

To: District Lands Officer/ \_\_\_\_\_

**Application for Certificate(s) of Exemption  
in respect of \*{Building/Site Formation/Drainage Works}  
\*{The Remaining Portion of/Sub-section \_\_\_\_\_ of} \*{Section \_\_\_\_\_ of}  
Lot(s) No(s). \_\_\_\_\_ in Demarcation District No. \_\_\_\_\_**

Pursuant to the Buildings Ordinance (Application to the New Territories) Ordinance, Chapter 121, I/we \_\_\_\_\_ \*{acting under the Power of Attorney of} \*{the tenant(s) or authorized user(s) of} the registered owner(s) of the subject lot(s), hereby apply for the issue of Certificate(s) of Exemption in respect of \*{Building/Site Formation/Drainage Works}. I/We undertake to observe any conditions attached to or forming part of the Certificate(s) of Exemption, if granted.

*\* Delete as appropriate.*

*# Only applicable for any agricultural structures with roofed-over area exceeding 5,000 sq. ft. without construction of critical structural elements.*

*# and ## Applicable for any agricultural structures with roofed-over area exceeding 1,000 sq. ft. and construction of critical structural elements.*

#[I/We have appointed a building contractor \_\_\_\_\_ to construct the agricultural structure(s) and a T2 competent person (see **Note** below) \_\_\_\_\_ to supervise the construction work of the agricultural structure(s). Letter of Appointment (Form CE/2(AGR)) is enclosed. If I/we change the T2 competent person above, I/we undertake to keep your office informed in writing and submit new Letter of Appointment.]

##[I/We have also appointed a \*{Registered Structural Engineer/Registered Professional Engineer} (specialized in (\*{civil/structural/building} works) \_\_\_\_\_, to monitor the construction of the critical structural elements including cantilevered balconies and canopies, long span beams, long span slabs and foundation footings of the agricultural structure(s). Letter of Appointment (Form CE/3(AGR)) is enclosed. If I/we change the Engineer above, I/we undertake to keep your office informed in writing and submit new Letter of Appointment.]

In the event of my/our application for the Certificate(s) of Exemption in respect of \*{Building/Site Formation/Drainage Works} being approved, I/we acknowledge that any breach of the conditions specified in the Certificate(s) will render the agricultural structure(s) non-exempted building(s) which would require formal submission of building/site formation/drainage plans to the Building Authority under the provisions of the Buildings Ordinance, Cap. 123.

I/We agree that no building/site formation/drainage works will commence on the lot(s) prior to the granting of the said Certificate(s) of Exemption or prior to the obtaining of approval from the Building Authority and I/we undertake to inform District Lands Officer/ \_\_\_\_\_ prior to the commencement of works.

\_\_\_\_\_  
Signature of \*{acting under the Power of Attorney of}  
\*{the tenant(s) or authorized user(s) of}  
the registered owner(s) of the subject lot(s)

Name : \_\_\_\_\_  
Date : \_\_\_\_\_

**Note:** A T2 competent person means a person who possesses a higher diploma or higher certificate in civil/structural engineering, building studies, building technology, building surveying, architectural studies or similar fields awarded by universities funded by the University Grants Committee, or the Institutes of Vocational Education or the previous Technical Institutes operated under Technical Colleges approved and/or recognized by the Vocational Training Council, and with a total relevant working experience of not less than 3 years. The qualification of a T2 competent person as identified by the Buildings Department should be final.

To: District Lands Officer/ \_\_\_\_\_

# *Applicable for any agricultural structures with roofed-over area exceeding 5,000 sq. ft. without construction of critical structural elements.*## *Applicable for any agricultural structures with roofed-over area exceeding 1,000 sq. ft. and construction of critical structural elements.**Not necessary or delete if in the negative.**\* Delete as appropriate.**@ Signature only if contractor is not a company.*

**Letter of Appointment**  
**Building Contractor and T2 Competent Person**

We, \_\_\_\_\_ building contractor and \_\_\_\_\_ a T2 competent person (or higher qualification) hereby certify that we have been appointed by \_\_\_\_\_ \* {acting under the Power of Attorney of} \* {the tenant(s) or authorized user(s) of} the registered owner(s) of \* {the Remaining Portion of/Sub-section \_\_\_\_\_ of} \* {Section \_\_\_\_\_ of} Lot(s) No(s). \_\_\_\_\_ in Demarcation District No. \_\_\_\_\_ to construct the agricultural structure(s) to be erected on the lot(s) \* {including the critical structural elements which comprise cantilevered balconies and canopies, long span beams, long span slabs and foundation footings}.

We attach herewith copies of relevant diploma/certificate showing the academic qualifications of the above-named T2 competent person and his declaration of the relevant experience in building construction, supported by a letter of reference from his past/present employers.

We understand that #[the responsibility of the T2 competent person]/##[the respective responsibility between the T2 competent person and the \* {Registered Structural Engineer/Registered Professional Engineer}] is shown on the Activity List as per enclosed attachment. We undertake to submit a construction completion report #[(Form CE/5(AGR)) certified by the T2 competent person]/##[(Form CE/4(AGR)) jointly certified by the T2 competent person and the appointed \* {Registered Structural Engineer/Registered Professional Engineer}] to District Lands Officer/ \_\_\_\_\_ upon completion of the agricultural structure(s).

We understand that if we provide false information, we may render ourselves disqualified from Government's acceptance of this Letter of Appointment and we are liable to prosecution by the Government of the Hong Kong Special Administrative Region.

\_\_\_\_\_  
 @ Authorized Signature and  
 Company Chop of Contractor

\_\_\_\_\_  
 Signature of T2 Competent Person

\_\_\_\_\_  
 Name of Contractor

\_\_\_\_\_  
 Name of T2 Competent Person

HKIC No. : \_\_\_\_\_  
 Business Reg. No. : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Tel. No. : \_\_\_\_\_

HKIC No. : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Tel. No. : \_\_\_\_\_

To : District Lands Officer/ \_\_\_\_\_

*##Applicable for any agricultural structures with roofed-over area exceeding 1,000 sq. ft. and construction of critical structural elements. Not necessary if in the negative.*

*\* Delete as appropriate.*

**Letter of Appointment**  
**Registered Structural Engineer/Registered Professional Engineer**

I, \_\_\_\_\_ \*{Registered Structural Engineer/Registered Professional Engineer} hereby certify that I have been appointed to monitor the construction of the critical structural elements including cantilevered balconies and canopies, long span beams, long span slabs and foundation footings of the agricultural structure(s) to be erected on \*{the Remaining Portion of/Sub-section \_\_\_\_\_ of} \*{Section \_\_\_\_\_ of} Lot(s) No(s). \_\_\_\_\_ in Demarcation District No. \_\_\_\_\_. I understand it is my professional duty to ensure that such construction will be in full compliance with the Technical Requirements contained in the Schedule of Conditions to be attached to the Certificate of Exemption in respect of Building Works to be issued by District Lands Officer/ \_\_\_\_\_.

I understand that the respective responsibility between me and the T2 competent person is shown on the Activity List as per enclosed attachment. I undertake to submit a construction completion report (Form CE/4(AGR)) jointly certified by me and the appointed T2 competent person to District Lands Officer/ \_\_\_\_\_ upon completion of the agricultural structure(s).

I understand that if I provide false information, I may render myself disqualified from Government's acceptance of this Letter of Appointment and liable to prosecution by the Government of the Hong Kong Special Administrative Region.

\_\_\_\_\_  
 Signature of \*{Registered Structural Engineer/  
 Registered Structural Professional}

\_\_\_\_\_  
 Name of \*{Registered Structural Engineer/  
 Registered Structural Professional}

HKIC No. : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Tel. No. : \_\_\_\_\_

**Activity List Showing the Respective Responsibility  
of T2 Competent Person (T2) and  
Registered Structural Engineer/Registered Structural Professional (RSE/RPE)  
in Constructing the Critical Structural Elements**

**General**

	T2	RSE/RPE
Preparation of test cubes	√	
Certifying steel used corresponds with manufacturer's certificate	√	
Examination of test cube results and manufacturer's certificate for steel	√	√

**Foundation**

	T2	RSE/RPE
Inspect trial pit for condition of subsoil to determine foundation type	√	√
Prior to concreting of foundation, check structural dimensions of foundation; and adequacy, details and cover of steel reinforcement bars	√	√
Supervise concreting of foundation	√	

**Superstructure - cantilevered balcony/canopy**

	T2	RSE/RPE
Prior to concreting, check dimensions; adequacy, details and cover of steel; construction joint; and embedded service pipes and conduits	√	√
Check propping of formwork	√	
Check drainage arrangement	√	
Supervise concreting	√	√

**Superstructure - long span beams/slabs**

	T2	RSE/RPE
Prior to concreting, check structural dimensions; and adequacy, details and cover of steel	√	√
Supervise concreting	√	

To : District Lands Officer/ \_\_\_\_\_

*##Applicable for any agricultural structures with roofed-over area exceeding 1,000 sq. ft. and construction of critical structural elements. Not necessary if in negative.*

*\*Delete as appropriate.*

**Construction Completion Report**

**\*{The Remaining Portion of/Sub-section \_\_\_\_\_ of} \*{Section \_\_\_\_\_ of} Lot(s) No(s). \_\_\_\_\_ in Demarcation District No. \_\_\_\_\_**

I, \_\_\_\_\_ a T2 competent person declare that the construction of the agricultural structure(s) erected on \*{the Remaining Portion of/Sub-section \_\_\_\_\_ of} \*{Section \_\_\_\_\_ of} Lot(s) No(s). \_\_\_\_\_ in Demarcation District No. \_\_\_\_\_ including the construction of the critical structural elements is/are completed under my supervision. I am satisfied that the agricultural structure(s) is/are constructed in accordance with the Technical Requirements as contained in the Schedule of Conditions attached to the Certificate of Exemption in respect of Building Works issued by District Lands Officer/ \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
Signature of T2 Competent Person

\_\_\_\_\_  
Name of T2 Competent Person

HKIC No. : \_\_\_\_\_

Date: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

I, \_\_\_\_\_ \*{Registered Structural Engineer/Registered Professional Engineer}, declare that I have monitored the construction of the critical structural elements including cantilevered balconies and canopies, long span beams, long span slabs and foundation footings of the agricultural structure(s) erected on \*{the Remaining Portion of/Sub-section \_\_\_\_\_ of} \*{Section \_\_\_\_\_ of} Lot(s) No(s). \_\_\_\_\_ in Demarcation District No. \_\_\_\_\_. I am satisfied that all the Technical Requirements as contained in the Schedule of Conditions attached to the Certificate of Exemption in respect of Building Works issued by you on \_\_\_\_\_ have been met. In addition, I also certify that the as-constructed critical structural elements are structurally safe.

\_\_\_\_\_  
Signature of \*{Registered Structural Engineer/  
\*Registered Professional Engineer}

\_\_\_\_\_  
Name of \*{Registered Structural Engineer/  
\*Registered Professional Engineer}

HKIC No. : \_\_\_\_\_

Date: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

To : District Lands Officer/ \_\_\_\_\_

*# Applicable for any agricultural structures with roofed-over area **exceeding 5,000 sq. ft. without construction of critical structural elements.**  
Not necessary if in negative.*

*\*Delete as appropriate.*

**Construction Completion Report**

**\*{The Remaining Portion of/Sub-section \_\_\_\_\_ of} \*{Section \_\_\_\_\_ of}  
Lot(s) No(s). \_\_\_\_\_ in Demarcation District No. \_\_\_\_\_**

I, \_\_\_\_\_ a T2 competent person declare that the construction of the agricultural structure(s) erected on *\*{the Remaining Portion of/Sub-section \_\_\_\_\_ of} \*{Section \_\_\_\_\_ of} Lot(s) No(s). \_\_\_\_\_ in Demarcation District No. \_\_\_\_\_* is/are completed under my supervision. I certify that the agricultural structure(s) is/are constructed without cantilevered balconies and canopies; long span beams (those equal to or exceeding 6m in span) and long span slabs (those equal to or exceeding 4.5m in span).

I also certify that the foundation for the agricultural structure(s) is of a raft type construction which is constructed in accordance with the Technical Requirements as contained in the Schedule of Conditions attached to the Certificate of Exemption in respect of Building Works issued by District Lands Officer/ \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
Signature of T2 Competent Person

\_\_\_\_\_  
Name of T2 Competent Person

HKIC No. : \_\_\_\_\_

Date: \_\_\_\_\_

Tel. No.: \_\_\_\_\_