

# Buildings Department continues special work arrangement

In view of the extension of the special work arrangement for government employees until August 9 to reduce social contacts in order to stop COVID-19 from further spreading in the community, the Buildings Department (BD) announced today (July 31) that it will continue to provide emergency and essential public services during this period. The services will be mainly handling public reports on building safety and unauthorised building works in progress, critical statutory submissions for new developments, registration of building professionals and contractors, advisory services for licensing authorities and implementation of Operation Building Bright 2.0.

Submission of the following applications and documents in person should be through:

1. A drop-in box located at G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon (BD Headquarters), for collection of the specified forms and supporting documents required to be submitted under the Minor Works Control System, the Mandatory Building Inspection Scheme and the Mandatory Window Inspection Scheme, applications for registration and renewal of registration of building professionals and contractors under the Buildings Ordinance, as well as documents for compliance with statutory orders or directions issued by the BD (e.g. investigation reports, remedial works proposals, completion reports, etc.) from 10am to 4pm from Monday to Friday;
2. A tender/quotation box located at the ground floor of the BD Headquarters for receiving tender/quotation documents from 8.30am to 5.30pm from Monday to Friday; and
3. A drop-in counter located at the office of the BD's New Buildings Division on 7/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong, for receiving statutory applications and related documents and forms for new building works and returning the processed plans and related documents to the applicants from 9.30am to 2.30pm on Tuesday and Friday.

The department will issue receipts/acknowledgements of submissions in due course. However, the handling time of the above services may be longer than usual.

The Building Information Centre and all receipt counters, dispatch counters, general enquiry counters and meeting rooms of the BD will not be open to the public until further notice. All appointments, meetings (except meetings essential to meet statutory requirements such as Minor Works Contractor Registration Committee meetings) and inspections scheduled for the period will be rescheduled to later dates and the individuals concerned will be notified in due course.

The BD appeals to the public to minimise visiting the department's offices in person unless they genuinely require its public services urgently. The public may call 1823 to make emergency reports. For general enquiries and other reports, they may call 1823 or inform the department by email ([enquiry@bd.gov.hk](mailto:enquiry@bd.gov.hk)), online reporting ([eform.one.gov.hk/form/bd0001/en/](http://eform.one.gov.hk/form/bd0001/en/)), fax (2537 4992) or post (North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon). In addition, electronic information may be submitted to the BD via [receipt@bd.gov.hk](mailto:receipt@bd.gov.hk).