

## **Information which Must Be Provided in Applications for Safety Certificates for Premises to be Used as a School**

Before forwarding the completed application forms to the Buildings Department/Independent Checking Unit (ICU), Office of the Permanent Secretary for Housing and the Fire Services Department, applicants should check carefully whether the following requirements have been duly complied with -

1. All the information required in each application form has been provided.
2. A sufficient number of layout plans have been attached to each application form.
3. The following information has been shown in each layout plan:
  - a. Area demarcated for registration of the proposed school premises;
  - b. Name and address of the school, date of application, name and signature of the applicant;
  - c. Location and dimensions (in terms of millimetre with the scale of the layout plan being usually 1:50 or 1:100) of all classrooms, corridors, entrances, means of escape, fire resisting doors, exit routes/doors and remaining areas in the premises for other uses (e.g. toilets, offices);
  - d. Usage and numbering of all rooms;
  - e. Maximum capacity of each classroom (no. of students and teachers) and the total number of staff/teachers to be accommodated;
  - f. Construction material of any proposed partition walls and exit doors, if any;
  - g. Alteration works, if any;
  - h. Area demarcated for providing sleeping accommodation, if any; and
  - i. Description of all existing Fire Service Installations and Equipment in the premises.

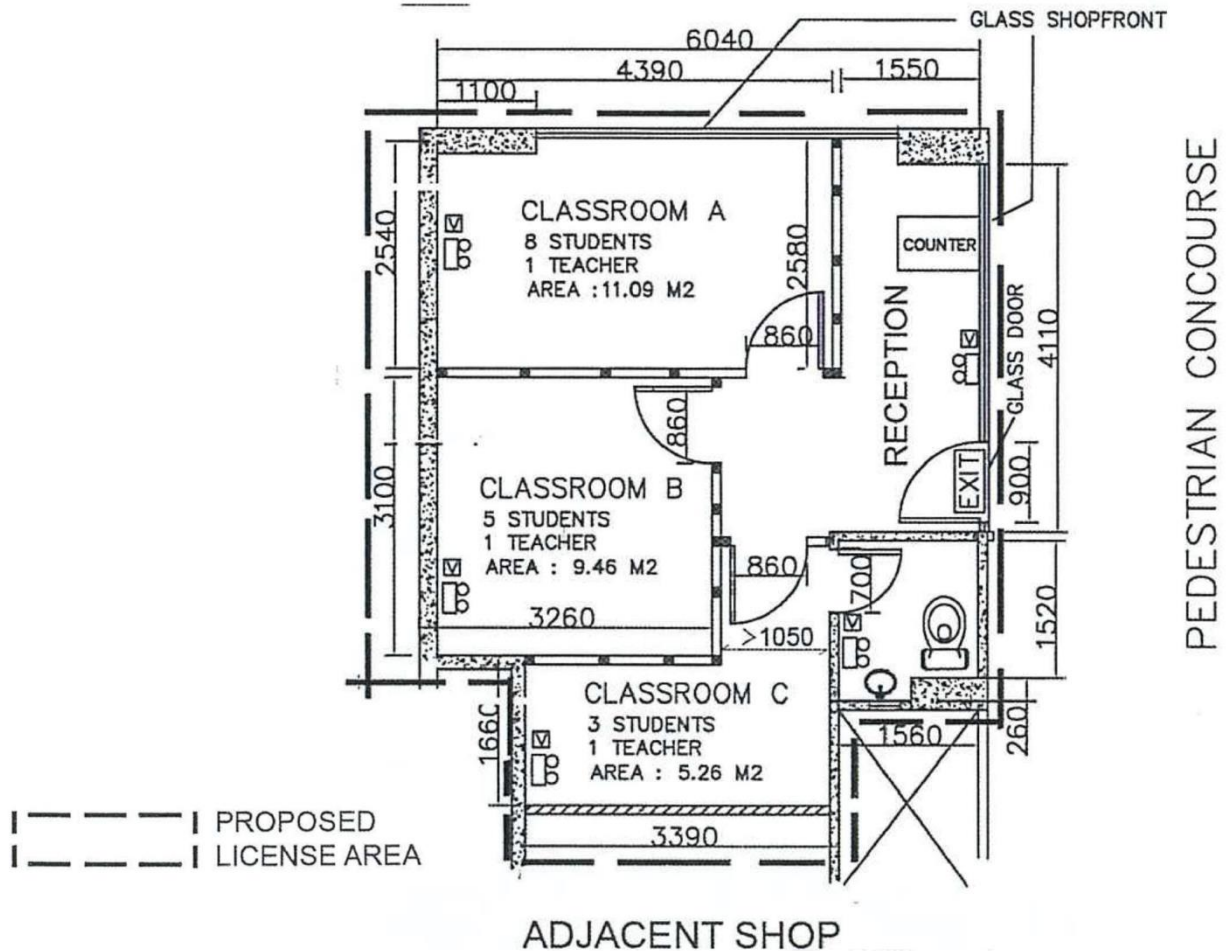
SAMPLE

SCHOOL NAME:  
 SCHOOL ADDRESS:  
 CORRESPONDENCE ADDRESS:  
 CONTACT PERSON & NUMBER:

APPLICANT NAME:  
 APPLICANT'S SIGNATURE:  
 APPLICATION DATE:  
 DRAWING NUMBER:

**PROPOSED SCHOOL LAYOUT PLAN** (SCALE 1 : 100 @ A3 PAPER)

PEDESTRIAN CONCOURSE



--- PROPOSED  
 --- LICENSE AREA

ADJACENT SHOP

REMARKS :

- EXISTING WALL PARTITION / COLUMN AS PER APPROVED BUILDING PLAN
- EXISTING SOLID CONCRETE BLOCK WALL
- NEW LIGHT WEIGHT GYPSUM BOARD WALL PARTITION (ABOUT 80MM TH)
- TIMBER HOLLOW CORE DOOR OF WIDTH 860MM WITH VISION PANEL UNLESS OTHERWISE STATED
- NEW EMERGENCY LIGHTS INSTALLED AT H/L WITH RECHARGABLE BATTERY
- NEW CEILING-TYPE VISUAL FIRE ALARM
- NEW EXIT SIGN AT H/L WITH RECHARGABLE BATTERY

	NO. OF STUDENTS	NO. OF TEACHERS	
CLASSROOM A (11.09 M2)	8 NOS.	1 NO.	PROPOSED STUDENT NOS. = 16 PROPOSED TEACHER NOS. = 3 TOTAL POPULATION = 19 PEOPLE  NO EXTRA POPULATION SHALL BE GENERATED AT RECEPTION
CLASSROOM B (9.46 M2)	5 NOS.	1 NO.	
CLASSROOM C (5.26 M2)	3 NOS.	1 NO.	