

Minor Amendments to Plans and Specified Forms

To facilitate processing of plans which are considered by the Buildings Department (BD) as approvable under the Buildings Ordinance (BO) subject to minor amendments, authorized persons (APs), registered structural engineers (RSEs) and registered geotechnical engineers (RGEs) would be allowed to make minor amendments to such plans and relevant specified forms with BD's prior agreement. This Practice Note sets out the related procedures.

Procedures

2. With immediate effect, the procedures for making minor amendments to plans which are approvable under the BO subject to such amendments and other relevant specified forms already submitted to BD are as follows :

(a) **Amending plans and specified forms in BD**

It is usual practice for BD staff to conduct an interview with the design team from AP/RSE/RGE to clarify queries on the submissions prior to minor amendments to the plans. AP/RSE/RGE may amend the plans and specified forms in BD and authenticate the amendments by his signature.

Should clarification be required on the work the design of which has been prepared by specialist or proprietary contractors such as glazing works, cladding and curtain wall works, foundation works and hoarding works, the AP/RSE/RGE or his competent representative who understands the entire project is always encouraged to attend the interview with the specialist or proprietary contractor for better co-ordination and prompt resolution of interface problems raised by BD.

(b) **Substituting sheets and specified forms**

AP/RSE/RGE may amend the plans by handing in substitute sheets with all the amendments clearly annotated and individually authenticated. Such amendments should first be agreed with the case officer and the substitute sheets should reach him on a date to be agreed with him, in any case not more than two working days from the date the AP/RSE/RGE approaches the case officer.

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AP/RSE/RGE may replace the specified forms by handing in substitute ones. Such substitution should first be agreed with the case officer.

(c) **Taking away part of the submission and specified forms**

AP/RSE/RGE may request in writing the removal of part of a submission of plans or specified forms. Such request should specify the reference or number of the plans or the specified forms to be taken away and must contain an undertaking to return the amended plans or specified forms in not more than two working days. The precise date of return should be agreed with the case officer beforehand. The amended plans or the specified forms should be clearly annotated and individually authenticated.

(d) **Amending plans, specified forms and documents submitted via Electronic Submission Hub (ESH)**

AP/RSE/RGE may submit amended plans, specified forms and/or documents under the function of “Revised Submission” in ESH to supersede or supplement their electronic submissions. Similar to paper submissions, such amendments and the deadline of submission via ESH should first be agreed with the case officer.

3. In the case of (b), (c) and (d) in paragraph 2 above, **if the plans and/or specified forms for amendment are not returned to the case officer or not submitted under the function of “Revised Submission” in ESH by the agreed date, the submission may be disapproved** under sections 16(1)(i) and/or 16(1)(c) of the BO on the grounds that not all the plans as are prescribed by regulations and/or the required specified forms have been submitted.

4. For amendments that may have implication under the lease conditions, if the submission is made in paper format, an extra copy of the plans with amendments clearly annotated/coloured together with a Development Schedule to indicate the alterations/changes and the extent of compliance with the lease conditions should be submitted for onward transmission to the Lands Department (LandsD) for consideration. Examples of such amendments may include exclusion of floor space from gross floor area (GFA) calculation, conversion of floor space accountable for GFA calculation into back-of-the-house facilities for hotel etc. For electronic submissions, such amendments together with the Development Schedule should be submitted via ESH for direct referral to the relevant District Lands Officer of LandsD for consideration.

5. The above procedures aim to facilitate and will be reviewed from time to time. BD expects co-operation from all APs, RSEs and RGEs using the facility. In the event of abuse or operational difficulties, the procedures will be modified or cancelled.



(YU Po-mei, Clarice)
Building Authority

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