Guidelines for Registration of a New School

(For Premises Not Designed and Constructed as a School)

School Registration and Compliance Section
Education Bureau
HKSAR
(June 2026)

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Chapter 1 Introduction

The purpose of this Guide is to outline the main points that should be taken into account when an applicant applies for registration of a school and to provide general information with a view to assisting members of the public in their applications for registration of schools under the Education Ordinance (Chapter 279 of the Laws of Hong Kong). It aims to set out the normal requirements for the issue of registration certificates for the reference of those interested in establishing schools in Hong Kong. Applicants should also refer to the Education Ordinance and Education Regulations for reference. To access the relevant information, please visit the Bilingual Laws Information System at http://www.legislation.gov.hk/eng/home.htm → Go to Chapter row (enter 279).

1. The Legislation

Every school should observe the Education Ordinance and the Education Regulations.

2. School Registration

a. Definition of a School

According to the Education Ordinance, a "school" means an institution, organisation or establishment which provides for 20 or more persons during any one day or eight or more persons at any one time, any nursery, kindergarten, primary, secondary or post secondary education or any other educational course by any means, including correspondence delivered by hand or through the postal services.

b. Application for Registration of a School

According to the Education Ordinance, an application for registration of a school shall be made to the Permanent Secretary for Education (the Permanent Secretary) in the specified form and accompanied by the documents specified in such form[1]. If the school is to be operated in or in any part of any premises which are not designed and constructed for the purposes of a school, additional documents should be provided.

[1] For an application for registration of a school made to the Permanent Secretary for Education, submission of documents including Form 1 (Application for Registration of A School), Form 6 (Application for Registration as A Manager), documentary proof of the right to use the premises (e.g. tenancy agreement/sales and purchase agreement/authorization by landlord), endorsed Form P, endorsed Form L, copy of A1 and A2 submitted to Fire Services Department (FSD) & Buildings Department/Independent Checking Unit, Office of the Permanent Secretary for Housing and layout plan is required.

3. Government Departments

A Certificate of Provisional Registration of A School/Certificate of Registration of A School will only be issued to a school which has met the requirements/recommendations issued by the following government departments –

a. Planning Department (PlanD)
b. Lands Department (LD)
c. Fire Services Department (FSD)
d. Buildings Department (BD)/Independent Checking Unit, Office of the Permanent Secretary for Housing (ICU)
e. Education Bureau (EDB)
f. Department of Health (D of Health)

See Appendices 1-7 in Chapter 2 for details

4. Forms

Forms for school registration can be obtained from:

a. School Registration and Compliance Section of EDB at 28/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong; or

b. EDB's website at http://www.edb.gov.hk/en/sch-admin/sch-registration/about-sch-registration/info-application-sch-registration.html

5. Application Fee

Fees will be charged by the Land Registry (LR), LD and FSD.

6. Processing Time[2]

EDB will consider issuing a certificate of provisional registration to a school within 10 working days when all required information and documents are received and found in order.

[2] Please refer to Appendix 8 for the respective processing time in handling applications for safety certificates and notice by BD/ICU and FSD. As regards the time-pledge for issuing health requirements and recommendations by the Department of Health, please refer to Appendix 7a.

7. Briefing Sessions

Briefing sessions are held regularly by the School Registration and Compliance Section of EDB. For enquiries, please call 2186 6420.

8. Certificate of Registration/Provisional Registration

A certificate of provisional registration which is normally valid for one year will be issued to a school by EDB when it is provisionally registered.

Full registration will only be granted to a school upon its full compliance with the requirements issued by all relevant authorities, and **a certificate of registration** will then be issued to the school.

9. Penalty for Non-Compliance

Any person who is an owner or a teacher in a school which is not registered or provisionally registered or any person who manages or takes part in the management of a school which is not registered or provisionally registered shall be guilty of an offence and shall be liable on conviction to a fine of $250,000 and to imprisonment for 2 years. The Permanent Secretary may by order in writing close any premises of a school which is not registered or provisionally registered.

10. Reminder

Applications, while having dealings of any kind with EDB and other Government departments, should not offer advantage to Government officers.

Chapter 2 Application Procedures for School Registration

1. How to Obtain the Provisional Registration?

Step 1: Clearance with the Planning Department [Appendix 1]

i. Forward completed Form P to the Secretary of the Town Planning Board (the Board) to confirm whether the proposed premises are permitted for school use under the Town Planning Ordinance.

ii. See Appendix 1a and 1b for detailed procedures if planning permission is required.

iii. Go to Step 2 if planning permission is not required or application for planning permission to the Secretary of the Board has been submitted. However, please be reminded that an application for planning permission may or may not be approved by the Board.

Step 2: Clearance with the Land Registry and Lands Department [Appendix 2]

i. Approach the Land Registry for the following documents in relation to the lease records of the proposed lot/ premises -

- A plain copy of a computer printout containing the current ownership particulars of the lot/premises

ii. Forward completed Form L, together with the above lease records, to the relevant District Lands Office of Lands Department to confirm whether the proposed school use is in compliance with the lease conditions governing the proposed premises. Form L can be obtained from the School Registration and Compliance Section of EDB.

iii. Follow the procedures at Appendix 2a if land lease modification/temporary waiver is required.

Step 3: Clearance with the <u>Fire Services Department</u> [Appendix 3]

Forward an application form (Form A1) and 3 copies of layout plan to Fire Services Department (FSD) for application of Fire Services Certificate. If applicants wish to submit their application electronically, they can do so through:

- "iAM Smart" Platform → Residents → Service Catalogue → Government e-Forms (GovHK) → Application for School Registration (For Premises not designed and constructed as a school)
  Link:
  https://www.iamsmart.gov.hk/en/e-service.html
- "GovHK" Platform → Residents → Government Form → Application for School Registration (For Premises not designed and constructed as a school)
  Link:
  https://eform.cefs.gov.hk/form/fsd062/en/

and submit Application form (Form A1) on the designated webpage of "GovHK" Platform.
(Applicant or relevant party(ies) need an activated "iAM Smart+" account with digital signing function or a valid personal digital certificate for online submission of application.)

For details of processing procedures for the application of Fire Services Certificate, please refer to the FSD's website at https://www.hkfsd.gov.hk/eng/fire_protection/licensing/premises_school.html#Designed

Step 4: Clearance with the <u>Buildings Department</u> [Appendix 4]/ <u>Independent Checking Unit, Office of the Permanent Secretary for Housing</u> [Appendix 5]

Forward an application form (Form A2) and 4 copies of layout plan to the Buildings Department (BD)/ Independent Checking Unit (ICU) for application of safety certificates and notice. For details of electronic submission of applications to BD, please refer to BD's website at http://www.bd.gov.hk

Step 5: Clearance with the Education Bureau [Appendix 6]

i. Forward the Board/Land Department's approval letter to EDB for planning permission/ land lease modification/temporary waiver (if any).

ii. Forward other relevant documents (e.g. copies of Form A1 and Form A2, layout plan, etc.) to EDB according to the Checklist at Appendix 6a.

Step 6: Compliance of Requirements of Fire Services Department & Buildings Department / Independent Checking Unit, Office of the Permanent Secretary for Housing

i. Comply with the corresponding requirements.

ii. Inform FSD and BD/ICU in writing instantly upon compliance of their requirements for follow-up inspections.
(Note: With effect from January 2026, BD/ICU has implemented a Self-certification (School) System ("SC(S)") which provides an option for the applicant to engage an authorized person/registered structural engineer (AP/RSE) to verify compliance with the building safety requirements to expedite the issue of the requisite certificates and notice by BD/ICU. Please refer to Appendix 4a (for BD)/Appendix 5a (for ICU) for details.)

iii. Forward the safety certificates and notice issued by FSD and BD/ICU to EDB for further processing.

iv. Forward 5 copies of the approved layout plan to EDB for its onward transmission to the Director of Health to issue health requirements and provide the number of permitted accommodation in each classroom.

Step 7: Compliance of Requirements of Education Bureau

Comply with EDB's requirements on the suitability of the proposed school name, school premises, courses to be operated (including syllabus and timetables) and fees to be charged as well as registration of managers, etc.

Private schools (including international schools) offering formal curriculum are required to comply with the Code of Practice for Private Schools, related regulations and the guidelines issued by the EDB from time to time. For details, please refer to EDB's designated website: www.edb.gov.hk/en/private-sch-formal-curriculum.

Step 8: Commencement of Operation

The school may commence operation after obtaining a certificate of provisional registration issued by EDB.

2. How to Obtain the Full Registration ?

A provisionally registered school will be issued **a certificate of registration** by EDB upon its full compliance of the following requirements:

i. Requirements on school management (e.g. registration of teachers, appointment of principal and number of students enrolled set by EDB);

ii. Health requirements set by the Department of Health; and

iii. Requirements set by the FSD and BD/ICU (if any).

Please note that if a school fails to comply with the above requirements within the period of validity under its provisional registration, the provisional registration of the school will not be extended automatically and the school will become an unregistered school upon the expiry of its provisional registration.

Planning Department

General Procedures for Application for Permission under Section 16 of the Town Planning Ordinance for School Use (S16 Application)

1. Application for Planning Permission

a. Application forms can be obtained from:

i. The Town Planning Board (the Board)'s website at http://www.tpb.gov.hk/en/forms/forms_related.html ; or

ii. Secretariat of the Board at 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong; or

iii. Planning Enquiry Counters of the Planning Department at

- 17/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong; or
- 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories

b. When preparing an application for planning permission, please read carefully the Board's Guidance Notes on Application for Permission under Section 16 of the Town Planning Ordinance (Cap. 131) (hereafter "Guidance Notes") which gives a brief description of the planning permission system, provides general guidelines on the preparation of an application and sets out the procedures on processing of an application.

c. If the public choose to submit planning applications online through Electronic Planning Application Submission System (EPASS), the relevant electronic application form is available at the Board's website at https://eservices2.tpb.gov.hk/epass. For the general information and guidance on how to use EPASS to submit application, please refer to the corresponding Guidance Notes on the Board's website at https://www.tpb.gov.hk/en/forms/Guidance_Notes/EPASS_GN-eng_Sep_2023.pdf.

2. Guidelines and Procedures for Processing Applications

a. An applicant should submit sufficient hard and soft copies of the completed application form, together with supporting documents, if any, in a manner as specified in the Guidance Notes, to the Secretary of the Board via EPASS, by hand or by post. The processing of an application may be refused if the required particulars and/or the required copies are incomplete.

b. Upon receipt of an application, the Secretary of the Board will acknowledge receipt and inform the applicant about the tentative scheduled date of meeting of which the application would be considered by the Board.

c. As required under the Town Planning Ordinance (TPO), an application will be considered by the Board within two months upon receipt of the application. Each application will be considered by the Board on its own merits and the Board may approve the application with or without conditions.

d. The applicant will be notified in writing of the Board's decision on his application after confirmation of the minutes of meeting in which the decision was made (normally 2 weeks after the meeting). Pending written notification, an applicant can seek verbal enquiry on the result immediately after the meeting. A Gist of Decisions on Planning Applications will also be available on the Board's website shortly after the meeting on the same day or before 9:00 a.m. on the following day if the meeting of the Board cannot be finished before 9:00 p.m.

e. An application may be approved with or without conditions or rejected by the Board. If the applicant is not satisfied with the decision of the Board either to reject his application or to the conditions imposed on the planning permission, the applicant may, within 21 days of being notified of such decision, apply in writing with grounds to the Secretary of the Board for a review under section 17 of the TPO and has a right to be heard before the Board. An application for review will be considered by the Board within three months upon receipt of the review application. If an applicant is still not satisfied with the decision of the Board upon review, the applicant may, within 60 days of being notified of such decision, lodge an appeal to the Secretary of the Town Planning Appeal Board (the Appeal Board) according to the provisions of section 17B of the TPO. The decision of the Appeal Board shall be final.

f. The Secretary of the Board will make documents in an application/review available for public inspection until the application/review is considered by the Board. Any person may make comments to the Board on the application/review within the first 3 weeks of the period during which the application is available for public inspection. Information including the name of the applicant, but excluding other personal data,

the particulars of applicant and agents, checklist of documents, authorisation letter, documentary proof of land ownership, copies of consent obtained from and notification given to the current land owner(s), included in the application/review and the comments received by the Board shall be available for public inspection.

Planning Department

General Guidelines on Planning Requirements for School Applications (i.e. S16 Applications)

1. Assessment

Planning applications to the Board will be assessed on individual merits, and all relevant planning considerations, such as planning intention, land use compatibility and traffic implications, as well as comments from concerned Government departments and the public will be taken into account.

2. Information Required for Applications

To facilitate assessment of application for school use, the following information should be provided in the application:

i. site plan showing the location of the proposed school;

ii. floor plan showing the dimension and arrangement of all classrooms and facilities with clear indication of means of escape provided for the school;

iii. the number of classrooms and other service rooms (e.g. staff room, medical room, etc);

iv. indoor/outdoor play area proposed and the estimated maximum capacity in each room (in case of kindergarten);

v. particulars of any provision of parking spaces or lay-bys for school bus and/or private car for picking up and setting down of school children; and

vi. height of the highest floor of school measuring from the floor slab to the lowest ground level where accessible by fire appliances.

3. Applications for the development of Tutorial School and Kindergarten in Kowloon Tong Garden Estate

An applicant for planning permission for the development of tutorial school and kindergarten in Kowloon Tong Garden Estate can refer to the "Town Planning Board Guidelines for Application for Tutorial School under section 16 of the Town Planning Ordinance" (TPB PG-No.40) and "Town Planning Board Guidelines for Application for Kindergarten/Child Care Centre in Kowloon Tong Garden Estate under Section 16 of the Town Planning Ordinance" (TPB PG-No.23A) respectively for the main planning criteria of the Board in assessing the applications. The Town Planning Board Guidelines can be obtained from the Secretariat of the Board, the Planning Enquiry Counters of PlanD or the Board's website at https://www.tpb.gov.hk/en/resources/tpb_guidelines/index.html.

Lands Department

General Guidelines on Lease Modification/Waiver for School Applications

1. Introduction

These guidelines introduce the application procedures for modification/temporary waivers of lease conditions. They are not intended to create any legal rights or obligations and serves only to explain the key features of current Government policy in respect of lease modification/waiver applications.

Any departure from lease conditions must obtain prior approval from the Lands Department (LD). Otherwise, the property will be liable to lease enforcement action.

The applicant is strongly advised to enlist the service of a registered professional surveyor at the early stage to avoid unnecessary waste of time and efforts resulting from unsuccessful applications.

2. Purpose and Nature of Lease Modification/Waivers

a. Lease modification is a permanent variation of restrictions under Government leases or land grants.

b. Waivers are temporary permissions granted by LD to relax restrictions under Government leases or land grants.

c. Government leases, under which all private property in Hong Kong is held, usually contain restrictions as to the uses which the land or buildings may be put. Where a leaseholder wishes to carry out activities for a permanent/temporary period which do not comply with his lease conditions, he should apply for a lease modification/waiver from the LD to permanently vary/temporarily relax the restriction(s) under the lease. If the lease modification/waiver application is approved, the Government, as landlord, will require the leaseholder to pay a premium reflecting the enhanced value of the property/a fee reflecting the enhanced value of the property for the period of the waiver. Additional relevant conditions related to the new use of the property may also be imposed.

3. Application for a Lease Modification/Waiver

a. The applicant(s) should be the registered owner(s) of the property concerned; or his/their authorized persons.

b. The applicant(s) should submit an application letter together with all supporting documents listed in the application form to the respective District Lands Office for processing. A sample of the application form is attached at Appendix 2b.

4. Procedures for processing Lease Modification/Waiver Applications

a. As a general rule, all lease modification/waiver applications must be submitted by the registered owner(s) of the property concerned or his/their authorized persons.

b. Upon receipt of a lease modification/waiver application and payment of initial administrative fee, LD will consult relevant Government departments. Each case will be considered in its merits after full consideration of the circumstances.

c. If the application is approved, a basic terms offer letter setting-out the amount of premium/waiver fee, balance of the administrative fee (if any) and the deposit payable etc., will be issued to the applicant. The applicant will be required to indicate acceptance of the basic terms within the period stated in the letter before a formal modification letter/waiver letter is issued.

d. Once an offer is accepted and payment made, the LD will issue the modification letter/waiver letter to the applicant for execution. A certified copy for the executed modification letter/waiver letter will be registered by memorial at the Land Registry. The applicant shall also pay the concerned registration fee to be charged by the Land Registry.

e. If the application is not approved, a letter giving the reasons for disapproval will be sent to the applicant.

Application Form for Waivers Cases

District Lands office/_____

Note :

1. This form should be completed in duplicate in either English or Chinese.
2. This form should be completed and signed by all owner(s) of the Lot/Premises (including intending purchaser under the Agreement for Sale and Purchase of the Lot/Premises) or the Trustee(s) or the Administrator(s) or the Personal Representatives of the owner(s) of the Lot/Premises.
3. After completion, this form may either be mailed, or handed in to the relevant District Lands Office of the Lands Department.
4. One copy of this form when completed should be retained for your reference.
5. The Government does not bind itself to accept any application submitted.

To: District Lands Officer, _____

I/We, _____(Name of the Applicants)_____, {[as the (Sole Owner/ Co-Owners)* of (Lot _____/ Premises_____)*] or [as the (Trustee / Administrator / Personal Representatives / Others (*please specify*) _____)* of the owner(s) of the Lot _____ / Premises _____)*]}* hereby apply for a Waiver to waive the (user restriction/other restrictions (*please specify*) _____ _____)* contained in (the Lease / Special Condition No. _____of Conditions of _____/ Special Condition No. _____of New Grant No._____)* under which (the Lot_____ / Premises _____)* is held so as to permit {[the use of (the above Lot / Premises / the portion of the above Lot / Premises)* for the purpose

of _____] or [others (*please specify*) _____]}*. [I am / My tenant was / is* the business operator affected by land resumption and clearance exercise under the government development project (Project Title: _____; Name recorded in the preclearance survey: _____).]*

In order to facilitate you to consider my / our application, I / we attach the following documents for your reference:-

a. a plain copy of a computer printout containing the current ownership particulars of the said Lot / Premises;

b. a certified true copy or copies of the Deed of Trust / Power of Attorney / Probate / Letters of Administration (if applicable);

c. One photocopy of the applicant(s)' Business Registration Certificate (if applicable);

d. Planning Approval from the Town Planning Board (if any); and

e. (Building plans / Site formation plans/ Drainage plans)* of the proposal (if any).

f. Records / photos of pre-clearance survey number marked by Lands Department; and / or notices / letters sent from Lands Department or other departments to demonstrate I am / my tenant * was / is the business operator affected by land resumption and clearance exercise under the government development project (if applicable).

I / We understand that if I / we do not provide sufficient documents or information including, without limitation, the above required documents or information, the Lands Department may not be able to process my / our application.

I / We hereby acknowledge that you may nevertheless request for further relevant information or convening meetings to clarify any aspects of this application as appropriate and necessary.

I / We hereby expressly declare, confirm, acknowledge and agree that all the particulars and the information provided herein and in support of my / our application are true and correct in all respects. I / We have not withheld any information required in the application, nor have I / we provided any misleading information.

I / We further expressly acknowledge that the personal data provided by me / us in this Waiver Application Form will be used by the Lands Department in connection with the processing of my / our application.

I / We hereby authorize the Lands Department to disclose my / our personal data in the application form and the attached documents to such Government Departments and any other body, organization or person(s) as it may see fit at its absolute discretion to obtain such information which is deemed relevant to my / our application, whether on policy or any other grounds.

I / We further authorize and direct and request any Government Department or other body which may be approached by the Lands Department, to supply any and all information which it may require.

Applicant(s)'s Signature: _____
(H.K.I.D. Card Number(s):)

Name of the Applicant(s) in Block Letters: _____

Address: _____

_____

Telephone Number: _____

Date: _____

* *Delete as appropriate*

Note on Use of Personal Information

Purpose of Collection	The personal data provided by means of this form will be used by the Lands Department for the purpose of considering and processing the Waiver application. The provision of personal data as required in this form is obligatory. If you do not provide the personal data, the Lands Department may not be able to process this form.
Class of Transferees	The personal data you provided by means of this form may be disclosed to other Government bureaux / departments for the purpose mentioned above.
Access to Personal Data	The individual who is the subject of the personal data has a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Such right of access includes the right to obtain a copy of the personal data provided in this application form upon payment of the applicable charge.
Enquiries	Enquiries concerning the personal data collected, including the request for access and corrections, should be addressed to: Departmental Personal Data Controlling Officer of the Lands Department 20/F., North Point Government Offices 333 Java Road, North Point Hong Kong

Fire Services Department

General Fire Safety Requirements

A. Restrictions on Location

Converted school premises shall not be located : -

(a) in any premises designed for residential use;

(b) in any industrial building, warehouses, cinemas or premises whereby the undertakings therein may endanger the lives or safety of pupils;

(c) in any premises situated at a height of 30m above ground level

(Not applicable to those premises used for conducting courses for adults under the Education Ordinance);

(d) in any premises located vertically above/below a restaurant/club.

B. Standard Requirements

The following fire safety requirements have been uploaded to FSD's home page for the reference of applicants.
https://www.hkfsd.gov.hk/eng/fire_protection/licensing/premises_school.html

(a) Fire Safety Requirements for Converted School Premises (SCH/102)
(b) Fire Safety Requirements for Laboratory (SCH/101)
(c) Fire Safety Requirements for Design & Technology / Art Room (SCH/104)
(d) Fire Safety Requirements for Computer Classroom (SCH/107)

C. Fire Safety Precautions

1. Fire Service Installations and Equipment

All fire service installations and equipment provided shall be :

1.1 Kept clear from any obstruction;
1.2 Clearly indicated as regard to their locations and methods of operation;
1.3 Maintained in efficient working order at all times; and
1.4 Inspected at least once every twelve months.

Works related to para. 1.4 above shall be carried out by a Registered FSI Contractor who shall issue Certificate(s) of Fire Service Installations and Equipment (FS251) to the owner with copies forwarded to the Director of Fire Services within 14 days after

completion of the works. Failure to observe the fire safety precautions in para 1.3 and 1.4 may result in the owner of the installations being prosecuted under Regulation 8(1) of the Fire Services (Installations and Equipment) Regulations (Cap.95 sub. leg. B).

Whenever the fire service installations and equipment provided involve:

1.5 Maintenance/inspection/modification/repair work(s) to be carried out overnight or for more than 24 hours continuously;

1.6 Extension of FSI shutdown;

1.7 Resumption of FSI; or

1.8 Termination of FSI work(s);

the Registered FSI Contractor employed shall follow and pay special attention to the procedures in the course of submission of "Notification of FSI Shutdown" as stipulated in Fire Services Department Circular Letter No. 2/2026.

2. Means of Escape

All means of escape shall be kept free from obstruction. In particular : -

2.1 No article or thing shall be left in the means of escape at any time (if in a domestic building) / at all times when persons are present in the building (if in a commercial building); and

2.2 All exits/doors shall be kept openable from the inside without the use of a key and all metal gates and shutters, where installed, shall be kept in the open position at all times when members of the public are present in the premises.

Failure to observe these precautions may result in the operator being prosecuted under Sections 14 and 15 of the Fire Services (Fire Hazard Abatement) Regulation (Cap. 95 sub. leg. F) without prior warning.

2.3 All smoke stop doors provided in the premises shall be kept in closed position at all times.

3. Dangerous Goods

3.1 No storage or use of Dangerous Goods (DG) in excess of the respective exempt quantity as stipulated in the Dangerous Goods (Application and Exemption) Regulation 2012, Chapter 295E, Laws of Hong Kong is permitted without a licence granted by the Director of Fire Services.

3.2 According to Section 142(1) of the Dangerous Goods (Control) Regulation, Chapter 295G, Laws of Hong Kong (Cap. 295G), the packing, marking and labelling of DG shall comply with those specified in Schedule 6 of Cap. 295G.

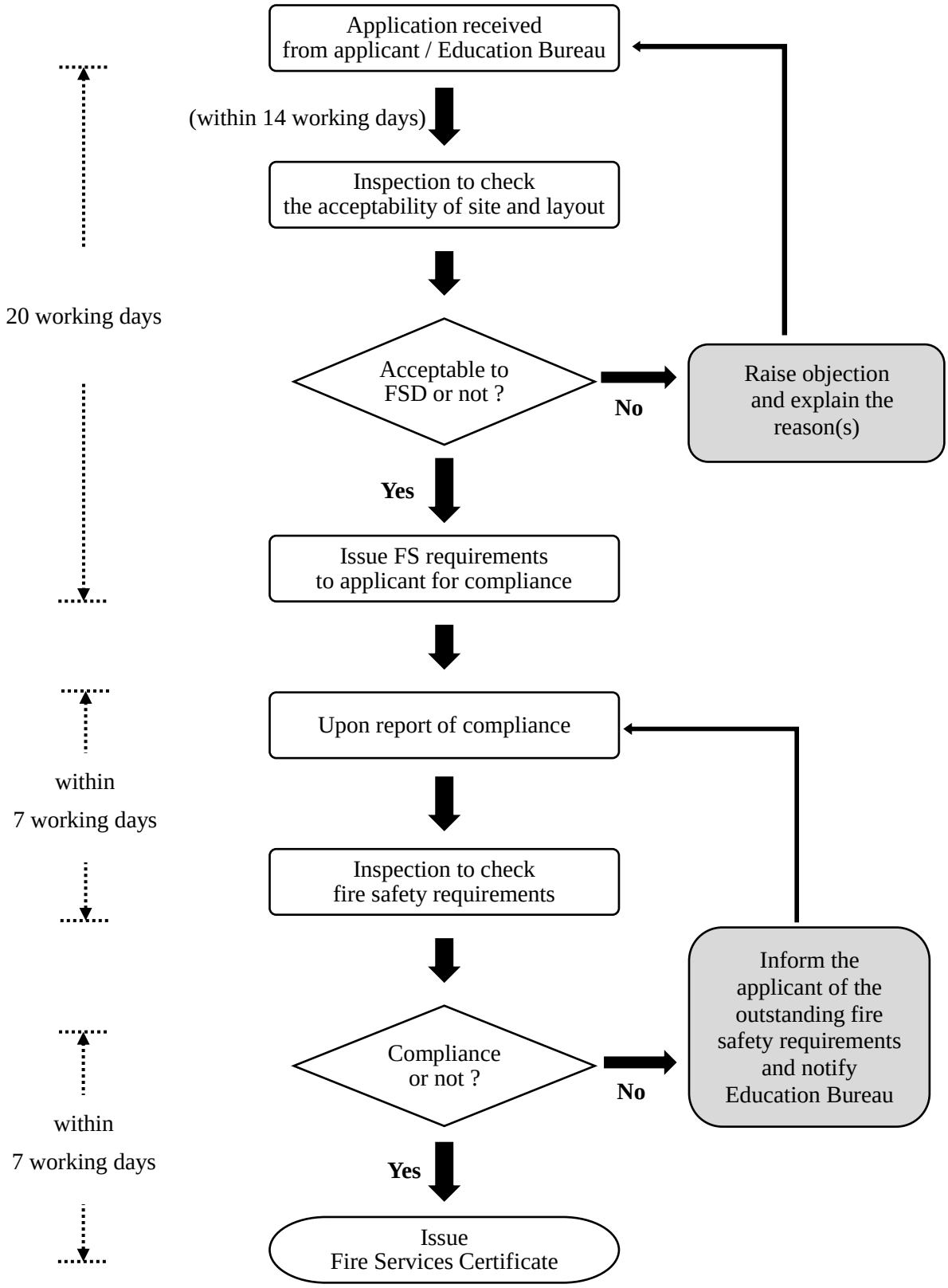
4. Emergency Evacuation Plan

4.1 An emergency evacuation plan of the school premises shall be formulated in case of fire. The plan shall be formulated in accordance with the "Guideline for Emergency Evacuation Plan of School" set out in the School Administration Guide (May 2026 Edition), with reference to the contents of Appendix 4.

4.2 Fire escape routes shall be displayed in the school premises.

4.3 The responsibility for sounding a fire alarm in a school should not be delegated to one individual. It should be the duty of any person discovering or suspecting an outbreak of fire to give the alarm.

Inspection Procedures by the Fire Services Department
for the Registration of a New School
(For Premises Not Designed and Constructed as a School)



Buildings Department

General Guidelines on Building Safety Requirements for New Applications

1. The Role of the Director of Buildings

a. A new application and extension of school in premises not designed and constructed for the purposes of a school should be accompanied by certificates issued by the Director of Buildings as the competent authority under section 12(1)(a), (b) and (ca) of the Education Ordinance (EO) (Cap. 279) and a notice issued by the Building Authority (BA) under section 12(1)(d) of the same Ordinance.

b. In processing an application for the issue of the requisite certificates and notice, the Director of Buildings will assess the suitability of the premises and consider whether it is appropriate to issue such certificates and notice stating:

i. an opinion as to the design loading of the premises (section 12(1)(a));

ii. that the premises do not have structural timber floors (section 12(1)(b));

iii. that the means of escape in the premises would be adequate (section 12(1)(ca)); and

iv. that the BA does not intend to prohibit, under section 25 of the Buildings Ordinance (BO) (Cap. 123), the use of the premises as a school (section 12(1)(d)).

2. General Requirements

a. Each case shall be considered on its merits after full consideration of the circumstances. Nothing contained herein shall be taken as in any way derogating from the powers of the Director of Buildings under the BO and its subsidiary regulations.

b. If the premises are constructed of structural timber floor, the issue of a certificate under section 12(1)(b) of the EO will be refused.

c. As the subject matters are often related to complicated technical issues which may be difficult to overcome, **the applicant is strongly advised to enlist the service of an authorized person (AP)** (an architect, engineer or surveyor registered under the BO) **at the early stage** to assist in selection of premises suitable for the intended school use and early compliance with the building safety requirements (BSRs).

d. Where alteration and addition works involving the structure and/or means of escape of a building are to be carried out, formal submission of plans for the proposed works to the Buildings Department (BD) by an AP and, if necessary, a registered structural engineer (RSE) may be required for obtaining prior approval and consent of BA under the BO. It is strongly recommended that the advice of an AP or RSE should be sought well in advance. The lists of AP and RSE registered under the BO are available at BD website www.bd.gov.hk.

e. Under the Minor Works Control System (MWCS), certain minor building works are designated as "minor works", which may be carried out under the simplified requirements as an alternative to obtaining prior approval and consent under the BO. For details, please refer to paragraph 7 below.

f. Submission of plans

i. Each application should be accompanied by sufficient number of plans as required by the Education Bureau (EDB) (including 4 sets for BD) showing the extent and layout of the premises and the information listed in Appendix 6b.

ii. The submitted plans should be drawn to a suitable scale (1:50 and 1:100) with all the principal dimensions of the premises and the exit routes/doors clearly marked thereon. The construction materials of any proposed partition walls and exit doors and the required fire resistance rating (FRR) should also be specified.

iii. The maximum capacity of each classroom (no. of students and teachers) and the total number of staff/teachers to be accommodated should be indicated on the plans.

3. Location of Premises

a. As a general rule, save for exempted buildings[1], pre-war buildings and New Territories Exempted Houses (NTEHs), no part of a school shall be located in, under or over any structures which have been built without the approval and consent of the BA. These structures are regarded as unauthorised building works (UBWs). Details see paragraph 8 below.

b. For kindergartens located above G/F in a non-purpose built building, the following guidelines apply:

Location	Conditions
(i) in composite buildings with not more than two commercial floors above G/F. (ii) in composite buildings with three or more commercial floors where the kindergarten itself occupies one or more entire commercial floors and not more than two floors above G/F remain commercial. (iii) in institutional buildings. (iv) in high-rise domestic buildings.	(I) Premises shall conform to the general standards of the latest edition of the Code of Practice for Fire Safety in Buildings 2011 (FS Code). (II) Kindergarten is subject to the 24m maximum height rule under Regulation 7 of the Education Regulations.
(v) in wholly commercial buildings. (vi) in composite buildings with three or more commercial floors[2] above G/F other than (ii).	(III) In addition to conditions (I) and (II), two independent means of escape are provided for the exclusive use of the occupants of the kindergarten.

[1] Please refer to section 41 of the BO.

[2] In counting the number of commercial floors, the floor wholly used for carparking may be disregarded.

(vii) in single staircase buildings (including single family houses and NTEH)	(IV) In addition to conditions (I) and (II), two extra staircases must be provided to the premises to be licensed and the single staircase serving the whole building must be sealed off therefrom.

4. Structural Safety

The main issues to be considered on structural safety are:

a. The minimum designed loading of the premises for the purpose of school and kindergarten should not be less than 3.0 kPa (i.e. 60 lbs/ft^2) and 2.5 kPa (i.e. 50 lbs/ft^2) respectively.

b. In cases where there are heavy equipment/plant, non-structural solid screeding[3] or non-load bearing block walls[3], structural justification on the adequacy of the existing supporting structure to cater for such superimposed loads should be submitted by an AP/RSE.

5. Fire Resisting Construction

a. Premises should be designed and constructed of fire resisting constructions which satisfy the relevant provisions of the Building (Construction) Regulation (Cap.123Q) and the FS Code.

b. Some general requirements on fire resisting construction are listed below for reference:

i. The premises should be separated from the adjoining occupancy/use by fire barriers having the longer FRR in respect of such Use Classification as stipulated in Table C1 of the FS Code.

3 Only applicable to those erected before the implementation of such minor works items under the MWCS. Otherwise, if they were not erected under the MWCS, they are considered as UBWs and should be removed before submitting an application.

ii. The common internal corridors serving the premises and other occupancies should be separated by fire barriers having an FRR of not less than that of the Use Classification of that floor. Where these FRRs differ, the higher the FRR value should be adopted. For premises situated in a shopping arcade, such separation is normally not required between the premises and the arcade.

iii. Openings for passage of ducts, pipes, wires, etc. through fire barriers should be properly protected with fire dampers or other suitable form of fire stop in order to maintain the FRR of those fire barriers.

iv. In cases where **new or modified** fire barriers are involved, a duly completed Form (Appendix A to the Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-13) with supporting test/assessment report from an AP/RSE should be submitted to substantiate the FRR of the fire resisting components/materials/products. Submission of such test/assessment report is not required if PNAP ADM-20 is applicable.

v. Doors of a protected lobby of a required staircase should be installed with smoke seals under Clause C16.5 of the FS Code. Such provision usually applies to the entrance doors of the premises which form part of a protected lobby of a required staircase. In addition, reference should be made to the prevailing requirements on the smoke seal performance in Clause E9.1 of the FS Code.

6. Means of Escape and Means of Access for Firefighting and Rescue

a. Every school should be provided with adequate means of escape and access for firefighting and rescue in accordance with Part V of the Building (Planning) Regulations and the FS Code.

b. The provision of means of escape in any particular floor of a building or in any building as a whole can only accommodate a specified maximum number of persons at any one time. The FS Code sets out such limits and relates them to the width and number of exit routes and exit doors provided for each floor and for the whole building. It follows that if, as a result of the operation of a school, the existing population figure for a floor or for a building exceeds these limits, a recommendation for rejection of the application will be made. In assessing the population figures, applications in respect of premises located within the same

building will be treated on a first-come-first-served basis. Some general requirements are listed below for reference:

i. For premises on the ground floor having direct access to a street, there would generally be no major problem on means of escape provision. For premises on upper storeys and basements, at least two exit staircases are required. **Schools are not permitted to operate on the upper floors of single staircase buildings, unless two extra exit staircases are provided to the school premises and the single staircase serving the whole building is sealed off therefrom.**

ii. Any room/area/premises with a capacity exceeding 30 persons should be provided with at least two exits. The exit doors should open in the direction of exit and should not obstruct any part of any exit route by the swing of the doors. The lines of travel distance from any point in the room/area/premises to the two exits should form an angle of not less than 30°.

iii. Normally, the minimum width of an exit route should be not less than 1 050 mm and greater width would be required depending on the total occupant capacity of the school and that particular floor in which the school is situated. The exit doors should have a minimum width of not less than 750 mm for capacity between 4 to 30 persons; and 850 mm for capacity between 31 to 200 persons with a total width of 1 750 mm. Reference should be made to Table B2 of the FS Code for the detailed requirements.

iv. All required exit routes should lead directly to a street and the staircase enclosure wall should be so continued at G/F as to separate from the remainder of the building in accordance with Clause B9.1 of the FS Code. All exit routes should have a clear height of not less than 2 m and be kept free from obstruction. Every part of each exit route should be provided with lighting of a horizontal illuminance at floor level of not less than 30 lux. The lighting can be a combination of natural and artificial lighting and should be backed up by an emergency lighting system that complies with the Code of Practice for Minimum Fire Service Installations and Equipment.

v. All exit doors should be capable of being readily opened from the inside without the use of a key. In the event of power failure/emergency, automatic sliding doors should stay open to the full width and the electrical locking device of the doors should be released automatically.

vi. Security shutters across exits must be kept open during school operation

hours.

vii. A solid separation of 450 mm should be provided between the school and the final discharge point of an exit staircase of a building. The FRR of the solid separation should be not less than that of the enclosure wall of the staircase.

viii. Where the direction of travel from an exit door of a room to a staircase is possible in one direction only (i.e. dead-end), the dead-end travel distance from any part of a room to a protected exit or a point, from which travel in different directions to two or more exits is available, is limited to 18 m. In other cases where alternative exit routes are available in more than one direction, it may vary from 36 m to 45 m, depending on the means of escape arrangement.

ix. For the purpose of assessing the adequacy of means of escape, the capacity of the school is determined based on the sum of the population of the classes and the number of staff employed. In case that the maximum class size is not marked on the submitted plans, the population of the class will be assessed in accordance with Regulation 40 of the Education Regulations.

x. All exit routes and the treads of steps and required staircases should have slip-resistant surfaces. The edges of the tread of steps and staircases along the exit route should be conspicuous.

7. Minor Works Control System

a. The MWCS aims to facilitate building owners and occupants in carrying out small-scale building works (minor works) safely and lawfully through simplified statutory procedures, viz. without the need to obtain prior approval of plans and consent to the commencement of such works from the BA. Minor works are classified into three classes (i.e. Classes I, II and III) according to their nature, scale, complexity and risks to safety.

b. Common minor works[4] at the school premises include:

i. Erection/alteration/removal of supporting structures/metal casings for a building services installation[5] (BSI) on-grade/on a canopy/on a roof;

ii. Erection/alteration/removal of supporting frames for an air-conditioning unit/light fitting projecting from the external wall of a building;

iii. Erection/alteration/repair/removal of canopies/retractable awnings;

iv. Construction/alteration/repair/removal/replacement of windows/window walls;

v. Erection/alteration/removal/repair/replacement of protective barriers;

vi. Formation/reinstatement of slab openings;

vii. Erection/alteration/removal of internal staircases;

viii. Erection/repair/alteration/addition/removal of aboveground/ underground drains;

ix. Erection of non-load bearing block walls in a flat;

x. Thickening of floor slabs in a flat by laying of solid screeding;

xi. Erection/alteration/repair/removal of external non-load bearing reinforced concrete walls/external block walls;

xii. Formation/reinstatement of openings on external non-load bearing reinforced concrete walls/block walls;

xiii. Erection/alteration/removal of wall signboards;

xiv. Installation/alteration/replacement/removal of display surface of signboards; and

xv. Removal of unauthorised structures.

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4 Details of each minor works item and the associated requirements are stipulated in the Building (Minor Works) Regulation (B(MW)R) and the Technical Guidelines on Minor Works Control System. These documents are available at BD website www.bd.gov.hk.

5 BSI includes any solar water heating system, photovoltaic system (solar panel system), antenna, transceiver, air-conditioning unit, water cooling tower, light fitting and pump set (installations) and any duct associated with any of the installations but excludes any water tank, lift, stairlift, lifting platform, ventilation duct and radio base station.

c. Alternatively, applicant may appoint an AP to make formal submission of plans for minor works together with other building works of larger scale to BD for obtaining the requisite approval and consent prior to the commencement of such works.

d. The applicant should note that building works (including minor works) violating the BO and its subsidiary regulations (including B(MW)R) are unauthorised building works (UBWs) and hence the application will not be accepted by the Permanent Secretary for Education. BD will conduct audit checks to ascertain if the minor works are in compliance with the statutory requirements. Should the minor works be not completed in compliance with the BO and the B(MW)R, enforcement actions under the BO may be taken by BD against such works. Applicant should note that the issue of a certificate under the EO should not be construed as any building works being completed in accordance with the provisions of the BO and its subsidiary regulations.

e. Certain designated exempted works (DEW) are also introduced under the MWCS. They can be carried out without prior the approval and consent from the BA nor following the simplified requirements of MWCS. Details of the DEW are stipulated in the B(MW)R which is available at BD websitewww.bd.gov.hk.

8. Unauthorised Building Works Affecting Public Safety

a. Unless exempted under section 41 of the BO, buildings erected or building works carried out without the prior approval and consent of the BA or not following the simplified requirements under the MWCS **are regarded as UBWs.** UBWs in premises under application for school registration may pose a risk to the safety of the staff, teachers and students. Applicants are therefore advised to exercise extreme care in selecting premises for school use, as the presence of UBWs, **such as unauthorised sub-division of a floor into separate units without the provision of protected internal corridor, unauthorised cockloft, unauthorised slab over staircase or cockloft void and UBWs in common areas resulting in obstruction of means of escape of the school or other occupancies,** may render the premises unsuitable for school registration. If the premises selected for school use contain UBWs, the applicant is strongly advised to effect removal of such works before submitting an application. Such removal works may be carried out through the MWCS in accordance with the B(MW)R. Details of the minor works items and the associated requirements can be viewed in BD website www.bd.gov.hk.

b. A list of UBWs affecting public safety is provided at Appendix 4b for reference.

c. If the applicant intends to erect an advertising signboard, submission of plans to BD for approval is necessary unless such signboard will be carried out under the MWCS. In general, advertising signboards projecting over a pavement should have a minimum vertical clearance of 3.5 m and a minimum horizontal clearance of 1.0 m from the curb of such pavement. Advertising signboards projecting over a carriageway should have a minimum vertical clearance of 5.8 m. Advertising signboards which fall within the classes of minor works should be commenced and carried out according to the B(MW)R.

d. Applicants' attention is drawn to the Disability Discrimination Ordinance and the Design Manual: Barrier Free Access (DM) issued by BD in regard to the provision of access and facilities for persons with a disability. The removal or alteration of existing approved access and facilities (e.g. ramps, toilets, etc.) that hinder the access and facilities for persons with a disability may be subject to enforcement and prosecution actions under the BO and the prevailing enforcement policy. The DM is available at BD website www.bd.gov.hk.

9. Processing of Applications

a. Upon receiving the prescribed application form and layout plans submitted in accordance with paragraph 2(f) above, staff of BD will carry out site inspection to verify if the submitted plans conform to the actual premises and determine the suitability of the premises and the BSRs.

b. BD will formulate the BSRs according to the 3-tier system as detailed in paragraph 10 below and convey the requirements via standard letters to the applicant. The applicant should arrange the necessary works and certification to comply with the BSRs and report to BD upon completion.

c. Upon receiving applicant's notification on compliance with the BSRs, staff of BD will arrange follow-up inspection. With effect from January 2026, the applicant may also engage AP/RSE to verify compliance with the BSRs under a Self-certification (School) System ("SC(S)") (Details see paragraph 11 below).

d. The requisite certificates and notice will be issued if the application is found in order.

e. To facilitate electronic submission of applications, BD has set up a Licensing Self-certification Portal (LSCP) at BD website www.lscp.bd.gov.hk, as an alternative means to the paper-based mode submission, for receiving submission

of application for requisite certificates and notice for school registration. Detailed information of LSCP and its application procedures are available at BD website: www.bd.gov.hk.

10. 3-tier System for Verification of Compliance with Building Safety Requirements

a. To facilitate the processing of applications, BD has adopted a 3-tier system for verification of compliance with the BSRs ("3-tier system"), under which BSRs are classified into Categories 1, 2 and 3 as follows:

i. Category 1

The applicant or the AP/RSE on behalf of the applicant is required to certify compliance in respect of requirements relating to matters of fact, e.g. exit doors opening in direction of exit, removal of movable obstructions from exit routes, extent of school area and submission of minor works records.

ii. Category 2

The AP/RSE is required to certify compliance in respect of requirements involving a professional appraisal in relation to well-established standards, e.g. improvement of means of escape to stipulated standards, structural justification for additional loading, separation between different uses, removal/rectification and/or certification regarding UBWs.

iii. Category 3

The AP/RSE is required to report the completion of removal/rectification works or demonstrate compliance with the BSRs to the satisfaction of BD in cases involving more serious concerns about building safety, e.g. approval of plans for extensive alteration and addition works, adequacy of means of escape with interface with other parts of the building, assessment of the structural stability of a premises vis-à-vis the entire building.

b. A list showing the categorisation of typical BSRs is at Appendix 4c. Under the 3-tier system, BD will inform the applicant of the arrangements for reporting

compliance with the BSRs along with the issue of a letter of requirements. BD will issue the requisite certificates and notice upon the relevant BSRs are complied with.

11. Self-certification (School) System

a. With a view to further streamlining the application process, with effect from January 2026, BD has implemented the SC(S) which provides an option for the applicant to engage an AP/RSE to verify compliance with the BSRs to expedite the issue of the requisite certificates and notice by BD provided that the following BSRs have NOT been imposed by BD:

i. Category 3 requirements; or

ii. Category 1 or Category 2 requirements that require the re-submission of plans for acceptance by BD.

b. Under the SC(S), AP/RSE appointed by the applicant should personally inspect the premises under the application and certify the following in prescribed form (Form SC(S)-1) in **Annex I**.

i. All supporting documentary evidence/certificates including records of latest approved plans of the premises and minor works carried out through the simplified requirements under the B(MW)R have been verified;

ii. The premises have been completed in accordance with the submitted finalised layout plan;

iii. Category 1 and Category 2 requirements have been complied with and all required supporting documentary evidence and certificates are enclosed with the application;

iv. The subject premises are free of UBWs except those depicted as "Exception" in Appendix 4b; and

The existing UBWs as mentioned in (iv) above, if any, are not in dilapidated or dangerous condition and the necessary structural justification, if applicable, is enclosed to support the certification.

c. A checklist for certification on compliance with the BSRs for application for school registration is provided at **Annex II**.

d. SC(S) is also applicable to alteration applications for registered schools. The application process is same as that for a new application, except Form SC(S)-2 is to be used.

e. A separate plan indicating the existing UBWs with detailed description, essential dimensions and locations, should be submitted together with Form SC(S)-1 or Form SC(S)-2. Samples of the layout plan and layout plan indicating UBWs are provided at Appendix 6b.

f. The AP/RSE may submit the prescribed form and supporting documents electronically through LSCP or in paper format. Based on the AP/RSE's certification, BD will issue the requisite certificates and notice to the applicant within 7 or 12 working days for the submission via LSCP or in paper format respectively if the application is found in order.

g. To prevent abuse of the SC(S), BD will conduct audit checks on the AP/RSE's certificate. BD/EDB will follow up any false certification or irregularities so identified. Disciplinary action under the BO and/or other legal action may be taken. Pursuant to Section 46 of the Interpretation and General Clauses Ordinance (Cap. 1), BD may also consider to amend, suspend or withdraw the requisite certificates and notice issued under paragraphs (a), (b) (ca) and (d) of subsection (1) of section 12 of the EO if the situation so warrants.

h. If SC(S) is not opted, BD will carry out inspection upon receipt of notification of compliance with the BSRs from the applicant under the established arrangement.

12. Inspection and Copying of Private Building and Minor Works Records

Application for inspection and issue of copies of building records of relevant approved plans and minor work records of private buildings should be made to BD's Building Information Centre (BIC). Details of BIC's services are available at BD website www.bd.gov.hk. Applicant may attend the BIC in person to inspect and obtain copies of building records. Alternatively, applicant may register an account of BD's Building Records Access and Viewing On-line (BRAVO) system (https://bravo.bd.gov.hk) which enables the applicant to inspect and place orders for copies of these records via the internet.

(Rev. January 2026)

表格 Form
SC(S)-1

供學校申請註冊的符合樓宇安全規定證明書
Certificate of Compliance with Building Safety Requirements for Application for School Registration

- 填寫表格前，請閱讀 " 注意事項 " 。請以正楷填寫，並在適當方格內加上 " ✓ " 號。
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

致屋宇署署長及建築事務監督 To Director of Buildings and Building Authority

甲部 申請詳情
Part A Application Particulars

由獲委任的認可人士/註冊結構工程師填寫
To be completed by the appointed Authorized Person/Registered Structural Engineer

1 申請人及學校的資料
Details of the Applicant and School

根據《教育條例》(第 279 章) 第 12(1)(a)、(b)及(ca) 條申請發出證明書，以及根據該條例第 12(1)(d) 條申請發出通知書的申請人及學校的資料如下。
The details of the applicants and school for application for the issue of the certificates under section 12(1)(a), (b) and (ca) of the Education Ordinance (Cap. 279) and notice under section 12(1)(d) of the same as below.

申請人英文姓名^ Name of Applicant in English^ | 姓氏先行 Surname first
申請人中文姓名^ Name of Applicant in Chinese^ | 姓氏先行 Surname first

學校英文名稱^ Name of School in English^

學校中文名稱^ Name of School in Chinese^

擬營辦學校的處所地址^ Address of the premises in which school is to be operated^

2 屋宇署向申請人發出的樓宇安全規定通知書詳情
Details of Letter of Building Safety Requirements issued by the Buildings Department (BD) to the applicant

屋宇署檔號 BD Ref. No.

樓宇安全規定通知書發出日期^^ Date of the Letter of Building Safety Requirements^^
日 dd 月 mm 年 yyyy

3 *認可人士/註冊結構工程師的資料
Details of the *Authorized Person/Registered Structural Engineer

中文姓名# Name in Chinese# | 姓氏先行 Surname first | 聯絡電話 Contact Tel. No. | 傳真號碼 Fax No.

英文姓名# Name in English# | 姓氏先行 Surname first | 註冊證明書編號# Certificate of Registration No.# | 註冊屆滿日期# Date of expiry of registration#

通訊地址# Correspondence Address#

電郵地址 Email Address

聘任日期 Date of Appointment
日 dd 月 mm 年 yyyy

\# 根據註冊記錄 In accordance with the registration record

^ 須與教育局的記錄相符 Same as stated in the record in the Education Bureau

^^ 應填寫屋宇署最新發出的樓宇安全規定通知書日期 Date of the latest Letter of Building Safety Requirements issued by the BD should be stated

乙部　呈交文件
Part B　Submission

現呈交四份最終平面圖及有關的佐證文件，以申請符合樓宇安全規定證明書。++

4 sets of the finalised layout plan and relevant supporting documents are submitted herewith for this application.++

丙部　符合規定證明書詳情
Part C　Particulars of Certification of Compliance

由獲委任的認可人士/註冊結構工程師填寫
To be completed by the appointed Authorized Person/Registered Structural Engineer

本人為已根據《建築物條例》第(123 章) 第 3 條的規定註冊的*認可人士/註冊結構工程師+，謹此證明及聲明如下：
I, being the *authorized person/registered structural engineer+ registered under section 3 of the Buildings Ordinance (Cap.123) hereby certify and declare as follows:

1. 本人已於 _____ (日/月/年) (視察日期) 親自視察上文甲部所述的校舍，並核實與申請有關的所有佐證文件/證明書，包括有關處所的最終經批准圖則及根據《建築物(小型工程)規例》簡化規定所進行的小型工程記錄。

   I have personally inspected the school premises as stated in Part A above on _____ (dd/mm/yyyy) (Date of Inspection) and verified all supporting documentary evidence/certificates including records of latest approved plans for the premises and minor works carried out through the simplified requirements under the Building (Minor Works) Regulation.

2. 本人確認有關處所已按乙部所述已呈交的最終平面圖完工。

   I confirm that the premises have been completed in accordance with the submitted finalised layout plan as stated in Part B.

3. 就上文甲部所述屋宇署於 _____ (日/月/年) (日期)向上述申請人發出的樓宇安全規定通知書，本人確認已閱讀當中所列規定的要求，並明白其內容。根據上述本人視察及核實，本人證明全部施加的樓宇安全規定已獲履行。履行詳情如下。

   I confirm that I have read the requirements stipulated in the Letter of Building Safety Requirements issued by BD addressed to the abovenamed applicant dated _____ (dd/mm/yyyy) as stated in Part A above and understood the contents thereof. Based on my above-mentioned inspection and verification, I certify all the imposed building safety requirements have been fully complied with. The details of compliance are described below.

   ☐ **符合第一類規定 Compliance with Category 1 Requirements**

   就第一類規定，本人謹此證明已根據《建築物(小型工程)規例》(第 123N 章)的簡化規定進行有關小型工程。與上述申請相關的所有小型工程的描述及呈交編號臚列如下，並標示在最終平面圖上。
   In respect of the Category 1 requirements, I hereby certify that the minor works (MW) have been carried out under the simplified requirements under the Building (Minor Works) Regulation (Cap. 123N). The description and submission number(s) of all MW related to the above application are listed below and indicated on the finalised layout plan.

編號 No.	小型工程項目 MW items	小型工程的描述 Description of MW	小型工程呈交編號 MW Submission Number
(i)			
(ii)			
(iii)			
(iv)			
(v)			

☐ 另加附頁 Additional ☐ 張 Pages

如空位不敷應用，請另頁填寫。
If space is insufficient, please fill in the additional sheet(s).

☐ **符合第二類規定 Compliance with Category 2 Requirements**

符合第二類規定第(i)項的詳情如下：
Compliance with Category 2(i) requirements are depicted below in details:

☐ (a) 就第二類規定第(i)(a)項的要求，本人謹此證明，以下現存僭建物[註 1] (包括現存招牌[註 2]) 的完整性，以及其不會對主體建築物的完整性構成負面影響。根據夾附的結構支持理據[註 3]，以及本人的實地視察結果，本人信納以下現存僭建物在結構上是安全的，而且並非處於失修或危險的狀況：
In respect of the Category 2(i)(a) requirements, I hereby certify that the integrity of the following unauthorised building works (UBWs)[Note 1] (including existing signboard(s)[Note 2]) and that they have no adverse effect on the integrity of the parent building. Based on the structural justification[Note 3] attached and my site inspection(s), I am satisfied that the following existing UBWs are structurally safe and not in dilapidated or dangerous condition

(i)

(ii)

(iii)

☐ (b) 就第二類規定第(i)(a)項的要求，本人謹此證明，在本人監督下，以下僭建物已經拆除，而有關處所亦已按經批准圖則修復：
In respect of the Category 2(i)(a) requirements, I hereby certify that that the following UBWs have been removed and the premises have been reinstated under my supervision in accordance with the approved plans:

(i)

(ii)

(iii)

☐ (c) 就第二類規定第(i)(b)項的要求，本人謹此證明，除以下符合《新辦學校註冊指引(校舍設於非為學校用途而設計和建造的房產) 》/《增設校舍指引(校舍設於非為學校用途而設計和建造的房產) 》附錄 4b " 例外 " 的現存僭建物[註 1]外，並無豎設其他及與有關處所相連/供有關處所佔用人使用的僭建物。根據本人的實地視察結果，本人信納以下現存僭建物其並非處於失修或危險的狀況：
In respect of Category 2(i)(b) requirements, I hereby certify that no other UBWs were erected and connected to/used by the occupiers of the subject premises except the existing UBWs depicted as "Exception" in Appendix 4b of the "Guidelines for Registration of a New School (For premises not designed and constructed as a school)"/"Guidelines for Extension of School Premises (For premises not designed and constructed as a school)" mentioned below. Based on my site inspection(s), I am satisfied that the following existing UBWs are not in dilapidated or dangerous condition:

(i)

(ii)

(iii)

☐ (d) 本人現夾附顯示上述僭建物的圖則及本人視察期間所拍攝的照片，顯示有關處所及其外牆，以及上述僭建物的狀況，以支持本人的核證。
I attach the plan(s) showing UBWs mentioned above and record photos taken during my inspection showing the conditions of the subject premises and external walls of the premises and UBWs mentioned above to support my certification.

符合第二類規定第(ii)項的詳情如下：
Compliance with Category 2(ii) requirements are depicted below in details:

☐ 就第二類規定第(ii)項的要求，本人謹此證明，現有樓板經檢查確定有足夠結構承載力，並隨本證明書夾附有關的結構支持理據[註 3]。
In respect of the Category 2(ii) requirements, I hereby certify that I have checked the structural adequacy of the existing floor and the structural justification[Note 3] are attached herewith.

至於加高地台：
With regard to raised screeds:

☐ 本人謹此證明有關地台是在本人監督下鋪設的，或
I hereby certify that the screed was laid under my supervision, or

☐ 本人現呈交就其物料、種類、密度和厚度進行的取芯測試結果，以及本人就此所作出的評估。
I submit herewith the results of core tests carried out in respect of material, type, density and thickness, together with my assessments thereon.

符合第二類規定第(iii)項的詳情如下：
Compliance with Category 2(iii) requirements are depicted below in details:

☐ 本人謹此證明已完全符合第二類規定第(iii)項的要求。現隨本證明書夾附有關的佐證文件/證明書。
I hereby certify that the Category 2(iii) requirements have been fully complied with. The supporting documentary evidence/certificates are attached herewith.

符合第二類規定第(iv)項的詳情如下：
Compliance with Category 2(iv) requirements are depicted below in details:

☐ 本人謹此證明已完全符合第二類規定第(iv)項要求。本人已親自視察相關處所，證實已符合有關要求。
I hereby certify that the Category 2(iv) requirements have been fully complied with and I have personally verified such compliance by inspection of the subject premises.

本人明白如本人在本證明書提供虛假資料或就重要事實作出失實陳述，或向屋宇署署長、獲授權人員或公職人員提供明知屬虛假的資料或就重要事實作出失實陳述，可遭受《建築物條例》(第 123 章)第 7 條所述的紀律處分及/或其他法律懲處[註 4]。
I understand that if I provide information that is false or misrepresenting a material fact or furnish the Director of Buildings, an authorized officer or a public officer with information knowing that it is false or misrepresenting a material fact in this Certificate, I shall render myself liable to disciplinary action under section 7 of the Buildings Ordinance (Cap. 123) and/or other legal action[Note 4].

☐ **認可人士 Authorized Person**

須與上文甲 3 部所述的認可人士為同一人。
Same as the Authorized Person as stated in Part A3 above.

☐ **註冊結構工程師 Registered Structural Engineer**

須與上文甲 3 部所述的註冊結構工程師為同一人。
Same as the Registered Structural Engineer as stated in Part A3 above.

*認可人士/註冊結構工程師簽署#
Signature# of *Authorized Person/Registered Structural Engineer

任何失實核證或聲明可引致法律行動 [註 4]。
Any false certification or declaration may be subject to legal action [Note 4].

日期 Date

日 dd 月 mm 年 yyyy

\# 根據註冊記錄
In accordance with the registration record

\+ 須與甲 3 部所述的認可人士/註冊結構工程師為同一人。
Same as the authorized person/registered structural engineer as stated in Part A3.

++ 如以電子形式申請，只須呈交一份最終平面圖。惟申請人須將最終的紙本平面圖送交各相關部門，以作記錄。
Only one set of the finalised layout plan is required for a submission in electronic format. The applicant is required to forward the hard copy of finalised layout plans to all relevant departments separately for record purpose.

* 請刪去不適用者
Delete whichever is inapplicable

注意事項

[註 1]
逐項列述僭建物的詳情，包括其狀況、主要尺寸及所在位置；如有需要，請另頁填寫。各項所列僭建物應在呈交本證明書時夾附的學校最終平面圖上予以標示。圖則及所有附加頁須由認可人士/註冊結構工程師批註。

[註 2]
屋宇署會對違例招牌採取執法行動。如申請人是與相關處所關聯的現存違例招牌的擁有人，而該(等)招牌於 2013 年 9 月 2 日前已豎設或建成，並符合資格參與違例招牌檢核計劃(計劃)，則申請人必須參與該計劃以保留招牌，才能獲發學校註冊所需的證明書和通知書。如該等招牌不符合資格參與計劃，則須由申請人拆除。計劃詳情可從屋宇署網頁下載(http://www.bd.gov.hk/doc/tc/resources/pamphlets-and-videos/SCS_VSFUSc.pdf)。

[註 3]
認可人士/註冊結構工程師進行結構評估時，須按照教育局發布的《新辦學校註冊指引(校舍設於非為學校用途而設計和建造的房產)》/《增設校舍指引(校舍設於非為學校用途而設計和建造的房產)》附錄 4a 附件 IV 提供結構支持理據。

[註 4]
任何人如作出虛假聲明或就重要事實作出失實陳述即屬干犯刑事罪行，可能會被檢控。

甲. 個人資料

收集的目的

1. 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
   (a) 處理與你在本表格內的申請相關的事務；
   (b) 處理有關上述申請；及
   (c) 方便屋宇署與你聯絡。
2. 你必須提供本表格所要求的資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，甚至申請被拒。

獲轉交資料的部門/人士

3. 本署可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上文第 1 段所列的用途。

查閱個人資料

4. 根據《個人資料(私隱)條例》，你有權查閱及改正你所提交的個人資料。屋宇署有權就有關查閱資料的要求收取合理費用。如要求查閱及改正你的個人資料，請與屋宇署聯絡。

乙. 填寫表格

1. 請確保表格的所有有關部分均已填妥，並在表格上簽署。
2. 本表格所提供的資料如有不全或錯誤，屋宇署將不能處理有關申請。
3. 如對本表格有任何疑問，請與屋宇署牌照小組聯絡。

丙. 呈交方法

1. **郵寄/親身呈交** — 本表格連同有關文件應郵寄或親身呈交至：
   九龍油麻地海庭道 11 號西九龍政府合署北座屋宇署總部地下一般查詢及收件處
2. **電子方式呈交** — 填妥屋宇署網頁(www.lscp.bd.gov.hk)所載的電子表格，並連同已獲數碼證書或 " 智方便 " 認證的相關文件一併呈交。

丁. 聯絡資料

屋宇署牌照小組
地址： 九龍油麻地海庭道 11 號西九龍政府合署北座屋宇署總部
電話： 2626 1616 (由 " 1823 " 接聽)
傳真： 3184 7956
電郵： enquiry@bd.gov.hk

Matters to Note

[Note 1]
Itemise the UBWs with detailed description including their conditions, essential dimensions and locations and use separate sheets if necessary. The itemised UBWs shall be indicated on the finalised school layout plan attached with this Certificate. Plan and all separate sheets should be endorsed by the authorized person/registered structural engineer (AP/RSE).

[Note 2]
The Buildings Department will take enforcement action against unauthorised signboards. If the applicant is the owner of existing unauthorised signboards associated with the subject premises and the signboard(s) are in existence or completed before 2 September 2013 and eligible for joining the Validation Scheme for Unauthorised Signboards, the applicant is required to participate in the Scheme for retaining such prior to issuing of the requisite certificates and notice for school registration. If they are not eligible to join the Scheme, the applicant is required to remove them. Details of the Scheme can be downloaded from BD website (http://www.bd.gov.hk/doc/en/resources/pamphlets-and-videos/SCS_VSFUSe.pdf).

[Note 3]
Where structural assessment is made, the structural justification should be prepared by the AP/RSE in accordance with Annex IV to Appendix 4a of the "Guidelines for Registration of a New School (For premises not designed and constructed as a school")/"Guidelines for Extension of School Premises (For premises not designed and constructed as a school)" issued by the Education Bureau.

[Note 4]
Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.

A. Personal Data

Purposes of Collection

1. The personal data provided by means of this form will be used by the Buildings Department for the following purposes:
   (a) activities relating to the processing of your application in this form;
   (b) activities relating to the above application; and
   (c) facilitating communication between the Buildings Department and yourself.
2. It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

Access to Personal Data

4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Buildings Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Buildings Department.

B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed.
2. If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
3. Enquiries regarding this form should be addressed to the Licensing Unit of the Buildings Department.

C. Submission Methods

1. **By Post/In Person** – This form together with the relevant documents shall be posted to or submitted in person to:
   General Enquiry and Receipt Counter, G/F, Buildings Department, Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
2. **Through e-Submission** – Complete the electronic form at BD website "www.lscp.bd.gov.hk" and submit together with the relevant documents authenticated by digital certificates or "iAM Smart".

D. Contact Details

Licensing Unit of the Buildings Department
Address: Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
Tel No.: 2626 1616 (handled by "1823")
Fax No.: 3184 7956
Email: enquiry@bd.gov.hk

所進行的小型工程資料附加頁
Additional Page of Minor Works (MW) carried out

附加頁
Additional Page No.

編號 **No.**	小型工程項目 **MW items**	小型工程的描述 **Description of MW**	小型工程呈交編號 **MW Submission Numbers**

*認可人士/註冊結構工程師簽署#
Signature# of *Authorized Person/Registered Structural Engineer

任何失實核證或聲明可引致法律行動 [註 4]。
Any false certification or declaration may be subject to legal action [Note 4].

日期 Date

日 dd 月 mm 年 yyyy

Checklist for Certification on Compliance with Building Safety Requirements for Application for School Registration

Part 1 – General Information

Address of Premises : _____ Lot No._____

Part 2 (a) – Letter of Building Safety Requirements issued by the Buildings Department (Letter of BSRs)

BD Ref. No.: _____ Date of Letter: _____

Part 2 (b) – Examination of Approved Records/Minor Works (MW) Records

No.	Item	Yes	N/A
1.	Approved plans of the parent buildings	☐	☐
2.	Approved plans of all alteration and addition (A&A) works affecting the subject premises	☐	☐
3.	Record plans of completed A&A works affecting the subject premises	☐	☐
4.	Completion certification of A&A works affecting the subject premises (Form BA14)	☐	☐
5.	Building Authority (BA)'s acknowledgement of the completion certification of A&A works affecting the subject premises	☐	☐
6.	Records of MW affecting the subject premises including record plans and associated documents	☐	☐
7.	BA's acknowledgement of the completion certification of MW affecting the subject premises	☐	☐

Part 3 – Site Inspection

(a) Prior to site inspection, the findings in Part 2 above and the "Guidelines for Registration of a New School (For premises not designed and constructed as a school)" should be studied.

(b) When conducting the site inspection, reference should be made to the Letter of BSRs , copy of the latest approved plans including those for A&A works with the BA's acknowledgement and record plans/documents for MW with the BA's acknowledgement.

No.	Item (The following list are not exhaustive, please refer to the Letter of BSRs)		Complied with	N/A
1.	Layout	➢ Layout tally with the latest approved plans including A&A plans & MW records ➢ Layout tally with the finalised layout plan	☐ ☐	☐ ☐
2.	Existing Unauthorised building works (UBWs) depicted as "exception" in Appendix 4b	➢ Itemise all UBWs with detailed description including their condition, essential dimensions, location, material and fixing details ➢ UBWs are structurally safe and not in dilapidated or dangerous conditions ➢ Record on a separate plan and take record photos	☐ ☐ ☐	☐ ☐ ☐
3.	UBWs except those under No.2 above	➢ Removal or rectification of UBWs ➢ No UBWs erected in the premises ➢ No UBWs connected to/used by the occupiers of the premises	☐ ☐ ☐	☐ ☐ ☐
4.	Fire resisting construction	The following are provided in accordance with the Letter of BSRs: ➢ Fire rated doors ➢ Enclosure walls ➢ 450mm shopfront return at final discharge of an exit route ➢ Protected lobby ➢ Separating walls/floors or other fire barriers	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
5.	Means of Escape (MOE)	The following are provided in accordance with the Letter of BSRs: ➢ Exit route/door of a specific minimum width	☐ ☐	☐ ☐

		➢ Door not to obstruct exit route ➢ Headroom of the exit routes ➢ No permanent obstructions of MOE	☐ ☐	☐ ☐
6.	Others as specified in the letter of BSRs	➢ _____ ➢ _____ ➢ _____	☐ ☐ ☐	☐ ☐ ☐

Part 4 - Document Checklist

No.	Item	Yes	N/A
1.	Certificate of Compliance with Building Safety Requirements (Form *SC(S)-1/SC(S)-2)	☐	
2	Finalised layout plan of the completed school premises in compliance with the imposed building safety requirements. (4 sets)#	☐	
3.	Supporting information/documents under Category 1 & 2 requirements, if any:		
	(a) Photo records under Category 1 requirements	☐	☐
	(b) Structural justification under Category 2(i)/(ii) requirements	☐	☐
	(c) Separate plan and photos indicated existing UBWs which meet the criteria of "exception" as depicted in Appendix 4b/removal of all UBWs under Category 2(i) requirements	☐	☐
	(d) A copy of the Form BA14 and the BA's acknowledgement letter of Form BA14 under Category 2(iii) requirements	☐	☐
	(e) Appendix A to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-13 with supporting test/assessment reports under Category 2(iii) requirements	☐	☐
	(f) Supporting documents under Category 2(iv) requirements	☐	☐
	(g) Others as specified in the letter of BSRs:	☐	☐

POINTS TO NOTE

(a) Failure to submit any of the documents as listed in Part 4 - Documents Checklist above will cause delay in processing the application.

(b) Applicants should submit the duly completed and original application form/certificates to BD for processing.

* Delete whichever is inappropriate.

Only one set of the finalised layout plan is required for a submission in electronic format.

(January 2026)

Information and Assessment to be included in the Structural Justification

1. General Requirements

(a) Whilst the additional elements should be designed under the current provisions of the Buildings Ordinance and its subsidiary regulations, all affected structural elements should be checked in accordance with the original design principle and the prevailing codes of practice at the time of construction.

(b) The imperial units shown in the approved plans and/or original design calculations should be converted to metric units for easy reference.

(c) The structural integrity of the affected structures should be checked in accordance with the minimum imposed loads stipulated in section 7 of the Building (Construction) Regulation and the current Code of Practice for Dead and Imposed Loads.

(d) The structural justification (SJ) should be certified by the authorized person/registered structural engineer and submitted on the same date of the application date.

2. Fundamental Information and Assessments to be included in the SJ (if applicable)

(a) The original design data retrieved from the approved plans and/or original design calculations, such as material specifications, design strength, permissible stress and design imposed load should be given.

(b) Relevant structural framing part plans should be submitted to show the affected portion of existing structures.

(c) Relative disposition of the additional elements such as partition walls, raised screeds, over hanging air-conditioning units and cooling towers should be shown on the structural framing part plans with appropriate setting out dimensions.

(d) The weight of all additional elements, such as partition walls and raised screeds, should be conformed to the type, size, thickness and density of the construction materials resulting from these additional works.

(e) The assessment on structural stability of the additional partition walls should be checked in accordance with BS5628 Part 3. Also, the details of the wall restraints should be given.

(f) The structural adequacy of the existing structures to sustain the additional loads due to additional elements should be demonstrated.

3. Specific Information to be included in the SJ (if applicable)

(a) The manufacturer's catalogue and specification of the relevant plants and equipment should be attached in order to substantiate the design operational weight.

(b) The design of steel frame supporting the relevant plants or equipment should be submitted. The connection details of these steel members and fixing details into existing structures should also be given.

N.B. The above information and requirements may not be exhaustive. Depending on the circumstances of individual cases, supplementary information and assessment may be required if found necessary.

(January 2026)

List of Unauthorised Building Works Affecting Public Safety

The following unauthorised building works (UBWs)[1] in school premises may constitute a risk to the safety of staff, teachers and students. The Buildings Department (BD) would raise objection to the application for premises with UBWs except those listed as "Exception" below. The applicant is strongly advised to effect removal of the UBWs before submitting an application:

a. Unauthorised rooftop/flat roof/lane/yard/open area structures forming part of the school premises.

b. Unauthorised structures on/suspended from balcony/verandah/canopy.

c. Unauthorised canopies/retractable awnings/projections projecting from the external wall of building.

   [Exception (i): shopfront side structures (SSS)[2], projecting not more than 150 mm from the original building line. The wall area covered by any one side of SSS is not more than 5 m^2, the distance between any part of the SSS and the ground is not more than 6 m and the SSS do not obstruct access to any public utilities.]

   [Exception (ii): canopies erected before the implementation of such MW items under the MWCS, which do not consist of stone, tile, glass/cement mortar and are not constructed of concrete, projecting not more than 500 mm from the external wall of building. The distance between the highest point of the canopy and the roof/ground is more than 3 m.[3]]

   [Exception (iii): retractable awnings erected before the implementation of such MW items under the MWCS, at a door opening not serving as an exit for an escape staircase/leading to a balcony/verandah or a window opening for uses other than plant room/lavatory/bathroom/kitchen, projecting not more than 2 m (over the roof)/2.5 m (any other cases) from the external wall of building when fully extended and not more than 500 mm when retracted. The distance between the highest point of the awning and the roof/ground is not more than 5.5 m. The width of awning is at most 500 mm wider than both sides of such opening.[3]]

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1 The list of UBWs is not exhaustive.
2 Exclude shopfront side structures with inscription (i.e. functioned as shopfront signboard in item d).
3 These items should have a minimum vertical clearance of 2.5 m above the ground.

d. Unauthorised signboards.

[Exception: existing signboards validated through the Signboard Validation Scheme (SVS). Details of the SVS can be viewed in BD website www.bd.gov.hk.]

e. Unauthorised supporting structures/frames for air-conditioning units/light fittings/mechanical plants (e.g. water cooling towers and associated supporting structures) projecting from the external wall of building or on/hung underneath the soffit of balcony/verandah/canopy or located on-grade/on roof.

[Exception (i): supporting frames for air-conditioning units/lighting fittings erected before the implementation of such MW items under the MWCS, projecting not more than 600 mm from the external wall of building. The distance between the highest point of the frame and the roof/ground is more than 3 m.[3]]

[Exception (ii): supporting structures for air-conditioning units/lighting fittings erected before the implementation of such MW items under the MWCS, located on grade/on roof (other than cantilevered slab/inaccessible roof) with the height of the supporting structures not more than 1.5 m.]

f. Unauthorised external metal ventilation ducts and associated supporting frames projecting from the external wall of building or on/hung underneath the soffit of balcony/verandah/canopy or located on-grade/on roof.

[Exception (i): external metal ventilation ducts and the associated supporting frames erected before the implementation of such MW items under the MWCS, located on-grade/on roof. The distance between the highest point of the duct/frame and the roof/ground is not more than 1.5 m.]

[Exception (ii): external metal ventilation ducts and associated supporting frames erected before the implementation of such MW items under the MWCS, projecting not more than 600 mm from the external wall of building. The distance between the highest point of the duct/frame and the ground/roof is more than 3 m.[3]]

[Exception (iii): external metal ventilation ducts and the associated supporting frames erected before the implementation of such MW items under the MWCS, hung underneath the soffit of a balcony/verandah/canopy (other than cantilevered slab) with largest cross-sectional dimension of the duct not more than 600 mm.

The distance between the highest point of the duct/frame and the ground/roof is more than 3 m.[3]]

[Exception (iv): external metal ventilation ducts and the associated supporting frames erected before the implementation of such MW items under the MWCS, located on a balcony/verandah/canopy (other than cantilevered slab) with largest cross-sectional dimension of the duct not more than 600 mm. The distance between the highest point of the duct/frame and the ground/roof is more than 3 m. The distance between the highest point of the duct/frame and the balcony/verandah/canopy is not more than 1.5 m.]

g. Unauthorised obstructions to smoke vents.

h. Unauthorised alteration/removal of compartment walls/fire resisting walls and doors.

i. Unauthorised floor openings/slab over existing floor openings.

[Exception: unauthorised floor opening for pipe duct /slab over existing pipe duct floor opening having been certified by authorized person/registered structural engineer (AP/RSE) as being structurally safe with supporting calculations and should not result in additional gross floor area under the Building (Planning) Regulations.]

j. Unauthorised installation of glass panels on external walls on upper floors.

[Exception: unauthorised installation of glass panels on external walls on upper floors having area of each glass panel not exceeding 6 m^2 and the least dimension of such glass panel not exceeding 1.8 m and not overloading to cantilevered slab type balconies. The remaining external wall can provide adequate protection for openings to prevent the spread of fire between floors concerned.[4]]

k. Unauthorised removal of protective barrier/external wall without providing a permanent protective barrier at a height of 1.1 m minimum resulting in a danger of falling persons or objects.

[4] Reference should be made to clause C11.1 of the Code of Practice for Fire Safety in Buildings 2011.

l. Unauthorised alteration/removal of approved barrier free facilities for persons with a disability.

[Exception: unauthorised alteration/removal of approved barrier free facilities for persons with a disability subject to re-provision of such facilities in compliance with Design Manual: Barrier Free Access.]

m. Unauthorised hollow raised platforms within premises.

[Exception (i): hollow raised platforms within premises with a height not greater than 600 mm and not hindering the access for persons with a disability.]

[Exception (ii): hollow raised platforms with a height between 600 mm to 2 000 mm within premises if such platforms having been certified by AP/RSE as being structurally safe with supporting calculations and not hindering the access for persons with a disability.]

n. Unauthorised removal of internal staircases.

[Exception: removal of internal staircase having been certified by AP/RSE as being structurally safe with supporting calculations and the staircase void should be provided by protective barriers in accordance with Building (Construction) Regulation.]

o. Unauthorised supporting frames for suspending an air-conditioning/mechanical ventilation plant of weight more than 150 kg inside the school premises.

[Exception: supporting frames for suspending an air-conditioning/mechanical ventilation plants of more than 150 kg inside a building, erected before the implementation of such MW items under the MWCS, having been certified by AP/RSE as being structurally safe with supporting calculations.]

p. Unauthorised external solid fence walls/mesh fences/railings/poles on roof.

[Exception (i): external solid fence walls erected before the implementation of such MW items under the MWCS, located on a roof with the height not more than 1.1 m and thickness not more than 100 mm.]

[Exception (ii): external mesh fences/railings erected before the implementation of such MW items under the MWCS, located on a roof including any feature at its top with the height not more than 1.5 m and is not used as a protective barrier. If lower part is a solid fence wall, the height and thickness of wall are not more than 300 mm and 100 mm respectively.]

[Exception (iii): external poles, erected before the implementation of such MW items under the MWCS, located on a roof including any feature at its top with the height not more than 1.5 m.]

q. Unauthorised slabs filling up approved cockloft/staircase voids.

r. Unauthorised cocklofts, intermediate floors and floor extensions.

s. Unauthorised staircases.

t. Unauthorised openings through structural slabs and walls.

u. Unauthorised removal, partial removal/major alteration of structural members.

v. UBWs in common areas resulting in obstruction of means of escape from the school premises/building, such as unauthorised sub-division of a floor into separate units resulting in some units without adequate means of escape, and unauthorised blocking up of access to an exit staircase rendering the means of escape of other occupancies inadequate.

w. Unauthorised sub-division of a floor into separate units without the provision of internal corridors protected by fire barriers (except for shopping arcade).

2. If the removal or rectification of the UBWs involves the carrying out of building works not exempted under section 41 of the Buildings Ordinance (BO) and not falling within the designated minor works items[5], it will be necessary for the applicant to appoint an AP and/or an RSE registered under the BO for making applications to BD for obtaining the approval of plans and consent to the commencement of the building works prior to the carrying out of the works. For the safe removal of UBWs, reference should also be made to the guideline on

[5] Some removal works as stipulated in Schedule 2 Part 2 of the B(MW)R are classified as DEW which may be carried out under the said Regulation.

"Safety Hints for Demolition of Unauthorised Building Works" published by the Labour Department. Such guideline can be downloaded from Labour Department website http://www.labour.gov.hk.

3. The applicant should pay particular attention that the application for registration of a school and the existence of UBWs are separate issues. The applicant should note that **enforcement action may be taken by BD under the BO for removal of the UBWs in accordance with the prevailing enforcement policy against UBWs**. Applicants are strongly advised to remove or rectify the UBWs voluntarily.

(Rev. January 2026)

CATEGORISATION OF TYPICAL BUILDING SAFETY REQUIREMENTS

Category 1

(a) Fire rated doors should be self-closing.
(b) Door across exit route to open in the direction of exit.
(c) Misleading exit sign should be deleted.
(d) Information on layout plans to be provided e.g. school area to be registered to agree with site condition.
(e) Means of escape should be cleared of movable obstructions.
(f) Roller shutter/manual sliding door across the exit route to keep open during school operation hours.
(g) Automatic doors across the exit route to keep open during power failure or in case of emergency.
(h) Minor Works items should be carried out in accordance with Building (Minor Works) Regulation.

Category 2

(a) Structural justification by authorized person/registered structural engineer (AP/RSE) on the integrity of the following existing unauthorised building works (UBWs)1 and those UBWs have no adverse effect on the integrity of the approved structure:
    (i) unauthorised floor opening for pipe duct /slab over existing pipe duct floor opening.
    (ii) unauthorised removal of internal staircases.
    (iii) supporting frames for suspending an air-conditioning/mechanical ventilation plants of weight more than 150 kg inside the licensed premises.
    (iv) hollow raised platform with a height between 600 mm to 2 000 mm within premises.
(b) Certification by AP/RSE on the following:
    (i) completion of removal or rectification of UBWs.
    (ii) existing UBWs not in dilapidated/dangerous condition.
(c) Structural justification by AP/RSE for raised screed, solid partition, etc.
(d) Acknowledgement of completion of alteration and addition works approved under the Buildings Ordinance (Form BA14).
(e) Certification by AP/RSE on the required fire resistance rating with submission of corresponding test reports for the following:

1 Existing UBWs should meet the criteria as depicted in the items of "Exception" in Appendix 4b.

(i) fire rated doors.
(ii) enclosure walls of projection room/mechanical plant room.
(iii) 450 mm shopfront return at final discharge of an exit route.
(iv) enclosure walls of required staircases.
(v) protected lobby.
(vi) separating walls/floors or other fire barriers.

(f) Certification by AP/RSE on the following:
(i) exit route/door of a specified minimum width are provided.
(ii) door not to obstruct exit route at any point of its swing.
(iii) minimum number of exit routes from the premises are provided.
(iv) minimum headroom of exit routes is provided.
(v) means of escape should be cleared of permanent obstructions, e.g. metal gates, protrusions of partition walls/rooms onto the exit route.
(vi) the accessible lavatory/ramp for persons with a disability to comply with the requirements of the Design Manual: Barrier Free Access 2008 (2025 Edition) are provided.

Category 3

Report completion of the removal or rectification work or demonstrate compliance with the imposed requirements to the satisfaction of BD by AP/RSE on the following:

(a) Unauthorised slabs filling up approved cockloft/staircase voids.
(b) Unauthorised cocklofts, intermediate floors and floor extensions.
(c) Unauthorised staircases.
(d) Unauthorised openings through structural slabs and walls.
(e) Unauthorised removal, partial removal or major alteration of structural members.
(f) Inadequate design live load.
(g) Unsatisfactory means of escape e.g. insufficient exit routes/exit doors and inadequate headroom of exit routes.
(h) UBWs in common areas resulting in obstruction of means of escape from the licensed premises or the building, such as unauthorised sub-division of a floor into separate units resulting in some units without adequate means of escape, and unauthorised blocking up of access to an exit staircase rendering the means of escape of other occupancies inadequate.
(i) Unauthorised sub-division of a floor into separate units without the provision of internal corridors protected by fire barriers (except for shopping arcade).
(j) Premises resulting in increase in population figures which exceed the allowable discharge

values of the existing staircases for means of escape or the existing width of exit routes for the storey where the premises are situated cannot accommodate the total population capacity of that storey.

(k) Application in upper floors of single staircase building.

(l) Conversion of area/premises which were excluded from GFA calculation in the original building design into accountable GFA.

Note:

1. The Buildings Department (BD) will raise object to the application until the UBWs which pose risks to public safety have been removed or the risks to public safety have been eliminated.

2. If the removal or rectification of the UBWs2 involves the carrying out of building works not exempted under section 41 of the Buildings Ordinance (BO) and not falling within the designated minor works items under the Minor Works Control System., it will be necessary for the applicant to appoint an AP and/or a RSE registered under the BO for making applications to BD for obtaining the approval of plans and consent to the commencement of the building works prior to the carrying out of the works. For the safe removal of UBWs, reference should also be made to the guideline on "Safety Hints for Demolition of Unauthorised Building Works" published by the Labour Department. Such guideline can be downloaded from Labour Department website www.labour.gov.hk.

3. The examples of Category 1, 2 and 3 above are not exhaustive.

(January 2026)

2 Some removal works as stipulated in Schedule 2 Part 2 of the B(MW)R are classified as designed exempted works which may be carried out under the said Regulation.

Independent Checking Unit,
Office of The Permanent Secretary For Housing
(Only for Housing Authority's Properties/Divested Housing Authority's Properties)

General Guidelines on Building Safety Requirements (for New Applications)

1. The Role of the Independent Checking Unit

a. The Independent Checking Unit (ICU) works directly under the Office of the Permanent Secretary for Housing. Under the delegated authority from the Building Authority (i.e. the Director of Buildings), the ICU exercises statutory building control to properties developed by the Hong Kong Housing Authority (HA) that have been sold or divested, in accordance with the Buildings Ordinance (BO)(Cap. 123) and the policies and guidelines of the Building Authority (BA). The ICU also exercises administrative building control to the HA's new development works and existing buildings in line with the BO and the BA's policies and guidelines.

b. Details on the list of divested HA's properties to which BO applies under the delegated authority from the BA can be referred to the "Reference List of Housing Estates/Courts/Facilities on the Applicability of the BO" at Housing Bureau (HB) website http://www.hb.gov.hk under the section for ICU.

c. A new application and extension of school in premises not designed and constructed for the purposes of a school should be accompanied by certificates issued by the ICU as the competent authority under section 12(1)(a), (b) and (ca) of the Education Ordinance (EO) (Cap. 279) and a notice issued by the BA under section 12(1)(d) of the same Ordinance.

d. In processing an application for the issue of the requisite certificates and notice, the ICU will assess the suitability of the premises and consider whether it is appropriate to issue such certificates and notice stating:

i. an opinion as to the design loading of the premises (section 12(1)(a));

ii. that the premises do not have structural timber floors (section 12(1)(b));

iii. that the means of escape in the premises would be adequate (section 12(1)(ca)); and

iv. that the BA does not intend to prohibit, under section 25 of the BO, the use of the premises as a school (section 12(1)(d)) where applicable.

2. General Requirements

a. Each case shall be considered on its merits after full consideration of the circumstances. Nothing contained herein shall be taken as in any way derogating from the powers of the ICU under the BO and its subsidiary regulations.

b. If the premises are constructed of structural timber floor, the issue of a certificate under section 12(1)(b) of the EO will be refused.

c. As the subject matters are often related to complicated technical issues which may be difficult to overcome, **the applicant is strongly advised to enlist the service of an authorized person** (AP) (an architect, engineer or surveyor registered under the BO) **at the early stage to assist in selection of premises suitable for the intended school use and early compliance with the building safety requirements (BSRs).**

d. Where alteration and addition works involving the structure and/or means of escape of a building are to be carried out, formal submission of plans for the proposed works to the ICU by an AP and, if necessary, a registered structural engineer (RSE) may be required for obtaining prior approval and consent of the ICU under the BO or administrative control. It is strongly recommended that the advice of an AP or RSE should be sought well in advance. The lists of the AP and RSE registered under the BO are available at BD website https://www.bd.gov.hk.

e. Under the Minor Works Control System (MWCS), certain minor building works are designated as “minor works”, which may be carried out under the simplified requirements as an alternative to obtaining prior approval and consent under the BO. For details, please refer to paragraph 7 below.

f. Submission of plans

i. Each application should be accompanied by sufficient number of plans as required by the Education Bureau (EDB) (including 4 sets for the ICU) showing the extent and layout of the premises and the information listed in Appendix 6b.

ii. The submitted plans should be drawn to a suitable scale (1:50 or 1:100) with all the principal dimensions of the premises and the exit routes/doors clearly marked thereon. The construction materials of any proposed partition walls and exit doors and the required fire resistance rating (FRR) should also be specified.

iii. The maximum capacity of each classroom (no. of students and teachers) and the total number of staff/teachers to be accommodated should be indicated on the plans.

3. Location of Premises

a. A school shall not be situated in an industrial building. As a general rule, save for exempted buildings[1] (including HA's properties), no part of a school shall be located in, under or over any structures which have been built without the approval and consent of the BA. These structures are regarded as unauthorised building works (UBWs). Details see paragraph 8 below.

b. To verify if any buildings or building works are unauthorised, the AP/RSE are advised to examine the records of the subject building including the latest layout and fitting out plan accepted by the ICU, and the plans for all alteration and addition (A&A) works relating to the subject premises approved by the ICU, if any. For any A&A works, the AP/RSE should check with the ICU if any such works have been certified completion and such certification have been accepted by the ICU.

[1] Please refer to section 41 of the BO.

c. For kindergartens located above G/F in a non-purpose built building, the following guidelines apply:

Location	Conditions
(i) in composite buildings with not more than two commercial floors above G/F. (ii) in composite buildings with three or more commercial floors where the kindergarten itself occupies one or more entire commercial floors and not more than two floors above G/F remain commercial. (iii) in institutional buildings. (iv) in high-rise domestic buildings.	(I) Premises shall conform to the general standards of the latest edition of the Code of Practice for Fire Safety in Buildings 2011 (FS Code). (II) Kindergarten is subject to the 24m maximum height rule under Regulation 7 of the Education Regulations.
(v) in wholly commercial buildings. (vi) in composite buildings with three or more commercial floors[2] above G/F other than (ii).	(III) In addition to conditions (I) and (II), two independent means of escape are provided for the exclusive use of the occupants of the kindergarten.
(vii) in single staircase buildings.	(IV) In addition to conditions (I) and (II), two extra staircases must be provided to the premises to be licensed and the single staircase serving the whole building must be sealed off therefrom.

[2] In counting the number of commercial floors, the floor wholly used for carparking may be disregarded.

4. Structural Safety

The main issues to be considered on structural safety are:

i. The minimum designed loading of the premises for the purpose of school and kindergarten should not be less than 3.0 kPa (i.e. 60 lbs/ft^2) and 2.5 kPa (i.e. 50 lbs/ft^2) respectively.

ii. In cases where there are heavy equipment/plant, non-structural solid screeding[3] or non-load bearing block walls[3], structural justification on the adequacy of the existing supporting structure to cater for such superimposed loads should be submitted by an AP/RSE.

5. Fire Resisting Construction

a. Premises should be designed and constructed of fire resisting constructions which satisfy the relevant provisions of the Building (Construction) Regulation (Cap.123Q) and the FS Code.

b. Some general requirements on fire resisting construction are listed below for reference:

i. The premises should be separated from the adjoining occupancy/use by fire barriers having the longer fire resistance rating (FRR) in respect of such Use Classification as stipulated in Table C1 of the FS Code.

ii. The common internal corridors serving the premises and other occupancies should be separated by fire barriers having an FRR of not less than that of the Use Classification of that floor. Where these FRRs differ, the higher the FRR value should be adopted. For premises situated in a shopping arcade, such separation is normally not required between the premises and the arcade.

iii. Openings for passage of ducts, pipes, wires etc., through fire barriers should be properly protected with fire dampers or other suitable form of

[3] Only applicable to those erected before the implementation of such minor works items under the MWCS. Otherwise, if they were not erected under the MWCS, they are considered as UBWs and should be removed before submitting an application.

fire stop in order to maintain the FRR of those fire barriers.

iv. In cases where **new or modified** fire barriers are involved, a duly completed Form (Appendix A to the Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-13) with supporting test/assessment report from an AP/RSE should be submitted to substantiate the FRR of the fire resisting components/ materials/ products. Submission of such test/assessment report is not required if PNAP ADM-20 is applicable.

v. Doors of a protected lobby of a required staircase should be installed with smoke seals under Clause C16.5 of the FS Code. Such provision usually applies to the entrance doors of the premises which form part of a protected lobby of a required staircase. In addition, reference should be made to the prevailing requirements on the smoke seal performance in Clause E9.1 of the FS Code.

6. Means of Escape and Means of Access for Firefighting and Rescue

a. Every school should be provided with adequate means of escape and access for firefighting and rescue in accordance with Part V of the Building (Planning) Regulations and the FS Code.

b. The provision of means of escape in any particular floor of a building or in any building as a whole can only accommodate a specified maximum number of persons at any one time. The FS Code sets out such limits and relates them to the width and number of exit routes and exit doors provided for each floor and for the whole building. It follows that if, as a result of the operation of a school, the existing population figure for a floor or for the building exceeds these limits, a recommendation for rejection of the application will be made. In assessing the population figures, applications in respect of premises located within the same building will be treated on a first-come-first-served basis. Some general requirements are listed below for reference:

i. For premises on the ground floor having direct access to a street, there would generally be no major problem on means of escape provision. For premises on upper storeys and basements, at least two exit staircases are required. **Schools are not permitted to operate on the upper floors of single-staircase buildings, unless two extra exit staircases are provided**

to the school premises and the single staircase serving the whole building is sealed off therefrom.

ii. Any room/area/premises with a capacity exceeding 30 persons should be provided with at least two exits. The exit doors should open in the direction of exit and should not obstruct any part of the exit route by the swing of the doors. The lines of travel distance from any point in the room/area/premises to the two exits should form an angle of not less than 30º.

iii. Normally, the minimum width of an exit route should be not less than 1 050 mm and greater width would be required depending on the total occupant capacity of the school and that particular floor in which the school is situated. The exit doors should have a minimum width of not less than 750 mm for capacity between 4 to 30 persons; and 850 mm for capacity between 31 to 200 persons with a total width of 1 750 mm. Reference should be made to Table B2 of the FS Code for the detailed requirements.

iv. All required exit routes should lead directly to a street and the staircase enclosure wall should be so continued at G/F as to separate from the remainder of the building in accordance with Clause B9.1 of the FS Code. All exit routes should have a clear height of not less than 2 m and be kept free from obstruction. Every part of each exit route should be provided with lighting of a horizontal illuminance at floor level of not less than 30 lux. The lighting can be a combination of natural and artificial lighting and should be backed up by an emergency lighting system that complies with the Code of Practice for Minimum Fire Service Installations and Equipment.

v. All exit doors should be capable of being readily opened from the inside without the use of a key. In the event of power failure/ emergency, automatic sliding doors should stay open to the full width and the electrical locking device of the doors should be released automatically.

vi. Security shutters across exits must be kept open during school operation hours.

vii. A solid separation of 450 mm should be provided between the school and the final discharge point of an exit staircase of a building. The FRR of the solid separation should be not less than that of the enclosure wall of the

staircase.

viii. Where the direction of travel from an exit door of a room to a staircase is possible in one direction only (i.e. dead-end), the dead-end travel distance from any part of a room to a protected exit or a point, from which travel in different directions to two or more exits is available, is limited to 18 m. In other cases where alternative exit routes are available in more than one direction, it may vary from 36 m to 45 m, depending on the means of escape arrangement.

ix. For the purpose of assessing the adequacy of means of escape, the capacity of the school is determined based on the sum of the population of the classes and the number of staff employed. In case that the maximum class size is not marked on the submitted plans, the population of the class will be assessed in accordance with Regulation 40 of the Education Regulations.

x. All exit routes and the treads of steps and required staircases should have slip-resistant surfaces. The edges of the tread of steps and staircases along the exit route should be conspicuous.

7. Minor Works Control System

a. The MWCS aims to facilitate building owners and occupants in carrying out small-scale building works (minor works) safely and lawfully through simplified statutory procedures, viz. without the need to obtain prior approval of plans and consent to the commencement of such works from the BA. Minor works are classified into three classes (i.e. Classes I, II and III) according to their nature, scale, complexity and risks to safety.

b. Common minor works[4] at the school premises include:

i. Erection/alteration/removal of supporting structures/metal casings for a building services installation[5] (BSI) on-grade/on a canopy/on a roof;

[4] Details of each minor works item and the associated requirements are stipulated in the Building (Minor Works) Regulation (B(MW)R) and the Technical Guidelines on Minor Works Control System. These documents are available at BD website www.bd.gov.hk.

[5] BSI includes any solar water heating system, photovoltaic system (solar panel system), antenna, transceiver, air-conditioning unit, water cooling tower, light fitting and pump set (installations) and any duct associated with any of the installations but excludes any water tank, lift, stairlift, lifting platform, ventilation duct and radio base station.

ii. Erection/alteration/removal of supporting frames for an air-conditioning unit light fitting projecting from the external wall of a building;

iii. Erection/alteration/repair/ removal of canopies/retractable awnings;

iv. Construction/alteration/repair/removal/replacement of windows/window walls;

v. Erection/alteration/removal/repair/replacement of protective barriers;

vi. Formation/reinstatement of slab openings;

vii. Erection/alteration/removal of internal staircases;

viii. Erection/repair/alteration/addition/removal of aboveground/underground drains;

ix. Erection of non-load bearing block walls in a flat;

x. Thickening of floor slabs in a flat by laying of solid screeding;

xi. Erection/alteration/repair/removal of external non-load bearing reinforced concrete walls/external block walls;

xii. Formation/reinstatement of openings on external non-load bearing reinforced concrete walls/block walls;

xiii. Erection/alteration/removal of wall signboards;

xiv. Erection/alteration/removal of display surface of signboards; and

xv. Removal of unauthorised structures.

c. Alternatively, applicant may appoint an AP to make formal submission of plans for minor works together with other building works of larger scale to ICU for obtaining the requisite approval and consent prior to the commencement of such works.

d. The applicant should note that building works (including minor works) violating the

BO and its subsidiary regulations (including B(MW)R) are unauthorised building works (UBWs) and hence the application will not be accepted by the Permanent Secretary for Education. ICU will conduct audit checks to ascertain if minor works are in compliance with the statutory requirements. Should the minor works be not completed in compliance with the BO and the B(MW)R, enforcement actions under the BO may be taken by ICU against such works. Applicant should note that the issue of a certificate under the EO should not be construed as any building works being completed in accordance with the provisions of the BO and its subsidiary regulations.

e. Certain designated exempted works (DEW) are also introduced under the MWCS. They can be carried out without the prior approval and consent from the ICU nor following the simplified requirements of MWCS. Details of the DEW are stipulated in the B(MW)R which is available at BD website www.bd.gov.hk.

8. Unauthorised Building Works Affecting Public Safety
(Applicable to Divested HA's Properties Only)

a. Unless exempted under section 41 of the BO, buildings erected or building works carried out without the prior approval and consent of the BA or not following the simplified requirements under the MWCS **are regarded as UBWs**. UBWs in premises under application for school registration may pose a risk to the safety of the staff, teachers and students. Applicants are therefore advised to exercise extreme care in selecting premises for school use, as the presence of UBWs, **such as unauthorised sub-division of a floor into separate units without the provision of protected internal corridor, unauthorised cockloft, unauthorised slab over staircase or cockloft void and UBWs in common areas resulting in obstruction of means of escape of the school or other occupancies**, may render the premises unsuitable for school registration. If the premises selected for school use contains UBWs, the applicant is strongly advised to effect removal of such works before submitting an application. Such removal works may be carried out through the MWCS in accordance with the B(MW)R. Details of the minor works items and the associated requirements can be viewed in BD's website www.bd.gov.hk.

b. A list of UBWs affecting public safety is provided at Appendix 5b for reference.

c. If the applicant intends to erect an advertising signboard, submission of plans to ICU for approval is necessary unless such signboard will be carried out under the MWCS as appropriate. In general, advertising signboards projecting over a pavement should have a minimum vertical clearance of 3.5 m and a minimum horizontal clearance of 1.0 m from the curb of such pavement. Advertising signboards projecting over a carriageway should have a minimum vertical clearance

of 5.8 m. Advertising signboards which fall within the classes of minor works should be commenced and carried out according to the B(MW)R.

d. Applicants' attention is drawn to the Disability Discrimination Ordinance and the Design Manual: Barrier Free Access (DM) issued by BD in regard to the provision of access and facilities for persons with a disability. The removal or alteration of existing approved access and facilities (e.g. ramps, toilets, etc.) that hinder the access and facilities for persons with a disability may be subject to enforcement and prosecution actions under the BO and the prevailing enforcement policy. The DM is available at BD website at www.bd.gov.hk.

9. Processing of Applications

a. Upon receiving the prescribed application form and layout plans submitted in accordance with paragraph 2(f) above, staff of ICU will carry out site inspection to verify if the submitted plans conform to the actual premises and determine the suitability of the premises and the BSRs.

b. ICU will formulate the BSRs according to the 3-tier system as detailed in paragraph 10 below and convey the requirements via standard letters to the applicant. The applicant should arrange the necessary works and certification to comply with the BSRs and report to ICU upon completion.

c. Upon receiving applicant's notification on compliance with the BSRs, staff of ICU will arrange follow-up inspection. With effect from May 2026, the applicant may also engage AP/RSE to verify compliance with the BSRs under a Self-certification (School) System ("SC(S)") (Details see paragraph 11 below).

d. The requisite certificates and notice will be issued if the application is found in order.

e. Meanwhile, applications directed to / processed by ICU for requisite certificates and notice for school registration as well as documents for SC(S) to be submitted in paper form and sent to the address below:

Address: 8/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon (during the opening hours from 09:00 to 17:00 from Monday to Friday except public holidays).

10. 3-tier System for Verification of Compliance with Building Safety Requirements

a. To facilitate the processing of applications, ICU has adopted a 3-tier system for verification of compliance with the BSRs ("3-tier system"), under which BSRs are classified into Categories 1, 2 and 3 as follows:

i. Category 1

The applicant or the AP/RSE on behalf of the applicant is required to certify compliance in respect of requirements relating to matters of fact, e.g. exit doors opening in direction of exit, removal of movable obstructions from exit routes, extent of school area and submission of minor works records.

ii. Category 2

The AP/RSE is required to certify compliance in respect of requirements involving a professional appraisal in relation to well-established standards, e.g. improvement of means of escape to stipulated standards, structural justification for additional loading, separation between different uses, removal/rectification and/or certification regarding UBWs.

iii. Category 3

The AP/RSE is required to report the completion of removal/rectification works or demonstrate compliance with the BSRs to the satisfaction of ICU in cases involving more serious concerns about building safety, e.g. approval of plans for extensive alteration and addition works, adequacy of means of escape with interface with other parts of the building, assessment of the structural stability of a premises vis-à-vis the entire building.

b. A list showing the categorisation of typical BSRs is at Appendix 5c. Under the 3-tier system, ICU will inform the applicant of the arrangements for reporting compliance with the BSRs along with the issue of a letter of requirements. ICU will issue the requisite certificates and notice upon the relevant BSRs are complied with.

11. Self-certification (School) System

a. With a view to further streamlining the application process, with effect from May 2026, ICU has implemented the SC(S) which provides an option for the applicant to engage an AP/RSE to verify compliance with the BSRs to expedite the issue of the requisite certificates and notice by ICU provided that the following BSRs have NOT been imposed by ICU:

i. Category 3 requirements; or

ii. Category 1 or Category 2 requirements that require the re-submission of plans for acceptance by ICU.

b. Under the SC(S), AP/RSE appointed by the applicant should personally inspect the premises under the application and certify the following in prescribed forms listed below:

i.e. For divested HA's properties, (**Form SC(S)-1**) in **Annex I to Appendix 4a** under Building Department.
For HA's properties, (**Form ICU-SC(S)-1**) in **Annex I to Appendix 5a.**

i. All supporting documentary evidence/certificates including records of latest approved plans of the premises and minor works carried out through the simplified requirements under the B(MW)R have been verified;

ii. The premises have been completed in accordance with the submitted finalised layout plan;

iii. Category 1 and Category 2 requirements have been complied with and all required supporting documentary evidence and certificates are enclosed with the application;

iv. The subject premises at divested HA's properties are free of UBWs except those depicted as "Exception" in Appendix 5b; and

v. The existing UBWs as mentioned in (iv) above, if any, are not in dilapidated or dangerous condition and the necessary structural justification, if applicable, is enclosed to support the certification.

c. A checklist for certification on compliance with the BSRs for application for school registration is provided at **Annex II**.

d. SC(S) is also applicable to alteration applications for registered schools. The application process is same as that for a new application, except following prescribed

forms to be used:

i.e. For divested HA's properties, use Form SC(S)-2 under Buildings Department.
For HA's properties, use Form ICU-SC(S)-2 under ICU.

e. A separate plan indicating the existing UBWs at divested HA's properties with detailed description, essential dimensions and locations, should be submitted together with Form SC(S)-1 or Form SC(S)-2. Samples of the layout plan and layout plan indicating UBWs are provided at Appendix 6b.

f. If SC(S) is opted, the AP/RSE should submit the prescribed form and supporting documents in paper format. Based on the AP/RSE's certification, ICU will issue the requisite certificates and notice to the applicant within 12 working days for the submission if the application is found in order.

g. To prevent abuse of the SC(S), ICU will conduct audit checks on the AP/RSE's certificate. ICU/EDB will follow up any false certification or irregularities so identified. Disciplinary action under the BO and/or other legal action may be taken. Pursuant to Section 46 of the Interpretation and General Clauses Ordinance (Cap. 1), ICU may also consider to amend, suspend or withdraw the requisite certificates and notice issued under paragraphs (a), (b) (ca) and (d) of subsection (1) of section 12 of the EO if the situation so warrants.

h. If SC(S) is not opted, ICU will carry out inspection upon receipt of notification of compliance with the BSRs from the applicant under the established arrangement.

i. Digital copy of the above prescribed forms for SC(S) can be downloaded at HB website http://www.hb.gov.hk under the section for ICU.

12. Inspection and Copying of Building and Minor Works Records

a. Requests for inspection or issue of copies of building records/approved plans and minor work record of the buildings that are under HA can be made with payment of prescribed fee by the following means:

i. Access the Public Housing Electronic Building Records Online System (Public Housing e-BROS) at https://eservices.housingauthority.gov.hk/hebros; or

ii. Visit the service counter at 8/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon during the opening hours from

09:00 to 17:00 from Monday to Friday, except public holidays.

b. For enquiries, please call the Service Hotline at 3162 0621 or send email to publichousingebros_cs@housingauthority.gov.hk.

(Rev. May 2026)

ICU

房屋局常任秘書長
辦公室
Office of the Permanent Secretary for Housing

供學校申請註冊的符合樓宇安全規定證明書
Certificate of Compliance with Building Safety Requirements for Application for School Registration
(for Housing Authority's Properties 供房委會物業採用)

表格 Form
ICU-SC(S)-1

- 填寫表格前，請閱讀 " 注意事項 " 。請以正楷填寫，並在適當方格內加上 " ✓ " 號。
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

致獨立審查組 To Independent Checking Unit

甲部 申請詳情
Part A Application Particulars

由獲委任的認可人士/註冊結構工程師填寫
To be completed by the appointed Authorized Person/Registered Structural Engineer

1 申請人及學校的資料 Details of the Applicant and School

根據《教育條例》(第 279 章) 第 12(1)(a)、(b)及(ca) 條申請發出證明書。
The details of the applicants and school for application for the issue of the certificates under section 12(1)(a), (b) and (ca) of the Education Ordinance (Cap. 279) as below.

申請人英文姓名^ Name of Applicant in English^ | 姓氏先行 Surname first

申請人中文姓名^ Name of Applicant in Chinese^ | 姓氏先行 Surname first

學校英文名稱^ Name of School in English^

學校中文名稱^ Name of School in Chinese^

擬營辦學校的處所地址^ Address of the premises in which school is to be operated^

2 獨立審查組向申請人發出的樓宇安全規定通知書詳情 Details of Letter of Building Safety Requirements issued by the Independent Checking Unit (ICU) to the applicant

獨立審查組檔號 ICU Ref. No.

樓宇安全規定通知書發出日期^^ Date of the Letter of Building Safety Requirements^^
日 dd 月 mm 年 yyyy

3 *認可人士/註冊結構工程師的資料 Details of the *Authorized Person/Registered Structural Engineer

中文姓名# Name in Chinese# | 姓氏先行 Surname first | 聯絡電話 Contact Tel. No. | 傳真號碼 Fax No.

英文姓名# Name in English# | 姓氏先行 Surname first | 註冊證明書編號# Certificate of Registration No.# | 註冊屆滿日期# Date of expiry of registration#

通訊地址# Correspondence Address#

電郵地址 Email Address

聘任日期 Date of Appointment
日 dd 月 mm 年 yyyy

\# 根據註冊記錄 In accordance with the registration record

^ 須與教育局的記錄相符 Same as stated in the record in the Education Bureau

^^ 應填寫獨立審查組最新發出的樓宇安全規定通知書日期 Date of the latest Letter of Building Safety Requirements issued by the ICU should be stated

乙部　呈交文件
Part B　Submission

現呈交四份最終平面圖及有關的佐證文件，以申請符合樓宇安全規定證明書。

4 sets of the finalised layout plan and relevant supporting documents are submitted herewith for this application.

丙部　符合規定證明書詳情
Part C　Particulars of Certification of Compliance

由獲委任的認可人士/註冊結構工程師填寫
To be completed by the appointed Authorized Person/Registered Structural Engineer

本人為已根據《建築物條例》第(123 章) 第 3 條的規定註冊的*認可人士/註冊結構工程師⁺，謹此證明及聲明如下：
I, being the *authorized person/registered structural engineer⁺ registered under section 3 of the Buildings Ordinance (Cap.123) hereby certify and declare as follows:

1. 本人已於 _____ (日/月/年) (視察日期) 親自視察上文甲部所述的校舍，並核實與申請有關的所有佐證文件/證明書，包括有關處所的最終經批准圖則及根據《建築物(小型工程)規例》簡化規定所進行的小型工程記錄。

   I have personally inspected the school premises as stated in Part A above on _____ (dd/mm/yyyy) (Date of Inspection) and verified all supporting documentary evidence/certificates including records of latest approved plans for the premises and minor works carried out through the simplified requirements under the Building (Minor Works) Regulation.

2. 本人確認有關處所已按乙部所述已呈交的最終平面圖完工。

   I confirm that the premises have been completed in accordance with the submitted finalised layout plan as stated in Part B.

3. 就上文甲部所述獨立審查組於 _____ (日/月/年) (日期)向上述申請人發出的樓宇安全規定通知書，本人確認已閱讀當中所列規定的要求，並明白其內容。根據上述本人視察及核實，本人證明全部施加的樓宇安全規定已獲履行。履行詳情如下。

   I confirm that I have read the requirements stipulated in the Letter of Building Safety Requirements issued by ICU addressed to the abovenamed applicant dated _____ (dd/mm/yyyy) as stated in Part A above and understood the contents thereof. Based on my above-mentioned inspection and verification, I certify all the imposed building safety requirements have been fully complied with. The details of compliance are described below.

☐ **符合第一類規定 Compliance with Category 1 Requirements**

就第一類規定，本人謹此證明已根據《建築物(小型工程)規例》(第 123N 章)的簡化規定進行有關小型工程。與上述申請相關的所有小型工程的描述及呈交編號臚列如下，並標示在最終平面圖上。
In respect of the Category 1 requirements, I hereby certify that the minor works (MW) have been carried out under the simplified requirements under the Building (Minor Works) Regulation (Cap. 123N). The description and submission number(s) of all MW related to the above application are listed below and indicated on the finalised layout plan.

編號 No.	小型工程項目 MW items	小型工程的描述 Description of MW	小型工程呈交編號 MW Submission Number
(i)			
(ii)			
(iii)			
(iv)			
(v)			

☐ 另加附頁 Additional ☐ 張 Pages

ⓘ 如空位不敷應用，請另頁填寫。
If space is insufficient, please fill in the additional sheet(s).

☐ **符合第二類規定 Compliance with Category 2 Requirements**

第二類規定第(i)項不適用於房委會物業
Category 2(i) requirements are Not applicable to Housing Authority's properties

符合第二類規定第(ii)項的詳情如下：
Compliance with Category 2(ii) requirements are depicted below in details:

☐ 就第二類規定第(ii)項的要求，本人謹此證明，現有樓板經檢查確定有足夠結構承載力，並隨本證明書夾附有關的結構支持理據[註 1]。
In respect of the Category 2(ii) requirements, I hereby certify that I have checked the structural adequacy of the existing floor and the structural justification[Note 1] are attached herewith.

至於加高地台：
With regard to raised screeds:

☐ 本人謹此證明有關地台是在本人監督下鋪設的，或
I hereby certify that the screed was laid under my supervision, or

☐ 本人現呈交就其物料、種類、密度和厚度進行的取芯測試結果，以及本人就此所作出的評估。
I submit herewith the results of core tests carried out in respect of material, type, density and thickness, together with my assessments thereon.

符合第二類規定第(iii)項的詳情如下：
Compliance with Category 2(iii) requirements are depicted below in details:

☐ 本人謹此證明已完全符合第二類規定第(iii)項的要求。現隨本證明書夾附有關的佐證文件/證明書。
I hereby certify that the Category 2(iii) requirements have been fully complied with. The supporting documentary evidence/certificates are attached herewith.

符合第二類規定第(iv)項的詳情如下：
Compliance with Category 2(iv) requirements are depicted below in details:

☐ 本人謹此證明已完全符合第二類規定第(iv)項要求。本人已親自視察相關處所，證實已符合有關要求。
I hereby certify that the Category 2(iv) requirements have been fully complied with and I have personally verified such compliance by inspection of the subject premises.

本人明白如本人在本證明書提供虛假資料或就重要事實作出失實陳述，或向獨立審查組、獲授權人員或公職人員提供明知屬虛假的資料或就重要事實作出失實陳述，可遭受《建築物條例》(第 123 章)第 7 條所述的紀律處分及/或其他法律懲處[註 2]。
I understand that if I provide information that is false or misrepresenting a material fact or furnish the Independent Checking Unit, an authorized officer or a public officer with information knowing that it is false or misrepresenting a material fact in this Certificate, I shall render myself liable to disciplinary action under section 7 of the Buildings Ordinance (Cap. 123) and/or other legal action[Note 2].

☐ **認可人士 Authorized Person**

須與上文甲 3 部所述的認可人士為同一人。
Same as the Authorized Person as stated in Part A3 above.

☐ **註冊結構工程師 Registered Structural Engineer**

須與上文甲 3 部所述的註冊結構工程師為同一人。
Same as the Registered Structural Engineer as stated in Part A3 above.

*認可人士/註冊結構工程師簽署#
Signature# of *Authorized Person/Registered Structural Engineer

任何失實核證或聲明可引致法律行動 [註 2]。
Any false certification or declaration may be subject to legal action [Note 2].

日期 Date

日 dd 月 mm 年 yyyy

\# 根據註冊記錄
In accordance with the registration record

\+ 須與甲 3 部所述的認可人士/註冊結構工程師為同一人。
Same as the authorized person/registered structural engineer as stated in Part A3.

* 請刪去不適用者
Delete whichever is inapplicable

注意事項

[註 1]
認可人士/註冊結構工程師進行結構評估時，須按照教育局發布的《新辦學校註冊指引(校舍設於非為學校用途而設計和建造的房產)》/《增設校舍指引(校舍設於非為學校用途而設計和建造的房產)》附錄 5a 附件 IV 提供結構支持理據。

[註 2]
任何人如作出虛假聲明或就重要事實作出失實陳述即屬干犯刑事罪行，可能會被檢控。

甲. 個人資料

收集的目的

1. 獨立審查組會使用透過本表格所獲得的個人資料作下列用途：
   (a) 處理與你在本表格內的申請相關的事務；
   (b) 處理有關上述申請；及
   (c) 方便獨立審查組與你聯絡。
2. 你必須提供本表格所要求的資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，甚至申請被拒。

獲轉交資料的部門/人士

3. 本組可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上文第 1 段所列的用途。

查閱個人資料

4. 根據《個人資料(私隱)條例》，你有權查閱及改正你所提交的個人資料。獨立審查組有權就有關查閱資料的要求收取合理費用。如要求查閱及改正你的個人資料，請與獨立審查組聯絡。

乙. 填寫表格

1. 請確保表格的所有有關部分均已填妥，並在表格上簽署。
2. 本表格所提供的資料如有不全或錯誤，獨立審查組將不能處理有關申請。
3. 如對本表格有任何疑問，請與獨立審查組牌照小組聯絡。

丙. 呈交方法

1. **郵寄/親身呈交** — 本表格連同有關文件應郵寄或親身呈交至：九龍黃大仙龍翔道 138 號龍翔辦公大樓 8 樓獨立審查組。

丁. 聯絡資料

獨立審查組牌照小組
地址： 九龍黃大仙龍翔道 138 號龍翔辦公大樓 8 樓獨立審查組
電話： 3162 0491
傳真： 3523 1200

Matters to Note

[Note 1]
Where structural assessment is made, the structural justification should be prepared by the AP/RSE in accordance with Annex IV to Appendix 5a of the "Guidelines for Registration of a New School (For premises not designed and constructed as a school"/"Guidelines for Extension of School Premises (For premises not designed and constructed as a school)" issued by the Education Bureau.

[Note 2]
Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.

A. Personal Data

Purposes of Collection

1. The personal data provided by means of this form will be used by the Independent Checking Unit for the following purposes:
   (a) activities relating to the processing of your application in this form;
   (b) activities relating to the above application; and
   (c) facilitating communication between the Independent Checking Unit and yourself.
2. It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

Access to Personal Data

4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Independent Checking Unit has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Independent Checking Unit.

B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed.
2. If incomplete or erroneous information is provided in the form, the Independent Checking Unit may not be able to process the submission.
3. Enquiries regarding this form should be addressed to the Licensing Unit of the Independent Checking Unit.

C. Submission Methods

1. **By Post/In Person** – This form together with the relevant documents shall be posted to or submitted in person to:
   ICU, 8/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon

D. Contact Details

Licensing Unit of the Independent Checking Unit
Address: ICU, 8/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon
Tel No.: 3162 0491
Fax No.: 3523 1200

所進行的小型工程資料附加頁
Additional Page of Minor Works (MW) carried out

附加頁
Additional Page No.

編號 **No.**	小型工程項目 **MW items**	小型工程的描述 **Description of MW**	小型工程呈交編號 **MW Submission Numbers**

*認可人士/註冊結構工程師簽署#
Signature# of *Authorized Person/Registered Structural Engineer

任何失實核證或聲明可引致法律行動 [註 2]。
Any false certification or declaration may be subject to legal action [Note 2].

日期 Date

日 dd 月 mm 年 yyyy

Checklist for Certification on Compliance with Building Safety Requirements for Application for School Registration

Part 1 – General Information

Address of Premises : _____
_____

Lot No./Vesting Order No._____

Part 2 (a) – Letter of Building Safety Requirements issued by the Independent Checking Unit (Letter of BSRs)

ICU Ref. No.: _____ Date of Letter: _____

Part 2 (b) – Examination of Approved Records/ As-built Records/Minor Works (MW) Records

No.	Item	Yes	N/A
1.	a. As-built record plans of parent buildings b. Approved plans of parent buildings	☐ ☐	☐ ☐
2.	Approved plans of alteration and addition (A&A) works affecting the subject premises	☐	☐
3.	Record plans of completed A&A works affecting the subject premises	☐	☐
4.	Completion certification of A&A works affecting the subject premises (* Form BA14 / Form ICU14)	☐	☐
5.	ICU's acknowledgement of the completion certification of A&A works affecting the subject premises	☐	☐
6.	Records of MW affecting the subject premises including record plans and associated documents	☐	☐
7.	ICU's acknowledgement of the completion certification of MW affecting the subject premises	☐	☐

Part 3 – Site Inspection

(a) Prior to site inspection, the findings in Part 2 above and the "Guidelines for Registration of a New School (For premises not designed and constructed as a school)" should be studied.

(b) When conducting the site inspection, reference should be made to the Letter of BSRs,

copy of the latest approved plans / as-built record plans including those for A&A works with ICU's acknowledgement and record plans/documents for MW with the ICU's acknowledgement.

No.	**Item** (The following list are not exhaustive, please refer to the Letter of BSRs)		**Complied with**	**N/A**
1.	Layout	➢ Layout tally with the as-built record plans	☐	☐
		➢ Layout tally with the latest approved plans including A&A plans & MW records	☐	☐
		➢ Layout tally with the finalised layout plan	☐	☐
2.	Existing Unauthorised building works (UBWs) depicted as "exception" in Appendix 5b： *(Applicable to the divested HA's properties only)*	➢ Itemise all UBWs with detailed description including their condition, essential dimensions, location, material and fixing details	☐	☐
		➢ UBWs are structurally safe and not in dilapidated or dangerous conditions	☐	☐
		➢ Record on a separate plan and take record photos	☐	☐
3.	UBWs except those under No.2 above *(Applicable to the divested HA's properties only)*	➢ Removal or rectification of UBWs	☐	☐
		➢ No UBWs erected in the premises	☐	☐
		➢ No UBWs connected to/used by the occupiers of the premises	☐	☐
4.	Fire resisting construction	The following are provided in accordance with the Letter of BSRs:		
		➢ Fire rated doors	☐	☐
		➢ Enclosure walls	☐	☐
		➢ 450mm shopfront return at final discharge of an exit route	☐	☐
		➢ Protected lobby	☐	☐
		➢ Separating walls/floors or other fire barriers	☐	☐
5.	Means of Escape (MOE)	The following are provided in accordance with the Letter of BSRs:		

		➢ Exit route/door of a specific minimum width	☐	☐
		➢ Door not to obstruct exit route	☐	☐
		➢ Headroom of the exit routes	☐	☐
		➢ No permanent obstructions of MOE	☐	☐
6.	Others as specified in the letter of BSRs	➢ _____	☐	☐
		➢ _____	☐	☐
		➢ _____	☐	☐

Part 4 - Document Checklist

No.	Item	Yes	N/A
1.	Certificate of Compliance with Building Safety Requirements (a) (*Form SC(S)-1/ SC(S)-2) ***for the divested HA's properties*** OR (b) (*Form ICU-SC(S)-1/ ICU-SC(S)-2) ***for HA's properties***	☐ ☐	
2	Finalised layout plan of the completed school premises in compliance with the imposed building safety requirements. (4 sets)	☐	
3.	Supporting information/documents under Category 1 & 2 requirements, if any:		
	(a) Photo records under Category 1 requirements	☐	☐
	(b1) Structural justification under Category 2(i)/(ii) requirements *(Applicable to the divested HA's properties)* OR (b2) Structural justification under Category 2 (ii) requirements *(Applicable to HA's properties)*	☐ ☐	☐ ☐
	(c) Separate plan and photos indicated existing UBWs which meet the criteria of "exception" as depicted in Appendix 5b/removal of all UBWs under Category 2(i) requirements *(Applicable to the divested HA's properties)*	☐	☐
	(d) A copy of the *Form BA14 / Form ICU14 and ICU's acknowledgement letter of *Form BA14 / Form ICU14 under Category 2(iii) requirements	☐	☐
	(e) Appendix A to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-13 with supporting test/assessment reports under Category 2(iii) requirements	☐	☐

	(f) Supporting documents under Category 2(iv) requirements	☐	☐
	(g) Others as specified in the letter of BSRs:	☐	☐

POINTS TO NOTE

(a) Failure to submit any of the documents as listed in Part 4 - Documents Checklist above will cause delay in processing the application.

(b) Applicants should submit the duly completed and original application form/certificates to ICU for processing.

* Delete whichever is inappropriate.

(May 2026)

Information and Assessment to be included in the Structural Justification

1. General Requirements

(a) Whilst the additional elements should be designed under the current provisions of the Buildings Ordinance and its subsidiary regulations, all affected structural elements should be checked in accordance with the original design principle and the prevailing codes of practice at the time of construction.

(b) The imperial units shown in the approved plans and/or original design calculations should be converted to metric units for easy reference.

(c) The structural integrity of the affected structures should be checked in accordance with the minimum imposed loads stipulated in section 7 of the Building (Construction) Regulation and the current Code of Practice for Dead and Imposed Loads.

(d) The structural justification (SJ) should be certified by the authorized person/registered structural engineer and submitted on the same date of the application date.

2. Fundamental Information and Assessments to be included in the SJ (if applicable)

(a) The original design data retrieved from the approved plans and/or original design calculations, such as material specifications, design strength, permissible stress and design imposed load should be given.

(b) Relevant structural framing part plans should be submitted to show the affected portion of existing structures.

(c) Relative disposition of the additional elements such as partition walls, raised screeds, over hanging air-conditioning units and cooling towers should be shown on the structural framing part plans with appropriate setting out dimensions.

(d) The weight of all additional elements, such as partition walls and raised screeds, should be conformed to the type, size, thickness and density of the construction materials resulting from these additional works.

(e) The assessment on structural stability of the additional partition walls should be checked in accordance with BS5628 Part 3. Also, the details of the wall restraints should be given.

(f) The structural adequacy of the existing structures to sustain the additional loads due to additional elements should be demonstrated.

3. Specific Information to be included in the SJ (if applicable)

(a) The manufacturer's catalogue and specification of the relevant plants and equipment should be attached in order to substantiate the design operational weight.

(b) The design of steel frame supporting the relevant plants or equipment should be submitted. The connection details of these steel members and fixing details into existing structures should also be given.

N.B. The above information and requirements may not be exhaustive. Depending on the circumstances of individual cases, supplementary information and assessment may be required if found necessary.

(May 2026)

List of Unauthorised Building Works Affecting Public Safety
(Applicable to Divested Housing Authority's Properties Only)

1. The following unauthorised building works (UBWs)[1] in school premises may constitute a risk to the safety of staff, teachers and students. The Independent Checking Unit (ICU) would raise objection to the application for premises with UBWs except those listed as "Exception" below. The applicant is strongly advised to effect removal of UBWs before submitting an application:

   a. Unauthorised rooftop/flat roof/yard structures forming part of the school premises.

   b. Unauthorised structures on/suspended from balcony/verandah/canopy.

   c. Unauthorised canopies/retractable awnings/projections projecting from the wall of the building

      [Exception (i): shopfront side structures (SSS)[2] projecting not more than 150 mm from the original building line. The wall area covered by any one side of SSS is not more than 5 m^2, the distance between any part of the SSS and the ground is not more than 6 m and the SSS do not obstruct access to any public utilities.]

      [Exception (ii): canopies erected before the implementation of such MW items under the MWCS, which do not consist of stone, tile, glass or cement mortar and are not constructed of concrete, projecting not more than 500 mm from the external wall of building. The distance between the highest point of the canopy and the roof/ground is more than 3 m^3.]

      [Exception (iii): retractable awnings erected before the implementation of such MW items under the MWCS, at a door opening not serving as an exit for an escape staircase/leading to a balcony/verandah or a window opening for uses other than plant room/lavatory/bathroom/kitchen, projecting not more than 2 m (over the roof)/2.5 m (any other cases) from the external wall of building when fully extended and not more than 500 mm when retracted. The distance between the highest point of the awning and the roof/ground is not more than 5.5 m. The width

[1] The list of UBWs is not exhaustive.

[2] Exclude shopfront side structures with inscription (i.e. functioned as shopfront signboard in item d).

[3] These items should have a minimum vertical clearance of 2.5 m above the ground.

of awning is at most 500 mm wider than both sides of such opening.[3]]

d. Unauthorised signboards.

[Exception: existing signboards validated through the Signboard Validation Scheme (SVS). Details of the SVS can be viewed in BD website www.bd.gov.hk.]

e. Unauthorised supporting structures/frames for air-conditioning units/light fittings/mechanical plants (e.g. water cooling towers) and the associated metal supporting frames projected from the external wall of building or on/hung underneath the soffit of balcony/verandah/canopy or located on-grade/on roof.

[Exception (i): supporting frames for air-conditioning units/lighting fittings erected before the implementation of such MW items under the MWCS, projecting not more than 600 mm from the external wall of building. The distance between the highest point of the frame and the roof/ground is more than 3 m.[3]]

[Exception (ii): supporting structures for air-conditioning units/lighting fittings erected before the implementation of such MW items under the MWCS, located on grade/on roof (other than cantilevered slab/inaccessible roof) with the height of the supporting structures not more than 1.5 m.]

f. Unauthorised external metal ventilation ducts and its associated supporting frames projecting from the external wall of building or on/hung underneath the soffit of balcony/verandah/canopy or located on-grade/on roof.

[Exception (i): external metal ventilation ducts and the associated supporting frames erected before the implementation of such MW items under the MWCS, located on-grade/on roof. The distance between the highest point of the duct/frame and the roof/ground is not more than 1.5 m.]

[Exception (ii): external metal ventilation ducts and associated supporting frames erected before the implementation of such MW items under the MWCS, projecting not more than 600 mm from the external wall of building. The distance between the highest point of the duct/frame and the ground/roof is more than 3 m[3].]

[Exception (iii): external metal ventilation ducts and the associated supporting

frames erected before the implementation of such MW items under the MWCS, hung underneath the soffit of a balcony/verandah/canopy (other than cantilevered slab) with largest cross-sectional dimension of the duct not more than 600 mm. The distance between the highest point of the duct/frame and the ground/roof is more than 3 m^3.]

[Exception (iv): external metal ventilation ducts and the associated supporting frames erected before the implementation of such MW items under the MWCS, located on a balcony/verandah/canopy (other than cantilevered slab) with largest cross-sectional dimension of the duct not more than 600 mm. The distance between the highest point of the duct/frame and the ground/roof is more than 3 m. The distance between the highest point of the duct/frame and the balcony/verandah/canopy is not more than 1.5 m.]

g. Unauthorised obstructions to smoke vents.

h. Unauthorised alteration/removal of compartment walls/fire resisting walls and doors.

i. Unauthorised floor openings/slab over existing floor openings.

[Exception: unauthorised floor opening for pipe duct /slab over existing pipe duct floor opening having been certified by authorized person/registered structural engineer (AP/RSE) as being structurally safe with supporting calculations and should not result in additional gross floor area under the Building (Planning) Regulations.]

j. Unauthorised installation of glass panels on external walls on upper floors.

[Exception: unauthorised installation of glass panels on external walls on upper floors having area of each glass panel not exceeding 6 m^2 and the least dimension of such glass panel not exceeding 1.8 m and not overloading to cantilevered slab type balconies. The remaining external wall can provide adequate protection for openings to prevent the spread of fire between floors concerned.[4]]

k. Unauthorised removal of protective barrier/external wall without providing a permanent protective barrier at a height of 1.1 m minimum resulting in a danger of

[4] Reference should be made to clause C11.1 of the Code of Practice for Fire Safety in Buildings 2011.

falling persons or objects.

l. Unauthorised alteration/removal of approved barrier free facilities for persons with a disability.

[Exception: unauthorised alteration/removal of approved barrier free facilities for persons with a disability subject to re-provision of such facilities in compliance with Design Manual: Barrier Free Access.]

m. Unauthorised hollow raised platforms within premises.

[Exception (i): hollow raised platforms within premises with a height not greater than 600 mm and not hindering the access for persons with a disability.]

[Exception (ii): hollow raised platforms with a height between 600 mm to 2 000 mm within premises if such platforms having been certified by AP/RSE as being structurally safe with supporting calculations and not hindering the access for persons with a disability.]

n. Unauthorised removal of internal staircases.

[Exception: removal of internal staircase having been certified by AP/RSE as being structurally safe with supporting calculations and the staircase void should be provided by protective barriers in accordance with Building (Construction) Regulation.]

o. Unauthorised supporting frames for suspending an air-conditioning/mechanical ventilation plant of weight more than 150 kg inside the school premises.

[Exception: supporting frames for suspending an air-conditioning/mechanical ventilation plants of more than 150 kg inside a building, erected before the implementation of such MW items under the MWCS, having been certified by AP/RSE as being structurally safe with supporting calculations.]

p. Unauthorised external solid fence walls/mesh fences/railings/poles on roof.

[Exception (i): external solid fence walls erected before the implementation of such MW items under the MWCS, located on a roof with the height not more than 1.1 m and thickness not more than 100 mm.]

[Exception (ii): external mesh fences/railings erected before the implementation of such MW items under the MWCS, located on a roof including any feature at its top with the height not more than 1.5 m and is not used as a protective barrier. If lower part is a solid fence wall, the height and thickness of wall are not more than 300 mm and 100 mm respectively.]

[Exception (iii): external poles, erected before the implementation of such MW items under the MWCS, located on a roof including any feature at its top with the height not more than 1.5 m.]

q. Unauthorised slabs filling up approved cockloft/staircase voids.

r. Unauthorised cocklofts, intermediate floors and floor extensions.

s. Unauthorised staircases.

t. Unauthorised openings through structural slabs and walls.

u. Unauthorised removal, partial removal/major alteration of structural members.

v. UBWs in common areas resulting in obstruction of means of escape from the school premises/building, such as unauthorised sub-division of a floor into separate units resulting in some units without adequate means of escape, and unauthorised blocking up of access to an exit staircase rendering the means of escape of other occupancies inadequate.)

w. Unauthorised sub-division of a floor into separate units without the provision of internal corridors protected by fire barriers (except for shopping arcade).

2. If the removal or rectification of the UBWs involves the carrying out of building works not exempted under section 41 of the Buildings Ordinance (BO) and not falling within the designated minor works items[5], it will be necessary for the applicant to appoint an AP and/or an RSE registered under the BO for making applications to ICU for obtaining the approval of plans and consent to the commencement of the building works prior to the carrying out of the works. For the safe removal of UBWs, reference should also be made to the guideline on "Safety Hints for Demolition of Unauthorised Building Works" published by the Labour Department. Such guideline can be downloaded from Labour Department

[5] Some removal works as stipulated in Schedule 2 Part 2 of the B(MW)R are classified as designated exempted works which may be carried out under the said Regulation.

website http://www.labour.gov.hk.

3. The applicant should pay particular attention that the application for registration of a school and the existence of UBWs are separate issues. The applicant should note that **enforcement action may be taken by ICU under the BO for removal of the UBWs in accordance with the prevailing enforcement policy against UBWs**. Applicants are strongly advised to remove or rectify the UBWs voluntarily.

(Rev. May 2026)

CATEGORISATION OF TYPICAL BUILDING SAFETY REQUIREMENTS

Category 1

(a) Fire rated doors should be self-closing.

(b) Door across exit route to open in the direction of exit.

(c) Misleading exit sign should be deleted.

(d) Information on layout plans to be provided e.g. school area to be registered to agree with site condition.

(e) Means of escape should be cleared of movable obstructions.

(f) Roller shutter/manual sliding door across the exit route to keep open during school operation hours.

(g) Automatic doors across the exit route to keep open during power failure or in case of emergency.

(h) Minor Works items should be carried out in accordance with Building (Minor Works) Regulation.

Category 2

(a) Structural justification by authorized person/registered structural engineer (AP/RSE) on the integrity of the following existing unauthorised building works (UBWs)[1] and those UBWs have no adverse effect on the integrity of the approved structure:

  (i) unauthorised floor opening for pipe duct /slab over existing pipe duct floor opening.

  (ii) unauthorised removal of internal staircases.

  (iii) supporting frames for suspending an air-conditioning/mechanical ventilation plants of weight more than 150 kg inside the licensed premises.

  (iv) hollow raised platform with a height between 600 mm to 2 000 mm within premises.

(b) Certification by AP/RSE on the following:

  (i) completion of removal or rectification of UBWs.

  (ii) existing UBWs not in dilapidated/dangerous condition.

(c) Structural justification by AP/RSE for raised screed, solid partition, etc.

(d) Acknowledgement of completion of alteration and addition works approved under the Buildings Ordinance (Form BA14) or administrative control (Form ICU14).

(e) Certification by AP/RSE on the required fire resistance rating with submission of

[1] Existing UBWs should meet the criteria as depicted in the items of "Exception" in Appendix 4b.

corresponding test reports for the following:

(i) fire rated doors.

(ii) enclosure walls of projection room/mechanical plant room.

(iii) 450 mm shopfront return at final discharge of an exit route.

(iv) enclosure walls of required staircases.

(v) protected lobby.

(vi) separating walls/floors or other fire barriers.

(f) Certification by AP/RSE on the following:

(i) exit route/door of a specified minimum width are provided.

(ii) door not to obstruct exit route at any point of its swing.

(iii) minimum number of exit routes from the premises are provided.

(iv) minimum headroom of exit routes is provided.

(v) means of escape should be cleared of permanent obstructions, e.g. metal gates, protrusions of partition walls/rooms onto the exit route.

(vi) the accessible lavatory/ramp for persons with a disability to comply with the requirements of the Design Manual: Barrier Free Access 2008 (2021 Edition) are provided.

Category 3

Report completion of the removal or rectification work or demonstrate compliance with the imposed requirements to the satisfaction of ICU by AP/RSE on the following:

(a) Unauthorised slabs filling up approved cockloft/staircase voids.

(b) Unauthorised cocklofts, intermediate floors and floor extensions.

(c) Unauthorised staircases.

(d) Unauthorised openings through structural slabs and walls.

(e) Unauthorised removal, partial removal or major alteration of structural members.

(f) Inadequate design live load.

(g) Unsatisfactory means of escape e.g. insufficient exit routes/exit doors and inadequate headroom of exit routes.

(h) UBWs in common areas resulting in obstruction of means of escape from the licensed premises or the building, such as unauthorised sub-division of a floor into separate units resulting in some units without adequate means of escape, and unauthorised blocking up of access to an exit staircase rendering the means of escape of other occupancies inadequate.

(i) Unauthorised sub-division of a floor into separate units without the provision of internal

corridors protected by fire barriers (except for shopping arcade).

(j) Premises resulting in increase in population figures which exceed the allowable discharge values of the existing staircases for means of escape or the existing width of exit routes for the storey where the premises are situated cannot accommodate the total population capacity of that storey.

(k) Application in upper floors of single staircase building.

(l) Conversion of area/premises which were excluded from GFA calculation in the original building design into accountable GFA.

Note:

1. The Independent Checking Unit (ICU) will raise object to the application until the UBWs which pose risks to public safety have been removed or the risks to public safety have been eliminated.

2. If the removal or rectification of the UBWs[2] involves the carrying out of building works not exempted under section 41 of the Buildings Ordinance (BO) and not falling within the designated minor works items under the Minor Works Control System., it will be necessary for the applicant to appoint an AP and/or a RSE registered under the BO for making applications to ICU for obtaining the approval of plans and consent to the commencement of the building works prior to the carrying out of the works. For the safe removal of UBWs, reference should also be made to the guideline on "Safety Hints for Demolition of Unauthorised Building Works" published by the Labour Department. Such guideline can be downloaded from Labour Department website www.labour.gov.hk.

3. The examples of Category 1, 2 and 3 above are not exhaustive.

(May 2026)

2 Some removal works as stipulated in Schedule 2 Part 2 of the B(MW)R are classified as designed exempted works which may be carried out under the said Regulation.

Education Bureau

Checklist for Documents Required for Applications for Registration of a School

Please read carefully the POINTS TO NOTE below and submit the application together with the documents listed in the CHECKLIST below to the School Registration and Compliance Section for processing.

POINTS TO NOTE

1. Documents (a) to (g) below must be submitted upon application. If the documents are not complete or any of the documents is/are missing, the application form and the attached documents submitted will be returned to the applicant.

2. Failure to submit <u>any of the following documents</u> will cause delays / refusals in processing your application.

3. Applicants should forward original copies of Form A1 to FSD and Form A2 to BD / ICU direct, with copies to EDB.

	Documents Checklist	**For Official Use**
a.	Form P[#] with the confirmation from Planning Department at Part II that the proposed school use "would not require planning permission from the Town Planning Board"	☐
b.	Form L[#] with the confirmation from Lands Department at Part II that there is "no objection/no comment" on the proposed premises for school use"	☐
c.	One copy of Form A1[§] , original submitted to FSD, with a proposed layout plan of the school premises [Please refer to points to note (3)]	☐

d. One copy of Form A2[#] , original submitted to BD/ICU, with a proposed layout plan of the school premises [Please refer to points to note (3)] ☐

e. Application for Registration of a Manager (Form 6)[#] ☐

f. Application for Registration of a School (Form 1)[#] [To be attached with an Application for Collection of Tuition Fees by a New School[#]] ☐

g. Documentary proof of the right to use the premises (tenancy agreement/sales and purchase agreement/ authorization by landlord, etc.) ☐

h. Other Documents

i. Time schedule of courses (For Kindergarten, Primary, Secondary or Post-Secondary Education)[#] ☐

ii. Syllabus ☐

iii. Textbook list ☐

iv. Timetable for each classroom[#] ☐

v. For a whole-day kindergarten, a lunch menu for pupils ☐

vi. Expenditure for Employment[#] on - ☐

- kindergarten teaching staff*
- private primary/secondary school staff*

vii. For a school that will operate computer courses, 1 layout plan showing the arrangement of the computer equipment according to the following principles - ☐

- 1 set of computer system per pupil
- an area of floor space of not less than $1.5m^2$ for each pupil in the classroom for a computer course

viii. If a school is named after a person or an organization, authorization by such person or organization (further information may be required for clarification of the school name proposed) ☐

ix. To ensure that private schools offering formal curriculum (excluding kindergartens and tutorial schools) can continue to operate properly and maintain a sound financial position, schools are required to submit documentary proof of company registration and the Articles of Association of the company operating the school, background information of the sponsoring body, and proof of capital (to demonstrate that the school has sufficient reserves to meet at least four months of operating expenses). Schools are also required to provide explanatory documents setting out the school's major sources of funding, whether there are plans to issue debentures, how financial liabilities will be assumed, and the measures in place to monitor school performance. ☐

 # These documents can be obtained from the School Registration and Compliance Section of EDB and from EDB's website at https://www.edb.gov.hk/en/sch-admin/sch-registration/about-sch-registration/info-application-sch-registration.html

§ *If applicants wish to submit their application form (Form A1) electronically to Fire Services Department, they can do so by accessing the designated webpage of "GovHK" Platform throught the Fire Services Department Official Website, "iAM Smart" Platform or "GovHK" Platform. (Applicant or relevant party(ies) need an activated "iAM Smart+" account with digital signing function or a valid personal digital certificate for online submission of application.)*

** Delete as appropriate.*

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;

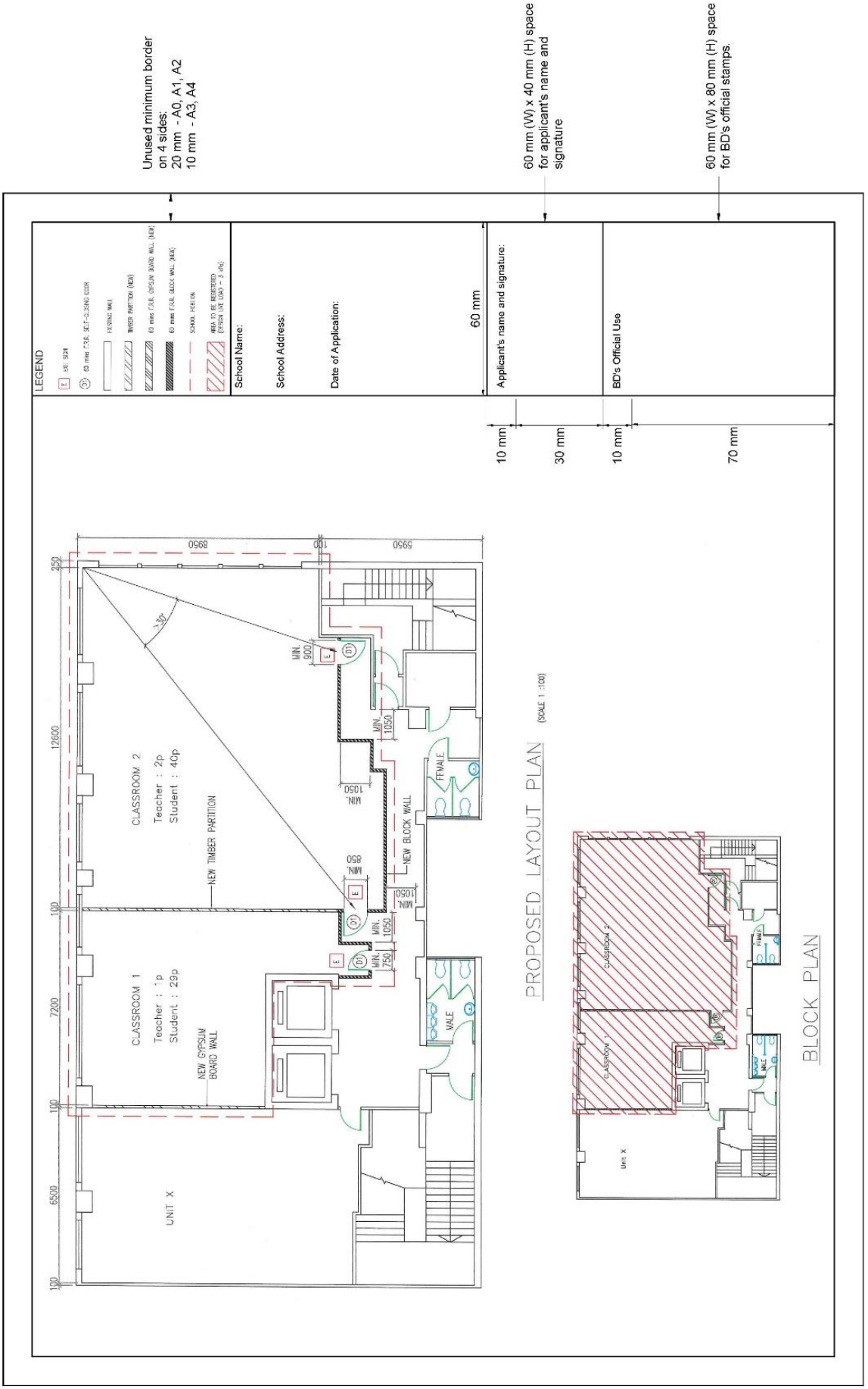
    f. Construction material of any proposed partition walls and exit doors and the required fire resistance rating, if any;

    g. Alteration works, if any;

    h. Area demarcated for providing sleeping accommodation, if any; and

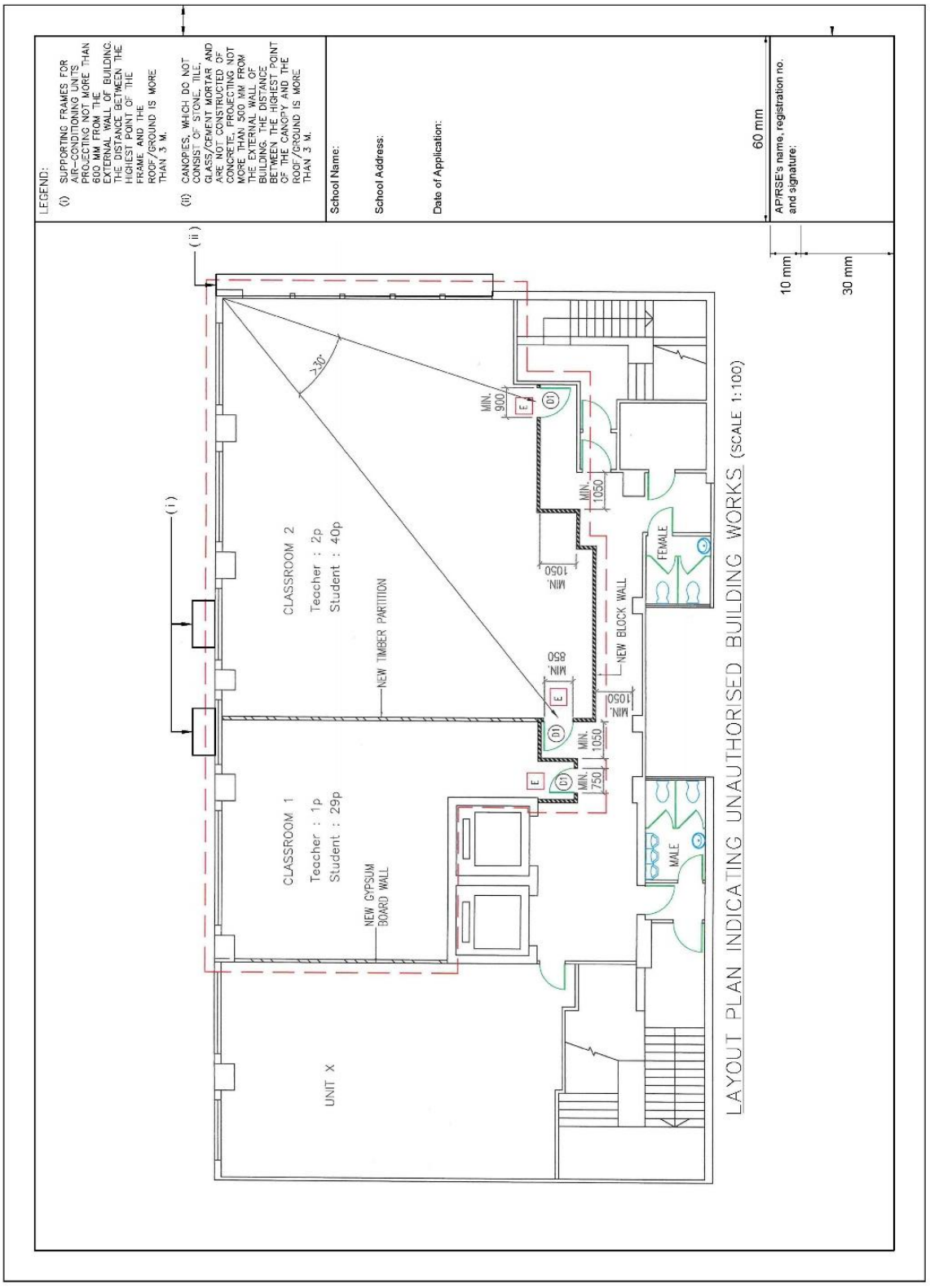
    i. Description of all existing Fire Service Installations and Equipment in the premises.

Sample of School Layout Plan



Rev. XXXX/2024

Sample of Layout Plan indicating Unauthorised Building Works



XXXX/2024

Private Schools Offering Non-formal Curriculum
Criteria for approval of school name

Introduction

A proposed school should consider the following principles when selecting a school name. The criteria outlined below are provided for proposed schools' reference.

Principles and Procedures for Selecting a School Name

2. In accordance with section 14(1)(o) of the Ordinance, the Permanent Secretary may refuse to register a school if it appears to him that the proposed registered name of the school is unsuitable or is the same as or similar to:

(i) the name in which another school is registered; or
(ii) the name of any school the registration of which has been cancelled.

3. Besides, in accordance with section 17(a) of the Ordinance, the Permanent Secretary shall not register or provisionally register a school in any name containing the word "university" or the Chinese characters "大學" or "學院".

4. The school name shall not contravene any law of Hong Kong or government policy. Association with any business or industry (as with individuals, organizations or groups) in the school name should carry no undesirable, profane, unrespectable, disreputable or political connotations. Proposed school names, which are misleading, offending and obscene, will **not** be accepted. It shall not promote the consumption of alcoholic drinks, tobacco and addictive.

5. Following prevailing mechanism, the EDB will consider each application on a case-by-case basis and may request the school to provide the requisite documents listed above. Full compliance with the statutory requirements and the relevant circulars is necessary. If the applicant meets all the requirements and obtains clearance from relevant sections of EDB, approval for a name change will be granted by the School Registration and Compliance Section. Upon receiving this approval, the Registration

Certificate and related documents (e.g. Certificate of Accommodation) will be amended accordingly.

Points to Note

6. Pursuant to Regulation 84 of the Education Regulations (Cap. 279A), at or near the entrance to the premises of every school there shall be prominently displayed a board or other form of notice bearing in conspicuous lettering the registered name of the school. No name except the registered name of a school shall be displayed on the school premises; or used by the school, as being the name of the school.

7. Schools cannot self-proclaim or claim to be an "international school" before obtaining recognition as an international school from the EDB.

Department of Health

General Guidelines on Health Requirements for Registration of a New School (For Premises not Designed and Constructed as a School)

Schools are required to comply with the health and sanitation requirements as stipulated in Part VII of the Education Regulations, Cap. 279A. Please refer to the Education Regulations for details. The following paragraphs provide some general guidelines on the health recommendations for reference only. Please note that the health requirements for each application have to be considered on their own merits, taking into account the actual circumstances.

1. General Requirements

a. Premises shall be laid on with mains water supply.

b. Premises shall be provided with a proper drainage system.

c. Premises shall be provided with adequate floor space for pupils.

d. Premises shall be provided with adequate ventilation and lighting.

e. Premises shall be provided with adequate sanitary fitments.

f. Premises shall be maintained at an acceptable level of sanitation and hygiene.

2. Floor Space

a. If the premises of a school not having been so designed and constructed, are in the opinion of the competent authority for the purposes of section 12 of the Ordinance nevertheless suitable for the purposes of a school having regard to the loading for which they were designed and constructed, every classroom in the school premises shall have –

i. a floor space at least 1.5 m in width for the use of the teacher, extending along the whole length of the wall in front of the pupils; and

ii. an area of floor space of not less than 0.9 m^2 for each pupil in the classroom.

iii. as recommended by Education Bureau, an area of floor space of not less than 1.8m^2 should be provided for each pupil in the classroom for whole-day kindergarten.

iv. as recommended by Education Bureau, an area of floor space of not less than 1.5m^2 should be provided for each pupil in the classroom for computer training.

b. If the premises of a school not having been so designed and constructed, are not in the opinion of the competent authority for the purposes of section 12 of the Ordinance suitable for the purposes of a school having regard to the loading for which they were designed and constructed, every classroom in the school premises shall follow the requirements under Para 2(a) above. In addition, if the classroom is to be used by pupils undergoing secondary or post-secondary education or any other educational course, the classroom shall have an area of not less than 1.1 m^2 for each pupil.

c. In calculating the usable floor area of floor space for each pupil (irrespective of the teaching method), the following floor space shall be excluded:

i. the floor space required for the use of the teacher under paragraph 2(a)(i); and

ii. any area which appears to be unsuitable for any reason (e.g. any corner area, area behind column, wall and corner, area of inadequate lighting or ventilation and area outside the visible distance of teacher or pupils).

d. In addition, please note that according to regulation 88 of the Education Regulations, Cap. 279A, in any school providing:

i. nursery education and full-day kindergarten education, not more than 20 pupils;

ii. kindergarten education, not more than 30 pupils;

iii. primary, secondary or post-secondary education or any other educational course (other than a school in respect of which an incorporated management committee is established under Part III B of the Education Ordinance), not more than 45 pupils,

shall be taught at one time by one teacher except in special cases with permission of the Permanent Secretary for Education. Therefore, in calculating the permitted accommodation for each classroom, it is assumed that there is one teacher in each classroom unless otherwise stated.

e. To protect, ensure proper eyesight of pupils and to maintain effective control of pupils from the teachers, it is recommended the size of a classroom (including the area for teacher under paragraph 2(a)(i)) to be 7.9 m (maximum length) by 6.7 m (maximum width).

3. Sanitary Fitments

a. Every school shall be provided with sufficient sanitary fitments for pupils.

b. Every co-educational school shall be provided with separate toilets for each sex.

c. The number of sanitary fitments that are connected to flushing system required in school are as follows:

i. For boys

- 1 water closet and 2* urinals shall be provided for every 30 pupils or part thereof.
- If urinals are not provided, 1 water closet shall be provided for every 20 pupils or part thereof.
- 1 wash hand basin shall be provided for every 30 pupils or part thereof.

**If a urinal trough is installed, 450mm of trough length is deemed equivalent to one urinal. Each urinal should have a user standing space of not less than 450mm x 450mm in front of it.*

ii. For girls

- 1 water closet shall be provided for every 20 pupils or part thereof.
- 1 wash hand basin shall be provided for every 25 pupils or part thereof.

d. The numbers of latrines and urinals that are connected to flushing system required in boarding school are as follows:

i. For boys

- 1 water closet and 1 urinal shall be provided for every 15 boarders.

ii. For girls

- 1 water closet shall be provided for every 15 boarders.

e. The toilet should be provided with an opening or openings into the external air having a total area of at least one-tenth of the area of the floor of the toilet. Alternatively, an exhaust fan should be installed if the opening is less than at least one-tenth of the area of the floor of the toilet.

f. The toilet should provide adequate liquid soap and disposable tissue towels or hand dryers for hand washing.

g. Every wash hand basin should be provided with an adequate and constant supply of water and connected to water drainage system.

h. The toilet floor should be non-slippery.

i. Every room used for latrine accommodation should not be used for other purposes.

j. If a school is situated in a commercial building and sanitary fitments are not provided within the premises, communal toilets in the building, which are within reasonable walking distance from the school, for the use of pupils of the school may be accepted for consideration. In this regard, a certified toilet plan and a certificate of communal toilets for such purpose shall be submitted with the application. Furthermore, toilet key and location plan of the toilet should be displayed in a conspicuous place in the school premises.

k. If shower or bath facilities are provided in school, they should be kept clean and adequately ventilated.

4. Lighting and Ventilation

a. The premises of every school shall be adequately ventilated and lighted.

b. All classrooms and the blackboards therein shall be adequately illuminated and the blackboards shall be so placed as to cause the least eyestrain to the pupils and shall not have a surface that reflects light.

c. No cubicle or partition which obstructs the free passage of light or air should be erected in any classroom.

d. Fluorescent tubes should be placed with their axis parallel to the teaching board.

e. Premises should be provided with independent ventilating system for the kitchen, toilets and classrooms. If air conditioners are provided, they should be installed in such a way as not to cause any noise, hot air or water dripping nuisance.

5. First Aid

a. At least one first aid box should be provided. The first aid boxes should be maintained fully equipped at all times. (Please refer to the Recommended List of First Aid Items at Appendix 7b.)

b. For a school which has more than 100 pupils, a suitable room for medical inspection should be provided.

c. At least 1 suitable room should be set aside to be used solely as a sanatorium or sick room in a boarding school.

d. The following facilities should be provided in the medical inspection room/ sanatorium or sick room :

i. a bed/couch with clean blankets, sheets, pillows and pillow cases;

ii. a fully equipped first aid box; and

iii. hand hygiene facilities: handwashing basins, water, liquid soap, as well as disposable paper towels, and lidded dustbins, or 70-80% alcohol-based hand rub.

e. All environmental surfaces used to carry out procedures should be smooth and impervious to allow thorough cleaning and disinfection.

f. Linen or paper towels covering the surface of the examination or procedure area

should be clean and changed between patients. Soiled linen should be replaced immediately.

g. Use pre-packaged, disposable, single-use items whenever possible.

h. Single-use items, or items that cannot be reprocessed, should not be reprocessed or reused, and should be discarded after use.

i. Sterile items must not be used beyond their expiry date.

j. Assess the integrity of the packaging of sterile items prior to use. Sterile packages should remain sealed until immediately before use to prevent contamination.

k. Any cuts or breaks on the hands should be covered with waterproof dressings.

l. Nails should be kept short. Artificial nails, nail polish, rings, wrist-watches and bracelets should be removed.

m. Healthcare providers with respiratory symptoms, such as cough or sore throat, should wear a surgical mask and seek medical advice.

n. Hand hygiene should be performed according to the "Five Moments for Hand Hygiene":

i. Before touching a patient
ii. Before a clean/aseptic procedure
iii. After body fluid exposure risk
iv. After touching a patient
v. After touching patient surroundings

o. Liquid soap and alcohol-based hand rub must not be used beyond their expiry date.

p. Waste must be handled properly and safely according to written policies and procedures promulgated by the Environmental Protection Department pursuant to the Waste Disposal Ordinance (Cap. 354).

6. Furniture

a. Seats with backrests and desks of suitable size for the pupils and with no safety hazards should be provided to all classrooms.

b. For schools where afternoon naps are allowed, clean beds with clean sheet, blanket, pillow and pillow case should be provided for each pupil.

7. Kitchen (if any)

If a school prepares meals at its kitchen, the following should be provided: -

a. Structure of kitchen

i. The kitchen should be of reasonable size:

- catering for 50 pupils or below, kitchen area should not be less than $10m^2$;
- catering for 51-99 pupils, kitchen area should not be less than $15m^2$;
- catering for 100 pupils or above, kitchen area should not be less than $20m^2$.

ii. The floor of the kitchen should be surfaced with non-slippery material. The kitchen walls should be surfaced with non-absorbent material to a height of not less than 2m.

iii. The height of partition walls of the kitchen should be from floor to the ceiling level.

iv. The internal surfaces of walls or partitions of kitchen shall be surfaced with smooth light coloured non-absorbent materials or tiles to a height of not less than 2m. The junctions between walls and floor should be coved (i.e. rounded). Remaining surfaces of walls and ceilings shall be limewashed or painted in a light colour.

v. No manhole should be located in any food room. Any manhole situated in the premises must be provided with a double-seal cover. Any soil/waste/rain-water pipe inside any food room or premises shall be enclosed in pipe duct constructed of impervious rust-proof material. Suitable inspection openings shall be provided to such enclosure(s).

vi. A door should be provided in the entrance of the kitchen so as to prevent pupils from entering into the kitchen unnoticed.

b. Facilities/ Equipment in kitchen

i. At least one exhaust extraction hood should be installed over the cooking stoves in kitchen. The exhaust must be arranged to pass through a grease filter before discharging into the external air in such a state as not to create any nuisance.

ii. All extraction fans installed on the premises must be discharged into the open air at a height of at least 2.5 m above the ground or street level and such discharge shall not cause any nuisance.

iii. A sterilizer of not less than 23 litres capacity should be provided inside the kitchen for sterilization of all crockery, glassware or other utensils used in the preparation and consumption of food. Perforated metal or wire dipping trays should be provided for holding the utensils (which are) being sterilised. Alternatively, a mechanical dish washer or bactericidal agent of a type approved by the Food and Environmental Hygiene Department may be used.

iv. The washing and sterilizing facilities for eating and drinking utensils in the food room of the premises shall be arranged in such a manner and position satisfactory to the Director of Health.

v. At least one wash-up sink of adequate capacity and one wash-hand basin should be installed inside the kitchen.

vi. The wash hand basin and wash up sink should be connected to public mains water supply and fitted with a waste pipe, which in turn is fitted with a bottle trap or a U-trap and connected to a proper drainage system.

vii. Liquid soap in dispenser should be provided in the kitchen.

viii. A box-type grease trap should be installed under the sink to prevent the discharge of grease or oil into any drain or sewer.

ix. Adequate cupboard space should be provided inside the kitchen for storing clean utensils, crockery and cutlery used in the school.

x. Adequate number of refrigerator(s) must be provided for the purpose of storing all perishable food at a temperature not exceeding 4°C. A thermometer shall be provided to each refrigerator indicating the temperature at which the food is being stored.

xi. The use of electricity or town gas as fuel is recommended for cooking purpose. Approval from Fire Services Department should be sought if L/P gas is to be used.

xii. The top of tables used for food preparation must be made of close-jointed hardwood or other impervious material. Chopping blocks or benches of smooth close-jointed hardwood and free from cracks must be provided for cutting up food.

xiii. Sufficient dust-bins with close-fitting lids should be provided for storage of all refuse and other waste matter awaiting disposal.

xiv. Adequate dust-proof and pest-proof showcases / containers should be provided for storage of finished food products.

xv. All metal hood(s), ducting, extracting fan(s), grease filters of the exhaust system should be maintained in a reasonably clean condition and in an efficient working order at all times. The system must be in operation during the hours of cooking meals.

c. Food handling/ preparation

i. Separate cutting boards and knives should be provided for the preparation of raw food and cooked food to prevent cross-contamination.

ii. Raw and cooked food shall be stored separately from each other. All raw materials should be stored at least 300 mm above the floor.

iii. Food handlers should keep all parts of their bodies and clothing clean and used eating utensils must be washed and sterilized before re-use.

iv. Fish and meat with a lot of bones should be avoided in the preparation of meals. Meat should be lean and tender. Fruits and vegetables should be included in the menu as often as possible. The nutrients of food should be preserved as much as possible during cooking. Hot, spicy and fatty food is not recommended.

v. All food for consumption and all crockery and utensils used in the consumption of food, whilst being conveyed from kitchen to pupils, should be kept in suitable food containers of impervious materials.

vi. Personal effects such as clothing, footwear, luggage, umbrellas and other articles must not be stored or left in any food room.

vii. Only clean paper or other clean, new wrapping material shall be used for wrapping finished products.

viii. It is the responsibility of the school authority to seek the approval of the Buildings Department and/or Housing Department for the addition, alteration and drainage connection.

d. If meal boxes for pupils attending the school are supplied by a food supplier, the school should submit a copy of valid Food Factory Licence issued by the Food and Environmental Hygiene Department (FEHD), with endorsement for the supply of lunch boxes. To ensure food safety of school meals, please refer to the "Practical Guide for Ensuring Food Safety in Schools and Childcare Facilities" published by the Centre for Food Safety of the FEHD:
https://www.cfs.gov.hk/english/school/guide_for_ensuring_food_safety_e.pdf

8. Guidelines on Prevention of Communicable Diseases in Schools

It is incumbent on every school staff to learn how to prevent and control communicable diseases, please refer to the Guidelines on Prevention of Communicable Diseases in Schools / Kindergartens / Kindergartens-cum-Child Care Centres / Child Care Centres published by the Centre for Health Protection (CHP) of Department of Health for practical information on infection prevention measures. The guidelines can be obtained from CHP's website at http://www.chp.gov.hk/files/pdf/guidelines_on_prevention_of_communicable_diseases_in_schools_kindergartens_kindergartens_cum_child_care-centres_child_are_centres.pdf.

9. Processing Time

The Department of Health will contact the school for inspection arrangement within 10 working days after receiving referral from the Education Bureau. It will inform the EDB of the assessment, including any health requirements and recommendations for the school, within 7 working days after the school inspection. The EDB will then convey the health requirements and recommendations to the school for compliance and request it to report completion of work for follow-up inspection by the Department of Health, if applicable.

Recommended List of First Aid Items[1]

1. Items recommended

a. Sterile normal saline or distilled water (for cleaning wounds)

b. Single-use latex or nitrile gloves (to avoid direct contact with wounds or blood)

c. Surgical masks and face shields

d. Sterile dressings / dressing packs / gauze (individually packed)

e. Sterile antiseptic wipes

f. Elastic tensor bandages (of different widths)

g. Triangular bandages

h. Cotton sticks and cotton wool[2]

i. Sterile plasters (for wounds) (of different sizes) and surgical tape (for securing dressings / bandages / gauze)

j. Scissors

k. Forceps

l. Spray bottles or eye cups for washing eyes*

m. Cold pack[3]

n. Electronic thermometer

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[1] To note the purchase or expiry dates of various first aid items and to make supplements or replacements.

[2] Sterile dressings or gauze should be used for cleaning a wound. Where practicable, avoid using cotton wool for cleaning a wound because of loose cotton fibres that might stick to the wound.

[3] Some cold packs must be stored in the freezer of a refrigerator; safety guidelines on the use of cold packs can be obtained from Department of Health's website at https://www.mdd.gov.hk/filemanager/common/information-publication/hot_and_cold_eng_20200121_v6_with_photo.pdf

o. CPR face shield (disposable) or CPR pocket masks for resuscitation*

p. Emergency helpline information (such as contact phone number of the nearby ambulance station)

**preferable items*

2. Additional items recommended:

Automated External Defibrillators (AED) (schools are encouraged to install an AED to provide extra protection to their students, staff, etc.)

3. The person(s) in charge of the first aid boxes should ensure that:

a. the first aid box content list is included;

b. all the medicines are labeled properly;

c. the contents are checked regularly to see if any refill is needed; and

d. the expiry dates of medicine are checked so that replacements can be made accordingly.

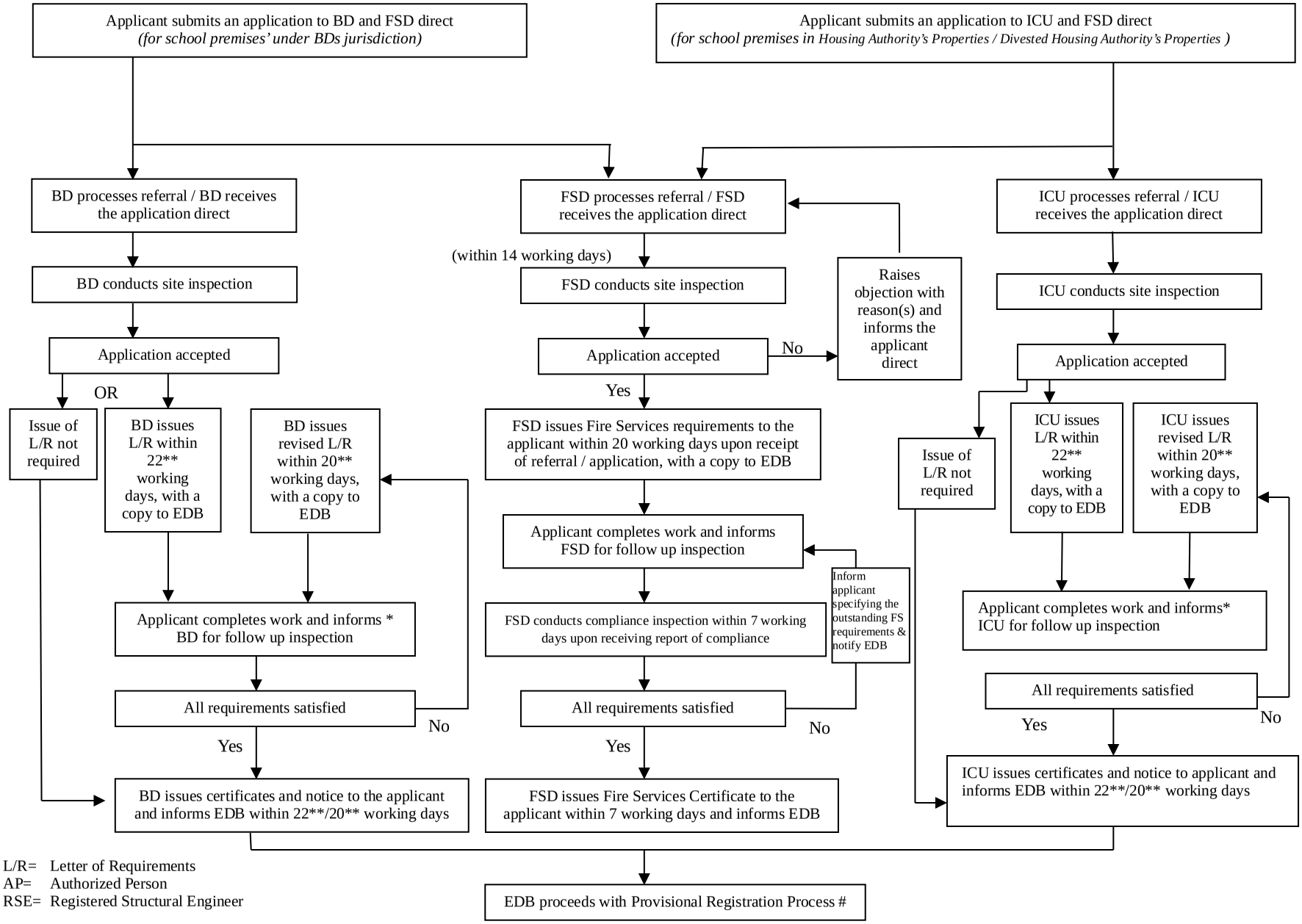
e. Unopened sterile items should be stored in enclosed cabinets, with expiry dates checked regularly. Opened sterile items that are not used immediately should be discarded. Storage areas should be maintained clean and dry.

f. All reusable items must be reprocessed after each use.

g. Cleaning is the first step in reprocessing a device after use. Cleaning refers to the removal of visible soil, organic material, and inorganic material from objects and surfaces. This is normally accomplished manually or mechanically using water with detergents or enzymatic products. Designated sinks should be used for cleaning.

h. Reusable items that enter mucous membranes or sterile body cavities are defined as critical items and must undergo sterilisation after cleaning. Reusable items that are in contact with mucous membranes or body fluids are defined as semi-critical items and must undergo at least high-level disinfection after cleaning. Reusable items that contact intact skin are considered non-critical and should undergo at least low-level disinfection (for example, using 70% alcohol) if necessary after cleaning.

Registration of Kindergartens and Tutorial Schools in Premises not designed and constructed as a school
Procedures for Processing of Application for Safety Certificates



L/R= Letter of Requirements
AP= Authorized Person
RSE= Registered Structural Engineer

* Including submission of required supporting documents in accordance with the checklist at Annex II of Appendix 4a/5a. With effect from January 2026, in order to streamline the application processing, BD/ICU has implemented a Self-certification (School) System ("SC(S)") which provides an option for the applicant to engage an authorized person/registered structural engineer to verify compliance with building safety requirements for issue of the requisite certificates and notice. Please refer to Appendix 4a/5a for details of arrangement.

*** 12 working days for handling the applications from kindergartens*

 # After all the required documents (including safety certificates, proposed courses and fees) are received and in order, EDB will consider issuing a certificate of provisional registration within 10 working days.

Chapter 3 DOs & DON'Ts

1. DOs

a. During the process of application -

i. quote the case number and leave the name of the contact person, contact numbers (telephone/mobile/email address) in all correspondence;

ii. check the land use zoning of the proposed school premises at the Planning Enquiry Counters of the Planning Department at 17/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong and 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories, or through the Statutory Planning Portal 3 at https://www.ozp.tpb.gov.hk/ before submitting Form P;

iii. as far as possible, choose premises which fall within a land use zone, under which school use would not require planning permission from the Town Planning Board;

iv. allow sufficient time for the processing of planning application if planning permission for the proposed school use is required from the Town Planning Board;

v. ensure the site and the premises are suitable for school use under the government lease, outline zoning plan and the design and layout of the premises should comply with the fundamental building safety requirements before engaging into any tenancy agreement or fitting out works;

vi. ensure the ceiling of every classroom shall not be less than:

- 2.75 m above the floor level of such classroom for non-purposely built premises; or
- 3m above the floor level for purposely-built premises;

vii. ensure a minimum of two exits with sufficient width for any room/area/premises which can accommodate more than 30 persons;

viii. consult an authorized person when there are alterations and additional works involving the structure, means of escape and fire resisting constructions of the premises to be carried out;

ix. consult an authorized person to ascertain the suitability of and the existence of unauthorised building works in private premises to be used for school purpose if there is no record of the building in the BD;

x. appoint an appropriate class of registered Fire Service Installation Contractor(s) to carry out the works of installation/alteration/addition of fire service installations and equipment;

xi. check with EDB concerning the proposed English and Chinese school names before forwarding formal application for school registration;

xii. provide both Chinese and English names for the proposed courses;

xiii. comply with requirements issued by various government departments as soon as possible;

xiv. forward revised plans to all relevant departments whenever amendments to the plans are made;

xv. notify BD/ICU, Office of the Permanent Secretary for Housing /FSD in writing on compliance of <u>all</u> requirements to facilitate arrangement for their follow-up inspections; and

xvi. ensure that the school has adequate provision of separate toilets as required for pupils of each sex.

b. After securing provisional registration/ full registration –

i. exhibit the certificate of provisional registration/registration at all times in a conspicuous place of the school premises;

ii. exhibit the maximum number of students permitted in every classroom;

iii. conduct fire drill at least once in every 6 months;

iv. appoint appropriate class of registered Fire Service Installation Contractor(s) to inspect and maintain all fire service installations and equipment at least once in every 12 months; and

v. For schools not exempted under the Education (Exemption)(Private Schools Offering Non-formal Curriculum) Order[1]:

- exhibit the fees certificate at all times in a conspicuous place of the school premises;
- forward applications for teacher registration as soon as possible;
- recommend a teacher to be the principal within 1 month after the school is provisionally registered.

[1] The Education (Exemption) (Private Schools Offering Non-formal Curriculum) Order exempts private schools offering non-formal curriculum as defined under the Exemption Order from certain requirements of the provisions of the Education Ordinance and Education Regulations relating to fees, employment of teachers and appointment of principals, etc, subject to compliance with specified conditions. For details, please refer to EDB Circular No. 7/2007 dated 6 July 2007, which has been uploaded on the EDB's website at http://www.edb.gov.hk/UtilityManager/circular/upload/EDBC/EDBC07007E.pdf

2. DON'Ts

a. During the process of application –

i. not to choose premises situated in purely residential buildings;

ii. not to choose premises situated in industrial buildings, warehouses, cinemas or premises whereby the undertakings therein may endanger the lives or safety of pupils;

iii. not to choose premises with inadequate means of escape;

iv. not to choose premises situated at a height of 24m above ground level;

v. not to choose premises with unauthorised building works;

vi. not to choose premises situated on a floor with different occupancies served by unauthorised internal corridors with inadequate fire resisting protection;

vii. not to choose private premises without any record in the BD unless its suitability and the non-existence of unauthorised building works have been confirmed by an authorized person; and

viii. not to commence school operation before obtaining provisional registration.

b. After securing provisional registration/ full registration –

i. not to enrol more students than permitted in each classroom;

ii. not to cause obstruction to any exit route or means of escape;

iii. not to store any dangerous goods in the school premises in excess of the exempt quantity; and

iv. <u>For schools not exempted under the Education (Exemption)(Private Schools Offering Non-formal Curriculum) Order[1]:</u>

- not to operate any course nor to collect any fees that have not been approved by the Permanent Secretary for Education; and

- not to employ teachers who are not registered teachers or permitted teachers.

Chapter 4 Enquiry Hotlines/ Contact Points

1. Planning Department

Office	Tel. No.	Fax No.	Address
Planning Enquiry Counters	2231 5000	2877 0389	17/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong 14/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories

2. Town Planning Board

Office	Tel. No.	Fax No.	Address
Secretariat* [Contact person: Senior Executive Officer / Executive Officer]	2231 4810 or 2231 4835	2877 0245	15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong

**Enquiry on Form P and other statutory planning matter*

3. Land Registry

Customers can conduct online search through the Integrated Registration Information System Online Services website at www.iris.gov.hk. They may also use the counter search services provided at the Customer Centre at Queensway and the Search Offices in Tai Po, Yuen Long and Tsuen Wan.

Office	Tel. No.	Fax No.	Address
Customer Centre	3741 2423	3114 7030	Queensway Government Offices, 19/F., 66 Queensway, Hong Kong
Tai Po Search Office	2653 5859	2650 8096	Tai Po Complex, 4/F., 8 Heung Sze Wui Street, Tai Po
Tsuen Wan Search Office	2416 3505	2415 3516	Tsuen Wan Multi-storey Carpark Building, 11/F., 174-208 Castle Peak Road Tsuen Wan, Tsuen Wan
Yuen Long Search Office	2475 0341	2474 7504	Yuen Long Government Offices and Tai Kiu Market, 7/F., 2 Kiu Lok Square, Yuen Long

4. Lands Department

District Lands Office	Tel. No.	Fax No.	Address
District Lands Office/ Hong Kong East	2835 1684	2834 4324	19/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
District Lands Office/ Hong Kong West and South	2835 1711	2833 1945	20/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
District Lands Office/ Kowloon East	3842 7450	2782 5061	3/F.-4/F., South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
District Lands Office/ Kowloon West	3842 7450	2782 5061	3/F.-4/F., South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
District Lands Office/ Islands	2852 4265	2850 5104	19/F., Harbour Building 38 Pier Road, Central Hong Kong
District Lands Office/ North	2675 1809	2675 9224	6/F., North District Government Offices 3 Pik Fung Road Fanling, New Territories
District Lands Office/ Sai Kung	2791 7019	2792 0706	3/F. & 4/F., Sai Kung Government Offices 34 Chan Man Street Sai Kung, New Territories

District Lands Office	Tel. No.	Fax No.	Address
District Lands Office/ Sha Tin	2158 4700	2602 4093	11/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories
District Lands Office/ Tai Po	2654 1263	2650 9896	1/F., Tai Po Government Offices, Ting Kok Road Tai Po, New Territories
District Lands Office/ Tsuen Wan and Kwai Tsing	2402 1164	2415 0703 or 2412 0505	10/F. & 11/F., Tsuen Wan Multi-storey Carpark Building, 174-208 Castle Peak Road Tsuen Wan, New Territories
District Lands Office/ Tuen Mun	2451 1176	2459 0795	6/F. & 7/F. Tuen Mun Government Offices 1 Tuen Hi Road Tuen Mun, New Territories
District Lands Office/ Yuen Long	2443 3573	2473 3134	9/F.-11/F. Yuen Long Government Offices, 2 Kiu Lok Square Yuen Long, New Territories

5. Buildings Department

Unit	Tel. No.	Fax No.	Address
Licensing Unit	2626 1616*	3184 7956	Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon

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6. Independent Checking Unit, Office of the Permanent Secretary for Housing
(For Non-divested Housing Authority's Properties / Divested Housing Authority's Properties)

Unit	Tel. No.	Fax No.	Address
Independent Checking Unit	3162 0491	3523 1200	8/F., Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon

7. Licensing Group, Fire Services Department

Office	Tel. No.	Email	Fax No.	Address
Hong Kong Licensing Office	2259 6202	h_lic_1@hkfsd.gov.hk	2142 3190	2/F, Tung Lo Wan Fire Station, 111 Victoria Park Road, Causeway Bay, Hong Kong
Kowloon West Licensing Office	3423 9357	k_lic_1@hkfsd.gov.hk	2570 1933	4/F, Fire Services Department Kwai Chung Office Building, 86 Hing Shing Road, Kwai Chung, New Territories
Kowloon East Licensing Office	3423 9332	k_lic_3@hkfsd.gov.hk	2722 5256	
New Territories Licensing Office	3423 9328	nt_lic_1@hkfsd.gov.hk	2443 1411	

8. School Registration and Compliance Section, Education Bureau

School Districts	Tel. no.	Fax no.	Address
Eastern, Shatin, Wong Tai Sin, Yuen Long, Tai Po	2186 6425	2573 3459	28/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong
North, Sai Kung, Wanchai, Yau Tsim Mong, Kwun Tong, Tsuen Wan	2186 6423		
Sham Shui Po, Central & Western, Southern, Kowloon City, Tuen Mun, Kwai Tsing, Islands	2186 6424		

9. Office for Regulation of Private Healthcare Facilities, Department of Health

Office	Tel. no.	Fax no.	Address
Eastern, Kwun Tong, Tai Po, Sai Kung, Kwai Tsing	3107 8476	2117 0436	Room 1001, 10/F, Guardian House, 32 Oi Kwan Road, Wan Chai, Hong Kong
Southern, Kowloon City, Yau Tsim Mong, Tsuen Wan	3107 8477		
Central & Western, Sham Shui Po, Sha Tin, North, Islands	3107 8478		
Wanchai, Wong Tai Sin, Tuen Mun, Yuen Long	3107 2118		