

民政事務總署

牌照事務處

香港鯉魚涌英皇道九七九號
太古坊康和大廈十四樓



HOME AFFAIRS DEPARTMENT

OFFICE OF THE LICENSING AUTHORITY
14th Floor, Cornwall House, Taikoo Place
979 King's Road
Quarry Bay
Hong Kong

本署檔號 Our Ref. HAD/LA/4/61
來函檔號 Your Ref. 2881 7034
電話 Tel.:
傳真 Fax: 2894 8343

19 January 2011

Licensees of Hotels/Guesthouses/Bedspace Apartments
Holders of Certificates of Compliance

Dear Sir/Madam,

Alteration, Addition, Renovation or Redecoration of Licensed Premises

Further to my letter dated 29 December 2010 informing the full implementation of the Minor Works Control System (MWCS) under the Buildings Ordinance on 31 December 2010, you may wish to note that the licensing condition in respect of prior written agreement from the Licensing Authority of proposed alteration, addition, renovation and decoration should accordingly be as follows :

"Prior to commencing any alteration, addition, renovation or redecoration, the formal written agreement of the Licensing Authority must be obtained. You shall complete the works to the satisfaction of the Licensing Authority and within 14 days of completion of the works, submit two sets of drawings showing the works for inclusion in the Registered Drawings. Building works and drainage works involved, which the Buildings Ordinance applies, must be carried out in accordance with the provisions of the Buildings Ordinance and the formal agreement of the Authority does not waive this requirement. Except for works under sections 41(3), 41(3B) and 41(3C) of the Buildings Ordinance, prior approval and consent from the Building Authority shall be obtained before the commencement of the works, or the works may be carried out in accordance with the simplified requirements under the Building (Minor Works) Regulation if the works involved are designated as minor works in Schedule 1 of that Regulation."

For details of the MWCS, you may visit Buildings Department (BD) website : <http://www.bd.gov.hk>. If you have any queries in connection with the MWCS, you may contact the BD by post (12/F, Pioneer Centre, 750 Nathan Road, Mongkok, Kowloon), e-mail (enquiry@bd.gov.hk) or telephone enquiry (2626 1616 handled by "1823 Call Centre"). You may also visit Technical Resource Centre at 5/F, Yau Ma Tei Community Centre, 60 Public Square Street, Yau Ma Tei, Kowloon.

Should you have enquiries regarding licensing matters, please contact our case office whose contact telephone no. has been provided in our covering letter for your licence/certificate of compliance.

Yours faithfully,

(T C YU)

Chief Officer (Licensing Authority)
Office of the Licensing Authority/HAD