## **Submissions** to the Buildings Department

Many submissions received by the Buildings Department are subject to statutory time limits. Receipt points for various types of submissions in paper format are outlined below:

Submissions	Receipt Points
(i) Submissions relating to new building developments and alteration and addition works (except for works in response to a statutory order, notice, direction or an advisory letter related to building or slope safety)	Receipt and Dispatch Counter at the office of New Buildings Divisions on 7/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong
(ii) Other Submissions	General Enquiry and Receipt Counter at the Buildings Department Headquarters on G/F, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon

2. The operating hours of the above counters are:

## Mondays to Fridays 8:30 am to 5:30 pm

- 3. To facilitate efficient working of the time-stamp machine, we would appreciate your co-operation in folding your plans in the manner indicated in Appendix A.
- 4. For submissions in electronic format, please refer to Practice Note for Registered Contractor (PNRC) 42 and PNRC 2 for details.

( YU Po-mei, Clarice ) Building Authority

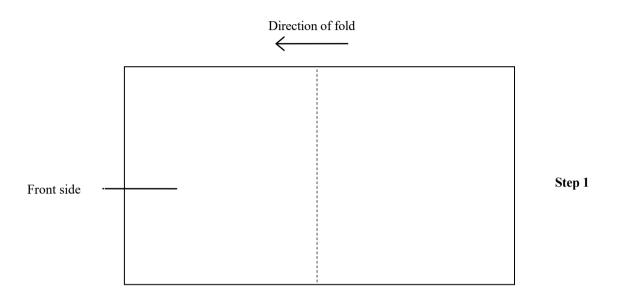
Ref.: BD GR/1-135/1

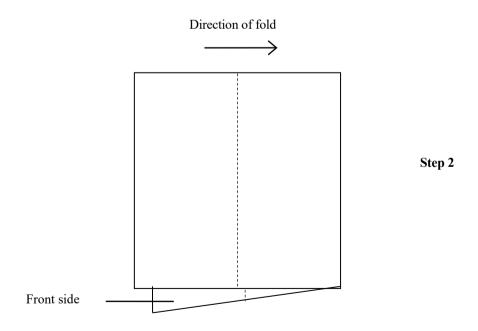
First issue June 2012 Last revision March 2019

This revision May 2022 (AD/CS) (Paragraph 1 amended and paragraph 4 added)

## **Folding of Plans**

Preferred way - fold plans along dotted line





(Rev. 4/2016)