

**Business Facilitation Advisory Committee
Retail Task Force**

*Latest review findings on processing fitting-out
submission for business premises in housing estates*

Purpose

This paper presents the processing time for fitting-out submissions handled by the Housing Department (HD) since the meeting of the Retail Task Force (RTF) in last October till mid January 2007.

Background

2. At the October 2006 RTF meeting, a suggestion was raised for the HD to devise a system to automatically inform the applicant of the classification of his fitting-out submission and the related performance pledge upon receipt of the application. The department was also invited to continue its review of the processing of fitting-out works applications in relation to the improvement proposals put up by the department in the RTF Paper 24.

Implementation of improvement proposals

3. Pursuant to the above suggestion made by the RTF, the department has introduced a new application form (at **Appendix I**) with a list of the common fitting-out works applied for and a reply slip for submission acknowledgement. Applicants can mark the proposed works on the form for the Housing Managers to make the appropriate classification. The time frame for processing an application is based on the pledged time of the corresponding class of work and is then conveyed to the applicant through the reply slip.

4. The department has also implemented the proposals on improving communication, classification of cases, delivery of documents and monitoring of vetting process as summarised in RTF 24.

Review findings

5. The HD completed a latest review of the processing of all fitting-out works applications received between mid-October 2006 and mid-January 2007. The review findings at **Appendix II** indicate that the HD has fully met the pledged time.

Discussion

6. Members are invited to note the review result and discuss if further action is required.

Business Facilitation Advisory Committee Secretariat
February 2007

Findings of the review on processing of fitting-out applications

Class	Pledged time (working days)	No. of cases under review	No.	%
			of cases meeting the pledge	
1	7	2	2	100%
2	14	6	6	100%
3	21	3	3	100%
Total:		11		

Notes:

Working days – During the review period, 7 working days is equivalent to 9 days. The pledges for the 3 classes of building works are 9, 18 and 27 days respectively. The average processing time for the 3 classes of works in the review were 7, 17.8 and 22.7 days.

Classes of building works –

Class 1: minor building works and no structural alteration involved (e.g. repainting, change of signage, etc)

Class 2: considerable amount of building works (e.g. relocation of internal partitions, slab opening and some structural alterations)

Class 3: major building works (e.g. new load bearing structure to be constructed, additional floor, etc)

Housing Department Application for Permission to Carry Out Alterations/ Additions for Non-domestic Premises in Estates

I (To be completed by tenant) Reference No. : _____
 To: Director of Housing Date: _____
 I apply for your consent to the commencement and carry out the following alteration/ addition works :

Works		
<input type="checkbox"/> 1. Painting	<input type="checkbox"/> 6. Alteration/ addition of electrical installations	<input type="checkbox"/> 11. Addition of floor
<input type="checkbox"/> 2. Replacement of plastic sheet of signage only	<input type="checkbox"/> 7. Alteration/ addition of air-conditioning/ ventilating installations	<input type="checkbox"/> 12. Alteration/ addition of concrete/ brick partition wall
<input type="checkbox"/> 3. Erection of new signage	<input type="checkbox"/> 8. Alteration/ addition of fire service installations	<input type="checkbox"/> 13. Installation of heavy machinery/ equipment/ electrical appliances
<input type="checkbox"/> 4. Addition of wooden partition wall	<input type="checkbox"/> 9. Opening of holes of less than 50 mm in diameter on existing floor or partition wall	<input type="checkbox"/> 14. Others (Please specify: _____)
<input type="checkbox"/> 5. Relocation of drainage pipes	<input type="checkbox"/> 10. Opening of holes of over 50 mm in diameter on existing floor or partition wall	_____

Note : 7 copies of plan(s)/sketch(es) duly signed by me are attached

Name of Applicant : _____

Location of Premises : _____

Approved Use of Premises : _____

Proposed Date of Commencement of Work : _____

Name and Registration Number of Contractor : _____

Address and Telephone Number of Contractor : _____

Signature of Applicant

II To: Tenant

Reply Slip 1 Tenants' Application for Permission to Carry out Alteration/ Addition Works

Your application for permission to carry out alteration/ addition works is tentatively classified as Class 1/2/3*. You will be informed of the result within 7/14/21* working days, that is, on or before _____. However, extra vetting time will be required if your application is found to involve complicated alteration/ addition works. Should this be the case, you will be further notified.

for Director of Housing

III To: Tenant

Reply Slip 2 Tenants' Application for Permission to Carry out Alteration/ Addition Works

Further to our reply of _____, this is to inform you that the period required for the vetting and approval of your submission will be extended from _____ to _____ as your application is found to involve complicated alteration/ addition works.

for Director of Housing

* Please indicate the appropriate class and the number of days required for the reply.