



March, 2020

To: All Authorized Persons
Registered Structural Engineers
Registered Geotechnical Engineers
Registered Inspectors
Registered General Building Contractors
Registered Specialist Contractors
Registered Minor Works Contractors

Dear Sir / Madam,

Technical Guidelines on Minor Works Control System (TG)
Addendum (1/2020) Minor Works involving Signboards

The Buildings Department has issued an addendum (1/2020) on updating the requirements in respect of signboards in the TG.

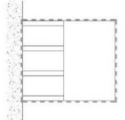


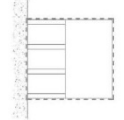


This new addendum is uploaded to the website of Buildings Department (www.bd.gov.hk) for your reference.

Yours faithfully,



(TAM Wing-cheung)
Assistant Director / Corporate Services
for Building Authority

Addendum to the Technical Guidelines on Minor Works Control System

No.	Paragraph /Table	Current Version	Amendment	Remarks
1	Paragraph 1.3.2	<p>1.3 Interpretation</p> <p>1.3.1 Cantilevered Structure</p> <p>A cantilevered structure is a beam or slab or a combination of beam and slab supported on one end only. Common examples of this type of structural elements are projecting structures located on the exterior of building like canopies, balconies, bay windows, air-conditioner hoods, architectural fins and flower racks, etc.</p> <p>1.3.2 Display Area</p> <p>Under the Building (Minor Works) Regulation Section 1 of Schedule 1 Part 1, "display area", in relation to a signboard, is the area of the largest planar surface of a virtual rectangular prism containing all parts of the signboard (including its supporting structure) except:</p> <p>(a) if the signboard is supported by a single post of a diameter of not more than 100 mm, the post; or</p> <p>(b) in any other case, any structural elements of the signboard solely for preventing the lateral movement of the signboard.</p>  <p>Projecting signboard contained within the prescribed prism:-</p> <p>Rectangular planar area = 20m² (Maximum for Class I) (Area shown dotted)</p> <p>Thickness = 600mm (Maximum)</p> <p>Remark: Refer to PNAP APP-126 Appendix </p> <p>1.3.3 Original Design</p> <p>Original design is the design shown on the approved plans and details or prescribed plans and details submitted under the "simplified requirements". The "prescribed building professionals" or "prescribed registered contractors" should check the building records kept by the Buildings Department to verify the original design. [This interpretation is not applicable to those building works where all the above mentioned records are not existed.]</p> <p>6 Legend :  - Original Content</p>	<p>1.3 Interpretation</p> <p>1.3.1 Cantilevered Structure</p> <p>A cantilevered structure is a beam or slab or a combination of beam and slab supported on one end only. Common examples of this type of structural elements are projecting structures located on the exterior of building like canopies, balconies, bay windows, air-conditioner hoods, architectural fins and flower racks, etc.</p> <p>1.3.2 Display Area</p> <p>Under the Building (Minor Works) Regulation Section 1 of Schedule 1 Part 1, "display area", in relation to a signboard, is the area of the largest planar surface of a virtual rectangular prism containing all parts of the signboard (including its supporting structure) except:</p> <p>(a) if the signboard is supported by a single post of a diameter of not more than 100 mm, the post; or</p> <p>(b) in any other case, any structural elements of the signboard solely for preventing the lateral movement of the signboard.</p>  <p>Projecting signboard contained within the prescribed prism:-</p> <p>Rectangular planar area = 20m² (Maximum for Class I) (Area shown dotted)</p> <p>Thickness = 600mm (Maximum)</p> <p>Remark: Refer to PNAP APP-126 Appendix </p> <p>1.3.3 Original Design</p> <p>Original design is the design shown on the approved plans and details or prescribed plans and details submitted under the "simplified requirements". The "prescribed building professionals" or "prescribed registered contractors" should check the building records kept by the Buildings Department to verify the original design. [This interpretation is not applicable to those building works where all the above mentioned records are not existed.]</p> <p>6 Legend :  - Revised Content</p>	To incorporate current version of PNAP APP-126.

Addendum to the Technical Guidelines on Minor Works Control System

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Table
P. 40

3.18 Signboard

MW Items	1.20	2.18	3.16	
Simple Comparison of Descriptions	Erection or alteration ... projecting signboard ...			
	Erection, alteration or removal ... projecting signboard (including replacement of display surface ...)			
	Not consist of stone;			
	No additional load to cantilevered slab;			
	Not involve alteration of structural elements;			
	Display area > 10 m ² & ≤ 20 m ² ;	Display area ≤ 10 m ² ;	Display area ≤ 1 m ² ;	
Projects ≤ 4.2 m; &	Projects ≤ 1 m;			
Thickness ≤ 600 mm.	Thickness ≤ 300 mm; &			
	Not MW item 3.16.	Any part of signboard ≤ 6 m from ground.		
Other considerations	<ul style="list-style-type: none"> BO s31(1)(aa) & PNAP APP-126 Appendix C – Control of the projections of signboard on or over streets. PNAP APP-126 Appendices C, F, H & I – Design & construction requirements of signboard given by the BA, FSD, TD & HyD, etc. B(P)R 30 – Natural lighting & ventilation, prescribed plane for prescribed window for adjacent building on the same site, if any, not obstructed. PNAP APP-24 Appendix A s.C.1 & PNRC 14 – No signboard projected within 6 m of the MTR tracks. Agreement from the IO / co-owners of the external wall / roof (if being common part) should be sought. 			
	Harbour Planning Guidelines for Victoria Harbour and its Harbour-front Areas issued by the Harbour-front Enhancement Committee – Harbour planning principles.		In case of signboard projecting ≤ 600 mm over a footpath, any part of the signboard should have a clearance ≥ 2.5 m from ground.	

B(P)R represents Building (Planning) Regulations; BA represents Building Authority; BO represents Buildings Ordinance; FSD represents Fire Services Department; HyD represents Highways Department; PNAP represents Practice Notes for Authorized Person, Registered Structural Engineers & Registered Geotechnical Engineers; PNRC represents Practice Notes for Registered Contractors & TD represents Transport Department.

Legend : - Original Content

2010/10

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3.18 Signboard

MW Items	1.20	2.18	3.16	
Simple Comparison of Descriptions	Erection or alteration ... projecting signboard ...			
	Erection, alteration or removal ... projecting signboard (including replacement of display surface ...)			
	Not consist of stone;			
	No additional load to cantilevered slab;			
	Not involve alteration of structural elements;			
	Display area > 10 m ² & ≤ 20 m ² ;	Display area ≤ 10 m ² ;	Display area ≤ 1 m ² ;	
Projects ≤ 4.2 m; &	Projects ≤ 1 m;			
Thickness ≤ 600 mm.	Thickness ≤ 300 mm; &			
	Not MW item 3.16.	Any part of signboard ≤ 6 m from ground.		
Other considerations	<ul style="list-style-type: none"> BO s31(1)(aa) & PNAP APP-126 Appendix B – Control of the projections of signboard on or over streets. PNAP APP-126 Appendices A, C, E, H & I – Design & construction requirements of signboard given by the BA, FSD, TD & HyD, etc. B(P)R 30 – Natural lighting & ventilation, prescribed plane for prescribed window for adjacent building on the same site, if any, not obstructed. PNAP APP-24 & PNRC 14 Appendix A s.C.1 – No signboard projected within 6 m of the MTR tracks. PNAP APP-147 Appendix D - Display of minor works number on signboards. Agreement from the IO / co-owners of the external wall / roof (if being common part) should be sought. 			
	Harbour Planning Guidelines for Victoria Harbour and its Harbour-front Areas issued by the Harbour-front Enhancement Committee – Harbour planning principles.		In case of signboard projecting ≤ 600 mm over a footpath, any part of the signboard should have a clearance ≥ 2.5 m from ground.	

B(P)R represents Building (Planning) Regulations; BA represents Building Authority; BO represents Buildings Ordinance; FSD represents Fire Services Department; HyD represents Highways Department; PNAP represents Practice Notes for Authorized Person, Registered Structural Engineers & Registered Geotechnical Engineers; PNRC represents Practice Notes for Registered Contractors & TD represents Transport Department.

Legend : - Revised Content

2010/10

40

To incorporate current version of PNAP APP-126 and APP-24.

3 Table
P. 42

MW Items	1.21	2.20	2.22
Simple Comparison of Descriptions	Erection or alteration ... signboard on roof ...	Erection or alteration ... signboard on or hung underneath the soffit of a balcony or canopy (other than a cantilevered slab) ...	Erection or alteration of any outdoor signboard together with a spread footing ...
	Not consist of stone;		
	Display area ≤ 20 m ² ;	Display area ≤ 2 m ² ;	Display area ≤ 1 m ² ;
	No part projects beyond the external wall of the building;	No part projects beyond the balcony or canopy;	
	Thickness ≤ 600 mm;	Thickness ≤ 100 mm; &	Thickness ≤ 300 mm
	Any part of signboard ≤ 6 m from the level of roof;		Any part of signboard ≤ 3 m from ground;
	No additional load to cantilevered slab; & Not involve alteration of structural elements	Height of signboard ≤ 600 mm	Involve depth of excavation ≤ 500 mm for construction of the footing; & Not involve excavation within "scheduled areas" no. 1 or 3.
Other considerations	<ul style="list-style-type: none"> PNAP APP-126 Appendices C, F, H & I – Design & construction requirements of signboard given by the BA, FSD, TD & HyD, etc. Agreement from the IO / co-owners of the external wall / roof / the ground (if being common part) should be sought. 		
	B[PIR 30 – Natural lighting & ventilation not obstructed.		Associated excavation works & footing may be MW item 1.12 or 2.11 & 1.11 or 2.10.
	<ul style="list-style-type: none"> Hong Kong Airport (Control of Obstructions) Ordinance & PNAP APP-32 – Not exceeding the airport height restrictions. If roof is a refuge floor, complied with respective requirements under MOE Code. Drainage on roof not obstructed. 	BO s31(1)(aa) & PNAP APP-126 Appendix G – Control of the projections of signboard on or over streets.	

Legend : - Original Content

2010/7/0

MW Items	1.21	2.20	2.22
Simple Comparison of Descriptions	Erection or alteration ... signboard on roof ...	Erection or alteration ... signboard on or hung underneath the soffit of a balcony or canopy (other than a cantilevered slab) ...	Erection or alteration of any outdoor signboard together with a spread footing ...
	Not consist of stone;		
	Display area ≤ 20 m ² ;	Display area ≤ 2 m ² ;	Display area ≤ 1 m ² ;
	No part projects beyond the external wall of the building;	No part projects beyond the balcony or canopy;	
	Thickness ≤ 600 mm;	Thickness ≤ 100 mm; &	Thickness ≤ 300 mm
	Any part of signboard ≤ 6 m from the level of roof;		Any part of signboard ≤ 3 m from ground;
	No additional load to cantilevered slab; & Not involve alteration of structural elements	Height of signboard ≤ 600 mm	Involve depth of excavation ≤ 500 mm for construction of the footing; & Not involve excavation within "scheduled areas" no. 1 or 3.
Other considerations	<ul style="list-style-type: none"> PNAP APP-126 Appendices A, E, H & J, L – Design & construction requirements of signboard given by the BA, FSD, TD & HyD, etc. PNAP APP 147 Appendix D - Display of minor works number on signboards Agreement from the IO / co-owners of the external wall / roof / the ground (if being common part) should be sought. 		
	B[PIR 30 – Natural lighting & ventilation not obstructed.		Associated excavation works & footing may be MW item 1.12 or 2.11 & 1.11 or 2.10.
	<ul style="list-style-type: none"> Hong Kong Airport (Control of Obstructions) Ordinance & PNAP APP-32 – Not exceeding the airport height restrictions. If roof is a refuge floor, complied with respective requirements under FS Code 2011. Drainage on roof not obstructed. 	BO s31(1)(aa) & PNAP APP-126 Appendix B – Control of the projections of signboard on or over street	

Legend : - Revised Content

2010/7/0

To incorporate current version of PNAP APP-126 and Code of Practice for Fire Safety in Buildings 2011.

Addendum to the Technical Guidelines on Minor Works Control System

<p>4</p>	<p>Table P.43</p>	<table border="1" data-bbox="488 391 1025 603"> <thead> <tr> <th>MW Items</th> <th>1.21</th> <th>2.20</th> <th>2.22</th> </tr> </thead> <tbody> <tr> <td>Other considerations</td> <td> <ul style="list-style-type: none"> Existing water proofing of the roof not damaged. Harbour Planning Guidelines for Victoria Harbour and its Harbour-front Areas issued by the Harbour-front Enhancement Committee – Harbour planning principles. </td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="488 606 1025 651">B/PR represents Building (Planning) Regulations; BA represents Building Authority; BO represents Buildings Ordinance; FSD represents Fire Services Department; HyD represents Highways Department; PNAP represents Practice Notes for Authorized Person, Registered Structural Engineers & Registered Geotechnical Engineers & TD represents Transport Department.</p> <div data-bbox="488 662 1025 997"> <p>1.21 Thickness ≤ 600 mm Display area ≤ 20 m² Level difference from roof ≤ 6 m</p> <p>2.20 Height ≤ 600 mm Display area ≤ 2 m² Thickness ≤ 100 mm</p> <p>2.22 Distance from ground ≤ 6 m Display area ≤ 1 m² Thickness ≤ 300 mm Excavation depth ≤ 500 mm</p> </div> <p data-bbox="488 1013 683 1037">Legend : ■ - Original Content</p>	MW Items	1.21	2.20	2.22	Other considerations	<ul style="list-style-type: none"> Existing water proofing of the roof not damaged. Harbour Planning Guidelines for Victoria Harbour and its Harbour-front Areas issued by the Harbour-front Enhancement Committee – Harbour planning principles. 			<table border="1" data-bbox="1198 391 1691 603"> <thead> <tr> <th>MW Items</th> <th>1.21</th> <th>2.20</th> <th>2.22</th> </tr> </thead> <tbody> <tr> <td>Other considerations</td> <td> <ul style="list-style-type: none"> Existing water proofing of the roof not damaged. Harbour Planning Guidelines for Victoria Harbour and its Harbour-front Areas issued by the Harbour-front Enhancement Committee – Harbour planning principles. </td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="1198 606 1691 662">B/PR represents Building (Planning) Regulations; BA represents Building Authority; BO represents Buildings Ordinance; FSD represents Fire Services Department; HyD represents Highways Department; PNAP represents Practice Notes for Authorized Person, Registered Structural Engineers & Registered Geotechnical Engineers & TD represents Transport Department. BS Code 2011 represents Code of Practice for fire safety in buildings 2011.</p> <div data-bbox="1198 662 1691 997"> <p>1.21 Thickness ≤ 600 mm Display area ≤ 20 m² Level difference from roof ≤ 6 m</p> <p>2.20 Height ≤ 600 mm Display area ≤ 2 m² Thickness ≤ 100 mm</p> <p>2.22 Distance from ground ≤ 6 m Display area ≤ 1 m² Thickness ≤ 300 mm Excavation depth ≤ 500 mm</p> </div> <p data-bbox="1198 1013 1377 1037">Legend : ■ - Revised Content</p>	MW Items	1.21	2.20	2.22	Other considerations	<ul style="list-style-type: none"> Existing water proofing of the roof not damaged. Harbour Planning Guidelines for Victoria Harbour and its Harbour-front Areas issued by the Harbour-front Enhancement Committee – Harbour planning principles. 			<p>To incorporate current version of Code of Practice for Fire Safety in Buildings 2011.</p>
MW Items	1.21	2.20	2.22																	
Other considerations	<ul style="list-style-type: none"> Existing water proofing of the roof not damaged. Harbour Planning Guidelines for Victoria Harbour and its Harbour-front Areas issued by the Harbour-front Enhancement Committee – Harbour planning principles. 																			
MW Items	1.21	2.20	2.22																	
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Addendum to the Technical Guidelines on Minor Works Control System

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Table
P. 44

MW Items	1.22	2.19	3.17
Simple Comparison of Descriptions	Erection or alteration ... wall signboard ...		Erection, alteration or removal ... wall signboard (including replacement of display surface ...)
	No additional load to cantilevered slab;		
	Not involve alteration of structural elements;		
	With LED, display area		
	> 5 m ² & ≤ 20 m ² ; & ≤ 5 m ² ;		
	Without LED, display area		
> 10 m ² & ≤ 40 m ² ; & ≤ 10 m ² ; & ≤ 5 m ² ;			
Not consist of stone if any part of signboard > 6m from ground.			Any part of signboard ≤ 6 m from ground; &
		Not MW item 3.17 or DEW item 10 (see 6.1).	Not DEW item 10 or 11 (see 6.1).
Other considerations	<ul style="list-style-type: none"> • BO s31(1)(aa) & PNAP APP-126 Appendix C – Control of the projections of signboard on or over streets. • PNAP APP-126 Appendices C, F, H & I – Design & construction requirements of signboard given by the BA, FSD, TD & HyD, etc. • B(P)R 30 – Natural lighting & ventilation. • Agreement from the IO / co-owners of the external wall / roof (if being common part) should be sought. • If signboard projecting ≤ 600mm over a footpath, clearance ≥ 2.5 m from ground. • 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. • Harbour Planning Guidelines for Victoria Harbour and its Harbour-front Areas issued by the Harbour-front Enhancement Committee – Harbour planning principles. 		

B(P)R represents Building (Planning) Regulations; BA represents Building Authority; BO represents Buildings Ordinance; DEW represents designated exempted works; FSD represents Fire Services Department; HyD represents Highways Department; LED represents light emitting diodes; PNAP represents Practice Notes for Authorized Person, Registered Structural Engineers & Registered Geotechnical Engineers & TD represents Transport Department.

Legend : - Original Content

MW Items	1.22	2.19	3.17
Simple Comparison of Descriptions	Erection or alteration ... wall signboard ...		Erection, alteration or removal ... wall signboard (including replacement of display surface ...)
	No additional load to cantilevered slab;		
	Not involve alteration of structural elements;		
	With LED, display area		
	> 5 m ² & ≤ 20 m ² ; & ≤ 5 m ² ;		
	Without LED, display area		
> 10 m ² & ≤ 40 m ² ; & ≤ 10 m ² ; & ≤ 5 m ² ;			
Not consist of stone if any part of signboard > 6m from ground.			Any part of signboard ≤ 6 m from ground; &
		Not MW item 3.17 or DEW item 10 (see 6.1).	Not DEW item 10 or 11 (see 6.1).
Other considerations	<ul style="list-style-type: none"> • BO s31(1)(aa) & PNAP APP-126 Appendix B – Control of the projections of signboard on or over streets. • PNAP APP-126 Appendices A, C, E, H & J, L – Design & construction requirements of signboard given by the BA, FSD, TD & HyD, etc. • PNAP APP-147 Appendix D - Display of minor works number on signboards. • B(P)R 30 – Natural lighting & ventilation. • Agreement from the IO / co-owners of the external wall / roof (if being common part) should be sought. • If signboard projecting ≤ 600mm over a footpath, clearance ≥ 2.5 m from ground. • 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. • Harbour Planning Guidelines for Victoria Harbour and its Harbour-front Areas issued by the Harbour-front Enhancement Committee – Harbour planning principles. 		

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Legend : - Revised Content

To incorporate current
version of PNAP APP-126.

Addendum to the Technical Guidelines on Minor Works Control System

6
Table
P. 46

MW Items	1.23	2.21	2.23
Simple Comparison of Descriptions	Erection or alteration ... outdoor signboard fixed on-grade (other than the construction of a spread footing) ...		Replacement of display surface of any signboard of MW item
	Display area ≤ 20 m ² ;	Display area ≤ 10 m ² ;	1.20, 1.21, 1.22, 1.23, 2.18, 2.19, 2.20, 2.21 or 2.22.
	Thickness ≤ 600 mm; &		
	Any part of signboard ≤ 6 m from ground.	Any part of signboard ≤ 2 m from ground.	
Other considerations	<ul style="list-style-type: none"> PNAP APP-126 Appendices C-F, H & I – Design & construction requirements of signboard given by the BA, FSD, TD & HyD, etc. Associated excavation works & footing may be MW item 1.12 or 2.11 & 1.11 or 2.10. Agreement from the IO / co-owners of the external wall / roof (if being common part) should be sought. <p>Harbour Planning Guidelines for Victoria Harbour and its Harbour-front Areas issued by the Harbour-front Enhancement Committee – Harbour planning principles.</p>		

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Legend : - Original Content

To incorporate current
version of PNAP APP-126.

MW Items	1.23	2.21	2.23
Simple Comparison of Descriptions	Erection or alteration ... outdoor signboard fixed on-grade (other than the construction of a spread footing) ...		Replacement of display surface of any signboard of MW item
	Display area ≤ 20 m ² ;	Display area ≤ 10 m ² ;	1.20, 1.21, 1.22, 1.23, 2.18, 2.19, 2.20, 2.21 or 2.22.
	Thickness ≤ 600 mm; &		
	Any part of signboard ≤ 6 m from ground.	Any part of signboard ≤ 2 m from ground.	
Other considerations	<ul style="list-style-type: none"> PNAP APP-126 Appendices A-E, H & J-L – Design & construction requirements of signboard given by the BA, FSD, TD & HyD, etc. Associated excavation works & footing may be MW item 1.12 or 2.11 & 1.11 or 2.10. PNAP APP-147 Appendix D - Display of minor works number on signboards Agreement from the IO / co-owners of the external wall / roof (if being common part) should be sought. <p>Harbour Planning Guidelines for Victoria Harbour and its Harbour-front Areas issued by the Harbour-front Enhancement Committee – Harbour planning principles.</p>		

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Legend : - Revised Content