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| bd logo | |  | YOUR REF 來函檔號： | Appendix D |
| 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 SC02 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 certified that the said signboard is structurally safe in his 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).

1. On the basis of the certification on the Form SC02 and the information available, your notice of inspection and certification of the above-mentioned signboard in accordance with the validation scheme for unauthorised signboard is hereby acknowledged.
2. This letter also serves to record that you have, accompanying the said Form SC02, provided me with the following set of \*plans / description of works certifying the extent of works inspected and \*completed under the supervision of the appointed person:-

\*Plans / Description of Works

4. You are reminded that this Department may randomly carry out audit check on submissions to ensure that the the associated inspection 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.

5. Despite the validation for safety, the signboard is still an unauthorised structure. Please be reminded that a fresh validation submission is required in 5 years starting from the date of this safety inspection if the structure 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.

6. 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.

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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-SC01 (xx.xx.2013)