

Guidelines for Extension of School Premises (For premises designed and constructed as a school)

Please note that application for extension of school premises will not be processed **if the application is submitted after the expiry of the tenancy of the registered or provisionally registered school premises.**

1. The Legislation

- a. Every school should observe the Education Ordinance (Cap. 279) and the Education Regulations (Cap. 279A).
- b. No school shall be operated in any additional / new premises until the certificate of registration or provisional registration of the school is amended to include such premises in accordance with the Education Ordinance.

2. Government Departments

Approval for extension of school premises will only be granted to a school which has met the requirements/recommendations issued by the following government departments-

- a. Planning Department
- b. Lands Department
- c. Fire Services Department
- d. Buildings Department /Independent Checking Unit,
Office of the Permanent Secretary for Housing
- e. Education Bureau
- f. Department of Health

3. Application Procedures for Extension of School Premises

Step 0: Planning stage before applying for extension of school premises

- i. School should devise its school plan (e.g. relocation plan) ahead to allow sufficient time for construction works (if applicable) and registration of extension of premises (e.g. a new floor or a new annex block) and in any case prepare a contingency plan to safeguard the interest of students.
- ii. When the proposed works may not be exempted works under the Buildings Ordinance, such as involving the structure of the school premises, etc., the SMC/IMC should note that approval from either the Independent Checking Unit of the Housing Bureau (for estate schools) or Buildings Department (for non-estate schools) should be sought. If necessary, the SMC/IMC should also consult other departments such as Department of Health, Fire Services Department and Lands Department, etc. When all necessary information is ready, schools should send all relevant information to the respective Regional Education Offices (REO) of EDB to commence the works upon approval¹.
- iii. Upon completion of construction works (i.e. the issuance of Occupation Permit / the acknowledgement of Form BA14 by the Buildings Department), if applicable, go to Step 1 to begin the registration of extension of premises.

Note: If the extension of school premises involves any change of school level (e.g. the addition of primary / secondary school level) and / or curriculum, the school should apply to the respective REO separately for approval of such change(s).

Step 1: Submission of the application documents for extension of premises to the School Registration and Compliance Section of EDB (28/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong)

- i. School might consider to assign a designated staff member(s) to be responsible for the application and might enlist the professional advice from the Authorized Person where necessary.

¹ Pursuant to Regulation 10(a) of the Education Regulations, except with the consent in writing of the Permanent Secretary, there shall not be made any structural alterations to the school premises.

- ii. School is required to submit the following information and documents to the School Registration and Compliance Section. Failure to submit any of the following documents will cause delays / refusals in processing your application.
- An application letter from the school supervisor;
 - A copy of Occupation Permit (OP) and/or Handover Certificate, if applicable;
 - 12 copies of layout plans of the school premises, which are approved by the Buildings Department; and
 - Documentary proof of the right to use the proposed extended premises and the registered premises, e.g. tenancy agreement/ sales and purchase agreement/ authorization by landlord (if applicable)

Step 2: Clearance with the relevant Government Departments

- i. The School Registration and Compliance Section forwards the application documents to the relevant government departments.
- ii. The clearance from the relevant authorities including the Town Planning Board, the Lands Department, the Fire Services Department and the Buildings Department, etc. would be obtained in respect of the safety and compliance with relevant law, regulations, conditions and requirements.
- iii. The School will be informed of the outstanding requirements and advice from the relevant government departments (where applicable). The School is required to respond to the advice and make rectifications (if applicable) until all the requirements are satisfied.
- iv. The time required for registration of extension of school premises varies from case to case depending on the nature and complexity concerned, as well as the response time of the school.

Step 3: Issuance of amended certificate of registration / provisional registration

Upon the school's compliance of the requirements of the relevant government departments, EDB will issue the amended certificate of registration / provisional registration. The School may then commence

operation in the new premises specified in the amended certificate of registration / provisional registration.

4. Penalty for Non-Compliance

Section 19(1) of the Education Ordinance specifies that no school shall be operated in any premises other than the premises specified in the certificate of registration or provisional registration of the school.

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.

5. Enquiries

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		

Remarks

As this Guideline only outlines the main points to be taken into account when the Education Bureau processes applications for registration of extension of school premises, applicants should also make reference to the Education Ordinance and the Education Regulations. The relevant information can be downloaded from the website of Bilingual Laws Information System: <http://www.legislation.gov.hk/eng/home.htm> → Go to Chapter row (Enter 279).

Reminder

Applicants, while having dealings of any kind with the Education Bureau and other Government departments, should not offer advantage to Government officers.

School Registration and Compliance Section
Education Bureau
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