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| bd logo | |  | YOUR REF 來函檔號： | Appendix E |
| OUR REF 本署檔號： |  |
| FAX 圖文傳真： |  |
| TEL 電話：  www.info.gov.hk/bd |  |
|  |  | |  |  |

|  |  |
| --- | --- |
| ${PAW\_NAME\_E} | ${NOTIFY\_DATE} |

${FLOOR}, ${FLAT}, ${BLOCK}

${BUILDINGNAME}, ${STREET} ${STREET\_NO}

${DISTRICT}, ${REGION}

Dear Sir/Madam,

**Submission No. ${SUBMISSION\_NO}**

**${LOCATION\_OF\_SIGNBOARD}**

**${SIGNBOARD\_DESCRIPTION}**

Your Form SC01 dated ${RECEIVED\_DATE} was received by this Department on ${RECEIVED\_DATE}. On the Form, you have notified that the appointed person has inspected the above signboard and considered that the said signboard is structurally capable of bearing the loads and stresses which may be altered due to the repair/alteration works shown on the accompanying plan. Please be reminded that the appointed person should notify the Building Authority of completion within 14 days after completing of the works.

1. This letter also serves to record that you have, accompanying the said Form SC01, provided me with the following set of \*plans / description of works: -

\*Plans / Description of Works

3. You are reminded that this Department may randomly carry out audit check on submissions to ensure that the associated inspection, alternation/strengthening works have been carried out in accordance with the \*plans/description of works and comply generally with the Buildings Ordinance and its subsidiary legislation. Under this circumstance, you may be required to supplement further information including structural assessment calculation, details of the works and copies of the certificates for checking by this Department.

4. If the validation involves signboard erected in the common parts of the building, the signboard owner should pay attention to the relevant conditions in the deed of mutual covenant of the building and notify the management office or the owners’ corporation concerned in particular before the commencement of the strengthening works.

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|  |  | | Yours faithfully, |
| c.c. | \* | ${PBP\_NAME\_E} ${PRC\_NAME\_E}  ${SIGNBOARD\_OWNER\_NAME\_E} | ${SPO\_ENG\_NAME}  Senior Building Surveyor/ Senior Structural Engineer  for Building Authority |

\* delete as appropriate

SL-SC01A(xx.xx.2013)