

# 住用處所 改動及加建工程 必修課

A Simple Guide to Alteration and  
Addition Works in Domestic Premises



## 改動廚房 Alteration to a kitchen

拆除廚房的牆及/或門作開放式廚房或會影響結構安全和耐火效能，以及違反結構及/或消防安全的規定。一般而言，廚房的牆及/或門如在圖則上顯示為具耐火效能，便不得拆除。如欲改變廚房位置或面積，應先諮詢建築專業人士評估有關工程的可行性。

Removing kitchen walls and/or doors for an open kitchen may affect structural safety and the fire resisting construction, and contravene the structural and/or fire safety requirements. In general, kitchen walls and/or doors that are shown as fire-resisting on the approved plans shall not be removed. If changes to the location or size of the kitchen are to be made, owner shall first consult a building professional on the feasibility of the works.

### 1 改建為開放式廚房 Conversion into an open kitchen

- ✓ 先查閱單位的批准圖則  
Check the approved plans of the flat first
- ✓ 徵詢建築專業人士的意見，確保改動工程符合《建築物條例》及相關消防安全規定  
Seek advice from a building professional to ensure that the alteration works comply with the provisions of the Buildings Ordinance and relevant fire safety requirements
- ✓ 若改動工程涉及改動樓宇結構，或影響耐火效能或逃生途徑，業主須委任認可人士及/或註冊結構工程師向屋宇署提交圖則審批  
If the alteration works involve alteration to the structure of the building or affect the fire resisting construction or means of escape, owner shall appoint an authorized person and/or a registered structural engineer to submit plans to the Buildings Department for approval
- ✓ 獲得屋宇署批准及同意後，方可由註冊承建商進行工程  
Prior approval and consent from the Buildings Department must be obtained before the works can be carried out by a registered contractor

### 2 改動排水管 Alteration to drainage pipes

- ✓ 須符合「小型工程監管制度」的簡化規定  
Comply with the simplified requirements of the Minor Works Control System
- ✓ 委任訂明註冊承建商  
Appoint prescribed registered contractors
- ✓ 工程展開前及/或完工後通知屋宇署  
Notify the Buildings Department before commencement of works and/or after completion of works
- ✓ 妥善鋪設防水層  
Lay the waterproofing layer properly

### 3 改動排水管 Alteration to drainage pipes

- ✓ 見項目2  
See item 2

## 改動廁所/浴室 Alteration to a toilet/bathroom

根據《建築物（規劃）規例》，除非獲得屋宇署的豁免准許，廁所/浴室須設有窗戶作天然的照明與通風。

According to the Building (Planning) Regulations, unless exemption is granted by the Buildings Department, a toilet/bathroom shall be provided with windows for natural lighting and ventilation.

# 廁所 浴室

## Toilet / Bathroom

### 4 改建為缺乏窗戶的黑廁 Conversion to a toilet/bathroom with no window

- ✓ 委任認可人士評估工程的可行性  
Appoint an authorized person for advice on the feasibility of the works
- ✓ 呈交建築圖則予屋宇署審批  
Submit building plans to the Buildings Department for approval
- ✓ 就申請豁免提供天然照明及通風的窗戶提交文件輔證  
Submit the supporting documents for the application for exemption from the provision of windows for natural lighting and ventilation
- ✓ 獲得屋宇署批准及同意後，方可由註冊承建商進行工程  
Prior approval and consent from the Buildings Department must be obtained before the works can be carried out by a registered contractor



## 改動結構牆及非結構牆

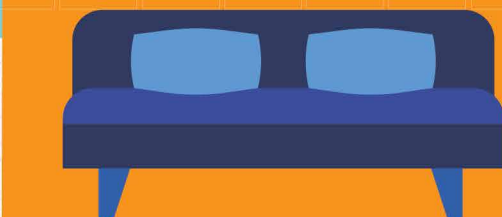
Alteration to structural walls and non-structural walls

有關改動須符合《建築物條例》的規定，包括樓宇荷載和消防安全的標準。業主亦應於進行改動及加建工程前查看大廈公契所訂條件。

The alteration works shall comply with the provisions of the Buildings Ordinance, including the standards on loading capacity and fire safety. Owner shall examine the conditions set out in the deed of mutual covenant prior to carrying out any alteration and addition works.

# 結構牆及

# 非結構牆



## 5 拆除或改動結構牆、樑或柱 Removal of or alteration to a structural wall, beam or column

- ✔ 委任認可人士及註冊結構工程師  
Appoint an authorized person and a registered structural engineer
- ✔ 向屋宇署呈交建築圖則  
Submit building plans to the Buildings Department
- ✔ 事先獲得屋宇署批准及同意  
Obtain prior approval and consent from the Buildings Department
- ✔ 委任註冊承建商進行工程  
Appoint a registered contractor to carry out the works

## structural walls and non-structural walls



## 6 豎設或改動非結構牆 Erection of or alteration to a non-structural wall

- ✔ 徵詢建築專業人士的意見，以確保符合《建築物條例》的規定  
Seek advice from a building professional to ensure compliance with the provisions of the Buildings Ordinance
- ✔ 如屬小型工程，須符合「小型工程監管制度」的簡化規定  
Comply with the simplified requirements of the Minor Works Control System if the works are minor works
- ✔ 委任訂明建築專業人士及/或訂明註冊承建商  
Appoint prescribed building professionals and/or prescribed registered contractors
- ✔ 工程展開前及/或完工後通知屋宇署  
Notify the Buildings Department before commencement of works and/or after completion of works

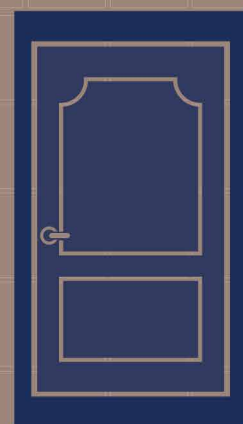
## 7 拆除非結構牆 Removal of a non-structural wall

- ✔ 如涉及改建為開放式廚房，見項目1  
If involves conversion into an open kitchen, see item 1
- ✔ 否則，可以豁免工程進行  
Otherwise, may be carried out as exempted works

## 合併兩個相連單位 Combination of two adjoining flats

有關改動工程須符合《建築物條例》的規定，包括樓宇荷載的標準，以及環保露台和工作平台的規定。業主亦應於進行改動及加建工程前查看大廈公契所訂條件。

The alteration works shall comply with the provisions of the Buildings Ordinance, including the standards on loading capacity and the requirements for green balconies and utility platforms. Owner shall examine the conditions set out in the deed of mutual covenant prior to carrying out any alteration and addition works.



## 8 合併兩個上下層單位（涉及拆除樓板和加建樓梯） Vertical combination of two flats (Involving removal of floor slab and erection of internal staircase)

- ✔ 視乎樓板洞口大小，可以小型工程監管制度下進行  
Depending on the size of the floor opening, may be carried out under the Minor Works Control System
- ✔ 委任訂明建築專業人士及訂明註冊承建商進行  
Appoint prescribed building professionals and prescribed registered contractors to carry out the works
- ✔ 工程展開前及完工後通知屋宇署  
Notify the Buildings Department before commencement of works and after completion of works

# 合 兩 併 個

# 相連單位

## Combination of Two Adjoining Flats



## 9 合併左右兩個單位 Horizontal combination of two flats

- ✔ 如涉及拆除結構牆，見項目5  
If involves removal of a structural wall, see item 5
- ✔ 如只涉及拆除非結構牆，見項目7  
If involves removal of a non-structural wall only, see item 7

## 10 合併單位均有環保露台及/或工作平台 Combination of two flats with green balconies and/or utility platforms

- ✔ 可能違反有關環保露台及工作平台所訂的豁免準則，故須委任認可人士呈交就豁免準則的技術變通申請  
It may contravene the exemption criteria for green balconies and utility platforms, hence appoint an authorized person to submit application for technical modification of the exemption criteria
- ✔ 跟從項目8或9以進行工程  
Proceed the works according to item 8 or 9



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有關住用處所  
改動及加建工程  
的常見問題



FAQ for  
Alteration and  
Addition Works in  
Domestic Premises



搜尋註冊專業人士  
或承建商



Registered  
Professionals or  
Contractors Search