

有關住用處所室內改動及加建工程的常見問題

Frequently Asked Question for Interior Alteration and Addition Works in Domestic Premises

如業主有意於住用處所進行室內改動及加建工程，應先做足資料搜集，並徵詢建築專業人士的意見，確保有關工程符合《建築物條例》的規定，不會影響樓宇安全。

為了讓業主 / 住戶了解上述工程的常見情況，並提醒他們進行工程時須注意的事項，屋宇署已更新網站內有關“住用處所的改動及加建工程”的常見問題，以供參考。

詳情請參閱屋宇署網站 (www.bd.gov.hk)。



常見問題
FAQ

Prior to carrying out any interior alteration and addition works in domestic premises, owners should conduct thorough research and seek advice from building professionals to ensure compliance with the Buildings Ordinance without compromising building safety.

To keep owners/occupants abreast of common situations relating to interior alteration and addition works in domestic premises and remind them of key points to note when carrying out such works, the Building Department (“BD”) has updated the Frequently Asked Questions on “Alteration and Addition Works in Domestic Premises” on its website for easy reference.

For details, please refer to BD’s website at www.bd.gov.hk.



輕鬆查閱樓宇及小型工程 BRAVO !

屋宇署“百樓圖網”系統

BRAVO



“百樓圖網”
(BRAVO)



表格BIC5
FORM BIC5

“百樓圖網”系統讓市民可以輕鬆查閱樓宇記錄，並訂購副本，範圍涵蓋所有私人樓宇的建築工程 / 小型工程記錄，以及佔用許可證（入伙紙）。如要使用系統，市民只需完成網上登記，成為註冊用戶即可。除個人用戶外，現時亦可申請註冊成為公司用戶，以公司身分使用“百樓圖網”；完成註冊後，公司管理員帳戶可管理多達10個附屬帳戶。

如欲登記成為用戶，市民可於屋宇署網頁 (www.bd.gov.hk) 下載申請表格BIC5，或遞交網上申請。

BD’s Building Records Access and Viewing On-line (BRAVO) system

With the BRAVO system, members of the public can easily inspect and order copies of building and minor works records, as well as occupation permits for all private buildings. To access the system, simply complete the online registration to become a registered user. In addition to individual user accounts, there is now an option to register as a company user, which facilitates the use of BRAVO by the public in their capacity as a company representative. After registration, the administrator account of the company can manage up to 10 subsidiary user accounts.

To register for a user account, you may either download the application form BIC5 or submit an online application via BD’s website (www.bd.gov.hk).

標丁學堂 Know Your Building

常見的滲水源頭及滲水跡象 Common causes and signs of water seepage

一般滲水源頭包括 Common causes of water seepage include :

上層單位內的
排水管破損
Defective drainage
pipes of the upper flat



上層單位地台防水設施損毀
Defective water-proofing of
the floor slab in an upper flat



供水喉管滲漏
Leakage from
water supply pipes



天台 / 外牆滲漏
Seepage from the
roof/ external wall

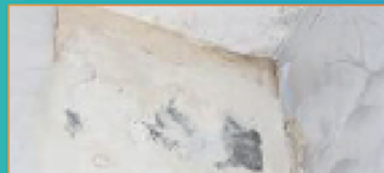


一般滲水跡象包括 Common signs of water seepage include :

天花 / 牆身出現水漬
Water stains on the ceiling/wall



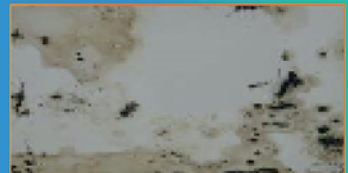
天花 / 牆身漆油剝落
Peeling paint on the ceiling/wall



天花滴水 / 掛着水珠
Water dripping from the ceiling/
water droplets on the ceiling



天花發霉
Mould on the ceiling



業主及住戶的責任 Responsibilities of building owners and occupants

樓宇滲水一般是由於樓宇和設施破損及缺乏維修所致。妥善管理和維修保養樓宇，包括解決樓宇滲水的問題，是樓宇業主及住戶應有的責任。要徹底解決滲水問題，需要有關業主及住戶的合作。

Water seepage in buildings is generally caused by defective building fabric or installations and lack of proper maintenance. Proper management, maintenance and repair of buildings, including resolving water seepage problems, are the responsibilities of building owners and occupants. The co-operation of owners and occupants concerned is essential for resolving water seepage problems.

業主及住戶怎樣處理滲水問題 How can owners and occupants deal with water seepage

自行測試

一般而言，若私人物業出現滲水情況，業主應首先自行安排檢驗滲水原因，並視乎情況和需要與有關的住戶及其他業主協調，進行維修工程。

詳情可參閱“自行勘測滲水”小冊子。



Do-it-yourself test

In general, if water seepage occurs in private buildings, owners should first arrange their own investigation into the cause of seepage and, as appropriate, co-ordinate with the occupants and other owners concerned for repair works.

For details, please refer to the “Do-it-yourself Water Seepage Test” pamphlet.



“自行勘測滲水”小冊子
“Do-it-yourself water seepage test” pamphlet

聘請專業顧問

市場上有顧問公司或專業人士會就調查及解決滲水問題提供服務。以下的超連結由香港測量師學會提供：

Engagement of professional consultants

Consultants or professionals are available in the market to provide services for investigating and resolving water seepage problems. The following hyperlinks are provided by the Hong Kong Institute of Surveyors:



勘測滲水
專家名單



提供專業意見解決滲水問題的顧問公司名單
List of Experts and Consultancy Firms providing
Advice on Water Seepage Problems



List of Experts on Water
Seepage Investigation

尋求聯合辦事處協助調查

聯合辦事處（聯辦處）人員會到懷疑引致滲水的單位進行調查，並會有系統地進行非破壞性測試，以確定滲水源頭。如在調查中確定引致衛生環境妨擾的滲水源頭，聯辦處會根據《公眾衛生及市政條例》（第132章）發出「妨擾事故通知」，着令有關人士在指明期限內減除妨擾事故。

若滲水位置涉及樓宇的公用部分，經翻查大廈公契確定維修責任後，業主立案法團（或共同業主）須負責維修和保養公用部分，例如外牆或共用喉管。

由天雨經大廈天台、平台、露台、外牆或窗戶所引致的滲漏，以及供水喉管破損引致滲水，在正常情況下，皆不會構成公眾衛生的滋擾問題，聯辦處不會引用《公眾衛生及市政條例》採取執法行動。

Seeking assistance from the Joint Office for investigation

Staff of the Joint Office (JO) will carry out investigation and non-destructive tests systematically at the premises suspected to have caused the seepage, so as to identify the source of seepage. If the source of seepage causing nuisance is identified during the investigation, JO will issue a nuisance notice to the person concerned under the Public Health and Municipal Services Ordinance (PHMSO) (Cap. 132), requiring the abatement of nuisance within a specified period of time.

Where water seepage occurs in the common parts of the building, such as external walls or common pipes, the responsibility of maintenance and repair will lie with the owners' corporation (or the co-owners) as identified in the Deed of Mutual Covenant.

Under normal circumstances, seepage originated from penetration of rainwater through roofs, flat roofs, balconies, external walls or windows of a building or from leaking water supply pipes will not cause any public health implications and is not nuisance actionable by JO under the PHMSO.



屋宇署網站
Buildings Department Website
www.bd.gov.hk



網上學習中心
E-Learning Centre
elearning.bd.gov.hk