|  |  |  |  |
| --- | --- | --- | --- |
|  | ${pbpName} | ${letterDate} |  |
|  | ${pbpContact} | |  |
|  |  | |  |
|  | ${prcName} | |  |
|  | ${prcContact} | |  |
|  |  | |  |
|  | Dear Sir / Madam, | |  |
|  |  | |  |
|  | Minor Works Submission No. ${mwno} | |  |
|  | ${address} | |  |
|  | 0.-------﻿The request for submission number for class III minor works relating to the erection or alteration of signboard under the simplified requirements was received on ${ReceiveDay} ${ReceiveMonth} , ${ReceiveYear}. | |  |
|  |  | |  |
|  | 2.-------The minor work submission number for display on the signboard of Class III minor works commenced under the simplified requirements at the captioned premises is ${mwno}. Please refer to PNRC 71 for the standards and guidelines on display of the minor works submission number. | |  |
|  |  | |  |
|  | 3.-------Your particular attention is drawn that this letter 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 Registered Contractor, you should ensure that the person who arranged the works understands the content of this letter. | |  |
|  |  | |  |
|  | 4.-------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. | |  |
|  |  | |  |
|  | 5.-------You are also reminded to take appropriate measures to ensure that the construction wastes are disposed of properly. | |  |
|  |  | |  |
|  | 6.-------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. | |  |
|  |  | |  |
|  | 7.-------Should you have any queries, please contact our staff at 3842 3619. | |  |
|  |  | |  |
|  | Yours faithfully, | |  |
|  |  | |  |
|  | ${spoName} | |  |
|  | ${spoPosition} | |  |
|  | (This computer print-out is valid, | |  |
|  | no authorized signature is required.) | |  |
|  |  | |  |
|  | ${paw} | |  |
|  | |  |  | | --- | --- | | ${pawContact} |  | | |  |
|  |  | |  |