

**Reporting Scheme for Unauthorised Building Works  
in New Territories Exempted Houses  
Requirements for safety inspection of Reported Unauthorised Building Works  
every 5 years**

**1. Reporting Scheme for Unauthorised Building Works in New Territories Exempted Houses**

In line with the enhanced enforcement against unauthorised building works (“UBWs”) in New Territories Exempted Houses (“NTEHs”) which is also referred to as village houses and with a view to curbing the emergence of new UBWs and safeguarding the structural safety of NTEHs, the Buildings Department (“BD”) implemented a Reporting Scheme for UBWs in NTEHs (“Reporting Scheme”) from 1 April to 31 December 2012. The reporting period of the Reporting Scheme for UBWs in NTEHs had ended on 31 December 2012

**Owners of the NTEHs with the reported UBWs under the Reporting Scheme are required to appoint qualified personnel to complete the inspection and assessment of the reported UBWs and their effect on the parent structures concerned every 5 years and submit safety certifications to the BD.**

**Owners should return the completed “Owner’s Declaration and Qualified Personnel’s Safety Certification” (See Annex) together with the relevant documents to the BD by post or in person to General Enquiry and Receipt Counter, Ground Floor, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon on the date before the end of the 5-year cycle.**

During the period of enforcement against the first round targets<sup>1</sup>, the BD will not require the immediate removal of the reported UBWs unless they become imminently dangerous. The BD will categorise the reported UBWs, conduct objective risk assessment for the different classes and formulate progressive enforcement plans in the future.

---

<sup>1</sup> Existing UBWs which constitute serious contravention of the law and pose higher potential risks to building safety are identified as the first round targets for enforcement action (“First Round Targets”). These First Round Targets mainly include village houses of four storeys or more, houses built without a Certificate of Exemption issued by the Lands Department or the approval and consent of the Building Authority, enclosed rooftop structures covering more than 50% of the roofed-over area of the building concerned and unauthorised projecting structures attached to UBWs, etc.

## 2. Appointment of Qualified Personnel

Owners are required to appoint a technically competent person of grade T2 (TCP-T2)<sup>2</sup> (or above) to conduct inspections and verify the safety of the reported UBWs and their effect on the parent structures concerned every five years. If the enclosure of, partition walls or appendages on cantilevered balconies<sup>3</sup> are involved, the owners are required to appoint a registered structural engineer or a registered professional engineer (specialised in civil /structural/building works) to carry out regular inspections and verify the structural safety of the cantilevered balconies by conducting structural assessment of the enclosure of, partition walls or appendages on the structures concerned and to submit the safety certification.

## 3. Requirements for Safety Certification

Owners are required to appoint qualified personnel, including a technically competent person of grade T2 (TCP-T2) (or above), a registered structural engineer or registered professional engineer (specialised in civil/structural/building works) (as the case may be), to verify the safety of the existing reported UBWs and their effect on the parent structures concerned. The qualified personnel should conduct on-site thorough visual inspection. The following scope of survey should be covered for the different categories of UBWs listed below:

- (a) For lightweight canopy, metal supporting rack for air-conditioning unit, signboard, unenclosed rooftop structures, enclosed rooftop structure of less than 50% roofed-over area, single-storey ground floor extension, ground floor canopy with pillars, lightweight enclosure of cantilevered balconies<sup>3</sup> of beam-and-slab type construction etc.:

---

<sup>2</sup> 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 recognized 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 (2021 Edition) can be accepted for appointment as TCP-T2.

<sup>3</sup> Cantilevered 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. For cantilevered 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 cantilevered 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.

- (i) The layout and general conditions of the village house;
- (ii) The structural conditions of the reported UBWs;
- (iii) The interface connections between the reported UBWs and the parent structures; and
- (iv) The effect of the imposed load from the reported UBWs 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 deflection or deformation of the structural elements, angular distortion or undue settlement of the building.

The technically competent person of grade T2 (TCP-T2) (or above), 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 in accordance with the requirements of safety certification under the Reporting Scheme, he has completed the inspection and assessment of the reported UBWs and their effect on the parent structures concerned and, in his opinion, the reported UBWs are safe based on the findings of the inspection and assessment.

- (b) For UBWs involving cantilevered balconies<sup>3</sup> such as partition walls on 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 the cantilevered balconies 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 reported UBWs and the parent structures; and
- (iv) Structural survey and safety assessment on the stability of the cantilevered 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 in accordance with the requirements for safety certification under the Reporting Scheme, he has completed the inspection and assessment of the reported UBWs and the cantilevered balconies concerned and, in his opinion, the reported UBWs and the cantilevered 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 enclosed.

- (c) During the above inspection and assessment, the technically competent person of grade T2 (TCP-T2) (or above), 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.

The qualified personnel appointed by the owner shall submit the safety certification (see Annex) 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 reported 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.

**If the owners fail to appoint suitable 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 Reporting Scheme, i.e. within 5 years from the date provided in paragraph (B)(3) of the Annex, it is considered that they no longer have the intention to join the Reporting Scheme. The BD will take progressive enforcement action against the UBWs concerned in accordance with the enhanced enforcement strategy against UBWs in NTEHs.**

#### 4. Cycle of inspection and certification

To address problems on ageing and material deterioration of buildings, owners of the NTEHs are required to appoint qualified personnel appropriate to the categories of the reported UBWs, namely a technically competent person of grade T2 (TCP-T2) (or above), a registered structural engineer or a registered professional engineer (specialised in civil/structural/building works) to carry out the safety inspection and certification every 5 years until such time when the BD takes programmed enforcement action in accordance with the progressive enforcement plans.

**5. Modification carried out to the reported UBWs**

If the reported UBWs have been modified<sup>4</sup>, the BD will cancel the status of the reported UBWs and take enforcement action according to the enhanced enforcement strategy against UBWs in NTEHs.

**6. Enquiry**

For any enquiries on the Reporting Scheme or the requirements for safety inspection of reported UBWs every 5 years, please visit BD's website [www.bd.gov.hk](http://www.bd.gov.hk) or contact the BD by the following means:

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

**Buildings Department**  
**April 2022 (Revised)**

---

<sup>4</sup> Normal maintenance or repair works for the upkeep of the structure are generally not regarded as modification works.

**Reporting Scheme for Unauthorised Building Works  
in New Territories Exempted Houses  
Requirements for Safety Inspection of Reported Unauthorised Building Works Every 5 Years  
Owner's Declaration and Qualified Personnel's Safety Certification**

---

**(A) Declaration of Owner (to be completed by the owner or his representative)**

1. I am the owner/representative of the owner\* of \_\_\_\_\_ (address and lot of the property). I understand that under the Reporting Scheme for Unauthorised Building Works ("UBWs") in New Territories Exempted Houses ("NTEHs") ("Reporting Scheme"), I am required to arrange a qualified personnel to conduct safety inspection of the structure concerned and submit a safety certification to the Buildings Department ("BD") every five years regarding the reported UBWs
2. Regarding the reported UBWs in the Reporting Form (Reporting Form No.: RS-\_\_\_\_\_) received by the BD on \_\_\_\_\_ (date of acknowledgement letter), I have appointed a qualified personnel \_\_\_\_\_ (name) to conduct safety inspection of the structures concerned and submit a safety certification. For details of the safety certification, the current photos and plans of the structures concerned, and the relevant information, please see Part (B).
3. I understand that the UBWs completed on or after 28 June 2011 do not meet the requirements of the Reporting Scheme. I confirm that no modification has been carried out since 28 June 2011 on the reported UBWs in the above Reporting Form received by the BD, and the current condition of the reported UBWs is the same as that when the UBWs were received by the BD.
4. I understand that if the reported UBWs have been modified, the BD will cancel the status of the reported UBWs. The BD will take the progressive enforcement action against the subject UBWs according to the enhanced enforcement strategy against UBWs in NTEHs.
5. I have carefully read the content of the "Requirements for safety inspection of Reported Unauthorised Building Works every 5 years" and confirm that all the information reported is true and correct. I understand that the BD may reject this declaration and safety certification owing to insufficient and/or false information provided by me.

**Signature of Owner [Note 1 & 2]**

[Signed by the owner/representative of the owner\*] I have read and hereby agree the terms and conditions as stated in the "Declaration of Owner" and "Matters to Note"

**Any false certification or declaration  
may be subject to legal action<sup>##</sup>**

	Signature/Company Chop (if applicable)	Date
Name:		
Company name (if applicable) :		
Contact phone no.:		
Correspondence address:		

**Matters to Note**

<sup>##</sup> Any person making a false declaration or misrepresenting a material shall be guilty of a criminal offence and subject to prosecution.

- Note:
1. If the property is owned by Tso Tong or a company, this owner's declaration shall be signed by the manager/authorised director.
  2. If it is signed by the representative of the owner, please attach the authorisation from the owner. Otherwise, this owner's declaration will not be processed.

\* Please delete as appropriate

**(B) Safety Certification by Qualified Personnel (to be completed by the qualified personnel)**

Reporting Form No.: RS- \_\_\_\_\_

Property Address and Lot: \_\_\_\_\_

1. Description of the reported UBWs at the above address :

<b>Item</b>	<b>Category No./Description of the reported UBWs</b> (Please refer to the UBWs Category No. in Part (C))	<b>Location</b> (e.g. rooftop, the open space in front of the house, etc.)	<b>Quantity</b>	<b>Dimensions of UBWs</b> (Length x Width x Height)	<b>Photos and plans</b> (Numbered consecutively)
1					
2					
3					
4					

2. I, \_\_\_\_\_ (name), am the qualified personnel appointed by the above property owner / representative of the above property owner \* for the safety inspection and safety certification of the structures of the above reported UBWs in association with the Reporting Scheme.

3. In accordance with the “Requirements for safety inspection of Reported Unauthorised Building Works every 5 years”, I, a Technically Competent Person of grade T2 (TCP-T2) (or above) / Registered Structural Engineer (RSE) / Registered Professional Engineer (specialised in civil/structural/building works)(RPE)\*, hereby certify that I have completed the inspection and assessment of the reported UBWs and their effect on the parent structures concerned on \_\_\_\_\_ (date).

4. I confirm that the reported UBWs involve / do not involve\* cantilevered balconies. The cantilevered balconies involved, if any, are of beam-and-slab / cantilevered slab\* type construction.

5. In accordance with the requirements as specified in paragraph 3(a) of the “Requirements for safety inspection of Reported Unauthorised Building Works every 5 years”, I (TCP-T2 (or above) / RSE / RPE\*) have conducted on-site thorough inspection and assessment on the following items. In my opinion, the reported UBWs are safe.

- |  | Please $\checkmark$ if satisfactory |
|--|-------------------------------------|
| (i) The layout and general structural conditions of the village house;   | <input type="checkbox"/>            |
| (ii) The structural conditions of the reported UBWs;   | <input type="checkbox"/>            |
| (iii) The interface connections between the reported UBWs and the parent structures of the village house;          | <input type="checkbox"/>            |
| (iv) The effect of the imposed load from the reported UBWs on the load carrying capacity of the village house; and | <input type="checkbox"/>            |
| (v) Other information : _____  | <input type="checkbox"/>            |

#6. In accordance with the requirements as specified in paragraph 3(b) of the “Requirements for safety inspection of Reported Unauthorised Building Works every 5 years”, 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 cantilevered balconies and the parent structures concerned are structurally safe and have an adequate margin of safety.

- (i) Layout and dimensions of the cantilevered balconies 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 reported UBWs and the parent structures;
- (iv) Structural survey and safety assessment on the stability of the cantilevered balconies concerned; and
- (v) Other information: \_\_\_\_\_

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

8. The relevant documents certifying 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 Reporting Scheme.

**Any false certification or declaration  
may be subject to legal action<sup>##</sup>**

I have read and hereby agree the terms and conditions as stated in the “Safety Certification by Qualified Personnel” and “Matters to Note”

Name:

HKIC No.:

Qualification:

Company name (if applicable):

Contact phone no. / Address:

_____	
Signature	Date
_____	
A Technically Competent Person of grade T2 (or above) / Registered Structural Engineer/ Registered Professional Engineer (specialised in civil/structural/building works)*	
_____	
_____	

**Matters to Note**

<sup>##</sup> Any person making a false declaration or misrepresenting a material shall be guilty of a criminal offence and subject to prosecution.

\* Please delete as appropriate  
# Please delete paragraph 6 as appropriate



**(C) 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.

**(D) Submission of Safety Certification and Required Documents**

The following duly completed and signed documents shall be submitted together with the safety certification. Otherwise, the safety certification submission will not be processed.

- Declaration of Owner
- Safety Certification by Qualified Personnel
- Current photos and plans of the reported UBWs
- Documents certifying qualifications and experience of the qualified personnel
- Documents on details of the structural analysis and the assessment report (if applicable)
- Authorisation from the owner (if applicable)

**(E) Personal Data**

1. The personal data provided by means of the Reporting Scheme will be used by the Buildings Department for the following purposes:
  - (a) activities relating to the processing of your submission under the Reporting Scheme;
  - (b) activities relating to the Reporting Scheme; and
  - (c) facilitating communication between the Buildings Department and yourself.
2. It is obligatory for you to provide the information as required under the Reporting Scheme. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the case.
3. The personal data you provided by means of the Reporting Scheme 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 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 Buildings Department.