

## 4 Statutory Procedures for Carrying Out “Minor Works”

### 4.1 Obtaining Prior Approval and Consent

- 4.1.1 After the introduction of the “minor works control system” (“MWCS”), “minor works” (“MW”) may also always be proceeded following the existing mechanism in “obtaining prior approval and consent” as required under section 14(1) of the Buildings Ordinance (“BO”).
- 4.1.2 An Authorized Person (“AP”) (and a Registered Structural Engineer (“RSE”) and/or a Registered Geotechnical Engineer (“RGE”) where necessary) should be appointed for the design, preparation and submission of prescribed plans and details, application for approval of plans and application for the consent to commencement of works, coordination of works and periodic supervision of the works carried out by the registered contractors, etc.. A Registered General Building Contractor (“RGBC”), a Registered Specialist Contractor (“RSC”) or a Registered Minor Works Contractor (“RMWC”) has also to be appointed for the carrying out of the works.
- 4.1.3 Within 14 days after the date of completion of works, the AP (and RSE and/or RGE where applicable) are required to certify that the works have been completed in accordance with approved plans and details and are structurally by safe, and then submit to the Building Authority (“BA”) the certificate of completion.

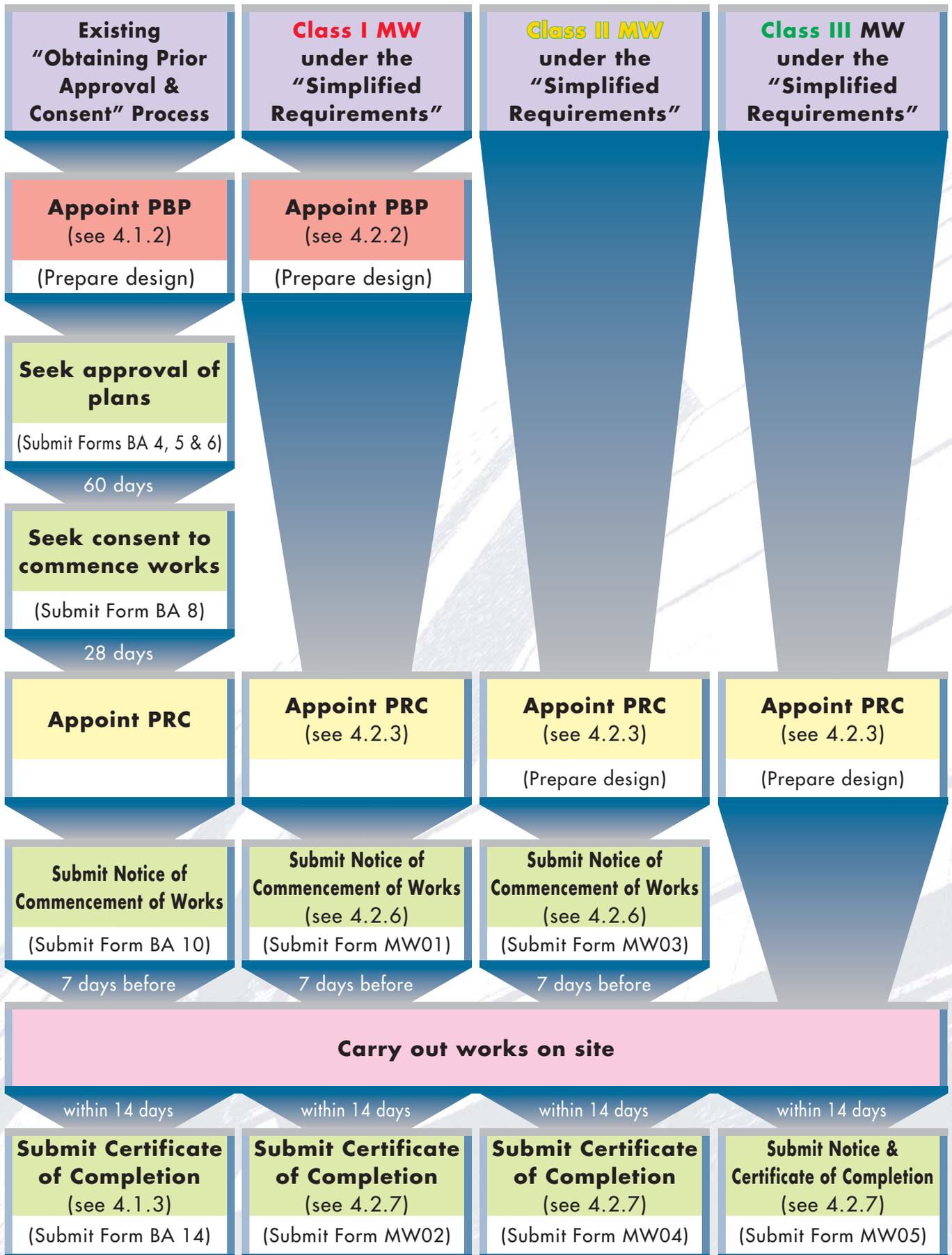
### 4.2 Simplified Requirements

#### – Appointment –

- 4.2.1 Apart from “obtaining prior approval and consent” from the BA under section 14(1) of the BO, “the person who arranged for the works to be carried out” may choose to commence “minor works” under the “simplified requirements” without “obtaining prior approval and consent,” under section 14AA of the BO. A “prescribed registered contractor<sup>4</sup>” (“PRC”) of different qualifications and/or “prescribed building professional<sup>5</sup>” (“PBP”) as appropriate shall be appointed according to the class and type of MW to be carried out.
- 4.2.2 Under section 27 of the Building (Minor Works) Regulation (“B(MW)R or the Regulation”), the appointment of PBP is only required for Class I MW commenced under the “simplified requirements”. The appointed AP will be responsible for the design and supervision of the works carried out by the appointed PRC. If the item of works involves any complicated structural or geotechnical elements, it is required to appoint RSE or RGE for their respective assistance on the design and supervision of works. Class II and Class III MW, however, can be designed, supervised and carried out by PRC without the appointment of PBP.

4. The “prescribed registered contractor” can be a RGBC, a RSC or a RMWC.

5. The “prescribed building professional” is an AP (and a RSE and/or a RGE if necessary).



**4.2.3** Under section 28 of the B(MW)R, “appropriate” PRC should also be appointed for carrying out different classes, types or items of MW. A RGBC is able to undertake all items of MW regardless of their classes or types. A RSC, depending on the category of works they are registered for, can carry out the items of MW specified in section 28 of the B(MW)R. A RMWC can only carry out the type(s) or item(s) of MW that they are registered for. Details can be referred to section 28 of the B(MW)R or the summary provided at Appendix III for reference.

**4.2.4** A RMWC registered in the name of a company [or known as “RMWC(Co)"] can only carry out the type(s) of MW under the class for which he is registered with an “authorized signatory” and the class of registration is downward compatible. For practitioners registered as a RMWC on individual basis [or known as “RMWC(Ind)"], they can only carry out the item(s) of MW for which they have been registered under Class III.

**4.2.5** In order to facilitate the public to ascertain and appoint appropriate registered contractor in respect of the MW, a Practice Note for Registered Contractors (“PNRC”) was issued advising registered contractors who are prepared to carry out MW to display clearly and conspicuously their registration number and relevant details on their publicity materials<sup>6</sup>.

**– Notification –**

**4.2.6** Upon the appointment of PRC and/or PBP by “the person who arranged for the works to be carried out”, the appointed person should submit to the BA at least 7 days before the commencement of any Class I and Class II MW a notification in the prescribed manners (see 4.2.8). For Class III MW, as they have lower level of risk to safety and of smaller scale, no notification is required before the commencement of works.

**4.2.7** On completion of any item of MW regardless of their class, type or size, a certificate or notification (as the case may be) in the prescribed manners should be submitted to the BA within 14 days of completion for certifying the MW completed under the simplified requirements.

**– Submission –**

**4.2.8** Under the B(MW)R, the prescribed manners generally refer to:

- (a) the submission in the specified form of notification of commencement or certificate of completion (a checklist of the specified forms is provided at Appendix IV for reference);
- (b) photograph(s) showing the physical condition of the premises immediately before the commencement and after the completion of the works (see 4.2.12);
- (c) prescribed plans and details<sup>7</sup> of the works and any revision as completed (see 4.2.10); and
- (d) if required by section 6.4 of the Technical Memorandum for Supervision Plans 2009, a supervision plan for Class I MW.

6. Refer to PNRC 70 “Display of Registration Numbers of Registered Contractors on Publicity Materials” for details.

7. Prescribed plans and details are the plans and details prescribed in regulation 8 of the Building (Administration) Regulations.

4.2.9 According to section 37 of the B(MW)R, all prescribed plans and details or plans that are required to be submitted under the Regulation must be prepared and signed by the appointed person.

Appointed person to prepare & sign	PBP			PRC
	AP	RSE	RGE	
<b>Class I</b> 	Building plans; certain foundation plans <sup>8</sup> , structural details or calculations	Foundation plans, structural details or calculations	Geotechnical plans, assessment, details, calculations or reports	
<b>Class II</b> 				Prescribed plans & details
<b>Class III</b> 				Plans or description of works

4.2.10 Plans and sections of MW to be submitted must be clear<sup>9</sup> and the location of which must be identifiable. Sections 38 and 39 of the B(MW)R stipulate a minimum ratio of plans and other requirements:

- at least 1:100 for plans and sections of MW and if necessary, it may be 1:5 or 1:10 for blow up details (in A3 size is recommended);
- at least 1:500 for block plans of MW;
- material of plan must be durable; and
- the plans must be coloured<sup>10</sup> to differentiate existing works from new works and one part of any new works from other parts.

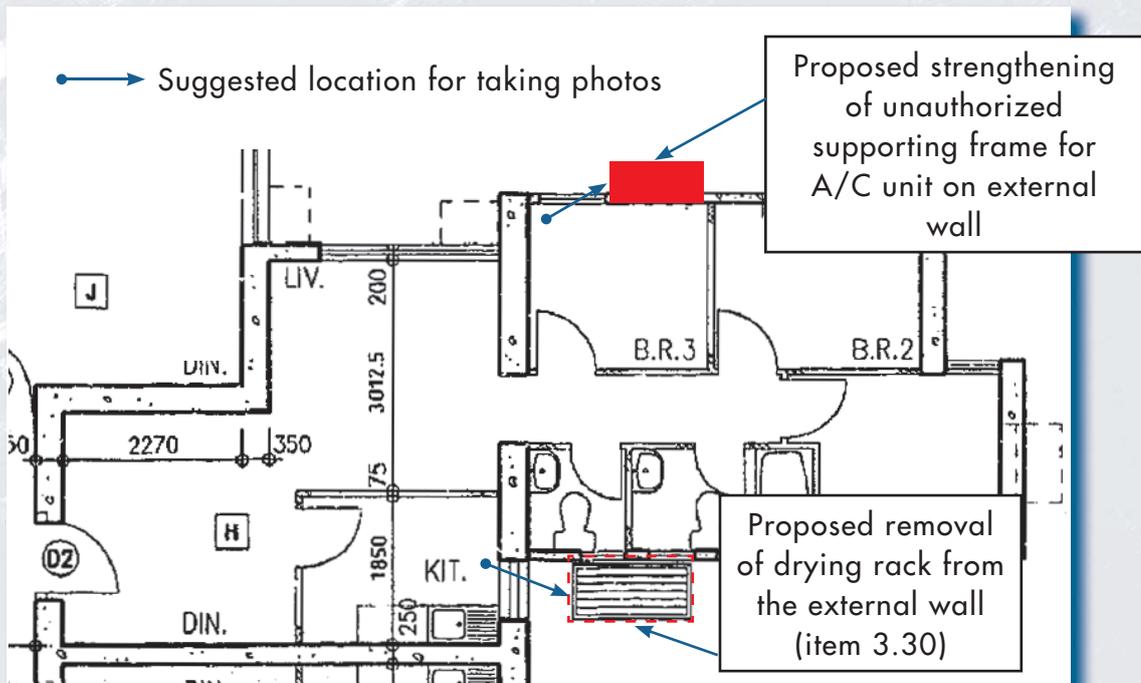
8. AP can prepare and sign the foundation plans, structural details or calculations provided:

- height of the construction  $\leq 10$  m;
- span of structural element of the construction  $\leq 6$  m;
- structural elements are built of timber, masonry, steel, plain/reinforced concrete;
- spread footing construction with a ground bearing pressure  $\leq 300$  kPa; and
- no structural alteration to any existing load-bearing structural elements.

9. Plans submitted will be taken for subsequent electronic imaging. To improve the quality, recommended guidelines on the drawing standards are set out in PNAP ADM-10 "Imaging Standards for Plans", for example, plan sizes, borders and etc.

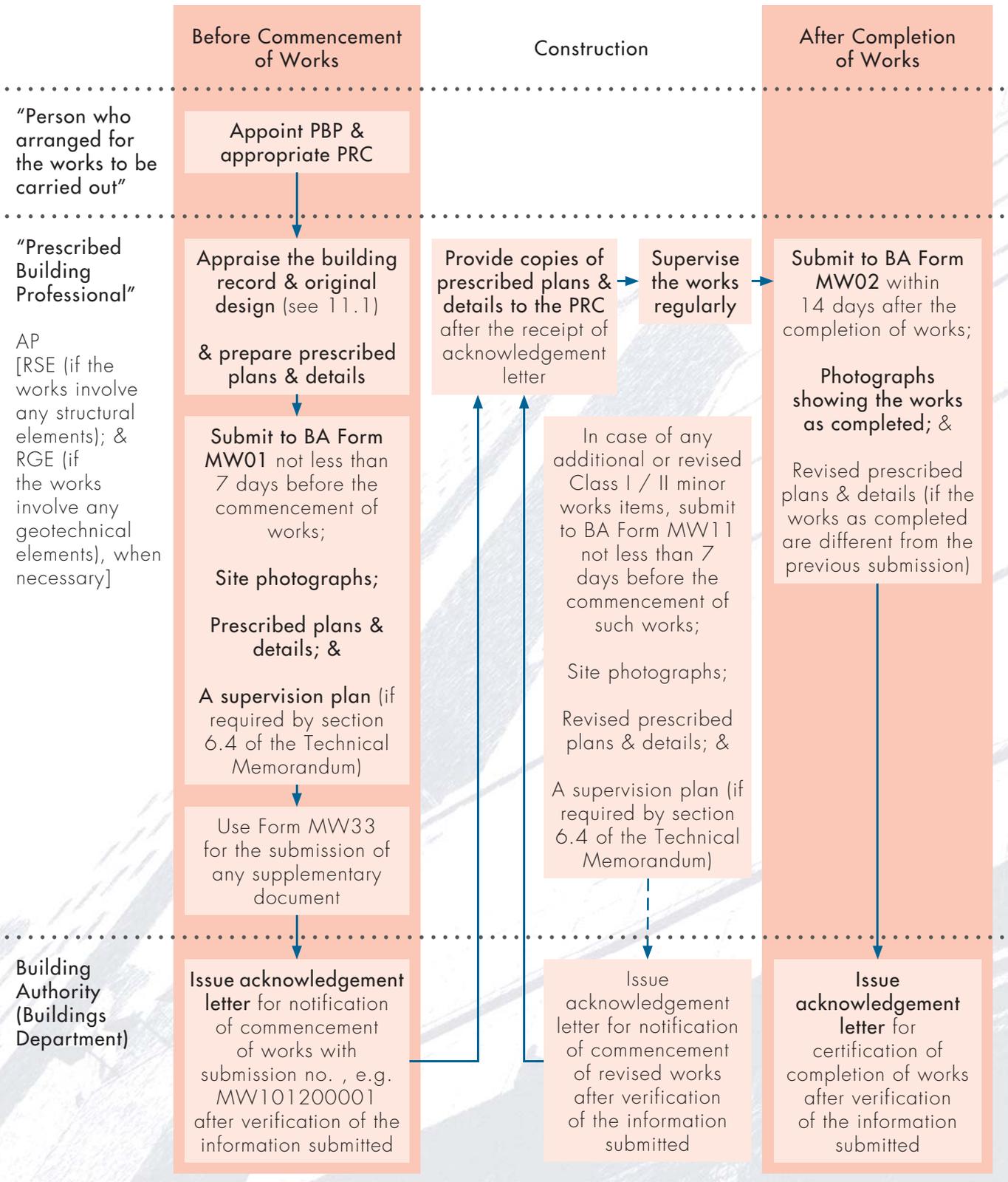
10. The standards and preferred colours recommended for colouring of plans are detailed in PNAP ADM-9 "Colouring of Plans". The list of preferred colours is extracted in Appendix V for reference.

- 4.2.11 Recommended design and details for Classes II and III MW are provided at Appendix VII for reference of the requirement and level of depth of the submission. The works on site will truly depend on their case merits.
- 4.2.12 Photographs should be taken at the same location and angle for ease of comparison of the site conditions before and after the works. The image should be clear to show the subject MW item and the environmental factors such as the distance from ground or edge of roof governing the classes of MW. More than one photo may be necessary to clearly show the details of works. It may also be necessary to make use of a measuring tape to show the critical dimensions when taking the photos. If MW are carried out on the external wall and it is difficult to take a clear picture on ground, for example a supporting frame for an air-conditioning unit at the re-entrant, it is recommended to take the photo internally at any window close to the works or at the works area direct for showing what have been done before and after the works. The following plan gives some best possible locations for safely taking of clear photos.



- 4.2.13 Additional or supplementary document when considered necessary for the submission is recommended to be submitted with Form MW33.

### 4.3 “Simplified Requirements” in respect of **Class I** Minor Works [s.30 to 32 of B(MW)R]

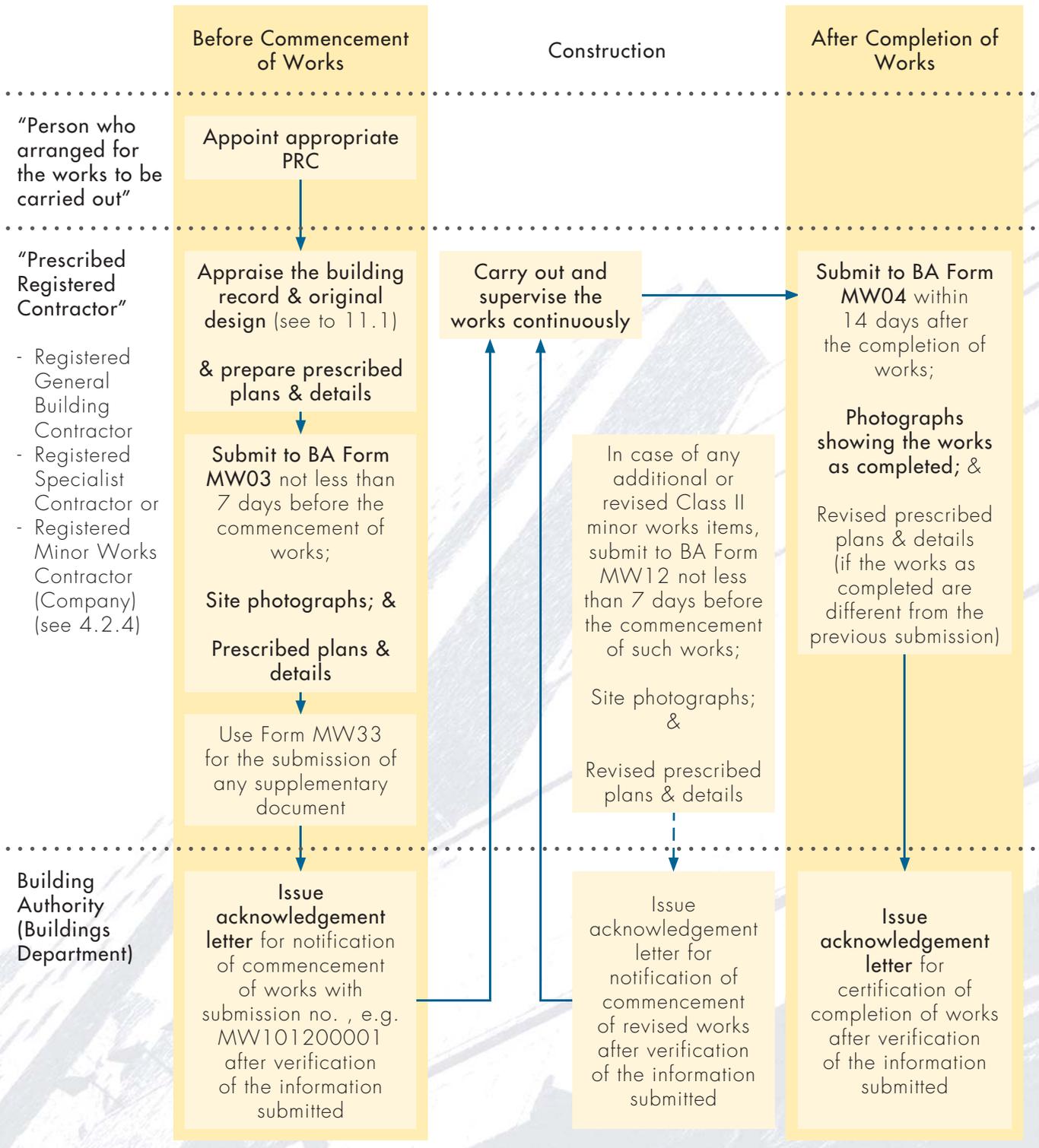


Audit checks may be carried out by the BA upon receipt of the above notices to ascertain compliance with the statutory requirements and ensure the quality and standard of such “minor works”. The appointed person will be notified of any irregularity found. The BA may also consider taking appropriate enforcement, disciplinary and/or prosecution action against non-compliance.

Other information recommended to be submitted with the prescribed plans and details for the following MW items:

MW items	Information to be submitted
Building works associated with service lift – 1.3 & 1.33	Rated load, internal floor area & height of the service lift car
Canopy – 1.27	Dimensions & material of the canopy
Drainage – 1.25, 1.26 & 1.36	Size, material & standards of the drainage pipes & fittings
Panel fixed by metal dowel – 1.31	Material & standards of the internal wall panel
Fence wall or external mesh fence – 1.7 to 1.10	Height, material & standards of the fence wall / mesh fence
Metal gate – 1.16 & 1.40	Operating mode, height, weight of each leaf & locking devices (for gates at fire exit only) of metal gate
Opening in floor slab – 1.35	Approved building record showing the original loading design of the supporting elements for works to be completed in accordance with the original design
Removal of chimney – 1.37	Dimensions of the chimney
Repair of structural elements – 1.17	Approved building record showing the original loading design of the supporting elements for works to be completed in accordance with the original design
Signboard – 1.20 to 1.24	Dimensions, material & any displaying devices of the signboard
Supporting structure / frame for A/C & water cooling tower – 1.28 & 1.29	Dimensions of the frame / structure & weight of the equipment
Supporting structure for antenna, transceiver or radio base station – 1.13 & 1.14	Dimensions of the equipment cabinet & weight of the antenna / transceiver
Supporting structure for photovoltaic system – 1.19	Dimensions of the structure & weight of the equipment
Supporting structure for solar water heating system – 1.18	Dimensions of the structure, weight & loading of the equipment

#### 4.4 “Simplified Requirements” in respect of **Class II** Minor Works [s.33 to 35 of B(MW)R]

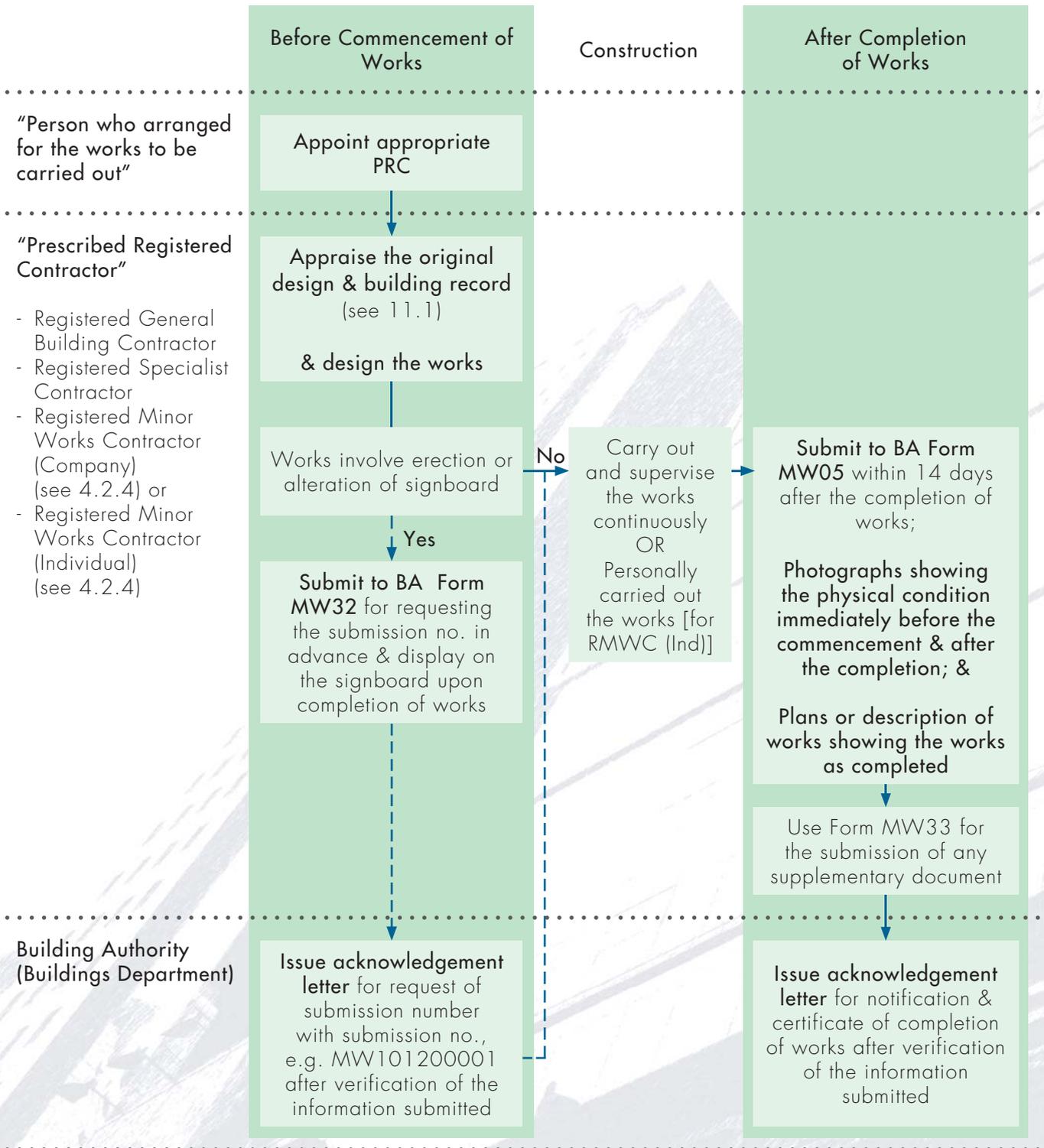


Audit checks may be carried out by the BA upon receipt of the above notices to ascertain compliance with the statutory requirements and ensure the quality and standard of such “minor works”. The appointed person will be notified of any irregularity found. The BA may also consider taking appropriate enforcement, disciplinary and/or prosecution action against non-compliance.

Other information recommended to be submitted with the prescribed plans and details for the following MW items:

MW items	Information to be submitted
Drainage – 2.28 to 2.30 & 2.36	Size, material & standards of the drainage pipes & fittings
Panel fixed by metal dowel – 2.33	Material & standards of the internal wall panel
Fence wall or external mesh fence – 2.6 & 2.7	Height, material & standards of the fence wall / mesh fence
GRP water tank – 2.3 & 2.4	Approved building record showing the original loading design of the supporting elements for works to be completed in accordance with the original design, capacity & water head of the GRP water tank
Metal gate – 2.16 & 2.40	Operating mode, height, weight of each leaf & locking devices (for gates at fire exit only) of metal gate
Opening in floor slab – 2.35	Approved building record showing the original loading design of the supporting elements for works to be completed in accordance with the original design
Protective barrier – 2.5	Approved building record showing the original loading design of the supporting elements for works to be completed in accordance with the original design
Removal of architectural projections, canopy & supporting frame for an A/C unit or any associated air ducts – 2.31	Dimensions of the architectural projection
Removal of chimney – 2.37	Dimensions of the chimney
Repair of structural elements – 2.17	Approved building record showing the original loading design of the supporting elements for works to be completed in accordance with the original design
Signboard – 2.18 to 2.27	Dimensions, material & any displaying devices of the signboard
Supporting structure for antenna, transceiver or radio base station – 2.12	Dimensions of the station together with the structure
Window or window wall – 2.8 & 2.9	Dimensions, design, material & standards or testing certificates of the window / window wall

#### 4.5 “Simplified Requirements” in respect of Class III Minor Works [s.36 of B(MW)R]



Audit checks may be carried out by the BA upon receipt of the above notice to ascertain compliance with the statutory requirements and ensure the quality and standard of such “minor works”. The appointed person will be notified of any irregularity found. The BA may also consider taking appropriate enforcement, disciplinary and/or prosecution action against non-compliance.

Other information recommended to be submitted with the plans or description of works for the following MW items:

MW items	Information to be submitted
Canopy – 3.25, 3.37 & 3.38	Dimensions & material of the canopy
Drainage – 3.23 & 3.24	Size, material & standards of the drainage pipes & fittings
Drying rack – 3.29, 3.30 & 3.36	Dimensions of the drying rack
External rendering, external wall / roof tiles – 3.31	Material & standards of the external wall cladding
Fence wall or external mesh fence – 3.4 & 3.5	Height, material & standards of the fence wall / mesh fence
Metal gate – 3.13 & 3.33	Operating mode, height, weight of each leaf & locking devices (for gates at fire exit only) of metal gate
Protective barrier – 3.3	Approved building record showing the original loading design of the supporting elements for works to be completed in accordance with the original design
Removal of architectural projections, canopy & supporting frame for an A/C unit or any associated air ducts – 3.26	Dimensions of the architectural projection
Signboard – 3.16 to 3.22	Dimensions, material & any displaying devices of the signboard
Supporting structure / frame for A/C & water cooling tower – 3.2, 3.27, 3.28, 3.34 & 3.35	Dimensions of the frame / structure & weight of the equipment
Supporting structure for antenna, transceiver or radio base station – 3.8, 3.9 & 3.10	Dimensions of the station together with the structure & weight of the antenna / transceiver
Supporting structure for photovoltaic system – 3.15	Dimensions of the structure, weight & loading of the equipment
Supporting structure for solar water heating system – 3.14	Dimensions of the structure, weight & loading of the equipment
Window or window wall – 3.6 & 3.7	Dimensions, design, material & standards or testing certificates of the window / window wall