

# Application Notes

(AN-CAS)



## Common Area Repair Works Subsidy

Enquiry  
**3188 1188**



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## 1. Type of Application

There are two types of eligible applications under Common Area Repair Works Subsidy (“the Scheme”):

(i) **Type (I)**

Applicants (buildings) of the Scheme that are also eligible to apply for Operation Building Bright 2.0 (OBB2.0) subsidy. The Scheme subsidy covers this deficiency and provides to non-owner occupiers of the building who do not receive any subsidy from OBB2.0 scheme to carry out building repair works in common area; and

(ii) **Type (II)**

Eligible applications other than Type (I), applicants (buildings) that are eligible for the Scheme will receive subsidy to carry out building repair works in common area.

## 2. Eligibility Criteria

2.1 A building must meet all of the following criteria to be eligible for participating in the Scheme:

- a. Building aged 30 years of above;
- b. Building usage shall be private residential or composite (commercial and residential) building (including a building held by a Civil Servants’ Co-operative Building Society (“CBS”). Building usage shall be referred to the Occupation Permit of the building.
- c. The average annual rateable value limit of all the domestic units in the building must fulfill the requirement of the limit for rateable value. Please refer to item 2(b) of Appendix I: Income & Asset Limits and Rateable Value Limit Table of Integrated Building Rehabilitation Assistance Scheme (“IBRAS”) for the limit; and
- d. Building has not been included as redevelopment project by the Urban Renewal Authority (“URA”). For building located within URA’s announced redevelopment project area, the owners may refer to “Maintenance Cost Reimbursement Scheme” of URA to apply for ex-gratia allowance for the eligible work items.

2.2 The following buildings are not eligible for participating in the Scheme:

- (i) Building in single ownership;

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- (ii) Building of three storeys or below (storeys shall be referred to the Occupation Permit of the building);

2.3 Type (I) building and applicant shall comply with OBB2.0 application and subsidy requirements:

- a. If the Applicant has already commenced tendering process and / or appointed a Consultant or Contractor, the Applicant shall provide with proof of that commencement / completion of tendering procedures which complies with the relevant provision of Building Management Ordinance, Chapter 344 (“BMO”) or Deed of Mutual Covenant (“DMC”) of the building. URA has the absolute rights to decide if the commenced / completed tendering procedures complies with the requirements of the Scheme.

2.4 Type (II) building and applicant shall comply with all of the following criteria:

- a. Have not received any subsidy of the Scheme;
- b. Have not commenced tendering procedures of Consultant or Contractor related to the Scheme.

### 3. Arrangement for processing of Applications

3.1 Building safety is always the main concern of URA. Eligible applications of Type I and Type II will be processed under the following arrangement:

(i) **Type (I)**

Priority is first given to Type (I) eligible applications.

(ii) **Type (II)**

In view of the annual financial limit, the URA’s “Assessment Panel” will base on the following criteria of scoring system for assessing and prioritizing eligible Type (II) applications in each quarter:

- a. Building age;
- b. Whether Government Department(s) has issued any advisory letter / instruction / statutory order to building owners for improvement of building safety and hygiene in building common areas;
- c. Whether an Owners’ Corporation (“OC”) has been formed;
- d. Total number of units of the building; and

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e. Conditions of building common areas.

Eligible applications but not yet approved by URA will be allotted to the next quarter for participating prioritization process. Applicants may submit updated information with supporting documents, if any, about the status of the building to URA.

### 4. Submission of Application Form and Supporting Documents

4.1 The completed application form of the Scheme shall be submitted to URA by any of the following methods:

(i) **On-line application:**

Website: <https://www.brplatform.org.hk/e-application>

(ii) **By post or in person** to the office of the URA which address are listed in Annex II to the Application Form of the “Integrated Building Rehabilitation Assistance Scheme”.

4.2 If an OC has been formed, the OC shall be the Applicant when submitting the application to URA.

4.3 For building without an OC (including those held by CBS), all owners collectively or the CBS (if appropriate) shall be the Applicant when submitting the application to URA. Please refer to the “Application Notes for building without Owners’ Corporation” in Annex I to the IBRAS Application Form for the application requirements and details.

4.4 The eligible Applicant is required to submit all of the following documents to URA:

a. A duly completed and signed **IBRAS Application Form (“Application Form”)**; and

b. If building with an OC formed, copies of the meeting notices and minutes of the owners’ meeting convening and passing the following resolutions in accordance with the relevant provisions of BMO:

i. To resolve on the application for the Scheme;

ii. To authorise the OC to be the Applicant;

iii. To authorise at least two Committee members of the OC and / or the Manager appointed in accordance with the Deed of Mutual Covenant (“**DMC**”) or as the Applicant’s Representatives to sign the Application Form and all other documents related to the Scheme;

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- iv. To carry out eligible work items under the Scheme for comprehensive repair works at common area of the building (“**the Works**”);
  - v. To apportion all costs and expenditure relating to the Works among all owners in accordance with the DMC or the relevant provisions in the BMO;
  - vi. To resolve on joining the URA’s “Smart Tender” Building Rehabilitation Facilitating Services, please refer to Paragraph 4.2.3 of “AN-ST”; and
  - vii. To authorise the Applicant to receive subsidies from URA under the Scheme.
- c. For building without an OC or those held by CBS (subject to the scenario), please refer to “Application Notes for Building without Owners Corporation” in Annex I to IBRAS Application Form for the details of the resolutions required to be passed, and submit a copy of the relevant meeting minutes together with completed Application Form.
  - d. A copy of the Certificate of Registration of OC / Certificate of Registration of a Society / Certificate of Registration and by-laws of CBS (if applicable); and
  - e. A copy of Statutory Notice(s) for Mandatory Building Inspection Scheme, or statutory order or advisory letter on safety improvements for common areas of the building issued by government department (if applicable).
- 4.5 If a building / estate having more than one OC / DMC, URA has the right to determine what constitutes “a building / estate” and reserves the right to accept any joint application or not.

### 5. Scope of Works Covered by the Subsidy

Except for prior approval obtained from the URA, the Applicant must carry out comprehensive repair works for the building, in particular the work items in concern of public or building safety. The subsidy must be used in the works in common areas relating to building safety, hygiene and environmental-friendly works. All works must comply with the statutory requirements in Hong Kong, including but not limited to:

- a. Repair of building structure, e.g. repair loosen, cracked, spalled or defective concrete;
- b. Repair of external walls and internal common areas of the building, e.g. repair defective rendering and mosaic tiles;
- c. Repair or replacement of defective windows;

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- d. Repair or improvement of fire safety construction, e.g. improvement of means of escape, means of access for rescue and fire resisting construction;
- e. Provision, improvement or repair of fire services installations and equipment;
- f. Removal of unauthorised building works and illegal rooftop structures;
- g. Improvement of building services and sanitary facilities, e.g. repairing, maintaining and replacing lifts, fire services installations and equipment, electrical installations, gas risers, aerial systems, replacing waste pipes, soil pipes, rain water pipes, fresh water pipes, vent pipes and underground drain;
- h. Repair of waterproofing membranes on rooftop and flat roofs and works to alleviate water seepage problem in common area;
- i. Provision, improvement or repair of common water tanks;
- j. Repair or replacement works of metal works and carpentry;
- k. Provision, improvement or repair of for barrier free access facilities;
- l. Provision, improvement or repair of security system, e.g. CCTV system or metal gate at main entrance;
- m. Maintenance works for slopes or retaining walls;
- n. Application of environmental material on repair works or installation of green / environmental-friendly works or facilities;
- o. Works relating to the above items, including scaffolding, investigation and professional services; and any incidental or consequential works relating to items a. to n. above, e.g. touch-up and finishing works arising from repair or remedial works.

### 6. Amount of Subsidy

#### 6.1 Common Area Repair Works Subsidy

Applicant approved by URA will enjoy the following level of general repair works and green item subsidies from URA:

##### a. General repair works subsidy

The total subsidy amount for each Applicant (whichever is the lower)

- |                     |   |
|---------------------|---|
| - 20 units or below | <b>30%</b> of the approved cost of general repair works and related consultancy fee, capped at HK\$150,000  |
| - 21 – 49 units     | <b>20%</b> of the approved cost of general repair works and related consultancy fee, capped at HK\$150,000  |
| - 50 units or more  | <b>20%</b> of the approved cost of general repair works and related consultancy fee; or not more than HK\$3,000 per unit, capped at HK\$1,200,000 |

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### a. Green Item Subsidy

The total green item subsidy amount for each Applicant (whichever is the lower)

- 20 units or below      **30%** of the approved cost of green items and related consultancy fee, capped at HK\$75,000
- 21 – 49 units          **20%** of the approved cost of green items and relevant consultancy fee, capped at HK\$75,000
- 50 units or more      **20%** of the approved cost of green items and related consultancy fee; or not more than HK\$1,500 per unit, capped at HK\$600,000

- c. The subsidies listed in Paragraph 6.1.a and 6.1.b above must be used entirely for the repair works. For the eligible work items under the Scheme, please refer to **“Scope of Works Covered by the Subsidy”** in Paragraph 5 of this Application Notes.

## 7 Other Relevant Subsidies

- 7.1 Owner-occupiers of domestic units in the building may apply for “Building Maintenance Grant Scheme for Needy Owners” provided by the URA if they need financial support. Nonetheless, the total amount of subsidy received by the owner-occupier of domestic units in the building under the Scheme and “Building Maintenance Grant Scheme for Needy Owners” shall not exceed the actual costs paid for the works. Please refer to “AN-BMGSNO” for details.
- 7.2 If the Applicant has been approved for the subsidies under 1<sup>st</sup> Round, 2<sup>nd</sup> Round or 3<sup>rd</sup> Round (for Category 1 Buildings only) “Operation Building Bright 2.0” (“**OBB2.0**”), owners-occupiers of domestic units in the building who have benefited from OBB 2.0 will not be subsidised under the Scheme. The subsidy amount / subsidy cap for a building under the Scheme will be accordingly reduced in proportion to the number of owner-occupiers being subsidised by OBB 2.0. Please refer to the relevant application notes for details.
- 7.3 To ensure no double subsidies are granted to the Applicant for each work item, URA will withdraw or deduct the subsidies of the same repair item under the Scheme which has been successfully granted with subsidies / grant under other incentive schemes, e.g. “Fire Safety Improvement Works Subsidy Scheme”, “Lift Modernisation Subsidy Scheme”, “Buildings Energy Efficiency Funding Scheme”, “CLP Eco Building Fund” and “Smart Power Building Fund” etc.

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## 8. Procedures and Requirements for Approval

- 8.1 URA will issue a written acknowledge to the Applicant upon receiving an application from the Applicant.
- 8.2 The successful Applicant for the Scheme will receive an Approval-in-Principle Letter (“**AIP Letter**”) issue by URA.
- 8.3 After staff members or representatives of URA conducted on-site verification and assessed the completed eligible works items and received cost estimates from independent consultant, URA will issue a notification letter of Subsidy Approval to the Applicant which will state the actual eligible subsidy amount to be received by the Applicant upon compliance of all conditions and completion of works.
- 8.4 The Applicant shall fulfill all of the following conditions for receiving subsidy of the Scheme:
  - a. The Applicant shall apply Smart Tender and within the specified timeframe to appoint:
    - (i) AP / professional consultant / RI (or a consultancy firm which can provide relevant services) via Smart Tender to organise repair works; and
    - (ii) Qualified registered contractors to complete the relevant works. All tendering procedures shall comply with the requirements of Smart Tender; BMO and the Scheme. For details of Smart Tender, please refer to “AN-ST”.
  - b. All tendering procedures shall be proceeded in accordance with the provisions of Smart Tender, provisions of BMO and requirements of the Scheme. For details of Smart Tender, please refer to “AN-ST”.
  - c. The Applicant shall prepare the service contract for AP / RI / consultant and the contract for repair works in accordance with the guidelines issued by URA.
  - d. The Applicant shall insert “Ethical Commitment Clauses” and “Non-collusive Tendering Certificate” including provisions relating to prohibition of acceptance of advantage and declaration of conflict of interest etc, established by URA, in the tender documents and consultancy / works contracts which sample documents will be submitted by URA at time of issuing the AIP letter.
  - e. Staff members or representatives of URA will assess the intended work items and the cost estimates, the quotations and the progress of works before and during the works. The Applicant shall assist and facilitate the staff members or representatives of URA to check all relevant documents and data in relation to the works and to carry out site inspection of works progress of common areas of the building.
  - f. If the Applicant has already appointed a RI or consultancy firm for carrying



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out the prescribed inspection and organising prescribed repair works for the common area of the building in accordance with BMO and COP before submission of the Application Form for complying with the requirements of Statutory Notice for Mandatory Inspection Scheme, the Applicant shall provide with a duly signed “Letter of Undertaking” by such RI or consultancy firm acknowledging its agreement by such RI or consultancy firm to agree and to comply with URA’s requirements for the application.

- 8.5 For the calculation of the subsidy amount for the repair work items, the Applicant shall pay attention to the following situation which may lead to stop payment of subsidies or to adjust the subsidy amount:
- a. If the contract sum of the subsidised work items is greater than the estimate made by the independent consultant engaged by URA, URA shall determine the approved subsidy amount based on such estimate by its independent consultant.
  - b. If works have been commenced / completed / concealed prior to the submission of the application such that on-site verification of completion of the works is impossible, the Applicant shall submit all documentary proofs for such works to URA for checking, or otherwise the subsidy related to such repair items shall not be released accordingly.
  - c. If the Applicant fails to arrange rectification of such procurement procedures under the BMO or DMC, if applicable, any additional expenses or losses resulted from the rectification of the procurement procedure, including but not limited to compensation for the termination of existing services, shall not be subsidised by the Scheme.
  - d. After the issuance of AIP Letter by URA, in case of any variation to the contract terms and provisions, quantity, specification or repair works costs (whether it is an addition or a reduction with costs upward or downward), the Applicant shall notify URA as soon as possible in writing and submit relevant documents for approval, otherwise the subsidy amount will be affected / deducted. In addition, the Applicant may refer to any changes in sum to pass a resolution in an owners’ meeting under the BMO.
  - e. The Applicant shall comply with the requirements stipulating in the AIP Letter and DIY tool kit of Smart Tender to submit supporting documents as required by URA at different stages, failing which the process of verification and appropriation of funds could be affected.
- 8.6 The Applicant for the Scheme shall adhere to the work progress and complete the repair works items in accordance with the schedule stipulated in the AIP Letter issued by URA. If the Applicant fails to comply with schedule or the terms under the Scheme without any reasonable explanation to the URA, the AIP Letter granted to the Applicant may be revoked. In such circumstance, the Applicant shall not receive any subsidy.

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In case of any disputes relating to the eligibility for application or release of subsidy, the decision of URA shall be final and conclusive

Notwithstanding any contrary provision contained in this Application Notes, and whether or not the AIP Letter has been issued to the Applicant, URA has the right to reject the application, to stop payment of subsidies, to recover any subsidies released or to adjust the subsidy amount at any stage on reasonable grounds or in reasonable circumstances and the Applicant shall raise no objection.

- 8.7 Upon completion of all work items and issuance of the Certificate of Practical Completion, the Applicant shall submit copies of the Certificate of Practical Completion, the latest interim payment certificate (to be prepared by repair works contractor) and all required documents, together with the claim form to the designated office of URA as listed in Annex II of “Integrated Building Rehabilitation Assistance Scheme” in person or by post.

### 9. Notes

- 9.1 URA reserves the right to modify the contents of the Scheme at any time without prior notice. The web version shall prevail should there be any changes. Please refer to “Building Rehabilitation Platform” ([www.brplatform.org.hk](http://www.brplatform.org.hk)) for the latest version.
- 9.2 For application from Tenant Purchase Scheme estates, Hong Kong Housing Authority (“HA”) as landlord of unsold flats under Tenant Purchase Scheme estates, does not possess owner-occupier capacity and therefore could not receive any subsidies of the Scheme. URA shall exclude all those unsold flats under HA’s ownership when calculating subsidy amount.
- 9.3 This application notes do not construe as a commitment by URA to the Applicant. The terms and conditions of the Scheme stipulated in approval documents of URA shall prevail.
- 9.4 URA reserves the right to reject the application at any stage without disclosure of reasons and shall not be liable to anyone.
- 9.5 This document is an English version translation of the Chinese version of the Application Notes and is for reference purpose only. In the event of conflict or inconsistencies, the Chinese version prevails.

Enquiry Hotline: 3188 1188

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## List of Abbreviations

### Application Notes for Building (Applicable to Owners' Corporation / Owners' Organisation / Representatives of all owners)

Abbreviation	Application Notes
AN-CAS	Application Notes for Common Area Repair Works Subsidy
AN-LIMSS (2)	Application Notes for Second Round Lift Modernisation Subsidy Scheme
An-OBB2.0 (Bldg)3	Application Notes for Third Round Operation Building Bright 2.0 (Applicable to Owners' Organisation of Category 1 Building)
AN-FSWS(3)	Application Notes for Third Round Fire Safety Improvement Works Subsidy Scheme
AN-ST	Application Notes for Smart Tender Building Rehabilitation Facilitating Services
AN-MBISS	Application Notes for Mandatory Building Inspection Subsidy Scheme

### Application Notes for Individual Flat Owner

Abbreviation	Application Notes
AN-OBB2.0 (OO)	Application Notes for Operation Building Bright 2.0 (Applicable to Owner-Occupier)
AN-LIMSS (2) (EOO)	Application Notes for Second Round Lift Modernisation Subsidy Scheme (Applicable to Elderly Owner- Occupier)
AN-HRIL	Application Notes for Home Renovation Interest-free Loan
AN-BSLS	Application Notes for Building Safety Loan Scheme
AN-BMGSNO	Application Notes for Building Maintenance Grant Scheme for Needy Owners