

* Director of Buildings
(Attention : Licensing Unit),
North Tower
West Kowloon Government Offices
11 Hoi Ting Road
Yau Ma Tei, Kowloon

* Director of Housing
(Attention : Independent Checking Unit),
8/F., Lung Cheung Office Block
138 Lung Cheung Road
Wong Tai Sin, Kowloon

Date : _____

Dear Sir,

**Amendment of Layout Plans
(as advised by *Buildings Department/ *Independent Checking Unit)**

Proposed School Name : _____

Proposed School Address : _____

I refer to my application for the necessary safety certificates and notice for the captioned proposed school and submit 4 copies of revised layout plans in accordance with your requirements stated in the letter dated _____ under reference _____ for your further action.

Yours faithfully,

(Applicant's Signature)

(Name in Block Letters)

c.c. Permanent Secretary for Education } with 1 copy of
(Attention : School Registration and Compliance Section) } revised layout plan

Director of Fire Services } with 3 copies of
(Attention : Licensing and Certification Command) } revised layout plan

REMINDER

Applicants, while having dealings of any kind with the Education Bureau and other Government departments, should not offer advantage to Government officers.