



**Lands Administration Office  
Lands Department**

**Practice Note**

**Issue No. 8/2006**

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**Building Plan Submissions**  
**Use of Computer for Mathematical Calculation of Areas**

The purpose of this Practice Note is to advise on the electronic format and the pre-requisites for checking of area calculations electronically if Authorised Person (AP) adopts the use of computer for calculating floor areas of buildings in preparation of general building plans which will be referred to the Lands Department (LandsD) by the Buildings Department (BD) under the Centralized Processing System.

2. This Practice Note is issued in relation to paragraph 18 and Appendix F of the Practice Note for Authorized Persons and Registered Structural Engineers (PNAP) No. 272 issued by BD on the subject 'Use of Computer for Mathematical Calculations'. The said PNAP gives advice on the electronic format and the pre-requisites for plan checking of area calculations in CAD drawing files electronically.

3. For the avoidance of doubt, the issuance of this Practice Note does not affect the current practice of LandsD that any approval or disapproval of general building plans under lease will be given in respect of the hard copies of the general building plans only. Hence, submission of hard copies of the general building plans is still required.

**Requirement on Electronic Format and Pre-requisites**

4. To facilitate checking of the area calculations under lease, AP should follow the guideline at Annex 1 when preparing the CD-ROM. If there are any discrepancies between the hard copies and the submission in the CD-ROM and/or the submission in the CD-ROM is found not conforming to the minimum requirements as set out in paragraph 3.1 to 3.4 of Annex 1, the AP will be informed by LandsD to replace the CD-ROM and for the purpose of fulfillment of our performance pledge, the time specified in our

performance pledge is deemed to have been “frozen” at this point. If a replacement CD-ROM is received within 7 calendar days from the date of notification, the time of our pledge period will count again immediately upon receipt of the replacement CD-ROM. If a replacement CD-ROM is only received after 7 calendar days, the pledge time will be re-set afresh as a new start on the date of receipt of the replacement CD-ROM. In the event no replacement CD-ROM is received before the expiry of the pledge time, the general building plans submission will be rejected without further scrutiny on the ground of insufficient information.

### **Review**

5. The above practice will be reviewed in 12 months’ time from date of implementation. Depending on the result of the review, LandsD will decide on whether further revamping of the practice is required and/or such other actions as may be considered appropriate. The guideline at Annex 1 will also be reviewed taking into the experience gained. Suggestions from the industry and the professional bodies to facilitate and/or to improve the electronic vetting procedures are always welcome.

### **Application and Effective Date**

6. This Practice Note is applicable to all new submissions, major revisions and re-submissions of general building plans submitted for approval on or after 1<sup>st</sup> March 2007. Plans received before the said effective date will not be affected and will be processed under the existing practice.

7. For other amendment, addition and alteration plans, annotations and dimensions of the areas concerned are required to be indicated on the hard copies of the general building plans for checking purpose. Submission of a new CD-ROM is NOT necessary. Such CD-ROM, if submitted, will not be considered when processing the amendment, addition and alteration plans for approval under the lease conditions.

( Patrick L C Lau )  
Director of Lands  
6 December 2006

Annex 1 : Guidelines on Use of Computer for Mathematical Calculation of Areas

Annex 2 : List of Layer Names for LandsD’s Area Calculation under Lease