

## QP DECLARATION FOR SUPERVISION OF DEVELOPMENT (WHERE THERE ARE NO CONSERVED BUILDINGS/STRUCTURES)

- 1) Select “Request for Clearance of Works Completed (Non-Conservation)” under Application Type

The screenshot shows the URA application form interface. At the top, there is a toolbar with icons for New, Open, Save, Print, Close, Exit, Help, and Fee. The URA logo is in the top right corner. The form fields are as follows:

- Application Group: Clearance
- Application Type: Request for Clearance of Works Completed (Non-Conservation)
- Submission Type: New Submission (for fresh submission and fresh amendment submission to Written Permission)
- Lodgment Type: (empty)
- Total Multiple Development Option: (empty)
- Copy information from Previous EDAform: (empty) with a Browse button

At the bottom, there are OK and Cancel buttons. A message box in the center states: "This form may take you 5-10 minutes to complete. Please refer to the [important note / conditions of applications / documents to be produced / furnishing of particulars](#) before you proceed to complete the form. This form relates to any development of land where there are no conserved building/structures. Where there are conserved buildings/structures within the subject site, please select the declaration forms for "conserved buildings"."

- 2) Fill in the relevant information e.g. Written Permission and Approved Plan details accurately.
- 3) Read the QP's declaration carefully before clicking the “I agree” button.

The screenshot shows the URA application form interface with the Declaration section selected. The toolbar and URA logo are at the top. The form fields are as follows:

- File Name: c:\temp\test.edf
- Lod. Type: (empty)
- App. Type: Request for Clearance of Works Completed (Non-Conservation)
- Sub. Type: New Submission (for fresh submissi

The Declaration section is expanded, showing the following text:

I declare to the best of my knowledge and belief that -

- (1) I am the qualified person appointed to supervise the carrying out of any development and/or works for the proposal (as set out in the Proposal Details section of this EDA Form) as approved by the Written Permission(s) with approved plan(s) (as set out in the Submission Information section of this EDA Form) under section 19A of the Planning Act (Cap. 232) ("the Act") (hereinafter collectively referred to as "the Proposal");
- (2) I have supervised the carrying out of the development and/or works for the Proposal in accordance with the duties of a qualified person under section 24B(1) of the Act;
- (3) in particular, the relevant items of the Proposal listed below have been completed in accordance with the provisions of the Act, the conditions and requirements imposed in the Written Permission(s) and the approved plan(s) (as set out in the Submission Information section of this EDA Form), as the case may be:
  - (a) building footprint including the external walls, private enclosed spaces and

Signed By: (QP's name)

I Agree

- 4) Submit as an application through CORENET under DC Submission to URA.
- 5) URA will reply within 5 working days. If the works involve specific schemes e.g. night lighting and landscape replacement areas, URA will reply within 20 working days.
- 6) Submit URA's letter to BCA together with the application for TOP/CSC.

## QP DECLARATION FOR SUPERVISION OF DEVELOPMENT AND/OR WORKS INVOLVING CONSERVED AND NON-CONSERVED BUILDINGS AND/OR STRUCTURES

- 1) Select “Request for TOP/CSC Site Inspection of Conserved Buildings” under Application Type

The screenshot shows the URA EDA Form application window. The 'Application Type' dropdown is set to 'Request for TOP/CSC Site Inspection of Conserved Buildings'. A message box is displayed with the following text:

This form may take you 5-10 minutes to complete.  
Please refer to the [important note / conditions of applications / documents to be produced / furnishing of particulars](#) before you proceed to complete the form.

**This form relates to any development or works involving:**  
 (1) Conserved building(s)/structure(s); or  
 (2) Conserved and non-conserved building(s)/structure(s)

- 2) Fill in the relevant information e.g. Written Permission and Approved Plan details accurately.
- 3) In the declaration tab, select the option in the red box that relates to the works involved and the relevant QP's declaration will appear.
- 4) Read the QP's declaration carefully before clicking the “I agree” button.

The screenshot shows the URA EDA Form application window with the 'Declaration' tab selected. The 'Declaration' section is highlighted with a red box. The text in the declaration box is as follows:

**Declaration**  
Which of the following does your proposal involve?  
 Conserved building(s)/structure(s)     Conserved and non-conserved building(s)/structure(s)

I declare that to the best of my knowledge and belief that -

(1) I am the qualified person appointed to supervise the carrying out of any works for the Proposal (as set out in the Proposal Details section of this EDA Form) as approved by the Written Permission(s) with approved plan(s) (as set out in the Submission Information section of this EDA Form) under 19A of the Planning Act (Cap. 232) ("the Act") (hereinafter referred to collectively as "the Proposal");

(2) I have supervised the carrying out of the works for the Proposal in accordance with the duties of a qualified person under section 24B(1) of the Act; and

(3) in particular, the works for the Proposal have been completed in accordance with the provisions of the Act, the conditions and requirements imposed in the Written Permission(s), approved plan(s) (as set out in the Submission Information section of this EDA Form), and conservation guidelines.

Signed By: \_\_\_\_\_  
(QP's name)

**I Agree**

- 5) Submit as an application through CORENET under DC Submission to URA.
- 6) URA will reply within 20 working days.
- 7) Submit URA's letter to BCA together with the application for TOP/CSC.