

政府總部
發展局
規劃地政科
香港花園道美利大廈



Planning and Lands Branch
Development Bureau
Government Secretariat
Murray Building, Garden Road
Hong Kong

本局檔號 Our Ref. DEVB(PL-B) 30/30/120

電話 Tel.: 2848 6297

來函檔號 Your Ref. CB1/SS/7/08

傳真 Fax: 2899 2916

By Fax : 2185 7845

6 May 2009

Ms YUE Tin-po
Clerk to Subcommittee
Legislative Council Secretariat
Legislative Council Building
8 Jackson Road
Central

Dear Ms YUE,

Subcommittee on Building (Minor Works) Regulation

Response to Subcommittee's Comments **at Meetings on 30 April, 4 May and 5 May 2009**

I refer to the discussion of the Subcommittee at the captioned meetings and am pleased to provide below the Administration's response.

Whether certificates submitted upon completion of works would require indication of co-owners' consent

At the meeting held on 30 April 2009, Members asked the Administration to provide the draft of the specified forms to notify the Building Authority (BA) of the commencement of Classes I and II minor works, and certificates (in specified form) to be submitted to the BA by the prescribed registered contractors and minor works contractors appointed within 14 days after the completion of the Classes I, II and III

minor works, and explain whether the forms would provide for the building owner(s)/owners' corporations (OCs) to signify their knowledge and authorization of the minor works to be undertaken/completed. A sample of the forms is attached at Annex A. While they will require the signature of the person who arranged for the carrying out of minor works (in most cases such person will be the owner of the premises where the minor works are carried out), they would not provide for other owner(s)/OCs to signify the authorization of the minor works.

In fact, the issue on whether owners should be required to consult other co-owners before conducting minor works in common areas was discussed in the Bills Committee of the Buildings (Amendment) Bill 2007. We undertook to the Bills Committee that we would promote such concepts through our public education campaigns. Tailor-made guidelines on minor works will be issued to the general public and building owners which will contain such information reminding them of their responsibilities, including civil liabilities under the deeds of mutual covenant. We will also remind practitioners of such issues through our practice notes.

With the implementation of the new control regime, minor works constructed by registered personnel in the future would become safer and owners will have better assurance on the quality of such works. We do not foresee the system would give rise to a large number of new minor works, as we believe building owners will undertake minor works only when there is a need, and the availability of a new statutory channel would not impact on such needs.

Timing for Building Authority to refer applications to a Registration Committee for consideration

Section 12(3)

In the past few meetings of the Sub-committee, Members asked the Administration to consider specifying a time limit for the BA to refer an application for registration to a Minor Works Contractors Registration Committee (Registration Committee) for recommendation, and for a meeting of a Registration Committee to be held.

As explained, we expect that it would take on average two to four months to refer an application for registration as a registered minor works contractor (RMWC) to a Registration Committee for consideration. In view of Members' concerns, after due consideration, we will specify in the Building (Minor Works) Regulation (B(MW)R) that the BA will make referrals to and convene a meeting of the Registration Committee within 3 months upon receipt of the applications. Similar provisions for sections 15, 19, 23 and 25 covering the applications for renewal, restoration of name to register, inclusion of additional class/ type/ item of minor works and inclusion of additional authorized signatory will also be amended.

Timing for Building Authority to determine renewal and restoration applications

Sections 15(2) and 19(2)

Similar to the arrangement for other types of applications, in response to Members' concerns, we will specify in the Regulation that the BA will determine renewal and restoration applications within 3 months from receiving an application or referring the application to a Registration Committee.

Timing for informing applicants of reasons for rejection of applications

Sections 11(5) and 12(8)

Members asked whether a time limit should be specified under sections 11(5) and 12(8) for the BA to inform an applicant of the reasons for its decision in refusing an application for registration. It is our policy intention to inform the applicant of such reasons when the application decision is made under sections 11(1), 12(2) or 12(3). The BA will, under sections 11(1), 12(2) or 12(3), inform the applicant of the application result together with the reasons for refusal within 3 months from receiving an application or referring the application to a Registration Committee. We have reviewed the current provisions in the Regulation, and conclude that they have adequately reflected our legislative intent.

Specification of timing for various applications

As explained in this letter and our earlier letters to the Secretariat, we appreciate Members' general concerns that the timing for processing the various applications for RMWCs should be more clearly stipulated in the Regulation, and we have agreed to move a Resolution to such effect. The amendments will cover the relevant and similar time-critical provisions concerning application for registration, renewal of registration, restoration of name to register, registration of additional class/ type/ item of minor works and nomination of additional authorized signatory under the Regulation. The amendments will be shown in a marked-up version of the Regulation to be circulated to the Secretariat shortly.

Specification of factors in respect of relevant offences that would be taken into account in considering an application

In determining an application for RMWC, the BA may take into account whether the applicant or professional personnel nominated by him have any criminal record in respect of any offence under the laws of Hong Kong relating to the carrying out of any building works. Members asked whether factors such as the nature, seriousness and the timing of the offence would be taken into account and how the same would be specified. The BA will indeed take into account the above matters in deciding an application for RMWCs. The details of the factors that the BA will take into consideration will be stipulated in a practice note to be promulgated to the industry.

Appeal channel for registration

Section 26

Section 26 of the Regulation follows the practice of the Buildings Ordinance (Cap. 123) (BO) for registered general building contractors that an applicant aggrieved by a decision made by the BA or a Registration Committee in respect of an application for registration as RMWC may lodge an appeal to the Court of First Instance (CFI). Members requested the Administration to explore another channel for the applicant to lodge an appeal, as small-scale minor works practitioners may not afford the cost of bringing a case to the CFI.

We appreciate Members' concerns and agree that it would be worthwhile to give an unsuccessful application a chance of review before lodging an appeal to the CFI. As such, we propose to establish a separate Registration Committee (Review Committee) under the Regulation which will take a second look at unsuccessful application cases. The Review Committee will have the same set-up and functions as the Registration Committee but to ensure fairness, different personnel will be appointed from the pool of Panel of members. An unsuccessful applicant may, within 28 days upon receipt of the BA's notification of the decision of application, make a written application to the BA for review of his case. The applicant may supplement additional information and materials that were not present in his original application. Similar to the procedures for the Registration Committee, the BA should arrange to convene a meeting of the Review Committee. If the Review Committee still recommends the rejection of the application and if the applicant is aggrieved by the decision of the review committee, he may lodge an appeal to the CFI within 28 days of receipt of the decision.

Practice notes on standard requirements of photographs

The BA will require RMWCs to submit photographs showing the physical condition of the premises where the minor works are to be carried out under section 30(b), 33(b) and 36(c) of the Regulation. The Buildings Department (BD) will adopt a pragmatic approach in this requirement and will only require practitioners to take photos from positions that are physically accessible and safe. As undertaken at the meeting on 30 April 2009, we will provide examples and illustrations with descriptions for different scenarios in our practice notes to facilitate the industry's compliance.

Counting of days in Regulation

As explained at the meeting on 30 April 2009, following the usual practice adopted under the BO, the counting of days is in calendar days and intervening holidays will be counted. We will promulgate such information through our practice notes to the industry.

Publicity and public education programme

We appreciate that the minor works control system is a new concept and it takes time for the public to understand and make good use of the system. In fact, after the passage of the Buildings (Amendment) Ordinance 2008, the BD has continued its promotional efforts and made presentations to various professional bodies and owners' groups. The Department has also maintained close liaison with the industry and minor works practitioners, and such contacts will be sustained after the implementation of the system to share experience and views on the new regime with the industry and to further refine the modus operandi of the system. Technical guidelines will be issued and updated in consultation with the industry on a regular basis to facilitate practitioners' compliance.

Publicity on the minor works control system will be one of the BD's major foci of work in the coming year, and we will mount an extensive public education campaign to promote the system to both the general public and the industry. We will launch publicity programmes in collaboration with our partner organization, the Hong Kong Housing Society (HKHS), which has ample experience in promoting building management and maintenance. The BD will collaborate with the HKHS to provide advisory service through resource help-desks, to be operated in conjunction with HKHS's Property Management Advisory Centres (PMACs) at various districts, to provide technical advice and assistance to general public. The frontline officers at HKHS's PMACs will also be briefed on the minor works control system so as to answer the public's enquiries.

Our publicity and public education programme include a wide variety of components. A highlight is as follows:

- briefing sessions and seminars for the general public, individual owners, OCs and building management companies, District Councils and other interested organizations, in particular building professional institutions and trade associations of contractors and workers;
- tailor-made, reader-friendly leaflets and guidelines to facilitate various building owners and stakeholders (e.g. OCs, catering

various building owners and stakeholders (e.g. OCs, catering and advertising industries, etc) to understand the classification of minor works and the channels to hire appropriate professionals and contractors to carry out minor works;

- series of publicity and education programmes on TV and radio before the implementation of the minor works control system;
- technical guidelines and practice notes for building professionals and registered contractors on the statutory requirements, procedures of the new system and standard designs of minor works items;
- telephone hotlines to answer public enquiries;
- frequently asked questions on the BD's website; and
- Internet search service of plans and documents of completed minor works for public information.

Reminder to industry on disposal of construction waste

As explained at the meeting on 30 April 2009, the BO covers building safety and disposal of construction waste is outside the coverage of the legislation. Nevertheless, we are supportive of good practices of construction that could protect the environment, and would remind RMWCs to take appropriate steps to ensure proper disposal of construction waste through the promulgation of practice notes and other administrative means.

Acceptance of electronic submissions

The plan submission procedures under the BO are currently exempted under the Electronic Transactions Ordinance (Cap. 553) (ETO). Under the ETO, to provide electronic submissions to the Government, the applicants have to possess electronic certificates for making electronic signatures. The case concerning submission of building plans is complicated where "multiple" signatures are required for a building plan (e.g. those of the authorized person, structural engineer, geotechnical engineer, building works contractor and/or specialist contractor). The case for minor works is similar, where at least the person who arranged for the carrying out of minor works (who in many cases will be the building owner) and the registered minor works contractor will have to

sign on the forms. On the other hand, we are mindful that not many building owners and small-scale contractors possess electronic certificates and signatures so they would highly unlikely make submissions to the BA electronically. Based on the above reasons, we do not intend to extend the coverage of the ETO to cover the BO (including the minor works control system) at this stage.

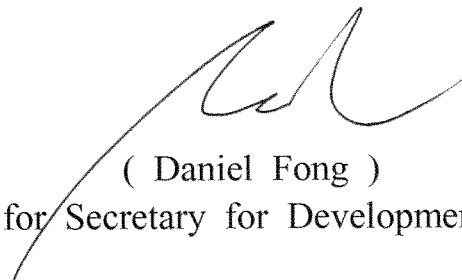
Illustrations and description for minor works items

At the meeting on 5 May 2009, Members requested the Administration to provide illustrations and description for minor works items, in particular those concerning signboards, alteration and addition works, demolition, designated exempted works and prescribed building or building works under the Schedules of the Regulation. Such samples are attached at Annex B for Members' reference.

Marked-up version of Regulation

A marked-up version of the Regulation, stipulating our proposed amendments, will be circulated to Members separately.

Yours sincerely,



(Daniel Fong)
for Secretary for Development

cc

Director of Buildings (Attention: Mr S T Lam)
Department of Justice (Attention: Miss Selina Lau)



DRAFT 擬稿

第 I 級別小型工程開工通知 NOTICE OF COMMENCEMENT OF CLASS I MINOR WORKS

請閱讀各項須知並以正楷填寫及在適當方格入加上✓號。

Please read the notes overleaf, complete the form in BLOCK LETTERS and enter ✓ in the appropriate box(es)

甲部 Part A

安排進行小型工程之人士資料及小型工程詳情 (由安排進行小型工程之人士填寫) Particulars of the person who arranged for the minor works to be carried out & description of minor works (To be completed by the person who arranged for the minor works to be carried out)

英文名稱 (如適用, 姓氏先行) Name in English – Surname First, if applicable <input type="checkbox"/> 香港身份證號碼 HKID No. <input type="checkbox"/> 護照號碼 Passport No. <input type="checkbox"/> 商業登記號碼 Business Registration No.	中文名稱 Name in Chinese ()

通訊地址 Correspondence Address

室 Flat/Room	樓 Floor	座 Block	大廈 / 屋苑名稱 Name of Building / Estate

門牌號數及街道 / 道路 / 鄉村名稱 Number and Name of Street / Road / Village	

	<input type="checkbox"/> 香港 Hong Kong	<input type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories
地區 District			

電郵地址 E-mail Address	

聯絡電話 Contact Tel. No.	傳真號碼 Fax No.	

本人 / 我們擬安排進行小型工程的詳情如下 I / We intend to arrange for the minor works to be carried out as detailed below:

擬進行小型工程物業的地址 Address of the premises where the proposed minor works are to be carried out 同上 as above

室 Flat/Room	樓 Floor	座 Block	大廈 / 屋苑名稱 Name of Building / Estate

門牌號數及街道 / 道路 / 鄉村名稱 Number and Name of Street / Road / Village	

	<input type="checkbox"/> 香港 Hong Kong	<input type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories
地區 District			

擬進行的小型工程 The proposed minor works are to be carried out

工程詳情 Works Description	(如有, 相關命令 / 指示 / 通知編號 / 屋宇署檔案編號) (Relevant Order / Direction / Notice No. / BD Reference No., if any)

DRAFT 擬稿

認可人士、註冊結構工程師及註冊岩土工程師的委任

The appointment of authorized person, registered structural engineer and registered geotechnical engineer

根據《建築物 (小型工程) 規例》第 27 條的規定，本人 / 我們已委任下述之訂明建築專業人士 In accordance with the provisions of section 27 of the Building (Minor Works) Regulation, I / We have appointed the prescribed building professional as below

委聘人士 Appointed Person	認可人士 Authorized Person	<input type="checkbox"/> 註冊結構工程師 Registered Structural Engineer	<input type="checkbox"/> 註冊岩土工程師 Registered Geotechnical Engineer
英文姓名 Name in English			
中文姓名 Name in Chinese			
註冊證明書編號 Certificate of Registration No.			
	負責統籌本部所述的小型工程。 To be co-ordinator of the minor works detailed in this Part.	負責統籌本部所述的小型工程的結構 構件部份。 For the structural elements of the minor works detailed in this Part.	負責統籌本部所述的小型工程的岩土 部份。 For the geotechnical elements of the minor works detailed in this Part.

訂明註冊承建商的委任 The appointment of prescribed registered contractor

根據《建築物 (小型工程) 規例》第 28 條的規定，本人 / 我們已委任下述之訂明註冊承建商進行本部所述的小型工程。 In accordance with the provisions of section 28 of the Building (Minor Works) Regulation, I / We have appointed the prescribed registered contractor as below to carry out the minor works detailed this Part.

英文名稱 Name in English	註冊證明書編號 Certificate of Registration No.
中文名稱 Name in Chinese	

日期 Date
日 月 年 day month year

安排進行小型工程的人簽署
Signature of person who arranged for the minor works to be carried out

DRAFT 擬稿

丙部 Part C

註冊結構工程師的委任確認 (由獲委任的註冊結構工程師填寫) Confirmation of appointment by registered structural engineer (To be completed by the appointed registered structural engineer)

英文姓名 (姓氏先行) Name in English – Surname First

中文姓名 Name in Chinese

本人確認已獲委任為甲部所述的小型工程的結構構件部份的註冊結構工程師。 I confirm that I have been appointed as the registered structural engineer for the structural elements of the minor works detailed in Part A.

2. 根據《建築物 (小型工程) 規例》第 37 條的規定，我證明在上文乙部第 3 段小型工程有關圖則上的結構詳圖和計算資料已由本人製備或在本人監管或指示下製備，並已根據《建築物 (小型工程) 規例》第 37(1)條的規定由本人簽署及盡本人所知所信，上述的結構詳圖和計算資料在各方面均符合《建築物條例》及規例的規定。 In accordance with the provisions of section 37 of the Building (Minor Works) Regulation, I certify that the structural details and calculations under paragraph 3 of Part B above relating to the above minor works have been prepared by me or under my supervision or direction and have been signed by me as required by section 37 (1) of the Building (Minor Works) Regulation and to the best of my knowledge and belief, the said structural details and calculations comply in all respects with the provisions of the Buildings Ordinance and Regulations.

3. 根據《建築物 (小型工程) 規例》第 30(a)(iv)條的規定，證明本人已經檢查該建築物，並認為該建築物有能力承受因該工程而可能有所增加或在任何方面有所改動的荷載及應力。 In accordance with the provisions of section 30(a)(iv) of the Building (Minor Works) Regulation, I certify that I have inspected the building, and in my opinion it is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the works.

日期
Date

日	月	年			
day	month	year			

獲委任註冊結構工程師簽署
Signature of appointed registered structural engineer

註冊屆滿日期
Date of expiry of registration

日	月	年			
day	month	year			

註冊證明書編號
Certificate of Registration No.

丁部 Part D

註冊岩土工程師的委任確認 (由獲委任的註冊岩土工程師填寫) Confirmation of appointment by registered geotechnical engineer (To be completed by the appointed registered geotechnical engineer)

英文姓名 (姓氏先行) Name in English – Surname First

中文姓名 Name in Chinese

本人確認已獲委任為甲部所述的小型工程的岩土部份的註冊岩土工程師。 I confirm that I have been appointed as the registered geotechnical engineer for the geotechnical elements of the minor works detailed in Part A.

2. 根據《建築物 (小型工程) 規例》第 37 條的規定，我證明在上文乙部第 3 段小型工程有關圖則上的岩土詳圖和計算資料已由本人製備或在本人監管或指示下製備，並已根據《建築物 (小型工程) 規例》第 37(1)條的規定由本人簽署及盡本人所知所信，上述的岩土詳圖和計算資料在各方面均符合《建築物條例》及規例的規定。 In accordance with the provisions of section 37 of the Building (Minor Works) Regulation, I certify that the geotechnical details and calculations under paragraph 3 of Part B above relating to the above minor works have been prepared by me or under my supervision or direction and have been signed by me as required by section 37 (1) of the Building (Minor Works) Regulation and to the best of my knowledge and belief, the said geotechnical details and calculations comply in all respects with the provisions of the Buildings Ordinance and Regulations.

日期
Date

日	月	年			
day	month	year			

獲委任註冊岩土工程師簽署
Signature of appointed registered geotechnical engineer

註冊屆滿日期
Date of expiry of registration

日	月	年			
day	month	year			

註冊證明書編號
Certificate of Registration No.

DRAFT 擬稿

戊部 Part E

訂明註冊承建商的委任確認 (由獲委任的訂明註冊承建商填寫)
Confirmation of appointment by prescribed registered contractor
(To be completed by the appointed prescribed registered contractor)

英文名稱 Name in English

中文名稱 Name in Chinese

聯絡電話 Contact Tel. No.

獲授權簽署人資料 Particulars of the authorized signatory

英文姓名 (姓氏先行) Name in English – Surname First

中文姓名 Name in Chinese

我們確認已獲委任為甲部所述的小型工程的訂明註冊承建商。 We confirm that we have been appointed as the prescribed registered contractor of the minor works detailed in Part A

日期 Date
日 月 年
day month year

獲授權簽署人簽署

Signature of authorized signatory

註冊證明書編號

Certificate of Registration No.

註冊屆滿日期
Date of expiry of registration

日 月 年
day month year

須知 Notes (待擬 To be drafted)



DRAFT 擬稿

第 III 級別小型工程完工通知 NOTICE OF COMPLETION OF CLASS III MINOR WORKS

請閱讀各項須知並以正楷填寫及在適當方格入加上✓號。

Please read the notes overleaf, complete the form in BLOCK LETTERS and enter ✓ in the appropriate box(es)

甲部 Part A

安排進行小型工程之人士資料及小型工程詳情 (由安排進行小型工程之人士填寫) Particulars of the person who arranged for the minor works to be carried out & description of minor works (To be completed by the person who arranged for the minor works to be carried out)

<input type="checkbox"/> 英文名稱 (如適用, 姓氏先行) Name in English – Surname First, if applicable				<input type="checkbox"/> 中文名稱 Name in Chinese			
<input type="checkbox"/> 香港身份證號碼 HKID No.		<input type="checkbox"/> 護照號碼 Passport No.		<input type="checkbox"/> 商業登記號碼 Business Registration No.		<input type="checkbox"/> ()	

通訊地址 Correspondence Address

室 Flat/Room	樓 Floor	座 Block	大廈 / 屋苑名稱 Name of Building / Estate				
門牌號數及街道 / 道路 / 鄉村名稱 Number and Name of Street / Road / Village							
地區 District				<input type="checkbox"/> 香港 Hong Kong	<input type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories	
電郵地址 E-mail Address							
聯絡電話 Contact Tel. No.				傳真號碼 Fax No.			

本人 / 我們已安排進行小型工程的詳情如下 I / We have arranged for the minor works to be carried out as detailed below:

進行小型工程物業的地址 Address of the premises where the minor works have been carried out 同上 as above

室 Flat/Room	樓 Floor	座 Block	大廈 / 屋苑名稱 Name of Building / Estate				
門牌號數及街道 / 道路 / 鄉村名稱 Number and Name of Street / Road / Village							
地區 District				<input type="checkbox"/> 香港 Hong Kong	<input type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories	

已完成的小型工程 The completed minor works

工程詳情 Works Description	(如有, 相關命令 / 指示 / 通知編號 / 屋宇署檔案編號) (Relevant Order / Direction / Notice No. / BD Reference No., if any)

DRAFT 擬稿

乙部 Part B

訂明註冊承建商的委任確認 (由獲委任的訂明註冊承建商填寫) Confirmation of appointment by prescribed registered contractor (To be completed by the appointed prescribed registered contractor)

英文名稱 (如適用, 姓氏先行) Name in English – Surname First, if applicable

中文名稱 Name in Chinese

聯絡電話 Contact Tel. No.

獲授權簽署人資料 Particulars of the authorized signatory

英文姓名 (姓氏先行) Name in English – Surname First

中文姓名 Name in Chinese

本人 / 我們確認已獲委任為甲部所述的小型工程的訂明註冊承建商。 I / We confirm that we have been appointed as the prescribed registered contractor of the minor works detailed in Part A

2. 根據《建築物 (小型工程) 規例》第 36 (a)(ii)條的規定, 本人 / 我們確認上述小型工程已於_____ 展開及於_____ 完工。 I / We hereby confirmed that the said minor works had been commenced on _____ and completed on _____ as required by section 33 (b) of the Building (Minor Works) Regulation.

3. 根據《建築物 (小型工程) 規例》第 36 (b) 及 36(c)條條的規定, 本人 / 我們現分別呈交顯示已完成甲部所述的小型工程的 圖則(圖則編號: _____)或 工程描述, 及顯示有關的處所在緊接該工程展開及完工後的實際狀況的照片以作記錄。 In accordance with the provisions of section 36(b) & 36(c) of the Building (Minor Works) Regulation, I / We submit herewith for your record of the plans (plan no.: _____) or description of works showing the completed works as detailed in Part A, and photographs showing the physical condition of the premises immediately before the commencement and after the completion of the works respectively.

4. 根據《建築物 (小型工程) 規例》第 37 條的規定, 本人 / 我們證明在本部上文第 3 段所述的有關小型工程圖則已由本人 / 我們製備或在本人 / 我們監管或指示下製備, 並已根據《建築物 (小型工程) 規例》第 37(2)條的規定由本人簽署及盡我們所知所信, 上述圖則在各方面均符合《建築物條例》及規例的規定。 In accordance with the provisions of section 37 of the Building (Minor Works) Regulation, I / we certify that the plans under paragraph 3 of this part above relating to the above minor works have been prepared by me / us or under my / our supervision or direction and have been signed by me as required by section 37 (2) of the Building (Minor Works) Regulation and to the best of my / our knowledge and belief, the said plans comply in all respects with the provisions of the Buildings Ordinance and Regulations.

5. 根據《建築物 (小型工程) 規例》第 36(a)(iv)條的規定, 本人證明該工程是由本人親自進行。 In accordance with the provisions of section 36(a)(iv) of the Building (Minor Works) Regulation, I certify that I have personally carried out the works.

日期 Date
日 月 年
day month year

訂明註冊承建商 / 獲授權簽署人 簽署
Signature of prescribed registered contractor / authorized signatory

註冊證明書編號 Certificate of Registration No.
註冊屆滿日期 Date of expiry of registration
日 月 年
day month year

須知 Notes (待擬 To be drafted)

Draft

Schedule 11.1
A**Item 1.1 (Class I Type A)**

Erection or alteration of any internal staircase that is not used as a means of escape or a means of access for firefighting and rescue, provided that –

- (a) the works do not result in any additional load to any cantilevered slab; and
- (b) the works do not involve the alteration of any other structural elements, except a simply supported beam that –
 - (i) is not of pre-stressed construction; and
 - (ii) is not used to support any column, flat slab or ribbed beam.

*Item 1.32* $h > 1.5\text{m}$ *Item 3.1* $h \leq 1.5\text{ m}$ 1.32
A/G**Item 1.32 (Class I Type A/G)**

Removal of any internal staircase that is not used as a means of escape or a means of access for firefighting and rescue, provided that –

- (a) the works do not involve the alteration of any other structural elements, except a simply supported beam that –
 - (i) is not of pre-stressed construction; and
 - (ii) is not used to support any column, flat slab or ribbed beam; and
- (b) the works do not fall within the description of item 3.1.

3.1
A/G**Item 3.1 (Class III Type A/G)**

Removal of the whole of any internal staircase on the lowest storey of a building that is not used as a means of escape or a means of access for firefighting and rescue, provided that –

- (a) the height of the staircase is not more than 1.5 m; and
- (b) the works do not involve the alteration of any other structural elements, except a simply supported beam that –
 - (i) is not of pre-stressed construction; and
 - (ii) is not used to support any column, flat slab or ribbed beam.

Item 1.20 (Class I Type C)

Erection or alteration of any projecting signboard, provided that –

- (a) the signboard does not consist of stone;
- (b) the works do not result in any additional load to any cantilevered slab;
- (c) the works do not involve the alteration of any other structural elements;
- (d) the display area of the signboard is more than 10 m² but not more than 20 m²;
- (e) no part of the signboard projects more than 4.2 m from the external wall to which it is fixed; and
- (f) the thickness of the signboard is not more than 600 mm.



Condition (d)
 $10 \text{ m}^2 < x \times y \leq 20 \text{ m}^2$

Condition (e)
 $x < 4.2 \text{ m}$

Condition (f)
 $z < 600 \text{ mm}$

Item 2.18 (Class II Type C)

Erection or alteration of any projecting signboard, provided that –

- (a) the signboard does not consist of stone;
- (b) the works do not result in any additional load to any cantilevered slab;
- (c) the works do not involve the alteration of any other structural elements;
- (d) the display area of the signboard is not more than 10 m²;
- (e) no part of the signboard projects more than 4.2 m from the external wall to which it is fixed;
- (f) the thickness of the signboard is not more than 600 mm; and
- (g) the works do not fall within the description of item 3.16.



Item 2.39 (Class II Type A/G)

Removal of any unauthorized single storey structure located on-grade or on a slab (other than a cantilevered slab), provided that –

- (a) the works do not involve the alteration of any other structural elements;
- (b) the height of the structure is not more than 5 m;
- (c) the structure is not a flat slab, pre-stressed concrete construction, transfer girder, hanger, cantilevered structure with a span of more than 1.2 m or earth retaining structure;
- (d) no structural element of the structure has a span of more than 6 m; and
- (e) the works do not fall within the description of item 3.32.

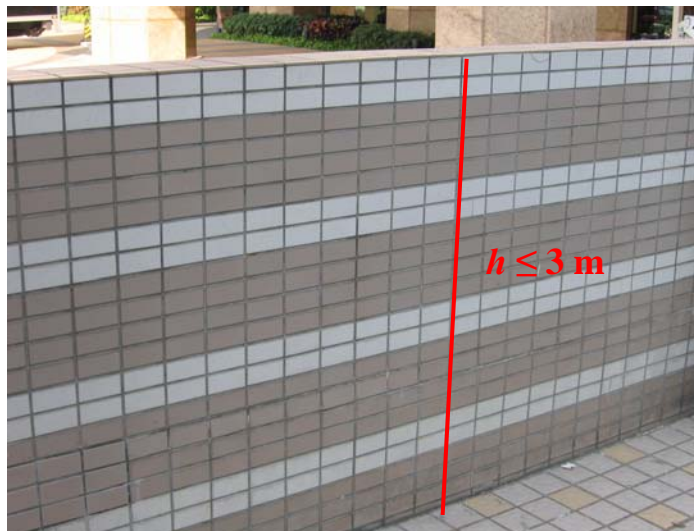


Schedule 2

Designated Exempted Works Item 7

Laying, repair or removal of any external rendering, external wall tile or roof tile of a building, provided that –

- (a) in the case of the repair of any external rendering, the distance between the highest point of the area in respect of which the repair is to be carried out and the adjoining ground or adjoining floor is not more than 3 m;
- (b) in the case other than the repair of any external rendering, the distance between the highest point of the rendering or tile and the adjoining ground or adjoining floor is not more than 3 m; and
- (c) in the case of roof tile, the gradient of the roof is not more than 1 in 4.



Designated Exempted Works Item 12

Removal of any supporting structure for an air-conditioning unit, water cooling tower, solar water heating system or photovoltaic system, provided that –

- (a) the structure is located on-grade or on a slab (other than a cantilevered slab);
- (b) the height of the structure is not more than 1 m; and
- (c) if the structure is located on the roof of a building –
 - (i) the distance between any part of the structure and the edge of the roof is more than 1.5 m; or
 - (ii) there is a protective barrier with a height of not less than 1.1 m at the edge of the roof.

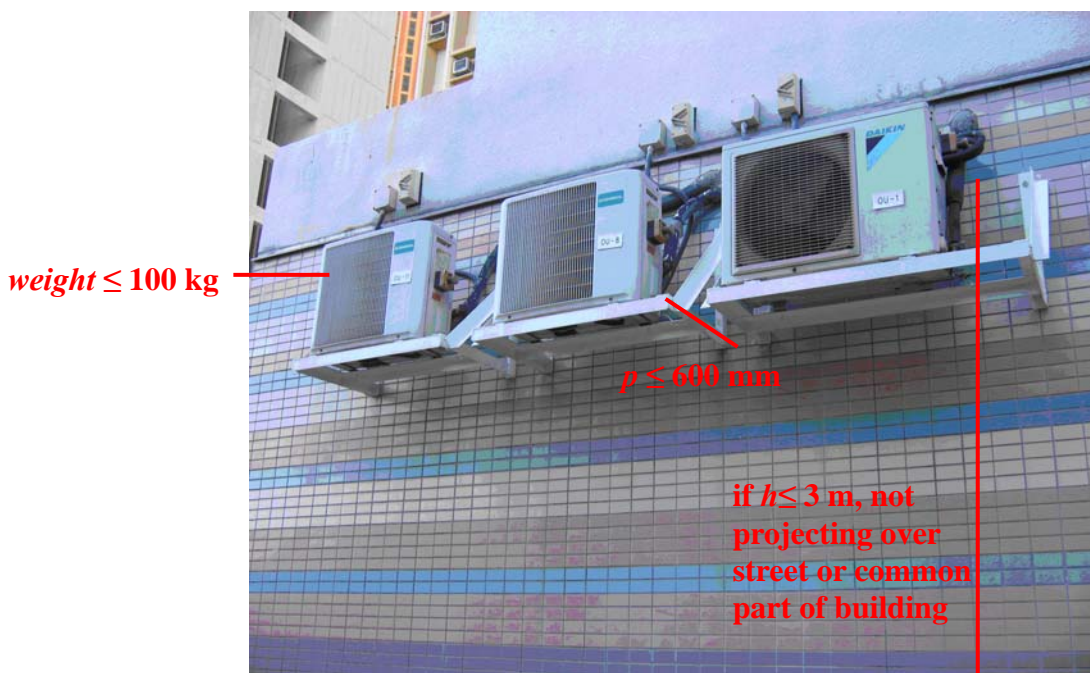


Schedule 3

Prescribed Building Works Item 2

Unauthorized metal supporting frame for an air-conditioning unit or any associated air ducts projecting from the external wall of a building, provided that –

- (a) no part of the frame projects more than 600 mm from the wall;
- (b) the frame is designed for an air-conditioning unit of not more than 100 kg in weight; and
- (c) if the distance between the highest point of the frame and the ground is not more than 3 m, the frame does not project over any street or common part of the building.



Prescribed Building Works Item 3

Unauthorized drying rack projecting from the external wall of a building, provided that –

- (a) no part of the rack projects more than 750 mm from the wall; and
- (b) if the distance between the highest point of the rack and the ground is not more than 3 m, the rack does not project over any street or common part of the building.

