

**Addendum: Technical Guidelines on  
Validation Scheme  
for Unauthorised Signboards**

### 7.3 Validation Scheme for unauthorised signboards under the Signboard Control System

#### 7.3.1 Validation Scheme for unauthorised signboards

7.3.1.1 The Validation Scheme for unauthorised signboards was introduced with the enactment of the relevant amendments to the Buildings Ordinance (BO) through the Buildings Legislation (Amendment) Ordinance 2012 in July 2012 and the Building (Minor Works) (Amendment) Regulation 2013 in July 2013. **The Validation Scheme was fully implemented on 2 September 2013.**

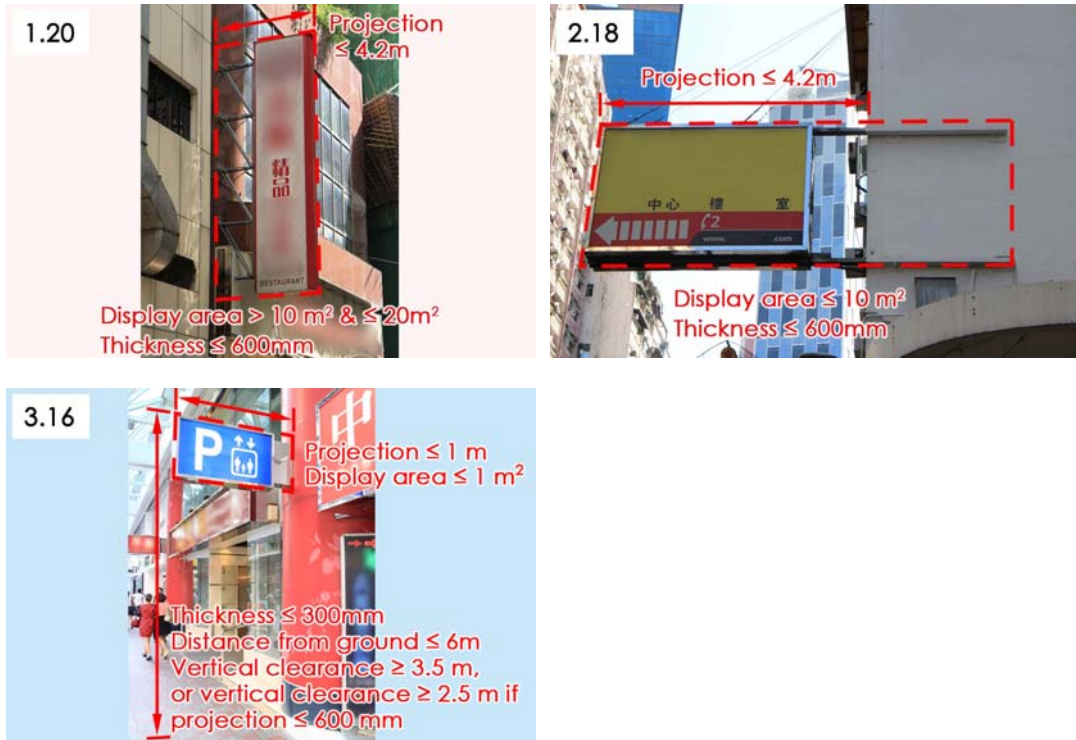
7.3.1.2 The existence of a large number of unauthorised signboards is a persistent building safety problem in Hong Kong. Taking into consideration that many of the existing unauthorised signboards are in active use in business operations and their existence carries notable value for sustaining local commercial activities and contributing to Hong Kong's prosperity, the government sought to rationalize the issue of unauthorised signboards in a pragmatic way. To enhance the safety of the existing unauthorised signboards which are relatively small in scale and pose less potential risk, the Validation Scheme for minor household installations (i.e. unauthorised small canopies, drying racks and supporting frames for air-conditioners) under the Minor Works Control System (MWCS) has been extended to cover certain existing unauthorised signboards which may be retained for continued use after inspection, strengthening (if required) and certification of their structural safety by a prescribed building professional (PBP) and/ or prescribed registered contractor (PRC) to the Building Authority ( i.e. the Buildings Department (BD)). The signboards thus validated are allowed to be retained for five years before the need for the next inspection and certification cycle or their removal. This regime for unauthorised signboards is known as the Validation Scheme for unauthorised signboards under the Signboard Control System.

#### 7.3.2 Technical specifications

7.3.2.1 Unauthorised signboards that can be validated must be in existence or completed before the full implementation of the Validation Scheme on 2 September 2013, and fall within the "List of Prescribed Building or Building Works Relating to Section 39C(1A) of Ordinance" in Part 3 of Schedule 3 of the Building (Minor Works) Regulation (B(MW)R). The technical specifications of these signboards follow those of the minor works listed in the B(MW)R to ensure that the signboards eligible for validation, like other minor works, are relatively small in scale and pose less potential risk.

7.3.2.2 The various types of unauthorised signboards eligible for joining the Validation Scheme include the following:

	Corresponding minor works items listed in Part 3 of Schedule 1:		
	1.20	2.18	3.16
	<b>1. Unauthorised projecting signboard</b> (Item 1 in Part 3 of Schedule 3 of the B(MW)R)	Not consist of stone;	
No additional load to cantilevered slab;			
Not involve alteration of structural elements;			
Display area > 10 m <sup>2</sup> & ≤ 20m <sup>2</sup> ;		Display area ≤ 10m <sup>2</sup> ;	Display area ≤ 1m <sup>2</sup> ;
Projection ≤ 4.2m; &		Projection ≤ 1m;	
Thickness ≤ 600mm.		Thickness ≤ 300mm; &	
---	---	Any part of signboard ≤ 6m from ground.	
Other Considerations	<ul style="list-style-type: none"> <li>• BO s31(1)(aa) &amp; PNAP APP-126 Appendix B– Positional and Dimensional Requirements for Signboards.</li> <li>• PNAP APP-126 Appendices A, C-E &amp; J-L – Design &amp; construction requirements of signboard given by the BD, FSD, TD, HyD, LandsD, EMSD, etc.</li> <li>• B(P)R 30 – Natural lighting &amp; ventilation, prescribed plane for prescribed window for adjacent building on the same site, if any, not obstructed.</li> <li>• PNAP APP-24 Appendix A s.C.1 &amp; PNRC 14 – No signboard projected within 6 m of the MTR tracks.</li> <li>• Agreement from the IO / co-owners of the external wall / roof (if being common part) should be sought.</li> <li>• PNAP APP-155 and PNRC 75 on Validation Scheme for unauthorised signboards.</li> </ul>		
	Harbour Planning Guidelines for Victoria Harbour and its Harbour-front Areas issued by the previous Harbour-front Enhancement Committee – Harbour planning principles.	Any part of a signboard projecting over a footpath should have a vertical clearance ≥ 3.5 m from ground, or ≥ 2.5 m if projection ≤ 600mm from external wall.	

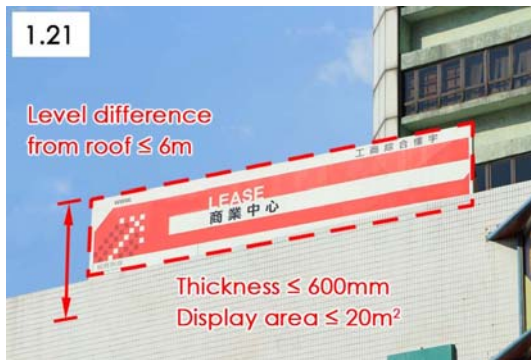


2. Unauthorised wall signboard (including shopfront signboard) (Item 2 in Part 3 of Schedule 3 of the B(MW)R)	Corresponding minor works items listed in Part 3 of Schedule 1:		
	1.22	2.19	3.17
	No additional load to cantilevered slab; Not involve alteration of structural elements;		
	Display area with LED display system: > 5m <sup>2</sup> & ≤ 20m <sup>2</sup> ;    ≤ 5m <sup>2</sup> ;		---
	Display area without LED display system:		
	> 10m <sup>2</sup> & ≤ 40m <sup>2</sup> ; &	≤ 10m <sup>2</sup> ; &	≤ 5m <sup>2</sup> ; &
	Not consist of stone if any part of signboard > 6m from ground.		any part of signboard ≤ 6m from ground.
Other Considerations	<ul style="list-style-type: none"> <li>• BO s31(1)(aa) &amp; PNAP APP-126 Appendix B – Positional and Dimensional Requirements for Signboards.</li> <li>• PNAP APP-126 Appendices A, C-E &amp; J-L– Design &amp; construction requirements of signboard given by the BD, FSD, TD, HyD, LandsD, EMSD, etc.</li> <li>• B(P)R 30 – Natural lighting &amp; ventilation not obstructed.</li> <li>• Agreement from the IO / co-owners of the external wall (if being common part) should be sought.</li> <li>• For signboard projecting over footpath, vertical clearance beneath any part of the signboard should be ≥ 3.5 m from ground, or ≥ 2.5 m if projection ≤ 600mm from external wall.</li> <li>• Wall signboards at overhead of shopfront should have a clearance ≥ 2.5 m from ground; and should be structurally independent without supporting any roller shutter, air-conditioning unit or being used for storage.</li> <li>• Harbour Planning Guidelines for Victoria Harbour and its Harbour-front Areas issued by the previous Harbour-front Enhancement Committee – Harbour planning principles.</li> <li>• PNAP APP-155 and PNRC 75 on Validation Scheme for unauthorised signboards.</li> </ul>		





	Corresponding minor works item 1.21 listed in Part 3 of Schedule 1
<p><b>3. Unauthorised signboard on roof of a building</b> (Item 3 in Part 3 of Schedule 3 of the B(MW)R)</p>	<p>Not consist of stone;                      Display area ≤ 20m<sup>2</sup>;                      No part projects beyond external wall of the building;                      Thickness ≤ 600mm;                      Any part of signboard ≤ 6m from roof level;                      No additional load to cantilevered slab; &amp;                      Not involve alteration of structural elements.</p>
<p>Other Considerations</p>	<ul style="list-style-type: none"> <li>• PNAP APP-126 Appendices A, C-E &amp; J-L– Design &amp; construction requirements of signboard given by the BD, FSD, TD, HyD, LandsD, EMSD, etc.</li> <li>• Agreement from the IO / co-owners of the roof (if being common part) should be sought.</li> <li>• B(P)R 30 – Natural lighting &amp; ventilation not obstructed.</li> <li>• Hong Kong Airport (Control of Obstructions) Ordinance &amp; PNAP APP-32 – Not exceeding the airport height restrictions.</li> <li>• If roof is a refuge floor, complied with respective requirements under Code of Practice for Fire Safety in Buildings.</li> <li>• Drainage on roof not obstructed.</li> <li>• Existing water proofing of the roof not damaged.</li> <li>• Harbour Planning Guidelines for Victoria Harbour and its Harbourfront Areas issued by the previous Harbour-front Enhancement Committee – Harbour planning principles.</li> <li>• PNAP APP-155 and PNR 75 on Validation Scheme for unauthorised signboards.</li> </ul>



4. Unauthorised outdoor signboard fixed on-grade (other than construction of the spread footing) (Item 4 in Part 3 of Schedule 3 of the B(MW)R)	Corresponding minor works items listed in Part 3 of Schedule 1:	
	1.23	2.21
	Display area $\leq 20\text{m}^2$ ; Thickness $\leq 600\text{mm}$ ; &	Display area $\leq 10\text{m}^2$ ;
Other Considerations	Any part of signboard $\leq 6\text{m}$ from ground.	Any part of signboard $\leq 2\text{m}$ from ground.
	<ul style="list-style-type: none"> <li>• PNAP APP-126 Appendices A, C-E &amp; J-L– Design &amp; construction requirements of signboard given by the BD, FSD, TD, HyD, LandsD, EMSD, etc.</li> <li>• Associated excavation works &amp; footing may be minor works item 1.12 or 2.11 &amp; 1.11 or 2.10.</li> <li>• Agreement from the IO / co-owners of the ground/ area (if being common part) should be sought.</li> <li>• Harbour Planning Guidelines for Victoria Harbour and its Harbour-front Areas issued by the previous Harbour-front Enhancement Committee – Harbour planning principles.</li> <li>• PNAP APP-155 and PNRC 75 on Validation Scheme for unauthorised signboards.</li> </ul>	



5. Unauthorised outdoor signboard with a spread footing (Item 5 in Part 3 of Schedule 3 of the B(MW)R)	Corresponding minor works item 2.22 listed in Part 3 of Schedule 1
	Display area $\leq 1\text{m}^2$ ; Thickness $\leq 300\text{mm}$ ; Any part of signboard $\leq 3\text{m}$ from ground; Depth of excavation $\leq 500\text{mm}$ for footing construction; & Not involve excavation within area no. 1 or 3 of the scheduled areas in Schedule 5 of the BO.

<p>Other Considerations</p>	<ul style="list-style-type: none"> <li>• PNAP APP-126 Appendices A, C-E &amp; J-L – Design &amp; construction requirements of signboard given by the BD, FSD, TD, HyD, LandsD, EMSD, etc.</li> <li>• Agreement from the IO / co-owners of the ground (if being common part) should be sought.</li> <li>• Associated excavation works &amp; footing may be minor works item 1.12 or 2.11 &amp; 1.11 or 2.10.</li> <li>• PNAP APP-155 and PNRC 75 on Validation Scheme for unauthorised signboards.</li> </ul>
<p><b>6. Unauthorised signboard on or hung underneath the soffit of a balcony or canopy (other than a cantilevered slab)</b> (Item 6 in part 3 of Schedule 3 of the B(MW)R)</p>	<p style="text-align: center;"><b>Corresponding minor works item 2.20 listed in Part 3 of Schedule 1</b></p> <p>Not consist of stone; Display area <math>\leq 2\text{m}^2</math>; No part projects beyond balcony or canopy; Thickness <math>\leq 100\text{mm}</math>; &amp; Height <math>\leq 600\text{mm}</math>.</p>
<p>Other Considerations</p>	<ul style="list-style-type: none"> <li>• PNAP APP-126 Appendices A, C-E &amp; J-L – Design &amp; construction requirements of signboard given by the BD, FSD, TD, HyD, LandsD, EMSD, etc.</li> <li>• Agreement from the IO / co-owners of the balcony/ canopy (if being common part) should be sought.</li> <li>• B(P)R 30 – Natural lighting &amp; ventilation not obstructed.</li> <li>• BO s31 (1)(aa) &amp; PNAP APP-126 Appendix G – Control of the projections of signboard on or over streets.</li> <li>• PNAP APP-155 and PNRC 75 on Validation Scheme for unauthorised signboards.</li> </ul>

Legend

B(P)R - Building (Planning) Regulations

BO - Buildings Ordinance

EMSD – Electrical and Mechanical Services Department

FSD - Fire Services Department

HyD - Highways Department

LandsD - Lands Department

LED - light emitting diodes

PNAP - Practice Notes for Authorised Person, Registered Structural Engineers & Registered Geotechnical Engineers

PNRC - Practice Notes for Registered Contractors

TD - Transport Department





**7.3.3 Statutory procedures for validation and associated strengthening**

7.3.3.1 Signboard validation may be initiated by the person who arranged the works (i.e. inspection and/or strengthening) or the person for whom the signboard was erected (i.e. the signboard owner) as stipulated in section 24(2)(c)(i) of the BO, and may be a registered company or an individual person who owns a premises/ the external wall or is operating a business at the building to which the unauthorised signboard under validation is attached. As required under section 62A(4)(a)(i) of the B(MW)R, personal particulars and contact information of the signboard owner **MUST** be provided in the specified form for validation submission before BD will consider processing such submission.

7.3.3.2 Under the Validation Scheme, only the PBPs and/or PRCs who are registered for the specific classes and types or items of minor works relating to the erection or alteration of signboards under the MWCS can carry out the safety inspection, strengthening and certification of the corresponding classes and types or items of unauthorised signboards.

7.3.3.3 To retain their unauthorised signboards, the signboard owner or the person who arranged the works ("PAW") should appoint an appointed person ("APP") under section 39C(2) of the BO to certify after inspection to the BD that the existing unauthorised signboards concerned meet the safety requirements. According to section 62A(3) of the B(MW)R, the APP qualified to carry out safety validation for the various types of unauthorised signboards are summarized as follows:

Corresponding class of minor works of the unauthorised signboard		Appointed person eligible to carry out signboard validation <sup>(1)</sup>
<b>Signboard falling within description of class I minor works item</b>	Signboard is a specified construction <sup>(2)</sup>	Authorized person
	Signboard is not a specified construction <sup>(2)</sup>	Authorized person and Registered structural engineer
<b>Signboard falling within description of class II minor works item</b>		Authorized person, Registered structural engineer, Registered inspector <sup>(3)</sup> , Registered general building contractor, Registered minor works contractor (Company) registered for class I or II Type C minor works
<b>Signboard falling within description of class III minor works item</b>		Authorized person, Registered structural engineer, Registered inspector <sup>(3)</sup> , Registered general building contractor, Registered minor works contractor (Company) registered for class I, II or III Type C minor works, Registered minor works contractor (Individual) registered for items 3.16 & 3.17

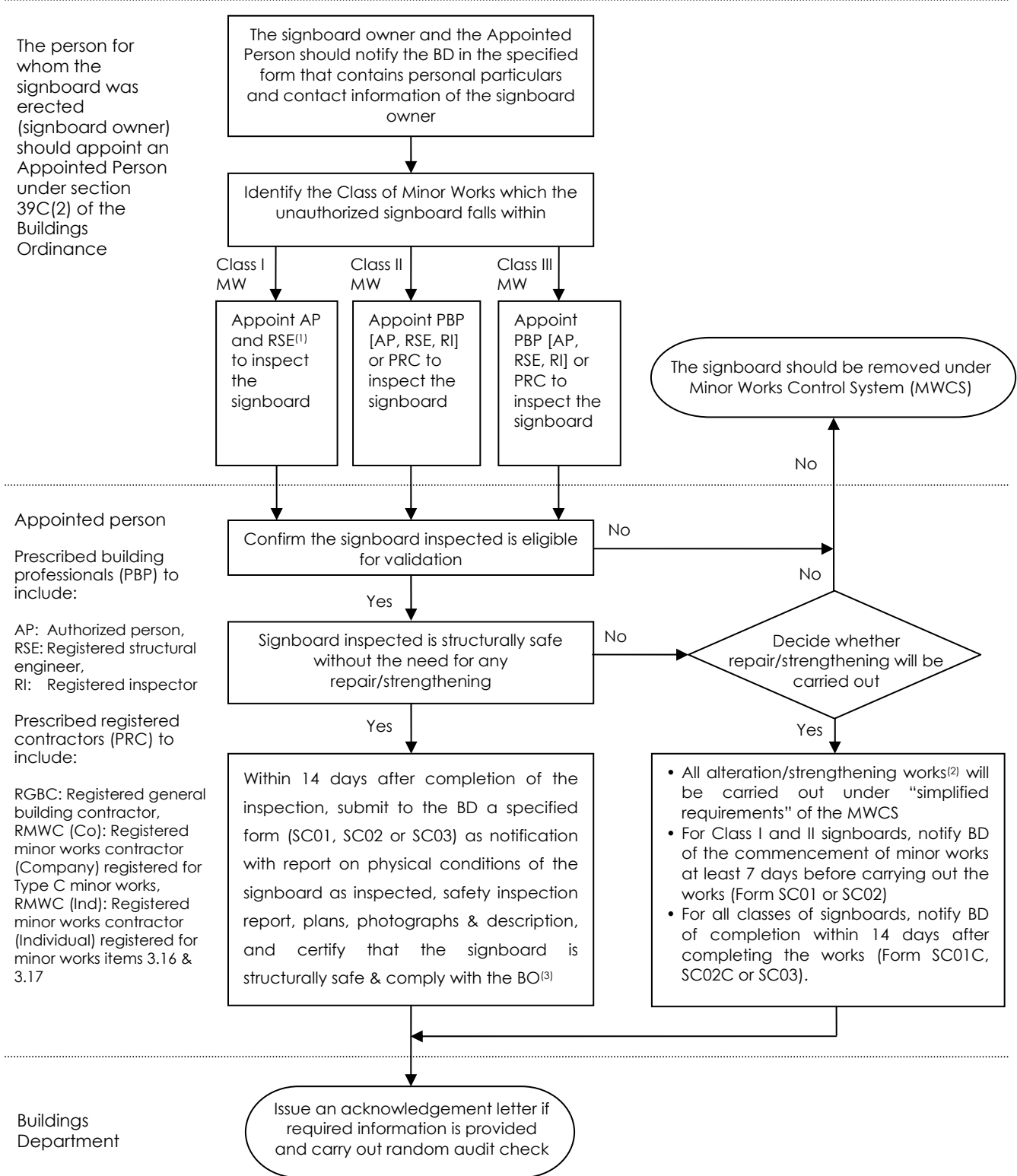
Notes:

- (1) A PRC must be appointed if strengthening works are involved.
- (2) Specified construction means a construction that satisfies all the criteria under section 37(4) of the B(MW)R.
- (3) Registered inspector may be appointed to validate unauthorised signboards falling within description of class II or III minor works regardless whether the parent building to which the signboards are attached is a building served with statutory notices under the Mandatory Building Inspection Scheme.

- 7.3.3.4 For unauthorised signboards attached to pre-war buildings, as pre-war buildings were constructed to lower standards of safety than the current standard, apart from the requirement to appoint PRC to carry out the alteration/ strengthening works if any, the appointment of PBP to conduct the signboard validation is recommended.
- 7.3.3.5 In case the APP finds on inspection that the signboard is not qualified for the Validation Scheme or the signboard is in such a state that it cannot be strengthened for validation, he should advise the signboard owner or the PAW that the Validation Scheme is not applicable or the signboard cannot be validated respectively.
- 7.3.3.6 The APP may propose to strengthen the signboard as necessary to meet the safety requirements. Such strengthening works are designated as "minor works" which have to be carried out by a PRC under the simplified requirements of the MWCS.
- 7.3.3.7 The BD will not accept solely the strengthening works for unauthorised signboards unless as pre-requisite for validation with prior declaration by submission in the specified form for validation to the BD. Carrying out alteration/strengthening works on an unauthorised signboard is regarded as carrying out unauthorised works unless the signboard has been or is being validated.
- 7.3.3.8 All strengthening works required for the Validation Scheme have to be completed promptly to avoid prolong posing of potential danger to public safety. Hence, in case the certification of completion of the strengthening works is not submitted within two months after the notification of commencement of works without a reasonable excuse, the BD may refuse the validation application and take prompt enforcement action against the signboard to ensure public safety.
- 7.3.3.9 Acceptance of the validation and any associated strengthening works is subject to the submission of a certification report to the BD in the prescribed manner within 14 days after the completion of the inspection or completion of the strengthening works, if any.
- 7.3.3.10 Random audit check will be carried out by the BD upon receipt of the validation submissions to ascertain compliance with the relevant statutory requirements as well as the standard of such validation and strengthening works, if any, involved. In such cases for audit check, the informant may be required to supplement further information including structural assessment calculations, details of the works and copies of certificates, etc. for checking by the BD. The APP will be informed of any irregularity found. The BD may also consider taking appropriate enforcement action against the non-compliant validation works, and instigating prosecution and/or disciplinary action against the persons contravening the statutory requirements.

7.3.3.11 The flowchart for Validation Scheme is illustrated as follows.

**Flow chart for Validation Scheme**



**Notes:**

- (1) An AP and a RSE are required to be appointed if the signboard is not a specified construction. Otherwise, only an AP is required.
- (2) All alteration/ strengthening works must be carried out by a RGBC or RMWC registered for that class and type or item of minor works.
- (3) Except BO s. 14(1) & Building (Administration) Regulation 25.

7.3.3.12 In submitting the specified form, one form should be used for the validation of one signboard only. The documents required to be submitted include the specified forms (SC01, SC02 or SC03) and photographs and description showing the physical condition of the signboard under validation, etc. If repair/strengthening works are involved, specified forms (SC01C or SC02C) should also be submitted after completion of such works. The documents required to be submitted for the validation of signboards falling within the description of the different classes are summarized as follows for easy reference:

**(a) For signboard validation only (not involving alteration/ strengthening):**

	Signboard falling within description of different classes of minor works items in Part 3 of Schedule 1		
	Class I	Class II	Class III
	Specified form	√ (SC01)	√ (SC02)
Safety inspection report	√	√	√
Photos (4R size)	√	√	√
Structural framing plan and fixing details (drawings not larger than A3 size & drawn to scale of not less than 1:100)	√	√	--
Structural calculations (stability check)	√	--	--
Time for submission	Within 14 days after inspection		

**(b) For signboard validation involving alteration/ strengthening:**

(i) Before commencement of strengthening works	Signboard falling within description of different classes of minor works items in Part 3 of Schedule 1		
	Class I	Class II	Class III
Specified form	√ (SC01) Part A 2.(ii)	√ (SC02) Part A 2.(ii)	√ (SC03)
Photos, structural framing plan and fixing details (before commencement)	information should be same as that submitted in table (a) above		
Strengthening proposal	√	√	--
Time for submission	7 days before commencement		---

(ii) After completion of strengthening works	Signboard falling within description of different classes of minor works items in Part 3 of Schedule 1		
	Class I	Class II	Class III
Specified form	√ (SC01C)	√ (SC02C)	√ (SC03) Part A 2.(ii)
Photos (4R size) (after work completion)	√	√	√
Plans and fixing details <sup>(1)</sup> (drawings not larger than A3 size & drawn to scale of not less than 1:100)	√	√	--
Time for submission	Within 14 days after work completion		

**Note:**

(1) Plans with minor revisions are required to be submitted for record. For signboards falling within description of Class I or II minor works, in case of substantial changes involved in the strengthening proposal, resubmission of the strengthening proposal at least 7 days before the commencement of works is required.

### 7.3.4 5-Year validity period

- 7.3.4.1 The validation for unauthorised signboards will be subject to a 5-year validity period after which the signboard owner should either make fresh validation submissions or remove the signboards.
- 7.3.4.2 Within the 5-year validity period of the validation, the signboard owners should provide proper maintenance to their signboards. Where an existing signboard becomes dangerous because of change in circumstances or lack of proper maintenance, the BD may take prompt enforcement action under section 105(1) of the Public Health and Municipal Services Ordinance (Cap 132) to require the signboard owner to remove the signboard or do such work as required to make it safe for protecting public safety.
- 7.3.4.3 Unauthorised signboards not joining or not eligible for joining the Validation Scheme, or not complying with the requirement of the 5-year inspection and certification cycle will be subject to enforcement action by the BD.
- 7.3.4.4 As stated in the specified forms for joining the Validation Scheme, the signboard owner is required to undertake to maintain the signboard in a structurally safe condition at all times, and to remove the unauthorised signboard when ceasing to operate the business and notify the BD.
- 7.3.4.5 In case of change in the signboard owner such as a new business operator taking up the use of an existing validated signboard during the 5-year validity period, subject to substantiation that the construction of the signboard and its physical conditions remain unchanged as at time of its initial validation, the new signboard owner would be allowed to use the signboard for the remainder of the 5-year validity period. Upon expiry of the validity period, the new signboard owner should either make a fresh validation submission or remove the signboard.
- 7.3.4.6 Minor works items 2.23, 3.16 and 3.17 shall apply in case of replacement of the display surface of the validated signboard. For removal of a validated signboard, the simplified requirements under the MWCS for the corresponding class and type or item of minor works of which the description of the validated signboard falls within should be followed.

### 7.3.5 Other matters to note

- 7.3.5.1 According to section 39C(1A) of the BO, enforcement action including the issue of a removal order under section 24 or a warning notice under section 24C of the BO will not be taken by the BD against the validated unauthorised signboard on the ground that it has been completed or carried out without prior approval and consent in contravention of section 14(1) of the BO, or not in compliance with the simplified requirements of the MWCS. Notwithstanding this, since no approval has been obtained from the BD prior to its erection, the unauthorised signboard thus validated will remain as unauthorised building works.
- 7.3.5.2 The BD will take progressive enforcement action against unauthorised signboards.
- 7.3.5.3 The Validation Scheme is not applicable to signboards falling within the criteria of item 10 of the "List of Designated Exempted Works" in Part 2 of Schedule 2 of the B(MW)R.
- 7.3.5.4 According to section 7(1)(a) of the Buildings Ordinance (Application to the New Territories) Ordinance (Cap 121), the Validation Scheme does not apply to any building specified in a "certificate of exemption" issued under that Ordinance commonly known as the New Territories exempted houses.
- 7.3.5.5 In respect of the spatial separation required amongst signboards in the vicinity as stipulated in Appendix B of PNAP-126 on "Positional and Dimensional Requirements for Signboards", signboard validation will be considered on a first come first served basis; and non-compliant cases will not be accepted for validation.
- 7.3.5.6 Wall signboards at overhead of shopfront should be structurally independent without supporting any roller shutter, air-conditioning unit or being used for storage.
- 7.3.5.7 Except for their demolition, unauthorised signboards with dimensions/display areas in excess of that eligible for joining the Validation Scheme fall outside the scope of minor works. Any alteration to such signboards will be in contravention of the BO. Hence, the alteration of a large unauthorised signboard to a smaller signboard or to two or more small signboards with dimensions meeting the technical specifications of the Validation Scheme will not render any of such signboards eligible to join the Validation Scheme.

- 7.3.5.8 To facilitate the distinction of the signboards validated under the Validation Scheme from other unauthorised signboards, it is recommended that the validation submission numbers should be displayed on the signboards that have been validated. Standards and guidelines on display of these numbers are provided in Appendix D to PNAP APP-155 and PNRC75.
- 7.3.5.9 If the validation involves unauthorised signboard erected at the exterior or other common parts of the building, the signboard owner should liaise with the co-owners of the building/owners' corporation, the management company and/or the owners concerned regarding the right of use of these common parts, especially before the commencement of strengthening works (if any), and to observe all obligations as stipulated in the deed of mutual covenant of the building. The obligations include but are not limited to the arrangement of third-party liability insurance. Without obtaining the consent of the co-owners of the building/owners' corporation, the management company and/or the owners concerned for erection of any signboard at the exterior or other common parts of the building, the signboard owner may be in breach of the deed of mutual covenant of the building and liable to civil proceedings and bearing of civil liabilities.

### 7.3.6 Appendix

7.3.6.1 The various specified forms for the Validation Scheme together with some samples of such forms and safety inspection reports are attached in the following Appendices for easy reference:

Appendix 7.3-I	List of Specified Forms
Appendix 7.3-II	Samples of some Specified Forms
Appendix 7.3-III	Samples of recommended Safety Inspection Reports for Validation Scheme for Unauthorised Signboards



**Appendix 7.3-I : Checklist of Specified Forms**

Specified Forms	Description
Form SC01	Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works (Applicable To Unauthorised Signboards falling within descriptions of Class I Minor Works)
Form SC01C	Certificate of Completion of Alteration/Strengthening Works carried out for Inspection and Certification of Unauthorised Signboard (Applicable To Unauthorised Signboards falling within descriptions of Class I Minor Works)
Form SC02	Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works (Applicable To Unauthorised Signboards falling within descriptions of Class II Minor Works)
Form SC02C	Certificate of Completion of Alteration/Strengthening Works carried out for Inspection and Certification of Unauthorised Signboard (Applicable To Unauthorised Signboards falling within descriptions of Class II Minor Works)
Form SC03	Notice of Inspection & Certification of Unauthorised Signboard and Completion of Alteration/Strengthening Works (Applicable To Unauthorised Signboards falling within descriptions of Class III Minor Works)

Revised: 11/2014



**檢查及核證違例招牌及展開改動/鞏固工程的通知書**  
(適用於屬第 II 級別小型工程描述的違例招牌)

**NOTICE OF INSPECTION & CERTIFICATION OF UNAUTHORISED SIGNBOARD AND COMMENCEMENT OF ALTERATION/STRENGTHENING WORKS**

(APPLICABLE TO UNAUTHORISED SIGNBOARDS FALLING WITHIN DESCRIPTIONS OF CLASS II MINOR WORKS)

本表格及所有證明文件須在完成檢查違例招牌後的 14 天內呈交。

*This form and all supporting document(s) must be submitted within 14 days after the completion of the inspection of unauthorised signboard.*

請以正楷填寫表格，並在適當方格內加上『✓』號。填寫前，請仔細閱讀《注意事項》。

Please read the "Matters to Note", complete the form in BLOCK LETTERS and tick in the appropriate box(es).

**致建築事務監督**  
**To the Building Authority**

只供屋宇署填寫 For Buildings Department's Use only

檢核計劃呈交文件編號  
Validation Scheme Submission Number →

**甲部 有關招牌是為某人而豎設的人士 (即招牌擁有人<sup>+</sup>) 的通知**

**Part A Notice of the person for whom the signboard was erected (i.e. signboard owner<sup>+</sup>)**

Note <sup>+</sup> This person is hitherto referred as the signboard owner in this form 註<sup>+</sup>在此表格內，該人士下稱為招牌擁有人

**1. 違例招牌的位置及所在地址**

**Location and Address of the unauthorised signboard**

External Wall at 1/F, facing Wealthy Street,

Wealthy Centre,

304 Wealthy Street,

Mongkok, Kowloon

如有繳納差餉，請填寫徵收差餉及/或地租通知書左上角的帳目編號  
The Account Number printed on the top left-hand corner of the Demand for Rates and/or Government Rent (if paid)

提供上述資料有助確定工程位置或地址 (可自行決定填寫與否)  
Optional for easy identification of the location or address of the works

**2. 經檢查的違例招牌及改動/鞏固工程的詳細資料**

**Details of the inspected unauthorised signboard and alteration/strengthening works**

擬核證的工程項目編號 Works Item No. for Certification	描述 (附表 3 第 3 部) Description (Part 3 of Schedule 3)
(i) 1.(b)	<b>An unauthorised projecting signboard attached to the external wall of the building facing Wealthy Street at 1/F (corresponding minor works items 2.18)</b>
上述工程項目應為《建築物 (小型工程) 規例》附表 3 第 3 部規定的訂明建築物或建築工程項目，並已在 2013 年 9 月 2 日前完成或進行。每項工程項目及其描述 (包括位置和數量) 都必須列明。如空位不敷應用，請另紙填寫，並附同本通知書呈交。每一附加頁均須簽署、註明日期及蓋上公司印鑑 (如適用)。 The above works items should be the prescribed building or building works items as stipulated in Part 3 of Schedule 3 of the Building (Minor Works) Regulation and have been completed or carried out before 2 September 2013. Every works item and its description (including the location and quantity) shall be provided. If the space is insufficient, please attach additional sheets each of which must be signed, dated and affixed with company seal (if applicable).	
<input checked="" type="checkbox"/> 下列改動 / 鞏固工程將會進行 The following alteration/strengthening works will be carried out	
將進行的小型工程項目編號 Minor works Item No. to be carried out	描述 (附表 1 第 3 部) Description (Part 3 of Schedule 1)
2.18	<b>Repair welding connection of steel frame and repaint steel surface with lead primer (2 coats)</b>

\* 須與註冊記錄相符 In accordance with the registration record  
# 刪除不適用者 delete as appropriate

3. 招牌擁有人的詳情 (請依照商業登記資料填寫)  
Particulars of the signboard owner (Please provide Business Registration information)

本人現代表下述公司就豎設於甲 1 部分所述位置的違例招牌呈報資料以作檢核，並在甲 6 部作出責任聲明。  
I hereby submit the validation of the unauthorised signboard erected at the location described in Part A1 on behalf of the company.  
I also declare my responsibility in Part A6.

守法百貨店

- a. 業務/分行中文名稱 Business/Branch Name in Chinese  
S O U T H O R N S T O R E
- b. 業務/分行英文名稱 Business/Branch Name in English  
(續) (Cont'd)
- c. 商業登記號碼 Business Registration Number  
1 2 3 4 5 6 7 8 - 0 0 1 - 0 9 - 1 3 - 9

XX 投資有限公司

- d. 業務所用中文名稱 Name of Business in Chinese  
X X I N V E S T M E N T C O M P A N Y L I M I T E D
- e. 業務所用英文名稱 Name of Business in English  
(續) (Cont'd)
- f. 違例招牌所在的營業店舖的登記地址 (應與商業登記所示相同) Registered address of the currently operating business of unauthorised signboard (Should be the same as business registration)

G/F, Wealthy Centre,  
304 Wealthy Street,  
Mongkok, Kowloon

- g. 通訊地址 Correspondence Address  
 與營業店舖的登記地址相同  
Same as registered address of the currently operating business  
 請使用以下地址與本人聯絡 (Please contact me by the address below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- h. 聯絡電話及傳真  
傳真號碼 Fax Number  
2 3 4 5 6 7 8 8  
聯絡電話 Contact Number  
2 3 4 5 6 7 8 9

就此呈報資料提交的證明 Proof submitted for this submission

\*如由建築物擁有人呈報，該人須提交土地登記冊紀錄，以資證明。If submitted by a building owner, the person should provide a copy of the Land Register record as proof.

已連同此表格提交的文件：Documents submitted with this form:

- 商業登記副本 Copy of Business Registration  
 土地登記冊紀錄 Record of Land Register  
 其他 (請註明) Others (Please specify) \_\_\_\_\_

4. 業主立法法團  
Owners' Corporations

業主立法法團登記地址  
Registered Address of Owners' Corporation

- (i)  大廈已成立業主立法法團  
Owners' Corporation formed

Management Office, G/F,
Wealthy Centre, 304 Wealthy Street,
Mongkok, Kowloon

檢核的違例招牌如豎設於大廈外牆的公用部份或樓宇的其他公用部份，招牌擁有人應先與共同業主/業主立法法團、物業管理公司或有關業主商討使用公用部份的權利，特別是在展開鞏固工程(如涉及)前，並遵守大廈公契所訂定的責任。這責任包括(但不限於)第三者責任保險的安排。在未有得到共同業主/業主立法法團/物業管理公司/有關業主同意的情況下於大廈外牆的公用部分或樓宇的其他公用部分安裝招牌，則有可能違反公契，並有可能會遭受民事起訴及須負上民事法律責任。

If the validation involves unauthorised signboard erected at the exterior or other common parts of the building, the signboard owner should liaise with the co-owners of the building/owners' corporation, the management company and/or the owners concerned regarding the right of use of these common parts, especially before the commencement of strengthening works (if any), and to observe all obligations as stipulated in the deed of mutual covenant of the building. The obligations include but are not limited to the arrangement of third-party liability insurance. Without obtaining the consent of the co-owners of the building/owners' corporation, the management company and/or the owners concerned for erection of any signboard at the exterior or other common parts of the building, the signboard owner may be in breach of the deed of mutual covenant of the building and liable to civil proceedings and bearing of civil liabilities.

5. 招牌擁有人委任的所有人士的資料  
Particulars of persons appointed by the signboard owner

- a. 根據《建築物(小型工程)規例》第62A(3)條的規定，本人/我們已委任下述人士就本部所述的違例招牌進行檢查及核證。  
In accordance with the provision of section 62A(3) of the Building (Minor Works) Regulation, I / we have appointed the person below in respect of the inspection and certification of the unauthorised signboard detailed in this Part.

陳氏承造有限公司

中文名稱\* Name in Chinese\*

MWC 9678 / 2013

註冊證明書編號\*  
Certificate of Registration Number\*

CHAN X CONTRACTOR COMPANY LIMITED

英文名稱\* Name in English\*

獲委任人的專業身份

professional capacity of appointed person

- C 類型小型工程(招牌)的註冊小型工程承建商  
registered minor works contractor registered for Type C minor works (signboard)
- 認可人士  
authorized person
- 註冊檢驗人員  
registered inspector
- 註冊結構工程師  
registered structural engineer
- 註冊一般建築承建商  
registered general building contractor

- b. 訂明註冊承建商  
prescribed registered contractor

- 如涉及改動/鞏固工程，請填寫本部  
If alteration / strengthening works are involved, please complete this part

陳氏承造有限公司

中文名稱\* Name in Chinese\*

MWC 9678 / 2013

註冊證明書編號\*  
Certificate of Registration Number\*

CHAN X CONTRACTOR COMPANY LIMITED

英文名稱\* Name in English\*

上述訂明註冊承建商是  
Prescribed registered contractor is

- 註冊一般建築承建商  
registered general building contractor
- C 類型小型工程(招牌)的註冊小型工程承建商  
registered minor works contractor registered for Type C minor works (signboard)

6. 招牌擁有人的聲明  
Declaration of signboard owner

上述的招牌是為本人豎設的，本人承諾會保養該招牌，使其在任何時間內保持結構安全。本人承諾在本人結束該地址的業務時，移除該違例招牌並通知屋宇署。

As the person for whom the aforesaid signboard was erected, I undertake to maintain the signboard in a structurally safe condition at all time. I also undertake to remove the unauthorised signboard if I cease to operate the business at this location and notify the Buildings Department.

印章  
XX 投資有限公司

招牌擁有人簽署/公司印鑑 (如適用)  
Signature/company seal (if applicable) of signboard owner

1 | 2 | 0 | 9 | 20 | 1 | 3  
日 | 月 | 年  
day | month | year

7. 安排工程人士的聲明  
Declaration by the person who arranged the works

a. 在甲 2 部(i)及(ii)項所描述的工程是由本人安排進行。

I am the person who arranged the works described in Part A2(i) & (ii).

b. 本人確認此表格已填妥並已根據《建築物條例》(第 123 章)及其規例委任\*訂明建築專業人士 / 訂明註冊承建商進行必要的工程。

I confirm that this form is duly completed and the #prescribed building professional/prescribed registered contractor has been appointed to carry out the works as necessary in accordance with Cap. 123 and its regulations.

c. 就此次呈交檢核資料，本人同時以下述身分參與：

I am also the person involved in this validation submission as below:

認可人士  
authorized person

註冊結構工程師  
registered structural engineer

註冊一般建築承建商  
registered general building contractor

C 類型小型工程 (招牌) 的註冊小型工程承建商  
registered minor works contractor registered for Type C minor works (signboard)

註冊檢驗人員  
registered inspector

招牌擁有人  
signboard owner

Chan Tai Man

安排工程人士簽署  
Signature of the person who arranged the works

1 | 2 | 0 | 9 | 20 | 1 | 3  
日 | 月 | 年  
day | month | year

Chan Tai Man

安排工程人士姓名  
Name of the person who arranged the works

\* 須與註冊記錄相符 In accordance with the registration record

# 刪除不適用者 delete as appropriate

乙部 獲委任人的委任確認書及檢查及核證通知書

Part B Confirmation of appointment by the Appointed Person and Notice of Inspection and Certification

1. 獲委任人的委任確認書

Confirmation of appointment by the appointed person

1. 本人/我們確認已獲委任為檢查甲 2 部(i)項所述訂明建築物或建築物 (招牌) 的獲委任人。
I / We confirm that I / we have been appointed as the appointed person for the inspection of the prescribed building or building works (signboard)

而檢查亦已於
detailed in Part A2(i), and the inspection had been carried out
on
0 2 0 9 20 1 3 進行;
日 月 年 ;
day month year

2. 本人/我們現呈交照片及描述，以顯示甲 2 部(i)項所述的違例招牌在檢查之時的實際狀況；以及
I / we submit herewith photographs and description showing the physical condition of the unauthorised signboard detailed in Part A2(i) as inspected; and

3. 本人/我們核證，就甲 2 部(i)項所述的違例招牌，本人 / 我們認為在結構上是安全的，並符合《建築物條例》(第 123 章) 的規定【《建築物條例》(第 123 章) 第 14(1)條及《建築物 (管理) 規例》(第 123 章，附屬法例 A) 第 25 條除外】。核證已經完成，並無進行改動 / 鞏固工程。

I / We certify that the unauthorised signboard detailed in Part A2(i) are structurally safe in my/our opinion and comply with the Buildings Ordinance (Cap. 123) [except section 14(1) of the Buildings Ordinance (Cap. 123) and regulation 25 of the Building (Administration) Regulations (Cap.123 sub. leg. A)]. Certification has been completed without alteration/strengthening works.

或 or

本人/我們確認甲 2 部(ii)項所述的違例招牌將涉及甲 2 部(ii)項所述的改動 / 鞏固工程，本人/我們確認該工程適宜進行，以及由本人 / 我們負責工程設計、製備圖則及詳圖。在進行有關工程時，我們已考慮招牌的結構狀況，並已統籌及監督該工程。本人/我們會在改動 / 鞏固工程完成後呈交表格 SC02C。

I / We confirm that the unauthorised signboard detailed in Part A2(ii) will involve alteration/strengthening works detailed in Part A2(ii). I / We confirm that it is suitable to carry out the alteration/strengthening works and I / we are responsible for the design of the works and preparation of plans and details. In carrying out the works, we have considered the structural conditions of the signboard, and we have taken up the coordination and supervision of the works. I / We will submit SC02C upon completion of the alteration/strengthening works.

本人/我們確認甲 2 部(ii)項所述工程將於
I / We confirm that the works detailed in Part A2(ii) are to be commenced on
1 9 0 9 20 1 3 展開;
日 月 年 ;
day month year

獲委任人的專業身份
professional capacity of appointed person

- C 類型小型工程 (招牌) 的註冊小型工程承建商
registered minor works contractor registered for Type C minor works (signboard)
認可人士
authorized person
註冊檢驗人員
registered inspector
註冊結構工程師
registered structural engineer
註冊一般建築承建商
registered general building contractor

註冊屆滿日期\*
Date of expiry of registration\*
1 5 0 7 20 1 4
日 月 年
day month year

Chan Tai Man

獲委任人簽署\*
Signature\* of the appointed person

1 2 0 9 20 1 3
日 月 年
day month year

MWC 9 6 7 8 / 2 0 1 3
註冊證明書編號\*
Certificate of Registration Number\*

Chan Tai Man

獲委任人姓名\*
Name of the appointed person\*

如涉及改動 / 鞏固工程，請填寫本部

Complete this part if alteration/strengthening works are involved

2. 訂明註冊承建商的委任確認書 (如涉及改動 / 鞏固工程，由註冊一般建築承建商 / C 類型小型工程 (招牌) 的註冊小型工程承建商填寫)

Confirmation of appointment by the prescribed registered contractor

(To be completed by the registered general building contractor / registered minor works contractor registered for Type C minor works (signboard) if alteration or strengthening works are involved)

- 1. 本人/我們確認已獲委任為甲 2 部(ii)項所述違例招牌的改動 / 鞏固工程的訂明註冊承建商。  
I / we confirm that I / we have been appointed as the prescribed registered contractor for the alteration/strengthening works of unauthorised signboard in Part A2(ii),
- 2.  本人/我們確認甲 2 部(i)項所述的違例招牌將涉及甲 2 部(ii)項所述的改動 / 鞏固工程。本人/我們會在改動 / 鞏固工程完成後呈交表格 SC02C。  
I / We confirm that unauthorised signboard detailed in Part A2(i) will involve alteration/strengthening works detailed in Part A2(ii). I / We will submit Form SC02C upon completion of alteration/strengthening works.

陳大文

獲授權簽署人之中文姓名\* Name in Chinese of the authorized signatory\*

C H A N T A I M A N

獲授權簽署人之英文姓名\* Name in English of the authorized signatory\*

M W C 9 6 7 8 / 2 0 1 3

註冊證明書編號\*

Certificate of Registration Number\*

Chan Tai Man

註冊屆滿日期\* 1 5 0 7 20 1 4  
Date of expiry of registration\* day month year

訂明註冊承建商 (獲授權簽署人) 簽署\*  
Signature\* of the prescribed registered contractor (authorized signatory)

1 2 0 9 20 1 3  
day month year

\* 須與註冊記錄相符 In accordance with the registration record  
# 刪除不適用者 delete as appropriate



**為檢查及核證違例招牌而進行改動 / 鞏固工程的完工證明書**  
(適用於屬第 II 級別小型工程描述的違例招牌)

**CERTIFICATE OF COMPLETION OF ALTERATION / STRENGTHENING WORKS CARRIED OUT FOR INSPECTION AND CERTIFICATION OF UNAUTHORISED SIGNBOARD**

(APPLICABLE TO UNAUTHORISED SIGNBOARDS FALLING WITHIN DESCRIPTIONS OF CLASS II MINOR WORKS)

本表格及所有證明文件最遲須在完成違例招牌的改動 / 鞏固工程後的 14 天內呈交。

*This form and all supporting document(s) must be submitted within 14 days after the completion of the alteration/strengthening works of the unauthorised signboard.*

請以正楷填寫表格，並在適當方格內加上『✓』號。填寫前，請仔細閱讀《注意事項》。

Please read the "Matters to Note", complete the form in BLOCK LETTERS and tick in the appropriate box(es).

**致建築事務監督**  
**To the Building Authority**

**甲部 完工通知及證明書 (須由獲委任人填寫)**

**Part A Notice and certificate of completion**

*(To be completed by the appointed person)*

只供屋宇署填寫 For Buildings Department's Use only

檢核計劃呈交文件編號  
Validation Scheme  
Submission Number

**1. 違例招牌的位置及所在地址**

**Location and Address of the unauthorised signboard**

External Wall at 1/F, facing Wealthy Street,
Wealthy Centre,
304 Wealthy Street,
Mongkok, Kowloon

**2. 經檢查的違例招牌及改動/鞏固工程的詳細資料**

**Details of the inspected unauthorised signboard and alteration/strengthening works**

擬核證的工程項目編號 Works Item No. for Certification	描述 (附表 3 第 3 部) Description (Part 3 of Schedule 3)
(i) <b>1.(b)</b>	<b>An unauthorised projecting signboard attached to the external wall of the building facing Wealthy Street at 1/F (corresponding minor works items 2.18)</b>
上述工程項目應為《建築物 (小型工程) 規例》附表 3 第 3 部規定的訂明建築物或建築工程項目，並已在 2013 年 9 月 2 日前完成或進行。每項工程項目及其描述 (包括位置和數量) 都必須列明。如空位不敷應用，請另紙填寫，並附同本通知書呈交。每一附加頁均須簽署、註明日期及蓋上公司印鑑 (如適用)。	
The above works items should be the prescribed building or building works items as stipulated in Part 3 of Schedule 3 of the Building (Minor Works) Regulation and have been completed or carried out before 2 September 2013. Every works item and its description (including the location and quantity) shall be provided. If the space is insufficient, please attach additional sheets each of which must be signed, dated and affixed with company seal (if applicable).	
<input checked="" type="checkbox"/> 下列改動 / 鞏固工程已完成 The following alteration/strengthening works had been completed	
(ii) 已完成的 小型工程項目 編號 Minor works Item No. completed	描述 (附表 1 第 3 部) Description (Part 3 of Schedule 1)
<b>2.18</b>	<b>Repair welding connection of steel frame and repaint steel surface with lead primer (2 coats)</b>



乙部 訂明註冊承建商及獲委任人完工證明書

Part B Certificate of completion of works by prescribed registered contractor and appointed person

1. 訂明註冊承建商的完工確認書

Confirmation of completion of works by prescribed registered contractor

根據《建築物 (小型工程) 規例》第 34 條、第 35 條及第 37 條的規定。
In accordance with the provisions of sections 34, 35 and 37 of the Building (Minor Works) Regulation,

- 1. 本人為所述工程的訂明註冊承建商。現確認甲 2 部 (ii) 項所述的違例招牌的改動 / 鞏固工程已於 1 9 0 9 20 1 3 展開並已於 3 0 0 9 20 1 3 完成;
As the prescribed registered contractor of the works, I confirm that the alteration/strengthening works of the unauthorised signboard detailed in Part A2(ii) had been commenced on
2. 本人/我們現呈交顯示有關的違例招牌在緊接甲 2 部(ii)項所述的改動 / 鞏固工程展開前及完工後的實際狀況的照片; 以及顯示已完成工程的圖則或工程描述;
I / We submit herewith the photographs showing the physical condition of the unauthorised signboard immediately before the commencement and after the completion of the alteration/strengthening works detailed in Part A2(ii), and the plans or description of works showing the works as completed;
3. 本人/我們核證所有甲 2 部(ii)項所述違例招牌的改動 / 鞏固工程已按照《建築物條例》及於本部所提交的圖則、詳圖或工程描述進行。而該等圖則均由本人 / 我們製備和簽署 (作為已簽署有關圖則的人。本人 / 我們同意就該等圖則負起《建築物條例》訂明的所有責任) (如適用); 以及
I / We certify that all the alteration/strengthening works of the unauthorised signboard detailed in Part A2(ii) have been carried out in accordance with the Buildings Ordinance and the plans, details or description of works submitted in this Part; and the said plans have been prepared and signed by me/us (as the person who has signed the plans, I/we agree to assume all responsibilities under the Buildings Ordinance regarding the plans) (if applicable); and
4. 由於改動/鞏固工程已經完成。本人/我們核證。就甲 2 部(ii)項所述的違例招牌。本人 / 我們認為在結構上是安全的。並符合《建築物條例》(第 123 章)的規定【《建築物條例》(第 123 章)第 14(1)條及《建築物 (管理) 規例》(第 123 章。附屬法例 A) 第 25 條除外】。
As alteration or strengthening works had been completed, I / We certify that the unauthorised signboards detailed in Part A2(ii) are structurally safe in my/our opinion and comply with the Buildings Ordinance (Cap. 123) [except section 14(1) of the Buildings Ordinance (Cap. 123) and regulation 25 of the Building (Administration) Regulations (Cap.123 sub. leg. A)].

陳氏承造有限公司

中文名稱\*Name in Chinese\*

CHAN X CONTRACTOR COMPANY LIMITED
英文名稱\* Name in English\*

陳大文

獲授權簽署人的中文姓名\* Name in Chinese of the authorized signatory\*

傳真號碼\* Fax Number\*

CHAN TAI MAN
獲授權簽署人的英文姓名\* Name in English of the authorized signatory\*

聯絡電話\* Contact Number\*

MWC 9678 / 2013
註冊證明書編號\*
Certificate of Registration Number\*

Chan Tai Man

註冊屆滿日期\* 1 5 0 7 20 1 4
Date of expiry 日 月 年
of registration\* day month year

訂明註冊承建商 (獲授權簽署人。如適用) 簽署\*
Signature\* of the prescribed registered contractor
(authorized signatory, if applicable)

1 3 1 0 20 1 3
日 月 年
day month year





**檢查及核證違例招牌及完成改動/鞏固工程的通知書**

(適用於屬第 III 級別小型工程描述的違例招牌)

**NOTICE OF INSPECTION & CERTIFICATION OF UNAUTHORISED SIGNBOARD AND COMPLETION OF ALTERATION/STRENGTHENING WORKS**

(APPLICABLE TO UNAUTHORISED SIGNBOARDS FALLING WITHIN DESCRIPTIONS OF CLASS III MINOR WORKS)

本表格及所有證明文件須在完成檢查違例招牌後 14 天內呈交。

*This form and all supporting document(s) must be submitted within 14 days after the completion of the inspection of unauthorised signboard.*

請以正楷填寫表格，並在適當方格內加上『✓』號。填寫前，請仔細閱讀《注意事項》。

Please read the "Matters to Note", complete the form in BLOCK LETTERS and tick in the appropriate box(es).

**致建築事務監督**  
**To the Building Authority**

只供屋宇署填寫 For Buildings Department's Use only

檢核計劃呈交文件編號  
Validation Scheme Submission Number →

**甲部 有關招牌是為某人而豎設的人士 (即招牌擁有人<sup>+</sup>) 的通知**

**Part A Notice of the person for whom the signboard was erected (i.e. signboard owner<sup>+</sup>)**

Note <sup>+</sup> This person is hitherto referred as the signboard owner in this form 註<sup>+</sup>在此表格內，該人士下稱為招牌擁有人

**1. 違例招牌的位置及所在地址**

**Location and Address of the unauthorised signboard**

Shop A, G/F, facing XX Street,

ZZ Centre,

209A ~ 209B XX Street,

Kowloon

如有繳納差餉，請填寫徵收差餉及/或地租通知書左上角的帳目編號  
The Account Number printed on the top left-hand corner of the Demand for Rates and/or Government Rent (if paid)

提供上述資料有助確定工程位置或地址 (可自行決定填寫與否)  
Optional for easy identification of the location or address of the works

**2. 經檢查的違例招牌及改動/鞏固工程的詳細資料**

**Details of the inspected unauthorised signboard and alteration/strengthening works**

擬核證的工程項目編號 Works Item No. for Certification	描述 (附表 3 第 3 部) Description (Part 3 of Schedule 3)
(i) 1.(c)	An unauthorised projecting signboard attached to the external wall of the building facing XX Street at G/F (corresponding minor works items 3.16)
<p>上述工程項目應為《建築物 (小型工程) 規例》附表 3 第 3 部規定的訂明建築物或建築工程項目，並已在 2013 年 9 月 2 日前完成或進行。每項工程項目及其描述 (包括位置和數量) 都必須列明。如空位不敷應用，請另紙填寫，並附同本通知書呈交。每一附加頁均須簽署、註明日期及蓋上公司印鑑 (如適用)。</p> <p>The above works items should be the prescribed building or building works items as stipulated in Part 3 of Schedule 3 of the Building (Minor Works) Regulation and have been completed or carried out before 2 September 2013. Every works item and its description (including the location and quantity) shall be provided. If the space is insufficient, please attach additional sheets each of which must be signed, dated and affixed with company seal (if applicable).</p>	
<input checked="" type="checkbox"/> 下列改動 / 鞏固工程已完成 The following alteration/strengthening works had been completed	
已完成的小型工程項目編號 Minor works Item No. completed	描述 (附表 1 第 3 部) Description (Part 3 of Schedule 1)
3.16	Replacement of the display surface of the signboard

\* 須與註冊記錄相符 In accordance with the registration record  
# 刪除不適用者 delete as appropriate

**3. 招牌擁有人的詳情 (請依照商業登記資料填寫)**  
**Particulars of the signboard owner (Please provide Business Registration information)**

本人現代表下述公司就豎設於甲 1 部分所述位置的違例招牌呈報資料以作檢核，並在甲 6 部作出責任聲明。  
 I hereby submit the validation of the unauthorised signboard erected at the location described in Part A1 on behalf of the company.  
 I also declare my responsibility in Part A6.

**N / A**

a. 業務/分行中文名稱 Business/Branch Name in Chinese

**N / A**

b. 業務/分行英文名稱 Business/Branch Name in English

(續) (Cont'd)

**1 2 3 4 5 6 7 8 - 0 0 1 - 0 9 - 1 3 - 9**

商業登記號碼 Business Registration Number

**YY 士多**

d. 業務所用中文名稱 Name of Business in Chinese

**Y Y S T O R E**

e. 業務所用英文名稱 Name of Business in English

(續) (Cont'd)

(續) (Cont'd)

f. 違例招牌所在的營業店舖的登記地址 (應與商業登記所示相同) Registered address of the currently operating business of unauthorised signboard (Should be the same as business registration)

**G/F, ZZ Centre,**

**209A ~ 209B XX Street,**

**Kowloon**

g. 通訊地址 Correspondence Address

- 與營業店舖的登記地址相同  
 Same as registered address of the currently operating business  
 請使用以下地址與本人聯絡 (Please contact me by the address below)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

h. 聯絡電話及傳真

**2 3 4 5 6 7 8 8**  
 傳真號碼 Fax Number

**2 3 4 5 6 7 8 9**  
 聯絡電話 Contact Number

**就呈報資料提交的證明 Proof submitted for this submission**

\*如由建築物擁有人呈報，該人須提交土地登記冊紀錄，以資證明。If submitted by a building owner, the person should provide a copy of the Land Register record as proof.

已連同此表格提交的文件：Documents submitted with this form:

- 商業登記副本 Copy of Business Registration  
 土地登記冊紀錄 Record of Land Register  
 其他 (請註明) Others (Please specify) \_\_\_\_\_

4. 業主立法法團  
Owners' Corporations

業主立法法團登記地址  
Registered Address of Owners' Corporation

- (i)  大廈成立業主立法法團  
Owners' Corporation formed

<b>Management Office, G/F,</b>
<b>ZZ Centre, 209A ~ 209B XX Street</b>
<b>Kowloon</b>

檢核的違例招牌如豎設於大廈外牆的公用部份或樓宇的其他公用部份，招牌擁有人應先與共同業主/業主立法法團、物業管理公司或有關業主商討使用公用部份的權利，特別是在展開鞏固工程(如涉及)前，並遵守大廈公契所訂定的責任。這責任包括(但不限於)第三者責任保險的安排。在未有得到共同業主/業主立法法團/物業管理公司/有關業主同意的情況下於大廈外牆的公用部分或樓宇的其他公用部分安裝招牌，則有可能違反公契，並有可能會遭受民事起訴及須負上民事法律責任。

If the validation involves unauthorised signboard erected at the exterior or other common parts of the building, the signboard owner should liaise with the co-owners of the building/owners' corporation, the management company and/or the owners concerned regarding the right of use of these common parts, especially before the commencement of strengthening works (if any), and to observe all obligations as stipulated in the deed of mutual covenant of the building. The obligations include but are not limited to the arrangement of third-party liability insurance. Without obtaining the consent of the co-owners of the building/owners' corporation, the management company and/or the owners concerned for erection of any signboard at the exterior or other common parts of the building, the signboard owner may be in breach of the deed of mutual covenant of the building and liable to civil proceedings and bearing of civil liabilities.

5. 招牌擁有人委任的所有人士的資料  
Particulars of persons appointed by the signboard owner

- a. 根據《建築物(小型工程)規例》第62A(3)條的規定，本人/我們已委任下述人士就本部所述的違例招牌進行檢查及核證。  
In accordance with the provision of section 62A(3) of the Building (Minor Works) Regulation, I / we have appointed the person below in respect of the inspection and certification of the unauthorised signboard detailed in this Part.

陳氏承造有限公司

MWC 9678 / 2013

中文名稱\*Name in Chinese\*

註冊證明書編號\*  
Certificate of Registration Number\*

CHAN X CONTRACTOR COMPANY LIMITED

英文名稱\* Name in English\*

獲委任人的專業身分  
professional capacity of appointed person

C 類型小型工程(招牌)的註冊  
小型工程承建商  
registered minor works contractor  
registered for Type C minor works  
(signboard)

註冊小型工程承建商(個人)  
registered minor works contractor  
(Individual)

認可人士  
authorized person

註冊結構工程師  
registered structural engineer

註冊檢驗人員  
registered inspector

註冊一般建築承建商  
registered general building contractor

- b. 訂明註冊承建商  
prescribed registered contractor

- 如涉及改動/鞏固工程，請填寫本部  
If alteration or strengthening works are involved, please complete this part

陳氏承造有限公司

MWC 9678 / 2013

中文名稱\*Name in Chinese\*

註冊證明書編號\*  
Certificate of Registration Number\*

CHAN X CONTRACTOR COMPANY LIMITED

英文名稱\* Name in English\*

上述訂明註冊承建商是  
Prescribed registered contractor is

註冊一般建築承建商  
registered general building contractor

C 類型小型工程(招牌)的註冊小型工程承建商  
registered minor works contractor registered for Type C minor works (signboard)

註冊小型工程承建商(個人)  
registered minor works contractor (Individual)

6. 招牌擁有人的聲明  
Declaration of signboard owner

上述的招牌是為本人豎設的，本人承諾會保養該招牌，使其在任何時間內保持結構安全。本人承諾在本人結束該地址的業務時，移除該違例招牌並通知屋宇署。

As the person for whom the aforesaid signboard was erected, I undertake to maintain the signboard in a structurally safe condition at all time. I also undertake to remove the unauthorised signboard if I cease to operate the business at this location and notify the Buildings Department.

印章  
YY 士多

招牌擁有人簽署/公司印鑑 (如適用)  
Signature/company seal (if applicable) of signboard owner

1 | 5 | 0 | 9 | 20 | 1 | 3  
日 月 年  
day month year

7. 安排工程人士的聲明  
Declaration by the Person who arranged the works

a. 在甲 2 部(i)及(ii)項描述的工程由本人安排進行。

I am the person who arranged the works described in Part A2(i) & (ii).

b. 本人確認此表格已填妥並已根據《建築物條例》(第 123 章)及其規例委任\*訂明建築專業人士 / 訂明註冊承建商進行必要的工程。

I confirm that this form is duly completed and the #prescribed building professional/prescribed registered contractor has been appointed to carry out the works as necessary in accordance with Cap. 123 and its regulations.

c. 就此次呈交檢核資料，本人同時以下述身分參與：

I am also the person involved in this validation submission as below:

認可人士  
authorized person

註冊結構工程師  
registered structural engineer

註冊一般建築承建商  
registered general building contractor

C 類型小型工程 (招牌) 的註冊小型工程承建商  
registered minor works contractor registered for Type C minor works (signboard)

註冊小型工程承建商(個人)  
registered minor works contractor (Individual)

註冊檢驗人員  
registered inspector

招牌擁有人  
signboard owner

Chan Tai Man

安排工程人士簽署  
Signature of the person who arranged the works

1 | 5 | 0 | 9 | 20 | 1 | 3  
日 月 年  
day month year

Chan Tai Man

安排工程人士姓名  
Name of the person who arranged the works

乙部 獲委任人的委任確認書及檢查及核證通知書

Part B Confirmation of appointment by the Appointed Person and Notice of Inspection and Certification

1. 獲委任人的委任確認書

Confirmation of appointment by the appointed person

1. 本人/我們確認已獲委任為檢查甲 2 部(i)項所述的訂明建築物或建築工程 (招牌) 的獲委任人。
I / We confirm that I / we have been appointed as the appointed person for the inspection of the prescribed building or building works (signboard)

而檢查亦已於
detailed in Part A2(i), and the inspection had been carried out
on
0 2 0 9 20 1 3 進行;
日 月 年 ;
day month year

2. 本人/我們現呈交照片及描述，以顯示甲 2 部(i)項所述的違例招牌在檢查之時的實際狀況；以及
I / we submit herewith photographs and description showing the physical condition of the unauthorised signboard detailed in Part A2(i) as inspected; and

3. 本人/我們核證，就甲 2 部(i)項所述的違例招牌，本人 / 我們認為在結構上是安全的，並符合《建築物條例》(第 123 章) 的規定【《建築物條例》(第 123 章) 第 14(1)條及《建築物 (管理) 規例》(第 123 章，附屬法例 A) 第 25 條除外】。核證已經完成，並無進行改動 / 鞏固工程。
I / We certify that the unauthorised signboard detailed in Part A2(i) are structurally safe in my/our opinion and comply with the Buildings Ordinance (Cap. 123) [except section 14(1) of the Buildings Ordinance (Cap. 123) and regulation 25 of the Building (Administration) Regulations (Cap.123 sub. leg. A)]. Certification has been completed without alteration/strengthening works.

或 or

本人/我們確認甲 2 部(ii)項所述的違例招牌將涉及甲 2 部(ii)項所述的改動 / 鞏固工程。本人/我們確認該工程適宜進行及該工程由本人 / 我們負責設計。在進行有關工程時，我們已考慮招牌的結構狀況，並已統籌及監督該工程。
I / We confirm that it is suitable to carry out the alteration/strengthening works and I / we are responsible for the design of the works. In carrying out the works, we have considered the structural conditions of the signboard, and we have taken up the coordination and supervision of the alteration/strengthening works.

獲委任人的專業身分

professional capacity of appointed person

C 類型小型工程 (招牌) 的註冊小型工程承建商
registered minor works contractor
registered for Type C minor works (signboard)

註冊小型工程承建商(個人)
registered minor works contractor (Individual)

認可人士
authorized person

註冊結構工程師
registered structural engineer

註冊檢驗人員
registered inspector

註冊一般建築承建商
registered general building contractor

Chan Tai Man

註冊屆滿日期\*
Date of expiry of registration\*
1 5 0 7 20 1 4
日 月 年
day month year

獲委任人簽署\*
Signature\* of the appointed person

1 5 0 9 20 1 3
日 月 年
day month year

MWC 9 6 7 8 / 2 0 1 3
註冊證明書編號\*
Certificate of Registration Number\*

Chan Tai Man
獲委任人姓名\*
Name of the appointed person\*

如涉及改動 / 鞏固工程，請填寫本部

Complete this part if alteration/strengthening works are involved

丙部 訂明註冊承建商的委任確認書及完工通知書及獲委任人完工通知書

Part C Confirmation of appointment and notice of completion of works by prescribed registered contractor and notice of completion of works by appointed person

1. 訂明註冊承建商的委任確認書及完工通知書

Confirmation of appointment and notice of completion of works by prescribed registered contractor

根據《建築物 (小型工程) 規例》第 36 條及第 37 條的規定，

In accordance with the provisions of sections 36 and 37 of the Building (Minor Works) Regulation,

1. 本人/我們確認已獲委任為甲 2 部(ii)項所述違例招牌的改動 / 鞏固工程的訂明註冊承建商，

I / we confirm that I / we have been appointed as the prescribed registered contractor for the alteration/strengthening works of the unauthorised signboard in Part A2(ii),

\* 須與註冊記錄相符 In accordance with the registration record
# 刪除不適用者 delete as appropriate

2. 本人為所述工程的訂明註冊承建商，現確認甲 2 部 (ii) 項所述的違例招牌的改動 / 鞏固工程已於

0 9 0 9 20 1 3 展開並已於 1 4 0 9 20 1 3 完成；  
日 月 年 日 月 年  
day month year and completed day month year  
on

As the prescribed registered contractor of the works, I confirm that the alteration/strengthening works of the unauthorised signboard detailed in Part A2(ii) had been commenced on

3. 本人/我們現呈交顯示有關的違例招牌在緊接甲 2 部(ii)項所述的改動 / 鞏固工程展開前及完工後的實際狀況的照片；以及顯示已完成工程的照片或工程描述；  
I / We submit herewith the photographs showing the physical condition of the unauthorised signboard immediately before the commencement and after the completion of the alteration/strengthening works detailed in Part A2(ii), and the photographs or description of works showing the works as completed;

4. 本人/我們核證所有甲 2 部(ii)項所述違例招牌的所有改動 / 鞏固工程已按照《建築物條例》及於本部所提交的圖則或工程描述進行，該等圖則均由本人 / 我們製備和簽署（作為已簽署有關圖則的人，本人 / 我們同意就該等圖則負起《建築物條例》訂明的所有責任）（如適用）；以及  
I / We certify that all the alteration/strengthening works of the unauthorised signboard detailed in Part A2(ii), have been carried out and completed in accordance with the Buildings Ordinance and the plans or description of works submitted in this Part; and the said plans have been prepared and signed by me/us (as the person who has signed the plans, I/we agree to assume all responsibilities under the Buildings Ordinance regarding the plans) (if applicable); and

5. 由於改動/鞏固工程已經完成，本人/我們核證，就甲 2 部(ii)項所述的違例招牌，本人 / 我們認為在結構上是安全的，並符合《建築物條例》（第 123 章）的規定【《建築物條例》（第 123 章）第 14(1)條及《建築物（管理）規例》（第 123 章，附屬法例 A）第 25 條除外】。

As alteration or strengthening works had been completed, I / We certify that the unauthorised signboard detailed in Part A2(ii) are structurally safe in my/our opinion and comply with the Buildings Ordinance (Cap. 123) [except section 14(1) of the Buildings Ordinance (Cap. 123) and regulation 25 of the Building (Administration) Regulations (Cap.123 sub. leg. A)]

### 陳大文

獲授權簽署人的中文姓名\* Name in Chinese of the authorized signatory\*

C H A N T A I M A N

獲授權簽署人的英文姓名\* Name in English of the authorized signatory\*

M W C 9 6 7 8 / 2 0 1 3

註冊證明書編號\*

Certificate of Registration Number\*

Chan Tai Man

註冊屆滿日期\* 1 5 0 7 20 1 4 訂明註冊承建商（獲授權簽署人，如適用）簽署\* 1 5 0 9 20 1 3  
Date of expiry of registration\* 日 月 年 Signature\* of the prescribed registered contractor 日 月 年  
(authorized signatory, if applicable)

## 2. 獲委任人的完工通知書（如獲委任人同時是訂明註冊承建商，無須填寫本部）

Notice of completion of works by the appointed person (not applicable if the appointed person is also the prescribed registered contractor)

1. 本人/我們確認在甲 2 部(ii)項填寫的工程已由訂明註冊承建商依照設計完成。

I / We confirm that the works submitted in Part A2(ii) are completed by prescribed registered contractor in accordance with design.

認可人士 authorized person  註冊結構工程師 registered structural engineer  註冊檢驗人員 registered inspector

註冊屆滿日期\* 日 月 年 20 獲委任人簽署\* 日 月 年 20  
Date of expiry of registration\* day month year Signature\* of the appointed person day month year

註冊證明書編號\*

Certificate of Registration Number\*

獲委任人姓名\*

Name of the appointed person\*

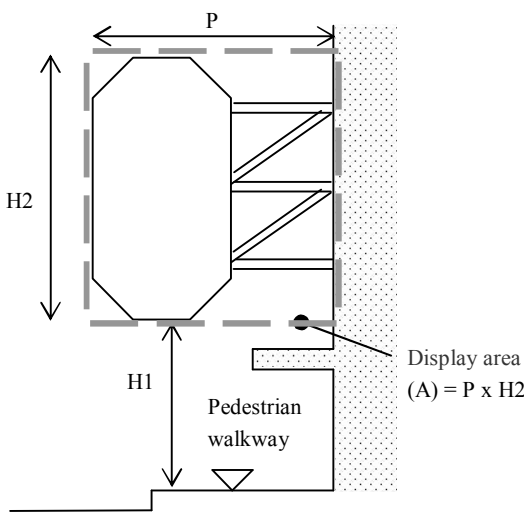
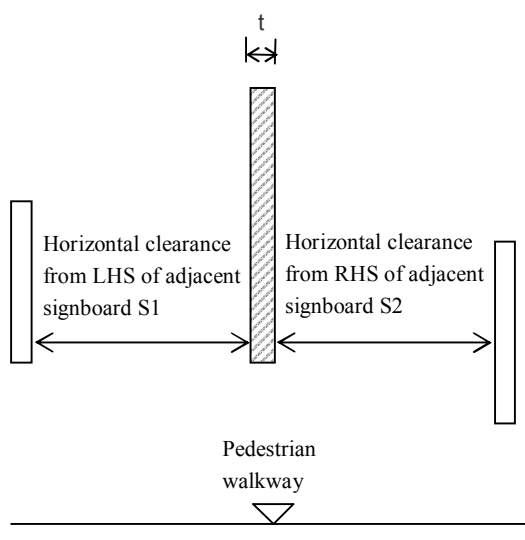
\* 須與註冊記錄相符 In accordance with the registration record

# 刪除不適用者 delete as appropriate



**Safety Inspection Report for Validation Scheme for Unauthorised Signboards  
(for Signboards falling within Descriptions of Class II Minor Works)**

**Part 1 – General Information**

<p>(1) Type and Dimensions</p>	<p><input checked="" type="checkbox"/> <b>Projecting signboard (for signboards falling within item 2.18) ( see Sketch 1 and 2 below):</b></p> <p>Height of display (H2) = <u>  1.5  </u> m (maximum) ≤ 20m (refer to PNAP APP-126 Appendix G Annex 2);</p> <p>Vertical clearance (H1) = <u>  6.0  </u> m (the lowest point) ≥ 3.5m (pedestrian walkway) or 5.8m (carriageway);</p> <p>Horizontal clearance from LHS of adjacent signboard (if any)(S1) = <u>  &gt;5.0  </u> m (minimum) 2.4m;</p> <p>Horizontal clearance from RHS of adjacent signboard (if any)(S2) = <u>  &gt;5.0  </u> m (minimum) 2.4m;</p> <p>Horizontal clearance from signboard on the opposite side of street (if any) = <u>  &gt;5.0  </u> (minimum) 3.0m;</p> <p>Projection (P) = <u>  4.0  </u> m ≤ 4.2m;</p> <p>Thickness (t) = <u>  0.15  </u> m ≤ 0.6m;</p> <p>Display area (A) = <u>  6.0  </u> m<sup>2</sup> (H2 x P);</p> <p>Unit weight of frame = <u>  90  </u> kg (per m<sup>2</sup>);</p> <p>Unit weight of display surface = <u>  30  </u> kg (per m<sup>2</sup>);</p> <p>Unit weight (w) = <u>  120  </u> kg (per m<sup>2</sup>);</p> <p>Estimated total weight (W) = w x A = <u>  720  </u> kg (see Remark 1 below)</p> <p> </p> <p>This signboard belongs to the Class:</p> <p><input checked="" type="checkbox"/> 1m<sup>2</sup> &lt; A ≤ 10m<sup>2</sup>. This is a Class II signboard.</p> <div style="display: flex; justify-content: space-around; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">  <p>Sketch 1-Signboard front view</p> </div> <div style="text-align: center;">  <p>Sketch 2-Signboard side view</p> </div> </div>
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Remark 1 : Adopted reference weight for display surface of signboard:

Type of display surface	Weight of display surface per square metre
With plastics/vinyl sheet or steel/metal plate	30kg

<p>(2) Material, Structural System and Location</p>	<p>(a) Display surface:</p> <p>(i) Material:  <input type="checkbox"/> Plastics/vinyl sheet; <input checked="" type="checkbox"/> Steel/metal plate; <input type="checkbox"/> Wood, plywood or fiberboard; <input type="checkbox"/> With stone (for wall signboard with no part higher than 6m from ground or outdoor signboard fixed on-grade)</p> <p>(ii) Lighting and electrical device:  <input checked="" type="checkbox"/> Without electricity or without lighting; <input type="checkbox"/> Fluorescent tube or LED light box signboard; <input type="checkbox"/> Neon light;  <input type="checkbox"/> LED/TV display system; <input type="checkbox"/> Others _____</p> <p>(iii) Type of display surface:  <input type="checkbox"/> With business name/fixed inscription; <input checked="" type="checkbox"/> Replaceable advertisement; <input type="checkbox"/> Others _____</p> <p>(b) Supporting frame:  <input checked="" type="checkbox"/> Mild steel, galvanized and painted; <input type="checkbox"/> Others _____</p> <p>(c) Fixings between display surface and supporting frame:  <input type="checkbox"/> Welds; <input checked="" type="checkbox"/> Mechanical grip; <input type="checkbox"/> Nylon straps; <input type="checkbox"/> Others _____</p> <p>(d) Connection between supporting frame members:  <input checked="" type="checkbox"/> Welds; <input type="checkbox"/> Bolts and nuts; <input type="checkbox"/> Others _____</p> <p>(e) Lateral supports:  <input type="checkbox"/> No lateral support; <input checked="" type="checkbox"/> Steel guy wires; <input type="checkbox"/> Steel struts; <input type="checkbox"/> Others _____</p> <p>(f) Fixings to parent structure:  Fixing method:  <input checked="" type="checkbox"/> Anchor bolt; <input type="checkbox"/> Through bolt; <input type="checkbox"/> Others _____  (refer to the drawings in Part 4)  No. of supports to the parent structure = <u>5</u> nos.;  Maximum distance between supports = <u>0.375</u> m;  No. of anchor bolts for each support = <u>1</u> nos.;  Diameter of anchor bolts = <u>16</u> mm;  Type of bolts used (if known) = <u>“XXX” brand “YYY” model</u>;</p> <p>(g) Check that the structural system of the parent structure at the fixings are:  <input checked="" type="checkbox"/> Not support on cantilevered slab  <input checked="" type="checkbox"/> On structural elements (need to fill this row for projecting signboard)</p> <p>(h) Location of signboard (can tick more than one box):  <input type="checkbox"/> At the shop front  <input checked="" type="checkbox"/> On the external wall  <input type="checkbox"/> Overhang above pedestrian walkway  <input checked="" type="checkbox"/> Other common parts of the building, specify <u>on external wall at 1-2/F, projecting over carriageway</u>  <input type="checkbox"/> Privately owned portion of the building</p>
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Put a tick against the box where appropriate

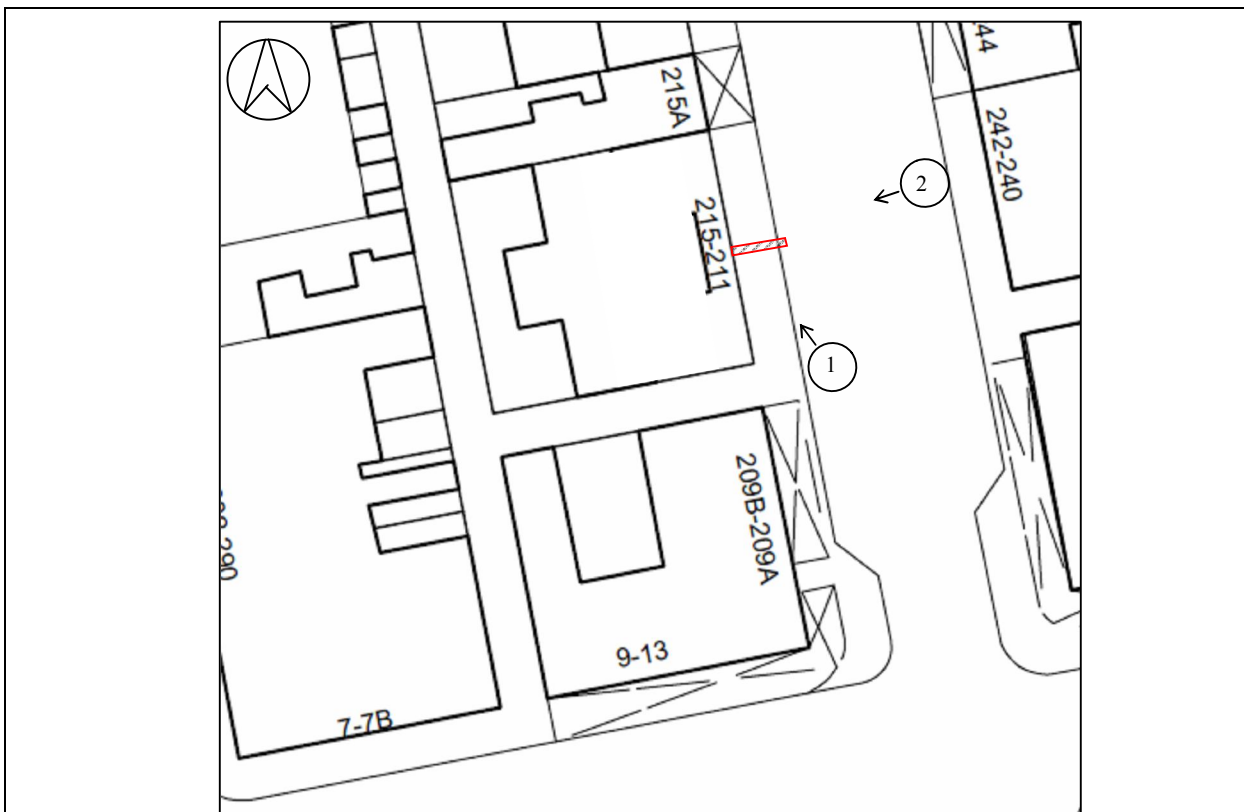
**Part 2 – Condition Check (not limited to the following items)**

Item	Description	Satisfying the requirements	
		Yes	No (to be rectified)
1	The display surface is in sound condition. There is no loose part.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	The supporting frames, lateral supports, connections and fixings are in sound condition. There is no damage, deformation or corrosion. <i>Steel frame is required to add weld connection and paint with 2 layers of anti-corrosion primer.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	All guy wires are in position without slackening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	The bolts of fixing points at the building are in sound condition. There is no dislocation, detachment or corrosion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	The building structure at the fixing points are in sound condition. There is no spalling or cracking around the areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	The signboard and its supporting frames are not supporting other structures or equipment such as air-conditioner, roller shutter or storage rack. (Remark: If roller shutter is housed inside the signboard, the roller shutter system should have its own independent structural supports)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	<del>Without prejudice to any requirement on provision of natural lighting or ventilation, where the display surface or its fixings of a wall signboard is not made of non-combustible material, any external wall opening behind the signboard should be protected by fixed light or blocked up by material having a fire resistance period of not less than that required for the elements of construction of the floor where the external wall opening is located.</del>	<input type="checkbox"/>	<input type="checkbox"/>  N/A
Others		<input type="checkbox"/>	<input type="checkbox"/>

Put a tick against the box where appropriate

**Part 3 – Signboard Photos (4-R size)**

Address of signboard 1/F Wealthy Centre, 211-215 Wealthy Street, Mongkok, Kowloon



Block plan showing signboard location (1:500)

Photo 1: Signboard front view

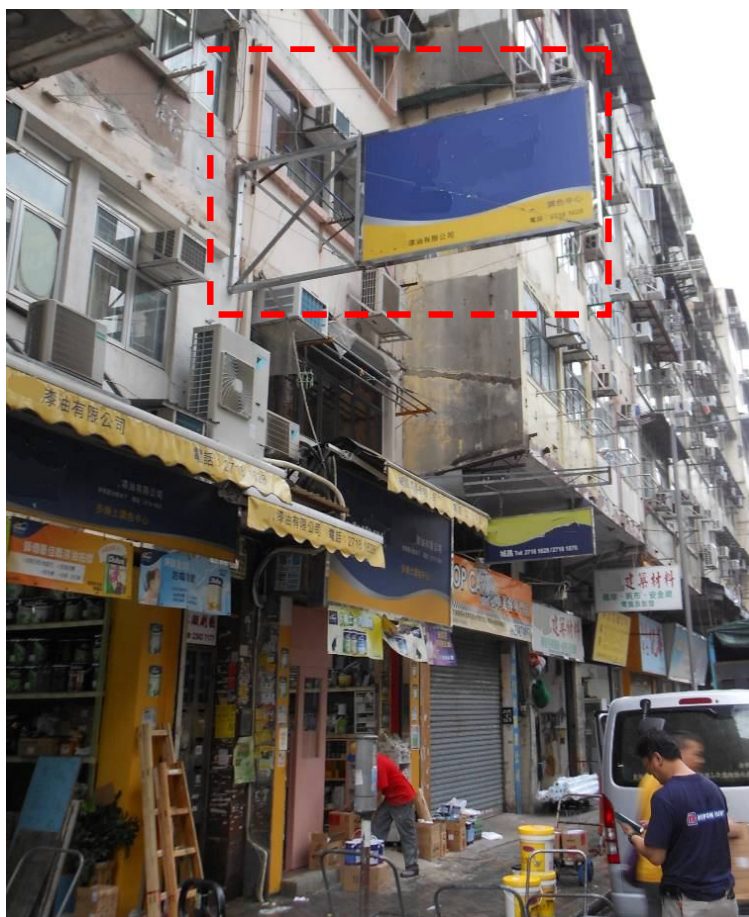


Photo 2: Signboard side view showing lateral supports and guy wires



Photo 3: Fixing points A1-A5 of signboard



Photo 4: Anchor point B1 at the top of signboard



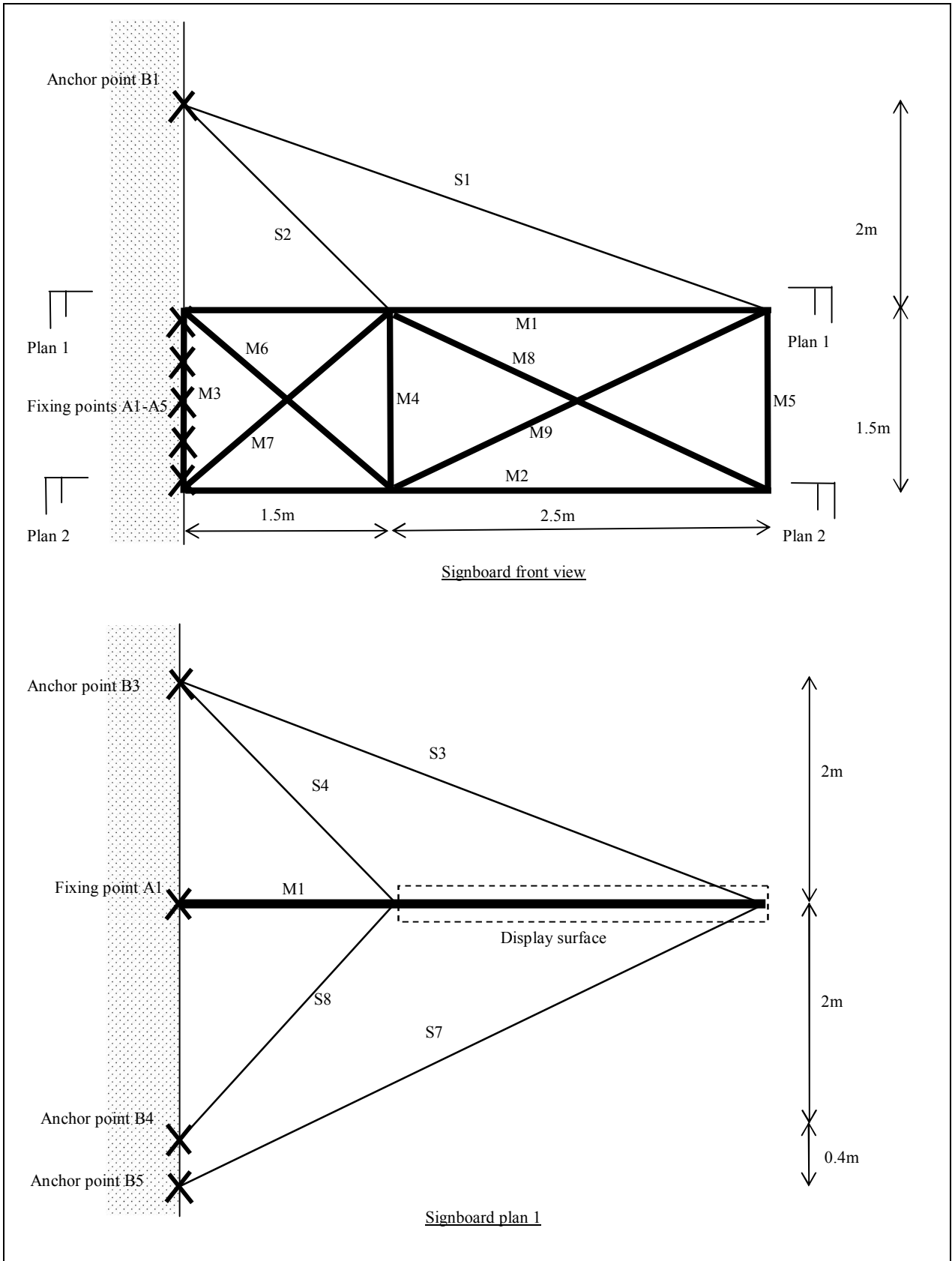
Photo 5: Anchor points B2 & B3 at the RHS of signboard



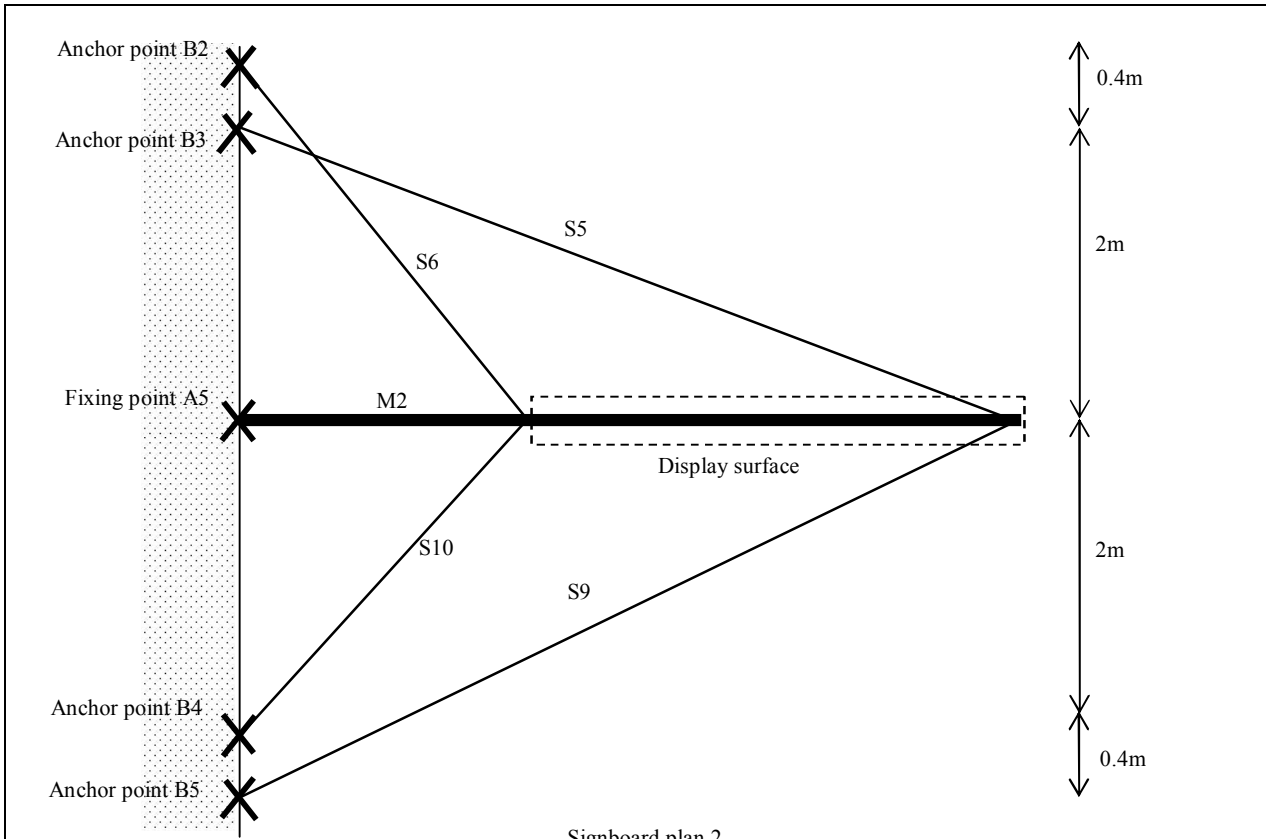
Photo 6: Anchor points B4 & B5 at the LHS of signboard



**Part 4 – Structural Framing Plan and Fixing Details of Signboard (not larger than A-3 size and drawn to a ratio of not less than 1:100)**







Member schedule

Member mark	Member sizes
M1-M5	100x50x3mm thk. steel rectangular hollow section
M6-M9	50x50x3mm thk. steel angle
S1-S10	3.5mm dia. steel wire

Anchor bolt schedule

Location	Type of anchor bolt	Diameter of anchor bolt	Nos. of anchor bolt	Photo
Fixing points A1-A5	“XXX” brand “YYY” model	16mm	1 no. each	3
Anchor points B1-B5	“XXX” brand “YYY” model	12mm	2 nos. each	4-6

Signature of \*Registered Minor Works Contractor /

or ~~Prescribed Building Professional~~ Chan Tai Man

Name: Chan Tai Man

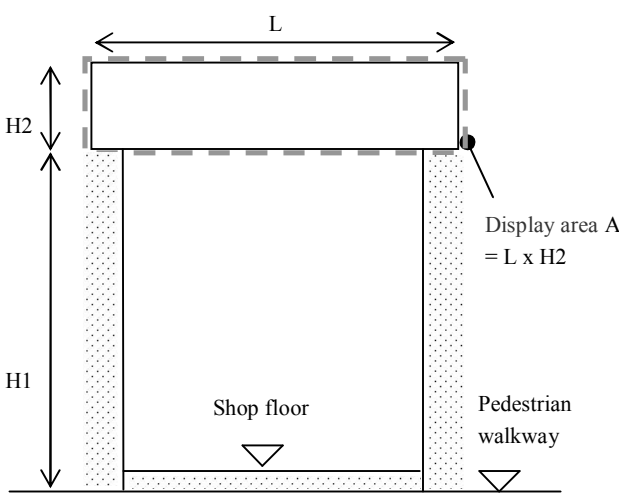
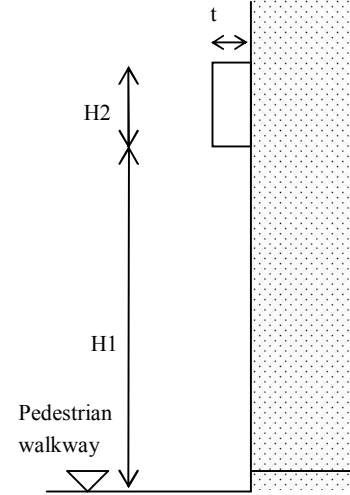
Certificate of Registration No.: MWC9678/2013

Date of expiry of registration: 15-7-2014

\* Delete where inappropriate

## Safety Inspection Report for Validation Scheme for Unauthorised Signboards (for Signboards falling within Descriptions of Class II Minor Works)

### Part 1 – General Information

(1) Type and Dimensions	<p><input checked="" type="checkbox"/> <b>Shop Front Wall signboard (for signboards falling within item 2.19) (see Sketch 1 and 2 below):</b></p> <p>Height of display (H2) = <u>  1.4  </u> m;                  Length of signboard (L) = <u>  5.6  </u> m;                  Thickness (t) = <u>  0.6  </u> m (maximum) <math>\leq 0.6</math>m;                  Vertical clearance from pedestrian walkway (H1) = <u>  2.6  </u> m (the lowest point) <math>\geq 2.5</math>m;                  Display area (A) = <u>  7.84  </u> m<sup>2</sup> (H2 x L);                  Unit weight of frame = <u>  30  </u> kg (per m<sup>2</sup>);                  Unit weight of display surface = <u>  30  </u> kg (per m<sup>2</sup>);                  Unit weight (w) = <u>  60  </u> kg (per m<sup>2</sup>);                  Estimated total weight (W) = w x A = <u>  470  </u> kg (see Remark 1 below)</p> <p>This signboard belongs to the Class:  <input checked="" type="checkbox"/> <math>5\text{m}^2 &lt; A \leq 10\text{m}^2</math>. This is a Class II signboard.</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Sketch 1-Signboard front view</p> </div> <div style="text-align: center;">  <p>Sketch 2-Signboard side view</p> </div> </div>
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Remark 1 : Adopted reference weight for display surface of signboard:

Type of display surface	Weight of display surface per square metre
With plastics/vinyl sheet or steel/metal plate	30kg

<p>(2) Material, Structural System and Location</p>	<p>(a) Display surface:</p> <p>(i) Material:  <input checked="" type="checkbox"/> Plastics/vinyl sheet; <input type="checkbox"/> Steel/metal plate; <input type="checkbox"/> Wood, plywood or fiberboard; <input type="checkbox"/> With stone (for wall signboard with no part higher than 6m from ground or outdoor signboard fixed on-grade)</p> <p>(ii) Lighting and electrical device:  <input checked="" type="checkbox"/> Without electricity or without lighting; <input type="checkbox"/> Fluorescent tube or LED light box signboard; <input type="checkbox"/> Neon light;  <input type="checkbox"/> LED/TV display system; <input type="checkbox"/> Others _____</p> <p>(iii) Type of display surface:  <input type="checkbox"/> With business name/fixed inscription; <input checked="" type="checkbox"/> Replaceable advertisement; <input type="checkbox"/> Others _____</p> <p>(b) Supporting frame:  <input checked="" type="checkbox"/> Mild steel, galvanized and painted; <input type="checkbox"/> Others _____</p> <p>(c) Fixings between display surface and supporting frame:  <input type="checkbox"/> Welds; <input checked="" type="checkbox"/> Mechanical grip; <input type="checkbox"/> Nylon straps; <input type="checkbox"/> Others _____</p> <p>(d) Connection between supporting frame members:  <input checked="" type="checkbox"/> Welds; <input type="checkbox"/> Bolts and nuts; <input type="checkbox"/> Others _____</p> <p>(e) Lateral supports:  <input checked="" type="checkbox"/> No lateral support; <input type="checkbox"/> Steel guy wires; <input type="checkbox"/> Steel struts; <input type="checkbox"/> Others _____</p> <p>(f) Fixings to parent structure:  Fixing method:  <input checked="" type="checkbox"/> Anchor bolt; <input type="checkbox"/> Through bolt; <input type="checkbox"/> Others _____  (refer to the drawings in Part 4)  No. of supports to the parent structure = <u>12</u> nos.;  Maximum distance between supports = <u>1.4</u> m;  No. of anchor bolts for each support = <u>1</u> nos.;  Diameter of anchor bolts = <u>10</u> mm;  Type of bolts used (if known) = <u>“XXX” brand “YYY” model</u>;</p> <p>(g) Check that the structural system of the parent structure at the fixings are:  <input checked="" type="checkbox"/> Not support on cantilevered slab  <input type="checkbox"/> On structural elements (need to fill this row for projecting signboard)</p> <p>(h) Location of signboard (can tick more than one box):  <input checked="" type="checkbox"/> At the shop front  <input checked="" type="checkbox"/> On the external wall  <input type="checkbox"/> Overhang above pedestrian walkway  <input type="checkbox"/> Other common parts of the building, specify _____  <input type="checkbox"/> Privately owned portion of the building</p>
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Put a tick against the box where appropriate

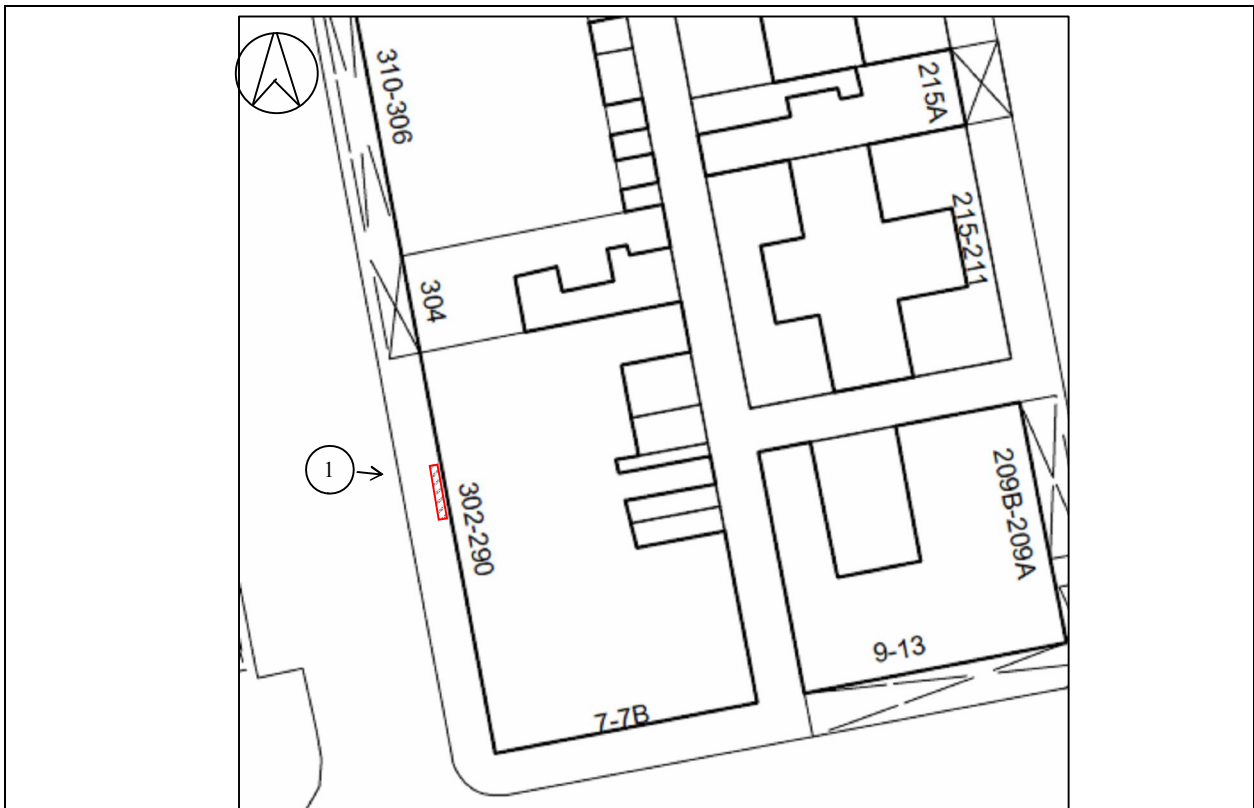
**Part 2 – Condition Check (not limited to the following items)**

Item	Description	Satisfying the requirements	
		Yes	No (to be rectified)
1	The display surface is in sound condition. There is no loose part.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	The supporting frames, lateral supports, connections and fixings are in sound condition. There is no damage, deformation or corrosion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	All guy wires are in position without slackening.	<input type="checkbox"/>	<input type="checkbox"/> N/A
4	The bolts of fixing points at the building are in sound condition. There is no dislocation, detachment or corrosion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	The building structure at the fixing points are in sound condition. There is no spalling or cracking around the areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	The signboard and its supporting frames are not supporting other structures or equipment such as air-conditioner, roller shutter or storage rack. (Remark: If roller shutter is housed inside the signboard, the roller shutter system should have its own independent structural supports)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Without prejudice to any requirement on provision of natural lighting or ventilation, where the display surface or its fixings of a wall signboard is not made of non-combustible material, any external wall opening behind the signboard should be protected by fixed light or blocked up by material having a fire resistance period of not less than that required for the elements of construction of the floor where the external wall opening is located.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Others		<input type="checkbox"/>	<input type="checkbox"/>

Put a tick against the box where appropriate

**Part 3 – Signboard Photos (4-R size)**

Address of signboard \_\_\_\_\_ Shop A, G/F ZZ Centre, 290-302 XX Street, Kowloon



Block plan showing signboard location (1:500)

Photo 1: Signboard front view



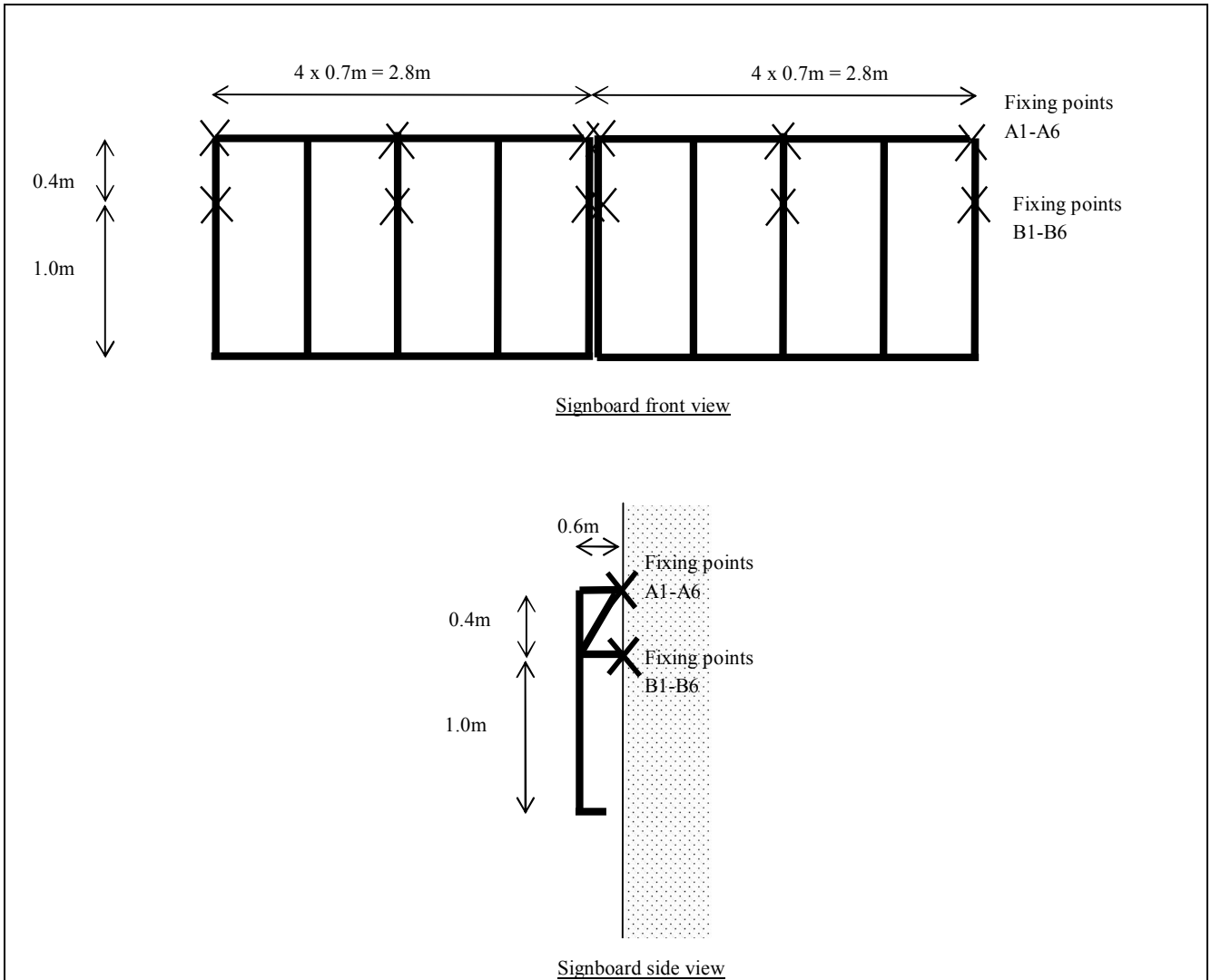
Photo 2: Signboard supporting frame



Photo 3: Fixing points B2 of signboard (fixing points A1-A6, B1, B3-B6 are similar)



**Part 4 – Structural Framing Plan and Fixing Details of Signboard (not larger than A-3 size and drawn to a ratio of not less than 1:100)**



Member schedule

Member mark	Member sizes
All members	50x50x5 mm thk. steel angle

Anchor bolt schedule

Location	Type of anchor bolt	Diameter of anchor bolt	Nos. of anchor bolt	Photo
Fixing points A1-A6	“XXX” brand “YYY” model	10mm	1no. each	3
Fixing points B1-B6	“XXX” brand “YYY” model	10mm	1no. each	3

Signature of \*Registered Minor Works Contractor /

or ~~Prescribed Building Professional~~ Chan Tai Man

Name: Chan Tai Man

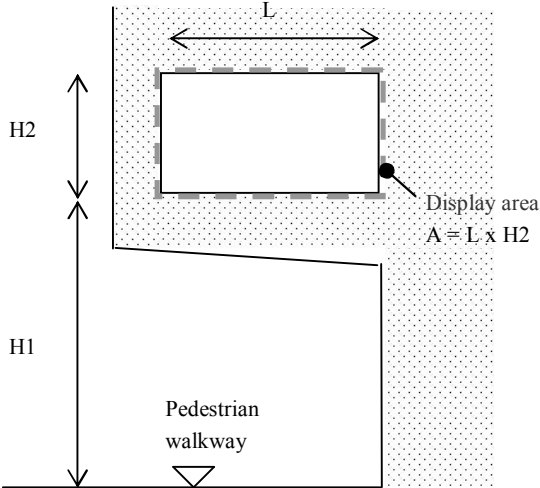
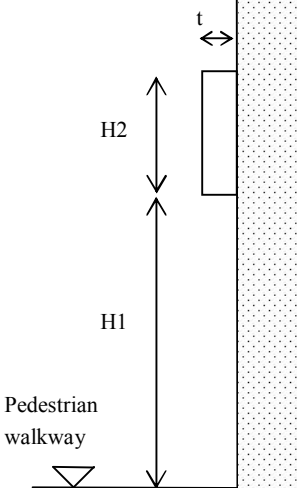
Certificate of Registration No.: MWC9678/2013

Date of expiry of registration: 15-7-2014

\* Delete where inappropriate

## Safety Inspection Report for Validation Scheme for Unauthorised Signboards (for Signboards falling within Descriptions of Class II Minor Works)

### Part 1 – General Information

(1) Type and Dimensions	<p><input checked="" type="checkbox"/> <b>Wall signboard (for signboards falling within item 2.19) (see Sketch 1 and 2 below):</b></p> <p>Height of display (H2) = <u>  3.0  </u> m;</p> <p>Length of signboard (L) = <u>  3.0  </u> m;</p> <p>Thickness (t) = <u>  0.4  </u> m (maximum) ≤ 0.6m;</p> <p>Vertical clearance from pedestrian walkway (H1) = <u>  8.0  </u> m (the lowest point) ≥ 2.5m;</p> <p>Display area (A) = <u>  9.0  </u> m<sup>2</sup> (H2 x L);</p> <p>Unit weight of frame = <u>  30  </u> kg (per m<sup>2</sup>);</p> <p>Unit weight of display surface = <u>  30  </u> kg (per m<sup>2</sup>);</p> <p>Unit weight (w) = <u>  60  </u> kg (per m<sup>2</sup>);</p> <p>Estimated total weight (W) = w x A = <u>  540  </u> kg (see Remark 1 below)</p> <p>This signboard belongs to the Class:</p> <p><input checked="" type="checkbox"/> <math>5\text{m}^2 &lt; A \leq 10\text{m}^2</math>. This is a Class II signboard.</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Sketch 1-Signboard front view</p> </div> <div style="text-align: center;">  <p>Sketch 2-Signboard side view</p> </div> </div>
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Remark 1 : Adopted reference weight for display surface of signboard:

Type of display surface	Weight of display surface per square metre
With plastics/vinyl sheet or steel/metal plate	30kg



<p>(2) Material, Structural System and Location</p>	<p>(a) Display surface:</p> <p>(i) Material:  <input checked="" type="checkbox"/> Plastics/vinyl sheet; <input type="checkbox"/> Steel/metal plate; <input type="checkbox"/> Wood, plywood or fiberboard; <input type="checkbox"/> With stone (for wall signboard with no part higher than 6m from ground or outdoor signboard fixed on-grade)</p> <p>(ii) Lighting and electrical device:  <input checked="" type="checkbox"/> Without electricity or without lighting; <input type="checkbox"/> Fluorescent tube or LED light box signboard; <input type="checkbox"/> Neon light; <input type="checkbox"/> LED/TV display system; <input type="checkbox"/> Others _____</p> <p>(iii) Type of display surface:  <input type="checkbox"/> With business name/fixed inscription; <input checked="" type="checkbox"/> Replaceable advertisement; <input type="checkbox"/> Others _____</p> <p>(b) Supporting frame:  <input checked="" type="checkbox"/> Mild steel, galvanized and painted; <input type="checkbox"/> Others _____</p> <p>(c) Fixings between display surface and supporting frame:  <input type="checkbox"/> Welds; <input checked="" type="checkbox"/> Mechanical grip; <input type="checkbox"/> Nylon straps; <input type="checkbox"/> Others _____</p> <p>(d) Connection between supporting frame members:  <input checked="" type="checkbox"/> Welds; <input type="checkbox"/> Bolts and nuts; <input type="checkbox"/> Others _____</p> <p>(e) Lateral supports:  <input checked="" type="checkbox"/> No lateral support; <input type="checkbox"/> Steel guy wires; <input type="checkbox"/> Steel struts; <input type="checkbox"/> Others _____</p> <p>(f) Fixings to parent structure:  Fixing method:  <input checked="" type="checkbox"/> Anchor bolt; <input type="checkbox"/> Through bolt; <input type="checkbox"/> Others _____  (refer to the drawings in Part 4)  No. of supports to the parent structure = <u>  10  </u> nos.;  Maximum distance between supports = <u>  1.3  </u> m;  No. of anchor bolts for each support = <u>  2  </u> nos.;  Diameter of anchor bolts = <u>  10  </u> mm;  Type of bolts used (if known) = <u>  “XXX” brand “YYY” model  </u>;</p> <p>(g) Check that the structural system of the parent structure at the fixings are:  <input checked="" type="checkbox"/> Not support on cantilevered slab  <input type="checkbox"/> On structural elements (need to fill this row for projecting signboard)</p> <p>(h) Location of signboard (can tick more than one box):  <input type="checkbox"/> At the shop front  <input checked="" type="checkbox"/> On the external wall  <input type="checkbox"/> Overhang above pedestrian walkway  <input checked="" type="checkbox"/> Other common parts of the building, specify <u>  on external wall at 1/F  </u>  <input type="checkbox"/> Privately owned portion of the building</p>
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Put a tick against the box where appropriate

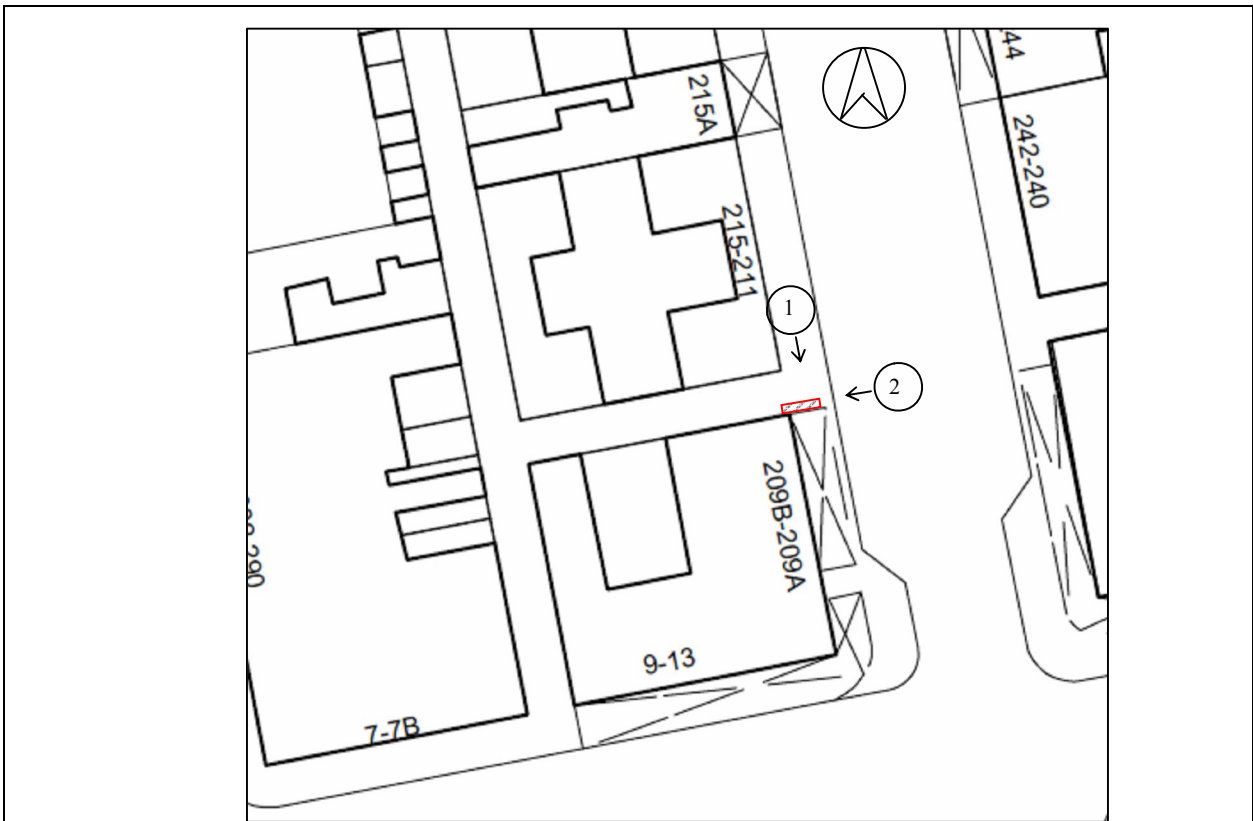
**Part 2 – Condition Check (not limited to the following items)**

Item	Description	Satisfying the requirements	
		Yes	No (to be rectified)
1	The display surface is in sound condition. There is no loose part.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	The supporting frames, lateral supports, connections and fixings are in sound condition. There is no damage, deformation or corrosion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	All guy wires are in position without slackening.	<input type="checkbox"/>	<input type="checkbox"/> N/A
4	The bolts of fixing points at the building are in sound condition. There is no dislocation, detachment or corrosion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	The building structure at the fixing points are in sound condition. There is no spalling or cracking around the areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	The signboard and its supporting frames are not supporting other structures or equipment such as air-conditioner, roller shutter or storage rack. (Remark: If roller shutter is housed inside the signboard, the roller shutter system should have its own independent structural supports)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Without prejudice to any requirement on provision of natural lighting or ventilation, where the display surface or its fixings of a wall signboard is not made of non-combustible material, any external wall opening behind the signboard should be protected by fixed light or blocked up by material having a fire resistance period of not less than that required for the elements of construction of the floor where the external wall opening is located.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Others		<input type="checkbox"/>	<input type="checkbox"/>

Put a tick against the box where appropriate

**Part 3 – Signboard Photos (4-R size)**

Address of signboard 1/F ZZ Centre, 209A-209B XX Street, Kowloon



Block plan showing signboard location (1:500)

Photo 1: Signboard front view



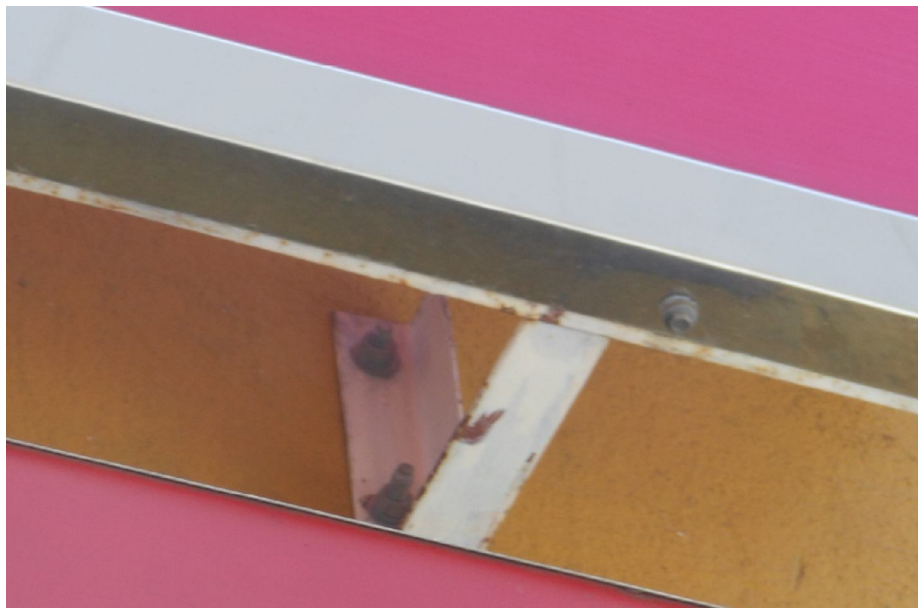
Photo 2: Signboard side view



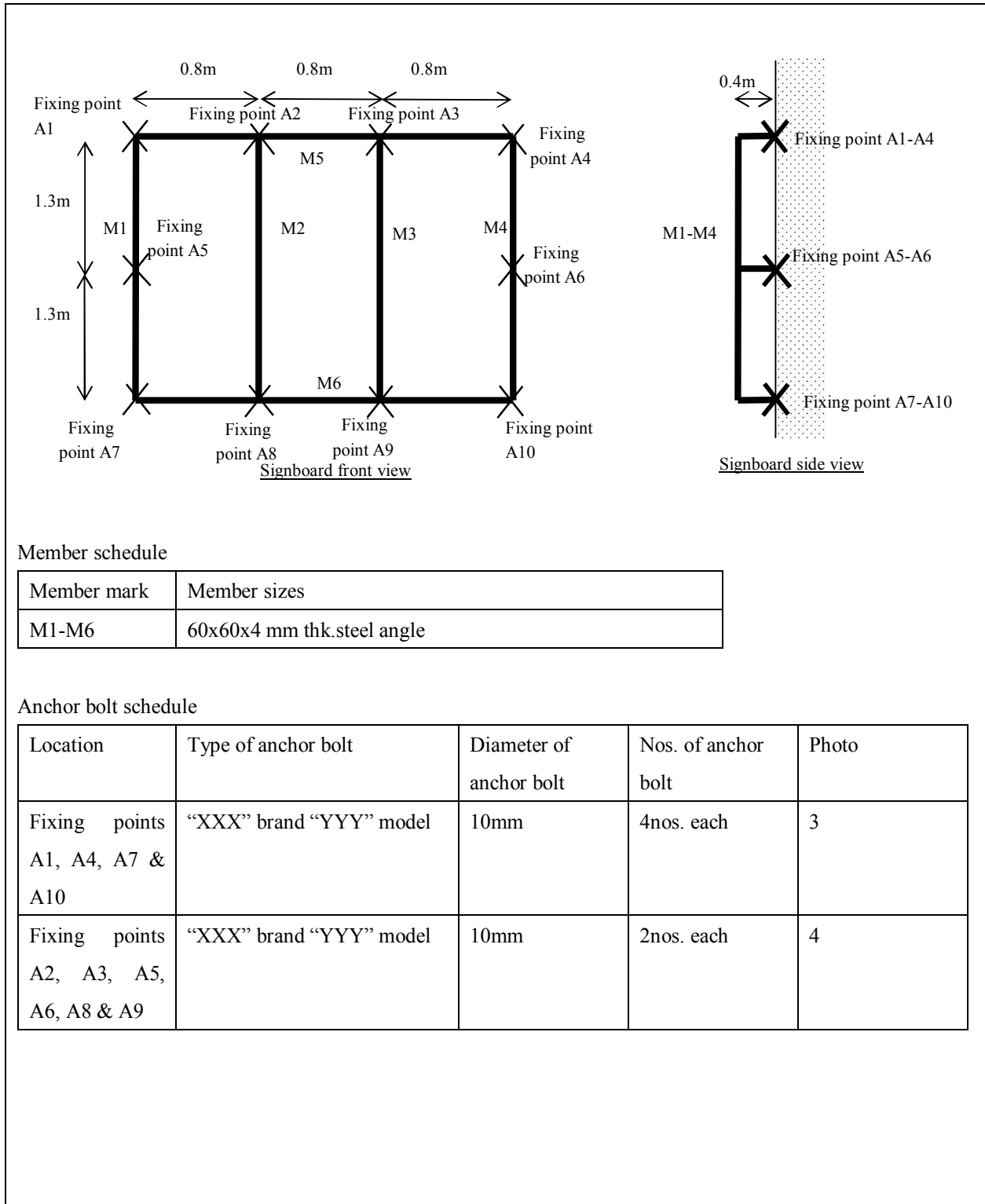
Photo 3: Fixing points A7 of signboard (fixing points A1, A4 & A10 are similar)



Photo 4: Fixing points A8 of signboard (fixing points A2, A3, A5, A6 & A9 are similar)



**Part 4 – Structural Framing Plan and Fixing Details of Signboard (not larger than A-3 size and drawn to a ratio of not less than 1:100)**



Signature of \*Registered Minor Works Contractor /

or ~~Prescribed Building Professional~~ Chan Tai Man

Name: Chan Tai Man

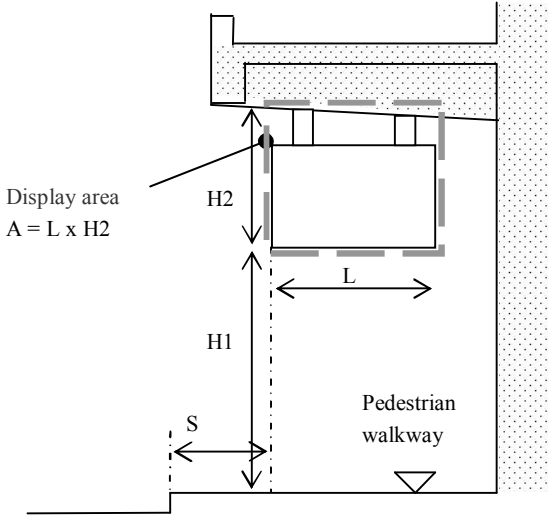
Certificate of Registration No.: MWC9678/2013

Date of expiry of registration: 15-7-2014

\* Delete where inappropriate

**Safety Inspection Report for Validation Scheme for Unauthorised Signboards  
(for Signboards falling within Descriptions of Class II Minor Works)**

**Part 1 – General Information**

(1) Type and Dimensions	<p><input checked="" type="checkbox"/> <b>Signboard erected on or hung underneath the soffit of a balcony or canopy (other than a cantilevered slab) (for signboards falling within item 2.20) (see Sketch 1 below):</b></p> <p>Height of display (H2) = <u>  0.6  </u> m ≤ 0.6m;</p> <p>Length of signboard (L) = <u>  1.5  </u> m;</p> <p>Thickness (t) = <u>  0.1  </u> m(maximum) ≤ 0.1m;</p> <p>Vertical clearance from pedestrian walkway (H1) = <u>  3.5  </u> m (the lowest point) ≥ 3.5m;</p> <p>Horizontal clearance from kerb of pedestrian walkway (S) = <u>  2.0  </u> m ≥ 1m ;</p> <p>Display area (A) = <u>  0.9  </u> m<sup>2</sup> (H2 x L) ≤ 2 m<sup>2</sup>;</p> <p>Unit weight of frame = <u>  30  </u> kg (per m<sup>2</sup>);</p> <p>Unit weight of display surface = <u>  30  </u> kg (per m<sup>2</sup>);</p> <p>Unit weight (w) = <u>  60  </u> kg (per m<sup>2</sup>);</p> <p>Estimated total weight (W) = w x A = <u>  54  </u> kg (see Remark 1 below)</p> <div style="text-align: center; margin-top: 20px;">  <p style="text-align: center;">Sketch 1-Signboard front view</p> </div>
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Remark 1 : Adopted reference weight for display surface of signboard:

Type of display surface	Weight of display surface per square metre
With plastics/vinyl sheet or steel/metal plate	30kg

<p>(2) Material, Structural System and Location</p>	<p>(a) Display surface:</p> <p>(i) Material:  <input checked="" type="checkbox"/> Plastics/vinyl sheet; <input type="checkbox"/> Steel/metal plate; <input type="checkbox"/> Wood, plywood or fiberboard; <input type="checkbox"/> With stone (for wall signboard with no part higher than 6m from ground or outdoor signboard fixed on-grade)</p> <p>(ii) Lighting and electrical device:  <input checked="" type="checkbox"/> Without electricity or without lighting; <input type="checkbox"/> Fluorescent tube or LED light box signboard; <input type="checkbox"/> Neon light;  <input type="checkbox"/> LED/TV display system; <input type="checkbox"/> Others _____</p> <p>(iii) Type of display surface:  <input type="checkbox"/> With business name/fixed inscription; <input checked="" type="checkbox"/> Replaceable advertisement; <input type="checkbox"/> Others _____</p> <p>(b) Supporting frame:  <input checked="" type="checkbox"/> Mild steel, galvanized and painted; <input type="checkbox"/> Others _____</p> <p>(c) Fixings between display surface and supporting frame:  <input type="checkbox"/> Welds; <input checked="" type="checkbox"/> Mechanical grip; <input type="checkbox"/> Nylon straps; <input type="checkbox"/> Others _____</p> <p>(d) Connection between supporting frame members:  <input checked="" type="checkbox"/> Welds; <input type="checkbox"/> Bolts and nuts; <input type="checkbox"/> Others _____</p> <p>(e) Lateral supports:  <input checked="" type="checkbox"/> No lateral support; <input type="checkbox"/> Steel guy wires; <input type="checkbox"/> Steel struts; <input type="checkbox"/> Others _____</p> <p>(f) Fixings to parent structure:  Fixing method:  <input checked="" type="checkbox"/> Anchor bolt; <input type="checkbox"/> Through bolt; <input type="checkbox"/> Others _____  (refer to the drawings in Part 4)  No. of supports to the parent structure = <u>  2  </u> nos.;  Maximum distance between supports = <u>  1.5  </u> m;  No. of anchor bolts for each support = <u>  2  </u> nos.;  Diameter of anchor bolts = <u>  10  </u> mm;  Type of bolts used (if known) = <u>  “XXX” brand “YYY” model  </u>;</p> <p>(g) Check that the structural system of the parent structure at the fixings are:  <input checked="" type="checkbox"/> Not support on cantilevered slab  <input type="checkbox"/> Support on edge beam or cantilevered beam (need to fill this row for projecting signboard)</p> <p>(h) Location of signboard (can tick more than one box):  <input type="checkbox"/> At the shop front  <input type="checkbox"/> On the external wall  <input checked="" type="checkbox"/> Overhang above pedestrian walkway  <input type="checkbox"/> Other common parts of the building, specify _____  <input type="checkbox"/> Privately owned portion of the building</p>
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Put a tick against the box where appropriate



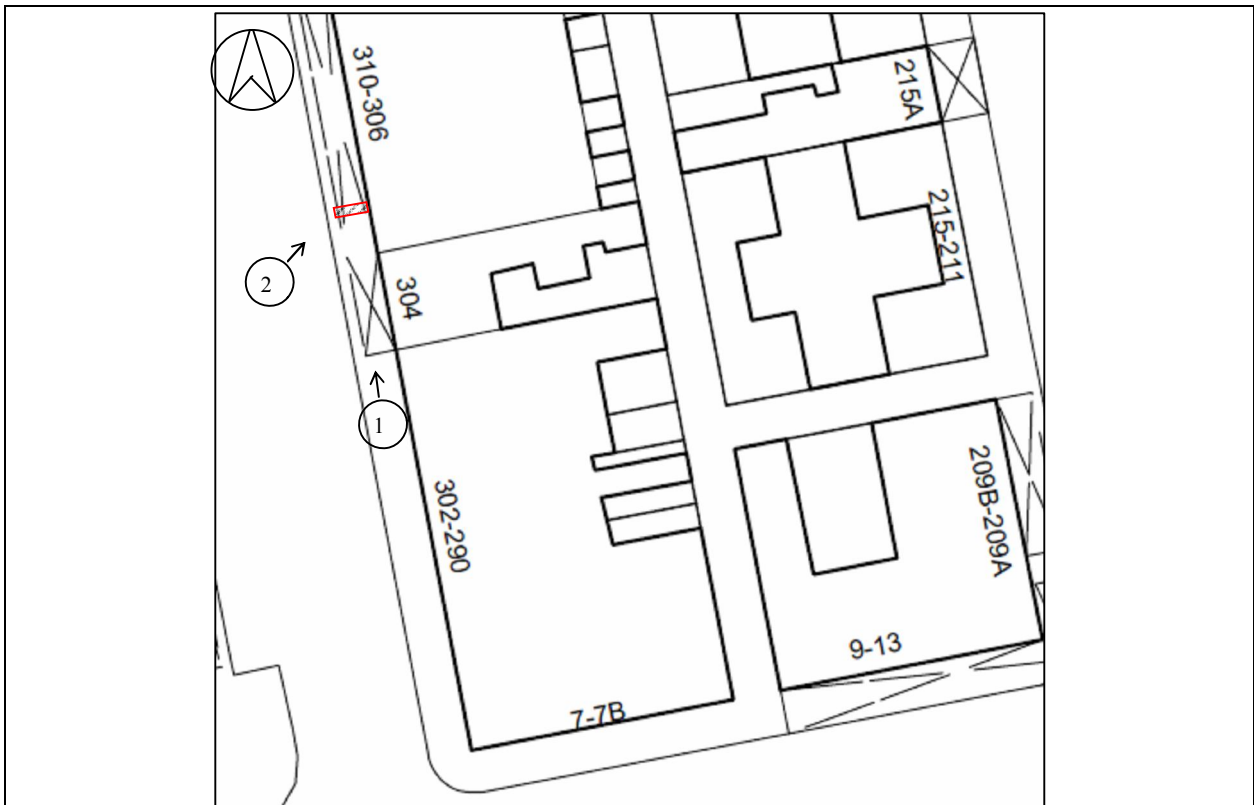
**Part 2 – Condition Check (not limited to the following items)**

Item	Description	Satisfying the requirements	
		Yes	No (to be rectified)
1	The display surface is in sound condition. There is no loose part.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	The supporting frames, lateral supports, connections and fixings are in sound condition. There is no damage, deformation or corrosion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	All guy wires are in position without slackening.	<input type="checkbox"/>	<input type="checkbox"/> N/A
4	The bolts of fixing points at the building are in sound condition. There is no dislocation, detachment or corrosion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	The building structure at the fixing points are in sound condition. There is no spalling or cracking around the areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	The signboard and its supporting frames are not supporting other structures or equipment such as air-conditioner, roller shutter or storage rack. (Remark: If roller shutter is housed inside the signboard, the roller shutter system should have its own independent structural supports)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	<del>Without prejudice to any requirement on provision of natural lighting or ventilation, where the display surface or its fixings of a wall signboard is not made of non-combustible material, any external wall opening behind the signboard should be protected by fixed light or blocked up by material having a fire resistance period of not less than that required for the elements of construction of the floor where the external wall opening is located.</del>	<input type="checkbox"/>	<input type="checkbox"/> N/A
Others		<input type="checkbox"/>	<input type="checkbox"/>

Put a tick against the box where appropriate

**Part 3 – Signboard Photos (4-R size)**

Address of signboard \_\_\_\_\_ G/F ZZ Centre, 306-310 XX Street, Kowloon



Block plan showing signboard location (1:500)

Photo 1: Signboard front view



Photo 2: Signboard side view



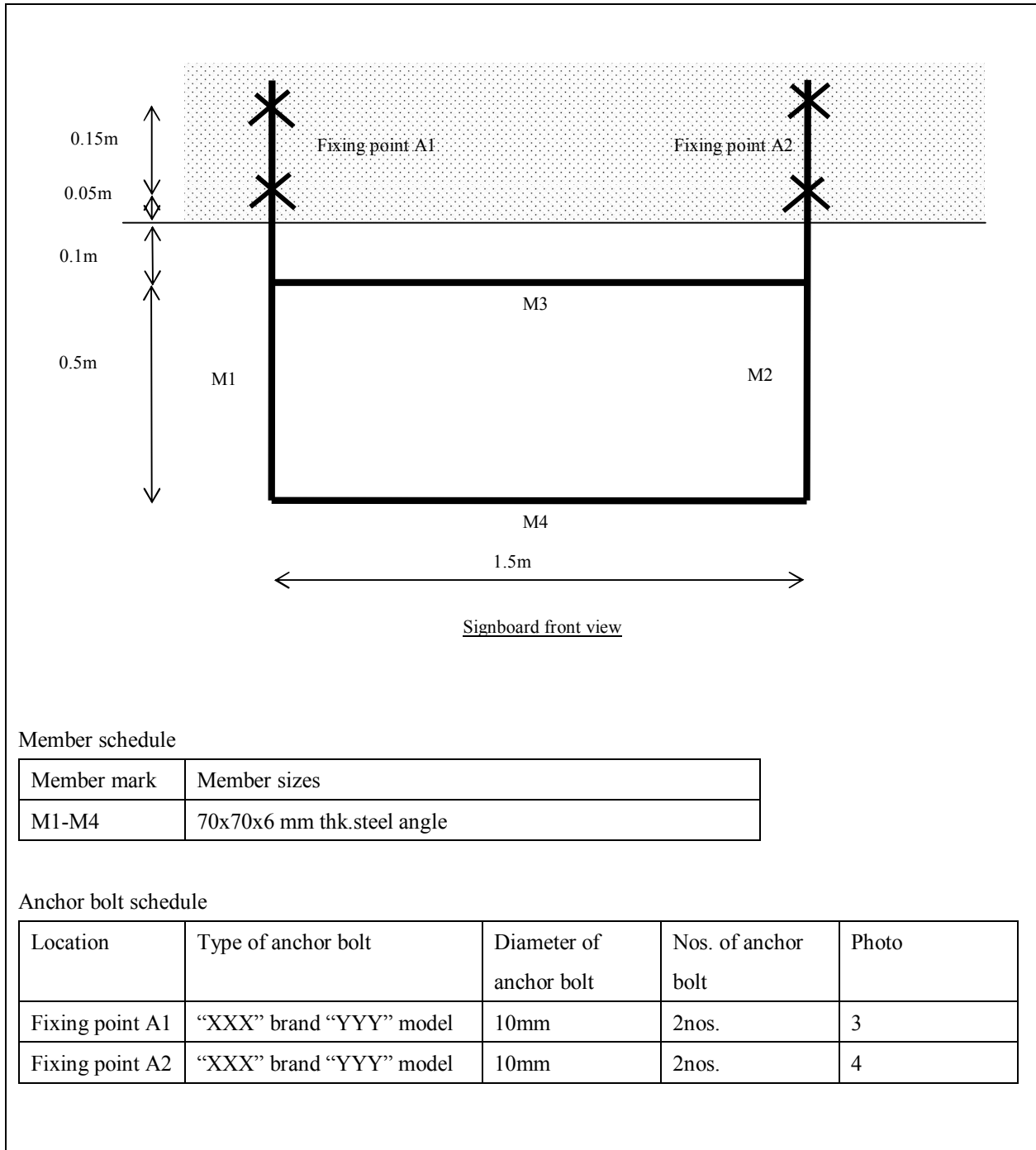
Photo 3: Fixing point A1 of signboard



Photo 4: Fixing point A2 of signboard



**Part 4 – Structural Framing Plan and Fixing Details of Signboard (not larger than A-3 size and drawn to a ratio of not less than 1:100)**



Signature of \*Registered Minor Works Contractor/

or ~~Prescribed Building Professional~~ Chan Tai Man

Name: Chan Tai Man

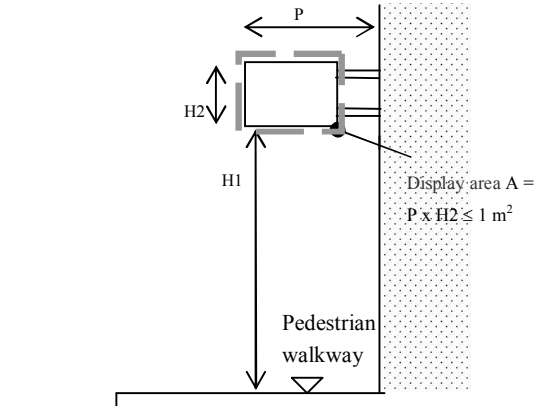
Certificate of Registration No.: MWC9678/2013

Date of expiry of registration: 15-7-2014

\* Delete where inappropriate

**Safety Inspection Report for Validation Scheme for Unauthorised Signboards  
(for Signboards falling within Descriptions of Class III Minor Works)**

**Part 1 – General Information**

<p>(1) Type and Dimensions</p>	<p><input checked="" type="checkbox"/> <b>Projecting signboard (for signboards falling within item 3.16) (see Sketch 1 below):</b></p> <p>Height of signboard (H1+H2) = <u>  4  </u> m (maximum) ≤ 6m;</p> <p>Vertical clearance (H1) = <u>  3.5  </u> m (the lowest point) ≥ 3.5m (pedestrian walkway);</p> <p>Projection (P) = <u>  1.0  </u> m ≤ 1m;</p> <p>Thickness (t) = <u>  0.25  </u> m ≤ 0.3m;</p> <p>Display area (A) = <u>  0.5  </u> m<sup>2</sup> (H2 x P) ≤ 1 m<sup>2</sup></p> <div style="text-align: center; margin-top: 20px;">  <p style="margin-top: 10px;"><u>Sketch 1-Signboard front view</u></p> </div>
<p>(2) Material and Structural System</p>	<p>(a) Display surface:</p> <p>(i) Material:</p> <p><input checked="" type="checkbox"/> Plastics/vinyl sheet; <input type="checkbox"/> Steel/metal plate; <input type="checkbox"/> Wood, plywood or fiberboard; <input type="checkbox"/> With stone</p> <p>(ii) Lighting and electrical device:</p> <p><input type="checkbox"/> Without electricity or without lighting; <input checked="" type="checkbox"/> Fluorescent tube or LED light box signboard; <input type="checkbox"/> Neon light;</p> <p><input type="checkbox"/> LED/TV display system; <input type="checkbox"/> Others _____</p> <p>(b) Fixings to parent structure:</p> <p>Fixing method:</p> <p><input checked="" type="checkbox"/> Anchor bolt; <input type="checkbox"/> Through bolt; <input type="checkbox"/> Others _____</p> <p>(refer to the drawings in Part 4)</p> <p>No. of supports to the parent structure = <u>  2  </u> nos.;</p> <p>Maximum distance between supports = <u>  0.3  </u> m;</p> <p>No. of anchor bolts for each support = <u>  2  </u> nos.;</p> <p>Diameter of anchor bolts = <u>  10  </u> mm;</p> <p>Type of bolts used (if known) = <u>  “XXX” brand “YYY” model  </u></p>

Put a tick against the box where appropriate

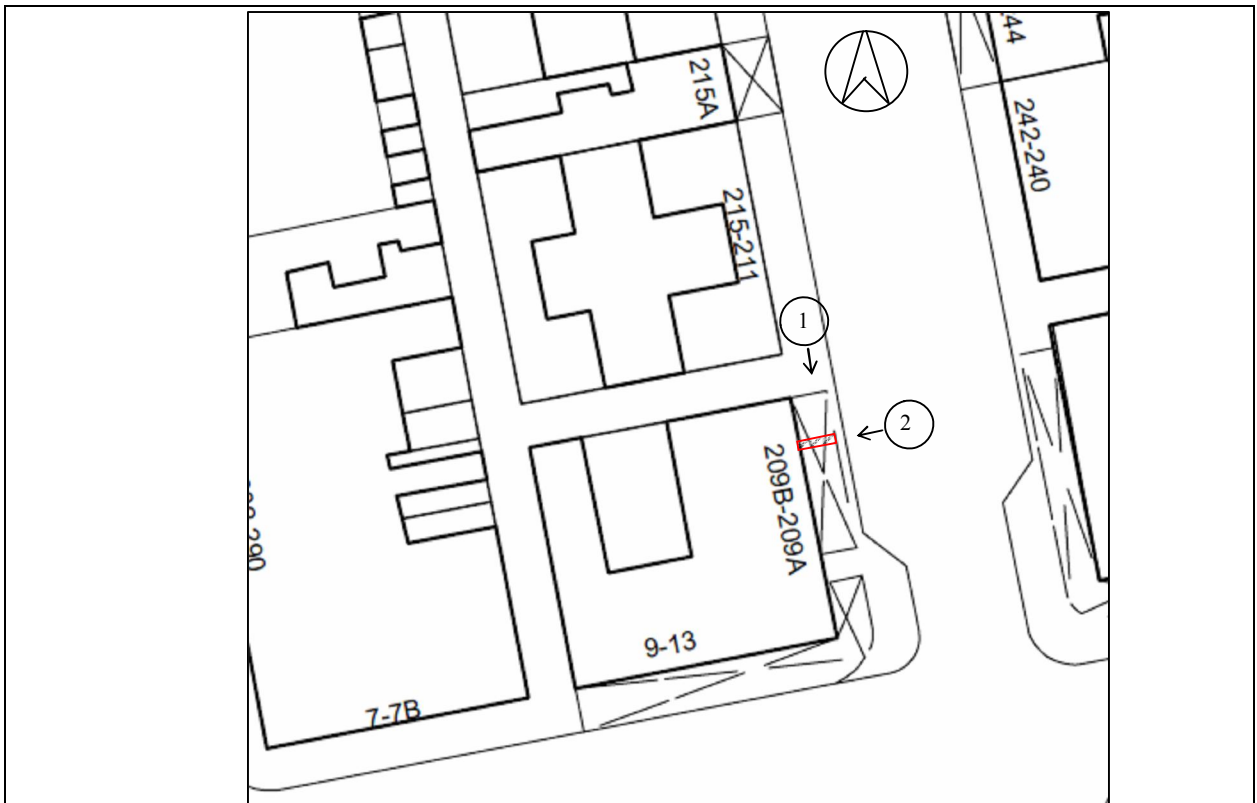
**Part 2 – Condition Check (not limited to the following items)**

Item	Description	Satisfying the requirements	
		Yes	No (to be rectified)
1	The display surface is in sound condition. There is no loose part. <i>Replace display surface with new design</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	The supporting frames, lateral supports, connections and fixings are in sound condition. There is no damage, deformation or corrosion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	All guy wires are in position without slackening.	<input type="checkbox"/>	<input type="checkbox"/> N/A
4	The bolts of fixing points at the building are in sound condition. There is no dislocation, detachment or corrosion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	The building structure at the fixing points are in sound condition. There is no spalling or cracking around the areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	The signboard and its supporting frames are not supporting other structures or equipment such as air-conditioner, roller shutter or storage rack. (Remark: If roller shutter is housed inside the signboard, the roller shutter system should have its own independent structural supports)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	<del>Without prejudice to any requirement on provision of natural lighting or ventilation, where the display surface or its fixings of a wall signboard is not made of non-combustible material, any external wall opening behind the signboard should be protected by fixed light or blocked up by material having a fire resistance period of not less than that required for the elements of construction of the floor where the external wall opening is located.</del>	<input type="checkbox"/>	<input type="checkbox"/> N/A
Others		<input type="checkbox"/>	<input type="checkbox"/>

Put a tick against the box where appropriate

**Part 3 – Signboard Photos (4-R size)**

Address of signboard \_\_\_\_\_ Shop A, G/F ZZ Centre, 209A-209B XX Street, Kowloon



Block plan showing signboard location (1:500)

Photo 1: Signboard front view





Photo 2: Signboard side view



Photo 3: Fixing points of signboard



Signature of \*Registered Minor Works Contractor/

or ~~Prescribed Building Professional~~ Chan Tai Man

Name: Chan Tai Man

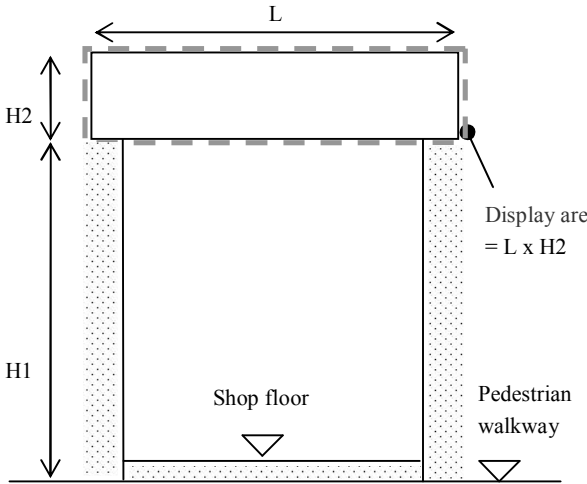
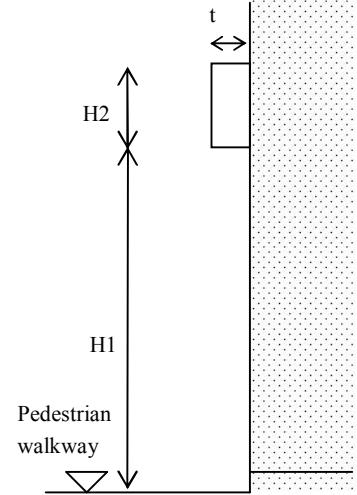
Certificate of Registration No.: MWC9678/2013

Date of expiry of registration: 15-7-2014

\* *Delete where inappropriate*

**Safety Inspection Report for Validation Scheme for Unauthorised Signboards  
(for Signboards falling within Descriptions of Class III Minor Works)**

**Part 1 – General Information**

<p>(1) Type and Dimensions</p>	<p><input checked="" type="checkbox"/> <b>Shop Front Wall signboard (for signboards falling within item 3.17) (see Sketch 1 and 2 below):</b></p> <p>Height of signboard (H1+H2) = <u>3.0</u> m(maximum) ≤ 6m ;</p> <p>Length of signboard (L) = <u>3.0</u> m ;</p> <p>Thickness(t) = <u>0.6</u> m(maximum) ≤ 0.6m ;</p> <p>Vertical clearance from pedestrian walkway (H1) = <u>2.5</u> m(the lowest point) ≥ 2.5m ;</p> <p>Display area (A) = <u>3.0</u> m<sup>2</sup> (H2 x L) ≤ 5 m<sup>2</sup> and without LED display system ;</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Sketch 1-Signboard front view</p> </div> <div style="text-align: center;">  <p>Sketch 2-Signboard side view</p> </div> </div>
<p>(2) Material and Structural System</p>	<p>(a) Display surface:</p> <p>(i) Material:</p> <p><input type="checkbox"/> Plastics/vinyl sheet; <input type="checkbox"/> Steel/metal plate; <input checked="" type="checkbox"/> Wood, plywood or fiberboard; <input type="checkbox"/> With stone</p> <p>(ii) Lighting and electrical device:</p> <p><input checked="" type="checkbox"/> Without electricity or without lighting; <input type="checkbox"/> Fluorescent tube or LED light box signboard; <input type="checkbox"/> Neon light;</p> <p><input type="checkbox"/> LED/TV display system; <input type="checkbox"/> Others _____</p> <p>(b) Fixings to parent structure:</p> <p>Fixing method:</p> <p><input checked="" type="checkbox"/> Anchor bolt; <input type="checkbox"/> Through bolt; <input type="checkbox"/> Others _____</p> <p>(refer to the drawings in Part 4)</p> <p>No. of supports to the parent structure = <u>8</u> nos.;</p> <p>Maximum distance between supports = <u>1.0</u> m;</p> <p>No. of anchor bolts for each support = <u>1</u> nos.;</p> <p>Diameter of anchor bolts = <u>10</u> mm;</p> <p>Type of bolts used (if known) = <u>“XXX” brand “YYY” model</u></p>

Put a tick against the box where appropriate

**Part 2 – Condition Check (not limited to the following items)**

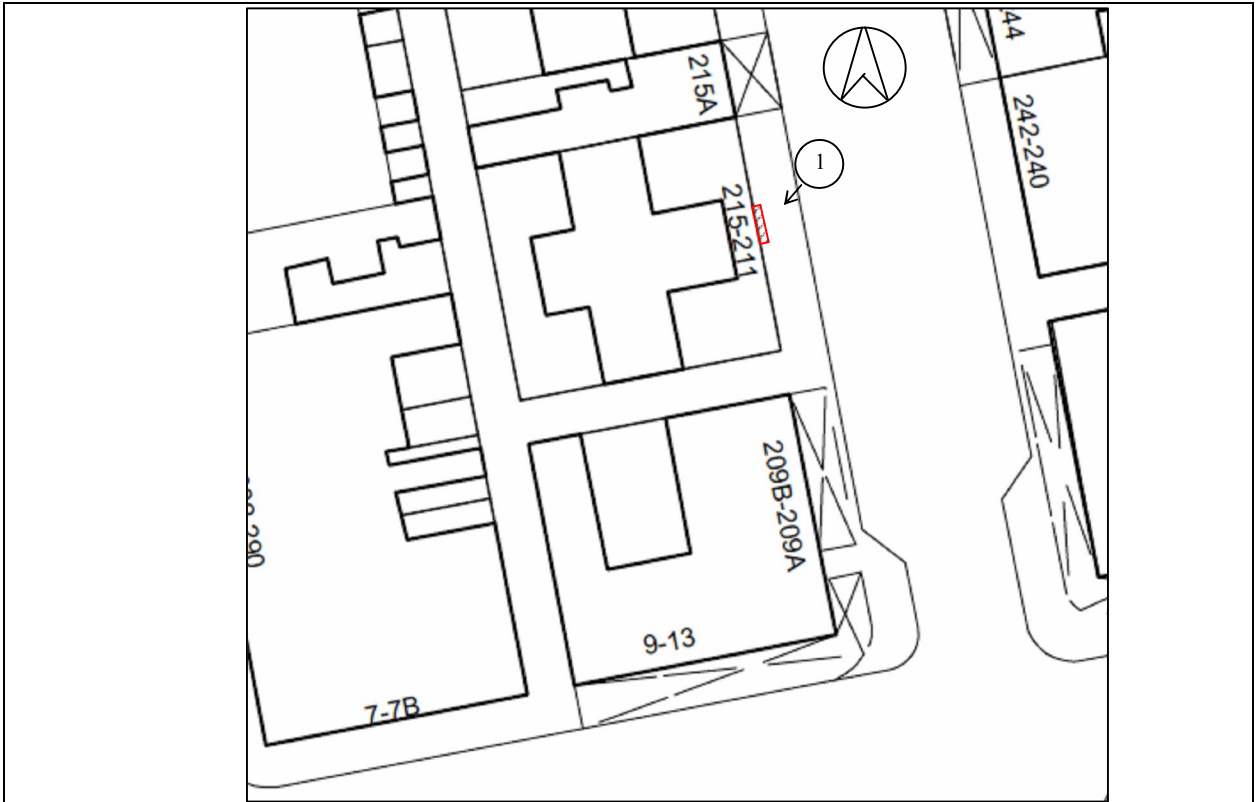
Item	Description	Satisfying the requirements	
		Yes	No (to be rectified)
1	The display surface is in sound condition. There is no loose part.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	The supporting frames, lateral supports, connections and fixings are in sound condition. There is no damage, deformation or corrosion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	All guy wires are in position without slackening.	<input type="checkbox"/>	<input type="checkbox"/> N/A
4	The bolts of fixing points at the building are in sound condition. There is no dislocation, detachment or corrosion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	The building structure at the fixing points are in sound condition. There is no spalling or cracking around the areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	The signboard and its supporting frames are not supporting other structures or equipment such as air-conditioner, roller shutter or storage rack. (Remark: If roller shutter is housed inside the signboard, the roller shutter system should have its own independent structural supports)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Without prejudice to any requirement on provision of natural lighting or ventilation, where the display surface or its fixings of a wall signboard is not made of non-combustible material, any external wall opening behind the signboard should be protected by fixed light or blocked up by material having a fire resistance period of not less than that required for the elements of construction of the floor where the external wall opening is located.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Others		<input type="checkbox"/>	<input type="checkbox"/>

Put a tick against the box where appropriate

**Part 3 – Signboard Photos (4-R size)**

Address of signboard \_\_\_\_\_ Shop A, G/F ZZ Centre, 211-215 XX Street, Kowloon

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Block plan showing signboard location (1:500)

Photo 1: Signboard front view



Photo 2: Signboard supporting frame



Photo 3: Fixing points of signboard (other fixing points are similar)



Signature of \*Registered Minor Works Contractor/

or ~~Prescribed Building Professional~~ Chan Tai Man

Name: Chan Tai Man

Certificate of Registration No.: MWC9678/2013

Date of expiry of registration: 15-7-2014

\* *Delete where inappropriate*