

Facilitating measures for submission of building plan under PNAP ADV-33 and certification of completion of building works under PNAP APP-13

Statutory Requirements

- Statutory duty of AP under BO s4(3)
- Information to be contained in prescribed plan under B(A)R 8(1)



Objectives for Streamlining Measures

1

Facilitate the early approval of the building plans without compromising the quality of building plans

2

Submit essential information at appropriate stage i.e. design, construction, completion

3

Submit essential information instead of a thorough and comprehensive information

PNAP ADM-19



*Submission of Essential Information
according to three stages*

*First
Approval*

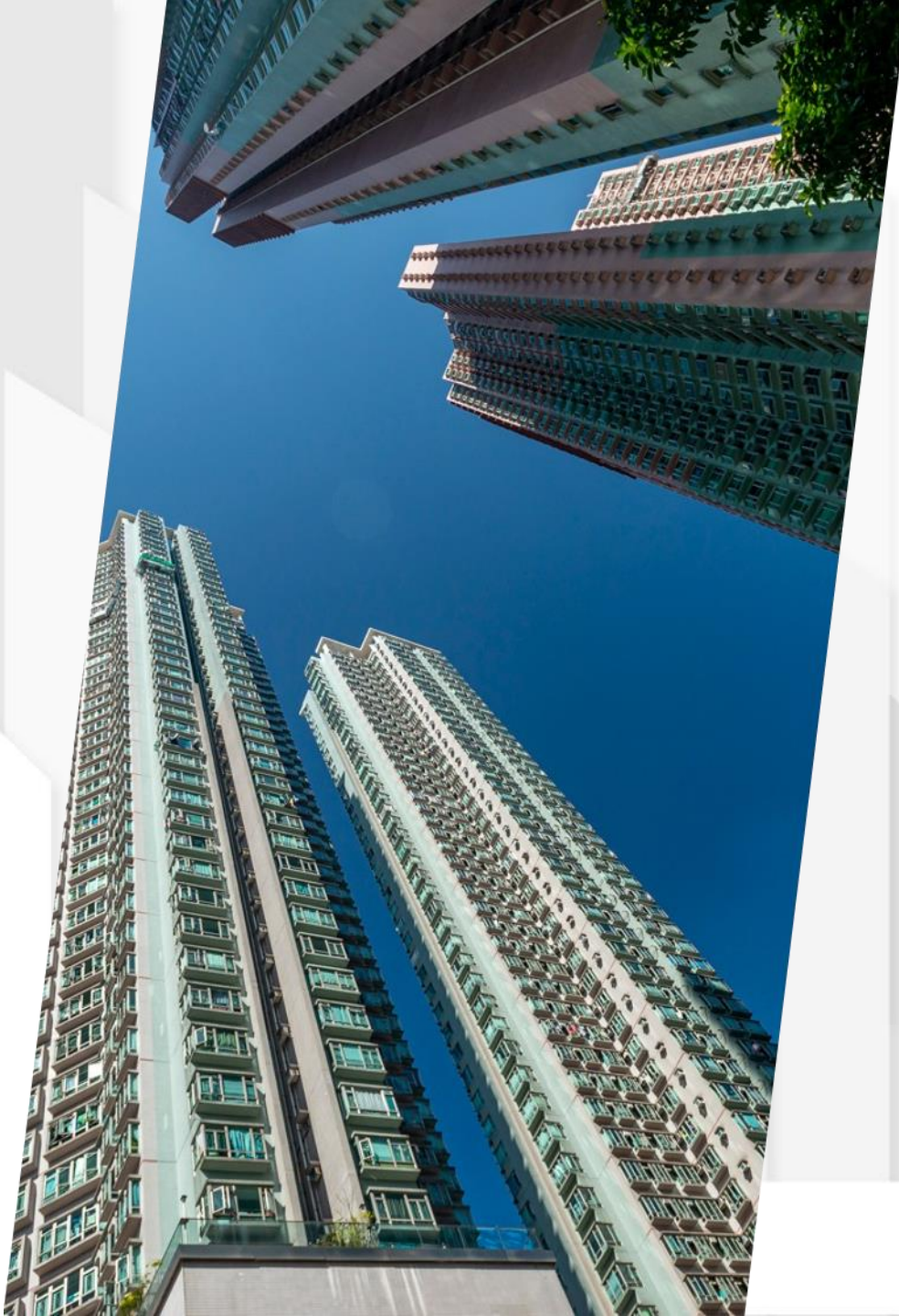
*Before Consent
Application for
Superstructure
Works*

*Before OP
Application*



PNAP ADV-33

- A. Categorization of essential information to be provided in different stages (Appendix A1)
- B. Essential information to be submitted for approval



A. Stage Submission

(1) UFA/UFS

1st GBP

UFA figures for
typical floors of tower
[3.2.2(i)]

UFA diagrams for
podium and non-
typical floors [3.2.2(i)]

UFS figures for typical
and non-typical
floors [2.5]



Prior to consent application

- UFA diagrams **for typical floors of towers** to support the calculation of sanitary fitment provisions [2.4]
- UFS diagrams to support the calculation of facilities for TBE and refuse storage and material recovery [2.5]
- UFS diagrams to support the calculation of exempted areas of green balconies (with area exceeding 2m²) [3.1.2(iii)]
- UFA diagrams **for typical floors of towers** to support the calculation of MoE provisions [3.2.2(i)]

(1) UFA/UFS

PROVISIONS OF EXIT DOORS & EXIT ROUTES FROM ROOM, FIRE COMPARTMENT OR STOREY															
LOCATION	USE CLASSIFICATION	TYPE OF ACCOMMODATION	TOTAL USABLE FLOOR AREA (m²)	FACTOR REPRESENTING s.m. OF UFA PER PERSON	TOTAL CAPACITY PER FLOOR (PERSON)	MIN. NO OF EXIT DOOR / ROUTE (FROM STOREY)		MIN. TOTAL WIDTH (mm)				MIN. WIDTH OF EACH (mm)			
						REQ.	PRO.	EXIT DOOR		EXIT ROUTE		EXIT DOOR		EXIT ROUTH	
								REQ.	PRO.	REQ.	PRO.	REQ.	PRO.	REQ.	PRO.
B2F	7	CARPARK	1554.014	30	52	2	4	1750	3600	2100	4200	850	900	1050	1050
B1F	7	CARPARK	861.170	30	29	2	2	1750	3600	2100	4200	850	900	1050	1050
	4b	RETAIL-B1	565.752	3	189	2	2	1750	3600	2100	4200	850	900	1050	1050
G/F	4b	ARCADE-G1	141.475	3	48	DIRECT EXIT TO ULTIMATE PLACE OF SAFETY									
		RETAIL-G1	121.852		41										
		RETAIL-G2	206.995		69										
		RETAIL-G3	373.048		125										
		RETAIL-G4	171.957		58										
		RETAIL-G5	39.995		14										
TOTAL OCCUPANCY FOR G/F SHOPS & ARCADE			TOTAL = 1180 P.												
1/F	4b	ARCADE-1F	129.333	3	44	2	4	3000	4200	3000	4200	1050	1050	1050	1050
		RETAIL-1F-1	122.278		41										
		RETAIL-1F-2	286.417		96										
		RETAIL-1F-3	334.367		112										
		RETAIL-1F-4	407.605		136										
		RETAIL-1F-5	99.338		34										
		RETAIL-1F-6	20.069		7										
TOTAL OCCUPANCY FOR 1/F SHOPS & ARCADE			TOTAL = 470 P.												
RECREATIONAL FACILITIES :															
2/F	-	LOUNGE AREA 2	20.072	3	7	2	4	1750	4200	2100	4200	850	900	1050	1050
	-	LOUNGE AREA 1	17.779	3	6										
	4a	MFXR	106.398	10	11										
	5d	GYM	59.889	3	20										
		OUTDOOR SWMP	64.563	3	22										
	6c	STO 1	6.987	30	1										
	-	OCO	19.972	9	3										
TOTAL OCCUPANCY FOR 2/F SHOPS & ARCADE			TOTAL = 70 P.												
TOWER 3/F - 22/F (TOTAL = 20 S.)	1b	FLAT 1 ~ 12 (TOTAL = 12 FLATS)	261.690	Figure only		2	2	1750	1800	2100	2100	850	900	1050	1050
			TOTAL = (59 x 20) = 1180 P.												
REMARKS :															
1. ALL PLANT ROOM TAKE LARGEST AREA OF EACH FLOOR, ROOM AREA AS INDICATED ON PLAN															
2. FOR CLASSIFICATION 8, IF THE NET FLOOR AREA OF A ROOM DOES NOT EXCEED 100m², THE OCCUPANT CAPACITY IS CONSIDERED TO BE ZERO.															

(1) UFA/UFS

A. Stage Submission – For First Approval

(1) UFA/UFS

FLOOR	FLAT	USABLE FLOOR SPACE (M2)	MAX. EXEMPTED ACCOUNTABLE GFA FOR BALCONY UFS X 2.5% OR 1M2 WHICHEVER GREATER; 3M2 (MAX)			PROPOSED BALCONY AREA (2m2 MIN)	EXEMPTED BALCONY AREA (M2)	BALCONY ACCOUNTABLE GFA (M2)			PROPOSED UTILITY PLATFORM AREA (1.5M2 MIN)	EXEMPTED UTILITY PLATFORM AREA (0.7M2 MAX)	UTILITY PLATFORM ACCOUNTABLE GFA (M2)
5/F	FLAT A	15.904	15.904X	2.50%=	0.398	3.15	1.000	3.150-	1.000=	2.150	1.500	0.750	0.750
	FLAT B	15.915	15.915X	2.50%=	0.398	3.15	1.000	3.150-	1.000=	2.150	1.500	0.750	0.750
	FLAT C	25.158	25.158X	2.50%=	0.629	3.15	1.000	3.150-	1.000=	2.150	1.500	0.750	0.750
	FLAT D	70.111	70.111X	2.50%=	1.753	3.15	1.753	3.150-	1.753=	1.397	1.500	0.750	0.750
6/F-19/F	FLAT A	-	-	-	-	2.000	1.000	2.000-	1.000=	1.000	1.500	0.750	0.750
	FLAT B	-	-	-	-	2.000	1.000	2.000-	1.000=	1.000	1.500	0.750	0.750
	FLAT C	-	-	-	-	2.000	1.000	2.000-	1.000=	1.000	1.500	0.750	0.750
	FLAT D	-	-	-	-	2.000	1.000	2.000-	1.000=	1.000	1.500	0.750	0.750

UFS Figure only

UFS Figure not required

A. Stage Submission – For First Approval

(1) UFA/UFS



CALCULATION AREA OF T.B.E. ROOM

UNDER PNAP APP-84

(CALCULATION REFER DWG. NO. C051)

TOTAL NO. OF UNIT :

ACTUAL T.B.E. ROOM PROVIDED (FOR DOMESTIC)

ACTUAL T.B.E. ROOM PROVIDED (FOR NON-DOMESTIC)

TOTAL U.F.S. OF NON-DOMESTIC

UFS Figure only

=	240	UNIT
=	27.971	s.m. [24 s.m. (min.) ~ 31 s.m. (max.)]
=	27.144	s.m. [22 s.m. (min.) ~ 28 s.m. (max.)]

A. Stage Submission – For First Approval

(1) UFA/UFS

REFUSE STORAGE & MATERIAL RECOVERY CHAMBER NET FLOOR CALCULATION

(CALCULATION REFER DWG. NO. C055 ~ C057)

TOTAL U.F.S. OF NON-DOMESTIC

B1/F	RETAIL	=	565.752	s.m.
G/F	RETAIL & ARCADE	=	1055.322	s.m.
1/F	RETAIL & ARCADE	=	1399.407	s.m.
2/F	RESIDENT'S RECREATIONAL FACILITIES	=	231.097	s.m.
SUB-TOTAL :		=	3251.578	s.m.

UFS Figure only

TOTAL U.F.S. OF DOMESTIC

3F ~ 22F	300.138 s.m. (EACH FLOOR) x 20 STOREYS	=	6002.760	s.m.
SUB-TOTAL :		=	6002.760	s.m.

UFS Figure only

REQUIRED MIN. RS&MRC AREA FOR DOMESTIC	=	6002.760	s.m. / 347	=	17.299	s.m.
REQUIRED MIN. RS&MRC AREA FOR NON-DOMESTIC	=	3251.578	s.m. / 925	=	3.515	s.m.
			TOTAL :	=	20.814	s.m.

ACTUAL REFUSE STORAGE & MATERIAL RECOVERY CHAMBER	=	35.835	s.m. > 20.814 s.m.
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(1) UFA/UFS

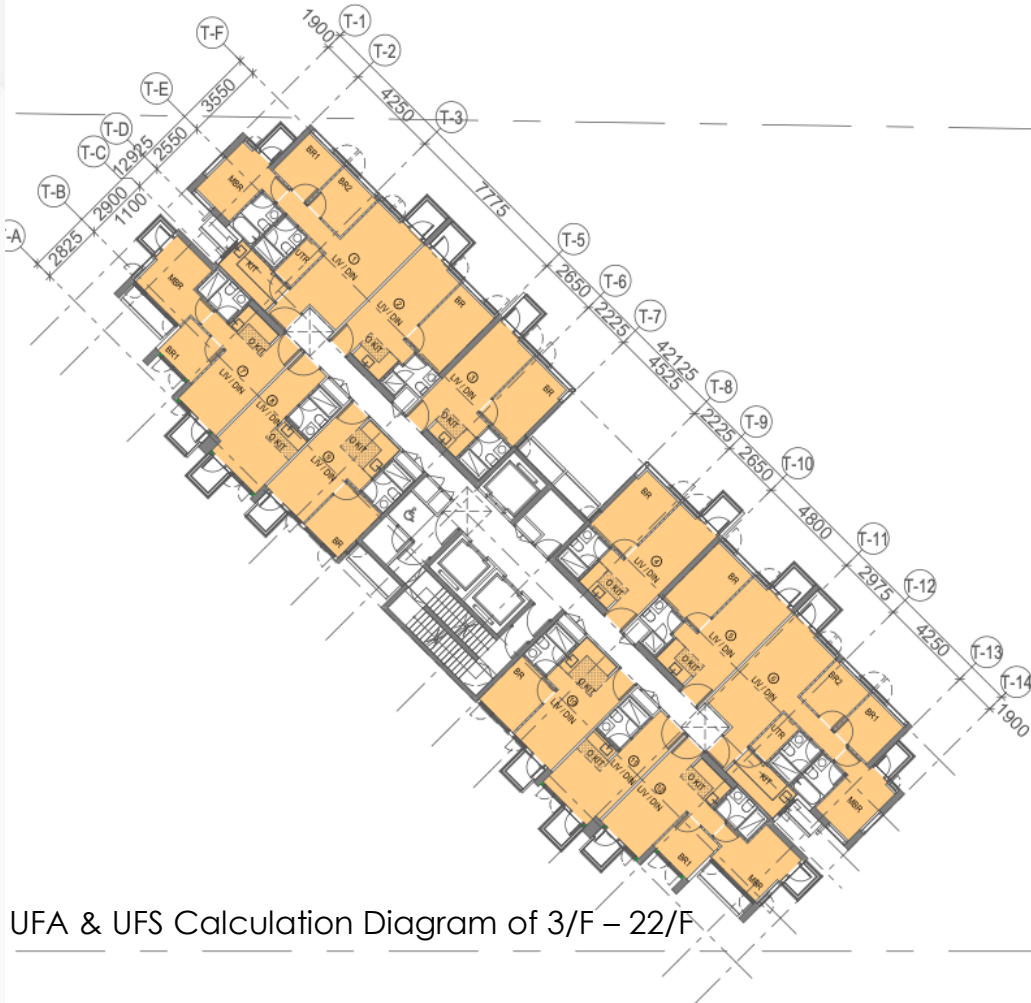


Diagram of Usable Floor Area for podium and non-typical floors and Diagram of Usable Floor Space for the development might be omitted in GBP for first approval.

UFA & UFS Calculation Diagram of 3/F – 22/F

A. Stage Submission – Prior to Consent Application

(1) UFA/UFS

1st GBP

Statement on plans

"Diagram of Usable Floor Area for typical floors of tower and Diagram of Usable Floor Space for typical and non-typical floors will be submitted to and approved by the Building Authority prior to the application for consent to the commencement of superstructure works."

A. Stage Submission – Prior to Consent Application

(2) M&R

- Details for adequate means of access to roofs or projections from roofs for maintenance and repair [2.5]
- Details for adequate means of access to outer surface of external walls, external claddings and curtain wall or its projections for maintenance and repair [2.5]



Statement on plans

"Details of the provisions for access to external maintenance and repair will be submitted to and approved by the Building Authority prior to the application for consent to the commencement of superstructure works."

[Appendix F of CoP / Footnote 2 of Appendix A2]

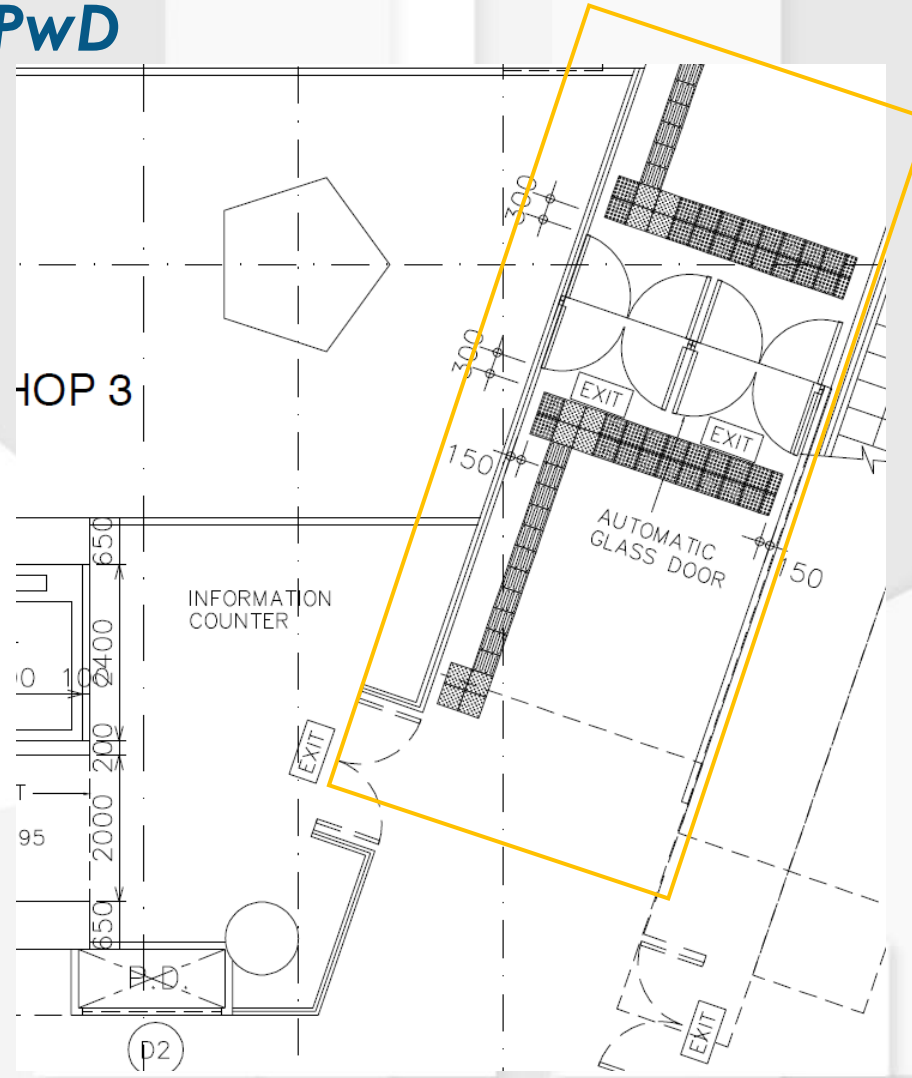
A. Stage Submission – Prior to OP Application

(3) Provisions for PwD

- Sign providing direction, information and instructions for PwD [3.4.1 (i)]
- Assistive provisions e.g. [3.4.1 (iii)]
 - Braille & tactile floor plan
 - Tactile guide path
 - Visual display board
 - Public information/ service counter
 - Assistive listening system

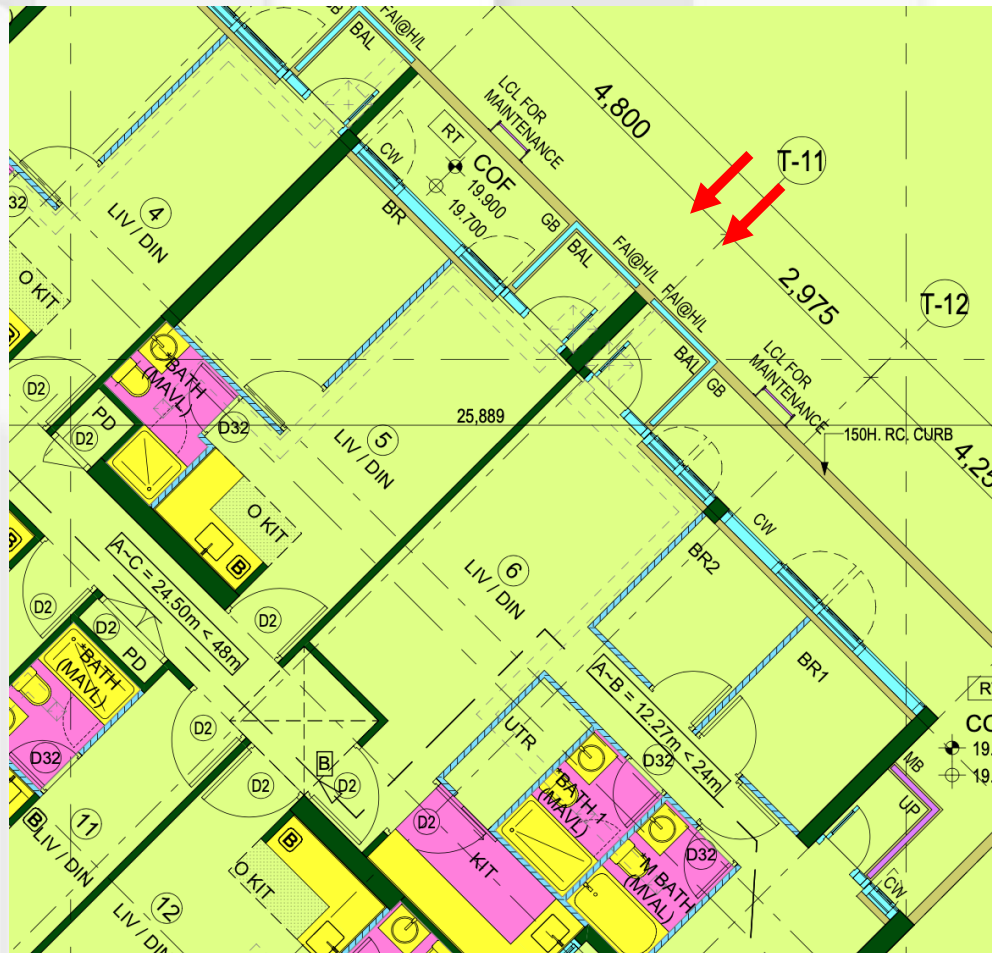
A. Stage Submission – Prior to OP Application

(3) Provisions for PwD



A. Stage Submission – Prior to OP Application

(4) Ventilation ducts for internal bathrooms in domestic building



[Item 34 of Appendix A2]

Locations of the proposed fresh air intake and exhaust outlet are indicated

+

Statement of plans

"The locations of the ventilation ducts will be submitted to and approved by the Building Authority prior to the application for occupation permit."

A. Stage Submission – Overview

Items		First Approval	Prior to Consent	Prior to OP
(1)	UFA/ UFS	<ul style="list-style-type: none"> UFA <u>Figures</u> for typical floors of towers UFA <u>Diagrams</u> for podium and non-typical floors UFS <u>Figures</u> for typical and non-typical floors General Note on GBP 	<ul style="list-style-type: none"> UFA Diagrams for typical floors of towers UFS Diagrams for typical and non-typical floors 	N/A
(2)	M&R	<ul style="list-style-type: none"> General Note on GBP 	<ul style="list-style-type: none"> Details of M&R Provisions 	N/A
(3)	Provisions for PwD	N/A	N/A	<ul style="list-style-type: none"> Signs for PwD Assistive Provisions
(4)	Ventilation ducts	<ul style="list-style-type: none"> Location of FAI & exhaust outlet indicated General Note on GBP 	N/A	<ul style="list-style-type: none"> Locations of the ventilation duct

A. Stage Submission – Special Attention

- The deferred submission will be treated as amendment plans unless it constitutes a major revision
- If the BA's approval of the required plans and details prescribed under regulation 8(1) of the B(A)R is not obtained at the material time
 - Refuse to grant consent under s16(3)(a) of the BO
OR
 - Refuse to issue OP/TOP under s21(6)(a) of the BO

B. Essential Information

(1) L&V

- a. **Area calculations** for prescribed windows for **critical** situations i.e. surplus window area is less than 10% of the required provisions [3.3.1]
- b. Critical **rectangular horizontal plane** for each tower [3.3.1]
- c. Critical **unobstructed vision area** provided for each tower [3.3.1]

B. Essential Information

(1) L&V

Current Practice

FLAT	USE (EACH FLOOR)	U.F.A. (s.m.)	PRO. LIGHTING AREA (W) x (H) x 80% (s.m.)	REQ. LIGHTING U.F.A. (1/10)	PRO. OPENABLE AREA (W) x (H) x 80% (s.m.)	REQ. OPENABLE AREA U.F.A. (1/16)
1 & 6	LIV / DIN	19.853	1.371 x 1.375 x 80% = 1.508	1.985	1.371 x 0.950 x 80% = 1.042	1.241
	*BATH 1	2.940	1.229 x 1.350 x 80% = 1.327	0.294	0.750 x 1.350 x 80% = 0.810	0.294
			Total = 2.835 > 2.279		Total = 1.852 > 1.535	(1/10)
	MBR	7.176	0.600 x 1.375 x 80% = 0.660	0.718	0.600 x 0.950 x 80% = 0.456	0.449
	*M BATH	2.940	1.000 x 1.350 x 80% = 1.080	0.294	0.650 x 1.350 x 80% = 0.702	0.294
			Total = 1.740 > 1.012		Total = 1.158 > 0.743	(1/10)
2 & 5	BR1	4.882	2.100 x 1.375 x 80% = 2.310 > 0.488	0.488	0.700 x 0.950 x 80% = 0.532 > 0.305	0.305
	BR2	4.882	2.100 x 1.375 x 80% = 2.310 > 0.488	0.488	0.700 x 0.950 x 80% = 0.532 > 0.305	0.305
	KIT	4.650	1.000 x 1.200 x 80% = 0.960	0.465	1.000 x 1.200 x 80% = 0.960	0.291
	UTR	2.100		0.210		0.210
			Total = 0.960 > 0.675		Total = 0.960 > 0.501	(1/10)
3 & 4	LIV / DIN	12.839	0.821 x 1.375 x 80% = 0.903	1.284	0.700 x 0.950 x 80% = 0.532	0.802
	O KIT	2.280	1.229 x 1.350 x 80% = 1.327	0.228	0.750 x 1.350 x 80% = 0.810	0.143
	*BATH	2.798		0.280		0.280
			Total = 2.230 > 1.792		Total = 1.342 > 1.225	(1/10)
	BR	7.579	2.150 x 1.375 x 80% = 2.365 > 0.758	0.758	0.700 x 0.950 x 80% = 0.532 > 0.474	0.474
7 & 12	LIV / DIN	12.134	0.971 x 1.375 x 80% = 1.068	1.213	0.700 x 0.950 x 80% = 0.532	0.758
	O KIT	2.377	1.079 x 1.350 x 80% = 1.165	0.238	0.750 x 1.350 x 80% = 0.810	0.149
	*BATH	2.888		0.289		0.289
			Total = 2.233 > 1.740		Total = 1.342 > 1.196	(1/10)
	BR	7.524	2.150 x 1.375 x 80% = 2.365 > 0.752	0.752	0.700 x 0.950 x 80% = 0.532 > 0.470	0.470
8 & 11	LIV / DIN	12.542	0.646 x 1.200 x 80% = 0.620	1.254	0.646 x 1.200 x 80% = 0.620	0.784
	O KIT	2.522	1.229 x 1.350 x 80% = 1.327	0.252	0.750 x 1.350 x 80% = 0.810	0.158
	*BATH	2.940		0.294		0.294
			Total = 1.947 > 1.800		Total = 1.430 > 1.236	(1/10)
	MBR	7.768	1.400 x 1.375 x 80% = 1.540 > 0.777	0.777	0.700 x 0.950 x 80% = 0.532 > 0.486	0.486
	BR1	4.410	1.400 x 1.200 x 80% = 1.344 > 0.441	0.441	1.400 x 1.200 x 80% = 1.344 > 0.276	0.276
9 & 10	LIV / DIN	12.224	1.246 x 1.200 x 80% = 1.196	1.222	1.246 x 1.200 x 80% = 1.196	0.764
	O KIT	1.710	1.229 x 1.350 x 80% = 1.327	0.171	0.750 x 1.350 x 80% = 0.810	0.107
	*BATH	2.940		0.294		0.294
			Total = 2.523 > 1.687		Total = 2.006 > 1.165	(1/10)
	LIV / DIN	11.119	0.700 x 1.200 x 80% = 0.672	1.112	0.700 x 1.200 x 80% = 0.672	0.764
	O KIT	3.585	1.229 x 1.350 x 80% = 1.327	0.359	0.750 x 1.350 x 80% = 0.810	0.294
9 & 10	*BATH	2.888		0.289		0.289
			Total = 1.999 > 1.760		Total = 1.482 > 1.208	(1/10)
	BR	5.913	1.850 x 1.200 x 80% = 1.776 > 0.591	0.591	0.700 x 1.200 x 80% = 0.672 > 0.370	0.370



Streamlining Measure

- Area calculations for prescribed windows for critical situations i.e. surplus window area is less than 10% of the required provisions

FLAT	USE (EACH FLOOR)	U.F.A. (S.M.)	PRO. LIGHTING AREA (W) X (H) X 100% (s.m.)	REQ. LIGHTING U.F.A. (1/10)	PRO. OPENABLE AREA (W) X (H) X 100% (s.m.)	REQ. OPENABLE U.F.A. (1/16)
1&6	LIV/DIN	19.85	1.171 X 1.171 X 80% = 1.1	1.985	1.171 X 0.950 X 80% = 0.89	1.241
	BATH 1	2.94	1.3 X 1.2 X 80% = 1.25	0.294	0.750 X 1.2 X 80% = 0.72	0.294 (1/10)
			= 2.35 >	2.279	= 1.61 >	1.535

Simplify

- Critical **rectangular horizontal plane** for each tower



B. Essential Information

(1) L&V

- Critical **unobstructed vision area** provided for each tower



FLAT 7 ~ BR. 1 (3/F TO 22/F)

UNOBSTRUCTED VISION AREA (UVA) PROVIDED :
(UVA) OF WINDOW

HEIGHT OF FACADE FOR DOMESTIC - HABITABLE ROOM
= 80.00 (R/F) - 20.00 (3/F) + 1.50 - 2.40
= 59.10 m

UNOBSTRUCTED VISION AREA (UVA) REQUIREMENT
FOR DOMESTIC HABITABLE ROOM (8 % VDF)

HEIGHT OF FACADE (m)	10% UFA	15% UFA	20% UFA
= 59.10 m	873	682	491

PERFORMANCE-BASED APPROACH CALCULATIONS

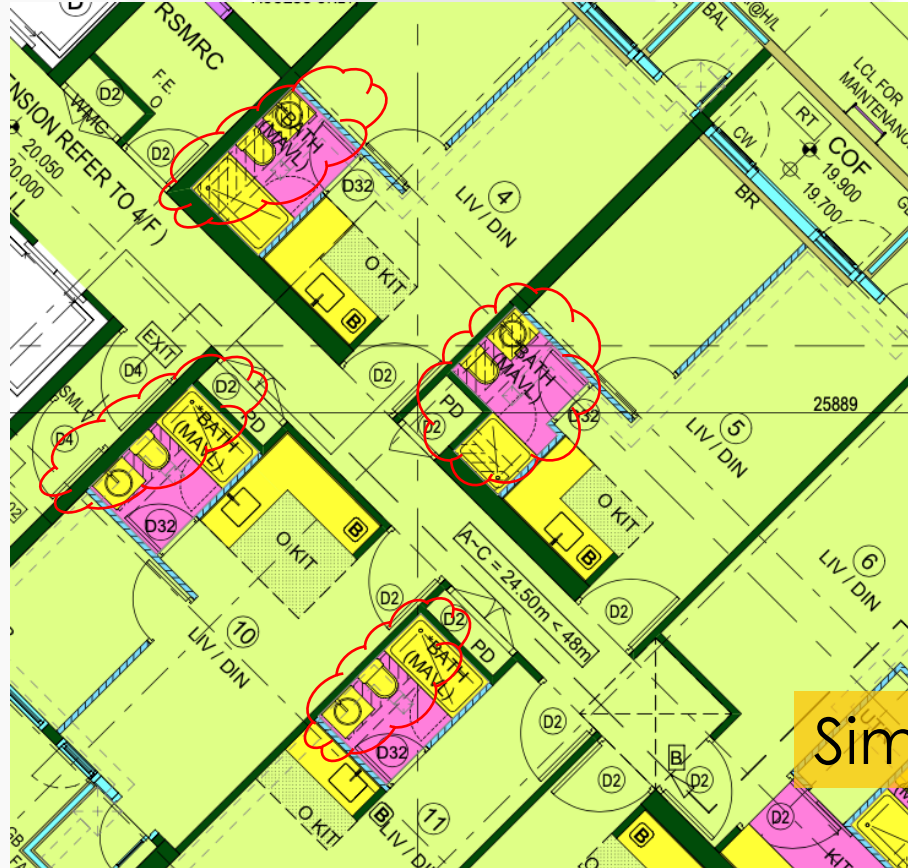
= C1 x 4
= 261.507 s.m. x 4
= 1046.028 s.m. > 873 s.m. (10% of UFA)

B. Essential Information

(2) Sunken Slab

Current Practice

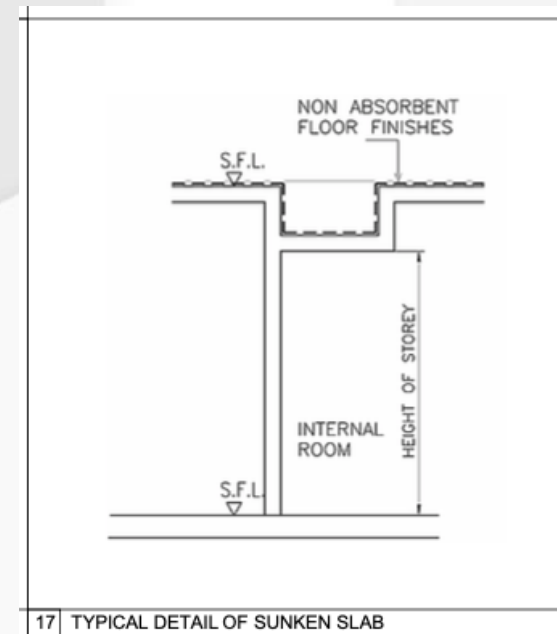
- Layout of sunken slab on GBP



Simplify

Streamlining Measure

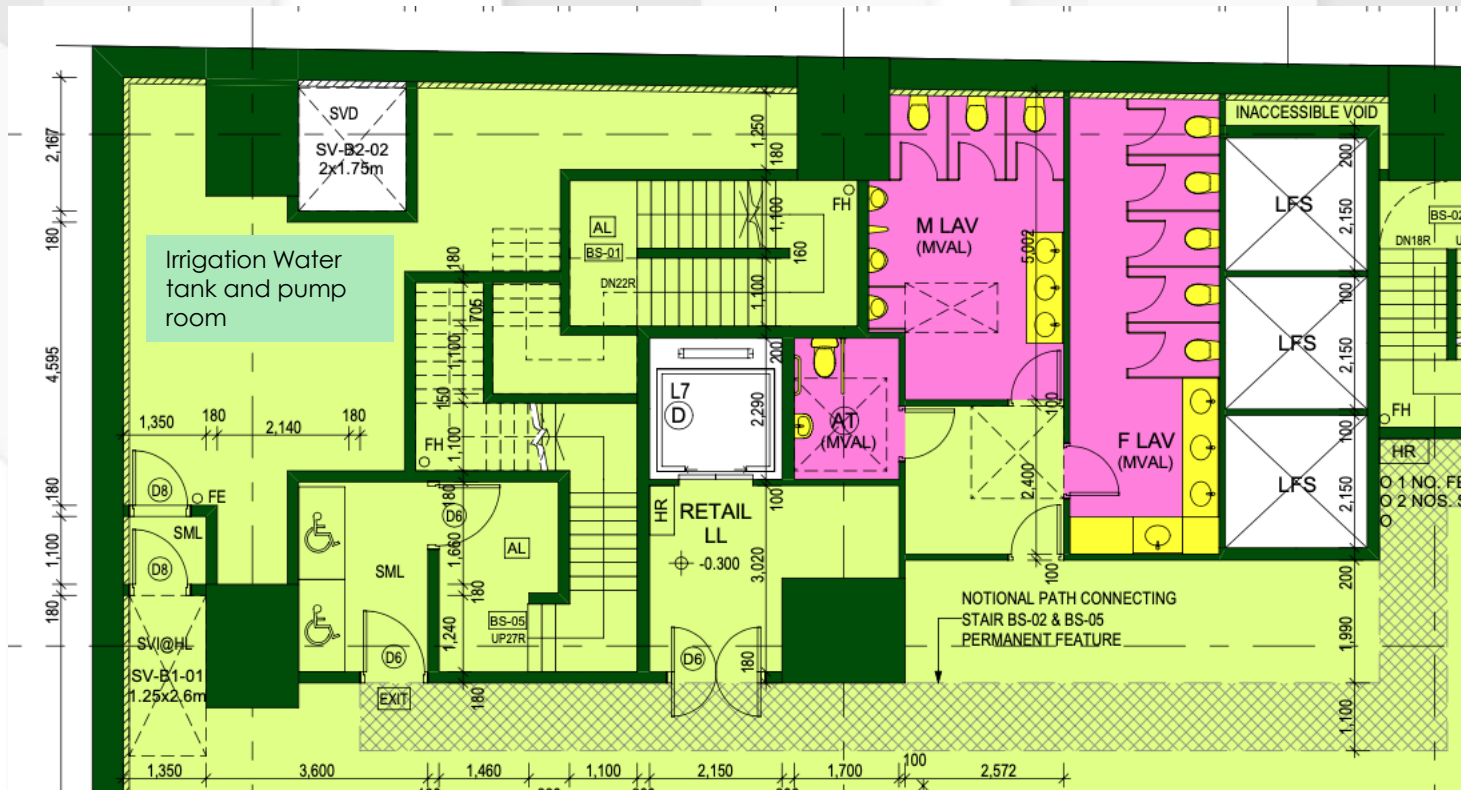
- Details of sunken slab on GBP [2.2]
- Layout of sunken slab on Drainage plan



17 TYPICAL DETAIL OF SUNKEN SLAB

B. Essential Information

(3) Justification for plant room



- Layout of plant room is not required to be shown on GBP
- Area of plant room to be justified in justification report

B. Essential Information – Overview

Items		Streamlining Measures
(1)	Lighting and Ventilation	<ul style="list-style-type: none">• Demonstrate Critical Situation
(2)	Layout of Sunken Slab	<ul style="list-style-type: none">• Details on GBP only
(3)	Justification for Plant room	<ul style="list-style-type: none">• Justify area of plant room on justification report



APPROVED

**Review to facilitate the
building development is
ongoing...**

Stay Tuned !

Thank You



Facilitating measures for OP Application under PNAP APP-13

Buildings Department Practice Note for Authorized Persons,
Registered Structural Engineers and APP-13
Registered Geotechnical Engineers

Submission of Certificate of Completion of Building Works, Application for Occupation Permit and Submission of Record Plans and Information

Submission of Certificate of Completion of Building Works

Upon the completion of building works, a certificate of completion of building works not resulting in a new building (Form BA14/14A and/or Form MW02/04) or resulting in a new building (Form BA12/13) should be submitted in accordance with regulation 25 of the Building (Administration) Regulations (B(A)R). While there is no statutory time limit under the Buildings Ordinance (BO) for processing such certificates, the Buildings Department (BD) will generally provide a reply to Form BA14/14A within 28 days, advising the acceptance of the completed works or the outstanding issues to be rectified. As a certificate of completion of new buildings and application for an occupation permit (OP) are usually submitted together in Form BA12/13, they will be processed together within 14 days in accordance with section 21 of the BO.

2. If the same contractor is employed for both the foundation works and the superstructure works for a new building or in the alteration and addition (A&A) works to an existing building, where spread footing foundation with excavation depth not exceeding 4.5m is adopted, the certification of completion of both the spread footing and superstructure works in such cases may be made in the Form BA12/13 or a single Form BA14, as the case may be, and a separate Form BA14 for completion of the spread footing works is not required.

Simultaneous Submission of Amended Building Plans and Application for OP

3. A Form BA12/13 is sometimes submitted at or about the same time as the submission of amended plans for approval. This would complicate the processing of an application for OP. In line with the declaration in the Form BA12/13 that the new building has been erected in accordance with the plans approved, the Building Authority (BA) takes the view that the authorized person (AP)/registered structural engineer (RSE)/registered geotechnical engineer (RGE) should submit and secure approval of amendment plans in advance of an application for OP. The exception is that minor positional deviations from the approved plans which do not contravene the BO and its subsidiary regulations may be acceptable.

Submission of Record Plans

4. Where several alterations have been made to the original design, the BA may require, under regulation 46 of the B(A)R, the submission of "new plans" showing the building as completed.

Upon the completion of building works



A certificate of completion of building works resulting in a new building

- Form BA12/13

A certificate of completion of building works not resulting in a new building

- Form BA14/14A and/or MW02/04

Submission of Record Plans and Information

Submission of Certificate of Completion of Building Works



Form BA12/13 application for an temporary occupation permit/ occupation permit will be processed within 14 days in accordance with section 21 of the Buildings Ordinance.

Buildings Department will generally provide a reply to Form BA14/14A within 28 days, advising the acceptance of the completed works or the outstanding issues to be rectified.

Processing of Certificate of Completion of Building Works



Audit inspection on the completed building works

Checking of required documents, records and information under the provisions of Buildings Ordinance, PNAPs and conditions and requirements imposed in giving approval of plans and granting modifications.

Facilitating Measures for submission of certificate of completion of building works

1

To provide summary tables of approved structural plans and the required structural documents

2

To provide checklists for OP application

3

To encourage paperless submission of documents and reports in soft copies submitted in DVD-ROM format

PNAP APP-13

- New Appendix C

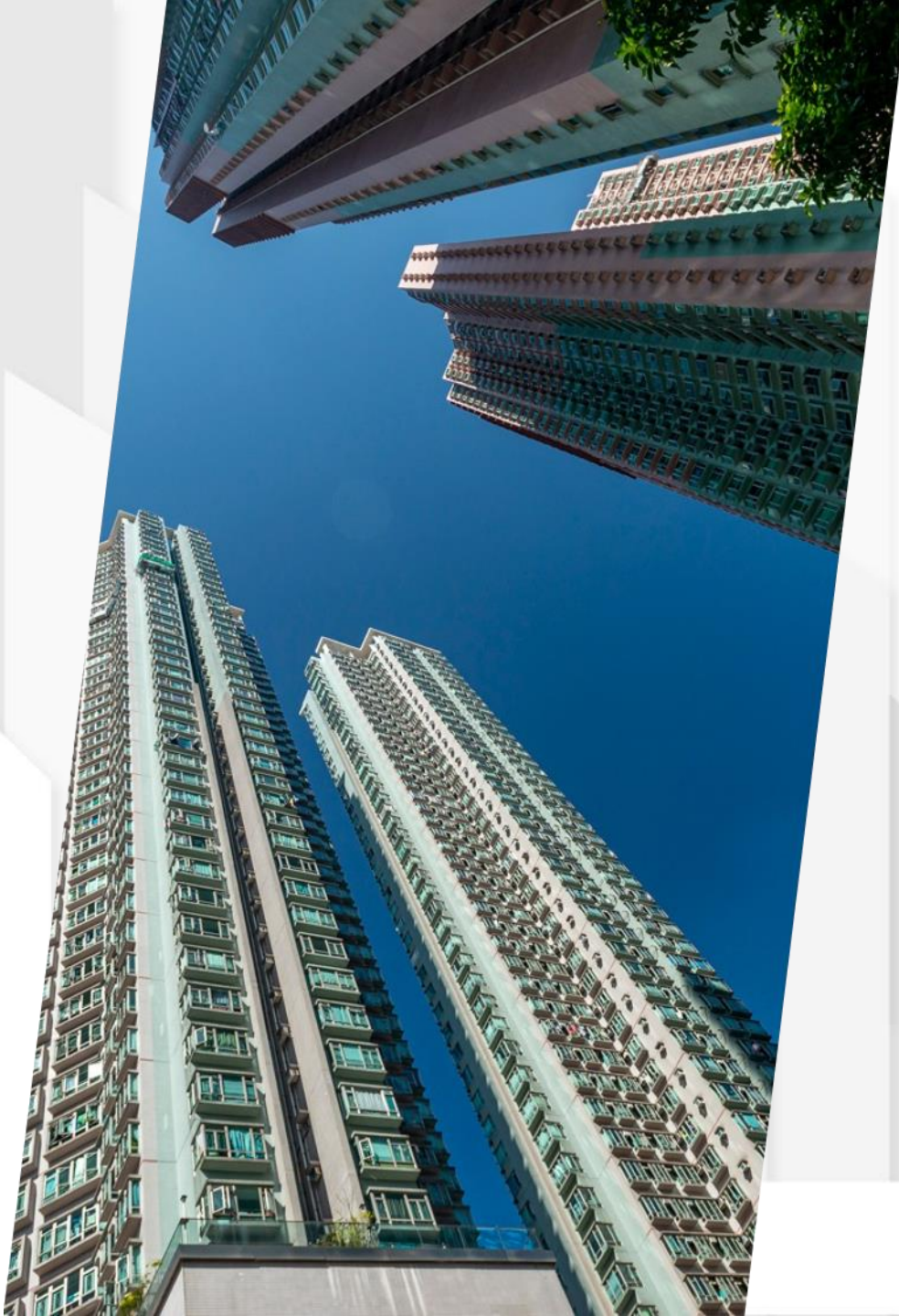
Summary of Approved Foundation Plans and Required Structural Documents

- New Appendix D

Summary of Approved Structural Plans and Required Structural Documents

- New Appendix E

As-built Information of Completed Piles



PNAP APP-13

- New Appendix F

Checklist for Temporary Occupation Permit/
Occupation Permit Application (Form BA12/13)

- New Appendix G

Checklist for Completion of Building Works Not
Resulting in a New Building (Form BA14)

(For Alteration & Addition works only)

- New Appendix H

Indexing of Documents for Submission of Soft
Copies in DVD-ROM for Application of
Occupation Permit

PNAP APP-13 Appendix F

Checklist for TOP/OP Application (Form BA12/13)



- Part 1 – Site Works
- Part 2 – Documents Submitted
- Part 3 – Other Aspects



Appendix F (PNAP APP-13)

Checklist for Temporary Occupation Permit/Occupation Permit Application (Form BA12/13)

Address of Site : _____ BD File Ref. : _____

PART 1 - SITE WORKS

	Yes	No	N/A
1.1 Have all proposed works been completed?			
1.2 Has run in/out been constructed?			
1.3 Have connections to public sewers been completed?			
1.4 Have the hoarding/sheds been removed?			
1.5 Has shoring, wall-ties or follow up action on adjoining buildings been dealt with?			
1.6 Have MiC modular units been completed with preinstalled finishes, fittings and fixtures (PNAP APP-161 & ADV-36)?			

PART 2 - DOCUMENTS SUBMITTED¹

	Yes	No	N/A
2.1 Are the contents of Form BA12/13* in order? (hard copy)			
2.2 All consents to amendment plans issued by BA?			
2.3 Fire Certificate (FS 172)			
2.4 Fire Services Water Completion Advice			
2.5 Water Certificates (Potable) (Flushing)			
2.6 Certificates for fireman's lifts, accessible lifts/vertical lifting platforms			
2.7 Certificate of Completion of Vehicular Run-in and Run-out (PNAP APP-144) (hard copy)			
2.8 Performance review under section 17(1)(g) of BO (PNAP APP-30 & APP-115) (hard copy)			
2.9 Documents under PNAP APP-13			
(a) Certificate of Accepted Building Materials and Products (Appendix A) (hard copy)			
(b) Schedule of Building Materials and Products (Annex A of Appendix A) (hard copy)			
(c) Test reports/supplier's certificates/certificates of conformity of building materials and products			
(d) Record plans for BD			
(e) Record plans for RVD (hard and soft copies)			
(f) Summary of Approved Structural Plans and Required Structural Documents (Appendix D) (hard copy)			
2.10 Record plans related to maintenance and repair access for referral to Labour Department (Appendix F of CoP on Access for External Maintenance 2021) (hard copy)			
2.11 Plan index for record imaging (PNAP ADM-10)			
2.12 Documents under PNAP ADM-2			
(a) Checklist on valid Forms BD106 (Appendix F)			
(b) Conditions imposed in Forms BD106 incorporated into the latest approved GBP			
(c) Final bounding conditions of the accepted fire engineering report incorporated into the latest approved GBP			
(d) Summary of GFA Concessions (Appendix H) (bilingual in soft copy ²)			

PNAP APP-13 Appendix F

Part 1 – Site Works

- Proposed works completed?
(not only the buildings!)
- Run-in/out constructed?
- Connection to public sewers completed?
- Hoarding/contractor shed removed?
- Shoring/wall tiles or following actions to adjoining building dealt with?
- MiC units completed?
(Finishes, fittings & fixtures preinstalled?)



Appendix F
(PNAP APP-13)

Checklist for Temporary Occupation Permit/Occupation Permit Application (Form BA12/13)

Address of Site : _____ BD File Ref. : _____

PART 1 - SITE WORKS			
	Yes	No	N/A
1.1 Have all proposed works been completed?			
1.2 Has run in/out been constructed?			
1.3 Have connections to public sewers been completed?			
1.4 Have the hoarding/sheds been removed?			
1.5 Has shoring, wall-ties or follow up action on adjoining buildings been dealt with?			
1.6 Have MiC modular units been completed with preinstalled finishes, fittings and fixtures (PNAP APP-161 & ADV-36)?			

PART 2 - DOCUMENTS SUBMITTED ¹			
	Yes	No	N/A
2.1 Are the contents of Form BA12/13* in order? (hard copy)			
2.2 All consents to amendment plans issued by BA?			
2.3 Fire Certificate (FS 172)			
2.4 Fire Services Water Completion Advice			
2.5 Water Certificates (Potable) (Flushing)			
2.6 Certificates for fireman's lifts, accessible lifts/vertical lifting platforms			
2.7 Certificate of Completion of Vehicular Run-in and Run-out (PNAP APP-144) (hard copy)			
2.8 Performance review under section 17(1)(g) of BO (PNAP APP-30 & APP-115) (hard copy)			
2.9 Documents under PNAP APP-13			
(a) Certificate of Accepted Building Materials and Products (Appendix A) (hard copy)			
(b) Schedule of Building Materials and Products (Annex A of Appendix A) (hard copy)			
(c) Test reports/supplier's certificates/certificates of conformity of building materials and products			
(d) Record plans for BD			
(e) Record plans for RVD (hard and soft copies)			
(f) Summary of Approved Structural Plans and Required Structural Documents (Appendix D) (hard copy)			
2.10 Record plans related to maintenance and repair access for referral to Labour Department (Appendix F of CoP on Access for External Maintenance 2021) (hard copy)			
2.11 Plan index for record imaging (PNAP ADM-10)			
2.12 Documents under PNAP ADM-2			
(a) Checklist on valid Forms BD106 (Appendix F)			
(b) Conditions imposed in Forms BD106 incorporated into the latest approved GBP			
(c) Final bounding conditions of the accepted fire engineering report incorporated into the latest approved GBP			
(d) Summary of GFA Concessions (Appendix H) (bilingual in soft copy ²)			

PNAP APP-13 Appendix F

Part 2 – Documents Submitted

- Form BA12/BA13?
- All consents issued?
- Fire Cert. (FS 172) and Fire Service Water Completion Advice available?
- Water Certificates (Potable & Flushing)?
- Certificates for Fireman's lifts and accessible lifts/vertical lifting platform?
- Certificate of Completion of Run-in and Run-out (PNAP APP-144)?
- Performance Review under section 17(1)6(g) of BO (PNAP APP-30 and APP-155)?

Appendix F (PNAP APP-13)

Checklist for Temporary Occupation Permit/Occupation Permit Application (Form BA12/13)

Address of Site : _____ BD File Ref. : _____

PART 1 - SITE WORKS

	Yes	No	N/A
1.1 Have all proposed works been completed?			
1.2 Has run in/out been constructed?			
1.3 Have connections to public sewers been completed?			
1.4 Have the hoarding/sheds been removed?			
1.5 Has shoring, wall-ties or follow up action on adjoining buildings been dealt with?			
1.6 Have MiC modular units been completed with preinstalled finishes, fittings and fixtures (PNAP APP-161 & ADV-36)?			

PART 2 - DOCUMENTS SUBMITTED¹

	Yes	No	N/A
2.1 Are the contents of Form BA12/13* in order? (hard copy)			
2.2 All consents to amendment plans issued by BA?			
2.3 Fire Certificate (FS 172)			
2.4 Fire Services Water Completion Advice			
2.5 Water Certificates (Potable) (Flushing)			
2.6 Certificates for fireman's lifts, accessible lifts/vertical lifting platforms			
2.7 Certificate of Completion of Vehicular Run-in and Run-out (PNAP APP-144) (hard copy)			
2.8 Performance review under section 17(1)6(g) of BO (PNAP APP-30 & APP-115) (hard copy)			
2.9 Documents under PNAP APP-155			
(a) Certificate of Accepted Building Materials and Products (Appendix A) (hard copy)			
(b) Schedule of Building Materials and Products (Annex A of Appendix A) (hard copy)			
(c) Test reports/supplier's certificates/certificates of conformity of building materials and products			
(d) Record plans for BD			
(e) Record plans for RVD (hard and soft copies)			
(f) Summary of Approved Structural Plans and Required Structural Documents (Appendix D) (hard copy)			
2.10 Record plans related to maintenance and repair access for referral to Labour Department (Appendix F of CoP on Access for External Maintenance 2021) (hard copy)			
2.11 Plan index for record imaging (PNAP ADM-10)			
2.12 Documents under PNAP ADM-2			
(a) Checklist on valid Forms BD106 (Appendix F)			
(b) Conditions imposed in Forms BD106 incorporated into the latest approved GBP			
(c) Final bounding conditions of the accepted fire engineering report incorporated into the latest approved GBP			
(d) Summary of GFA Concessions (Appendix H) (bilingual in soft copy ²)			

PNAP APP-13 Appendix F

Part 2 – Documents Submitted

Documents under PNAP APP-13

- Certificate of Accepted Building Materials and Product (Appendix A)
- Schedule of Building Materials and Products (Annex A to Appendix A)
- Test reports/supplier's certificates/certificates of conformity of building materials and products
- Record plans for BD and RVD
- Summary of Approved Structural Plans and Required Structural Documents (Appendix D)



Appendix F (PNAP APP-13)

Checklist for Temporary Occupation Permit/Occupation Permit Application (Form BA12/13)

Address of Site : _____ BD File Ref. : _____

PART 1 - SITE WORKS

	Yes	No	N/A
1.1 Have all proposed works been completed?			
1.2 Has run in/out been constructed?			
1.3 Have connections to public sewers been completed?			
1.4 Have the hoarding/sheds been removed?			
1.5 Has shoring, wall-ties or follow up action on adjoining buildings been dealt with?			
1.6 Have MiC modular units been completed with preinstalled finishes, fittings and fixtures (PNAP APP-161 & ADV-36)?			

PART 2 - DOCUMENTS SUBMITTED¹

	Yes	No	N/A
2.1 Are the contents of Form BA12/13* in order? (hard copy)			
2.2 All consents to amendment plans issued by BA?			
2.3 Fire Certificate (FS 172)			
2.4 Fire Services Water Completion Advice			
2.5 Water Certificates (Potable) (Flushing)			
2.6 Certificates for fireman's lifts, accessible lifts/vertical lifting platforms			
2.7 Certificate of Completion of Vehicular Run-in and Run-out (PNAP APP-144) (hard copy)			
2.8 Performance review under section 17(1)(g) of BO (PNAP APP-30 & APP-115) (hard copy)			
2.9 Documents under PNAP APP-13			
(a) Certificate of Accepted Building Materials and Products (Appendix A) (hard copy)			
(b) Schedule of Building Materials and Products (Annex A of Appendix A) (hard copy)			
(c) Test reports/supplier's certificates/certificates of conformity of building materials and products			
(d) Record plans for BD			
(e) Record plans for RVD (hard and soft copies)			
(f) Summary of Approved Structural Plans and Required Structural Documents (Appendix D) (hard copy)			
2.10 Record plans related to maintenance and repair access for referral to Labour Department (Appendix F of CoP on Access for External Maintenance 2021) (hard copy)			
2.11 Plan index for record imaging (PNAP ADM-10)			
2.12 Documents under PNAP ADM-2			
(a) Checklist on valid Forms BD106 (Appendix F)			
(b) Conditions imposed in Forms BD106 incorporated into the latest approved GBP			
(c) Final bounding conditions of the accepted fire engineering report incorporated into the latest approved GBP			
(d) Summary of GFA Concessions (Appendix H) (bilingual in soft copy ²)			

PNAP APP-13 Appendix F

Part 2 – Documents Submitted

- Record plans related to maintenance and access (M&R plans) for LabourD (Appendix F of CoP on Access for External Maintenance 2021)
- Plan Index for record imaging (PNAP ADM-10)



Appendix F (PNAP APP-13)

Checklist for Temporary Occupation Permit/Occupation Permit Application (Form BA12/13)

Address of Site : _____ BD File Ref. : _____

PART 1 - SITE WORKS

	Yes	No	N/A
1.1 Have all proposed works been completed?			
1.2 Has run in/out been constructed?			
1.3 Have connections to public sewers been completed?			
1.4 Have the hoarding/sheds been removed?			
1.5 Has shoring, wall-ties or follow up action on adjoining buildings been dealt with?			
1.6 Have MiC modular units been completed with preinstalled finishes, fittings and fixtures (PNAP APP-161 & ADV-36)?			

PART 2 - DOCUMENTS SUBMITTED¹

	Yes	No	N/A
2.1 Are the contents of Form BA12/13* in order? (hard copy)			
2.2 All consents to amendment plans issued by BA?			
2.3 Fire Certificate (FS 172)			
2.4 Fire Services Water Completion Advice			
2.5 Water Certificates (Potable) (Flushing)			
2.6 Certificates for fireman's lifts, accessible lifts/vertical lifting platforms			
2.7 Certificate of Completion of Vehicular Run-in and Run-out (PNAP APP-144) (hard copy)			
2.8 Performance review under section 17(1)(g) of BO (PNAP APP-30 & APP-115) (hard copy)			
2.9 Documents under PNAP APP-13			
(a) Certificate of Accepted Building Materials and Products (Appendix A) (hard copy)			
(b) Schedule of Building Materials and Products (Annex A of Appendix A) (hard copy)			
(c) Test reports/supplier's certificates/certificates of conformity of building materials and products			
(d) Record plans for BD			
(e) Record plans for RVD (hard and soft copies)			
(f) Summary of Approved Structural Plans and Required Structural Documents (Appendix D) (hard copy)			
2.10 Record plans related to maintenance and repair access for referral to Labour Department (Appendix F of CoP on Access for External Maintenance 2021) (hard copy)			
2.11 Plan index for record imaging (PNAP ADM-10)			
2.12 Documents under PNAP ADM-2			
(a) Checklist on valid Forms BD106 (Appendix F)			
(b) Conditions imposed in Forms BD106 incorporated into the latest approved GBP			
(c) Final bounding conditions of the accepted fire engineering report incorporated into the latest approved GBP			
(d) Summary of GFA Concessions (Appendix H) (bilingual in soft copy ²)			

PNAP APP-13 Appendix F

Part 2 – Documents Submitted



Documents under PNAP ADM-2

- Checklist on valid Forms BD106 (Appendix F)
- Form BD106 imposed conditions on the approved GBP
- Final bounding conditions of the accepted FE Report on the approved GBP
- Summary of GFA Concessions (Appendix H) (bilingual in soft copy)*

Appendix F (PNAP APP-13)

Checklist for Temporary Occupation Permit/Occupation Permit Application (Form BA12/13)

Address of Site : _____ BD File Ref. : _____

PART 1 - SITE WORKS

	Yes	No	N/A
1.1 Have all proposed works been completed?			
1.2 Has run in/out been constructed?			
1.3 Have connections to public sewers been completed?			
1.4 Have the hoarding/sheds been removed?			
1.5 Has shoring, wall-ties or follow up action on adjoining buildings been dealt with?			
1.6 Have MiC modular units been completed with preinstalled finishes, fittings and fixtures (PNAP APP-161 & ADV-36)?			

PART 2 - DOCUMENTS SUBMITTED¹

	Yes	No	N/A
2.1 Are the contents of Form BA12/13* in order? (hard copy)			
2.2 All consents to amendment plans issued by BA?			
2.3 Fire Certificate (FS 172)			
2.4 Fire Services Water Completion Advice			
2.5 Water Certificates (Potable) (Flushing)			
2.6 Certificates for fireman's lifts, accessible lifts/vertical lifting platforms			
2.7 Certificate of Completion of Vehicular Run-in and Run-out (PNAP APP-144) (hard copy)			
2.8 Performance review under section 17(1)(g) of BO (PNAP APP-30 & APP-115) (hard copy)			
2.9 Documents under PNAP APP-13			
(a) Certificate of Accepted Building Materials and Products (Appendix A) (hard copy)			
(b) Schedule of Building Materials and Products (Annex A of Appendix A) (hard copy)			
(c) Test reports/supplier's certificates/certificates of conformity of building materials and products			
(d) Record plans for BD			
(e) Record plans for RVD (hard and soft copies)			
(f) Summary of Approved Structural Plans and Required Structural Documents (Appendix D) (hard copy)			
2.10 Record plans related to maintenance and repair access for referral to Labour Department (Appendix F of CoP on Access for External Maintenance 2021) (hard copy)			
2.11 Plan index for record imaging (APP-145M-146)			
2.12 Documents under PNAP ADM-2			
(a) Checklist on valid Forms BD106 (Appendix F)			
(b) Conditions imposed in Forms BD106 incorporated into the latest approved GBP			
(c) Final bounding conditions of the accepted fire engineering report incorporated into the latest approved GBP			
(d) Summary of GFA Concessions (Appendix H) (bilingual in soft copy*)			

PNAP APP-13 Appendix F

Part 2 – Documents Submitted

Documents under PNAP APP-67

- OTTV summary sheet (soft copy)
- Final OTTV report
- Finalised OTTVs of external walls and roofs of building and shading coefficient of glass on the approved GBP

	Yes	No	N/A
2.13 Documents under PNAP APP-67			
(a) OTTV summary sheet (soft copy)			
(b) Final OTTV report including updated calculations, test certificates or published specifications for building materials used			
(c) Finalised OTTVs of external walls and roofs of building and shading coefficient of glass incorporated into the latest approved GBP			
2.14 Documents under PNAP APP-151, APP-152 & APP-156			
(a) Declaration on Annual Energy Use of a Building Development (Appendix B of PNAP APP-151) (soft copy ²)			
(b) Provisional Assessment Result under BEAM Plus certification (PNAP APP-151)			
(c) Plans showing location of greenery areas and schedules with area calculations and illustrated diagrams showing greenery areas (Appendix F of PNAP APP-152) (soft copy ²)			
(d) Final energy efficiency report for domestic and composite development (PNAP APP-156)			
- Updated calculations, test certificates or published specifications for building materials used, RTTV summary sheet (soft copy ²)/ OTTV _{Roof} summary sheet (soft copy ²), and extent of compliance with NV _{TC} requirements (soft copy ²)			
- Finalised RTTV _{Walls} , RTTV _{Roof} , OTTV _{Roof} , VLT _{Glass} and ER _{Glass} of building and shading coefficient of glass incorporated into the latest approved GBP			
2.15 Certificate of completion of EV charging-enabling facilities for car parks by RPE (PNAP APP-2)			
2.16 Has the developer's undertaking letter been registered in Land Registry (PNAP APP-104/APP-152/JPNI/JPN2/Form BD106)?			
2.17 Documents for surrender/dedication			
(a) Execution of Agreement to Surrender has been completed and registered in Land Registry (PNAP APP-20)			
(b) Signing of Deed of Dedication has been completed and registered in Land Registry (APP-108)			
2.18 Documents for drainage works			
(a) Certificate on Completion of Drain Test (Appendix A of PNAP APP-58) (hard copy)			
(b) Certificate on Completion of Inspection of Drainage Pipes Concealed by Architectural Features (Annex 3 of Appendix B of PNAP APP-93) (hard copy)			
2.19 Signboard related information (Appendix N of PNAP APP-126) (soft copy ³)			
2.20 Has the accepted finalised fire engineering report been submitted?			
2.21 Documents under PNAP ADV-36			
(a) Documentary proof ¹ on provision of accepted user manual to individual owners/occupants/users/property manager for buildings adopting MiC (Appendix C)			
(b) Audit reports from AP, RSE and AS of RGBC on checking the quality of MiC modular units			
2.22 Documents specifically required for the project Please specify:			

Note ¹ Unless otherwise specified, documents may be submitted in either hard or soft copy
 Note ² For uploading onto BD website
 Note ³ For uploading onto GeoInfo Map

PNAP APP-13 Appendix F

Part 2 – Documents Submitted

Documents under PNAP APP-151, 152 & 156

- Declaration on Annual Energy Use of a Building Development (Appendix B of PNAP APP-151) (soft copy)*
- Provisional Assessment Result under BEAM plus certification (PNAP APP-151)
- Plans showing details of greenery areas (Appendix F of PNAP APP-152) (soft copy)*

	Yes	No	N/A
2.13 Documents under PNAP APP-67			
(a) OTTV summary sheet (soft copy)			
(b) Final OTTV report including updated calculations, test certificates or published specifications for building materials used			
(c) Finalised OTTVs of external walls and roofs of building and shading coefficient of glass incorporated into the latest approved GBP			
2.14 Documents under PNAP APP-151, APP-152 & APP-156			
(a) Declaration on Annual Energy Use of a Building Development (Appendix B of PNAP APP-151) (soft copy ²)			
(b) Provisional Assessment Result under BEAM Plus certification (PNAP APP-151)			
(c) Plans showing location of greenery areas and schedules with area calculations and illustrated diagrams showing greenery areas (Appendix F of PNAP APP-152) (soft copy ³)			
(d) Final energy efficiency report for domestic and composite development (PNAP APP-156)			
- Updated calculations, test certificates or published specifications for building materials used, RTTV summary sheet (soft copy ²)/ OTTV _{Roof} summary sheet (soft copy ²), and extent of compliance with NV _{TC} requirements (soft copy ²)			
- Finalised RTTV _{Walls} , RTTV _{Roof} , OTTV _{Roof} , VLT _{Glass} and ER _{Glass} of building and shading coefficient of glass incorporated into the latest approved GBP			
2.15 Certificate of completion of EV charging-enabling facilities for car parks by RPE (PNAP APP-2)			
2.16 Has the developer's undertaking letter been registered in Land Registry (PNAP APP-104/APP-152/JPN1/JPN2/Form BD106)?			
2.17 Documents for surrender/dedication			
(a) Execution of Agreement to Surrender has been completed and registered in Land Registry (PNAP APP-20)			
(b) Signing of Deed of Dedication has been completed and registered in Land Registry (APP-108)			
2.18 Documents for drainage works			
(a) Certificate on Completion of Drain Test (Appendix A of PNAP APP-58) (hard copy)			
(b) Certificate on Completion of Inspection of Drainage Pipes Concealed by Architectural Features (Annex 3 of Appendix B of PNAP APP-93) (hard copy)			
2.19 Signboard related information (Appendix N of PNAP APP-126) (soft copy ³)			
2.20 Has the accepted finalised fire engineering report been submitted?			
2.21 Documents under PNAP ADV-36			
(a) Documentary proof ¹ on provision of accepted user manual to individual owners/occupants/users/property manager for buildings adopting MiC (Appendix C)			
(b) Audit reports from AP, RSE and AS of RGBC on checking the quality of MiC modular units			
2.22 Documents specifically required for the project			
Please specify:			

Note ¹ Unless otherwise specified, documents may be submitted in either hard or soft copy
 Note ² For uploading onto BD website
 Note ³ For uploading onto GeoInfo Map

PNAP APP-13 Appendix F

Part 2 – Documents Submitted

Documents under PNAP APP-151, 152 & 156

- Final energy efficient report for domestic and composite development (PNAP APP-156)
 - RTTV summary sheet (soft copy)*
 - OTTV_{RRF} summary sheet (soft copy)*
 - Compliance with NV_{TC} requirement (soft copy)
 - Finalised RTTV_{Wall}, RTTV_{Roof}, VLT_{Glass} and ER_{Glass} of building and shading coefficient of glass on the approved GBP

	Yes	No	N/A
2.13 Documents under PNAP APP-67			
(a) OTTV summary sheet (soft copy)			
(b) Final OTTV report including updated calculations, test certificates or published specifications for building materials used			
(c) Finalised OTTVs of external walls and roofs of building and shading coefficient of glass incorporated into the latest approved GBP			
2.14 Documents under PNAP APP-151, APP-152 & APP-156			
(a) Declaration on Annual Energy Use of a Building Development (Appendix B of PNAP APP-151) (soft copy ²)			
(b) Provisional Assessment Result under BEAM Plus certification (PNAP APP-151)			
(c) Plans showing location of greenery areas and schedules with area calculations and illustrated diagrams showing greenery areas (Appendix F of PNAP APP-152) (soft copy ²)			
(d) Final energy efficiency report for domestic and composite development (PNAP APP-156)			
- Updated calculations, test certificates or published specifications for building materials used, RTTV summary sheet (soft copy ²)/ OTTV _{RRF} summary sheet (soft copy ²), and extent of compliance with NV _{TC} requirements (soft copy ²)			
- Finalised RTTV _{Wall} , RTTV _{Roof} , OTTV _{RRF} , VLT _{Glass} and ER _{Glass} of building and shading coefficient of glass incorporated into the latest approved GBP			
2.15 Certificate of completion of EV charging-enabling facilities for car parks by RPE (PNAP APP-2)			
2.16 Has the developer's undertaking letter been registered in Land Registry (PNAP APP-104/APP-152/JPNI/JPN2/Form BD106)?			
2.17 Documents for surrender/dedication			
(a) Execution of Agreement to Surrender has been completed and registered in Land Registry (PNAP APP-20)			
(b) Signing of Deed of Dedication has been completed and registered in Land Registry (APP-108)			
2.18 Documents for drainage works			
(a) Certificate on Completion of Drain Test (Appendix A of PNAP APP-58) (hard copy)			
(b) Certificate on Completion of Inspection of Drainage Pipes Concealed by Architectural Features (Annex 3 of Appendix B of PNAP APP-93) (hard copy)			
2.19 Signboard related information (Appendix N of PNAP APP-126) (soft copy ³)			
2.20 Has the accepted finalised fire engineering report been submitted?			
2.21 Documents under PNAP ADV-36			
(a) Documentary proof ¹ on provision of accepted user manual to individual owners/occupants/users/property manager for buildings adopting MiC (Appendix C)			
(b) Audit reports from AP, RSE and AS of RGBC on checking the quality of MiC modular units			
2.22 Documents specifically required for the project			
Please specify:			

Note ¹ Unless otherwise specified, documents may be submitted in either hard or soft copy
 Note ² For uploading onto BD website
 Note ³ For uploading onto GeoInfo Map

PNAP APP-13 Appendix F

Part 2 – Documents Submitted

- Certificate of completion of EV charging-enabling facilities for car parks by RPE (PNAP APP-2)
- LR's registration records of Developer's undertakings
 - Residential Recreational Facilities (PNAP APP-104)
 - Green Features (JPN1/JPN2)

	Yes	No	N/A
2.13 Documents under PNAP APP-67			
(a) OTTV summary sheet (soft copy)			
(b) Final OTTV report including updated calculations, test certificates or published specifications for building materials used			
(c) Finalised OTTVs of external walls and roofs of building and shading coefficient of glass incorporated into the latest approved GBP			
2.14 Documents under PNAP APP-151, APP-152 & APP-156			
(a) Declaration on Annual Energy Use of a Building Development (Appendix B of PNAP APP-151) (soft copy ²)			
(b) Provisional Assessment Result under BEAM Plus certification (PNAP APP-151)			
(c) Plans showing location of greenery areas and schedules with area calculations and illustrated diagrams showing greenery areas (Appendix F of PNAP APP-152) (soft copy ²)			
(d) Final energy efficiency report for domestic and composite development (PNAP APP-156)			
- Updated calculations, test certificates or published specifications for building materials used, RTTV summary sheet (soft copy ²)/ OTTV _{Roof} summary sheet (soft copy ²), and extent of compliance with NV _{TC} requirements (soft copy ²)			
- Finalised RTTV _{Walls} , RTTV _{Roof} , OTTV _{Roof} , VLT _{Glass} and ER _{Glass} of building and shading coefficient of glass incorporated into the latest approved GBP			
2.15 Certificate of completion of EV charging-enabling facilities for car parks by RPE (PNAP APP-2)			
2.16 Has the developer's undertaking letter been registered in Land Registry (PNAP APP-104/APP-152/JPN1/JPN2/Form BD106)?			
2.17 Documents for surrender/dedication			
(a) Execution of Agreement to Surrender has been completed and registered in Land Registry (PNAP APP-20)			
(b) Signing of Deed of Dedication has been completed and registered in Land Registry (APP-108)			
2.18 Documents for drainage works			
(a) Certificate on Completion of Drain Test (Appendix A of PNAP APP-58) (hard copy)			
(b) Certificate on Completion of Inspection of Drainage Pipes Concealed by Architectural Features (Annex 3 of Appendix B of PNAP APP-93) (hard copy)			
2.19 Signboard related information (Appendix N of PNAP APP-126) (soft copy ³)			
2.20 Has the accepted finalised fire engineering report been submitted?			
2.21 Documents under PNAP ADV-36			
(a) Documentary proof on provision of accepted user manual to individual owners/occupants/users/property manager for buildings adopting MiC (Appendix C)			
(b) Audit reports from AP, RSE and AS of RGBC on checking the quality of MiC modular units			
2.22 Documents specifically required for the project			
Please specify:			

Note ¹ Unless otherwise specified, documents may be submitted in either hard or soft copy
 Note ² For uploading onto BD website
 Note ³ For uploading onto GeoInfo Map

PNAP APP-13 Appendix F

Part 2 – Documents Submitted

- Documents for Surrender/Dedication
 - Execution of Agreement to Surrender completed and registered in LR (PNAP APP-20)
 - Signing of Deed of Dedication completed and registered in LR (PNAP APP-108)

	Yes	No	N/A
2.13 Documents under PNAP APP-67			
(a) OTTV summary sheet (soft copy)			
(b) Final OTTV report including updated calculations, test certificates or published specifications for building materials used			
(c) Finalised OTTVs of external walls and roofs of building and shading coefficient of glass incorporated into the latest approved GBP			
2.14 Documents under PNAP APP-151, APP-152 & APP-156			
(a) Declaration on Annual Energy Use of a Building Development (Appendix B of PNAP APP-151) (soft copy ²)			
(b) Provisional Assessment Result under BEAM Plus certification (PNAP APP-151)			
(c) Plans showing location of greenery areas and schedules with area calculations and illustrated diagrams showing greenery areas (Appendix F of PNAP APP-152) (soft copy ²)			
(d) Final energy efficiency report for domestic and composite development (PNAP APP-156)			
- Updated calculations, test certificates or published specifications for building materials used, RTTV summary sheet (soft copy ²)/ OTTV _{Roof} summary sheet (soft copy ²), and extent of compliance with NV _{TC} requirements (soft copy ²)			
- Finalised RTTV _{Walls} , RTTV _{Roof} , OTTV _{Roof} , VLT _{Glass} and ER _{Glass} of building and shading coefficient of glass incorporated into the latest approved GBP			
2.15 Certificate of completion of EV charging-enabling facilities for car parks by RPE (PNAP APP-2)			
2.16 Has the developer's undertaking letter been registered in Land Registry (PNAP APP-104/APP-152/IPN1/IPN2/Form BD106)?			
2.17 Documents for surrender/dedication			
(a) Execution of Agreement to Surrender has been completed and registered in Land Registry (PNAP APP-20)			
(b) Signing of Deed of Dedication has been completed and registered in Land Registry (APP-108)			
2.18 Documents for drainage works			
(a) Certificate on Completion of Drain Test (Appendix A of PNAP APP-58) (hard copy)			
(b) Certificate on Completion of Inspection of Drainage Pipes Concealed by Architectural Features (Annex 3 of Appendix B of PNAP APP-93) (hard copy)			
2.19 Signboard related information (Appendix N of PNAP APP-126) (soft copy ³)			
2.20 Has the accepted finalised fire engineering report been submitted?			
2.21 Documents under PNAP ADV-36			
(a) Documentary proof on provision of accepted user manual to individual owners/occupants/users/property manager for buildings adopting MiC (Appendix C)			
(b) Audit reports from AP, RSE and AS of RGBC on checking the quality of MiC modular units			
2.22 Documents specifically required for the project Please specify:			

Note ¹ Unless otherwise specified, documents may be submitted in either hard or soft copy
 Note ² For uploading onto BD website
 Note ³ For uploading onto GeoInfo Map

PNAP APP-13 Appendix F

Part 2 – Documents Submitted

- Documents for Drainage works
 - Certificate of Completion of Drain Tests (Appendix A of PNAP APP-58)
 - Certificate of Completion of Inspection of Drainage Pipes concealed by Architectural Feature (Annex 3 of Appendix B of PNAP APP-93)
- Signboard related information (Appendix N of PNAP APP-126)(soft copy)[#]
- Accepted Finalised FE Report submitted

	Yes	No	N/A
2.13 Documents under PNAP APP-67			
(a) OTTV summary sheet (soft copy)			
(b) Final OTTV report including updated calculations, test certificates or published specifications for building materials used			
(c) Finalised OTTVs of external walls and roofs of building and shading coefficient of glass incorporated into the latest approved GBP			
2.14 Documents under PNAP APP-151, APP-152 & APP-156			
(a) Declaration on Annual Energy Use of a Building Development (Appendix B of PNAP APP-151) (soft copy ²)			
(b) Provisional Assessment Result under BEAM Plus certification (PNAP APP-151)			
(c) Plans showing location of greenery areas and schedules with area calculations and illustrated diagrams showing greenery areas (Appendix F of PNAP APP-152) (soft copy ²)			
(d) Final energy efficiency report for domestic and composite development (PNAP APP-156)			
- Updated calculations, test certificates or published specifications for building materials used, RTTV summary sheet (soft copy ²)/ OTTV _{Roof} summary sheet (soft copy ²), and extent of compliance with NV _{TC} requirements (soft copy ²)			
- Finalised RTTV _{Walls} , RTTV _{Roof} , OTTV _{Roof} , VLT _{Glass} and ER _{Glass} of building and shading coefficient of glass incorporated into the latest approved GBP			
2.15 Certificate of completion of EV charging-enabling facilities for car parks by RPE (PNAP APP-2)			
2.16 Has the developer's undertaking letter been registered in Land Registry (PNAP APP-104/APP-152/JPNI/JPN2/Form BD106)?			
2.17 Documents for surrender/dedication			
(a) Execution of Agreement to Surrender has been completed and registered in Land Registry (PNAP APP-20)			
(b) Signing of Deed of Dedication has been completed and registered in Land Registry (APP-108)			
2.18 Documents for drainage works			
(a) Certificate on Completion of Drain Test (Appendix A of PNAP APP-58) (hard copy)			
(b) Certificate on Completion of Inspection of Drainage Pipes Concealed by Architectural Features (Annex 3 of Appendix B of PNAP APP-93) (hard copy)			
2.19 Signboard related information (Appendix N of PNAP APP-126) (soft copy ³)			
2.20 Has the accepted finalised fire engineering report been submitted?			
2.21 Documents under PNAP ADV-36			
(a) Documentary proof ¹ on provision of accepted user manual to individual owners/occupants/users/property manager for buildings adopting MiC (Appendix C)			
(b) Audit reports from AP, RSE and AS of RGBC on checking the quality of MiC modular units			
2.22 Documents specifically required for the project			
Please specify:			

Note ¹ Unless otherwise specified, documents may be submitted in either hard or soft copy
 Note ² For uploading onto BD website
 Note ³ For uploading onto GeoInfo Map

PNAP APP-13 Appendix F

Part 3 – Documents Submitted

- Documents for MiC under PNAP ADV-36
 - Documentary proof on provision of accepted user manual to individual owners/occupants/users/property managers for building adopting MiC (Appendix C)
 - Audit reports from AP, RSE and AS of RGBC on checking the quality of MiC modular units

	Yes	No	N/A
2.13 Documents under PNAP APP-67			
(a) OTTV summary sheet (soft copy)			
(b) Final OTTV report including updated calculations, test certificates or published specifications for building materials used			
(c) Finalised OTTVs of external walls and roofs of building and shading coefficient of glass incorporated into the latest approved GBP			
2.14 Documents under PNAP APP-151, APP-152 & APP-156			
(a) Declaration on Annual Energy Use of a Building Development (Appendix B of PNAP APP-151) (soft copy ²)			
(b) Provisional Assessment Result under BEAM Plus certification (PNAP APP-151)			
(c) Plans showing location of greenery areas and schedules with area calculations and illustrated diagrams showing greenery areas (Appendix F of PNAP APP-152) (soft copy ²)			
(d) Final energy efficiency report for domestic and composite development (PNAP APP-156)			
- Updated calculations, test certificates or published specifications for building materials used, RTTV summary sheet (soft copy ²)/ OTTV _{Roof} summary sheet (soft copy ²), and extent of compliance with NV _{TC} requirements (soft copy ²)			
- Finalised RTTV _{Walls} , RTTV _{Roof} , OTTV _{Roof} , VLT _{Glass} and ER _{Glass} of building and shading coefficient of glass incorporated into the latest approved GBP			
2.15 Certificate of completion of EV charging-enabling facilities for car parks by RPE (PNAP APP-2)			
2.16 Has the developer's undertaking letter been registered in Land Registry (PNAP APP-104/APP-152/JPNI/JPN2/Form BD106)?			
2.17 Documents for surrender/dedication			
(a) Execution of Agreement to Surrender has been completed and registered in Land Registry (PNAP APP-20)			
(b) Signing of Deed of Dedication has been completed and registered in Land Registry (APP-108)			
2.18 Documents for drainage works			
(a) Certificate on Completion of Drain Test (Appendix A of PNAP APP-58) (hard copy)			
(b) Certificate on Completion of Inspection of Drainage Pipes Concealed by Architectural Features (Annex 3 of Appendix B of PNAP APP-93) (hard copy)			
2.19 Signboard related information (Appendix N of PNAP APP-126) (soft copy ³)			
2.20 Has the accepted finalised fire engineering report been submitted?			
2.21 Documents under PNAP ADV-36			
(a) Documentary proof ¹ on provision of accepted user manual to individual owners/occupants/users/property manager for buildings adopting MiC (Appendix C)			
(b) Audit reports from AP, RSE and AS of RGBC on checking the quality of MiC modular units			
2.22 Documents specifically required for the project			
Please specify:			

Note ¹ Unless otherwise specified, documents may be submitted in either hard or soft copy
 Note ² For uploading onto BD website
 Note ³ For uploading onto GeoInfo Map

PNAP APP-13 Appendix F

Part 3 – Other Aspects

- Acknowledgement of Form BA14 for
 - Substructure works
 - Site formation works
 - Street works
- The lot description/address confirmed?
- The conditions imposed in the modifications given in Forms BD106 fully complied with?

PART 3 - OTHER ASPECTS		Yes	No	N/A
3.1	Has Form BA 14 been acknowledged in respect of -			
	(a) Substructure works?			
	(b) Site formation works?			
	(c) Street works?			
3.2	Has the lot description/address been confirmed?			
3.3	Have the conditions imposed in the modifications given in Forms BD106 been fully complied with?			

*Delete whichever is inapplicable

(5/2022)

PNAP APP-13 Appendix G

Checklist for Completion of Building Works Not Resulting in a New Building (Form BA14) (For A&A works only)

- Part 1 – Site Works
- Part 2 – Documents Submitted
- Part 3 – Other Aspects



Appendix G (PNAP APP-13)

Checklist for Completion of Building Works Not Resulting in a New Building (Form BA14) (For A&A Works only)

Address of Site : _____ BD File Ref. : _____

PART 1 - SITE WORKS

	Yes	No	N/A
1.1 Have all proposed works been completed?			
1.2 Has the hoarding been removed?			

PART 2 - DOCUMENTS SUBMITTED¹

	Yes	No	N/A
2.1 Are the contents of Form BA14 in order? (hard copy)			
2.2 All consents to amendment plans issued by BA?			
2.3 Fire Certificate (FS 251) if A&A works involve change of FSI indicated on approved A&A plans			
2.4 Certificates for fireman's lifts, accessible lifts/vertical lifting platforms			
2.5 Documents under PNAP APP-13			
(a) Certificate of Accepted Building Materials and Products (Appendix A) (hard copy)			
(b) Schedule of Building Materials and Products (Annex A of Appendix A) (hard copy)			
(c) Test reports/supplier's certificates/certificates of conformity of building materials and products			
(d) Record plans for BD			
(e) Record plans for RVD (hard and soft copies)			
(f) Summary of Approved Structural Plans and Required Structural Documents (Appendix D) (if applicable) (hard copy)			
2.6 Record plans related to maintenance and repair access for referral to Labour Department (Appendix F of CoP on Access for External Maintenance 2021) (if applicable) (hard copy)			
2.7 Plan index for record imaging (PNAP ADM-10)			
2.8 Documents under PNAP ADM-2			
(a) Checklist on valid Forms BD106 (Appendix F)			
(b) Conditions imposed in Forms BD106 incorporated into the latest approved GBP			
(c) Final bounding conditions of the accepted fire engineering report incorporated into the latest approved GBP			
2.9 Documents under PNAP APP-67			
(a) OTTV summary sheet (soft copy)			
(b) Final OTTV report including updated calculations, test certificates or published specifications for building materials used			
(c) Finalised OTTVs of external walls and roofs of building and shading coefficient of glass incorporated into the latest approved GBP			
2.10 Certificate of completion of EV charging-enabling facilities for car parks by RPE (PNAP APP-2)			

PNAP APP-13 Appendix H

Indexing of Documents for Submission of Soft Copies in DVD-ROM For Application of Occupation Permit

- DVD-ROM (Disc No. 1): GBP record plans for BD
- DVD-ROM (Disc No. 2): GBP record plans for RVD
- DVD-ROM (Disc No. 3): Information required for uploading onto BD website/GeoInfo Map
- DVD-ROM (Disc No. 4): Other documents including certificates, test reports and records of registration in Land Registry where applicable

Thank You

