

Basic Housing Unit Recognition Application

Form of Certification Report by Specified Professional

(Prepared in accordance with [section 17 \(BHU Recognition Application\)](#) of the Basic Housing Units Ordinance (Cap. 658))

Address of principal flat: Unit 2, 5/F, 102 Hong Kong Road

Name of specified professional	:	Chan Siu Ming
Qualification of specified professional	:	Registered Professional Engineer (Structural)
Registration number of specified professional	:	R.P.E.123456
Date of final on-site inspection	:	28/5/2026
Date of issuance of the certification report	:	2/6/2026

(*delete as appropriate)

Notes for Preparation

1. Prior to preparing the form of certification report, specified professionals should read in detail of this “Notes for Preparation”, “Matters to Note” and the Code of Practice on Minimum Standards of Living Conditions for Basic Housing Units (hereinafter referred to as “Code of Practice”).
2. The specified professional must personally conduct / arrange for other person(s) (e.g. subordinates of the specified professional, other building professionals, or technical personnel) to conduct on-site inspection at the principal flat and the SDU(s) therein intended for BHU recognition application / BHU(s) therein intended for BHU recognition renewal application, and prepare this form of certification report based on the findings of the on-site inspection.
3. In this form of certification report, the specified professional must certify all relevant items under each minimum standard of living conditions. The specified professional must also include a declaration confirming that the relevant certifications are made based on his / her personal assessment. If necessary, the specified professional may arrange for other building professional(s) to assist in conducting part of the assessment work related to the certification (e.g. arranging for a structural engineer to conduct a structural assessment, arranging for a building services engineer to assess the air volume of the mechanical means of ventilation, etc.). The assessment report(s) prepared by such other building professional(s) should be attached to the form of certification report to support the specified professional’s certification for the relevant items.
4. The form of certification report issued by the specified professional must confirm that any legal liability arising from specified statutory order, notice, or direction that relates to the SDU or its principal flat (excluding those statutory order, notice, or direction concerning only the common parts of the building) has been discharged. The specified professional should conduct searches on the Land Registry, as well as the websites of the Buildings Department and the Fire Services Department, and inquire with the owner about the compliance status of any order, notice, or direction relates to the SDU or its principal flat (if any).
5. The specified professional should issue the form of certification report within 14 calendar days after completion of the on-site inspection of the SDU(s) and its principal flat (if more than 1 on-site inspection is conducted, the date of the final inspection prevails and deliver it to the applicant of BHU recognition. The applicant should submit the BHU recognition application / renewal application to the Dedicated Team on Subdivided Units under the Housing Bureau within 28 calendar days from the date of issuance of the certification report.
6. The date of on-site inspection recorded in the form of certification report shall not be earlier than 1 March 2026. For the avoidance of doubt, alteration and addition works for an SDU may be carried out before 1 March 2026.

Matters to Note:

1. Under the Basic Housing Units Ordinance, any person who in or in connection an application for renewal of BHU recognition, makes a statement (whether oral or written), or provides any document or information that is false or misleading in a material particular and knows that, or is reckless as to whether, the statement, document or information is false or misleading in a material particular, commits an offence and is liable on conviction to a fine of \$100,000 and to imprisonment for 2 years.
2. Under the Prevention of Bribery Ordinance (Cap. 201), any person who solicits, offers or accepts any advantages (e.g. money, gift, etc.) in connection with grace-period registration or BHU recognition under the Basic Housing Units Ordinance commits an offence and is liable on conviction on indictment to a fine of \$500,000 and to imprisonment for 7 years.

Part 1 — Location plan of the principal building in which the SDU(s) are located and reference building plan of the principal flat

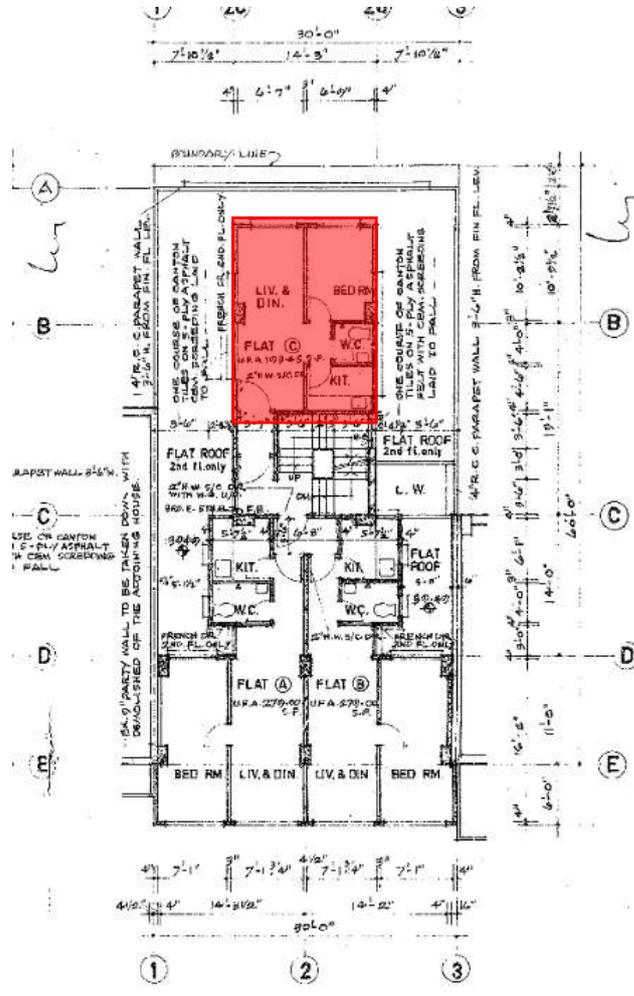
Address of the principal flat in which the SDU(s) are located: [Unit 2, 5/F, 102 Hong Kong Road](#)

(a) Location plan of the principal building



(b) Reference building plan of the principal flat

(Principal flat in which the SDUs are located and floor number must be indicated)



2ND TO 5TH FL. PLAN

Legend: Principal flat

Plan no. of approved building plan (for identification): **DWG-001**

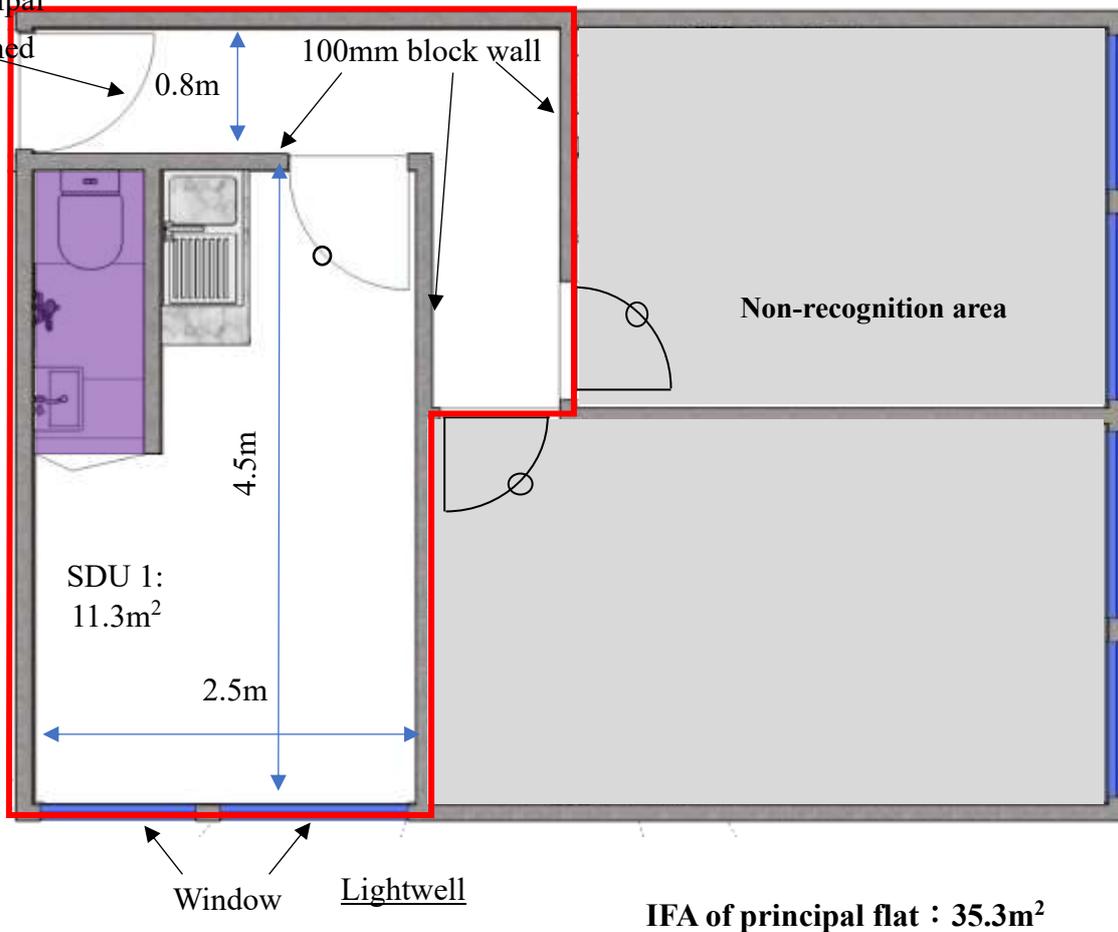
Approval date of the building plan: **12/9/1980**

Part 2 — Layout plan of the principal flat and SDUs, location plan of SDUs

(a) Layout plan of the principal flat and SDUs

(The Layout plan must be drawn to a ratio of not less than 1:100. The SDU(s) intended for recognition, the intended extent of recognition, the internal floor area of each SDU and the principal flat, the material and thickness of partition walls, the clear width of shared corridors (if any), fire resisting constructions and the location of windows must be shown)

Original fire-rated door of the principal flat is retained

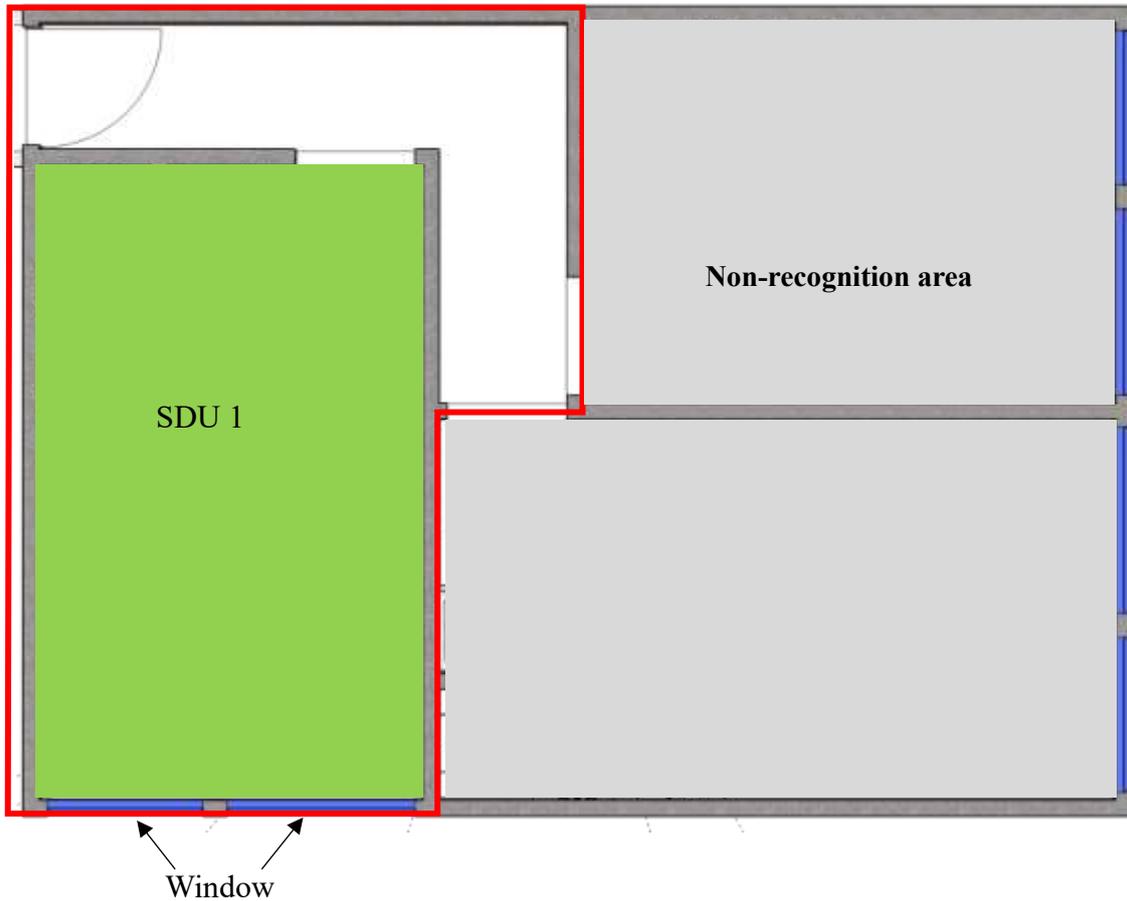


Ratio: 1 : 50

Legend:		Intended extent of recognition
		Thickening of floor slabs
		Self-closing door with smoke seal

(b) Location plan of SDU(s)

(The SDU(s) intended for recognition, the intended extent of recognition, and the location of windows must be shown. Different colors must be used to demarcate different SDUs. If the BHU recognition application is approved, this plan will be uploaded onto the BHU thematic website (www.bhu.gov.hk) for public inspection)



Address: *Unit 2, 5/F, 102 Hong Kong Road*

Legend:  Intended extent of recognition

 [SDU 1]

Part 3 – Certification Checklist of Minimum Standards of Living Conditions

(Please complete all relevant parts of the checklist with enclosure of supporting documents and photo record)

Part 3A – SDUs (Certify item 1 to 8 for each SDU intended for recognition. If more than 1 SDU is to be certified, please separately fill in additional pages)			
SDU (1)			
Item	Requirements of Minimum Standards of Living Conditions	Requirements complied with (If requirements are complied with, please indicate with a “✓” sign. Please indicate “N/A” for items that are not applicable.)	Photo record of existing conditions / supporting documents must be provided (Please insert photo record at Part 4 and list the applicable supporting documents at Part 5. Please attach the above to this form of certification report.)
1	Minimum internal floor area (IFA)		
1.1	The IFA of the SDU is at least 8m ² (Refer to para. 4.2 of Code of Practice for relevant requirements)	✓	Indicate the IFA of the SDU at the layout plan of the principal flat and SDUs in Part 2(a)
2	Minimum Height		
2.1	The SDU has a height of at least 2.3m measured from floor to ceiling (Refer to para. 4.3 of Code of Practice for relevant requirements)	✓	Photo record indicating the relevant height (Photo number: 1)
2.2	The SDU has a height of at least 2m measured from floor to the underside of any beam (Refer to para. 4.3 of Code of Practice for relevant requirements)	✓	Photo record indicating the relevant height (Photo number: 2)
3	Fire safety		
3.1	The SDU has access to at least 2 required staircases on that floor at all times (Not applicable if the principal building has only 1 required staircase for means of escape in case of fire as shown in the reference building plan) (Refer to para. 4.4.1(a) of Code of Practice for relevant requirements)	N/A	

Part 3A – SDUs
 (Certify item 1 to 8 for each SDU intended for recognition. If more than 1 SDU is to be certified, please separately fill in additional pages)

SDU (1)

Item	Requirements of Minimum Standards of Living Conditions	Requirements complied with (If requirements are complied with, please indicate with a “✓” sign. Please indicate “N/A” for items that are not applicable.)	Photo record of existing conditions / supporting documents must be provided (Please insert photo record at Part 4 and list the applicable supporting documents at Part 5. Please attach the above to this form of certification report.)
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✓ Please certify item 3.2, 3.3, or 3.4 based on the construction and design of the SDU; Please indicate “N/A” for items that are not applicable.

3.2	The fire rated door at the original entrance of the principal flat is retained or replaced by a fire rated door with fire resisting construction equivalent to or better than the original fire rated door, and a shared corridor leading to the SDUs is provided: (Refer to para. 4.4.1(b) of Code of Practice for relevant requirements)		
	(a) The entrance of the SDU is provided with a self-closing door with smoke seal	✓	Photo record of self-closing door with smoke seal (Photo number: 3) One of the following supporting documents: <input checked="" type="checkbox"/> Test / assessment report of the door with smoke seal <input type="checkbox"/> Others (please specify):
	(b) The walls between different SDUs are solid partition walls constructed of non-combustible materials with protection against smoke	✓	Photo record of partition walls (Photo number: 4) One of the following supporting documents: <input type="checkbox"/> Test / assessment report of non-combustible partition walls <input checked="" type="checkbox"/> Others (please specify): : The Specified Professional judges that the walls are constructed of non-combustible materials with protection against smoke based on the on-site inspection.

Part 3A – SDUs
 (Certify item 1 to 8 for each SDU intended for recognition. If more than 1 SDU is to be certified, please separately fill in additional pages)

SDU (1)

Item	Requirements of Minimum Standards of Living Conditions	Requirements complied with (If requirements are complied with, please indicate with a “√” sign. Please indicate “N/A” for items that are not applicable.)	Photo record of existing conditions / supporting documents must be provided (Please insert photo record at Part 4 and list the applicable supporting documents at Part 5. Please attach the above to this form of certification report.)
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3.3 The fire rated door at the original entrance of the principal flat **is removed or replaced** by a door with fire resisting construction **inferior to** the original fire rated door, and a shared corridor leading to the SDUs is provided:
 (Refer to para. 4.4.1(c) of Code of Practice for relevant requirements)

(a) The entrance of the SDU is provided with a fire rated door of not less than 1 hour fire resisting construction, and such door is a self-closing door with smoke seal	N/A	Photo record of fire rated door (Photo number:) One of the following supporting documents: <input type="checkbox"/> Test / assessment report of fire rated door <input type="checkbox"/> Others (please specify):
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(b) The walls between different SDUs have not less than 1 hour fire resisting construction and with protection against smoke	N/A	Photo record of partition walls (Photo number:) One of the following supporting documents: <input type="checkbox"/> Test/ assessment report of partition walls on fire resisting construction <input type="checkbox"/> Others (please specify):
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3.4 The entrance door of the SDU gives direct access to the common corridor of the principal building:
 (Refer to para. 4.4.1(d) of Code of Practice for relevant requirements)

(a) The entrance of the SDU is provided with a fire rated door of not less than 1 hour fire resisting construction, and such door is a self-closing door with smoke seal	N/A	Photo record of fire rated door (Photo number:) One of the following supporting documents: <input type="checkbox"/> Test / assessment report of fire rated door <input type="checkbox"/> Others (please specify):
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Part 3A – SDUs

(Certify item 1 to 8 for each SDU intended for recognition. If more than 1 SDU is to be certified, please separately fill in additional pages)

SDU (1)

Item	Requirements of Minimum Standards of Living Conditions	Requirements complied with (If requirements are complied with, please indicate with a “✓” sign. Please indicate “N/A” for items that are not applicable.)	Photo record of existing conditions / supporting documents must be provided (Please insert photo record at Part 4 and list the applicable supporting documents at Part 5. Please attach the above to this form of certification report.)
	(b) The walls between the common corridor of the principal building and the SDU and the walls between different SDUs have not less than 1 hour fire resisting construction and with protection against smoke	N/A	Photo record of partition walls (Photo number:) One of the following supporting documents: <input type="checkbox"/> Test / assessment report of partition walls on fire resisting construction <input type="checkbox"/> Others (please specify):
3.5	If naked flame cooking facility is provided in the SDU, the facility is installed either in a separate enclosed kitchen that complies with the requirements of the Buildings Ordinance, or in an open kitchen approved by both the Buildings Department and the Fire Services Department. (Refer to para. 4.4.1(h) of Code of Practice for relevant requirements)	N/A	Photo record of kitchen (Photo number:) One of the following supporting documents: <input type="checkbox"/> Separate enclosed kitchen: Test / assessment report of partition walls and fire rated door for fire resisting construction or relevant approved building plan* (* delete as appropriate) <input type="checkbox"/> Open kitchen: relevant approved building plan <input type="checkbox"/> Others (please specify):
3.6	The SDU is provided with stand-alone fire detector (Refer to para. 4.4.2 of Code of Practice for relevant requirements)	✓	Photo record of stand-alone fire detector (Photo number: 5) Copy of Certificate of Fire Service Installation and Equipment (FS251)
4	Loading		
4.1	The SDU subject to a load within its proper bearing capacity (Refer to para. 4.5 of Code of Practice for relevant requirements)	✓	Structural assessment report

Part 3A – SDUs

(Certify item 1 to 8 for each SDU intended for recognition. If more than 1 SDU is to be certified, please separately fill in additional pages)

SDU (1)

Item	Requirements of Minimum Standards of Living Conditions	Requirements complied with (If requirements are complied with, please indicate with a “✓” sign. Please indicate “N/A” for items that are not applicable.)	Photo record of existing conditions / supporting documents must be provided (Please insert photo record at Part 4 and list the applicable supporting documents at Part 5. Please attach the above to this form of certification report.)
5	Separate Toilet		
5.1	Within each SDU at least 1 enclosed and waterproofed toilet for exclusive use by its occupier is provided (Refer to para. 4.6(a) of Code of Practice for relevant requirements)	✓	Photo record of separate toilet, its partition walls and door (Photo number: 6)
5.2	The separate toilet is fitted with a watercloset, a lavatory basin, and a bath or shower (Refer to para. 4.6 (a) and (b) of Code of Practice for relevant requirements)	✓	Photo record of watercloset, a lavatory basin, and a bath or shower (Photo number: 6)
5.3	The separate toilet is waterproofed and does not cause water seepage nuisance to the units below or adjacent (Refer to para. 4.6(c) and (d) of Code of Practice for relevant requirements)	✓	Following supporting documents (Please select as appropriate): <input type="checkbox"/> Photo record of dye test (Photo number:) <input type="checkbox"/> Photo record of moisture monitoring with electronic moisture meter (Photo number:) Apart from the above, other supporting documents to be provided (please specify): The Specified Professional judges that the separate toilet is waterproofed and does not cause water seepage nuisance to the units below or adjacent.

Part 3A – SDUs

(Certify item 1 to 8 for each SDU intended for recognition. If more than 1 SDU is to be certified, please separately fill in additional pages)

SDU (1)

Item	Requirements of Minimum Standards of Living Conditions	Requirements complied with (If requirements are complied with, please indicate with a “✓” sign. Please indicate “N/A” for items that are not applicable.)	Photo record of existing conditions / supporting documents must be provided (Please insert photo record at Part 4 and list the applicable supporting documents at Part 5. Please attach the above to this form of certification report.)
6	Water Supply Point and Sink Outside Toilet		
6.1	At least 1 water supply point and sink is provided outside the separate toilet (Refer to para. 4.7(a) of Code of Practice for relevant requirements)	✓	Photo record of water supply point and sink (Photo number: 7)
6.2	The area around the water supply point and sink is waterproofed and does not cause water seepage nuisance to the units below or adjacent (Refer to para. 4.7(b) and (c) of Code of Practice for relevant requirements)	✓	Following supporting document (Please select as appropriate): <input type="checkbox"/> Photo record of dye test (Photo number:) <input type="checkbox"/> Photo record of moisture monitoring with electronic moisture meter (Photo number:) Apart from the above, other supporting documents to be provided (please specify): The Specified Professional judges that the area around the water supply point and sink is waterproofed and does not cause water seepage nuisance to the units below or adjacent.
7	Lighting and Ventilation		
✓ Please certify item 7.1 or 7.2 based on the construction and design of habitable area in SDU; Please indicate “N/A” for items that are not applicable.			
7.1	The habitable area in the SDU meets the requirements for natural lighting and ventilation as stipulated in regulations 30 to 33 of the Building (Planning) Regulations (Cap. 123F)	✓	Photo record of window with dimensions (Photo number: 8)

Part 3A – SDUs

(Certify item 1 to 8 for each SDU intended for recognition. If more than 1 SDU is to be certified, please separately fill in additional pages)

SDU (1)

Item	Requirements of Minimum Standards of Living Conditions	Requirements complied with (If requirements are complied with, please indicate with a “✓” sign. Please indicate “N/A” for items that are not applicable.)	Photo record of existing conditions / supporting documents must be provided (Please insert photo record at Part 4 and list the applicable supporting documents at Part 5. Please attach the above to this form of certification report.)
7.2	The habitable area in SDU (Refer to para. 4.8.2 of Code of Practice for relevant requirements)		
	(a) is fitted with at least 1 openable window that has a superficial area of glass of at least 0.1 m ² and provides adequate access to the external air	N/A	Photo record of window with glazing area (Photo number:)
	(b) is fitted with artificial lighting and mechanical means of ventilation	N/A	Photo record of artificial lighting and mechanical means of ventilation (Photo number:) Ventilation assessment report for mechanical means of ventilation
<p>✓ Please certify item 7.3 or 7.4 based on the construction and design of the separate toilet in the SDU; Please indicate “N/A” for items that are not applicable.</p>			
7.3	The separate toilet in the SDU meets the requirements for natural lighting and ventilation as stipulated in regulation 36 of the Building (Planning) Regulations (Cap. 123F)	N/A	Photo record of window with dimensions (Photo number:)
7.4	The separate toilet is fitted with artificial lighting, mechanical means of ventilation and permanent ventilation (Refer to para. 4.8.3 of Code of Practice for relevant requirements)	✓	Photo record of artificial lighting, mechanical means of ventilation and permanent ventilation (Photo number: 9) Ventilation assessment report for mechanical means of ventilation

Part 3A – SDUs

(Certify item 1 to 8 for each SDU intended for recognition. If more than 1 SDU is to be certified, please separately fill in additional pages)

SDU (1)

Item	Requirements of Minimum Standards of Living Conditions	Requirements complied with (If requirements are complied with, please indicate with a “✓” sign. Please indicate “N/A” for items that are not applicable.)	Photo record of existing conditions / supporting documents must be provided (Please insert photo record at Part 4 and list the applicable supporting documents at Part 5. Please attach the above to this form of certification report.)
<p>✓ Please certify item 7.5 or 7.6 based on the construction and design of the separate toilet in SDU; Please indicate “N/A” for items that are not applicable.</p>			
7.5	The kitchen in the SDU meets the requirements for natural lighting and ventilation in as stipulated in regulations 30 and 31 of the Building (Planning) Regulations (Cap. 123F)	N/A	Photo record of window with dimensions (Photo number:)
7.6	<p>The kitchen in the SDU (Refer to para. 4.8.2 of Code of Practice for relevant requirements)</p>		
	(a) is fitted with at least 1 openable window that has a superficial area of glass of at least 0.1 m ² and provides adequate access to the external air	N/A	Photo record of window with glazing area (Photo number:)
	(b) is fitted with artificial lighting and mechanical means of ventilation	N/A	Photo record of artificial lighting and mechanical means of ventilation (Photo number:) Ventilation assessment report for mechanical means of ventilation
8	<p>Separate Water Meter and Electricity Meter</p>		
8.1	<p>The SDU is provided with a separate water meter provided by the Water Supplies Department (Refer to para. 4.9.2 of Code of Practice for relevant requirements)</p>	✓	<p>Photo record of separate water meter (Photo number: 10)</p> <p>One of the following supporting documents (If applicable):</p> <p><input type="checkbox"/> water bills</p> <p><input type="checkbox"/> certificate of completion of installation of separate water meter</p>

Part 3A – SDUs

(Certify item 1 to 8 for each SDU intended for recognition. If more than 1 SDU is to be certified, please separately fill in additional pages)

SDU (1)

Item	Requirements of Minimum Standards of Living Conditions	Requirements complied with (If requirements are complied with, please indicate with a “✓” sign. Please indicate “N/A” for items that are not applicable.)	Photo record of existing conditions / supporting documents must be provided (Please insert photo record at Part 4 and list the applicable supporting documents at Part 5. Please attach the above to this form of certification report.)
8.2	The SDU is provided with a separate electricity meter provided by a power company (Refer to para. 4.9.3 of Code of Practice for relevant requirements)	✓	Photo record of separate electricity meter (Photo number: 11) Following supporting document (If applicable): <input type="checkbox"/> electricity bills

Supplementary information (if any)

Part 3B – Shared Part at Principal Flat <input checked="" type="checkbox"/> with shared part <input type="checkbox"/> without shared part (not require to fill in this Part)			
Item	Requirements of Minimum Standards of Living Conditions	Requirements complied with (If requirements are complied with, please indicate with a “√” sign. Please indicate “N/A” for items that are not applicable.)	Photo record of existing conditions / supporting documents must be provided (Please insert photo record at Part 4 and list the applicable supporting documents at Part 5. Please attach the above to this form of certification report.)
1	Fire Safety		
1.1	The shared part has access to at least 2 required staircases on that floor at all times (Not applicable if the principal building has only 1 required staircase for means of escape in case of fire as shown in the reference building plan) (Refer to para. 4.4.1(a) of Code of Practice for relevant requirements)	N/A	
<input checked="" type="checkbox"/> Please certify item 1.2, or 1.3 based on the construction and design of the SDU and its principal flat; Please indicate “N/A” for items that are not applicable.			
1.2	The fire rated door at the original entrance of the principal flat is retained or replaced by a fire rated door with fire resisting construction equivalent to or better than the original fire rated door, and a shared corridor leading to the SDUs is provided: (Refer to para. 4.4.1(b) of Code of Practice for relevant requirements)		
	(a) The occupant capacity of the principal flat : - is not more than 30 persons, the clear width of shared corridor is not less than 0.75m and the clear headroom of shared corridor is at least 2m; or - is more than 30 persons but not more than 200 persons, the clear width of the shared corridor is not less than 0.85m and the clear headroom of shared corridor is at least 2m	√	Photo record of the shared corridor with clear width and headroom marked (Photo number: 13)

Part 3B – Shared Part at Principal Flat			
		<input checked="" type="checkbox"/> with shared part	
		<input type="checkbox"/> without shared part (not require to fill in this Part)	
Item	Requirements of Minimum Standards of Living Conditions	Requirements complied with (If requirements are complied with, please indicate with a “√” sign. Please indicate “N/A” for items that are not applicable.)	Photo record of existing conditions / supporting documents must be provided (Please insert photo record at Part 4 and list the applicable supporting documents at Part 5. Please attach the above to this form of certification report.)
	(b) The fire rated door at the original entrance of the principal flat is retained or replaced by a fire rated door with fire resisting construction equivalent to or better than the original fire rated door	√	Photo record of entrance door (Photo number: 12) One of the following supporting documents: <input checked="" type="checkbox"/> Test /assessment report of fire rated door <input type="checkbox"/> Others (please specify):
	(c) The opening at the shared corridor is provided with a self-closing door with smoke seal	√	Photo record of self-closing door with smoke seal (Photo number: 14) One of the following supporting documents: <input checked="" type="checkbox"/> Test /assessment report of door with smoke seal <input type="checkbox"/> Others (please specify):
	(d) The walls between the shared corridor and the SDUs are solid partition walls constructed of non-combustible materials with protection against smoke	√	Photo record of partition walls (Photo number: 14) One of the following supporting: <input type="checkbox"/> Test / assessment report of non-combustible partition walls <input checked="" type="checkbox"/> Others (please specify): : The Specified Professional judges that the walls are constructed of non-combustible materials with protection against smoke based on the on-site inspection.
1.3	The fire rated door at the original entrance of the principal flat is removed or replaced by a door with fire resisting construction inferior to the original fire rated door, and a shared corridor leading to the SDUs is provided: (Refer to para. 4.4.1(c) of Code of Practice for relevant requirements)		

Part 3B – Shared Part at Principal Flat			
		<input checked="" type="checkbox"/> with shared part	
		<input type="checkbox"/> without shared part (not require to fill in this Part)	
Item	Requirements of Minimum Standards of Living Conditions	Requirements complied with (If requirements are complied with, please indicate with a “√” sign. Please indicate “N/A” for items that are not applicable.)	Photo record of existing conditions / supporting documents must be provided (Please insert photo record at Part 4 and list the applicable supporting documents at Part 5. Please attach the above to this form of certification report.)
	(a) The clear width of the shared corridor is not less than 1.05m and the clear headroom of shared corridor is at least 2m	N/A	Photo record of the shared corridor with clear width and headroom marked (Photo number:)
	(b) The opening at the shared corridor is provided with a fire rated door of not less than 1 hour fire resisting construction, and such door is a self-closing door with smoke seal	N/A	Photo record of fire rated door (Photo number:) One of the following supporting: <input type="checkbox"/> Test /assessment report of fire rated door <input type="checkbox"/> Others (please specify):
	(c) The walls between the shared corridor and the SDUs have not less than 1 hour fire resisting construction and with protection against smoke	N/A	Photo record of partition walls (Photo number:) One of the following supporting documents: <input type="checkbox"/> Test / assessment report of partition walls for fire resisting construction <input type="checkbox"/> Others (please specify):
1.4	If naked flame cooking facility is provided in the principal flat, the facility is installed either in a separate enclosed kitchen that complies with the requirements of the Buildings Ordinance, or in an open kitchen approved by both the Buildings Department and the Fire Services Department (Refer to para. 4.4.1(h) of Code of Practice for relevant requirements)	N/A	Photo record of kitchen (Photo number:) One of the following supporting documents: <input type="checkbox"/> Separate enclosed kitchen: Test / assessment report of partition walls and fire rated door for fire resisting construction or relevant approved building plan* (* delete as appropriate) <input type="checkbox"/> Open kitchen: relevant approved building plan <input type="checkbox"/> Others (please specify):

Part 3B – Shared Part at Principal Flat			
<input checked="" type="checkbox"/> with shared part <input type="checkbox"/> without shared part (not require to fill in this Part)			
Item	Requirements of Minimum Standards of Living Conditions	Requirements complied with (If requirements are complied with, please indicate with a “√” sign. Please indicate “N/A” for items that are not applicable.)	Photo record of existing conditions / supporting documents must be provided (Please insert photo record at Part 4 and list the applicable supporting documents at Part 5. Please attach the above to this form of certification report.)
1.5	The shared part is provided with stand-alone fire detector and fire extinguisher (Refer to para. 4.4.2 of Code of Practice for relevant requirements)	√	Photo record of stand-alone fire detector and fire extinguisher (Photo number: 15) Copy of Certificate of Fire Service Installation and Equipment (FS251)
2	Loading		
2.1	The shared part of principal flat subject to a load within its proper bearing capacity (Refer to para. 4.5 of Code of Practice for relevant requirements)	√	Structural assessment report

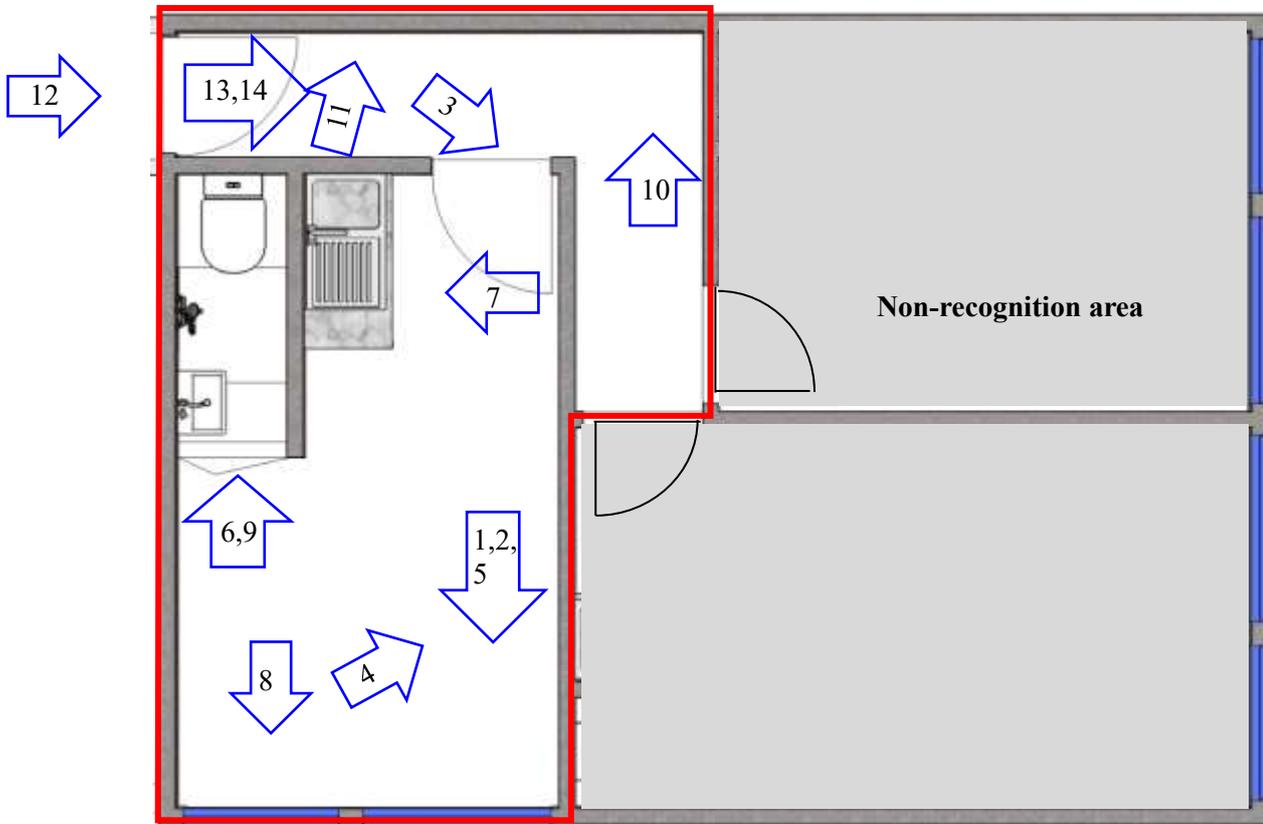
Supplementary information (if any)

Part 4 – Photo record showing the Existing Condition at the Principal Flat and SDUs

(For the avoidance of doubt, the photo record submitted in this part are showing the existing condition as at date of on-site inspection for the certification purpose. Submission of photo record to show the status before commencement of works (if any) is not required.) **[Notes: The Photos below are for reference only]**

(a) Layout plan of the principal flat and SDUs with photo record shooting directions

(The extent of recognition and the layout of SDUs must be clearly shown)



- Legend:**
-  Intended extent of recognition
 -  Photo record shooting directions

(b) Photo record of existing conditions of SDU(s)

(i) Height measured from floor to ceiling (Indicate the relevant height)	Photo No.: 1	Date of photo taken: 28/5/2026
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(ii) Height measured from floor to underside of beam (Indicate the relevant height)	Photo No.: 2	Date of photo taken: 28/5/2026
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(b) Photo record of existing conditions of SDU(s)

(iii) Self-closing door with smoke seal at entrance of SDU	Photo No.: 3	Date of photo taken: 28/5/2026
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(iv) Partition walls of SDU	Photo No.: 4	Date of photo taken: 28/5/2026
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(b) Photo record of existing conditions of SDU(s)

(v) Stand-alone fire detector in SDU	Photo No.: 5	Date of photo taken: 28/5/2026
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(vi) Separate toilet, its partition walls and door; Watercloset, lavatory basin, and bath or shower	Photo No.: 6	Date of photo taken: 28/5/2026
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(b) Photo record of existing conditions of SDU(s)

(vii) Water supply point and sink outside toilet	Photo No.: 7	Date of photo taken: 28/5/2026
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(viii) Window at habitable area (Indicate the size and glazing area of window)	Photo No.: 8	Date of photo taken: 28/5/2026
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(b) Photo record of existing conditions of SDU(s)

(ix) Artificial lighting and mechanical means of ventilation

Photo No.: 9

Date of photo taken: 28/5/2026



(x) Separate water meter

Photo No.: 10

Date of photo taken: 28/5/2026



(b) Photo record of existing conditions of SDU(s)

(xi) Separate electricity meter

Photo No.: 11

Date of photo taken: 28/5/2026



(c) Photos of existing conditions / Photo records at shared part of principal flat		
(i) Entrance door of principal flat	Photo No.: 12	Date of photo taken: 28/5/2026
		
(ii) Clear width and headroom of shared corridor (Indicate clear width and headroom of shared corridor)	Photo No.: 13	Date of photo taken: 28/5/2026
		

(c) Photos of existing conditions / Photo records at shared part of principal flat		
(iii) Self-closing door with smoke seal at opening of shared corridor; Walls between shared corridor and the SDUs; Fire extinguisher and Stand-alone fire detector	Photo No.: 14	Date of photo taken: 28/5/2026



Part 5 — Checklist of supporting documents

Please refer to the checklist in Part 3 to select all applicable supporting documents and their corresponding certified items in the checklist below. Please ensure all selected documents are attached to the Form of Certification Report.

Supporting documents	Certified items	
	Part 3A	Part 3B
<input checked="" type="checkbox"/> Test / assessment report of smoke seal door / fire rated door / fire rated partition wall / partition wall constructed of non-combustible materials	<input checked="" type="checkbox"/> Item 3.2(a) <input type="checkbox"/> Item 3.2(b) <input type="checkbox"/> Item 3.3(a) <input type="checkbox"/> Item 3.3(b) <input type="checkbox"/> Item 3.4(a) <input type="checkbox"/> Item 3.4(b) <input type="checkbox"/> Item 3.5	<input checked="" type="checkbox"/> Item 1.2(b) <input checked="" type="checkbox"/> Item 1.2(c) <input type="checkbox"/> Item 1.2(d) <input type="checkbox"/> Item 1.3(b) <input type="checkbox"/> Item 1.3(c) <input type="checkbox"/> Item 1.4
<input checked="" type="checkbox"/> Copy of certificate of fire service installation and equipment (FS251)	<input checked="" type="checkbox"/> Item 3.6	<input checked="" type="checkbox"/> Item 1.5
<input checked="" type="checkbox"/> Structural assessment report	<input checked="" type="checkbox"/> Item 4.1	<input checked="" type="checkbox"/> Item 2.1
<input checked="" type="checkbox"/> Ventilation assessment report for mechanical means of ventilation	<input type="checkbox"/> Item 7.2(b) <input checked="" type="checkbox"/> Item 7.4 <input type="checkbox"/> Item 7.6(b)	
<input checked="" type="checkbox"/> Proof of installation of separate water meters: <input checked="" type="checkbox"/> water bills <input type="checkbox"/> certificate of completion of installation of separate water meters	<input checked="" type="checkbox"/> Item 8.1	
<input checked="" type="checkbox"/> Proof of installation of separate electricity meters: <input checked="" type="checkbox"/> electricity bills	<input checked="" type="checkbox"/> Item 8.2	
<input type="checkbox"/> Others (please specify):	Please specify:	Please specify:

Part 6 — Declaration of Specified Professional

I declare that:

- (a) I agree to the contents of the “Notes for Preparation” and “Matters to Note”.
- (b) In accordance with the provisions of [section 17\(2\) \(BHU recognition application\)](#) of the Basic Housing Units Ordinance (Cap. 658), I have [personally conducted](#) on-site inspection at the principal flat and the [SDU\(s\) therein intended for BHU recognition application](#) on [28/5/2026](#) (the date of the final inspection prevails), and have prepared this Form of Certification Report based on the on-site inspection(s) within 14 calendar days of the inspection.
- (c) In my opinion, the [SDU\(s\) intended for BHU recognition application](#) meet/meets the minimum standards of living conditions in Schedule 1 of the Basic Housing Units Ordinance, and I have prepared the Form of Certification Report according to the requirements in Code of Practice on Minimum Standards of Living Conditions for Basic Housing Units.
- (d) To the best of my knowledge and belief, I confirm that any legal liability arising from specified statutory order, notice, or direction that relates to the [SDU](#) or its principal flat (excluding those statutory order, notice, or direction concerning only the common parts of the building) has been discharged.
- (e) All information submitted and statements made by me in this report, and all documents submitted by me with this Form of Certification Report are true, correct and complete.

(* *delete as appropriate*)

Signature of specified professional : *Chan Siu Ming*
Name of specified professional : Chan Siu Ming
Qualification of specified professional : Registered Professional Engineer (Structural)
Registration number of specified professional : R.P.E. 123456
Date of certification report : 2/6/2026

⚠ Any person making a false or misleading declaration may be prosecuted