

**For discussion
on 8 December 2011**

**LEGISLATIVE COUNCIL
PANEL ON DEVELOPMENT**

SUBCOMMITTEE ON BUILDING SAFETY AND RELATED ISSUES

**Enforcement against unauthorised building works
in New Territories Exempted Houses :
Progress on implementation of the enhanced enforcement strategy and
the proposed creation of a Supernumerary Chief Building Surveyor /
Chief Structural Engineer post (D1)**

PURPOSE

This paper reports to Members the progress on the Administration's preparations for the implementation of the enhanced enforcement strategy against unauthorised building works (UBWs) in New Territories Exempted Houses (NTEHs), generally referred to as "NT village houses", and seeks Members' views on the proposed creation of a supernumerary Chief Building Surveyor (CBS)/Chief Structural Engineer (CSE) post (D1) in the Buildings Department (BD) from 23 April 2012 to 31 March 2022 for co-ordination of implementation.

BACKGROUND

2. In a paper submitted to Panel on Development for discussion on 28 June 2011 (LC Paper No. CB(1)2530/10-11(05)), we described in detail the existing regulatory regime for the control of NT village houses and the previous enforcement taken. On the fundamental premise of ensuring building and public safety and complying with the legislation, we also set out a strategy to strengthen the control of UBWs in village houses through categorisation for control and management as well as prioritisation for progressive enforcement.

3. Broadly speaking, our strategy is to categorise all newly built and existing UBWs by reference to the severity of their breach of law and the

risks to building and public safety, and adopt corresponding measures for progressive enforcement in line with the order of priority.

4. In parallel, we would also enhance public education to foster village house owners' and occupants' awareness of building safety on the one hand, and to complement the Administration's law enforcement on the other.

PROGRESS

PUBLICITY AND PUBLIC EDUCATION

5. The presence of UBWs in NT village houses reflects the lack of understanding among the owners and occupants regarding NTEHs and their inadequate knowledge of the legislation governing the planning, design and construction of village houses. Therefore, we firmly believe that, in parallel with strengthening enforcement, the Administration should enhance the awareness for building safety among the owners and occupants and promote their understanding of UBWs and illegal structures through publicity and public education. This would help avoid their breaking the law.

6. Since November 2011, we have launched a series of publicity and public education activities under the heading "Village houses without unauthorized building works put your mind at ease".

7. The BD has published 90 000 copies of a promotional pamphlet (see **Annex 1**) which explains the definition and specifications of NTEHs, as well as the policy and detailed arrangement for the BD's enforcement against UBWs in NT village houses. The pamphlet provides typical examples with illustrations and descriptions for various types of UBWs in village houses, including particularly the green and amenity facilities which are allowed to be installed in NTEHs under the new enforcement policy, and the scope of first round targets for enforcement.

8. These pamphlets have been distributed by mail to all NT village households in late November 2011 and uploaded to the BD's website for reference by the public. They are also available from offices of the BD and district offices in the NT. We had also written to the Heung Yee Kuk to

solicit assistance in distributing the pamphlets through its rural committees and offices of the village representatives.

9. We also made use of the usual publicity channels in publicising the message of building safety in village houses, including the broadcast of Announcements of Public Interest (APIs) on TV and radio stations to publicise the danger posed by UBWs and to encourage the owners and occupants of village houses to keep their houses safe and free of UBWs. We have arranged for broadcast of APIs on buses and trains serving the NT areas, and put up posters at bus stations and railway platforms to disseminate the message of “Village houses without unauthorized building works put your mind at ease”.

10. From the experience of our earlier publicity for the Minor Works Control System (MWCS), advertisements in the form of special supplement in different local newspapers have demonstrated to be an effective means. We are using the same arrangement in publicising the BD’s enforcement policy against UBWs in village houses and the arrangements for progressive enforcement.

11. The current publicity drive will continue until January 2012, slightly before the Lunar New Year. We will commence another round of publicity after the Lunar New Year, with the emphasis on enhanced enforcement against UBWs in village houses and the implementation details of and arrangement for the reporting scheme for UBWs.

CATEGORISATION OF UBWs AND PRIORITISATION FOR PROGRESSIVE ENFORCEMENT

12. In line with the enforcement strategy of “categorisation of UBWs and prioritisation for progressive enforcement”, the BD will first target enforcement against existing UBWs which, although not posing imminent danger, constitute serious contravention of the law and impose higher potential risks to building and public safety. This first round targets are listed in Annex 2. The BD will continue, in pursuance of the existing enforcement policy, take enforcement action against UBWs in NT village houses that constitute imminent danger, UBWs under construction or newly built.

LAW ENFORCEMENT

13. In addition to organising the extensive range of publicity and public education activities mentioned above, the BD has, in line with established policy, strengthened enforcement against UBWs which constitute obvious hazard or imminent danger to life or property, UBWs under construction or newly built . Since April 2011, the BD has broadened the definition of “new UBWs in progress” to cover fitting-out works or site clearance in progress even after the completion of the main frame of the UBWs. This helped plug a previous loophole in enforcement and contain the proliferation of new UBWs.

14. During the period 1 July to 31 October 2011, the BD received a total of 477 complaints against “UBWs in progress” in NT village houses, of which 192 cases have been handled. After investigation, 54 of the 192 cases were confirmed to be UBWs in progress or newly built. The BD has issued removal orders against the 40 confirmed cases and arranged for the issue of removal orders against the remaining 14 confirmed cases. The BD will continue to follow up the investigation of the remaining 285 cases. The BD also received a total of 675 complaints about existing UBWs in NT village houses during the same period. After investigation, only three cases were found to involve newly built UBWs and thus subject to enforcement under the prevailing enforcement policy. The BD has issued removal orders to the owners concerned requiring them to remove the UBWs in question.

15. At the moment, the preparatory work for the implementation of the new enforcement policy, including detailed formulation of the modus operandi and deployment of resources, is well under way.

16. In regard to the modus operandi, the BD is drawing up the operational guidelines and plans to invite tender in January 2012 for commissioning consultants to survey and identify the first round targets for review and issuance of removal orders by the BD.

17. Since the first round targets mainly cover large-scale UBWs posing higher potential risks, the owners concerned should, on a case-by-case basis, appoint an Authorized Person and/or a Registered Specialist Contractor

(Demolition Works)/a Registered Minor Works Contractor to co-ordinate and carry out the demolition in compliance with the relevant requirements stipulated in the Buildings Ordinance with a view to ensuring building and public safety. The BD will take full account of the complexity of demolition works in the determination of the period for compliance with removal orders so as to ensure that the owners concerned have sufficient time to organise and carry out the works. The BD is drawing up internal guidelines on the compliance period for and control of removal of UBWs for its staff to follow.

18. The consultants to be engaged by the BD, mentioned in paragraph 16 above, will also conduct inspections upon the expiry of the removal orders to ensure that the parties concerned have complied with the requirements of the removal orders and all UBWs concerned have been removed. The invitation of tenders, selection and appointment of consultants are scheduled for the first quarter of 2012.

REPORTING SCHEME FOR UBWs IN VILLAGE HOUSES

19. As mentioned in the LC Paper No. CB(1)2530/10-11(05), we would introduce a reporting and regular certification scheme for existing UBWs in village houses which constitute relatively less serious contravention of the law and pose lower potential risks and which are outside the scope of first round targets. The main purpose of this scheme is to curb the emergence of new UBWs and to safeguard the structural safety of village houses. The information collected under this scheme will facilitate the BD's categorisation and objective risk assessment of these UBWs, for formulation of further follow-up plans.

20. On the definition of "existing UBWs in village houses", we have , in consultation with the Heung Yee Kuk, set 28 June 2011 as the cut-off date for "existing UBWs in village houses". In other words, all UBWs completed on or after that date will be regarded new UBWs and will not be included in the reporting scheme. Upon receipt of reports, the BD will give priority to enforcement against these UBWs.

21. The reporting scheme for UBWs in village houses will commence on 1 April 2012 and the reporting period will be open for six months until 30

September 2012. The BD is drafting a standard proforma for use by owners UBWs which are eligible for the scheme. The BD will consult the Heung Yee Kuk on the draft form to ensure that the form is simple, clear and user-friendly.

22. Under the reporting scheme, owners are required to appoint a qualified person to conduct inspections of the structures concerned and submit safety certification to the BD at five-yearly intervals. Although the qualified persons do possess adequate qualifications and experience to conduct the relevant inspections and safety certification, the BD is drawing up practice notes prescribing the technical and procedural requirements in connection with the inspections and safety certification. This would help ensure that the qualified persons fully understand the requisite standard for safeguarding the structural safety of the structures concerned. Generally speaking, inspections should cover the layout and condition of the main structural elements of the UBWs, condition of connections between the UBWs and the main building, assessment of the overall safety of the UBWs and the safety of the main building in sustaining the additional loads. For those UBWs posing higher potential risks, the practice notes will provide technical guidelines on the associated investigations, testing, analysis and assessments. The BD will conduct audit checks on the safety certification of UBWs submitted by qualified persons to ensure compliance with the relevant requirements.

SPECIFIED GREEN AND AMENITY FACILITIES

23. As mentioned in the LC Paper No. CB(1)2530/10-11(05), we will incorporate a series of green and amenity facilities into the scope of exemption for NTEHs. Such green and amenity facilities are detailed in the BD's publicity pamphlet mentioned in paragraph 7 above. Members of the public may also refer to the pamphlet "Building New Territories Exempted Houses" revised by the Lands Department (LandsD). Both pamphlets have been uploaded to the respective websites of BD and LandsD.

ENHANCED INFORMATION SYSTEM

24 The BD has endeavoured to enhance efficiency and reduce the need of manpower through streamlining the work flow and improving the existing information system. At present, data on NT village houses are not included in the BD's Building Control Information System. The BD is setting up a database of UBWs in NT village houses which records building information of NT village houses as well as location, type and quantity of UBWs in these houses. The information collected from the reporting scheme for UBWs in village houses will help provide a comprehensive picture on the overall situation of existing UBWs in village houses. This will facilitate the BD's formulation of appropriate strategy in tackling these UBWs in phases. It will also help enhance operational efficiency by streamlining the processes for verification of building information of village houses.

DEPLOYMENT OF MANPOWER AND RESOURCES

25. The BD has a major important role to play in implementing the enforcement policy. The duties include identification and assessment of various types of UBWs in village houses, and prioritisation for progressive enforcement. Moreover, the BD is also responsible for implementation of the reporting scheme for UBWs in village houses and the associated safety certification system, as well as co-ordination of public education and publicity programmes on curbing the proliferation of UBWs.

26. Within its current establishment, the BD does not have a dedicated section for dealing with UBWs in village houses. Upon receipt of complaints and reports from members of the public, it is the BD's current practice for the respective district sections under the Existing Buildings Divisions (EBDs) to carry out investigation and take enforcement action against UBWs constituting imminent danger, UBWs in progress or newly built in accordance with the prevailing enforcement policy.

27. To enhance efficiency and ensure effective implementation of the new enforcement policy, a dedicated Village Houses (VH) Section, headed by a CBS/CSE post (D1), is proposed to be established in one of the EBDs in the BD. The dedicated team will comprise some 40 non-directorate posts to provide the necessary professional and administrative support for co-ordination and implementation of the various tasks mentioned in paragraph 25 above.

28. The distribution of NT village houses is uneven among districts. If the existing modus operandi mentioned in paragraph 26 above were to be maintained, the significantly increased workload arising from the implementation of the new enforcement policy will lead to imbalance in workload, as well as the number of staff required for its discharge, among the district sections. Furthermore, the Chief Professional Officer (CPO) responsible for implementation of the new enforcement policy also has to formulate further action plans for progressive enforcement. We consider that it is appropriate for a dedicated section to be responsible for the co-ordination and implementation of the work.

29. Given the large number and variety of UBWs in NT village houses, we are at this moment unable to accurately assess the time required for dealing with the first round targets. We will continue to monitor progress and will make improvements in the light of operational experience to enhance efficiency for early completion of the work.

30. The proposed dedicated section will first conduct large scale operations in the different districts in the NT against the first round targets, i.e. existing UBWs constituting serious contravention of the law and imposing higher potential risks to building and public safety. This includes investigation and identification of target UBWs, serving removal orders on the owners concerned, instituting prosecution against the non-compliant owners, and registration of the removal orders at the Land Registry (commonly known as “imposing an encumbrance”). For UBWs which constitute imminent danger to building or public safety, the dedicated section will arrange for a government contractor to carry out the demolition works and will recover the full costs of the works, including supervision charges, from the owners.

31. As an important component of the enforcement strategy, the BD will launch a reporting scheme from April to September 2012 for existing UBWs in NT village houses that are outside the scope of the first round targets. Owners of NT village houses should submit to the BD information of existing UBWs which are not in the list of first round targets, and appoint a qualified person to conduct inspections and certify safety of the structures concerned at five-year intervals. The BD will process the UBWs reporting submissions; conduct audit checks on about 10% of the safety certification of

UBWs submitted by qualified persons to ensure compliance with the relevant requirements; as well as build up a comprehensive database of UBWs in NT village houses to facilitate enforcement actions. In addition, the proposed dedicated section will also analyse the information collected from the reporting scheme, conduct objective risk assessment and then formulate follow-up plans.

PROPOSED CREATION OF A SUPERNUMERARY CBS/CSE POST

32. To ensure smooth implementation of the new enforcement strategy against UBWs in NT village houses and to meet the challenges that arise from the new tasks for operation and management, we propose that the new VH section should be headed by a dedicated CPO, as mentioned in paragraph 27 above. The detailed job description of the post concerned is at **Annex 3**. As the training and competencies of officers from both Building Surveyor and Structural Engineer grades ensure that they are capable of discharging the duties concerned, we propose that the new post should be a bi-disciplinary CBS/CSE post.

33. Given the scale, complexity and difficulty of the work involved and the professional knowledge, expertise and experience required, it is operationally necessary for the proposed Village House (VH) Section to be headed by a dedicated CPO to steer the policies, set the operation strategies for enforcement against UBWs in NT village houses and formulate the associated enforcement programme; to oversee the implementation of the new initiatives and fine-tune the modus operandi in the light of operational experience where necessary to ensure that policy objectives and targets are achieved; to consider approval of demolition plans and remedial proposals submitted by Authorized Persons/Registered Structural Engineers for compliance with removal orders; to respond to objections to and/or appeals against the BD's enforcement actions from owners/occupants of village houses; to review achievements of the proposed progressive enforcement scheme; to co-ordinate the work of the Section both within and outside the BD; to explain the policies and implementation of the new initiatives to the media and general public; to formulate progressive enforcement plans after dealing with the first round targets for enforcement; as well as to lead, manage and supervise the day-to-day operation of the Section and the work of its staff.

34. We propose the above-mentioned supernumerary Chief Professional Officer/Village Houses (CPO/VH) post to be created for ten years until 31 March 2022. We will closely monitor the progress of implementation of the progressive enforcement strategy and will, depending on the actual situation, review the continued need for the CPO/VH post.

ALTERNATIVES CONSIDERED

35. To take forward a package of new measures to enhance building safety, the BD has completed re-organisation in July 2011. Accordingly, a supernumerary bi-disciplinary Government Building Surveyor (GBS)/Government Structural Engineer (GSE) post (D2) was created to be responsible for overseeing the implementation of a number of initiatives, including the new building safety initiative focusing on private buildings in urban areas (i.e. Mandatory Building Inspection Scheme and Mandatory Window Inspection Scheme). The organisation chart of the BD is at **Annex 4**. We have critically examined whether the existing resources of the re-organised BD, including the above mentioned newly created supernumerary bi-disciplinary GBS/GSE post, have spare capacity to absorb the additional workload arising from the implementation of the new initiatives against UBWs in NT village houses. With the implementation of the package of measures to enhance building safety in Hong Kong, the incumbents of the existing posts of the BD are already fully committed to their existing workload. It is operationally not possible for them to take up the additional workload without compromising the standard of their work and the quality of the services delivered. Detailed justifications are provided in the ensuing sub-paragraphs.

- (i) The directorate posts (D1) overseeing the various sections under the two EBDs have been hard pressed in providing the ongoing building and slope safety services in relation to private buildings and slopes in the territory. These include handling complaints, as well as taking enforcement action against UBWs, building dilapidation and dangerous slopes. The CPOs concerned are heavily engaged by their existing workload and have to supervise a large number of supporting staff. As such, it is not possible for them to take up the

additional workload. The detailed job descriptions of the directorate posts (D1) under the EBDs are at **Annexes 5(a) to (b)**.

- (ii) As regards the Corporate Services Division and the two New Buildings Divisions, the incumbents of directorate level of these divisions are also fully committed to their existing workload. They have no spare capacity to absorb the additional workload arising from the enforcement against UBWs in NT village houses. Moreover, the progressive enforcement strategy is targeted at NT village houses. Having considered the nature of the work, we consider it inappropriate for the incumbents of the posts of these divisions to take up the responsibilities concerned.
- (iii) The Mandatory Building Inspection Division (MBID), newly established in July 2011, oversees the implementation of a number of initiatives, including the new building safety initiative focusing on private buildings in urban areas (i.e. Mandatory Building Inspection Scheme and Mandatory Window Inspection Scheme). The incumbents of directorate level of the division have no spare capacity to take up the workload arising from the enforcement against UBWs in village houses. The detailed job descriptions of the directorate posts (D1) under the MBID are at **Annexes 5(c) to (d)**.

FINANCIAL IMPLICATIONS

36. The proposed creation of the supernumerary CBS/CSE post will bring about an additional notional annual salary cost at mid-point of \$1,357,200. The additional full annual average staff cost, including salaries and staff on-cost, will be \$2,124,000. We will include the necessary provision in the annual Estimates of the relevant financial years from 2012-13 onwards to meet the cost of the proposal.

ADVICE SOUGHT

37. Members are invited to note the arrangements for and progress on implementation of the enforcement strategy against UBWs in NTEHs, as well as to support the proposed creation of a supernumerary CBS/CSE post (D1). We aim to seek the recommendation of the Establishment Subcommittee and, afterwards, the approval of the Finance Committee, in February and April 2012 respectively, for the staffing proposal.

Development Bureau
December 2011

無僭建村屋 安居又幸福

Village Houses *without*
unauthorized building works
put your mind at ease!



新界豁免管制屋宇違例建築工程的執法政策

新界豁免管制屋宇

新界豁免管制屋宇，一般是指位於新界及循《建築物條例（新界適用）條例》獲得豁免，因而不受《建築物條例》中部分條文（包括需獲得屋宇署批准及同意施工的條文）及其附屬規例所管制的村屋。這類屋宇包括小型屋宇政策下由新界原居民興建的村屋，俗稱“丁屋”。有關各類新界豁免管制屋宇的詳細豁免條件，可參閱有關條例，或由地政總署出版的「興建新界豁免管制屋宇須知」小冊子。

一般的新界豁免管制屋宇，是在興建時因按《建築物條例（新界適用）條例》內所指明的高度和有蓋面積上限等豁免條件設計和建造而獲得豁免，例如新房屋不得超過3層高，並且高度不超過8.23米（約27呎），而有蓋面積不超過65.03平方米（約700平方呎）。任何導致這些屋宇超逾這些指定高度和有蓋面積等的加建、改建或小型工程，都足以令有關豁免失效，不僅令這些加建、改建或小型工程成為違例建築工程（僭建物），更使所涉的新界豁免管制屋宇變成違例建築物。但在1961年1月1日《建築物條例（新界適用）條例》生效前建成的新界建築物，若在该日期後沒有進行任何改建、加建或重建，無論是否符合豁免條件，均不屬這僭建物定義的涵蓋範圍。

對新界村屋僭建物執法的具體安排

1.

對生命財產明顯構成威脅或迫切危險的僭建物、正在施工的違例建築工程及新建的僭建物

屋宇署會維持一貫做法，對生命財產明顯構成威脅或迫切危險的僭建物、正在施工的違例建築工程及新建的僭建物，均會即時執法，予以取締。[註：新建的僭建物是指於2011年6月28日或以後建成的僭建物。] 建築事務監督會向有關業主發出清拆命令，着令業主在指定期限內清拆有關的僭建物，假如有關僭建物在限期屆滿仍未拆除，建築事務監督可向有關業主提出檢控，亦可安排政府承建商進行有關工程，然後向業主收回工程費，另加監督費。

2.

沒有迫切危險但違例情況嚴重和具較高潛在風險的現存僭建物

就其他現存而沒有迫切危險的僭建物，屋宇署會首先針對違例情況嚴重和對樓宇安全具較高潛在風險的僭建物，積極進行取締工作。這些首輪取締目標，主要包括樓高四層或以上的村屋、未有取得地政總署的豁免證明書又沒有獲得建築事務監督事先批准圖則和同意興建的屋宇、覆蓋天台面積超過一半的圍封式天台建築物及由違例建築物伸建的僭建物等。

Enforcement policy against unauthorized building works in New Territories Exempted Houses

New Territories Exempted Houses

New Territories Exempted Houses (NTEH) generally refer to those village houses situated in the New Territories which by virtue of the Buildings Ordinance (Application to the New Territories) Ordinance are exempted from certain provisions of the Buildings Ordinance (BO) and its subsidiary regulations (including the need for obtaining approval and consent to the commencement of works from the Buildings Department). They include the village houses built by indigenous villagers under the New Territories Small House Policy, commonly known as "small houses". For details of the exemption criteria for different types of NTEH, please refer to the provisions of the relevant Ordinance or the pamphlet "Building New Territories Exempted Houses" published by the Lands Department.

NTEH are in general designed and built in compliance with the exemption criteria in respect of the height and roofed-over area, etc stipulated in the Buildings Ordinance (Application to the New Territories) Ordinance, which thus qualify them for exemption. For example, new housing should be of not more than 3 storeys and of a height of not more than 8.23 m (about 27 feet) and with a roofed-over area not exceeding 65.03 m² (about 700 square feet). Any additions, alterations or minor works which result in the stipulated height, roofed-over area etc of these houses being exceeded would invalidate the exemption. This would not only render the addition, alteration or minor works as unauthorized building works (UBWs) but would also turn the NTEH concerned into unauthorized buildings. However, any buildings built in the New Territories before the Buildings Ordinance (Application to the New Territories) Ordinance came into force on 1 January 1961, irrespective of whether they complied with the exemption criteria, would not come within the above definition of UBWs, so long as there had been no alteration, addition to or re-construction of the building after that date.

Arrangement of enforcement against UBWs in NTEH



1. UBWs constituting obvious hazard or imminent danger to life or property, UBWs under construction or newly completed

The Buildings Department (BD) will maintain its existing practice and take immediate enforcement action against UBWs constituting obvious hazard or imminent danger to life or property, UBWs under construction or newly erected. [Note: UBWs completed after 28 June 2011 are regarded as newly erected UBWs.] The Building Authority (BA) will serve a statutory order requiring the building owner to remove the UBWs concerned within a specified time. If the UBWs have not been removed by the specified time, the BA may take prosecution action against the concerned building owner. The BA may also deploy the government contractor to carry out the works, and thereafter recover the cost of the works, plus supervision charge, from the building owner.



2. Existing UBWs not posing imminent danger but constituting serious contravention of the law and imposing higher potential risks

For other existing UBWs not posing imminent danger, the BD will first focus and take proactive enforcement actions against those which constitute serious contravention of the law and pose higher potential risks to building safety. This first round of targets for such enforcement action mainly include village houses of four storeys or more, houses built without a Certificate of Exemption issued by the Lands Department or the approval and consent of the BA, enclosed rooftop structures covering more than 50% of the roofed-over area of the building concerned and unauthorized projecting structures attached to UBWs, etc.

首輪取締目標：違例情況嚴重和具較高潛在風險的現存僭建物

First Round Targets : Existing UBWs constituting serious contravention of the law and imposing higher potential risks

項目 Item



原有以鋼筋混凝土或磚石建造，樓高四層或以上的村屋。

Village house of four storeys or above constructed of reinforced concrete or masonry.



原有的三層高新界豁免管制屋宇加建多一層或以上以鋼筋混凝土、磚石或其他材料建造的樓層/搭建物。

Structures of single storey or above constructed of reinforced concrete, masonry or other materials on 3-storey New Territories exempted house.



自1961年1月1日後，在地契條款內沒有高度及層數限制的私人屋地上，進行不符合《建築物條例（新界適用）條例》所訂豁免規定的重建、改建或加建工程，而該工程又未按《建築物條例》取得批准。屬暫緩行動及按序處理的僭建物除外。

Redevelopment, alteration or addition carried out on private building lot of which the lease stipulates no restriction on building height and number of storeys, and in contravention of the exemption criteria prescribed in the Buildings Ordinance (Application to the New Territories) Ordinance since 1 January 1961. No approval has been obtained in accordance with the Buildings Ordinance for the aforesaid construction works. With the exception of the unauthorized building works prioritised for deferred enforcement.



主體建築物高度或有蓋面積超出《建築物條例（新界適用）條例》所訂豁免規定，而又未有按《建築物條例》取得批准的建築物。

Height or roofed-over area of the main building exceeds the exemption criteria prescribed in the Buildings Ordinance (Application to the New Territories) Ordinance. No approval has been obtained in accordance with the Buildings Ordinance for erection of the building.



以鋼筋混凝土、磚石或其他材料建造及圍封的天台搭建物，其覆蓋面積多於主體建築物有蓋面積的50%。

Enclosed rooftop structures constructed of reinforced concrete, masonry or other materials, with a coverage of more than 50% of the roofed-over area of the main building.



未有在施工前按《建築物條例（新界適用）條例》的規定取得豁免證明書，而地政總署不會發出豁免證明書，又未有按《建築物條例》取得批准的建築物。

No certificate of exemption has been obtained in accordance with the Buildings Ordinance (Application to the New Territories) Ordinance prior to the commencement of works, and the Lands Department will not issue a certificate of exemption. No approval has been obtained in accordance with the Buildings Ordinance for the works.



由違例建築物伸建的僭建物（如在違例建造的天台搭建物上再加建廣告招牌）。

Unauthorized projecting structures attached to unauthorized building works. (e.g. signboard erected on unauthorized rooftop structures).



3. 違例情況較輕及潛在風險較低的現存僭建物

屋宇署會在清理首輪目標僭建物後，分階段逐步取締違例情況較輕及潛在風險較低的現存僭建物。由於這些僭建物的種類繁多，大小不一，屋宇署會透過僭建物申報計劃，蒐集詳細資料，分類進行風險評估，並會因應實際情況，制訂按序處理的執法計劃。



3. Existing UBWs constituting less serious contravention of the law and imposing lower potential risks

The BD will tackle these UBWs in phases after dealing with the first round targets. As these UBWs come in many different forms and size, the BD introduces a reporting scheme to collect more detailed information on them. The BD will categorise the UBWs, conduct objective risk assessment for the different classes and formulate progressive enforcement plans.

違例情況較輕及潛在風險較低的現存僭建物（例子）

Existing UBWs constituting less serious contravention of the law and imposing lower potential risks (Examples)

項目 Item



以鋼材、鋁質構件、金屬板或玻璃搭建的圍封式露台。

Enclosed balcony constructed of steel or aluminium structural elements, metal plates or glass.



以鋼筋混凝土、磚石或其他材料建造及圍封的天台搭建物，其覆蓋面積不多於主體建築物有蓋面積的50%。

Enclosed rooftop structures constructed of reinforced concrete, masonry or other materials, with a coverage of not more than 50% of the roofed-over area of the main building.



以鋼材或鋁質構件建造並沒有圍封的天台構築物。

Unenclosed rooftop structures constructed of steel or aluminium structural elements.



設於相連地面一層以鋼筋混凝土、磚石或其他材料建造的擴建物，不論擴建部分是否有內部通道通往主建築物。

Ground floor extension constructed of reinforced concrete, masonry or other materials, whether or not the extension has internal access to the main building.



豎設於兩幢相連的新界豁免管制屋宇露台之間的間隔牆，而牆身超過150毫米厚。

Partition wall exceeding 150mm in thickness erected between the balconies of two adjoining New Territories Exempted Houses, except the green and amenity facilities allowed to be provided.



由主體建築物外牆伸建的簷篷，屬可常設的小型環保及適意設施除外。

Canopy projecting from the external wall of the main building, except the green and amenity facilities allowed to be provided.



設有支柱的地下簷篷。
Ground floor canopy with pillars.



由主體建築物外牆伸建用以支承冷氣機的金屬架（必須附防止滴水設計）及冷氣機輕質篷蓋，屬可常設的小型環保及適意設施除外。

Metal supporting rack for air-conditioning unit (with anti-dripping design) and lightweight air-conditioner hood projecting from the external wall of the main building, except the green and amenity facilities allowed to be provided.



由主體建築物外牆伸建的廣告招牌。
Signboard projecting from the external wall of the main building.



掛置於主體建築物外牆的廣告招牌，屬可常設的小型環保及適意設施除外。

Wall signboard mounted on the external wall of the main building, except the green and amenity facilities allowed to be provided.



架設於天台的廣告招牌。

Signboard erected on the rooftop.

僭建物申報計劃

為防止有其他新僭建物的出現及為保障村屋的樓宇結構安全，現有新界村屋僭建物的業主，須就2011年6月28日前已建成，並屬首輪取締造目標以外而屋宇署於該日前亦未有採取執法行動的現存僭建物向屋宇署提交資料，包括有關僭建物的相片、描述、大小和建成日期，進行申報，並每五年進行一次構築物安全檢驗。僭建物申報計劃將於2012年4月1日開始，為期6個月至2012年9月30日止。已申報的僭建物，在首輪目標執法階段期間，除非變得有迫切危險，否則不會被強制即時清拆。所有在指定申報日期屆滿後仍未向屋宇署申報的僭建物，將如同新建僭建物一樣，屋宇署會優先採取執法行動予以取締。有關申報及安全檢驗計劃的進一步細節，屋宇署將另行公布。

可裝設在現存和新建新界豁免管制屋宇的小型環保及適意設施

一些指定的小型環保和適意設施，無論是現存於新界村屋的或將於日後在新建和現存村屋加建的，只要村屋是按《建築物條例（新界適用）條例》獲得豁免的新界豁免管制屋宇，均可繼續保留或於日後隨時加建，無須經由地政總署或屋宇署批准。下列的小型環保和適意設施，可裝設在新界豁免管制屋宇，請同時參閱地政總署出版的「興建新界豁免管制屋宇須知」小冊子。

Reporting scheme for UBWs

To curb the emergence of new UBWs and to safeguard the structural safety of buildings, owners of the existing UBWs in village houses in the New Territories ("village houses") are required to report to BD by submitting information including photos, descriptions, sizes and completion dates of existing UBWs which are completed before 28 June 2011 and not included in the list of first round targets and on which no enforcement action has commenced by BD before 28 June 2011, and to conduct safety inspections of the structures concerned every 5 years. The reporting scheme for UBWs will commence on 1 April 2012 and last for 6 months until 30 September 2012. During the period of enforcement against the first round targets, the BD will not require the immediate removal of the reported UBWs unless they become imminently dangerous. The BD will take priority enforcement action against those UBWs which have not been reported to the BD after the reporting period, in the same manner as newly constructed UBWs. The BD will announce further details of the reporting scheme and the safety inspection plan separately.

Green and amenity facilities that may be installed in both new and existing NTEH

Some specified green and amenity facilities, whether they currently exist in the village houses or to be installed in new and existing village houses in future, can be allowed to stay or be installed at any time in future without seeking the permission from the Lands Department or the BD, provided that the village house is a NTEH exempted under the Buildings Ordinance (Application to the New Territories) Ordinance. The green and amenity facilities listed below may be installed in NTEH, please also refer to the pamphlet "Building New Territories Exempted Houses" published by the Lands Department.

可裝設在現存和新建新界豁免管制屋宇的小型環保及適意設施*

Green and amenity facilities that may be installed in both new and existing NTEH*

	項目 Item
	<p>用以支承冷氣機的金屬架（必須具有防止滴水設計）、分體式冷氣組件及冷氣機輕質篷蓋</p> <ul style="list-style-type: none"> • 由外牆伸出不超過750毫米；及 • 不得由露台或簷篷伸出。 <p>Metal supporting rack for air-conditioning unit (with anti-dripping design), components of split type air-conditioner and lightweight air-conditioner hood</p> <ul style="list-style-type: none"> • should not project more than 750mm from the external wall; and • should not project from a balcony or canopy wall.
	<p>為保安理由而裝設於地面一層的捲閘/摺閘</p> <ul style="list-style-type: none"> • 凸出部分由外牆伸出不超過300毫米；及 • 捲閘必須設有不少於600毫米闊的活動門，以作逃生之用。 <p>Roller shutter / folding gate installed on the ground floor for security purpose</p> <ul style="list-style-type: none"> • no part of the installation should project more than 300mm from the external wall; and • a trapdoor not less than 600mm in width should be provided on the roller shutter for emergency escape purpose.
	<p>鐵籠式外置窗花</p> <ul style="list-style-type: none"> • 從外牆伸出不超過500毫米；及 • 如外置窗花伸出屋宇對出的行人通道上，則外置窗花從外牆伸出離行人通道地面的淨空高度少於2.5米的部分不得超過150毫米。 <p>Cage like external metal window grilles</p> <ul style="list-style-type: none"> • should not project more than 500mm from the external wall; and • where any part of the external window grilles projects over accessible pavement and has a clear headroom less than 2.5m, such part of the window grilles should not project more than 150mm from the external wall.



伸縮式塑料或帆布帳篷

- 裝設於任何外牆；
- 收回帳篷時伸建物凸出不超過500毫米
- 帳篷完全張開時凸出亦不超過2米；
- 離地面的淨空高度不得少於2.5米；及
- 不得由露台或簷篷伸出。

Retractable plastic or canvas hood

- affixed to any external wall;
- with a projection of not more than 500mm when retracted;
- with a projection of not more than 2m when fully projected;
- clear headroom should not be less than 2.5m measured from the ground; and
- should not project from a balcony or canopy.



在地下側門頂裝設的小型簷篷

- 以鋼材、鋁質構件、金屬板或玻璃搭建；
- 離地面的淨空高度不得少於2.5米；及
- 由外牆伸出不超過750毫米。

Small overhang located above the side door on the ground floor

- constructed of steel or aluminium structural elements, metal plates or glass;
- clear headroom of not less than 2.5m measured from the ground; and
- should not project more than 750mm from the external wall.



簷篷

- 以鋼材、鋁質構件、金屬板或玻璃搭建；
- 由外牆伸延不多於750毫米；及
- 不得由露台或簷篷伸出。

Canopy

- constructed of steel or aluminium structural elements, metal plates or glass;
- should not project more than 750mm from the external wall; and
- should not project from a balcony or canopy.



小型天線或碟形電視天線、小型太陽能發熱器或太陽能設備

- 設於屋頂而只供同一幢新界豁免管制屋宇的住戶使用；
- 由一個或以上的集熱器和一個儲水箱組成，適合家庭住宅使用的額定尺寸的太陽能熱水系統；
- 總重量不超過700公斤；
- 平均荷載不超過每平方米150公斤；及
- 不可設於簷篷或樓梯頂篷上。

Small size antenna, television dish antenna, solar energy heater or solar energy equipment

- installed on the roof for use of the occupants of a NTEH;
- household-scale solar water heating system of nominal size comprising one or more solar collector(s) and a water tank;
- total gross weight should not exceed 700kg;
- average loading imposed should not exceed 150kg/m²; and
- such facilities should not be installed on the roof of stairhood or canopy.



沒有頂蓋及圍封的開放式天台園藝棚架

- 容易拆除；
- 框架以木材、鋁質或其他輕金屬製造；
- 橫向支撐或中間棒條之間的距離不少於200毫米；
- 總覆蓋面積不多於5平方米；及
- 高度由天台地台起計不超過2.5米。

Open and uncovered rooftop gardening trellis

- easily demountable;
- made of timber, aluminium or other lightweight metal framework;
- spacing between horizontal supports or intermediate bars should not be less than 200mm;
- total coverage of not more than 5m²; and
- height not exceeding 2.5m measured from the roof level.



展示地下店舖名稱的招牌

- 展示範圍（連支架）總面積不得超過5平方米；
- 招牌應掛置於外牆或凸出舖面的裝設，並從外牆伸出不得超過600毫米；及
- 離地面的淨空高度不得少於2.5米。

Signboard of ground floor shop

- total display area including supporting frame should not be more than 5m²;
- mounted to the external wall or installed as bulkhead at shopfront with a projection not exceeding 600mm; and
- clear headroom of not less than 2.5m measured from the ground.



食肆/餐廳的排氣管

- 屬輕質及為機械裝置一部分；及
- 設計須符合有關食肆的發牌要求，例如：排氣管離地面不少於2.5米及由外牆伸出不得超過600毫米。

Exhaust duct of food premises/restaurants

- lightweight and part of mechanical installation; and
- conforming to the relevant licensing requirements, for example, exhaust duct should have a projection of not more than 600mm from the external wall and a minimum clearance of 2.5m measured from the ground.



豎設於兩幢相連的新界豁免管制屋宇露台之間的間隔牆

- 牆身厚度不可超過150毫米；及
- 有關的露台建築須屬於「樑板式興建方式」並符合「興建新界豁免管制屋宇中關鍵構件的技術規定」。

Partition wall erected between the balconies of two adjoining NTEH

- not exceeding 150mm in thickness; and
- the balconies are of beam-and-slab type construction conforming to the 'Technical Requirements for Critical Structural Elements in the Construction of New Territories Exempted Houses'.



天台上沒圍封的遮篷

- 可容易及隨時拆除或收合；
- 非永久錨固於天台；
- 框架以鋁質或其他輕金屬製造，頂蓋為塑料或帆布；
- 完全張開時的總覆蓋面積不多於5平方米；及
- 高度由天台地台起計不超過2.5米。

Unenclosed Rooftop awning

- easily and readily demountable or retractable
- not permanently fixed to the roof;
- made of aluminium or other lightweight metal framework and plastic or canvas cover sheeting;
- coverage of not more than 5m² when fully opened; and
- height not exceeding 2.5m measured from the roof level.



豎設或固定在外牆的小型及不構成阻礙的適意設施，例如神龕護蓋、燈柱及照明裝置（包括裝設於天台、護牆及屋簷）。

Amenity facilities mounted on or affixed to the external wall, such as shrine shelters, lamp posts and lighting installations (including those installed on the rooftops, parapets, and overhangs), that are small-scale and do not cause obstruction.





電錶箱（只適用於地面一層）

- 固定於外牆；
- 以混凝土或金屬構造；
- 尺寸不超過1.2米乘1.6米；及
- 凸出部分不超過0.38米。

Electricity meter box (on ground floor only)

- affixed to the external wall;
- made of concrete or metal;
- size not exceeding 1.2m x 1.6m; and
- with a projection not exceeding 0.38m.



用作存放石油氣瓶的貯存箱（只適用於地下一層）

- 固定於外牆；
- 以混凝土或金屬構造；
- 尺寸不大於1.2米（高）乘1米（闊）；及
- 凸出部分不超過0.4米。

Liquefied petroleum gas cylinder storage box (on ground floor only)

- affixed to the external wall;
- made of concrete or metal;
- size not exceeding 1.2m (in height) x 1m (in width); and
- with a projection not exceeding 0.4m.



放置於天台作儲物用途的組合櫃

- 非永久錨固於天台；
- 高度不超過2米；
- 體積不超過3立方米；及
- 不影響屋宇結構安全及排水系統。

Prefabricated storage cabinet placed on roof

- not permanently fixed to the roof;
- height not exceeding 2m;
- volume not exceeding 3m³; and
- should not affect the structural safety and drainage system of the building.



露台上裝置的防盜鐵欄

- 不可由露台護牆外伸出。

Anti-burglary bars installed on a balcony

- should not project beyond the external edge of the parapet on the balcony.



大門鐵閘

- 開啓後不得妨礙逃生路徑。

Main entrance metal gate

- not causing obstruction to the escape route when opened.



用以曬晾衣物的金屬晾衣架

- 固定於外牆；及
- 由外牆伸出不超過750毫米。

Metal drying rack

- affixed to the external wall; and
- with a projection not exceeding 750mm.

註*：小型環保及適意設施如不符合上表所述的規定，即被視為《建築物條例》（第123章）下的僭建物。屋宇署會按照其執法政策對僭建物採取行動，並會優先取締那些嚴重違反上表所述規定的僭建物。

查詢 如有任何關於僭建物的查詢，請瀏覽屋宇署網頁 www.bd.gov.hk 或透過以下途徑與屋宇署聯絡：

郵遞地址：九龍彌敦道750號始創中心12樓

電郵地址：enquiry@bd.gov.hk

電話熱線：2626 1616 (由“1823電話中心”接聽)

Remark * Green and amenity facilities are regarded as unauthorized building works under Building Ordinance (Cap. 123) if they do not conform to the requirements listed above. The Buildings Department will take action against unauthorized building works in accordance with its enforcement policy and priority will be given to enforcement actions against those unauthorized building works having serious non-compliance with the requirements listed above.

Enquiry: For any enquiry on UBWs, please visit Buildings Department's website www.bd.gov.hk or contact the Buildings Department by the following means:

Postal address: 12/F, Pioneer Centre, No. 750 Nathan Road, Kowloon

Email address: enquiry@bd.gov.hk

Telephone Hotline: 2626 1616 (Handled by "1823 Call Centre")

豁免*



www.bd.gov.hk

「如你不欲收取通函郵件，請在信箱貼上『不收取通函』標貼。標貼可於全線郵政局、各區民政事務處的公眾諮詢服務中心、公共屋邨辦事處和個別私人屋苑的管理處免費索取。請注意，『不收取通函』標貼機制並不涵蓋由政府及相關機構、立法會議員、區議會議員、選舉候選人 and 根據《稅務條例》第88條合資格獲豁免繳稅的慈善機構所投寄的通函郵件。」

「*此函件符合資格豁免於「不收取通函」標貼機制」

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"* This mail is eligible for exemption from "No Circular Mail" Opt-out Sticker Scheme."

**First Round Targets : Existing Unauthorised Building Works
constituting serious contravention of the Law and imposing higher
Potential Risks**

	Item
1	Village house of four storeys or above constructed of reinforced concrete or masonry.
2	Structures of single storey or above constructed of reinforced concrete, masonry or other materials on 3-storey New Territories exempted house.
3	Redevelopment, alteration or addition carried out on private building lot of which the lease stipulates no restriction on building height and number of storeys, and in contravention of the exemption criteria prescribed in the Buildings Ordinance (Application to the New Territories) Ordinance since 1 January 1961. No approval has been obtained in accordance with the Buildings Ordinance for the aforesaid construction works. With the exception of the unauthorised building works prioritised for deferred enforcement.
4	Height or roofed-over area of the main building exceeds the exemption criteria prescribed in the Buildings Ordinance (Application to the New Territories) Ordinance. No approval has been obtained in accordance with the Buildings Ordinance for erection of the building.
5	Enclosed rooftop structures constructed of reinforced concrete, masonry or other materials, with a coverage of more than 50% of the roofed-over area of the main building.

	Item
6	No certificate of exemption has been obtained in accordance with the Buildings Ordinance (Application to the New Territories) Ordinance prior to the commencement of works, and the Lands Department will not issue a certificate of exemption. No approval has been obtained in accordance with the Buildings Ordinance for the works.
7	Unauthorised projecting structures attached to unauthorised building works. (e.g. signboard erected on unauthorised rooftop structures)

**Job Description of
Chief Professional Officer/ Village Houses**

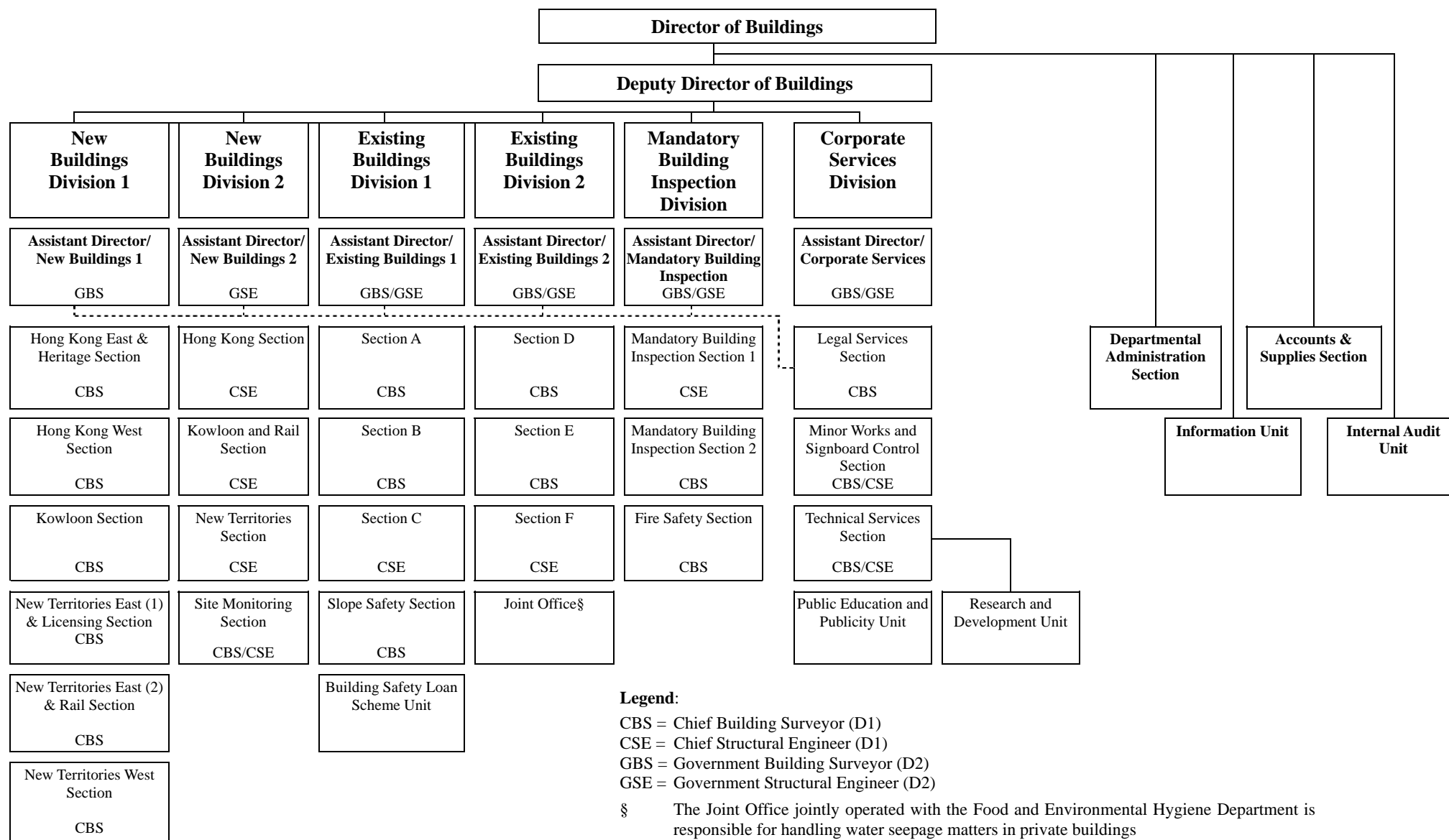
Rank : Chief Building Surveyor/Chief Structural Engineer (D1)

Responsible to : Assistant Director/Existing Buildings 1 or
Assistant Director/Existing Buildings 2

Major Duties and Responsibilities –

1. to manage the professional and technical teams and to supervise the operational matters regarding the daily operation of the Village Houses Section;
2. to appraise senior professional officers' and professional officers' recommendations on enforcement matters;
3. to attend Legislative Council and District Council meetings and to give advice to the public on the department's objectives and actions relating to enforcement against UBWs in NTEHs;
4. to consider approval of demolition plans and remedial proposals submitted by Authorized Persons/Registered Structural Engineers for compliance with removal orders;
5. to exercise overall management of staff under the team and supervise, plan, monitor, control and re-deploy staff and resources to ensure the goals and performance pledges are met; and to coach, arrange training for, recognise contribution from, inspire and motivate staff to enhance their productivity;
6. to assist Assistant Director/Existing Buildings 1 or Assistant Director/Existing Buildings 2 in formulating views on policy matters, management matters, personnel matters and special assignments relating to enforcement actions against UBWs in NTEHs; and
7. to develop the modus operandi and monitor the implementation of the new UBWs reporting scheme, to handle complaints relating to the new section's matters, and to oversee the village by village survey, the enforcement against the first round targets, the enforcement operations after completion of the first round targets, the response to objections to and/or appeal against the enforcement actions from owners/occupants of the village houses, down-streaming enforcement works such as prosecution, default works and cost recovery.

Existing Organisation Chart of Buildings Department



**Job Descriptions of
Chief Building Surveyor/A, B, D and E
Chief Structural Engineer/C and F**

Rank : Chief Building Surveyor/
Chief Structural Engineer (D1)

Responsible to : Assistant Director/Existing Buildings 1; or
Assistant Director/Existing Buildings 2

Major Duties and Responsibilities –

1. to manage the respective section and formulate operation plans for implementation of the building co-ordinators approach in the enforcement of removal of UBWs, including works-in-progress cases and the inspection and repair of dangerous or dilapidated buildings; inspection in response to emergency and non-emergency reports on dangerous or dilapidated buildings and UBWs; patrol in dedicated and hotel concession areas for irregularities and the necessary follow up enforcement actions; LSOs on inspection/repair of dangerous or dilapidated non-MBIS target buildings; LSOs on rectification of irregularities of building works associated with sub-divided flats; and the enforcement of inspection and repair of windows in non-MBIS target buildings under the MWIS;
2. to appraise and endorse senior professional officers' recommendations on matters relating to closure/demolition/investigation of dangerous or dilapidated buildings, change in use, complicated UBWs cases and MWIS;
3. to supervise the issue of statutory notices/orders relating to UBWs, dangerous and dilapidated buildings, change in use and MWIS as well as the approval of inspection/investigation reports and remedial proposals submitted by qualified persons/authorized persons/registered structural engineers for compliance with statutory notices/orders;
4. to supervise and monitor enforcement actions for default notice/order cases, including referrals for prosecution, government contractor actions, paylisting of accounts and cost recovery;
5. to supervise the operation of the Joint Office established jointly with the FEHD to deal with water seepage nuisance in existing private buildings
(for Chief Building Surveyor/E and Chief Structural Engineer/F under

AD/EB2);

6. to attend meetings and follow up on issues relating to UBWs in New Territories Exempted Houses and illegal structures on agricultural land in the New Territories areas (*for Chief Structural Engineer/C*);
7. to attend District Management Committee and District Council meetings, and give advice to the public on the Department's policy, objectives and actions relating to enforcement of building safety and maintenance; and
8. to investigate and respond to complaints relating to work of the Section from the public, media, Ombudsman, LegCo and other agencies and conduct reviews as necessary on the issues revealed from these complaints and formulate appropriate improvement measures.

**Job Description of
Chief Building Surveyor/Slope Safety**

Rank : Chief Building Surveyor (D1)

Responsible to : Assistant Director/Existing Buildings 1

Main Duties and Responsibilities -

1. to supervise the day to day work of the Slope Safety Section
2. to coordinate with the Geotechnical Engineering Office of the Civil Engineering and Development Department to formulate the policy and strategy on slope safety measures under the Buildings Ordinance;
3. to approve the service of or sign statutory orders;
4. to approve plans for remedial works to make safe dangerous hillsides and ensure that the works are carried out properly;
5. to procure, administer and manage consultancy agreements and slope works contracts for default works;
6. to approve works orders and authorise payments in connection with slope remedial works required in default of the owners who fail to comply with the statutory order;
7. to serve as Chairperson to the Default Works Group Meeting and the Term Consultant and Term Slope Works Contractor Co-ordination Meeting and other meetings;
8. to respond to appeals and recommend prosecution actions relating to statutory orders;
9. to represent the Section in inter-departmental and external conferences and committees on private slope safety matters;
10. to supervise emergency duty teams during tropical cyclones or other adverse weather conditions;
11. to monitor work statistics and evaluate performance; and
12. to perform such other duties as may be assigned to him by AD/EB1, DD and DB.

**Job Descriptions of
Chief Structural Engineer/Mandatory Building Inspection 1
Chief Building Surveyor/Mandatory Building Inspection 2**

Rank : Chief Building Surveyor/
Chief Structural Engineer (D1)

Responsible to : Assistant Director/Mandatory Building Inspection

Major Duties and Responsibilities –

1. to manage the respective Mandatory Building Inspection sections and formulate legislative proposals, code of practice, operation strategies and procedures for the MBIS/MWIS; supervise the operations of the MBIS/MWIS; conduct the inspections in response to emergency and non-emergency reports on dangerous or dilapidated buildings; and take enforcement actions for and carry out LSOs on removal of UBWs in MBIS target buildings;
2. to appraise and endorse senior professional officers' recommendations on matters relating to MBIS/MWIS and complicated UBWs cases;
3. to supervise the issue of statutory notices/orders to MBIS/MWIS target buildings; and the processing of inspection reports and remedial proposals submitted by registered inspectors/qualified persons for compliance with statutory notices/orders;
4. to supervise and monitor enforcement actions for default notice/order cases, including referrals for prosecution, government contractor actions, paylisting of accounts and cost recovery;
5. to manage and supervise Operation Check Walk for rectification of illegal alteration and misuse of the facilities for the disabled in commercial buildings and follow up on backlog cases of defective/misconnected underground drainage systems (*for Chief Building Surveyor/MBI2*);
6. to attend District Management Committee and District Council meetings, and give advice to the public on the Department's policy, objectives and actions relating to MBIS/MWIS; and
7. to investigate and respond to complaints relating to work of the Section from the public, media, Ombudsman, LegCo and other agencies; and conduct reviews as necessary on the issues revealed from these complaints and formulate appropriate improvement measures.

**Job Description of
Chief Building Surveyor/Fire Safety**

Rank : Chief Building Surveyor (D1)

Responsible to : Assistant Director/Mandatory Building Inspection

Main Duties and Responsibilities -

1. to manage the Fire Safety Section and supervise the implementation of the Fire Safety (Commercial Premises) Ordinance and Fire Safety (Buildings) Ordinance (the Fire Safety Ordinances) with the objective to provide better safeguards against fire in existing target premises and buildings;
2. to formulate implementation policies as well as guidelines in adopting the flexible and pragmatic approach for the implementation; set and monitor various work targets including those promulgated in the COR; and liaise with FSD pertaining to the implementation of the Fire Safety Ordinances;
3. to carry out the following committee work: (i) to act as co-chairman in the BD/FSD Liaison Meeting; (ii) to act as a regular member of the Advisory Committee of the Fire Safety Ordinances (ACFSO); and (iii) to act as members for non-FSS committees such as the Fire Safety Committee and the Building Committee;
4. to supervise the campaigns on publicity, the preparation and execution of consultancy contracts for outsourcing FSS's work aiming at educating the public on the importance of improving fire safety measures as well as exploration of alternative measures available for compliance;
5. to supervise the coordination with other BD sections for synchronizing FSS's operations with other BD operations and new schemes of enforcement actions relating to building safety;
6. to approve plans and supervise the issuance of relevant orders under the BO for works in relation to the implementation of the Fire Safety Ordinances; and
7. to perform such other duties as may be assigned to him by AD/MBI, DD and DB.