

# Buildings Department's special work arrangement

In accordance with the special work arrangement for government departments to reduce social contacts to stop COVID-19 from further spreading in the community, the Buildings Department (BD) announced today (July 19) that it will provide emergency and essential public services between tomorrow (July 20) and July 26. 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 collection of statutory applications and related documents and forms for new building works from 9.30am to 2.30pm on Monday, Wednesday 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.

Emergency reports can be made on 1823. For general enquiries and reports, members of the public 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 can be submitted to the BD via [receipt@bd.gov.hk](mailto:receipt@bd.gov.hk).