

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 Extension of School Premises (For Premises Not Designed and Constructed as a School)



Sample of Layout Plan indicating Unauthorised Building Works

