



檢查及核證違例招牌及完成改動/鞏固工程的通知書 - 第 III 級別小型工程

Notice of Inspection & Certification of Unauthorised Signboard and Completion of Alteration/Strengthening Works - Class III Minor Works

表格 Form

SC03

- 本表格及所有證明文件須在完成檢查違例招牌後14天內呈交。
- 請以正楷填寫，並在適當方格內加上『√』號。填寫前，請細閱《注意事項》。
- Submit this form and all supporting document(s) within 14 days after the completion of the inspection of unauthorised signboard.
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

致建築事務監督 To the Building Authority

甲部 有關招牌是為某人而豎設的人士(即招牌擁有人)的通知

Part A Notice of the Person for whom the Signboard was Erected (i.e. Signboard Owner)

由招牌擁有人填寫

To be completed by the signboard owner

僅供職員使用 For official use only

檢核計劃呈交文件編號
Validation Scheme Submission Number

檢查進行日期

Date of Inspection

1	5	0	3	2	0	1	7
日 dd	月 mm	年 yyyy					

工程展開日期(如適用)

Date of Commencement of Works (if applicable)

1	6	0	3	2	0	1	7
日 dd	月 mm	年 yyyy					

工程完成日期(如適用)

Date of Completion of Works (if applicable)

1	7	0	3	2	0	1	7
日 dd	月 mm	年 yyyy					

1 違例招牌的位置及所在地址

Location and Address of the Unauthorised Signboard

區域 Area	<input type="checkbox"/> 香港 Hong Kong	<input checked="" type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories	詳細位置 Detailed Location
地區 District				SHOP A, G/F, FACING XX STREET, ZZ CENTRE
街道/鄉 Street/Village	XX STREET	街道號碼 Street No.	209A-209B	
大廈/屋苑 Building/Estate	ZZ CENTRE			<p>例如: 停車場、天台、外牆等等 E.g. car park, roof, external wall, etc.</p>
樓層 Floor	G/F	單位/室 Flat/Room	SHOPA	

相關命令/指示/通知/屋宇署檔案編號(如有)

Relevant Order/Direction/Notice/BD Reference No. (if any)

曾呈交之相關檢核計劃呈交文件編號(如有)

Previous Related Validation Scheme Submission No. (if any)

SC

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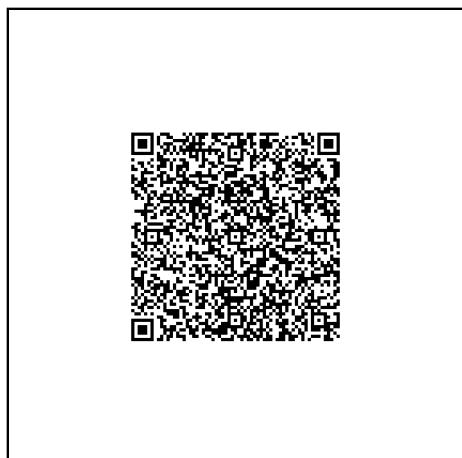
2 (i) 經檢查的違例招牌的詳細資料

Details of the Inspected Unauthorised Signboard

下述工程項目應為《建築物(小型工程)規例》附表3第3部規定的訂明建築物或建築工程項目，並已在2013年9月2日前完成或進行。

The following works items should be the prescribed building or building works items as stipulated in Part 3 of Schedule 3 of the Building (Minor Works) Regulation and have been completed or carried out before 2 September 2013.

工程項目編號 Works Item No.	數量 Quantity	描述 Description	相關的小型工程項目 Corresponding Minor Works Item
<input checked="" type="checkbox"/> 1(c)		違例的伸出式招牌 Unauthorised projecting signboard	3.16
<input type="checkbox"/> 2(c)		違例的靠牆招牌(包括舖面招牌) Unauthorised wall signboard (including shopfront signboard)	3.17



(ii) 下列改動/鞏固工程已完成

The following alteration/strengthening works had been completed

小型工程項目編號 Minor works Item No.	工程描述 (參考《建築物(小型工程)規例》附表1第3部) Description of Works (Refer to Part 3 of Schedule 1 of the Building (Minor Works) Regulation)
3.16	REPLACEMENT OF THE DISPLAY SURFACE OF THE SIGNBOARD

3 招牌擁有人的資料

Details of the Signboard Owner

本人現代表下述公司就豎設於甲1部所述位置的違例招牌呈報資料以作檢核，並在甲6部作出責任聲明。

I hereby submit the validation of the unauthorised signboard erected at the location described in Part A1 on behalf of the company. I also declare my responsibility in Part A6.

a. 業務/分行名稱(中文)+ Business/Branch Name (Chinese)+

N/A

b. 業務/分行名稱(英文)+ Business/Branch Name (English)+

N/A

c. 商業登記號碼+ Business Registration Number+

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | - | 0 | 0 | 1 | - | 0 | 9 | - | 1 | 3 | - | 9 | | | |

d. 業務所用名稱(中文)* Name of Business (Chinese)*

YY士多

e. 業務所用名稱(英文)* Name of Business (English)*

YY STORE

f. 聯絡電話 Contact Tel. No.

23456788

g. 傳真號碼 Fax No.

23456789

h. 電郵地址^ E-mail Address^

XX@XX.COM

^ 作認收電郵之用 (電子呈交適用)

+ 依照商業登記資料

^ For acknowledgement email (e-submission)

+ In accordance with the Business Registration information

就此呈報資料提交的證明

Proof Submitted for This Submission

(!) 如由建築物擁人呈報，該人須提交土地登記冊記錄，以資證明。

If submitted by a building owner, the person should provide a copy of the Land Register record as proof.

已連同此表格提交的文件：

Documents submitted with this form:

商業登記副本

Copy of Business Registration

土地登記冊紀錄

Record of Land Register

其他，請註明：

Others, please specify:

i. 違例招牌所在的營業店舖的登記地址+

Registered Address of the Operating Business of Unauthorised Signboard +

區域 Area	<input type="checkbox"/> 香港 Hong Kong	<input checked="" type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories
地區 District			
街道/鄉 Street/Village	XX STREET	街道號碼 Street No.	209A -209B
大廈/屋苑 Building/Estate	ZZ CENTRE		
樓層 Floor	G/F	單位/室 Flat/Room	SHOPA

j. 通訊地址 Correspondence Address

與上述營業店舖的登記地址相同
Same as registered address of
above operating business → 不用填寫此地址
Skip this address

區域 Area	<input type="checkbox"/> 香港 Hong Kong	<input checked="" type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories
地區 District			
街道/鄉 Street/Village	AA STREET	街道號碼 Street No.	09A- 109B
大廈/屋苑 Building/Estate	BB CNETRE		
樓層 Floor	G/F	單位/室 Flat/Room	

4 業主立案法團的資料 (如有)

Details of Owners' Corporations (if any)

大廈已成立業主立案法團
Owners' Corporation formed

登記地址 Registered Address

區域 Area	<input type="checkbox"/> 香港 Hong Kong	<input checked="" type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories
地區 District			
街道/鄉 Street/Village	XX STREET	街道號碼 Street No.	209A -209B
大廈/屋苑 Building/Estate	ZZ CENTRE		
樓層 Floor	G/F	單位/室 Flat/Room	M/O

檢核的違例招牌如豎設於大廈外牆的公用部份或樓宇的其他公用部份，招牌擁有人應先與共同業主/業主立案法團、物業管理公司或有關業主商討使用公用部份的權利，特別是在展開鞏固工程(如涉及)前，並遵守大廈公契所訂定的責任。這責任包括(但不限於)第三者責任保險的安排。在未有得到共同業主/業主立案法團/物業管理公司/有關業主同意的情況下於大廈外牆的公用部分或樓宇的其他公用部分安裝招牌，則有可能違反公契，並有可能會遭受民事起訴及須負上民事法律責任。

If the validation involves unauthorised signboard erected at the exterior or other common parts of the building, the signboard owner should liaise with the co-owners of the building/owners' corporation, the management company and/or the owners concerned regarding the right of use of these common parts, especially before the commencement of strengthening works (if any), and to observe all obligations as stipulated in the deed of mutual covenant of the building. The obligations include but are not limited to the arrangement of third-party liability insurance. Without obtaining the consent of the co-owners of the building/owners' corporation, the management company and/or the owners concerned for erection of any signboard at the exterior or other common parts of the building, the signboard owner may be in breach of the deed of mutual covenant of the building and liable to civil proceedings and bearing of civil liabilities.

5 獲委任人士的資料

Details of the Appointed Persons

根據《建築物(小型工程)規例》第 62A(3) 條的規定，本人/我們已委任**乙部及丙部**所述人士就本部所述的違例招牌進行檢查及核證。

In accordance with the provision of section 62A(3) of the Building (Minor Works) Regulation, I / we have appointed the person detailed in **Part B & C** in respect of the inspection and certification of the unauthorised signboard detailed in this Part.

6 招牌擁有人的聲明

Declaration of the Signboard Owner

本人/我們擬就堅設於**甲1**部份所述位置的違例招牌作出檢核及展開改動/鞏固工程，並給予**甲1至甲5**部份的通告。

上述的招牌是為本人豎設的，本人/我們承諾會保養該招牌，使其在任何時間內保持結構安全。本人承諾在本人結束該地址的業務時，移除該違例招牌並通知屋宇署。

I/We intend to carry out inspection and certification of unauthorised signboard and commencement of alteration/strengthening works at the location stated in **Part A1**, and give you the notice in **Part A1 to A5**.

As the person for whom the aforesaid signboard was erected, I undertake to maintain the signboard in a structurally safe condition at all time. I also undertake to remove the unauthorised signboard if I cease to operate the business at this location and notify the Buildings Department.

本人/我們已閱讀並同意於《注意事項》內所列之條款。

I/we have read and hereby agree the terms and conditions as stated in the "Matters to Note" section.

招牌擁有人簽署/公司印鑑(如適用)

Signature / Company Seal (if applicable) of Signboard Owner

數位簽署者 : signboard
owner
日期 : 2017.03.17 15:13:53
+08'00'

任何失實核證或聲明可引致法律行動。##
Any false certification or declaration
may be subject to legal action.##

日期 Date

1	7	0	3	2	0	1	7
日 dd	月 mm				年 yyyy		



7 安排工程人士的聲明

Declaration by the Person who Arranged the Works

由安排工程的人士填寫

To be completed by the person who arranged the works

a. 在**甲2部(i)**及(ii)項描述的工程由本人安排進行。

I am the person who arranged the works described in Part A2(i) & (ii).

b. 本人確認此表格已填妥並已根據《建築物條例》(第123章)及其規例委任下述訂明建築專業人士 / 訂明註冊承建商進行必要的工程。

I confirm that this form is duly completed and the following prescribed building professional/prescribed registered contractor has been appointed to carry out the works as necessary in accordance with Cap. 123 and its regulations.

訂明建築專業人士
Prescribed building professional

訂明註冊承建商
Prescribed registered contractor

c. 就此次呈交檢核資料，本人同時以下述身分參與：

I am also the person involved in this validation submission as below:

招牌擁有人
Signboard owner

註冊結構工程師
Registered structural engineer

註冊一般建築承建商
Registered general building contractor

認可人士
Authorized person

註冊檢驗人員
Registered inspector

註冊小型工程承建商(個人)
Registered minor works contractor (Individual)

C類型小型工程(招牌)的註冊小型工程承建商
Registered minor works contractor registered for Type C minor works (signboard)

安排工程人士姓名

Name of the Person who Arranged the Works (i) 姓氏先行 Surname first

CHAN TAI MAN

安排工程人士簽署

Signature of the Person who Arranged the Works

數位簽署者 : CHAN TAI

MAN

日期 : 2017.03.17 15:08:07
+08'00'

任何失實核證或聲明可引致法律行動。##

Any false certification or declaration
may be subject to legal action.##

日期 Date

1	7	0	3	2	0	1	7
日 dd	月 mm	年 yyyy					



乙部 獲委任人的委任確認書及檢查及核證通知書

Part B Confirmation of Appointment by the Appointed Person and Notice of Inspection and Certification

 由已獲委任的人士分別填寫

To be completed by the respective appointed persons

1 獲委任人的委任確認書

Confirmation of Appointment by the Appointed Person

1. 本人/我們確認已獲委任為檢查甲2部(i)項所述的違例招牌的獲委任人，而檢查亦已於甲部所述日期進行；
2. 本人/我們依據違例招牌檢核計劃之技術指引及《認可人士、註冊結構工程師及註冊岩土工程師作業備考》APP-155，現呈交受檢驗的招牌的實際情況報告、安全檢查報告、圖則、照片及描述等，以顯示甲2部(i)項所述的違例招牌在檢查之時的實際狀況；以及
 1. I/We confirm that I/we have been appointed as the appointed person for the inspection of unauthorised signboard as detailed in Part A2(i), and the inspection had been carried out on the respective date stated in Part A.
 2. I/We in accordance with Technical Guidelines on Validation Scheme for Unauthorised Signboards and PNAP APP-155, submit herewith report on physical conditions of the signboard as inspected, safety inspection report, plans, photographs and description showing the physical condition of the unauthorised signboard detailed in Part A2(i) as inspected; and
3. 本人/我們核證，就甲2部(i)項所述的違例招牌，本人/我們認為在結構上是安全的，並符合《建築物條例》（第123章）的規定【《建築物條例》（第123章）第14(1)條及《建築物（管理）規例》（第123章，附屬法例A）第25條除外】。核證已經完成，並無進行改動/鞏固工程。
I/We certify that the unauthorised signboard detailed in Part A2(i) are structurally safe in my/our opinion and comply with the Buildings Ordinance (Cap. 123) [except section 14(1) of the Buildings Ordinance (Cap. 123) and regulation 25 of the Building (Administration) Regulations (Cap. 123 sub. leg. A)]. Certification has been completed without alteration/strengthening works.

或 or

- 本人/我們確認甲2部(i)項所述的違例招牌將涉及甲2部(ii)項所述的改動/鞏固工程，本人/我們確認該工程適宜進行，以及由本人/我們負責工程設計、製備訂明圖則及詳圖或計算資料。在進行有關工程時，我們已考慮招牌的結構狀況，並已統籌及監督該工程。

I/We confirm that the unauthorised signboard detailed in Part A2(i) will involve alteration/strengthening works detailed in Part A2(ii). I/We confirm that it is suitable to carry out the alteration/strengthening works and I am / we are responsible for the design of the works and preparation of prescribed plans and details or calculations. In carrying out the works, we have considered the structural conditions of the signboard, and we have taken up the coordination and supervision of the works.

獲委任人的專業身份 Professional Capacity of Appointed Person

認可人士
Authorised person

註冊結構工程師
Registered structural engineer

註冊一般建築承建商
Registered general building contractor

註冊檢驗人員
Registered inspector

註冊小型工程承建商(個人)
Registered minor works contractor
(Individual)

C類型小型工程(招牌)的註冊小型工程承建商
Registered minor works contractor registered for Type C minor works
(signboard)

獲委任人姓名(中文)*

Name of Appointed Person (Chinese)*

姓氏先行 Surname first

陳氏承造有限公司

獲委任人姓名(英文)*

Name of Appointed Person (English)*

姓氏先行 Surname first

CHAN X CONTRACTOR COMPANY LIMITED

註冊證明書編號* Certificate of Registration Number*

M W C 9 6 7 8 / 2 0 1 3

註冊屆滿日期* Date of Expiry of Registration*

1 5 0 7 2 0 1 8

日 dd 月 mm 年 yyyy

獲委任人簽署* Signature of Appointed Person*

數位簽署者：CHAN X
CONTRACTOR COMPANY
LIMITED
日期：2017.03.17 15:08:59
+08'00'

任何失實核證或聲明可引致法律行動。##
Any false certification or declaration
may be subject to legal action.##

日期 Date

1 7 0 3 2 0 1 7
日 dd 月 mm 年 yyyy



丙部 訂明註冊承建商的委任確認書及完工通知書及獲委任人完工通知書

Part C Confirmation of Appointment and Notice of Completion of Works by Prescribed Registered Contractor and Notice of Completion of Works by Appointed Person

不涉及改動/鞏固工程

Alteration/strengthening works are **not involved**

不用填寫本部份

Not required to fill in this Part

1 訂明註冊承建商的委任確認書及完工通知書

Confirmation of Appointment and Notice of Completion of Works by Prescribed Registered Contractor

由訂明註冊承建商填寫

To be completed by prescribed registered contractor

訂明註冊承建商名稱 Name of Prescribed Registered Contractor

中文名稱* Name in Chinese*

(i) 姓氏先行 Surname first

陳氏承造有限公司

英文名稱* Name in English*

(i) 姓氏先行 Surname first

CHAN X CONTRACTOR COMPANY LIMITED

根據《建築物(小型工程)規例》第 36 條及第 37 條的規定：

- 本人/我們確認已獲委任為甲 2 部(ii)項所述違例招牌的改動/鞏固工程的訂明註冊承建商，
- 本人/我們為所述工程的訂明註冊承建商，現確認甲 2 部(ii)項所述的違例招牌的改動/鞏固工程已分別於甲部所述日期展開並完成；
- 本人/我們現呈交顯示有關的違例招牌在緊接甲 2 部(ii)項所述的改動/鞏固工程展開前及完工後的實際狀況的照片；以及顯示已完成工程的照片或工程描述；
- 本人/我們核證所有甲 2 部(ii)項所述違例招牌的所有改動/鞏固工程已按照《建築物條例》及於本部所呈交的圖則或工程描述進行，該等圖則均由本人/我們製備和簽署(作為已簽署有關圖則的人，本人/我們同意就該等圖則負起《建築物條例》訂明的所有責任)(如適用)；以及
- 由於改動/鞏固工程已經完成，本人/我們核證，就甲 2 部(i)項所述的違例招牌，本人/我們認為在結構上是安全的，並符合《建築物條例》(第 123 章)的規定【《建築物條例》(第 123 章)第 14(1)條及《建築物(管理)規例》(第 123 章，附屬法例 A) 第 25 條除外】。

In accordance with the provisions of sections 36 and 37 of the Building (Minor Works) Regulation,

- I/we confirm that I/we have been appointed as the prescribed registered contractor for the alteration/strengthening works of the unauthorised signboard in Part A2(ii).
- As the prescribed registered contractor of the works, I/we confirm that the alteration/strengthening works of the day unauthorised signboard detailed in Part A2(ii) had been commenced and completed on the respective dates stated in Part A.
- I/We submit herewith the photographs showing the physical condition of the unauthorised signboard immediately before the commencement and after the completion of the alteration/strengthening works detailed in Part A2(ii), and the photographs or description of works showing the works as completed;
- I/We certify that all the alteration/strengthening works of the unauthorised signboard detailed in Part A2(ii), have been carried out and completed in accordance with the Buildings Ordinance and the plans or description of works submitted in this Part; and the said plans have been prepared and signed by me/us (as the person who has signed the plans, I/we agree to assume all responsibilities under the Buildings Ordinance regarding the plans) (if applicable); and
- As alteration or strengthening works had been completed, I / We certify that the unauthorised signboard detailed in Part A2(i) are structurally safe in my/our opinion and comply with the Buildings Ordinance (Cap. 123) [except section 14(1) of the Buildings Ordinance (Cap. 123) and regulation 25 of the Building (Administration) Regulations (Cap.123 sub. leg. A)]

獲授權簽署人姓名(中文)* Name of the Authorized Signatory (Chinese)*

陳大文

註冊證明書編號* Certificate of Registration Number*

M W C 9 6 7 8 / 2 0 1 3

註冊屆滿日期* Date of Expiry of Registration*

1 5 0 7 2 0 1 8
日 dd 月 mm 年 yyyy

訂明註冊承建商簽署 (獲授權簽署人) *

Signature of the Prescribed Registered Contractor (Authorized Signatory)*

數位簽署者 : CHAN TAI
MAN
日期 : 2017.03.17 15:11:03
+08'00'

任何失實核證或聲明可引致法律行動。##
Any false certification or declaration
may be subject to legal action.##

日期 Date

1 7 0 3 2 0 1 7
日 dd 月 mm 年 yyyy



* 根據註冊記錄

* In accordance with the registration record

2 獲委任人的完工通知書

Notice of Completion of Works by the Appointed Person

 由獲委任人填寫

To be completed by appointed person

獲委任人是訂明註冊承建商

The appointed person is the prescribed registered contractor

→ 不用填寫本部份

Not required to fill in this Part

本人/我們確認在甲 2 部(ii) 項填寫的工程已由訂明註冊承建商依照設計完成。

I/We confirm that the works submitted in Part A2(ii) are completed by prescribed registered contractor in accordance with design.

認可人士

Authorised person

註冊結構工程師

Registered structural engineer

註冊檢驗人員

Registered inspector

獲委任人姓名(中文)*

Name of Appointed Person (Chinese)*

(i) 姓氏先行 Surname first

註冊證明書編號* Certificate of Registration Number*

<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>									
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獲委任人姓名(英文)*

Name of Appointed Person (English)*

(i) 姓氏先行 Surname first

註冊屆滿日期* Date of Expiry of Registration*

<input type="text"/>					
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日 dd 月 mm 年 yyyy

獲委任人簽署* Signature of Appointed Person*

任何失實核證或聲明可引致法律行動。##

Any false certification or declaration
may be subject to legal action.##

日期 Date

<input type="text"/>						
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日 dd 月 mm 年 yyyy



注意事項

任何人如作出虛假聲明或就重要事項作出失實陳述即屬觸犯刑事罪行，可能會被檢控。

1. 你須確保政府在使用或管有你所呈交的文件時不會侵犯任何人的知識產權；如有關文件包含屬於第三者的知識產權資料，你須確保已獲得所有必須的許可證。如侵犯任何第三者的知識產權，你須承擔政府可能蒙受的任何損失或損害。就版權事宜的細則，你可參考《版權條例》的條文。

甲. 個人資料

收集的目的

1. 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
 - (a) 處理你在本表格中所呈交的文件的相關事務；
 - (b) 處理有關上述小型工程的相關事務；及
 - (c) 方便屋宇署與你聯絡。
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，或甚至導致無法處理你的申請。
3. 為保障個人資料，請確保所呈交的文件並不包含任何與《建築物條例》所述的事宜無關的個人資料。就私隱事宜的細則，你可參考《個人資料（私隱）條例》的條文。

獲轉交資料的部門/人士

4. 本署可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上述第1段所列的用途。

索閱個人資料

5. 根據《個人資料（私隱）條例》，你有權查閱及改正你所提交的個人資料。屋宇署有權就有關資料索閱的要求收取合理費用。如要求查閱及改正你的個人資料，請與屋宇署招牌監管小組聯絡。

乙. 填寫表格

1. 請填妥表格所有有關的部分，並在表格上簽署。請附上如以下己項所列的證明文件，包括顯示工程處所在工程展開前實際狀況的照片、訂明圖則、工程詳情，以及監工計劃書（如有）等。
2. 所提供的資料如有不全或錯誤，屋宇署將不能處理呈交的文件。
3. 所有呈交的文件，都會隨機抽取進行審核，以確保該工程已按照《建築物條例》及其規例和呈交的訂明圖則及詳圖進行。
4. 如對本表格有任何疑問，請與屋宇署招牌監管小組聯絡。

丙. 呈交方法

1. 郵寄/親身呈交 - 本表格連同有關文件應郵寄或親身呈交至屋宇署招牌監管小組。
2. 電子郵件傳送 - 透過電子郵件傳送本表格及附上有關文件（全部必須獲香港郵政署長發出的數碼證書認證，或根據《電子交易條例》認可的其他核證機關所發出的數碼證書認證）到屋宇署的電子收件處，電郵地址為 receipt@bd.gov.hk。
3. 電子呈交 - 按本表格上的「提交」傳送本表格及有關文件（全部必須附上數碼證書認證）。請使用 Acrobat Reader 中的「附加檔案」功能，附上已數碼認證的文件。

Matters to Note

Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.

1. You are required to ensure that the Government's use or possession of your submitted documents will not infringe the intellectual property rights of any person and that where the documents contain materials of which the intellectual property rights belong to a third party, all the necessary licences have been obtained. You are also liable for any loss or damage that the Government may suffer in case of any infringement of the intellectual property rights of any third party. For details of copyright issues, you can make reference to the provisions of the Copyright Ordinance.

A. Personal Data

Purposes of Collection

1. The personal data provided by means of this form will be used by the Buildings Department for the following purposes:
 - (a) activities relating to the processing of your submission in this form;
 - (b) activities relating to the above minor works; and
 - (c) facilitating communication between the Buildings Department and yourself.
2. It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.
3. For the reason of personal data protection, please ensure that your submitted documents do not contain any personal data not required under the Buildings Ordinance. For details of privacy issues, you can make reference to the provisions of the Personal Data (Privacy) Ordinance.

Classes of Transferees

4. The personal data you provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

Access to Personal Data

5. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Buildings Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Signboard Control Unit of the Buildings Department.

B. Completion of Form

1. Relevant parts of the form should be duly completed, and the form should be signed. Supporting documents, including photographs showing the physical condition of the premises before the commencement of the works, prescribed plans and details of the works, and supervision plan (if any), etc. as listed in Section F below, should be submitted.
2. If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
3. All documents submitted will be randomly selected for audit check, with a view to ensuring that the works have been carried out in accordance with the Buildings Ordinance and regulations and the submitted prescribed plans and details.
4. Enquiries regarding this form should be addressed to the Signboard Control Unit of the Buildings Department.

C. Submission Methods

1. **By Post / In Person** - This form together with the relevant documents shall be posted to or submitted in person to the Signboard Control Unit of the Buildings Department.
2. **Through Email** - Email this form together with the relevant documents, all with identity authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognized under the Electronic Transactions Ordinance to the e-Counter of the Buildings Department at receipt@bd.gov.hk.
3. **Through e-Submission** - Click the Submit button to electronically submit this form together with attachment of the relevant documents, all with identity authenticated by your digital certificates. You may attach all authenticated documents using Acrobat Reader's "Attachments" function.

丁. 聯絡資料

屋宇署招牌監管小組
地址：九龍觀塘巧明街100號 Landmark East 友邦九龍大樓
11樓1104-6室
電話：2626 1616 (由“1823”接聽)
傳真：3579 2949
電郵：enquiry@bd.gov.hk

D. Contact Details

Signboard Control Unit of the Buildings Department
Address: Room 1104-6, 11/F., AIA Kowloon Tower, Landmark East,
100 How Ming Street, Kwun Tong, Kowloon
Tel No.: 2626 1616 (handled by “1823”)
Fax No.: 3579 2949
Email: enquiry@bd.gov.hk

戊. 其他事項

1. 檢核的違例招牌如豎設於大廈外牆的公用部份或樓宇的其他公用部份，該招牌的擁有人須留意大廈公契的條文，並須取得共同業主或立案法團的同意，特別是在展開鞏固工程(如涉及)前。否則，有可能須因此負上民事法律責任。
2. 招牌擁有人在甲6部承諾保養該招牌，使其在任何時間內保持結構安全。這包括在颱風或惡劣天氣造成損毀而需要及時進行的安全檢查和維修。
3. 訂明註冊承建商應採取合適的措施，以確保妥善處置有關的建築廢料。
4. 為減少招牌燈光引至的光污染及減低其能源消耗，認可人士及申請人須參考由環境局、環境保護署及機電工程署聯合發出的《戶外燈光裝置業界良好作業指引》，並可在環境局的網址下載：
http://www.enb.gov.hk/entxt/resources_publications/guidelines/files/guidelines_ex_lighting_install_eng.pdf

E. Other Matters

1. If the validation involves unauthorised signboard erected at the exterior or other common parts of the building, the signboard owner should pay attention to the relevant conditions in the deed of mutual covenant of the building and obtain consent from the co-owners or owners' corporations of the building in particular before the commencement of the strengthening works (if any). Otherwise, the signboard owner may have to bear the civil liabilities for failure to do so.
2. The signboard owner undertakes in Part A6 to maintain the signboard in a structurally safe condition at all times. This includes any timely safety inspection and repair for damage due to typhoon or inclement weather.
3. Prescribed registered contractor shall take appropriate measures to ensure construction wastes are disposed of properly.
4. To minimise light pollution and reduce energy consumption arising from the lighting of the signboards, the AP and the applicant are advised to make reference to the Guidelines on Industry Best Practices for External Lighting Installations jointly issued by the Environment Bureau (ENB), Environmental Protection Department and Electrical and Mechanical Services Department, which can be downloaded from the ENB's website:
http://www.enb.gov.hk/entxt/resources_publications/guidelines/files/guidelines_ex_lighting_install_eng.pdf

己. 證明文件

- 商業登記副本
- 土地登記冊紀錄 (如適用)
- 安全檢查報告
 - 一般資料
 - 狀況檢查
 - 招牌照片 (4R 尺寸)
 - 位置圖
- 招牌結構構架圖及嵌固詳圖
(只適用符合第 I 或 II 級別小型工程所描述的招牌)
- 結構計算資料
(只適用符合第 I 級別小型工程所描述的招牌)
- 鞏固工程建議書
(只適用涉及改動/鞏固工程的第 I 或 II 級別小型工程所描述的招牌)
- 其他，請註明(如適用)

F. Supporting Documents

- Copy of Business Registration
- Record of Land Register (if applicable)
- Safety Inspection Report
 - General Information
 - Condition Check
 - Signboard Photos (4R size)
 - Location Plan
- Structural Framing Plan and Fixing Details of Signboard
(for signboards falling within the descriptions of Class I or II Minor Works)
- Supporting Structural Calculation
(for signboards falling within the descriptions of Class I Minor Works only)
- Strengthening proposal
(for signboards falling within the descriptions of Class I or II Minor Works involving alteration / strengthening)
- Others, please specify (if applicable)