公營房屋樓宇管制組

Public Housing

Building Control Section

表格 Form

MW06-3(A)

檢查及核證訂明建築物或建築工程通知書及相關的第 III 級別小型工程改動/鞏固工程的完工證明書 (家居小型工程檢核計劃或小型適意設施檢核計劃)

Notice of Inspection & 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)

- 本表格及所有證明文件最遲須在完成訂明建築物或建築工程的檢查後 14 天內呈交。
- 如涉及改動或鞏固工程，亦須在該工程完成後 14 天內呈交。
- 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) within 14 days after the completion of the inspection of the prescribed building or building works.**
- **If alternation or strengthening works are involved, submit this form and all supporting document(s) within 14 days after the completion of such works.**
- **Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.**

僅供職員使用 For official use only	
檢核計劃呈交編號 Validation Scheme Submission Number	

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

甲部 Part A 安排進行檢查的人 (同時為安排進行改動或鞏固工程的人（如適用）) 的通知 Notice of the Person who Arranged for the Inspection (Also the Person who Arranged for the Alteration or Strengthening Works to be Carried Out if applicable)

由安排進行檢查的人（同時為安排進行改動或鞏固工程的人（如適用）填寫
To be completed by the person who arranged for the inspection
(Also the the Person who Arranged for the Alteration or Strengthening Works to be Carried Out if applicable)

1 訂明建築物或建築工程的位置及所在地址 Location or Address of the Prescribed Building or Building Works

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

* 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

2 經檢查的訂明建築物或建築工程的詳細資料
Details of the Prescribed Building or Building Works

下述工程項目應為《建築物(小型工程)規例》附表 3 第 2 規定的訂明建築物或建築工程項目，並已在 **2010 年 12 月 31 日** 前已完成或進行。
The following works items should be the prescribed building or building works items as stipulated in Part 2 of Schedule 3 of the Building (Minor Works) Regulation and have been completed or carried out before **31 December 2010**.

2010 年 12 月 31 日前完成或進行的訂明建築物或建築工程項 Prescribed building or building works completed or carried out before 31 December 2020		**A 欄** 已檢查而不須改動或鞏固的訂明建築物或建築工程數目 **Column A** Number of inspected prescribed building or building works which do not require alteration or strengthening	**B 欄** 已檢查而須改動或鞏固的訂明建築物或建築工程數目^ **Column B** Number of inspected prescribed building or building works which require alteration or strengthening^
項目編號 Item No.	描述 Description		
1	地面或平板（不包括懸臂式平板）上的，用於支承空調機、冷卻水塔或任何相關空氣管道的構築物 Supporting structure for an air-conditioning unit, water cooling tower or any associated air ducts located on-grade or on a slab (other than a cantilevered slab)		(3.34)
2	自建築物外牆伸出的，用於支承空調機或任何相關空氣管道的金屬支架 Metal supporting frame for an air-conditioning unit or any associated air ducts projecting from the external wall of a building		(3.35)
3	自建築物外牆伸出的晾衣架 Drying rack projecting from the external wall of a building		(3.36)
4	自建築物外牆伸出的簷篷 Canopy projecting from the external wall of a building		(3.37) (3.38)

^ 以下括號內數字為該改動或鞏固工程的相關小型工程項目，請於丙部提供其工程的描述。
The minor works item corresponding to the alteration or strengthening works is bracketed below. Descriptions of works should be provided in Part C.

下述工程項目應為《建築物(小型工程)規例》附表 3 第 4 規定的訂明建築物或建築工程項目，並已在 **2020 年 9 月 1 日** 前已完成或進行。
The following works items should be the prescribed building or building works items as stipulated in Part 4 of Schedule 3 of the Building (Minor Works) Regulation and have been completed or carried out before **1 September 2020**.

2020 年 9 月 1 日前完成或進行的訂明建築物或建築工程項 Prescribed building or building works completed or carried out before 1 September 2020		**A 欄** 已檢查而不須改動或鞏固的訂明建築物或建築工程數目 **Column A** Number of inspected prescribed building or building works which do not require alteration or strengthening	**B 欄** 已檢查而須改動或鞏固的訂明建築物或建築工程數目^ **Column B** Number of inspected prescribed building or building works which require alteration or strengthening^
項目編號 Item No.	描述 Description		
2	在地面或建築物屋頂（不包括懸臂式平板及非開放屋頂）上用於支承屋宇裝備裝置的構築物或該等裝置的金屬箱 Supporting structure or metal casing for a building services installation on-grade or on a roof (other than a cantilevered slab and an inaccessible roof) of a building		(3.50)
4(b)	自建築物外牆伸出用於支承空調機的支架 Supporting frame for an air-conditioning unit projecting from an external wall of a building		(3.27)
5(b)	自建築物外牆伸出用於支承照明裝置的支架 Supporting frame for a light fitting projecting from an external wall of a building		(3.27)
7	在建築物屋頂上的實心圍牆 Solid fence wall on a roof of a building		(3.55)
9(b)	在建築物屋頂上的網欄或金屬欄杆（不論其靠地部分是否實心圍牆） Mesh fence or metal railing (with or without a solid fence wall on its lower part) on a roof of a building		(3.56)
13(b)	在建築物屋頂上的支柱 Pole on a roof of a building		(3.54)
14(c)	圍牆的金屬閘 Metal gate at a fence wall		(3.13)
16	自建築物外牆伸出的簷篷 Canopy projecting from an external wall of a building		(3.25)
20(b)	在地面或建築物屋頂上的室外金屬通風管道或與室外金屬通風管道相關的承托支架 External metal ventilation duct or supporting frame associated with an external metal ventilation duct on-grade or on a roof of a building		(3.47)
21	室外金屬通風管道或與室外金屬通風管道相關的承托支架 External metal ventilation duct or supporting frame associated with an external metal ventilation duct		(3.48)

^ 以下括號內數字為該改動或鞏固工程的相關小型工程項目，請於丙部提供其工程的描述。
The minor works item corresponding to the alteration or strengthening works is bracketed above. Descriptions of works should be provided in Part C.

3 安排進行檢查的人（同時為安排進行改動成鞏固工程的(如適用)）的資料及聲明
Particulars and Declaration by the Person who Arranged for the Inspection (Also the Person who Arranged for the Alteration or Strengthening Works to be Carried Out if applicable)

a. 在**甲 2** 部描述的訂明建築物或建築工程由本人 / 我們安排進行檢查。
I/we am/are the person who arranged for inspection to the prescribed building or building works stated in **Part A2**.

b. 本人 / 我們已委任**乙部及丙部**所述的訂明建築專業人士 / 訂明註冊承建商就有關訂明建築物或建築工程進行檢查。
I/we confirm that the prescribed building professionals / prescribed registered contractor stated in **Part B and Part C** have been appointed to inspect the prescribed building or building works.

c. 本人 / 我們同時作為安排進行在丙2部所述的改動或鞏固工程（如有）的人，本人 / 我們已委任**丙部**所述的人士，作為該工程（如有）的訂明註冊承建商。
I/we am/are also the person who arranged for the alteration or strengthening works stated in Part C2 (if any). I/we have appointed the prescribed registered contractor stated in **Part C** for the works (if any).

中文名稱* Name in Chinese* ⓘ 姓氏先行 Surname first, if any

英文名稱* Name in English* ⓘ 姓氏先行 Surname first, if any

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		

聯絡電話 Contact Tel. No.

傳真號碼* Fax No.

電郵地址 E-mail Address

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 specific)

號碼: No.:

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.

安排進行檢查的人（同的為安排進行改動及鞏固工程的人(如適用)）簽署及 (如適用) 蓋上公司印鑑
Signature of the person who arranged for the inspection (also the person who arranged for the alteration and strengthening works to be carried out if applicable) & (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.##

4 安業主立案法團的資料（如有）
Details of Owners' Corporations (if any)

ⓘ 如上述訂明建築物或建築工程並非位於大廈的公用部份，則不用填寫此部
Skip this Part if the above prescribed building or building works was not erected at common parts of the building

登記地址 Registered 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		

☐ 大廈已成立業主立案法團 Owners' Corporation formed

電郵地址 E-mail Address

乙部 認可人士 / 房屋署總專業人士的證明書、註冊結構工程師 / 房屋署總結構工程師的證明書或註冊檢驗人員
Part B Certification by the Authorized Person / Chief Professional in Housing Department, Registered Structural Engineer / Chief Structural Engineer in Housing Department or Registered Inspector

由已獲委任的認可人士或房屋署總專業人士、註冊結構工程師 / 房屋署總結構工程師或註冊檢驗人員填寫
To be completed by the appointed authorized person / chief professional in Housing Department, registered structural engineer / chief structural engineer in Housing Department or registered inspector

ⓘ 如委任訂明註冊承建商檢查有關訂明建築物或建築工程，則不用填寫此部
Skip this Part if a prescribed registered contractor has been appointed for the inspection of the prescribed building or building works

a. 本人確認已獲委任為檢查 **甲2部** 所述的訂明建築物或建築工程的獲委任人。
I confirm that I have been appointed for the inspection of the prescribed building or building works stated in **Part A2**.

b. 本人確認上述檢查亦已於下列日期進行 。
I confirm that the above-mentioned inspection had been carried out on the date stated below.

檢查進行日期 Date of Inspection

日 dd 月 mm 年 yyyy

早前相關的檢核計劃呈交編號（如適用）
Previously Related Validation Scheme Submission Number (if any)

VS

ⓘ 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

☐ 本人核證：本人認為甲2部 **A欄** 所述訂明建築物或建築工程的結構上是安全的及符合《建築物條例》（第123章）。
I certify that the prescribed building or building works stated in **Column A** of Part A2 are structurally safe in my opinion and comply with the Buildings Ordinance (Cap. 123).

☐ 就甲2部 **B欄** 所述訂明建築物或建築工程而言，本人認為有需要根據《建築物條例》進行小型工程，以改動、糾正或鞏固有關訂明建築物或建築工程。由於有關改動或鞏固工程已於乙2部所述的日期完成，本人核證：本人認為甲2部 **B欄** 所述訂明建築物或建築工程在結構上是安全的，及符合《建築物條例》（第123章）的規定 。
For the prescribed building or building works stated in **Column B** of Part A2, it is necessary, in my opinion, to carry out minor works to alter, rectify or strengthen the prescribed building or building works under the Buildings Ordinance. As the alteration or strengthening works had been completed on the date stated in Part B2, I certify that the prescribed building or building works stated in Column B of Part A2 are structurally safe in my opinion and comply with the Buildings Ordinance (Cap. 123).

中文姓名* Name in Chinese ⓘ 姓氏先行 Surname first, if any

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

英文姓名* Name in English* ⓘ 姓氏先行 Surname first, if any

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

認可人士或房屋署總專業人士、註冊結構工程師 / 房屋署總結構工程師或註冊檢驗人員+^簽署*
Signature of the Authorized Person / Chief Professional in Housing Department, Registered Structural Engineer / Chief Structural Engineer in Housing Department or Registered Inspector +^*

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

丙部　訂明註冊承建商的委任確認書、完工通知及證明書
Part C　Certification 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

1 在檢核計劃下的檢查證明書 Certification of inspection under validation scheme

ⓘ 如沒有委任訂明註冊承建商進行進行檢查，則不用填寫此部
Skip this Part if no prescribed registered contractor appoir for the inspection

a. 本人確認已獲委任為檢查 **甲2部** 所述的訂明建築物或建築工程的獲委任人。
I confirm that I have been appointed for the inspection of the prescribed building or building works stated in **Part A2**.

b. 本人確認上述檢查亦已於下列日期進行 。
I confirm that the above-mentioned inspection had been carried out on the date stated below.

檢查進行日期 Date of Inspection

日 dd　月 mm　　年 yyyy

早前相關的檢核計劃呈交編號 (如適用)
Previously Related Validation Scheme Submission Number (if any)

VS

ⓘ 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

☐ 本人 / 我們核證：本人 / 我們認為甲2部 A欄 所述的訂明建築物或建築工程的結構上是安全的及符合《建築物條例》(第123章)。
I/We certify that the prescribed building or building works stated in **Column A** of Part A2 are structurally safe in my/our opinion and comply with the Buildings Ordinance (Cap. 123)

☐ 就甲2部 B欄 所述訂明建築物或建築工程而言，本人 / 我們認為有需要根據《建築物條例》進行小型工程，以改動、糾正或鞏固有關訂明建築物或建築工程。由於有關改動或鞏固工程已於丙2部所述的日期完成，本人 / 我們核證：本人 / 我們認為甲2部 **B欄** 所述訂明建築物或建築工程在結構上是安全的，及符合《建築物條例》(第123章)。
For the prescribed building or building works stated in **Column B** of Part A2, it is necessary, in our opinion, to carry out minor works to alter, rectify or strengthen the prescribed building or building works under the Buildings Ordinance. As the alteration or strengthening works had been completed on the date stated in Part B2, we certify that the prescribed building or building works stated in Column B of Part A2 are structurally safe in our opinion and comply with the Buildings Ordinance (Cap. 123).

2 改動或鞏固工程的證明書 Certificate of Alteration or Strengthening Works

ⓘ 如不涉及改動或鞏固工程，則不用填寫此部
Skip this Part if no alteration or strengthening works involved

第 III 級別改動或鞏固工程展開日期 (如適用)
Date of Completion of Class II Alteration or Strengthening Works (if applicable)

日 dd　月 mm　　年 yyyy

第 III 級別改動或鞏固工程完成日期 (如適用)
Date of Completion of Class II Alteration or Strengthening Works (if applicable)

日 dd　月 mm　　年 yyyy

小型工程項目 Minor Works Item	**工程的描述 (包括性質、位置及數量) Description of Class III Alteration or Strengthening Works (Including the nature, location and quantity)**

就上述涉及第III級別小型工程的改動或鞏固工程，本人 / 我們現，

1. 確認本人 / 我們已獲委任為該工程的訂明註冊承建商；
2. 確認該工程已分別於上述日期展開並完成；
3. 現呈交顯示有關的處所在緊接該工程展開前及完工後的實際狀況的照片，及顯示已完成工程的圖則或工程描述；
4. 核證該工程，已按照《建築物條例》及於本部所呈交的圖則或工程描述進行，（如適用）而該些圖則均由，本人 / 我們製備和簽署（作為已簽署有關圖則的人，本人 / 我們同意為該等圖則負起《建築物條例》下的所有責任）；及
5. 本人屬於根據《建築物（小型工程）規例》第 11 條註冊的小型工程承建商【亦即註冊小型工程承建商（個人）】時，核證甲部所述工程已由本人親自進行。

For the above-mentioned alteration or strengthening works involving Class III minor works, I/we,

1. confirm that I/we have been appointed as the prescribed registered contractor of the works;
2. confirm that the works had been commenced and completed on the above dates respectively;
3. submit herewith the photographs showing the physical condition of the premises immediately before the commencement and after the completion of the works, and the plans or description of works showing the works as completed;
4. certify that all the works, have been carried out in accordance with the Buildings Ordinance and the plans or description of works submitted in this Part; and the said plans have been prepared and signed by me/us (as the person who has signed the plans, I/we agree to assume all responsibilities under the Buildings Ordinance regarding the plans) (if applicable); and
5. where I am a contractor registered under section 11 of the Building (Minor Works) Regulation [also known as Registered Minor Works Contractor (Individual)], certify that I have personally carried out the works.

承建商名稱 (中文)* Name of Contractor (Chinese)* ⓘ姓氏先行 Surname first

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

承建商名稱(英文)* Name of Contractor (English)* ⓘ姓氏先行 Surname first

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

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

/

聯絡電話 Contact Tel. No. 傳真號碼* Fax No.*

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

日 dd 月 mm 年 yyyy

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

電郵地址 E-mail Address

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

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. 於進行檢查、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。

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. 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。

4. 被檢核的訂明建築物或建築工程如位於大廈的公用部份，安排進行檢查的人應先與物業管理處商討使用公用部份的權利，特別是在展開鞏固工程(如涉及)前，並遵守樓宇租約所訂定的責任。這責任包括（但不限於）第三者責任保險的安排。在未有得到物業管理處同意的情況下於大廈的公用部分進行工程，則有可能違反樓宇租約，並有可能會遭受民事起訴及須負上民事法律責任。

5. 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。

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。

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. 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).

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. 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.

4. If the validation involves prescribed building or building works erected at common parts of the building, the person who arranged for the inspection should liaise with the property management office regarding the right of use of these common parts, especially before the commencement of strengthening works (if any), and to observe all obligations as stipulated in the Tenancy Agreement of the building. The obligations include but are not limited to the arrangement of third-party liability insurance. Without obtaining the consent of the property management office for carrying out of works at common parts of the building, the person who arranged for the inspection may be in breach of the Tenancy Agreement of the building and liable to civil proceedings and bearing of civil liabilities.

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

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.

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。請附上如以下戊項所列的證明文件。

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. Relevant parts of the form should be duly completed, and the form should be signed. Supporting documents as listed in Section E below, should be submitted
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 of 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

戊. 證明文件

安全檢查報告包括顯示該訂明建築物或建築工程的實體狀況的照片及描述。如隨表格夾附的安全檢查報告已提供顯示有關改動或鞏固工程完成後的照片（如適用），則無需另行夾附該改動或鞏固工程的完工照片。

E. Supporting Documents

Safety Inspection Report includes photos and description showing the physical condition of the prescribed building or building works. If photos showing site conditions after the completion of the relevant alteration or strengthening works (if any) were provided on the inspection report accompanied with the form, it is not necessary to provide the showing the works as completed.