

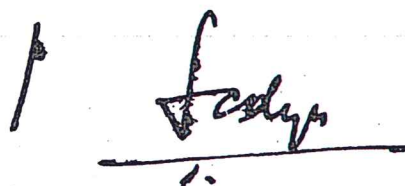
**Buildings Ordinance, Cap 123  
Specified Forms**

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

2. Where a section of the Buildings Ordinance or a Regulation requires an application, a notice or a certificate to be submitted in a specified form, the form 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. The specified forms are available from the Buildings Department during office hours. They will be kept under regular review and revised as necessary.

4. Suggestions for improvement are welcome.



(Helen C P Lai YU)  
Building Authority

Ref. : BD GP/BREG/A/1

First issued August 1993

This revision November 1994 (AD/LM)

Index under : Specified forms

**Buildings Ordinance, Cap 123  
Specified Forms**

Purpose	Relevant section of Cap 123 or Regulation	Form
<p>Application for registration as authorized person (AP)/registered structural engineer (RSE)</p> <ul style="list-style-type: none"> <li>. for inclusion</li> <li>. for retention</li> <li>. for restoration</li> </ul>	<p>BOs 3(6) BOs 3(9B) BOs 3(12)</p>	<p>* BA1 ** BA1A ** BA1B</p>
<p>Application for registration as registered contractor (RC)</p> <ul style="list-style-type: none"> <li>. for inclusion</li> <li>. for retention</li> <li>. for restoration</li> </ul>	<p>BOs 8(2) BOs 8(4A) BOs 8(8)</p>	<p>* BA 2 ** BA 2A ** BA 2B</p>
<p>Application for registration as registered ventilation contractor</p> <ul style="list-style-type: none"> <li>. for inclusion</li> <li>. for retention</li> <li>. for restoration</li> </ul>	<p>BOs 8(2) BOs 8(4A) BOs 8(8)</p>	<p>* BA 3 ** BA 3A ** BA 3B</p>
<p>Notice of appointment of AP and/or RSE</p>	<p>B(A)R 32(1A)</p>	<p>* BA 4</p>
<p>Application for approval of plans of building works and/or street works, and certificate of preparation of plans</p>	<p>B(A)R 29(1), B(A)R 18A</p>	<p>* BA 5</p>

Purpose	Relevant section of Cap 123 or Regulation	Form
Certificate on completion of building works resulting in a new building and application for permit to occupy such building	B(A)R 25, BOs 21(2)	* BA 13
Certificate on completion of building works not resulting in a new building or of street works	B(A)R 25 & 26	* BA 14
Notice of intended material change in the use of a building	BOs 25(1)	BA 15
Application for modification of and/or exemption from the provisions of the Buildings Ordinance and/or Regulations made thereunder	BOs 42(2)	BA 16
Application for permit to erect a temporary building	B(P)R 51	BA 17
Application for permit to erect a contractor's shed	B(P)R 53(1)	* BA 18
Application for permit to erect hoardings, covered walkways or gantries	B(P)R 64	BA 19
Notice of person appointed to supervise demolition works	B(DW)R 8(3)	* BA 20



**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Section 3(6)**

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**Application for inclusion in the**  
**\*authorized persons' register/structural engineers' register**

Date \_\_\_\_\_

To Secretary,  
Authorized Persons' and Structural Engineers' Registration Committee

I hereby apply for inclusion in :

\*the authorized persons' register in \*list I/list II/list III,  
\*the structural engineers' register,

and for retention in the register for a period of \*1 year/3 years beginning on the date of inclusion in the register.

2. My personal details are as follows :

Name in full (English) : \*Mr/Mrs/Miss \_\_\_\_\_ (Chinese) \_\_\_\_\_

HKID No. : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Office Address : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

Professional qualifications and dates obtained :

Concise account of education and professional training, with references from past and present employers with dates and current addresses of the employers and a statement of the principal works in which I was engaged and the capacity in which I was employed :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(use separate sheet if necessary)

3. I attach a copy each of certificates of my professional qualifications stated in paragraph 2 above.

\_\_\_\_\_  
Signature

\*Delete whichever is inapplicable



**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Section 3(9B)**

Application for retention of name in the  
\*authorized persons' register/structural engineers' register

Date \_\_\_\_\_

To the Building Authority

My name is on :

\*the authorized persons' register in \*list I/list II/list III,  
\*the structural engineers' register,

and such registration will expire on \_\_\_\_\_.

2. I hereby apply for the retention of my name in the said register for a further period of \*1 year/3 years from the date of expiry.

3. My personal details are as follows :

Name in full (English) : \*Mr/Mrs/Miss \_\_\_\_\_ (Chinese) \_\_\_\_\_

HKID No. : \_\_\_\_\_

Certificate of Registration No. : \_\_\_\_\_

Office Address : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

4. I attach a cheque for \$ \_\_\_\_\_ in payment of the fee prescribed for this application.

\_\_\_\_\_  
Signature

\*Delete whichever is inapplicable

First issued November 1994



**BUILDINGS ORDINANCE**  
(Chapter 123)  
Section 3(12)

Application for restoration of name to the  
\*authorized persons' register/structural engineers' register

Date \_\_\_\_\_

To the Building Authority

My name was previously included in :

\*the authorized persons' register in \*list I/list II/list III,  
\*the structural engineers' register.

Such registration expired on \_\_\_\_\_ and has not been renewed.

2. I hereby apply for the restoration of my name to the said register and for retention in the register for a period of \*1 year/3 years beginning on the date of restoration to the register.

3. My personal details are as follows :

Name in full (English) : \*Mr/Mrs/Miss \_\_\_\_\_ (Chinese) \_\_\_\_\_

HKID No. : \_\_\_\_\_

No. of the expired Certificate of Registration : \_\_\_\_\_

Office Address : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

4. I attach a cheque for \$ \_\_\_\_\_ in payment of the fee prescribed for this application.

\_\_\_\_\_  
Signature

\*Delete whichever is inapplicable

First issued November 1994



**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Section 8(2)**

**Application for inclusion in the register of registered contractors**

Date \_\_\_\_\_

To the Building Authority

I, \*sole proprietor/partner/acting for and on behalf of (full name of company) \_\_\_\_\_,  
 \_\_\_\_\_, (Chinese) \_\_\_\_\_,

hereby apply for inclusion in the register of registered contractors and for retention in the register for a period of  
 \*1 year/3 years beginning on the date of inclusion in the register.

2. The following details are for your consideration :

Full name of applicant (English) : \*Mr/Mrs/Miss \_\_\_\_\_ (Chinese) \_\_\_\_\_

HKID No. : \_\_\_\_\_

Address of company : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Business Registration Certificate No. : \_\_\_\_\_ (a copy of the current certificate is attached)

Details of \*other partners of the company/all persons nominated to perform the duties of a registered contractor for the company are listed below. Details of practical experience of \*applicant/each partner/each nominated person are shown in the attached sheet(s).

Full Name		HKID No.	Capacity (eg partners, director)	Signature
English	Chinese			

\_\_\_\_\_  
Signature

/Endorsement ....



## BUILDINGS ORDINANCE

(Chapter 123)

Section 8(4A)

## Application for retention of name in the register of registered contractors

Date \_\_\_\_\_

To the Building Authority

(Full name of company) \_\_\_\_\_

(Chinese) \_\_\_\_\_ is on the register of registered contractors and such registration will expire on \_\_\_\_\_.

2. I, \*sole proprietor/partner/acting for and on behalf of the said company, hereby apply for the retention of the company's name in the said register for a further period of \*1 year/3 years from the date of expiry.

3. The following details are for your records :

Full name of applicant (English) : \*Mr/Mrs/Miss \_\_\_\_\_ (Chinese) \_\_\_\_\_

HKID No. : \_\_\_\_\_

Certificate of Registration No. : \_\_\_\_\_

Address of company : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Business Registration Certificate No. : \_\_\_\_\_

4. I attach a cheque for \$ \_\_\_\_\_ in payment of the fee prescribed for this application.

\_\_\_\_\_  
Signature

\*Delete whichever is inapplicable

First issued November 1994



**BUILDINGS ORDINANCE**  
(Chapter 123)  
Section 8(8)

**Application for restoration of name to the register of registered contractors**

Date \_\_\_\_\_

To the Building Authority

(Full name of company) \_\_\_\_\_

(Chinese) \_\_\_\_\_ was previously included in the register of registered contractors.

Such registration expired on \_\_\_\_\_ and has not been renewed.

2. I, \*sole proprietor/partner/acting for and on behalf of the said company, hereby apply for the restoration of the company's name to the said register and for retention in the register for a period of \*1 year/3 years beginning on the date of restoration to the register.

3. The following details are for your records :

Full name of applicant (English) : \*Mr/Mrs/Miss \_\_\_\_\_ (Chinese) \_\_\_\_\_

HKID No. : \_\_\_\_\_

No. of the expired Certificate of Registration : \_\_\_\_\_

Address of company : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Business Registration Certificate No. : \_\_\_\_\_

4. I attach a cheque for \$ \_\_\_\_\_ in payment of the fee prescribed for this application.

\_\_\_\_\_  
Signature

\*Delete whichever is inapplicable

First issued November 1994



**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Section 8(2)**

**Application for inclusion in the register of ventilation contractors**

Date \_\_\_\_\_

To the Building Authority

I, \*sole proprietor/partner/acting for and on behalf of (full name of company) \_\_\_\_\_  
 \_\_\_\_\_ (Chinese) \_\_\_\_\_,

hereby apply for inclusion in the register of ventilation contractors and for retention in the register for \*1 year/3 years beginning on the date of inclusion in the register.

2. The following details are for your consideration :

Full name of applicant (English) : \*Mr/Mrs/Miss \_\_\_\_\_ (Chinese) \_\_\_\_\_

HKID No. : \_\_\_\_\_

Address of company : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Business Registration Certificate No. : \_\_\_\_\_ (a copy of the current certificate is attached)

Details of \*other partners of the company/all persons nominated to perform the duties of a registered ventilation contractor for the company are listed below. Details of practical experience of \*applicant/each partner/each nominated person are shown in the attached sheet(s).

Name		HKID No.	Capacity (eg partner, director)	Signature
English	Chinese			

\_\_\_\_\_  
 Signature

\*Delete whichever is inapplicable

Revised November 1994



**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Section 8(4A)**

**Application for retention of name in the register of ventilation contractors**

Date \_\_\_\_\_

To the Building Authority

(Full name of company) \_\_\_\_\_

(Chinese) \_\_\_\_\_ is on the register of ventilation contractors and such registration will expire on \_\_\_\_\_.

2. I, \*sole proprietor/partner/acting for and on behalf of the said company, hereby apply for the retention of the company's name in the said register for a further period of \*1 year/3 years from the date of expiry.

3. The following details are for your records :

Full name of applicant (English) : \*Mr/Mrs/Miss \_\_\_\_\_ (Chinese) \_\_\_\_\_

HKID No. : \_\_\_\_\_

Certificate of Registration No. : \_\_\_\_\_

Address of company : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax. No. : \_\_\_\_\_

Business Registration Certificate No. : \_\_\_\_\_

4. I attach a cheque for \$ \_\_\_\_\_ in payment of the fee prescribed for this application.

\_\_\_\_\_  
Signature

\*Delete whichever is inapplicable

First issued November 1994



**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Section 8(8)**

**Application for restoration of name to the register of ventilation contractors**

Date \_\_\_\_\_

To the Building Authority

(Full name of company) \_\_\_\_\_

(Chinese) \_\_\_\_\_ was previously included in the register of ventilation contractors. Such registration expired on \_\_\_\_\_ and has not been renewed.

2. I, \*sole proprietor/partner/acting for and on behalf of the said company, hereby apply for the restoration of the company's name to the said register and for retention in the register for a period of \*1 year/3 years beginning on the date of restoration to the register.

3. The following details are for your records :

Full name of applicant (English) : \*Mr/Mrs/Miss \_\_\_\_\_ (Chinese) \_\_\_\_\_

HKID No. : \_\_\_\_\_

No. of the expired Certificate of Registration : \_\_\_\_\_

Address of company : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax. No. : \_\_\_\_\_

Business Registration Certificate No. : \_\_\_\_\_

4. I attach a cheque for \$ \_\_\_\_\_ in payment of the fee prescribed for this application.

\_\_\_\_\_  
Signature

\*Delete whichever is inapplicable

First issued November 1994



**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Section 4**  
**BUILDING (ADMINISTRATION) REGULATIONS**  
**Regulation 23**

**Notice of appointment of authorized person and/or  
registered structural engineer**

Date \_\_\_\_\_

To the Building Authority

\*I/We(name in full) \_\_\_\_\_ (Chinese) \_\_\_\_\_  
of (address) \_\_\_\_\_

Telephone No. \_\_\_\_\_, Fax No. \_\_\_\_\_ holder of \*HKID No./Business Registration  
Certificate No. \_\_\_\_\_, intend to carry out the \*building works and/or street works as detailed  
below.

In accordance with the provisions of regulation 23 of the Building (Administration) Regulations, \*I/we give you  
notice that :

(a) \*I/we have appointed (full name of the Authorized Person) \_\_\_\_\_  
\_\_\_\_\_ (Chinese) \_\_\_\_\_  
of (address) \_\_\_\_\_

Telephone No. \_\_\_\_\_, Fax No. \_\_\_\_\_, as authorized person to be the  
co-ordinator in respect of the said \*building works and/or street works; and

(b) \*I/we have appointed (full name of the Registered Structural Engineer) \_\_\_\_\_  
\_\_\_\_\_ (Chinese) \_\_\_\_\_  
of (address) \_\_\_\_\_

Telephone No. \_\_\_\_\_, Fax No. \_\_\_\_\_, as registered structural  
engineer, consultant to the authorized person on the structural elements of the said \*building works and/or  
street works.

2. Particulars of the \*building works and/or street works that \*I/we intend to carry out are as follows :

(a) Brief description of the proposed works \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

/(b) ....



**BUILDINGS ORDINANCE**  
(Chapter 123)  
Section 14(1)(a)  
**BUILDING (ADMINISTRATION) REGULATIONS**  
Regulation 18A & 29

Application for approval of plans of \*building works  
and/or street works and certificate of preparation of plans

To the Building Authority

**Application for approval of plans**

In accordance with the provisions of section 14(1)(a) of the Buildings Ordinance and regulation 29 of the Building (Administration) Regulations, \*I/we (name in full) \_\_\_\_\_

(Chinese) \_\_\_\_\_ apply for your approval of the (here specify the type of plans) \_\_\_\_\_

plans submitted herewith for the works to be carried out at the site located at (address of site) \_\_\_\_\_

\_\_\_\_\_ on (Lot No.) \_\_\_\_\_.

The said plans have been prepared by (name in full) \_\_\_\_\_,  
(Chinese) \_\_\_\_\_, \*authorized person/registered structural engineer, the appointment of whom  
has been notified to you in the Form BA4 submitted on \_\_\_\_\_.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Capacity

/Certificate ....



**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**BUILDING (ADMINISTRATION) REGULATIONS**  
**Regulation 18**

**Stability Certificate of Authorized Person  
and/or  
Registered Structural Engineer**

Date \_\_\_\_\_

To the Building Authority

In accordance with the provisions of regulation 18 of the Building (Administration) Regulations, I (name in full)

\_\_\_\_\_ (Chinese) \_\_\_\_\_,

\*authorized person/registered structural engineer, hereby certify that I have inspected the building known as (address of building) \_\_\_\_\_

\_\_\_\_\_ on (Lot No.) \_\_\_\_\_

and in my opinion it is capable of bearing the loads and stresses which may be increased or altered in any way by reason of the building works consisting of \*repairs/alterations or additions shown on the accompanying plans.

\_\_\_\_\_  
Signature of \*authorized person/  
registered structural engineer

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

\_\_\_\_\_  
\*Signature of authorized person  
countersigning

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

\* Delete whichever is inapplicable.

Revised November 1994



**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Section 19**  
**BUILDING (ADMINISTRATION) REGULATIONS**  
**Regulation 28**

**Notice of urgent works required  
as a result of accident or emergency**

To the Building Authority

In accordance with the provisions of section 19 of the Buildings Ordinance, \*I/we (name in full) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Chinese) \_\_\_\_\_  
hereby give notice that \*an accident/emergency, namely \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\*occurred/arose at (here state the site) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
on (date) \_\_\_\_\_.

\*I/We, being \*the owner of the above building/the owner of the above land/the person who under the terms of the crown lease for (Lot No.) \_\_\_\_\_ is under an obligation to maintain the above land/the person for whom the street works are carried out, have authorized the following works which are necessitated by the above \*accident/emergency : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\*I/We have engaged (name in full) \_\_\_\_\_  
(Chinese) \_\_\_\_\_, authorized person of (address) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, Telephone No. \_\_\_\_\_, Fax No. \_\_\_\_\_,  
to supervise and (name in full) \_\_\_\_\_  
(Chinese) \_\_\_\_\_, registered contractor of (address) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, Telephone No. \_\_\_\_\_, Fax No. \_\_\_\_\_,  
to carry out the above works.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature

/In ....



**BUILDING AUTHORITY OF HONG KONG**  
**Form BA 8**  
**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Section 14(1)(b)**  
**BUILDING (ADMINISTRATION) REGULATIONS**  
**Regulation 31**

**Application for consent to the commencement and carrying out  
of building works or street works**

Date \_\_\_\_\_

To the Building Authority,

In accordance with the provisions of section 14(1)(b) of the Buildings Ordinance and regulation 31 of the Building (Administration) Regulations, \*I/We, (name of applicant) \_\_\_\_\_  
apply for your consent to the commencement and carrying out of the (here specify the type of work) \_\_\_\_\_

works, at (number and name of street and locality) \_\_\_\_\_

on (Lot No.) \_\_\_\_\_, shown in the following approved plans \*in respect of the part described  
in the approved plans, namely \_\_\_\_\_ :

Type of plans	Date of notice of approval	BA's Ref. No.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Capacity of applicant

\*Delete whichever is inapplicable.



**BUILDING AUTHORITY OF HONG KONG**

**Form BA 9**

**BUILDINGS ORDINANCE**

**(Chapter 123)**

**Section 20**

**Application for renewal of consent to the carrying out  
of building works or street works**

Date \_\_\_\_\_

To the Building Authority,

In accordance with the provisions of section 20 of the Buildings Ordinance, \*I/We (full name of the applicant)  
\_\_\_\_\_ hereby apply for the renewal  
of your consent given on (date) \_\_\_\_\_ by Permit No. \_\_\_\_\_ (your Ref.  
No. \_\_\_\_\_) to the carrying out of the \*building works/street works therein specified at (number and name  
of street and locality) \_\_\_\_\_  
\_\_\_\_\_

on (Lot No.) \_\_\_\_\_.

2. \*I/We attach herewith Permit No. \_\_\_\_\_ for your endorsement.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Capacity of applicant

\*Delete whichever is inapplicable



**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Section 9**  
**BUILDING (ADMINISTRATION) REGULATIONS**  
**Regulation 20**

**Notice of appointment of registered contractor,  
 notice of commencement of building works or street works and  
 undertaking by registered contractor**

To the Building Authority

In accordance with the provisions of regulation 20 of the Building (Administration) Regulations :

- (a) I (name in full) \_\_\_\_\_  
 (Chinese) \_\_\_\_\_, authorized person, have been appointed for the \*building  
 works/street works at (address of site) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ on (Lot No.) \_\_\_\_\_.  
 You \*gave/renewed your consent for these works by Permit No. \_\_\_\_\_ dated \_\_\_\_\_  
 (your Ref. No. \_\_\_\_\_). I hereby give notice that (name of registered contractor) \_\_\_\_\_  
 \_\_\_\_\_ (Chinese) \_\_\_\_\_  
 of (address) \_\_\_\_\_  
 \_\_\_\_\_,  
 Telephone No. \_\_\_\_\_, Fax No. \_\_\_\_\_, has been appointed to carry out these  
 works and that the works will be \*commenced/resumed on (date) \_\_\_\_\_.

Date \_\_\_\_\_

\_\_\_\_\_  
 Signature

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

And

- (b) \*I/We, (name in full) \_\_\_\_\_  
 (Chinese) \_\_\_\_\_, registered contractor, accept such appointment to carry out the  
 above works. \*I/We confirm that the works will be \*commenced/resumed on (date) \_\_\_\_\_  
 and undertake to carry out the works in strict compliance with the provisions of the Buildings Ordinance  
 and Regulations.

Date \_\_\_\_\_

\_\_\_\_\_  
 Signature

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

\*Delete whichever is inapplicable



**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**BUILDING (ADMINISTRATION) REGULATIONS**  
**Regulation 24**

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

To the Building Authority

In accordance with the provisions of regulation 38 of the Building (Administration) Regulations, I (name in full)  
\_\_\_\_\_  
(Chinese) \_\_\_\_\_,  
authorized person, submit the notice and certificate below delivered to me by the registered contractor under regulation 24.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

**Notice and certificate of the registered contractor**

In accordance with the provisions of regulation 24 of the Building (Administration) Regulations, \*I/we  
(name in full) \_\_\_\_\_

(Chinese) \_\_\_\_\_, registered contractor of (address) \_\_\_\_\_

hereby give notice that \*I/we have ceased to be appointed with effect from (date) \_\_\_\_\_ in respect  
of the \*building works/street works at (address of site) \_\_\_\_\_

\_\_\_\_\_ on (Lot no.) \_\_\_\_\_

The Building Authority consented to these works on (date) \_\_\_\_\_ by Permit No. \_\_\_\_\_

(BA's Ref. No. : \_\_\_\_\_).

/\*I/We ....



**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**section 21**  
**Building (Administration) Regulations**  
**Regulation 25**

---

**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**

To the Building Authority

In accordance with the provisions of regulation 25 of the Building (Administration) Regulations, \*I/we  
(name in full) \_\_\_\_\_

(Chinese) \_\_\_\_\_, registered contractor of (address) \_\_\_\_\_

certify that \*the new temporary building/the new building/the part namely, (describe part which is completed) \_\_\_\_\_

of the new building being erected at (address of site) \_\_\_\_\_

\_\_\_\_\_ on (Lot No.) \_\_\_\_\_

has been completed on (date) \_\_\_\_\_ and has been erected in accordance with the provisions of the  
Buildings Ordinance and Regulations. You consented to the above works on (date) \_\_\_\_\_ by  
Permit No. \_\_\_\_\_.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

/In ....



**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Section 21**  
**BUILDING (ADMINISTRATION) REGULATIONS**  
**Regulation 25**

**Certificate on completion of building works resulting in a new  
building and application for permit to occupy such building**

To the Building Authority

In accordance with the provisions of regulation 25 of the Building (Administration) Regulations, \*I/we  
(name in full) \_\_\_\_\_

(Chinese) \_\_\_\_\_, registered contractor of (address) \_\_\_\_\_

\_\_\_\_\_ ,  
certify that the new building erected at (address of site) \_\_\_\_\_

\_\_\_\_\_ on (Lot No.) \_\_\_\_\_

has been completed on (date) \_\_\_\_\_ and has been erected in accordance with the provisions of the Buildings  
Ordinance and Regulations. You consented to the above works on (date) \_\_\_\_\_ by  
Permit No. \_\_\_\_\_.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

In accordance with the provisions of regulation 25 of the Building (Administration) Regulations, I (name in full)  
\_\_\_\_\_ (Chinese) \_\_\_\_\_,  
registered structural engineer of (address) \_\_\_\_\_

\_\_\_\_\_ ,  
certify that the above new building has been erected in accordance with the plans approved by you (your Ref. No.  
\_\_\_\_\_) and is, in my opinion, structurally safe.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

/In ....



**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**BUILDING (ADMINISTRATION) REGULATIONS**  
**Regulations 25 & 26**

**Certificate on completion of building works not resulting  
in a new building or of street works**

To the Building Authority

In accordance with the provisions of regulation \*25/26 of the Building (Administration) Regulations, \*I/we  
(name in full) \_\_\_\_\_

(Chinese) \_\_\_\_\_, registered contractor of (address) \_\_\_\_\_

\_\_\_\_\_ ,  
certify that the (here specify the type of work) \_\_\_\_\_

carried out at (address of site) \_\_\_\_\_

\_\_\_\_\_ ,  
on (Lot No.) \_\_\_\_\_ have been carried out in accordance with the provisions of the Buildings  
Ordinance and Regulations and completed on (date) \_\_\_\_\_ . You consented to the above works on (date)

\_\_\_\_\_ by Permit No. \_\_\_\_\_ (your Ref. No. \_\_\_\_\_).

Date \_\_\_\_\_

\_\_\_\_\_  
Signature

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

In accordance with the provisions of regulation 25 of the Building (Administration) Regulations, I (name in full)

\_\_\_\_\_ (Chinese) \_\_\_\_\_ ,

registered structural engineer of (address) \_\_\_\_\_

\_\_\_\_\_ ,  
certify that the above building works have been carried out \*in accordance with the plans approved by you (your Ref No.  
\_\_\_\_\_) /and are, in my opinion, structurally safe.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

/In ....



**BUILDING AUTHORITY OF HONG KONG**  
**Form BA 15**  
**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Section 25**

**Notice of intended material  
change in the use of a building**

Date \_\_\_\_\_

To the Building Authority,

In accordance with the provisions of section 25 of the Buildings Ordinance, \*I/we hereby give notice that \*I/we intend to \*carry out/authorize the carrying out of a material change in the use of the building known as (No. and name of street and locality) \_\_\_\_\_

on (Lot No.) \_\_\_\_\_ from the present use of \_\_\_\_\_ to the intended use of \_\_\_\_\_ as from (date) \_\_\_\_\_.

\*I/We attach herewith a block plan as required by regulation 47 of the Building (Administration) Regulations and submit herewith the following information for your consideration :

- (a) Name and address of owner of the building \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
- (b) Name of occupier of the building \_\_\_\_\_  
\_\_\_\_\_.
- (c) Building works to be carried out \_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Full name of signatory

Capacity of signatory : \*owner/tenant/occupier

\*Delete whichever is inapplicable



**BUILDING AUTHORITY OF HONG KONG**  
**Form BA 16**  
**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Section 42**

**Application for modification of  
and/or exemption from the provisions of the Buildings  
Ordinance and/or regulations made thereunder**

Date \_\_\_\_\_

To the Building Authority,

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-

(a) the Buildings Ordinance herein specified : \_\_\_\_\_

\_\_\_\_\_

(b) the regulations made under the Buildings Ordinance herein specified : \_\_\_\_\_

\_\_\_\_\_

in respect of the \*building works/street works at (number and name of street and locality) \_\_\_\_\_

\_\_\_\_\_

on (Lot No.) \_\_\_\_\_ (your Ref. No. \_\_\_\_\_).

2. I list hereunder the special circumstances in connection with the said works in support of this application-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Full name of applicant

\_\_\_\_\_  
Capacity of applicant

\*Delete whichever is inapplicable



**BUILDING AUTHORITY OF HONG KONG**

**Form BA 17**

**BUILDINGS ORDINANCE**

**(Chapter 123)**

**BUILDING (PLANNING) REGULATIONS**

**Regulation 51**

**Application for permit to erect a temporary building**

Date \_\_\_\_\_

To the Building Authority,

In accordance with the provisions of regulation 51 of the Building (Planning) Regulations, \*I/we (name in full)

\_\_\_\_\_, of (address) \_\_\_\_\_,

holder of \*HKID/Passport/Business Registration Certificate No. \_\_\_\_\_, being the building owner,  
hereby apply for permission to erect a temporary building at (No. and name of street and locality) \_\_\_\_\_

\_\_\_\_\_ on (Lot No.) \_\_\_\_\_ as shown in the accompanying plans. \*I/we also apply for your approval of the said plans and your consent to the commencement and carrying out of the erection of the said temporary building.

2. The proposed temporary building will be required for \_\_\_\_\_ \*year(s)/month(s).

\_\_\_\_\_  
Signature of applicant

\*Delete whichever is inapplicable



**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**BUILDING (PLANNING) REGULATIONS**  
**Regulation 53**

**Application for permit to erect a contractor's shed**

Date \_\_\_\_\_

To the Building Authority

In accordance with the provisions of regulation 53 of the Building (Planning) Regulations, \*I/we (name in full)

(Chinese) \_\_\_\_\_, registered contractor of (address) \_\_\_\_\_

hereby apply for a permit to erect a contractor's shed as shown in the accompanying plans, in connection with building works to be carried out at (address of site) \_\_\_\_\_

on (Lot No.) \_\_\_\_\_ (your Ref. No. \_\_\_\_\_).

2. \*I/We hereby supply the following information for your consideration :

- (a) The situation, dimensions and construction of the shed are as shown on the accompanying plans.
- (b) The estimated time for which the shed is required is \_\_\_\_\_ \*year(s)/month(s).
- (c) The intended use of the shed is \_\_\_\_\_.
- (d) The number of persons to be accommodated for habitation is \_\_\_\_\_.
- (e) Provision of \*latrine/\*water-closet/\*kitchen accommodation is as follows : \_\_\_\_\_

\_\_\_\_\_  
Signature

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

\*Delete whichever is inapplicable

Revised November 1994



**BUILDING AUTHORITY OF HONG KONG**  
**Form BA 19**  
**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**BUILDING (PLANNING) REGULATIONS**  
**Regulation 64**

Application for permit to erect hoardings, covered walkways or gantries

Date \_\_\_\_\_

To the Building Authority,

In accordance with the provisions of regulation 64 of the Building (Planning) Regulations, \*I/we (name in full)

\_\_\_\_\_, of (address) \_\_\_\_\_

holder of \*HKID/Passport/Business Registration Certificate No. \_\_\_\_\_, being the building owner, hereby  
apply for a permit to erect \*hoardings, covered walkways or gantries as shown in the accompanying plans, in connection  
with building works to be carried out at (No. and name of street and locality) \_\_\_\_\_

on (Lot No.) \_\_\_\_\_ (your Ref. No. \_\_\_\_\_).

2. The \*hoardings, covered walkways or gantries are required for \_\_\_\_\_ \*year(s)/month(s).

\_\_\_\_\_  
Signature of applicant

\* Delete whichever is inapplicable.



**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**BUILDING (DEMOLITION WORKS) REGULATIONS**  
**Regulation 8**

**Notice of person appointed to supervise demolition works**

Demolition at (address of site) \_\_\_\_\_  
\_\_\_\_\_ on (Lot No.) \_\_\_\_\_

In accordance with the provisions of regulation 8(3) of the Building (Demolition Works) Regulations, it is hereby notified that the demolition and all works incidental thereto being carried out on this site have been placed under the supervision of (name in full) \_\_\_\_\_  
\_\_\_\_\_ (Chinese) \_\_\_\_\_,  
holder of HKID No. \_\_\_\_\_.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of registered contractor

Full name of registered contractor : \_\_\_\_\_ (Chinese) \_\_\_\_\_

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_



**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Section 4(2)**  
**BUILDING (ADMINISTRATION) REGULATIONS**  
**Regulation 23(2)**

Notice of nomination by authorized person or registered  
structural engineer of another authorized person or registered  
structural engineer to act in his stead  
during temporary inability to act

Date \_\_\_\_\_

To the Building Authority

**Part I**

In accordance with the provisions of regulation 23(2) of the Building (Administration) Regulations, I (name in full)

\_\_\_\_\_ (Chinese) \_\_\_\_\_,

\*authorized person/registered structural engineer of (address) \_\_\_\_\_

\_\_\_\_\_ hereby notify that I have, under section 4(2) of the Buildings Ordinance, nominated (name in full) \_\_\_\_\_

\_\_\_\_\_ (Chinese) \_\_\_\_\_,

an \*authorized person/registered structural engineer of (address) \_\_\_\_\_

\_\_\_\_\_ Telephone No. \_\_\_\_\_, Fax No. \_\_\_\_\_, to act in my stead during the period of my

\*illness/temporary absence from Hong Kong as from (date) \_\_\_\_\_ \*to (date) \_\_\_\_\_/until further

notice in respect of the \*building works/street works detailed below.

/No. ....



**BUILDING AUTHORITY OF HONG KONG**  
**Form BA 22**  
**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Section 28B(1)**

**Application for authorization to carry out and/or  
maintain groundwater drainage works**

Date \_\_\_\_\_

To the Building Authority,

In accordance with the provisions of section 28B(1) of the Buildings Ordinance, \*I/we (full name of applicant)

\_\_\_\_\_ of (address) \_\_\_\_\_

holder of \*HKID/Passport/Business Registration Certificate No. \_\_\_\_\_, hereby apply for an order of authorization to \*carry out/and/maintain the groundwater drainage works set out in plans approved by you on (date) \_\_\_\_\_ (your Ref. No. \_\_\_\_\_), in connection with the building works at (no. and name of street and locality) \_\_\_\_\_

on (Lot No.) \_\_\_\_\_.

2. \*I/we make the application in the capacity of \_\_\_\_\_, and submit herewith the following particulars in support of the application :

- (a) Particulars of the groundwater drainage works and specified period of required maintenance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (b) Name and address of person/s\* whose objections or want of agreement prevents \*carrying out/and/maintenance of the works \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (c) Particulars of attempts to reach agreement \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (d) Nature and grounds of objections (if known to applicant) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (e) Estimated duration of \*carrying out of works/and/maintenance of works \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (f) Name and address of person by whom works are to be \*carried out/and/maintained \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

\* Delete whichever is inapplicable.



### Application for \*grant/renewal of licence for an oil storage installation

[illegible]



**BUILDINGS ORDINANCE**  
(Chapter 123)  
**BUILDING (ADMINISTRATION) REGULATIONS**  
Regulation 45

**Notification to the Building Authority of change of business  
address of \*authorized person/registered structural engineer/  
registered contractor/registered ventilation contractor**

Date \_\_\_\_\_

To the Building Authority

\*I/We,                      \*authorized person in \*list I/list II/list III,  
                                 \*registered structural engineer,  
                                 \*registered contractor,  
                                 \*registered ventilation contractor,

hereby give you notice of change of \*my/our business address. Details of the change are as follows :

New address : \_\_\_\_\_

Date of change to the new address : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

\_\_\_\_\_  
Signature

Name in full : \_\_\_\_\_ (Chinese) \_\_\_\_\_

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

\* Delete whichever is inapplicable.

First issued November 1994