

**Request for Fast Track Processing of Plans  
of Alteration and Addition (A&A) Works and Certificate of Preparation of Plans**

To : Independent Checking Unit

I hereby request for fast track processing of the plans submitted for the proposed A & A works to be carried out at (address of site / project title) \_\_\_\_\_

\_\_\_\_\_

on (PHCP (Phase) STT VO LOT) No. \_\_\_\_\_ .

2. I confirm that the A & A works as shown on the enclosed drawings (drwg. no. \_\_\_\_\_ ) to \_\_\_\_\_ ) do not involve the structure of the building and do not involve changes to the latest approved plans of the affected areas in the following aspects :

- Density – site parameter, plot ratio, site coverage;
- Fire safety – means of access, means of escape in case of fire, fire resistance, compartmentation;
- Health and environment – lighting, ventilation, open space;
- Fundamental issues required under allied legislation – fire safety, OZP, access for persons with a disability, airport height restrictions, railway route protection.

3. I also confirm that the A & A works as shown on the enclosed drawings (drwg. no. \_\_\_\_\_ ) to \_\_\_\_\_ ) involve changes to the latest approved plans of the affected areas in the following aspects :

- Fire safety – means of access, means of escape in case of fire, fire resistance, compartmentation;
- Health and environment – lighting, ventilation, open space;
- Minor changes to structural elements of the building;

and that such changes as shown on the said drawings comply with the provisions of the Buildings Ordinance.

4. A Form ICU 8A applying for your consent to the commencement and carrying out of the A & A works mentioned in paragraph 1 above is enclosed.

Date : \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_  
(dd/mm/yyyy)

\_\_\_\_\_  
Signature of Chief Professional<sup>+</sup>

Date : \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_  
(dd/mm/yyyy)

\_\_\_\_\_  
Signature of Chief Structural Engineer<sup>+</sup>

<sup>+</sup> For explanatory notes on signing capacity, please refer to Appendix B of ICUI 04.

Please check as appropriate