

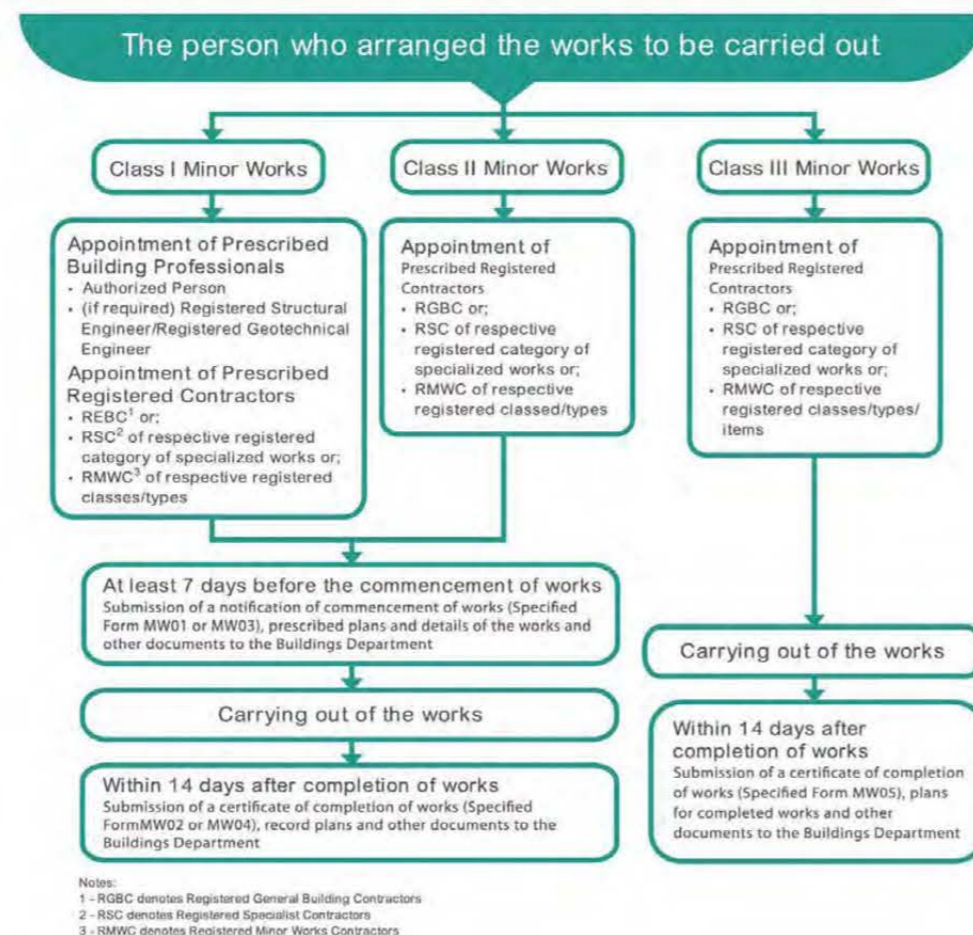
Minor Works Contractors

Under the Buildings Ordinance, there are two contractors' registers, namely the general building contractors' register and the specialist contractors' register. Under the MWCS, an additional minor works contractors' register is established for the carrying out of minor works. Contractor companies can register as Registered Minor Works Contractors of the relevant classes and types by virtue of their working experience, qualifications and competence whilst individual practitioners can register as Registered Minor Works Contractors of the respective Class III minor works items by virtue of their qualifications and experience.



Simplified Requirements for the Carrying Out of Minor Works

Under the new system, the carrying out of the 118 items of minor works as stipulated in Schedule 1 of the B(MW)R can be commenced through the simplified requirements without the need to obtain prior approval of plans and consent in writing for the commencement of the works from the Buildings Department. Any person, whether the owners themselves or the agents (for example the design company), is required to appoint Prescribed Building Professionals/Prescribed Registered Contractors to carry out the minor works. Below is the flow chart for the carrying out of Class I, Class II and Class III minor works:

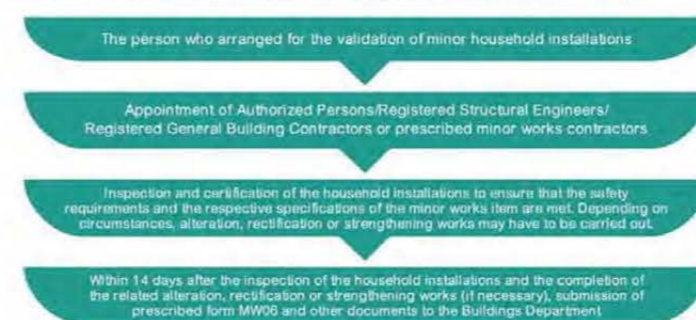


Inspection and Certification of Prescribed Building or Building Works (also known as "Household Minor Works Validation Scheme")

A "Validation Scheme" is established under the MWCS to facilitate members of the public to retain, after validation, minor household installations including air-conditioner supporting frames, drying racks and small canopies constructed without the prior approval of plans from the Buildings Department before the implementation of the new system. Those minor household installations that may be validated through the Validation Scheme are "Prescribed Building or Building Works" under the B(MW)R. The following four items are prescribed building or building works under the Validation Scheme:

- supporting structures for air-conditioning units, water cooling towers or any associated air ducts located on-grade or on a slab
- supporting frames for air-conditioning units projecting from the external wall of a building
- drying racks projecting from the external wall of a building
- small canopy (not constructed of concrete) projecting from the external wall of a building

For detailed descriptions of the above four items of prescribed building or building works, please refer to Schedule 3 of the B(MW)R. Below is the flow chart for the validation of household minor works under the Validation Scheme:



Enforcement action for removing those validated minor household installations will not be taken by the Buildings Department unless their safety conditions change.

Designated Exempted Works

The MWCS also introduced 15 items of "Designated Exempted Works", of which their complexity and risk to safety are lower than that of the minor works. In accordance with the Buildings Ordinance, the "Designated Exempted Works" may be commenced without prior approval of plans and consent for commencement of works from the Buildings Department, and without the need to appoint Authorized Persons and registered contractors for the carrying out of the works. The 15 items of "Designated Exempted Works" include :-

Categories of "Designated Exempted Works"	Item No.
Formation/reinstatement of small slab openings	1, 2
Replacement/removal of glass reinforced polyester water tanks having capacity of not more than 9m ³	3, 4
Removal of solid fence walls of height not more than 1.1 m and external mesh fences of height not more than 3 m	5, 6
Laying/repair/removal of external rendering/external wall tiles at a height not more than 3 m above ground and roof tiles on roof of gradient not more than 1 in 4	7
Erection/alteration/repair/removal of metal gates at fence walls or at the entrance of buildings with the weight of each leaf not more than 100 kg and the height of the gate not more than 2.2 m	8
Excavation works of a depth of not more than 0.3 m	9
Erection/alteration of signboard with projection not more than 150 mm from the external wall and at a height not more than 3 m above ground	10
Removal of signboards with projection not more than 600 mm from the external wall and at a height not more than 3 m above ground	11
Removal of supporting structures of height not more than 1 m high rested on ground or on a slab for air-conditioning units/water cooling towers/solar water heating systems/photovoltaic systems	12
Erection/alteration/removal of supporting structures for air-conditioning units and associated air ducts projecting from the external wall of building at a height not more than 3m above ground (the supporting structures do not project over any street or common part of the building)	13
Erection/alteration/removal of canopies at a height not more than 3m above ground (the canopies do not project over any street or common part of the building)	14
Erection/alteration/removal of drying racks at a height not more than 3m above ground (the racks do not project over any street or common part of the building)	15

For detailed descriptions of the "Designated Exempted Works", please refer to Schedule 2 of the B(MW)R.

Categories of Minor Works

Categories of Minor Works

	Class I	Class II	Class III
Erection/alteration/removal/strengthening of supporting structures for air-conditioners/water cooling towers/associated air ducts	*	*	*
Removal of architectural projections	-	*	*
Erection/alteration/removal/strengthening of canopies	*	*	*
Removal of chimneys	*	*	-
Erection/repair/alteration/addition/removal of drains	*	*	*
Erection/alteration/removal/strengthening of drying rack	-	-	*
Construction/alteration of spread footings associated with the carrying out of minor works/designated exempted works	*	*	-
Excavation works associated with the carrying out of minor works/designated exempted works	*	*	-
Erection/alteration/removal of solid fence walls and external mesh fences	*	*	*
Building works associated with the erection/alteration/removal of service lifts/stairlifts/lifting platforms	*	-	-
Erection/alteration/repair/removal of metal gates at fence walls or at the entrance of buildings	*	*	*
Erection/repair/removal of panels fixed by metal dowels and fixings (onto a wall inside a building)	*	*	-
Alteration/removal/repair/replacement of protective barriers	*	*	*
Erection/alteration/removal/replacement of signboards	*	*	*
Formation/reinstatement of slab openings	*	*	-
Erection/alteration/removal of supporting structures for solar water heating systems/photovoltaic systems/antennas/transceivers/radio base stations	*	*	*
Erection/alteration/removal of internal staircases	*	-	*
Repair of structural elements	*	*	-
Removal of unauthorized structures	*	*	*
Replacement/removal of glass reinforced polyester water tanks	-	*	-
Construction/alteration/repair/removal of windows/ window walls	-	*	*
Erection/alteration/removal/repair of non-load bearing external reinforced concrete walls/external block walls	*	*	*
Laying/repair/removal of external rendering/external wall tiles/roof tiles	-	*	-
Erection/repair/removal of claddings fixed to external walls	*	-	*

* denotes the respective classes of minor works items that are involved. For example, "Canopies" involves Class I, Class II and Class III minor works items. "Drying Racks" involves only Class III minor works items.

For detailed descriptions of the above minor work items, please visit the Buildings Department website at <http://www.BD.gov.hk>.

Supportive Measures

The Buildings Department will put in place the following measures in phases to facilitate implementation of the MWCS and to assist the public in understanding and using the new system effectively:

- Provide Technical Guidelines and Practice Notes on minor works to the construction industry for reference.
- Distribute leaflets and General Guidelines on minor works to members of the public, building owners and Owners' Corporations introducing the new system to assist their understanding of the classification of minor works and the appointment of appropriate building professionals and registered contractors for the carrying out of minor works.
- Collaborate with the Hong Kong Housing Society to set up a Technical Resource Centre in its Property Management Advisory Centre to provide advisory and enquiry services to the public.
- Upload detailed information of the MWCS onto the Buildings Department webpage (www.BD.gov.hk) for the reference of the general public.
- Establish telephone hotlines to answer public enquiries.

Enquiry

For any queries in connection with the MWCS, you may contact the Buildings Department by the following means:

- Postal address : G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
- Email address : enquiry@bd.gov.hk
- Telephone Hotline: 2626 1616 (Handled by "1823 Call Centre")

This pamphlet is not a legal document. It aims to introduce the main features of the MWCS to enhance the public's understanding of the system.

Minor Works Control System

Full implementation on December 31, 2010



www.BD.gov.hk
Tel: 2626 1616 (Handled by "1823 Call Centre")

The Minor Works Control System (MWCS) will be fully implemented on December 31, 2010. In order not to violate the legal requirements of the new system, any member of the public intending to carry out minor works should employ a minor works contractor registered in the Buildings Department to do so.



Minor Works

The MWCS introduces a new category of building works - "minor works". Under the new system, a total of 118 items of building works have been designated as minor works. The size, location and respective criteria of each item of minor works are set out in Schedule 1 of the Building (Minor Works) Regulation [B(MW)R]. These minor works are classified into the following three classes according to their nature, scale, complexity and risk to safety:

- Class I (a total of 40 items) includes those relatively more complicated minor works;
- Class II (a total of 40 items) comprises those of comparatively lower complexity and risk to safety; and
- Class III (a total of 38 items) mainly includes common household Minor Works

To facilitate the general public and practitioners of the construction industry in checking through details of the minor works items, these 118 items of minor works are tabulated as below in accordance with their nature of works: