

Annex A**Major Duties of the three Divisions and one Section
in the Buildings Department responsible for handling Unauthorized
Building Works and implementing Building Safety and Maintenance
enforcement programmes****Existing Buildings Divisions 1 & 2 (EBDs)**

- (i) Handling reports and enquiries from the public on UBWs, dilapidated buildings, unauthorised changes in use, *etc.* and responding to emergencies.
- (ii) Taking follow up actions on the UBWs (including those in New Territories Exempted Houses) and building safety matters, including the service of statutory orders, warning notices, advisory letters; and processing of investigation reports and remedial proposals.
- (iii) Taking enforcement actions against default statutory orders, through meeting with owners/occupants, issuing warning letters, initiating prosecutions, managing default works and taking cost recovery action.
- (iv) Preparing documents and attending hearing for appeal and prosecution cases.
- (v) Managing consultancies on Large Scale Operations (LSO) on UBWs, including sub-divided flats.

Mandatory Buildings Inspection Division (MBID)

- (i) Implementing Mandatory Building Inspection Scheme (MBIS) and Mandatory Window Inspection Scheme (MWIS), including the service of notices to the target buildings under both schemes.
- (ii) Taking follow up actions on the MBIS and MWIS matters, through initiating prosecutions, serving fixed penalty notices under MWIS, managing default works and taking cost recovery action
- (iii) Publicising MBIS and MWIS and organizing seminars and briefings to the public and the practitioners.
- (iv) Handling reports and enquiries from the public on UBWs, dilapidated buildings, etc. in MBIS target buildings; and taking follow up action.
- (v) Managing consultancies on the implementation of MBIS and MWIS.

Minor Works and Signboard Control Section (MWSCS) under the Corporate Services Division

- (i) Processing minor works and validation submissions, such as seeking supplementary information for incomplete submissions, verifying the validity/capacity of registered building professionals and contractors, and issuing acknowledgement or rejection letters.
- (ii) Performing auditing for randomly selected minor works and validation submissions including desktop and site audits, and the corresponding follow up actions such as liaising with the registered professionals and contractors concerned, issuing advisory and warning letters, and taking prosecution and disciplinary action.
- (iii) Handling public reports and enquires on minor works submissions, validation schemes and signboards.
- (iv) Taking enforcement actions on signboards for large scale operations and reported cases through issuing advisory letters, removal orders and warning letters, initiating prosecutions, conducting default works and taking cost recovery action.
- (v) Handling dangerous and abandoned signboards through conducting street-by-street surveys, serving dangerous structure removal notices, conducting default works and taking cost recovery action.
- (vi) Publicising the minor works control system (MWCS) and signboard control system, and educating practitioners, stakeholders and the public including compilation of guidelines, conducting seminars and briefings.