (PNAP APP-19)

- Justification for AC boxes and platforms not complying with paragraph 3(b) and (c) of PNAP APP-19.
- Area calculation of each AC platform in compliance with Appendix C of the Code of Practice on Access for External Maintenance and the total area calculation of the platforms of a building.
- Letter from the developer or owner on undertaking required under PNAP APP-151¹, APP-152² and APP-156³, where applicable.

B(P)R 20 - excessive site coverage for upgrading FS installation in existing buildings

- Confirmation if the work is to bring the FS installation in the existing building up to the current standard.

¹ Undertaking that the result of the Provisional Assessment under the BEAM Plus certification conferred/issued by the Hong Kong Green Building Council and information on the estimated energy performance/consumption will be submitted prior to the application for consent to commence the building works shown on the approved plans; that the updated information on the estimated energy performance/consumption will be submitted upon application for occupation permit; that the result of the Final Assessment under the BEAM Plus certification conferred/issued by the Hong Kong Green Building Council will be submitted within 18 months of the date of issuance of the occupation permit by the BA.

² Undertaking that the greenery areas shall not be used for any other purpose without the prior consent of the Building Authority and the greenery areas to be designated as common parts shall be incorporated into the Deed of Mutual Covenant (DMC) with details of their size (in area), locations and the common access thereto clearly indicated on a plan(s). Where no DMC is to be in force, such restriction and designation shall be incorporated into the Sales and Purchase Agreement, Assignment or Tenancy Agreement.

³ Undertaking that a provisional energy efficiency report will be submitted prior to the application for consent to commence the building works shown on the approved plans and a final energy efficiency report will be submitted upon application for occupation permit (for residential buildings or residential part of composite buildings).

B(P)R 20 & 21 - exclusion of existing party structures and common staircases of an existing old building that would be demolished in due course from SC&PR calculations

- Details indicating if the party structures are physically separated from the proposed new building and whether there is intervening space for potential infilling.
- GFA calculation of the proposed areas to be exempted.

B(P)R 22 - application for bonus PR/SC for dedication/surrender of land for public passage/street widening (PNAP APP-108)

- Plans suitably marked up to delineate the proposed area to be dedicated/surrendered.
- Letter undertaking that the areas will be dedicated/surrendered to the Government, that it will be embodied in a Deed of Dedication, Agreement to Surrender or the lease of the lot and that the Deed/Agreement/lease will be executed and registered at the Land Registry prior to application for consent to commence of works. (sample undertaking for surrender of land is in Annex 1 for reference)
- For cases involving dedication of areas within the building envelope - the location of the plague(s) stating the dedication of the areas for public passage and details of such plague(s).
- GFA calculation of the proposed areas to be exempted and bonus GFA to be claimed.

B(P)R 23(3)(a) - exclusion of voids in non-domestic developments (including entrance voids) from GFA (PNAP APP-2)

- Plans and sections marking clearly the location of the void and the proposed use of the space.
- GFA calculation of the proposed areas to be exempted.

B(P)R 23(3)(a) - exclusion of voids in duplex domestic flats/houses from GFA (PNAP APP-2)

- Details showing the criteria set out in PNAP APP-2 are complied with.
- GFA calculation of the proposed areas to be exempted.
- Letter from the developer or owner on the following :
 - undertaking that the area(s) of the voids will be designated as ‘voids’ in the Deed of Mutual Covenant (DMC) with their locations clearly indicated. Such DMC should contain binding and enforceable conditions included for the control, management and maintenance of the features. Where no DMC is to be in force for a development, such designation shall be incorporated into the Sales and Purchase Agreement, Assignment, Tenancy Agreement or conveyancing document such that the future owners or tenants are aware of their rights and liabilities; and
 - undertaking required under PNAP APP-151¹, APP-152² and APP-156³, where applicable.

B(P)R 23(3)(a) - exclusion of chimney shaft and filtration plant rooms for communal swimming pool from GFA (PNAP APP-2)

- Details of plants and equipment for filtration plant room for communal swimming pool with justification for the spacing between plants/equipment or from the walls of the room if such spacing is more than 1.5m.
- GFA calculation of the proposed areas to be exempted.
- Letter from the developer or owner on undertaking required under PNAP APP-151¹, APP-152² and APP-156³, where applicable.

B(P)R 23(3)(a) - exclusion of covered landscaped and play areas, recreational facilities in domestic development from GFA (PNAP APP-42 and PNAP APP-104).

- GFA calculation of the proposed areas to be exempted including all voids, covered walkway and plant rooms serving solely for recreational facilities.
- Details of the plants and equipment for swimming pool filtration plant room serving solely for recreational facilities with justification for the spacing between plants/equipment or from the walls of the room if such spacing is more than 1.5m.
- Plans with the proposed areas and its GFA calculation suitably highlighted for registration in the Land Registry.
- For recreational facilities, details showing the criteria set out in PNAP APP-42 and APP-104 are complied with and financial statement to indicate the viability for maintenance of the facilities.
- Letter from the developer or owner on the following :
 - undertaking that the recreational facilities will be designated as common parts in the DMC with details of the use and location clearly indicated. Such DMC should contain binding and enforceable terms and conditions included for the control, operation, financial support and maintenance of the facilities; and
 - undertaking required under PNAP APP-151¹, APP-152² and APP-156³, where applicable.

B(P)R 23(3)(a) - exclusion of horizontal screens/covered walkway in domestic or composite developments and trellis from GFA (PNAP APP-42)

- Details of the proposed horizontal screens and trellis (plan and section).
- Details showing the criteria set out in PNAP APP-42 are complied with.
- Details of the greenery provision to justify their exclusion from the overall cap on GFA concessions, if applicable.
- Justification on the need for cases where the width of the horizontal screen/covered walkway is more than 2m.
- GFA calculation of the proposed areas to be exempted.
- Letter from the developer or owner on the following :
 - undertaking that the features will be designated as common parts in the DMC with details of the use and location clearly indicated. Such DMC should contain binding and enforceable terms and conditions included for the control, management and maintenance of the features (if applicable); and
 - undertaking required under PNAP APP-151¹, APP-152² and APP-156³, where applicable.

B(P)R 23(3)(a) - exclusion of caretaker's quarters, counters, offices, stores, guard rooms and lavatories for watchman and management staff and owner's corporation office from GFA (PNAP APP-42)

- Location together with GFA calculation of the proposed areas to be exempted.
- Details showing the criteria set out in PNAP APP-42 are complied with.
- For owners' corporation office, justification on proposed size or required size under lease.
- Letter from the developer or owner on the following :
 - undertaking that the proposed facilities will be designated as common parts in the DMC with details of the use and location clearly indicated. Such DMC should contain binding and enforceable conditions for the control, management and maintenance of the facilities; and
 - undertaking required under PNAP APP-151¹, APP-152² and APP-156³, where applicable.

B(P)R 23(3)(a) - exclusion of lift shaft areas in domestic/composite and office buildings from GFA (PNAP APP-89)

- GFA calculation of the proposed areas to be exempted.
- Assessment from a lift engineer or consultant confirming that, according to international codes, the lift service to be provided is above the acceptance level of service in terms of handling capacity and waiting time and that there is adequate manoeuvring space for the carrying out of maintenance work.
- Letter from the developer or owner on undertaking required under PNAP APP-151¹, APP-152² and APP-156³, where applicable.

B(P)R 23(3)(a) - exclusion of voids of cocklofts over G/F shops in single-staircase buildings (PNAP APP-2)

- Details showing if the following criteria are complied with:
 - a. The cocklofts are constructed over ground floor shops forming an integral part and within the curtilage of the ground storey;
 - b. The cocklofts are used only as storage for the shops;
 - c. There is no sanitary provision in the cocklofts;
 - d. The cocklofts are not at the same level as any adjacent staircase landing;
 - e. The cocklofts are only accessible through the G/F shop;
 - f. A minimum clearance of 1.5 m is maintained across the front;
 - g. All openings in the cockloft floor are only defended with protective barriers; and
 - h. Only one such cockloft is situated in any one shop.
- GFA calculation of the proposed areas to be exempted.
- Letter from the developer or owner on undertaking required under PNAP APP-151¹ and APP-152².

B(P)R 23(3)(a) - exclusion of refuge area which are required under MOE Code from GFA (PNAP APP-2)

- Details showing compliance with MOE Code and FRC Code.
- GFA calculation of the proposed areas to be exempted.

B(P)R 23(3)(a) - exclusion of pipe ducts and air ducts from GFA (PNAP APP-2 and APP-93)

- Details showing the criteria set out in PNAP APP-93 are complied with.
- Location and dimension of pipe ducts and pipe wells with justification as appropriate.
- GFA calculation of the proposed areas to be exempted.
- For pipe ducts and air ducts for non-mandatory/non-essential plant room and environmentally friendly system and feature, undertaking letter from the developer or owner required under PNAP APP-151¹, APP-152² and APP-156³, where applicable.

B(P)R 23(3)(a) - exclusion of boiler room, SMATV room, plant room for environmentally friendly system and feature from GFA (PNAP APP-2)

- GFA calculation of the proposed areas to be exempted.
- Location and size of rooms as appropriate.
- For plant rooms to accommodate energy efficient or environmental friendly systems/features, quantitative justifications on energy saving/benefit to the environment.
- Letter from the developer or owner on the following :
 - undertaking that the facilities will be designated as common parts in the DMC with details of the use and location clearly indicated. Such DMC should contain binding and enforceable terms and conditions included for the control, management and maintenance of the facilities;
 - undertaking required under PNAP APP-151¹, APP-152² and APP-156³, where applicable.

B(P)R 23(3)(a) - exclusion of green and innovative features from GFA (JPN 1 and 2)

- GFA calculation of the proposed areas to be exempted.
- Area calculation of each AC platform to be provided on balconies and/or utility platforms (UPs) in compliance with Appendix B of the Code of Practice on Access for External Maintenance and the total area calculation of the platforms of a building.
- Details showing the criteria set out in JPNs are complied with.
- Letter from the developer or owner on the following :
 - undertaking to designate the following features in the DMC with details of the use and location clearly indicated:
 - The balconies/UPs and covered areas underneath the balconies/UPs as “non-enclosed areas”;
 - The sky gardens/podium gardens as “common parts”; and
 - The AC platforms on balconies/UPs⁴ as “areas for air-conditioning” and that individual AC platforms must not be erected at the external walls of the building”.

⁴ AC platform complying with Appendix B of the Code of Practice on Access for External Maintenance.

Such DMC should contain binding and enforceable conditions included for the control, operation, financial support and maintenance where applicable, of such features. Where no DMC is to be in force for a development, such designation shall be incorporated into the Sales and Purchase Agreement, Assignment, Tenancy Agreement or conveyancing document such that the future owners or tenants are aware of their rights and liabilities (if applicable);

- undertaking required under PNAP APP-151¹, APP-152² and APP-156³, where applicable.

B(P)R 23(3)(a) - exclusion of modular integrated construction (MiC) floor area from GFA (PNAP APP-161)

- General notes on the adoption of MiC and to specify the required subsequent submissions to the BA. Sample in Appendix A2 of PNAP ADV-33 is relevant.
- Diagram showing the types of MiC modules to be fabricated off-site and the corresponding calculations of the MiC floor area.

B(P)R 23(3)(b) - acceptance of disregarding essential plant rooms, e.g. TBE room, refuse storage and material recovery chambers and refuse chutes, water tank rooms, pump rooms, sewage treatment plant rooms etc. from GFA calculations (PNAP APP-2 and APP-42)

- GFA calculation of the proposed areas to be disregarded, including the enclosing walls and the associated protected lobby, if any, solely serving the said rooms or features.
- Location of plants and equipment with justification as appropriate.

B(P)R 23(3)(b) - acceptance of disregarding non-essential plant rooms, e.g. AC plant rooms & AHU rooms from GFA calculations (PNAP APP-2 and APP-42)

- GFA calculation of the proposed areas to be disregarded.
- Location of plants and equipment with justification as appropriate.
- For AC plant room with access within an individual residential unit, justification on the location and proposed size.
- Letter from the developer or owner on undertaking required under PNAP APP-151¹, APP-152² and APP-156³, where applicable.

B(P)R 23(3)(b) - acceptance of disregarding car parking and loading and unloading areas (and associated ramps and facilities) from GFA calculations (PNAP APP-2 & APP-40)

- Standard of carparking spaces set out in HKPSG.
- Justification on the design and layout based on site specific demand to the satisfaction of Transport Department.
- Electric vehicle (EV) charging facilities to be installed with location and dimension of associated facilities, if applicable.
- Justification on the infeasibility of underground car parks, if applicable.

B(P)R 25 - exemption of open space requirement for hotel development

- Confirmation if the proposed hotel complies with the requirements of PNAP APP- 40.

B(P)R 30, 36 - omission or reduction in standard of natural lighting and ventilation for ancillary office which does not exceed 30% of the GFA of the premises within which it is located, toilets and kitchens in licensed premises, toilets in basement, internal toilets in non-domestic buildings, internal bathrooms in hotel premises and changing rooms containing sanitary fittings etc.

- A note on plan confirming that mechanical means of ventilation to be provided in the premises/building has been assessed and is capable of supplying fresh air at the rates stipulated in Annex 2.
- A note on plan confirming compliance with the requirements set out in Annex 3 for the fresh air intake.
- The submission of plans and sections marking clearly the locations of the proposed fresh air intake shall be submitted except for a central AC system for B(P)R 36.

B(P)R 30(2)(a)(ii) - reduction of openable windows for non-domestic commercial buildings fitted with curtain wall.

- Calculation of the usable floor area and actual areas provided for openable windows.
- A note on plan confirming that mechanical means of ventilation to be provided in the premises/building has been assessed and is capable of supplying fresh air at the rates stipulated in Annex 2.
- Plans and sections marking clearly the locations of the proposed fresh air intake to indicate the compliance of the requirements set out in Annex 3.
- Elevations and plans highlighting location of the openable windows indicating
 - the area of openable windows is not less than 1% of the floor area;
 - the provision of openable sashes is equally distributed about the façade;
 - the openable windows can be readily opened;
 - the accommodation is designed so that all units are capable of receiving natural ventilation in the event of failure of the mechanical system.

B(P)R 35A - omission of gas aperture in a bathroom in domestic premises (sharing of water heater installed in another room)

- Location of the hot water heater and details showing the hot water pipe from the said water heater complies with Waterworks Regulation 19.

B(P)R 35A - omission of gas aperture in a shower room for recreational facilities

- Indication on whether electric water heater will be installed prior to completion of the building.

B(P)R 36 - omission or reduction in standard of natural lighting and ventilation to bathrooms in domestic flats or houses. (PNAP APP-98)

- Location of the ventilation duct, aperture in wall or door (with area calculation) and flue apertures on the plan.

B(P)R 40 - omission of natural lighting to staircases within a podium above the ground floor or within the central core of office towers

- Indication that a permanent artificial lighting system with 30 lux min. lighting level backed up by an emergency lighting system providing a horizontal illuminance at floor level of not less than 2 lux complying with the Code of Practice for Minimum Fire Service Installations and Equipment/requirements of the Director of Fire Services and BS5266 Part 1:1988, and permanently maintained in effective working order, will be provided.

B(SSFPDWL)R 48 - to have a less fall for drains and sewers

- Substantiation that a minimum velocity of 750mm/sec is achieved.

B(SSFPDWL)R 50(3) - provision of flexible joint for underground drainage pipework in reclaimed land

- Calculations on the anticipated settlements and test report demonstrating that the joint can accommodate the anticipated settlement.
- Location of the flexible joint(s).

B(C)R 9A - deviation from the requirements of the Code of Practice for Building Works for Lifts and Escalators 2011 relating to the dimensions of lift well and/or machine room

- List the deviations from the Code of Practice with full justification for non-compliance.
- *For variation of the size of the lift well*
Specification of lift installation (i.e. no. of passengers, rated load and rated speed). Details of the lift well including width/depth showing the distances between the lift car and counterweight (and its associated components) and between guide rails and walls of lift well.
- *For variation of the lift well headroom and pit depth*
Calculations with details of the headroom of the lift well and pit depth indicating that the relevant requirements in the Code of Practice on the Design and Construction of Lifts and Escalators (Design Code) are satisfied.
- *For variation of size or height of machine room*
Details showing that the relevant requirements in the Design Code are satisfied.
- Confirmation from a registered lift engineer or an authorized signatory of a registered lift contractor in accordance with paragraph 2.2 of the Code of Practice.

(Rev. 3/2023)

Sample Undertaking for Surrender of Land

To: (1) The Government of the Hong Kong Special Administrative Region
(2) The Building Authority

Undertaking

BD File Ref.:

Date:

Dear Sirs,

Re. Lot No.: _____

Address: _____

*I/We, (Name in full) _____ (Chinese) _____ of (address) _____, telephone No. _____, fax No. _____, holder of HKID No. _____/Business Registration Certificate No. _____, being the registered owner(s) of the captioned property undertake to surrender, free of costs to the Government of the Hong Kong Special Administrative Region ("the Government") the area of land as shown coloured red (for identification purposes only) on the attached plan ("the Premises") subject to the following terms and conditions:-

- (a) The Premises are to be surrendered to the Government free of all costs;
- (b) The Premises are to be surrendered to the Government free from all incumbrances and all buildings, walls, fences, and other structures or erections, anything affixed to or projecting from any buildings, walls, fences and other structures or erections, and such pipes and fittings for the supply of water, electric lines, wires, watercourses, drains, sewers, channels, pipes, cables, conduits, ducts, fibres, filaments, lines, tubes and any other utility services, works or installations, materials, substance and debris (collectively referred to as "the Structure and Facilities") being or running upon, over or under the Premises as may be required by the Government to be cleared and removed shall be cleared and removed to the satisfaction of the Director of Lands prior to the surrender; and *I/we further undertake to be solely responsible for bearing all costs and expenses in respect of such clearance and removal;
- (c) *I/We shall pay the cost of paving, channeling and drainage of the Premises;
- (d) *I/We shall execute in all respect to the satisfaction of the Government appropriate surrender documents at the request of the Government to effect a proper and valid surrender of the Premises;
- (e) *[Save and except for the existing Mortgage/Debenture dated the ____ day of _____ 20____ and registered in Land Registry by Memorial No. _____,] *I/We shall not assign, underlet or part with possession of, mortgage or charge, or otherwise dispose of the captioned property or any part thereof or any interest therein or any building or part of any building thereon or enter into any agreement so to do prior to the execution of such appropriate surrender documents referred to in condition (d) above unless *I/we shall have first carved out the Premises from the captioned property and the Premises so carved out shall not form part of the subject matter of the aforesaid dealings, dispositions or transactions;

- (f) *I/We shall forthwith at *my/our own cost cause this Undertaking to be registered at the Land Registry against the captioned property and in any event prior to entering into any of the transactions referred to in condition (e) above;
- (g) In case of non-compliance with condition (e) above, *I/we undertake to join all the parties to the dealings, dispositions or transactions which *I/we shall have entered into or effected as party to the surrender documents which *I/we shall execute as requested by the Government; and
- (h) *I/We shall pay on demand all costs, fees and expenses of the Government of and incidental to the proposed surrender including but not limited to the administrative fees of the Legal Advisory and Conveyancing Office of the Lands Department and related Land Registry charges at such rate in force when the demand is made and that *I/we shall be deemed to have knowledge of such rates as revised and announced from time to time.

*SIGNED SEALED AND DELIVERED

by

in the presence of:-

OR

*SEALED with the common seal

of

AND SIGNED BY

in the presence of:-

OR

*Executed and delivered as a deed by

acting through

[_____], its sole director

or

[_____], its director and

[_____], its director

or

[_____], its director and

[_____], its company secretary

in accordance with sections 127(3), 127(5) and
128(1) of the Companies Ordinance (Cap. 622)
in the presence of:-

* Delete whichever is inapplicable

*I/We, _____ being the registered mortgagee/chargee/lender of the captioned property under Mortgage/Debenture dated the ____ day of _____ 20__ and registered in Land Registry by Memorial No. _____ hereby consent to the above terms and conditions of the Undertaking given by the registered owner(s) to the Government of the Hong Kong Special Administrative Region and the Building Authority.

*SIGNED SEALED AND DELIVERED

by (the name of the attorney)

the lawful attorney for and on behalf of

(the name of the mortgagee/chargee/lender)

in the presence of:-

OR

*SEALED with the common seal

of (the name of the mortgagee/chargee/lender)

AND SIGNED BY

in the presence of:-

OR

*Executed and delivered as a deed by

(the name of the mortgagee/chargee/lender)

acting through

[_____], its sole director

or

[_____], its director and

[_____], its director

or

[_____], its director and

[_____], its company secretary

in accordance with sections 127(3), 127(5) and 128(1)

of the Companies Ordinance (Cap. 622)

in the presence of:-

* Delete whichever is inapplicable

(3/2022)

Fresh Air Supply Requirement for Non-Domestic Buildings and Hotel Bathrooms

A) Mechanical Ventilation

Building/Premises	Fresh Air Supply Requirement
Ancillary Offices <i>(not exceeding 30% of the GFA of the premises within which it is located)</i>	<i>5 Air Changes Per Hour (ACH)</i>
Kitchens in licensed premises	<i>20 ACH</i>
Toilets in non-domestic Buildings	<i>10 ACH</i>

B) Mechanical Ventilation in the form of Central Air-conditioning

Building/Premises	Fresh Air Supply Requirement
Purpose designed office buildings	1.1 L/s/m ² or 10 L/s/person
Toilets in non-domestic Buildings	10 ACH *
Bathrooms in hotels	18 L/s/room *

* The air exhausted from toilets in non-domestic buildings and bathrooms in hotels may be compensated by air supplied through adjacent areas. However, the mechanical exhaust should not be re-circulated.

Requirements on Fresh Air Intake of Mechanical Ventilation System

The fresh air intake should be placed where the air is free from contamination or odour. The location of fresh air intake should meet the following requirements :

- (a) It should not be located within 5m from other sources of contamination such as exhaust outlets of the building or adjacent buildings, traffic, car parks, unloading bays, refuse chutes/refuse rooms, evaporative cooling towers, emergency generators, plumbing vents, kitchens, and toilets;
- (b) It should not be located below ground level or close to cooling towers;
- (c) It should face away from potential pollution sources; and
- (d) It should be protected from rain entrainment, and covered by a screen to prevent the entry of birds, rodents, and extraneous articles.

Checklist on Valid Forms BD 106

To the Building Authority:

BD Ref. : _____

Date : _____

Re : _____
(Address of development site)

Permit No. & Issue Date	Description	Validity
HK XXX/2005(MOD) XX/7/2005	(1) Building (Planning) Regulation 23(3)(a) to permit the following to be excluded from gross floor area calculation:	
	(i) Recreational Facilities on Podium 2/F & Podium 3/F	x
	(ii) Roof Garden at Grid 10-12, E-J on Podium 3/F	✓
	(iii) Landscape Garden under the footprint of Domestic Tower on Podium 3/F	✓
	(iv) Refuge Floor	x
	(v) Filtration Plant Room on Podium 2/F	x
	(vi) Pipe Ducts as shown on plans	✓
	(vii) Caretaker counter on G/F	x
	(viii) Owner's Committee Office on Podium 3/F	x
	(xi) Lift Shafts Areas over and above 2.5% of the total gross floor area	✓
	(2) Building (Planning) Regulations 20 & 23(3)(a) to permit the following to be excluded from site coverage and gross floor area calculations:	
	(i) Balconies & Utility Platforms on 5/F to 38/F	x
	(ii) Width of Lift Lobbies & Corridor on 5/F to 39/F	x
	(3) Building (Planning) Regulation 30 to permit the omission of natural lighting and ventilation in the following:	
	(i) Owner's Committee Office on Podium 3/F	x
	(4) Building (Planning) Regulation 36 to permit the omission of natural lighting and ventilation in the following:	
	(i) Internal Bathrooms on 5/F to 39/F	x
	(ii) Internal Toilets & Changing on G/F to Podium 3/F	x
	(5) Building (Construction) Regulation 35 to permit the level of the following to be less than 150mm above the external ground:	
	(i) Shops on G/F	✓
	(6) Building (Planning) Regulation 40 to permit the omission of natural lighting in the following:	
	(i) ST-1 to ST-5 above Ground Floor	✓

Permit No. & Issue Date	Description	Validity
HK XXX/2005(MOD) XX/11/2005	<p>(1) Building (Planning) Regulation 23(3)(a) to permit the following to be excluded from gross floor area calculation:</p> <p>(i) Recreational facilities on 42/F, 43/F & 45/F</p> <p>(ii) Covered Landscape Garden on 3/F</p> <p>(iii) Filtration Plant Room on 43/F</p> <p>(iv) Void over Domestic Entrance on G/F</p> <p>(v) Void over Game Room on 43/F</p> <p>(vi) Owner's Committee Office & Caretaker Office on 42/F</p> <p>(2) Building (Planning) Regulations 20 & 23(3)(a) to permit the following areas to be excluded from site coverage and gross floor area calculations:</p> <p>(i) Balconies & Utility Platforms on 8/F to 41/F</p> <p>(ii) Width of Common Corridors & Lift Lobbies on 8/F to 41/F</p> <p>(3) Building (Planning) Regulation 36 to permit the omission of natural lighting and ventilation in the following:</p> <p>(i) Internal Bathrooms from 8/F to 41/F</p> <p>(ii) Internal Toilets on G/F to Podium 2/F</p>	<p>x</p> <p>✓</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>✓</p>
HK XXX/2006(MOD) XX/5/2006	<p>(1) Building (Planning) Regulation 23(3)(a) to permit the following to be excluded from gross floor area calculation:</p> <p>(i) Recreational facilities on 41/F to 43/F</p> <p>(ii) Filtration Plant Room on 42/F</p> <p>(iii) Void over Table Tennis Room on 42/F</p> <p>(vi) Owner's Committee Office & Caretaker Office on 41/F</p> <p>(2) Building (Planning) Regulations 20 and 23(3)(a) to permit the following to be excluded from site coverage and gross floor area calculations:</p> <p>(i) Mail Delivery Room on G/F</p> <p>(ii) Balconies & Utility Platforms on 7/F to 40/F</p> <p>(iii) Width of Common Corridors & Lift Lobbies on 7/F to 40/F</p> <p>(3) Building (Planning) Regulation 36 to permit the omission of natural lighting and ventilation in the following:</p> <p>(i) Internal Bathrooms on 7/F to 40/F</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
HK XXX/2006(MOD) XX/8/2006	<p>(1) Building (Administration) Regulation 33(1) to permit exemption from obtaining prior approval and consent for amendments to works to the following approved plans:</p> <p>(i) Superstructure - Metal and Glass Railing at Podium and Typical Floor Balcony</p>	N/A

Permit No. & Issue Date	Description	Validity
HK XXX/2006(MOD) XX/8/2006	(1) Building (Administration) Regulation 33(1) to permit exemption from obtaining prior approval and consent for amendments to works to the following approved plans: (i) Superstructure - Aluminium Grille at Typical Floor	N/A
HK XXX/2006(MOD) XX/9/2006	(1) Building (Planning) Regulation 36 to permit the omission of natural lighting and ventilation to the following: (i) Disabled Toilets on 41/F & Changing Rooms on 43/F	✓
HK XXX/2006(MOD) XX/10/2006	(1) Building (Administration) Regulation 33(1) to permit exemption from obtaining prior approval and consent for amendments to works to the following approved plans: (i) Superstructure - Aluminium Cladding at Typical Floor (ii) Superstructure - Glass Wall and Skylight at G/F	N/A N/A
HK XXX/2006(MOD) XX/10/2006	(1) Building (Administration) Regulation 33(1) to permit exemption from obtaining prior approval and consent for amendments to works to the following approved plans: (i) Superstructure - Aluminium Sliding Door (ii) Superstructure - Aluminium Cladding for Tower (iii) Superstructure - Stone Cladding (vi) Superstructure - Aluminium Windows (31/F to 40/F)	N/A N/A N/A N/A

I, (name in full) _____, authorized person, confirm that for the purpose of regulation 44 of the Building (Administration) Regulations, the valid Forms BD 106 issued in respect of the captioned development site are summarised in the above checklist.

Signature of authorized person

Certificate of registration no. #: _____

Date of expiry of registration #: _____

In accordance with the registration record
(Rev. 3/2022)

Areas of GFA Concessions

The areas of GFA concessions should be clearly specified on the building plans as follows:

		To be specified on plans in making application for GFA concessions	To be specified in the final amendment plans prior to the application for occupation permit	Subject to the Overall cap (PNAP APP-151)
Disregarded GFA under Regulation 23(3)(b) of Building (Planning) Regulations (B(P)R)				
1.	Carpark and loading/unloading area excluding public transport terminus		✓	
2.	Plant rooms and similar services			
2.1	Mandatory feature and essential plant room, area of which is limited by respective PNAP or regulation such as lift machine room, TBE room, refuse storage and material recovery chamber, etc.	✓	✓	
2.2	Mandatory feature and essential plant room, area of which is NOT limited by any PNAP or regulation such as room occupied solely by FSI and equipment, meter room, transformer room, potable and flushing water tank, etc.		✓	
2.3	Non-mandatory/non-essential plant room such as A/C plant room, AHU room, etc.	✓	✓	✓
Disregarded GFA under Regulation 23A(3) of B(P)R				
3.	Area for picking up and setting down persons departing from or arriving at the hotel by vehicle		✓	
4.	Supporting facilities for a hotel	✓	✓	
Green Features under Joint Practice Notes (JPN) 1 and 2				
5.	Balcony for residential buildings	✓	✓	✓
6.	Wider common corridor and lift lobby	✓	✓	✓
7.	Communal sky garden	✓	✓	

8.	Communal podium garden for non-residential buildings	✓	✓	
9.	Acoustic fin	✓	✓	
10.	Wing wall, wind catcher and funnel	✓	✓	
11.	Non-structural prefabricated external wall	✓	✓	✓
12.	Utility platform	✓	✓	✓
13.	Noise barrier	✓	✓	
Amenity Features				
14.	Caretaker's quarters, counter, office, store, guard room and lavatory for watchman and management staff and owner's corporation office	✓	✓	✓
15.	Residential Recreational facilities including void, plant room, swimming pool filtration plant room, covered walkway, etc. serving solely the recreational facilities	✓	✓	✓
16.	Covered landscaped and play area	✓	✓	
17.	Horizontal screen/covered walkway and trellis	✓	✓	✓ ¹
18.	Larger lift shaft	✓	✓	✓
19.	Chimney shaft	✓	✓	✓
20.	Other non-mandatory or non-essential plant room, such as boiler room, SMATV room	✓	✓	✓
21.	Pipe duct, air duct for mandatory feature or essential plant room		✓	
22.	Pipe duct, air duct for non-mandatory or non-essential plant room	✓	✓	✓
23.	Plant room, pipe duct, air duct for environmentally friendly system and feature	✓	✓	
24.	High headroom and void in front of cinema, shopping arcade etc. in non-domestic development	✓	✓	
25.	Void over main common entrance (Prestige entrance) in non-domestic development	✓	✓	✓
26.	Void in duplex domestic flat and house	✓	✓	✓
27.	Sunshade and reflector	✓	✓	
28.	Minor projection such as A/C box, A/C platform, window cill and projecting window		✓	
29.	Other projections such as A/C box and platform not covered in paragraph 3(b) and (c) of PNAP APP-19	✓	✓	✓

Other Exempted Items				
30.	Refuge floor including refuge floor cum sky garden		✓	
31.	Covered area under large projecting/overhanging feature	✓	✓	
32.	Public transport terminus (PTT)	✓	✓	
33.	Party structure and common staircase		✓	
34.	Horizontal area of staircase, lift shaft and vertical duct solely serving floor accepted as not being accountable for GFA		✓	
35.	Public passage	✓	✓	
36.	Covered set back area	✓	✓	
Bonus GFA				
37.	Bonus GFA	✓	✓	
Additional Green Features under JPN				
38.	Buildings adopting Modular Integrated Construction	✓	✓	

¹ Horizontal screen/covered walkway/trellis may be excluded from the overall cap on GFA concessions subject to provision of greenery to BA's satisfaction as stipulated under PNAP APP-42.

Summary of Gross Floor Area (GFA) Concessions and Carparking Provision 總樓面面積寬免及泊車位設施的資料摘要

Building Name and Address 建築物名稱及地址:

BD Ref. 屋宇署檔案編號:

Name of Authorized Person 認可人士姓名:

Registration No. 註冊編號:

Date 日期:

Table 1: Summary of GFA Concessions

表一:總樓面面積寬免的資料摘要

Approved GFA (m ²) 批准總樓面面積 (平方米)		GFA Concessions subject to Overall Cap ² (m ²) 受整體上限 ² 限制的總樓面面積寬免(平方米)				Bonus GFA ¹ (m ²) 額外總樓面面積 ¹ (平方米)		Disregarded / Exempted GFA ¹												Hotel Concession (m ²) 旅館項目的寬免 (平方米)	
								Green amenity features, etc (m ²) 環保設施等(平方米)				Mandatory & Non-mandatory Plant rooms (m ²) 強制及非強制機房 (平方米)				Carpark and loading/unloading ³ Area (m ²) 停車場及上落客貨範圍 ³ (平方米)					
		Domestic 住用部分		Non-domestic 非住用部分		Domestic 住用部分		Non-domestic 非住用部分		Domestic 住用部分		Non-domestic 非住用部分		Domestic 住用部分		Non-domestic 非住用部分					
Domestic 住用部分		m ²	%	m ²	%	37		5		7		2.1		2.1		1		1		3	
		0	0	0	0			6		8		2.2		2.2						4	
Non-domestic 非住用部分								7		9		2.3		2.3							
								8		10											
								9		11											
								10		13											
								11		14											
								12		17A ⁴											
								13		17B ⁴											
								14		18											
								15		19											
								16		20											
								17A ⁴		21											
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								33		38											
								34													
								35													
								36													
								37													
								38													
Total: 總計:	0					0			0		0		0		0		0		0		0

Notes 註釋:

1. Item numbers and description of the features are listed in Appendix G of Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) ADM-2.

有關設施的編號及描述，請參考《認可人士、註冊結構工程師及註冊岩土工程師作業備考》(《作業備考》)ADM-2附錄G。

2. For new building plans submitted for approval on or after 1.4.2011, Items 2, 3, 5, 6, 11, 12, 14, 15, 17B to 20, 22, 25, 26 and 29 are subject to 10% overall cap on GFA concessions under PNAP APP-151.

2011年4月1日或之後呈交審批的新建築圖則，第2, 3, 5, 6, 11, 12, 14, 15, 17B 至 20, 22, 25, 26 及 29項均須按照《作業備考》APP-151遵守10%總樓面面積寬免上限的規定。

3. Excluding Public Transport Terminal under Item 32.

不包括已填寫在第32項的公共交通總站。

4. Item 17A, includes trellis and horizontal screen / covered walkway with the provision of greenery to the Building Authority's satisfaction as stipulated under PNAP APP-42, is not subject to 10% overall cap. The horizontal screen / covered walkway under Item 17B is subject to 10% overall cap.

第17A項的花欄及符合《作業備考》APP-42提供綠化的要求並達至建築事務監督滿意程度的橫向屏障 / 有蓋人行道，則可不須受總樓面面積寬免上限的限制。而第17B項則均須遵守10%總樓面面積寬免整體上限的規定。

5. By signing the DVD Rom containing this document, I make this solemn declaration conscientiously believing the information contained in this document is true.

本人在載有此文件的唯讀光碟上簽署並謹此聲明作出此項鄭重聲明相信上述資料為真確無訛。

6. Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.

任何人如作出虛假聲明或就重要事項作出失實陳述即屬觸犯刑事罪行，可能會被檢控。

Table 2: Summary of Carparking Provision

表二: 泊車位設施的資料摘要

	No. of carparking spaces and loading/unloading bays with GFA disregarded ¹ 獲不計算入總樓面面積的泊車位及上落客貨處數目 ¹				
Type of parking space and loading/unloading bay ² 泊車位及上落客貨處類別 ²	Private Cars 私家車	Light Goods Vehicles 輕型貨車	Motorcycles 電單車	Others 其他	Loading/ unloading bays 上落客貨處
Private car park 私人停車場					
Public car park 公眾停車場					

Notes 註釋:

1. Include all carparking spaces and loading/unloading bays located at car parks with 100% or 50% GFA disregarded.
包括所有位於已獲全部或五成不計算入總樓面面積的停車場內的泊車位及上落客貨處。
2. Type of parking space and loading/unloading bay may refer to Chapter 8 of the Hong Kong Planning Standards and Guidelines.
泊車位及上落客貨處類別可參考香港規劃標準與準則第八章。

(Rev. 3/2022)

Tung Chung Cable Car Route Protection Area

The Tung Chung Cable Car (TCCC) System is owned by the Mass Transit Railway Corporation Limited (MTRCL). As the TCCC runs above land not owned by the operators, MTRCL has prepared a plan showing the TCCC Route Protection Area and requested for building plans of development proposals falling within the Route Protection Area be referred to MTRCL for review in order to ensure that the proposed works would be compatible with the safe operation of the TCCC system.

Figure 1 and Figure 2 show the location and the route protection plans of the TCCC. Details of the route protection plan are available at BD's website at <http://www.bd.gov.hk/>, and are available for inspection in Ngong Ping 360 Limited as follows:

Contact Person	: Department Head of Cable Car Operations
Address	: Ngong Ping 360 Limited 11 Tat Tung Road Tung Chung Lantau
Phone No.	: 3666 0600
Fax No.	: 2109 2030
Enquire	: info@np360.com.hk

Figure 1

LOCATION PLAN – TUNG CHUNG CABLE CAR



Figure 2

