

## Chapter II

### APPLICATION PROCEDURES FOR SCHOOL REGISTRATION

#### Provisional Registration

##### Step 1 : Clearance with the Planning Department (PlanD)

Appendix 1

- Forward **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.
- Follow the procedures at Appendix 1 if planning permission is required.

*Note: 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 Other Departments

###### A. *Land Registry and Lands Department (LD)*

Appendix 2

- Approach the Land Registry for the following documents in relation to the lease records of the proposed lot/premises -
  - (i) A certified true copy of the Historical and Current Computerized Land Register showing the nature of instruments and memorial numbers of all documents registered against the lot/premises; and
  - (ii) A certified true copy of the Lease or New Grant or Conditions (including all modifications and attachments thereto) in respect of the lot/premises
- Obtain **Form L** from the School Registration and Compliance Section of the EDB and forward the duly completed form together with the above-mentioned lease records **to the relevant District Lands Office of Lands Department direct** to confirm whether the proposed school use is in compliance with the lease conditions governing the proposed premises.

- Follow the procedures at Appendix 2 if land lease modification/temporary waiver of lease condition is required.

*Note: Applicant should forward the Board/LD's approval letter for planning permission/land lease modification/temporary waiver to EDB.*

**B. Fire Services Department (FSD) & Buildings Department/Independent Checking Unit, Office of the Permanent Secretary for Transport and Housing (Housing) (BD/ICU)**

Appendices 3, 4, 5 & 6a
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*Applicants should submit Form A1 to FSD and Form A2 to BD/ICU respectively and follow the procedures below:*

- ✧ Forward an application form (**Form A1**) and 3 copies of layout plan to FSD\* for application of the Fire Services Certificate.

*[Please refer to the processing procedures for the application of Fire Services Certificate are available in FSD's homepage  
(<http://www.hkfsd.gov.hk/home/eng/source/licensing/premises.htm>)]*

- ✧ Forward a copy of Form A1 with a layout plan to EDB for record purpose.
- ✧ Forward 1 application form (**Form A2**) and 4 copies of layout plan to BD/ICU for application of safety certificates and notice.
- ✧ Forward a copy of Form A2 with a layout plan to EDB for record purpose.

### **C. Education Bureau (EDB)**

- Forward relevant documents listed at Appendix 6 to EDB according to the checklist at Appendix 6.

Appendix 6

### **Step 3 : Compliance of Requirements**

#### **A. FSD and BD/ICU**

- Comply with the respective requirements of FSD and BD/ICU.
- Inform FSD and BD/ICU in writing instantly upon compliance of their requirements for follow-up inspections.
- Forward the safety certificates and notice issued by FSD and BD/ICU to EDB for further processing.
- 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 number of permitted accommodation in each classroom.

Appendix 7

#### **B. EDB**

- 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.

Appendix 6b

### **Step 4 : Commencement of Operation**

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

## Step 5 :Full Registration

- A provisionally registered school will be issued a **certificate of registration** by EDB upon its full compliance of the following requirements :
  - a. Requirements on school management (e.g. registration of teachers, appointment of principal and no. of students enrolled set by EDB, etc);
  - b. Health requirements set by the D of Health; and
  - c. Requirements set by the FSD and BD/ICU (if any).

*Note: If a school fails to comply with the above-mentioned 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.*