

## **Contractor's Sheds**

### **Introduction**

Contractor's sheds are often required by site personnel in building sites for use as site office, storage room, staff room or canteen. In accordance with Building (Planning) Regulation 53, permits from the Building Authority (BA) are required for the erection of such sheds.

2. The need for professional input for the design and construction of the sheds depends on the size and scale of such sheds.

### **Self Regulation**

3. To promote self-discipline and to facilitate the development process, the BA is prepared to issue a permit for the erection of a contractor's shed within a building site based on the certification, by a registered general building contractor (RGBC), a registered specialist contractor (RSC) or by an authorized person (AP) and registered structural engineer (RSE), as to compliance with the requirements of the Buildings Ordinance, according to the circumstances of the case.

### **Self Regulation by Contractor**

4. For contractor's sheds complying with the criteria set out in Appendix A, such sheds may be certified by a RGBC or RSC. Contractors adopting this option should complete Parts I and II of Form BA18 and submit to the BA the same together with details of the proposed contractor's sheds.

### **Self Regulation by AP/RSE**

5. For contractor's sheds within the cartilage of the building site which do not meet the criteria set out in Appendix A, they may be certified by an AP and a RSE, who may or may not be the AP or RSE appointed for the building site. Applicants should arrange to complete Parts I and III of Form BA18 and submit the same together with supporting structural documents comparable to those specified in Building (Administration) Regulations (B(A)R) 8(1)(d) and (i). Where the contractor's shed is sited at a location with geotechnical concern (Item (c) of Appendix A is relevant), geotechnical documents prepared by a registered geotechnical engineer to a standard comparable to the requirements set out in B(A)R 8(1)(bb) should also be submitted to demonstrate that the shed will not affect or be affected by the nearby slope or retaining structures.

### **Issue of Permit**

6. The BA will issue a permit upon receipt of an application incorporating the required information and documents. While the BA will carry out audit checks by examining in details some applications selected at random, the RGBC, RSC, AP or RSE should ensure that the sheds, when constructed, are structurally stable and safe for use.

7. When renewal of a contractor's shed(s) permit is required, an application in writing should be made to the BA with the following documents :

- (a) the original Form BD 108; and
- (b) a written confirmation from the RGBC/RSC/AP/RSE that the previous certification on Form BA18 remains valid for the extended period under application.

### **General Advice on Contractor's Sheds**

8. For a contractor's shed sited over a hoarding or covered walkway, a permit will not be issued if the support of the shed is dependent on the structure of the hoarding/covered walkway or if any of its support obstructs the clear width of the hoarding/covered walkway.

9. If a contractor's shed is constructed of combustible material, it should be located at least 3m from any other adjoining buildings or site boundary and such space should be kept clear.

10. All contractor's sheds should be provided with adequate fire safety provisions in accordance with the requirements set out in Appendix B.

( H W CHEUNG )  
Building Authority

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Index under : Building (Planning) Regulation Part VII  
Building (Planning) Regulation Part IX  
Contractor's Shed  
Hoardings, Covered walkways and Gantries

**Criteria for Contractor's Sheds that could be certified by RGBC/RSC**

- a) The contractor's shed is of single storey with storey height less than 3m and with floor area less than 230 m<sup>2</sup>;
- b) The base of the contractor's shed from the ground level, if stilted above ground, does not exceed 1.5m;
- c) The proposed shed does not pose any geotechnical concern in that
  - (i) The maximum gradient across the site for erection of shed is not more than 15°.
  - (ii) The overall gradient of an area bounded by lines 10m outside the footprint of the shed in any direction is less than 15°.
  - (iii) There is no slope within the area 10m outside the footprint of the shed steeper than 30° or higher than 1.5m.
  - (iv) There is no retaining wall or terrace wall higher than 1.5 m either within the site for erection of shed or within the area 10m outside the footprint of the shed.
- d) The contractor's shed is not sited
  - (i) on a cantilevered structure; or
  - (ii) above a hoarding or covered walkway; and
- e) The contractor's shed is located within the boundaries of the building site and is not readily accessible to the general public.

**Fire Safety Requirements for Contractor's Sheds**

<b>Shed Design</b>	<b>Fire Safety Requirements</b>
<b>Shed(s) to be certified by registered contractors</b>	
Single-storey less than 230 m <sup>2</sup>	One 4.5 kg CO <sub>2</sub> or 9-litre water type fire extinguisher at each entrance.
<b>Shed(s) to be certified by AP/RSE</b>	
Structure exceeding one storey and less than 230 m <sup>2</sup>	(i) One 4.5 kg CO <sub>2</sub> or 9-litre water type fire extinguisher at each entrance.  (ii) At least one open staircase to be provided.
Single-storey in excess of 230 m <sup>2</sup>	(iii) One 4.5 kg CO <sub>2</sub> or 9-litre water type fire extinguisher at each entrance.  (iv) Access for fire engine to be provided to reach 30m travel distance from the shed.
Other designs; or non-compliance with Fire Safety Requirements in this table for the above structures	Fire Services Department to formulate requirements on a case-by-case basis.

Note : Travel distance within the shed should comply with the Code of Practice for the Provision of Means of Escape in Case of Fire 1996.

**BUILDINGS ORDINANCE  
(Chapter 123)  
BUILDING (PLANNING) REGULATIONS  
Regulation 53**

**Application for permit to erect a contractor's shed**

**Part I**

Date \_\_\_\_\_

To the Building Authority

In accordance with the provisions of regulation 53 of the Building (Planning) Regulation, \*I/we (name in full) \_\_\_\_\_ (Chinese) \_\_\_\_\_, \*registered general building contractor/registered specialist contractor in the \*\* \_\_\_\_\_ category of (address) \_\_\_\_\_

hereby apply for a permit to erect contractor's shed(s) as shown in the accompanying plans, in connection with building works to be carried out at (address of site) \_\_\_\_\_ (Lot No.) \_\_\_\_\_ (your Ref. No. \_\_\_\_\_).

2. \*I/we hereby supply the following information for your consideration :
- (a) The situation, dimensions layout and construction of the shed are as shown on the accompanying plans.
  - (b) The estimated time for which the shed is required is \_\_\_\_\_ year(s)/month(s).
  - (c) The intended use of the shed is \_\_\_\_\_.
  - (d) The number of persons to be accommodated for habitation is \_\_\_\_\_.
  - (e) Provision of "latrine/\*water-closet/\*kitchen accommodation is as follows :

\_\_\_\_\_

Name of the person appointed to act for the registered contractor for the above works : \_\_\_\_\_

Signature : \_\_\_\_\_

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

\* Delete whichever is inapplicable

\*\* Enter the name of the sub-register for the category of specialized work

**Part II**

Date \_\_\_\_\_

To the Building Authority

\*I/we (name in full) \_\_\_\_\_

(Chinese) \_\_\_\_\_, \*registered general building contractor/registered specialist contractor of (address) \_\_\_\_\_

\_\_\_\_\_ hereby confirm that the contractor's shed(s), complying with the criteria set out in Appendix A of PNAP 273, at the captioned construction site will be constructed under \*my/our supervision in accordance with the plan(s) prepared by me/us \_\_\_\_\_

or under my supervision or direction and will be maintained by me/us.

2. \*I/we confirm in my/our opinion that the shed(s), when built, \*is/are structurally safe and fit for use until \_\_\_\_\_.

Name of the person appointed to act for the registered contractor for the above works : \_\_\_\_\_

Signature : \_\_\_\_\_

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

\* Delete whichever is inapplicable

**\*Part III(a)**

Date \_\_\_\_\_

To the Building Authority

I (name in full) \_\_\_\_\_,  
(Chinese) \_\_\_\_\_, authorized person, hereby CERTIFY that (i) the structural details and calculations as defined under Building (Administration) regulation 12 (3) & (4) and (ii) the fire safety provisions\* for the contractor's shed(s) at the captioned construction site are prepared by me or under my supervision or direction.

\*2. I also CERTIFY that the geotechnical documents accompanied with this submission is prepared by a registered geotechnical engineer and the proposed contractor's shed(s) will not affect or be affected by the nearby slopes or retaining structures.

3. I also confirm that in my opinion the shed(s), when built in accordance with the submitted plans, \*is/are structurally safe and fit for use until \_\_\_\_\_.

Signature : \_\_\_\_\_

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

\* Delete whichever is inapplicable

**\*Part III(b)**

Date \_\_\_\_\_

To the Building Authority

I (name in full) \_\_\_\_\_

(Chinese) \_\_\_\_\_, registered structural engineer, hereby CERTIFY that the structural details and calculations for the contractor's shed(s) at the captioned construction site are prepared by me.

2. I also CERTIFY that in my opinion the shed(s) when built in accordance with the submitted plans are structurally safe and fit for use until \_\_\_\_\_.

Signature : \_\_\_\_\_

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

**Part III(c)**

4. \*I/we (name in full) \_\_\_\_\_

(Chinese) \_\_\_\_\_, \*registered general building contractor/registered specialist contractor of (address) \_\_\_\_\_

\_\_\_\_\_ hereby confirm that the contractor's shed(s) at the captioned construction site will be constructed under \*my/our supervision in accordance with the plan(s).

Name of the person appointed to act for the registered contractor for the above works : \_\_\_\_\_

Signature : \_\_\_\_\_

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

\* Delete whichever is inapplicable