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《2007 年建築物(修訂)條例草案》委員會
(經辦人：余天寶女士)

余女士：

**《2007 年建築物(修訂)條例草案》
回應 2008 年 3 月 11 日法案委員會會議的提問**

在上述會議中，委員詢問當局有關現時屋宇署對廣告招牌，尤其是在招牌的照明裝置方面的管制措施。現於下列各段回應提問。

《建築物條例》管制屬於建築工程的招牌結構的設計及建造。根據《建築物條例》，豎設的招牌，不論是私人樓宇的伸出物或加建物，或是在私人用地上的構築物，都是建築工程，須按照《建築物條例》第 14(1)條的規定，事先獲得建築事務監督的批准及同意，才可展開工程。而《建築物條例》第 31(1)條規定，除非建築事務監督已依據第 42 條批予豁免，否則任何建築物或其他搭建物均不得在任何街道的任何部分的上方搭建。為此，屋宇署通過作業備考訂明有關招牌的結構、消防及位遷方面的基本安全規定，以作管制。

根據《建築物條例》的主旨，屋宇署以確保公眾安全為目標，對招牌的豎設進行管制。為此，屋宇署發出《安裝及維修廣告招牌指引》，並在《認可人士及註冊結構工程師作業備考 269 號》中列出有關的標準，以及就豎設招牌的結構安全、消防安全和交通安全作出規定。除屋宇署的規定外，這些指引和作業備考也載列了相關政府部門對廣告招牌的安全規定。現隨函夾附有關指引和作業備考(只有英文版本)的副本，以供委員會參考。關於招牌的消防安全，不同部門的要求如下：

- (a) 屋宇署要求有關招牌的結構構件和展示面必須用不可燃物料製造；
- (b) 消防處要求所有招牌必須用不可燃物料製造；
- (c) 機電工程署要求有關招牌的電力裝置必須符合《電力條例》(第 406 章)和《電力(線路)規例》的電力安全規定，以及符合《電力(線路)規例工作守則》所頒布的技術指引。

由於照明裝置元件的外加負荷十分輕微，這些裝置對招牌的結構安全影響一般亦只屬輕微。就根據《電力條例》及其有關規例對廣告招牌的電力照明進行管制一事，我們已諮詢機電工程署，並於下文各段予以詳述。

廣告招牌如內設電力照明器，設置於處所，以及連接電器配電板(即並非通過插座接駁)，均屬固定電力裝置。固定電力裝置的工程質量和所用物料，必須遵從《電力(線路)規例工作守則》訂明的相關技術指引。固定電力裝置的電力工程，須由註冊電業承辦商和合適級別的註冊電業工程人員進行。根據《電力(線路)規例》第 19 條，固定電力裝置完成後，在通電以供使用前，必須由註冊電業工程人員檢查、測試及發出證明書，以確認該裝置符合《電力條例》的規定。證明書經註冊電業承辦商和註冊電業工程人員簽署後，應交予裝置的擁有人。根據《電力(線路)規例》第 20 條，假如廣告招牌是建築物公用固定電力裝置的一部分，須定期檢查、測試及領取證明書。視乎電力裝置和處所的类型，有關的檢查週期由 12 個月至 5 年不等。有關的證明書須在證明書簽發日期起計兩星期內，交予機電工程署加簽。為確保電力安全，機電工程署定期檢查固定電力裝置，包括廣告招牌。

事先未經建築事務監督批准和同意而豎設的招牌，為違例建築物。自 2003 年 8 月起，屋宇署已就位於銅鑼灣、中環和旺角等黑點的大型違例招牌進行清拆行動。為了配合該項清拆行動，屋宇署自 2006 年起通過清拆違例建築物的特別行動，以及於行人專用區展開清拆違例建築物的行動，加強執法，取締大型違例招牌。現時，行動針對的目標為展示面積逾 10 平方米的電視屏幕，或展示面積逾 20 平方米的其他招牌。

此外，如招牌的展示面積逾 5 平方米，或招牌的伸出部分、厚度和淨高超越指定的限制，屋宇署便會拆除有關新豎設或正在興建的違例招牌。

個別招牌一旦被識別為危險(包括外露或破裂的光管)或棄置招牌，屋宇署會根據《公眾衛生及市政條例》(第 132 章)，向有關招牌的擁有人發出拆除危險構築物通知書，要求擁有人拆除招牌，或確保招牌不會對公眾安全構成威脅。

發展局局長

(張鎮宇



代行)

2008 年 3 月 20 日

副本送

屋宇署署長	(經辦人：張孝威先生／ 林少棠先生)	[傳真：2840 0451]
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機電工程署署長	(經辦人：彭耀雄先生)	[傳真：2895 4929]



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1. 引言

- 1.1 本文就安裝及維修廣告招牌提供一般指引。文中所載的指引和所提及的法例並非鉅細無遺。
如有疑問，應徵詢合資格專業人士的意見。

2. 一般指引

- 2.1 任何人如打算安裝招牌，應徵求樓宇業主及/或業主法團同意，並先取得有關電力供應商的批准，還要核實有關招牌並無違反批地契約的條款。
- 2.2 招牌物主應安排定期視察所安裝的招牌，並進行適當維修，以策萬全。
- 2.3 安裝的招牌如有造成損毀或傷亡，其物主可能須承擔賠償責任。
- 2.4 招牌不得載有淫褻或不雅的內容。

3. 屋宇署的指引

- 3.1 建築物條例(第 123 章)與公眾衛生及市政條例(第 132 章)的適用範圍。
- 3.1.1 凡永久依附、固定裝設、附連或牢固於建築物之上的招牌，一般都列入「建築物」或「建築工程」的定義範圍，須受建築物條例管制。
- 3.1.2 凡對樓宇結構可能構成危險的招牌，當局可根據建築物條例第 26 (4) 條將之拆除。專為展示廣告而搭建的搭建物如有危險或可能變得危險，當局可根據公眾衛生及市政條例第 105 條將之拆除。
- 3.1.3 除了屬於建築事務監督豁免的工程外，任何建築物或其他搭建物均不得在街道任何部份、其路面或上空搭建。

- 3.2 認可人士及註冊承建商的聘任
- 3.2.1 凡安裝在建築物條例中界定為建築物或建築工程的廣告招牌，必須取得建築事務監督的批准及同意。
- 3.2.2 須聘任認可人士，負責統籌工程。
- 3.2.3 須聘任註冊承建商，負責安裝廣告招牌。
- 3.3 伸建物的相距空間及位置
- 3.3.1 招牌不得
- 阻塞大廈或後巷所設的走火通道或樓梯，或縮減其闊度
 - 阻礙或減少樓宇所需的天然光線及通風或流通空氣
 - 伸越主建築界線 4.2 米以上或街道中間線
- 3.3.2 招牌須
- 最少有 3.5 米的相距空間，如伸出行人道，則應與路緣有最少 1 米的淨距離
 - 最少有 5.8 米的相距空間（如伸出街道）
 - 最少有 7 米的相距空間（如伸出電車軌道）
- 3.3.3 兩個毗鄰招牌的側向距離須最少有 2.4 米
- 3.3.4 分別安裝於街道兩旁的相對招牌，兩者之間的淨距離須最少有 3 米
- 3.4 物料及結構安全
- 3.4.1 招牌須
- 以耐用及抗火物料製造，並須防生鏽及防腐蝕
 - 符合結構安全，不會對公眾造成任何損傷，亦不應對其所裝置的樓宇構成任何不良影響

- 3.4.2 招牌結構應妥為固定，以免墜下或搖晃。在其所依附的建築物上，須最少有兩個支承點。
 - 3.4.3 任何招牌不得依附於另一招牌，或將其作為支承。
 - 3.4.4 招牌的鋼構件須最少髹上兩層漆油，或進行其他加工，以防銹蝕。
 - 3.4.5 須避免電解反應（例如：鋼螺絲不得直接嵌入鋁桿）
- 3.5 其他要點
- 3.5.1 招牌物主的詳細資料須在招牌上清楚展示。
 - 3.5.2 損毀或欠妥的招牌，必須加以修葺或翻新。
 - 3.5.3 招牌如再無用，便應拆除。

4. 機電工程署的指引

- 4.1 霓虹招牌或其他附有用電器具的招牌，均須符合電力條例(第 406 章)中的電力(線路)規例有關電力安全的規定，以及根據該規例釐定的作業守則所提供的技術指引。
- 4.2 霓虹招牌或其他附有用電器具的招牌，其電力裝置須由註冊電業承辦商/工人進行。
- 4.3 釋電照明電路的每一電掣，須以永久標籤作為識別。
- 4.4 安裝的霓虹管及用電器具，必須與易燃物料隔離，且不會受機械部分的影響而受損。
- 4.5 附屬設備，包括感應器、電容器、電阻器及變壓器等，須完全密封於堅固和已接地線的金屬容器內，或放置在有適量通風，以不燃燒或抗火物料構造的外殼內。
- 4.6 變壓器，釋電管及其他高壓電路組件，必須安裝在與外界隔絕的位置。

- 4.7 消防掣
 - 4.7.1 必須在當眼處安裝認可型號的消防掣，其位置離地面不逾 3 米。如進行戶外安裝，須盡量裝設在招牌的正下方，不然就在招牌對下之處張貼告示，指示消防掣的位置，而消防掣須附有標籤牌。至於室內安裝，消防掣須接近樓宇的主要入口。任何樓宇如安裝多於一個消防掣，每個掣均須附上清晰的標記，以資識別。
 - 4.7.2 消防掣的「開」「關」位置，須照慣例安裝。（即「關」向上按，「開」向下按。）
 - 4.7.3 該掣須固定在一塊約 300 毫米長、250 毫米闊的板上，板身髹上白漆及 50 毫米闊的紅邊。其上方須有「NEON SIGN-FIREMAN'S SWITCH」的黑色英文字樣，其下方則為「霓虹招牌一消防掣」的中文字樣。消防掣則置於板的中央。

5. 民航處的指引

- 5.1 任何招牌均不得超出香港機場（管制障礙）條例（第 301 章）所定的飛機航道高度限制。

6. 郊野及海岸公園管理局的指引

- 6.1 郊野公園及特別地區規例第 10(1)(a)條規定，在郊野公園展示任何招牌、通告、海報、橫額及廣告，均須取得郊野及海岸公園管理局的書面許可。
- 6.2 一般而言，長期性的商業廣告牌是不會獲准在郊野公園及特別地區展示的。
- 6.3 向當局申請批准在郊野公園或特別地區安裝及展示招牌時，須一併提交下列資料：
 - 6.3.1 展示招牌的目的，

- 6.3.2 展示招牌的草圖，並列明招牌的尺寸、設計及顏色，
- 6.3.3 擬議招牌的位置圖。
- 6.4 申請書除送交漁農處處長兼郊野及海岸公園管理局局長外，副本亦須送交所屬地區的地政處。

7. 關於香煙廣告的指引

- 7.1 吸煙（公眾衛生）條例（第 371 章）就香煙廣告訂立規定。
- 7.2 按照吸煙（公眾衛生）條例（第 371 章）的條文規定，每個香煙廣告須載有忠告字句。

8. 關於醫葯廣告的指引

- 8.1 不良醫葯廣告條例（第 231 章）就某些關乎醫葯的廣告施加限制。
- 8.2 任何人展示或安排展示的廣告，若可能導致有人使用葯物、手術儀器或治療方法，以醫治或防止人類感染該條例附表 1 所載的疾病或情況，或為附表 2 所載的任何目的而進行治療，均在該條例第 3 條禁止之列。
- 8.3 該條例第 4 條亦禁止任何人展示有關墮胎的廣告。

9. 運輸署的指引

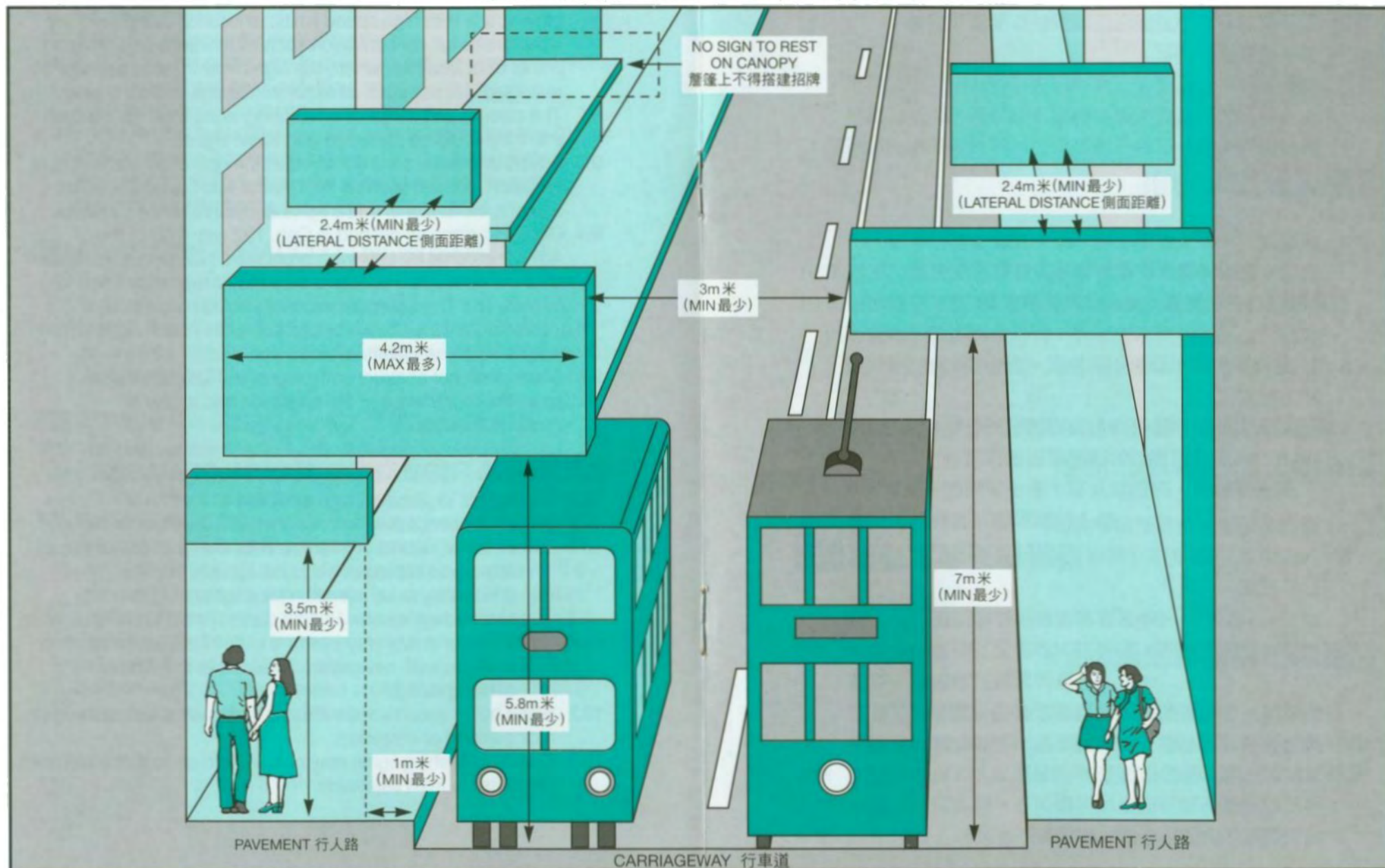
- 9.1 廣告招牌不得安裝於快速公路及其他有高速限制的道路；亦不得安裝於需要司機全神貫注的位置，如交界處及橫過馬路處，或廣告招牌可能令視線加倍受阻的位置，如平面及垂直彎位。
- 9.2 廣告招牌的顏色及形狀不應易與交通標誌混淆。

- 9.3 廣告招牌不得妨礙交通設施，如中環至半山自動扶梯系統、交通標誌、交通燈及監察攝影機的操作和安全。
- 9.4 廣告招牌不得安裝於會使司機分散注意力的位置。若要安裝或設置該等招牌，而司機觸目能及，應諮詢運輸署的意見。
- 9.5 招牌不得遮擋交通標誌、交通燈、交通監察攝影機，也不得妨礙交通設施的操作及安全。

10. 海事處處長的指引

- 10.1 任何燈光或發光的招牌均不得
 - (a) 阻礙、限制或干擾，或可能阻礙、限制或干擾任何訊號站或導航設備的功能或用途；
 - (b) 令人誤為任何訊號站或導航設備發出的燈光或訊號；或
 - (c) 在任何方面干擾，或可能干擾在香港水域航行的船隻安全。
- 10.2 不遵行上文第 10.1 項規定的招牌，當局可予拆除或遮蔽。
- 10.3 向海的廣告招牌頂部不可使用忽明忽暗的閃燈。

PROJECTION and CLEARANCE of SIGNS 廣告招牌的相距空間及位置



Plans for Signboards

Introduction

The Building Authority (BA) takes the view that building structures used or intended to be used for displaying advertisement, announcement or notification, usually referred to as “signboards”, are “building works” under the Buildings Ordinance (BO). To curb the proliferation of large unauthorized signboards, the BA takes prompt enforcement action to effect removal of these signboards. At the same time, to facilitate the erection of signboards legally to comply with the required safety and health standards, the BA has introduced a fast-track processing service for applications to erect signboards. This practice note provides details of such service and requirements for the erection of signboards.

Fast-track Processing

2. The fast-track processing system is applicable to alteration and addition (A&A) plans for signboards. Signboard proposals associated with new developments will be processed in the usual manner. Under this system, the authorized person (AP) and the registered structural engineer (RSE) are required to ensure and certify that the provisions of the BO and the requirements of the relevant Government departments for the erection of signboards are complied with. The AP should submit a minimum of 9 sets of plans with a certificate (Appendix A) and a checklist (Appendix B) to the Buildings Department (BD) for centralized processing. BD will refer the plans to the relevant government departments as follows :-

- (a) For all cases, to the relevant District Lands Officer, Lands Department;
- (b) For proposed signboards erected on rooftop subject to height restriction under the Outline Zoning Plan (OZP) or facing the harbour, to the relevant District Planning Officer, Planning Department;
- (c) For proposed signboards projecting over a public street, to :-
 - (i) Transport Department
Regional Chief Traffic Engineer,
Traffic Engineering Division
 - (ii) Highways Department
 - (1) Chief Highway Engineer of the relevant
Regional Office;
 - (2) Senior Landscape Architect/Landscape Unit;
 - (3) Chief Highway Engineer/Structures and
 - (4) Chief Engineer/Lighting.

3. In addition, for proposed illuminated signboards facing the harbour or illuminated signboards adjacent to the Hong Kong International Airport or signboards in the proximity of MTR/railway protection areas, the AP shall submit additional sets of plans as required in Part 2 of Appendix B to facilitate referral.

4. Signboards should be structurally adequate and securely fixed to the parent building. It is therefore desirable for building professionals to provide where appropriate anchorages for signboards at the design and construction stages of new buildings. Such anchorages, if proposed, should be shown on plans for approval.

5. Provided that sufficient information as specified in the following paragraphs have been submitted, the building and structural A&A plans will be processed within 30 days of the date of submission to BD. However, cases involving unconventional signboards, which may require consideration by the Building Committee of BD, or submissions not conforming to the relevant requirements as specified in this practice note will not be included in the fast-track processing system. In the case of the latter, the AP will be advised of the position within 14 days of receipt of the submission.

6. To further streamline the vetting process, application for consent to the commencement of the works may also be submitted together with the plan submission for concurrent processing.

7. Taking into account the nature of the works, a site safety supervision plan is not required. However, AP, RSE and registered general building contractor (RGBC) should ensure that sufficient measures to protect public safety are provided during the course of works.

Building Plans Submission

8. Under the fast-track processing system for A&A plans, the following details, information and supporting documents should be provided in the building plan submission where applicable:

- (a) Details of the proposed signboard including the supporting framework and the display surface showing full dimensions, height, projection from lot boundary and over street, horizontal and vertical clearances from ground or street and relative positions of adjacent signboards within 5 metres;
- (b) Plans, sections and elevations of the parent building and the proposed signboard¹;
- (c) Proposed ties including guy wires and struts;
- (d) Widths of the carriageway and pavement;

/ (e) Position

¹ Contents of advertisement need not be shown.

- (e) Position of any adjacent highway structure, tramway cable, street lighting, street furniture, existing tree, traffic signal, traffic sign, traffic surveillance camera and traffic management facilities;
- (f) An assessment demonstrating that the parent and adjoining buildings will not be adversely affected with regard to the following aspects:
 - (i) provision of lighting and ventilation and open space;
 - (ii) fire-resisting construction;
 - (iii) means of escape; and
 - (iv) means of access for fire-fighting and rescue;
- (g) Sequence and procedures for carrying out the works (for concurrent application of consent);
- (h) Precautionary measures for the protection of the public (for concurrent application of consent);
- (i) Details of proposed illumination and lighting (for road, marine or aviation safety consideration); and
- (j) Photographs showing clearly the building façade, the abutting street and signboards in the vicinity.

Structural Plans and Calculations

9. The following plans and supporting documents/information are required to be submitted under the fast-track processing system for A&A plans:

- (a) Structural plan containing :
 - (i) layout of the signboard supporting frame and its fixings;
 - (ii) layout of the structural frame of the part of the parent building where the signboard is affixed to;
 - (iii) typical connections and supporting fixing details; and
 - (iv) design standard(s), material and workmanship specification adopted for the proposed signboard structural works.
- (b) Supporting calculations for structural works in item (a) above.

/ (c) In

(c) In addition to the above, depending on the type, size and location of the signboard, the following additional information/assessments may be required to be submitted : -

(i) **Signboards Projecting from External Wall (Projecting Signboards)**

Additional information/assessments that are required to be submitted are indicated in the table below:-

Information/Assessment Required	Area of signboard ⁽²⁾		
	≥10 m ²	< 10 m ²	
		Case A	Case B
Checking of the adequacy of the structural elements of the parent building affected by the proposed work	Yes	Yes	NR
Relevant structural information of the part of the parent building supporting the signboard	Yes	Yes	NR
Assessment of the effect of the proposed work on the overall stability of the building	When the area of the new signboard(s) ≥ 10% of the wind exposure area of a building, normal to the wind direction that is under consideration		

NR – Not required to be submitted.

Referring to the table above: -

Case A refers to a signboard that is not affixed to the parent building at floor slab levels or when any of the floor slabs where the signboard is affixed to is of pure cantilevered slab construction.

Case B refers to a signboard that is affixed to the parent building at floor slab levels only and where the floors are not of pure cantilevered slab construction.

/ (ii) Signboards

⁽²⁾ Area of signboard has the same meaning as that depicted in Annexes 1 & 2 of Appendix G.

(ii) **Signboards cladded in parallel to the external wall (Wall Signboards)**

Wall signboards are signboards that project not more than 600 mm from and with no part extending laterally beyond the external wall. For signboards that fall into this category, irrespective of their frontal surface area, additional information/assessments that are required to be submitted are shown in the table below:-

Information/Assessment Required	Case C	Case D
Checking of the adequacy of the structural elements of the parent building affected by the proposed work	NR	Yes
Relevant structural information of the part of the parent building supporting the signboard	NR	Yes
Assessment of the effect of the proposed work on the overall stability of the building	NR	NR

NR – Not required to be submitted.

Referring to the table above: -

Case C refers to the part of wall signboard that is affixed to load-bearing walls or columns.

Case D refers to the part of wall signboard that is affixed to edge beams or pure cantilevered slabs.

(iii) **Other Types of Signboards**

For signboards other than the above two categories and erected at other locations including roof top or standing alone, structural assessments that are required to be submitted should be in accordance with PNAP 249.

Detailed structural requirements are set out in Appendix C.

Exemption under Section 31(1) of the Buildings Ordinance

10. Where the proposed building works project over a street, an exemption of section 31(1) of the BO may be granted upon application provided that:

/ (a)

- (a) the BA is satisfied that the works are to be constructed in a suitable location and at an appropriate height;
- (b) the design is acceptable to the relevant departments, other than Lands Department which will consider the plan submission separately; and
- (c) the signboard will be removed by the applicant at his own cost within 2 months when required by Government. In this connection, the applicant shall submit an undertaking to this effect in support of the application.

Approval of Plans

11. Under the fast-track processing system for A&A plans, the BA will place emphasis on the AP's certification as mentioned in paragraph 2 above and take into account any advice given by the Commissioner for Transport, the Director of Highways and the Director of Planning. The AP should certify compliance with the requirements of the Fire Services Department, the Transport Department and the Highways Department as set out in Appendices D to F respectively. The positional and dimensional requirements for the signboards are specified in Appendix G.

12. For submissions not adopting the fast-track processing system, paragraph 10 about exemption under section 31(1) of the Buildings Ordinance, Appendix C on structural requirements and Appendix G on positional and dimensional requirements are equally applicable. APs and RSEs are also advised to make reference to other Appendices on the requirements of other Government departments as appropriate.

Accountability for GFA/SC

13. Signboards situating within lot boundaries will generally not be GFA accountable, but will be accounted for site coverage unless its dimensions and extent of projection comply with the requirements laid down in Appendix G. Furthermore, the thickness of wall sign will always be measured from the external façade.

Compliance with Lease Conditions and other Enactment

14. The approval given by the BA should not be deemed to confer any title to land or to act as a waiver of any term in any lease or licence pursuant to section 14(2) of the BO. It is therefore necessary to seek separately the consent of the relevant building owners or Owners' Corporation, as the case may be, for the erection of signboards. It may also be necessary to seek the permission of the District Lands Officer, Lands Department under the lease conditions, particularly for projection over government land. In this connection, the requirements of the Lands Department at Appendix H should be observed. The AP should consult other relevant authorities and ensure compliance with their requirements. In this regard, a list of other legislation relating to signboard is attached at Appendix I for general reference.

/Sanctions...

Sanctions

15. APs and RSEs wishing to take advantage of the fast-track processing procedures should ensure that the above submission requirements are fully met. The BA will take a serious view on any misrepresentation in the plan submissions or misconduct in the carrying out of the works. APs and RSEs are strongly reminded of their statutory duties under section 4 of the BO and the sanctions under sections 7 and 40 thereof.

(Marco M H WU)
Building Authority

Ref : BD GP/BOP/39 (III)

First issue May 2003

This revision July 2005 (AD/NB1 & AD/NB2) - Paras 4, 12 & 13 added, title, paras 1, 2, 5, 8 to 11, Appendices B, C and G amended

Index under : Fast track processing
Signboards
Signs
Signboard anchorage

**Request for
Fast-track Processing of Alteration and Addition Plans for Signboard and
Self-certification by Authorized Person and Registered Structural Engineer**

To the Building Authority

Part A (to be certified by AP)

In accordance with PNAP 269, I hereby request for fast-track processing of the plans (drwg no. _____ to _____) submitted for the proposed signboard to be erected at _____.

2. I undertake to comply with the provisions of the BO and I certify that the proposed building works do not adversely affect the parent and adjoining buildings with regard to the following aspects:

- Fire safety – means of access for fire fighting and rescue, means of escape in case of fire, fire resisting construction
- Health and environment – lighting, ventilation, open space

3. I also certify that the following requirements are fully complied with :

- Requirements of the Fire Services Department as specified in Appendix D to PNAP 269
- Requirements of the Transport Department as specified in Appendix E to PNAP 269
- Requirements of the Highways Department as specified in Appendix F to PNAP 269
- Requirements on the projection, clearance and location as specified in Appendix G to PNAP 269
- The height restriction controlled under the Hong Kong Airport (Control of Obstructions) Ordinance
- The height restriction under the Outline Zoning Plan
- Requirements of the other relevant authorities i.e. MTRC Ltd., KCRC, Marine Department, Civil Aviation Department

Date _____

Signature of Authorized Person

(Name in full)

Certificate of Registration No. : _____

Date of expiry of registration : _____

Part B (to be certified by RSE)

4. I certify that the structural requirements as specified in Appendix C to PNAP 269 are fully complied with.

Date _____

Signature of RSE

(Name in full)

Certificate of Registration No. : _____

Date of expiry of registration : _____

5*. A Form BA 8 applying for your consent to the commencement and carrying out of the works mentioned in paragraph 1 above is enclosed.

Tick box as appropriate

* Delete where inapplicable

(5/2003)

**Check List on Documents to be
Included in A&A Plan Submission for Signboard**

PART 1 – DOCUMENTS TO BE SUBMITTED

	Yes	No/NA
2 sets of signed and coloured plans, calculations and supporting documents to BD		
1 set of plans with development schedule to DLO, Lands Department		
1 set of plans to DPO, Planning Department for signboard erected on rooftop subject to height restriction under the OZP or signboard facing the harbour		
1 set of plans to the Chief Traffic Engineer, Transport Department for signboard projecting over a public street		
4 sets of plans to the Highways Department for signboard projecting over a public street (i) Chief Highway Engineer; (ii) Senior Landscape Architect 1/Landscape Unit; (iii) Chief Highway Engineer/Structures and (iv) Chief Engineer/Lighting		
Request Form for Fast-Track Processing and Self-Certification		
Form BA 4 (Appointment of AP/RSE)		
Form BA 5 (Application for approval)		
Form BA 6 (Stability Certificate of AP/RSE)		
Form BA8 (Application for consent to the commencement and carrying out of building works)		
Form BA 16 (Application for modification/exemption) (e.g. BO s.31(1))		
Applicant's undertaking in support of the application for exemption under Section 31(1) of the Buildings Ordinance as specified in paragraph 10(c) of PNAP 269		
Site photographs showing the building facades and the vicinity		
Name and address of the Owners' Corporation and/or the management company		

PART 2 – ADDITIONAL SETS OF PLANS FOR REFERRAL TO RELEVANT AUTHORITIES

Does proposal involve or affect the following?	Relevant Authorities	Yes	No
Scheduled Area No. 3, MTR Protection Area & Work Sites (PNAP 77) or KCR Protection Area & Work Sites (PNAP 279)	Mass Transit Railway Corporation Ltd or Kowloon-Canton Railway Corporation as appropriate		
Proposed rail routes	Railway Division, Highways Department		
Light Rail Transit Railway route or reserves	Light Rail Division, Kowloon Canton Railway Corporation		
Illuminated signboards facing the harbour	Marine Department		
Illuminated sky signboards near Hong Kong International Airport	Civil Aviation Department		
Others (e.g. Monuments or Listed Buildings)	(e.g. Antiquities and Monuments Office, Leisure & Cultural Services Department)		

Structural Requirements for Erection of Signboards

Design

1. All signboards together with their supporting frames shall be fixed to structural elements of building in such a way that it will not impair the structural integrity or behaviour of the supporting structural members. The fixing so provided should not overstress the signboard and should be able to safely sustain and transmit all loading including wind load acting upon the signboard.
2. The supporting structural members of building to which the signboard is to be fixed should be structurally sound. The assessment of the structural integrity of such members including insitu verification of structural strength and site photographs should be submitted for reference and record purposes except for those smaller signboards as stated in paragraph 9(c) of this practice note.
3. All signboards should except as stated in paragraph 4 be fixed to approved structural members of building and should in no case be fixed to or supported by unauthorized structures. No signboard should be affixed to or take support from another signboard.
4. Regardless of the size of signboards, cantilevered canopy/balcony should not be used as structural supporting members for any part of the signboard or its supporting frame.
5. The construction of the signboard, its supporting frame and fixing should be justified with structural calculations.
6. The determination of dead loads, wind loads and imposed loads should be in accordance with the Building (Construction) Regulations. The signboard and parts thereof should be capable of sustaining the most adverse combination of dead, wind and imposed loads. A structural assessment should also be made to ensure that there are no adverse effects to the overall stability of the parent building for those signboards with an area equal to or greater than 10% of the wind exposure area of the building, normal to the wind direction that is under consideration.
7. Reference should be made to the current edition of Code of Practice on Wind Effects Hong Kong for the effect of the wind load on the structural analysis of the supporting frame and fixing of signboards.
8. The allowable permissible stresses of materials to be used for the design of the supporting frame may be increased by 25% due solely to wind loading.
9. The supporting frame for signboards should be structurally tied to provide for adequate lateral stability. Guy wires should not be treated as structural members of the supporting frame.

10. Through bolts should be used in place of anchor bolts whenever practical for fixing of signboards.

Materials & Workmanship

11. Materials utilized for signboards and its supporting frame shall be of quality and grade as specified for building works in Building (Construction) Regulations. Structural members should be made of non-combustible materials.
12. All structural steel used should have a minimum yield strength 250 MPa and possess such chemical compositions and mechanical properties as specified in recognized standards.
13. All connections by welding should be carried out by qualified welders. All welded connections and electrodes should comply with recognized standards.
14. Anchor bolts, if used, should be preferably of stainless steel and mechanical types. Installation of anchor bolts shall be strictly in accordance with the manufacturer's instructions. At least one of each type of anchor bolts being used should be tested on site by pull-out test up to 1.5 times the safe tensile capacity of the bolts. The tested anchor bolts should not show any signs of separation, plastic deformation or deleterious effects. The records of pull-out test should be submitted upon completion of works.
15. The display surfaces of signboards should be made of metal, aluminum, non-breakable glass or any other materials that are non-combustible and non-brittle (i.e. material not easily broken).
16. Electrolytic reaction resulting from two dissimilar metals that are to be connected should be avoided unless adequate proof has been given that such chemical reaction will not occur between the two metals at any time during their service life.
17. Structural steelwork to be covered up with external cladding shall be clean, free from grease, loose rust and scale. They should be corrosion protected before being cladded.
18. The corrosion protection to structural steelwork should have the following system or equivalent:-
 - (a) Blast cleaning and surface preparation to comply with the recognized standard; and
 - (b) Protective coating to comply with the recognized standard.

Erection

19. Precautionary measures should be taken during the erection of the signboards

by the provision of adequate temporary shoring, platform or otherwise, to prevent, so far as is practicable, the accidental collapse or falling down object of any part of the signboard and its supporting frame, which may endanger any person and traffic or cause any hindrance or disturbance to the pedestrian and/or vehicular traffic flow underneath.

20. The erection of the signboard including the fabrication and installation of fixing and supporting frame of signboard should be carried out by Registered General Building Contractor.

Maintenance (for advice only)

21. All signboards should be properly maintained at all times. After completion of erection, maintenance manuals should be issued to owners of signboards to undertake the maintenance inspections of signboards after typhoon and annually. The following should be included in the manuals:
- (a) Maintenance inspections should be carried out by skilled and experienced persons on the supporting members of parent building and every component of signboard including its supporting frame and fixing;
 - (b) Worn and torn characters forming the inscription should be replaced;
 - (c) Broken and/or detached parts of display surfaces should be repaired or replaced;
 - (d) Dangling and loose fluorescent tubes or other lighting installations should be taken down and replaced with new ones securely plugged in;
 - (e) Loose electrical wires/installations should be re-connected to the circuit;
 - (f) Heavily corroded steel sections should be replaced;
 - (g) Slightly corroded steel sections should be cleaned before re-painting;
 - (h) Fractured, buckled or missing members of the steel frames shall be replaced;
 - (i) Dislocated, detached or heavily corroded fixing bolts should be replaced;
 - (j) Slightly corroded fixing bolts should be thoroughly cleaned and re-painted with anti-corrosion paint, e.g. zinc-rich primer; and
 - (k) The signboard and its associated structures should be removed when it is no longer required. The removal should be carried out by a competent and experienced contractor and adequate precautionary measures should be taken to prevent accidental collapse or falling down of any part of signboard and its associated structures.

(Rev. 7/2005)

Fire Services Department's Requirement

1. A signboard if projecting over a street shall have a minimum horizontal clearance of not less than 4.5m from central divider, adjacent highway structures or pavement curb at the opposite side whichever is nearer to the signboard.
2. A signboard shall have a minimum headroom clearance of 5.8m if projecting over a carriageway and shall have a minimum vertical clearance of 5m above the elevated road level of any adjacent highway structure.
3. Two adjacent projecting signboards shall have a minimum lateral clearance of 2.4m. No signboard shall be allowed within this lateral clearance at a level higher or lower than the two signboards.
4. Signboards erected from the opposite sides of a street shall not project within 1.5m from the geometrical centerline of the street.
5. Guy wires tied to secure signboards shall not run laterally or diagonally on either side of signboards to minimize the possible obstruction to access to upper floors by fire services ladders.
6. The signboard should be made of non-combustible material. If woodwork and/or other combustible material are required, it shall be covered by metal sheet or other non-combustible material.
7. No neon light tubing, electrical circuits or lamps shall be installed on woodwork or other combustible material.
8. The transformer, neon light tubing and other parts of high voltage circuit shall be located out of reach of the public.
9. No roof exit shall be obstructed by the signboard or any of the steelwork used in the construction of the signboard.
10. A signboard shall not cause any obstruction to openable windows. If obstruction to such windows is unavoidable, then approval has to be sought from the Building Authority.
11. The Fireman's Switch of an approved type shall be situated in a conspicuous position, not more than 3m but not less than 2.5m from ground level. It shall either be as nearly as possible vertically below the sign or near the main entrance to the building, where appropriate. Notwithstanding this, it shall be positioned at a point out of reach of the general public. Where more than one Fireman's Switch is installed on any one building, such switches shall be clearly marked to distinguish one from another.

12. The 'ON' and 'OFF' position of the Fireman's Switch shall be conventional (i.e. push upward - 'OFF'; push downward - 'ON').
13. The switch is to be affixed on a board approximately 300mm long by 250mm wide, which is painted white and edged with a 50mm red border. The inscription 'NEON SIGN-FIREMAN'S SWITCH' in English is to be painted on the top and '霓虹招牌 - 消防掣' in Chinese at the bottom of the board in black. The switch is to be positioned in the middle of the board.
14. Precautionary measures should be taken to prevent the sparks generated from electric welding in the process of erecting signboards from igniting nearby combustibles.

Transport Department's Requirement

1. Signboards shall not be erected on or above expressways except with the written permission of the Commissioner for Transport under Regulation 15 of the Road Traffic (Expressways) Regulations.
2. Signboards, in general, should not be erected over roads with speed limit 70 km/h or above.
3. The illumination, colours and shape of signboards shall not be such that they could be confused with traffic signs including all traffic management facilities, such as traffic lights, direction signs, variable message signs, etc. Signboards shall not be located too close to traffic signs so as to avoid causing confusion.
4. Signboards shall not obstruct traffic signs, traffic lights, traffic surveillance cameras and transport information systems/ variable message signs or affect the operation and safety of transport facilities. If necessary, relevant parties should be consulted, for example, if CCTVs are likely to be affected/obstructed, Transport Department should be consulted.
5. TV screens and any signboards or lighting that change or show moving images shall not be located such that they may cause distraction to drivers. The Transport Department should be consulted regarding installation, erection or alteration of any such signboards that will be visible to drivers of motor vehicles.

Highways Department's Requirements

1. Signboards and its associated supports and guy wires shall not be fixed to or cause obstruction to street lighting, traffic signs/signals, highway structures, trees, street furniture etc. and shall not obstruct the maintenance operations of the same. In case of doubt, Highways Department must be consulted.
2. No signboard shall be erected above expressway and trunk roads. A minimum clearance of 2m to highway structures and 3m to street lighting should be maintained in order to avoid obstruction to maintenance access.
3. In order not to affect the illumination of the street lights, any proposed signboard should not encroach into the space bounded by the main beams from the lantern of an adjacent street light which are about 72° from the vertical, i.e. an angle of cone of 144° . The AP is required to carry out a site visit/survey to ascertain the as-surveyed location of any lamp post which is required for verification of vertical clearance provided and its compliance with the above requirement.
4. The signboard(s) should be removed by the owner(s) within 2 months when required by the Government.

Positional and Dimensional Requirements for Signboards

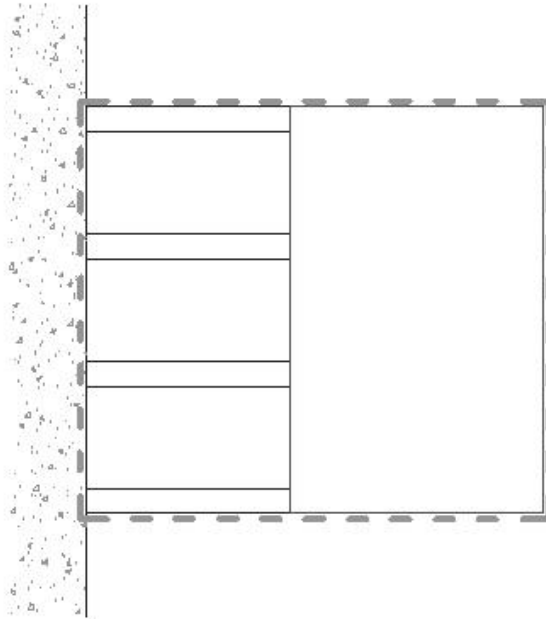
1. No part of a signboard shall obstruct or reduce the width of the means of escape of a building.
2. No part of a signboard shall obstruct or reduce the required natural lighting and ventilation or open space provided to a building.
3. No part of a signboard shall project more than 4.2m from an external wall of a building or within 1.5m from the centre line of a street, whichever is the less. In this connection, the outer wall of a projecting structure from the building shall not be regarded as an external wall. The thickness of a projecting signboard shall not be more than 600mm.
4. For a wall signboard with the display surface parallel to the external wall, it shall not project more than 600mm from the building façade or 600 mm from the lot boundary whichever is the less.
5. All parts of a projecting signboard (including its supporting structure but excluding structural members solely for preventing lateral movement of the signboard) shall be contained within a prescribed prism. Prescribed prism means a virtual rectangular prism of which the area of the largest planar surface is 40m² and the smallest dimension is 600mm. Some illustrations of calculating the rectangular planar area of the prescribed prism are shown in Annex 1.
6. Projecting signboards within the same projecting vertical plane from a building shall have an aggregate rectangular planar area of not more than 40 m². Where one or more signboards are erected in the same vertical plane of a building, the aggregate of the vertical height of the signboards shall not be more than 20m (Annex 2).
7. No signboard shall rest on or attach to a canopy.
8. The minimum vertical clearances above ground are :

Position	Minimum Clearance
Over pavement	3.5 m with minimum 1 m clear distance from the curb or the carriageway
Over carriageway	5.8 m
Over tramway	7 m

9. Any part of a projecting signboard including supporting frames and lateral struts shall have a minimum distance of 2.4m, measured laterally and throughout the height of the building, from any other projecting signboard.
10. Two signboards erected from the opposite side of a street shall have a horizontal minimum clear distance of 3m.
11. No signboard shall obstruct or affect any trees.

The above requirements are diagrammatically shown in Annex 3.

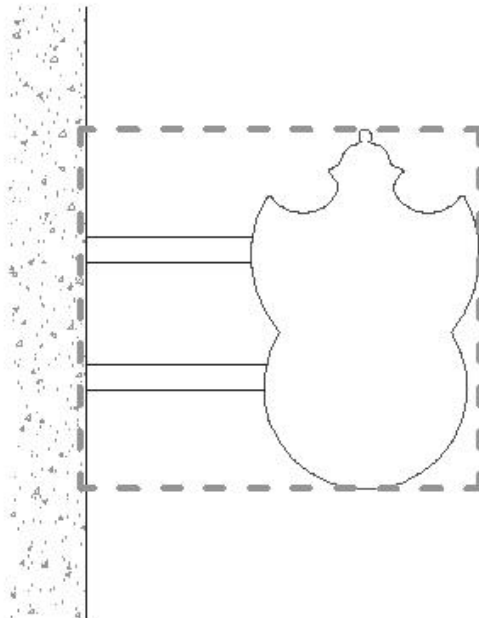
Annex 1 to Appendix G
(PNAP 269)



Signboard contained within the prescribed prism:-

Rectangular planar area = 40m^2 (MAX)
(Area shown dotted)

Thickness = 600mm (MAX)

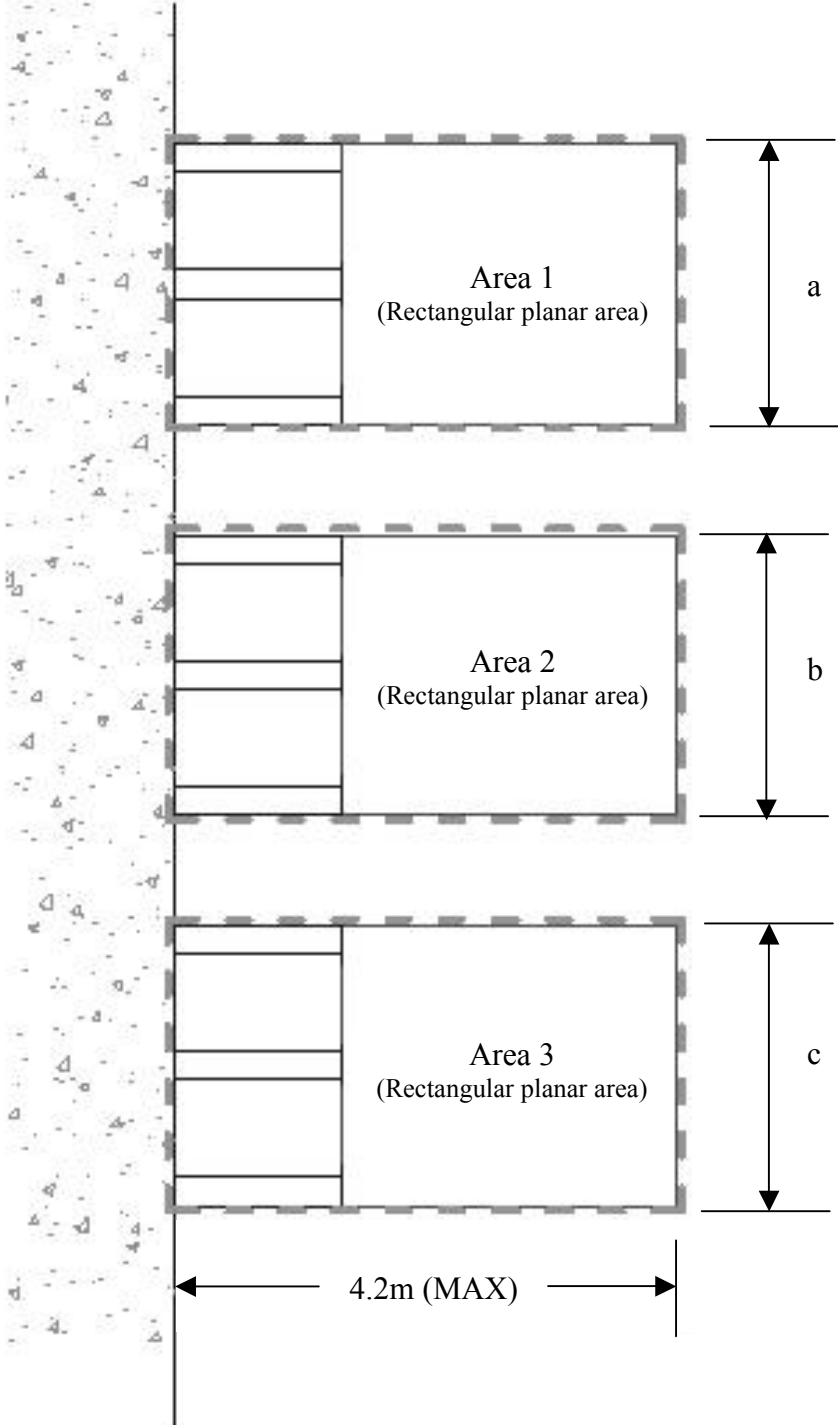


Signboard contained within the prescribed prism:-

Rectangular planar area = 40m^2 (MAX)
(Area shown dotted)

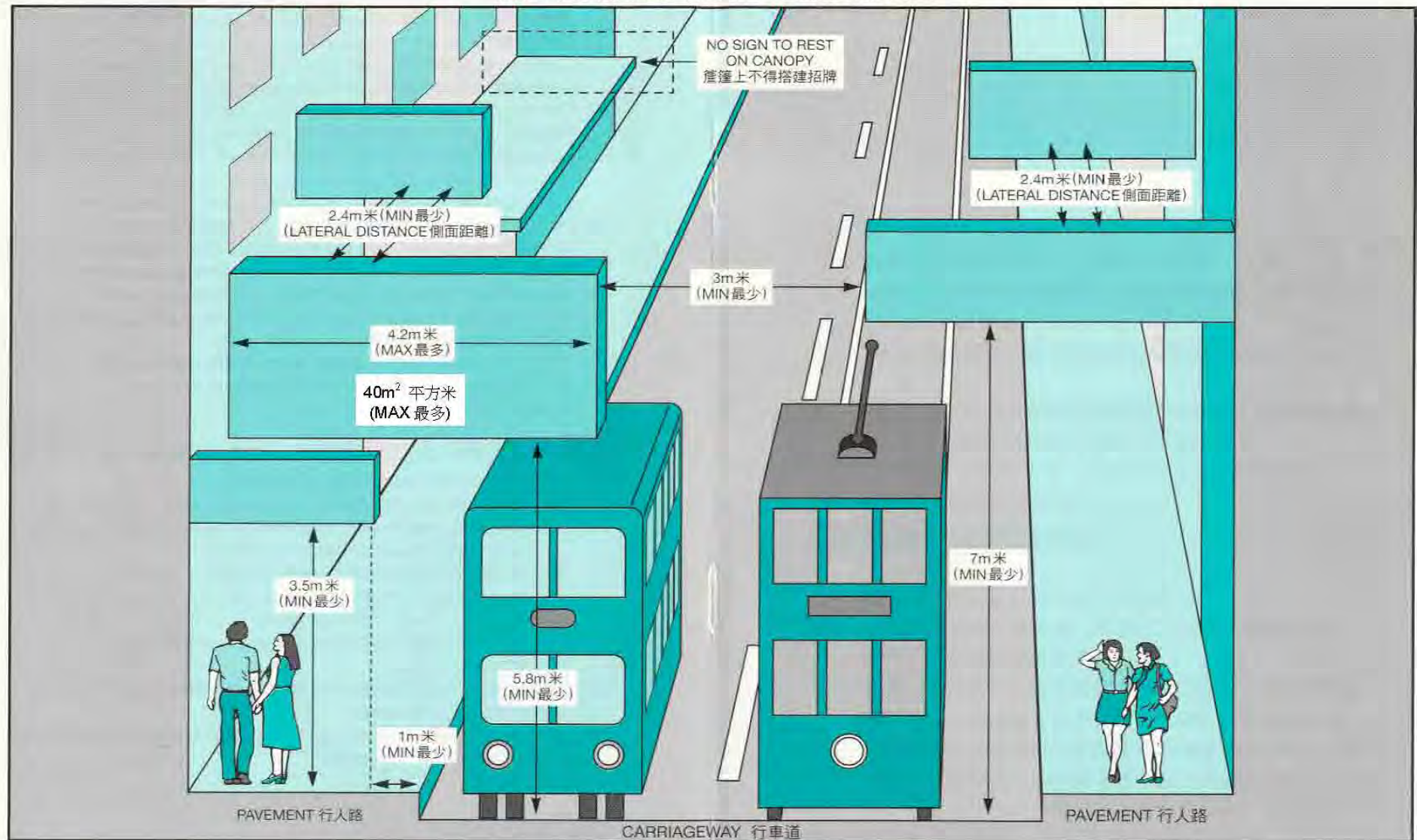
Thickness = 600mm (MAX)

Annex 2 to Appendix G
(PNAP 269)



$$\text{Area 1} + \text{Area 2} + \text{Area 3} \leq 40\text{m}^2$$
$$a + b + c \leq 20\text{m}$$

PROJECTION and CLEARANCE of SIGNS 廣告招牌的相距空間及位置



Lands Department's Requirement

1. A development schedule under the lease conditions should be accompanied with the building plans submission.
2. The building plan should clearly show the lot boundary and whether the proposed signboard would protrude over the Government land.
3. The AP should indicate in the submission the name of the signboard owner and the name of the property owner in which the signboard is to be erected.
4. Further information such as photographs showing the proposed location of signboards and the Deed of Mutual Covenant of the property concerned may be required depending on individual cases.

Other Legislation Affecting Erection of Signboards

1. Building Management Ordinance, Cap 344
2. Control of Obscene and Indecent Article Ordinance, Cap 390
3. Country Parks Ordinance, Cap 208 and Special Areas Regulations
4. Land (Miscellaneous Provisions) Ordinance, Cap 28
5. Electricity Ordinance, Cap 406
6. Fire Services Ordinance, Cap 95
7. Hong Kong Airport (Control of Obstructions) Ordinance, Cap 301
8. Public Health & Municipal Services Ordinance, Cap 132
9. Public Lighting Ordinance, Cap 105
10. Road Traffic Ordinance, Cap 374
11. Shipping and Port Control Ordinance, Cap 313
12. Smoking (Public Health) Ordinance, Cap 371
13. Summary Offences Ordinance, Cap 228
14. Undesirable Medical Advertisements Ordinance, Cap 231