

## **Innovative Building Materials and Technologies**

### **Introduction**

The use of innovative building materials and technologies (IBMT), including materials, products, systems or technologies of construction, may enhance the safety, health and environmental performance of buildings, as well as productivity of the building industry. To facilitate the application of IBMT in private development projects, the Buildings Department (BD) has set up a pre-acceptance mechanism for IBMT with an aim to providing a curtailed assessment on non-site specific design and construction matters relating to building, drainage and structural IBMT (excluding innovative geotechnical materials and technologies)<sup>1</sup> for compliance with the safety, health and environmental standards set out in the Buildings Ordinance (BO) and its subsidiary regulations, so that the industry would have greater confidence in using IBMT for their projects.

### **Pre-acceptance Mechanism**

2. The supplier or manufacturer of IBMT is required to appoint an authorized person (AP), a registered structural engineer (RSE) and/or a registered geotechnical engineer (RGE)<sup>2</sup> as appropriate who should evaluate the IBMT for the purpose of compliance with the BO and its subsidiary regulations and submit a pre-acceptance application (PAA) to BD for consideration. The PAA should include the following:

- (a) an application form (Appendix A) duly completed and signed by the supplier or manufacturer and the appointed AP, RSE and/or RGE as appropriate;
- (b) an innovation brief providing the details of the IBMT (e.g. use, design principle and job reference (if any)) and highlighting the innovative content of the IBMT<sup>3</sup>;

/(c) ...

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<sup>1</sup> Suppliers/manufacturers of innovative geotechnical materials and technologies should approach the Geotechnical Engineering Office of the Civil Engineering and Development Department for their pre-acceptance of the geotechnical materials and technologies.

<sup>2</sup> Appointment of an RGE is required if the IBMT involves geotechnical matters, e.g. new foundation system.

<sup>3</sup> For example, concrete consists of innovative component as cement replacement or aggregates that will advance its performance, or there is currently no relevant local and international standard for the IBMT.

- (c) building, drainage or structural plans as appropriate to justify how the relevant standards and requirements under the BO could be met, or otherwise demonstrate the performance of the IBMT being equivalent or not inferior to the relevant standards and requirements under the BO; and
- (d) technical specification of the IBMT, together with the supporting documents including manufacturer's catalogue, technical documents, test or assessment reports prepared by accredited laboratories, quality assurance scheme of the manufacture factory with ISO 9001 or equivalent quality assurance certification, etc.

3. For the avoidance of doubt, the pre-acceptance mechanism is not applicable to the following:

- (a) building materials, products, systems or technologies that have already been accepted and shown in PNAPs (e.g. Modular Integrated Construction) and codes of practice issued by BD; and
- (b) building materials, products, systems or technologies that are already available in BD's Central Data Bank.

### **Processing of PAA**

4. On the condition that the PAA is accompanied with sufficient information, BD will provide a determination normally within 45 days from the date of receipt of the application in the form of a letter of in-principle acceptance if the IBMT is accepted in-principle for the proposed use. Otherwise, BD will provide a letter of comments on the application to AP/RSE/RGE also within 45 days. AP/RSE/RGE should clarify/respond to all comments in 30 days, or the application may be considered as abandoned. Upon receipt of the responses to comments and/or supplementary information from AP/RSE/RGE, BD will give a determination within 30 days. BD may refuse<sup>4</sup> the application with a list of outstanding items or remaining comments yet to be addressed if full response is not received or the responses cannot satisfactorily address BD's comments. To facilitate the preparation of the PAA, the applicant is encouraged to discuss with BD before submitting an application.

5. The letter of in-principle acceptance will state the requirements and limitations of the pre-accepted IBMT. The letter will also remind the supplier or manufacturer the statutory requirements of approval and consent for application of the IBMT in a development project, and specify whether it is suitable for use in minor works carried out under the simplified requirements of the Minor Works Control System. The letter together with the brief description, requirements and limitations of the pre-accepted IBMT will be uploaded to BD website for public reference.

**/Adoption ...**

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<sup>4</sup> If the application is refused, a new application as per paragraph 2 is required.

### **Adoption of Pre-accepted IBMT in Private Developments**

6. The pre-acceptance of the IBMT should not be construed as an exemption from obtaining prior approval and consent from the Building Authority under the BO. When a plan submission involves the use of pre-accepted IBMT, it should be accompanied with an application for modification/exemption under section 42 of the BO where appropriate. Nevertheless, the pre-acceptance is not a pre-requisite for the approval of plans involving IBMT.

7. Any building professionals who intend to adopt the pre-accepted IBMT in their development projects are responsible to ensure that the design and application of such IBMT in the project comply with the provisions of the BO, the approved plans as well as the requirements and limitations specified in the letter of in-principle acceptance.

8. To cater for advancement in technology and possible changes in requirements under the BO and its subsidiary regulations, codes of practice and PNAPs, the pre-acceptance of any IBMT will be subject to a validity period of maximum 5 years. Upon expiry, an application for renewal of the pre-acceptance prepared by AP, RSE and/or RGE as appropriate should be made in an application form (Appendix B) to ensure compliance with the latest requirements of the BO.

( YU Po-mei, Clarice )  
Building Authority

Ref. : BD GR/1-55/313

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申請原則上認可創新建築材料與技術 (IBMT)  
Application for In-principle Acceptance of  
Innovative Building Materials and Technologies (IBMT)

Form  
**IBMT 1**

- 呈交表格時須附上圖則及相關的證明文件。
- 請以正楷填寫，並在適當方格內加上『√』號。填寫前，請細閱《注意事項》。
- Submit this form with plans and relevant supporting documents accompanied.
- Read the "Matters to Note", complete in BLOCK LETTER and tick the appropriate boxes.

致建築事務監督 To the Building Authority

甲部 申請詳情  
Part A Application Particulars

 由申請人填寫  
To be completed by the applicant

**1** 創新建築材料與技術的詳情  
Details of the Innovative Building Materials and Technologies

名稱 Name

型號 (如有) Model Number (if any)

創新建築材料與技術的類別 Category of IBMT

- 建築 / 排水 材料 / 產品 / 系統 / 技術 Building / Drainage Material / Product / System / Technology
- 結構 材料 / 產品 / 系統 / 技術 Structural Material / Product / System / Technology
- 其他，請註明 Others, please specify

簡述 Brief Description

**2** 申請人的資料  
Details of the Applicant

生產商 / 供應商 Manufacturer / Supplier

聯絡地址 Correspondence Address


身份證明 (任擇其一) Identification (Choose one)

- 香港身份證號碼  
HKID No.  X X X ()
- 商業登記號碼  
Business Registration No.

聯絡電話 Contact Tel. No.

傳真號碼 Fax No.

聯絡人 Contact Person 姓氏先行 Surname first

聯絡人電郵地址(必須填寫)  
Email Address of Contact Person  
(Must be provided for subsequent communication)

**3** 製備圖則人士的資料  
Details of the Person who Prepared the Plans

申請人已委任以下人士就本申請擬備圖則及證明文件  
The following persons have been appointed by the applicant for the preparation of plans and supporting documents for this application

**認可人士 (適用於建築 / 排水類型創新建築材料與技術)**  
**Authorized Person (applicable for building / drainage IBMT)**

中文姓名\* Name in Chinese\* 姓氏先行 Surname first

英文姓名\* Name in English\* 姓氏先行 Surname first

聯絡地址 Correspondence Address

註冊證明書編號\*

Certificate of Registration No.\*

 / 

上述人士委任日期

Date of Appointment of the above Person

日 dd 月 mm 年 yyyy

**註冊結構工程師 (適用於結構類型創新建築材料與技術)**  
**Registered Structural Engineer (applicable for structural IBMT)**

中文姓名\* Name in Chinese\* 姓氏先行 Surname first

英文姓名\* Name in English\* 姓氏先行 Surname first

聯絡地址 Correspondence Address

註冊證明書編號\*

Certificate of Registration No.\*

 / 

上述人士委任日期

Date of Appointment of the above Person

日 dd 月 mm 年 yyyy

**註冊岩土工程師 (如適用)**  
**Registered Geotechnical Engineer (if applicable)**

中文姓名\* Name in Chinese\* 姓氏先行 Surname first

英文姓名\* Name in English\* 姓氏先行 Surname first

聯絡地址 Correspondence Address

註冊證明書編號\*

Certificate of Registration No.\*

 / 

上述人士委任日期

Date of Appointment of the above Person

日 dd 月 mm 年 yyyy

\* 根據註冊記錄

\* In accordance with the registration record

乙部 呈交文件  
Part B Submission

現呈交兩份已簽署及着色的建築 / 結構 / 排水圖則及一份下列證明文件，以申請原則上認可。

**Two sets of signed and coloured building / structural / drainage plans, and 1 set of the following supporting document are submitted herewith for application for in-principle acceptance.**

- 詳細的簡介書，尤其創新元素  
Innovation brief providing details with the innovative part highlighted
- 創新建築材料與技術的規格（包括產品目錄和技術文件）  
Specifications of IBMT (including product catalogue and technical document)
- 結構計算書（如適用）  
Structural calculations (if applicable)
- 顯示符合《建築物條例》的相關標準 / 規定的文件證據  
Documentary evidence of compliance with relevant standards / requirements under the Buildings Ordinance
- 認可實驗室的測試 / 評估報告  
Test / assessment reports by accredited laboratories
- 品質認證和品質保證計劃  
Quality certification and Quality assurance scheme
- 創新建築材料與技術的使用限制列表  
List of limitations on the use of IBMT

丙部 製備圖則證明書  
Part C Certificate of Preparation of Plans

由獲委任人士填寫

To be completed by the appointed person

本人證明：

1. 所夾附與上述申請有關的建築及排水圖則及相應的證明文件均由本人製備或在本人監督或指示下製備，並由本人簽署；以及
2. 盡本人所知所信，有關圖則及證明文件在各方面均符合《建築物條例》及相關規例的規定。

I certify that:

1. the plans and the corresponding supporting documents attached relating to the above application have been prepared by me or under my supervision or direction and have been signed by me; and
2. to the best of my knowledge and belief, such plans and supporting documents comply in all respects with the provisions of the Buildings Ordinance and allied regulations.

認可人士（適用於建築 / 排水類型創新建築材料與技術）

**Authorized Person (applicable for building / drainage IBMT)**

姓名* Name*	姓氏先行 Surname first	註冊證明書編號* Certificate of Registration No.*	註冊屆滿日期* Date of Expiry of Registration*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 日 dd 月 mm 年 yyyy
簽署* Signature*		日期 Date	<input type="text"/> 日 dd 月 mm 年 yyyy
<input type="text"/>			

**本人證明：**

1. 所夾附與上述申請有關的結構圖則及計算資料，以及相應的證明文件均由本人製備或在本人監督或指示下製備，並由本人簽署；以及
2. 盡本人所知所信，有關結構圖則、計算資料及證明文件在各方面均符合《建築物條例》及相關規例的規定。

**I certify that:**

1. the structural plans and calculations, and the corresponding supporting documents attached relating to the above application have been prepared by me or under my supervision or direction and have been signed by me; and
2. to the best of my knowledge and belief, such structural plans, calculations and supporting documents comply in all respects with the provisions of the Buildings Ordinance and allied regulations.

**註冊結構工程師 (適用於結構類型創新建築材料與技術)  
Registered Structural Engineer (applicable for structural IBMT)**

姓名* Name*	姓氏先行 Surname first	註冊證明書編號* Certificate of Registration No.*	註冊屆滿日期* Date of Expiry of Registration*
<input type="text"/>		<input type="text"/>	<input type="text"/>
			日 dd 月 mm 年 yyyy
簽署* Signature*			日期 Date
<input type="text"/>			<input type="text"/>
			日 dd 月 mm 年 yyyy

**本人證明：**

1. 所夾附與上述申請有關的土力圖則及計算資料，以及相應的證明文件均由本人製備或在本人監督或指示下製備，並由本人簽署；以及
2. 盡本人所知所信，有關土力圖則、計算資料及證明文件在各方面均符合《建築物條例》及相關規例的規定。

**I certify that:**

1. the plans, geotechnical details and calculations, and the corresponding supporting documents attached relating to the above application have been prepared by me or under my supervision or direction and have been signed by me; and
2. to the best of my knowledge and belief, such plans, geotechnical details and calculations, and supporting documents comply in all respects with the provisions of the Buildings Ordinance and allied regulations.

**註冊岩土工程師 (如適用)  
Registered Geotechnical Engineer (if applicable)**

姓名* Name*	姓氏先行 Surname first	註冊證明書編號* Certificate of Registration No.*	註冊屆滿日期* Date of Expiry of Registration*
<input type="text"/>		<input type="text"/>	<input type="text"/>
			日 dd 月 mm 年 yyyy
簽署* Signature*			日期 Date
<input type="text"/>			<input type="text"/>
			日 dd 月 mm 年 yyyy

\*根據註冊記錄

\*In accordance with registration record

由申請人填寫

 To be completed by the applicant

- (i) 本人/我們謹此明確保證及聲明，上述就支持本人/我們的申請而提供的資料屬正確及真確。本人/我們明確確認本人/我們知悉並同意，所提供的資料會作為審批「原則上認可」申請的依據，假如有關資料發現屬虛假或具誤導性，申請可能會遭拒絕或獲批的「原則上認可」申請可能會遭撤回。
- (ii) 本人/我們並明確確認屋宇署可把本人/我們在本申請表內所提供的個人資料用於與處理本人/我們上述申請有關連的用途。
- (iii) 本人/我們明白如未能提供足夠資料，屋宇署可能無法處理本人/我們的申請。
- (iv) 本人/我們謹此授權屋宇署把申請表內本人/我們的個人資料披露予有關政府部門，以取得與本人/我們的申請有關連的資料。
- (v) 本人/我們並授權、指示及要求有關政府部門在遇到屋宇署提出要求時提供所需的任何及全部資料。
- (vi) 本人/我們謹此授權屋宇署把獲批的「原則上認可」申請製成電子記錄，並上載互聯網供公眾查閱。
- (i) I/We hereby expressly warrant and declare that the above information provided in support of my/our application is correct and genuine and I/we expressly acknowledge that I am/we are aware and accept that the in-principle acceptance will be made on the basis of the information supplied by me/us and that application may be declined or the in-principle acceptance so given may be withdrawn in the event such information is found to be false or misleading.
- (ii) I/We further expressly acknowledge that the personal data provided by me/us in this application form will be used by the Buildings Department in connection with the processing of my/our said application.
- (iii) I/We understand that if I/we do not provide sufficient information, the Buildings Department may not be able to process my/our application.
- (iv) I/We hereby authorise the Buildings Department to disclose my/our personal data in the application form to such Government departments as it may see fit to obtain such information which is relevant to my/our application.
- (v) I/We further authorise and direct and request any Government department which may be approached by the Buildings Department, to supply any and all information which it may require.
- (vi) I/We hereby authorise the Buildings Department to make an electronic record of the submission and upload such to the Internet for inspection by public if the in-principle acceptance is given.

申請人簽署 Signature of the Applicant

日期 Date

日 dd 月 mm 年 yyyy



## 注意事項

### 甲. 個人資料

#### 收集的目的

- 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
  - 處理你在本表格中所呈交的文件之相關事務；
  - 處理有關上述擬進行工程、《建築物條例》及有關條例之相關事務；及
  - 方便屋宇署與你聯絡。
- 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，或甚至導致無法處理你的申請。

#### 獲轉交資料的部門/人士

- 本署可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上述第 1 段所列的用途。

#### 索閱個人資料

- 根據《個人資料（私隱）條例》，你有權查閱及改正你所提交的個人資料。屋宇署有權就有關資料索閱的要求收取合理費用。如要求查閱及改正你的個人資料，請與屋宇署聯絡。

### 乙. 填寫表格

- 請填妥表格載列所有有關的部分，並請附上所有證明文件。
- 所提供的資料如有不全或錯誤，屋宇署將不能處理呈交的文件。
- 如對本表格有任何疑問，請與屋宇署技術秘書/屋宇聯絡。

### 丙. 呈交方法

- 郵寄 / 親身呈交** - 本表格連同有關圖則及文件應郵寄或親身呈交至：  
九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部地下一般查詢及收件處
- 電子郵件傳送** - 透過電子郵件傳送本表格及附上有關文件（全部必須獲香港郵政署長發出的數碼證書認證，或根據《電子交易條例》認可的其他核證機關所發出的數碼證書認證）到屋宇署的電子收件處，電郵地址為 [receipt@bd.gov.hk](mailto:receipt@bd.gov.hk)。

### 丁. 聯絡資料

#### 屋宇署

地址：九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部

電話：2626 1616 (由“1823”接聽)

傳真：3582 4227

電郵：[enquiry@bd.gov.hk](mailto:enquiry@bd.gov.hk)

## Matters to Note

### A. Personal Data

#### Purposes of Collection

- The personal data provided by means of this form will be used by the Buildings Department for the following purposes:
  - activities relating to the processing of your application in this form;
  - activities relating to the above proposed works, and administration of the Buildings Ordinance and other legislations; and
  - facilitating communication between the Buildings Department and yourself.
- It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your application or even result in rejection of the application.

#### Classes of Transferees

- The personal data you provided by means of this form may be disclosed to other Government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

#### Access to Personal Data

- You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Buildings Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Buildings Department.

### B. Completion of Form

- Please ensure that all relevant parts of the form are duly completed and all supporting documents are enclosed.
- If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the application.
- Enquiries regarding this form should be addressed to Technical Secretary/Building of the Buildings Department.

### C. Submission Methods

- By Post / In Person** - This form together with the relevant plans and documents shall be posted to or submitted in person to:  
General Enquiry and Receipt Counter, G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.
- Through Email** - Email this form together with the relevant documents, all with identity authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognised under the Electronic Transactions Ordinance to the e-Counter of the Buildings Department at [receipt@bd.gov.hk](mailto:receipt@bd.gov.hk).

### D. Contact Details

#### Buildings Department

Address : Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon

Tel No. : 2626 1616 (handled by “1823”)

Fax No. : 3582 4227

Email : [enquiry@bd.gov.hk](mailto:enquiry@bd.gov.hk)



原則上認可創新建築材料與技術的續期申請  
**Application for Renewal of In-principle Acceptance for Innovative Building Materials and Technologies (IBMT)**

- 呈交表格時須附上圖則及相關的證明文件（視乎需要）。
- 請以正楷填寫，並在適當方格內加上『√』號。填寫前，請細閱《注意事項》。
- Submit this form with plans and relevant supporting documents accompanied as necessary.
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

致建築事務監督 To the Building Authority

**甲部 申請詳情  
Part A Application Particulars**

 **由申請人填寫  
To be completed by the applicant**

**1 申請詳情  
Details of the Application**

本人／我們謹就下述原則上認可創新建築材料與技術申請續期：  
I/we hereby apply for renewal of pre-acceptance for the following IBMT:

創新建築材料與技術的名稱  
Name of IBMT

型號 (如有)  
Model Number (if any)

屋宇署編配的原則上認可參考編號  
BD's In-principle Acceptance Reference No.

現有原則上認可的屆滿日期  
Expiry Date of Current In-principle Acceptance

日 dd 月 mm 年 yyyy

創新建築材料與技術的詳情載於下列已呈交屋宇署的圖則／文件：

Details of the IBMT are as shown on the following plan/document previously submitted to BD:

圖則編號/其他文件 Plan No. / Other Document	獲原則上認可的日期 Date of In-principle Acceptance (日 dd - 月 mm - 年 yyyy)

**2 申請人的資料**  
**Details of the Applicant**

生產商 / 供應商 Manufacturer / Supplier

聯絡地址 Correspondence Address

身份證明 (任擇其一) Identification (Choose one)

- 香港身份證號碼  
HKID No.  X X X ()  
商業登記號碼  
 Business Registration No.

聯絡電話 Contact Tel. No.   
傳真號碼 Fax No.

聯絡人 Contact Person 姓氏先行 Surname first

聯絡人電郵地址 (必須填寫)  
Email Address of Contact Person  
(Must be provided for subsequent communication)

**3 審視創新建築材料與技術**  
**Review on the IBMT**

申請人已委任以下人士審視創新建築材料與技術是否符合《建築物條例》及相關規例的最新規定。  
The following persons have been appointed by the applicant for conducting a review on the IBMT for its compliance with the latest requirements of the Buildings Ordinance and its allied regulations.

認可人士 (適用於建築 / 排水類型創新建築材料與技術)  
**Authorized Person (applicable for building / drainage IBMT)**

中文姓名\* Name in Chinese\* 姓氏先行 Surname first

英文姓名\* Name in English\* 姓氏先行 Surname first

註冊證明書編號\*  
Certificate of Registration No.\*

 / 

聯絡地址 Correspondence Address

上述人士委任日期  
Date of Appointment of the above Person

  
日dd 月mm 年yyyy

註冊結構工程師 (適用於結構類型創新建築材料與技術)  
**Registered Structural Engineer (applicable for structural IBMT)**

中文姓名\* Name in Chinese\* 姓氏先行 Surname first

英文姓名\* Name in English\* 姓氏先行 Surname first

註冊證明書編號\*  
Certificate of Registration No.\*

 / 

聯絡地址 Correspondence Address

上述人士委任日期  
Date of Appointment of the above Person

  
日dd 月mm 年yyyy

註冊岩土工程師 (如適用)

**Registered Geotechnical Engineer (if applicable)**

中文姓名\* Name in Chinese\* 姓氏先行 Surname first

英文姓名\* Name in English\* 姓氏先行 Surname first

註冊證明書編號\*

Certificate of Registration No.\*

 / 

聯絡地址 Correspondence Address


上述人士委任日期

Date of Appointment of the above Person

日dd 月mm 年yyyy

\* 根據註冊記錄

\* In accordance with the registration record

 由獲委任人士填寫

To be completed by the appointed person

本人證明：

I certify that:

- (i) 盡本人所知所信，有關創新建築材料與技術符合《建築物條例》及相關規例 的最新規定<sup>#</sup>，惟須根據下列圖則的着色部分及／或以下最新的報告／文件證據所示作出輕微修訂；

To the best of my knowledge and belief, the IBMT comply with the latest provisions of the Buildings Ordinance and its allied regulations<sup>#</sup> subject to minor amendment(s) as depicted in the coloured portion of the following plan(s) and/or the following updated report(s) / documentary evidence(s);

圖則編號/其他文件 Plan No. / Other Document

- #(ii) 上列申請附連的兩套圖則及一套證明文件均由本人製備或在本人監督或指示下製備，並由本人簽署；以及  
Two sets of plans and one set of supporting documents as listed above accompanying with this application have been prepared by me or under the supervision or direction and have been signed by me; and

- #(iii) 獲版權擁有人同意使用前任認可人士 / 註冊結構工程師 / 註冊岩土工程師 (如適用)製備的圖則，並附上有關證明。

Consent of the copyright owner(s) to use the plans prepared by the former Authorized Person / Registered Structural Engineer / Registered Geotechnical Engineer (as applicable) is attached.

認可人士 (適用於建築 / 排水類型創新建築材料與技術)

Authorized Person (applicable for building / drainage IBMT)

姓名* Name*	姓氏先行 Surname first	註冊證明書編號* Certificate of Registration No.*	註冊屆滿日期* Date of Expiry of Registration*
<input type="text"/>		<input type="text"/>	<input type="text"/>
			日 dd 月 mm 年yyyy
簽署* Signature*		日期 Date	<input type="text"/>
<input type="text"/>			日 dd 月 mm 年yyyy

註冊結構工程師 (適用於結構類型創新建築材料與技術)  
Registered Structural Engineer (applicable for structural IBMT)

姓名* Name* 姓氏先行 Surname first	註冊證明書編號* Certificate of Registration No.*	註冊屆滿日期* Date of Expiry of Registration*
<input type="text"/>	<input type="text"/>	<input type="text"/> 日 dd 月 mm 年yyyy
簽署* Signature*	日期 Date	<input type="text"/> 日 dd 月 mm 年yyyy
<input type="text"/>		

註冊岩土工程師 (如適用)  
Registered Geotechnical Engineer (if applicable)

姓名* Name* 姓氏先行 Surname first	註冊證明書編號* Certificate of Registration No.*	註冊屆滿日期* Date of Expiry of Registration*
<input type="text"/>	<input type="text"/>	<input type="text"/> 日 dd 月 mm 年yyyy
簽署* Signature*	日期 Date	<input type="text"/> 日 dd 月 mm 年yyyy
<input type="text"/>		

- \* 根據註冊記錄
- \* In accordance with the registration record
- # 將不適用者刪去
- # delete as appropriate

丙部 更新生產商資料  
Part C Update on Manufacturer's Information

 由申請人填寫  
To be completed by the applicant

- 本人確認生產商資料維持不變。  
I confirm there is no change to the manufacturer's particulars.
- 請更新生產商資料，詳情如下：  
Please update manufacturer's particulars as follows:

生產商 Manufacturer's Name

廠房地址 Factory Address

聯絡地址 Correspondence Address

商業登記號碼(如適用)

Business Registration No.(if applicable)

聯絡電話

Contact Tel. No.

傳真號碼

Fax No.

聯絡人 Contact Person 姓氏先行 Surname first

聯絡人電郵地址

Email Address of Contact Person

**Part D Declaration**

- (i) 本人 / 我們謹此明確保證及聲明，上述就支持本人 / 我們的申請而提供的資料屬正確及真確。本人 / 我們明確確認本人 / 我們知悉並同意，所提供的資料會作為審批續期申請的依據，假如有關資料發現屬虛假或具誤導性，申請可能會遭拒絕或獲批的續期申請可能會遭撤回。
  - (ii) 本人 / 我們並明確確認屋宇署可把本人 / 我們在本申請表內所提供的個人資料用於與處理本人 / 我們上述申請有關連的用途。
  - (iii) 本人 / 我們明白如未能提供足夠資料，屋宇署可能無法處理本人 / 我們的申請。
  - (iv) 本人 / 我們謹此授權屋宇署把申請表內本人 / 我們的個人資料披露予有關政府部門，以取得與本人 / 我們的申請有關連的資料。
  - (v) 本人 / 我們並授權、指示及要求有關政府部門在遇到屋宇署提出要求時提供所需的任何及全部資料。
  - (vi) 本人 / 我們謹此授權屋宇署把獲批的「原則上認可」申請製成電子記錄，並上載互聯網供公眾查閱。
- 
- (i) I/We hereby expressly warrant and declare that the above information provided in support of my/our application is correct and genuine and I/we expressly acknowledge that I am/we are aware and accept that the renewal will be made on the basis of the information supplied by me/us and that application may be declined or the renewal so given may be withdrawn in the event such information is found to be false or misleading.
  - (ii) I /We further expressly acknowledge that the personal data provided by me/us in this application form will be used by the Buildings Department in connection with the processing of my/our said application.
  - (iii) I/We understand that if I/we do not provide sufficient information, the Buildings Department may not be able to process my/our application.
  - (iv) I/We hereby authorise the Buildings Department to disclose my/our personal data in the application form to such Government departments as it may see fit to obtain such information which is relevant to my/our application.
  - (v) I/We further authorise and direct and request any Government department which may be approached by the Buildings Department, to supply any and all information which it may require.
  - (vi) I/We hereby authorise the Buildings Department to make an electronic record of the submission and upload such to internet for inspection by public if the in-principle acceptance is given.

申請人簽署 Signature of Applicant

日期 Date

日dd 月mm 年yyyy

## 注意事項

### 甲. 個人資料

#### 收集的目的

1. 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
  - (a) 處理你在本表格中所呈交的文件之相關事務；
  - (b) 處理有關上述擬進行工程、《建築物條例》及有關法例之相關事務；及
  - (c) 方便屋宇署與你聯絡。
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，或甚至導致無法處理你的申請。

#### 獲轉交資料的部門/人士

3. 本署可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上述第 1 段所列的用途。

#### 索閱個人資料

4. 根據《個人資料(私隱)條例》，你有權查閱及改正你所提交的個人資料。屋宇署有權就有關資料索閱的要求收取合理費用。如要求查閱及改正你的個人資料，請與屋宇署聯絡。

### 乙. 填寫表格

1. 請填妥表格載列所有有關的部分，並請附上所有證明文件。
2. 所提供的資料如有不全或錯誤，屋宇署將不能處理呈交的文件。
3. 如對本表格有任何疑問，請與屋宇署技術秘書/屋宇聯絡。

### 丙. 呈交方法

1. **郵寄 / 親身呈交** - 本表格連同有關圖則及文件應郵寄或親身呈交至：  
九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部地下一般查詢及收件處
2. **電子郵件傳送** - 透過電子郵件傳送本表格及附上有關文件(全部必須獲香港郵政署長發出的數碼證書認證，或根據《電子交易條例》認可的其他核證機關所發出的數碼證書認證)到屋宇署的電子收件處，電郵地址為 receipt@bd.gov.hk。

### 丁. 聯絡資料

#### 屋宇署

地址：九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部

電話：2626 1616 (由“1823”接聽)

傳真：3582 4227

電郵：enquiry@bd.gov.hk

## Matters to Note

### A. Personal Data

#### Purposes of Collection

1. The personal data provided by means of this form will be used by the Buildings Department for the following purposes:
  - (a) activities relating to the processing of your application in this form;
  - (b) activities relating to the above proposed works, and administration of the Buildings Ordinance and other legislations; and
  - (c) facilitating communication between the Buildings Department and yourself.
2. It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your application or even result in rejection of the application.

#### Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to other Government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

#### Access to Personal Data

4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Buildings Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Buildings Department.

### B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed and all supporting documents are enclosed.
2. If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the application.
3. Enquiries regarding this form should be addressed to Technical Secretary/Building of the Buildings Department.

### C. Submission Methods

1. **By Post / In Person** - This form together with the relevant plans and documents shall be posted to or submitted in person to:  
General Enquiry and Receipt Counter, G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.
2. **Through Email** - Email this form together with the relevant documents, all with identity authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognised under the Electronic Transactions Ordinance to the e-Counter of the Buildings Department at receipt@bd.gov.hk.

### D. Contact Details

#### Buildings Department

Address : Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon

Tel No. : 2626 1616 (handled by "1823")

Fax No. : 3582 4227

Email : [enquiry@bd.gov.hk](mailto:enquiry@bd.gov.hk)