

# Special work arrangements for Buildings Department services from March 23

In line with the latest special work arrangements announced by the Government to reduce social contact, the Buildings Department (BD) announced today (March 22) that it will adjust its services for members of the public from tomorrow (March 23) until further notice. Details are as follows:

(1) The BD will provide emergency, essential and limited public services, which mainly include 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.

(2) The recently reopened Receipt and Enquiry Counters and the Building Information Centre at the ground floor and the second floor respectively of the BD Headquarters at North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon, will be temporarily closed.

(3) Submission of certain applications and documents in person can be made as follows:

(a) A drop-in box located at the ground floor of the BD Headquarters is available 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 and 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 and completion reports), from 10am to 4pm from Monday to Friday; and

(b) A tender/quotation box located at the ground floor of the BD Headquarters is available for receiving tender/quotation documents from 9.30am to 5.30pm from Monday to 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.

(4) The Receipt and Dispatch Counter located at the office of the BD's New Buildings Divisions at 7/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong, will continue to maintain counter services. It will be open on Monday, Wednesday and Friday from 8.30am to 5.30pm for receipt of statutory submissions and related documents and forms for new building works. For processed plans and

related documents, applicants would be individually contacted to collect the relevant plans and documents from the Receipt and Dispatch Counter on Tuesday or Thursday.

(5) Except for meetings essential to meet statutory requirements, such as Minor Works Contractors Registration Committee meetings, the meeting rooms and interview rooms of the BD will not be open to the public and all appointments, meetings and inspections scheduled for the affected period will be rescheduled to later dates. 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).