

To : Director of Environmental Protection

Application for approval of installation/alteration of furnace/oven/chimney

Particulars of the applicant

Name: _____

Address: _____

Tel. No.: _____ Fax. No.: _____ Email address: _____

Premises in which installation/alteration work will be carried out

Address: _____

Expected work commencement date: _____

Particulars of the owner or occupier of the premises (if different from the applicant)

Name: _____

Address: _____

Tel. No.: _____ Fax. No.: _____ Email address: _____

Plans and specification submitted for approval (please read [notes overleaf](#))

To ensure prompt processing of your application, please check if the following documents are enclosed and put a "✓" in the appropriate box	No. of copies
<input type="checkbox"/> Elevation and Plan Views showing furnace/oven/chimney	2
<input type="checkbox"/> Specifications of furnace/oven/chimney	2
<input type="checkbox"/> Structural Details of chimney (if applicable)	2
<input type="checkbox"/> Block Plan showing location of the premises and its surrounding (optional)	2

Name and signature: _____

Date: _____

Notes to Applicants

1. The scale of the Elevation and Plan Views should not be less than 1:100. At least two perpendicular Elevation Views should be provided. The Elevation and Plan Views should be prepared and signed by an authorized person or a qualified engineer.

2. The Specification should be prepared and signed by a qualified engineer and include the following:
 - (a) Type, grade and quantity of fuel to be used;
 - (b) The daily operating hours of the furnace, oven or chimney;
 - (c) Details of any automatic or semi-automatic control connected;
 - (d) For furnace or oven: details of any control on the quantity of fuel consumed in and air admitted to the furnace or oven;
 - (e) If the furnace or oven is attached to a boiler: the manufacturer's published rating of the boiler;
 - (f) If solid fuel is to be consumed in the furnace or oven: details of any mechanical stoking device connected; and
 - (g) If liquid or gaseous fuel is to be consumed in the furnace or oven: full details of the burner appliance used.

3. For chimney: structural details including the height, the cross sectional area at the top and the material of construction should be prepared and signed by an authorized person.

4. Submission of Block Plan is optional. The scale of the Block Plan should not be less than 1:500. The Block Plan should be prepared and signed by an authorized person. The submission of Block Plan would facilitate processing of your application.

5. If considered necessary, the Authority may require the applicant to provide additional information. Application may be rejected if the information provided is inadequate.

6. Authorized person means a person whose name is on the authorized persons' register kept under section 3(1) of the Buildings Ordinance as an architect, an engineer or a surveyor.

7. Qualified engineer means a registered professional engineer in the building services, gas, chemical, marine or mechanical engineering disciplines under the Engineers Registration Ordinance.

8. Application is free of charge. The applicant must submit plans to the Authority for approval not less than 28 days prior to the commencement of work. The Authority may refuse to grant approval if the Authority is not satisfied that the furnace, oven or chimney can be operated without:
 - (a) causing or contributing to the existence or imminence of air pollution or emitting air; or
 - (b) emitting air pollutant due to improper design, maintenance or operation.