

06 November, 2018

Dear Sir / Madam,

**Minor Works Submission No. MW181100002**

The notification of commencement of the proposed minor works submitted under the above Minor Works Submission No. was received on 06 November, 2018. On the basis that it is the responsibility of the appointed person to ensure compliance with the Buildings Ordinance and its subsidiary legislation in respect of the proposed minor works, the notification is hereby acknowledged.

2. 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 provisions of the Buildings Ordinance and its subsidiary legislation.

3. 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.

4. 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.

5. If the proposed minor works involve 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 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 carrying out 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.

6. You should ensure that prior to and during the execution of works, adequate precautionary and protective measures should be taken for the protection of workmen, occupiers, passers-by and for ensuring stability of the adjoining structure(s) and/or building(s). Nuisance due to dust/noise and other inconvenience caused to the public should be kept to the minimum. You should also ensure that the exit routes are maintained free and unobstructed during the carrying out of works. You are

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also reminded to take appropriate measures to ensure that the construction wastes are disposed of properly.

7. If the works involve erection or alteration of signboard, as stipulated in PNAP APP-147/PNRC 71, you are advised to display the minor works submission number on the signboard concerned.

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 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.

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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