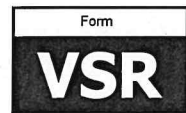




**Safety Inspection Report for  
 Household Minor Works Validation Scheme and  
 Minor Amenity Feature Validation Scheme**



**Explanatory Note:**

- Read the "Matters to Note"
- Complete in BLOCK LETTERS and tick the appropriate boxes.
- Delete where inapplicable
- This Safety Inspection Report can be used for more than one Prescribed Building or Building Works (PBW). If there is more than one PBW under same item but they are of different descriptions, separate sets of Safety Inspection Report for these different PBW should be submitted.

For official use only	
Validation Scheme Submission Number	

**To the Building Authority**

**Details of the Inspected building or building works**

Location of building or building works

6/F, XYZ BUILDING, NO.456 SOY STREET, MONGKOK, KOWLOON

Lot No.

Previously Related Validation Scheme Submission Number (if any)

VS

- New submission
  Revision

Only applicable where the previous submission with Validation Scheme Number assigned but cannot be further processed

**Part 1 Eligibility Criteria for Prescribed Building or Building Works**

**Household Minor Works Validation Scheme**

(1) Prescribed building or building works (PBW) completed or carried out before 31 December 2010

Types of Unauthorised Structures	
<input type="checkbox"/>	Supporting structure for an air-conditioning unit, water cooling tower or associated air ducts located on-grade or on a slab
<input type="checkbox"/>	Metal supporting frame for an air-conditioning unit or associated air ducts projecting from an external wall
<input type="checkbox"/>	Drying rack
<input type="checkbox"/>	Canopy

## Minor Amenity Feature Validation Scheme

### (2) PBW completed or carried out before 1 September 2020

Types of Unauthorised Structures	
<input type="checkbox"/>	Supporting structure or metal casing for a building services installation <sup>1</sup> (BSI)
<input checked="" type="checkbox"/>	Metal supporting frame for an air-conditioning unit/a light fitting projecting from an external wall of a building
<input type="checkbox"/>	Solid fence wall
<input type="checkbox"/>	External mesh fence or metal railing
<input type="checkbox"/>	Pole
<input type="checkbox"/>	Metal gate
<input type="checkbox"/>	Canopy/Retractable awning
<input type="checkbox"/>	Trellis <sup>2</sup>
<input type="checkbox"/>	External metal ventilation duct or any associated supporting frame

<sup>1</sup> BSI as described in Part 1 of Schedule 1 of the Building (Minor Works) Regulation

(a) includes—(i) any solar water heating system, photovoltaic system, antenna, transceiver, air-conditioning unit, water cooling tower, light fitting and pump set (installations); and (ii) any duct associated with any of the installations; and

(b) excludes any water tank, lift, stairlift, lifting platform, ventilation duct and radio base station;

<sup>2</sup> Trellis as described in Part 1 of Schedule 1 of the Building (Minor Works) Regulation.

**Part 1  
Eligibility Criteria for Prescribed Building or Building Works**

**Minor Amenity Feature Validation Scheme**

Item no. <sup>4</sup>	Corresponding Minor Works Item	Description of Unauthorised Structures
<b>Metal supporting frame for an air-conditioning unit/a light fitting projecting from an external wall of a building</b>		
<input checked="" type="checkbox"/> 4	2.49	Supporting frame for an air-conditioning unit, projecting from an external wall of a building <input type="checkbox"/> no additional load to any cantilevered slab; <input type="checkbox"/> projection $\leq$ 600 mm; <input type="checkbox"/> the air-conditioning unit $>$ 100 kg but $\leq$ 150 kg; and <input type="checkbox"/> distance between the highest point of the frame and the adjoining ground or roof $>$ 3 m. No. of the above structures: _____
	3.27	Supporting frame for an air-conditioning unit, projecting from an external wall of a building <input checked="" type="checkbox"/> no additional load to any cantilevered slab; <input checked="" type="checkbox"/> projection from the wall $\leq$ 600 mm; <input checked="" type="checkbox"/> the air-conditioning unit $\leq$ 100 kg; and <input checked="" type="checkbox"/> distance between the highest point of the frame and the adjoining ground or roof $>$ 3 m. No. of the above structures: <u>4</u> _____
<input type="checkbox"/> 5	2.49	Supporting frame for a light fitting projecting from an external wall of a building <input type="checkbox"/> no additional load to any cantilevered slab; <input type="checkbox"/> projection $\leq$ 600 mm; <input type="checkbox"/> the light fitting $>$ 100 kg but $\leq$ 150 kg; and <input type="checkbox"/> distance between the highest point of the frame and the adjoining ground or roof $>$ 3 m. No. of the above structures: _____
	3.27	Supporting frame for a light fitting projecting from an external wall of a building <input type="checkbox"/> no additional load to any cantilevered slab; <input type="checkbox"/> projection from the wall $\leq$ 600 mm; <input type="checkbox"/> the light fitting $\leq$ 100 kg; and <input type="checkbox"/> distance between the highest point of the frame and the adjoining ground or roof $>$ 3 m. No. of the above structures: _____

<sup>4</sup> Item no. corresponds to the PBW items as stipulated in Part 4 of Schedule 3 of the Building (Minor Works) Regulation.

Put a tick against the box where appropriate

\* Delete where inapplicable

Name\*

GIM CHA YAN

Signature of the Prescribed Registered Contractor (Authorized Signatory) /  
Prescribed Building Professionals\*

數位簽署  
者：GIM CHA  
YAN  
日期：2022.04.06  
15:19:15 +08'00'

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

Date

0	6	0	4	2	0	2	2
dd		mm		yyyy			

\* In accordance with the registration record

**Part 2**  
**Information of the Unauthorised Structure**

**(A) Inspection Checklist**

This part can be used for more than one PBW under the same item with the same descriptions, construction details and materials. **Separate sets of this part should be submitted for different PBW items.**

Tick the box if Additional "Part 2" required  No. of set

Checklist	Detailed Information
1. Item no.	<p>* <del>Household Minor Works Validation Scheme /</del>  <u>Minor Amenity Feature Validation Scheme</u></p> <p>Item no.: 4 _____</p> <p>No. of PBW: 4 _____</p>
2. Construction material and details of the structure	<p><i>(A) Material(s):</i></p> <p><input checked="" type="checkbox"/> Steel/metal  <input type="checkbox"/> Reinforced concrete  <input type="checkbox"/> Brick/block wall  <input type="checkbox"/> Others (Please specify: _____ )</p> <p><i>(B) Assemblage details:</i></p> <p><input checked="" type="checkbox"/> Anchor bolts  <input checked="" type="checkbox"/> Bolts and nuts  <input checked="" type="checkbox"/> Welds  <input type="checkbox"/> Others (Please specify: _____ )</p> <p><i>(C) Fixings to parent structure:</i></p> <p><input checked="" type="checkbox"/> Anchor bolts  <input type="checkbox"/> Welds  <input type="checkbox"/> Others (Please specify: _____ )</p> <p><i>(D) If the structure or casing is fixed to a parapet wall:</i>  <i>(Applicable to Item 1 of the Household Minor Works Validation Scheme or Items 1, 2 and 3 of the Minor Amenity Feature Validation Scheme only)</i></p> <p><input type="checkbox"/> Thickness of wall <math>\geq</math> 125 mm  <input type="checkbox"/> Such wall is made of reinforced concrete  <input type="checkbox"/> Others (Please specify: _____ )</p>
3. General condition of the structure	<p><i>(A) Steel/metal elements</i></p> <p><input checked="" type="checkbox"/> No rust or corrosion  <input checked="" type="checkbox"/> No signs of defects, e.g.:            (i) dilapidation;            (ii) loose/defective fixing; or            (iii) deformation or displacement</p> <p><input type="checkbox"/> N/A</p> <p><i>(B) Reinforced concrete</i></p> <p><input checked="" type="checkbox"/> No signs of defects, e.g.:            (i) rust stains or corrosion of reinforcement;            (ii) cracks or signs of distress;            (iii) spalling;</p>

Put a tick against the box where appropriate

\* Delete where inapplicable

Checklist	Detailed Information																
	<p>(iv) delamination;  (v) exposed reinforcement;  (vi) voids/honeycombing; or  (vii) deformation or displacement</p> <p><input type="checkbox"/> N/A</p> <p><i>(C) Brick/block wall</i></p> <p><input type="checkbox"/> No signs of defects, e.g.:</p> <p>(i) cracks or signs of distress;  (ii) tilting; or  (iii) deformation or displacement</p> <p><input checked="" type="checkbox"/> N/A</p> <p><i>(D) Other elements</i></p> <p>Please specify: _____</p> <p><input type="checkbox"/> No signs of defects</p> <p><input checked="" type="checkbox"/> N/A</p>																
4. Structural stability	<p><input checked="" type="checkbox"/> No signs of structural instability</p> <p><input checked="" type="checkbox"/> No signs of structural defect or structural deformation in the structural members of the parent building supporting the PBW</p>																
5. Effects to the parent building	<table border="0"> <tr> <td data-bbox="376 943 1161 981"><u>Effects</u></td> <td data-bbox="1169 943 1441 981"><u>N/A</u></td> </tr> <tr> <td data-bbox="376 992 1161 1030"><input checked="" type="checkbox"/> Not supported by unauthorised building works</td> <td data-bbox="1169 992 1441 1030"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="376 1041 1161 1079"><input checked="" type="checkbox"/> No additional load to cantilevered slab</td> <td data-bbox="1169 1041 1441 1079"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="376 1090 1161 1128"><input checked="" type="checkbox"/> No obstruction to windows providing natural lighting and ventilation</td> <td data-bbox="1169 1090 1441 1128"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="376 1140 1161 1178"><input type="checkbox"/> No damage to the waterproofing of the roof</td> <td data-bbox="1169 1140 1441 1178"><input checked="" type="checkbox"/></td> </tr> <tr> <td data-bbox="376 1189 1161 1272"><input type="checkbox"/> The design of refuge floor/roof is not affected (if the floor/roof is serving as refuge floor/roof)</td> <td data-bbox="1169 1189 1441 1272"><input checked="" type="checkbox"/></td> </tr> <tr> <td data-bbox="376 1283 1161 1321"><input type="checkbox"/> No blockage or obstruction to exit routes</td> <td data-bbox="1169 1283 1441 1321"><input checked="" type="checkbox"/></td> </tr> <tr> <td data-bbox="376 1332 1161 1370"><input type="checkbox"/> No obstruction to drainage on roof</td> <td data-bbox="1169 1332 1441 1370"><input checked="" type="checkbox"/></td> </tr> </table>	<u>Effects</u>	<u>N/A</u>	<input checked="" type="checkbox"/> Not supported by unauthorised building works	<input type="checkbox"/>	<input checked="" type="checkbox"/> No additional load to cantilevered slab	<input type="checkbox"/>	<input checked="" type="checkbox"/> No obstruction to windows providing natural lighting and ventilation	<input type="checkbox"/>	<input type="checkbox"/> No damage to the waterproofing of the roof	<input checked="" type="checkbox"/>	<input type="checkbox"/> The design of refuge floor/roof is not affected (if the floor/roof is serving as refuge floor/roof)	<input checked="" type="checkbox"/>	<input type="checkbox"/> No blockage or obstruction to exit routes	<input checked="" type="checkbox"/>	<input type="checkbox"/> No obstruction to drainage on roof	<input checked="" type="checkbox"/>
<u>Effects</u>	<u>N/A</u>																
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<input type="checkbox"/> No obstruction to drainage on roof	<input checked="" type="checkbox"/>																

Put a tick against the box where appropriate

\* Delete where inapplicable

(B) Photo of PBW



Photo No.
1
Photo Description
Photos showing overall view and front view:



Photo No.
2
Photo Description
Photos showing side view:

(B) Photo of PBW (cont'd)



Photo No.
3
Photo Description
Photos showing assemblage details:

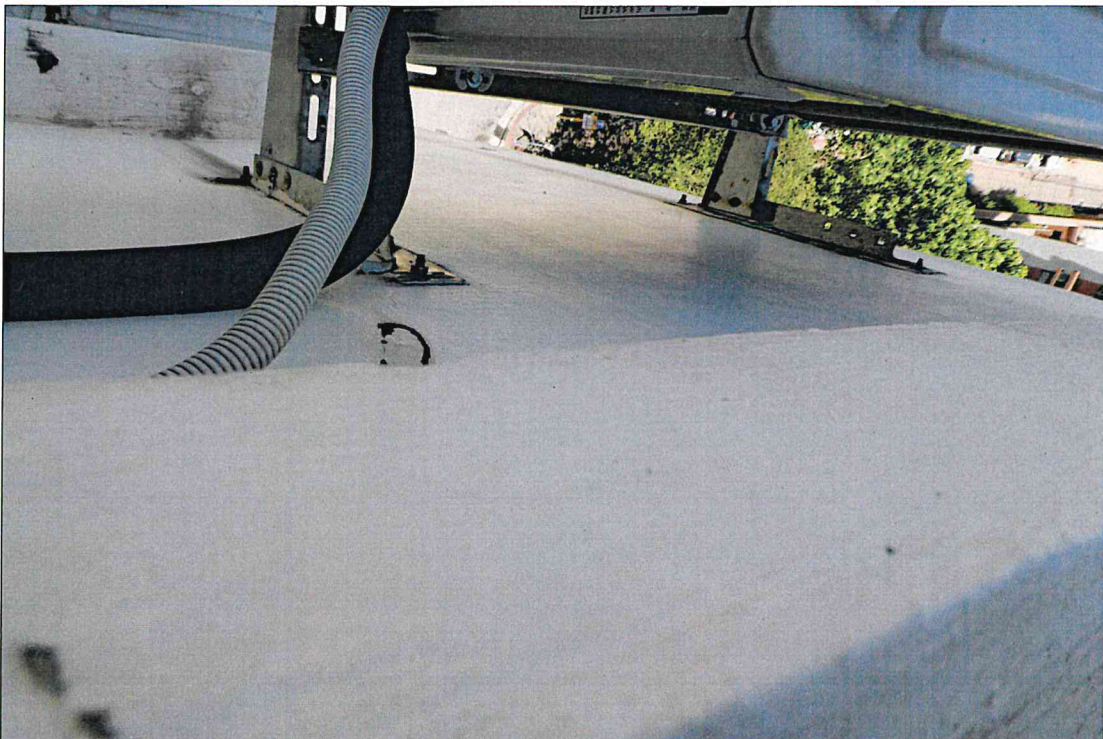


Photo No.
4
Photo Description
Photos showing fixing details to parent building/structure:



(B) Photo of PBW (cont'd)

Photo No.
Photo Description
Photos showing the physical condition of the PBW before commencement of the works:  (only applicable to alteration or strengthening works that are Class III minor works)
<div data-bbox="536 488 769 555" style="border: 1px solid black; padding: 5px; display: inline-block;">Attach image (.jpg file)</div>

Notes:

1. Assign photo number for each photo.
2. Attach drawing(s) in Form No. PR2 or PR3 to show location(s) of PBW and location(s) of the photo(s) taken.
3. Mark dimensions of PBW on the photos or the drawing(s) mentioned in Note 2.
4. Other relevant photos to be added in Form No. PR1 if necessary.

Name\*

GIM CHA YAN

Signature of the Prescribed Registered Contractor (Authorized Signatory) /  
Prescribed Building Professionals\*

GIM CHA YAN	數位簽署 者：GIM CHA YAN 日期：2022.04.06 15:16:22 +08'00'
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Any false certification or declaration may be subject to legal action. ##

Date

0	6	0	4	2	0	2	2
dd		mm		yyyy			

\* In accordance with the registration record

### Part 3 Certification by Appointed Person

 To be completed by respective appointed person

#### a. Authorized Person

Name of in Chinese\* (i) Surname first

Name of in English\* (i) Surname first

Signature of Authorized Person\*

Certificate of Registration Number\*

Date of Expiry of Registration\*  
  
 dd mm yyyy

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

Date  
  
 dd mm yyyy

#### b. Registered Structural Engineer

The unauthorised structure is a specified construction, registered structural engineer is NOT required to be appointed (Under section 62A(3)(a)(i) of the Building (Minor Works) Regulation)

Name of in Chinese\* (i) Surname first

Name of in English\* (i) Surname first

Signature of Registered Structural Engineer\*

Certificate of Registration Number\*  
**RSE**

Date of Expiry of Registration\*  
  
 dd mm yyyy

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

Date  
  
 dd mm yyyy

#### c. Prescribed Registered Contractor

Name of Contractor (Chinese)\* (i) Surname first

Name of Contractor (English)\* (i) Surname first

Type of Prescribed Registered Contractor

Registered general building contractor

Registered minor works contractor registered

Signature of the Prescribed Registered Contractor (Authorized Signatory)\*

GIM CHA  
YAN

數位簽署者 : GIM  
CHA YAN  
日期 : 2022.04.06  
15:18:31 +08'00'

Name of the Authorized Signatory (Chinese)\*

Name of the Authorized Signatory (English)\*

Certificate of Registration Number\*

Date of Expiry of Registration\*  
  
 dd mm yyyy

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

Date  
  
 dd mm yyyy

\* In accordance with the registration record

## 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. The person who arranged for inspection, alteration or strengthening works to be carried out is advised to seek necessary agreement from the owner(s) of the unauthorised structure or the owner(s) concerned before the inspection or works to be carried out (in any).
2. As far as practicable, the prescribed registered contractor is advised to post a notice at a conspicuous place at or near the location of the proposed works in order to notify other owners and the potentially affected occupants the works in advance.
3. If the minor works involve building works in the common parts of a building, the prescribed registered contractor is advised to pay attention to the relevant conditions in the Deed of Mutual Covenant of the subject building and notify the property management company or the owners' corporation concerned before commencement of the works.
4. If the validation involves prescribed building or building works erected at common parts of the building, the person who arranged for the inspection should liaise with the co-owners of the building/owners' corporation and/or the management company regarding the right of use of these common parts, especially before the commencement of strengthening works (in 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 and/or the management company for carrying out of works at common parts of the building, the person who arranged for the inspection may be in breach of the deed of mutual covenant of the building and liable to civil proceedings and bearing of civil liabilities.
5. Prescribed registered contractor shall take appropriate measures to ensure construction wastes are disposed of properly.
6. 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.

### Classes of Transferees

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.
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.
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 supporting document.
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 specified forms and the relevant documents shall be posted to or submitted in person to:  
General Enquiry and Receipt Counter, G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
2. **Through Email** - Email this form together with specified forms and 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.

## D. Contact Details

Minor Works Unit of the Buildings Department

Address: Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon

Tel No.: 2626 1616 (handled by "1823")

Fax No.: 3162 0006

Email: enquiry@bd.gov.hk

附夾圖則 (A3尺寸)  
For Attachment of Plan (A3 Sized)

工程的位置  
或地址  
Location / Address  
of the Works  
6/F, XYZ BUILDING, NO.456 SOY STREET, MONGKOK, KOWLOON

工程描述  
Description  
of Works  
4 SUPPORTING FRAMES FOR AN AIR-CONDITIONING UNIT PROJECTING FROM AN EXTERNAL WALL

呈交編號 Submission No.

圖則編號  
Drawing No. P1

修訂版本  
Revision

圖則名稱 Drawing Title

PHOTO LOCATION  
PLAN

備註 Notes

訂明註冊承建商(獲授權簽署人)/  
訂明建築專業人士名稱\*  
Name of Prescribed Registered  
Contractor (Authorized Signatory) /  
Prescribed Building Professionals\*

GIM CHA YAN

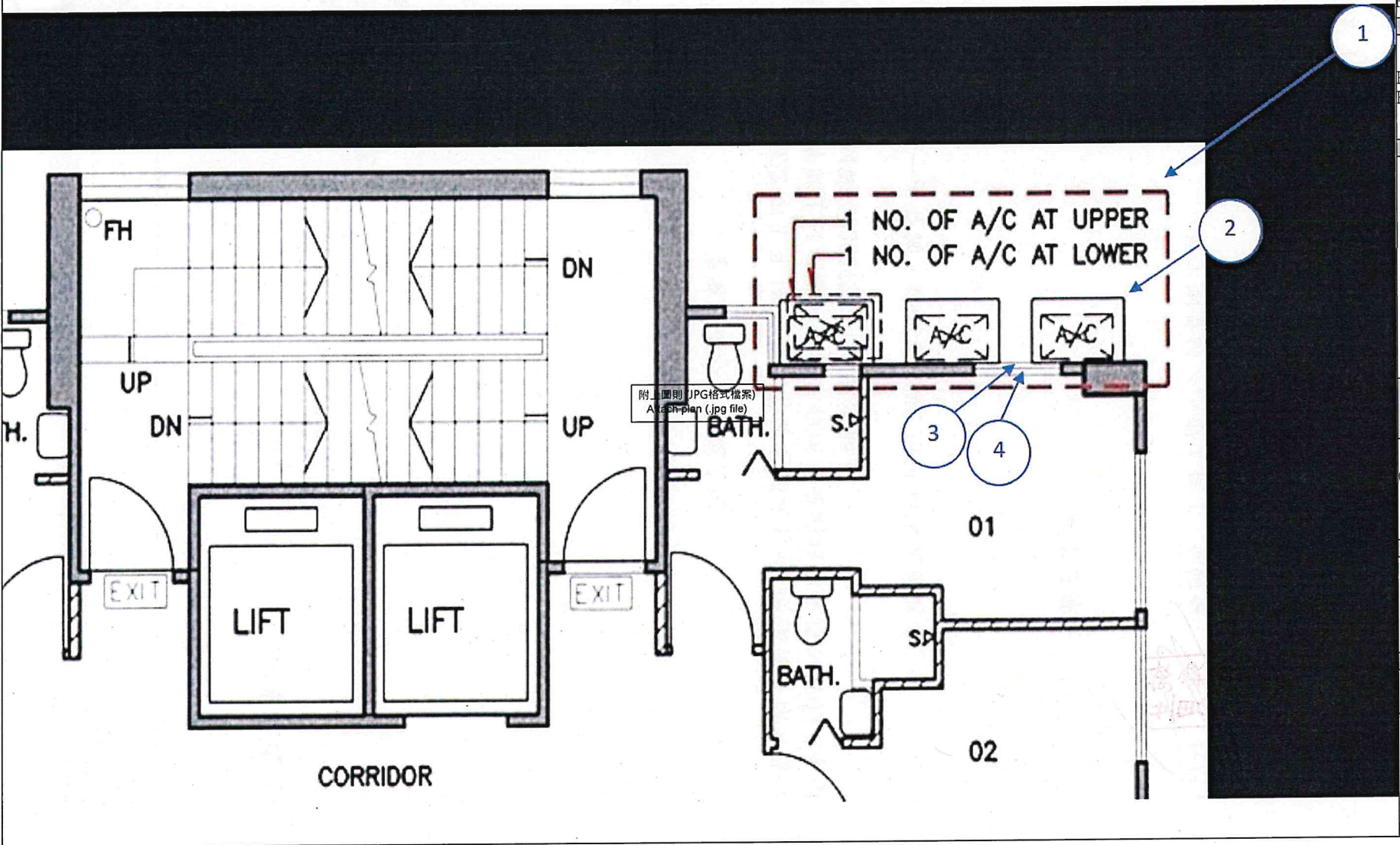
\* 根據註冊紀錄  
\* In accordance with the registration record

簽署\* Signature\*

GIM CHA YAN  
數位簽署  
名: GIM CHA YAN  
日期  
: 2022.04.06  
18:39:43 +08'00'

日期 Date

06 04 20 22  
日 dd 月 mm 年 yyyy



附夾圖則 (A3尺寸)  
For Attachment of Plan (A3 Sized)

工程的位置  
或地址 Location / Address of the Works  
6/F, XYZ BUILDING, NO.456 SOY STREET, MONGKOK, KOWLOON

工程描述  
Description of Works  
4 SUPPORTING FRAMES FOR AN AIR-CONDITIONING UNIT PROJECTING FROM AN EXTERNAL WALL

圖則編號 Drawing No. P2

提交編號 Submission No.

修訂版本 Revision

圖則名稱 Drawing Title

DETAILS DRAWINGS

備註 Notes

訂明註冊承建商(獲授權簽署人)/  
訂明建築專業人士名稱\*  
Name of Prescribed Registered  
Contractor (Authorized Signatory) /  
Prescribed Building Professionals\*

GIM CHA YAN

\* 根據註冊紀錄  
\* In accordance with the registration record

簽署\* Signature\*

GIM CHA YAN  
數位簽署者: GIM CHA YAN  
日期: 2022.04.06 18:41:34 +08'00'

日期 Date

2 | 1 | 0 | 3 | 2 | 0 | 2 | 2  
日 dd 月 mm 年 yyyy

