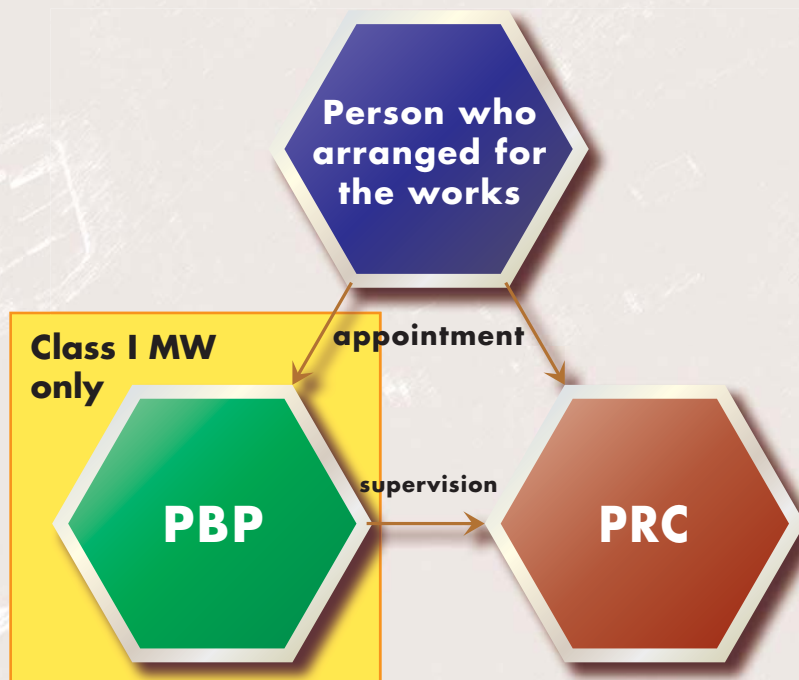


## 6 Simplified Requirements for Carrying Out “Minor Works”

### 6.1 Persons Involved

- 6.1.1 The person who directly arranges for the commencement or carrying out of “minor works” is called **“the person who arranged for the works to be carried out.”** He may be the property owner, tenant, agent of the owner, contractor, etc.
- 6.1.2 The building professionals appointed are called the **“prescribed building professionals” (“PBP”)**, who include an Authorized Person (“AP”) and, where necessary, a Registered Structural Engineer (“RSE”) and / or a Registered Geotechnical Engineer (“RGE”).
- 6.1.3 The **“prescribed registered contractor” (“PRC”)** is the contractor appointed to carry out the “minor works.” It can be a Registered General Building Contractor (“RGBC”), a Registered Specialist Contractor (“RSC”) registered under the category of demolition works / site formation works / foundation works / ground investigation field works or a Registered Minor Works Contractor (“RMWC”).



### 6.2 Appointment and Duties

- 6.2.1 “The person who arranged for the works to be carried out” shall appoint PRC of different qualifications and PBP as appropriate according to the class and type of “minor works”. If Class I MW items are involved, AP should be appointed as PBP; a RSE and/or RGE may also be appointed if the works involve any structural and/or geotechnical elements respectively. Similarly, PRC who is capable to carry out all the MW items involved should be appointed. Regarding the registers of the PBP and PRC maintained by the Building Authority (“BA”), more comprehensive details will be provided in Chapter 8.

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- 6.2.2 PBP appointed will be responsible for the design and supervision of the works while the PRC appointed will be responsible for the carrying out of the works. If PBP is not required to be appointed, i.e. no Class I minor works item is involved, the design of the works will also be responsible by the PRC appointed as well.
- 6.2.3 PRC appointed to carry out the "minor works" should be a RGBC, a RSC registered under the categories of demolition works / site formation works / foundation works / ground investigation field works where appropriate, or a RMWC registered for the type or item of "minor works" to be carried out.
- 6.2.4 A simple flow chart for recommended steps in the carrying out of "minor works" is provided in Appendix V as an easy reference.

### 6.3 Notification

- 6.3.1 All notifications should be submitted by the AP appointed if PBP had been appointed, otherwise, they should be submitted by the PRC appointed.
- 6.3.2 For both projects involving Class I and Class II minor works items, **notification of commencement** in the specified form with prescribed plans, supporting document and site photos should be submitted to the BA **at least 7 days before the commencement of works**.
- 6.3.3 After the verification of all works involved are "minor works", the submission will be acknowledged by the BA with a unique submission number, e.g. MW101200001, denotes the first MW submission received in December of year 2010. This submission number will be used as a unique reference for the MW submission.
- 6.3.4 **Certificate of completion** should be submitted in the specified form with the abovementioned submission number, record plans, supporting document and record photos **within 14 days after the completion of works**. Similarly, for projects in which only Class III minor works are involved, **notice and certificate** of completion should also be submitted in the specified form with record plans or description of works, supporting document and record photos (before and after the completion of works) **within 14 days after the completion of works**.
- 6.3.5 The BA will conduct audit checks upon receipt of the above notices to ascertain compliance with the statutory requirements and ensure the quality and standard of such "minor works". Disciplinary and prosecution actions may be taken against cases of non-compliance.
- 6.3.6 The BA recommends all signboard owners to display the BD reference number on their signboards to distinguish from those unauthorized ones. **The PRC appointed for those Class III minor works involving erection, alteration of signboard or replacement of the display surface** may submit a **standard form (Form MW32) requesting for a submission number** prior to the commencement of works.