

註冊小型工程 承建商(個人)

Registered Minor Works
Contractors (Individual)



Introduction

-  Under the Building (Minor Works) Regulation (B(MW)R), the carrying out of minor works can be commenced through the simplified requirements of the Minor Works Control System, without the need to obtain prior approval of plans and consent to the commencement of the works from the Buildings Department (BD) as required under section 14(1) of the Buildings Ordinance (BO). The 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.
-  Minor works are classified into three classes according to their scale, complexity and risk to safety. Class I, Class II and Class III minor works have their scale, complexity and level of risk in descending order. Under each class, minor works are categorised into various types that correspond to the specialisation of works in the industry.
-  In order to ensure that only competent contractors are allowed to carry out minor works, they are required to be registered as Registered Minor Works Contractors under the BO.
-  There are 61 items of Class III minor works specified under Schedule 1 of the B(MW)R. They include mainly common household and amenity minor works, e.g. erection of supporting frames for air-conditioners, drying racks and canopies over windows.
-  Individual self-employed workers with suitable qualifications and experience are eligible for registration as Registered Minor Works Contractors (Individual) (RMWC (Ind)). RMWC (Ind) can undertake Class III minor works only.



Requirements for Registration as an RMWC (Ind)

-  Applicants must comply with the following 4 requirements in order to be registered as an RMWC (Ind):

1. hold a valid Construction Industry Safety Training Certificate (i.e. Green Card);
2. possess any ONE of the following minimum requirements on qualifications and experience of persons in the relevant trades that is commensurate with the items of minor works under application:
 - a) registration under the Construction Workers Registration Ordinance (CWRO) as a registered skilled worker for a designated trade division;



- b) a trade test certificate issued by the Construction Industry Council (CIC) or Vocational Training Council (VTC) in a relevant trade;
 - c) a certificate of completion of an apprenticeship in the relevant trade issued under the Apprenticeship Ordinance;
 - d) a qualification recognised by the Construction Workers Registration Authority for registration under the CWRO as a registered skilled worker for a designated trade division;
 - e) registration under the CWRO as a registered semi-skilled worker for a designated trade division plus 4 years' experience in the building industry in personally carrying out building works, 1 year of which should be gained locally; or
 - f) an intermediate trade test certificate issued by the CIC or the VTC in the relevant trade plus 4 years' experience in the building industry in personally carrying out building works, 1 year of which should be gained locally.
3. completed a recognised mandatory training course on Class III minor works; and
 4. the applicant is suitable for registration. In this regard, BD will take into account any criminal record in respect of any offence under the laws of Hong Kong relating to the carrying out of any building works and any disciplinary order made against the applicant.



 Working experience and involvement in relevant minor works items, where required, should be substantiated by the following means:

1. endorsement from the employer/building owners of the project;
2. endorsement from an authorized person, registered structural engineer, registered geotechnical engineer, registered inspector, government architect/engineer/surveyor, registered architect/professional engineer/professional surveyor, registered contractor of the work project;
3. other documentary justifications, e.g. specified forms under the BO, client's certificate on completion of works or payment certificate, contract documents, accepted works orders and quotation documents;
4. endorsement from recognised trade associations and labour unions; or
5. statutory declaration in the presence of a Justice of the Peace or a lawyer, or a declaration under oath in front of a specially assigned officer of the BD. However, the upper limit of experience by the means of statutory declaration by the applicant is 2 years.



Application Procedures

-  Applicants should submit the following documents to BD for consideration:
1. a duly completed specified form specifying one or more Class III minor works items under application;
 2. supporting documents on qualifications and experience;
 3. declarations in BD standard form which cover exhaustively the fatal incident/conviction/disciplinary records of the applicant within 3 years prior to his application;
 4. a copy of a certificate of completing a recognised training course on Class III minor works;
 5. a copy of a valid Construction Industry Safety Training Certificate (i.e. Green Card); and
 6. the prescribed application fee.
-  Duly completed application forms and supporting documents should be submitted by e-submission, mail or in person to BD at G/F, BD Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon. Application forms can be obtained at the same address or from BD Website: www.bd.gov.hk
-  Applicants are reminded to include all eligible minor works items in their applications. Subsequent request for additional minor works items after the registration should be made under separate application with payment of the relevant prescribed fee.
-  Registration is valid for 3 years and is renewable.



Processing of Applications

-  For valid applications, BD will notify the applicant of the result within 3 months from receiving the application.
-  For applications with outstanding supporting documents/required information:
1. BD will notify the applicant of the outstanding documents/information within 3 months from receiving the application, and require the applicant to submit the outstanding documents/information within 3 months from the date of the notification letter.
 2. BD will notify the applicant of the application result within 3 months from the date of receipt of the outstanding documents/information, or the due date of submission of the outstanding documents/information if they are not received.



Mandatory Training Course

-  The mandatory training course is a short course of about 7 hours. The purpose of the training course is to enable workers to familiarise with both the statutory and administrative requirements for carrying out Class III minor works and to enhance their knowledge on construction safety.
-  Enquiries of enrolment, such as the course dates, venues and fees, can be made directly to the following recognised training institutes:

1. Hong Kong Institute of Construction

Enquiry no.: 2100 9000

Website: www.hkic.edu.hk

2. Hong Kong Institute of Vocational Education (Tsing Yi)

Enquiry no.: 2435 9423

Website: edit.vtc.edu.hk



Reference

Buildings Department Website:



www.bd.gov.hk

Registration Guide:



Mobile Application: **Quick Guide for Minor Works**



Enquiries

Please contact BD by the following means:

Address: G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.

E-mail: enquiry@bd.gov.hk

Hotline: 2626 1616 (Handled by "1823")

