

房屋署
屋邨非住宅單位進行改裝/增建工程申請書

I (由租戶填寫)
致：房屋署署長

檔案編號
日期：二零 年 月 日

茲擬進行下列改裝/增建工程，特此申請，祈為照准。

工程項目		
<input type="checkbox"/> 1. 油漆	<input type="checkbox"/> 6. 更改/加裝電器裝置	<input type="checkbox"/> 11. 加建樓層
<input type="checkbox"/> 2. 只更換招牌膠片	<input type="checkbox"/> 7. 更改/加裝冷氣/抽氣裝置	<input type="checkbox"/> 12. 更改/加建石屎/磚塊間格牆
<input type="checkbox"/> 3. 安裝新招牌	<input type="checkbox"/> 8. 更改/加裝消防裝置	<input type="checkbox"/> 13. 安裝重型機器/裝置/電器
<input type="checkbox"/> 4. 加建木板間格牆	<input type="checkbox"/> 9. 在現有樓層或間格牆開少於50毫米的孔	<input type="checkbox"/> 14. 其他，請詳列：
<input type="checkbox"/> 5. 更改去水喉位置	<input type="checkbox"/> 10. 在現有樓層或間格牆開50毫米或以上的孔	

註：隨附經本人加簽圖則/草圖七份

申請人姓名
單位地點
單位獲批用途
預計開工及完工日期
承建商名稱及登記編號
承建商地址及電話號碼

_____ 申請人簽署

註：本申請不能豁免你要遵守其他法例的責任。申請人有責任向房屋署獨立審查組、發牌局或其他相關政府部門提出詢問及提交獨立申請。如有須要應諮詢專業認可人士的意見。

II 致：租戶

租戶申請改裝/增建工程回條 1

閣下之改裝/增建工程申請暫定為第 1/2/3* 類。本署將於 10/20/30* 天內回覆閣下，即 _____ 年 _____ 月 _____ 日或之前。如閣下之申請包含複雜的改裝/增建事項，審批時間將需要延長，並會另行通知。

_____ 房屋署署長

(_____ 代行)

III 致：租戶

租戶申請改裝/增建工程回條 2

就本署於 _____ 年 _____ 月 _____ 日所發出之回條，本署發現閣下之申請包含有複雜的改裝/增建事項。審批時間會由 _____ 年 _____ 月 _____ 日延長至 _____ 年 _____ 月 _____ 日。

_____ 房屋署署長

(_____ 代行)

* 請選擇適當類別及回覆期限

**(For Office Use Only)
To Works Team by e-mail or fax**

Date: _____

IV HM/MS/BSE/SE¹/

I certify that the applicant is the authorized tenant of the said premises and the authorized trade for the premises is _____.

2. The proposed fitting-out works is a Class² _____ application to which this office has pledged to reply on _____, please examine the proposal and advise on or before _____ if the application as described overleaf and supported by attached drawing (s) is acceptable.

AHM/HO¹/ _____ Estate/Court

**(For Office Use Only)
To HM by e-mail or fax**

Date: _____

V To: HM/ _____ Estate/Court,

The proposed fitting-out works are considered acceptable/not acceptable¹/subject to compliance of the requirements/for reasons¹/as stated below:

³ The proposed works may involve minor works as stipulated in Schedule 1 of the Building (Minor Works) Regulation, which should be carried out in accordance with the Minor Works Control System. Any minor works if violating the requirements of the Minor Works Control System and/or the Buildings Ordinance are unauthorized building works, and will not be accepted. (Please also refer to the attached notice at Annex 2)

MS/BSE/SE/AHM¹/ _____

Class of Application	Description of work in Section I	Typical business trades
1	1 and/or 2 only	Fitting-out works involves repainting or replacement of plastic sheet of signage or the like
2	Others combinations	Clinic, optical shop, bookstall, grocery, boutique, Chinese medicine, jewelry, telecommunication
3	Involving either 10, 11, 12 or 13	Fast food, restaurant, bank, supermarket, convenience store, laundry, electrical appliances, game centre, single operator market

NB. ¹ Delete as appropriate

² Class classification :

³ Reminder clause to be delete or amend as necessary