

To : District Lands Officer/ _____

**Application for Certificate(s) of Exemption
in respect of *Building/Site Formation/Drainage Works
Lot(s) No(s). _____ in D.D. _____**

Pursuant to the Buildings Ordinance (Application to the New Territories) Ordinance, Chapter 121, I _____ (*acting under the Power of Attorney of) the *grantee / lessee / licensee of the subject lot(s), hereby apply for the issue of Certificate(s) of Exemption in respect of *Building/Site Formation/Drainage Works. I undertake to observe any conditions attached to or forming part of the Certificate(s) of Exemption, if granted.

I have appointed building contractor _____ to construct the building and _____, a T2 competent person (see note below) to supervise the construction work of the entire building. Letter of Appointment (Form CE/2) is enclosed.

I have also appointed _____, *Registered Structural Engineer/Registered Professional Engineer (specialized in *civil/structural/building work) 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 building. Letter of Appointment (Form CE/3) is enclosed. If I change the T2 competent person or the Engineer mentioned above, I undertake to keep your office informed in writing and submit new Letters of Appointment.

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

I 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 undertake to inform District Lands Officer/ _____ prior to the commencement of works.

Signature of *Grantee/Lessee/Licensee/Attorney

Name : _____

Date : _____

*Delete as appropriate

Note : A T2 competent person means a person who possesses a higher diploma or higher certificate in the civil/structural/building disciplines, awarded by universities funded by the University Grants Committee, or the Institutes of Vocational Education or the previous Technical Institutes operated under the Vocational Training Council and with a total relevant working experience of not less than 3 years.

To : District Lands Officer/ _____

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 _____, grantee/lessee/licensee of Lot(s) No(s). _____ in D.D. _____ to construct the building 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 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/4) jointly certified by the T2 competent person and the appointed Registered Structural Engineer/Registered Professional Engineer to DLO/ _____ upon completion of the entire building.

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. : _____

HKIC No. : _____

Date : _____

Date : _____

Tel. No. : _____

Tel. No. : _____

* Signature only if contractor is not a company

To : District Lands Officer/ _____

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 building to be erected on Lot(s) No(s). _____ in D.D. _____. 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) jointly certified by me and the appointed T2 competent person to District Lands Officer/ _____ upon completion of the entire building.

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 Professional Engineer

Name of Registered Structural Engineer/
Registered Professional Engineer

HKIC No. : _____

Date : _____

Tel. No. : _____

**Activity List Showing the Respective Responsibility
of T2 Competent Person and 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/

Construction Completion Report
Lot(s) No(s). in D.D.

I, _____ a T2 competent person declare that the construction of the entire building erected on Lot(s) No(s). _____ in D.D. _____ including the construction of the critical structural elements is completed under my supervision. I am satisfied that the building 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 you on _____.

Signature : _____
(T2 Competent Person)

Name : _____

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 building erected on Lot(s) No(s). _____ in D.D. _____. 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 : _____
*(Registered Structural Engineer/
Registered Professional Engineer)*

Name : _____

HKIC No. : _____

Date : _____

Tel. No. : _____

To : District Lands Officer/

Construction Completion Report
NTEH Without Critical Structural Elements
Lot(s) No(s). in D.D.

I, _____ a T2 competent person declare that the construction of the entire building erected on Lot(s) No(s). _____ in D.D. _____ is completed under my supervision. I certify that the building is 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 building 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 you on _____.

Signature : _____
(T2 Competent Person)

Name : _____

HKIC No. : _____

Date : _____

Tel. No. : _____