公營房屋樓宇管制組

Public Housing

Building Control Section

表格 Form

MW03(A)

第 II 級別小型工程展開通知書

Notice of Commencement of Class II Minor Works

- **本表格及所有證明文件最遲須在展開工程 7 天前呈交。**
- 請以正楷填寫，並在適當方格內加上『√』號。填寫前，請細閱《注意事項》。
- **Submit this form and all supporting document(s) not less than 7 days before the commencement of works.**
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

致公營房屋樓宇管制組
To Public Housing Building Control Section

甲部 Part A 獲委任訂明註冊承建商的委任通知 Notice of Appointment of the Appointed Prescribed Registered Contractor

由安排進行小型工程的人填寫
To be completed by the person who arranged for the minor works to be carried out

僅供職員使用 For official use only

小型工程呈交編號 Minor Works Submission Number	
檢核計劃呈交編號 Validation Scheme Submission Number	

1 擬進行小型工程的位置或地址 Location or Address of the Proposed Minor Works to be Carried Out

區域 Area	☐ 香港 Hong Kong ☐ 九龍 Kowloon ☐ 新界 New Territories		
地區 District			
街道/鄉 Street/Village		街道號碼 Street No.	
大廈/屋苑 Building/Estate			
樓層 Floor		單位/室 Flat/Room	

徵收差餉及/或地租通知書左上角的帳目編號
(可選擇提供)
The Account Number printed on the top left-hand corner of the Demand for Rates and/or Government Rent (Optional)

ⓘ 為方便確定工程位置或地址
For easy identification of location or address of works

2 擬進行的小型工程的詳情 Details of the Proposed Minor Works to be Carried Out

小型工程項目 Minor Works Item	工程描述 Description of Works (包括性質、位置和數量 Including the nature, location and quantity)

☐ 上址工程是根據《建築物條例》第39C條進行， 以改動或鞏固家居小型工程檢核計劃及小型適意設施檢核計 劃下的訂明建築物或建築工程（違例招牌除外）。
The above works are alteration/ strengthening works necessary for validation of prescribed building or building works (other than unauthorized signboards) under Household Minor Works Validation Scheme and Minor Amenity Feature Validation Scheme in accordance with section 39C of the Buildings Ordinance.

☐ 另加附加頁 Additional ☐ 張 Pages

ⓘ 如空位不敷應用，請另加紙張填寫並在每頁加簽，註明日期及蓋上公司印鑑(如適用)
If space is insufficient, please attach additional sheet(s) which must be signed, dated and affixed with company seal (if applicable)

3 獲委任訂明註冊承建商的資料 Particulars of the Appointed Prescribed Registered Contractor

本人/我們已就本部所述工程委任下述的訂明註冊承建商。
I/we have appointed the prescribed registered contractor as below.

訂明註冊承建商名稱(中文)* Name of Prescribed Registered Contractor (Chinese)*

訂明註冊承建商名稱(英文)* Name of Prescribed Registered Contractor (English)*

註冊證明書編號* Certificate of Registration Number*

* 根據屋宇署註冊記錄
(In accordance with the registration record in Buildings Department)

^ 刪去不適用者(Delete as appropriate)

(如適用)(if applicable)

\+ For explanatory note on signing capacity, refer to Appendix B of Instruction 04

4 安排進行小型工程人士的詳情 Particulars of the Person Who Arranged for the Minor Works to be Carried Out

中文名稱 Name in Chinese　ⓘ 姓氏先行 Surname first

英文名稱 Name in English　ⓘ 姓氏先行 Surname first

身份証明 (任擇其一) Identification (Choose one)

☐ 香港身份證號碼: HKID No.: (　)

☐ 商業登記號碼: Business Registration No.:

☐ 護照號碼: Passport No.:
　簽發國家: Country of Issue:

☐ 其他 (請註明) : Others (Please specify):
　號碼: No.:

聯絡電話 Contact Tel. No.

傳真號碼 Fax No.

電郵地址 E-mail Address

通訊地址 Correspondence Address

☐ 與甲 1 部份地址相同 Same address as in Part A1 → 不用填寫地址 Skip the address

區域 Area	☐ 香港 Hong Kong	☐ 九龍 Kowloon	☐ 新界 New Territories	
地區 District				
街道/鄉 Street/Village			街道號碼 Street No.	
大廈/屋苑 Building/Estate				
樓層 Floor		單位/室 Flat/Room		

本人/我們已閱讀並同意於《注意事項》內所列之條款。
I/we have read and hereby agree the terms and conditions as stated in the "Matters to Note" section.

安排進行小型工程的人簽署及 (如適用) 蓋上公司印鑑
Signature of the person who arranged for the minor works to be carried out & (if applicable) affixed with company seal

任何失實核證或聲明可引致法律行動。##
Any false certification or declaration may be subject to legal action.##

日期 Date
日 dd　月 mm　年 yyyy

乙部　訂明註冊承建商的委任確認書
Part B　Confirmation of Appointment by the Prescribed Registered Contractor

由已獲委任的訂明註冊承建商填寫
To be completed by the appointed prescribed registered contractor

訂明註冊承建商名稱 Name of the Prescribed Registered Contractor

中文名稱* Name in Chinese*

英文名稱* Name in English*

早前相關的小型工程呈交編號（如適用）
Previously Related Minor Works Submission Number (if any)

MWHD

只適用於早前已獲分配相關呈交編號的文件而**不能**繼續處理時
Only applicable where the previous submission with Minor Works Submission Number assigned but cannot be further processed

工程展開日期 Date of Commencement of the Works

日 dd　月 mm　年 yyyy

我們，根據《建築物（小型工程）規例》第 33 條及第 37 條的規定，

1. 確認我們已獲委任為**甲部**所述工程的訂明註冊承建商；
2. 確認**甲部**所述工程將於上述日期展開；
3. 現呈交顯示**甲部**所述工程的訂明圖則及詳圖，和處所實際狀況的照片；
4. 確認在本部呈交的訂明圖則及詳圖，均由我們製備和簽署 (作為已簽署有關圖則的人，我們同意為該等圖則符合《建築物條例》及規例要求);
5. 當**甲部**所述工程包括對任何建築物進行修葺、改動或加建時，已核證以下事宜：在檢查該建築物後，我們認為該建築物有能力承受因**第 II 級別**小型工程而可能有所增加或在任何方面有所改動的荷載及應力；及
6. 當**甲部**所述工程涉及豎設招牌時，確認有關招牌是為某人而豎設的人士已在**丙部**提供**公營房屋樓宇管制組**所要求的詳情。

We, in accordance with the provisions of sections 33 and 37 of the Building (Minor Works) Regulation,

1. confirm that we have been appointed as the prescribed registered contractor of the works detailed in **Part A**;
2. confirm that the works detailed in **Part A** are to be commenced on the above date;
3. submit herewith the prescribed plans and details of the works detailed in **Part A**, and the photographs showing the physical condition of the premises where the minor works detailed in **Part A** are to be carried out;
4. confirm that the prescribed plans and details submitted under this part, have been prepared and signed by me (as the person who has signed the plans, we agree to comply with the requirements of the Buildings Ordinance and Regulations regarding the plan) ;
5. where the works detailed in **Part A** comprise repairs, alterations or additions to any building, certify that, after inspecting the building, we are of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the **Class II** minor works; and
6. where the works detailed in **Part A** involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Public Housing Building Control Section in **Part C**.

我們，根據《註冊承建商作業備考85》的規定，確認甲部所述工程
We, in accordance with the Practice Note for Registered Contractors 85, confirm that the works detailed in Part A

☐ 不涉及三層或以上連續樓層的棚架@
Do not involve scaffolding@ involving three or more consecutive storeys.

☐ 涉及三層或以上連續樓層的棚架@
Involve scaffolding@involving three or more consecutive storeys.

我們確認，若涉及上述棚架，已遵循《註冊承建商作業備考 85》規定的程序，以確保使用的防護物料符合所需阻燃效能標準。
We confirm that, if the above scaffolding is involved, the procedures stipulated in the Practice Note for Registered Contractors 85 have been followed to ensure the protective materials comply with the required fire retardant performance standards.

獲授權簽署人姓名(中文)* Name of the Authorized Signatory (Chinese)*

註冊證明書編號* Certificate of Registration Number*

獲授權簽署人姓名(英文)* Name of the Authorized Signatory (English)*

註冊屆滿日期* Date of Expiry of Registration*

日 dd　月 mm　年 yyyy

聯絡電話 Contact Tel. No.

傳真號碼* Fax No.*

電郵地址 E-mail Address

訂明註冊承建商簽署 (獲授權簽署人) *
Signature of the Prescribed Registered Contractor (Authorized Signatory)*

任何失實核證或聲明可引致法律行動。##
Any false certification or declaration may be subject to legal action.##

日期 Date

日 dd　月 mm　年 yyyy

@ 包括覆蓋樓層的整個立面（即使只覆蓋樓宇的單一立面也包括在內），以及覆蓋整幢樓宇內角或天井高度的棚架。涉及個別單位維修工程的懸空式棚架（俗稱吊棚或飛棚）不包括在內。

@ Including scaffolding covering the entire elevation of the concerned storeys (even if only one single elevation of the building is covered) and scaffolding covering the full height of a re-entrant or light well of the building. Truss-out scaffolding for repair works for individual units is excluded.

丙部　有關招牌是為某人而豎設的人士(即招牌擁有人)的詳情
Part C　Particulars of the Person for whom the Signboard is to be Erected (i.e. Signboard Owner)

由有關招牌擁有人填寫
To be completed by the signboard owner

如工程不涉及豎設招牌，則不用填寫
Skip this Part if the works do not involve erection of a signboard

中文名稱 Name in Chinese　　姓氏先行 Surname first

英文名稱 Name in English　　姓氏先行 Surname first

身份証明 (任擇其一) Identification (Choose one)

☐ 香港身份證號碼: HKID No.: (　)

☐ 商業登記號碼: Business Registration No.:

☐ 護照號碼: Passport No.:
　　簽發國家: Country of Issue:

☐ 其他 (請註明) : Others (Please specify):
　　號碼: No.:

聯絡電話 Contact Tel. No.　　傳真號碼 Fax No.

電郵地址 E-mail Address

通訊地址 Correspondence Address

☐ 與甲 1 部份地址相同 Same address as in Part A1 → 不用填寫地址 Skip the address

區域 Area　☐ 香港 Hong Kong　☐ 九龍 Kowloon　☐ 新界 New Territories

地區 District

街道/鄉 Street/Village　　街道號碼 Street No.

大廈/屋苑 Building/Estate

樓層 Floor　　單位/室 Flat/Room

有關招牌擁有人簽署及 (如適用) 蓋上公司印鑑
Signature of the signboard owner & (if applicable) affixed with company seal

日期 Date
日 dd　月 mm　年 yyyy

任何失實核證或聲明可引致法律行動。##
Any false certification or declaration may be subject to legal action.##

丁部　當進行的工程可能涉及公用地方時，相關物業管理公司的詳情
Part D　Particulars of the Corresponding Property Management Company where the Works to be Carried Out May Involve Common Parts

由已獲委任的訂明註冊承建商填寫
To be completed by the appointed prescribed registered contractor

如工程不涉及公用地方，則不用填寫
Skip this Part if works do not involve common parts

業主立案法團或物業管理公司名稱
Name of Owners' Corporations or Property Management Company

通訊地址 Correspondence Address

區域 Area　☐ 香港 Hong Kong　☐ 九龍 Kowloon　☐ 新界 New Territories

地區 District

街道/鄉 Street/Village　　街道號碼 Street No.

大廈/屋苑 Building/Estate

樓層 Floor　　單位/室 Flat/Room

聯絡電話 Contact Tel. No.　　傳真號碼 Fax No.

電郵地址 E-mail Address

注意事項

任何人如作出虛假聲明或就重要事項作出失實陳述即屬觸犯刑事罪行， 可能會被檢控。

1.若有關小型工程涉及在樓宇公用地方進行建築工程，訂明註冊承建商應留意有關樓宇租約中的相關條文，並於展開工程前通知有關樓宇的物業管理處。

2. 在可行的情況下，訂明註冊承建商應在工程所處地點或其附近的顯眼位置張貼通告，以便其他可能受影響的佔用人能及早知悉有關工程。

3. 在檢核計劃下，進行檢查、改動或鞏固工程(如適用)前，安排進行該檢查或該工程的人應先取得該違例構築物的擁有人或有關物業管理處的同意。

4. 訂明註冊承建商應採取合適的措施，以確保妥善處置有關的建築廢料。

5. 為減少招牌燈光引至的光污染及減低其能源消耗，認可人士及申請人須參考由環境局、環境保護署及機電工程署聯合發出的《戶外燈光裝置業界良好作業指引》。

6. 你須確保政府在使用或徜有你所呈交的文件時不會侵犯任何人的知識產權; 如有關文件包含屬於第三者的知識產權資料，你須確保已獲得所有必須的許可證。如有侵犯任何第三者的知識產權，你須承擔政府可能蒙受的任何損失或損害。就版權事宜的細則，你可參考《版權條例》的條文。

7. 就涉及窗戶的小型工程，請確保該窗戶在開工前已按照強制驗窗計劃相關的作業守則進行訂明檢驗，並在完工後使該窗戶變得安全。

Matters to Note

Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.

1. If the minor works involve building works in the common parts of a building, the prescribed registered contractor is advised to pay attention to the relevant conditions in the Tenancy Agreement of the subject building and notify the property management office before commencement of the works.

2. As far as practicable, the prescribed registered contractor is advised to post a notice at a conspicuous place at or near the location of the proposed works in order to notify other potentially affected occupants the works in advance.

3. Under the validation schemes, the person who arranged for inspection, alteration or strengthening works to be carried out is advised to seek necessary agreement from the owner(s) of the unauthorised structure or the property management office concerned before the inspection or works to be carried out (if any).

4. Prescribed registered contractor shall take appropriate measures to ensure construction wastes are disposed of properly.

5. To minimise light pollution and reduce energy consumption arising from the lighting of the signboards, the AP and the applicant are advised to make reference to the Guidelines on Industry Best Practices for External Lighting Installations jointly issued by the Environment Bureau (ENB), Environmental Protection Department and Electrical and Mechanical Services Department.

6. You are required to ensure that the Government's use or possession of your submitted documents will not infringe the intellectual property rights of any person and that where the documents contain materials of which the intellectual property rights belong to a third party, all the necessary licences have been obtained. You are also liable for any loss or damage that the Government may suffer in case of any infringement of the intellectual property rights of any third party. For details of copyright issue, you can make reference to the provisions of the Copyright Ordinance.

7. For window-related minor works, please ensure that prescribed inspection has been carried out to such window(s) in accordance with the relevant code of practice on Mandatory Window Inspection Scheme before the commencement of the works and the window(s) have been rendered safe after the works.

甲. 個人資料

收集的目的

1. 公營房屋樓宇管制組會使用透過本表格所獲得的個人資料作下列用途： (a) 處理你在本表格中所呈交的文件的相關事務；
(b) 處理有關上述小型工程的相關事務；及
(c) 方便公營房屋樓宇管制組與你聯絡。

2. 你必須提供本表格所要求的個人資料 。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，或甚至導致無法處理你的申請。

獲轉交資料的部門/人士

3. 為保障個人資料，請確保所呈交的文件並不包含任何與《建築物條例》所述的事宜無關的個人資料。就私穩事宜的細則，你可參考《個人資料(私穩)條例》的條文。

4. 本組可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上述第 1 段所列的用途。

索閱個人資料

5. 根據《個人資料（私隱）條例》，你有權查閱及改正你所提交的個人資料。公營房屋樓宇管制組有權就有關資料索閱的要求收取合理費用。如要求查閱 及改 正你的個人資料，請與公營房屋樓宇管制組聯絡。

A. Personal Data

Purposes of Collection

1. The personal data provided by means of this form will be used by the Public Housing Building Control Section for the following purposes:
(a) activities relating to the processing of your submission in this form;
(b) activities relating to the above minor works; and
(c) facilitating communication between the Public Housing Building Control Section and yourself.

2. It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

Classes of Transferees

3. For the reason of personal data protection, please ensure that your submitted documents do not contain any personal data not required under the Buildings Ordinance. For details of privacy issue, you can make reference to the provisions of the Personal Data (Privacy) Ordinance.

4. The personal data you provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

Access to Personal Data

5. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Public Housing Building Control Section 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 Public Housing Building Control Section.

乙. 填寫表格

1. 請填妥表格載列所有有關的部分，並在表格上簽署。請附上所有證明文件，包括**訂明圖則及詳圖及顯示工程處所在工程前實際狀況的照片等**。

2. 所提供的資料如有不全或錯誤，**公營房屋樓宇管制組**將不能處理呈交的文件。

3. 所有根據簡化規定呈交的文件，都會隨機抽取進行審核，以確保該工程已按照《建築物條例》及其規例和呈交的訂明圖則及詳圖進行。

4. 如對本表格有任何疑問，請與**公營房屋樓宇管制組**聯絡。

B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose all supporting documents, including **prescribed plans and details of the works, and photographs showing the physical condition of the premises before the commencement of works, etc**.

2. If incomplete or erroneous information is provided in the form, the Public Housing Building Control Section may not be able to process the submission.

3. All documents submitted under the simplified requirements will be randomly selected for audit check, with a view to ensuring that the works have been carried out in accordance with the Buildings Ordinance and regulations and the submitted prescribed plans and details.

4. Enquiries regarding this form should be addressed to the Public Housing Building Control Section.

丙. 呈交方法

1. **郵寄/親身呈交** - 本表格連同有關文件應郵寄或親身呈交至九龍黃大仙龍翔道 138 號龍翔辦公大樓 8 樓**公營房屋樓宇管制組**。

2. **電子呈交** - 網上表格可經由以下網址填寫及呈交。有關申請全部必須附上數碼證書認證
https://www.hb.gov.hk/phbcs/tc/FormsMWCS/index.html

C. Submission Methods

1. **By Post / In Person** – This form together with the relevant documents shall be posted to or submitted in person to Public Housing Building Control Section, 8/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon.

2. **Through e-Submission** – This form can be submitted electronically by filling the e-form from the following website, all with identity authenticated by your digital certificates.
https://www.hb.gov.hk/phbcs/eng/FormsMWCS/index.html

丁. 聯絡資料

公營房屋樓宇管制組

地址：香港九龍黃大仙龍翔道 138 號龍翔辦公大樓 8 樓

電話：3162-0310　　傳真：3162-3442

電郵：team8@hd.gov.hk

D. Contact Details

Public Housing Building Control Section

Address：8/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon.

Tel No. 3162-0310　　Fax No. 3162-3442

Email: team8@hd.gov.hk

MW03(A) 擬進行的小型工程的詳情的附加頁
Additional Page of Details of the Proposed Minor Works to be Carried Out for MW03(A)

附加頁 Additional Page No. ____

小型工程項目 **Minor Works Item**	**工程描述** **Description of Works** (包括性質、位置和數量 Including the nature, location and quantity)

安排進行小型工程的人簽署及 (如適用) 蓋上公司印鑑
Signature of the person who arranged for the minor works to be carried out & (if applicable) affixed with company seal

任何失實核證或聲明可引致法律行動。##
Any false certification or declaration may be subject to legal action.##

日期 Date

日 dd 月 mm 年 yyyy