

Education Bureau

Checklist for Documents Required for Applications for Extension of School Premises

Please read carefully the POINTS TO NOTE below and submit the application together with the documents listed in the CHECKLIST below to the School Registration and Compliance Section for processing.

POINTS TO NOTE

1. An 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.
2. Documents (a) to (g) must be submitted upon application. Failure to submit any of the following documents may cause delays /refusals in processing your application.
3. Applicants should forward original copies of Form E1 to Fire Services Department (FSD) and Form E2 to Buildings Department (BD)/Independent Checking Unit (ICU), Office of the Permanent Secretary for Housing direct, with copies to Education Bureau (EDB).

Documents Checklist	For Official Use
a. Application letter by the management authority of the school	<input type="checkbox"/>
b. Form P [#] with the confirmation from Planning Department at Part II that the proposed school use “would not require planning permission from the Town Planning Board”	<input type="checkbox"/>
c. Form L [#] with the confirmation from Lands Department at Part II that there is “no objection/no comment on the proposed premises for school use”	<input type="checkbox"/>

- d. One copy of Form E1[#] with a proposed layout plan of the school premises [Please refer to points to note (3)]
- e. One copy of Form E2[#] with a proposed layout plan of the school premises [Please refer to points to note (3)]
- f. For a school that will operate computer courses, 1 layout plan showing the arrangement of the computer equipment according to the following principles:
- 1 set of computer system per pupil
 - an area of floor space of not less than 1.5m² for each pupil in the classroom for a computer course
- g. Documentary proof of the right to use the registered and the extension of school premises
(tenancy agreement/sales and purchase agreement/authorisation by landlord*)

These documents can be obtained from the School Registration and Compliance Section of EDB and downloaded from EDB's website at <https://www.edb.gov.hk/en/sch-admin/sch-registration/about-sch-registration/extension-of-sch-premises.html>.

**Delete as appropriate*