**Appendix II**

**STANDARD REPORT**

**ON COMPLETED NEW TERRITORIES EXEMPTED HOUSE (NTEH)**

**Self-certification of Compliance (SCC)**

Lot No. in D.D. (the Lot)

VILLAGE:

**PART I: APPROVED DIMENSIONS**

**-- To be completed and certified by a registered professional (“RP”) *Note 1* as defined in the Buildings Ordinance (Cap. 123) *Note 2***

|  |  |
| --- | --- |
| 1. Date of Approval /Grant : One full land search register of the Lot including updated historical search at **Appendix** ( ) | 2. New Grant (NG) / Free Building Licence (FBL) / Building Licence (BL)\* No.: |
| 3. Registered area of the lot(s) : m2 at **Appendix** ( ) | 4. Date of expiry of Building Covenant (BC):  Date of BC fine settled\* : District Lands Office’s (DLO) receipt at **Appendix** ( )\* |
| 1. Certificate of Exemption (Cs of E)

for Building Works issued / Form B.A. 14 issued by BD | (yes/no\*) | at **Appendix** ( ) Dated: |
| for Site Formation Works issued / Form B.A. 14 issued by BD | (yes/no\*) | at **Appendix** ( ) Dated: |
| for Drainage Works issued. | (yes/no\*) | at **Appendix** ( ) Dated: |
| Sewerage connection to public sewers | (yes/no\*) |
| 6. Construction Completion Report (i.e. Form CE/4 or Form CE/5\*) submitted on : at **Appendix** ( ) |
| 7. Photos showing the completed NTEH at **Appendix** ( ) |
| \*8. | Planning permission is required. Town Planning Board’s (TPB) approval is valid till (date): . TPB’s requirements are completed as shown in the supporting documents at **Appendix ( )**. |
| 9. | Government rents are settled on : . Lands Department’s / Rating and Valuation Department’s receipt(s) are at **Appendix ( )**. |

|  |
| --- |
| 10. Sketch Plan for Completed NTEH (not to scale) |
| Floor plan(Party wall with adjacent lot, septic tank\* and soakage pit\* should be shown) | approved site |
| front view with dimensions | side view with dimensions |

***Note 1*** The term “registered professional” means

(i) a “registered geotechnical engineer” (“RGE”),

(ii) a “registered structural engineer” (“RSE”),

(iii) a “registered professional engineer” (“RPE”) in the discipline relevant to the matters he is certifying; or

(iv) an “authorized person” (“AP”),

as defined in the Buildings Ordinance (Cap. 123) (Note: “authorized person” is defined in section 2(1) of Cap.123 to mean a person whose name is on the authorized persons’ register kept under section 3(1) of Cap. 123 – (i) as an architect, (ii) as an engineer, or (iii) as a surveyor). To ensure impartial and independent checking, the RP appointed to prepare and submit the SCC should not be or affiliated with the person submitting the Construction Completion Report (i.e. Forms CE/4 and CE/5 at Appendix III).

***Note 2*** Please note that the RPs are required to take the as-built measurements of the completed NTEH and to complete all applicable items in the standard report prior to issuing Certificate of Compliance (CoC) / ‘No Objection to Occupy’ Letter (NoL) for all cases. CoC / NoL will not be issued if there is any non-compliance of conditions and requirements under the land document(s)/ approval letter.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Description***  | ***Maximum Permitted*** | ***As Built*** | ***Remarks*** |
| Length of Building | m | m |  |
| Width of Building | m | m |  |
| Roofed Over Area | sq.m | sq.m |  |
| Height of Building | m | m |  |
| No. of Storey |  |  |  |
| No. / Position of Balcony | No.: Side:  | No.:Side: |  |
| Projection of Balcony | m | 1/F m, 2/F m  |  |
| Height of Parapet / Railing on Balcony | m | 1/F m, 2/F m |  |
| Position of Canopy | Side: | Side: | Shape: |
| Projection of Canopy | m | m |  |
| Projection of Overhang | m | m |  |
| Projection of Air-conditioner Hood | m | m |  |
| Electricity Meter Box  | Length: mWidth: mProjection: m | Length: mWidth: mProjection: m |  |
| Height of Parapet on Roof  | m | m |  |
| Area of Stairhood | sq.m | sq.m |  |
| Height of Stairhood | m | m |  |
| Area of Water Tank  | sq.m | sq.m |  |
| Height of Water Tank | m | m |  |
| Thickness of Load-bearing Wall | RC / Brick\*(G/F) 175mm/340mm\*(1/F) 175mm/340mm\*(2/F) 175mm/340mm\* | (G/F) mm(1/F) mm (2/F) mm   |  |
| Thickness of Party Wall  | RC / Brick\*(G/F) 175mm/340mm\*(1/F) 175mm/225mm\*(2/F) 175mm/225mm\* | (G/F) mm(1/F) mm (2/F) mm   |  |
| Position of Septic Tank and Soakage Pit\* | Side: | Side: | Standard / ProPECC PN 1/23\* |
| Side Window  | Side: | Side: | Type: Sliding / Push\*DLO’s consent letter is at **Appendix** ( ). |

Occupation of adjoining government land (G.L.)? YES / NO\*. Photos of adjoining G.L. are at **Appendix** ( ).

NTEH occupied at the time of site inspection ***Note 3*** ? YES / NO / OCCUPIED BY WATCHMEN\*

Hatched Red Area in Condition / Special Condition\* No. of NG / FBL / BL\* is not obstructed and not interrupted. Photos of the Hatched Red Area are at **Appendix** ( ).

Structure (excluding boundary fence) on non-building area for FBL? YES / NO\*. Photos of non-building area are at **Appendix** ( ).

Modification/Waiver letter has been issued and registered at the Land Registry via **Appendix** ( ).

Compliance of other conditions and requirements attached to or forming part of the Cs of E, Offer Letter, Approval Letter and the lease / NG / FBL / BL). Please specify details:

*e.g. Condition No. 7 of FBL*

*Only front openings are permitted without DLO’s prior written consent. Photos are at* ***Appendix*** *( ).*

*e.g. Development Condition No. 21 of the Offer Letter*

*Rear openings and push-out type doors are not permitted. Photos are at* ***Appendix*** *( ).*

*\* Delete as appropriate*

**Site measurements conducted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and certified by**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of RP)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and HKID Number of RP)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(RP’s Registration Number)

***Note 3*** In general, not more than two watchmen are allowed to occupy the building prior to the issuance of CoC / NoL under the land document(s)/ approval letter.

**PART II: HOUSE SITING AND SITE FORMATION LEVEL**

**-- To be completed and certified by a registered professional (“RP”) *Note 1* as defined in the Buildings Ordinance (Cap. 123) *Note 2***

|  |
| --- |
| 1. NTEH Type: BL / FBL / NG / Rebuilding of House Lot\*

For BL, FBL or NG, check siting survey ***Note 4*** shall be carried out:-* House siting checked on and found in order.
* Check Siting Plan at **Appendix** ( ).
 |
| 2. For BL, FBL, NG or Rebuilding of House Lot, site formation level imposed by DLO (Yes / No.)\*  If Yes, heighting survey ***Note 5*** shall be carried out for:- - As-built site formation level: m above HKPD. - As-built roof-top level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ m above HKPD. - Site formation level permitted by DLO: \_\_\_\_\_\_\_\_\_\_\_\_m above HKPD at **Appendix ( )**.  - Summary Sheet of Level Points at **Appendix** ( ).  |
| 3. Survey Report ***Note 6***  |
|  |

*\* Delete as appropriate*

***Note 4***Check siting survey:

1. The check survey for house siting shall be conducted by an Authorized Land Surveyor (“ALS”) registered under the Land Survey Ordinance (Cap. 473) or Registered Professional Surveyor (Land Surveying) (“RPS(LS)”) registered under the Surveyors Registration Ordinance (Cap. 417).
2. The ALS or RPS(LS) shall adopt the practice and specifications as stipulated in the Code of Practice (COP) of Land Survey Ordinance (Cap. 473) when conducting the check survey.
3. Check Siting Plan shall show: (i) the surveyed position, dimensions and area of the completed NTEH with coordinates in HK1980 Grid; (ii) the relationship between the surveyed position and the grant/permitted position of the completed NTEH with offset distances at each of the house corners. A not-to-scale inset diagram, wherever applicable, shall be used to illustrate the direction and magnitude of the offset values; and (iii) a certificate signed and certified by the ALS in the specified form under the COP or a certificate signed and certified by the RPS(LS) in an appropriate form modified from the COP.

***Note 5***Heighting survey:

a) Heighting survey for site formation level and roof-top level shall be conducted by ALS or RPS(LS).

b) Summary Sheet of Level Points shall show the locations of the level points of the completed NTEH with sketches and site photographs. The level points, measuring in meters above HKPD, shall include: (i) Site formation levels at ground level, including the highest and the lowest level points along the perimeter of the building; and (ii) Level of the Roof-top.

***Note 6*** A Survey Report explaining the survey process and the achieved results of the check siting survey and heighting survey (if applicable) together with the documents and data, including the relevant Building Licence Plan or New Grant Plan of the NTEH; field raw data and computation data; control diagram, site photos and sketches; and other relevant survey information and records shall be prepared and signed by ALS or RPS(LS).

**Completed and certified by**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of RP)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and HKID Number of RP)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(RP’s Registration Number)

**PART III: SITE FORMATION WORKS**

**-- To be completed and certified by a registered professional (“RP”) *Note 1*as defined in the Buildings Ordinance (Cap. 123) *Note 2***

|  |
| --- |
| 1. DLO’s approval letter issuing the Certificate of Exemption (CoE) for Site Formation Works is at **Appendix ( )**. Geotechnical Engineering Office, Civil Engineering and Development Department’s (GEO, CEDD) comments on the CoE for Site Formation Works is at **Appendix ( )**. 2. Registered Professional Engineer (Civil) [RPE(C)] / Registered Professional Engineer (Geotechnical) [RPE(G)]\*’s certification on the compliance of the Site Formation Works with all the conditions/requirements imposed by DLO on granting the CoE for the Site Formation Works are at **Appendix ( )**. \*3. Geotechnical Assessment Report, including the proposed works, submitted by RPE(C)/RPE(G)\* to support the application for CoE and approved by DLO on \_\_\_\_\_\_\_\_\_ was implemented in order. Geotechnical Assessment report is at **Appendix ( )**. 4. The as-built record plan with surveyed spot-levels and photographs showing satisfactory completion of the Site Formation Works meeting (i) the CoE requirements/conditions; and (ii) if applicable, the proposed works in the Geotechnical Assessment report submitted by RPE(C)/RPE(G)\* and approved by DLO.  Such as-built record plan and photographs that have been duly certified by the RPE(C)/RPE(G)\* are at **Appendix ( )**.\*5. The grantees/lot owners’ confirmation of taking up full responsibility of the site formation works (e.g. slopes, retaining walls) extended outside the lot into government land and their proper maintenance for long term land stability are at **Appendix ( )**. A copy of the plan showing the boundary of the area under the grantees/lot owners’ maintenance responsibility is provided at **Appendix ( )**.  |

*\* Delete as appropriate*

**Completed and certified by**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of RP)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and HKID Number of RP)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(RP’s Registration Number)

**Remark: The Applicant / RP is reminded that the Self-certification of Compliance will not be considered by the Civil Engineering and Development Department under the following circumstances / criteria as listed below:**

|  |  |
| --- | --- |
| (a)(b)(c)(d) | CoE for Site Formation Works has not been issued by LandsD;Self-certification of compliance was expressly not allowed in the land document(s)/ approval letter issued;Any non-compliance of conditions / requirements imposed by DLO / GEO under the CoE for Site Formation Works; orThe documents listed above have not been submitted satisfactorily. |

**PART IV: OTHERS**

**-- To be completed and certified by a registered professional (“RP”) *Note 1* as defined in the Buildings Ordinance (Cap. 123) *Note 2***

1. **Drainage Proposal**

|  |  |
| --- | --- |
| \*1. | Stormwater drainage proposal is completed to Drainage Services Department’s (DSD) satisfaction vide **Appendix** ( ). |
| 2. | As-built plans showing the completed drainage facilities is submitted vide **Appendix** ( ). |
| 3. | I hereby certify that the following drainage-related obligations have been complied with –1. The as-built drainage facilities of the NTEH have been constructed (e.g. location, size, gradient, level, etc.) in accordance with the drainage proposal, if any, approved by DSD and are free from defects.
2. Adequate stormwater drains, including but not limited to peripheral surface channels along the site boundary, are provided to collect, convey and discharge the surface runoff accrued on site and to intercept the overland flow of external catchment from the adjacent lands effectively. The completed drainage works and their downstream drainage systems have the adequate capacity and are in good conditions to accommodate the surface runoff collected from the NTEH site and its upstream catchments.
3. Where walls or hoarding or the like are erected or laid along the site boundary, adequate opening or drainage facilities has been provided to allow existing overland flow passing through the site or to be intercepted by the drainage system of the NTEH.
4. Sand trap or provision alike has been provided before the collected runoff is discharged to the public drainage facilities.
5. The full alignment of the discharge path from the drainage facilities of the NTEH all the way down to the ultimate discharge point (e.g. a well-established stream course/public drainage system) is in good condition and is free from obstruction or debris. It should be demonstrated by legible colour photos with photo taken location and angle shown on a layout plan.
6. The hydraulic performance of the existing drainage facilities is not adversely affected by the NETH development.
7. The NTEH development has not obstructed overland flow nor adversely affected existing natural streams, village drains, ditches and the adjacent area.
8. All wastewater, including but not limited to those wastes generated by the domestic use of toilets, water closets, baths, showers, sinks, basins and other sanitary and kitchen fitments, are not discharged into stormwater drains. In addition, surface runoff including those at rooftop of NTEH is collected and discharged to stormwater drain system and is not drained to the sewerage network.
9. The lot owner acknowledges that –
* he/she shall solely maintain the completed drainage facilities, whether within private lots or government lands;
* he/she shall effect any subsequent upgrading of the drainage works and the downstream drainage system whenever necessary;
* he/she shall be liable for any indemnify claims and demands arising out of damage or nuisance caused by any inadequate construction or maintenance of the drainage facilities completed;
* he/she shall allow all time free access for the Government and its agent to conduct site inspection on his/her completed drainage works, if necessary;
* he/she shall allow connections from the adjacent NTEH to the completed drainage works on government land when so required; and
* he/she has resolved the conflict/disagreement with relevant lot owner(s) and has sought LandsD’s permission for laying new sewers / drains / channels and / or modifying / upgrading existing ones in other private lot(s) or on Government land (where required) outside the NTEH development site(s).
 |

**INSTALLATION OF DRAINAGE WORKS**

**-- To be completed and certified by a registered professional (“RP”) *Note 1* as defined in the Buildings Ordinance (Cap. 123) *Note 2***

|  |
| --- |
| 1) Drainage system : 0.23 metre (9") paved surface channel discharged to stream/nullah/sea/ soakage pit/field/fish pond etc.\* |
| 2) Latrine accommodation : (provided/not provided\*) |
| 3) Septic tank : (provided/not provided\*) |
| 4) Soakage pit : (provided/not provided\*) |
| 5) Adequate manholes and vent pipe for septic tank and soakage pit : (provided/not provided\*) |
| 6) The pipes for the discharge of soil and waste water are connected to septic tank: (connected/not connected\*) |
| 7) Kitchen accommodation : kitchen ***Note 7*** (provided/not provided\*) |
| 8) All internal wall surfaces of kitchen, bathroom and latrine accommodation imperviously tiled/surfaced with smooth impervious materials to a height of not less than 1.22 metres (4'). (provided/not provided\*) |

*\* Delete as appropriate*

***Note 7*** Open kitchen design is acceptable. Installation of cooking stove and/or other kitchen appliances is **not required** for checking of provision of kitchen accommodation.

**Completed and certified by**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of RP)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and HKID Number of RP)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(RP’s Registration Number)

**Remark: The Applicant / RP is reminded that the Self-certification of Compliance will not be considered by the Drainage Services Department under the following circumstances / criteria as listed below:**

|  |  |
| --- | --- |
| (a)(b)(c)(d)  | Receipt of an objection against the proposed NTEH development on the ground of drainage problem;The proposed NTEH development affects stream courses or existing drainage and/or sewerage facilities maintained by DSD;The proposed NTEH development connects to existing drainage and/or sewerage facilities maintained by DSD; orSelf-certification of compliance was expressly not allowed in the land document(s)/ approval letter issued.  |

**(B) Fire Safety Alternatives (“FSA”) *Note 8* -- To be completed and certified by a registered professional (“RP”) *Note 1* as defined in the Buildings Ordinance (Cap. 123) *Note2* [In addition to RP, other competent personnel with specified qualifications may be supplemented subject to further review by FSD]**

|  |  |
| --- | --- |
| 1. | I hereby certify that :the Fire Detection System and Fire Extinguisherslisted in the attached Certificate of Fire Service Installations and Equipment (FS 251) **Appendix** ( ) has/have been installed in accordance with the approved FSI drawings endorsed by FSD. |
| 2. | The following Fire Safety Alternatives related obligations have been complied with –**Fire Detection System**

|  |  |
| --- | --- |
| 1. **General**
 |  |
| 1. Areas protected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |
| **(**Areas protected refers to the rooms and floors at which the detectors are installed) |  |
| 1. **Power Supply**
 |  |
| 1. The detectors of each system are connected to alternating current supply
 | □ Yes □ No |
| 1. Each detector is connected to a back-up battery
 | □ Yes □ No |
| 1. **Locations of Detector**
 |  |
| 1. All rooms and living room except kitchen, bathroom, balcony and staircase soffit are provided with independent detector
 | □ Yes □ No |
| 1. The detectors are installed on ceiling
 | □ Yes □ No |
| 1. **FS 251**
 |  |
| 1. FS 251 was issued and the contents are confirmed correct
 | □ Yes □ No |
| 1. **Remarks (if any)**
 |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 1. **Reinstatement of Operational mode**
 |  |
| 1. The system has been reinstated into normal operational mode
 | □ Yes □ No |
|  |  |
| **Fire Extinguishers** |  |
| 1. **General**
 |  |
| 1. Locations of fire extinguishers installed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |
| 1. The record in the maintenance label is clearly displayed
 | □ Yes □ No |
| 1. The fire extinguishers are of the type stated in FS 251
 | □ Yes □ No |
| 1. The condition of safety pin is considered to be satisfactory
 | □ Yes □ No |
| (The safety pin is intact and attached to proper position on the handle) | □ Yes □ No |
| 1. The condition of cap, nozzle and handle are considered to be satisfactory

(The cap, nozzle and handle are intact and clean) | □ Yes □ No |
| 1. The installation of fire extinguisher is considered to be satisfactory

(The fire extinguisher should be mounted by a hook if it is to be mounted on wall) | □ Yes □ No |
| 1. FS 251 was issued and the contents are confirmed correct
 | □ Yes □ No |
| 1. **Remarks (if any)**
 |  |
|  |  |
|  |  |
|  |  |
| **Fire Safety Training Course**  |
| 1. FSD’s fire safety training course was completed by the owner / the owner’s representative at **Appendix** ( ).
2. The representative’s appointment letter\* is at **Appendix** ( ).

*\*only applicable if representative is appointed by the owner to attend fire safety training course* | □ Yes □ No |

 |

□ *Tick as appropriate*

***Note 8****Pursuant to the “New Territories Exempted Houses – A Guide to Fire Requirements” promulgated by LandsD, EVA shall be provided if the proposed NTEH house site is situated within a cluster of ten houses or more within a circle with a radius of 30 metres. If the District Lands Office is satisfied that the provision of EVA is impracticable, the applicant should implement one of the following FSA:*

1. *Automatic sprinkler system;*
2. *Fire detection system and hose reel system – applicable if there is no fire separation between floors of the three-storey Small House; or*
3. *Fire detection system and fire extinguisher on each floor of the Small House – applicable if there is fire separation between floors of the three-storey Small House*

***This Self-certification of Compliance is only applicable to applicants opting FSA (iii) above (i.e. Fire detection system and fire extinguisher), subject to any clauses in the land document(s)/ approval letter which state otherwise.***

**Completed and certified by**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of RP)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and HKID Number of RP)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(RP’s Registration Number)

**(C) Water Supply:**

|  |  |
| --- | --- |
| 1. | For permanent connection of water : * Form WWO 1085 and WWO 46 Part V, copy at **Appendix ( )**.
 |
| \*2. | For NTEH within Water Gathering Grounds:1. Drains and sewers are watertight, e.g. cast iron pipes or other materials with sealed joints and hatched boxes; and
2. (Sewer is connected to public sewer) / (Sewer is connected to a septic tank and soakaway system at the approved location in the interim and will be connected to public sewer once available)\*
 |
| 3. | Flushing water supply :1. mains fresh water/stream/well/salt water\*
2. consent from the Water Authority for use of mains water for flushing purposes, copy at **Appendix ( )** (yes/no\*)
3. Others :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

**Remark: The Applicant / RP is reminded that the Self-certification of Compliance will not be considered by the Water Supplies Department under the following circumstances / criteria as listed below:**

|  |  |
| --- | --- |
| (a)(b) | For those NTEH within Water Gathering Grounds imposed with conditions other than the general conditions mentioned in 2 above; orSelf-certification of compliance was expressly not allowed in the land document(s)/ approval letter issued. |

*\*Delete as appropriate*

**Completed and certified by**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of RP)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and HKID Number of RP)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(RP’s Registration Number)

**PART V (if applicable) *Note 9*: INSTALLATION OF GREEN AND AMENITY FACILITIES *Note 10***

**-- To be completed and certified by a registered professional (“RP”) *Note 1* as defined in the Buildings Ordinance (Cap. 123) *Note2***

( 🗸 Tick as appropriate)

| Item | Not Installed | Installed conforming to requirements | Installed but not conforming to requirements(Please specify) | Remarks |
| --- | --- | --- | --- | --- |
| 1. **Metal supporting rack for air-conditioning unit** (with anti-dripping design), components of split type air-conditioner and lightweight air-conditioner hood:
* should not project more than 750mm from the external wall.
* should not project from a balcony or canopy.
 | 🞎 | 🞎 | 🞎 |  |
| 1. **Roller shutter / folding gate** **installed on the ground floor for security purpose**
* no part of the installation should project more than 300mm from the external wall.
* a trapdoor not less than 600mm in width should be provided on the roller shutter for emergency escape purpose.
 | 🞎 | 🞎 | 🞎 |  |
| 1. **Cage like external metal window grilles**
* should not project more than 500mm from the external wall.
* where any part of the external window grilles projects over accessible pavement and has a clear headroom less than 2.5m, such part of the window grilles should not project more than 150mm from the external wall.
 | 🞎 | 🞎 | 🞎 |  |
| 1. **Retractable plastic or canvas hood** **affixed to the external wall**
* affixed to any external wall on ground floor and should not project from a balcony or canopy;
* with a projection of not more than 500mm when retracted;
* with a projection of not more than 2.5m when fully extended;
* clear headroom of not less than 2.5m measured from the ground; and
* space underneath the canvas hood should not be enclosed.
 | 🞎 | 🞎 | 🞎 |  |
| 1. **Small overhang** **located above the side door on the ground floor**
* constructed of steel or aluminium structural elements, metal plates or glass.
* clear headroom of not less than 2.5m measured from the ground.
* should not project more than 750mm from the external wall.
 | 🞎 | 🞎 | 🞎 |  |
| 1. **Canopy**
* constructed of steel or aluminium structural elements, metal plates or glass.
* should not project more than 750mm from the external wall.
* should not project from a balcony or canopy.
 | 🞎 | 🞎 | 🞎 |  |
| **7. Small size antenna, television dish antenna, solar energy heater or solar energy equipment# (except for photovoltaic system)** which satisfies the following requirements may be installed on the roof or roof of stairhood of both new and existing New Territories Exempted Houses (NTEH) :* for use of the occupants of the NTEH;
* total gross weight should not exceed 700kg; and
* if such facilities are installed on the roof, the average loading imposed should not exceed 150kg/m2. If such facilities are installed on the roof of stairhood, the average loading imposed should not exceed 75kg/m2.

Such facilities **should not** be installed on canopy. #Household-scale solar water heating system of normal size comprising one or more solar collector(s) and a water tank.**Photovoltaic (PV) Systems** satisfying the following requirements may be installed on the roof or roof of stairhood in both new and existing New Territories Exempted Houses (NTEH): **System on roof** * the system including its supporting structure should not be higher than 2.5m measured from the roof level.
* the average loading imposed should not exceed 150kg/m2.
* it should not project more than 750mm from the external wall.
* for system arranged in the form of continuous spread covering, its coverage (only the coverage area within the building is accounted) should not be more than half of the roofed-over area of the NTEH.
* for system arranged in clusters, each cluster should have coverage of not more than 5m2 (only the coverage area within the building is accounted) and should be separated from each other by not less than 1m.

**System on roof of stairhood*** the system including its supporting structure should not be higher than 1.5m measured from the level of the roof of the stairhood.
* the average loading imposed should not exceed 75kg/m2.
* it should not project more than 750mm from the edge of the roof.
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| Item | Not Installed | Installed conforming to requirements | Installed but not conforming to requirements(Please specify) | Remarks |
| **Common requirements** * the roof on which the system would be installed should be cleared of all unauthorised building works (UBWs), including those acknowledged by the Buildings Department (BD) under the Reporting Scheme for UBWs in NTEH implemented by BD.
* the space underneath the system should not be enclosed**^**.
* the system should be properly installed and should not adversely affect the structural safety of the building. For system exceeding 1.5m high measured from the roof level, it should be certified by an Authorized Person registered under the Buildings Ordinance for submission of a safety certificate ***Note 11*** (Lands Department’s Form C/PVS) to Lands Department for record.
* such facilities **should not** be installed on the canopy.

**^**If the space is enclosed, BD will take enforcement action under the Buildings Ordinance. | 🞎 | 🞎 | 🞎 |  |
| 1. **Open and uncovered rooftop gardening trellis**
* easily demountable.
* made of timber, aluminium or other lightweight metal framework.
* spacing between horizontal supports or intermediate bars should not be less than 200mm.
* total coverage of not more than 5m2.
* height not exceeding 2.5m measured from the roof level.
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| 1. **Signboard of ground floor shop**
* total display area including supporting frame should not be more than 5m2.
* mounted to the external wall or installed as bulkhead at shopfront with a projection not exceeding 600mm.
* clear headroom of not less than 2.5m measured from the ground.
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| 1. **Exhaust duct** **of food premises / restaurants**
* lightweight and part of mechanical installation.
* conforming to the relevant licensing requirements, for example, exhaust duct should have a projection of not more than 600mm from the external wall and a minimum clearance of 2.5m measured from the ground.
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| Item | Not Installed | Installed conforming to requirements | Installed but not conforming to requirements(Please specify) | Remarks |
| 1. **Partition wall** **erected between the balconies of two adjoining NTEH**
* Not exceeding 150 mm in thickness.
* the balconies are of beam-and-slab type construction conforming to the ‘Technical Requirements for Critical Structural Elements in the Construction of New Territories Exempted Houses’.
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| 1. **Unenclosed** **rooftop awning**
* easily and readily demountable or retractable.
* not permanently fixed to the roof.
* made of aluminium or other lightweight metal framework and plastic or canvas cover sheeting.
* coverage of not more than 5m2 when fully opened.
* height not exceeding 2.5m measured from the roof level.

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| 1. **Amenity facilities mounted on or affixed to the external wall**
* such as shrine shelters, lamp posts and lighting installations (including those installed on the rooftops, parapets, and overhangs), that are small-scale and do not cause obstruction.
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| 1. **Electricity meter box (on ground floor only)**
* affixed to the external wall.
* made of concrete or metal.
* size not exceeding 1.2m x 1.6m.
* with a projection not exceeding 0.38m.
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| 1. **Liquefied petroleum gas cylinder storage box** **(on ground floor only)**
* affixed to the external wall.
* made of concrete or metal.
* size not exceeding 1.2m (in height) x 1m (in width).
* with a projection not exceeding 0.4m.
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| 1. **Prefabricated storage cabinet** **on roof**
* not permanently fixed to the roof.
* height not exceeding 2m.
* volume not exceeding 3m3.
* should not affect the structural safety and drainage system of the building.
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| 1. **Anti-burglary bars installed on a balcony**
* should not project beyond the external edge of the parapet on the balcony.
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| Item | Not Installed | Installed conforming to requirements | Installed but not conforming to requirements(Please specify) | Remarks |
| 1. **Main entrance metal gate**
* not causing obstruction to the escape route when opened.
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| 1. **Metal drying rack**
* affixed to the external wall.
* with a projection not exceeding 750mm.
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| 1. **Mesh fence or railing erected on roof parapet**
* constructed of timber, aluminium or other lightweight metal;
* height not exceeding 2.5m measured from the roof level; and
* should not form an enclosure to the roof.
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| 1. **Solid partition dwarf wall and/or mesh fence or railing erected on the roof between two adjoining NTEH**

Solid partition dwarf wall* thickness not exceeding 150mm and height not exceeding 1.22m; and
* should not affect the structural safety and drainage system of the building.

Mesh fence or railing* constructed of timber, aluminium or other lightweight metal;
* height not exceeding 2.5m measured from the roof level; and
* should not form an enclosure to the roof.
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| 1. **Retractable plastic or canvas hood affixed to the external wall of stairhood**
* affixed to the external wall of the stairhood with door opening;
* with a projection of not more than 500mm when retracted;
* with a projection of not more than 2m when fully extended;
* coverage of not more than 5m2 when fully extended;
* height not exceeding the stairhood; and
* space underneath the canvas hood should not be enclosed.
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| Item | Not Installed | Installed conforming to requirements | Installed but not conforming to requirements(Please specify) | Remarks |
| 1. **Retractable plastic or canvas hood affixed to the external wall above the balcony**
* affixed to the external wall above the balcony and should not project from a balcony or canopy;
* with a projection of not more than 500mm when retracted;
* with a projection of not more than 2m when fully extended; and
* space underneath the canvas hood should not be enclosed.
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| 1. **Drying rack under the balcony**
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| 1. **Small size antenna, television dish antenna and solar energy equipment affixed to the balcony parapet or the external wall**
* no part of the installation should project more than 750mm from the balcony or the external wall;
* for use of the occupants of the NTEH; and
* total gross weight not exceeding 5kg.
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| 1. **Flag pole on the roof**
* height not exceeding 2.5m measured from the roof level.
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| 1. **Canopy above a door opening on ground floor**
* constructed of steel or aluminium structural elements, metal plates or glass;
* with a projection of more than 750mm but not more than 1000mm from the external wall;
* clear headroom of not less than 2.5m measured from the ground; and
* require certification by a qualified person.
* **Qualified Person(QP)’s Safety Certification for Green and Amenity Facilities (GAFs) in New Territories Exempted Houses (Buildings Department’s Form GAF01)**
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***Note 9*** Installation of green and amenity facilities (GAF) items which conforms to the requirements as specified in this table prior to the issuance of CoC / NoL is allowed.

***Note 10***

1. For the avoidance of doubt, owner(s) of the lot(s) should have a realistic prospect of control of the land or have the right to use the land on which the abovesaid GAF is/are to be erected or installed. Authorisation or consent from owner(s) of adjacent lot(s) should be obtained for GAF projecting from the lot boundaries of the subject NTEH into the adjacent lot(s).
2. GAF are regarded as unauthorised building works (UBW) under the Buildings Ordinance (Cap. 123) if they do not conform to the requirements listed above. The Buildings Department will take action against the UBW in accordance with its enforcement policy.
3. Qualified person is a T2 competent person.

***Note 11*** With effect from 2.4.2024, all APs are required to submit the safety certificate through a web form which can be accessed under the “Resources > Public Forms” of the LandsD’s website (<https://www.landsd.gov.hk/en/resources/public-forms.html>). Starting from 2.6.2024, the safety certificate in paper form is no longer used or accepted. All APs have to submit the safety certificate through the online platform.

**Completed and certified by**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of RP)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and HKID Number of RP)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(RP’s Registration Number)

This report submitted on \_\_\_\_\_\_\_\_\_\_\_, consisting of \_\_\_\_\_ pages, all signed by both \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Full name of the \*Grantee / Licensee / Attorney) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Full name of the RP), is a true and accurate record of the completed NTEH.

I understand that if I provide false information, I may render myself liable to prosecution by the Government of the Hong Kong Special Administrative Region. I confirm that the above information is true and correct and understand that all matters and information covered by this certification may be subject to further examination, auditing and verification by the Government. If I provide information that is false or misleading in a material particular or furnish the Government with information knowing that it is false or misleading in a material particular in this certification, I shall render myself liable to disciplinary action under section 7 of the Buildings Ordinance (Cap.123) and / or legal penalties and actions.

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| **Submitted by:** |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature of the RP) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature of the Grantee / Licensee / Attorney) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Full name and HKID Number of the RP) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Full name and HKID Number of the Grantee / Licensee / Attorney) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (RP’s Registration number)  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Correspondence address) |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Telephone number)  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (E-mail address)  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)  |  |

\**Delete as appropriate*