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To enhance communication with property management agents and other persons in the property industry, the Buildings Department (BD) publishes and sends this quarterly newsletter to all stakeholders and hopefully through them, this newsletter will reach the hands of building owners.

## Little Forum

### What you must know about subdivision of a flat

Subdivision of a flat into the commonly-known “subdivided units” generally involves the carrying out of building works which are subject to control under the Buildings Ordinance (BO). If the works involve the structure of a building, the person who wants to carry out the works shall appoint an authorized person and a registered structural engineer to prepare plans for the Building Authority’s approval and consent to commence the works, and a registered contractor to carry out the works. If the works are designated minor works, they may be carried out through the simplified requirements under the Minor Works Control System. If only exempted building works are involved, no submission process to the BD is required. However, the works should not be carried out in contravention of the BO. Attention should be also drawn to the following fundamental issues:

1. No change in use of flat. For example, it is illegal to use an industrial building premise for domestic purposes,
2. No blockage or obstruction to means of escape leading to any exit staircase,
3. No adverse effect on the integrity of fire resisting construction of exit routes and staircases,
4. No overloading to the building structure due to erection of partition walls and thickening of floor slabs,
5. Drainage works should be properly carried out to avoid leakage,
6. No construction of toilets/kitchens on balconies built over streets, and
7. No diminishing in the provision of lighting and ventilation.



For details, please refer to the pamphlet :  
<https://goo.gl/4Shzyb>



## Building Management Week 2017

Have you enrolled in the events of the Building Management Week 2017? Act now! Click the following website for details and join the events:  
<https://goo.gl/j4G6n4>



## Building Safety Certificate Course

We have received many enquiries on the online Building Safety Certificate Course (BSCC) since the announcement in the last BSQ. Tentatively, the website will be rolled out for trial run in December. Those who have shown their interest on the online BSCC will be notified by email.



## Seminar for Estate Agents



A seminar organised by the Estate Agents Authority (EAA) and presented by the BD was held on 31 August 2017. Topics were “Subdivided Flats” and “What are Unauthorised Building Works”. Almost 320 estate agency practitioners attended the event. Further seminars will be held. If you

are an estate agent licensee and wish to attend the seminar, please visit the website of EAA for registration :  
<http://www.eaa.org.hk/en-us/>





## Practitioners' Corner

### Qualified Person fined for contravention of regulations under Mandatory Window Inspection Scheme (MWIS)

A qualified person (QP) had knowingly misrepresented a fact in the certificate submitted to the BD when conducting an inspection of the windows and failed to provide proper supervision of the window repair to ensure all the defective windows had been rendered safe under the MWIS. The QP was convicted of three charges under the Buildings Ordinance (Cap 123) (BO) and fined a total of HK\$13,500 on 28 March 2017. Connecting rivets and screws of some windows were found defective in an audit check carried out by the BD. If you notice any defective work done by a QP, please notify the BD at 2626 1616, and audit checks may be arranged.



Qualified Person



## Recognition of Registrations under the BO



Sample of Registration Card for Registered Inspector

To facilitate identification, easy-to-carry registration cards containing the holder's name, recent photo, registration number, date of issue, date of expiry, etc. are issued to Registered Inspectors, Registered Minor Works Contractors (Individual) and Qualified Persons (QP) under Mandatory Window Inspection Scheme, who are registered under the Buildings Ordinance and often need to carry out inspections and works inside buildings. We have talked about the QP Card in BSQ Issue No.5. Here is a sample of the RI Card. You may browse through the register on the BD website for details: <https://goo.gl/4sCXxv>



## Comic Drawing Competition 2017

There has been overwhelming support and more than 1 000 entries of "Home Safe Home • Home Sweet Home" Comic Drawing Competition 2017 have been received. Please don't miss the chance to show your talent by filling the form below and submitting your artwork on or before 30 September 2017 : <https://goo.gl/73jQXY>



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