



BUILDINGS DEPARTMENT

ELECTRONIC SUBMISSION HUB (ESH)

<https://esh.bd.gov.hk>

November 2023

Newsletter Issue
No. 2023-2

IMPLEMENTATION PLAN



STAGE 3

Stage 3 of the ESH will accept all types of plans including general building plans and plans for alteration and addition works, as well as related applications under the Buildings Ordinance.



電子入則不是夢 - 用戶分享

ESH

我鼓勵大家盡快使用ESH
盡快享受為我們帶來的好處

Promotion Video

Experience Sharing on ESH

三位註冊專業人士誠意向您分享他們的體驗



SCAN ME

Terence YAU
(RSE & RGE)

Daniel LEE
(AP & RSE)

Dennis YUEN
(RSE)

Publications of Articles

What's On

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17 JUL 2023 Electronic Submission Hub

Local

Electronic Submission Hub

Buildings Department, HKSAR Government

Introduction

Any person who intends to carry out building works is required under the Buildings Ordinance (BO) to appoint registered building professionals (RBP), i.e. authorized persons, registered structural engineers (where necessary) and registered geotechnical engineers (for building works involving geotechnical elements), to prepare and submit plans for the approval of the Building Authority (BA).

For submission to Buildings Department (BD), it has all along been handled and processed manually under the Centralised Processing System (CPS). RBP have to produce, deliver and submit multiple hard copies of building plans and supporting documents to BD at its Receipt and Dispatch Counter. Upon receipt of these hard copies, BD would disseminate the submissions to relevant government departments and organisations under the CPS (CPS participants) for processing. In the plan submission and approval processes, numerous paper are consumed as well as manpower for manual handling, transportation for delivery, and storage space.

Electronic Submission Hub

Electronic Submission Hub (ESH) is an information system operating 24 hours a day and 7 days a week all year round for receiving and processing electronic submissions under the BO as an alternative to the modes operated with paper-based submissions.

The purpose of the centralised processing system for building plans is to ensure that all interested government departments are consulted and that their comments on private development proposals are collected by the Buildings Authority within time limits allowed for processing building plans. It also serves the purpose of making the BD a focal point where issues arising from private building development processes.

MEMBERS CORNER

submission of various types of plans and applications under the BO while ESH serves the processing officers of BD and CPS participants for processing plans and applications via a common platform.

Electronic Submission System (ESS)

(a) 24/7 Operation

ESH operates all year round on the web and RBP could make submission via ESH anywhere and anytime even outside the BD's office hours or on Saturdays, Sundays and public holidays. Indeed, in the computation of statutory time periods for plan processing under the BO, there is no difference between paper-based submission and electronic submission. Particularly, the statutory period remains to start on the following day upon receipt of electronic submission via ESH even the submission is made on a public holiday.

(b) One-stop e-Counter

ESH provides a one-stop service counter for submission of building plans and documents, as well as other applications under the BO electronically.

(c) e-Registration

Personalised accounts for progress tracking of various types of submissions including building plans, consents, permits, and Occupation Permit applications under the BO. Users could receive reminders, notifications and announcements in ESH as well as their own email accounts, and could also access records of approved submissions or documents.

(d) Common Collaborative Environment

ESH provides a common collaborative environment (CCE) for formation of project teams, sharing of project information and progress of applications, and an e-Workspace for working and collaboration by project team members.

(e) Formation of project team and e-Workspace

RBP could form different project teams for different projects for different purposes, and invite the owners / developers, other RBP consultants, assistants, and registered contractors to join the team as collaborators. Project team members or collaborators could prepare a submission by uploading and storing their plans and documents in e-Workspace. RBP could set and define individual collaborators access rights to facilitate information sharing and customise the collaborative environment to best suit the needs of their projects and project teams.

Each ESH account of RBP has been allocated with an e-Workspace of 5 GB, which is a storage space on the cloud for temporary storage of files and documents for any submission in preparation. Once a project team is created, project team members in different offices or location could access to the e-Workspace and prepare submission collaboratively.

For preparing and making a submission, only four steps are required: (1) Providing project information, (2) Composing the required specified forms, (3) Uploading submission files, compiling a plan index, and signing the plans & documents digitally, and (4) Reviewing and confirming the submission.

(f) Digital Signing Tool

ESH makes easy the signing of plans and documents with its built-in tool called ESHSign and the use of prevalent electronic authentication means including digital certificates and the Government's free-of-charge IAM Smart+ mobile app to ensure the legality of submissions.

(g) Electronic plan index

The electronic plan indexing function together with its optical character reader allows automatic recognition of drawing title, drawing number and revision number. This enables record keeping, version control and easy viewing of plans, calculations, reports and documents under different types of applications and submissions.

(h) Project Directory & e-Document Management System

Project Directory provides logical grouping of user's projects and types of submissions in a hierarchical directory structure facilitating users to view all active projects in their ESH accounts, access to the submission/applications submitted via ESH under the grouping by types of submission, filter and search by keywords, and perform further actions (e.g. submit superseding plans or supplementary documents) for a submitted submission/application made via ESH.

JULY 2023 SURVEYORS TIMES 71

The Hong Kong Institute of Architects in July 2023

HKIE ENGINEER

Vol 51 May 2023

Cover Story | The Dragon & The Phoenix | Feature Story | Activity Report | Others | Legal News

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Feature

Digitalizing our future

By Buildings Department

Introduction

The Chief Executive stated in the 2018 Policy Address that the Buildings Department (BD) was spearheading the development of an Electronic Submission Hub (ESH) for building plans and applications electronically. Not only relevant authorities to process different kinds of building plans and applications via the hub. This will enable the adoption of new technologies in processing development applications, and significantly streamline the approval process.

BD is committed to developing an ESH for centralised processing of electronic building plans and documents, as well as other applications under the Buildings Ordinance (Cap. 123 BO) as an alternative to the present paper-based system.

Review of the current way of processing plans and submissions

Any person who intends to carry out building works under the BO is required to appoint registered building professionals (RBP)—namely, authorized persons, registered structural engineers and registered geotechnical engineers registered under the BO—to prepare and submit plans for the approval of the Building Authority (BA). BO is the central clearing house to process all building plan submissions from the private sector through the Centralised Processing System (CPS). Before ESH launched, RBP had to produce multiple hard copies of building plans and supporting documents to BD. Upon receipt of these hard copies, if necessary, BD would disseminate them to relevant departments and organisations (CPS participants) for processing. There are up to 34 CPS participants. The number of hard copies required depends on the types of submissions and the number of referrals to CPS participants.

BD commissioned a feasibility study in 2013 on an electronic submission system for plans and documents under the BO. The study recommended the development of an Electronic Submission System (ESS), based on the maturity of market products, considerable resource and efforts required, and the readiness of industry. It will pave the way for the implementation of a full-scale electronic submission system in the future. As a result of the recommendation, BD launched ESS in 2016, which enabled practitioners to download, fill out, sign and submit forms electronically. Although ESS was available, practitioners still had to submit hard copies of building plans and support documents to BD.

Later in 2019, BD commissioned a review of the feasibility of a full-scale electronic submission system for processing electronic plans and documents. Electronic submission reduces paper use and storage space, and saves administrative effort. The review also identified the tremendous benefits that BD gained from accepting building plans in Building Information Modelling (BIM) format through an electronic submission system.

消防處 規劃署 地政總署 土木工程拓展署
Fire Services Department Planning Department Lands Department Civil Engineering and Development Department
渠務署 路政署 水務署 機電工程署
Water Services Department Roadworks Department Water Supply Department Electrical and Mechanical Services Department
古物古蹟辦事處 環境保護署 康樂及文化事務署 食物環境衛生署
Antiquities and Monuments Office Environmental Protection Department Leisure and Cultural Services Department Food and Environmental Hygiene Department
香港天文台 總督察管理兩辦公室 稅務事務總署 社會福利署 教育署
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Rating and Valuation Department Civil Aeronautics Department Hong Kong Post Architectural Services Department Airport Authority
醫院管理局 香港鐵路有限公司 香港電燈 山東電氣 昂坪360有限公司
Hospital Authority MTR Corporation Limited Hong Kong Electric Shandong Electric Aerial Tramway Limited

The Hong Kong Institution of Engineers in May 2023

The Hong Kong Institute of Surveyors in July 2023

Efficiency Office
The Government of the Hong Kong Special Administrative Region
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Transformation of Building Plans Submission

Management Consultancy #Buildings Department #Streamlining of Government Services Programme

Welcome to **Electronic Submission Hub**

The Buildings Department launched Stages 1 and 2 of the Electronic Submission Hub (ESH) in June 2022 and March 2023 respectively to provide a one-stop e-platform, operating 24/7, for receiving and processing building plans, documents and applications submitted under the Buildings Ordinance (Cap. 123).

ESH signifies a digital transformation for the local building industry in respect of how building plans are submitted and processed over the conventional, paper-based mode of operation. It does more than simply providing an e-option for plans submission. With a wide range of value-added features, ESH helps streamline and enhance the efficiency and collaboration of the end-to-end plans submission and handling process, such as:

- Formation of project team with collaborative space and useful reference to prepare submissions
- Concurrent plan processing by different departments/ organisations under the centralised processing system (CPS) upon submission
- Real-time exchange between individual department/organisation and building professionals via a discussion forum
- Application progress tracking
- Notification and instant receipt of approval letters and approved building plans


Efficiency Office of HKSAR in September 2023

Publications of Articles

Close up

Collaboration and Digitalisation with the Buildings Department

Buildings Department



THE Buildings Department (BD) is spearheading the development of an Electronic Submission Hub (ESH) (<https://esh.bd.gov.hk/>) which is a digital platform operating 24/7 to facilitate registered building professionals (RBP) to submit building plans and applications under the Buildings Ordinance (Cap. 123) (BO) electronically and allows BD and over 30 other government departments/organisations to process submissions through the Centralised Processing System (CPS).

ESH is one of the some 130 smart city initiatives set out in the Hong Kong Smart City Blueprint 2.0 released on 10 December 2020.

ESH is being implemented in three stages, each of which covers different types of building works. The stages 1 and 2 of ESH were rolled out on 30 June 2022 and 31 March 2023 respectively whereas stage 3 is scheduled to be launched in the second quarter of 2025 but BD is striving to advance it to the second quarter of 2024.

Processing of plans and documents Submissions

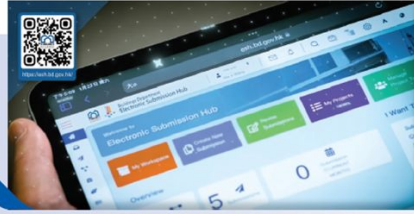
Conventionally, any person in private sector who intends to carry out building works under the BO is required to appoint RBP to prepare and submit building plans and documents in paper format for the approval of the Building Authority (BA). BD is the central clearing house to process all building plan submissions received from RBP through CPS. If necessary, BD will refer hard copies of building plans and documents to relevant departments and organisations (i.e. CPS participants) for comments.

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部門特寫

與屋宇署 攜手邁向電子化

屋宇署



屋宇署現正牽頭開發電子資料呈交及處理系統(電子系統)(<https://esh.bd.gov.hk/>)，那是一個二十四小時全天候運作的電子平台，讓註冊建築專業人士以電子方式提交建築圖則及《建築物條例》(第 123 章)下的申請，並讓屋宇署和超過三十個與中央處理建築圖則制度(中央處理制度)相關的政府部門/機構，通過電子系統處理圖則及文件。

政府於二零二零年十二月十日發表《香港智慧城市藍圖2.0》，公布超過一百三十項智慧城市措施，電子系統便是其中之一。

電子系統分三個階段推出，各階段涵蓋不同種類的建築工程，第一及第二階段已分別於二零二零年六月三十日及二零二三年三月三十一日推出，第三階段則預計於二零二五年第二季推出。屋宇署現正努力，期望把第三階段的推出日期提前至二零二四年第二季。

審批呈交圖則及文件

傳統而言，任何私營機構人士如欲進行《建築物條例》規定的建築工程，須委任註冊建築專業人士，負責擬備建築圖則及文件，並以紙本形式呈交建築事務監督審批。屋宇署會透過中央處理制度，集中處理註冊建築專業人士提交的所有圖則，並按需要將紙本建築圖則及文件轉交相關部門及機構(即中央處理制度成員)，以徵詢意見。

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in Civil Service Newsletter
in October 2023

Enabling the Function of Centralised Processing of Building Plans in Full upon Stage 3 Rollout

28 Government Departments involved



6 External Organisations involved



Engagement Meetings/ Workshops



**4th meeting
Project Assurance Team
27 June 2023**

**5th meeting
Project Steering Committee
24 July 2023**



**Kick off meeting
with Lands Department and
Planning Department
28 July 2023**



**Kick off meeting
with Fire Services Department
2 August 2023**



**ESH trial workshop to
Registered Minor Works Contractor
Signatory Association
6 September 2023**



Engagement Meetings/ Workshops



7th meeting
Task Force on Industry Adoption of ESH
29 August 2023

7th meeting
Task Force on Industry Adoption of ESH
29 August 2023



4th meeting
Task Force on the
Centralised Processing System of ESH
13 October 2023



4th meeting
Task Force on the
Centralised Processing System of ESH
13 October 2023



Recognition and Awards



THE HONG KONG INSTITUTE OF
SURVEYORS
香港測量師學會
建築測量組 Building Surveying Division



**BUILDING
SURVEYOR
AWARDS 2023**

- Merit
- Value Enhancement Award
- Sustainability Award

Event

Eco Expo Asia 2023 exhibition

BD participated in the Eco Expo Asia 2023 exhibition at the Asia World-Expo by setting up physical and virtual booth on 26 October 2023, with topics of ESH.



Digital Signing in ESH

Batch digital signing function for iAM Smart+ in ESH to be launched in late 2023.

OGCIO mobile registration team set up the counter in Building Safety Symposium 2023 on 27 October 2023 for promotion of digital signing of plans and forms in ESH to facilitate account registration and activation.



Your Participation is Invaluable !

Please share your ideas with us using the feedback form
<https://www.idea.gov.hk/bd-tss-rdu/feedback-form>



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