

Chapter 2 Application Procedures for Extension of School Premises

Step 1: Clearance with the Planning Department [Appendix 1]

- i. 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.
- ii. See Appendix 1a and 1b for detailed procedures if planning permission is required.
- iii. 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 the Land Registry and Lands Department [Appendix 2]

- i. Approach Land Registry for the following documents in relation to the lease records of the proposed lot/ premises -
 - A plain copy of a computer printout containing the current ownership particulars of the lot/premises.
- ii. Forward completed Form L, together with the above lease records, to the relevant District Lands Office of Lands Department to confirm whether the proposed school use is in compliance with the lease conditions governing the proposed premises. Form L can be obtained from the School Registration and Compliance Section of EDB.
- iii. Follow the procedures at Appendix 2a if land lease modification/temporary waiver is required.

Step 3: Clearance with the Fire Services Department [Appendix 3]

Forward an application form (Form E1) and 3 copies of layout plan to Fire Services Department for application of Fire Services Certificate. For details of processing procedures for the application of Fire Services Certificate, please refer to the FSD's website at

https://www.hkfsd.gov.hk/eng/fire_protection/licensing/premises_school.html#Designed

Step 4: Clearance with the Buildings Department [Appendix 4]/ Independent Checking Unit, Office of the Permanent Secretary for Housing [Appendix 5]

Forward an application form (Form E2) and 4 copies of layout plan to Buildings Department (BD)/ Independent Checking Unit (ICU) for application of safety certificates and notice. For details of electronic submission of applications to BD, please refer to BD's website at <http://www.bd.gov.hk>

Step 5: Clearance with the Education Bureau [Appendix 6]

- i. Forward the Board/Lands Department's approval letter to EDB for planning permission/ land lease modification/temporary waiver (if any).
- ii. Forward relevant documents (e.g. copies of Form E1, Form E2, layout plan, etc.) to EDB according to the Checklist at Appendix 6a.

Step 6: Compliance of Requirements of Fire Services Department and Buildings Department / Independent Checking Unit, Office of the Permanent Secretary for Housing

- i. Comply with the corresponding requirements.

- ii. Inform FSD and BD/ICU in writing instantly upon compliance of their requirements for follow-up inspections. (Note: With effect from January 2026, BD/ICU has implemented a Self-certification (School) System (“SC(S)”) which provides an option for the applicant to engage an authorized person/registered structural engineer (AP/RSE) to verify compliance with the building safety requirements to expedite the issue of the requisite certificates and notice by BD/ICU. Please refer to Appendix 4a (for BD)/Appendix 5a (for ICU) for details.)
- iii. Forward the safety certificates and notice issued by FSD and BD/ICU to EDB for further processing.

Step 7: Compliance of Requirements of Department of Health [Appendix 7]

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.

Step 8: Commencement of Operation

School operation in the new school premises may commence operation once the certificate of provisional registration / registration is amended by EDB.