

Application for Renovation of Non-domestic Premises

Location of Premises

Name of Undertaking

Approved Trade

I To: Director of Housing

I intend to renovate the above premises and would like to submit an application for approval with 7 sets of drawings^{Note 1} signed by me.

Works Items (may select more than one)

Construction Works

- 1) Decoration, replacement of signage plastic cover sheet or replacement of furniture that does not involve alterations to the existing layout
- 2a) Alterations to the existing layout
- 2b) Works involving common areas of the building
- 2c) Works involving alterations to communal drainage system
- 2d) Works involving an increase in floor loading
(e.g. addition of concrete/brick walls and/or installation of heavy-duty machines/fixtures/appliances)

Minor Works governed by the Building Ordinance

- 3a) Class I Minor Works^{Note 2} (Note: For works involving Structural Alterations and Additions, the Applicant shall certify the completion through the submission of a Form HD754.)
- 3b) Class II or III Minor Works

Alteration and Addition Works governed by the Building Ordinance

- 4a) Works not involving structural alterations
- 4b) Works involving Structural Alterations and Additions^{Note 2}
(Note: A Form HD754 shall be submitted upon completion of the works)
- 5) Other Construction Works (please provide details): _____

Building Services Works

- 6) Alterations to or additions of electrical installations/appliances
(Note: The Applicant shall submit a Form HD349 to apply for an electricity supply. For electronic submission, please fill in the reference number of the form: _____.)
- 7) Alterations to or additions of air-conditioning/ventilation installations^{Note 3}.
- 8) Alterations to or additions of fire service installations^{Note 3}.
- 9) Other Building Services Works (please provide details): _____

Note: Information provided by the Applicant may be passed to relevant service contractors of the Housing Authority for follow-up purposes and will be stored in the Housing Authority's data archive.

Note 1: The Applicant shall ensure that a sample of his/her signature has been submitted and he/she has signed each of the drawings. If documents to be uploaded exceed 25 Mbytes(MB), tenant should submit 7 sets of hard copies of the documents together with one copy of this e-form to the management office of the estate/shopping centre.

Note 2: Before submitting the application, the Applicant should consult relevant professionals to ensure if the proposed renovation involves Structural Alterations and Additions.

Note 3: If the proposed renovation involves alterations to or additions of electrical installations, the Applicant shall then also select work item 6 and submit a Form HD349.

Name of the Applicant (Tenant)	Tentative Commencement Date	Tentative Completion Date
	/ / (dd/mm/yyyy)	/ / (dd/mm/yyyy)

Name and Registration No. of Contractor

Registered Address and Tel. No. of Contractor

Signature of the Applicant (Tenant)

Note: This application does not relieve the Applicant of any obligations to comply with the laws and regulations. The Applicant shall, as necessary, consult or make separate submissions to the Independent Checking Unit under the Office of the Permanent Secretary for Housing, Licensing Authorities or other relevant government departments and shall, as necessary, consult relevant professionals or Authorised Persons.