屋宇署
BUILDINGS DEPARTMENT

Re-launch of Reporting Scheme for Unauthorised Building Works in New Territories Exempted Houses ("RRS")

Guidelines on RRS and Requirements for Safety Inspection of Unauthorised Building Works

1. Reporting Scheme for Unauthorised Building Works in New Territories Exempted Houses ("NTEHs", which is also referred to as "village houses")

The "Reporting Scheme for UBWs in NTEHs" (the "Reporting Scheme") is introduced with a view to curbing the emergence of new UBWs and to safeguard the structural safety of NT village houses. Owners of NT village houses with UBWs eligible to join the Reporting Scheme may report such UBWs to the BD within a specified period and appoint qualified personnel to conduct inspections and verify the safety of the UBWs in accordance with the requirements described in ensuing paragraphs.

During the period of enforcement against the first round targets[1], the BD will not require the immediate removal of the reported UBWs unless they become imminently dangerous. The BD will categorise the UBWs reported, conduct objective risk assessment for the different classes and formulate progressive enforcement plans. BD will take progressive enforcement action against all UBWs that have not been reported upon the expiration of the specified reporting period. The Reporting Scheme commenced on 1 April 2012 and last until 31 December 2012. The Reporting Scheme has been relaunched on 1 April 2026 to allow owners who at that time did not report their UBWs to submit their applications.

Owners of village houses who have already reported their existing UBWs under the Reporting Scheme in 2012 should comply with the requirement to conduct safety inspections every five years, and are NOT required to submit reports again under the RRS.

<u>Eligibility Criteria for UBWs under the Reporting Scheme</u>

Owners of village houses may report UBWs to the BD under the RRS provided that the UBWs meet the following criteria:

[1] For details regarding the first round targets, please visit the Buildings Department's webpage: (https://www.bd.gov.hk/tc/safety-inspection/ubw/UBW-in-new-territories-exempted-houses/index_ubw_nteh_enforce1.html).

(a) Erected and completed **before 28 June 2011** and on which no enforcement action has commenced by the BD before this date. The BD will conduct audit checks on reported UBWs; and

(b) Do not constitute an obvious hazard or imminent danger to life or property, are not within the first round targets and are demonstrated to be structurally safe.

The Reporting Scheme does not cover: entire buildings erected on government land; buildings issued with Occupation Permits under the Buildings Ordinance (Chapter 123); and individual unauthorised structures (e.g., temporary structures, warehouses, godowns, chimneys, workshops, factories, bridges, etc.) other than those associated with the NT village houses are outside the scope of the Reporting Scheme.

Examples of UBWs eligible to join the Reporting Scheme and other notes are listed in **Annex I**.

2. How to join the RRS

Owners of the village houses [2] must complete the "Owner's Declaration" as attached in **Annex II**, and appoint qualified personnel to conduct safety inspections and submit safety certifications of the reported UBWs. The reports and relevant documents including completed reporting forms, safety certifications, owner's declarations, etc. as well as an administrative fee must be submitted and paid respectively via the electronic submission platform on the BD's website by the Qualified Personnel. **Paper-based applications will NOT be accepted under the RRS.**

Appointment of qualified personnel

Owners of village houses are required to appoint a technically competent person of grade T2 (TCP-T2) [3] (or above) to conduct inspections and verify the safety of the reported UBWs and their effect on the parent structures concerned and to submit the safety certification.

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[2] If the property is owned by Tso Tong, the owner's declaration shall be signed by an authorised manager of Tso Tong. Otherwise, the owner's declaration will not be processed.

[3] A TCP-T2 means a person who possesses a higher diploma or higher certificate in civil/structural engineering, building studies, building technology, building surveying, architectural studies or similar fields, awarded by universities funded by the University Grants Committee, or the Institutes of Vocational Education or the previous Technical Institutes operated under Technical Colleges approved and/or recognised by the Vocational Training Council, and with a total relevant working experience of not less than 3 years. A person who possesses higher qualification satisfying the requirements for TCP-T2 or having his TCP qualification and experience accepted pursuant to the corresponding recognition and requirements described in paragraph 8.21 of the Code of Practice for Site Supervision 2009 (2024 Edition) can be accepted for appointment as TCP-T2.

If the enclosure of, partition walls or appendages on balconies[4] are involved (unless fulfilling the requirements in footnote 4(a)), the owners are required to appoint a registered structural engineer or a registered professional engineer (specialised in civil/structural/building works) to carry out inspections and verify the structural safety of the cantilevered balconies by conducting structural assessment of the enclosure of, partition walls or appendages on the parent structures and to submit the safety certification.

For cases involving a registered structural engineer or a registered professional engineer (specialised in civil/structural/building works), the "Safety Certification by Engineer" in **Annex III** should be duly completed by the engineer and submitted to the BD via the electronic submission platform by the appointed qualified personnel.

3. Requirements for Safety Certification

The appointed qualified personnel should conduct thorough on-site visual inspections and necessary assessments to certify the safety of the UBWs to be reported and their effect on the parent structures. The following scope of survey should be covered for the different categories of UBWs listed below:

(a) For lightweight canopies, metal supporting racks for air-conditioning unit, signboard, unenclosed rooftop structures, enclosed rooftop structures of less than 50% roofed-over area, single-storey ground floor extensions, ground floor canopies with pillars, lightweight enclosure of balconies[4] etc., the scope of survey includes:

(i) Layout and general conditions of the village house;

(ii) Structural conditions of the UBWs to be reported;

(iii) Interface connections between the UBWs to be reported and the parent structures; and

(iv) Effect of the imposed load from the UBWs to be reported on the load carrying capacity of the village house. The inspection should identify any sign of defect due to overloading such as appearance of structural cracks, excessive

[4] (a) Balconies of beam-and-slab type construction may be first inspected and assessed by a TCP-T2 provided that the enclosure of partition walls or appendages are constructed of lightweight steel, aluminum structural elements, metal plates or glass, and no such balconies shall be used or adopted to be used as a store-room, kitchen, bathroom or water-closet. Should no sign of apparent defect be noted during the first inspection, the appointment of a registered structural engineer or registered professional engineer (specialised in civil/structural/building works) to conduct detailed inspection and structural assessment is not required.

(b) For balconies of cantilevered slab type construction, a registered structural engineer or a registered professional engineer (specialised in civil/structural/building works) must be appointed to conduct detailed inspection and structural assessment. The first inspection of the balconies and the subsequent detailed inspection and structural assessment may be conducted by the registered structural engineer or registered professional engineer (specialised in civil/structural/building works) without the need to appoint the TCP-T2.

deflection or deformation of the structural elements, angular distortion or undue settlement of the building.

The appointed qualified personnel shall make a declaration and sign on the safety certification to certify that, he has completed the inspection and assessment of the UBWs to be reported and their effect on the parent structures concerned in accordance with the requirements of safety certification under the RRS and, in his opinion, the UBWs to be reported are safe based on the findings of the inspection and assessment.

(b) For UBWs involving balconies[4] (unless fulfilling the requirements in footnote 4(a)), including partition walls between adjoining balconies, the enclosure of or appendages on balconies etc.:

The registered structural engineer or the registered professional engineer (specialised in civil/structural/building works) shall conduct detailed inspection with the scope of survey in paragraph 3 (a)(i) to (a)(iv) above and structural assessment based on the following criteria:

(i) Layout and dimensions of structures on balcony;

(ii) Conditions of the structural elements, joint connections; results of the strength tests of the construction materials; and details of structural analysis provided for the representative structural elements;

(iii) Conditions of the interface connections between the UBWs to be reported and the parent structures; and

(iv) Structural survey and safety assessment on the stability of the balconies concerned.

The registered structural engineer or the registered professional engineer (specialised in civil/structural/building works) shall make a declaration and sign on the safety certification to certify that he has completed the inspection and assessment of the UBWs to be reported and the balconies concerned in accordance with the requirements for safety certification under the RRS, and, in his opinion, the UBWs to be reported and the balconies concerned are structurally safe and have an adequate margin of safety. Documents on details of the structural analysis and the assessment report together with the annex diagrams, if any, should also be submitted together with the safety certification.

(c) During the above inspection and assessment, the qualified personnel, the registered structural engineer or the registered professional engineer (specialised in civil/

structural/building works) should use his expertise and consider alternative methods as appropriate for the inspection and assessment that are both pragmatic and viable having regard to the limitations on site.

Audit check

The qualified personnel appointed by the owner shall submit the safety certification together with the relevant documents as well as documents certifying his qualifications and experience. The BD will conduct audit check on the safety certification of the reported UBWs by the qualified personnel to ensure compliance with the relevant requirements. If safety of the UBWs or the parent structures is found to be in question during the inspection or assessment, the qualified personnel should notify the owners concerned and the BD as soon as possible.

4. Cycle of safety inspection and certification

To address problems on ageing and material deterioration of buildings, owners of the village houses are required to appoint qualified personnel appropriate to the categories of the reported UBWs to carry out the safety inspection and submit safety certification **every 5 years** until such time when the BD takes progressive enforcement action against the UBWs concerned in accordance with the enhanced enforcement strategy against UBWs in NTEHs.

If the owners fail to appoint qualified personnel to conduct safety inspection of the reported UBWs and submit the safety certification to the BD before the end of the 5-year cycle counting from the date when the qualified personnel completed the inspection and assessment of the reported UBWs and their effect on the parent structures concerned in accordance with the requirements for safety certification under the RRS, i.e. within 5 years from the inspection date, it is considered that they no longer have the intention to join the RRS. **The reporting status of the reported UBWs will be automatically cancelled and the BD will take progressive enforcement action against the UBWs concerned in accordance with the enhanced enforcement strategy against UBWs in NTEHs.**

5. Administrative Fee

An administrative fee of $600 must be paid to the BD via the Faster Payment System (FPS) upon submission of the application by the applicant concurrently. Any application without payment will not be processed.

6. Modification carried out to the reported UBWs

If any modification is made to the reported UBWs[5], the BD will cancel their reporting status and take enforcement action in accordance with the enhanced enforcement strategy against UBWs in NTEHs.

7. Enquiry

For enquiries regarding the RRS or the requirements for safety inspections, please visit the BD's website (www.bd.gov.hk) or contact the BD via:

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

Buildings Department
April 2026

[5] Normal maintenance work using similar materials to maintain structures is generally not regarded as alteration works. Owners who have joined the relaunched Reporting Scheme must comply with the following requirements when carrying out normal maintenance work for the reported UBWs:
(a) The dimensions and structural type of the reported UBWs shall remain unchanged;
(b) Only localised repair works may be carried out, and no alterations or additions shall be made to the reported UBWs; and
(c) The reported UBWs shall not be re-constructed.

Annex I

(A) UBWs Category No.

Category No.	UBWs
1	Enclosed balcony constructed of steel or aluminum structural elements, metal plates or glass.
2	Enclosed rooftop structures constructed of reinforced concrete, masonry or other materials, with a coverage of not more than 50% of the roofed-over area of the main building.
3	Unenclosed rooftop structures constructed of steel or aluminum structural elements.
4	Ground floor extension constructed of reinforced concrete, masonry or other materials, whether or not the extension has internal access to the main building.
5	Partition wall exceeding 150mm in thickness erected between the balconies of two adjoining New Territories exempted houses.
6	Canopy projecting from the external wall of the main building, except the green and amenity facilities allowed to be provided.
7	Ground floor canopy with pillars.
8	Metal supporting rack for air-conditioning unit (with anti-dripping design) and lightweight air-conditioner hood projecting from the external wall of the main building, except the green and amenity facilities allowed to be provided.
9	Signboard projecting from the external wall of the main building.
10	Wall signboard mounted on the external wall of the main building, except the green and amenity facilities allowed to be provided.
11	Signboard erected on the rooftop.

(B) Submission of Safety Certification and Required Documents

The following documents, duly completed and signed, must be submitted together with the Safety Certification. Otherwise, the Safety Certification will not be processed.

- ☐ Declaration of Owner (scanned PDF file)
- ☐ Safety Certification by Qualified Personnel (e-form submitted via electronic submission platform)
- ☐ Safety Certification by Engineer (scanned PDF file submitted by a Registered Structural Engineer / Registered Professional Engineer) (if applicable)
- ☐ Recent photos and plans of the UBWs involved (PDF file)
- ☐ Documents proof of qualifications and experience of the qualified personnel (PDF file)
- ☐ Structural analysis and assessment report (PDF file) (if applicable)
- ☐ Authorisation letter from the Property Owner (scanned PDF file) (if applicable)
- ☐ Administrative fee

(C) Personal Data

1. The personal data provided by means of the Reporting Scheme will be used by the BD for the following purposes:

   (a) activities relating to the processing of your submission under the Reporting Scheme;

   (b) activities relating to the Reporting Scheme, including but not limited to enquiries on the status of reported UBWs and prosecutions; and

   (c) facilitating communication between the BD and yourself.

2. It is obligatory for you to provide the information as required under the RRS. If you fail to provide the required data, delay may be caused in processing of your submission or even refusal to process the submission.

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

4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The BD 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 BD.

Re-launch of Reporting Scheme for Unauthorised Building Works in New Territories Exempted Houses ("RRS")

Owner's Declaration

Declaration of Owner (to be completed by the owner)

1. I am the owner of the following property: _____ (address and lot of the property). I understand that under the Re-launch of Reporting Scheme for Unauthorised Building Works ("UBWs") in New Territories Exempted Houses ("NTEHs"), I am required to arrange qualified personnel(s) to conduct safety inspection of the structure concerned and submit a safety certification to the Buildings Department ("BD").

2. I have appointed a qualified personnel _____ (name) to conduct safety inspection of the structures concerned and submit a safety certification.

3. In addition to the qualified personnel mentioned in paragraph 2 above, I have also appointed a registered structural engineer or a registered professional engineer (specialised in civil/structural/building works) _____ (name) to conduct safety inspection of the structures concerned and submit a safety certification, for the enclosure of, partition walls or appendages on balconies.

4. **Please select one of the following items:**

☐ I was the owner **before** 28 June 2011. I confirm that the UBWs were erected before 28 June 2011 and no modifications have been carried out to the UBWs since 28 June 2011.

☐ I became the owner **after** 28 June 2011. To the best of my knowledge, the UBWs were erected and completed before 28 June 2011[6] and no modifications have been carried out since the date of purchase of the property.

5. I understand that the UBWs erected on or after 28 June 2011 do not meet the requirements of the Reporting Scheme. The BD will take progressive enforcement action against such UBWs according to the enhanced enforcement strategy against UBWs in NTEHs.

6. I understand that if the reported UBWs have been modified, the BD will cancel the status of the reported UBWs. The BD will take progressive enforcement action against the subject UBWs according to the enhanced enforcement strategy against UBWs in NTEHs.

7. I have carefully read the content of the "Guidelines for RRS and Requirements for safety inspection of Unauthorised Building Works" and confirm that all the information reported is true and correct. I understand that the BD may refuse to acknowledge this declaration and safety certification owing to insufficient and/or false information provided by me.

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

[6] An orthophoto map, aerial photograph, or past photograph must be attached to the online reporting form. Orthophoto maps can be accessed at "GeoInfo Map" (https://www.map.gov.hk).

Signature of Owner

[Signed by the owner] I have read and hereby agree the terms and conditions as stated in the "Guidelines for RRS and Requirements for safety inspection of Unauthorised Building Works", "Owner's Declaration" and "Matters to Note"

Signature/ with Company Chop (if applicable)	Date

Name: _____

Company name (if applicable) : _____

Mobile phone no.: _____

Email address (optional): _____

Correspondence address: _____

Note: If the property is owned by Tso Tong, the owner's declaration shall be signed by an authorised manager of Tso Tong. Otherwise, the owner's declaration will not be processed.

Re-launch of Reporting Scheme for Unauthorised Building Works in New Territories Exempted Houses ("RRS")

Safety Certification by Engineer

Safety Certification by Registered Structural Engineer (RSE) / Registered Professional Engineer (specialised in civil/structural/building works)(RPE)

Property Address and Lot: _____

Name of the owner: _____

Mobile phone no. of the owner: _____

1. Description of the Unauthorised Building Works ("UBWs") involving the enclosure of, partition walls or appendages on balconies at the above property address:

Item	**Category No. of the UBWs** (Please refer to the UBWs Category No. in Part (A))	**Location**[#] (e.g. balcony on 1/F, etc.)	**Dimensions of UBWs** (Length x Width x Height)	**Photos and plans** (With appropriate annotations)
1	Category No. 1/ Category No. 5*			
2	Category No. 1/ Category No. 5*			
3	Category No. 1/ Category No. 5*			
4	Category No. 1/ Category No. 5*			

☐ I understand all defective UBWs, UBWs erected or modified after 28 June 2011, UBWs detached from the parent buildings and UBWs not included in the list of UBWs Category No. are not eligible to join this scheme.

2. I, _____ (name), am the Registered Structural Engineer (RSE) / Registered Professional Engineer (specialised in civil/structural/building works)(RPE)* appointed by the above property owner for the safety inspection and safety certification of the structures of the above reported UBWs in association with the RRS.

3. In accordance with the "Guidelines for RRS and Requirements for safety inspection of Unauthorised Building Works", I hereby certify that I have completed the inspection and assessment of the UBWs and their effect on the parent structures concerned on_____(date).

4. I confirm that the UBWs involve balconies. The balconies involved are of beam-and-slab / cantilevered slab* type construction.

5. In accordance with the requirements as specified in paragraph 3(a) of the "Guidelines for RRS and Requirements for safety inspection of Unauthorised Building Works", I (RSE / RPE*) have conducted thorough on-site inspection and assessment on the following items. In my opinion, the UBWs under my assessment are safe.

	Please √ if satisfactory
(i) Layout and general structural conditions of the village house;	☐
(ii) Structural conditions of the UBWs;	☐
(iii) Interface connections between the UBWs and the parent structures of the village house; and	☐
(iv) Effect of the imposed load from the UBWs on the load carrying capacity of the village house.	☐

6. In accordance with the requirements as specified in paragraph 3(b) of the "Guidelines for RRS and Requirements for safety inspection of Unauthorised Building Works", in addition to the survey and assessment mentioned in paragraph 5 above, I (RSE/RPE*) have also conducted structural analysis and assessment based on the following criteria and, in my opinion, the UBWs involving balconies and the parent structures concerned are structurally safe and have an adequate margin of safety.

(i) Layout and dimensions of the balcony structures;

(ii) Conditions of the structural elements, joint connections; results of the strength tests of the construction materials; and details of structural analysis provided for the representative structural elements;

(iii) Conditions of the interface connections between the UBWs and the parent structures; and

(iv) Structural survey and safety assessment on the stability of the balconies concerned.

7. Photos taken by me on _____ (date) about the current condition of the UBWs and structures and their relevant plans, as well as the relevant structural analysis and assessment reports (if applicable) * are enclosed herewith.

8. The copy of relevant documentary proof of my qualifications and experience are enclosed herewith.

9. I hereby declare that this safety certification is prepared by me and in accordance with the requirements for safety certification under the RRS.

10. I understand that any false certification, false declaration, or misrepresenting a material shall be guilty of a criminal offence and may be subject to prosecution.

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

Signature of Engineer

[Signed by the Engineer] I have read and hereby agree the terms and conditions as stated in the "Guidelines for RRS and Requirements for safety inspection of Unauthorised Building Works", "Safety Certification by Engineer" and "Matters to Note"

	Signature Date
Name:	
HKID:	
Qualification:	
	Registered Structural Engineer/ Registered Professional Engineer (specialised in civil/structural/building works)*
RSE Registration No./ RPE No.:	
Date of expiry of registration:	
Contact phone no. / Address:	

* Please delete as appropriate