

**APPEAL TRIBUNAL
BUILDINGS ORDINANCE [Chapter 123]**

To : Secretary to the Appeal Tribunal
Rooms 1005-06, 10/F, Wing On Kowloon Centre,
345 Nathan Road, Kowloon, Hong Kong

**Notice of Withdrawal of Appeal
Section 10, Building (Appeal) Regulation (Cap. 123L)**

Case No. : _____
Building Authority's Order/Notice No. : _____

I wish to withdraw the above appeal against the captioned Building Authority's order/notice, and hereby give this notice of withdrawal of appeal under section 10 of the Building (Appeal) Regulation, with the following reason(s) for withdrawal :

- The order/notice under appeal has been complied with.
- The order/notice under appeal is targeted to be complied with in _____ (month/year).
- The captioned order/notice has been withdrawn by the Building Authority or superseded by a new order.
- There is a change of ownership of the subject property/land.
- My intention is to apply for extension of time limit to comply with the order/notice.
- I have considered the cost implication if the appeal is dismissed.
- Others (Please specify) :

(Remark: Please "✓" the appropriate box. You may tick more than one box, if applicable.)

2. Serving of Copy of this Notice to Building Authority

I understand that I have an obligation to furnish a copy of this notice of withdrawal of appeal to the Building Authority as soon as practicable (please mark for the attention of Litigation Units/ Legal Services Section, Buildings Department). Such information may be disclosed to designated officer(s) who are required to enforce the related Building Authority's decision.

(Appellant(s)' signature)

(with Company's chop and authorised signature, if applicable)

Appellant(s)' Full Name : _____

Date : _____

c.c. Building Authority
(Attn: Litigation Units/ Legal Services Section, Buildings Department)
General Enquiry and Receipt Counter,
G/F, Buildings Department Headquarters,
North Tower, West Kowloon Government Offices,
11 Hoi Ting Road, Yau Ma Tei, Kowloon, Hong Kong
(Fax No.: 2877 6416)

Important Notes:

- (a) The notice of withdrawal of appeal must be completed in full and signed by the Appellant(s) (with company chop and authorised, if applicable) in the form as the same as that appeared on the notice of appeal lodged under section 44 of the Buildings Ordinance. It should be served on the Secretary to the Appeal Tribunal in person or by registered post.
- (b) You may be invited to provide further information/clarification on information provided, if required. The information, including any further information/clarification provided, may be disclosed to other government departments/agencies for the same purpose. We may not be able to process the withdrawal of appeal if sufficient information is not provided.
- (c) The Secretariat to the Appeal Tribunal will make the best endeavour to ensure all collection, holding, processing and use of personal data provided in this form by its officers, or any third party mentioned above to be done in strict compliance with the obligations and requirements of the Personal Data (Privacy) Ordinance [Chapter 486 of the Laws of Hong Kong] (PDPO).
- (d) You have the right to request access to or correction of personal data provided in this notice of withdrawal of appeal in accordance with the provisions of the PDPO. Such requests should be made in writing to –
 - (i) Secretary to the Appeal Tribunal at Rooms 1005-06, 10/F, Wing On Kowloon Centre, 345 Nathan Road, Kowloon, Hong Kong, and/or
 - (ii) Litigation Units / Legal Services Section, General Enquiry and Receipt Counter, G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon, Hong Kong
- (e) The general enquiry telephone no. of the Secretary to the Appeal Tribunal is 3579 2270. If you require advice on the law regarding the withdrawal of appeal, you should consult your lawyer. If you wish to contact the Building Authority, you may telephone its hotline: 2626 1616.