**Safety Inspection Report for**

**Household Minor Works Validation Scheme and**

**Minor Amenity Feature Validation Scheme**

Explanatory Note:

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.

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

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| **Household Minor Works Validation Scheme**1. **PBW completed or carried out before 31 December 2010**

| **Item no.[[1]](#footnote-1)** | **Corresponding Minor Works Item** | **Description1 of Unauthorized Structures** |
| --- | --- | --- |
| **Supporting structure for an air-conditioning unit, water cooling tower or associated air ducts located on-grade or on a slab** |
| * 1
 | 3.34 | Supporting structure for \*an air-conditioning unit/a water cooling tower or any associated air ducts located on-grade or on a slab* not located on a cantilevered slab; and
* the air-conditioning unit/water cooling tower

≤ 100 kg. No. of the above structures on-grade: No. of the above structures on slab:  |
| **Metal supporting frame for an air-conditioning unit or associated air ducts projecting from an external wall** |
| * 2
 | 3.27 | Metal supporting frame for an air-conditioning unit or any associated air ducts projecting from an external wall* projection ≤ 600 mm;
* the air-conditioning unit ≤ 100 kg; and
* if the highest point of frame ≤ 3m from ground, the frame does not project over street or common part of building.

No. of the above structures:  |
| **Drying rack** |
| * 3
 | 3.29 | Drying rack projecting from an external wall;* projection ≤ 750 mm; and
* if the highest point of rack ≤ 3m from ground, the rack does not project over street or common part of building.

No. of the above structures:  |
| **Canopy** |
| * 4
 | 3.25 | Canopy projecting from an external wall* projection ≤ 500 mm;
* not constructed of concrete; and
* if the highest point of canopy ≤ 3m from ground, the canopy does not project over street or common part of building.

No. of the above structures:  |

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| **Minor Amenity Feature Validation Scheme**1. **PBW completed or carried out before 1 September 2020**

| **Item no.[[2]](#footnote-2)** | **Corresponding Minor Works Item** | **Description of Unauthorized Structures** |
| --- | --- | --- |
| **Supporting structure or metal casing for a building services installation[[3]](#footnote-3) (BSI)** |
| * 1
 | 1.50 | \*Supporting structure/Metal casing for a BSI on-grade, on a canopy (other than a cantilevered slab) or on a roof (other than a cantilevered slab) of a buildingPlease specify the BSI involved: * not involve alteration of any other structural elements.
* if the structure is on canopy or roof, the canopy or roof is not a cantilevered slab.

Please fill in (a) and/or (b) as appropriate:* (a) For the supporting structure—
* height of the structure ≤ 2.5 m (for an antenna or transceiver) or ≤ 1.5 m (for any other BSI); and
* the structure does not fall within the description of item 2.
* (b) For the casing—
* weight of the casing ≤ 10% of the weight of the BSI;
* the inner surface of the casing and the installation ≤ 200 mm apart in all directions; and
* the casing does not fall within the description of item 2.

No. of the above structures on grade: Nos. of the above structure on canopy: Nos. of the above structure on roof:  |
| * 2
 | 3.50 | \*Supporting structure/Metal casing for a BSI on-grade or on a roof (other than a cantilevered slab and an inaccessible roof) of a buildingPlease specify the BSI involved: * not involve alteration of any other structural elements.
* if the structure is on roof, the roof is not a cantilevered slab and not an inaccessible roof.

Please fill in (a) and/or (b) as appropriate:* (a) For the supporting structure—
* weight of the BSI ≤ 200 kg;
* average weight of the BSI ≤ 100 kg per m2 of the ground area (if located on-grade) or slab area (if located on a roof); and
* height of the structure ≤ 2.5 m (for an antenna or transceiver) or ≤ 1.5 m (for any other BSI).
* (b) For the casing—
* weight of the casing ≤ 10% of the weight of the BSI; and
* the inner surface of the casing and the installation ≤ 200 mm apart in all directions.

No. of the above structures on grade: No. of the above structures on roof:  |
| * 3
 | 1.14 | Supporting structure for a radio base station solely for telecommunications services in the form of an equipment cabinet on the roof of a building* no additional load to any cantilevered slab;
* length of the cabinet ≤ 1.5 m;
* width of the cabinet ≤ 1 m; and
* height of the cabinet ≤ 2.3 m.

No. of the above structures:  |
| **Metal supporting frame for an air-conditioning unit/a light fitting projecting from an external wall of a building** |
| * 4
 | 2.49 | Supporting frame for an air-conditioning unit, projecting from an external wall of a building* no additional load to any cantilevered slab;
* projection ≤ 600 mm;
* the air-conditioning unit > 100 kg but ≤ 150 kg; and
* 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* no additional load to any cantilevered slab;
* projection from the wall ≤ 600 mm;
* the air-conditioning unit ≤ 100 kg; and
* distance between the highest point of the frame and the adjoining ground or roof > 3 m.

No. of the above structures:  |
| * 5
 | 2.49 | Supporting frame for a light fitting projecting from an external wall of a building* no additional load to any cantilevered slab;
* projection ≤ 600 mm;
* the light fitting > 100 kg but ≤ 150 kg; and
* 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* no additional load to any cantilevered slab;
* projection ≤ 600 mm;
* the light fitting ≤ 100 kg; and
* distance between the highest point of the frame and the adjoining ground or roof > 3 m.

No. of the above structures:  |
| **Solid fence wall** |
| * 6
 | 2.6 | Solid fence wall on-grade* height ≤ 3 m; and
* not falling within description of DEW item 5.
 |
|  |  | No. of the above structures:  |
| * 7
 | 3.55 | Solid fence wall on a roof of a building* height ≤ 1.1 m;
* thickness ≤ 100 mm;
* density ≤ 650 kg per m3;
* thickness of the roof slab supporting the wall ≥ 150 mm;
* total length of additional wall[[4]](#footnote-4) per m2 of the roof area ≤ 0.3 m; and
* not falling within description of DEW item 20.

No. of the above structures:  |
| **External mesh fence or metal railing** |
| * 8
 | 2.7 | External \*mesh fence/metal railing, the lower part of which \*is/is not a solid fence wall, on grade* height (including any feature at its top) ≤ 5 m;
* if the lower part is a solid wall, height of the wall alone ≤ 2.5 m;
* not used as a protective barrier; and
* not falling within description of DEW item 16.

No. of the above structures:  |
| * 9
 | 2.56 | External \*mesh fence/metal railing, the lower part of which \*is/is not a solid fence wall, on a roof of a building* no additional load to any cantilevered slab;
* no alteration to any other structural elements;
* height (including any feature at its top) ≤ 2.5 m;
* thickness of the roof slab supporting the structure ≥ 150 mm;
* not used as a protective barrier;
* not falling within description of DEW item 18;
* if the lower part of the structure is a solid wall—
* height of the wall alone ≤ 1.1 m;
* thickness of the wall ≤ 100 mm;
* density of the wall ≤ 650 kg per m3; and
* total length of additional wall per m2 of the roof area ≤ 0.3 m.

No. of the above structures:  |
|  | 3.56 | External \*mesh fence/metal railing, the lower part of which \*is/is not a solid fence wall, on a roof of a building* no additional load to any cantilevered slab;
* no alteration to any other structural elements;
* height (including any feature at its top) ≤ 1.5 m;
* thickness of the roof slab supporting the structure ≥ 150 mm;
* not used as a protective barrier;
* not falling within description of DEW item 18;
* if the lower part of the structure is a solid wall—
* height of the wall alone ≤ 300 mm;
* thickness of the wall ≤ 100 mm;
* density of the wall ≤ 650 kg per m3; and
* total length of additional wall per m2 of the roof area ≤ 0.3 m.

No. of the above structures:  |
| * 10
 | 1.59 | External \*mesh fence/metal railing on top of a solid fence wall (other than an unauthorized solid fence wall), on-grade* height of the wall alone ≤ 2.5 m;
* aggregate height of the wall and the structure (including any feature at its top) ≤ 10 m; and
* not falling within description of DEW item 21.

No. of the above structures:  |
| * 11
 | 2.57 | External \*mesh fence/metal railing, on top of a solid fence wall (the wall) (other than an unauthorized solid fence wall and a solid fence wall falling within the description of DEW item 5 that was erected, altered or repaired without the approval and consent of the Building Authority under section 14(1) of the Buildings Ordinance, on-grade* height of the wall alone ≤ 2.5 m;
* aggregate height of the wall and the structure (including any feature at its top) ≤ 5 m;
* not used as a protective barrier; and
* not falling within description of DEW item 21.

No. of the above structures:  |
| **Pole** |
| * 12
 | 2.53 | External pole on-grade* height (including any feature at its top) ≤ 5 m; and
* weight (including any feature at the top but excluding any pedestal) ≤ 150 kg.

No. of the above structures:  |
| * 13
 | 2.54 | Pole on a roof of a building* no additional load to any cantilevered slab;
* no alteration to any other structural elements;
* height (including any feature at its top) > 1.5 m but ≤ 2.5 m;
* weight (including any feature at its top but excluding any pedestal) ≤ 100 kg;
* if there is more than one pole on the roof, the poles are at least 2.5 m away from each other; and
* thickness of the roof slab supporting the pole ≥ 150 mm.

No. of the above structures:  |
|  | 3.54 | Pole on a roof of a building* no additional load to any cantilevered slab;
* no alteration to any other structural elements;
* height (including any feature at its top) ≤ 1.5 m;
* weight (including any feature at its top but excluding any pedestal) ≤ 100 kg;
* if there is more than one pole on the roof, the poles are at least 2.5 m away from each other;
* thickness of the roof slab supporting the pole ≥ 150 mm; and
* not falling within description of DEW item 19.

No. of the above structures:  |
| **Metal gate** |
| * 14
 | 1.16 | Metal gate at a fence wall* no additional load to any cantilevered slab;
* not involve the alteration of any other structural elements;
* weight of at least one leaf > 300 kg; and
* height of the gate ≤ 3.2 m.

No. of the above structures:  |
|  | 2.16 | Metal gate at a fence wall* no additional load to any cantilevered slab;
* not involve the alteration of any other structural elements;
* weight of each leaf ≤ 300 kg;
* weight of at least one leaf > 200 kg; and
* height of the gate ≤ 3.2 m.

No. of the above structures:  |
|  | 3.13 | Metal gate at a fence wall* no additional load to any cantilevered slab;
* not involve the alteration of any other structural elements;
* weight of each leaf ≤ 200 kg;
* height ≤ 3.2 m; and
* not falling within description of DEW item 8.

No. of the above structures:  |
| **Canopy/Retractable awning** |
| * 15
 | 1.27 | Canopy projecting from the external wall of a building over an entrance to the building* no additional load to any cantilevered slab;
* projection ≤ 2 m;
* not constructed of concrete; and
* not falling within description of item 16 below or DEW item 14

No. of the above structures:  |
| * 16
 | 3.25 | Canopy projecting from the external wall of a building* no additional load to any cantilevered slab;
* projection ≤ 500 mm;
* not constructed of concrete; and
* distance between the highest point of the canopy and the roof (if the canopy is above a roof) or the ground (in any other case) > 3 m.

No. of the above structures:  |
| * 17
 | 2.43 | Retractable awning for an opening on an external wall of a building* no alteration to any other structural elements;
* not fixed to any cantilevered slab;
* the opening is—
* a door opening (other than a door opening that serves as an exit for an escape staircase or that leads to a balcony or verandah); or
* a window opening (other than a window opening for a plant room, lavatory, bathroom or kitchen);
* no part is above the ceiling of the storey on which the opening is located;
* distance between the highest point of the awning and the roof (if the awning is above a roof) or the ground (in any other case) ≤ 5.5 m;
* when retracted, projection ≤ 500 mm;
* when fully extended, projection ≤ 2 m (if the awning projects over a roof) or ≤ 2.5 m (in any other case); and
* the awning is at most 500 mm wider than the opening on both sides of the opening.

Please fill in (a) and/or (b) as appropriate:* (a) If the awning projects wholly or partly over a street—
* where the street has a carriageway, the horizontal clearance of the awning from the pavement kerb line is more than 600 mm; and
* where the street has a footpath only, the horizontal clearance of the awning from the centre line of the footpath is more than 1.5 m.
* (b) If the awning projects over a roof, no part of the awning projects beyond the edge of the roof.

No. of the above structures projecting over street: No. of the above structures projecting over roof:  |
| **Trellis[[5]](#footnote-5)** |
| * 18
 | 2.44 | Trellis in a garden on-grade* height ≤ 2.5 m;
* length and width of every opening of the overhead frame of the trellis are respectively ≥ 200 mm; and
* horizontal clearance from any other structure ≥ 500 mm.

Please fill in (a) and/or (b) as appropriate:* (a) If the trellis is located in a private garden[[6]](#footnote-6), the aggregate of the area covered by each trellis located in the garden is—
* ≤ 20 m2; and
* ≤ 5% of the total area of the garden.
* (b) If the trellis is located in a non-private garden[[7]](#footnote-7)—
* each trellis covers an area ≤ 20 m2; and
* aggregate of the area covered by each trellis

≤ 10% of the total area of the garden.No. of the above structures in private garden: No. of the above structures in non-private garden:  |
| * 19
 | 1.45 | Trellis on a roof of a building* no additional load to any cantilevered slab;
* no alteration to any other structural elements;
* height ≤ 2.5 m;
* length and width of every opening of the overhead frame of the trellis are respectively ≥ 200 mm; and
* horizontal clearance from any other structure ≥ 500 mm.

Please fill in (a) and/or (b) as appropriate:* (a) If the trellis is located in a common part of the building —
* each trellis covers an area ≤ 20 m2; and
* aggregate of the area covered by each trellis ≤ 5% of the total area of the common part.
* (b) If the trellis is not located in a common part of the building (non-common part), the aggregate of the area covered by each trellis is —
* ≤ 20 m2; and
* ≤ 5% of the total area of the non-common part.

No. of the above structures in common part: No. of the above structures in non-common part:  |
|  | 2.45 | Trellis on a roof of a building* no additional load to any cantilevered slab;
* no alteration to any other structural elements;
* height ≤ 2.5 m;
* length and width of every opening of the overhead frame of the trellis are respectively ≥ 200 mm; and
* horizontal clearance from any other structure ≥ 500 mm.

Please fill in (a) and/or (b) as appropriate:* (a) If the trellis is located in a common part of the building —
* each trellis covers an area ≤ 5 m2; and
* aggregate of the area covered by each trellis ≤ 5% of the total area of the common part.
* (b) If the trellis is not located in a common part of the building (non-common part), aggregate of the area covered by each trellis ≤ 20 m2 and ≤ 5% of the total area of the non-common part.

No. of the above structures in common part: No. of the above structures in non-common part:  |
| **External metal ventilation duct or any associated supporting frame**  |
| * 20
 | 2.47 | \*External metal ventilation duct or/any associated supporting frame on-grade or on a roof of a building* no additional load to any cantilevered slab; and
* distance between the highest point of the duct or frame and the adjoining ground or adjoining roof (as the case requires) > 1.5 m but ≤ 2.5 m.

No. of the above structures on-grade: No. of the above structures on roof:  |
|  | 3.47 | \*External metal ventilation duct or/any associated supporting frame on-grade or on a roof of a building* no additional load to any cantilevered slab;
* distance between the highest point of the duct or frame and the adjoining ground or adjoining roof (as the case requires) ≤ 1.5 m; and
* not falling within description of DEW item 22.

No. of the above structures on-grade: No. of the above structures on roof:  |
| * 21
 | 3.48 | \*External metal ventilation duct or/any associated supporting frame * no additional load to any cantilevered slab.

Please fill in (a), (b) and/or (c) as appropriate:* (a) If the duct or frame projects from an external wall of a building—
* projection ≤ 600 mm; and
* distance between the highest point of the duct or frame and the roof (if the duct or frame is above a roof) or the ground (in any other case) > 3 m.
* (b) If the duct or frame is located on a balcony, verandah or canopy (other than a cantilevered slab) of a building—
* largest cross-sectional dimension of the duct, or the duct with which the frame is associated ≤ 600 mm;
* distance between the highest point of the duct or frame and the roof (if the duct or frame is above a roof) or the ground (in any other case) > 3 m; and
* distance between the highest point of the duct or frame and the balcony, verandah or canopy ≤ 1.5 m.
* (c) If the duct or frame is hung underneath the soffit of a balcony, verandah or canopy (other than a cantilevered slab) of a building—
* largest cross-sectional dimension of the duct, or the duct with which the frame is associated ≤ 600 mm; and
* distance between the highest point of the duct or frame and the roof (if the duct or frame is above a roof) or the ground (in any other case) > 3 m.

No. of the above structures projecting from external wall of building: No. of the above structures locating on balcony, verandah or canopy: No. of the above structures hung underneath the soffit of balcony, verandah or canopy:  |

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Signature of \*Prescribed Building Professional/ Prescribed Registered Contractor : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identity (AP/RSE/RI/RGBC/RMWC) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Abbreviation: AP – Authorized Person

 RSE – Registered Structural Engineer

 RI – Registered Inspector

 RGBC – Registered General Building Contractor

 RMWC – Registered Minor Works Contractor

1. Item no. and description correspond to the PBW item as stipulated in Part 2 of Schedule 3 of the Building (Minor Works) Regulation. [↑](#footnote-ref-1)
2. Item no. corresponds to the PBW items as stipulated in Part 4 of Schedule 3 of the Building (Minor Works) Regulation. [↑](#footnote-ref-2)
3. 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; [↑](#footnote-ref-3)
4. Total length of additional wall, in relation to a structure on a roof, means the difference between

(a) the total length of the non-load bearing walls (excluding the width of any door openings on the walls) on the roof (***roof wall length***) as shown on the approved plan; and

(b) the roof wall length as measured when the structure is inspected. [↑](#footnote-ref-4)
5. Trellis as described in Part 1 of Schedule 1 of the Building (Minor Works) Regulation. [↑](#footnote-ref-5)
6. Private garden as described in Part 1 of Schedule 1 of the Building (Minor Works) Regulation. [↑](#footnote-ref-6)
7. Non-private garden as described in Part 1 of Schedule 1 of the Building (Minor Works) Regulation. [↑](#footnote-ref-7)