

Signboard Validation Scheme

Implementation

The Buildings Ordinance (BO) and the Building (Minor Works) Regulation (B(MW)R) had been amended to introduce the Signboard Validation Scheme (Validation Scheme) under the Signboard Control System to control the existing unauthorised signboards. The Validation Scheme comes into operation on 2 September 2013. Under the scheme, existing unauthorised signboards that fall within the technical specifications of the signboards under the minor works items can be validated and the continual use of these signboards will be allowed upon such validation. The validation of an existing unauthorised signboard includes the safety inspection, strengthening (if necessary), and certification of the signboard by a prescribed building professional (PBP) and/or prescribed registered contractor (PRC). Unauthorised signboards that are ineligible for validation or have not been validated will be subject to enforcement action of the Buildings Department (BD).

Signboards Eligible for Validation

2. The Validation Scheme applies to unauthorised signboards erected before 2 September 2013. The types and dimensions of existing unauthorised signboards that are eligible for safety validation under the scheme follow those of the minor works listed in the B(MW)R, which include projecting signboards, wall signboards (including shopfront signboards), signboards on the roof of a building, outdoor signboards fixed on-grade, outdoor signboards with a spread footing and signboards on or hung beneath the soffit of a balcony or a canopy (other than a cantilevered slab). Only the PBPs and/or PRCS who are registered for the specific classes and types or items of minor works relating to the erection and alteration of signboards can certify the safety of the corresponding classes and types or items of unauthorised signboards. Details of the technical specification and positional requirements of existing unauthorised signboards eligible for safety validation are set out in Appendix A.

5-year Validity Period

3. The metal frames of signboards are exposed to weather and may deteriorate faster due to lack of maintenance if the business operations have closed down and the signboards remained unattended. The validated signboards are therefore subject to a 5-year safety inspection and certification cycle. Signboard owners who have had their unauthorised signboards validated should, at intervals of 5 years, either make a fresh validation for the signboards concerned or remove them.

Requirements for Validation

4. The requirements of signboard validation under the Validation Scheme are summarised below for reference:

/Signboard ...

Signboard falling within the description of minor works item Requirements	Class I	Class II	Class III
Person to be appointed for inspection	<ul style="list-style-type: none"> ♦ Authorized person (AP); and ♦ Registered structural engineer (RSE) required if the signboard is not a specified construction⁽¹⁾ 	<ul style="list-style-type: none"> ♦ PBP [AP, RSE, registered inspector (RI)] or PRC 	<ul style="list-style-type: none"> ♦ PBP [AP, RSE, RI] or PRC
Person to be appointed if repair / strengthening works is required	<ul style="list-style-type: none"> ♦ PRC⁽²⁾ under AP and RSE's supervision as necessary 	<ul style="list-style-type: none"> ♦ PRC⁽²⁾ 	<ul style="list-style-type: none"> ♦ PRC⁽²⁾
Submission	<ul style="list-style-type: none"> ♦ Submit Form SC01 together with record photos showing the physical condition, fixing details, plans and structural calculations of the unauthorised signboard to notify the Building Authority (BA) of the inspection and certification. ♦ Complete and submit the safety inspection checklist to provide information. ♦ If alteration/ strengthening is involved, use Form SC01 to notify the BA of the commencement of the strengthening works and submit Form SC01C to notify the completion of the works. 	<ul style="list-style-type: none"> ♦ Submit Form SC02 together with record photos showing the physical condition, fixing details and plans of the unauthorised signboard to notify the BA of the inspection and certification. ♦ Complete and submit the safety inspection checklist to provide information. ♦ If alteration/ strengthening is involved, use Form SC02 to notify the BA of the commencement of the strengthening works and submit Form SC02C to notify the completion of the works. 	<ul style="list-style-type: none"> ♦ Submit Form SC03 together with record photos showing the physical condition and fixing details of the unauthorised signboard to notify the BA of the inspection and certification. ♦ Complete and submit the safety inspection checklist to provide information. ♦ Notify the BA in Form SC03 of the completion of any alteration/ strengthening works.

Note⁽¹⁾ : Specified construction means a construction that satisfies all the criteria specified under section 37(4) of the B(MW)R.

Note⁽²⁾ : PRC: Registered general building contractor (RGBC) or registered minor works contractor (RMWC) that is registered for the class or item of the corresponding type C minor works.

5. The submission procedures for signboard validation and the documents required to be submitted are summarised in Appendix B. Safety inspection checklists for the Validation Scheme are provided in Appendix C.

General Reminders

6. If the existing unauthorised signboard is erected in the common parts of a building, the signboard owner and the appointed person should pay attention to the civil liabilities and the relevant provisions under the deed of mutual covenant of the building and the Building Management Ordinance (Cap. 344). They are advised to seek consent from the management office, the Owners' Corporation or the building owners concerned for the signboard to be validated and liaise with them regarding third party liability insurance. They may have to bear the civil liability for failure to do so. The appointed person should also observe the requirements for signboards under Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers APP-126. Signboards that cannot be demonstrated to maintain the required lateral spacing from other approved or validated signboards will not be eligible for validation.

7. In order to facilitate the distinction of the validated signboards, it is recommended that the validation submission numbers be displayed on the validated signboards. Standards and guidelines on display of these numbers are provided in Appendix D.

No Referral of Plans

8. Unlike the centralised processing of building plans, the documents submitted to the BD for signboard validation will **NOT** be referred to other government departments for comment/vetting. If the strengthening works of the signboard involves the jurisdictions of other government departments, the appointed person should consult and obtain the necessary approval or consent from the relevant government departments separately.

No Submission Fee Required

9. All validation submissions under the Validation Scheme are free of charge.

Technical Guidelines on Signboard Validation Scheme

10. Technical guidelines on compliance with the Validation Scheme have been provided in Section 7.2 of the "Technical Guidelines on Minor Works Control System" for the registered contractors and practitioners of the building industry. The guidelines are available at BD website www.bd.gov.hk under the "Guidelines" category in the "Codes, design manuals and guidelines" page of the "Resources" section.

11. A similar practice note is issued to all registered contractors.



(YU Tak-cheung)
Building Authority

Ref. : BD GP/BORD/122
BD GP/BORD/113(II)

First issue September 2013

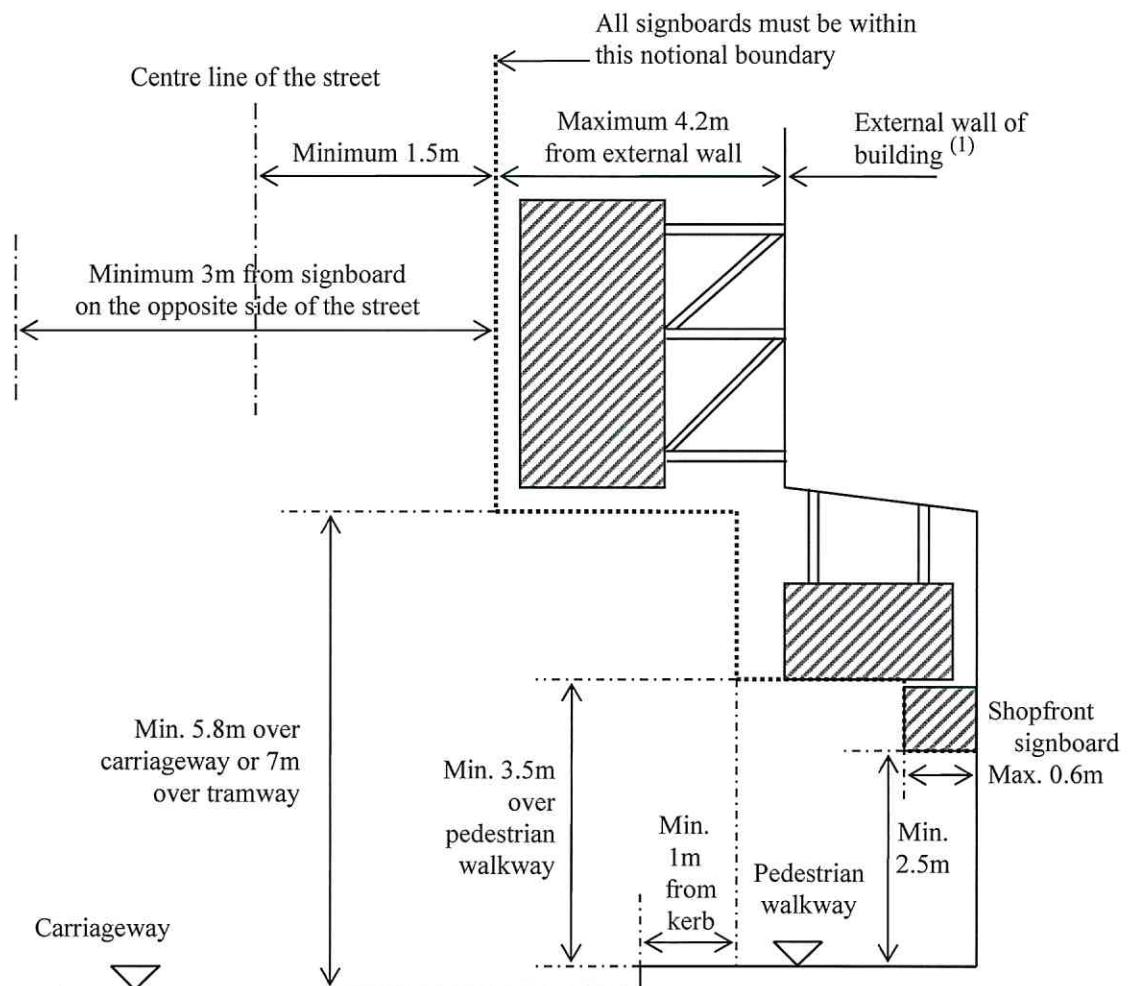
This revision December 2020 (AD/CS) (Paragraphs 1 & 10 and Appendix A amended)

**Prescribed Building or Building Works Relating to Section 39C(1A)
of the Building Ordinance Listed in Part 3 of Schedule 3 of the B(MW)R**

1. Unauthorised projecting signboard (Item 1 in Part 3 of Schedule 3 of B(MW)R)		Corresponding Minor Works items listed in Part 3 of Schedule 1:		
		1.20	2.18	3.16
Not consist of stone				
No additional load to cantilevered slab				
Not involve alteration of structural elements				
Display area $> 10 \text{ m}^2 \text{ & } \leq 20 \text{ m}^2$		Display area $\leq 10 \text{ m}^2$	Display area $\leq 1 \text{ m}^2$	
Projection $\leq 4.2 \text{ m}$			Projection $\leq 1 \text{ m}$	
Thickness $\leq 600 \text{ mm}$			Thickness $\leq 300 \text{ mm}$	
---		---	Any part of signboard $\leq 6 \text{ m}$ from ground	
2. Unauthorised wall signboard (including unauthorised shopfront signboard) (Item 2 in Part 3 of Schedule 3 of B(MW)R)		Corresponding Minor Works items listed in Part 3 of Schedule 1:		
		1.22	2.19	3.17
No additional load to cantilevered slab				
Not involve alteration of structural elements				
Display area with LED display system:			---	
$> 5 \text{ m}^2 \text{ & } \leq 20 \text{ m}^2$		$\leq 5 \text{ m}^2$		
Display area without LED display system:				
$> 10 \text{ m}^2 \text{ & } \leq 40 \text{ m}^2$		$\leq 10 \text{ m}^2$	$\leq 5 \text{ m}^2$	
Not consist of stone if any part of signboard $> 6 \text{ m}$ from ground			any part of signboard $\leq 6 \text{ m}$ from ground	

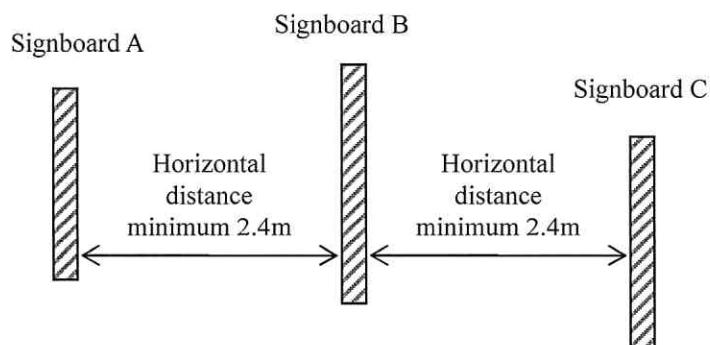
<p>3. Unauthorised signboard on roof of a building (Item 3 in Part 3 of Schedule 3 of B(MW)R)</p>	<p>Corresponding Minor Works item 1.21 listed in Part 3 of Schedule 1</p> <p>Not consist of stone No additional load to cantilevered slab Not involve alteration of structural elements Display area $\leq 20m^2$ No part projects beyond external wall of the building Thickness $\leq 600mm$ Any part of signboard $\leq 6m$ from roof level</p>								
<p>4. Unauthorised outdoor signboard fixed on-grade (other than construction of spread footing) (Item 4 in Part 3 of Schedule 3 of B(MW)R)</p>	<p>Corresponding Minor Works items listed in Part 3 of Schedule 1:</p> <table border="1" data-bbox="652 743 1410 1095"> <tr> <td data-bbox="652 743 1017 799">1.23</td><td data-bbox="1017 743 1410 799">2.21</td></tr> <tr> <td data-bbox="652 799 1017 855">Display area $\leq 20m^2$</td><td data-bbox="1017 799 1410 855">Display area $\leq 10m^2$</td></tr> <tr> <td data-bbox="652 855 1017 933">Thickness $\leq 600mm$</td><td data-bbox="1017 855 1410 933"></td></tr> <tr> <td data-bbox="652 933 1017 1095">Any part of signboard $\leq 6m$ from ground</td><td data-bbox="1017 933 1410 1095">Any part of signboard $\leq 2m$ from ground</td></tr> </table>	1.23	2.21	Display area $\leq 20m^2$	Display area $\leq 10m^2$	Thickness $\leq 600mm$		Any part of signboard $\leq 6m$ from ground	Any part of signboard $\leq 2m$ from ground
1.23	2.21								
Display area $\leq 20m^2$	Display area $\leq 10m^2$								
Thickness $\leq 600mm$									
Any part of signboard $\leq 6m$ from ground	Any part of signboard $\leq 2m$ from ground								
<p>5. Unauthorised outdoor signboard with a spread footing (Item 5 in Part 3 of Schedule 3 of B(MW)R)</p>	<p>Corresponding Minor Works item 2.22 listed in Part 3 of Schedule 1</p> <p>Display area $\leq 1m^2$ Thickness $\leq 300mm$ Any part of signboard $\leq 3m$ from ground Depth of excavation for footing construction $\leq 500mm$</p>								
<p>6. Unauthorised signboard on or hung underneath the soffit of a balcony or canopy (other than a cantilevered slab) (Item 6 in Part 3 of Schedule 3 of B(MW)R)</p>	<p>Corresponding Minor Works item 2.20 listed in Part 3 of Schedule 1</p> <p>Not consist of stone Display area $\leq 2m^2$ No part projects beyond balcony or canopy Height $\leq 600mm$ Thickness $\leq 100mm$</p>								

Positional Requirements of Unauthorised Signboards Eligible for Signboard Validation Scheme

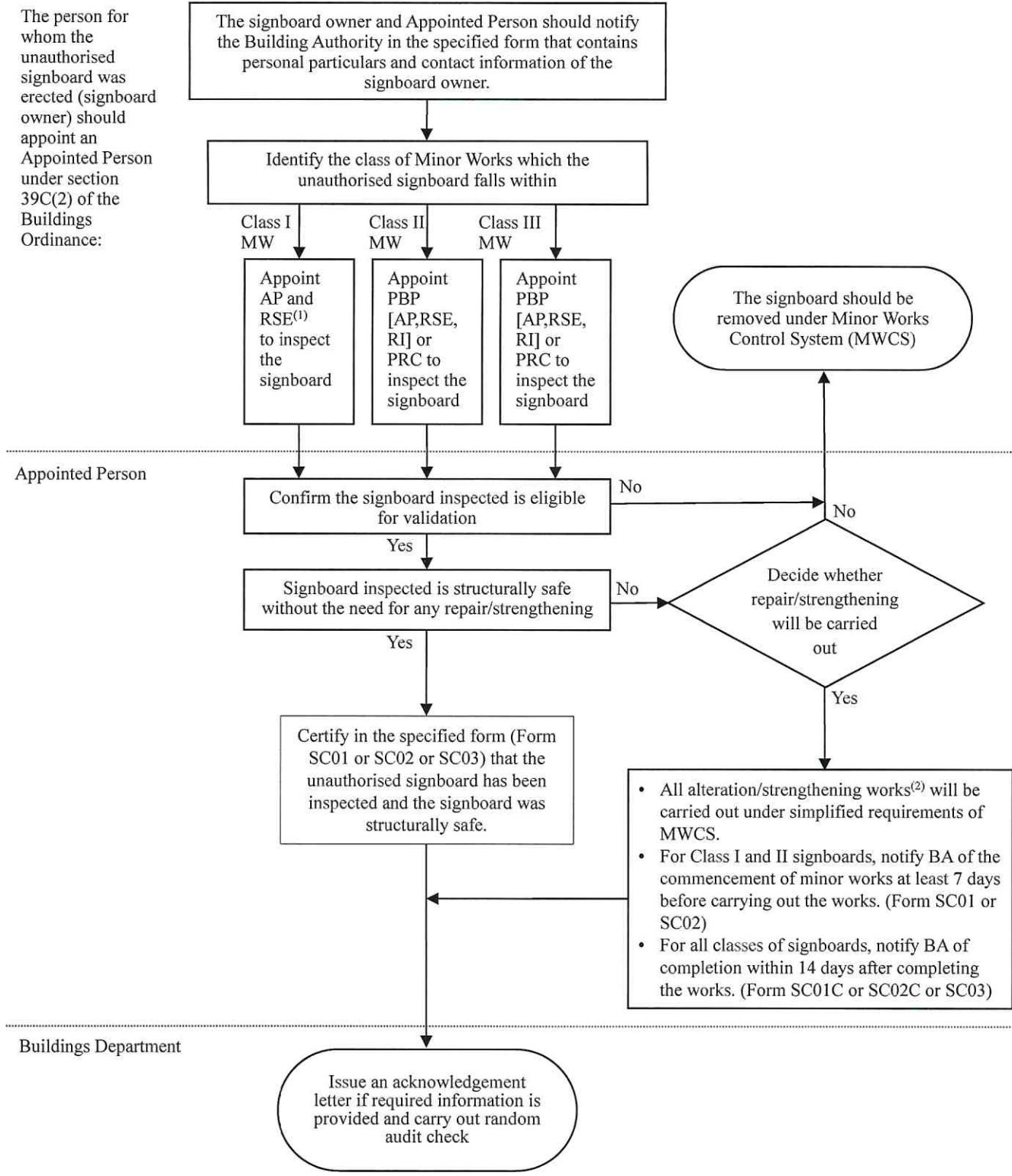


Note⁽¹⁾ : Please refer to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers APP-126 for interpretation of external wall for the purpose of signboards.

Lateral Spacing between Projecting Signboards above Ground Floor



(Rev. 12/2020)



Submission procedures for Signboard Validation

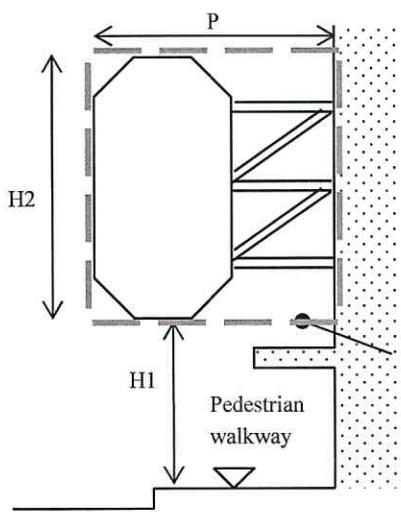
Notes:

- (1) An AP and a RSE are required to be appointed if the signboard is not a specified construction, otherwise only an AP is required.
- (2) All alteration/strengthening works must be carried out by an RGBC or RMWC registered for that class and type or item of minor works.

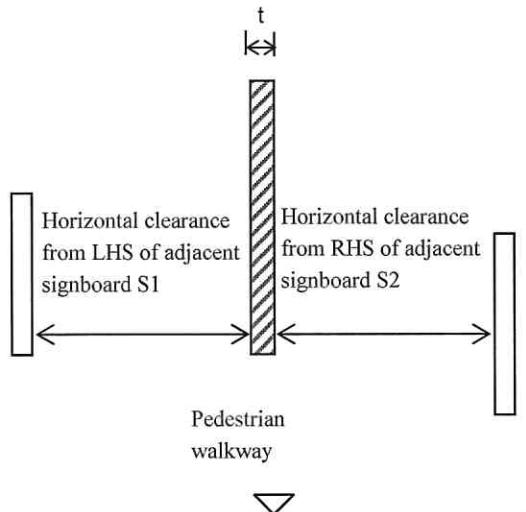
**Safety Inspection Check List for Validation Scheme
(for Signboards falling within Descriptions of Class I or II Minor Works)**

Part 1 – General Information

<p>(1) Type and Dimensions</p> <p><input type="checkbox"/> Projecting signboard (see Sketch 1 and 2 below):</p> <p>Height of display (H2) = _____ m (maximum) \leq 20m (refer to PNAP APP-126 Appendix G Annex 2);</p> <p>Vertical clearance (H1) = _____ m (the lowest point) \geq 3.5m (pedestrian walkway) or 5.8m (carriageway);</p> <p>Estimated total weight (W) = _____ kg (see Remark 1 below);</p> <p>Horizontal clearance from LHS of adjacent signboard (if any)(S1) = _____ m (the closest) \geq 2.4m;</p> <p>Horizontal clearance from RHS of adjacent signboard (if any)(S2) = _____ m (the closest) \geq 2.4m;</p> <p>Horizontal clearance from signboard on the opposite side of street (if any) = _____ m (the closest) \geq 3m;</p> <p>Projection (P) = _____ m \leq 4.2m;</p> <p>Thickness (t) = _____ m \leq 0.6m;</p> <p>Display area (A) = _____ m² (H2 x P)</p>
<p>This signboard belongs to the Class:</p> <p><input type="checkbox"/> 10m² $<$ A \leq 20m². This is a Class I signboard</p> <p><input type="checkbox"/> A \leq 10m² and contains LED display system. This is a Class I signboard</p> <p><input type="checkbox"/> 1m² $<$ A \leq 10m². This is a Class II signboard</p>



Sketch 1-Signboard front



Sketch 2-Signboard

Wall signboard (see Sketch 3 and 4 below):

Height of display (H2) = _____ m;

Length of signboard (L) = _____ m;

Estimated total weight (W) = _____ kg (see Remark 1 below);

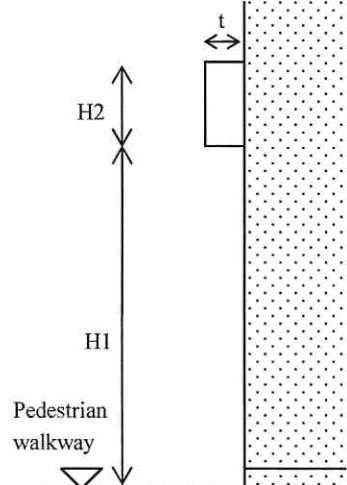
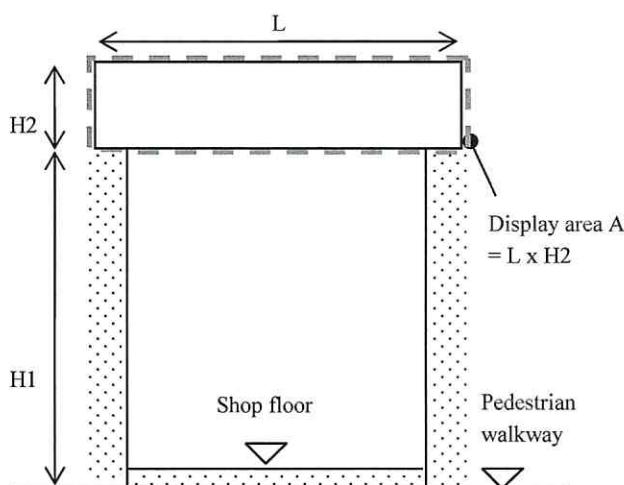
Thickness (t) = _____ m (maximum) ≤ 0.6 m;

Vertical clearance from pedestrian walkway (H1) = _____ (the lowest point) ≥ 2.5 m;

Display area (A) = _____ m² (H2 x L)

This signboard belongs to the Class:

- $10\text{m}^2 < A \leq 40\text{m}^2$. This is a Class I signboard
- $5\text{m}^2 < A \leq 20\text{m}^2$ and contains LED display system. This is a Class I signboard
- $5\text{m}^2 < A \leq 10\text{m}^2$. This is a Class II signboard
- $A \leq 5\text{m}^2$ and contains LED display system. This is a Class II signboard



Signboard erected on or hung underneath the soffit of a balcony or canopy (other than a cantilevered slab) (see Sketch 5 below) (This is a Class II Signboard) :

Height of display (H2) = _____ m (maximum) ≤ 0.6 m;

Length of signboard (L) = _____ m;

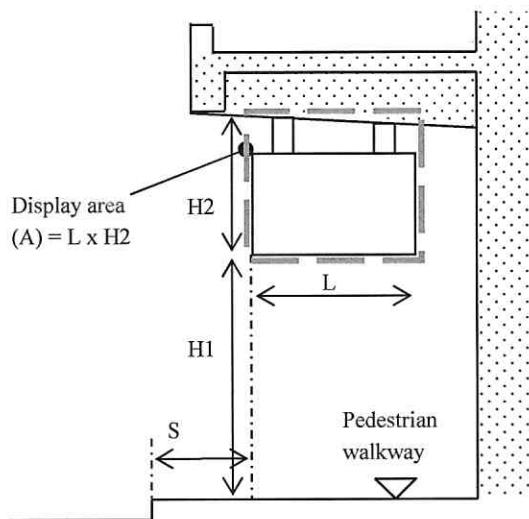
Estimated total weight (W) = _____ kg (see Remark 1 below);

Thickness (t) = _____ m (maximum) ≤ 0.1 m;

Vertical clearance from pedestrian walkway (H1) = _____ m (the lowest point) ≥ 3.5 m;

Horizontal clearance from kerb of pedestrian walkway (S) = _____ m ≥ 1 m;

Display area (A) = _____ m² (H2 x L) ≤ 2 m²



Sketch 5-Signboard front view

Signboard erected on roof (please provide sketch) (This is a Class I Signboard) :

Height of display (H) = _____m;

Length of signboard (L) = _____m;

Estimated total weight (W) = _____kg (see Remark 1 below);

Thickness (t) = _____m (maximum) \leq 0.6m;

Level difference from roof = _____m (maximum) \leq 6m;

Display area (A) = _____m² (H x L) \leq 20m²

Outdoor signboard fixed on-grade (please provide sketch):

Height of display (H2) = _____m;

Length of signboard (L) = _____m;

Estimated total weight (W) = _____kg (see Remark 1 below);

Thickness (t) = _____m (maximum) \leq 0.6m (without spread footing) or 0.3m (with spread footing);

Distance from ground (H1) = _____m (maximum) \leq 2m (without spread footing) or 3m (with spread footing);

Display area (A) = _____m² (H2 x L)

This signboard belongs to the Class:

(i) Without spread footing:

10m² $<$ A \leq 20m². This is a Class I signboard

A \leq 10m². This is a Class II signboard

(ii) With spread footing:

2m² $<$ A \leq 20m². This is a Class I signboard

A \leq 2m². This is a Class II signboard

Remark 1: Reference weight of display surface for various types of signboard (weight of supporting frame of signboard to be estimated separately):

- i) 30kg/m² for signboard with fixed inscription or replaceable display surface
- ii) 60kg/m² for signboard with neon light
- iii) 90kg/m² for signboard with LED display system

<p>(2) Material, Structural System and Location</p>	<p>(a) Display surface: (i) Material: <input type="checkbox"/> Plastics/vinyl sheet; <input type="checkbox"/> Steel/metal plate; <input type="checkbox"/> Wood, plywood or fiberboard; <input type="checkbox"/> With stone (for wall signboard with no part higher than 6m from ground or outdoor signboard fixed on-grade); (ii) Lighting and electrical device: <input type="checkbox"/> Without electricity or without lighting; <input type="checkbox"/> Neon light; <input type="checkbox"/> LED display system; <input type="checkbox"/> Others _____ (iii) Type of display surface: <input type="checkbox"/> With business name/fixed inscription; <input type="checkbox"/> Replaceable advertisement; <input type="checkbox"/> Others _____ (b) Supporting frame: <input type="checkbox"/> Mild steel, galvanized and painted; <input type="checkbox"/> Others _____ (c) Fixings between display surface and supporting frame: <input type="checkbox"/> Welds; <input type="checkbox"/> Mechanical grip; <input type="checkbox"/> Nylon straps; <input type="checkbox"/> Others _____ (d) Connection between supporting frame members: <input type="checkbox"/> Welds; <input type="checkbox"/> Bolts and nuts; <input type="checkbox"/> Others _____ (e) Lateral supports: <input type="checkbox"/> No lateral support; <input type="checkbox"/> Steel guy wires; <input type="checkbox"/> Steel struts; <input type="checkbox"/> Others _____ (f) Fixings to parent structure: <input type="checkbox"/> Anchor bolts; <input type="checkbox"/> Through bolts; <input type="checkbox"/> Others _____ No. of supporting frames with fixing to parent structure = _____ nos; Maximum distance between supporting frames = _____ m; No. of anchor bolts for each supporting frame = _____ nos; Diameter of anchor bolts = _____ mm; Type of anchor bolts used (if known) = _____; (g) Check that the structural system of the parent structure at the fixings are (confirm the following): <input type="checkbox"/> Not support on cantilevered slab <input type="checkbox"/> Support on edge beam or cantilevered beam (h) Location of signboard (can tick more than one box) : <input type="checkbox"/> At the shop front; <input type="checkbox"/> On the external wall <input type="checkbox"/> Overhang above pedestrian walkway <input type="checkbox"/> Other common parts of the building, specify _____ <input type="checkbox"/> Privately owned portion of the building</p>
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Put a tick against the box where appropriate

Part 2 – Condition Check (not limited to the following items)

Item	Description	Satisfying the requirements	
		Yes	No (to be rectified)
1	The display surface is in sound condition. There is no loose parts.	<input type="checkbox"/>	<input type="checkbox"/>
2	The supporting frames, lateral supports, connections and fixings are in sound condition. There is no damage, deformation or corrosion.	<input type="checkbox"/>	<input type="checkbox"/>
3	All guy wires are in position without slackening.	<input type="checkbox"/>	<input type="checkbox"/>
4	The bolts of fixing points at the building are in sound condition. There is no dislocation, detachment or corrosion.	<input type="checkbox"/>	<input type="checkbox"/>
5	The building structure at the fixing points are in sound condition. There is no spalling or cracking around the areas.	<input type="checkbox"/>	<input type="checkbox"/>
6	The signboard and its supporting frames are not supporting other structures or equipment such as air-conditioner, roller shutter or storage rack. (Remark: If roller shutter is housed inside the signboard, the roller shutter system should have its own independent structural supports)	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

For Class I signboards erected on the roof only :

7	All parts of the signboard do not obstruct or reduce the width of the Means of Escape of the building.	<input type="checkbox"/>	<input type="checkbox"/>
8	The water proofing of the roof erected with signboard is in sound condition. There is no damage.	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Put a tick against the box where appropriate

Part 3 – Signboard Photos (4-R size)

Address of signboard _____

(01) Front view (showing boundary of the signboard clearly):

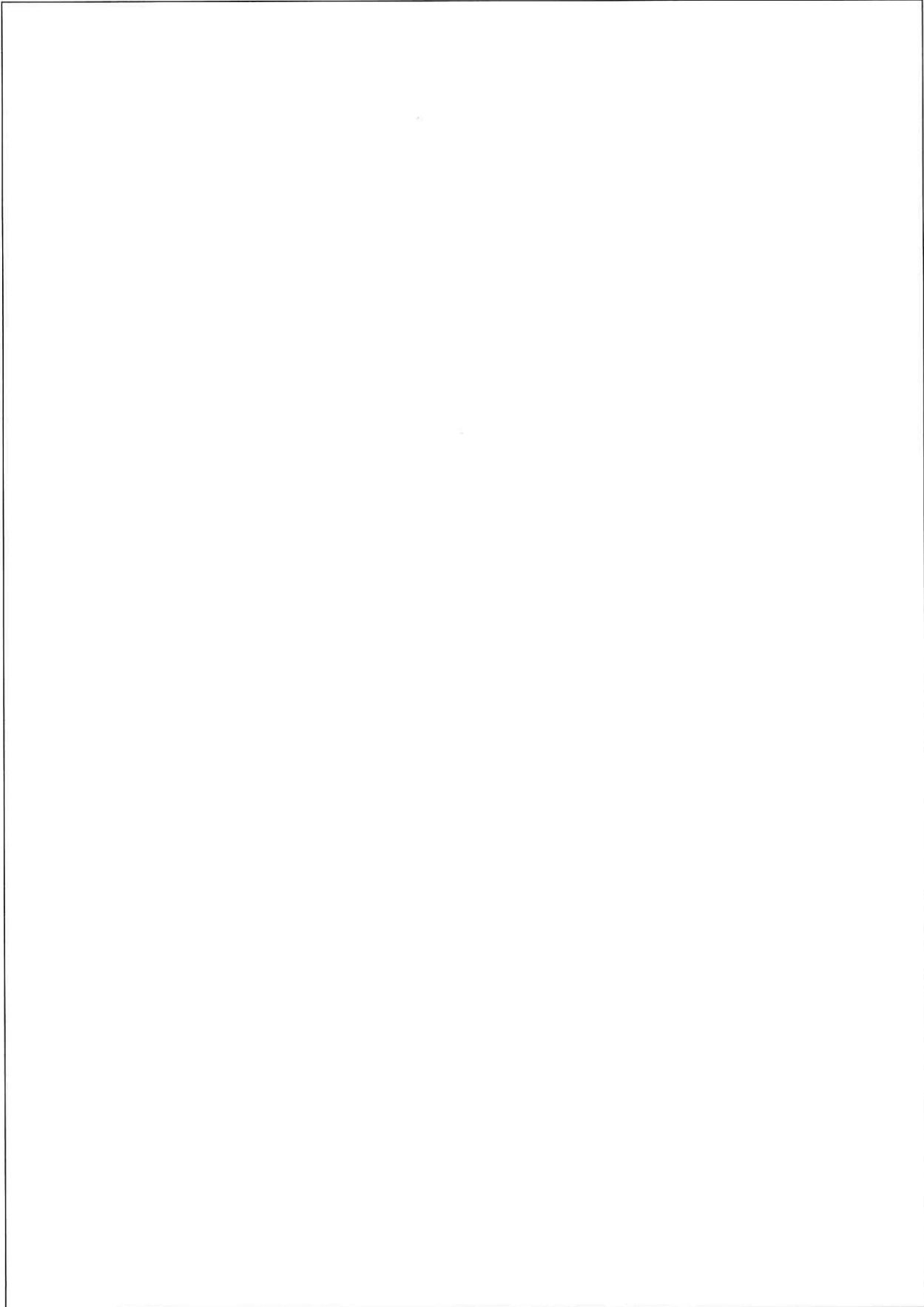
(02) Side view (showing boundary of signboard clearly):

Part 3 – Signboard Photos (4-R size) (cont'd)

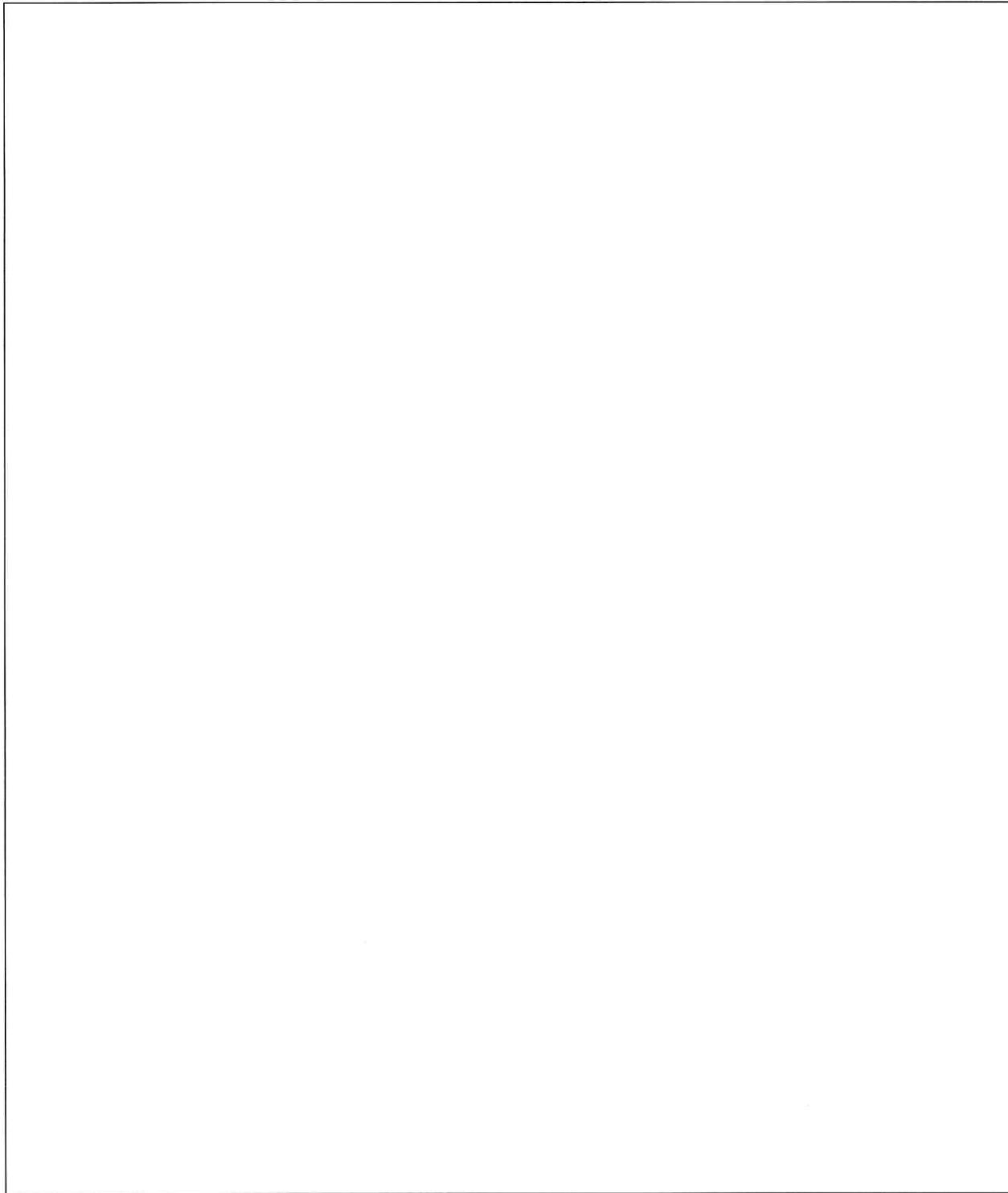
(03) View of fixing points to the parent structure (all points should be recorded):

(04) View of cleats and guy wires for projecting signboard (please indicate the number of cleats and guys):

Part 4 – Structural Framing Plan and Fixing Details of Signboard
(not larger than A-3 size and drawn to a ratio of not less than 1:100)



Part 5 – Supporting Structural Calculation (for Class I signboard only)



Signature of *Registered Minor Works Contractor/

or Prescribed Building Professional _____

Name: _____

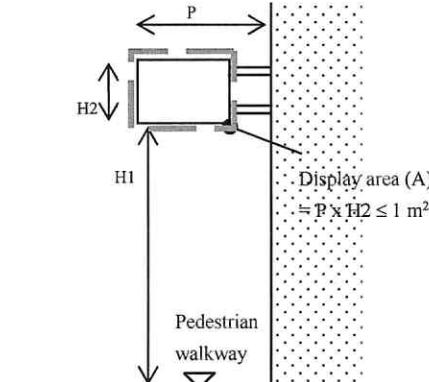
Certificate of Registration No.: _____

Date of expiry of registration: _____

* Delete where inappropriate

**Safety Inspection Check List for Validation Scheme
(for Signboards falling within Descriptions of Class III Minor Works)**

Part 1 – General Information

(1) Type and Dimensions	<p><input type="checkbox"/> Projecting signboard (see Sketch 1 below):</p> <p>Height of signboard (H1+H2) = _____ m (maximum) \leq 6m;</p> <p>Vertical clearance (H1) = _____ m (the lowest point) \geq 3.5m (pedestrian walkway);</p> <p>Projection (P) = _____ m \leq 1m;</p> <p>Thickness (t) = _____ m \leq 0.3m;</p> <p>Display area (A) = _____ m² ($H2 \times P$) \leq 1 m²</p>
	 <p style="text-align: center;"><u>Sketch 1-Signboard front view</u></p>

Wall signboard (see Sketch 2 and 3 below):

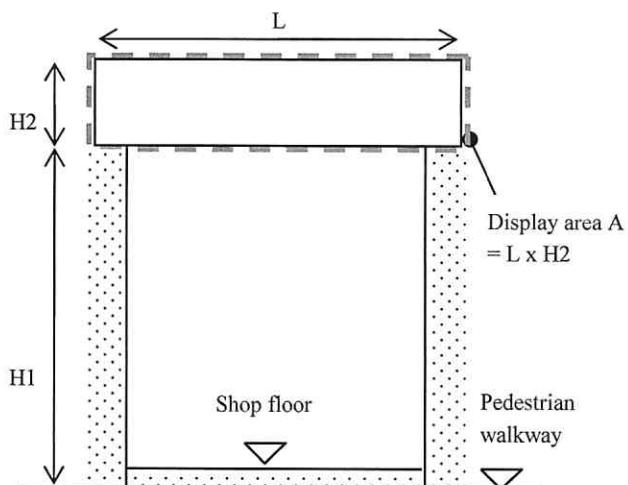
Height of signboard (H1+H2) = _____ m (maximum) \leq 6m;

Length of signboard (L) = _____ m;

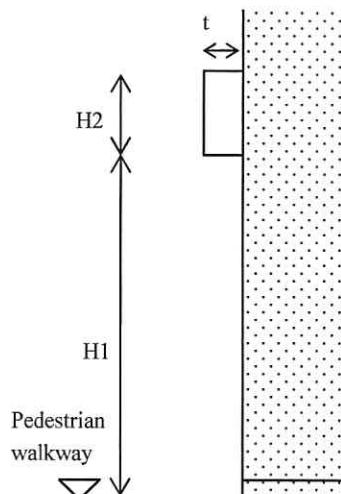
Thickness (t) = _____ m (maximum) \leq 0.6m;

Vertical clearance from pedestrian walkway (H1) = _____ m (the lowest point) \geq 2.5m;

Display area (A) = _____ m² ($H2 \times L$) \leq 5 m² and without LED display system



Sketch 1-Signboard front view



Sketch 2-Signboard side view

<p>(2)</p> <p>Material and Structural System</p>	<p>(a) Display surface:</p> <p>(i) Material:</p> <p><input type="checkbox"/> Plastics/vinyl sheet; <input type="checkbox"/> Steel/metal plate; <input type="checkbox"/> Wood, plywood or fiberboard; <input type="checkbox"/> With stone</p> <p>(ii) Lighting and electrical device:</p> <p><input type="checkbox"/> Without electricity or without lighting; <input type="checkbox"/> Neon light; <input type="checkbox"/> LED display system; <input type="checkbox"/> Others _____</p> <p>(b) Fixings to parent structure:</p> <p><input type="checkbox"/> Anchor bolts; <input type="checkbox"/> Through bolts; <input type="checkbox"/> Others _____</p> <p>No. of supporting frames with fixing to parent structure = _____ nos;</p> <p>Maximum distance between supporting frames = _____ m;</p> <p>No. of anchor bolts for each supporting frame = _____ nos;</p> <p>Diameter of anchor bolts = _____ mm;</p> <p>Type of anchor bolts used (if known) = _____</p>
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Put a tick against the box where appropriate

Part 2 – Condition Check (not limited to the following items)

Item	Description	Satisfying the requirements	
		Yes	No (to be rectified)
1	The display surface is in sound condition. There is no loose part.	<input type="checkbox"/>	<input type="checkbox"/>
2	The supporting frames, lateral supports, connections and fixings are in sound condition. There is no damage, deformation or corrosion.	<input type="checkbox"/>	<input type="checkbox"/>

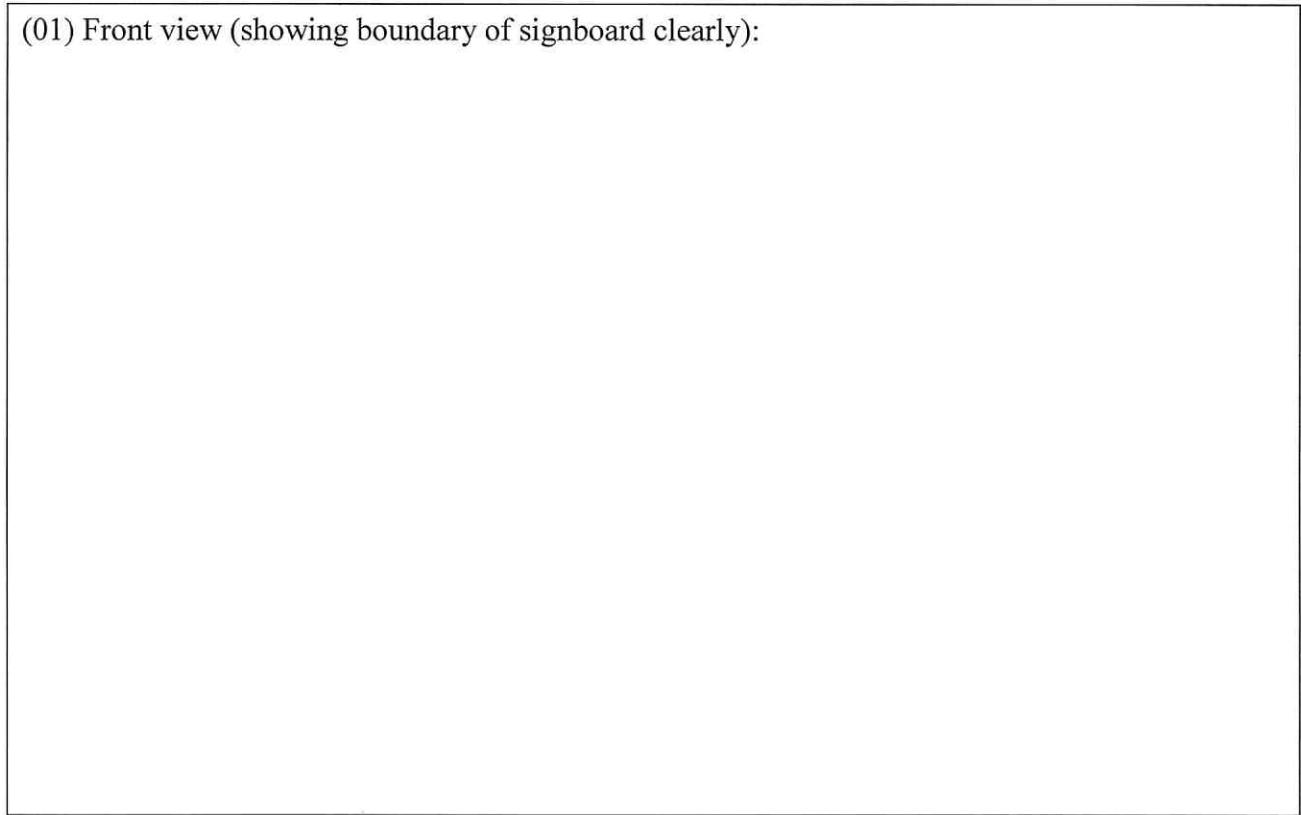
3	The bolts of fixing points at the building are in sound condition. There is no dislocation, detachment or corrosion.	<input type="checkbox"/>	<input type="checkbox"/>
4	The building structure at the fixing points is in sound condition. There is no spalling or cracking around the areas.	<input type="checkbox"/>	<input type="checkbox"/>
5	The signboard and its supporting frames are not supporting other structures or equipment such as air-conditioner, roller shutter or storage rack. (Remark: If roller shutter is housed inside the signboard, the roller shutter system should have its own independent structural supports)	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Put a tick against the box where appropriate

Part 3 – Signboard Photos (4-R size)

Address of signboard _____

(01) Front view (showing boundary of signboard clearly):



(02) Side view (showing boundary of signboard clearly):

Part 3 – Signboard Photos (4-R size) (cont'd)

(03) View of fixing points to the parent structure (all points should be recorded):

Signature of *Registered Minor Works Contractor/

or Prescribed Building Professional _____

Name: _____

Certificate of Registration No.: _____

Date of expiry of registration: _____

* *Delete where inappropriate*

(9/2013)

**Standards and Guidelines on
Display of Reference Number on Validated Signboards**

For unauthorised signboard validated through the Validation Scheme, the signboard owner is strongly recommended to display the BD reference number on the signboard. The standards and guidelines for displaying such numbers are as follows:

1. The letters and digits should be in black colour with a white background in the following cases:
 - (i) the reference number for the validation submission should be displayed, e.g. SC13122345, after the signboard is validated through the Validation Scheme; and
 - (ii) the new reference number for subsequent validation submission due to physical changes of the signboard should be displayed. Any previous reference number should be removed to avoid confusion.
2. All letters should be in block capitals. All letters and digits should be minimum 35mm high and in the font style of “Arial” as shown below.



3. The number should be displayed on durable material securely affixed at a conspicuous position on the signboard, in order to be seen at the following suggested locations:
 - (i) the nearest pavement or pedestrian way, in case of a projecting signboard, a signboard erected on/hung underneath the soffit of a balcony/canopy or a signboard fixed on-grade;
 - (ii) the nearest or the opposite pavement or pedestrian way, in case of a wall signboard; and
 - (iii) the main roof of the building, in case the signboard is erected on the roof of a building.