

## **Housing Channel**

### **Title: Works for Balcony Windows**

- VO Works to install, alter, repair or remove windows  
are subject to the Minor Works Control System  
The Mandatory Window Inspection Scheme is also in force now  
The Housing Authority takes window safety seriously  
and understands some tenants may want to install balcony windows  
it has thus laid down relevant application procedures and guidelines  
There are balconies in some public housing flats  
If conditions allow  
tenants can apply to install balcony windows at their own cost  
3-bay aluminium sliding windows can normally be  
installed behind the burglar grilles in the balcony  
But it depends on the flat type and balcony size  
Tenants may check with their estate office
- Super Obtain An Approval-in-Principle Letter !
- VO To install balcony windows  
tenants must apply to the estate office first  
and obtain an approval before starting any works  
Under the Minor Works Control System  
tenants must hire contractors  
registered with the Buildings Department  
Then fill in the required forms  
and submit it together with a copy of the Approval-in-Principle letter  
to the Housing Department's Independent Checking Unit  
If the works only involve repair or replacement of

parts such as hinges, rivets, glazing, etc  
tenants need not apply to the estate office  
though they must still hire contractors  
registered with the Buildings Department  
and notify the Housing Department's Independent Checking Unit  
Please contact your estate office for details  
or to obtain the application form and guidelines