

**Subcommittee on Building (Minor Works) (Amendment) Regulation 2013 and  
Buildings Legislation (Amendment) Ordinance 2012 (Commencement) Notice**

**Government Response to Major Comments and Questions Raised  
during the Meeting on 19 June 2013**

<b>Comments/Questions</b>	<b>Members/Organisations</b>	<b>Government Response</b>
1. The Signboard Control System (“SBCS”) aims to legalise unauthorised signboards and grant an ‘amnesty’ to irresponsible signboard owners.	Yat Tung Community and Network Association, 民生關注街坊	<p>The SBCS, amongst the various measures to tackle building safety problems in Hong Kong, allows the continued use of certain existing unauthorised signboards after safety inspection, strengthening (if necessary), and certification by registered building professionals and/or registered contractors. At the same time, the Buildings Department (“BD”) will enhance its enforcement action against unauthorised signboards that have not been validated under the SBCS.</p> <p>There is no ‘amnesty’ granted to unauthorised signboards by the SBCS. Signboards that have been validated will <u>remain as unauthorised building works</u> since no application for approval prior to their erection had been made to the Building Authority (“BA”). However, as the safety of validated signboards and their compliance with other design and construction standards have been certified, the BA will not take any enforcement action against them. Nonetheless, if the validated signboards subsequently become dangerous or</p>

Comments/Questions	Members/Organisations	Government Response
		have not been validated again after more than 5 years, the BD will still take enforcement action against them.
2. The Government should formulate a licensing system for signboards.	Yat Tung Community and Network Association, 民生關注街坊	<p>We have in the past considered the feasibility of introducing a licensing system to control signboards. Implementing a licensing system will place more financial burden on business operators and signboard owners by incurring extra expenses for licensing and associated fees. They may therefore incline to erect signboards through illegal means, which will have adverse impact on building safety.</p> <p>Furthermore, our primary aim is to enhance the safety of existing unauthorised signboards. As not all of the 120,000 signboards would pose potential danger, implementing a licensing system may divert significant resources to signboards posing no potential danger. We consider that the proposed SBCS together with our enhanced enforcement measures are more effective than a licensing system.</p>
3. Request for sample application forms for validation and practice note.	Hon LO Wai-kwok	<p>Please find below the drafts of the relevant documents:</p> <p>Form SC01 (<a href="#"><u>Annex 1</u></a>), Form SC02 (<a href="#"><u>Annex 2</u></a>), Form SC03 (<a href="#"><u>Annex 3</u></a>), Form SC01C (<a href="#"><u>Annex 4</u></a>), Form SC02C (<a href="#"><u>Annex 5</u></a>),</p>

Comments/Questions	Members/Organisations	Government Response												
		Technical Guidelines ( <a href="#">Annex 6</a> ), Practice Note ( <a href="#">Annex 7</a> ) and Recommended Plans for Strengthening Works ( <a href="#">Annex 8</a> ).												
4. Request for the numbers of signboards erected through the Minor Works Control System (“MWCS”) (listed according to class).	Hon WU Chi-wai	<p>Up to May 2013, the BD has received a total of 1,300 minor works submissions on signboards. Their respective numbers according to different classes of minor works are:</p> <table border="1" data-bbox="1104 611 1915 834"> <thead> <tr> <th data-bbox="1104 611 1317 655"></th> <th data-bbox="1317 611 1516 655">Class I</th> <th data-bbox="1516 611 1715 655">Class II</th> <th data-bbox="1715 611 1915 655">Class III</th> </tr> </thead> <tbody> <tr> <td data-bbox="1104 655 1317 788">No. of submissions received</td> <td data-bbox="1317 655 1516 788">199</td> <td data-bbox="1516 655 1715 788">749</td> <td data-bbox="1715 655 1915 788">352</td> </tr> <tr> <td data-bbox="1104 788 1317 834">Ratio %</td> <td data-bbox="1317 788 1516 834">15</td> <td data-bbox="1516 788 1715 834">58</td> <td data-bbox="1715 788 1915 834">27</td> </tr> </tbody> </table>		Class I	Class II	Class III	No. of submissions received	199	749	352	Ratio %	15	58	27
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5. Smaller signboards should be exempted from being subject to the 5-year validation period.	Hong Kong Professionals and Senior Executives Association	<p>Signboards are generally used by business operators. Where business operations close down, these signboards may deteriorate quickly due to lack of maintenance. It is therefore considered appropriate that all signboards validated under the SBCS be subject to a 5-year safety validation period. The requirement of a validation period allows the BD to monitor the safety of unauthorised signboards continuously and periodically, and remind signboard owners of the need to regularly maintain and repair their signboards.</p> <p>Nevertheless, according to the Building (Minor Works) Regulation (Cap. 123N) (“B(MW)R”), signboards with a</p>												

Comments/Questions	Members/Organisations	Government Response
		display area of not more than 1 m <sup>2</sup> , projecting not more than 150mm from the external wall and the distance between any part of the signboards and the ground is not more than 3m are designated exempted works. Such works can be carried out without any prior approval and consent from the BA or without appointing prescribed building professionals or prescribed registered contractors, etc. under the MWCS. The validation scheme is not applicable to these signboards.
6. The percentage of cases from 2006 to 2012 where the BD successfully recovered the costs of removing abandoned/dangerous signboards from the owners.	Hon CHAN Hak-kan	The BD does not keep relevant information and statistics on the number of cases where the costs for removal of abandoned/dangerous signboards and the supervision charges were recovered from signboard owners after the BD had engaged consultants and contractors to carry out the required works in the owners' default during the period from 2006 to 2012.
7. It is recommended that the BD should require the signboard owners to obtain prior approval from the Owners' Corporation ("OC") before approving the erection of new	Contractor's Authorised Signatory Association ,, 民生關注街坊、Democratic Party, Hon WU Chi-wai, Hon KWOK Wai-keung、Hon CHAN	The Buildings Ordinance (Cap. 123) ("BO"), administered by the BD aims to regulate the planning, design and construction of buildings and associated works, and prescribes the building standards regarding the structural and fire safety of buildings in order to safeguard public safety. Erection of signboards on the external walls of buildings is building work and must comply with the requirements under the BO. In this



Comments/Questions	Members/Organisations	Government Response
signboards.	Han-pan 、 Hon CHAN Hak-kan	<p>connection, the BA has issued practice notes to specify the requirements on display area, lateral spacing, location, material and structural safety of signboards erected on the external walls of buildings.</p> <p>On the other hand, requiring owners' consent when erecting signboard at the external walls of buildings involves property right and building management issues, and is not within the legislative intent of the BO. Under the Building Management Ordinance (Cap. 344) ("BMO"), the owners are responsible for the management of the common part of a building under the civil law. The Deed of Mutual Covenant ("DMC") clearly sets out the rights, interests and obligations of the owners. The enforcement of the DMC rests with the contractual parties and the Government is not one of them.</p> <p>Section 14 (2) of the BO and section 61 of the B(MW)R stipulate that neither the approval of any plans, the consent for the commencement of any building works, nor the acknowledgement of receipt of plans or documents concerning minor works from the BA shall be deemed:</p> <p>(a) to confer any title to land;</p> <p>(b) to act as a waiver of any term in any lease or licence; or</p>

Comments/Questions	Members/Organisations	Government Response
		<p>(c) to grant any exemption from or to permit any contravention of any of the provisions of the BO or of any other enactment.</p> <p>In other words, any approval or consent from the BA in accordance with the BO only means that the design satisfies the requirements under the BO, but does not represent any endorsement of the title of the applicant, nor that the owners have the right to erect signboards at the premises concerned. Thus, it will not affect the enforcement of the DMC.</p> <p>As disputes concerning who has the permission to erect signboards on which part of the building, and from which legal entity to obtain prior authorisation are matters involving property rights and building management, these questions do not fall within the legislative intent of the BO. Thus, they are not within the BA's scope of regulation and it is difficult for the BA to make judgment on disputes regarding property rights. If anyone intends to erect or hang a signboard on the external wall of a building, apart from obtaining the BA's approval of building plans and consent for the commencement of works, he shall also ensure that the relevant works do not contravene the requirement under other provisions, including the DMC of the building. If anyone intends to erect or hang</p>

Comments/Questions	Members/Organisations	Government Response
		<p>a signboard on the external walls, he should carefully peruse the relevant land lease and the DMC to ensure that there will not be any contravention of the relevant provisions. Any dispute should be resolved according to the provisions in the BMO and the DMC. The concerned parties could approach the District Offices under the Home Affairs Department, which is responsible for administering the BMO, for making enquires and seeking assistance, including free legal advice and arrangement for mediation.</p> <p>Regarding the erection of signboards in the common parts of a building, the BD has made the following administrative arrangements to remind the building professionals concerned to first obtain consent from the owners, to notify the building owners or OC in a timely manner, and to follow up related matters with the person erecting the proposed signboard:</p> <p>(a) The BD has in the practice notes concerning erection of signboards reminded related parties to obtain consent from the concerned owners or OC for the erection of signboards having regard to actual circumstances.</p> <p>(b) If the plan for a proposed erection of signboards satisfies the requirements under the BO, the BD will approve the</p>

Comments/Questions	Members/Organisations	Government Response
		<p>plans according to the legislation. If the proposed signboards are situated at or will substantially affect the common parts of a building, the BD, in approving the plans, will notify the OC, management committee or the management company of the building concerned.</p> <p>(c) If the proposed signboards are specified minor works under the MWCS, the BD has reminded in the “Matters to Note” page of the specified form that if the works involve the common parts of a building, the person who arranges the erection of the signboard, the prescribed building professionals and the prescribed registered contractors should pay attention to the relevant conditions in the DMC of the building, and notify the co-owners, the OC and the property management company concerned before commencement of the works. When the BD issues acknowledgement letter to a notice of commencement of minor works, a copy of the acknowledgement letter will be delivered to the OC or the property management company of the building concerned.</p> <p>The proposed SBCS aims at enhancing the safety of existing unauthorised signboards through validation. The validation will not affect the administration of the DMC. Whether</p>

Comments/Questions	Members/Organisations	Government Response								
		consent has been obtained from the owners for the erection of signboards in the common parts of a building is not a factor in the BD's consideration of validating signboards. However, the BD will follow the established practice above to remind in advance the person applying for validation. The BD will also timely notify the OC, owners or property management upon accepting the validation of signboards.								
8. Request for the respective numbers of different kinds of signboards according to the stocking exercise on unauthorised building works in Hong Kong.	Hon WU Chi-wai	<p>According to the recent stock-taking exercise carried out by the BD on unauthorised building works and unauthorised signboards at the exterior of private buildings in Hong Kong, the approximate figures of the various types of unauthorised signboards are as follows:</p> <table border="1" data-bbox="1104 914 1912 1177"> <tbody> <tr> <td data-bbox="1104 914 1671 1002">Wall signboard/ projecting signboard/ roof signboard, etc.</td> <td data-bbox="1671 914 1912 1002">42,000</td> </tr> <tr> <td data-bbox="1104 1002 1671 1046">Shopfront bulkhead signboard</td> <td data-bbox="1671 1002 1912 1046">45,000</td> </tr> <tr> <td data-bbox="1104 1046 1671 1134">Shopfront side installation signboard</td> <td data-bbox="1671 1046 1912 1134">33,000</td> </tr> <tr> <td data-bbox="1104 1134 1671 1177">Total</td> <td data-bbox="1671 1134 1912 1177">120,000</td> </tr> </tbody> </table>	Wall signboard/ projecting signboard/ roof signboard, etc.	42,000	Shopfront bulkhead signboard	45,000	Shopfront side installation signboard	33,000	Total	120,000
Wall signboard/ projecting signboard/ roof signboard, etc.	42,000									
Shopfront bulkhead signboard	45,000									
Shopfront side installation signboard	33,000									
Total	120,000									
9. If a signboard owner only replaces the display area of a signboard, does this	Hon WU Chi-wai	As long as the related works do not involve alteration to the framework structure of the signboard, the replacement of display area of a validated signboard will not cause that								

Comments/Questions	Members/Organisations	Government Response
signboard constitute a new signboard?		signboard to become a new signboard, and thus such signboard needs not be validated again.
10. The technical specifications of signboards eligible for joining the validation scheme should align with those for new signboards.	Yat Tung Community and Network Association , 民生關注街坊	<p>The technical specifications of the signboards that are eligible for validation under the SCBS are formulated in accordance with the technical specifications for signboard-related minor works related to signboards as set out in Schedule I of the B(MW)R. These minor works are classified into Classes I, II and III according to their complexity and risk to safety risk.</p> <p>Since the signboards falling within the technical specifications of Class I minor works generally involve larger structures, for signboards that are of specified construction, the validation should be carried out by an Authorised Person. Otherwise, the validation should be carried out by an Authorised Person together with a Registered Structural Engineer.</p> <p>For other existing unauthorised signboards, including those which their types and sizes fall within the specifications of Class II or III minor works, the validation works shall be carried out by the following persons:</p> <ul style="list-style-type: none"> <li>(i) an authorised person;</li> <li>(ii) a registered structural engineer;</li> <li>(iii) a registered inspector;</li> </ul>

Comments/Questions	Members/Organisations	Government Response
		<p>(iv) a registered general building contractor;</p> <p>(v) a registered minor works contractor registered for the respective item of minor works; or</p> <p>(vi) (if the signboard is a specific minor works item belonging to a specific type of minor works under a specific class) a registered minor works contractor registered for the respective type under the respective class of minor works.</p> <p>Apart from certifying the structural safety of the to-be-validated signboard, the appointed person for validation should also certify that the signboard is in compliance with the requirements under the BO and its subsidiary legislation, including no obstruction or reduction to the means of fire escape, natural lighting, ventilation, as well as the requirements on lateral distance from adjoining signboards and clear headroom (the relevant requirements are specified in Appendix G of PNAP APP-126). Such requirements are in line consistent with the standards for the erection of new signboards. Application for validation will not be accepted if the related requirements have not been complied with.</p> <p>In formulating the required qualifications of the persons to be appointed for carrying out validation as well as the</p>

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		specifications of the signboards that can be validated, we have duly made reference to the relevant existing technical specifications in erecting for the erection of new signboards.

**Development Bureau**  
**June 2013**









6. 招牌擁有人的聲明：  
Declaration of signboard owner：

上述的招牌是為本人豎設的。本人承諾持續保養該招牌在結構上安全的狀況。本人承諾如本人結束業務時，會移除該違例招牌及通知屋宇署。

As the person for whom the aforesaid signboard was erected, I undertake to maintain the signboard in a structurally safe condition at all time. I also undertake to remove the unauthorized signboard if I cease to operate the business at this location and notify the Buildings Department.

招牌擁有人簽署/公司印鑑 (如適用)  
Signature/company seal (if applicable) of signboard owner

日 月 年  
day month year

7. 安排進行工程的人的聲明：  
Declaration by the Person who arranged the works

a. 在甲 2 部(i)及(ii)項所描述的工程是本人安排進行的

I am the person who arranged the works described in Part A2(i) & (ii)

b. 我確認此表格已準確填妥並已根據《建築物條例》(第 123 章)委任訂明建築專業人士展開必要的工作。

I confirm that this form is duly completed and the #prescribed building professionals/prescribed registered contractor have been appointed to carry out the works as necessary in accordance to Cap. 123 and its regulations.

c. 在此核證工程中我同時有以下身份

I am also the person involved in this validation submission as below：

認可人士                       註冊結構工程師                       一般註冊承建商  
authorized person                      registered structural engineer                      registered general building contractor

C 類型小型工程承建商 (招牌)  
registered minor works contractor registered for Type C minor works (signboard)

安排進行工程的人 簽署  
Signature of the person who arranged the works

日 月 年  
day month year

安排進行工程的人姓名  
Name of the person who arranged the works

乙部 獲委任人的委任確認書及檢查及核證通知書

Part B Confirmation of appointment by the Appointed Person and Notice of Inspection and Certification

1. 獲委任人的委任確認書

Confirmation of appointment by the appointed person,

1. 本人/我們確認已獲委任為檢查甲 2(i)部分所述違例招牌的獲委任人

I / we confirm that I / we have been appointed as the appointed person for the inspection of unauthorized signboard as

而檢查亦已於

detailed in Part A2(i), and the inspection had been carried out on

Form for date: 20 | | | | 進行;
日 月 年 ;
day month year

2. 本人/我們現呈交顯示甲 2(i)部分所述的已檢查的違例招牌的實際狀況的照片及描述; 及

I / we submit herewith photographs and description showing the physical condition of the unauthorized signboard detailed in Part A2(i) as inspected; and

3. 本人/我們核證甲 2(i)部分所述的違例招牌在結構上是安全的, 及符合《建築物條例》(第 123 章)【除《建築物條例》第 14(1)條及《建築物(管理)規例》(第 123 章, 附屬法例 A) 第 25 條外】的規定。核證已經完成而不必作改動/鞏固工程。

I / We certify that the unauthorized signboard detailed in Part A2(i) are structurally safe in my/our opinion and comply with the Buildings Ordinance (Cap. 123) [except section 14(1) of the Buildings Ordinance (Cap. 123) and regulation 25 of the Building (Administration) Regulations (Cap.123 sub. leg. A)]. Certification has been completed without alteration/strengthening works.

或 or

本人/我們確認甲 2(ii)部所述的違例招牌將涉及甲 2(ii)改動/鞏固工程, 本人/我們確認該工程適宜進行及已為工程作設計、製備訂明圖則及詳圖或計算資料, 考慮工程的結構元素, 統籌及監督該工程。本人/我們會在改動/鞏固工程完成後呈交表格 SC01C。

I / We confirm that the unauthorized signboard detailed in Part A2(ii) will involve alteration/strengthening works detailed in Part A2(ii). I / We confirm that it is suitable to carry out the alteration/strengthening works and I / we are responsible for the design of the works and preparation of prescribed plans and details or calculations. In carrying out the works, we have considered the structural conditions of the signboard, and we have taken up the coordination and supervision of the works. I / We will submit SC01C upon completion of the alteration/strengthening works.

本人/我們確認甲 2(ii)部分所述工程將於

I / We confirm that the works detailed in Part A2(ii) are to be commenced on

Form for date: 20 | | | | 展開;
日 月 年 ;
day month year

a. 認可人士

authorized person

Form for registration expiry date: 20 | | | |
Date of expiry of registration\*
日 月 年
day month year

認可人士 簽署\*
Signature\* of the authorized person

Form for registration expiry date: 20 | | | |
日 月 年
day month year

Form for registration certificate number: | | | | / | | | |
註冊證明書編號\*
Certificate of Registration Number\*

認可人士姓名\*
Name of the authorized person\*

b. 註冊結構工程師

registered structural engineer

根據《建築物(小型工程)規例》第 62A(3)(a)(i)條, 如該招牌屬指明建築結構, 則無須委任註冊結構工程師, 請直接填寫第 2 部。

Please note that under section 62A(3)(a)(i) of the Building (Minor Works) Regulation, if the signboard is a specified construction, a registered structural engineer is not required to be appointed. Please go to Part 2.

Form for registration expiry date: 20 | | | |
Date of expiry of registration\*
日 月 年
day month year

註冊結構工程師 簽署\*
Signature\* of the registered structural engineer

Form for registration expiry date: 20 | | | |
日 月 年
day month year

Form for registration certificate number: | | | | / | | | |
註冊證明書編號\*
Certificate of Registration Number\*

註冊結構工程師姓名\*
Name of the registered structural engineer\*

如涉及改動 / 鞏固工程，請填寫本部

Complete this part if alteration/strengthening works are involved

2. 訂明註冊承建商的委任確認書 (如涉及改動 / 鞏固工程，由一般註冊承建商 / C 類型小型工程承建商填寫)

Confirmation of appointment by the prescribed registered contractor

(To be completed by the registered general building contractor / registered minor works contractor registered for Type C minor works (signboard) if alteration/strengthening works are involved)

- 1. 本人/我們確認已獲委任為甲 2(ii)部分所述違例招牌的改動 / 鞏固工程的訂明註冊承建商。  
I / we confirm that I / we have been appointed as the prescribed registered contractor for the alteration/strengthening works of the unauthorized signboard in Part A2(ii).
- 2.  本人/我們確認甲 2(i)部所述的違例招牌將涉及改動 / 鞏固工程，如甲 2(ii)部分所描述，本人/我們會在改動 / 鞏固工程完成後經由認可人士呈交表格 SC01C。  
I / We confirm that unauthorized signboard detailed in Part A2(i) will involve alteration/strengthening works detailed in Part A2(ii). I / We will submit Form SC01C through the authorized person upon completion of alteration/strengthening works.

獲授權簽署人之中文姓名\* Name in Chinese of the authorized signatory\*

Grid for Chinese name

獲授權簽署人之英文姓名\* Name in English of the authorized signatory\*

Grid for English name

註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* | | | 20 | | |  
Date of expiry | | | | | |  
of registration\* | | | | | |  
day month year

訂明註冊承建商 (獲授權簽署人) 簽署\*  
Signature\* of the prescribed registered contractor (authorized signatory)

| | | 20 | | |  
| | | | | |  
day month year

\* 根據註冊記錄 In accordance with the registration record  
# 刪除不適用者 delete as appropriate

## 注意事項 ( SC01 )

1. 若有關招牌涉及在大廈外牆或樓宇的公用部份進行建築工程，獲委任人士及招牌擁有人都應留意有關樓宇公契中的相關條文，並通知有關樓宇的物業管理公司、業主立案法團或業主，同時作出購買第三者責任保險的安排。

2. 訂明註冊承建商應採取合適的措施，以確保妥善處置有關的建築廢料。

### 甲. 個人資料 收集的目的

1. 屋宇署會使用透過本表格所獲得的個人資料作下列用途：

- (a) 辦理有關處理你在本表格中所呈交的文件的事務；
- (b) 辦理有關小型工程的事務；及
- (c) 方便屋宇署與你聯絡。

2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤。

### 獲轉交資料的部門/人士

3. 你透過本表格所提供的個人資料會向下列人士/部門公開：

- (a) 其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途；及
- (b) 任何人士，以作上述第 1 段(b)項所列的用途。

### 索閱個人資料

4. 根據個人資料 ( 私隱 ) 條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本表格所提供的個人資料副本一份。

## 乙. 填寫表格

1. 請填妥表格載列所有有關的部分，並在表格上簽署。請附上證明文件，包括顯示工程處所在工程展開前實際狀況的照片、訂明圖則、及 ( 如有 ) 監工計劃書等。
2. 所提供的資料如有不全或錯誤，屋宇署將不能處理呈交的文件。
3. 所有根據簡化規定呈交的文件，都會隨機抽取進行審核，以確保該工程已按照《建築物條例》及其規例和呈交的訂明圖則及詳圖進行。
4. 就有關此通知的任何失實核證或聲明可引致法律行動。
5. 如對本表格有任何疑問，請與九龍觀塘巧明街 100 號 Landmark East 友邦九龍大樓 11 樓 1104-6 室屋宇署招牌監管小組 ( 電話：2626 1616 及傳真：3579 2949 ) 聯絡，或到本署網頁 [www.bd.gov.hk](http://www.bd.gov.hk) 瀏覽。

## 丙. 呈交方法

1. 郵寄呈交 - 本表格連同有關文件應郵寄至九龍觀塘巧明街 100 號 Landmark East 友邦九龍大樓 11 樓 1104-6 室 或 九龍旺角彌敦道 750 號始創中心 12 樓屋宇署。
2. 親身呈交 - 親往九龍觀塘巧明街 100 號 Landmark East 友邦九龍大樓 11 樓 1104-6 室 或 九龍旺角彌敦道 750 號始創中心 12 樓屋宇署，於收發處櫃位遞交本表格及有關文件。
3. 電子郵件傳送 - 透過電子郵件傳送本表格及有關文件 ( 全部必須獲香港郵政署長發出的數碼證書認證，或根據《電子交易條例》認可的其他核證機關所發出的數碼證書認證 ) 到屋宇署的電子收件處，電郵地址為 [receipt@bd.gov.hk](mailto:receipt@bd.gov.hk)。

## Matters to Note (SC01)

1. If the signboard involves building works on the external wall or in the common parts of a building, the appointed person and the signboard owner should pay attention to the relevant conditions in the Deed of Mutual Covenant of the subject building and notify the property management company, the owners' corporation or the owners concerned. The arrangement of third party liability insurance should also be made.

2. Prescribed registered contractor shall take appropriate measures to ensure construction wastes are disposed of properly.

### A. PERSONAL DATA Purposes of Collection

1. The personal data provided by means of this form will be used by the Buildings Department for the following purposes:

- (a) activities relating to the processing of your submission in this form;
- (b) activities relating to minor works matters; and
- (c) facilitating communication between the Buildings Department and yourself.

2. It is obligatory for you to provide the personal data as required by this form. If you fail to provide the required data, delay may be caused in processing of your submission.

### Classes of Transferees

3. The personal data you provide by means of this form may be disclosed to:

- (a) other Government departments, bureaux & relevant organizations for the purposes mentioned in paragraph 1 above; and
- (b) any person for the purpose mentioned in paragraph 1(b) above.

### Access to Personal Data

4. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

## B. COMPLETION OF FORM

1. Relevant parts of the form should be duly completed, and the form is signed. Supporting documents, including photographs showing the physical condition of the premises before the commencement of the works, prescribed plans and details of the works, and supervision plan (if any), etc. should be submitted.
2. If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
3. All documents submitted under the simplified requirements will be randomly selected for audit check, with a view to ensuring that the works have been carried out in accordance with the Buildings Ordinance and regulations and the submitted prescribed plans and details.
4. Any false certification or declaration in connection with this Notice may be subject to legal action.
5. Enquiries regarding this form should be addressed to the Signboard Control Unit of the Buildings Department, Room 1104-6, 11/F, AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong, Kowloon (Tel No: 2626 1616 and Fax No: 3579 2949) or visit [www.bd.gov.hk](http://www.bd.gov.hk).

## C. SUBMISSION METHODS

1. By Post - This form together with the relevant documents shall be posted to Buildings Department, Room 1104-6, 11/F, AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong, or 12/F, Pioneer Centre, 750 Nathan Road, Mongkok, Kowloon.
2. In Person - In person at Buildings Department, Room 1104-6, 11/F, Two Landmark East, 100 How Ming Street, Kwun Tong, or 12/F, Pioneer Centre, 750 Nathan Road, Kowloon. Produce and submit this form together with the relevant documents at the Receipt & Dispatch counter.
3. Through Email - Email this form together with the relevant documents, all with identity authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognized under the Electronic Transactions Ordinance to the e-Counter of the Buildings Department at [receipt@bd.gov.hk](mailto:receipt@bd.gov.hk).











6. 招牌擁有人的聲明：  
Declaration of signboard owner：

上述的招牌是為本人豎設的，本人承諾持續保養該招牌在結構上安全的狀況。本人承諾如本人結束業務時，會移除該違例招牌及通知屋宇署。

As the person for whom the aforesaid signboard was erected, I undertake to maintain the signboard in a structurally safe condition at all time. I also undertake to remove the unauthorized signboard if I cease to operate the business at this location and notify the Buildings Department.

招牌擁有人簽署/公司印鑑 (如適用)  
Signature/company seal (if applicable) of signboard owner

日 月 年  
day month year

7. 安排進行工程的人的聲明：  
Declaration by the Person who arranged the works

a. 在甲 2 部(i)及(ii)項所描述的工程是本人安排進行的

I am the person who arranged the works described in Part A2(i) & (ii)

b. 我確認此表格已準確填妥並已根據《建築物條例》(第 123 章)委任訂明建築專業人士展開必要的工作。

I confirm that this form is duly completed and the #prescribed building professionals/prescribed registered contractor have been appointed to carry out the works as necessary in accordance to Cap. 123 and its regulations.

c. 在此核證工程中我同時有以下身份

I am also the person involved in this validation submission as below

認可人士                       註冊結構工程師                       一般註冊承建商  
authorized person                      registered structural engineer                      registered general building contractor

C 類型小型工程承建商 (招牌)  
registered minor works contractor registered for Type C minor works

註冊檢驗人員  
registered inspector

安排進行工程的人 簽署  
Signature of the person who arranged the works

日 月 年  
day month year

安排進行工程的人姓名  
Name of the person who arranged the works

乙部 獲委任人的委任確認書及檢查及核證通知書

Part B Confirmation of appointment by the Appointed Person and Notice of Inspection and Certification

1. 獲委任人的委任確認書

Confirmation of appointment by the appointed person,

1. 本人/我們確認已獲委任為檢查甲 2(i)部分所述訂明建築物或建築工程 (招牌) 的獲委任人
I / We confirm that I / we have been appointed as the appointed person for the inspection of the prescribed building or building works (signboard)

而檢查亦已於 20 日 月 年 進行;
detailed in Part A2(i), and the inspection had been carried out on day month year ;

2. 本人/我們現呈交顯示甲 2(i)部分所述的已檢查的違例招牌的實際狀況的照片及描述 ; 及
I / we submit herewith photographs and description showing the physical condition of the unauthorized signboard detailed in Part A2(i) as inspected; and

3. 本人/我們核證甲 2(i)部分所述的違例招牌在結構上是安全的, 及符合《建築物條例》(第 123 章)【除《建築物條例》第 14(1)條及《建築物(管理)規例》(第 123 章, 附屬法例 A) 第 25 條外】的規定。核證已經完成而不必作改動 / 鞏固工程。
I / We certify that the unauthorized signboard detailed in Part A2(i) are structurally safe in my/our opinion and comply with the Buildings Ordinance (Cap. 123) [except section 14(1) of the Buildings Ordinance (Cap. 123) and regulation 25 of the Building (Administration) Regulations (Cap.123 sub. leg. A)]. Certification has been completed without alteration/strengthening works.

或 or

本人/我們確認甲 2(i)部所述的違例招牌將涉及甲 2(ii)改動 / 鞏固工程。本人/我們確認該工程適宜進行及已為工程作設計、製備圖則及詳圖, 考慮工程的結構元素, 統籌及監督該工程。本人/我們會在改動 / 鞏固工程完成後呈交表格 SC02C。
I / We confirm that the unauthorized signboard detailed in Part A2(i) will involve alteration/strengthening works detailed in Part A2(ii). I / We confirm that it is suitable to carry out the alteration/strengthening works and I / we are responsible for the design of the works and preparation of plans and details. In carrying out the works, we have considered the structural conditions of the signboard, and we have taken up the coordination and supervision of the works. I / We will submit SC02C upon completion of the alteration/strengthening works.

本人/我們確認甲 2(ii)部分所述工程將於 20 日 月 年 展開;
I / We confirm that the works detailed in Part A2(ii) are to be commenced on day month year ;

獲委任人的專業身份
professional capacity of appointed person

- C 類型小型工程承建商 (招牌)
registered minor works contractor registered for Type C minor works
認可人士
authorized person
註冊檢驗人員
registered inspector
註冊結構工程師
registered structural engineer
一般註冊承建商
registered general building contractor

註冊屆滿日期\* 20 日 月 年
Date of expiry of registration\* day month year

獲委任人 簽署\* 20 日 月 年
Signature\* of the appointed person day month year

註冊證明書編號\*
Certificate of Registration Number\*

獲委任人姓名\*
Name of the appointed person\*

\* 根據註冊記錄 In accordance with the registration record
# 刪除不適用者 delete as appropriate



## 注意事項 ( SC02 )

1. 若有關招牌涉及在大廈外牆或樓宇的公用部份進行建築工程，獲委任人士及招牌擁有人都應留意有關樓宇公契中的相關條文，並通知有關樓宇的物業管理公司、業主立案法團或業主，同時作出購買第三者責任保險的安排。

2. 訂明註冊承建商應採取合適的措施，以確保妥善處置有關的建築廢料。

### 甲. 個人資料 收集的目的

1. 屋宇署會使用透過本表格所獲得的個人資料作下列用途：

- (a) 辦理有關處理你在本表格中所呈交的文件的事務；
- (b) 辦理有關小型工程的事務；及
- (c) 方便屋宇署與你聯絡。

2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤。

### 獲轉交資料的部門/人士

3. 你透過本表格所提供的個人資料會向下列人士/部門公開：

- (a) 其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途；及
- (b) 任何人士，以作上述第 1 段(b)項所列的用途。

### 索閱個人資料

4. 根據個人資料 ( 私隱 ) 條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本表格所提供的個人資料副本一份。

## 乙. 填寫表格

1. 請填妥表格載列所有有關的部分，並在表格上簽署。請附上證明文件，包括顯示工程處所在工程展開前實際狀況的照片、訂明圖則及詳圖等。
2. 所提供的資料如有不全或錯誤，屋宇署將不能處理呈交的文件。
3. 所有根據簡化規定呈交的文件，都會隨機抽取進行審核，以確保該工程已按照《建築物條例》及其規例和呈交的訂明圖則及詳圖進行。
4. 就有關此通知的任何失實核證或聲明可引致法律行動。
5. 如對本表格有任何疑問，請與九龍觀塘巧明街 100 號 Landmark East 友邦九龍大樓 11 樓 1104-6 室屋宇署招牌監管小組 ( 電話：2626 1616 及傳真：3579 2949 ) 聯絡，或到本署網頁 [www.bd.gov.hk](http://www.bd.gov.hk) 瀏覽。

## 丙. 呈交方法

1. 郵寄呈交 - 本表格連同有關文件應郵寄至九龍觀塘巧明街 100 號 Landmark East 友邦九龍大樓 11 樓 1104-6 室 或 九龍旺角彌敦道 750 號始創中心 12 樓屋宇署。
2. 親身呈交 - 親往九龍觀塘巧明街 100 號 Landmark East 友邦九龍大樓 11 樓 1104-6 室 或 九龍旺角彌敦道 750 號始創中心 12 樓屋宇署，於收發處櫃位遞交本表格及有關文件。
3. 電子郵件傳送 - 透過電子郵件傳送本表格及有關文件 ( 全部必須獲香港郵政署長發出的數碼證書認證，或根據《電子交易條例》認可的其他核證機關所發出的數碼證書認證 ) 到屋宇署的電子收件處，電郵地址為 [receipt@bd.gov.hk](mailto:receipt@bd.gov.hk)。

## Matters to Note (SC02)

1. If the signboard involves building works on the external wall or in the common parts of a building, the appointed person and the signboard owner should pay attention to the relevant conditions in the Deed of Mutual Covenant of the subject building and notify the property management company, the owners' corporation or the owners concerned. The arrangement of third party liability insurance should also be made.

2. Prescribed registered contractor shall take appropriate measures to ensure construction wastes are disposed of properly.

### A. PERSONAL DATA Purposes of Collection

1. The personal data provided by means of this form will be used by the Buildings Department for the following purposes:

- (a) activities relating to the processing of your submission in this form;
- (b) activities relating to minor works matters; and
- (c) facilitating communication between the Buildings Department and yourself.

2. It is obligatory for you to provide the personal data as required by this form. If you fail to provide the required data, delay may be caused in processing of your submission.

### Classes of Transferees

3. The personal data you provide by means of this form may be disclosed to:

- (a) other Government departments, bureaux & relevant organizations for the purposes mentioned in paragraph 1 above; and
- (b) any person for the purpose mentioned in paragraph 1(b) above.

### Access to Personal Data

4. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

## B. COMPLETION OF FORM

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose supporting documents, including photographs showing the physical condition of the premises before the commencement of the works, prescribed plans and details of the works, etc.
2. If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
3. All documents submitted under the simplified requirements will be randomly selected for audit check, with a view to ensuring that the works have been carried out in accordance with the Buildings Ordinance and regulations and the submitted prescribed plans and details.
4. Any false certification or declaration in connection with this Notice may be subject to legal action.
5. Enquiries regarding this form should be addressed to the Signboard Control Unit of the Buildings Department, Room 1104-6, 11/F, AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong, Kowloon (Tel No: 2626 1616 and Fax No: 3579 2949) or visit [www.bd.gov.hk](http://www.bd.gov.hk).

## C. SUBMISSION METHODS

1. By Post - This form together with the relevant documents shall be posted to Buildings Department, Room 1104-6, 11/F, AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong, or 12/F, Pioneer Centre, 750 Nathan Road, Mongkok, Kowloon.
2. In Person - In person at Buildings Department, Room 1104-6, 11/F, Two Landmark East, 100 How Ming Street, Kwun Tong, or 12/F, Pioneer Centre, 750 Nathan Road, Kowloon. Produce and submit this form together with the relevant documents at the Receipt & Dispatch counter.
3. Through Email - Email this form together with the relevant documents, all with identity authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognized under the Electronic Transactions Ordinance to the e-Counter of the Buildings Department at [receipt@bd.gov.hk](mailto:receipt@bd.gov.hk).









4. 大廈業主立案法團  
Owners' Corporations

業主立案法團登記地址  
Registered Address of Owners' Corporation

- (i)  大廈有成立業主立案法團  
Owners' Corporation formed

如招牌是安裝於大廈外牆或公用部份，招牌擁有人應與業主立案法團、物業管理公司或有關業主商討購買第三者責任保險的安排。

If the signboard is fixed to the external wall or common parts of the building, the signboard owner is advised to liaise with the Owners' Corporation, the management company or the owners concerned regarding the arrangement of third party liability insurance.

5. 由招牌擁有人委任的所有人員的資料  
Particulars of persons appointed by the signboard owner

- a. 根據《建築物（小型工程）規例》第 62A(3)條的規定，本人/我們已委任下述人士就本部所述的違例招牌進行檢查及核證。  
In accordance with the provision of section 62A(3) of the Building (Minor Works) Regulation, I / we have appointed the person below in respect of the inspection and certification of the unauthorized signboard detailed in this Part.

中文名稱*Name in Chinese*	註冊證書編號* Certificate of Registration Number*
英文名稱* Name in English*	

- |  |  |   |
|--|--|---|
| 獲委任人的專業身份<br>professional capacity of appointed person | <input type="checkbox"/> C 類型小型工程承建商 (招牌)<br>registered minor works contractor<br>registered for Type C minor works<br>(signboard) | <input type="checkbox"/> 註冊小型工程承建商(個人)<br>registered minor works contractor<br>(Individual) |
|  | <input type="checkbox"/> 認可人士<br>authorized person   | <input type="checkbox"/> 註冊結構工程師<br>registered structural engineer                          |
|  | <input type="checkbox"/> 註冊檢驗人員<br>registered inspector  | <input type="checkbox"/> 一般註冊承建商<br>registered general building contractor                  |

- b. 訂明註冊承建商  
prescribed registered contractor

- 如涉及改動/鞏固工程，請填寫本部  
If alteration or strengthening works are involved, please complete this part

中文名稱*Name in Chinese*	註冊證書編號* Certificate of Registration Number*
英文名稱* Name in English*	

- |   |  |
|---|--|
| 上述訂明註冊承建商是<br>Prescribed registered contractor is | <input type="checkbox"/> 一般註冊承建商<br>registered general building contractor   |
|   | <input type="checkbox"/> C 類型小型工程承建商 (招牌)<br>registered minor works contractor registered for Type C minor works (signboard) |
|   | <input type="checkbox"/> 註冊小型工程承建商(個人)<br>registered minor works contractor (Individual)                                     |

\* 根據註冊記錄 In accordance with the registration record  
# 刪除不適用者 delete as appropriate

6. 招牌擁有人的聲明：  
Declaration of signboard owner：

上述的招牌是為本人豎設的，本人承諾持續保養該招牌在結構上安全的狀況。本人承諾如本人結束業務時，會移除該違例招牌及通知屋宇署。

As the person for whom the aforesaid signboard was erected, I undertake to maintain the signboard in a structurally safe condition at all time. I also undertake to remove the unauthorized signboard if I cease to operate the business at this location and notify the Buildings Department.

招牌擁有人簽署/公司印鑑 (如適用)  
Signature/company seal (if applicable) of signboard owner

日 月 年  
day month year

7. 安排進行工程的人的聲明：  
Declaration by the Person who arranged the works

a. 在甲 2 部(i)及(ii)項所描述的工程是本人安排進行的

I am the person who arranged the works described in Part A2(i) & (ii)

b. 我確認此表格已準確填妥並已根據《建築物條例》(第 123 章)委任訂明建築專業人士展開必要的工作。

I confirm that this form is duly completed and the #prescribed building professionals/prescribed registered contractor have been appointed to carry out the works as necessary in accordance to Cap. 123 and its regulations.

c. 在此核證工程中我同時有以下身份

I am also the person involved in this validation submission as below

- 認可人士  
authorized person
- 註冊結構工程師  
registered structural engineer
- 一般註冊承建商  
registered general building contractor
- C 類型小型工程承建商 (招牌)  
registered minor works contractor registered for Type C minor works
- 註冊小型工程承建商(個人)  
registered minor works contractor (Individual)
- 註冊檢驗人員  
registered inspector

安排進行工程的人 簽署  
Signature of the person who arranged the works

日 月 年  
day month year

安排進行工程的人姓名  
Name of the person who arranged the works

## 乙部 獲委任人的委任確認書及檢查及核證通知書

### Part B Confirmation of appointment by the Appointed Person and Notice of Inspection and Certification

#### 1. 獲委任人的委任確認書

##### Confirmation of appointment by the appointed person,

1. 本人/我們**確認**已獲委任為檢查**甲 2(i)部分**所述訂明建築物或建築工程 (招牌) 的獲委任人

I / We confirm that I / we have been appointed as the appointed person for the inspection of the prescribed building or building works (signboard)

而檢查亦已於

detailed in **Part A2(i)**, and the inspection had been carried out on

\_\_\_\_\_ 20\_\_\_\_ 進行;  
日 月 年 ;  
day month year

2. 本人/我們現呈交顯示**甲 2(i)部分**所述的已檢查的**違例招牌**的實際狀況的**照片及描述**; 及

I / we submit herewith photographs and description showing the physical condition of the **unauthorized signboard** detailed in **Part A2(i)** as inspected; and

3.  本人/我們**核證****甲 2(i)部分**所述的**違例招牌**在結構上是安全的，及符合《建築物條例》(第 123 章)【除《建築物條例》第 14(1)條及《建築物 (管理) 規例》(第 123 章，附屬法例 A) 第 25 條外】的規定。核證已經完成而不必作改動 / 鞏固工程。

I / We certify that the **unauthorized signboard** detailed in **Part A2(i)** are structurally safe in my/our opinion and comply with the Buildings Ordinance (Cap. 123) [except section 14(1) of the Buildings Ordinance (Cap. 123) and regulation 25 of the Building (Administration) Regulations (Cap. 123 sub. leg. A)]. Certification has been completed without alteration/strengthening works.

或 or

本人/我們確認**甲 2(i)部分**所述的**違例招牌**將涉及**甲 2(ii)改動 / 鞏固工程**，本人/我們確認該工程適宜進行及已為工程作設計，考慮工程的結構元素，統籌及監督該工程。

I / We confirm that the **unauthorized signboard** detailed in **Part A2(i)** will involve alteration/strengthening works detailed in **Part A2(ii)**. I / We confirm that it is suitable to carry out the alteration/strengthening works and I / we are responsible for the design of the works. In carrying out the works, we have considered the structural conditions of the signboard, and we have taken up the **coordination and supervision** of the alteration/strengthening works.

獲委任人的專業身份

professional capacity of appointed person

C 類型小型工程承建商 (招牌)  
registered minor works contractor  
registered for Type C minor works  
(signboard)

註冊小型工程承建商(個人)  
registered minor works contractor  
(Individual)

認可人士  
authorized person

註冊結構工程師  
registered structural engineer

註冊檢驗人員  
registered inspector

一般註冊承建商  
registered general building contractor

註冊屆滿日期\* \_\_\_\_\_ 20\_\_\_\_  
Date of expiry \_\_\_\_\_  
of registration\* day month year

\_\_\_\_\_  
Signature\* of the appointed person

\_\_\_\_\_ 20\_\_\_\_  
day month year

\_\_\_\_\_  
Certificate of Registration Number\*

\_\_\_\_\_  
Name of the appointed person\*

如涉及改動 / 鞏固工程，請填寫本部

Complete this part if alteration/strengthening works are involved

#### 丙部 訂明註冊承建商的委任確認書及完工通知書及獲委任人完工通知書

### Part C Confirmation of appointment and notice of completion of works by prescribed registered contractor and notice of completion of works by appointed person

#### 1. 訂明註冊承建商完工通知書

##### Confirmation of appointment and notice of completion of works by prescribed registered contractor

根據《建築物 (小型工程) 規例》第 36 條及第 37 條的規定，

in accordance with the provisions of sections 36 and 37 of the Building (Minor Works) Regulation,

1. 本人/我們確認已獲委任為**甲 2(ii)部分**所述**違例招牌**的**改動 / 鞏固工程**的訂明註冊承建商，

confirm that I / we have been appointed as the prescribed registered contractor for the **alteration/strengthening works** of the **unauthorized signboard** in **Part A2(ii)**,

2. 作為所述工程的訂明註冊承建商，本人確認甲 2(ii)部分所述違例招牌的改動 / 鞏固工程已於

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|20\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_| 展開並已於 \_\_\_\_|\_\_\_\_|\_\_\_\_|20\_\_\_\_|\_\_\_\_|\_\_\_\_| 完成；  
日 月 年 day month year and completed on day month year

As the prescribed registered contractor of the works, I confirm that the alteration/strengthening works of the unauthorized signboard detailed in Part A2(ii) had been commenced on

3. 本人/我們現呈交顯示有關的違例招牌在緊接甲 2(ii)部分所述的改動 / 鞏固工程展開前及完工後的實際狀況的照片；及顯示已完成工程的圖片或工程描述；

I / We submit herewith the photographs showing the physical condition of the unauthorized signboard immediately before the commencement and after the completion of the alteration/strengthening works detailed in Part A2(ii), and the photographs or description of works showing the works as completed;

4. 本人/我們核證所有甲 2(ii)部分所述違例招牌的改動 / 鞏固工程，已按照《建築物條例》及於本部所呈交的圖則或工程描述進行。(如適用)這些圖則均由本人製備和簽署(作為已簽署有關圖則的人，本人同意為該等圖則負起《建築物條例》下的所有責任)；及

I / We certify that all the alteration/strengthening works of the unauthorized signboard detailed in Part A2(ii), have been carried out in accordance with the Buildings Ordinance and the plans or description of works submitted in this Part; and the said plans have been prepared and signed by me/us (as the person who has signed the plans, I/we agree to assume all responsibilities under the Buildings Ordinance regarding the plans) (if applicable); and

5. 由於改動/鞏固工程已經完成，本人/我們核證甲 2(i)部分所述的違例招牌在結構上是安全的，及符合《建築物條例》(第 123 章)【除《建築物條例》第 14(1)條及《建築物(管理)規例》(第 123 章，附屬法例 A)第 25 條外】的規定。

As alteration or strengthening works had been completed, I / We certify that the unauthorized signboard detailed in Part A2(i) are structurally safe in my/our opinion and comply with the Buildings Ordinance (Cap. 123) [except section 14(1) of the Buildings Ordinance (Cap. 123) and regulation 25 of the Building (Administration) Regulations (Cap.123 sub. leg. A)]

獲授權簽署人之中文姓名\* Name in Chinese of the authorized signatory\*

\_\_\_\_\_

獲授權簽署人之英文姓名\* Name in English of the authorized signatory\*

\_\_\_\_\_ / \_\_\_\_\_

註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* \_\_\_\_|\_\_\_\_|\_\_\_\_|20\_\_\_\_|\_\_\_\_|\_\_\_\_| Date of expiry of registration\* day month year

訂明註冊承建商 (獲授權簽署人，如適用) 簽署\*  
Signature\* of the prescribed registered contractor  
(authorized signatory, if applicable)

\_\_\_\_|\_\_\_\_|\_\_\_\_|20\_\_\_\_|\_\_\_\_|\_\_\_\_| day month year

## 2. 獲委任人的完工通知書 (如獲委任人是訂明註冊承建商時，可不須填寫本部)

Notice of completion of works by the appointed person (not applicable if the appointed person is also the prescribed registered contractor)

1. 本人/我們確認在甲 2(ii)部呈交的工程已由訂明註冊承建商依照設計完成。

I / We confirm that the works submitted in Part A2(ii) are completed by prescribed registered contractor in accordance with design.

認可人士 authorized person       註冊結構工程師 registered structural engineer       註冊檢驗人員 registered inspector

註冊屆滿日期\* \_\_\_\_|\_\_\_\_|\_\_\_\_|20\_\_\_\_|\_\_\_\_|\_\_\_\_| Date of expiry of registration\* day month year

獲委任人 簽署\*  
Signature\* of the appointed person

\_\_\_\_|\_\_\_\_|\_\_\_\_|20\_\_\_\_|\_\_\_\_|\_\_\_\_| day month year

\_\_\_\_\_ / \_\_\_\_\_

註冊證明書編號\*

Certificate of Registration Number\*

獲委任人姓名\*  
Name of the appointed person\*

## 注意事項 ( SC03 )

1. 若有關招牌涉及在大廈外牆或樓宇的公用部份進行建築工程，獲委任人士及招牌擁有人都應留意有關樓宇公契中的相關條文，並通知有關樓宇的物業管理公司、業主立案法團或業主，同時作出購買第三者責任保險的安排。
2. 訂明註冊承建商應採取合適的措施，以確保妥善處置有關的建築廢料。

### 甲. 個人資料 收集的目的

1. 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
  - (a) 辦理有關處理你在本表格中所呈交的文件的事務；
  - (b) 辦理有關小型工程的事務；及
  - (c) 方便屋宇署與你聯絡。
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤。

### 獲轉交資料的部門/人士

3. 你透過本表格所提供的個人資料會向下列人士/部門公開：
  - (a) 其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途；及
  - (b) 任何人士，以作上述第 1 段(b)項所列的用途。

### 索閱個人資料

4. 根據個人資料 ( 私隱 ) 條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本表格所提供的個人資料副本一份。

## 乙. 填寫表格

1. 請填妥表格載列所有有關的部分，並在表格上簽署。請附上證明文件，包括顯示工程處所在工程展開前及完工後實際狀況的照片、訂明圖則及詳圖等、顯示已獲檢查的訂明建築物或建築工程的照片及描述、顯示已完成的小型工程的圖則或工程描述。
2. 所提供的資料如有不全或錯誤，屋宇署將不能處理呈交的文件。
3. 所有根據簡化規定呈交的文件，都會隨機抽取進行審核，以確保該工程已按照《建築物條例》及其規例和呈交的訂明圖則及詳圖進行。
4. 就有關此通知的任何失實核證或聲明可引致法律行動。
5. 如對本表格有任何疑問，請與九龍觀塘巧明街 100 號 Landmark East 友邦九龍大樓 11 樓 1104-6 室屋宇署招牌監管小組( 電話：2626 1616 及傳真：3579 2949 ) 聯絡，或到本署網頁 [www.bd.gov.hk](http://www.bd.gov.hk) 瀏覽。

## 丙. 呈交方法

1. 郵寄呈交 - 本表格連同有關文件應郵寄至九龍觀塘巧明街 100 號 Landmark East 友邦九龍大樓 11 樓 1104-6 室 或 九龍旺角彌敦道 750 號始創中心 12 樓屋宇署。
2. 親身呈交 - 親往九龍觀塘巧明街 100 號 Landmark East 友邦九龍大樓 11 樓 1104-6 室 或 九龍旺角彌敦道 750 號始創中心 12 樓屋宇署，於收發處櫃位遞交本表格及有關文件。
3. 電子郵件傳送 - 透過電子郵件傳送本表格及有關文件 ( 全部必須獲香港郵政署長發出的數碼證書認證，或根據《電子交易條例》認可的其他核證機關所發出的數碼證書認證 ) 到屋宇署的電子收件處，電郵地址為 [receipt@bd.gov.hk](mailto:receipt@bd.gov.hk)。

## Matters to Note (SC03)

1. If the signboard involves building works on the external wall or in the common parts of a building, the appointed person and the signboard owner should pay attention to the relevant conditions in the Deed of Mutual Covenant of the subject building and notify the property management company, the owners' corporation or the owners concerned. The arrangement of third party liability insurance should also be made.
2. Prescribed registered contractor shall take appropriate measures to ensure construction wastes are disposed of properly.

### A. PERSONAL DATA Purposes of Collection

1. The personal data provided by means of this form will be used by the Buildings Department for the following purposes:
  - (a) activities relating to the processing of your submission in this form;
  - (b) activities relating to minor works matters; and
  - (c) facilitating communication between the Buildings Department and yourself.
2. It is obligatory for you to provide the personal data as required by this form. If you fail to provide the required data, delay may be caused in processing of your submission.

### Classes of Transferees

3. The personal data you provide by means of this form may be disclosed to:
  - (a) other Government departments, bureaux & relevant organizations for the purposes mentioned in paragraph 1 above; and
  - (b) any person for the purpose mentioned in paragraph 1(b) above.

### Access to Personal Data

4. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

## B. COMPLETION OF FORM

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose supporting documents, including photographs showing the physical condition of the premises immediately before the commencement and after the completion of the works, the photographs and description showing the physical condition of the prescribed building or building works as inspected, plans or description of works showing the works as completed, etc.
2. If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
3. All documents submitted under the simplified requirements will be randomly selected for audit check, with a view to ensuring that the works have been carried out in accordance with the Buildings Ordinance and regulations and the submitted prescribed plans and details.
4. Any false certification or declaration in connection with this Notice may be subject to legal action.
5. Enquiries regarding this form should be addressed to the Signboard Control Unit of the Buildings Department, Room 1104-6, 11/F., AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong, Kowloon (Tel No: 2626 1616 and Fax No: 3579 2949) or visit [www.bd.gov.hk](http://www.bd.gov.hk).

## C. SUBMISSION METHODS

1. By Post - This form together with the relevant documents shall be posted to Buildings Department, Room 1104-6, 11/F., AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong, or 12/F., Pioneer Centre, 750 Nathan Road, Mongkok, Kowloon.
2. In Person - In person at Buildings Department, Room 1104-6, 11/F., Two Landmark East, 100 How Ming Street, Kwun Tong, or 12/F., Pioneer Centre, 750 Nathan Road, Kowloon. Produce and submit this form together with the relevant documents at the Receipt & Dispatch counter.
3. Through Email - Email this form together with the relevant documents, all with identity authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognized under the Electronic Transactions Ordinance to the e-Counter of the Buildings Department at [receipt@bd.gov.hk](mailto:receipt@bd.gov.hk).



完工通知書：為檢查及核證違例招牌所進行的改動 / 鞏固工程  
(適用於符合第 I 級別小型工程描述的違例招牌)  
**CERTIFICATE OF COMPLETION OF ALTERATION/STRENGTHENING WORKS CARRIED OUT FOR INSPECTION AND CERTIFICATION OF UNAUTHORIZED SIGNBOARD**  
(APPLICABLE TO UNAUTHORIZED SIGNBOARDS FALLING WITHIN DESCRIPTIONS OF CLASS I MINOR WORKS)

本表格及所有證明文件最遲須在完成違例招牌的改動 / 鞏固工程後的 14 天內呈交  
This form and all supporting documents must be submitted within 14 days after the completion of the alteration/strengthening works of the unauthorised signboard

請以正楷填寫表格，並在適當方格內加上『✓』號。填寫前，請仔細閱讀《注意事項》。  
Please read the "Matters to Note", complete the form in BLOCK LETTERS and tick in the appropriate box(es).

致建築事務監督  
To the Building Authority

只供屋宇署填寫 For Buildings Department's Use only

檢核計劃呈交編號  
Validation Scheme Submission Number →

甲部 檢查及核證完工通知及證明書 (須由獲委任人填寫)  
Part A Confirmation of appointment, notice and certificate of completion  
(To be completed by the appointed person)

1. 違例招牌的位置及所在地址  
Location and Address of the unauthorised signboard

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2. 經檢查的違例招牌及改動/鞏固工程的詳細資料  
Details of the inspected unauthorised signboard and alteration/strengthening works

擬核證的工程項目編號 Works Item No. for Certification	描述 (附表 3 第 3 部) Description (Part 3 of Schedule 3)
(i)	-----
	-----
	-----

上述工程項目為《建築物(小型工程)規例》附表 3 第 3 部內訂明建築物或建築工程項目(招牌)，並在 2013 年 9 月 2 日前已完成或進行。如該違例招牌是根據建築物條例第 24 條所發出的命令而須拆除的，則不適用於本檢核計劃。各項工程項目及其描述(包括位置和數量)都必須列明。如空位不敷應用，請另加紙張填寫，附於本通知書內，並在每頁加簽、註明日期及(如適用)蓋上公司印鑑。

The above works items are the prescribed building or building works items as stipulated in Part 3 of Schedule 3 of the Building (Minor Works) Regulation and have been completed or carried out before 2 September 2013. This validation scheme is not applicable to unauthorised signboards required to be removed by an order issued under section 24 of the Buildings Ordinance. Every works item and its description (including the location and quantity) shall be provided. If the space is insufficient, please attach additional sheets each of which must be signed, dated and affixed with company seal (if applicable).

(ii)  已完成下列改動 / 鞏固工程 The following alteration/strengthening works had been completed

已完成的小型工程項目編號 Minor works Item No. completed	描述 (附表 1 第 3 部) Description (Part 3 of Schedule 1)
	-----
	-----
	-----



乙部 訂明註冊承建商及獲委任人完工證明書

Part B Certificate of completion of works by prescribed registered contractor and appointed person

1. 訂明註冊承建商完工證明

Confirmation of completion of works by prescribed registered contractor

作為所述工程的訂明註冊承建商，本人確認甲 2(ii)部分所述違例招牌的改動 / 鞏固工程已於
As the prescribed registered contractor of the works, I confirm that the alteration/strengthening works of the unauthorised signboard detailed in Part A2(ii) had been commenced on

20 展開並已於 20 完成;
day month year and completed on day month year

中文名稱\*Name in Chinese\*

Grid for Chinese name entry

英文名稱\* Name in English\*

獲授權簽署人之中文姓名\* Name in Chinese of the authorized signatory\*

Grid for Chinese name of authorized signatory

傳真號碼\* Fax Number\*

Grid for fax number

獲授權簽署人之英文姓名\* Name in English of the authorized signatory\*

Grid for English name of authorized signatory

聯絡電話\* Contact Number\*

Grid for contact number

註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* 20
Date of expiry of registration\* day month year

訂明註冊承建商 (獲授權簽署人，如適用) 簽署\*
Signature\* of the prescribed registered contractor (authorized signatory, if applicable)

20
day month year

2. 獲委任人的完工證明書

Certificate of completion of works by the appointed person,

根據《建築物 (小型工程) 規例》第 31 條、第 32 條及第 37 條的規定，
in accordance with the provisions of sections 31, sections 32 and 37 of the Building (Minor Works) Regulation,

- 1. 本人/我們確認在甲 2(ii)部呈交的工程已由訂明註冊承建商依照設計完成
I / We confirm that the works submitted in Part A2(ii) are completed by prescribed registered contractor in accordance with design
2. 本人/我們現呈交顯示有關的違例招牌在緊接甲 2(ii)部分所述的改動 / 鞏固工程展開前及完工後的實際狀況的照片；及顯示已完成工程的圖則或工程描述；
I / We submit herewith the photographs showing the physical condition of the unauthorised signboard immediately before the commencement and after the completion of the alteration/strengthening works detailed in Part A2(ii), and the plans or description of works showing the works as completed;
3. 本人/我們核證所有甲 2(ii)部分所述違例招牌的改動 / 鞏固工程，已按照《建築物條例》及於本部所呈交的訂明圖則及詳圖或計算資料。(如適用) 這些圖則均由本人製備和簽署 (作為已簽署有關圖則的人，本人同意為該等圖則負起《建築物條例》下的所有責任)；及
I / We certify that all the alteration/strengthening works of the unauthorised signboard detailed in Part A2(ii), have been carried out and completed in accordance with the Buildings Ordinance and the prescribed plans and details or calculations submitted in this Part; and the said plans have been prepared and signed by me/us (as the person who has signed the plans, I/we agree to assume all responsibilities under the Buildings Ordinance regarding the plans) (if applicable); and
4. 由於改動/鞏固工程已經完成，本人/我們核證甲 2(ii)部分所述的違例招牌在結構上是安全的，及符合《建築物條例》(第 123 章)【除《建築物條例》第 14(1)條及《建築物 (管理) 規例》(第 123 章，附屬法例 A) 第 25 條外】的規定。
As alteration or strengthening works had been completed, I / We certify that the unauthorised signboard detailed in Part A2(ii) are structurally safe in my/our opinion and comply with the Buildings Ordinance (Cap. 123) [except section 14(1) of the Buildings Ordinance (Cap. 123) and regulation 25 of the Building (Administration) Regulations (Cap.123 sub. leg. A)].





## 注意事項 (SC01C)

1. 若有關招牌涉及在大廈外牆或樓宇的公用部份進行建築工程，獲委任人士及招牌擁有人都應留意有關樓宇公契中的相關條文，並通知有關樓宇的物業管理公司、業主立案法團或業主，同時作出購買第三者責任保險的安排。
2. 訂明註冊承建商應採取合適的措施，以確保妥善處置有關的建築廢料。

### 甲. 個人資料 收集的目的

1. 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
  - (a) 辦理有關處理你在本表格中所呈交的文件的事務；
  - (b) 辦理有關小型工程的事務；及
  - (c) 方便屋宇署與你聯絡。
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤。

### 獲轉交資料的部門/人士

3. 你透過本表格所提供的個人資料會向下列人士/部門公開：
  - (a) 其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途；及
  - (b) 任何人士，以作上述第 1 段(b)項所列的用途。
4. 根據個人資料(私隱)條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本表格所提供的個人資料副本一份。

### 索閱個人資料

## 乙. 填寫表格

1. 請填妥表格載列所有有關的部分，並在表格上簽署。請附上所有證明文件，包括(如有)經修訂的訂明圖則及詳圖及顯示已完成工程的照片等。
2. 所提供的資料如有不全或錯誤，屋宇署將不能處理呈交的文件。
3. 所有根據簡化規定呈交的文件，都會隨機抽取進行審核，以確保該工程已按照《建築物條例》及其規例和呈交的訂明圖則及詳圖進行。
4. 就有關此通知的任何失實核證或聲明可引致法律行動。
5. 如對本表格有任何疑問，請與九龍觀塘巧明街 100 號 Landmark East 友邦九龍大樓 11 樓 1104-6 室屋宇署招牌監管小組(電話：2626 1616 及傳真：3579 2949)聯絡，或到本署網頁 [www.bd.gov.hk](http://www.bd.gov.hk) 瀏覽。

## 丙. 呈交方法

1. 郵寄呈交 - 本表格連同有關文件應郵寄至九龍觀塘巧明街 100 號 Landmark East 友邦九龍大樓 11 樓 1104-6 室 或 九龍旺角彌敦道 750 號始創中心 12 樓屋宇署。
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3. 電子郵件傳送 - 透過電子郵件傳送本表格及有關文件(全部必須獲香港郵政署長發出的數碼證書認證，或根據《電子交易條例》認可的其他核證機關所發出的數碼證書認證)到屋宇署的電子收件處，電郵地址為 [receipt@bd.gov.hk](mailto:receipt@bd.gov.hk)。

## Matters to Note (SC01C)

1. If the signboard involves building works on the external wall or in the common parts of a building, the appointed person and the signboard owner should pay attention to the relevant conditions in the Deed of Mutual Covenant of the subject building and notify the property management company, the owners' corporation or the owners concerned. The arrangement of third party liability insurance should also be made.

2. Prescribed registered contractor shall take appropriate measures to ensure construction wastes are disposed of properly.

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1. The personal data provided by means of this form will be used by the Buildings Department for the following purposes:
  - (a) activities relating to the processing of your submission in this form;
  - (b) activities relating to minor works matters; and
  - (c) facilitating communication between the Buildings Department and yourself.
2. It is obligatory for you to provide the personal data as required by this form. If you fail to provide the required data, delay may be caused in processing of your submission.

### Classes of Transferees

3. The personal data you provide by means of this form may be disclosed to:
  - (a) other Government departments, bureaux & relevant organizations for the purposes mentioned in paragraph 1 above; and
  - (b) any person for the purpose mentioned in paragraph 1(b) above.

### Access to Personal Data

4. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

## B. COMPLETION OF FORM

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose all supporting documents, including **revised prescribed plans and details of the works (if any)**, and **photographs showing all the works as completed**, etc.
2. If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
3. All documents submitted under the simplified requirements will be randomly selected for audit check, with a view to ensuring that the works have been carried out in accordance with the Buildings Ordinance and regulations and the submitted prescribed plans and details.
4. Any false certification or declaration in connection with this Notice may be subject to legal action.
5. Enquiries regarding this form should be addressed to the Signboard Control Unit of the Buildings Department, Room 1104-6, 11/F, AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong, Kowloon (Tel No: 2626 1616 and Fax No: 3579 2949) or visit [www.bd.gov.hk](http://www.bd.gov.hk).

## C. SUBMISSION METHODS

1. By Post - This form together with the relevant documents shall be posted to Buildings Department, Room 1104-6, 11/F, AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong, or 12/F, Pioneer Centre, 750 Nathan Road, Mongkok, Kowloon.
2. In Person - In person at Buildings Department, Room 1104-6, 11/F, AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong, or 12/F, Pioneer Centre, 750 Nathan Road, Kowloon. Produce and submit this form together with the relevant documents at the Receipt & Dispatch counter.
3. Through Email - Email this form together with the relevant documents, all with identity authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognized under the Electronic Transactions Ordinance to the e-Counter of the Buildings Department at [receipt@bd.gov.hk](mailto:receipt@bd.gov.hk).

完工通知書：為檢查及核證違例招牌所進行的改動 / 鞏固工程  
(適用於符合第 II 級別小型工程描述的違例招牌)

**CERTIFICATE OF COMPLETION OF ALTERATION / STRENGTHENING WORKS CARRIED OUT FOR INSPECTION AND CERTIFICATION OF UNAUTHORIZED SIGNBOARD**

(APPLICABLE TO UNAUTHORIZED SIGNBOARDS FALLING WITHIN DESCRIPTIONS OF CLASS II MINOR WORKS)

本表格及所有證明文件最遲須在完成違例招牌的改動 / 鞏固工程後的 14 天內呈交

*This form and all supporting document(s) must be submitted within 14 days after the completion of the alteration/strengthening works of the unauthorized signboard*

請以正楷填寫表格，並在適當方格內加上『✓』號。填寫前，請仔細閱讀《注意事項》。

Please read the "Matters to Note", complete the form in BLOCK LETTERS and tick in the appropriate box(es).

致建築事務監督

To the Building Authority

甲部 檢查及核證完工通知及證明書 (須由獲委任人填寫)

Part A Confirmation of appointment, notice and certificate of completion

(To be completed by the appointed person)

只供屋宇署填寫 For Buildings Department's Use only

檢核計劃呈交編號  
Validation Scheme  
Submission Number



1. 違例招牌的位置及所在地址

Location and Address of the unauthorized signboard

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-----
-----

2. 經檢查的違例招牌及改動/鞏固工程的詳細資料

Details of the inspected unauthorized signboard and alteration/strengthening works

另加附加頁 張  
Additional Page added

擬核證的 工程項目編號 Works Item No. for Certification	描述 (附表 3 第 3 部) Description (Part 3 of Schedule 3)
(i)	----- ----- -----
<p>上述工程項目為《建築物 (小型工程) 規例》附表 3 第 3 部內訂明建築物或建築工程項目 (招牌)，並在 2013 年 9 月 2 日前已完成或進行。如該違例招牌是根據建築物條例第 24 條所發出的命令而須拆除的，則不適用於本檢核計劃。各項工程項目及其描述 (包括位置和數量) 都必須列明。如空位不敷應用，請另加紙張填寫，附於本通知書內，並在每頁加簽、註明日期及 (如適用) 蓋上公司印鑑。</p> <p>The above works items are the prescribed building or building works items as stipulated in Part 3 of Schedule 3 of the Building (Minor Works) Regulation and have been completed or carried out before 2 September 2013. This validation scheme is not applicable to unauthorized signboards required to be removed by an order issued under section 24 of the Buildings Ordinance. Every works item and its description (including the location and quantity) shall be provided. If the space is insufficient, please attach additional sheets each of which must be signed, dated and affixed with company seal (if applicable).</p>	
<input type="checkbox"/> 已完成下列改動 / 鞏固工程 The following alteration/strengthening works had been completed	
(ii)	<p>已完成的 小型工程項目 編號 Minor works Item No. completed</p> <p>描述 (附表 1 第 3 部) Description (Part 3 of Schedule 1)</p>
	----- ----- -----

乙部 訂明註冊承建商及獲委任人完工證明書

Part B Certificate of completion of works by prescribed registered contractor and appointed person

1. 訂明註冊承建商完工證明

Confirmation of completion of works by prescribed registered contractor

根據《建築物 (小型工程) 規例》第 34 條、第 35 條及第 37 條的規定。
in accordance with the provisions of sections 34, sections 35, and 37 of the Building (Minor Works) Regulation,

- 1. 作為所述工程的訂明註冊承建商，本人確認甲 2(ii)部分所述違例招牌的改動 / 鞏固工程已於 20 年 月 日 展開並已於 20 年 月 日 完成；
As the prescribed registered contractor of the works, I confirm that the alteration/strengthening works of the unauthorized signboard detailed in Part A2(ii) had been commenced on day month year and completed on day month year ;
2. 本人/我們現呈交顯示有關的違例招牌在緊接甲 2(ii)部分所述的改動 / 鞏固工程展開前及完工後的實際狀況的照片；及顯示已完成工程的圖則或工程描述；
I / We submit herewith the photographs showing the physical condition of the unauthorized signboard immediately before the commencement and after the completion of the alteration/strengthening works detailed in Part A2(ii), and the plans or description of works showing the works as completed;
3. 本人/我們核證所有甲 2(ii)部分所述違例招牌的改動 / 鞏固工程，已按照《建築物條例》及於本部所呈交的圖則、詳圖或工程描述進行。(如適用) 這些圖則均由本人製備和簽署 (作為已簽署有關圖則的人，本人同意為該等圖則負起《建築物條例》下的所有責任)；及
I / We certify that all the alteration/strengthening works of the unauthorized signboard detailed in Part A2(ii) have been carried out in accordance with the Buildings Ordinance and the plans, details or description of works submitted in this Part; and the said plans have been prepared and signed by me/us (as the person who has signed the plans, I/we agree to assume all responsibilities under the Buildings Ordinance regarding the plans) (if applicable); and
4. 由於改動/鞏固工程已經完成，本人/我們核證甲 2(i)部分所述的違例招牌在結構上是安全的，及符合《建築物條例》(第 123 章)【除《建築物條例》第 14(1)條及《建築物 (管理) 規例》(第 123 章，附屬法例 A) 第 25 條外】的規定。
As alteration or strengthening works had been completed, I / We certify that the unauthorized signboard detailed in Part A2(i) are structurally safe in my/our opinion and comply with the Buildings Ordinance (Cap. 123) [except section 14(1) of the Buildings Ordinance (Cap. 123) and regulation 25 of the Building (Administration) Regulations (Cap.123 sub. leg. A)].

中文名稱\*Name in Chinese\*

英文名稱\* Name in English\*

獲授權簽署人之中文姓名\* Name in Chinese of the authorized signatory\*

傳真號碼\* Fax Number\*

獲授權簽署人之英文姓名\* Name in English of the authorized signatory\*

聯絡電話\* Contact Number\*

註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* 20 年 月 日
Date of expiry of registration\* day month year

訂明註冊承建商 (獲授權簽署人，如適用) 簽署\*
Signature\* of the prescribed registered contractor (authorized signatory, if applicable)

20 年 月 日
day month year



## 注意事項 ( SC02C )

1. 若有關招牌涉及在大廈外牆或樓宇的公用部份進行建築工程，獲委任人士及招牌擁有人都應留意有關樓宇公契中的相關條文，並通知有關樓宇的物業管理公司、業主立案法團或業主，同時作出購買第三者責任保險的安排。
2. 訂明註冊承建商應採取合適的措施，以確保妥善處置有關的建築廢料。

### 甲. 個人資料 收集的目的

1. 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
  - (a) 辦理有關處理你在本表格中所呈交的文件的事務；
  - (b) 辦理有關小型工程的事務；及
  - (c) 方便屋宇署與你聯絡。
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤。

### 獲轉交資料的部門/人士

3. 你透過本表格所提供的個人資料會向下列人士/部門公開：
  - (a) 其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途；及
  - (b) 任何人士，以作上述第 1 段(b)項所列的用途。
4. 根據個人資料（私隱）條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本表格所提供的個人資料副本一份。

### 索閱個人資料

## 乙. 填寫表格

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### 7.3 "Validation Scheme" for Unauthorized Signboards under the "Signboard Control System"

#### 7.3.1 Technical Specifications

The details and maximum sizes of the different types of unauthorized signboards eligible for safety validation under the SBCS are as follows:

	Corresponding Minor Works items listed in Part 3 of Schedule 1:		
	1.20	2.18	3.16
	<b>1. Unauthorized projecting signboard</b> (Item 1 in Part 3 of Schedule 3 of the B(MW)R)	Not consist of stone;	
No additional load to cantilevered slab;			
Not involve alteration of structural elements;			
Display area > 10 m <sup>2</sup> & ≤ 20m <sup>2</sup> ;		Display area ≤ 10m <sup>2</sup> ;	Display area ≤ 1m <sup>2</sup> ;
Projection ≤ 4.2m; &		Projection ≤ 1m;	
Thickness ≤ 600mm.		Thickness ≤ 300mm; &	
	---	---	Any part of signboard ≤ 6m from ground.
Other Considerations	<ul style="list-style-type: none"> <li>• BO s31(1)(aa) &amp; PNAP APP-126 Appendix G – Control of the projections of signboard on or over streets.</li> <li>• PNAP APP-126 Appendices C-F, H &amp; I – Design &amp; construction requirements of signboard given by the BA, FSD, TD &amp; HyD, etc.</li> <li>• B(P)R 30 – Natural lighting &amp; ventilation, prescribed plane for prescribed window for adjacent building on the same site, if any, not obstructed.</li> <li>• PNAP APP-24 Appendix A s.C.1 &amp; PNRC 14 – No signboard projected within 6 m of the MTR tracks.</li> <li>• Agreement from the IO / co-owners of the external wall / roof (if being common part) should be sought.</li> <li>• PNAP APP-XXX and PNRC YY on Signboard Control System.</li> </ul>		
	Harbour Planning Guidelines for Victoria Harbour and its Harbour-front Areas issued by the Harbour-front Enhancement Committee – Harbour planning principles.	In case of signboard projecting ≤ 600 mm over a footpath, any part of the signboard should have a clearance ≥ 2.5 m from ground	

2. Unauthorized wall signboard (including Shopfront Signboard) (Item 2 in Part 3 of Schedule 3 of the B(MW)R)	Corresponding Minor Works items listed in Part 3 of Schedule 1:		
	1.22	2.19	3.17
	No additional load to cantilevered slab; Not involve alteration of structural elements;		
	Display area with LED display system:		---
	> 5m <sup>2</sup> & ≤ 20m <sup>2</sup> ;	≤ 5m <sup>2</sup> ;	
	Display area without LED display system:		
	> 10m <sup>2</sup> & ≤ 40m <sup>2</sup> ; &	≤ 10m <sup>2</sup> ; &	≤ 5m <sup>2</sup> ; &
	Not consist of stone if any part of signboard > 6m from ground.		any part of signboard ≤ 6m from ground.
Other Considerations	<ul style="list-style-type: none"> <li>• BO s31(1)(aa) &amp; PNAP APP-126 Appendix G – Control of the projections of signboard on or over streets.</li> <li>• PNAP APP-126 Appendices C-F, H &amp; I – Design &amp; construction requirements of signboard given by the BA, FSD, TD &amp; HyD, etc.</li> <li>• B(P)R 30 – Natural lighting &amp; ventilation.</li> <li>• Agreement from the IO / co-owners of the external wall / roof (if being common part) should be sought.</li> <li>• If signboard projecting ≤ 600mm over a footpath, clearance ≥ 2.5 m from ground.</li> <li>• Wall signboards at overhead of shopfront should have a clearance ≥ 2.5 m from ground; and should be structurally independent without supporting any roller shutter, air-conditioning unit or being used for storage.</li> <li>• Harbour Planning Guidelines for Victoria Harbour and its Harbour-front Areas issued by the Harbour-front Enhancement Committee – Harbour planning principles.</li> <li>• PNAP APP-XXX and PNRC YY on Signboard Control System.</li> </ul>		
3. Unauthorized signboard on roof of a building (Item 3 in Part 3 of Schedule 3 of the B(MW)R)	Corresponding Minor Works item 1.21 listed in Part 3 of Schedule 1		
	Not consist of stone; Display area ≤ 20m <sup>2</sup> ; No part projects beyond external wall of the building; Thickness ≤ 600mm; Any part of signboard ≤ 6m from roof level; No additional load to cantilevered slab; & Not involve alteration of structural elements.		
Other Considerations	<ul style="list-style-type: none"> <li>• PNAP APP-126 Appendices C-F, H &amp; I – Design &amp; construction requirements of signboard given by the BA, FSD, TD &amp; HyD, etc.</li> <li>• Agreement from the IO / co-owners of the external wall / roof / the ground (if being common part) should be sought.</li> <li>• B(P)R 30 – Natural lighting &amp; ventilation not obstructed.</li> </ul>		

<b>4. Unauthorized outdoor signboard fixed on-grade (other than construction of the spread footing)</b> (Item 4 in Part 3 of Schedule 3 of the B(MW)R)	<b>Corresponding Minor Works items listed in Part 3 of Schedule 1:</b>	
	<b>1.23</b>	<b>2.21</b>
	Display area $\leq 20\text{m}^2$ ;	Display area $\leq 10\text{m}^2$ ;
	Thickness $\leq 600\text{mm}$ ; &	
	Any part of signboard $\leq 6\text{m}$ from ground.	Any part of signboard $\leq 2\text{m}$ from ground.
Other Considerations	<ul style="list-style-type: none"> <li>• PNAP APP-126 Appendices C-F, H &amp; I – Design &amp; construction requirements of signboard given by the BA, FSD, TD &amp; HyD, etc.</li> <li>• Associated excavation works &amp; footing may be MW item 1.12 or 2.11 &amp; 1.11 or 2.10.</li> <li>• Agreement from the IO / co-owners of the external wall / roof (if being common part) should be sought.</li> <li>• Harbour Planning Guidelines for Victoria Harbour and its Harbour-front Areas issued by the Harbour-front Enhancement Committee – Harbour planning principles.</li> <li>• PNAP APP-XXX and PNRC YY on Signboard Control System.</li> </ul>	
<b>5. Unauthorized outdoor signboard with a spread footing</b> (Item 5 in Part 3 of Schedule 3 of the B(MW)R)	<b>Corresponding Minor Works item 2.22 listed in Part 3 of Schedule 1</b>	
	Display area $\leq 1\text{m}^2$ ; Thickness $\leq 300\text{mm}$ ; Any part of signboard $\leq 3\text{m}$ from ground; Depth of excavation $\leq 500\text{mm}$ for footing construction; & Not involve excavation within "scheduled areas" no. 1 or 3.	
Other Considerations	<ul style="list-style-type: none"> <li>• PNAP APP-126 Appendices C-F, H &amp; I – Design &amp; construction requirements of signboard given by the BA, FSD, TD &amp; HyD, etc.</li> <li>• Agreement from the IO / co-owners of the external wall / roof / the ground (if being common part) should be sought.</li> <li>• Associated excavation works &amp; footing may be MW item 1.12 or 2.11 &amp; 1.11 or 2.10.</li> <li>• PNAP APP-XXX and PNRC YY on Signboard Control System.</li> </ul>	



### 7.3.2 Statutory Procedures for Validation and Associated Strengthening

7.3.2.1 To retain their unauthorized signboards, the person for whom the signboard was erected (i.e. signboard owner) or the person who arranged for the inspection to be carried out should employ an appointed person ("APP") under section 39C(2) of the BO to certify after inspection to the BA that the existing unauthorized signboards concerned meet the safety requirements. According to section 62A(3) of the B(MW)R, the appointed person should be one or more of the following PBP or PRC:

Description of Unauthorized Signboard		Appointed Person responsible for Inspection and Certification
<b>Signboard falling within description of class I minor works item</b>	Signboard is a specified construction <sup>(1)</sup>	AP
	Signboard is NOT a specified construction <sup>(1)</sup>	AP + RSE
<b>Signboard falling within description of class II minor works item</b>		AP, RSE, RI <sup>(2)</sup> , RGBC, RMWC (Co) registered for class I or II Type C minor works
<b>Signboard falling within description of class III minor works item</b>		AP, RSE, RI <sup>(2)</sup> , RGBC, RMWC (Co) registered for class I, II or III Type C minor works, RMWC (Ind) registered for items 3.16 & 3.17

Notes:

- (1) Specified construction means a construction that satisfies all the criteria under section 37(4) of the B(MW)R.
- (2) RI may be appointed to validate unauthorized signboards falling within description of class II or III minor works regardless whether the parent building to which the signboards are attached is a target MBI building.

7.3.2.2 For unauthorized signboards attached to pre-war buildings, in consideration of the fact that pre-war buildings were constructed to lower standards of safety than the current legislation would have given, apart from the requirement to appoint Prescribed Registered Contractors to carry out the alteration/ strengthening works if any involved, the appointment of Prescribed Building Professionals to conduct the validation of the signboards concerned is recommended.

7.3.2.3 In submitting the specified form, one form should be used for the validation of one signboard only. The documents required to be submitted include the specified forms (SC01, SC02 or SC03), photographs and description showing the physical condition of the signboard under validation and etc. If repair/strengthening works are involved, specified forms (SC01C or SC02C) shall also be submitted after completion of such works. The package required to be submitted for the validation of signboards falling within the description of the different classes are summarized as follows for easy reference:

**(a) For signboard validation only (not involving alteration/ strengthening):**

	Signboard falling within description of different classes of Minor Works items in Part 3 of Schedule 1		
	Class I	Class II	Class III
Specified Form	√ (SC01)	√ (SC02)	√ (SC03)
Submission Checklist	√	√	√
Photos (4R size)	√	√	√
Structural Framing Plan and Fixing Details (Drawing not larger than A3 size & drawn to scale of not less than 1:100)	√	√	--
Structural Calculations (Stability Check)	√	--	--
Time for Submission	Within 14 days after inspection		

**(b) For signboard validation involving alteration/ strengthening:**

(i) Before commencement of strengthening works	Signboard falling within description of different classes of Minor Works items in Part 3 of Schedule 1		
	Class I	Class II	Class III
Specified Form	√ (SC01) Part A 2.(ii)	√ (SC02) Part A 2.(ii)	√ (SC03)
Photos, Structural Framing Plan and Fixing Details (Before Commencement)	information should be same as those submitted in above table		
Strengthening Proposal	√	√	--
Time for Submission	7 days before commencement		

(ii) After completion of strengthening works	Signboard falling within description of different classes of Minor Works items in Part 3 of Schedule 1		
	Class I	Class II	Class III
Specified Form	√ (SC01C)	√ (SC02C)	√ (SC03) Part A 2.(ii)
Photos (4R size) (After Work Completion)	√	√	√
Plans and Fixing Details <sup>(1)</sup> (Drawing not larger than A3 size & drawn to scale of not less than 1:100)	√	√	--
Time for submission	Within 14 days after work completion		

**Note:**

(1) Plans with minor revisions are required to be submitted for record. For signboards falling within description of Class I or II minor works, in case of substantial changes involved in the strengthening proposal, resubmission of the strengthening proposal at least 7 days before the commencement of works is required.

## Signboard Control System

### Implementation

The Buildings Ordinance (BO) and the Building (Minor Works) Regulation (B(MW)R) have been amended to introduce the Signboard Control System (SBCS) to control the existing unauthorized signboards. The SBCS will come into operation on [2 September 2013]. Under the SBCS, existing unauthorized signboards that fall within the technical specifications of the signboards under the minor works items can be validated and the continual use of these signboards will be allowed upon such validation. The validation of an existing unauthorized signboard under the SBCS includes the safety inspection, strengthening (if necessary), and certification of the signboard by Prescribed Building Professionals (PBPs) and/or Prescribed Registered Contractors (PRCs). Unauthorized signboards that are ineligible for validation or have not been validated under the SBCS will be subject to enforcement action of the Building Authority (BA).

### Signboards Eligible for Validation

2. The SBCS applies to unauthorized signboards erected before 2 September 2013. The types and dimensions of existing unauthorized signboards that are eligible for safety validation under the SBCS follow those that have been designated as minor works in the B(MW)R, which include projecting signboards, wall signboards, signboards on the roof of a building, outdoor signboards fixed on-grade, outdoor signboards with a spread footing and signboards on or hung beneath the soffit of a balcony or a canopy (other than a cantilevered slab). Only the PBPs or/and PRCs who are registered for the specific classes and types or items of minor works relating to the erection and alteration of signboards can certify the safety of the corresponding classes and types or items of unauthorized signboards. Details of the technical specification and positional requirements of existing unauthorized signboards eligible for safety validation are set out in Appendix A.

### 5-year Validity Period

3. As the metal frames of signboards are exposed to weather, they may deteriorate faster due to lack of maintenance if the business operations have closed down and the signboards remained unattended. Therefore, signboards validated under the SBCS are subject to a 5-year safety inspection cycle. Signboard owners who have had their unauthorized signboards validated should, at intervals of not more than 5 years, either make a fresh validation for the signboards concerned or remove them.

/Requirements .....

## Requirements for Validation

4. The requirements of signboard validation under the SBCS are set out below for reference:

Signboard falling within the description of item under minor works Requirements	Class I	Class II	Class III
<b>Person to be appointed for inspection</b>	<ul style="list-style-type: none"> <li>♦ Authorized Person (AP); and</li> <li>♦ Registered Structural Engineer (RSE) is also required if the signboard is not a specified construction<sup>(1)</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>♦ PBP [AP, RSE, Registered Inspector (RI)] or PRC</li> </ul>	<ul style="list-style-type: none"> <li>♦ PBP [AP, RSE, RI] or PRC</li> </ul>
<b>Person to be appointed if repair / strengthening works is required</b>	<ul style="list-style-type: none"> <li>♦ PRC<sup>(2)</sup> under AP and RSE's supervision as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>♦ PRC<sup>(2)</sup></li> </ul>	<ul style="list-style-type: none"> <li>♦ PRC<sup>(2)</sup></li> </ul>
<b>Submission</b>	<ul style="list-style-type: none"> <li>♦ Submit specified Form SC01 together with record photos showing the physical condition, fixing details, plans and structural calculations of the unauthorized signboard to notify the BA of the inspection and certification.</li> <li>♦ Complete and submit the safety inspection checklist to provide information.</li> <li>♦ If alteration/ strengthening is involved, use Form SC01 to notify the BA of the commencement of the strengthening works and submit Form SC01C to notify the completion of the works.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Submit specified Form SC02 together with record photos showing the physical condition, fixing details and plans of the unauthorized signboard to notify the BA of the inspection and certification.</li> <li>♦ Complete and submit the safety inspection checklist to provide information.</li> <li>♦ If alteration/ strengthening is involved, use Form SC02 to notify the BA of the commencement of the strengthening works and submit Form SC02C to notify the completion of the works.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Submit specified Form SC03 together with record photos showing the physical condition and fixing details of the unauthorized signboard to notify the BA of the inspection and certification.</li> <li>♦ Complete and submit the safety inspection checklist to provide information.</li> <li>♦ Notify the BA in the Form SC03 of any alteration/ strengthening works completion.</li> </ul>

<sup>(1)</sup> Specified construction means a construction that satisfies all the criteria specified under B(MW)Rs 37(4).

<sup>(2)</sup> PRC: Prescribed Registered Contractor – Registered General Building Contractor (RGBC) or Registered Minor Works Contractor (RMWC) that is registered for the class or item of the corresponding type C minor works

5. The workflow of the simplified requirements and the documents required to be submitted are summarized in Appendix B. Safety inspection checklists for validation submission for signboards are provided in Appendix C. The checklists help ensure that essential information is provided in the submission.

### **General Reminders**

6. If the existing unauthorized signboard is fixed to the common parts of a building, the person for whom the unauthorized signboard was erected should pay attention to the civil liabilities and the relevant provisions under the deed of mutual covenant of the building and the Building Management Ordinance (Cap 344). He/she is advised to seek consent from the management office, the Owners' Corporation or the building owner(s) concerned for the signboard to be validated and liaise with them regarding third party liability insurance. The appointed person should also observe the requirements for signboards under PNAP APP-126. Signboards that cannot be demonstrated to maintain the required lateral spacing from other approved or validated signboards will not be eligible for validation.

7. In order to facilitate the distinction of the signboards validated under the SBCS, it is recommended that the SBCS submission numbers be displayed on the signboards validated under the SBCS. Standards and guidelines on display of these numbers are provided in Appendix D.

### **No Referral of Plans**

8. Unlike the "centralized processing of building plans", the documents submitted to the BD for the SBCS or Minor Works Control System will **not** be referred to other government departments for comment/vetting. If the strengthening of signboard involves the jurisdictions of other government departments, the appointed person should consult and obtain necessary approval or consent from the relevant government departments separately.

### **No Submission Fee Required**

9. All validation submissions under the SBCS are free of charge.

### **Technical Guidelines on Signboard Control System**

10. The technical guidelines on SBSC has been published by the BD to provide detailed guidance on compliance with the simplified requirements to the registered contractors and practitioners of the building industry. These guidelines are available at the BD's website (<http://www.bd.gov.hk>) under the "Codes of Practice, Design Manuals and Guidelines" page of the "Publications and Press Releases" section.

11. A similar practice note PNRC-XXX is issued to all Registered Contractors.

( AU Choi-kai )  
Building Authority

Ref. : BD SC/1-150/1/2

First issue September 2013 (AD/CS)

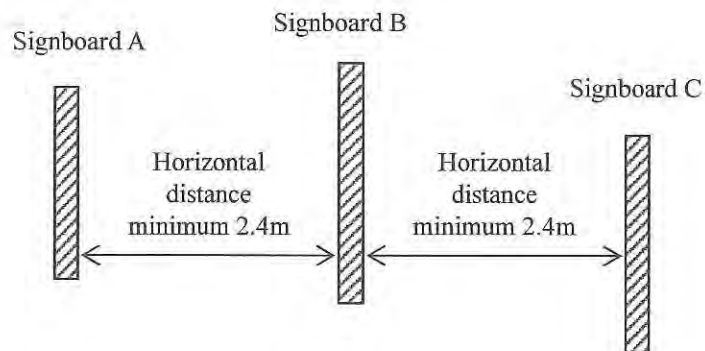
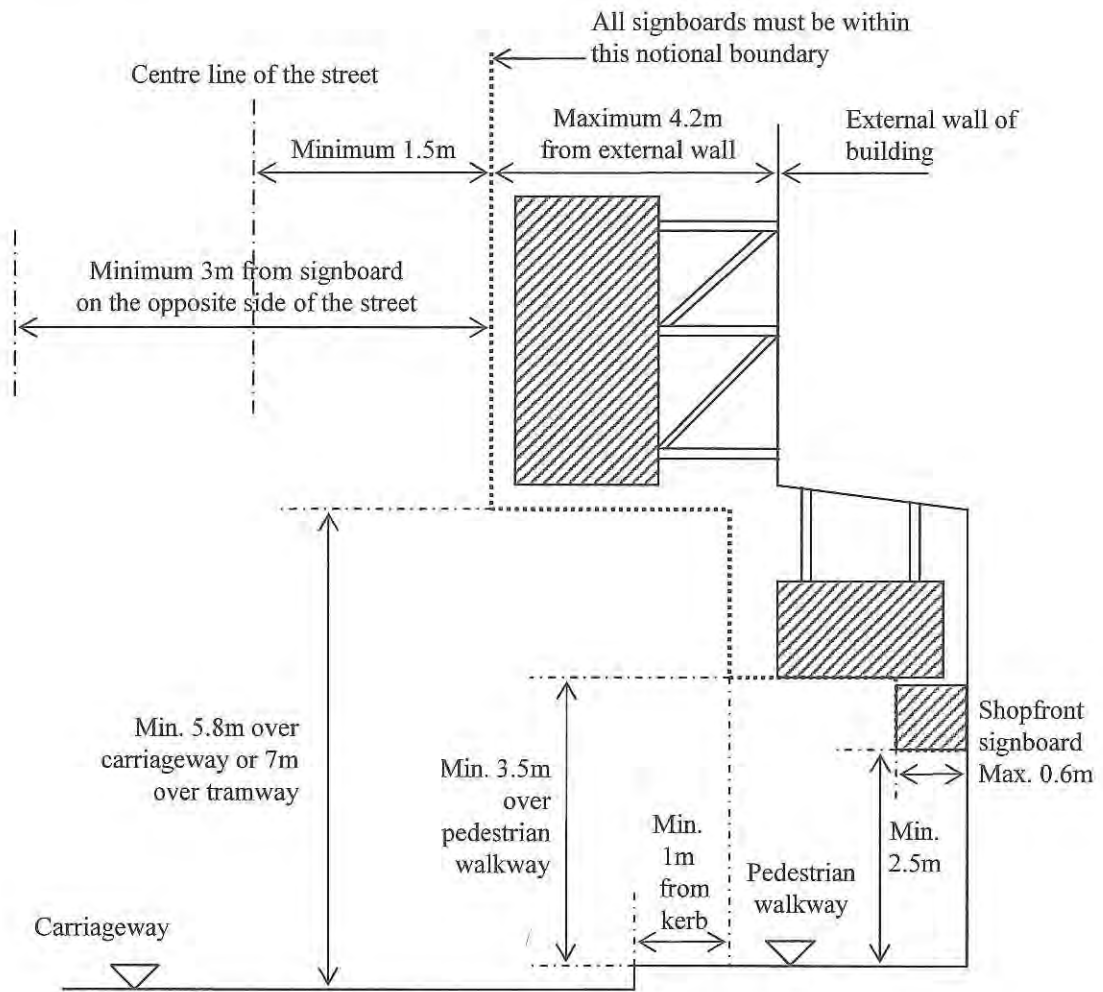


**Prescribed Building or Building Works Relating to Section 39C(1A) of the Building Ordinance Listed in Part 3 of Schedule 3 of the B(MW)R:**

<b>1. Unauthorized projecting signboard (Item 1 in Part 3 of Schedule 3 of B(MW)R)</b>	<b>Corresponding Minor Works items listed in Part 3 of Schedule 1:</b>		
	<b>1.20</b>	<b>2.18</b>	<b>3.16</b>
	Not consist of stone		
	No additional load to cantilevered slab		
	Not involve alteration of structural elements		
	Display area > 10 m <sup>2</sup> & ≤ 20m <sup>2</sup>	Display area ≤ 10m <sup>2</sup>	Display area ≤ 1m <sup>2</sup>
	Projection ≤ 4.2m		Projection ≤ 1m
	Thickness ≤ 600mm		Thickness ≤ 300mm
---	---	Any part of signboard ≤ 6m from ground	
<b>2. Unauthorized wall signboard (Item 2 in Part 3 of Schedule 3 of B(MW)R)</b>	<b>Corresponding Minor Works items listed in Part 3 of Schedule 1:</b>		
	<b>1.22</b>	<b>2.19</b>	<b>3.17</b>
	No additional load to cantilevered slab		
	Not involve alteration of structural elements		
	Display area with LED display system:		---
	> 5m <sup>2</sup> & ≤ 20m <sup>2</sup>	≤ 5m <sup>2</sup>	
	Display area without LED display system:		
	> 10m <sup>2</sup> & ≤ 40m <sup>2</sup>	≤ 10m <sup>2</sup>	≤ 5m <sup>2</sup>
Not consist of stone if any part of signboard > 6m from ground		any part of signboard ≤ 6m from ground	
<b>3. Unauthorized roof signboard (Item 3 in Part 3 of Schedule 3 of B(MW)R)</b>	<b>Corresponding Minor Works item 1.21 listed in Part 3 of Schedule 1</b>		
	Not consist of stone		
	Display area ≤ 20m <sup>2</sup>		
	No part projects beyond external wall of the building		
	Thickness ≤ 600mm		
	Any part of signboard ≤ 6m from roof level		
	No additional load to cantilevered slab		
Not involve alteration of structural elements			

<b>4. Unauthorized outdoor signboard fixed on-grade (other than construction of spread footing)</b> <b>(Item 4 in Part 3 of Schedule 3 of B(MW)R)</b>	<b>Corresponding Minor Works items listed in Part 3 of Schedule 1:</b>	
	<b>1.23</b>	<b>2.21</b>
	Display area $\leq 20\text{m}^2$	Display area $\leq 10\text{m}^2$
	Thickness $\leq 600\text{mm}$	
	Any part of signboard $\leq 6\text{m}$ from ground	Any part of signboard $\leq 2\text{m}$ from ground
<b>5. Unauthorized outdoor signboard with a spread footing</b> <b>(Item 5 in Part 3 of Schedule 3 of B(MW)R)</b>	<b>Corresponding Minor Works item 2.22 listed in Part 3 of Schedule 1</b>	
	Display area $\leq 1\text{m}^2$	
	Thickness $\leq 300\text{mm}$	
	Any part of signboard $\leq 3\text{m}$ from ground	
	Depth of excavation for footing construction $\leq 500\text{mm}$	
Not involve excavation within scheduled areas No. 1 or 3		
<b>6. Unauthorized signboard on or hung underneath the soffit of a balcony or canopy (other than a cantilevered slab)</b> <b>(Item 6 in Part 3 of Schedule 3 of B(MW)R)</b>	<b>Corresponding Minor Works item 2.20 listed in Part 3 of Schedule 1</b>	
	Not consist of stone	
	Display area $\leq 2\text{m}^2$	
	No part projects beyond balcony or canopy	
	Height $\leq 600\text{mm}$	
	Thickness $\leq 100\text{mm}$	

## Positional requirements of unauthorized signboards eligible for safety validation



Lateral spacing between projecting signboards above Ground Floor



The person for whom the unauthorized signboard was erected (signboard owner) should appoint an Appointed Person under section 39C(2) of the Buildings Ordinance:

The signboard owner and Appointed Person should notify the Building Authority in the specified form that contains personal particulars and contact information of the signboard owner.

Identify the class of Minor Works which the unauthorized signboard falls within

Class I MW

Class II MW

Class III MW

Appoint AP and RSE<sup>(1)</sup> to inspect the signboard

Appoint PBP [AP,RSE, RI] or PRC to inspect the signboard

Appoint PBP [AP,RSE, RI] or PRC to inspect the signboard

The signboard should be removed under Minor Works Control System (MWCS)

Appointed Person

Confirm the signboard inspected is eligible for validation

No

Yes

Signboard inspected is structurally safe without the need for any repair/strengthening

No

Yes

Certify in the specified form (Form SC01 or SC02 or SC03) that the unauthorized signboard has been inspected and the signboard was structurally safe.

No

Decide whether repair/strengthening will be carried out

Yes

- All alteration/strengthening works<sup>(2)</sup> will be carried out under "simplified requirements" of MWCS.
- For Class I and II signboards, notify BA of the commencement of minor works at least 7 days before carrying out the works. (Form SC01 or SC02)
- For all classes of signboards, notify BA of completion within 14 days after completing the works. (Form SC01C or SC02C or SC03)

Building Authority

Issue an acknowledgement letter if required information is provided and carry out random audit check

Procedure for signboard validation

Notes:

- (1) An AP and a RSE are required to be appointed if the signboard is not a specified construction, otherwise only an AP is required.
- (2) All alteration/strengthening works must be carried out by a RGBC or RMWC registered for that class and type or item of minor works.

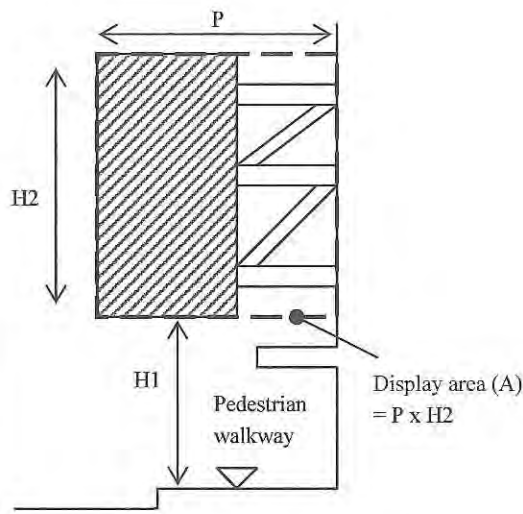
**Check List for Signboard Validation**  
**(for Signboards falling within Descriptions of Class I or II Minor Works)**

**Part 1 – General Information**

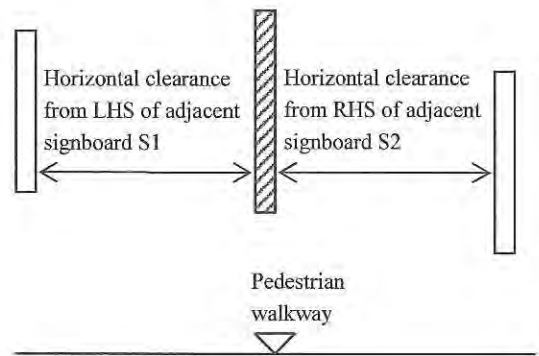
(1) Type  
and  
Dimensions

**Projecting signboard (see Sketch 1 and 2 below):**  
Height of display (H2) = \_\_\_\_\_ m (maximum)  $\leq 20$ m;  
Vertical clearance (H1) = \_\_\_\_\_ m (the lowest point)  $\geq 3.5$ m (pedestrian walkway) or 5.8m (carriageway);  
Estimated total weight (W) = \_\_\_\_\_ kg (see Remark 1 below);  
Horizontal clearance from LHS of adjacent signboard (if any)(S1) = \_\_\_\_\_ m (the closest)  $\geq 2.4$ m;  
Horizontal clearance from RHS of adjacent signboard (if any)(S2) = \_\_\_\_\_ m (the closest)  $\geq 2.4$ m;  
Horizontal clearance from signboard on the opposite side of street (if any) = \_\_\_\_\_ m (the closest)  $\geq 3$ m;  
Projection (P) = \_\_\_\_\_ m  $\leq 4.2$ m;  
Thickness (t) = \_\_\_\_\_ m  $\leq 0.6$ m;  
Display area (A) = \_\_\_\_\_ m<sup>2</sup> (H2 x P)

This signboard belongs to the Class:  
  $10\text{m}^2 < A \leq 20\text{m}^2$ . This is a Class I signboard.  
  $1\text{m}^2 < A \leq 10\text{m}^2$ . This is a Class II signboard.



Sketch 1-Signboard front view



Sketch 2-Signboard side view

**Wall signboard (see Sketch 3 and 4 below):**

Height of display (H2) = \_\_\_\_\_ m;

Length of signboard (L) = \_\_\_\_\_ m;

Estimated total weight (W) = \_\_\_\_\_ kg (see Remark 1 below);

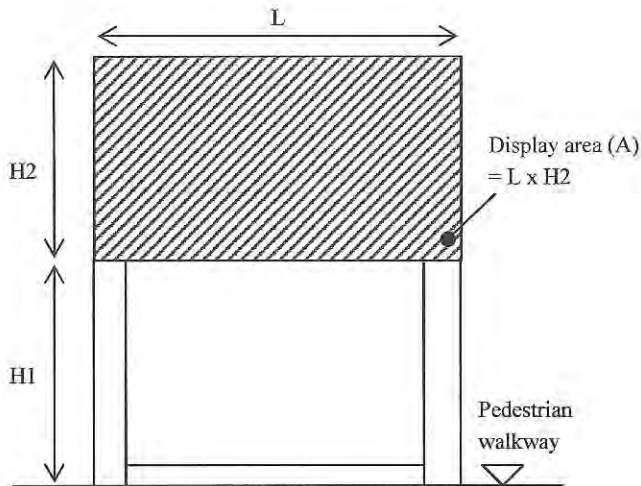
Thickness (t) = \_\_\_\_\_ m (maximum)  $\leq 0.6$ m;

Vertical clearance from pedestrian walkway (H1) = \_\_\_\_\_ (the lowest point)  $\geq 2.5$ m;

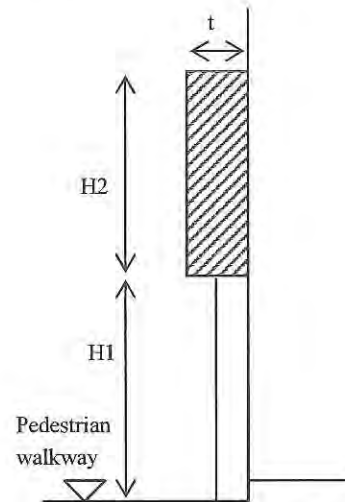
Display area (A) = \_\_\_\_\_  $\text{m}^2$  (H2 x L)

This signboard belongs to the Class:

- $10\text{m}^2 < A \leq 40\text{m}^2$ . This is a Class I signboard.
- $5\text{m}^2 < A \leq 20\text{m}^2$  and contains LED display system. This is a Class I signboard.
- $5\text{m}^2 < A \leq 10\text{m}^2$ . This is a Class II signboard.
- $A \leq 5\text{m}^2$  and contains LED display system. This is a Class II signboard.



Sketch 3-Signboard front view



Sketch 4-Signboard side view

- Signboard erected on or hung underneath the soffit of a balcony or canopy (other than a cantilevered slab) (see Sketch 5 below) (This is a Class II Signboard) :

Height of display (H2) = \_\_\_\_\_ m (maximum)  $\leq 0.6$ m;

Length of signboard (L) = \_\_\_\_\_ m;

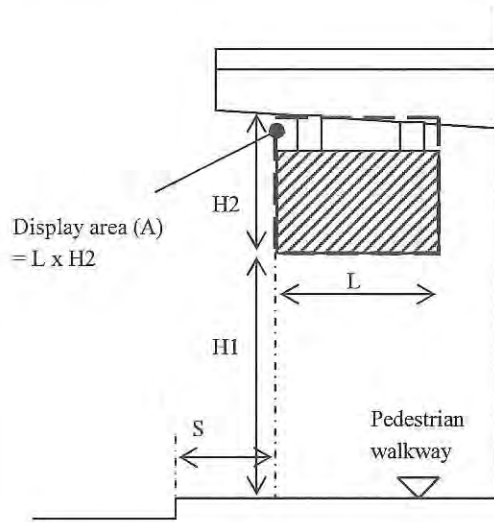
Estimated total weight (W) = \_\_\_\_\_ kg (see Remark 1 below);

Thickness (t) = \_\_\_\_\_ m (maximum)  $\leq 0.1$ m;

Vertical clearance from pedestrian walkway (H1) = \_\_\_\_\_ m (the lowest point)  $\geq 3.5$ m;

Horizontal clearance from kerb of pedestrian walkway (S) = \_\_\_\_\_ m  $\geq 1$ m;

Display area (A) = \_\_\_\_\_ m<sup>2</sup> (H2 x L)  $\leq 2$  m<sup>2</sup>



Sketch 5-Signboard front view

**Signboard erected on roof (please provide sketch) (This is a Class I Signboard) :**

Height of display (H) = \_\_\_\_\_ m;

Length of signboard (L) = \_\_\_\_\_ m;

Estimated total weight (W) = \_\_\_\_\_ kg (see Remark 1 below);

Thickness (t) = \_\_\_\_\_ m (maximum)  $\leq 0.6$ m;

Level difference from roof = \_\_\_\_\_ m (maximum)  $\leq 6$ m;

Display area (A) = \_\_\_\_\_ m<sup>2</sup> (H x L)  $\leq 20$ m<sup>2</sup>

**Outdoor signboard fixed on-grade (please provide sketch):**

Height of display (H2) = \_\_\_\_\_ m;

Length of signboard (L) = \_\_\_\_\_ m;

Estimated total weight (W) = \_\_\_\_\_ kg (see Remark 1 below);

Thickness (t) = \_\_\_\_\_ m (maximum)  $\leq 0.6$ m (fixed on grade) or 0.3m (with spread footing);

Distance from ground (H1) = \_\_\_\_\_ m (maximum)  $\leq 6$ m (Class I, fixed on grade)

or 2m (Class II, fixed on grade)

or 3m (Class II, with spread footing);

Display area (A) = \_\_\_\_\_ m<sup>2</sup> (H2 x L)

This signboard belongs to the Class:

(i) Fixed on grade:

$10\text{m}^2 < A \leq 20\text{m}^2$  and  $H1 \leq 6\text{m}$ . This is a Class I signboard.

$A \leq 10\text{m}^2$  and  $H1 \leq 2\text{m}$ . This is a Class II signboard.

(ii) With spread footing:

$A \leq 1\text{m}^2$  and  $H1 \leq 3\text{m}$ . This is a Class II signboard.

Remark 1: Reference weight of various types of signboard:

- i)  $30\text{kg/m}^2$  for signboard with fixed inscription or replaceable display surface
- ii)  $60\text{kg/m}^2$  for signboard with neon light
- iii)  $90\text{kg/m}^2$  for signboard with LED display system

<p>(2)</p> <p>Material, Structural System and Location</p>	<p>(a) Display surface:</p> <p>(i) Material:  <input type="checkbox"/> Plastics/vinyl sheet; <input type="checkbox"/> steel/metal plate; <input type="checkbox"/> Wood, plywood or fiberboard;</p> <p>(ii) Lighting and electrical device:  <input type="checkbox"/> With lighting; <input type="checkbox"/> neon light; <input type="checkbox"/> LED display system; <input type="checkbox"/> Others _____</p> <p>(iii) Type of display surface:  <input type="checkbox"/> With business name/fixed inscription; <input type="checkbox"/> replaceable advertisement; <input type="checkbox"/> Others _____</p> <p>(b) Supporting frame:  <input type="checkbox"/> Mild steel, galvanized and painted; <input type="checkbox"/> Others _____</p> <p>(c) Fixings between display surface and supporting frame:  <input type="checkbox"/> Welds; <input type="checkbox"/> mechanical grip; <input type="checkbox"/> Nylon straps; <input type="checkbox"/> Others _____</p> <p>(d) Connection between supporting frame members:  <input type="checkbox"/> Welds; <input type="checkbox"/> Bolts and nuts; <input type="checkbox"/> Others _____</p> <p>(e) Lateral supports:  <input type="checkbox"/> No lateral support; <input type="checkbox"/> Steel guy wires; <input type="checkbox"/> Steel struts; <input type="checkbox"/> Others _____</p> <p>(f) Fixings to parent structure:  <input type="checkbox"/> Anchor bolts; <input type="checkbox"/> Through bolts; <input type="checkbox"/> Others _____</p> <p>No. of supporting frames with fixing to parent structure = _____ nos;  Maximum distance between supporting frames = _____ m;  No. of anchor bolts for each supporting frame = _____ nos;  Diameter of anchor bolts = _____ mm;  Type of bolts used (if known) = _____;</p> <p>(g) Check that the structural system of the parent structure at the fixings are (confirm the following):  <input type="checkbox"/> Not support on cantilevered slab  <input type="checkbox"/> Support on edge beam or cantilevered beam</p> <p>(h) Location of signboard (can tick more than one box) :  <input type="checkbox"/> At the shop front;  <input type="checkbox"/> On the external wall  <input type="checkbox"/> Overhang above pedestrian walkway  <input type="checkbox"/> Other common parts of the building, specify _____  <input type="checkbox"/> Privately owned portion of the building</p>
--	--

Put a tick against the box where appropriate

**Part 2 – Condition Check (not limited to the following items)**

Item	Description	Satisfying the requirements	
		Yes	No (to be rectified)
1	The display surface is in sound condition. There is no loose parts.	<input type="checkbox"/>	<input type="checkbox"/>
2	The supporting frames, lateral supports, connections and fixings are in sound condition. There is no damage, deformation or corrosion.	<input type="checkbox"/>	<input type="checkbox"/>
3	All guy wires are in position without slackening.	<input type="checkbox"/>	<input type="checkbox"/>
4	The bolts of fixing points at the building are in sound condition. There is no dislocation, detachment or corrosion.	<input type="checkbox"/>	<input type="checkbox"/>
5	The building structure at the fixing points are in sound condition. There is no spalling or cracking around the areas.	<input type="checkbox"/>	<input type="checkbox"/>
6	The signboard and its supporting frames are not supporting other structures or equipment such as air-conditioner, roller shutter or storage rack. (Remark: If roller shutter is housed inside the signboard, the roller shutter system should have its own independent structural supports)	<input type="checkbox"/>	<input type="checkbox"/>
<b>For Class I signboards erected on the roof only :</b>			
7	All parts of the signboard do not obstruct or reduce the width of the Means of Escape of the building.	<input type="checkbox"/>	<input type="checkbox"/>
8	The water proofing of the roof erected with signboard is in sound condition. There is no damage.	<input type="checkbox"/>	<input type="checkbox"/>

Put a tick against the box where appropriate

**Part 3 – Signboard Photos (4-R size)**

Address of signboard \_\_\_\_\_

**(01) Front view (showing boundary of the signboard clearly):**

**(02) Side view (showing boundary of signboard clearly):**



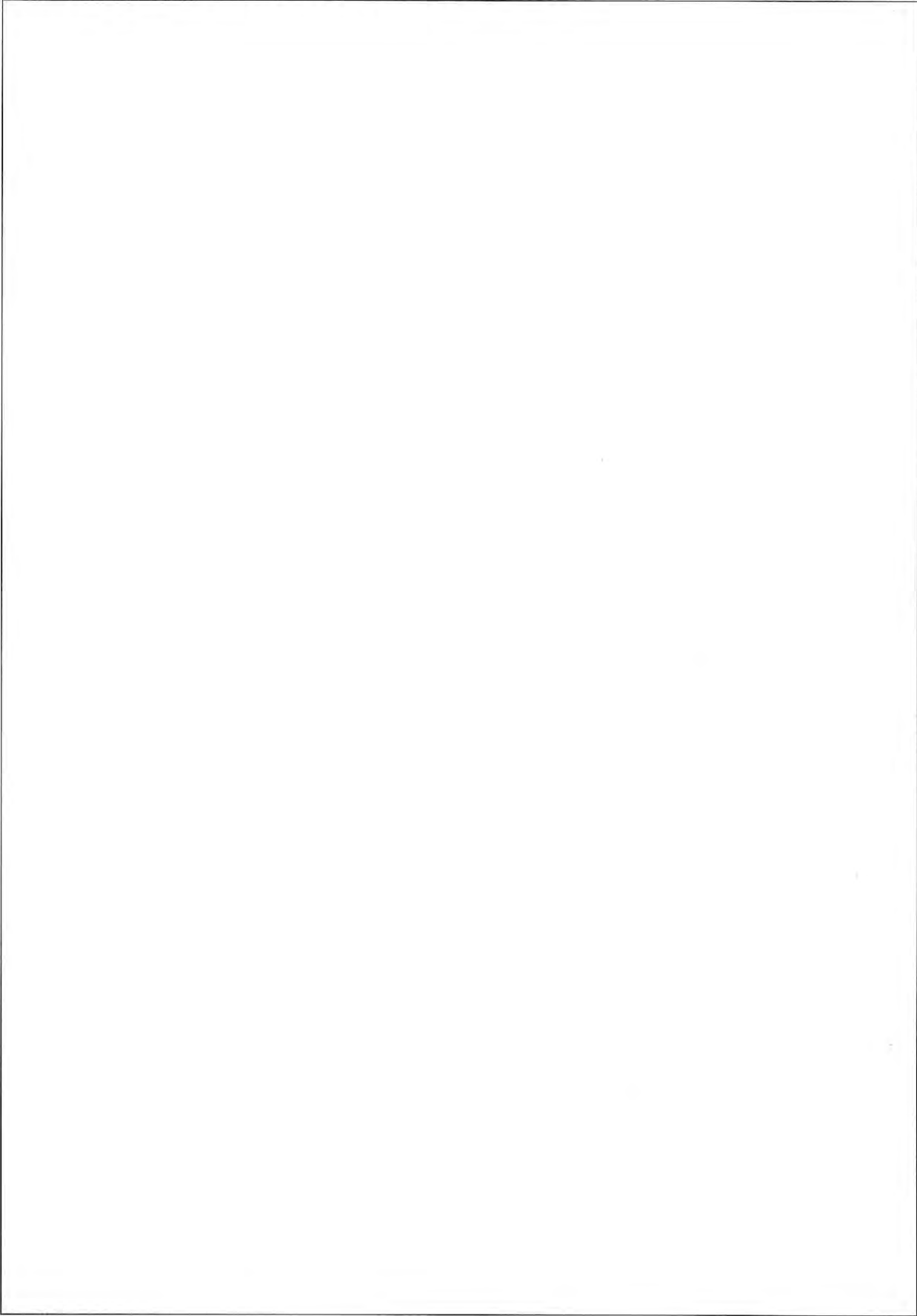
**Part 3 – Signboard Photos (4-R size) (cont'd)**

**(03) View of fixing points to the parent structure (all points should be recorded):**

**(04) View of cleats and guy wires for projecting signboard (please indicate the number of cleats and guys):**

**Part 4 – Structural Framing Plan and Fixing Details of Signboard**

**(not larger than A-3 size and drawn to a ratio of not less than 1:100)**



**Part 5 – Supporting Structural Calculation (for Class I signboard only)**

Signature of \*Registered Minor Works Contractor/  
or Prescribed Building Professional \_\_\_\_\_

Name: \_\_\_\_\_

Certificate of Registration No.: \_\_\_\_\_

Date of expiry of registration: \_\_\_\_\_

\* *Delete where inappropriate*

**Check List for Signboard Validation**  
**(for Signboards falling within Descriptions of Class III Minor Works)**

**Part 1 – General Information**

(1) Type

**Projecting signboard (see Sketch 1 below):**

and

Height of signboard ( $H1+H2$ ) = \_\_\_\_\_ m (maximum)  $\leq 6$ m;

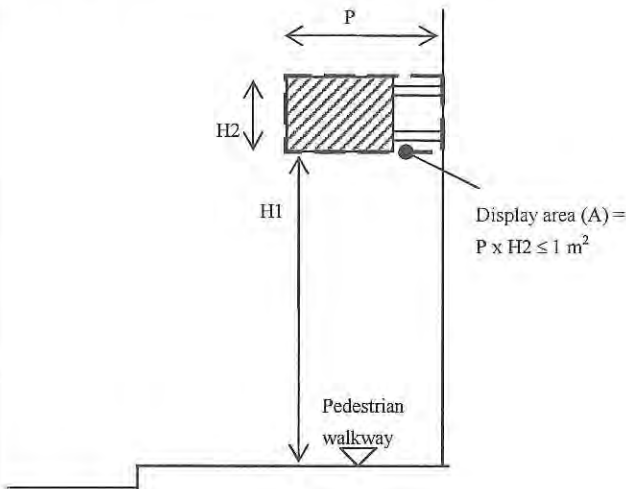
Dimensions

Vertical clearance ( $H1$ ) = \_\_\_\_\_ m (the lowest point)  $\geq 3.5$ m (pedestrian walkway);

Projection ( $P$ ) = \_\_\_\_\_ m  $\leq 1$ m;

Thickness ( $t$ ) = \_\_\_\_\_ m  $\leq 0.3$ m;

Display area ( $A$ ) = \_\_\_\_\_ m<sup>2</sup> ( $H2 \times P$ )  $\leq 1$  m<sup>2</sup>



Sketch 1-Signboard front view

**Wall signboard (see Sketch 2 and 3 below):**

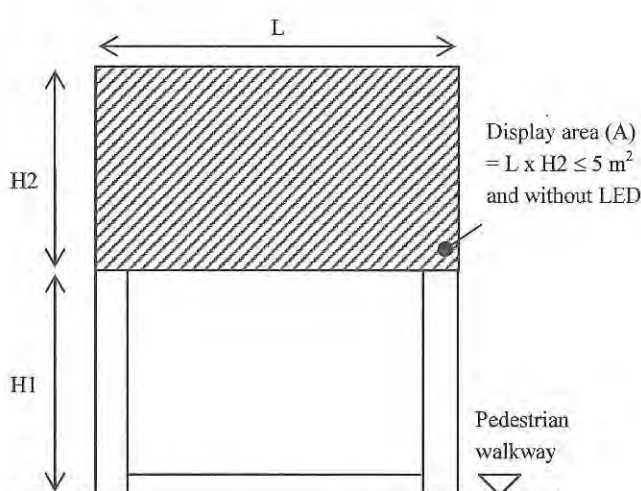
Height of signboard ( $H1+H2$ ) = \_\_\_\_\_ m (maximum)  $\leq 6$ m;

Length of signboard ( $L$ ) = \_\_\_\_\_ m;

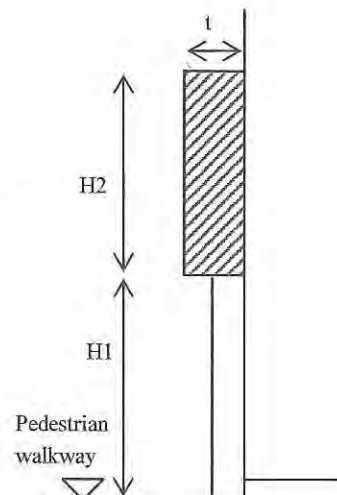
Thickness ( $t$ ) = \_\_\_\_\_ m (maximum)  $\leq 0.6$ m;

Vertical clearance from pedestrian walkway ( $H1$ ) = \_\_\_\_\_ m (the lowest point)  $\geq 2.5$ m;

Display area ( $A$ ) = \_\_\_\_\_ m<sup>2</sup> ( $H2 \times L$ )  $\leq 5$  m<sup>2</sup> and without LED display system



Sketch 2-Signboard front view



Sketch 3-Signboard side view

(2)	(a) Display surface:
Material	(i) Material:
and	<input type="checkbox"/> Plastics/vinyl sheet; <input type="checkbox"/> steel/metal plate; <input type="checkbox"/> Wood, plywood or fiberboard;
Structural	(ii) Lighting and electrical device:
System	<input type="checkbox"/> With lighting; <input type="checkbox"/> neon light; <input type="checkbox"/> LED display system; <input type="checkbox"/> Others _____
	(b) Fixings to parent structure:
	<input type="checkbox"/> Anchor bolts; <input type="checkbox"/> Through bolts; <input type="checkbox"/> Others _____
	No. of supporting frames with fixing to parent structure = _____ nos;
	Maximum distance between supporting frames = _____ m

Put a tick against the box where appropriate

**Part 2 – Condition Check (not limited to the following items)**

Item	Description	Satisfying the requirements	
		Yes	No (to be rectified)
1	The display surface is in sound condition. There is no loose parts.	<input type="checkbox"/>	<input type="checkbox"/>
2	The supporting frames, lateral supports, connections and fixings are in sound condition. There is no damage, deformation or corrosion.	<input type="checkbox"/>	<input type="checkbox"/>
3	The bolts of fixing points at the building are in sound condition. There is no dislocation, detachment or corrosion.	<input type="checkbox"/>	<input type="checkbox"/>
4	The building structure at the fixing points is in sound condition. There is no spalling or cracking around the areas.	<input type="checkbox"/>	<input type="checkbox"/>
5	The signboard and its supporting frames are not supporting other structures or equipment such as air-conditioner, roller shutter or storage rack. (Remark: If roller shutter is housed inside the signboard, the roller shutter system should have its own independent structural supports)	<input type="checkbox"/>	<input type="checkbox"/>

Put a tick against the box where appropriate

**Part 3 – Signboard Photos (4-R size)**

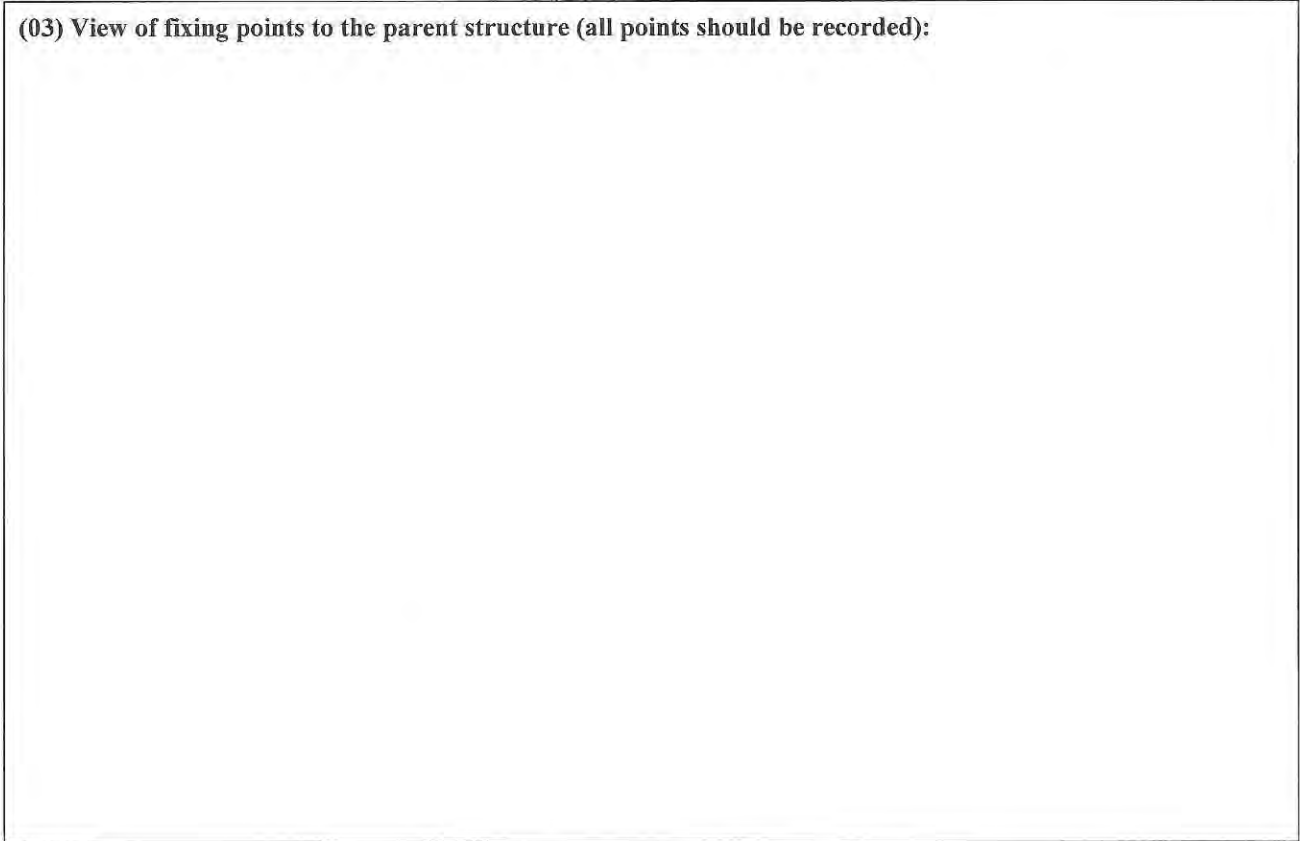
Address of signboard \_\_\_\_\_

**(01) Front view (showing boundary of signboard clearly):**

**(02) Side view (showing boundary of signboard clearly):**

**Part 3 – Signboard Photos (4-R size) (cont'd)**

**(03) View of fixing points to the parent structure (all points should be recorded):**



Signature of \*Registered Minor Works Contractor/  
or Prescribed Building Professional \_\_\_\_\_

Name: \_\_\_\_\_

Certificate of Registration No.: \_\_\_\_\_

Date of expiry of registration: \_\_\_\_\_

\* Delete where inappropriate

### Standards and Guidelines on Display of Reference Number on Signboards

For unauthorized signboard validated under the Signboard Control System (SBCS), the person for whom the signboard was erected should display the BD reference number on the signboard. The standards and guidelines for displaying such numbers are as follows:

1. The letters and digits should be in black colour with a white background in the following cases:
  - (i) the reference number for the validation submission should be displayed, e.g. SC13122345, after the signboard is validated under the SBCS; and
  - (ii) the new reference number for subsequent validation submission due to physical changes of the signboard should be displayed. Any previous reference number should be removed to avoid confusion.
2. All letters should be in block capitals. All letters and digits should be minimum 35mm high and in the font style of "Arial" as shown below.

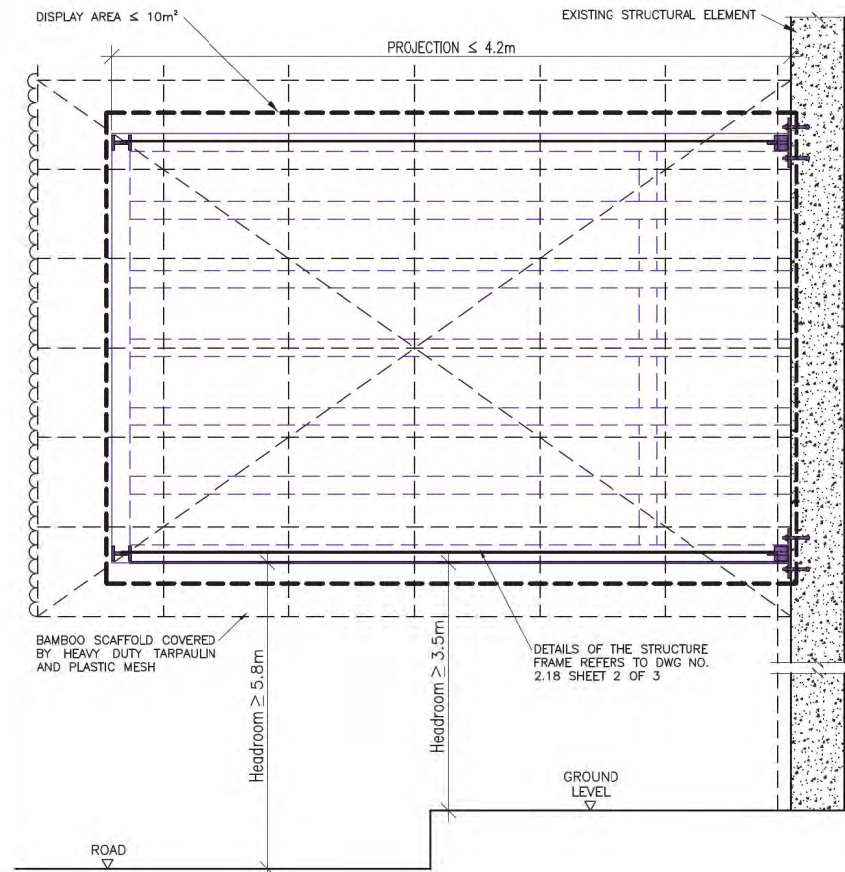


3. The number should be displayed on durable material securely affixed at a conspicuous position on the signboard, in order to be seen at the following suggested locations:
  - (i) the nearest pavement or pedestrian way, in case of a projecting signboard, a signboard erected on/hung underneath the soffit of a balcony/canopy or a signboard fixed on-grade;
  - (ii) the nearest or the opposite pavement or pedestrian way, in case of a wall signboard; and
  - (iii) the main roof of the building, in case the signboard is erected on the roof of a building.



**List of Recommended Plans on strengthening works for validation of unauthorized signboard**

<b>Corresponding Minor Works Item in Part 3 of Schedule 1</b>	<b>Title</b>
Unauthorized Signboard falling within the description of Minor Works Item 2.18	Alteration of Unauthorized Projecting Signboard
Unauthorized Signboard falling within the description of Minor Works Item 2.19	Alteration of Unauthorized Wall Signboard
Unauthorized Signboard falling within the description of Minor Works Item 2.20	Alteration of Unauthorized Signboard on or hung underneath the soffit of a balcony or canopy (other than a cantilevered slab)
Unauthorized Signboard falling within the description of Minor Works Item 2.21	Alteration of an Outdoor Unauthorized Signboard fixed on-grade (other than the construction of a spread footing).
Unauthorized Signboard falling within the description of Minor Works Item 2.22	Alteration of an Outdoor Unauthorized Signboard together with a spread footing



GENERAL DESIGN & CONSTRUCTION NOTES FOR CONSIDERATION :

GENERAL MATERIAL RECOMMENDATIONS

- The works carried out shall comply with the Buildings Ordinance and the provisions of other enactment. (Reference can be made to the examples listed in Sections 3 and 10 of the Guidelines.)
- All works shall comply with the following CoP/ standards:  
Building (Construction) Regulations  
Code of Practice on Wind Effects in Hong Kong 2004  
Code of Practice for Structural Use of Steel 2005
- All structural steel to be grade S275 to BS EN 10025 and shall be hot dip galvanized to BS EN ISO 1461.
- All connections to be 5mm fillet weld all round or butt weld with weld strength,  $p_w = 220 \text{ N/mm}^2$  unless otherwise specified.
- All anchor bolts to be H1H HSA-R-M20 and shall be installed according to the manufacturer's specification.
- Existing concrete grade of column is assumed to be Grade 20 with a minimum thickness of 500mm.
- All removal of existing concrete shall be carried out by using of hand-held tools carefully.
- All existing reinforcement should not be damaged.
- All steel members shall be protected with one coat of "UNITHERM 38091" fire resistance paint with thickness of 1.5mm ( $H_p/A = 175$ ).
- All banners should be made of non-combustible material.
- Tolerances such as lack of fit, hole diameter and dimensions etc shall be allowed in accordance with the provision of "Code of Practice for the Structural Use of Steel 2005".

DESIGN LOADS :

- Dead Load =  $0.20 \text{ kN/m}^2$  (Cladding)
- Live Load =  $0.50 \text{ kN/m}^2$
- Wind Load =  $2.01 \text{ kN/m}^2$  with total pressure coeff. 2.0

PREPARATION WORKS:

- Carry out condition survey of the parent structure/existing condition and the as-built details of the unauthorized signboard.
- If the unauthorized signboard consists of light emitting diodes, disconnect the power to the signboard before the commencement of strengthening works (if required).
- Obtain the original design of the approved structure for reference of any required reinstatement works.
- The structural adequacy of the supporting parent structure due to the additional installation of minor works must be checked to the satisfaction of structural requirement prior to the carrying out of minor works (strengthening).
- Plastering or rendering should be removed to expose concrete face before any strengthening work involving installation of anchor bolts and base plate.

SAFETY AND PRECAUTIONARY MEASURES :

- Fence-off the working area from the public. Diversion arrangement shall be taken if necessary.
- Bamboo scaffolds details shall refer to the following figure as shown on drawing no. GN-1.

Figure 4 Working platform on a double-row bamboo scaffold  
Figure 5 Bamboo scaffold for signboard

WORKING PROCEDURES [FOR STRENGTHENING WORKS (IF REQUIRED)]:

A. Alteration

- Remove the display surface/ loose parts from the signboard.
- Remove the defective member and replace with a new member having the same size of the existing member.
- Make good and reinstate the affected areas of the parent building.
- Dismantle the bamboo scaffold and clean the site.

B. Site checking of structural steel members, connection and anchorage details and material standards

- If there is no material certificate for as-built structural steel members available for checking, these members should be classified as uncertified steel (i.e. Class 3). When checking the structural design of the steel framework of the unauthorized signboard, the design strength,  $p_y$ , shall be taken as  $170 \text{ N/mm}^2$ , and subject to verification by testing if in doubt.
- Visual inspection of welds and bolting shall be carried out by a suitably qualified person to verify the relevant types of welds and bolting.
- Full-out test to verify the workmanship of the installed anchor bolts are not recommended. The capacity of the anchor bolts shall be justified by using a higher factor of safety (FOS). A FOS of 5 will normally be accepted in checking the anchorage strengths. If in doubt, strengthening works such as provision of additional anchorage bolts shall be an alternative option.

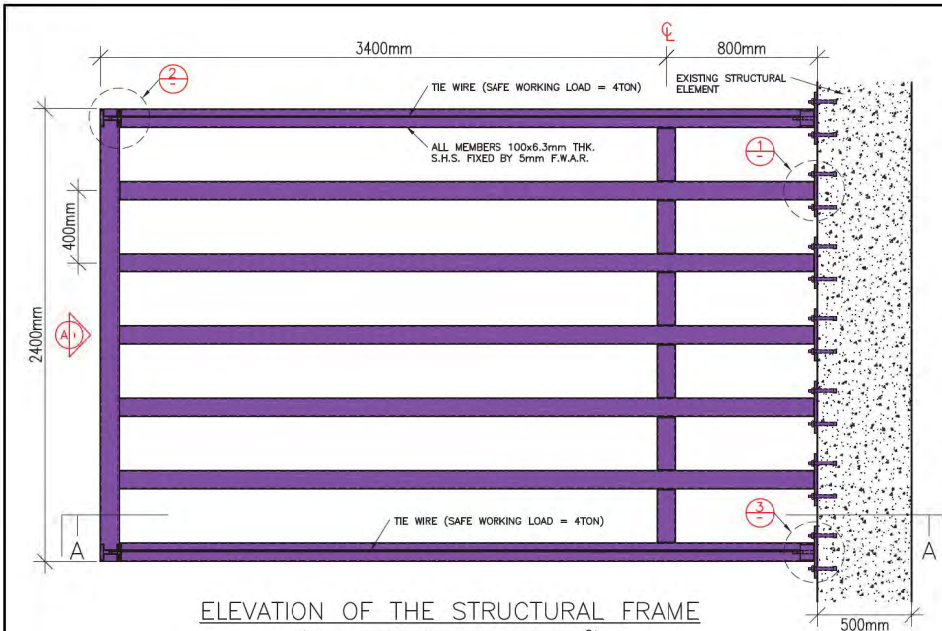
Remarks :

- This case excludes minor works item 3.16.
- The signboard does not consist of stone.

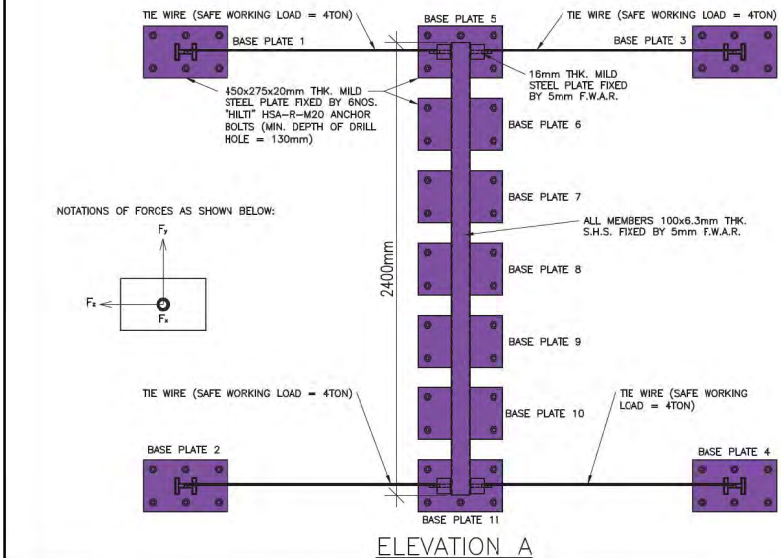
UNAUTHORIZED SIGNBOARD  
FALLING WITHIN THE DESCRIPTION  
OF MINOR WORKS ITEM 2.18

ALTERATION OF UNAUTHORIZED PROJECTING SIGNBOARD

SHEET 1 OF 3



ELEVATION OF THE STRUCTURAL FRAME  
(DISPLAY AREA  $\leq 10m^2$ )

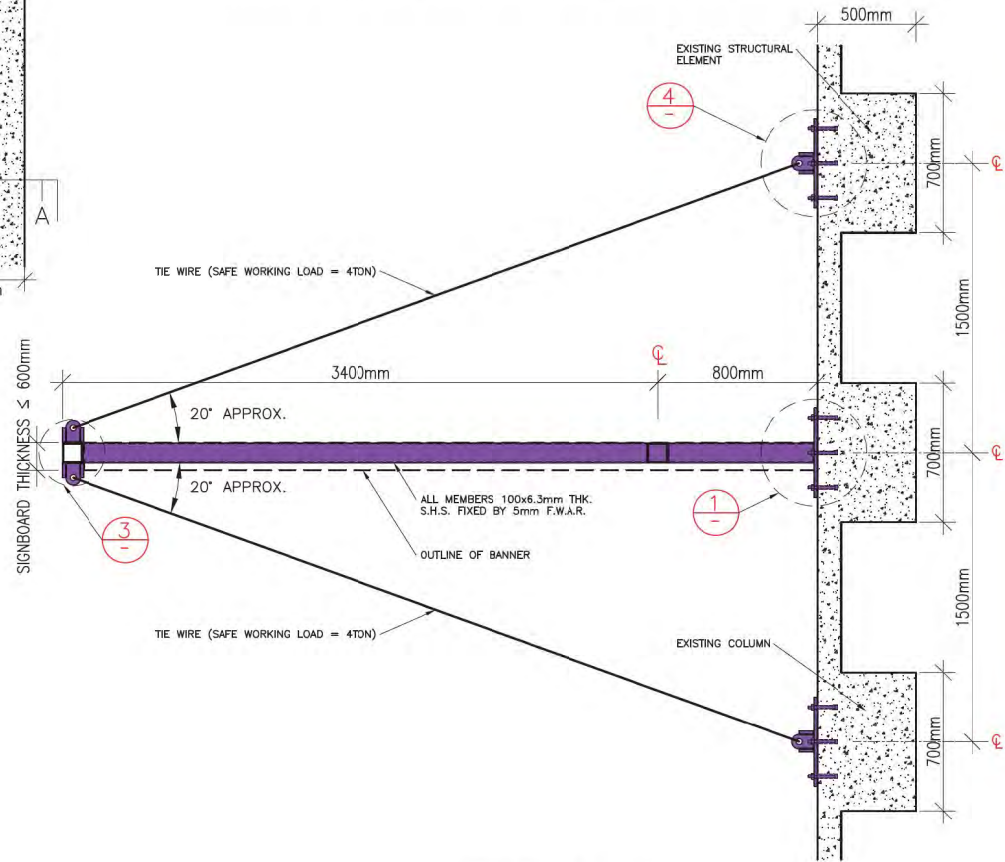


ELEVATION A

DESIGN FORCES AT BASEPLATE (UNFACTORED)  
NOTATION AS SHOWN IN ELEVATION A

BASE PLATE	DEAD + LIVE LOADS(kN)			DEAD + LIVE + WIND LOADS(kN)		
	F <sub>x</sub>	F <sub>y</sub>	F <sub>z</sub>	F <sub>x</sub>	F <sub>y</sub>	F <sub>z</sub>
1 (OR 3)*	0	0	0	-27.6	0	10.1*
2 (OR 4)*	0	0	0	-27.5	0	10.1*
5	-13.0	1.3	0	9.7	1.5	2.0
6	1.8	2.0	0	7.9	2.2	2.5
7	0.5	2.0	0	-0.1	2.0	2.8
8	0	2.0	0	-1.2	2.0	2.9
9	-0.5	2.0	0	-1.1	2.0	2.8
10	-1.8	2.0	0	4.2	1.9	2.5
11	13.0	1.3	0	35.8	1.2	2.0

\* Direction of F<sub>z</sub> at baseplates 1 and 2 are opposite to baseplate 3 and 3, respectively.



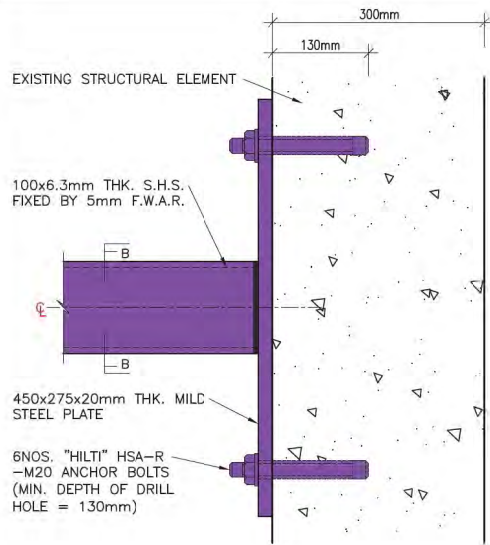
SECTION A - A

UNAUTHORIZED SIGNBOARD  
FALLING WITHIN THE DESCRIPTION  
OF MINOR WORKS ITEM 2.18

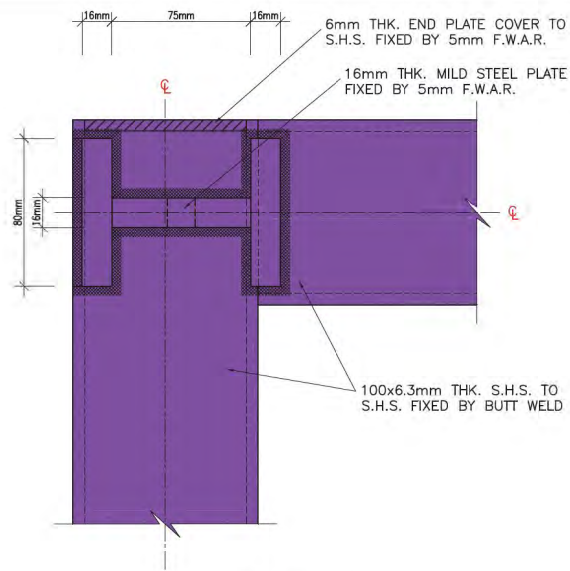
ALTERATION OF UNAUTHORIZED PROJECTING SIGNBOARD

SHEET 2 OF 3

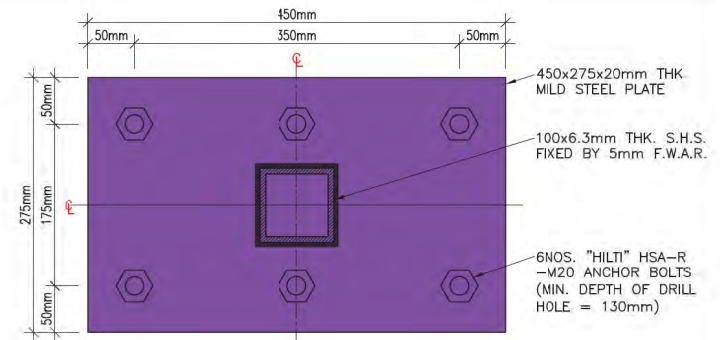




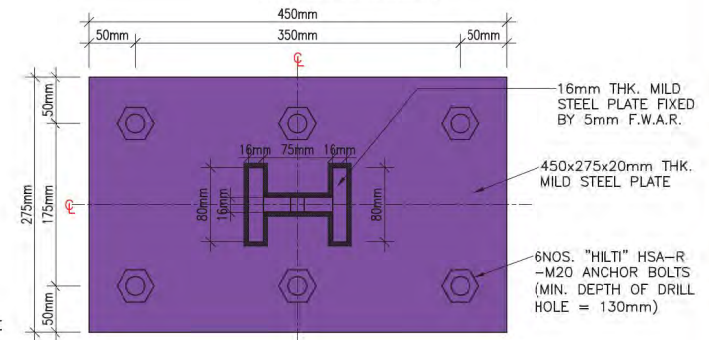
DETAIL 1



DETAIL 2



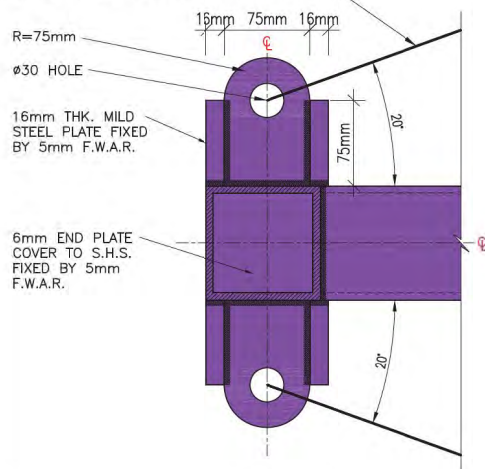
SECTION B-B



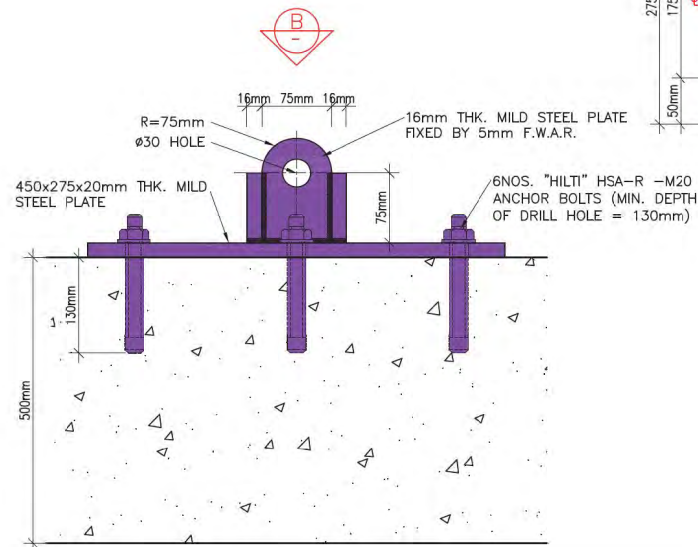
ELEVATION B

DESIGN FORCE :  $F = 30\text{kN}$  (AXIAL)

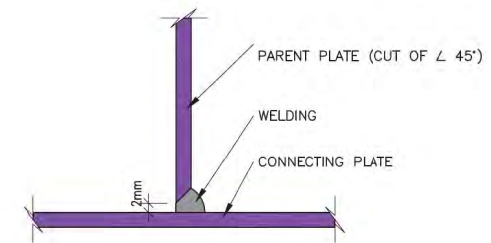
TIE WIRE (SAFE WORKING LOADING = 4TON)



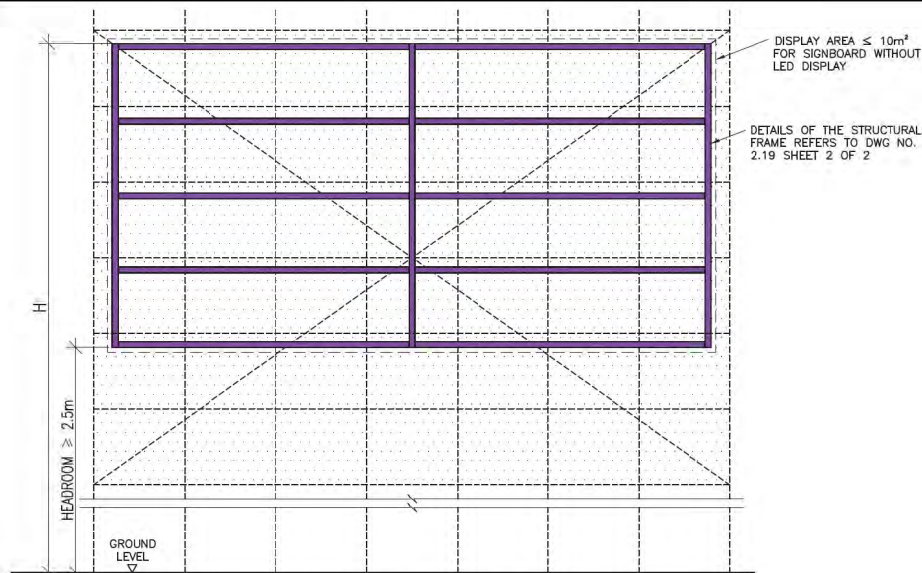
DETAIL 3



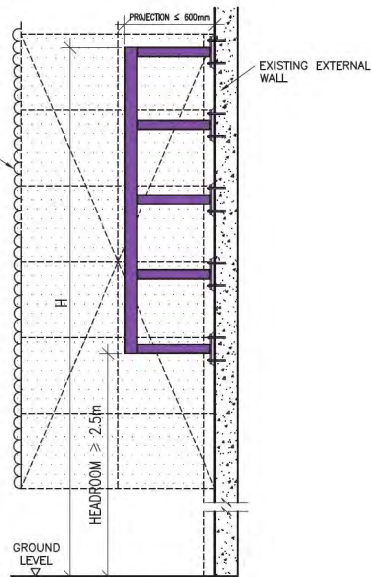
DETAIL 4



BUTT WELD DETAIL



FRONT ELEVATION



SIDE ELEVATION

Wall signboards at overhead of shopfront should have :

- (i) a minimum clearance of 2.5m from ground ; and
- (ii) be structurally independent without supporting any roller shutter or air-conditioning unit or being used for storage.

GENERAL DESIGN & CONSTRUCTION NOTES FOR CONSIDERATION :

GENERAL MATERIAL RECOMMENDATIONS

1. The works carried out shall comply with the Buildings Ordinance and the provisions of other enactment. (Reference can be made to the examples listed in Sections 3 and 10 of the Guidelines.)
2. All works shall comply with the following CoP/ standards:  
Building (Construction) Regulations  
Code of Practice on Wind Effects in Hong Kong 2004  
Code of Practice for Structural Use of Steel 2005
3. All structural steel to be grade S275 to BS EN 10025 and shall be hot dip galvanized to BS EN ISO 1461.
4. All connections to be 5mm fillet weld all round or butt weld with weld strength,  $p_w = 220 \text{ N/mm}^2$  unless otherwise specified.
5. All anchor bolts to be Hilti HSA-R-M20 and shall be installed according to the manufacturer's specification.
6. Existing concrete grade of column is assumed to be Grade 20 with a minimum thickness of 500mm.
7. All removal of existing concrete shall be carried out by using of hand-held tools carefully.
8. All existing reinforcement should not be damaged.
9. All steel members shall be protected with one coat of "UNITHERM 38091" fire resistance paint with thickness of 1.5mm ( $H_p/A = 175$ ).
10. All banners should be made of non-combustible material.
11. Tolerances such as lack of fit, hole diameter and dimensions etc shall be allowed in accordance with the provision of "Code of Practice for the Structural Use of Steel 2005".

DESIGN LOADS :

1. Dead Load =  $0.20 \text{ kN/m}^2$  (Cladding)
2. Live Load =  $0.50 \text{ kN/m}^2$
3. Wind Load =  $2.01 \text{ kN/m}^2$  with total pressure coeff. 2.0

PREPARATION WORKS:

1. Carry out condition survey of the parent structure/existing condition and the as-built details of the unauthorized signboard.
2. If the unauthorized signboard consists of light emitting diodes, disconnect the power to the signboard before the commencement of strengthening works (if required).
3. Obtain the original design of the approved structure for reference of any required reinstatement works.
4. The structural adequacy of the supporting parent structure due to the additional installation of minor works must be checked to the satisfaction of structural requirement prior to the carrying out of minor works (strengthening).
5. Plastering or rendering should be removed to expose concrete face before any strengthening work involving installation of anchor bolts and base plate.

SAFETY AND PRECAUTIONARY MEASURES :

1. Fence-off the working area from the public. Diversion arrangement shall be taken if necessary.
2. Bamboo scaffolds details shall refer to the following figure as shown on drawing no. GN-1.  
Figure 4 Working platform on a double-row bamboo scaffold  
Figure 5 Bamboo scaffold for signboard

WORKING PROCEDURES [FOR STRENGTHENING WORKS (IF REQUIRED)]:

A. Alteration

1. Remove the display surface/ loose parts from the signboard.
2. Remove the defective member and replace with a new member having the same size of the existing member.
3. Make good and reinstate the affected areas of the parent building.
4. Dismantle the bamboo scaffold and clean the site.

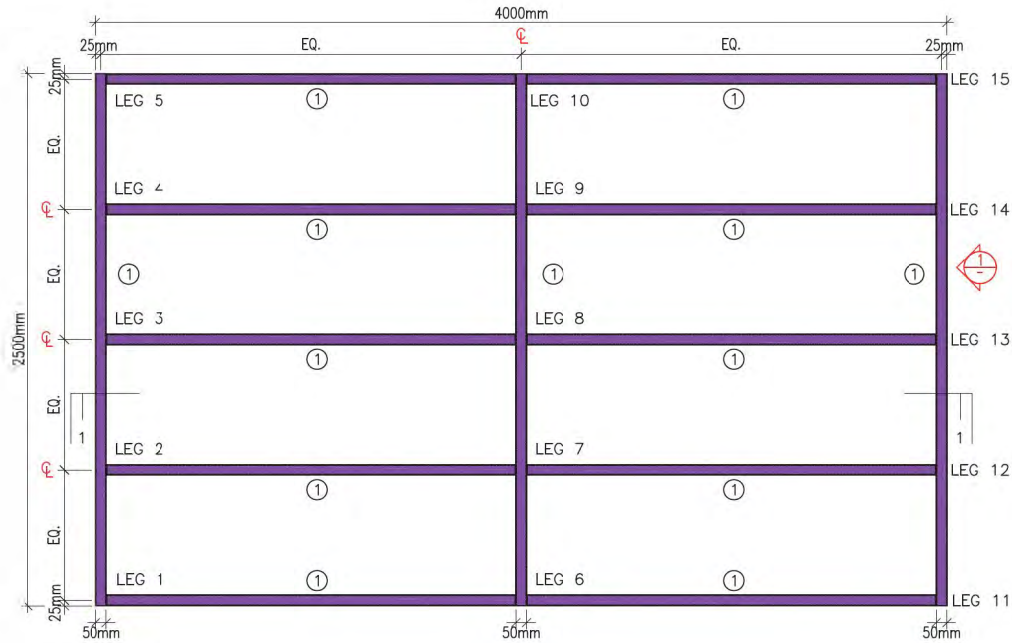
B. Site checking of structural steel members, connection and anchorage details and material standards

1. If there is no material certificate for as-built structural steel members available for checking, these members should be classified as uncertified steel (i.e. Class 3). When checking the structural design of the steel framework of the unauthorized signboard, the design strength,  $p_y$ , shall be taken as  $170 \text{ N/mm}^2$ , and subject to verification by testing if in doubt.
2. Visual inspection of welds and bolting shall be carried out by a suitably qualified person to verify the relevant types of welds and bolting.
3. Pull-out test to verify the workmanship of the installed anchor bolts are not recommended. The capacity of the anchor bolts shall be justified by using a higher factor of safety (FOS). A FOS of 5 will normally be accepted in checking the anchorage strengths. If in doubt, strengthening works such as provision of additional anchorage bolts shall be an alternative option.

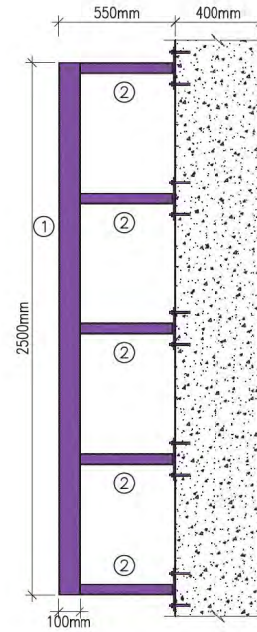
REMARKS :

1. This case excludes item 10 of the Designated Exempted Works or minor works item 3.17.
2. This signboard does not consist of stone if  $H > 6\text{m}$
3. Display area  $\leq 5\text{m}^2$  if the signboard has LED display.



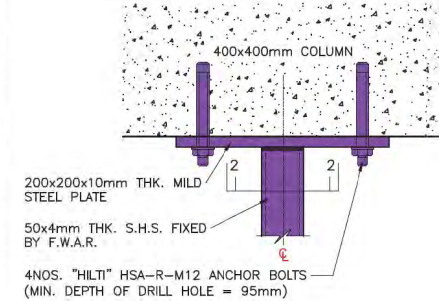


STRUCTURAL FRAME ELEVATION (NO LIGHT EMITTING DIODES & DISPLAY AREA  $\leq 10m^2$ )

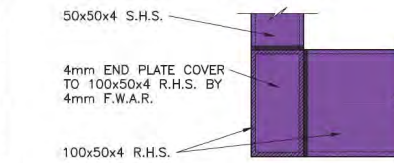


ELEVATION 1

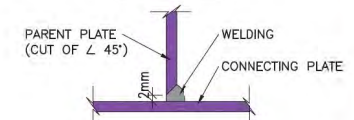
MEMBER SCHEDULE	
①	100x50x4mm THK. R.H.S. FIXED BY FILLET WELD
②	50x4mm THK. S.H.S. FIXED BY FILLET WELD



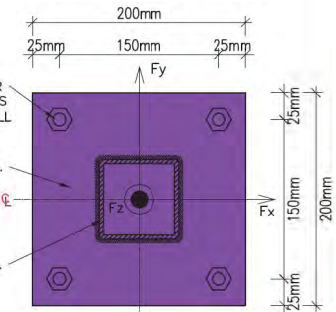
DETAIL A



DETAIL B



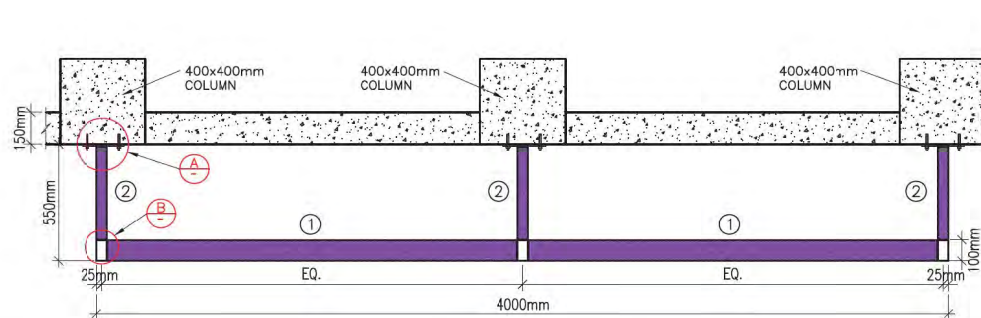
BUTT WELD DETAIL



SECTION 2 - 2

DESIGN FORCES (UNFACTORED LOAD):  
NOTATIONS OF FORCES ARE SHOWN IN SECTION 2-2

LEG	D + L (kN)			D + L + W (kN)		
	F <sub>x</sub>	F <sub>y</sub>	F <sub>z</sub>	F <sub>x</sub>	F <sub>y</sub>	F <sub>z</sub>
1	0	0.46	0.65	-0.27	0.45	-0.34
2	0	0.51	-0.26	-0.45	0.50	-2.26
3	0	0.49	0	-0.47	0.49	-2.03
4	0	0.51	0.26	-0.45	0.51	-1.74
5	0	0.46	-0.65	-0.28	0.46	-1.64
6	0	0.74	1.03	0	0.73	-1.85
7	0	0.82	-0.40	0	0.81	-5.90
8	0	0.80	0	0	0.80	-5.64
9	0	0.82	0.41	0	0.83	-5.09
10	0	0.75	-1.04	0	0.76	-3.93
11	0	0.46	0.65	0.27	0.45	-0.34
12	0	0.51	-0.26	0.45	0.50	-2.26
13	0	0.49	0	0.47	0.49	-2.03
14	0	0.51	0.26	0.45	0.51	-1.74
15	0	0.46	-0.65	0.28	0.46	-1.64

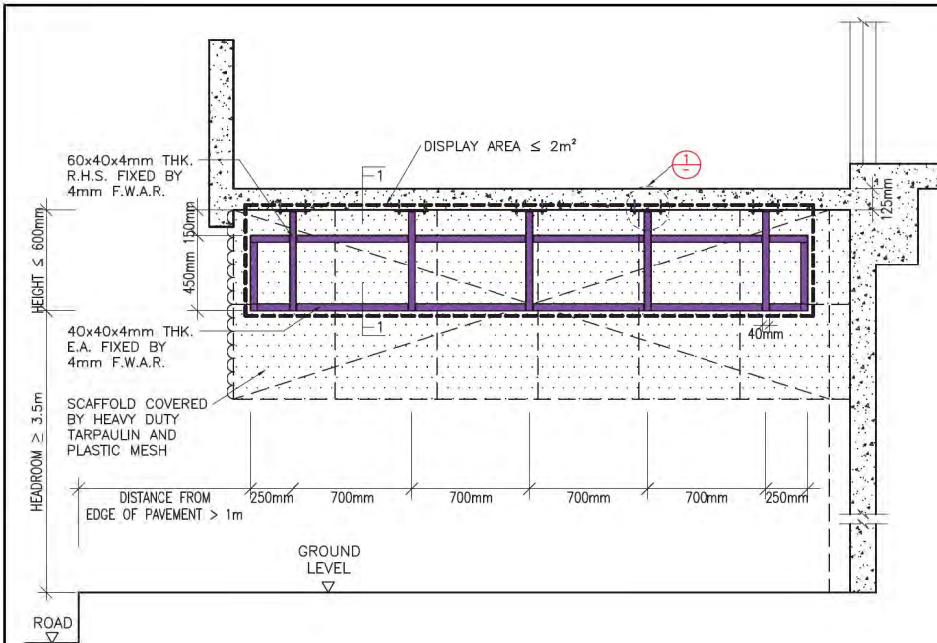


SECTION 1 - 1

UNAUTHORIZED SIGNBOARD  
FALLING WITHIN THE DESCRIPTION  
OF MINOR WORKS ITEM 2.19

ALTERATION OF UNAUTHORIZED WALL SIGNBOARD

SHEET 2 OF 2



## ALTERATION OF SIGNBOARD

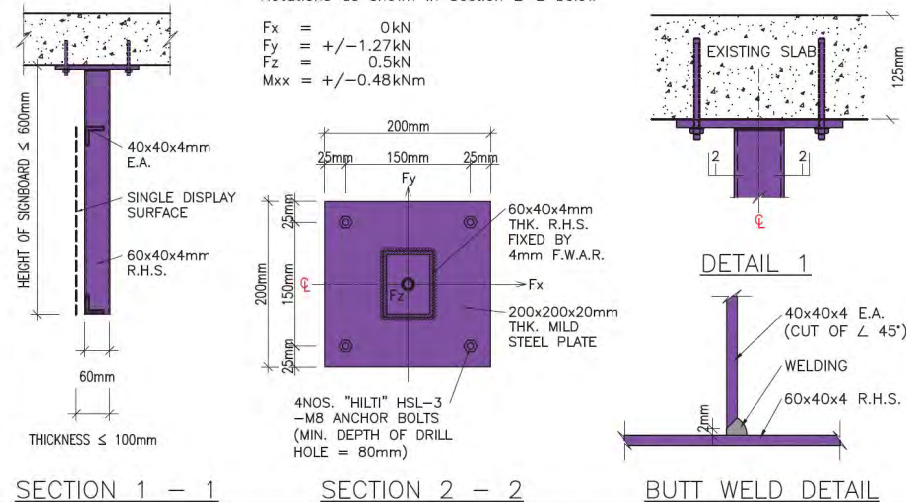
DESIGN FORCES PER LEG (UNFACTORED) :  
Notations as shown in Section 2-2 below

$$F_x = 0 \text{ kN}$$

$$F_y = +/ - 1.27 \text{ kN}$$

$$F_z = 0.5 \text{ kN}$$

$$M_{xx} = +/ - 0.48 \text{ kNm}$$



SECTION 1 - 1

SECTION 2 - 2

BUTT WELD DETAIL

GENERAL DESIGN & CONSTRUCTION NOTES FOR CONSIDERATION :

GENERAL MATERIAL RECOMMENDATIONS

- The works carried out shall comply with the Buildings Ordinance and the provisions of other enactment. (Reference can be made to the examples listed in Sections 3 and 10 of the Guidelines.)
- All works shall comply with the following CoP/ standards:  
Building (Construction) Regulations  
Code of Practice on Wind Effects in Hong Kong 2004  
Code of Practice for Structural Use of Steel 2005
- All structural steel to be grade S275 to BS EN 10025 and shall be hot dip galvanized to BS EN ISO 1461.
- All connections to be 5mm fillet weld all round or butt weld with weld strength,  $p_w = 220 \text{ N/mm}^2$  unless otherwise specified.
- All anchor bolts to be Hilti HSA-R-M20 and shall be installed according to the manufacturer's specification.
- Existing concrete grade of column is assumed to be Grade 20 with a minimum thickness of 500mm.
- All removal of existing concrete shall be carried out by using of hand-held tools carefully.
- All existing reinforcement should not be damaged.
- All steel members shall be protected with one coat of "UNITHERM 38091" fire resistance paint with thickness of 1.5mm ( $H_p/A = 175$ ).
- All banners should be made of non-combustible material.
- Tolerances such as lack of fit, hole diameter and dimensions etc shall be allowed in accordance with the provision of "Code of Practice for the Structural Use of Steel 2005".

DESIGN LOADS :

- Dead Load =  $0.20 \text{ kN/m}^2$  (Cladding)
- Live Load =  $0.50 \text{ kN/m}^2$
- Wind Load =  $2.01 \text{ kN/m}^2$  with total pressure coeff. 2.0

PREPARATION WORKS:

- Carry out condition survey of the parent structure/existing condition and the as-built details of the unauthorized signboard.
- If the unauthorized signboard consists of light emitting diodes, disconnect the power to the signboard before the commencement of strengthening works (if required).
- Obtain the original design of the approved structure for reference of any required reinstatement works.
- The structural adequacy of the supporting parent structure due to the additional installation of minor works must be checked to the satisfaction of structural requirement prior to the carrying out of minor works (strengthening).
- Plastering or rendering should be removed to expose concrete face before any strengthening work involving installation of anchor bolts and base plate.

SAFETY AND PRECAUTIONARY MEASURES :

- Fence-off the working area from the public. Diversion arrangement shall be taken if necessary.
- Bamboo scaffolds details shall refer to the following figure as shown on drawing no. GN-1.  
Figure 4 Working platform on a double-row bamboo scaffold  
Figure 5 Bamboo scaffold for signboard

WORKING PROCEDURES [FOR STRENGTHENING WORKS (IF REQUIRED)]:

A. Alteration

- Remove the display surface/ loose parts from the signboard.
- Remove the defective member and replace with a new member having the same size of the existing member.
- Make good and reinstate the affected areas of the parent building.
- Dismantle the bamboo scaffold and clean the site.

B. Site checking of structural steel members, connection and anchorage details and material standards

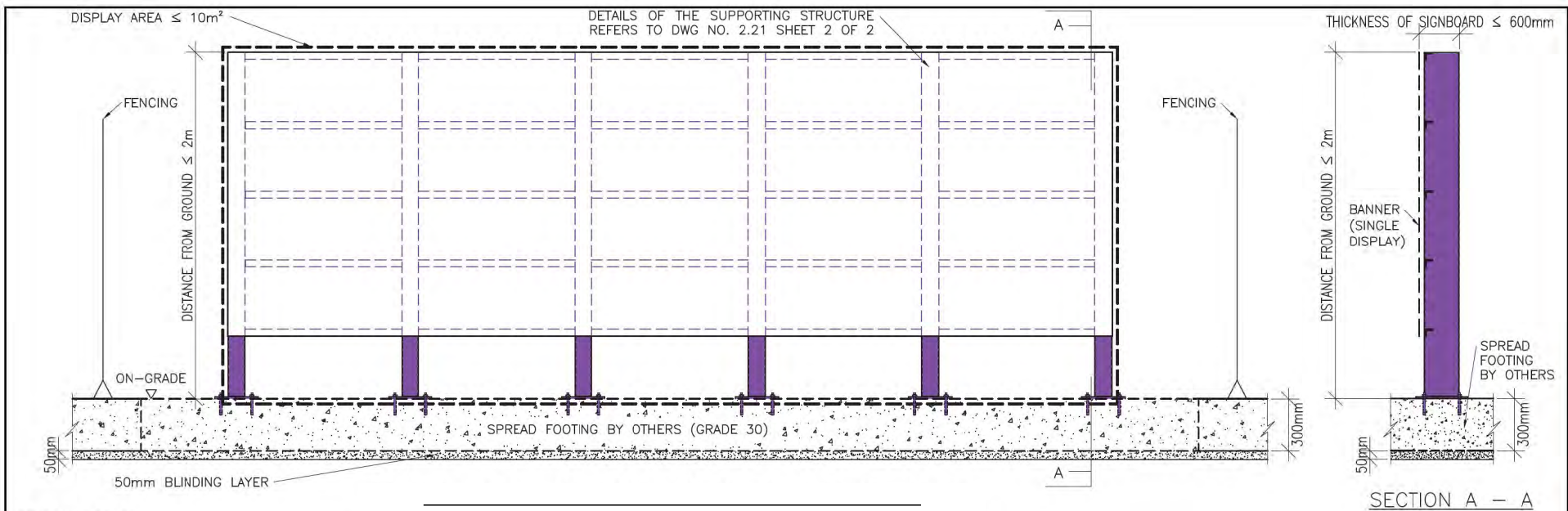
- If there is no material certificate for as-built structural steel members available for checking, these members should be classified as unclassified steel (i.e. Class 3). When checking the structural design of the steel framework of the unauthorized signboard, the design strength,  $p_y$ , shall be taken as  $170 \text{ N/mm}^2$ , and subject to verification by testing if in doubt.
- Visual inspection of welds and bolting shall be carried out by a suitably qualified person to verify the relevant types of welds and bolting.
- Pull-out test to verify the workmanship of the installed anchor bolts are not recommended. The capacity of the anchor bolts shall be justified by using a higher factor of safety (FOS). A FOS of 5 will normally be accepted in checking the anchorage strengths. If in doubt, strengthening works such as provision of additional anchorage bolts shall be an alternative option.

REMARKS :

The signboard does not consist of stone

UNAUTHORIZED SIGNBOARD  
FALLING WITHIN THE DESCRIPTION  
OF MINOR WORKS ITEM 2.20

ALTERATION OF UNAUTHORIZED SIGNBOARD ON OR HUNG UNDERNEATH THE SOFFIT OF A  
BALCONY OR CANOPY (OTHER THAN A CANTILEVERED SLAB)



GENERAL DESIGN & CONSTRUCTION NOTES FOR CONSIDERATION :

GENERAL MATERIAL RECOMMENDATIONS

- The works carried out shall comply with the Buildings Ordinance and the provisions of other enactment. (Reference can be made to the examples listed in Sections 3 and 10 of the Guidelines.)
- All works shall comply with the following CoP/ standards:  
Building (Construction) Regulations  
Code of Practice on Wind Effects in Hong Kong 2004  
Code of Practice for Structural Use of Steel 2005
- All structural steel to be grade S275 to BS EN 10025 and shall be hot dip galvanized to BS EN ISO 1461.
- All connections to be 5mm fillet weld all round or butt weld with weld strength,  $p_w = 220 \text{ N/mm}^2$  unless otherwise specified.
- All anchor bolts to be HIFI HSA-R-M20 and shall be installed according to the manufacturer's specification.
- Existing concrete grade of column is assumed to be Grade 20 with a minimum thickness of 500mm.
- All removal of existing concrete shall be carried out by using of hand-held tools carefully.
- All existing reinforcement should not be damaged.
- All steel members shall be protected with one coat of "UNITHERM 38091" fire resistance paint with thickness of 1.5mm ( $H_p/A = 175$ ).
- All banners should be made of non-combustible material.
- Tolerances such as lack of fit, hole diameter and dimensions etc shall be allowed in accordance with the provision of "Code of Practice for the Structural Use of Steel 2005".

DESIGN LOADS :

- Dead Load =  $0.20\text{kN/m}^2$  (Cladding)
- Live Load =  $0.50\text{kN/m}^2$
- Wind Load =  $2.01\text{kN/m}^2$  with total pressure coeff. 2.0

PREPARATION WORKS:

- Carry out condition survey of the parent structure/existing condition and the as-built details of the unauthorized signboard.
- If the unauthorized signboard consists of light emitting diodes, disconnect the power to the signboard before the commencement of strengthening works (if required).
- Obtain the original design of the approved structure for reference of any required reinstatement works.
- The structural adequacy of the supporting parent structure due to the additional installation of minor works must be checked to the satisfaction of structural requirement prior to the carrying out of minor works (strengthening).
- Plastering or rendering should be removed to expose concrete face before any strengthening work involving installation of anchor bolts and base plate.

SAFETY AND PRECAUTIONARY MEASURES :

- Fence-off the working area from the public. Diversion arrangement shall be taken if necessary.
- Bamboo scaffolds details shall refer to the following figure as shown on drawing no. GN-1.  
Figure 4 Working platform on a double-row bamboo scaffold  
Figure 5 Bamboo scaffold for signboard

WORKING PROCEDURES [FOR STRENGTHENING WORKS (IF REQUIRED)]:

A. Alteration

- Remove the display surface/ loose parts from the signboard.
- Remove the defective member and replace with a new member having the same size of the existing member.
- Make good and reinstate the affected areas of the parent building.
- Dismantle the bamboo scaffold and clean the site.

B. Site checking of structural steel members, connection and anchorage details and material standards

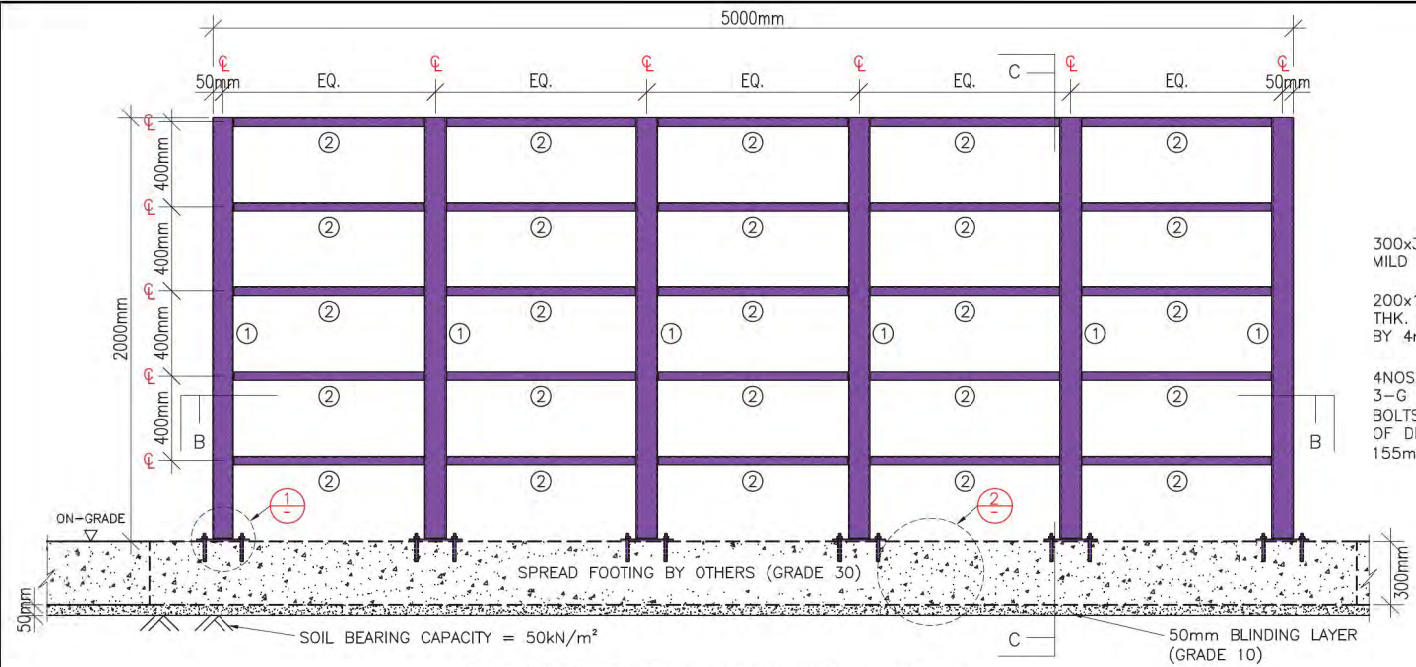
- If there is no material certificate for as-built structural steel members available for checking, these members should be classified as uncertified steel (i.e. Class 3). When checking the structural design of the steel framework of the unauthorized signboard, the design strength,  $p_y$ , shall be taken as  $170 \text{ N/mm}^2$ , and subject to verification by testing if in doubt.
- Visual inspection of welds and bolting shall be carried out by a suitably qualified person to verify the relevant types of welds and bolting.
- Pull-out test to verify the workmanship of the installed anchor bolts are not recommended. The capacity of the anchor bolts shall be justified by using a higher factor of safety (FOS). A FOS of 5 will normally be accepted in checking the anchorage strengths. If in doubt, strengthening works such as provision of additional anchorage bolts shall be an alternative option.

UNAUTHORIZED SIGNBOARD FALLING WITHIN THE DESCRIPTION OF MINOR WORKS ITEM 2.21

ALTERATION OF AN OUTDOOR UNAUTHORIZED SIGNBOARD FIXED ON-GRADE (OTHER THAN THE CONSTRUCTION OF A SPREAD FOOTING)

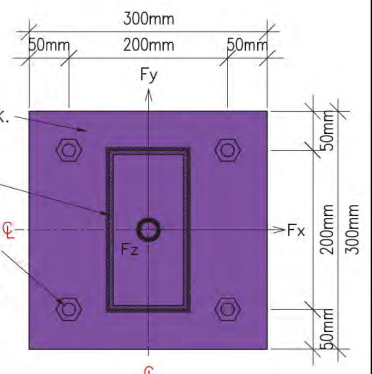
SHEET 1 OF 2



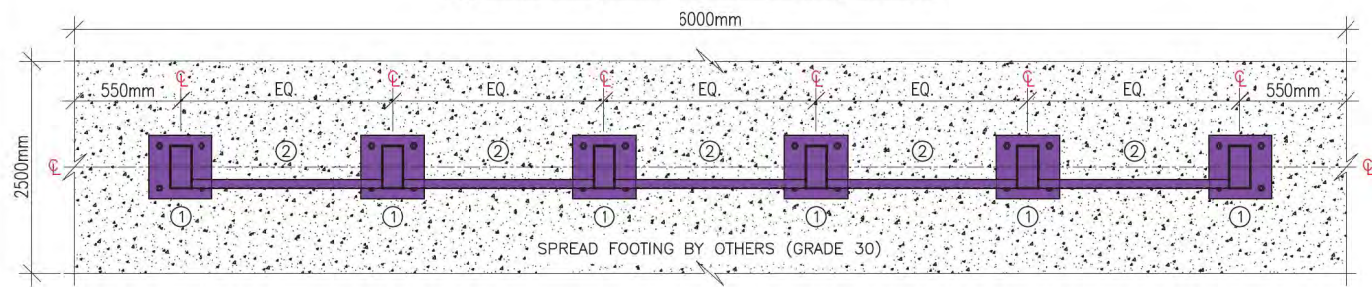


ELEVATION OF THE STRUCTURAL FRAME

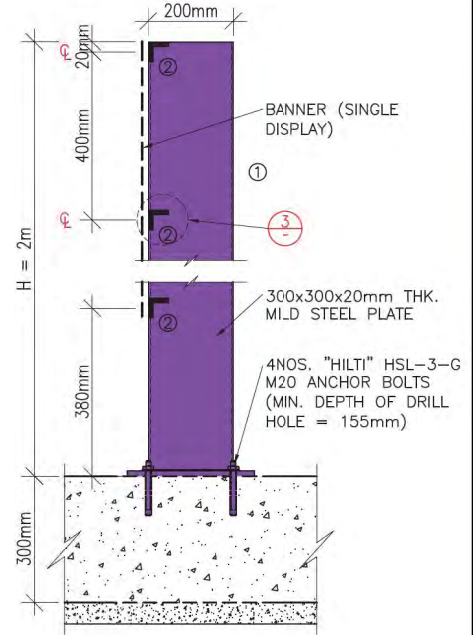
DESIGN FORCES PER POST (FACTORED) :  
 Notations as shown below  
 $F_x = 0\text{kN}$        $M_{xx} = +/-7\text{kNm}$   
 $F_y = +/-5.82\text{kN}$      $M_{yy} = 0\text{kNm}$   
 $F_z = -1.00\text{kN}$        $M_{zz} = 0\text{kNm}$



DETAIL 1

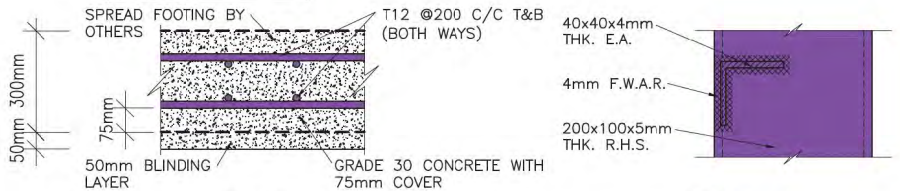


SECTION B - B



SECTION C - C

MEMBER SCHEDULE	
①	200x100x5mm THK. R.H.S. FIXED BY 4mm FILLET WELD ALL ROUND
②	40x4mm THK. E.A. FIXED BY 4mm FILLET WELD ALL ROUND

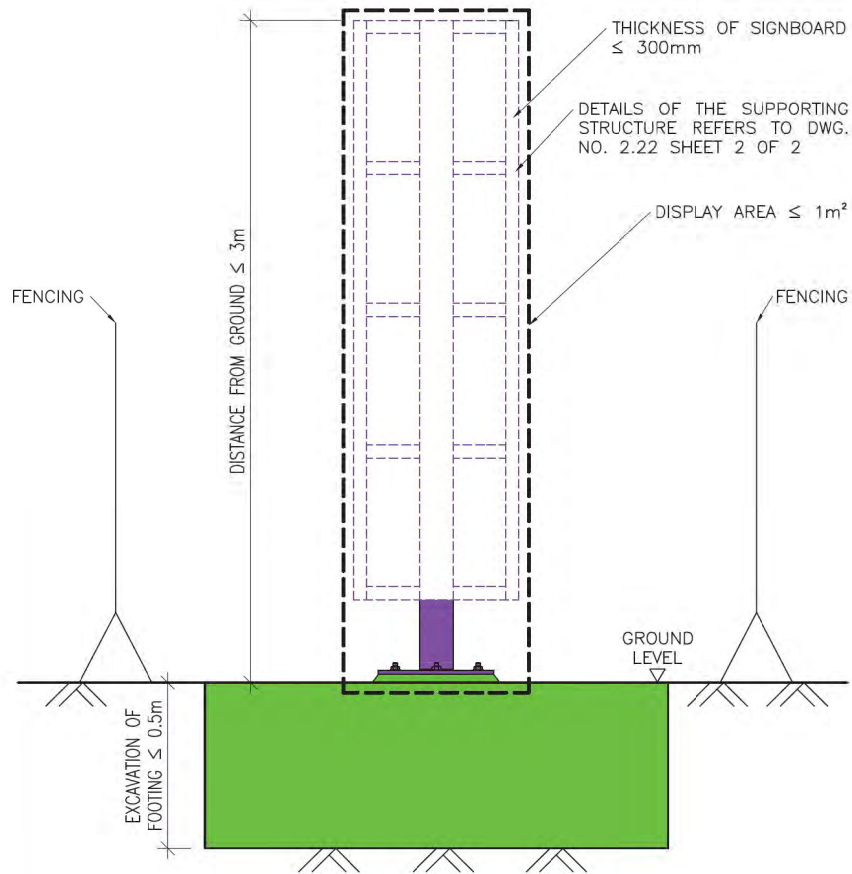


DETAIL 2

DETAIL 3

UNAUTHORIZED SIGNBOARD  
 FALLING WITHIN THE DESCRIPTION  
 OF MINOR WORKS ITEM 2.21

ALTERATION OF AN OUTDOOR UNAUTHORIZED SIGNBOARD FIXED  
 ON-GRADE (OTHER THAN THE CONSTRUCTION OF A SPREAD FOOTING)



**OUTDOOR UNAUTHORIZED SIGNBOARD**

GENERAL DESIGN & CONSTRUCTION NOTES FOR CONSIDERATION :

GENERAL MATERIAL RECOMMENDATIONS

- The works carried out shall comply with the Buildings Ordinance and the provisions of other enactment. (Reference can be made to the examples listed in Sections 3 and 10 of the Guidelines.)
- All works shall comply with the following CoP/ standards:  
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Code of Practice for Structural Use of Steel 2005
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- All connections to be 5mm fillet weld all round or butt weld with weld strength,  $p_w = 220 \text{ N/mm}^2$  unless otherwise specified.
- All anchor bolts to be Hilti HSA-R-M20 and shall be installed according to the manufacturer's specification.
- Existing concrete grade of column is assumed to be Grade 20 with a minimum thickness of 500mm.
- All removal of existing concrete shall be carried out by using of hand-held tools carefully.
- All existing reinforcement should not be damaged.
- All steel members shall be protected with one coat of "UNITHERM 38091" fire resistance paint with thickness of 1.5mm ( $H_p/A = 175$ ).
- All banners should be made of non-combustible material.
- Tolerances such as lack of fit, hole diameter and dimensions etc shall be allowed in accordance with the provision of "Code of Practice for the Structural Use of Steel 2005".

DESIGN LOADS :

- Dead Load =  $0.20 \text{ kN/m}^2$  (Cladding)
- Live Load =  $0.50 \text{ kN/m}^2$
- Wind Load =  $2.01 \text{ kN/m}^2$  with total pressure coeff. 2.0

PREPARATION WORKS:

- Carry out condition survey of the parent structure/existing condition and the as-built details of the unauthorized signboard.
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Figure 5 Bamboo scaffold for signboard

WORKING PROCEDURES [FOR STRENGTHENING WORKS (IF REQUIRED)]:

A. Alteration

- Remove the display surface/ loose parts from the signboard.
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- If there is no material certificate for as-built structural steel members available for checking, these members should be classified as uncertified steel (i.e. Class 3). When checking the structural design of the steel framework of the unauthorized signboard, the design strength,  $p_y$ , shall be taken as  $170 \text{ N/mm}^2$ , and subject to verification by testing if in doubt.
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- Pull-out test to verify the workmanship of the installed anchor bolts are not recommended. The capacity of the anchor bolts shall be justified by using a higher factor of safety (FOS). A FOS of 5 will normally be accepted in checking the anchorage strengthens. If in doubt, strengthening works such as provision of additional anchorage bolts shall be an alternative option.

REMARKS :

- The works do not involve excavation area number 1 or 3 of the scheduled areas.
- Reference shall be made to minor works item 2.10 for the construction of spread footing.

UNAUTHORIZED SIGNBOARD FALLING WITHIN THE DESCRIPTION OF MINOR WORKS ITEM 2.22

ALTERATION OF AN OUTDOOR UNAUTHORIZED SIGNBOARD TOGETHER WITH A SPREAD FOOTING

SHEET 1 OF 2



