

一手住宅物業銷售監管局

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Sales of First-hand Residential
Properties Authority
Unit E, 31/F, E-trade Plaza,
24 Lee Chung Street, Chai Wan, Hong Kong

本局檔號 Our Ref.: HD5-3/SRPA/6-20/1/2
來函檔號 Your Ref.:

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6 December 2024
(By Fax : 2845 0387
and By Post)

Ms Eileen TAM
Assistant Director of Practitioners Affairs
The Law Society of Hong Kong
3/F, Wing On House
71 Des Voeux Road, Central
Hong Kong

Dear Ms TAM,

**Residential Properties (First-hand Sales) Ordinance
Revised Annex D of the Guidelines on Sales Brochure (G01/13) and
Practice Note on Sales Brochure (PN01/13)**

We write to inform the Law Society of Hong Kong (“LSHK”) that the Sales of First-hand Residential Properties Authority (“SRPA”) will issue a revised Annex D of the Guidelines on Sales Brochure (Guidelines No. G01/13) and Practice Note on Sales Brochure (Practice Note No. PN01/13) which serves as a suggested template for provision of information on the breakdown of GFA concessions obtained for the development and the estimated energy performance or consumption for the common parts of the development in sales brochures (“the Annex D”) on 16 December 2024.

We attach a hard copy of the revised Annex D (December 2024 version) at **Appendix**.

With effect from 16 December 2024, the Annex D (December 2024 version) substitutes the existing version (i.e. August 2023 version), which is a suggested template for the purposes of section 21(1) of the Residential Properties (First-hand Sales) Ordinance (“the Ordinance”) and Section 29 in Part 3 of Schedule 1 to the Ordinance. This revision to the Annex D was made mainly in view of the new requirements consequential to the Telecommunications (Amendment) Ordinance 2024 on floor space and access facilities to be provided for the installation and maintenance of mobile communication facilities in new residential buildings (i.e. approval of the general building plans for the building works for its erection (or rebuilding or alteration resulting in a new residential building) for the purposes of section 14(1) of the Buildings Ordinance (Cap. 123) given on or after 1 April 2025) for enhancing the fifth generation mobile services (5G) infrastructure in Hong Kong in accordance with the revised Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (“PNAP”) APP-84 and the revised Appendix A of PNAP APP-151 issued by the Buildings Department. The SRPA has also taken the opportunity to update some items in the revised Annex D in accordance with the revised Appendix A of PNAP APP-151.

You may wish to note that the SRPA will upload the electronic copies of the Guidelines No. G01/13 and Practice Note No. PN01/13 with the revised Annex D (December 2024 version) at the following links on 16 December 2024:

Guidelines on Sales Brochure (G01/13)

English:

https://www.srpa.gov.hk/files/pdf/guidelines/Guidelines_on_Sales_Brochure_Eng_Dec_2024.pdf

Traditional Chinese:

https://www.srpa.gov.hk/files/pdf/guidelines/Guidelines_on_Sales_Brochure_Chi_Dec_2024.pdf

Simplified Chinese:

https://www.srpa.gov.hk/files/pdf/guidelines/Guidelines_on_Sales_Brochure_SC_Dec_2024.pdf

Practice Note on Sales Brochure (PN01/13)

English:

https://www.srpa.gov.hk/files/pdf/practice-notes/Practice_Notes_on_Sales_Brochure_Eng_Dec_2024.pdf

Traditional Chinese:

https://www.srpa.gov.hk/files/pdf/practice-notes/Practice_Notes_on_Sales_Brochure_Chi_Dec_2024.pdf

Simplified Chinese:

https://www.srpa.gov.hk/files/pdf/practice-notes/Practice_Notes_on_Sales_Brochure_SC_Dec_2024.pdf

For your information, the SRPA has issued a similar letter on the above to the Real Estate Developers Association of Hong Kong, the Consumer Council, the Estate Agents Authority, the Hong Kong Institute of Architects and the Hong Kong Institute of Surveyors.

We would also make available the information as set out in this letter, in the form of an Announcement to the Trade, in the SRPA website on 16 December 2024.

We would be grateful if LSHK can assist in bringing the above to the attention of your Members.

Yours sincerely,

A handwritten signature in black ink, consisting of stylized, overlapping loops and a long horizontal stroke extending to the right.

(Alexander OR)

for Director,

Sales of First-hand Residential Properties Authority

Encls.

Provision of Information in Application for Concession on Gross Floor Area (GFA) of Building in Sales Brochures

Breakdown of GFA Concessions Obtained for All Features

- Latest information on breakdown of GFA concessions as shown on the general building plans submitted to and approved by the Building Authority (BA) prior to the printing of the sales brochure is tabulated below. Information marked (#) may be based on information provided by the authorized person if the sales brochure is printed prior to submission of the final amendment plans to the BA. The breakdown of GFA concessions may be subject to further changes until final amendment plans are submitted to and approved by the BA prior to the issuance of the occupation permit for the development.

		Area (m ²)
Disregarded GFA under Building (Planning) Regulations 23(3)(b)		
1. (#)	Carpark and loading/unloading area excluding public transport terminus	
2.	Plant rooms and similar services	
2.1	Mandatory feature or essential plant room, area of which is limited by respective Practice Notes for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) or regulation such as lift machine room, telecommunications and broadcasting (TBE) room, TBE room for access facilities for mobile services, rooftop telecommunications equipment room, intermediate telecommunications equipment room, refuse storage chamber, etc.	
2.2 (*)	Mandatory feature or essential plant room, area of which is NOT limited by any PNAP or regulation such as room occupied solely by fire services installations (FSI) and equipment, meter room, transformer room, potable and flushing water tank, etc.	
2.3	Non-mandatory or non-essential plant room such as air-conditioning (A/C) plant room, air handling unit (AHU) room, etc.	
Green Features under Joint Practice Notes 1 and 2		
3.	Balcony	
4.	Wider common corridor and lift lobby	
5.	Communal sky garden	
6.	Acoustic fin	
7.	Wing wall, wind catcher and funnel	
8.	Non-structural prefabricated external wall	
9.	Utility platform	
10.	Noise barrier	

Amenity Features		
11.	Caretaker's quarters, counter, office, store, guard room and lavatory for watchman and management staff and owners' corporation office	
12.	Residential recreational facilities including void, plant room, swimming pool filtration plant room, covered walkway, etc. serving solely the recreational facilities	
13.	Covered landscaped and play area	
14.	Horizontal screen/covered walkway and trellis	
15.	Larger lift shaft	
16.	Chimney shaft	
17.	Other non-mandatory or non-essential plant room, such as boiler room, satellite master antenna television (SMATV) room	
18. (*)	Pipe duct, air duct and vertical riser for mandatory feature or essential plant room	
19.	Pipe duct, air duct for non-mandatory or non-essential plant room	
20.	Plant room, pipe duct, air duct for environmentally friendly system and feature	
21.	Void in duplex domestic flat and house	
22.	Sunshade and reflector	
23. (*)	Projecting planters and minor projection such as A/C box, A/C platform, window cill and projecting window	
24.	Other projection such as A/C box and A/C platform not covered in paragraph 3(b) and (c) of PNAP APP-19, and maintenance walkway	
Other Exempted Items		
25. (*)	Refuge floor including refuge floor cum sky garden	
26.	Covered area under large projecting/ overhanging feature	
27.	Public transport terminus	
28. (*)	Party structure and common staircase	
29. (*)	Horizontal area of staircase, lift shaft and vertical duct solely serving floor accepted as not being accountable for GFA	
30.	Public passage	
31.	Covered set back area	
Bonus GFA		
32.	Bonus GFA	
Additional Green Features under Joint Practice Note (No. 8)		
33.	Buildings adopting Modular Integrated Construction	

Note: The above table is based on the requirements as stipulated in the Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers ADM-2 issued by the Buildings Department. The Buildings Department may revise such requirements from time to time as appropriate.

Estimated Energy Performance or Consumption for the Common Parts of the Development

Latest information on the estimated energy performance or consumption for the common parts of the development as submitted to the Building Authority prior to the printing of the sales brochures:

Part I	
Provision of Central Air Conditioning	*YES / NO
Provision of Energy Efficient Features	*YES / NO
Energy Efficient Features proposed:	1. 2.

Part II : The predicted annual energy use of the proposed building / part of building ^(Note 1)					
Location	Internal Floor Area Served (m ²)	Annual Energy Use of Baseline Building ^(Note 2)		Annual Energy Use of Proposed Building	
		Electricity kWh/ m ² /annum	Town Gas / LPG unit/ m ² /annum	Electricity kWh/ m ² /annum	Town Gas / LPG unit/ m ² /annum
Area served by central building services installation ^(Note 3)					

Part III : The following installation(s) is / are* designed in accordance with the relevant Codes of Practices published by the Electrical & Mechanical Services Department (EMSD)			
Type of Installations	YES	NO	N/A
Lighting Installations			
Air Conditioning Installations			
Electrical Installations			
Lift & Escalator Installations			
Performance-based Approach			

Notes:

- In general, the lower the estimated "Annual Energy Use" of the building, the more efficient of the building in terms of energy use. For example, if the estimated "annual energy use of proposed building" is less than the estimated "annual energy use of baseline building", it means the predicted use of energy is more efficient in the proposed building than in the baseline building. The larger the reduction, the greater the efficiency.

The predicted annual energy use, in terms of electricity consumption (kWh/m²/annum) and town gas/LPG consumption (unit/m²/annum), of the development by the internal floor area served, where: (a) "total annual energy use" has the same meaning of "annual energy use" in the BEAM Plus New Buildings (current version); and (b) "internal floor area", in relation a building, a space or a unit means the floor area of all enclosed space measured to the internal faces of enclosing external and/or party walls.

- "Baseline Building" has the same meaning as "Baseline Building Model (zero-credit benchmark)" in the BEAM Plus New Buildings (current version).
- "Central Building Services Installation" has the same meaning as that in the Code of Practice for Energy Efficiency of Building Services Installation issued by the Electrical and Mechanical Services Department.

Please (✓) where appropriate

* Delete as appropriate

December 2024