

**Bills Committee on
Buildings (Amendment) Bill 2003**

Building Numbers

Purpose

This paper describes Government's enforcement to ensure the proper display of building numbers. This is in response to the Bills Committee's request at its meeting on 9 September 2003.

Background

2. Section 32(2) of the Buildings Ordinance empowers Government to require a building which fronts or abuts on any street to be marked with a building number. To ensure that building numbers are properly displayed at all new buildings, the Rating and Valuation Department (RVD) will allocate building numbers to new buildings within one month of their completion. Moreover, RVD has issued a leaflet on the required size and format of building numbers to be displayed and the suitable locations for their display. A copy of the leaflet is at the Appendix.

Current Situation

3. As regards existing buildings, RVD launches a building numbering campaign from time to time to ensure proper display of building numbers by owners. During the past three campaigns in 1996, 1998 and 2000, RVD wrote to owners/occupiers of all ground floor units and owners' corporations to remind them of the need to display building numbers properly. Sample surveys were carried out afterwards. The

results showed that about 85% of the buildings inspected had their building numbers properly displayed. The next campaign will be conducted in December 2003.

4. As regards non-compliance cases, RVD would take follow up actions, including issuing warning letters to remind the owners/occupiers to properly display the building numbers. In most cases, the building numbers are not displayed because the streets concerned have not yet been named or the building numbers have been removed or damaged during the course of renovation. Therefore, when RVD becomes aware that a property at street-level has been let or is undergoing renovation work, it will issue letters to the owners/occupiers concerned to remind them to properly display the building number after the completion of such works. In the majority of cases, the owners would display their building numbers properly after receiving RVD's letters.

5. In general, RVD also allocates building numbers to ground floor shops. However, for shops located inside a shopping arcade which share a common entrance, RVD will only allocate a building number to the entrance of the shopping arcade. The numbering of individual shops within the shopping arcade will be left to the developer.

6. We consider that the existing arrangements have generally fulfilled Government's requirements in respect of displaying building numbers. However, we will keep the situation under review and consider stepping up enforcement action as appropriate.

Rating and Valuation Department
October 2003

門牌裝妥 方便你我

For Everyone's Convenience Display Building Numbers



差餉物業估價署
Rating and Valuation Department



你有否標示樓宇門牌號數？

為方便市民大眾，包括郵差、公共事業機構職員及救援人員，以及到訪的親友，你應在樓宇的入口處清楚標示門牌號數。如仍未有這樣做，請即採取行動。

標示的門牌號數是否正確？

附函標題所示的地址，載有貴物業的正確門牌號數。如有任何疑問，請與差餉物業估價署聯絡：

地址：九龍長沙灣道303號
長沙灣政府合署13樓

查詢電話：港島物業	2150 8430
九龍及新九龍物業	2150 8442
新界及離島物業	2150 8628

門牌號數是否清楚易見？

門牌應安裝在樓宇入口處的上方或兩旁，而且不應受到遮蔽。門牌上號數的高度及闊度分別以最少有50及

40毫米為宜。門牌號數或門牌本身的顏色應與背景成明顯的對比。損壞及號數不齊的門牌，應盡快修理和更換。

請注意：建築物條例第40條訂明，任何人士如未有遵照規定標示樓宇門牌號數，以及損毀及遮蔽樓宇門牌號數會受處罰。

IS YOUR BUILDING NUMBER DISPLAYED ?

For the convenience of the visiting public, which includes the postal, public utility and emergency services as well as your friends, your building number should be clearly displayed at the entrance to your premises. If it is not, please take steps to do so.

IS THE CORRECT NUMBER DISPLAYED ?

The correct number for your premises is that contained in the subject address shown in the covering letter. If you are in any doubt, please contact Rating and Valuation Department at 13/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon or telephone :

2150 8430 for properties in Hong Kong

2150 8442 for properties in Kowloon and New Kowloon

2150 8628 for properties in New Territories and Islands

IS THE NUMBER CLEARLY VISIBLE ?

The number should be located above or at the side of the entrance to the premises, and should not be obscured. The recommended minimum height and width for a number are 50 mm and 40 mm respectively. The colour of the number or number plate should contrast clearly with its background. Damaged numbers should be repaired and missing numbers replaced as soon as possible.

Please note : Section 40 of the Buildings Ordinance prescribes penalties for any person who fails to comply with an order to affix a building number, and defaces or obscures a building number.