

Chapter 3 DOs & DON'Ts

1. DOs

a. During the process of application -

- i. quote the case number and leave the name of the contact person, contact numbers (telephone/mobile/email address) in all correspondence;
- ii. check the land use zoning of the proposed school premises at the Planning Enquiry Counters of the Planning Department at 17/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong and 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories, or through the Statutory Planning Portal 2 at <http://www2.ozp.tpb.gov.hk/gos> before submitting Form P;
- iii. as far as possible, choose premises which fall within a land use zone, under which school use would not require planning permission from the Town Planning Board;
- iv. allow sufficient time for the processing of planning application if planning permission for the proposed school use is required from the Town Planning Board;
- v. ensure the site and the premises are suitable for school use under the government lease, outline zoning plan and the design and layout of the premises should comply with the fundamental building safety requirements before engaging into any tenancy agreement or fitting out works;
- vi. ensure the ceiling of every classroom shall not be less than:
 - 2.75 m above the floor level of such classroom for non-purposely built premises; or
 - 3m above the floor level for purposely-built premises;
- vii. ensure a minimum of two exits with sufficient width for any room/area/premises which can accommodate more than 30 persons;
- viii. consult an authorized person when there are alterations and additional works involving the structure, means of escape and fire resisting constructions of the premises to be carried out;

- ix. consult an authorized person to ascertain the suitability of and the existence of unauthorized building works in private premises to be used for school purpose if there is no record of the building in the Buildings Department;
 - x. appoint an appropriate class of registered Fire Service Installation Contractor(s) to carry out the works of installation/alteration/addition of fire service installations and equipment;
 - xi. check with EDB concerning the proposed English and Chinese school names before forwarding formal application for school registration;
 - xii. provide both Chinese and English names for the proposed courses;
 - xiii. comply with requirements issued by various government departments as soon as possible;
 - xiv. forward revised plans to all relevant departments whenever amendments to the plans are made;
 - xv. notify BD/ICU, Office of the Permanent Secretary for Housing /FSD in writing on compliance of all requirements to facilitate arrangement for their follow-up inspections; and
 - xvi. ensure that the school has adequate provision of separate toilets as required for pupils of each sex.
- b. After securing provisional registration/ full registration –
- i. exhibit the certificate of provisional registration/registration at all times in a conspicuous place of the school premises;
 - ii. exhibit the maximum number of students permitted in every classroom;
 - iii. conduct fire drill at least once in every 6 months;
 - iv. appoint appropriate class of registered Fire Service Installation Contractor(s) to inspect and maintain all fire service installations and equipment at least once in every 12 months; and

- v. For schools not exempted under the Education (Exemption)(Private Schools Offering Non-formal Curriculum) Order¹:
- exhibit the fees certificate at all times in a conspicuous place of the school premises;
 - forward applications for teacher registration as soon as possible;
 - recommend a teacher to be the principal within 1 month after the school is provisionally registered.

¹ The Education (Exemption) (Private Schools Offering Non-formal Curriculum) Order exempts private schools offering non-formal curriculum as defined under the Exemption Order from certain requirements of the provisions of the Education Ordinance and Education Regulations relating to fees, employment of teachers and appointment of principals, etc, subject to compliance with specified conditions. For details, please refer to EDB Circular No. 7/2007 dated 6 July 2007, which has been uploaded on the EDB's website at <http://www.edb.gov.hk/UtilityManager/circular/upload/EDBC/EDBC07007E.pdf>

2. DON'Ts

a. During the process of application –

- i. not to choose premises situated in purely residential buildings;
- ii. not to choose premises situated in industrial buildings, warehouses, cinemas or premises whereby the undertakings therein may endanger the lives or safety of pupils;
- iii. not to choose premises with inadequate means of escape;
- iv. not to choose premises situated at a height of 24m above ground level;
- v. not to choose premises with unauthorized building works;
- vi. not to choose premises situated on a floor with different occupancies served by unauthorized internal corridors with inadequate fire resisting protection;
- vii. not to choose private premises without any record in the Buildings Department unless its suitability and the non-existence of unauthorized building works have been confirmed by an authorized person; and
- viii. not to commence school operation before obtaining provisional registration.

b. After securing provisional registration/ full registration –

- i. not to enrol more students than permitted in each classroom;
- ii. not to cause obstruction to any exit route or means of escape;
- iii. not to store any dangerous goods in the school premises in excess of the exempt quantity; and
- iv. For schools not exempted under the Education (Exemption)(Private Schools Offering Non-formal Curriculum) Order¹:
 - not to operate any course nor to collect any fees that have not been approved by the Permanent Secretary for Education; and
 - not to employ teachers who are not registered teachers or permitted teachers.