

Chapter 2 Application Procedures for School Registration

1. How to Obtain the Provisional Registration?

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

- i. Forward completed 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 the Land Registry for the following documents in relation to the lease records of the proposed lot/ premises -
 - A certified true copy of the Historical and Current Computerized Land Register showing the nature of instruments and memorial numbers of all documents registered against the lot/premises; and
 - A certified true copy of the Lease or New Grant or Conditions (including all modifications and attachments thereto) in respect 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 A1) and 3 copies of layout plan to Fire Services Department (FSD) 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 A2) and 4 copies of layout plan to Buildings Department (BD)/ Independent Checking Unit (ICU) for application of safety certificates and notice.

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

- i. Forward the Board/Land Department's approval letter to EDB for planning permission/ land lease modification/temporary waiver (if any).
- ii. Forward other relevant documents (e.g. copies of Form A1 and Form A2, layout plan, etc.) to EDB according to the Checklist at Appendix 6a.

Step 6: Compliance of Requirements of Fire Services Department & 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.

- iii. Forward the safety certificates and notice issued by FSD and BD/ICU to EDB for further processing.
- iv. 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 the number of permitted accommodation in each classroom.

Step 7: Compliance of Requirements of Education Bureau

Comply with EDB's requirements on the suitability of the proposed school name, school premises, courses to be operated (including syllabus and timetables) and fees to be charged as well as registration of managers, etc.

Step 8: Commencement of Operation

The school may commence operation after obtaining a certificate of provisional registration issued by EDB.

2. How to Obtain the Full Registration ?

A provisionally registered school will be issued a **certificate of registration** by EDB upon its full compliance of the following requirements:

- i. Requirements on school management (e.g. registration of teachers, appointment of principal and number of students enrolled set by EDB);
- ii. Health requirements set by the Department of Health; and
- iii. Requirements set by the FSD and BD/ICU (if any).

Please note that if a school fails to comply with the above requirements within the period of validity under its provisional registration, the provisional registration of the school will not be extended automatically and the school will become an unregistered school upon the expiry of its provisional registration.