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

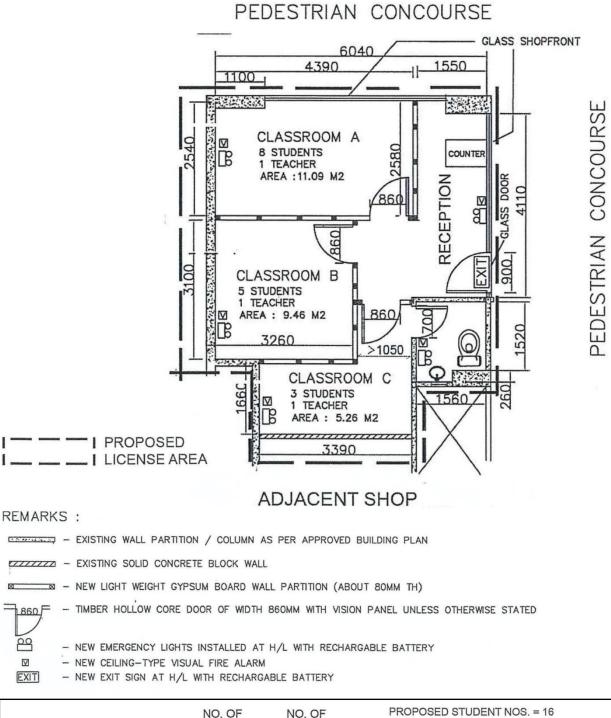
Before forwarding the completed application forms to the Buildings Department/Independent Checking Unit (ICU), Office of the Permanent Secretary for Housing and the Fire Services Department, applicants should check carefully whether the following requirements have been duly complied with -

- 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)



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

Guidelines for Registration of a New School (For Premises Not Designed and Constructed as a School)