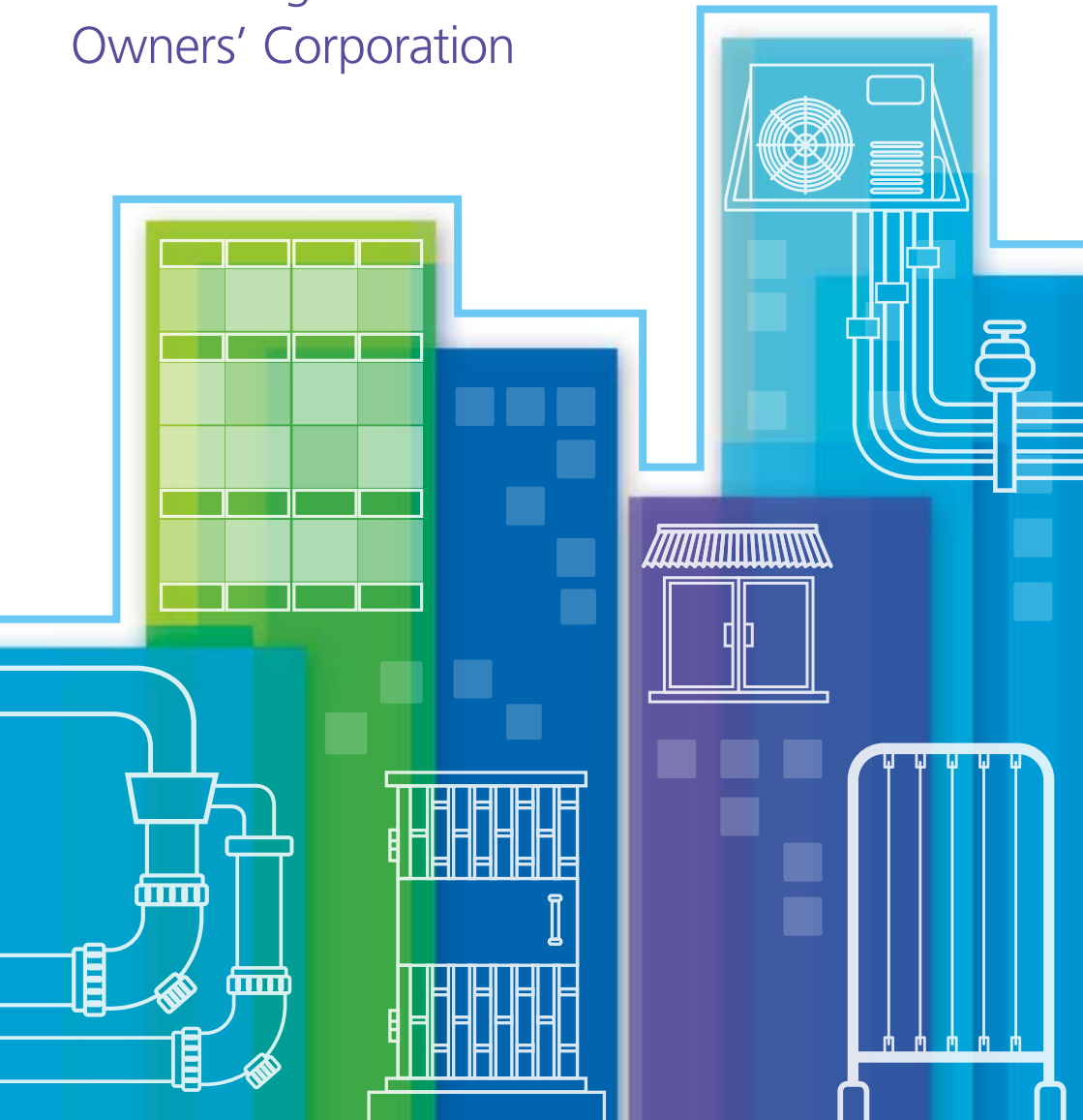




# Minor Works Control System

for Building Owner /  
Owners' Corporation



## Minor Works Control System - for Building Owner/Owners' Corporation

The Minor Works Control System (MWCS) aims to facilitate building owners and occupants in carrying out small-scale building works in private buildings safely and lawfully through simplified statutory procedures, and thereby improve the quality of such building works and building safety in Hong Kong.

### Minor Works

A total of 118 items of building works have been included as minor works subject to the control under the MWCS. The size, location and respective criteria of each item of minor works are set out in the Building (Minor Works) Regulation [B(MW)R]. These minor works are classified into three classes according to their scale, complexity and risk to safety:

- Class I (total of 40 items) includes mainly those relatively more complicated minor works
- Class II (total of 40 items) comprises those of comparatively lower complexity and risk to safety
- Class III (total of 38 items) mainly includes common household minor works

To facilitate checking of details of the minor works items, the 118 items of minor works are grouped into over 20 categories in accordance with the nature/substance of the works as below:

Categories of Minor Works	Class I	Class II	Class III
Erection/alteration/removal/strengthening of supporting structures for air-conditioners/water cooling towers/ associated air ducts	*	*	*
Removal of architectural projections	-	*	*
Erection/alteration/removal/strengthening of canopies	*	*	-
Removal of chimneys	*	*	*
Erection/Repair/alteration/addition/removal of drains	*	*	*
Erection/alteration/removal/strengthening of drying racks	-	-	*
Construction/alteration of spread footings associated with the carrying out of minor works/designated exempted works	*	*	-
Excavation works associated with the carrying out of minor works/ designated exempted works	*	*	-
Erection/alteration/removal of solid fence walls and external mesh fences	*	*	*
Building works associated with the erection/alteration/removal of the service lifts/stairlifts/lifting platforms	*	-	-
Erection/alteration/repair/removal of metal gates at fence walls or at the entrance of buildings	*	*	*
Erection/repair/removal of panels fixed by metal dowels and fixings (onto a wall inside a building)	*	*	-
Alteration/removal/repair/replacement of protective barriers	*	*	*
Erection/alteration/removal/replacement of signboards	*	*	*
Formation/reinstatement of slab openings	*	*	-
Erection/alteration/removal of supporting structures for solar water heating systems/photovoltaic systems/antennas/transceivers/radio base stations	*	*	*
Erection/alteration/removal of internal staircases	*	-	*
Repair of structural elements	*	*	-
Replacement/removal of glass reinforced polyester water tanks	-	*	-
Construction/alteration/repair/removal of windows/ window walls	-	*	*
Erection/alteration/removal/repair of non-load bearing external reinforced concrete walls/external block walls	*	*	*
Laying/repair/removal of external rendering/external wall tiles/roof tiles	-	*	-
Erection/repair/removal of claddings fixed to external walls	-	-	*
Removal of unauthorized structures (including rooftop, flat roof, yard and lane unauthorized structures)	*	*	*

Notes : “\*” denotes the respective classes of minor works items that are involved. For example, “Canopies” involves Class I, Class II and Class III minor works items. “Drying Racks” involves only Class III minor works items. For detailed descriptions, size, location and respective requirements of each minor work items, please visit the Buildings Department website at <http://www.bd.gov.hk>.

## Typical minor works items

Most of the minor works items specified in the B(MW)R are related to household minor works. Eight categories of typical minor works are given below. The numbers tabulated under “Item” denote the classes and item numbers of the minor works. For example, “1.27” denotes the item no. 27 under Class I minor works items in Schedule 1 of the B(MW)R, or “2.31” denotes the item no. 31 under Class II minor works items.

### 1. Canopy



The following items involve erection, alteration or removal of canopy:

Class	Item
I	1.27
III	3.25

The following items involve only removal of canopy:

Class	Item
I	1.27
II	2.31
III	3.25 & 3.26

## 2. Aboveground drain

The following items involve erection, alteration or removal of aboveground drain.

Class	Item
II	2.30
III	3.23

The following item involves only removal of unauthorized aboveground drain.

Class	Item
III	3.24



## 3. Drying rack



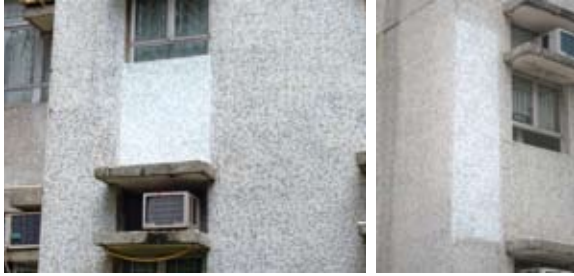
The following item involves erection, alteration or removal of drying rack.

Class	Item
III	3.29

The following item involves only removal of drying rack.

Class	Item
III	3.30

### 4. External rendering/external wall tiles/roof tiles



The following item involves laying/repair/removal of external rendering/external wall tiles/roof tiles.

Class	Item
II	2.34

### 5. Metal gates at fence walls or at the entrance of buildings



The following items involve erection/alteration/repair of metal gates at fence walls or at the entrance of buildings

Class	Item
I	1.16
II	2.16
III	3.13

The following items involve removal of metal gates at fence walls or at the entrance of buildings

Class	Item
I	1.40
II	2.40
III	3.13 & 3.33

## 6. Supporting structures for air-conditioners and associated air ducts



### a) Projecting from external wall

The following items involve erection/alteration/removal of supporting structures for air-conditioners/ associated air ducts

The following items involve removal of supporting structures for air-conditioners/ associated air ducts

Class	Item
I	1.28
III	3.27

Class	Item
II	2.31
III	3.26

### (b) Support on ground or on slab

The following items involve erection/alteration of supporting structures for air-conditioners/ associated air ducts on ground or on slab (other than a cantilevered slab)

The following items involve removal of supporting structures for air-conditioners on ground or on slab (other than a cantilevered slab)

The following items involve removal of supporting structures for air-conditioners on a cantilevered slab

Class	Item
I	1.29
III	3.28

Class	Item
II	2.2
III	3.2 & 3.28

Class	Item
I	1.5
II	2.2

## 7. Window or window wall



The following items involve construction, alteration or repair of window or window wall.

Class	Item
II	2.8
III	3.6

The following items involve removal of window or window wall.

Class	Item
II	2.9
III	3.7

## 8. Removal of rooftop, flat roof, yard and lane unauthorized structures

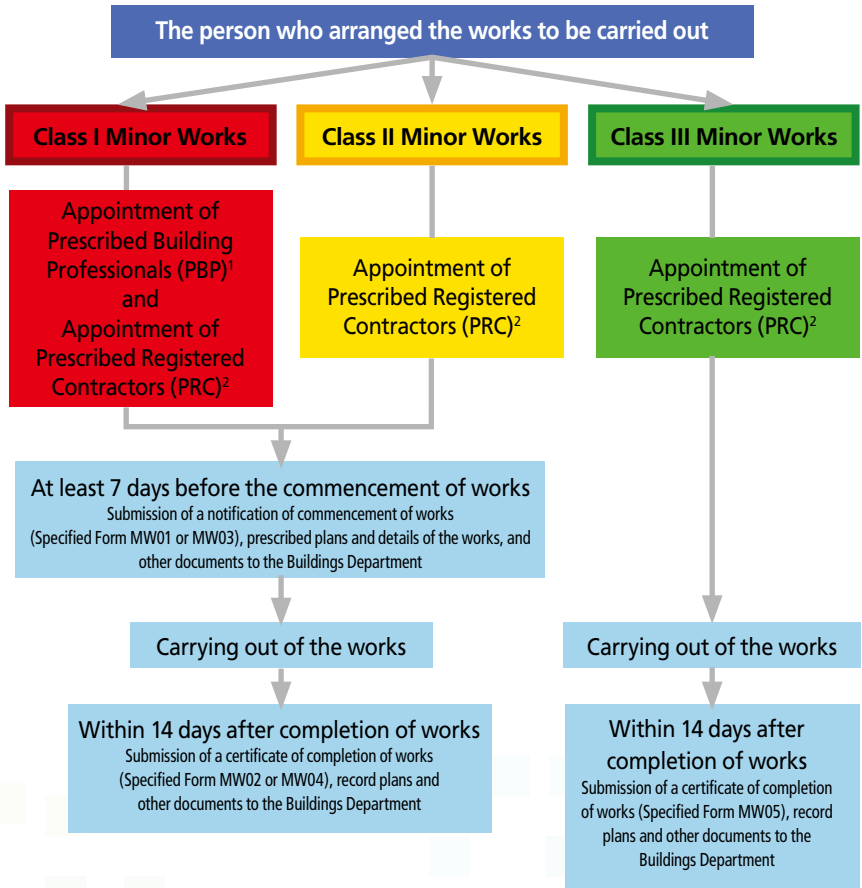


Class	Item
I	1.38
II	2.39
III	3.32

For detailed descriptions of the minor works as mentioned in categories 1 to 8 above, please refer to the B(MW)R or visit the Buildings Department website at <http://www.bd.gov.hk>.

# Simplified Requirements

The carrying out of minor works can be commenced through the Simplified Requirements of the MWCS, without the need to obtain prior approval of plans and consent in writing for the commencement of the works from the Building Authority. Any person, whether the owners themselves or their agents (for example the design company), is required to appoint Prescribed Building Professionals (PBP)/Prescribed Registered Contractors (PRC) to carry out the minor works. Below is the flow chart for the carrying out of Class I, Class II and Class III minor works:



Note: For the registers of prescribed building professionals and prescribed registered contractors, please visit the Buildings Department website at <http://www.bd.gov.hk>.

- 1 Prescribed Building Professionals (PBP)  
Authorized Person and (if required) Registered Structural Engineer /Registered Geotechnical Engineer
- 2 Prescribed Registered Contractors (PRC)  
Registered General Building Contractors or Registered Specialist Contractors of respective registered category of specialized works or Registered Minor Works Contractors of respective registered classes/types

## Registration of Minor Works Contractors

Contractor companies can register as Registered Minor Works Contractors (Company) [RMWC(Co)].

RMWC(Co) may register by virtue of their working experience, qualifications and competence in each Class in one or more of the following Types of minor works (A to G):-

- Type A - (Alteration and Addition Works)
- Type B - ( Repair Works )
- Type C - ( Works relating to Signboards )
- Type D - ( Drainage Works )
- Type E - ( Works relating to Structures for Amenities )
- Type F - ( Finishes Works )
- Type G - ( Demolition Works )

Individual practitioners may register as Registered Minor Works Contractors (Individual) [RMWC(Ind)] of the respective Class III minor works items (item no. 3.1 to 3.38) by virtue of their qualifications and experience.

In selecting a RMWC(Co) to carry out some typical minor works, building owners can refer to the following Table of Types of Minor Works and on the basis of the categories, class and item no. of the minor works to appoint those RMWC(Co) registered for the respective class and type.



## Table of Types of Minor Works

Class I								Class II								Class III							
Type								Type								Type							
Item no.	A	B	C	D	E	F	G	Item no.	A	B	C	D	E	F	G	Item no.	A	B	C	D	E	F	G
Canopies																							
1.27	•				•			2.31	•				•		•	3.25	•				•		
																3.26	•				•		•
Aboveground drains																							
								2.30				•				3.23				•			
																3.24	•			•			•
Drying racks																							
																3.29	•				•		
																3.30	•				•		•
Laying/repair/removal of external rendering/external wall tiles																							
								2.34	•				•										
Metal gates at fence walls or at the entrance of buildings																							
1.16	•							2.16	•							3.13	•						
1.40	•						•	2.40	•					•		3.33	•						•
Metal supporting frames/structures for air-conditioners																							
1.5	•				•		•	2.2	•				•	•		3.2	•				•		•
1.28	•				•			2.31	•				•	•		3.26	•				•		•
1.29	•				•											3.27	•				•		
																3.28	•				•		
Windows/ Window Walls																							
								2.8	•							3.6	•						
								2.9	•					•		3.7	•						•
Removal of rooftop, flat roof, yard and lane unauthorized structures																							
1.38	•						•	2.39	•					•		3.32	•						•

## Case 1

“Erection of canopy projecting more than 500 mm but not more than 2 m from the external wall of a building over an entrance to the building” is covered in minor works item 1.27. The owner or the appointed agent can choose to appoint the following persons in carrying out the works:-

1. Prescribed Building Professionals; and
2. Registered General Building Contractors; or
3. RMWC(Co) registered for Class I minor works Type A or E.

## Case 2

“Removal of supporting frame for an air-conditioning unit projecting not more than 750 mm from the external wall” is covered in minor works item 3.26. The owner or the appointed agent can choose to appoint the following persons in carrying the works:-

1. Registered General Building Contractors; or
2. Registered Specialist Contractor (Demolition Works); or
3. RMWC(Co) registered for Class III minor works Type A, E or G; or
4. RMWC(Ind) registered for minor works item 3.26.



For consideration of appointment of RMWC(Co) in the carrying out of the Class I, II and III minor works, reference for selection by virtue of the class and type of minor works for which they have been registered can be made to the RMWC(Co) Register on the Buildings Department website at <http://www.bd.gov.hk>. The following is a typical example of the RMWC(Co) displayed on the website:

Registered Minor Works Contractors (Company)							
Company Name	Class	Type	Name of Authorized Signatory with Registered Class/ Type of Minor Works		Registration Number	Expiry Date	Telephone Number (Provided by the contractors voluntarily)
XYZ COMPANY	I, II, III	A, B, E	CHAN TAI-MAN	Class: I, II, III	MWC 12/2010	31/12/2013	2625 1234
				Type: A, B, E			
	II, III	D, F, G	CHAN SI-MAN	Class: II, III			
				Type: D, F, G			

For consideration of appointment of RMWC(Ind) in the carrying out of the Class III minor works, reference for selection by virtue of the items of minor works for which they have been registered can be made to the RMWC(Ind) Register on the Buildings Department website at <http://www.bd.gov.hk>. The following is a typical example of the RMWC(Ind) displayed on the website:

Registered Minor Works Contractors (Individual)					
Contractor Name	Items of Class III Minor Works	Registration Number	Expiry Date	Phone Number (Information provided by the contractors voluntarily)	
SHING KIN-SHAN	3.14, 3.23, 3.24	MWC(W) 123/2010	31/12/2013	-	
CHEUNG SIU-MING	3.2, 3.15, 3.26, 3.27, 3.28, 3.34, 3.35	MWC(W) 345/2010	31/12/2013	9012 3456	

## Exempted Building Works

Section 41(3) of the Buildings Ordinance provides that building works carried out inside a building are exempted works if they do not involve the structure of the building and not designated as minor works. For these exempted works, the Building Authority's (Buildings Department) prior approval of building plans and consent to commence work are not required. It is also not necessary to appoint prescribed building professionals and prescribed registered contractors to carry out such works. Common household renovation works, such as painting, internal plastering or wall-paper works and alteration of internal non-load bearing walls are exempted works under the Buildings Ordinance.



## Designated Exempted Works

Apart from the exempted works in general mentioned above, the MWCS also introduced 15 items of “Designated Exempted Works”, of which their complexity and risk to safety are lower than that of the minor works. In accordance with the Buildings Ordinance, the “Designated Exempted Works” may be commenced without obtaining prior approval of plans and consent for commencement of works from the Buildings Department, and without the need to appoint Authorized Persons and registered contractors for the carrying out of the works. The related household works items of “Designated Exempted Works” include:-

Works	Designated Exempted Works	Item
Canopy	Erection/alteration/removal of canopies at a height not more than 3m above ground (the canopies do not project over any street or common part of the building)	14
Drying Rack	Erection/alteration/removal of drying racks at a height not more than 3m above ground (the racks do not project over any street or common part of the building)	15
Laying/repair/removal of external rendering/external wall tiles	Laying/repair/removal of external rendering/external wall tiles at a height not more than 3 m above ground and roof tiles on roof of gradient not more than 1 in 4	7
Metal supporting frame/structure for air-conditioning unit	Removal of supporting structures of height not more than 1 m high rested on ground or on a slab for air-conditioning units	12
	Erection/alteration/removal of supporting structures for air-conditioning units and associated air ducts projecting from the external wall of building at a height not more than 3m above ground (the supporting structures do not project over any street or common part of the building)	13

For detailed descriptions of “Designated Exempted Works” items, please refer to B(MW)R or visit the Buildings Department website at <http://www.bd.gov.hk>.

## Inspection and Certification of Prescribed Building or Building Works (also known as “Household Minor Works Validation Scheme”)

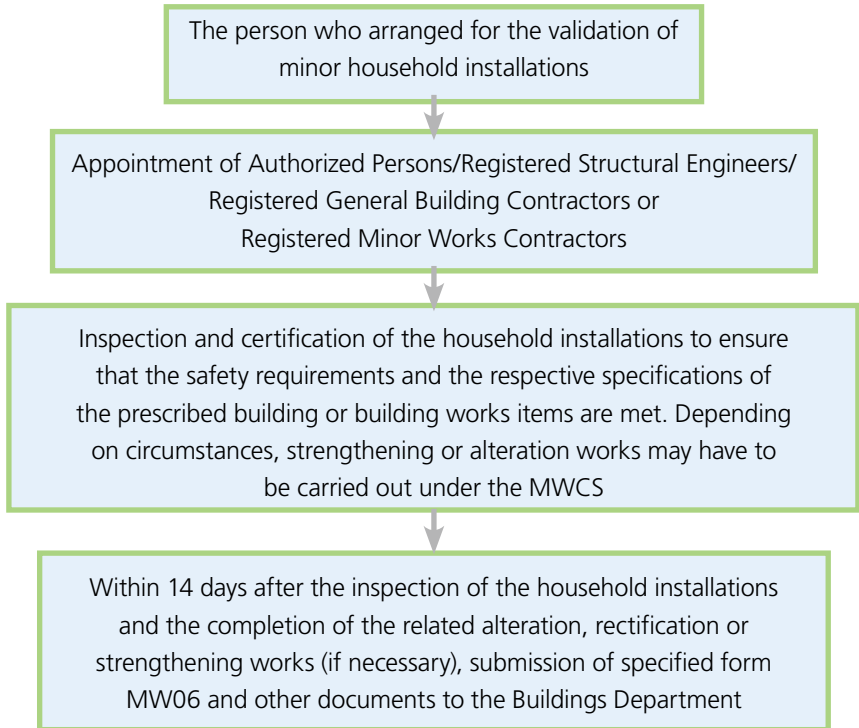
A “validation scheme” is established under the MWCS to facilitate members of the public to retain, after validation, minor household installations including air-conditioner supporting frames, drying racks and small canopies constructed without the prior approval of plans from the Buildings Department before the date of commencement of operation of the system. Those minor household installations that may be validated through the Validation Scheme are “Prescribed Building or Building Works” under the B(MW)R. The following four items are prescribed building or building works under the Validation Scheme:

- supporting structures for air-conditioning units, water cooling towers or any associated air ducts located on-grade or on a slab (other than a cantilevered slab)
- supporting frames for air-conditioning units projecting from the external wall of a building
- drying racks projecting from the external wall of a building
- small canopy (not constructed of concrete) projecting from the external wall of a building

For detailed descriptions of the above four items of prescribed building or building works, please refer to the B(MW)R or visit the Buildings Department website at <http://www.bd.gov.hk>.



Below is the flow chart for the validation of household minor works under the Validation Scheme:



Enforcement action for removing those validated minor household installations will not be taken by the Buildings Department unless they are rendered dangerous.

## Legal obligation of the person who arranged the works to be carried out

The person, whether the owner himself or his agent, who arranged the works to be carried out is required by the Buildings Ordinance to appoint prescribed building professionals and/or prescribed registered contractors to carry out the works. If the person who arranged the works to be carried out has knowingly failed to appoint the required personnel, that person may be liable to prosecution.

## Legal obligation of Prescribed Building Professionals and Prescribed Registered Contractors

The prescribed building professionals and prescribed registered contractors appointed to carry out the minor works should comply with the provisions of the Buildings Ordinance and other enactments. The prescribed registered contractor should only carry out the classes and types or items of minor works for which they have been registered. If they contravene these requirements, they may be subject to disciplinary action or prosecution.



## Insurance

To safeguard the interests of the building owner or the appointed agent, the person who arranged the works to be carried out should ensure that the appointed contractor have procured all necessary insurance prior to commencement of works in order that risk for any possible claim incurred from the carrying out of minor works shall be kept to the minimum.

## The carrying out of minor works at common parts of building

For minor works carried out at common parts of a building (such as external wall of a building), whether the person who arranged the works to be carried out or his appointed agent (including the PBP/PRC), should seek consent from all co-owners/incorporated owners and the management company of the building and to observe all duties as stipulated in the deed of mutual covenant.

## 'Pay for Safety Scheme'

The 'Pay for Safety Scheme' was first introduced by the Government with an aim to ensure the contractors with the employers support, to maintain a high standard of work safety and to prevent site safety from being compromised due to competitive tendering. Under the scheme, contractors are required to include in the tender the necessary safety-related items which will be paid for by the employer if the contractors have carried them out satisfactorily. Failure in doing so will result in no payment. By means of this Scheme the Government aims to promote and encourage the practice of construction safety in private projects such that safety standard in construction sites would be enhanced.

## Supportive Measures

The Buildings Department has put in place the following measures to facilitate implementation of the MWCS and to assist the public in understanding and using the system effectively:

- Provide Technical Guidelines and Practice Notes on minor works to the construction industry for reference.
- Distribute leaflets and General Guidelines on minor works to members of the public, building owners and Owners' Corporations introducing the new system to assist their understanding of the classification of minor works and the appointment of appropriate building professionals and registered contractors for the carrying out of minor works.
- Collaborate with the Hong Kong Housing Society to set up a Technical Resource Centre in its Property Management Advisory Centre to provide advisory and enquiry services to the public.
- Upload detailed information of the MWCS onto the Buildings Department webpage ([www.Bd.gov.hk](http://www.Bd.gov.hk)) for the reference of the general public.
- Establish telephone hotlines to answer public enquiries.

## Enquiry

For any queries in connection with the MWCS, you may contact the Buildings Department by the following means:

- Postal address: 12/F., Pioneer Centre, No. 750 Nathan Road, Kowloon
- Email address: [enquiry@bd.gov.hk](mailto:enquiry@bd.gov.hk)
- Telephone Hotline: 2626 1616 (Handled by "1823 Call Centre")
- Technical Resource Centre: 5th Floor, Yau Ma Tei Community Centre, No. 60 Public Square Street, Yau Ma Tei, Kowloon

This pamphlet is not a legal document. It aims to introduce the main features of the MWCS to enhance the household owners' understanding on the system.