

Island South Property Management Limited

南盈物業管理有限公司

**Confidential**

機密

**室內裝修申請表****Interior Decoration Application Form****業主/住戶資料 Information of owners/residents**物業 Development 貝沙灣 Bel-Air

Phase \_\_\_\_\_ 期 Tower/House \_\_\_\_\_ 座/洋房 Floor \_\_\_\_\_ 樓 Flat \_\_\_\_\_ 室

姓名(Name) : \_\_\_\_\_

聯絡電話(Tel. No.): 住宅 (Home) \_\_\_\_\_ 辦公室 (Office) \_\_\_\_\_

手提電話 (Mobile) \_\_\_\_\_

通訊地址(Correspondence address) : \_\_\_\_\_

**裝修公司資料 Information of Contractor**

公司名稱(Name of Contractor) : \_\_\_\_\_

電話(Tel. No.) : \_\_\_\_\_ 傳真 (Fax No.) \_\_\_\_\_

地址(Address) : \_\_\_\_\_

負責人姓名(Name of in charge person) : \_\_\_\_\_

身份證號碼(I.D. Card No) : \_\_\_\_\_ (英文字母及頭3位數字 letters and the first 3 digits)

聯絡電話(Tel. No) : 辦公室 (Office) \_\_\_\_\_ 手提電話 (Mobile) \_\_\_\_\_

裝修項目(Decoration item) : \_\_\_\_\_

裝修工人數目(No. of worker) : \_\_\_\_\_

裝修期(Period of decoration) : From : \_\_\_\_\_ To : \_\_\_\_\_

**搭棚申請 (Scaffolding Work Application)**

棚架工程 (Scaffolding work) : 否 (No) \_\_\_\_\_ 有 (Yes) \_\_\_\_\_ 搭棚期(Period) \_\_\_\_\_ 至(To) \_\_\_\_\_

**業主/住戶承諾書**

- 本人願意遵守服務中心的規定，在安排裝修前須先以支票（抬頭：南盈物業管理有限公司）繳交裝修按金港幣伍仟元正及申請裝修工人臨時工作證。待工程完成後，由服務中心確定公眾地方沒有堆積泥頭廢料或受到損毀，方獲無息發還裝修按金。若工作證被遺失，則按失證數目由按金中扣除每張港幣壹佰元正的費用。倘若裝修工程不多於3個月，有關支票將不會被存入銀行。完成工程後，業戶需申請退票，若業戶收到服務中心信件於指定時間內仍未取回支票，本中心將有關支票當作廢票處理。
- 本人明白聘用的承造商及裝修工人均須配戴服務中心簽發的有效裝修工作證及由保安人員登記他的個人身份證資料，方可進入屋苑內工作。
- 本人願意負責由承造商所引致修理公眾設備損壞或清潔的一切費用。
- 本人明白須於施工前於樓層公眾位置做好保護措施。
- 在裝修期間，如裝修工人行為不檢，破壞或不小心致使他人遭受不便、騷擾或傷害，本人願意採取適當措施制止及負起由此引起的責任問題。
- 本人明白非法接駁電源或胡亂棄置裝修廢料於公眾地方均屬違例。倘服務中心需重新檢查及接駁電源或清理該廢料，本人願支付所須的一切費用。
- 本人願意遵守由服務中心所訂定的一切條例及守則。

**Undertaking Of Owners / Residents**

I adhere to the decoration guidelines of Service Centre. Before decoration commenced, five thousand dollars of refundable decoration deposit will be paid by cheque (payable to "Island South Property Management Limited") and "Temporary Work Permit" will be applied. The non-interest bearing deposit is required as security against any damage to the Development caused or debris and building material left by owners/residents or their contractors during fitting out. In case of the loss of temporary work permits, one hundred dollars per lost permit will be deducted from the deposit. The deposit will be refunded to owners/residents after completion of decoration work. If the decoration work does not exceed 3 months, the relevant cheque will not be deposited into the bank. After the completion of decoration work, the resident needs to apply for a refund. If the resident receives a letter from the Service Centre and fails to retrieve the cheque within the specified time, the cheque will be eliminated and handle it accordingly.

- I understand that all contractors and workmen requiring access to the Development must bring along valid "Temporary Work Permit" issued by the Service Centre and register at the entrance of Development.
- I should be responsible for repair/maintenance cost of any damage and cleaning cost to public areas caused by contractors.
- I understand that protective material should be covered on common areas and facilities before decoration start.
- I should regulate and hold responsibility of the behavior of contractors or workmen who cause nuisance to any residents in the Development during decoration period.
- I understand that illegal electricity connection or debris and building material left in common areas violate the rule. I should be responsible for the cost of checking or re-connecting electricity supply and removing of any rubbish left behind by my contractor.
- I should follow all rules and regulations worked out by the Service Centre.

業主/住戶簽署 : \_\_\_\_\_  
(Signature of Owner/Resident)日期 : \_\_\_\_\_  
(Date)南盈物業管理有限公司  
Island South Property Management Limited

## Island South Property Management Limited

南盈物業管理有限公司

**臨時工作證申請資料(Temporary Work Permit Application)**

裝修工人資料(Information of Workers) :

姓名 (Name)	身份證號碼 (I.D.Card No)	服務中心專用 Office use only	姓名 (Name)	身份證號碼 (I.D.Card No)	服務中心專用 Office use only
1. _____	_____	_____	5. _____	_____	_____
2. _____	_____	_____	6. _____	_____	_____
3. _____	_____	_____	7. _____	_____	_____
4. _____	_____	_____	8. _____	_____	_____

申請工作證數目(No of Permits applied) : \_\_\_\_\_ 日期(Date) : \_\_\_\_\_

申請人姓名(Name of Applicant) : \_\_\_\_\_ 聯絡電話(Contact Tel. No) : \_\_\_\_\_

申請人簽名(Signature of Applicant) : \_\_\_\_\_

\*遺失工作證將於裝修按金中以**每張壹佰元正**扣除。

(One Hundred dollars per lost permit will be deducted from Decoration Deposit)

**服務中心專用(Office Use Only)**

申請日期(Date of Application) : \_\_\_\_\_ 發證日期(Date of Issue) : \_\_\_\_\_

臨時工作證編號(Temporary Work Permit No.) : \_\_\_\_\_ 由(From) \_\_\_\_\_ 至(To) \_\_\_\_\_

業主/住戶繳付裝修按金(Amount of Decoration Deposit) : **HK\$5,000.00**

支票號碼(Cheque No.) : \_\_\_\_\_ 銀行 (Bank) : \_\_\_\_\_

入票日期(Date of Bank in) : \_\_\_\_\_

處理人姓名 (Handled by) : \_\_\_\_\_ 簽名(Signature) : \_\_\_\_\_

**退回裝修按金申請 (Refund Deposit)**

還證日期(Date of Return): \_\_\_\_\_ 還證數目(Amount of Cards): \_\_\_\_\_

公眾位置巡查結果:  沒有損毀項目  損毀項目 \_\_\_\_\_ 沒有泥頭雜物  泥頭雜物 \_\_\_\_\_ 沒有清潔項目  清潔項目 \_\_\_\_\_

應扣除的按金(Deducted Amount of Deposit ) HK\$ \_\_\_\_\_

退回金額 (Refund Amount) HK\$ \_\_\_\_\_

申請退票日期 (Date of Cheque Refund Application) : \_\_\_\_\_

支票抬頭 (Payable To) : \_\_\_\_\_

處理人姓名 (Handled by) : \_\_\_\_\_ 簽名(Signature) : \_\_\_\_\_

## 個人資料(私隱)條例聲明:

根據個人資料(私隱)條例, 您所提供的資料將會被嚴格保密, 並只會用於屋苑管理及相關通訊用途, 如您希望查閱或更改您的個人資料, 可致電 2989 6000(貝沙灣一至三期)/2989 6350(貝沙灣四至六期) 與服務中心聯絡。

## Declaration on Personal Data (Privacy) Ordinance:

According to Personal Data (Privacy) Ordinance, the information that you provide will be treated with strict confidence and used for estate management and related communication purpose only. Should you wish to access or correct your personal data, please contact the Service Centre at 2989 6000(Phase 1 to 3) / 2989 6350(Phase 4 to 6).

**室內裝修/維修工作規則**

貝沙灣業主/住戶須聘請合資格的承建商，並督促其嚴格遵守本「室內裝修/維修工作規則」，大廈公契及相關法例法規的要求。

**裝修工程管制**

**會發出噪音**的裝修工作只限於星期一至星期五上午九時半至下午五時半期間進行。

**不會發出噪音**的裝修工作可於星期一至星期五上午九時半至下午五時半期間及星期六上午九時半至下午一時期間進行。

星期日及公眾假期全日**不准進行**任何裝修工作。

業主/住戶需最少於三個工作天前將室內裝修申請表簽妥並交回服務中心辦理。裝修承造商及其工人必須時刻配戴由服務中心簽發的裝修工作證（每證只限一人）方可獲准進入單位工作。每天裝修完畢後必須交回完好的工作證，否則服務中心會依遺失的工作證數目，在裝修按金中扣除每張港幣壹佰元正的費用撥入住宅賬目內。

裝修工人每日進出屋苑時須登記身份證，否則不准進入屋苑。

業主/住戶/裝修承造商必須約束及負責他所僱用的分判商及工人的行為。

業主/住戶應確保在裝修期間，裝修承造商已為裝修工程購買有效及足夠的第三者保險。

裝修工程須在室內進行，不得在公眾地方或室外進行任何裝修工程。大門必須關上防止噪音及塵垢滋擾鄰居。服務中心職員會於裝修期間不時視察裝修工程。

裝修工程進行前，須於該樓層公眾位置做好保護地板及牆身措施，以免公眾設備損壞。經服務中心確認保護措施妥當後，才可進行裝修工程。

服務中心有權要求業主/住戶對其本人/裝修承造商/分判商/工人於裝修期間因工程對物業本身或對任何人仕造成的傷害、責任、損失、索償或法律行動承擔一切責任。

業主/住戶應根據工程需要聘請合資格的承建商，包括「註冊小一般承建商」(RGBC)、「註冊專門承建商」(RSC)或「註冊小型承建商」(RMWC)等進行單位裝修或維修，並確保其承造商遵守該制度下之規則及確定有關工程符合相關法規(包括《建築物條例》及物業公契等)的要求。

**搭棚工程**

如裝修工程期間需要搭棚，請於申請裝修時一併提出及預先提供搭棚工程之相關保險證明。棚架一經搭建，合資格人士必須提交《建築地盤(安全)規例》表格五。

業戶或其授權人就其聘用承辦商進行建築工程而涉及棚架工作時，有關單位的業戶或其授權人須確保其承辦商：

- (a) 按訂立的棚架工作合約條款行事；
- (b) 按相關法例／附屬法例及相關機構發出的指引行事；
- (c) 在合理切實可行範圍內，盡量在有關施工地方提供適當和足夠的安全進出口並定作為維修出入口；
- (d) 採取足夠的步驟防止任何人在有關施工地方從高度不少於2米之處墮下；
- (e) 安排相關棚架由曾受訓練的工人於合資格的人士的指示及直接監督下搭建；
- (f) 於相關棚架在首次使用前、經過擴建或更改後、經歷天氣情況、及其後每次使用前的14天內，安排合資格人士作出檢查，並按相關規定作出報告；

## Island South Property Management Limited

南盈物業管理有限公司

- (g) 為相關棚架工作購買有效保險（包括僱員補償保險）；及  
 (h) 於相關棚架在首次使用前，及其後適時檢視負責檢查相關棚架的合資格人士按規定作出的報告。

棚架不得影響其他單位景觀或阻擋窗戶開關。

### 違規改動工程守則

不得進行任何建築結構改動工程，包括改動結構牆及外牆。業主/住戶/裝修承造商同時需確保裝修工程不會對大廈結構造成損壞，否則服務中心將保留權利停止該裝修工程並要求業主/住戶自費復原所有受影響之地方。業主/住戶亦必須遵從屋宇署一切指引及法規為指定工程聘用合資格人士安排入則審批。

不得進行任何外牆喉管改動工程。有關所有室內支管工程，必需符合《建築物條例(衛生設備標準、水管裝置、排水工程及廁所)規例》及其他相關法例的要求，特別關於污水管的隔氣彎管、反虹吸管及通風管均不能隨意改動及移除，在進行這些工程前，建議業主先諮詢建築專業人士包括建築師、屋宇測量師、註冊一般承建商或註冊小型工程承建商的意見，並按相關法例要求作出批核申請或申報開工及完工。

不得在單位外搭建或安裝任何招牌、廣告、天線或其它凸出物或結構物。

不得在外牆或窗戶非指定位置安裝冷氣機。

為保持屋苑劃一外觀，未經服務中心審批不得更改單位大門之設計、款式或顏色。不得於單位出入口安裝鐵閘。窗花設計、款式或顏色必須經服務中心審批後才可安裝。

不得接駁公眾電源，服務中心保留權利向業主/住戶追討因承造商非法接駁電源對公共設施造成損毀之維修費用。

### 裝修搬運及廢料處理

裝修承造商於搬運裝修材料及工作器具時，必須小心以免損壞公眾地方或設施，一切損毀均須由業主/住戶及承造商負責賠償。

裝修承造商只可使用由服務中心指定的電梯出入或進行搬運。

於裝修工程期內，承造商須保持公眾地方清潔及消防走火通道暢通，不得將建築材料、泥頭、工具及廢料等放置或棄置於任何公眾地方，否則業主/住戶須負責一切清理費用。

裝修承造商不得將裝修物料、沙石、泥頭等倒入任何去水渠內，亦不得使用該等去水渠進行任何清水混合物料之工序。服務中心保留權利向業主/住戶追討因該等不正當使用去水渠對公共排水設施造成堵塞或損毀之維修費用。

裝修承造商須遵守由環保署制訂的建築廢物處置計劃。

### 裝修工程安全

裝修承造商需確保其聘用之裝修工人遵守由勞工處發出的「裝修工程安全指引」。

每天裝修工作完成後，裝修承造商須關妥所有門窗、電掣、水掣及其他氣體燃料供應掣方可離去。

切勿堆積裝修物料、廢物於單位內，避免引起火警。

## Island South Property Management Limited

南盈物業管理有限公司

裝修承造商如需進行燒焊工程，必須備有合規格及足夠的防火設施例如手提式滅火器，並遵照相關政府規例。

不得使用含有易揮發、有害或濃烈氣味的油漆 / 化合物。

### 氣體裝置安全

承建商施工前，應確認施工範圍內及附近外露或暗藏(天花/牆身/地台內)的氣體裝置(包括氣體喉管)的位置及其運作狀況。建議承建商善用金屬探測器，勘測暗藏的氣體喉管位置。

承建商應了解帶氣喉管的標示，避免誤認帶氣喉管為廢喉。

承建商應於施工前，向氣體供應公司了解暗藏的氣體裝置位置，並索取喉管路徑圖。

承建商在進行工程期間，應採取一切合理的步驟保護氣體喉管不受破壞。

承建商應事前確認氣體緊急控制閥位置，以便在緊急情況下立即截斷氣體供應。

如有疑問，應向氣體供應公司查詢。

### 環境保護事宜

為減少因裝修工程對環境造成的影響，服務中心建議裝修承造商採用以下方法：

- 使用符合持續發展概念的木材進行裝修。
- 安排回收商回收裝修廢料例如：紙皮、金屬、塑料、光管、慳電管。
- 避免使用非水溶性及含金屬或有害化學劑的油漆/接合劑。
- 當進行切割沙磚，瓦片等會產生大量微塵的工程時必須配合一切防塵措施。

如閣下有意索取英文版本，歡迎到本服務中心查詢。

貝沙灣服務中心



**Rules and Regulations of Interior Decorations and Fitting Out**

Owners/Residents of Bel-Air shall engage qualified contractors, and supervise the performance of their employed contractors in order to comply with this “Rules and Regulations of Interior Decorations and Fitting Out”, the Deed of Mutual Covenant and the requirements in the relevant laws and regulations.

***Control on Fitting Out Works***

Decoration works **with NOISE** should be carried out on Mondays to Fridays, from 9:30 a.m. to 5:30 p.m. Decoration works **without NOISE** can be carried out on Mondays to Fridays, from 9:30 a.m. to 5:30 p.m. and Saturday, from 9:30 a.m. to 1:00 p.m.  
 Decoration works on the whole day of Sundays or Public Holidays are **NOT ALLOWED**.

Owners/Residents should complete the “Interior Decoration Application Form” and return to the Service Centre at least 3 working days prior to the commencement of the decoration works. Contractors and their workers shall register and apply for “Temporary Work Permit” for each person at the Service Centre and bring along the permits within the Development at all times for identification purpose. The permits must be returned to the Service Centre after completion of works each day. Otherwise, one hundred dollars per lost permit will be deducted from Decoration Deposit and credited to the Building Account for loss of permit.

Contractors apply for decoration at units shall register with their HKID card at security counters. No worker shall be allowed to enter the Development without proper registration.

Owners/Residents/Contractors shall be responsible for and regulate the behavior of their sub-contractor workers.

Owners/Residents shall ensure their contractors have bought sufficient and valid third party insurance coverage for the works during the course of decoration works.

All decoration works shall be carried out inside the unit. No work shall be allowed to be carried out at common areas or outdoor areas. The main door shall be closed at all times during the works to avoid dust and noise. The Service Centre will conduct inspection on the decoration works from time to time.

Before the decoration start, contractors shall be responsible for covering protective material on all common areas and facilities such as floor, doors, door frames and walls. Decoration works shall be carried out after the protection measures was approved by The Service Centre assessment.

The Service Centre has the rights to hold liability of Owners/Residents against any casualties, responsibilities, loss, damages, claims or legal actions in relation to units, the property and other persons arisen by Owners/Residents/Contractors/Sub-contractors/Workers during the decoration works.

Owners/Residents should engage qualified contractors, including, registered general building contractors (RGBCs), registered specialist contractors (RSCs) and registered minor works contractors (RMWCs) to carry out decoration or repair works according to the needs, and ensure that works comply with the requirements in the relevant laws and regulations (including the Building Ordinance and the Deed of Mutual Covenant).

***Scaffolding Works***

If scaffolding is required during the course of decoration works, prior application shall be made at the time of applying decoration with a valid insurance document for that scaffolding works. Once complete erecting the scaffolding, a capable person shall submit a valid “Form 5 -- Construction Sites (Safety) Regulations Work” to the Service Centre.

owners or their authorised persons of individual flats in respect of contractors engaged by them to carry out construction work involving scaffolding work, and the owners or their authorised persons concerned have to ensure that the contractors:

- (a) abide by the contractual terms of the scaffolding work contract entered into;
- (b) abide by the relevant laws/subsidiary legislations and guidelines issued by relevant organizations;
- (c) so far as is reasonably practicable, suitable and adequate safe access to and egress from the place of work is provided and properly maintained;
- (d) take adequate steps to prevent any person from falling from a place of work with a height of 2 meters or more;
- (e) arrange the scaffold to be erected by trained workers under the direction and immediate supervision of a competent person;
- (f) inspect the scaffold by a competent person before it is used for the first time, after expansion or modification, after weathering and within 14 days before each subsequent usage, and a report has to be made in accordance with relevant regulations;

## Island South Property Management Limited

南盈物業管理有限公司

- (g) have taken out a valid insurance policy (including employee compensation insurance) for the scaffolding work concerned; and
- (h) check the reports made by the competent person responsible for inspecting the scaffold before the scaffold is used for the first time and thereafter timely.

All scaffoldings shall not affect the view of other units or block the opening of windows.

### ***Regulations about Irregular Alteration Works***

No structural alteration including any structural walls and external walls to the unit shall be carried out. Owners/Residents/contractors shall ensure no damage was caused to the building structure due to the decoration works. Otherwise, the Service Centre will reserve the rights to suspend the decoration works and request Owners/Residents to take remedial action to the affected areas at their own cost. Owners/Residents shall also comply with all practices and regulations set out by Buildings Department and appoint capable person for plan approval when carrying out designated works.

No alteration shall be carried out to any pipe works outside any external walls. For works related to internal drainage branch pipe, it shall comply with "Building (Standards of Sanitary Fittings, Plumbing, Drainage Works and Latrines) Regulations" and other statutory requirements. It is not recommended to alternate or remove any traps, anti-siphonage pipes and vent pipe; otherwise, it is recommended to consult the building professional such as Architect, Building Surveyor, Registered Building Contractor or Registered Minor Works Contractor before commencement of any alternation of the above-mentioned components. Please also strictly follow the application of government approval procedures and submit commencement and completion of works as stipulated in the statutory requirements.

No signs, advertisements, aerial devices or any other projections or structures shall be constructed or installed outside the exterior of the unit.

No air-conditioning units shall be installed on any external walls or extended from any windows other than designated locations.

In order to keep the unique design of the Development, the pattern, design or color of the entrance door shall not be altered without prior approval from the Service Centre. No metal gate is allowed to be installed at the entrance of units. The pattern, design or color of window grille is subject to the approval of the Service Centre.

No electricity connection to power source at common areas shall be allowed. The Service Centre reserves the right to claim against Owners/Residents for any damages due to the irregularities caused by their contractors.

### ***Transportation of Tools and Debris Handling***

Contractors shall handle with care for not to damage common areas or facilities during the course of transportation of materials and furniture etc. Owners and contractors should indemnify the Service Centre from any claims for damages which may subsequently arise from the acts of the contractors.

Contractors are only allowed to use designated lifts assigned by the Service Centre.

During the course of works, contractors are required to keep the common areas clean and shall not block any fire escape routes. No building material, fitting, tool and debris etc. shall be allowed to be placed or left in common areas, otherwise, Owners/Residents will be responsible for any removal cost.

Contractors shall not dispose of any decoration material, construction waste or aggregate into any drains, and shall not use those drains for mixing wet trade material. The Service Centre reserves the right to claim against Owners/Residents for any blockage or damages to any common drainage facilities due to the misuse of drains.

Contractors shall comply with the Construction Waste Disposal Scheme set out by the Environmental Protection Department.

### ***Renovation Safety***

Contractors shall ensure their employees to follow the 「Guidance Notes to Renovation Safety」 released from the Labour Department.

Contractors shall close all windows and doors, switch off any electricity, water and or gas supplies before leaving the unit after finishing daily works.

No excessive fitting-out material and debris shall be kept inside the unit to prevent from outbreak of fire.

**Island South Property Management Limited**

南盈物業管理有限公司

When carrying out welding works, contractors shall prepare with adequate and proper fire-fighting equipment such as hand held fire extinguisher, and shall comply with relevant government regulations.

Any volatile, noxious or pungent paints/organic compound materials shall not be used.

***Gas Equipment Safety***

Before commencement of work, contractors shall identify the location and its routing of the gas supply pipes and its condition including any exposed/concealed (in ceiling/wall/floor slab) gas installations within or in the vicinity of the works area. Contractor may if necessary use the metal detector to detect the location of concealed gas pipes.

Contractors shall be fully aware of the gas pipes if they are active or inactive.

Contractor shall gather all relevant information and gas pipe layout plans (if any) from the gas supply company before commencement of work.

Contractors shall take all necessary steps and measures to protect the gas pipes from damage arising out of the works.

Contractors shall identify the location of the gas control valves for immediate cease of gas supply in case of emergency.

Consult the gas supply company, if necessary.

***Concern about Environmental Protection***

To diminish the harmful effect to the environment caused by fitting out works, the Service Centre recommends contractors to adopt the following suggestions :

- To use sustainable development concept's woods in decoration.
- Arrange recycle contractors to recycle decoration wastes such as paper, metals, plastics, fluorescent tubes, compact fluorescent lamps etc.
- Avoid using paint or glue which is non-water-soluble and contain metal or harmful chemicals.
- Dust prevention must be done when cutting sand bricks, tiles etc. which will produce lots of fine dust in the progress.

Please contact the Service Centre for Chinese version.

Bel-Air Service Centre