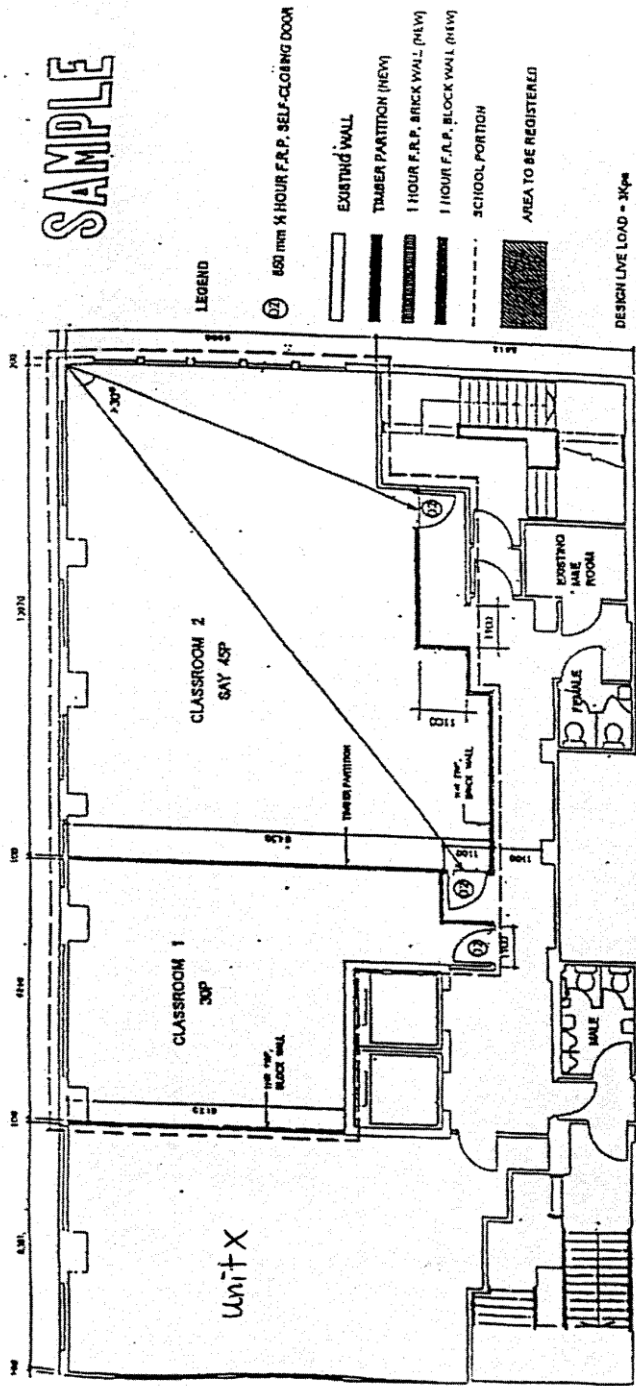


**Information which must be provided in applications for
safety certificates for premises to be used as a school**

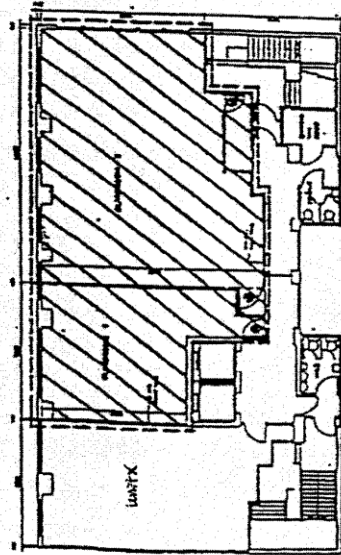
Before forwarding the completed application forms to the Buildings Department/Independent Checking Unit (ICU), Office of the Permanent Secretary for Transport and Housing (Housing) and the Fire Services Department, applicants should check carefully whether the following requirements have been duly complied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

- (1) All the information required in each application form has been provided.
- (2) A sufficient number of layout plans have been attached to each application form.
- (3) The following information has been shown in each layout plan :
 - a) Area demarcated for registration of the proposed school premises;
 - b) Name and address of the school, date of application, name and signature of the applicant;
 - c) Location and dimensions (in terms of millimetre with the scale of the layout plan being usually 1:50 or 1:100) of all classrooms, corridors, entrances, means of escape, fire resisting doors, exit routes/doors and remaining areas in the premises for other uses (e.g. toilets, offices);
 - d) Usage and numbering of all rooms;
 - e) Maximum capacity of each classroom (no. of students and teachers) and the total number of staff/teachers to be accommodated;
 - f) Construction material of any proposed partition walls and exit doors, if any;
 - g) Alteration works, if any;
 - h) Area demarcated for providing sleeping accommodation, if any; and
 - i) Description of all existing Fire Service Installations and Equipment in the premises.

SAMPLE



PROPOSED LAYOUT PLAN 1:100
Dimensions in mm



School Name :
 Address :
 Applicant's Name & Signature :
 Date of Application :
 Contact Tel. No. :