Appendix G

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| bd logo | |  | YOUR REF 來函檔號： |  |
| 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}**

I refer to your Form SC02 dated ${RECEIVED\_DATE} and received by this Department on ${RECEIVED\_DATE}notifying the inspection of the above signboard \*with alteration/strengthening works and certifying the said signboard is structurally safe in the opinion of the appointed person 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. You are advised that your Form cannot be further processed for the following reasons:-

<reasons for not processing>

1. PRC not qualified for the type of works
2. Forms and documents found not completed
3. Not prescribed item
4. Contravene other regulations or requirements

3. Your attention is drawn to section 39C(5) of the Buildings Ordinance that the Building Authority may serve an order under section 24 or a notice under section 24C of the Buildings Ordinance in respect of the prescribed building or building works. You are advised to rectify the above and re-submit for validation if appropriate. Otherwise you should consider to remove the signboard as soon as possible.

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.

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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 appropiate

SL-SC03 (xx.x.2013)