

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.

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

Sample of Layout Plan indicating Unauthorised Building Works

LEGEND: (i) SUPPORTING FRAMES FOR AIR-CONDITIONING UNITS PROJECTING NOT MORE THAN 600 MM FROM THE EXTERNAL WALL OF BUILDING. THE DISTANCE BETWEEN THE HIGHEST POINT OF TILE FRAME AND THE ROOF/GROUND IS MORE THAN 3 M. (ii) CANOPES, WHICH DO NOT CONSIST OF STONE, TILE, GLASS OR METAL 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.	CLASSROOM 1 Teacher : 1p Student : 29p CLASSROOM 2 Teacher : 2p Student : 40p UNIT X NEW GYPSUM BOARD WALL NEW TIMBER PARTITION NEW BLOCK WALL MALE FEMALE LAYOUT PLAN INDICATING UNAUTHORISED BUILDING WORKS (SCALE 1:100)	School Name: School Address: Date of Application:	APRSE's name, registration no. and signature:
Unused minimum border on 4 sides: 20 mm - A0, A1, A2 10 mm - A3, A4			

60 mm (W) x 40 mm (H) space for APRSE's name, registration no. and signature