

## **Enquiry of project at Planning Department & Building Department**

Visiting Place:

<b>Planning Department</b> Planning Enquiry Counters : 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories Tel: 21586177	<b>規劃署</b> 規劃資料查詢處 地址: 新界沙田上禾輦路 1 號沙田政府合署 14 樓 辦公室電話 2158 6177 傳真 2367 2976
<b>Buildings Department</b> Address: 13 <sup>th</sup> floors, Pioneer Centre, 750 Nathan Road, Mongkok, Kowloon OfficeTel: 2626 161 Fax 2840 0451	<b>屋宇署</b> 地址: 九龍旺角彌敦道 750 號始創中心 13 樓及 21-22 樓 辦公室電話 2626 1616 Fax 2840 0451

Responsible person:

Full Name	PostTitle	Office Tel	Email
Mr. Chan	Planning Department General Enquiry	2231 5000	<a href="mailto:enquire@pland.gov.hk">enquire@pland.gov.hk</a>
	Building Department General Enquiry	2626 1616	

**Details of Application "Section 16":**

Application of Section 16 required an application form -表格第 S16-5 號, which can be downloaded from: [http://www.info.gov.hk/tpb/tc/plan\\_application/apply.html#pa\\_16](http://www.info.gov.hk/tpb/tc/plan_application/apply.html#pa_16)

Application should be submitted to following address by post or personally.

香港北角渣華道 333 號 北角政府合署 15 樓

15/F, North Point Government Offices , 333 Java Road, North Point, Hong Kong

Applicant who would like to publish notice of application in local newspapers to meet one of the Town Planning Board's requirements of taking reasonable steps to obtain consent of or give notification to current land owner as specified in **Town Planning Board Guidelines No. TPB PG-No. 31** should publish the notice in the following 3 newspapers:

- China Daily (Hong Kong) (for English notice) (Enquiry Tel. No. 2518-5128);
- Wen Wei Po (for Chinese notice) (Enquiry Tel. No. 2873-9830); and
- Hong Kong Daily News (for Chinese notice) (Enquiry Tel. No. 3921-6638)

## Details of Application for Inspection and copying of approved building plans / records

Fill in the **BIC-1** form first, and submit to “**Building Information Centre**”

Address: 13/F, Pioneer Centre, 750 Nathan Road, Kowloon

Scope of Services: Inspection and copying of approved building plans / records

There is no record of our building through initial inspection – by “Electronic Record” in building information centre,

They have to spend **10 working days** for checking the “Paper-Record” in their centre.

Building Department will contact us around 20-04-2010.

The following table shows the prescribed fee of their services:

服務類別		訂明費用 (港幣 \$)
<b>1. 查閱樓宇紀錄</b>		
(a)	紙張形式	港幣 80.0 元(每個檔案計)
(b)	微縮影片形式	港幣 58.0 元(每個檔案計)
(c)	電子形式	港幣 36.0 元(每個檔案計)
<b>2. 複印樓宇紀錄</b>		
(a)	紙張形式	
	圖則 (核證副本)	每張港幣 58.0 元
	圖則 (非核證副本)	每張港幣 40.0 元
	文件 (核證副本)	每張港幣 8.5 元
	文件 (非核證副本)	每張港幣 1.6 元
(b)	微縮影片形式	
	圖則 (核證副本)	每張港幣 52.0 元
	圖則 (非核證副本)	每張港幣 34.0 元
	文件 (核證副本)	每張港幣 8.5 元
	文件 (非核證副本)	每張港幣 1.6 元
(c)	電子形式	
	圖則 (核證副本)	每張港幣 42.0 元
	圖則 (非核證副本)	每張港幣 24.0 元
	文件 (核證副本)	每張港幣 8.0 元
	文件 (非核證副本)	每張港幣 1.4 元