




Appendix I – Types of “Minor Works”

Class I 							
	Type						
Item	A	B	C	D	E	F	G
1.1	█						
1.2	█						
1.3	█						
1.4	█						
1.5	█				█		█
1.6	█						
1.7	█						
1.8	█						
1.9	█						█
1.10	█						█
1.11	█						
1.12	█						█
1.13	█						
1.14	█						
1.15	█						
1.16	█						
1.17	█	█			█		
1.18	█				█		
1.19	█						
1.20			█				
1.21			█				
1.22			█				
1.23			█				
1.24			█				█
1.25				█			
1.26				█			
1.27	█				█		
1.28	█				█		
1.29	█				█		
1.30	█						█
1.31	█					█	
1.32	█						█
1.33	█						█
1.34	█						█
1.35	█						
1.36				█			
1.37	█						█
1.38	█						
1.39	█						█
1.40	█						█

Class II 							
	Type						
Item	A	B	C	D	E	F	G
2.1	█			█			
2.2	█				█		█
2.3	█			█			
2.4	█			█			█
2.5	█						
2.6	█						
2.7	█						
2.8	█						
2.9	█						█
2.10	█						
2.11	█						
2.12	█						█
2.13	█						
2.14	█						
2.15	█	█					
2.16	█						
2.17	█	█					
2.18			█				
2.19			█				
2.20			█				
2.21			█				
2.22			█				
2.23			█				
2.24			█				█
2.25			█				█
2.26			█				█
2.27			█				█
2.28				█			
2.29				█			
2.30				█			
2.31	█				█		█
2.32	█						█
2.33	█					█	
2.34	█					█	
2.35	█						
2.36				█			
2.37	█						█
2.38	█						
2.39	█						█
2.40	█						█

Class III 							
	Type						
Item	A	B	C	D	E	F	G
3.1	█						█
3.2	█				█		█
3.3	█						
3.4	█						█
3.5	█						█
3.6	█						
3.7	█						█
3.8	█						█
3.9	█						
3.10	█						█
3.11	█						
3.12	█	█					
3.13	█						
3.14	█				█		
3.15	█				█		
3.16			█				
3.17			█				
3.18			█				█
3.19			█				█
3.20			█				█
3.21			█				█
3.22			█				█
3.23				█			
3.24	█			█			█
3.25	█				█		
3.26	█				█		█
3.27	█				█		
3.28	█				█		
3.29	█				█		
3.30	█				█		█
3.31	█					█	
3.32	█						█
3.33	█						█
3.34	█				█		
3.35	█				█		
3.36	█				█		
3.37	█				█		
3.38	█				█		

Appendix II – Items of “Minor Works”

Item	Description of building works
1.1	Erection or alteration of any internal staircase that is not used as a means of escape or a means of access for firefighting and rescue, provided that – (a) the works do not result in any additional load to any cantilevered slab; and (b) the works do not involve the alteration of any other structural elements, except a simply supported beam that – (i) is not of pre-stressed construction; and (ii) is not used to support any column, flat slab or ribbed beam.
1.2	Formation of any opening in a slab, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements, except a simply supported beam that – (i) is not of pre-stressed construction; and (ii) is not used to support any column, flat slab or ribbed beam; and (c) the area of the opening is more than 1 m ² but not more than 4.5 m ² .
1.3	Building works associated with the installation or alteration of any service lift, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements, except a simply supported beam that – (i) is not of pre-stressed construction; and (ii) is not used to support any column, flat slab or ribbed beam; (c) the rated load of the lift is not more than 250 kg; (d) the internal floor area of the lift car is not more than 1 m ² ; and (e) the internal height of the lift car is not more than 1.2 m.
1.4	Building works associated with the installation or alteration of any stairlift or lifting platform, provided that – (a) the works do not result in any additional load to any cantilevered slab; and (b) the works do not involve the alteration of any other structural elements, except a simply supported beam that – (i) is not of pre-stressed construction; and (ii) is not used to support any column, flat slab or ribbed beam.
1.5	Removal of any supporting structure for an air-conditioning unit, water cooling tower, solar water heating system or photovoltaic system located on a cantilevered slab with a span of more than 1 m.
1.6	Alteration or removal of any protective barrier (other than an external reinforced concrete wall or block wall), provided that the works do not result in any additional load to any cantilevered slab.
1.7	Erection or alteration of any solid fence wall, provided that – (a) the wall is erected on-grade; and (b) the height of the wall is more than 1.5 m but not more than 5 m.
1.8	Erection or alteration of any external mesh fence, provided that – (a) the fence is erected on-grade; and (b) the height of the fence is more than 3 m but not more than 10 m.
1.9	Removal of any solid fence wall, provided that – (a) the wall is erected on-grade; and (b) the height of the wall is more than 3 m.
1.10	Removal of any external mesh fence, provided that – (a) the fence is erected on-grade; and (b) the height of the fence is more than 5 m.

Item	Description of building works
1.11	Construction or alteration of any spread footing associated with the carrying out of any other minor works or designated exempted works, provided that – (a) the works involve an excavation of a depth of not more than 3 m; (b) the overall gradient of the area bounded by lines 10 m away from the location of the footing in the downhill direction is not more than 15 degrees; (c) there is no slope steeper than 15 degrees within the area mentioned in paragraph (b); (d) there is no retaining wall or terrace wall higher than 1.5 m, or below a line drawn down from the base of the footing that is 45 degrees to the horizontal, within the area mentioned in paragraph (b); (e) the allowable pressure imposed by the footing on the ground is not more than 100 kPa or (if the footing is located below the ground water level) 50 kPa; (f) the footing is not founded on soft clay or mud; (g) the works do not involve any excavation within area number 1 or 3 of the scheduled areas; and (h) the works do not fall within the description of item 2.10.
1.12	Excavation works associated with the carrying out of any other minor works or designated exempted works, provided that – (a) the works are not carried out within area number 1 or 3 of the scheduled areas; and (b) the depth of the excavation is more than 1.5 m but not more than 3 m.
1.13	Erection or alteration of any supporting structure for an antenna or transceiver on the roof of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) no part of the structure projects beyond the external wall of the building; and (c) the structure is designed for an antenna or transceiver of more than 150 kg in weight.
1.14	Erection or alteration of any supporting structure for a radio base station solely for telecommunications services in the form of an equipment cabinet on the roof of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the length of the cabinet is not more than 1.5 m; (c) the width of the cabinet is not more than 1 m; and (d) the height of the cabinet is not more than 2.3 m.
1.15	Erection, alteration or removal of any external reinforced concrete wall (other than a load bearing wall) of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; and (c) the height of the wall is more than 1.1 m but not more than 3.5 m.
1.16	Erection, alteration or repair of any metal gate at a fence wall or at an entrance to a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; (c) the weight of at least one leaf of the gate is more than 300 kg; and (d) the height of the gate is not more than 3.2 m.
1.17	Repair of any structural elements (including any column, shear wall, flat slab, cantilevered slab, ribbed slab, waffle slab, pre-stressed beam, post-tensioned beam, cantilevered beam, transfer plate, transfer beam or earth retaining structure) in accordance with the original design, provided that the works do not result in any additional load to any cantilevered slab.

Appendix II – Items of “Minor Works”

Item	Description of building works
1.18	Erection or alteration of any supporting structure for a solar water heating system on-grade or on a slab (other than a cantilevered slab), provided that – (a) the height of the structure is not more than 1.5 m; (b) the structure is designed for a solar water heating system at least one thermal collector of which is more than 200 kg in weight; and (c) if the thermal collector and the water tank of the system are integrated, the structure is designed for a system the gross weight (when the water tank is in full capacity) of which is more than 100 kg per m ² of the ground or slab area.
1.19	Erection or alteration of any supporting structure for a photovoltaic system on-grade or on a slab (other than a cantilevered slab), provided that – (a) the height of the structure is not more than 1.5 m; and (b) the structure is designed for a photovoltaic system at least one module of which is more than 200 kg in weight.
1.20	Erection or alteration of any projecting signboard, provided that – (a) the signboard does not consist of stone; (b) the works do not result in any additional load to any cantilevered slab; (c) the works do not involve the alteration of any other structural elements; (d) the display area of the signboard is more than 10m ² but not more than 20 m ² ; (e) no part of the signboard projects more than 4.2 m from the external wall to which it is fixed; and (f) the thickness of the signboard is not more than 600 mm.
1.21	Erection or alteration of any signboard on the roof of a building, provided that – (a) the signboard does not consist of stone; (b) the works do not result in any additional load to any cantilevered slab; (c) the works do not involve the alteration of any other structural elements; (d) the display area of the signboard is not more than 20 m ² ; (e) no part of the signboard projects beyond the external wall of the building; (f) the thickness of the signboard is not more than 600 mm; and (g) the distance between any part of the signboard and the level of the roof is not more than 6 m.
1.22	Erection or alteration of any wall signboard, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; (c) if the signboard comprises a display system consisting of light emitting diodes, the display area of the signboard is more than 5 m ² but not more than 20 m ² ; (d) if the signboard does not comprise any display system consisting of light emitting diodes, the display area of the signboard is more than 10 m ² but not more than 40 m ² ; and (e) if the distance between any part of the signboard and the ground is more than 6 m, the signboard does not consist of stone.
1.23	Erection or alteration of any outdoor signboard fixed on-grade (other than the construction of a spread footing), provided that – (a) the display area of the signboard is not more than 20 m ² ; (b) the thickness of the signboard is not more than 600 mm; (c) the distance between any part of the signboard and the ground is not more than 6 m; and (d) the works do not fall within the description of item 2.21.
1.24	Removal of any signboard (other than the removal of the spread footing of any outdoor signboard), provided that the works do not fall within the description of item 11 of Part 2 of Schedule 2 or item 2.24, 2.25, 2.26, 2.27, 3.16, 3.17, 3.18, 3.19, 3.20, 3.21 or 3.22.

Item	Description of building works
1.25	Repair of any underground drain, provided that – (a) the works involve an excavation of a depth of more than 1.5 m but not more than 3 m; (b) the distance between any point of the excavation and any structure or building is at least equal to the depth of the excavation; (c) the works do not involve any excavation within area number 1 or 3 of the scheduled areas; (d) the works do not involve the last manhole; (e) if the works are carried out beside the crest of a slope with a gradient of not more than 30 degrees, the distance between any point of the excavation and the outer edge of the crest is at least equal to the height of the slope; (f) if the works are carried out beside the crest of a slope with a gradient of more than 30 degrees – (i) the height of the slope is not more than 3 m; and (ii) the distance between any point of the excavation and the outer edge of the crest is at least equal to 1.5 times the height of the slope; and (g) if the works are carried out beside the top of a retaining wall – (i) the height of the wall is not more than 3 m; and (ii) the distance between any point of the excavation and the wall is at least equal to 1.5 times the height of the wall.
1.26	Addition or alteration of any underground drain, provided that – (a) the works involve an excavation of a depth of more than 1.5 m but not more than 3 m; (b) the distance between any point of the excavation and any structure or building is at least equal to the depth of the excavation; (c) the works do not involve any excavation within area number 1 or 3 of the scheduled areas; (d) the works do not involve the last manhole; and (e) if the works are carried out beside the crest of a slope – (i) the gradient of the slope is not more than 15 degrees; (ii) the height of the slope is not more than 3 m; and (iii) the distance between any point of the excavation and the outer edge of the crest is at least equal to the height of the slope.
1.27	Erection, alteration or removal of any canopy projecting from the external wall of a building over an entrance to the building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the canopy projects more than 500 mm but not more than 2 m from the wall; (c) the canopy is not constructed of concrete; and (d) the distance between the highest point of the canopy and the ground is more than 3 m.
1.28	Erection, alteration or removal of any metal supporting frame for an air-conditioning unit or any associated air ducts projecting from the external wall of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) no part of the frame projects more than 750 mm from the wall; (c) the distance between the highest point of the frame and the ground is more than 3 m; (d) the frame is designed for an air-conditioning unit of more than 100 kg in weight; and (e) the works do not fall within the description of item 3.27.
1.29	Erection or alteration of any supporting structure for an air-conditioning unit, water cooling tower or any associated air ducts on-grade or on a slab (other than a cantilevered slab), provided that – (a) the height of the structure is not more than 1.5 m; and (b) the structure is designed for an air-conditioning unit or water cooling tower, of more than 150 kg in weight.

Item	Description of building works
1.30	Removal of any unauthorized structure (other than an architectural projection, canopy, frame or rack) projecting more than 2 m from the external wall of a building, provided that, if the structure is fixed to a balcony or canopy that is a cantilevered slab, the span of the balcony or canopy is more than 1 m.
1.31	Erection, repair or removal of any panel fixed by metal dowels and fixings onto a wall inside a building, provided that the distance between the highest point of the panel and the adjoining floor is more than 10 m.
1.32	Removal of any internal staircase that is not used as a means of escape or a means of access for firefighting and rescue, provided that – (a) the works do not involve the alteration of any other structural elements, except a simply supported beam that – (i) is not of pre-stressed construction; and (ii) is not used to support any column, flat slab or ribbed beam; and (b) the works do not fall within the description of item 3.1.
1.33	Building works associated with the removal of any service lift, provided that – (a) the rated load of the lift is not more than 250 kg; (b) the internal floor area of the lift car is not more than 1 m ² ; and (c) the internal height of the lift car is not more than 1.2 m.
1.34	Building works associated with the removal of any stairlift or lifting platform.
1.35	Reinstatement in accordance with the original design of a slab in respect of which an opening has been formed, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; and (c) the area of the opening is more than 1m ² but not more than 4.5 m ² .
1.36	Removal of any underground drain, provided that – (a) the works involve an excavation of a depth of more than 1.5 m but not more than 3 m; (b) the distance between any point of the excavation and any structure or building is at least equal to the depth of the excavation; (c) the works do not involve any excavation within area number 1 or 3 of the scheduled areas; (d) the works do not involve the last manhole; (e) if the works are carried out beside the crest of a slope with a gradient of not more than 30 degrees, the distance between any point of the excavation and the outer edge of the crest is at least equal to the height of the slope; (f) if the works are carried out beside the crest of a slope with a gradient of more than 30 degrees – (i) the height of the slope is not more than 3 m; and (ii) the distance between any point of the excavation and the outer edge of the crest is at least equal to 1.5 times the height of the slope; and (g) if the works are carried out beside the top of a retaining wall – (i) the height of the wall is not more than 3 m; and (ii) the distance between any point of the excavation and the wall is at least equal to 1.5 times the height of the wall.
1.37	Removal of any chimney attached to the external wall of a building or located on the roof of a building, provided that – (a) the distance between the highest point of the chimney and the level of the adjoining roof is not more than 10 m; and (b) the works do not fall within the description of item 2.37.

Item	Description of building works
1.38	Removal of any unauthorized structure located on-grade or on a slab (other than a cantilevered slab), provided that – (a) the works do not involve the alteration of any other structural elements; (b) the height of the structure is more than 5 m but not more than 10 m; (c) the structure has not more than 2 storeys; (d) the structure is not a flat slab, pre-stressed concrete construction, transfer girder, hanger, cantilevered structure with a span of more than 1.2 m or earth retaining structure; and (e) no structural element of the structure has a span of more than 6 m.
1.39	Removal of any unauthorized floor slab.
1.40	Removal of any metal gate at a fence wall or at an entrance to a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; (c) the weight of at least one leaf of the gate is more than 300 kg; and (d) the height of the gate is not more than 3.2 m.
2.1	Formation of any opening in a slab, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements, except a simply supported beam that – (i) is not of pre-stressed construction; and (ii) is not used to support any column, flat slab or ribbed beam; (c) the area of the opening is not more than 1m ² ; and (d) the works do not fall within the description of item 1 of Part 2 of Schedule 2.
2.2	Removal of any supporting structure for an air-conditioning unit, water cooling tower, solar water heating system or photovoltaic system, provided that – (a) the structure is located on-grade or on a slab; (b) if the slab mentioned in paragraph (a) is a cantilevered slab, the span of the slab is not more than 1 m; and (c) the works do not fall within the description of item 3.2.
2.3	Replacement of any glass reinforced polyester water tank located on the roof of a building in accordance with the original design, provided that – (a) the capacity of the tank is not more than 9 m ³ and the water head of the tank is not more than 2 m; and (b) the distance between the tank and the edge of the roof is not more than 1.5 m.
2.4	Removal of any glass reinforced polyester water tank located on the roof of a building, provided that – (a) the capacity of the tank is not more than 9 m ³ ; and (b) the distance between the tank and the edge of the roof is not more than 1.5 m.
2.5	Repair or replacement of any protective barrier (other than an external reinforced concrete wall or block wall) in accordance with the original design, provided that – (a) the works do not result in any additional load to any cantilevered slab; and (b) the difference in height between the level on which the protective barrier is located and its adjacent level is more than 2 m.
2.6	Erection or alteration of any solid fence wall, provided that – (a) the wall is erected on-grade; and (b) the height of the wall is not more than 1.5 m.
2.7	Erection or alteration of any external mesh fence, provided that – (a) the fence is erected on-grade; and (b) the height of the fence is not more than 3 m.

Appendix II – Items of “Minor Works”

Item	Description of building works
2.8	<p>Construction, alteration or repair of any window or window wall, provided that –</p> <ul style="list-style-type: none"> (a) the works do not result in any additional load to any cantilevered slab; (b) no structural element of the window or window wall has a span of more than 6 m; (c) the distance between the highest point of the window or window wall and the ground is more than 3.5 m; (d) if the distance between the highest point of the window or window wall and the ground is not more than 100 m – <ul style="list-style-type: none"> (i) the works involve the main frame of the window or window wall; or (ii) the works involve the sub-frame of the window or window wall, and the length of the sub-frame is more than 1.2 m; (e) if the distance between the highest point of the window or window wall and the ground is more than 100 m – <ul style="list-style-type: none"> (i) the area of the external wall opening for the window or window wall is not more than 6 m²; and (ii) the length or width (whichever is shorter) of the opening is not more than 1.8 m; and (f) the works do not involve the alteration of any other structural elements, except a simply supported beam that – <ul style="list-style-type: none"> (i) is not of pre-stressed construction; and (ii) is not used to support any column, flat slab or ribbed beam.
2.9	<p>Removal of any window or window wall, provided that –</p> <ul style="list-style-type: none"> (a) the height of the window or window wall is not more than 6m; (b) the works do not involve the alteration of any other structural elements; and (c) the works do not fall within the description of item 3.7.
2.10	<p>Construction or alteration of any spread footing associated with the carrying out of any other minor works or designated exempted works, provided that –</p> <ul style="list-style-type: none"> (a) the works involve an excavation of a depth of not more than 1.5 m; (b) the overall gradient of the area bounded by lines 10 m away from the location of the footing in the downhill direction is not more than 5 degrees; (c) there is no slope steeper than 15 degrees within the area mentioned in paragraph (b); (d) there is no retaining wall or terrace wall higher than 1.5 m, or below a line drawn down from the base of the footing that is 45 degrees to the horizontal, within the area mentioned in paragraph (b); (e) the allowable pressure imposed by the footing on the ground is not more than 100 kPa or (if the footing is located below the ground water level) 50 kPa; (f) the footing is not founded on soft clay or mud; and (g) the works do not involve any excavation within area number 1 or 3 of the scheduled areas.
2.11	<p>Excavation works associated with the carrying out of any other minor works or designated exempted works, provided that –</p> <ul style="list-style-type: none"> (a) the works are not carried out within area number 1 or 3 of the scheduled areas; and (b) the depth of the excavation is more than 0.3 m but not more than 1.5 m.
2.12	<p>Removal of any radio base station for telecommunications services in the form of an enclosure or equipment cabinet together with its supporting structure located on the roof of a building, provided that –</p> <ul style="list-style-type: none"> (a) the length of the station is not more than 4.5 m; (b) the width of the station is not more than 4.5 m; (c) the height of the station is not more than 2.3 m; and (d) the works do not fall within the description of item 3.8.

Item	Description of building works
2.13	<p>Erection, alteration or removal of any external reinforced concrete wall (other than a load bearing wall) of a building, provided that –</p> <ul style="list-style-type: none"> (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; and (c) the height of the wall is not more than 1.1 m
2.14	<p>Erection, alteration or removal of any external block wall (other than a load bearing wall) of a building, provided that –</p> <ul style="list-style-type: none"> (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; and (c) the height of the wall is more than 1.1 m but not more than 3.5m.
2.15	<p>Repair of any external reinforced concrete wall (other than a load bearing wall) of a building, provided that –</p> <ul style="list-style-type: none"> (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; and (c) the height of the wall is not more than 3.5 m.
2.16	<p>Erection, alteration or repair of any metal gate at a fence wall or at an entrance to a building, provided that –</p> <ul style="list-style-type: none"> (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; (c) the weight of each leaf of the gate is not more than 300 kg; (d) the weight of at least one leaf of the gate is more than 200 kg; and (e) the height of the gate is not more than 3.2 m.
2.17	<p>Repair of any slab or beam (other than a flat slab, cantilevered slab, ribbed slab, waffle slab, pre-stressed beam, post-tensioned beam, cantilevered beam, transfer plate or transfer beam) in accordance with the original design, provided that the works do not result in any additional load to any cantilevered slab.</p>
2.18	<p>Erection or alteration of any projecting signboard, provided that –</p> <ul style="list-style-type: none"> (a) the signboard does not consist of stone; (b) the works do not result in any additional load to any cantilevered slab; (c) the works do not involve the alteration of any other structural elements; (d) the display area of the signboard is not more than 10 m²; (e) no part of the signboard projects more than 4.2 m from the external wall to which it is fixed; (f) the thickness of the signboard is not more than 600 mm; and (g) the works do not fall within the description of item 3.16.
2.19	<p>Erection or alteration of any wall signboard, provided that –</p> <ul style="list-style-type: none"> (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; (c) if the signboard comprises a display system consisting of light emitting diodes, the display area of the signboard is not more than 5 m²; (d) if the signboard does not comprise any display system consisting of light emitting diodes, the display area of the signboard is not more than 10m²; (e) if the distance between any part of the signboard and the ground is more than 6 m, the signboard does not consist of stone; and (f) the works do not fall within the description of item 10 of Part 2 of Schedule 2 or item 3.17.

Item	Description of building works
2.20	Erection or alteration of any signboard on or hung underneath the soffit of a balcony or canopy (other than a cantilevered slab), provided that – (a) the signboard does not consist of stone; (b) the display area of the signboard is not more than 2 m ² ; (c) no part of the signboard projects beyond the balcony or canopy; (d) the height of the signboard is not more than 600 mm; and (e) the thickness of the signboard is not more than 100 mm.
2.21	Erection or alteration of any outdoor signboard fixed on-grade (other than the construction of a spread footing), provided that – (a) the display area of the signboard is not more than 10 m ² ; (b) the thickness of the signboard is not more than 600 mm; and (c) the distance between any part of the signboard and the ground is not more than 2 m.
2.22	Erection or alteration of any outdoor signboard together with a spread footing, provided that – (a) the display area of the signboard is not more than 1m ² ; (b) the thickness of the signboard is not more than 300 mm; (c) the distance between any part of the signboard and the ground is not more than 3 m; (d) the works involve an excavation of a depth of not more than 500 mm for construction of the footing; and (e) the works do not involve any excavation within area number 1 or 3 of the scheduled areas.
2.23	Replacement of the display surface of any signboard referred to in item 1.20, 1.21, 1.22, 1.23, 2.18, 2.19, 2.20, 2.21 or 2.22.
2.24	Removal of any projecting signboard, provided that – (a) the display area of the signboard is not more than 20 m ² ; and (b) the works do not fall within the description of item 3.18.
2.25	Removal of any signboard located on the roof of a building, or any outdoor signboard fixed on-grade (other than the removal of the spread footing of any outdoor signboard), provided that – (a) the display area of the signboard is not more than 20 m ² ; and (b) the works do not fall within the description of item 3.19 or 3.22.
2.26	Removal of any wall signboard, provided that – (a) if the signboard comprises a display system consisting of light emitting diodes, the display area of the signboard is not more than 20 m ² ; (b) if the signboard does not comprise any display system consisting of light emitting diodes, the display area of the signboard is not more than 40 m ² ; and (c) the works do not fall within the description of item 11 of Part 2 of Schedule 2 or item 3.20.
2.27	Removal of any signboard located on or hung underneath the soffit of a balcony or canopy (other than a cantilevered slab), provided that the works do not fall within the description of item 3.21.

Item	Description of building works
2.28	Repair of any underground drain, provided that – (a) the works involve an excavation of a depth of not more than 1.5 m; (b) the distance between any point of the excavation and any structure or building is at least equal to the depth of the excavation; (c) the works do not involve any excavation within area number 1 or 3 of the scheduled areas; (d) the works do not involve the last manhole; (e) if the works are carried out beside the crest of a slope with a gradient of not more than 30 degrees, the distance between any point of the excavation and the outer edge of the crest is at least equal to the height of the slope; (f) if the works are carried out beside the crest of a slope with a gradient of more than 30 degrees – (i) the height of the slope is not more than 3 m; and (ii) the distance between any point of the excavation and the outer edge of the crest is at least equal to 1.5 times the height of the slope; and (g) if the works are carried out beside the top of a retaining wall – (i) the height of the wall is not more than 3 m; and (ii) the distance between any point of the excavation and the wall is at least equal to 1.5 times the height of the wall.
2.29	Addition or alteration of any underground drain, provided that – (a) the works involve an excavation of a depth of not more than 1.5 m; (b) the distance between any point of the excavation and any structure or building is at least equal to the depth of the excavation; (c) the works do not involve any excavation within area number 1 or 3 of the scheduled areas; (d) the works do not involve the last manhole; and (e) if the works are carried out beside the crest of a slope – (i) the gradient of the slope is not more than 15 degrees; (ii) the height of the slope is not more than 3 m; and (iii) the distance between any point of the excavation and the outer edge of the crest is at least equal to the height of the slope.
2.30	Erection, alteration or removal of any aboveground drain, provided that – (a) the works do not result in any additional load to any cantilevered slab; and (b) the works do not fall within the description of item 3.23.
2.31	Removal of any architectural projection, canopy, supporting frame for an air-conditioning unit or any associated air ducts, or rack (other than a drying rack), projecting from the external wall of a building, provided that – (a) the projection, canopy, frame or rack projects more than 750 mm from the wall; (b) the projection, canopy, frame or rack is not constructed of concrete; and (c) the works do not fall within the description of item 13 or 14 of Part 2 of Schedule 2.
2.32	Removal of any unauthorized structure (other than an architectural projection, canopy, frame or rack) projecting not more than 2 m from the external wall of a building, provided that, if the structure is fixed to a balcony or canopy that is a cantilevered slab, the span of the balcony or canopy is not more than 1 m.
2.33	Erection, repair or removal of any panel fixed by metal dowels and fixings onto a wall inside a building, provided that the distance between the highest point of the panel and the adjoining floor is more than 3 m but not more than 10 m.

Appendix II – Items of “Minor Works”

Item	Description of building works
2.34	Laying, repair or removal of any external rendering, external wall tile or roof tile of a building, provided that – (a) in the case of the repair of any external rendering, the distance between the highest point of the area in respect of which the repair is to be carried out and the adjoining ground or adjoining floor is more than 3 m; (b) in the case other than the repair of any external rendering, the distance between the highest point of the rendering or tile and the adjoining ground or adjoining floor is more than 3 m; and (c) in the case of roof tile, the gradient of the roof is more than 1 in 4.
2.35	Reinstatement in accordance with the original design of a slab in respect of which an opening has been formed, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; (c) the distance between the 2 points that are farthest away from each other within the area of the opening is more than 150 mm; and (d) the area of the opening is not more than 1m ² .
2.36	Removal of any underground drain, provided that – (a) the works involve an excavation of a depth of not more than 1.5 m; (b) the distance between any point of the excavation and any structure or building is at least equal to the depth of the excavation; (c) the works do not involve any excavation within area number 1 or 3 of the scheduled areas; (d) the works do not involve the last manhole; (e) if the works are carried out beside the crest of a slope with a gradient of not more than 30 degrees, the distance between any point of the excavation and the outer edge of the crest is at least equal to the height of the slope; (f) if the works are carried out beside the crest of a slope with a gradient of more than 30 degrees – (i) the height of the slope is not more than 3 m; and (ii) the distance between any point of the excavation and the outer edge of the crest is at least equal to 1.5 times the height of the slope; and (g) if the works are carried out beside the top of a retaining wall – (i) the height of the wall is not more than 3 m; and (ii) the distance between any point of the excavation and the wall is at least equal to 1.5 times the height of the wall.
2.37	Removal of any chimney attached to the external wall of a building or located on the roof of a building, provided that – (a) the smallest cross-sectional dimension of the chimney is not more than 500 mm; and (b) the distance between the highest point of the chimney and the level of the adjoining roof is not more than 5 m.
2.38	Removal of any unauthorized structure hung underneath the soffit of a balcony or canopy (other than a cantilevered slab) or fixed to a balcony or canopy (other than a cantilevered slab).
2.39	Removal of any unauthorized single storey structure located on-grade or on a slab (other than a cantilevered slab), provided that – (a) the works do not involve the alteration of any other structural elements; (b) the height of the structure is not more than 5 m; (c) the structure is not a flat slab, pre-stressed concrete construction, transfer girder, hanger, cantilevered structure with a span of more than 1.2 m or earth retaining structure; (d) no structural element of the structure has a span of more than 6 m; and (e) the works do not fall within the description of item 3.32.

Item	Description of building works
2.40	Removal of any metal gate at a fence wall or at an entrance to a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; (c) the weight of each leaf of the gate is not more than 300 kg; (d) the weight of at least one leaf of the gate is more than 200 kg; and (e) the height of the gate is not more than 3.2 m.
3.1	Removal of the whole of any internal staircase on the lowest storey of a building that is not used as a means of escape or a means of access for firefighting and rescue, provided that – (a) the height of the staircase is not more than 1.5 m; and (b) the works do not involve the alteration of any other structural elements, except a simply supported beam that – (i) is not of pre-stressed construction; and (ii) is not used to support any column, flat slab or ribbed beam.
3.2	Removal of any supporting structure for an air-conditioning unit, water cooling tower, solar water heating system or photovoltaic system, provided that – (a) the structure is located on-grade or on a slab (other than a cantilevered slab); (b) the height of the structure is more than 1 m but not more than 2 m; and (c) if the structure is located on the roof of a building – (i) the distance between any part of the structure and the edge of the roof is more than 1.5 m; or (ii) there is a protective barrier with a height of not less than 1.1 m at the edge of the roof.
3.3	Repair or replacement of any protective barrier (other than an external reinforced concrete wall or block wall) in accordance with the original design, provided that – (a) the works do not result in any additional load to any cantilevered slab; and (b) the difference in height between the level on which the protective barrier is located and its adjacent level is not more than 2 m.
3.4	Removal of any solid fence wall, provided that – (a) the wall is erected on-grade; and (b) the height of the wall is more than 1.1 m but not more than 3m.
3.5	Removal of any external mesh fence, provided that – (a) the fence is erected on-grade; and (b) the height of the fence is more than 3 m but not more than 5 m.
3.6	Construction, alteration or repair of any window or window wall, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) if the distance between the highest point of the window or window wall and the ground is more than 3.5 m but not more than 100 m – (i) the works involve the sub-frame of the window or window wall only; and (ii) the length of the sub-frame is not more than 1.2 m; (c) if the distance between the highest point of the window or window wall and the ground is not more than 3.5 m, no structural element of the window or window wall has a span of more than 6 m; and (d) the works do not involve the alteration of any other structural elements, except a simply supported beam that – (i) is not of pre-stressed construction; and (ii) is not used to support any column, flat slab or ribbed beam.

Item	Description of building works
3.7	Removal of any window or window wall, provided that – (a) the works do not involve the alteration of any other structural elements; and (b) the distance between the highest point of the window or window wall and the ground is not more than 3.5 m.
3.8	Removal of any radio base station for telecommunications services in the form of an enclosure or equipment cabinet together with its supporting structure located on the roof of a building, provided that – (a) the distance between any part of the station and the edge of the roof is more than 1.5 m; (b) the works do not involve any structural elements constructed of concrete; (c) the length of the station is not more than 4.5 m; (d) the width of the station is not more than 4.5 m; and (e) the height of the station is not more than 2 m.
3.9	Erection, alteration or removal of any supporting structure for an antenna or transceiver on the roof of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) no part of the structure projects beyond the external wall of the building; and (c) the structure is designed for an antenna or transceiver of not more than 150 kg in weight.
3.10	Removal of any supporting structure for an antenna or transceiver located on the roof of a building.
3.11	Erection, alteration or removal of any external block wall (other than a load bearing wall) of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; and (c) the height of the wall is not more than 1.1 m.
3.12	Repair of any external block wall (other than a load bearing wall) of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; and (c) the height of the wall is not more than 3.5 m.
3.13	Erection, alteration, repair or removal of any metal gate at a fence wall or at an entrance to a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; (c) the weight of each leaf of the gate is not more than 200 kg; (d) the height of the gate is not more than 3.2 m; and (e) the works do not fall within the description of item 8 of Part 2 of Schedule 2.
3.14	Erection, alteration or removal of any supporting structure for a solar water heating system on-grade or on a slab (other than a cantilevered slab), provided that – (a) the height of the structure is not more than 1.5 m; (b) the structure is designed for a solar water heating system none of the thermal collectors of which is more than 200 kg in weight; (c) if the thermal collector and the water tank of the system are integrated, the structure is designed for a system the gross weight (when the water tank is in full capacity) of which is not more than 100 kg per m ² of the ground or slab area; and (d) the works do not fall within the description of item 12 of Part 2 of Schedule 2.

Item	Description of building works
3.15	Erection, alteration or removal of any supporting structure for a photovoltaic system on-grade or on a slab (other than a cantilevered slab), provided that – (a) the height of the structure is not more than 1.5 m; (b) the structure is designed for a photovoltaic system none of the modules of which is more than 200 kg in weight; and (c) the works do not fall within the description of item 12 of Part 2 of Schedule 2.
3.16	Erection, alteration or removal of any projecting signboard (including the replacement of the display surface of any signboard), provided that – (a) the signboard does not consist of stone; (b) the works do not result in any additional load to any cantilevered slab; (c) the works do not involve the alteration of any other structural elements; (d) the display area of the signboard is not more than 1 m ² ; (e) no part of the signboard projects more than 1 m from the external wall to which it is fixed; (f) the thickness of the signboard is not more than 300 mm; and (g) the distance between any part of the signboard and the ground is not more than 6 m.
3.17	Erection, alteration or removal of any wall signboard (including the replacement of the display surface of any signboard), provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; (c) the display area of the signboard is not more than 5 m ² ; (d) the distance between any part of the signboard and the ground is not more than 6 m; and (e) the works do not fall within the description of item 10 or 11 of Part 2 of Schedule 2.
3.18	Removal of any projecting signboard, provided that – (a) the display area of the signboard is not more than 2 m ² ; (b) no part of the signboard projects more than 2 m from the external wall to which it is fixed; and (c) the distance between any part of the signboard and the ground is not more than 6 m.
3.19	Removal of any signboard located on the roof of a building, provided that – (a) the display area of the signboard is not more than 5 m ² ; (b) the height of the signboard is not more than 2 m; and (c) the distance between any part of the signboard and the edge of the roof is more than 1.5 m.
3.20	Removal of any wall signboard, provided that – (a) the display area of the signboard is not more than 10 m ² ; (b) the distance between any part of the signboard and the ground is not more than 6 m; and (c) the works do not fall within the description of item 11 of Part 2 of Schedule 2.
3.21	Removal of any signboard located on or hung underneath the soffit of a balcony or canopy (other than a cantilevered slab), provided that – (a) if the signboard is located on a balcony or canopy, the display area of the signboard is not more than 5 m ² ; (b) if the signboard is hung underneath the soffit of a balcony or canopy, the display area of the signboard is not more than 2 m ² ; and (c) the height of the signboard is not more than 1 m.
3.22	Removal of any outdoor signboard fixed on-grade (other than the removal of the spread footing of any outdoor signboard), provided that – (a) the display area of the signboard is not more than 1 m ² ; and (b) the distance between any part of the signboard and the ground is not more than 3 m.

Appendix II – Items of “Minor Works”

Item	Description of building works
3.23	Erection, alteration or removal of any aboveground drain, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve any main pipe, other than the replacement of components at existing junctions; and (c) the works do not involve any embedded pipe, other than a pipe that passes through a wall or slab.
3.24	Removal of any aboveground drain the erection of which was unauthorized.
3.25	Erection, alteration or removal of any canopy projecting from the external wall of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) no part of the canopy projects more than 500 mm from the wall; (c) the canopy is not constructed of concrete; and (d) the distance between the highest point of the canopy and the ground is more than 3 m.
3.26	Removal of any architectural projection, canopy, supporting frame for an air-conditioning unit or any associated air ducts, or rack (other than a drying rack), projecting from the external wall of a building, provided that – (a) no part of the projection, canopy, frame or rack projects more than 750 mm from the wall; (b) the projection, canopy, frame or rack is not constructed of concrete; and (c) the works do not fall within the description of item 13 or 14 of Part 2 of Schedule 2.
3.27	Erection, alteration or removal of any metal supporting frame for an air-conditioning unit or any associated air ducts projecting from the external wall of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) no part of the frame projects more than 600 mm from the wall; (c) the distance between the highest point of the frame and the ground is more than 3 m; and (d) the frame is designed for an air-conditioning unit of not more than 100 kg in weight.
3.28	Erection, alteration or removal of any supporting structure for an air-conditioning unit, water cooling tower or any associated air ducts on-grade or on a slab (other than a cantilevered slab), provided that – (a) the height of the structure is not more than 1.5 m; (b) the structure is designed for an air-conditioning unit or water cooling tower, of not more than 150 kg in weight; and (c) the works do not fall within the description of item 12 of Part 2 of Schedule 2.
3.29	Erection, alteration or removal of any drying rack projecting from the external wall of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) no part of the rack projects more than 750 mm from the wall; and (c) the distance between the highest point of the rack and the ground is more than 3 m.
3.30	Removal of any drying rack projecting from the external wall of a building, provided that the works do not fall within the description of item 15 of Part 2 of Schedule 2.
3.31	Erection, repair or removal of any cladding fixed to the external wall of a building, provided that the distance between any part of the cladding and the adjoining ground or adjoining floor is not more than 6m.

Item	Description of building works
3.32	Removal of any unauthorized single storey structure located on-grade or on a slab (other than a cantilevered slab), provided that – (a) the works do not involve the alteration of any other structural elements; (b) the height of the structure is not more than 2.5 m; (c) the structure is not a flat slab, pre-stressed concrete construction, transfer girder, hanger, cantilevered structure with a span of more than 1.2 m or earth retaining structure; (d) no structural element of the structure has a span of more than 4.5 m; (e) the structure has a roofed over area of not more than 20 m ² ; and (f) if the structure is located on the roof of a building, the distance between any part of the structure and the edge of the roof is more than 1.5 m.
3.33	Removal of any metal gate at a fence wall or at an entrance to a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; (c) the weight of each leaf of the gate is not more than 200 kg; (d) the height of the gate is not more than 3.2 m; and (e) the works do not fall within the description of item 8 of Part 2 of Schedule 2.
3.34	Strengthening of any unauthorized supporting structure for an air-conditioning unit, water cooling tower or any associated air ducts located on-grade or on a slab (other than a cantilevered slab), provided that the structure is designed for an air-conditioning unit or water cooling tower, of not more than 100 kg in weight.
3.35	Strengthening of any unauthorized metal supporting frame for an air-conditioning unit or any associated air ducts projecting from the external wall of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) no part of the frame projects more than 600 mm from the wall; (c) the frame is designed for an air-conditioning unit of not more than 100 kg in weight; and (d) if the distance between the highest point of the frame and the ground is not more than 3 m, the frame does not project over any street or common part of the building.
3.36	Strengthening of any unauthorized drying rack projecting from the external wall of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) no part of the rack projects more than 750 mm from the wall; and (c) if the distance between the highest point of the rack and the ground is not more than 3 m, the rack does not project over any street or common part of the building.
3.37	Strengthening of any unauthorized canopy projecting from the external wall of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) no part of the canopy projects more than 500 mm from the wall; (c) the canopy is not constructed of concrete; and (d) if the distance between the highest point of the canopy and the ground is not more than 3 m, the canopy does not project over any street or common part of the building.
3.38	Alteration of any unauthorized canopy projecting from the external wall of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the canopy is not constructed of concrete; (c) immediately before the alteration, the canopy projects more than 500 mm from the wall, but no part of the canopy projects more than 750 mm from the wall; (d) immediately after the alteration, no part of the canopy projects more than 500 mm from the wall; and (e) if the distance between the highest point of the canopy and the ground is not more than 3 m, the canopy does not project over any street or common part of the building.

Appendix III – Duties & Responsibilities of Prescribed Building Professionals & Prescribed Registered Contractors under the “Simplified Requirements”

	Prescribed Building Professionals	Prescribed Registered Contractors	
Duties & Responsibilities under the BO & B(MW)R	Comply with BO & other enactments and notify the BA of any contravention		
	Comply with the “simplified requirements”		
	Supervise the MW periodically to ensure that there is no material deviation from the prescribed plans and details	<u>PRC registered on company basis</u> Supervise the MW continuously & keep & retain records of activities & information relevant to the supervision of the works ≥ 12 months after completion of works	
		<u>RMWC (Ind)</u> Carry out the MW personally	
	Appoint “technically competent persons” for Class I MW (if necessary)		
	Deliver a copy of prescribed plans, details & the supervision plan (as required) to the PRC	Keep all copies of prescribed plans, details & the supervision plan (if any) on site	
	Provide information to the BA per requested		
	Ensure fire services installations or equipment not affected	N/A	
	Serve notice to BA in specified form within 7 days on change of appointment of PBP, PRC or his own appointment	Notify BA in specified form within 7 days on change of appointment	
	Notify the BA in case of nomination in his place	N/A	
Cease to continue MW without the appointment of PRC	Cease to continue Class I MW without the appointment of PBP		
Liabilities to Injuries or Damages	N/A	Procure insurance on contractor’s all risks with 3 rd party indemnity & insure the 3 rd party against any injury or damage caused by the works	
	Acquire employee’s compensation insurance under the Employees’ Compensation Ordinance (Cap. 282)		

Appendix IV – Sanctions against Building Professionals & Registered Contractors

	Prescribed Building Professionals	Prescribed Registered Contractors
Sanctions under the BO that may be subject to Disciplinary Proceedings	Being negligent or misconducted himself in a professional way	Being negligent or misconducted himself
	Permitted a material deviation from a supervision plan	Deviated in a material manner from a supervision plan
	Drawn up a supervision plan that does not comply with the material requirements of the Ordinance	
	Certified “minor work” that have been carried out in contravention of the Ordinance	
	Supervised “minor works” that have caused injury to any person	Supervised / carried out “minor works” in such a manner that have caused injury to any person
	Certified or supervised building works as if it were “minor works” commenced under the “simplified requirements”	Carried out / certified building works as if it were “minor works” commenced under the “simplified requirements”
	Failed to carry out his duties	N/A
Offences under s.58 of B(MW)R	Contravened the “simplified requirements”. The maximum penalty is a fine at level 5 (\$50,000 at present)	
Offences under the BO	Failed to notify the BA of any contravention resulting from the works and shall be liable to a fine at level 5 (\$50,000 at present) under section 40(2AAAA) of the Ordinance	
	N/A	If a RMWC or RSC certifies or carries out “minor works” not belonging to the class, type or item for which he is registered, he shall be liable on conviction to a fixed fine at level 6 (\$100,000 at present), a daily fine of \$5,000 and imprisonment for 6 months under section 40(2E) of the Ordinance
	Allowed the works to be carried out or carries out the works in such a way that it will or is likely to cause injury or damage. He shall be liable on conviction to a fine of \$500,000 and imprisonment for 18 months under section 40(2B) of the Ordinance	

Appendix V – Recommended Steps for Persons who Intended to Carry Out “Minor Works” (“MW”)

