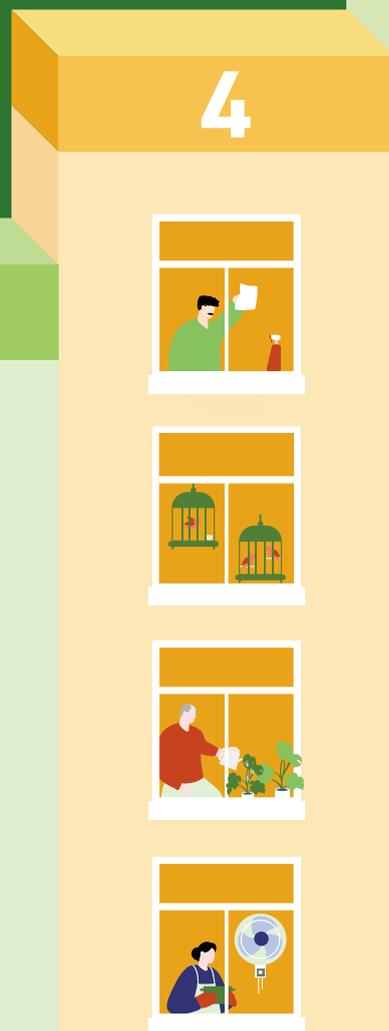
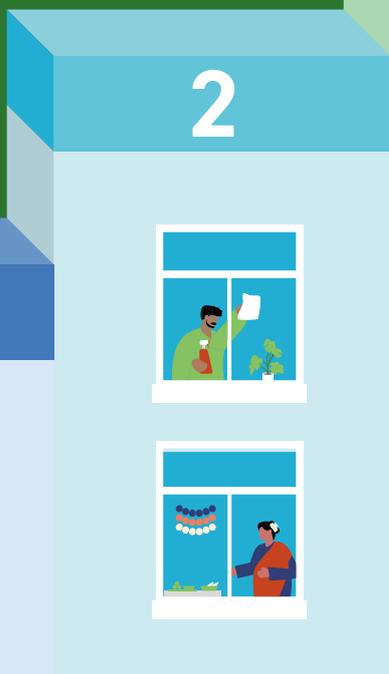
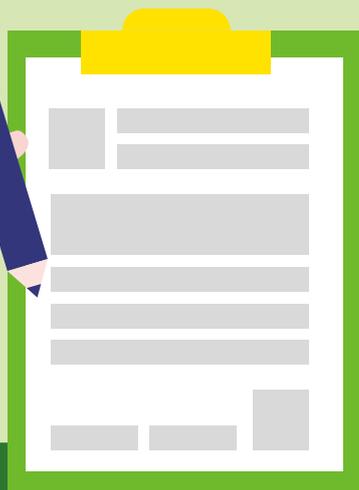




Basic Housing Units Ordinance (Cap. 658)

Application Guide for Grace-period Registration and Basic-housing-unit Recognition



**Basic Housing Units Ordinance
(Cap. 658)**

**Application Guide for Grace-period
Registration and Basic-housing-unit
Recognition**

March 2026

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Chapter 1

Introduction



1. Introduction

- 1.1 The Basic Housing Units (BHUs) Ordinance was published in the Gazette on 3 October 2025 (hereinafter referred to as “gazettal date”), and commenced on 1 March 2026, to implement a new regulatory regime (hereinafter referred to as “BHU regulatory regime”) for the letting of subdivided units (SDUs) in domestic flats (i.e. flats located in domestic buildings or the domestic part of composite buildings). Meanwhile, the provisions in Part 2 of the BHUs Ordinance concerning the offence of illegal letting of SDUs will come into effect on 1 March 2027. Under the BHU regulatory regime, SDUs in domestic flats must meet the minimum standards of living conditions and obtain BHU recognition before they can be legally let out (including tenancies and contractual licences granted for occupation of any premises), so as to ensure the provision of safe, hygienic and reasonable living conditions in the relevant SDUs.
- 1.2 The BHUs Ordinance is implemented under the principle of “registration first, enforcement later”, providing a 48-month transitional arrangement to allow reasonable time for SDU owners / operators to gradually adapt to the statutory requirements. Specifically, the Dedicated Team on Subdivided Units (hereinafter referred to as “Dedicated Team”) under the Housing Bureau implements a 12-month grace-period registration system starting from 1 March 2026 (i.e. until 28 February 2027), under which pre-existing SDUs can obtain a 36-month grace-period (i.e. from 1 March 2027 to 28 February 2030) upon completion of the grace-period registration application. This allows owners / operators of the relevant units to carry out necessary alteration works and submit applications for BHU recognition. At the same time, the Dedicated Team concurrently accepts BHU recognition application starting from 1 March 2026 for SDUs that are certified by specified professionals to be in compliance with the minimum standards of living conditions. The offences concerning the illegal letting of SDUs with no registration and no recognition will come into effect 12 months after the commencement of the BHUs Ordinance (i.e. from 1 March 2027 onwards).

- 1.3 To assist SDU owners / operators in understanding the application arrangements mentioned in paragraph 1.2 above, the Dedicated Team issues this Application Guide for Grace-period Registration and Basic-housing-unit Recognition (hereinafter referred to as “Application Guide”) to set out in detail the eligibility criteria, application procedures, required forms / notices, documents, points to note, etc., in respect of the grace-period registration application of domestic flat and BHU recognition application of SDU.
- 1.4 For details regarding how SDUs can meet the minimum standards of living conditions and the preparation of certification reports by specified professionals to certify the relevant SDUs’ compliance with the minimum standards of living conditions, please refer to the Code of Practice on Minimum Standards of Living Conditions for Basic Housing Units (hereafter referred to as “Code of Practice”) issued by the Secretary for Housing pursuant to section 84 of the BHUs Ordinance, as well as the Form of Certification Report by Specified Professional issued by the Dedicated Team.
- 1.5 Compliance with the requirements of this Application Guide does not exempt any person from the legal liabilities, obligations or requirements imposed under the BHUs Ordinance, other ordinances or the common law.
- 1.6 This Application Guide does not prejudice the power of other government departments in taking enforcement or regulatory actions.
- 1.7 This Application Guide, relevant application forms / notices (including Application Form for Grace-period Registration (Form REG-01), Application Form for Basic-housing-unit Recognition (Form BHU-01), Application Form for Renewal of Basic-housing-unit Recognition (Form BHU-01A), Notice of Change in Particulars of a Registered Flat (Form REG-02) and Notice of Change in Particulars of a Basic Housing Unit (Form BHU-02)), the Code of Practice, and the Form of Certification Report by Specified Professional can be viewed and downloaded on the Basic Housing Units thematic website (www.bhu.gov.hk), or obtained at the office of the Dedicated Team (address: 30/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong) during office hours (from 9:00 a.m. to 6:00 p.m., Mondays to Fridays, except public holidays).

- 1.8 The relevant application forms / notices can be submitted to the Dedicated Team through the following methods:
- (a) by post to the Dedicated Team on Subdivided Units of the Housing Bureau, P.O. Box 90888, Tsim Sha Tsui Post Office;
 - (b) deposit in the drop-box at the office of the Dedicated Team (address: 30/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong) during office hours (from 9:00 a.m. to 6:00 p.m., Mondays to Fridays, except public holidays); or
 - (c) if the applicant has registered for “iAM Smart+”, he / she may go to the BHU thematic website to complete, sign and submit electronic forms / notices and relevant documents.

Chapter 2

Definitions



2. Definitions

2.1 Subdivided Unit

If a flat¹ of a domestic building or the domestic part of a composite building is partitioned or repartitioned through 1 or more walls or installations (such as brick walls, metal plates, wood boards, sliding panels, tall partition cabinets, etc., regardless of whether such an installation is a fixture, what material the installation is made of, whether the installation is immobile and whether the installation is in the shape of a vertical plane) in a way that is not shown in the reference building plan of the building, and after such partition or repartition, there are 2 or more wholly or substantially enclosed compartments in the flat, and where among the compartments, at least 2 are designed for each being the subject of a separate domestic tenancy and at least 1 is formed by the partition or repartition, then each of these compartments is an SDU.

2.2 Flat

In relation to a building, means premises that are demarcated or shown as a separate unit (however described) in the reference building plan of the building.

2.3 Principal Flat

In relation to an SDU, means the flat in which the SDU is located.

2.4 Shared Part

In relation to a flat, means the part of the flat that is not an SDU (if any).

2.5 Principal Building

In relation to an SDU or flat, means the building in which the SDU or flat is located.

¹ Including subsidised sale flats for which premium has been paid to the Hong Kong Housing Authority or the Hong Kong Housing Society to remove the restriction on alienation.

2.6 Grace-period Registration

Means the registration granted by the Dedicated Team upon approval of the application for a domestic flat with pre-existing SDU (i.e. an SDU with valid domestic tenancy during 4 July 2025 to 3 October 2025), such that all SDUs in the flat are granted with grace period (i.e. from 1 March 2027 to 28 February 2030).

2.7 Basic Housing Unit

Means an SDU for which a BHU recognition is in force.

2.8 Basic-housing-unit Recognition

Means the recognition granted by the Dedicated Team upon approval of the application / renewal application for an SDU certified by a specified professional to be in compliance with the minimum standards of living conditions, and that any legal liability arising from specified statutory order, notice, or direction relating to the SDU or its principal flat has been discharged.

2.9 Minimum Standards of Living Conditions

Means the requirements applicable to an SDU and its principal flat as set out in Schedule 1 to the BHUs Ordinance, i.e. minimum internal floor area, minimum height, fire safety, loading, separate toilet, water supply point and sink outside toilet, lighting and ventilation, as well as separate water and electricity meters.

2.10 Owner

In relation to any premises in a building, means:

- (a) if the land on which the building is erected is divided into undivided shares and the entitlement to exclusive possession of the premises is attached to the ownership of one of those shares (specified undivided share) – a person:
 - (i) who appears from a register kept in the Land Registry under the Land Registration Ordinance (Cap. 128) to be an owner of the specified undivided share; or

- (ii) whose name is entered in the Title Register (as defined by section 2(1) of the Land Titles Ordinance (Cap.585)) as an owner of the specified undivided share; or
- (b) otherwise – a person:
- (i) who appears from a register kept in the Land Registry under the Land Registration Ordinance to be an owner of the land; or
 - (ii) whose name is entered in the Title Register (as defined by section 2(1) of the Land Titles Ordinance) as an owner of the land.

In short, it means a person whose name is recorded in the relevant register or Title Register kept by the Land Registry as the owner of the relevant undivided share or land.

2.11 Operator

In relation to an SDU, means a person who lets the SDU for habitation, or any other person who is from time to time entitled to receive rent for such letting. Operator may include the owner of the principal flat / SDU, principal tenants, estate agents, or any other person who enters into a domestic tenancy with a tenant. A person who provides an SDU to others for habitation without receiving rent will not be regarded as operator.

2.12 Specified Professional

Means any of the persons specified in Schedule 3 to the BHUs Ordinance, i.e.:

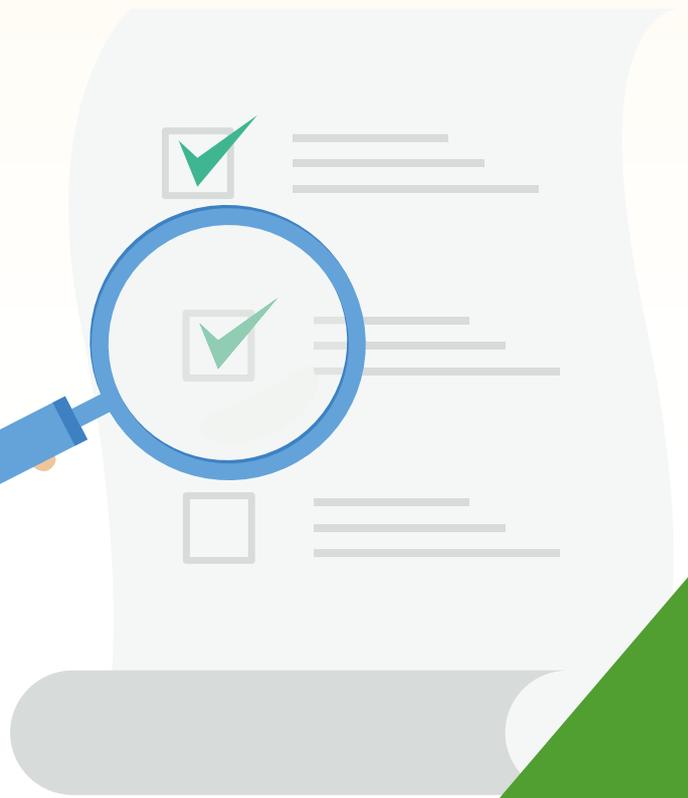
- (a) a person whose name is on the register of registered architects established and maintained by the Architects Registration Board;
- (b) a person whose name is on the register of registered professional engineers established and maintained by the Engineers Registration Board under the building, building services, civil, fire or structural discipline; and
- (c) a person whose name is on the register of registered professional surveyors established and maintained by the Surveyors Registration Board under the building surveying division.

2.13 Reference Building Plan

- (a) For a pre-existing building with an occupation permit issued by the Buildings Department before 3 October 2025 (i.e. gazettal date), means the approved building plan that is the latest one approved by the Building Authority for the building as at the gazettal date.
- (b) For a pre-existing building with an approval or consent to occupy the building issued by the Housing Department or the Independent Checking Unit under the Office of the Permanent Secretary for Housing (hereafter referred to as “Independent Checking Unit”) before the gazettal date, means the approved building plan for the building that is the latest one as at the gazettal date.
- (c) When ascertaining which approved building plan of a pre-existing building in (a) or (b) above is the latest one for the building as at the gazettal date, if any alteration or addition works have been carried out to a flat and such works have been certified as completed and the Building Authority has issued an acknowledgment letter for the certification before the gazettal date, the building plan approved by the Building Authority for the relevant works is to be regarded as the latest approved building plan.
- (d) For any other building, reference building plan means:
 - (i) the approved building plan that is the latest one approved by the Building Authority for the building as at the date on which an occupation permit for the building is issued by the Buildings Department; or
 - (ii) the approved building plan for the building that is the latest one as at the date on which an approval or consent to occupy the building is issued by the Independent Checking Unit.
- (e) Building plans submitted under the Minor Works Control System will not be regarded as reference building plan.

Chapter 3

Scope of Regulation



3. Scope of Regulation

3.1 Subdivided Units under Regulation

The BHU regulatory regime is applicable to SDUs in domestic flats. Any person who lets 2 or more SDUs in a domestic flat under separate domestic tenancies through written or oral tenancies is regulated by the BHUs Ordinance.

3.2 Inapplicable Premises

The BHU regulatory regime does not apply to the following premises:

- (a) premises specified in Part 2 of Schedule 4 to the BHUs Ordinance, including but not limited to public rental housing and subsidised sale flats with unpaid premium of the Hong Kong Housing Authority or the Hong Kong Housing Society, transitional housing, Light Public Housing, hostels managed by schools or universities, premises providing sleeping accommodation by employers to employees, domestic flats leased by non-profit making organisations providing social services, domestic flats acquired by the Urban Renewal Authority under projects as defined in section 2 of the Urban Renewal Authority Ordinance (Cap. 563), as well as bedspace apartments, hotels or guesthouses, residential care homes for the elderly, residential care homes for persons with disabilities, child care centres, and drug dependent persons treatment and rehabilitation centres that are already regulated by other existing statutory regimes;
- (b) non-domestic buildings (including commercial buildings and industrial buildings) or the non-domestic parts of composite buildings;
- (c) buildings or premises without an approved building plan (including New Territories Exempted Houses (such as “small houses”) and squatters); and
- (d) unauthorised building works located at rooftops, flat roofs, lanes, light wells, yards, etc., constructed in contravention of the Buildings Ordinance (Cap. 123).

Chapter 4

Grace-period Registration Application Details



4. Grace-period Registration Application Details

4.1 Overall Arrangements

Starting from 1 March 2026, the Dedicated Team has rolled out a 12-month grace-period registration system (i.e. until 28 February 2027) for principal flats with pre-existing SDUs, such that all SDUs therein can obtain a uniform 36-month grace-period (i.e. from 1 March 2027 to 28 February 2030) upon completion of grace-period registration. The aforementioned 48-month transitional arrangement allows reasonable time for owners / operators of relevant flats to make flexible and compassionate arrangements for their tenancies and required alteration works, as well as to submit BHU recognition application. Besides, the last 6-month period prior to the expiry of the grace period (i.e. from 1 September 2029 to 28 February 2030) will be the countdown period. During the countdown period, owner / operator must not enter into a new domestic tenancy for an SDU with no BHU recognition in a registered flat, or else he / she commits an offence.

4.2 Application Period

An application for grace-period registration must be submitted to the Dedicated Team during the period from **1 March 2026 to 28 February 2027**. **No application fee will be charged.**

4.3 Applicant

An applicant for grace-period registration must be the sole owner of the principal flat, or a person with the written consent of all owner(s) of the principal flat for making the application. Specifically, if the applicant is one of the co-owners of the principal flat, he / she must submit the written consent of all remaining co-owner(s). If the applicant is not the owner of the principal flat, he / she must submit the written consent of all owner(s) of the principal flat. Sample of the written consent can be viewed and downloaded on the BHU thematic website.

4.4 Eligibility for Application

Grace-period registration is only applicable to domestic flat with pre-existing SDU; the premises mentioned in paragraph 3.2 above are **not eligible** for grace-period registration. Domestic flat with pre-existing SDU means a principal flat that has at least 1 domestic tenancy of an SDU that is in effect at any time during the period from **4 July 2025 to 3 October 2025**. The applicant must submit a copy of the Notice(s) of Tenancy (i.e. Form AR2) endorsed by the Rating and Valuation Department **or** the tenancy agreement(s) concerned as proof.

4.5 Documents that must be Submitted for Application

An applicant for grace-period registration must submit the documents as indicated below, and should ensure that all documents are complete before submitting the application²; otherwise, the processing of the application may be delayed or may not be proceeded with:

- (a) duly completed Application Form for Grace-period Registration (Form REG-01) signed on or after 1 March 2026. Unless otherwise specified, the applicant must complete Parts A to D of the application form and, to the best of their knowledge, fill in the optional parts regarding information on the SDUs in Part E of the application form. Samples of the completed form and instructional videos can be viewed and downloaded on the BHU thematic website;
- (b) copy of the proof of identity of the applicant and mark “COPY” on the copy of the proof of identity³. In this regard, copy of the HKID Card or passport must be submitted if the applicant is a natural person; copy of the business registration certificate must be submitted if the applicant is a company (including a body corporate such as a limited company, a partnership, or other unincorporated body). The Dedicated Team will destroy the copy of the proof of identity after the processing of the application is completed;

² Owners / operators must ensure on their own that the SDU and its principal flat comply with the requirements of relevant legislation, statutory plans, land lease conditions, Deed of Mutual Covenant and lease conditions.

³ If the applicant of grace-period registration application chooses to submit the form in person to the office of the Dedicated Team and shows the original identity document for checking by the staff, he / she is not required to submit a copy of the proof of identity.

- (c) proof of ownership of the principal flat (i.e. the latest land register or Title Register obtained from the Land Registry);
- (d) copy of Notice(s) of Tenancy (i.e. Form AR2)⁴ endorsed by the Rating and Valuation Department **or** the tenancy agreement(s) of the SDU(s) concerned;
- (e) if the applicant is not the sole owner of the principal flat, written consent of all remaining co-owner(s) of the principal flat for the applicant to make the application must be submitted; if the applicant is not an owner of the principal flat, he / she must submit the written consent of all owner(s) of the principal flat; and
- (f) if the applicant is a company, written authorisation of the company (e.g. a certified copy of the relevant board minutes / resolutions of the Board of Directors) must be submitted to prove that the person who signs the declaration in Part D of the application form has been duly authorised by the company.

4.6 Application Result

In general, the Dedicated Team will, upon receipt of all documents that have to be submitted, complete the processing of the application and give a notice on the result of the application to the applicant within 15 working days. Principal flat that has successfully completed grace-period registration can obtain a grace period of 36 months that runs after the expiry of the registration period (i.e. from 1 March 2027 to 28 February 2030). During this period, the Dedicated Team will not take enforcement action against illegal letting in respect of registered flats, thereby allowing relevant owners / operators reasonable time to carry out required alteration works, discuss tenancy arrangements with the tenants, and apply BHU recognition.

⁴ Under Part IVA of the Landlord and Tenant (Consolidation) Ordinance (Cap. 7), which implements the tenancy control on SDUs, the landlord of a regulated SDU tenancy must submit a completed Notice of Tenancy (Form AR2) to the Rating and Valuation Department within 60 days after the commencement of the term of the relevant tenancy.

4.7 List of Flats with Grace-period Registration

To facilitate SDU households and members of the public to ascertain whether individual flats have been registered and have obtained the grace period, the addresses of registered flats will be uploaded to the BHU thematic website (www.bhu.gov.hk/eng/registered-flats/).

4.8 Change in Particulars of Registered Flat

(a) If there is any change of the following information of a registered flat:

- (i) addition of new owner(s) / operator(s);
- (ii) removal of pre-existing owner(s) / operator(s); or
- (iii) update of particulars of pre-existing owner(s) / operator(s) (including name / company name, correspondence address, telephone number and email address),

the relevant pre-existing / new owner(s) / operator(s) must submit the Notice of Change in Particulars of a Registered Flat (Form REG-02) to the Dedicated Team within 15 calendar days on which he / she becomes aware of the change. Sample of the completed notice can be viewed and downloaded on the BHU thematic website.

(b) If a change as mentioned in paragraphs 4.8(a)(i) and 4.8(a)(ii) above involves the owner(s), the person making the notification must submit a copy of the latest land register or Title Register kept in the Land Registry for verification.

(c) The person making the notification may notify in 1 notice in respect of 1 or more than 1 change in the same principal flat. If the person making the notification is a company, written authorisation of the company (e.g. a certified copy of the relevant board minutes / resolutions of the Board of Directors) must be submitted.

Chapter 5

BHU Recognition Application Details



5. BHU Recognition Application Details

5.1 Overall Arrangements

Starting from 1 March 2026, the Dedicated Team accepts BHU recognition applications for SDUs certified by a specified professional to be in compliance with the minimum standards of living conditions. The recognition is valid for 5 years and may be renewed upon application. The BHU recognition / renewal application procedures are set out in [Appendix I](#) of this Application Guide.

5.2 Application Period

An application for BHU recognition may be submitted to the Dedicated Team starting **from 1 March 2026 onwards**, details of the application fee are set out in paragraph 5.7 below. The applicant may apply for BHU recognition for 1 or more than 1 SDU in the same principal flat in the same application form.

5.3 Applicant

An applicant of BHU recognition application must be the sole owner of the principal flat where an SDU applying for BHU recognition is located, or a person with the written consent of all owner(s) of the principal flat for making the application. Specifically, if the applicant is one of the co-owners of the principal flat, he / she must submit the written consent of all remaining co-owner(s). If the applicant is not the owner of the principal flat, he / she must submit the written consent of all owner(s) of the principal flat. Sample of the written consent can be viewed and downloaded on the BHU thematic website.

5.4 Eligibility for Application

BHU recognition is only applicable to SDUs located in domestic flats; the premises mentioned in paragraph 3.2 above are **not eligible** for BHU recognition. For an SDU intended to apply for BHU recognition, it must be certified by a specified professional to be in compliance with the minimum standards of living conditions and that any legal liability arising from specified statutory order, notice, or direction concerning the SDU

or its principal flat has been discharged, and prepared with a certification report for submitting a BHU recognition / renewal application to the Dedicated Team.

5.5 Certification Report by Specified Professional

- (a) Regarding the certification report mentioned in paragraph 5.4 above, the applicant for BHU recognition must ensure that 1 specified professional is appointed to prepare the certification report; and the specified professional should prepare the certification report (should be prepared using the Form of Certification Report by Specified Professional issued by the Dedicated Team) for the SDU intended to apply for BHU recognition in accordance with the Code of Practice. For the detailed requirements of the minimum standards of living conditions, please refer to paragraphs 4.2 to 4.9 of the Code of Practice.

- (b) The specified professional should issue the certification report within 14 calendar days after the completion of the on-site inspection of the SDU and its principal flat (if more than 1 on-site inspection is conducted, the date of the final inspection shall prevail) and deliver it to the applicant of BHU recognition. The applicant should submit the BHU recognition application to the Dedicated Team within 28 calendar days from the date of issuance of the certification report.

- (c) Even if an SDU has been certified by a specified professional as meeting the minimum standards of living conditions, if its design or layout is clearly inadequate to provide a safe, hygienic and reasonable living conditions (e.g. the size or layout of the living space is clearly inadequate for placing a bed and providing basic living space, involves serious fire safety / hygienic hazards, etc.), the Dedicated Team will consider whether to refuse the BHU recognition application for the SDU based on the actual circumstances. Therefore, owners / operators should consult specified professional on the design and relevant alteration and renovation works of the SDU to ensure the SDU can provide safe, hygienic, and reasonable living conditions.

5.6 Documents that must be Submitted for Application

An applicant for BHU recognition must submit all the documents as indicated below and should ensure that all documents are complete before submitting the application⁵; otherwise, the processing of the application may be delayed or may not be proceeded with. An application missing any required documents may be returned, and any application fee paid for BHU recognition will not be refunded. In such case, the applicant will be required to resubmit the application and pay for the application fee for BHU recognition:

- (a) duly completed Application Form for Basic-housing-unit Recognition (Form BHU-01) signed on or after 1 March 2026. Unless otherwise specified, applicant must complete Parts A to E of the application form and, to the best of their knowledge, fill in the optional parts regarding information on the SDU households in Part F of the application form. Sample of the completed form and the instructional video can be viewed and downloaded on the BHU thematic website;
- (b) copy of the proof of identity of the applicant and mark “COPY” on the copy of the proof of identity⁶. In this regard, copy of the HKID Card or passport must be submitted if the applicant is a natural person; copy of the business registration certificate must be submitted if the applicant is a company (including a body corporate such as a limited company, a partnership, or other unincorporated body). The Dedicated Team will destroy the copy of the proof of identity after the processing of the application is completed;
- (c) proof of ownership of the principal flat (i.e. the latest land register or Title Register obtained from the Land Registry);
- (d) certification report prepared and signed by a specified professional in accordance with the Form of Certification Report by Specified Professional;

⁵ Owners / operators must ensure on their own that the SDU and its principal flat meet the requirements of relevant legislation, statutory plans, land lease conditions, Deed of Mutual Covenant and lease conditions.

⁶ If the applicant of BHU recognition application chooses to submit the form in person to the office of the Dedicated Team and shows the original identity document for checking by the staff, he / she is not required to submit a copy of the proof of identity.

- (e) if the applicant is not the sole owner of the principal flat, written consent of all remaining co-owner(s) of the principal flat for the applicant to make the application must be submitted; if the applicant is not an owner of the principal flat, he / she must submit the written consent of all owner(s) of the principal flat; and
- (f) if the applicant is a company, written authorisation of the company (e.g. a certified copy of the relevant board minutes / resolutions of the Board of Directors) must be submitted to prove that the person who signs the declaration in Part E of the application form has been duly authorised by the company.

5.7 Application Fee

- (a) The application fee for BHU recognition is \$3,000 per SDU. To encourage owners / operators of principal flats / SDUs to make grace-period registration and obtain BHU recognition early, applications for BHU recognition submitted on or before 28 February 2029 will be provided with reduction / waiver of the application fee as detailed below:

Date of submission of BHU recognition	Application fee for BHU recognition (per SDU)		
	For SDUs in registered flats with grace-period registration applications submitted between 1/3/2026 and 31/8/2026	For SDUs in registered flats with grace-period registration applications submitted between 1/9/2026 and 28/2/2027	Other SDUs
From 1/3/2026 to 28/2/2027	No application fee	No application fee	No application fee
From 1/3/2027 to 29/2/2028			\$1,500
From 1/3/2028 to 28/2/2029		\$1,500	
From 1/3/2029 and onwards	\$3,000		

- (b) Save for applications eligible for waiver of application fees, the Dedicated Team will issue a demand note to the applicant after receiving the application. The applicant must settle the payment before the deadline; otherwise, the application may be refused. Applicants submitting applications using the electronic application form on the BHU thematic website may choose to pay the application fee instantly via the Faster Payment System or choose for the issue of a demand note by the Dedicated Team and settle the payment before the deadline.

5.8 Application Result

Upon receipt of all documents that have to be submitted and completion of the processing of the application, the Dedicated Team will give a notice on the result of the application to the applicant. The actual time required for processing the application depends on factors including complexity of the application, whether the application has been selected for audit check, etc. BHU recognition is valid for 5 years if the application is approved. It should be noted that, if there are serious safety problems in the common parts of the principal building of the SDU (such as structural cracks, seriously defective drainage pipes, unauthorised building works blocking the exit routes, etc.) or other imminent dangers or risks to life or property, the Dedicated Team will consider whether to refuse the BHU recognition application for the SDU having regard to the actual circumstances.

5.9 List of BHUs

To facilitate SDU households and members of the public to ascertain whether individual SDUs have obtained BHU recognition, the addresses of BHUs, validity period of the recognition and plan showing the location of the BHU in the principal flat will be uploaded to the BHU thematic website (www.bhu.gov.hk/eng/recognised-units/).

5.10 Change in Particulars of BHU or its Principal Flat

- (a) If there is any change of the following information of an BHU or its principal flat:
- (i) addition of new owner(s) / operator(s);
 - (ii) removal of pre-existing owner(s) / operator(s); or

(iii) update of particulars of pre-existing owner(s) / operator(s) (including name / company name, correspondence address, telephone number, and email address),

the relevant pre-existing / new owner(s) / operator(s) must submit the Notice of Change in Particulars of a Basic Housing Unit (Form BHU-02) to the Dedicated Team within 15 calendar days on which he / she becomes aware of the change. Sample of the completed notice can be viewed and downloaded on the BHU thematic website.

- (b) If a change as mentioned in paragraphs 5.10(a)(i) and 5.10 (a)(ii) above involves the owner(s), the person making the notification must submit a copy of the latest land register or Title Register kept in the Land Registry for verification.
- (c) If there is a change in the condition of an BHU or its principal flat that might make the BHU no longer meet the minimum standards of living conditions (relevant changes in condition and the required documents are set out in **Appendix II** of this Application Guide), the owner / operator must notify the Dedicated Team of the change through the Notice of Change in Particulars of a Basic Housing Unit (Form BHU-02) within 15 calendar days after the date on which he / she becomes aware of the change. Sample of the completed notice can be viewed and downloaded on the BHU thematic website. Depending on the nature and extent of the change in the condition of the BHU or its principal flat, the Dedicated Team may, pursuant to section 37 of the BHUs Ordinance, require the BHU operator to submit within a specified time a certification report in which a specified professional certifies that the BHU still meets the minimum standards of living conditions despite the change.
- (d) The person making the notification may notify in 1 notice in respect of 1 or more than 1 change in 1 or more than 1 BHU in the same principal flat. If the person making the notification is a company, written authorisation of the company (e.g. a certified copy of the relevant board minutes / resolutions of the Board of Directors) must be submitted.

5.11 Renewal of BHU Recognition

- (a) The validity period of BHU recognition is 5 years. Application for renewal of BHU recognition must be submitted to the Dedicated Team within 3 to 6 months prior to the expiry of the BHU recognition. The BHU applying for renewal of BHU recognition must have valid recognition at the time the application is submitted. If the BHU recognition of the SDU concerned had been cancelled or had expired, a fresh application for BHU recognition, instead of an application for renewal, must be submitted. Application must be made through the Application Form for Renewal of Basic-housing-unit Recognition (Form BHU-01A). The arrangements mentioned in paragraphs 5.3 to 5.6 and 5.9 to 5.10 above also apply to applications for renewal of BHU recognition. The application fee for renewal of BHU recognition is \$2,400 per BHU.
- (b) Upon receipt of all documents that have to be submitted and completion of the processing of the application, the Dedicated Team will give a notice on the result of the application to the applicant. The actual time required for processing the application depends on factors including complexity of the application and whether the application has been selected for audit check, etc. The Dedicated Team will issue a renewal notice for BHUs with successfully renewed recognition. The validity period of the renewed recognition is 5 years. It should be noted that, if there are serious safety problems in the common parts of the principal building of the SDU (such as structural cracks, seriously defective drainage pipes, unauthorised building works blocking the exit routes, etc.) or other imminent dangers or risks to life or property, the Dedicated Team will consider whether to refuse the application for renewal of BHU recognition for the SDU having regard to the actual circumstances.

Chapter 6

Enquiries



6. Enquiries

If you would like to know more or enquire about the details of the BHU regulatory regime, you may do so via the following means:

- (a) browse the BHU thematic website (www.bhu.gov.hk) by scanning the QR code below with a phone;



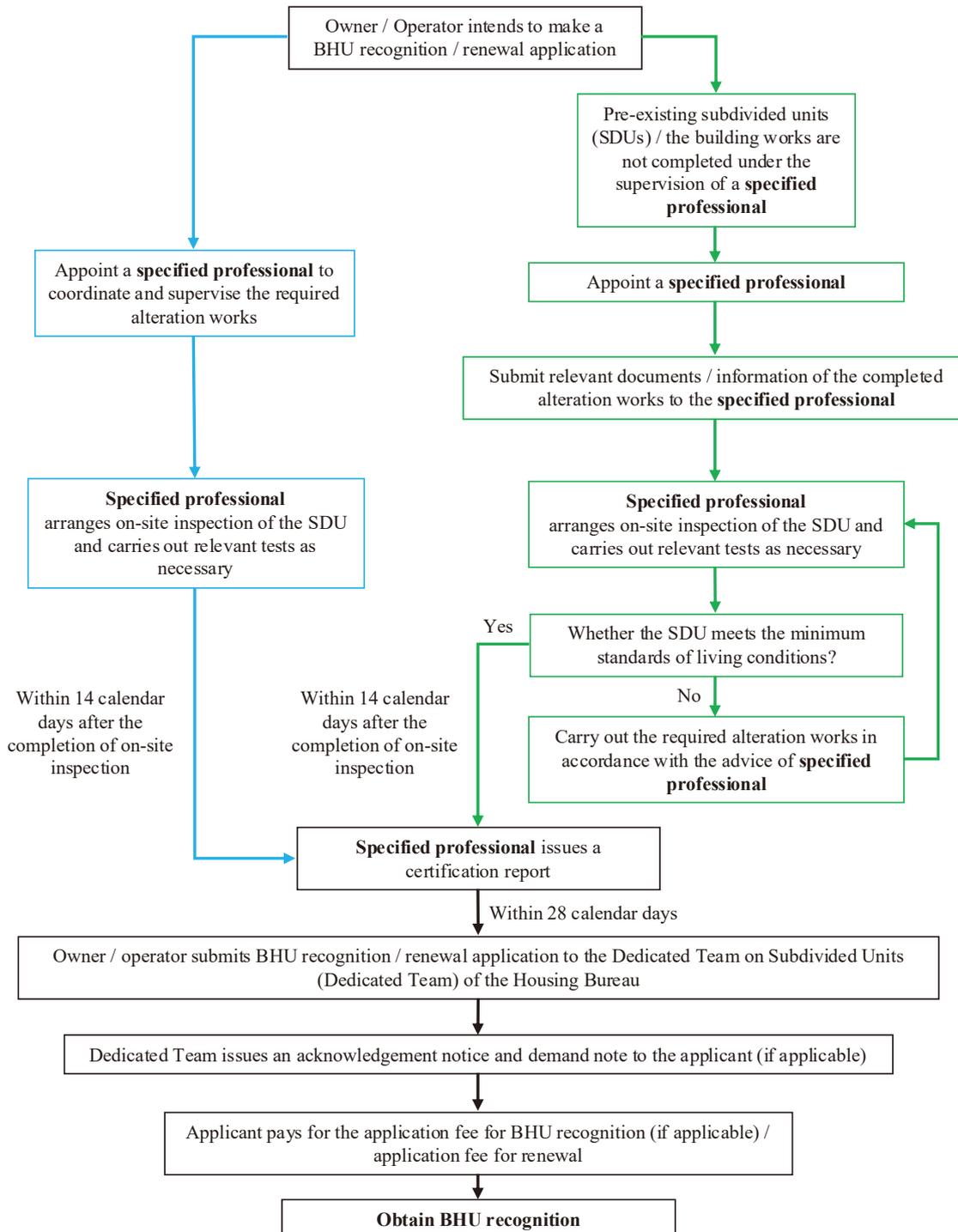
- (b) by email to bhu@hb.gov.hk;
- (c) by telephone to 3611 0248 (our enquiry hotline is manned by designated staff during office hours);
- (d) by post to the Office of the Dedicated Team on Subdivided Units, Housing Bureau, P.O. Box 90888, Tsim Sha Tsui Post Office; or
- (e) visit the office of the Dedicated Team (address: 30/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong) during office hours (9:00 a.m. to 6:00 p.m., Mondays to Fridays, except public holidays).

Appendices



Appendix I

Flowchart on Basic-housing-unit (BHU) Recognition / Renewal Application



Appendix II

Change in Condition of Basic Housing Unit (BHU)
or its Principal Flat

	Change in condition	Required follow-up actions from BHU operator
1.	Change in internal floor area (must not lead to the internal floor area of any other BHU in the same flat to be reduced to less than 8m ²)	Layout plan and photo record indicating the change must be submitted, and a certification report by a specified professional may be required to be submitted within a specified time as requested by the Dedicated Team on Subdivided Units (Dedicated Team) under the Housing Bureau
2.	Change in clear height (not involving thickening of floor slab)	Photo record showing the clear height after the change must be submitted
3.	Replacement / Alteration of partition wall	Layout plan and photo record indicating the change must be submitted, and a certification report by a specified professional may be required to be submitted within a specified time as requested by the Dedicated Team
4.	Change in the width of the shared corridor	Layout plan and photo record indicating the change must be submitted, and a certification report by a specified professional may be required to be submitted within a specified time as requested by the Dedicated Team
5.	Replacement / Alteration of smoke seal door / fire rated door	Photo record indicating the replacement / alteration of the smoke seal door(s) / fire rated door(s) and relevant test / assessment report must be submitted
6.	Replacement of fire extinguisher	Photo record of the new fire extinguisher and copy of the Certificate of Fire Service Installation and Equipment (FS251) must be submitted
7.	Replacement or relocation of stand-alone fire detector	Photo record of the new / relocated stand-alone fire detector and copy of the Certificate of Fire Service Installation and Equipment (FS251) must be submitted
8.	Thickening of floor slab	Layout plan and photo record indicating the change must be submitted, and a certification report by a specified professional may be required to be submitted

	Change in condition	Required follow-up actions from BHU operator
		within a specified time as requested by the Dedicated Team
9.	Change in the location / area of separate toilet	Layout plan and photo record indicating the change must be submitted, and a certification report by a specified professional within a specified time may be required to be submitted as requested by the Dedicated Team
10.	Change in the location of water supply point and sink	Layout plan and photo record indicating the change must be submitted, and a certification report by a specified professional within a specified time may be required to be submitted as requested by the Dedicated Team
11.	Change in the location / area of openable window of the habitable area / separate toilet	Layout plan and photo record indicating the change must be submitted, and a certification report by a specified professional within a specified time may be required to be submitted as requested by the Dedicated Team
12.	Replacement of mechanical means of ventilation	Photo record of the new mechanical means of ventilation and ventilation assessment report must be submitted

