

Procedures of the One Stop Centre

This paper outlines the procedures of the One Stop Centre for receiving building licence and utilities applications and coordinating joint inspections for two-storey warehouses.

Scope of Services of the One Stop Centre

2. As a pilot project, the One Stop Centre will handle **first** submissions (including major revisions) of building proposals and related applications for projects meeting the criteria (a) to (g) below as specified in the revised Practice Note for Authorised Persons and Registered Structural Engineers ADM-19 (Previous reference PNAP 272). For supplementary submissions or re-submissions of building plans, and/or re-submissions of applications as requested by the relevant authorities, applicants should address the relevant departments directly.

- (a) The proposed building is a **warehouse**, for general storage, of not more than two storeys and has no basement;
- (b) The site is a Class A, B or C site and emergency vehicular access is provided in compliance with Building (Planning) Regulation 41D and the Code of Practice for Means of Access for Firefighting and Rescue;
- (c) No compartment in the building shall exceed 28 000m³ and 10 500m²;
- (d) The proposed works do not involve foundation works other than spread footing with excavation depth not exceeding 4.5m, and/ or works with significant geotechnical content;
- (e) Carrying out the proposed works will not involve precautionary works or other safety measures which are required to be completed to the satisfaction of the Building Authority prior to the commencement of the proposed works;
- (f) All the plans and documents prescribed under Building (Administration) Regulation 8 are submitted for approval; and

- (g) All the requisite supporting information/documents for the consent application are submitted. These may include, where appropriate, site supervision plans, hoarding plans or other supporting documents such as test reports or structural assessment reports required under Practice Note for Authorised Persons and Registered Structural Engineers APP-117 (Previous reference PNAP 249).

3. For building projects meeting the above criteria, applicants can submit related applications in batch to the One Stop Centre before and after the construction stage:

Stage 1: Pre-construction

Applicants should submit the following applications in one go to the One Stop Centre for referral:

- (a) Application to the BD for approval of plans of proposed building works (including building plans, drainage plans, foundation plans, structural plans, demolition plans, hoarding plans and site supervision plans, if applicable);
- (b) Application to the BD for consent to commencement of building works;
- (c) Application to obtain the Police's approval for excavation works;
- (d) Application to the HyD for Excavation Permit; and
- (e) Application to the WSD for (i) technical audit for water supply connection works including inside services and outside lot boundary mainlaying works, (ii) constructing, installing, altering or removing an inside service or fire service and (iii) Certificate regarding Water Supply Availability/Connection.

Stage 2: Post-construction

After completion of construction, applicants should submit the following applications/notifications in one go to the One Stop Centre for referral:

- (f) Application to the DSD for technical audit for drainage connection works;
- (g) Application to the FSD for issue of Fire Services Certificate (F.S. 172);

- (h) Application to the BD for Occupation Permit;
- (i) Application for electricity, telecommunication services and notification to WSD for completion of plumbing works;
- (j) Application to the LandsD for issue of Certificate of Compliance; and
- (k) Application for a joint inspection, if preferred.

Detailed Procedures

Stage 1: Pre-construction

4. For each application specified in paragraph 3(a) to (e), the applicant or his/her representative should put all required application letters, [application forms](#), plans, cheques (if any) and any other related documents/details as required by law or by the relevant department related to the application in a separate envelope. The envelope for each application should be marked with the type of application and the corresponding receiving department (for instance, “*Application to the Highways Department for Excavation Permit*”).

5. The applicant should specify the types and number of plans, proposals, forms, cheques and/or any other related documents submitted in a covering letter. Alternatively, he/ she could complete [checklist OSC-1](#). The covering letter or OSC-1, together with the envelopes with the five applications specified in paragraph 3(a) to (e) above, should be put into a covering envelope marked with “**Pre-construction applications**”. The applications should be mailed or delivered by hand to the following address:

One Stop Centre for Warehouse Construction
Permits, Efficiency Office,
14/F, Treasury Building,
3 Tonkin Street West, Cheung Sha Wan, Kowloon

6. If the building project does not meet the criteria in paragraph 2 above, the submission will not be processed by the One Stop Centre and the applicant will be advised to submit his/her applications through the normal channels, i.e. submitting the applications specified in paragraph 3(a) to (b) to the BD and other applications to the Police, HyD and WSD respectively.

7. For a building project meeting the One Stop Centre's criteria, the receiving officer will check the types and number of documents against the information specified in the covering letter or in checklist OSC-1. An acknowledgement receipt with a One Stop Centre Case Reference Number will be issued to the applicant or the sender (i.e. **OSC-REF** in the top right hand corner of checklist OSC-1). The reference number should be quoted for subsequent submissions of related applications in the post-construction stage (please refer to paragraphs 10-14).

8. For applications meeting the One Stop Centre's criteria, the One Stop Centre will forward them to the relevant departments for processing accordingly. For the referral of building plans, applicants are reminded to provide sufficient copies of plans and complete Part 3 of Appendix A in Practice Note for Authorised Persons and Registered Structural Engineers ADM-2 (Previous reference PNAP 30), indicating which departments or organisation for referral. For the referral of other plans (e.g. drainage plans, demolition plans), applicants should specify the authorities for referral and the number of plans submitted in their covering letters and/or OSC-1. For referral of plans to the LandsD, applicants are also reminded to note Appendix C in ADM-2, and provide sufficient plans and Development Schedules for referral. Failure to submit the requisite sets of documents and/or failure to specify the referral authorities will delay the referral process.

9. Please note that the One Stop Centre will only receive payment (if applicable) in cheque. Formal receipts will be issued by the relevant departments after clearance of payment.

Stage 2: Post-construction

10. After completion of construction, the applicant or his/her representative could submit related applications/notifications specified in paragraph 3(f) to (j) (including (k), if preferred) to the One Stop Centre in one go. The One Stop Centre will forward the applications/notifications to the relevant government departments and public utilities (i.e. electricity and telephone line) companies for processing accordingly. Please note that the One Stop Centre will only receive applications/notifications which are related to the same projects that have submitted their pre-construction applications to the One Stop Centre in Stage 1.

11. Similar to Stage 1, for **each** application specified in paragraph 3(f) to (j), the applicant or his/her representative should put all the required application letters,

[application/notification forms](#), plans, cheques (if any) and any other related documents/details as required by law or by the relevant department related to the application/notification in a separate envelope. The envelope for each application/notification should be marked with the type of application and the corresponding receiving department (for instance, “*Application to the Drainage Services Department for technical audit for drainage connection works*”).

12. The applicant should specify the One Stop Centre Case Reference Number (OSC-REF) as well as the types and number of plans, proposals, forms, cheques and/or any other related documents submitted in a covering letter. Alternatively, he/she could complete Part 1 of [checklist OSC-2](#). The covering letter or OSC-2, together with the envelopes with the five applications/notifications specified in paragraph 3(f) to (j), should be put into a covering envelope marked with “**Post-construction applications**”. The applications should be mailed or delivered by hand to the One Stop Centre at the address stated in paragraph 5.

13. If so preferred by the applicants, they could also request the One Stop Centre to coordinate joint inspections by the relevant departments. Applicants should complete Part 2 of checklist OSC-2. The One Stop Centre will contact the relevant departments and the applicants for the arrangement of joint inspections.

14. For applications/notifications fulfilling the One Stop Centre’s criteria, the receiving officer of the One Stop Centre will check the types and number of documents against the information specified in the covering letter or checklist OSC-2. An acknowledgement receipt will be issued to the applicant or the sender.

Opening Hours and Enquiries

15. The One Stop Centre is open for receiving submissions and applications from Monday to Friday (except public holidays) from 8:45 am to 6:00 pm. Upon receiving applications, our pledge is to deliver the documents to reach relevant departments within the next working day.

16. For enquiry, please contact officers of the Efficiency Office at 2165 7246 or 2165 7325 during office hours, or by e-mail to osc@effo.gov.hk.

Efficiency Office
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