

18 September, 2018

Dear Sir / Madam,

**Minor Works Submission No. VS180900002**

The notice of inspection and certification of prescribed building or building works submitted under the above Minor Works Submission No. was received on 18 September, 2018. On the specified form, you notified that you have inspected the prescribed building or building works at the captioned premises and certified that the said works are structurally safe in your opinion and comply with the Buildings Ordinance (except section 14(1) of the Buildings Ordinance and regulation 25 of the Building (Administration) Regulations (Cap.123 sub. leg. A)).

2. On the basis of notice of inspection and certification and the information available, your notice of inspection and certification of the above-mentioned prescribed building or building works is hereby acknowledged.

3. This acknowledgement only confirms receipt of the submitted documents in respect of the proposed minor works. It should not be construed to mean that the submitted documents have been checked for compliance with the Buildings Ordinance and its subsidiary legislation.

4. Please be reminded that minor works submissions are selected at random for audit to ensure that the submitted documents and the proposed minor works comply with the Buildings Ordinance and its subsidiary legislation. Enforcement action may be taken against the proposed minor works and prosecution/ disciplinary action may be taken against the appointed person and person concerned if contraventions of the provisions of the Buildings Ordinance and its subsidiary legislation are identified.

5. This acknowledgement should not be deemed to confer any title to land or constitute a waiver of any term in any lease or licence. Section 61 of the Building (Minor Works) Regulation refers. For Authorised Persons, Registered Inspector and Prescribed Registered Contractor, you should ensure that the person who arranged the works understands the content of this letter.

6. If the proposed minor works involve the carrying out of building works at the exterior or other common parts of the building, you should liaise with the co-owners of the building/owners' corporation, the management company and/or the owners concerned regarding the right of use of these common parts, especially before the commencement of proposed minor works, and to observe all obligations as stipulated in the deed of mutual covenant of the building. The obligations include but are not limited to the arrangement of third-party liability insurance. Without obtaining the consent of the co-owners of the building/owners' corporation, the management company and/or the owners concerned for the proposed minor works at the exterior or other common parts of the building, you may be in breach of the deed of mutual covenant of the building and liable to civil proceedings and bearing of civil liabilities.

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7. You are also reminded to take appropriate measures to ensure that the construction wastes are disposed of properly.
8. Unlike the "centralized processing of building plans", the documents submitted to the Buildings Department for the carrying out of minor works under the simplified requirements and for the inspection and certification of Prescribed Building Works/Building Works will not be referred to other government departments. If the proposed minor works involves the jurisdictions of other government departments, you should consult and obtain necessary approval or consent from the relevant government departments accordingly.
9. Should you have any queries, please contact our staff at 3579 2559.

Yours faithfully,

KWOK Kin-man  
Senior Building Surveyor  
for Director of Buildings  
(This computer print-out is valid,  
no authorized signature is required.)

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