

**Guidelines for Certification of Structural Safety under
sections 3(1)(b) and 4(3) of Schedule 2 to the
Private Columbaria Ordinance (Cap. 630) (PCO) for
Applying for a Licence or an Exemption
(Buildings Department)**

Introduction

1. For application of a *Licence* or *Exemption* under the PCO, the structural safety of a part or the whole of the relevant columbarium premises situated in *Certifiable Building (CB) / Structures Certifiable for a Pre-cut-off Columbarium (SCPC) (CB/SCPC Areas)* is required to be certified under sections 3 to 7 of Schedule 2 to the PCO. The following guidelines assist *Qualified Professionals* i.e. Authorized Persons (AP) or Registered Structural Engineers (RSE) in carrying out such certification and should be read in conjunction with those in Annex 4.

Structural Safety Inspection, Assessment and Certification

2. Making reference to paragraph 9 to 13 of Annex 4, the AP (and, if necessary, RSE) should personally conduct comprehensive visual inspection and assessment to verify that the general structural conditions of the *CB/SCPC Areas* are satisfactory for the columbarium use, and there is no obvious deficiency in structural integrity and stability. The inspection and assessment should also cover buildings or structures which the *CB/SCPC Areas* are structurally connected to or sharing a part of for the means of escape¹ (collectively referred to as “associated buildings”)².

3. The inspection should identify defects due to overloading or dilapidation such as structural cracks, excessive deflection or deformation of structural elements and undue settlement of the *CB/SCPC Areas* and associated buildings. For accurate inspections and assessments, the AP should where necessary conduct open-up inspections or alternative methods pragmatic and viable having regard to the site conditions.

¹ The adjoining building or structures not forming part of the *CB/SCPC Areas* but with the Means of Escape (MOE) of the *CB/SCPC Areas* extended into should be structurally assessed as associated buildings. Such “outside” MOE route shall have to be undertaken by the relevant owner to maintain such as its accessible and having a fire-rated separation as necessary during the operating hours of the *CB/SCPC Areas* for serving the MOE purpose.

² The assessment should take into account the effect due to the loadings induced from the *CB/SCPC Areas* at upper floors on the load carrying capacity of associated buildings, including additional heavy imposed load such as solid construction of niches. Structural justification may be required for dubious cases.

4. The certification of the structural safety of the *CB/SCPC* Areas under sections 3(1)(b) and 4(3) of Schedule 2 to the PCO should be made in the standard form PCLU-1 in **Appendix I**.

Inspection Cycle

5. To ensure structural safety under sections 3(1)(b) and 4(3) of Schedule 2 to the PCO, an AP (if necessary, a RSE) should be appointed to carry out inspection and assessment in accordance with the requirements in these guidelines every 5 years after the initial certification or at such interval as required by the Private Columbaria Licensing Board.

Audit Check

6. The Buildings Department will conduct audit check of the certification to monitor the AP and RSE's performance and compliance with these guidelines. Appropriate follow up action will be taken if false, incorrect or misleading information is found in the certification and supporting documents.

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**Certification of Structural Safety of a Private Columbarium for
Application for *Issue or Renewal of *Licence / Exemption
under the Private Columbaria Ordinance (Cap. 630)
Form PCLU-1
(Buildings Department)**

Name of Columbarium: _____
Address and Lot Description: _____

In accordance with the provisions of the Private Columbaria Ordinance (Cap. 630) (PCO), the Application Guide issued by the Private Columbaria Licensing Board (the Guide) and Annexes 4 and 5 of the Guide (the Guidelines) and regarding the *part of the columbarium / *columbarium located in **Certifiable Buildings (CB)* / **Structures Certifiable for a Pre-cut-off Columbarium* (the *CB/SCPC Areas*), I _____ (full name in English[#]) _____ (name in Chinese[#]), *Authorized Person^(Note 1) / *Registered Structural Engineer^(Note 2), hereby declare that I have completed the required assessment and the required inspection on _____ (date)^(Note 3) of the *CB/SCPC Areas* and *the associated buildings^(Note 4), details of which have been provided in paragraph 3 below, and certify that the *CB/SCPC Areas* and *the associated buildings are structurally safe.

2. I have conducted the required assessment and inspections. My findings are that the general structural conditions of the *CB/SCPC Areas* and *the associated buildings are satisfactory for columbarium use and there is no obvious deficiency in their structural integrity and stability.

3. In support of this certification, I submit the relevant plans, record photos, *structural justification^(Note 5) and documentary evidence required in the Guidelines.

4. I hereby declare that this structural safety certification is prepared by me in accordance with the Guidelines, the Guide and the PCO.

5. I confirm that the above information is true and correct and understand that all matters and information covered by this certification and all the supporting documents / information may be subject to further examination, auditing and verification by the Private Columbaria Licensing Board and the Buildings Department. If I provide information that is false or misleading in a material particular or furnish the Director of Food and Environmental Hygiene, an authorized officer or a public officer with information knowing that it is false or misleading in a material particular in this certification, I shall render myself liable to disciplinary action under section 7 of the Buildings Ordinance (Cap. 123) and/or other legal^(Note 6) penalties.

Date	Signature [#] and full name of *Authorized Person / *Registered Structural Engineer
Certificate of registration no. [#] : _____ Date of expiry of registration [#] : _____	
Correspondence address: _____	
Contact telephone no.: _____ Contact fax no.: _____	
Contact email address: _____	

[#] : In accordance with the registration record

* : Delete where inappropriate

Notes:

1. *Authorized Persons are those registered under section 3 of the Buildings Ordinance (Cap. 123).*
2. *Registered Structural Engineers are those registered under section 3 of the Buildings Ordinance.*
3. *The date of the last inspection should be inserted. If different inspections are conducted to different areas on different dates, the last date of inspections to CB/SCPC Areas should be inserted.*
4. *If the CB/SCPC Areas only partly occupy CB / Non-compliant Structures (NCS), the associated buildings refer to those portions of the CB and NCS which have not been included in the application for licence / exemption as well as the structurally connected adjoining buildings and structures. The adjoining building or structures not forming part of the CB/SCPC Areas but with the Means of Escape of the CB/SCPC extended into should also be structurally assessed as associated buildings.*
5. *Structural justification may be required for dubious case.*
6. *Relevant legislation includes but not limited to section 99 of the PCO.*

(11/2017)