

Minor Amendments to Plans and Specified Forms

To facilitate processing of plans, Buildings Department (BD) allows authorized persons (AP) and registered structural engineers (RSE) to make minor amendments to plans and specified forms with BD's prior agreement. This announces refinements to those procedures.

Procedures

2. With immediate effect, the procedures for making minor amendments to plans and 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 to clarify queries on the submissions prior to minor amendments to the plans. AP/RSE 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 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 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 AP/RSE approaches the case officer.

AP/RSE 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 submission and specified forms**

AP/RSE 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.

3. In the case of (b) and (c), the return must always be before the due date for processing of the submission. **If the plans and/or specified forms for amendment are not returned to the case officer on the agreed date, the submission will be disapproved** under Buildings Ordinance sections 16(1)(i) and or 16(1)(c) on the grounds that not all the plans prescribed and/or specified forms have been submitted.

4. For amendments that may have implication under the lease conditions, an extra copy of the plans with amendments clearly annotated should be submitted for onward transmission to Lands Department for consideration. Examples of such amendments may include exclusion of floor area from gross floor area calculation, conversion of accountable floor area into back-of-the-house facilities for hotel etc.

5. These procedures aim to facilitate and will be reviewed from time to time. Buildings Department expects co-operation from all AP and RSE using the facility. In the event of abuse or operational difficulties, the procedures will be modified or cancelled.



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