

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 buildings¹, 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.	(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) 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.	
(v) in wholly commercial buildings.	(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.
(vi) in composite buildings with three or more commercial floors ² above G/F other than (ii).	

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.
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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/ft²) and 2.5 kPa (i.e. 50 lbs/ft²) respectively.
- b. In cases where there are heavy equipment/plant, non-structural solid screeding³ or non-load bearing block walls³, 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 works⁴ at the school premises include:
- i. Erection/alteration/removal of supporting structures/metal casings for a building services installation⁵ (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.

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 website www.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)



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(c) 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 (c) 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 (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 (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 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	小型工程項目	小型工程的描述	小型工程呈交編號
No.	MW items	Description of MW	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 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]**

逐項列述舊建物的詳情，包括其狀況、主要尺寸及所在位置；如有需要，請另頁填寫。各項所列舊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**

- 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
 - 處理與你在本表格內的申請相關的事務；
 - 處理有關上述申請；及
 - 方便屋宇署與你聯絡。
- 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

- 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

- 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

- 請確保表格的所有有關部分均已填妥，並在表格上簽署。
- 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。
- 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

- 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
- 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**

- The personal data provided by means of this form will be used by the Buildings Department for the following purposes:
 - activities relating to the processing of your application in this form;
 - activities relating to the above application; and
 - facilitating communication between the Buildings Department and yourself.
- 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

- 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

- 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

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

C. Submission Methods

- 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
- 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

Additional Page of Minor Works (MW) carried out

SC(S)-1(01/2026)

**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 m², 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]

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 m² 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 items⁵, 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.