

26 June 2017

To : All Authorized Persons  
Registered Structural Engineers  
Registered Geotechnical Engineers  
Registered General Building Contractors  
Registered Specialist Contractors (Demolition Works Category)  
Registered Minor Works Contractors

Dear Sir/Madam,

**Streamlined Procedures for Carrying out  
Minor Works before Demolition of Buildings**

Before demolition of buildings, removal of unauthorised building works, projecting structures, windows, etc. of parent buildings for various purposes including the installation of precautionary measures and formation of openings in floor slabs to convey debris are usually required. To facilitate these works, in addition to the extant staged consent procedures (i.e. separate consent for the commencement of these works) and the procedures under the Minor Works Control System (MWCS) for those falling within the definition of minor works (MW), this circular letter promulgates further streamlined procedures as provided in the Appendix.

Yours faithfully,



( LEUNG Tung-choi, Thomas )  
Assistant Director / New Buildings 1  
for Building Authority

### **Streamlined Procedures for Carrying out Minor Works (MW) before Demolition of Buildings**

The Buildings Department has streamlined the procedures for MW to be carried out before demolition of parent buildings for the one-stop processing by the New Buildings Division 1 (NBD1) provided that the Project Team (i.e. the Authorized Person, Registered Structural Engineer and<sup>1</sup> Registered Specialist Contractor (Demolition Works)<sup>2</sup> ) responsible for the demolition of the parent building is also responsible for such MW.

#### **Notification of Commencement**

2. Form MW01 for the MW to be carried out before demolition of the parent building should be submitted not less than 7 days prior to their commencement, together with the application for approval of demolition plans for the parent building, by the same Project Team. The demolition plans should indicate such MW including a statement that protective and precautionary measures in accordance with the Technical Guidelines on Minor Works Control System are to be provided.

3. Photographs showing the locations of the proposed MW are not required if such have been included in the building appraisal report submitted with the demolition plans.

#### **Certification of Completion**

4. Form MW02 on completion of the MW should be submitted together with the Form BA14A for completion of demolition of the parent building by the same Project Team. Photographs showing the MW as completed are not required if the whole parent building is demolished subsequent to the completion of the MW.

5. If such MW are completed before the submission of Form BA10 for demolition of the parent building, Form MW02 should be separately submitted together with the necessary documents and information under the MW Control System to NBD1.

(June 2017)

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<sup>1</sup> The Project Team may, where applicable, include the Registered Geotechnical Engineer.

<sup>2</sup> The MW should be carried out by the Registered Specialist Contractor (Demolition Works) (RSC(D)) who is qualified to carry out such either as a Registered General Building Contractor or Registered MW Contractor for the relevant classes and types of MW. The Authorized Signatory (AS) from the RSC(D) supervising the demolition of the parent building should also be the AS (registered with the relevant classes and types of MW) supervising such MW.