

Minor Works Control System

The Minor Works Control System (MWCS) aims to facilitate building owners and occupants in carrying out small-scale building works safely and lawfully through simplified statutory procedures and thereby improve the quality of such building works and building safety in Hong Kong, viz. without the need to obtain prior approval of plans and consent to the commencement of such works from the Building Authority (BA).

Classification of Minor Works

2. A total of 187 items of minor building works have been designated as minor works under the MWCS. These minor works are classified into three classes according to their nature, scale and complexity as well as the risk to safety they pose:

- (a) Class I minor works (a total of 58 items) are relatively more complicated minor works, e.g. installation of internal staircases connecting two floors;
- (b) Class II minor works (a total of 68 items) are comparatively less complex works, e.g. repair of external walls; and
- (c) Class III minor works (a total of 61 items) cover small-scale minor works, mostly carried out in household settings, e.g. erection of supporting frames for air-conditioners.

3. The size, location and respective criteria of each item of minor works are set out in Schedule 1 to the Building (Minor Works) Regulation (B(MW)R).

The Simplified Requirements

4. The simplified requirements of the MWCS are tabulated as follows:

Minor works involved	Class I	Class II	Class III
Requirements			
Appointment (of the appointed person)	<ul style="list-style-type: none"> ♦ Prescribed building professionals⁽¹⁾ (PBP) to design and supervise the works; and ♦ Prescribed registered contractors⁽²⁾ (PRC) to carry out the works 	<ul style="list-style-type: none"> ♦ PRC to prepare and submit the plans and documents, to supervise and carry out the works 	
Submission	AP/RI/PRC	PRC	PRC
	<ul style="list-style-type: none"> ♦ Notice of commencement of works; and ♦ Certificate of completion of works 		<ul style="list-style-type: none"> ♦ Notice and certificate of completion of works

Note⁽¹⁾ : PBP means an authorized person (AP) and (if required), a registered structural engineer (RSE) / a registered geotechnical engineer (RGE) or a registered inspector (RI) (according to section 27 of the B(MW)R, RI assumes the role of an AP of the prescribed repair or any associated demolition works that are Class I minor works).

Note⁽²⁾ : PRC means a registered general building contractor (RGBC), registered specialist contractor or registered minor works contractor (RMWC).

5. The workflow of the simplified requirements and the documents required to be submitted are summarised in Appendix A.

6. Some requirements and general guidance to streamline and expedite the processing of submissions are provided in Appendix B. The specified forms and standard forms for use under the simplified requirements are listed in Appendix C. A sample plan of Class III minor works and the recommended format of photo page are provided in Appendix F.

General Reminders

7. Under section 57 of the B(MW)R, the PRC appointed in respect of any Class I or Class II minor works is required to keep on site copies of all prescribed plans, details of the works and supervision plan (as required) submitted under the simplified requirements. The PRC is also reminded to keep on site a copy of the acknowledgement letter from the Buildings Department (BD) for the notice of commencement of works for inspection by BD officers.

8. If the minor works involve common parts of a building, the PRC should remind “the person who arranged for the works to be carried out” to pay attention to the civil liabilities under the deed of mutual covenant of the building. The PRC should also notify the management office concerned, the Incorporated Owners or the related owner(s) about the minor works to be carried out.

9. The PRC should take appropriate measures to ensure the proper disposal of construction waste.

10. Where a supervision plan is required, the PBP and PRC are reminded to comply with the requirements under the Technical Memorandum for Supervision Plans and the Code of Practice for Site Supervision.

11. When the PRC ceases to be appointed in respect of any Class II minor works, he should submit the specified form to notify the BA within 7 days after the date of the cessation. In case the PRC ceases to be appointed in respect of any Class I minor works, the specified form should be delivered to the AP within 7 days after the date of the cessation for the AP's submission to the BA.

Minor Works Relating to Signboards

12. In order to facilitate the distinction of the signboards erected or altered under the simplified requirements from those unauthorised signboards, it is recommended that the minor works submission numbers be displayed on the signboards erected or altered under the simplified requirements. Standards and guidelines on display of these numbers are provided in Appendix D. Similar arrangement is also recommended for those signboards which have been erected or altered with prior approval and consent from the BA as set out in Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-126.

13. Before commencement of Class III minor works relating to signboards, the PRC is recommended to submit a prior request in the Form MW32 to the BA for assignment of a minor works submission number to be displayed on the signboard concerned.

Minor Works Relating to Radio Base Station, Antenna or Transceiver

14. For minor works relating to radio base station, or antenna or transceiver, the PRC should make reference to Appendix E for more details.

Household Minor Works Validation Scheme, Signboard Validation Scheme and Minor Amenity Feature Validation Scheme

15. The Household Minor Works Validation Scheme (HMWVS) was launched upon the full implementation of the MWCS to allow validation of certain types of unauthorised minor amenity structures, viz. metal supporting frames for air-conditioning units or water cooling towers, drying racks and small canopies erected or carried out before 31 December 2010 and as specified in Part 2 of Schedule 3 to the B(MW)R as prescribed building or building works (PBW). The Minor Amenity Feature Validation Scheme (MAFVS) was launched on 1 September 2021 which allows validation of another 21 items of unauthorised minor amenity features¹ erected or carried out before these types of features designated as minor works under the MWCS on 1 September 2020. The list of PBW in Part 4 of Schedule 3 to the B(MW)R refers.

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¹ Including supporting structures or metal casings for building services installations, supporting structures for radio base stations, supporting frames for air-conditioning units or for light fittings, solid fence walls, mesh fences or metal railings, poles, metal gates, canopies, retractable awnings, trellises, and metal ventilation ducts or any associated supporting frames.

16. Under section 39C of the Buildings Ordinance (BO) and sections 62 and 62A of the B(MW)R, an AP, RSE, RI, RGBC or RMWC² can be appointed to inspect and certify that the PBW are structurally safe and comply with the BO³. Upon certification, no enforcement action will be taken against the PBW unless their safety conditions have changed. Alteration and/or strengthening works may be carried out before such structures can be certified. A flow chart showing the steps of processing the submissions and the documents required to be submitted under the HMWVS and the MAFVS are provided in Appendix A.

17. A similar validation scheme namely Signboard Validation Scheme was launched on 2 September 2013 for validation of certain unauthorised signboards as specified in Part 3 of Schedule 3 to the B(MW)R. The details of this scheme is provided in PNAP APP-155.

No Referral of Plans

18. Unlike the centralised processing of building plans, the documents submitted to the BD for the carrying out of minor works under the simplified requirements and for the inspection and certification of PBW will not be referred to other government departments. If the proposed minor works involves the jurisdictions of other government departments, the PBP or PRC should consult and obtain necessary approval or consent from the relevant government departments accordingly.

19. However, upon receipt of a minor works submission for notice of commencement of Class I and Class II minor works involving spread footing, excavation or underground drainage works within Area Number 3 of the scheduled areas in Schedule 5 to the BO, BD would forward a copy of the minor works submission to the MTR Corporation Limited (MTRCL). The MTRCL would then convey their comments to the PBP/PRC directly. The PBP/PRC shall inform the MTRCL and obtain their agreement before commencement of the minor works. Section 27 of the Railways Ordinance (Cap. 519) or section 15 of the Mass Transit Railway (Land Resumption and Related Provisions) Ordinance (Cap. 276) will be invoked in case the proposed minor works would be incompatible with any works for the construction, maintenance or improvement of the railway or with the operation thereof.

No Submission Fee Required

20. All submissions under the simplified requirements and for the inspection and certification of PBW are free of charge.

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² See Appendix A for details of RMWC that may be appointed for the HMWVS and the MAFVS.

³ Except section 14(1) of the BO and regulation 25 of the Building (Administration) Regulations.

Technical Guidelines on Minor Works Control System

21. The Technical Guidelines on Minor Works Control System published by the BD, provides detailed guidance for the registered contractors and practitioners in the building industry on compliance with the simplified requirements. It is available at BD website www.bd.gov.hk under the “Guidelines” category in the “Codes, design manuals and guidelines” page of the “Resources” section.

22. A similar practice note is issued to all authorized persons, registered structural engineers and registered geotechnical engineers.

(YU Tak-cheung)
Building Authority

Ref. : BD GP/BORD/113 (II)

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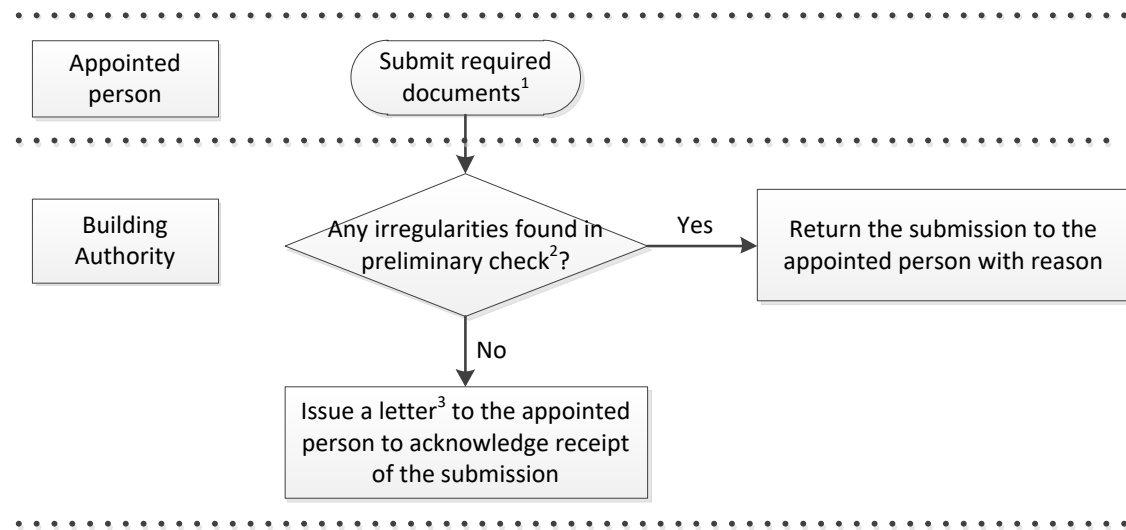
Last revision December 2020

This revision September 2021 (AD/CS) (Paragraphs 15 to 17 and Appendices A and C amended)

Administrative Procedures for Processing Minor Works Submissions and Submissions for the Inspection and Certification of Prescribed Building or Building Works

Processing of Minor Works Submissions

1. General steps of processing the minor works submissions are as follows:



Note¹ : The PBP/PRC is required to keep all relevant documents, such as records of site supervision, structural calculations, test reports and certificates, etc. and provide to the BA when required. Section 56 of the B(MW)R refers.

Note² : The preliminary check includes checking for completeness of the submitted information and verification of registration status of the appointed person.

Note³ : A unique submission number, for example, *MW101200001*, will be issued with the acknowledgement letter. The submission number assigned is the identification for the whole submission, which should be used in all future correspondences.

Documents Required to be Submitted

Classes I & II	<p>Notice of Commencement of Works</p> <p>(a) specified form⁴ ; (b) photographs; (c) coloured prescribed plans and details of the works; (d) supervision plan as required by the TM (for Class I only); and (e) other relevant documents⁵ (if any).</p>
	<p>Certificate of Completion of Works</p> <p>(a) specified form⁴ ; (b) photographs; (c) revised coloured prescribed plans and details of the works showing the minor deviations (if any, refer to paragraph 2 for details); and (d) other relevant documents⁶ (if any).</p>
Class III	<p>Notice and Certificate of Completion of Works</p> <p>(a) specified form⁴ ; (b) photographs; (c) coloured plans or description of works; and (d) other relevant documents⁶ (if any).</p>

Note⁴ : The specified forms are listed in both Appendix A to PNRC 2 and Appendix C to this PNRC.

Note⁵ : e.g. geotechnical assessment, ground investigation report, structural calculations, test reports and certificates, etc.

Note⁶ : e.g. schedule of building materials and products, test reports and certificates, etc.

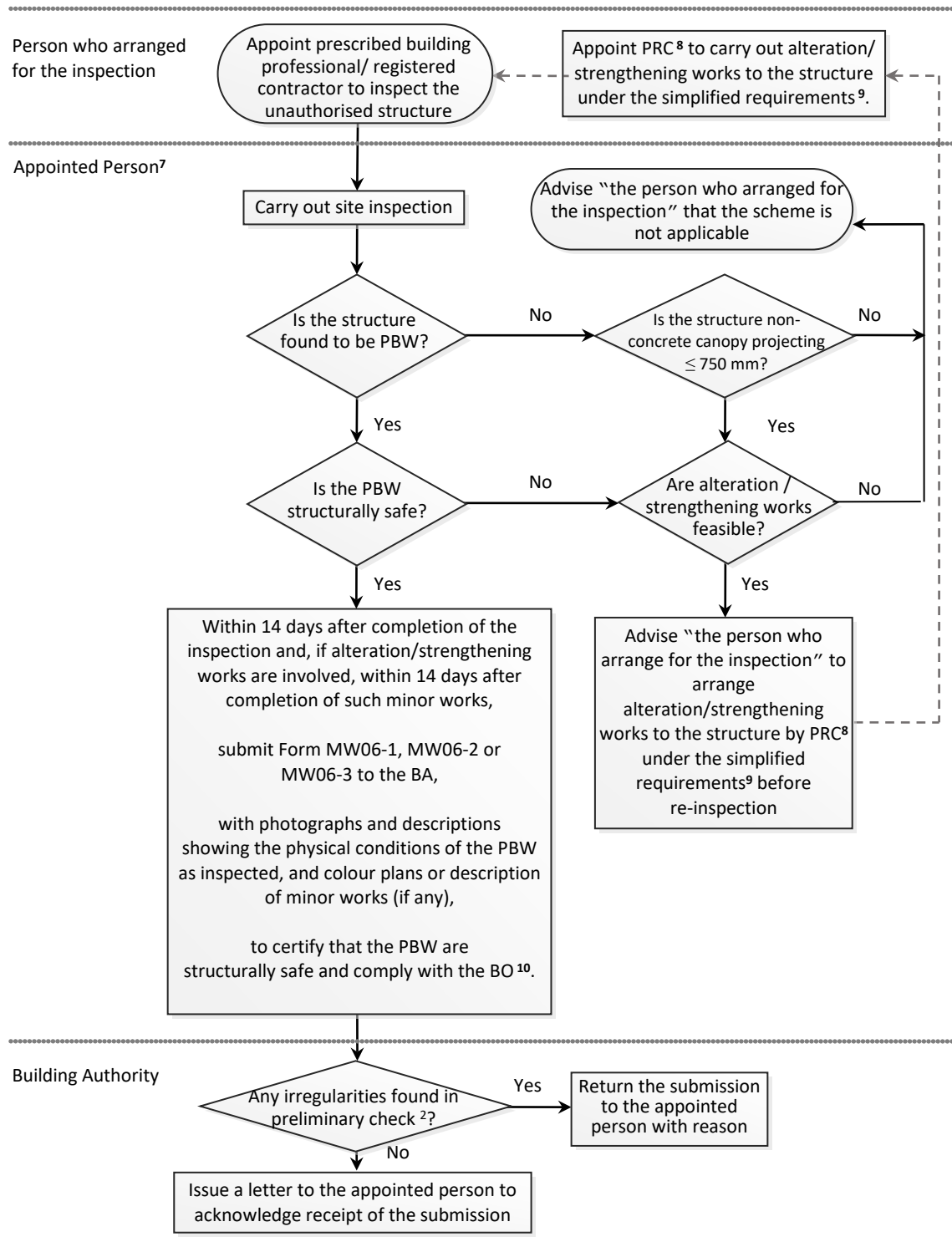
Minor Deviations of Completed Minor Works and Additional Minor Works Items

2. After receiving BD's acknowledgement letter for the "Notice of Commencement of Works", there may be a need for the appointed person to slightly amend his proposal to suit the actual site situation. If the minor deviations from the submitted prescribed plans and details of the works do not affect the original design assumptions and still tally with the descriptions (including reduction in quantity) of the submitted minor works items, the appointed person may submit the revised plans and details with the "Certificate of Completion of Works" after completion of the works.

3. However, if the change affects the original design assumptions; or does not tally with the descriptions (including increase in quantity) of the submitted minor works items; or involves additional minor works items, a new "Notice of Commencement of Works" should be submitted to the BA not less than 7 days before commencement of the works. To simplify the submission, the specified form for additional minor works items can be used to incorporate the additional items into the same submission. Other than the specified form, the documents required to be submitted are similar to those submitted with the "Notice of Commencement of Works", and all the proposed minor works (including the additional minor works items) should be **coloured** on the revised prescribed plans and details, with those additional items **delineated** for easy identification.

Processing Submissions for the Inspection and Certification of Prescribed Building or Building Works (PBW) under the Household Minor Works Validation Scheme (HMWVS) and the Minor Amenity Feature Validation Scheme (MAFVS)

4. The following flow chart shows the steps of processing the submissions for the inspection and certification of PBW and the documents required to be submitted:



Note⁷: Under the HMWVS, the appointed person for inspection and certification of the respective PBW should be an AP, RSE, RI, RGBC or RMWC registered for the corresponding type or item of Class III minor works.

Under the MAFVS, the appointed person for inspection and certification of the PBW falling within the description of a corresponding Class I minor works item should be an AP if the PBW is a specified construction under section 37(4) of the B(MW)R; or an AP and an RSE if the PBW is not a specified construction under section 37(4) of the B(MW)R.

Under the MAFVS, the appointed person for inspection and certification of the PBW falling within the description of a corresponding Class II or III minor works item should be an AP, RSE, RI, RGBC or RMWC registered for that class and type or item of minor works.

Note⁸ : All alteration/strengthening works must be carried out by an RGBC or RMWC registered for that class and type or item of minor works.

Note⁹ : If the alteration/strengthening works involve Class I or II minor works, the appointed PBP and/or PRC should follow the simplified requirements to submit Form MW01 or MW03 to notify the BA of the commencement of the minor works at least 7 days before carrying out the minor works.

Note¹⁰ : Except section 14(1) of the BO and regulation 25 of the Building (Administration) Regulations.

Minor Amendments to the Submitted Specified Forms, Plans and Documents

5. The administrative procedures mentioned in PNAP ADM-14 are not applicable to the submissions of minor works and the inspection and certification of PBW. However, minor amendments by the PBP or PRC on the submitted specified forms, plans and other documents may be arranged at BD, depending on the circumstances of individual cases.

**Requirements and Guidelines for Plans and Documents
Submitted under the Minor Works Control System**

To facilitate the processing of plans and documents submitted under the simplified requirements of the Minor Works Control System, the following requirements and guidelines should be met:

1. Every plan and section of minor works must be drawn to a ratio of not less than 1:100. Every block plan must be drawn to a ratio of not less than 1:500, B(MW)R section 38 refers.
2. Photographs to be submitted should clearly show the physical conditions of the premises immediately before the commencement and after the completion of minor works, B(MW)R sections 30(b), 31(b), 32(b), 33(b), 34(b), 35(b) and 36(c) refer. The “before” photographs are intended to prove that the proposed minor works have not been commenced before the minor works submission while the “after” photographs are to facilitate the identification of the completed works, particularly in cases of Class III minor works which may not be accompanied with plans showing the minor works. Generally, 4R-size photographs are acceptable for these purposes. The “before” and “after” photographs should be taken from the same angle to facilitate the understanding and comparison of the site situation. A mark should be indicated on plans showing the angle of photo-taking with photo numbers.
3. For minor works associated with building and drainage repairs of an entire building, the prescribed building professional (PBP) or prescribed registered contractor (PRC), as the case may be, should clearly indicate on the prescribed plans the details and locations of the repair works involved. Wide-angled photographs showing extensive areas of the external elevations, drainage system and premises involved are acceptable. It is not necessary to submit close-up photographs showing every spot or location of the minor works if details and location of which have already been clearly indicated on the prescribed plans.
4. The AP should provide clearly the location and address of the minor works or the prescribed building or building works on plans and documents. The address of the premises shown on the “Demand for Rates and/or Government Rent” issued by the Rating and Valuation Department is recommended to be used.
5. All supplementary documents should be submitted with the standard form MW33.
6. Coloured plan not larger than A3 size is recommended.
7. The PBP shall refer to paragraphs (1) – (3) in Appendix A to PNAP ADM-10 for general guidelines on drawing standards, except that paragraph 3(i) is only applicable to a plan larger than A3 size.

- * For effective communication, the PBP and PRC should ensure that their contact information as recorded in the Registration Unit of the BD is correct and updated.

(Rev. 6/2012)

**List of Specified Forms and Standard Forms under the
Minor Works Control System**

The specified forms and standard forms for use under the Minor Works Control System are listed in the following table. They can be downloaded from the website of the Buildings Department at <https://www.bd.gov.hk>, or obtained from the General Enquiry and Receipt Counter of the Buildings Department on G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon during office hours.

Specified Forms:

Form No.	Title
MW01	Notice of Commencement of Minor Works under the Simplified Requirements (with Prescribed Building Professionals Appointed)
MW02	Certificate of Completion of Minor Works under the Simplified Requirements (with Prescribed Building Professionals Appointed)
MW03	Notice of Commencement of Minor Works under the Simplified Requirements (without Prescribed Building Professional Appointed)
MW04	Certificate of Completion of Minor Works under the Simplified Requirements (without Prescribed Building Professional Appointed)
MW05	Notice and Certificate of Completion of Class III Minor Works under the Simplified Requirements
MW06-1	Notice of Inspection and Certification of Prescribed Building or Building Works and Certificate of Completion of the Associated Alteration or Strengthening Works involving Class I Minor Works (Minor Amenity Feature Validation Scheme)
MW06-2	Notice of Inspection and Certification of Prescribed Building or Building Works and Certificate of Completion of the Associated Alteration or Strengthening Works involving Class II Minor Works (Minor Amenity Feature Validation Scheme)
MW06-3	Notice of Inspection and Certification of Prescribed Building or Building Works and Certificate of Completion of the Associated Alteration or Strengthening Works involving Class III Minor Works (Household Minor Works Validation Scheme or Minor Amenity Feature Validation Scheme)

Specified Forms (cont'd):

Form No.	Title
MW07	Notice of Change in Appointment of Registered Structural Engineer, Registered Geotechnical Engineer or Prescribed Registered Contractor under the Simplified Requirements
MW08	Notice of Change in Appointment of Authorized Person or Registered Inspector under the Simplified Requirements
MW09	Notice of Nomination by Prescribed Building Professional Appointed of Another Prescribed Building Professional to act in his place for the period of temporary inability to act under the simplified requirements
MW10	Notice of Prescribed Registered Contractor on Ceasing to be Appointed under the Simplified Requirements
MW11	Notice of Commencement of Additional Minor Works under the Simplified Requirements (with Prescribed Building Professionals Appointed)
MW12	Notice of Commencement of Additional Minor Works under the Simplified Requirements (without Prescribed Building Professional Appointed)

Standard Forms:

Form No.	Title
MW31	Notice of Prescribed Building Professional on Ceasing to be Appointed or Nominated under the Simplified Requirements
MW32	Request for Submission Number for Class III Minor Works Relating to the Erection or Alteration of Signboard under the Simplified Requirements
MW33	Submission of Supplementary Documents or Information under the Simplified Requirements
PR1	For Attachment of Photographs showing the Conditions of the Minor Works
PR2	For Attachment of A3 Plans
PR3	For Attachment of A4 Plans
PR4	For Attachment of Structural Calculations

Standard Forms (cont'd):

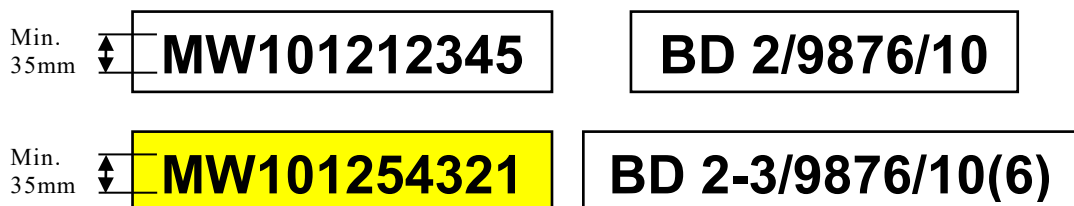
Form No.	Title
PR5	For Attachment of Supervision Plan for Class I Minor Works
PR6	For Attachment of Safety Inspection Report and/or Other Related Documents

(Rev. 9/2021)

**Standards and Guidelines on
Display of Minor Works Submission Number or
BD Reference Number on Signboards**

Registered Minor Works Contractors and Registered General Building Contractors are strongly recommended to display minor works submission numbers and BD reference numbers on signboards erected or altered under the simplified requirements and signboards erected or altered with prior approval and consent from the BA respectively so as to distinguish them from unauthorized signboards. The standards and guidelines for displaying such numbers are as follows:

1. The letters and digits should be in black colour with a **white** background in the following cases:
 - (i) in case of a signboard erected under the simplified requirements, the minor works submission number should be displayed, e.g. MW101212345;
 - (ii) in case of a signboard erected or altered with prior approval and consent from the BA, the BD reference number should be displayed, e.g. BD 2/9876/10 or BD 2-3/9876/10(6); and
 - (iii) in case of any new works being carried out for alteration of the signboards mentioned in (i) or (ii) above (excluding solely replacement of display surfaces), the new number should be displayed. Any existing number shown should be removed to avoid unnecessary confusion.
2. The letters and digits of minor works submission number should be in black colour with a **yellow** background in case any minor works being carried out for alteration or replacement of display surfaces of those existing signboards without authorization or not being erected under the simplified requirements.
3. All letters should be in block capitals. All letters and digits should be minimum 35mm high and in the font style of “Arial” as shown below.



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4. The above number should be displayed on durable material securely affixed at a conspicuous position on the signboard, in order to be seen at the following suggested locations:
- (i) the nearest pavement or pedestrian way, in case of a projecting signboard, a signboard erected on/hung underneath the soffit of a balcony/canopy or a signboard fixed on-grade;
 - (ii) the nearest or the opposite pavement or pedestrian way, in case of a wall signboard; and
 - (iii) the main roof of the building, in case the signboard has been erected on the roof of a building.

(12/2010)

Minor Works Relating to Radio Base Station, Antenna or Transceiver

Items of minor works relating to radio base station (solely for telecommunication services in the form of an equipment cabinet) on roof, or antenna/transceiver projecting from external wall or on roof include items 1.14, 1.28, 1.50, 2.12, 2.31, 2.49, 3.2, 3.8, 3.26, 3.27 and 3.50, which may be carried out under the simplified requirements. Detailed descriptions of the items are in Schedule 1 of the Building (Minor Works) Regulation.

2. The attention of AP and RSE is drawn to that the public telecommunication operators have to ensure their radio base stations meet the requirements of all relevant government departments and obtain approvals from the Office of the Telecommunications Authority (OFTA), Town Planning Board, BD and Lands Department, where necessary, before they would be allowed to install radio base stations on rooftops and/or mount the antennas on external walls of buildings.

3. For erection or alteration of supporting structures of radio base station, antenna or transceiver, the AP appointed is required to submit to the OFTA a declaration stating that the proposed radio base station is in compliance with the BD's requirements. The AP and RSE shall make reference to the *Guidance Note for Submission of Applications by Public Telecommunications Operators for the Installation of Radio Base Stations for Public Telecommunications Services in Buildings and on Rooftops* issued by the OFTA for details.

4. The AP and RSE should remind the owner of the premises that works for removing supporting structures or frames of radio base station, antenna or transceiver and equipment cabinet of radio base station may also be minor works under the simplified requirements.