

香港特別行政區政府

## The Government of the Hong Kong Special Administrative Region

房屋及規劃地政局

香港花園道美利大廈

Housing, Planning and Lands  
BureauMurray Building,  
Garden Road, Hong Kong

本局檔號 Our Ref. HPLB(B) 30/30/102 Pt.29

來函檔號 Your Ref.

Tel. No.: 2848 6297

Fax No.: 2899 2916

5 May 2003

[Fax : 2869 6794]

Clerk to Bills Committee  
 (Attn : Ms Odelia Leung)  
 Legislative Council Secretariat  
 Legislative Council Building  
 8 Jackson Road  
 Central  
 Hong Kong

Dear Ms Leung,

**Bills Committee on  
 Buildings (Amendment) Bill 2003**

**Revised Fee Proposals for Inspection and Copying of  
 Building Records**

At the Bills Committee meeting on 12 December 2003, Members raised concerns about the proposal to charge the issue of a copy of document kept under the Buildings Ordinance at \$38 per copy. In view of Members' concerns, we have conducted a comprehensive review of the fee charging structure and our revised proposals are set out below.

**Background and Review**

The original fee proposals for providing inspection and copying service of building records under the Buildings (Amendment) Bill 2003 (the "Bill") is primarily premised on retrieving the records for inspection followed by the provision of both searching and copying services to the

applicants. However, different customers require different services, and therefore we propose to improve on the charging mechanism to cater for different needs.

We have reviewed the fee charging structure with a view to providing more options to address the different needs of two different types of customers, namely, building professionals and non-professionals so that the fee is commensurate with the scope of service provided.

For non-professionals, they usually require one-stop service, meaning that the customer wishes to obtain the required copies of plans/documents without having first inspected all the plans/documents in the subject files. In other words, the searching of plans/documents to identify the relevant one for copying will be carried out by staff of the Buildings Department (BD). Under such circumstances, the cost of retrieving the files containing the plans/documents and the cost of searching and copying should all be covered in the fee.

As regards building professionals, they usually choose to inspect the plans/documents by themselves first in order to identify the plans/documents they wish to obtain before placing an order for copying service. Without the need for staff of the BD to search plans/documents, the fee charged for a copy of plan/document is limited to the copying service itself and should therefore be lower than that of the one-stop service mentioned above. We have also taken into account Members' views concerning the bulk copying of documents which is now proposed to be charged at \$1.4 or \$1.6 per copy.

The differentiation of services required by building professionals and non-professionals serves to illustrate the different modes of service provided and the fee charging structure and levels. In practice, an individual is of course free to choose the type of service irrespective of whether he is a building professional or a non-professional.

Our review has also identified room for reduction of the fee for viewing of plans/documents recorded in microfilm, mainly because the time required in processing such applications by BD staff has reduced.

## Revised Proposals

As a result of the review, we propose the following revisions to the fees as set out in the Buildings (Amendment) Bill 2003 (Clause 74(k)):

- (i) introducing new fee items for copying of documents without the service of searching by staff of BD;
- (ii) introducing new fee items for providing one-stop service of copying of plans including retrieval, searching and copying;
- (iii) reducing the fee for copying of plans after inspection by customers; and
- (iv) reducing the fee for viewing of plans recorded in microfilm.

A table showing the revised proposed fees as compared with the originally proposed fees in the Bill is at Annex.

I would be grateful if you will convey the above information to the Bills Committee Members.

Yours sincerely,



(Rick Chan)

for Secretary for Housing, Planning and Lands

c.c.	DB	(Attn : Mr C K Au)	[Fax : 2840 0451]
	D of J	(Attn : Mr K F Cheng/ Ms Selina Lau)	[Fax : 2845 2215] [Fax : 2869 1302]

## Annex

### Comparison of the originally proposed fees in the Buildings (Amendment) Bill 2003 and the revised fee proposal

For inspection of building records				Remarks
Form of Record	Paper	Microfilm	Electronic	
Proposal in the Bill	\$80	\$85	\$36	
<i>Revised proposal</i>	\$80	\$58	\$36	See item (iv) on page 3
For a copy, print or extract of or from any plan				
Form of Record	Paper	Microfilm	Electronic	
Proposal in the Bill	\$72	\$51	\$38	
<i>Revised proposal</i>				
- After inspection by customer	\$40	\$34	\$24	See item (iii) on page 3
- One-stop service	\$135	\$110	\$74	See item (ii) on page 3
For a copy, print or extract of or from any document (other than a plan)				
Form of Record	Paper	Microfilm	Electronic	
Proposal in the Bill	\$38	\$38	\$38	
<i>Revised proposal</i>				
- After inspection by customer	\$1.6	\$1.6	\$1.4	See item (i) on page 3
- One-stop service	\$38	\$38	\$38	
For a certified copy, print or extract of or from any plan				
Form of Record	Paper	Microfilm	Electronic	
Proposal in the Bill	\$97	\$70	\$56	
<i>Revised proposal</i>				
- After inspection by customer	\$58	\$52	\$42	See item (iii) on page 3
- One-stop service	\$155	\$125	\$93	See item (ii) on page 3
For a certified copy, print or extract of or from any document (other than a plan)				
Form of Record	Paper	Microfilm	Electronic	
Proposal in the Bill	\$45	\$45	\$45	
<i>Revised proposal</i>				
- After inspection by customer	\$8.5	\$8.5	\$8.0	See item (i) on page 3
- One-stop service	\$45	\$45	\$45	

Note : One-stop service means that in addition to retrieval of the buildings records, staff of the Buildings Department are required by the customer to identify the relevant plan/document for copying.