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|  | |  |  |  |  | | --- | --- | --- | --- | | ${AP\_NAME\_E}  ${AP\_FAX\_OR\_ADDR\_E}  ${RSE\_NAME\_E}  ${RSE\_FAX\_OR\_ADDR\_E}  ${RD\_NAME\_E}  ${RD\_FAX\_OR\_ADDR\_E}  Dear Sir / Madam, | ${TODAY\_D} ${TODAY\_M\_STR}, ${TODAY\_Y} |  |  | |  |
|  | Validation Scheme Submission No. ${SUBMISSION\_NO} |  |
|  | ${LOCATION\_OF\_SIGNBOARD} |  |
|  | 0.-------﻿ The Notice of Inspection & Certification of Unauthorised Signboard and Completion of Alteration/Strengthening Works submitted under the above Validation Scheme Submission No. was received on ${RDATE\_D} ${RDATE\_M\_STR}, ${RDATE\_Y}. |  |
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|  | 1. This acknowledgement only confirms receipt of the submitted documents. It should not be construed to mean that the submitted documents have been checked for compliance with the Buildings Ordinance and its subsidiary legislation. |  |
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|  | 3. Please be reminded that the submissions are selected at random for audit to ensure that the associated inspection and certification/ the proposed minor works comply with the Buildings Ordinance and its subsidiary legislation. Enforcement action may be taken against the unauthorised signboard/ 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. |  |
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|  | 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. You should ensure that the signboard owner and the person who arranged the works understand the content of this letter. |  |
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|  | 5. If the signboard/ the proposed minor works involves 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, and to observe all obligations as stipulated in the deed of mutual covenant of the building including (but not limited to) the arrangement of third-party liability insurance. Otherwise, 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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|  | 6. Despite the validation for safety, the signboard is still an unauthorised building works. Please be reminded that a fresh validation submission is required in 5 years starting from the date of this safety inspection if the said signboard is to be retained. As stipulated in PNAP APP-155 / PNRC 75, you are advised to display the validation scheme submission number on the validated signboard. |  |
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|  | 7. 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. |  |
|  | 8. Should you have any queries, please contact our staff at ${enqno}. |  |
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|  | Yours faithfully, |  |
|  | Senior Building Surveyor |  |
|  | Senior Structural Engineer  for Director of Buildings  (This computer print-out is valid,  no authorised signature is required) |  |
|  | ${PAW\_NAME\_E} |  |
|  | ${PAW\_FAX\_OR\_ADDR} |  |
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|  | SL-SL-SC01C\_02C(E)(4.2019) |  |
|  | 請即下載「小型工程錦囊」流動應用程式  Please download the mobile application of MWCS |  |
|  |  |  |
|  | 九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部  Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon. |  |