Notice of Appointment of Chief Professional and/or Chief Structural Engineer and/or Chief Geotechnical Engineer

To : Public Housing Building Control Section

*I / We, (name in full) _____

(Chinese) _____ , of (address) _____

_____

Telephone No. _____, Fax No. _____ , intend to carry out the ☐building works and/or ☐street works as detailed below.

*I / We give you notice that:

(a) *I / We have appointed (full name of the Chief Professional[+]) _____ _____ (Chinese) _____

(Post) _____ of (address) _____

_____

Telephone No. _____, Fax No. _____, as Chief Professional[+] to be the coordinator in respect of the said ☐building works and/or ☐street works; and/or

(b) *I / We have appointed (full name of the Chief Structural Engineer[+]) _____ _____ (Chinese) _____

(Post) _____ of (address) _____

_____

Telephone No. _____, Fax No. _____, as Chief Structural Engineer[+] for the structural elements of the said ☐building works and/or ☐street works; and/or

(c) *I / We have appointed (full name of the Chief Geotechnical Engineer[+]) _____ _____ (Chinese) _____

(Post) _____ of (address) _____

_____

Telephone No. _____, Fax No. _____, as Chief Geotechnical Engineer[+] for the geotechnical elements of the said ☐building works and/or ☐street works.

[Source : Form BA 4 Rev. 03/2019]

2. Particulars of the ☐ building works and/or ☐ street works that *I / we intend to carry out are as follows:

(a) Brief description of the proposed works _____

_____

_____

(b) Address of site / project title _____

_____

_____

(c) ☐ PHCP (Phase) ☐ STT ☐ VO ☐ LOT No. _____

_____

_____

(d) Name and address of the owner+ _____

_____

_____

(e) Name and address of duly authorized agent of the owner, if any _____

_____

_____

Date : _____ / / 20 _____
(dd/mm/yyyy)

_____
Signature of the Owner+

_____
(Name & Capacity of the Owner+)

[Source : Form BA 4 Rev. 03/2019]

Confirmation of Appointment

(A) *Chief Professional

I (name in full) _____ (Chinese) _____

(Post) _____ confirm that I have been appointed as the Chief Professional to be the coordinator in respect of the above works.

Date : _____ / / 20 _____ (dd/mm/yyyy)

_____ Signature of Chief Professional+

Certificate of BD Registration No.: _____

Date of Expiry of BD Registration (dd/mm/yyyy): _____ / / 20 _____

To be completed if incumbent is not a HD's in-house staff

(B) *Chief Structural Engineer

I (name in full) _____ (Chinese) _____

(Post) _____ confirm that I have been appointed as the Chief Structural Engineer for the structural elements of the above works.

Date : _____ / /20 _____ (dd/mm/yyyy)

_____ Signature of Chief Structural Engineer+

Certificate of BD Registration No.: _____

Date of Expiry of BD Registration (dd/mm/yyyy): _____ / / 20 _____

To be completed if incumbent is not a HD's in-house staff

(C) *Chief Geotechnical Engineer

I (name in full) _____ (Chinese) _____

(Post) _____ confirm that I have been appointed as the Chief Geotechnical Engineer for the geotechnical elements of the above works.

Date : _____ / / 20 _____ (dd/mm/yyyy)

_____ Signature of Chief Geotechnical Engineer+

Certificate of BD Registration No.: _____

Date of Expiry of BD Registration (dd/mm/yyyy): _____ / / 20 _____

To be completed if incumbent is not a HD's in-house staff

\+ For explanatory notes on signing capacity, please refer to Appendix B of Instruction 04.

* Please delete whichever is inapplicable.

☐ Please check as appropriate

For AP/RSE/RGE appointed for Housing Authority's new development works adopting Design-and-Build approach or alteration and addition works commissioned by the Housing Department/other external parties, please also complete the Declaration in Annex A.

[Source : Form BA 4 Rev. 03/2019]

Declaration

(A) Chief Professional

I (name in full) _____ (Certificate of Registration Number: _____), being appointed as the Chief Professional of the above works, understand that I shall assume my roles and responsibilities equivalent as an Authorized Person (AP) under the Buildings Ordinance (BO), and in case of negligence or misconduct or poor performance in matters pertaining to the BO related to the above works, referral may be made to the Buildings Department for consideration of disciplinary action for matters within the scope of section 7 of the BO, where such referral mechanism has been stipulated under the Memorandum of Understanding between Housing Authority/Housing Department and Buildings Department.

Date : _____ / /20 _____ (dd/mm/yyyy)

_____ Signature of Chief Professional+

(B) Chief Structural Engineer

I (name in full) _____ (Certificate of Registration Number: _____), being appointed as the Chief Structural Engineer of the above works, understand that I shall assume my roles and responsibilities equivalent as a Registered Structural Engineer (RSE) under the Buildings Ordinance (BO), and in case of negligence or misconduct or poor performance in matters pertaining to the BO related to the above works, referral may be made to the Buildings Department for consideration of disciplinary action for matters within the scope of section 7 of the BO, where such referral mechanism has been stipulated under the Memorandum of Understanding between Housing Authority/Housing Department and Buildings Department.

Date : _____ / /20 _____ (dd/mm/yyyy)

_____ Signature of Chief Structural Engineer+

(C) Chief Geotechnical Engineer

I (name in full) _____ (Certificate of Registration Number: _____), being appointed as the Chief Geotechnical Engineer of the above works, understand that I shall assume my roles and responsibilities equivalent as a Registered Geotechnical Engineer (RGE) under the Buildings Ordinance (BO), and in case of negligence or misconduct or poor performance in matters pertaining to the BO related to the above works, referral may be made to the Buildings Department for consideration of disciplinary action for matters within the scope of section 7 of the BO, where such referral mechanism has been stipulated under the Memorandum of Understanding between Housing Authority/Housing Department and Buildings Department.

Date : _____ / / 20 _____ (dd/mm/yyyy)

_____ Signature of Chief Geotechnical Engineer[+]

[#] For AP/RSE/RGE appointed for Housing Authority's new development works adopting Design-and-Build approach or alteration and addition works commissioned by the Housing Department/other external parties.