

Guidelines for Extension of School Premises

(For Premises Not Designed and Constructed as a School)

Prepared by
School Registration and Compliance Section
Education Bureau
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Contents

	Page
Chapter 1 Introduction	
1 The Legislation	<u>1</u>
2 Government Departments	
3 Forms	<u>2</u>
4 Application Fee	
5 Certificate of Registration/Provisional Registration	
6 Penalty for Non-compliance	
Chapter 2 Application Procedures for Extension of School Premises	<u>4</u>
Appendix 1 Planning Department	
1a General Procedures for Application for Permission under Section 16 of the Town Planning Ordinance for School Use (S16 Application)	<u>7</u>
1b General Guidelines on Planning Requirements for School Applications (i.e. S16 Applications)	<u>10</u>
Appendix 2 Lands Department	
2a General Guidelines on Lease Modification/Waiver for Extension of School Applications	<u>12</u>
2b Sample (Standard Application Form for Modification/Waiver Cases)	<u>14</u>
Appendix 3 Fire Services Department	
3a General Fire Safety Requirements	<u>17</u>
3b Inspection Procedures by the Fire Services Department for the Registration of Extension of School Premises (For Premises Not Designed and Constructed as a School)	<u>19</u>
Appendix 4 Buildings Department	
4a General Guidelines on Building Safety Requirements for New Applications and Extension of School Premises Applications	<u>20</u>
4b List of Unauthorized Building Works Affecting Public Safety	<u>30</u>

Appendix 5	Independent Checking Unit, Office of The Permanent Secretary For Housing	
5a	General Guidelines on Building Safety Requirements for New Applications and Extension of School Premises Applications	33
5b	List of Unauthorized Building Works Affecting Public Safety	44
Appendix 6	Education Bureau	
6a	Checklist for Documents Required for Applications for Extension of School Premises	47
6b	Information which Must Be Provided in Applications for Safety Certificates for Premises to be Used as a School	49
Appendix 7	Department of Health	
7a	General Guidelines on Health Requirements for Extension of School Premises (For Premises not Designed and Constructed as a School)	51
7b	Recommended List of First Aid Items	61
Chapter 3	Dos and Don'ts	
1	DOs	63
2	DON'Ts	66
Chapter 4	Enquiry Hotlines/ Contact Points	
1	Planning Department	68
2	Town Planning Board	
3	Land Registry	69
4	Lands Department	70
5	Buildings Department	72
6	Independent Checking Unit, Office of the Permanent Secretary for Housing	
7	Fire Services Department	73
8	Education Bureau	74
9	Department of Health	75

Chapter 1 Introduction

The purpose of this Guide is to outline the main points that should be taken into account when a registered or provisionally registered school applies for extension of school premises under the Education Ordinance (Chapter 279 of the Laws of Hong Kong) and to provide them with general information. It aims to set out the normal requirements for the reference of those schools that would like to extend to additional premises in the same district or move to new school premises. Reference should also be made to the Education Ordinance and Education Regulations for reference by visiting the Bilingual Laws Information System at <https://www.elegislation.gov.hk/> → Go to Chapter row (enter 279).

Please note that 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.**

1. The Legislation

- a. Every school should observe the Education Ordinance and the Education Regulations.
- b. No school shall be operated in any additional/new premises until the certificate of registration or provisional registration of the school is amended to include such premises in accordance with the Education Ordinance.

2. Government Departments

Approval for extension of school premises will only be granted to a school which has met the requirements/recommendations issued by the following government departments –

- a. Planning Department (PlanD)
- b. Lands Department (LD)
- c. Fire Services Department (FSD)
- d. Buildings Department (BD)/Independent Checking Unit, Office of the Permanent Secretary for Housing (ICU)
- e. Education Bureau (EDB)
- f. Department of Health (D of Health)

See Appendices 1-7 in Chapter 2 for details

3. Forms

Forms for extension of school premises can be obtained from:

- a. School Registration and Compliance Section of EDB at 28/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong; or
- b. EDB's website at <https://www.edb.gov.hk/en/sch-admin/sch-registration/about-sch-registration/extension-of-sch-premises.html>

4. Application Fee

Fees will be charged by the Land Registry, Lands Department and Fire Services Department.

5. Certificate of Registration / Provisional Registration

An amended certificate of registration/provisional registration of a school will be issued by EDB when the application for extension of school premises is approved.

6. Penalty for Non-Compliance

Section 19(1) of the Education Ordinance specifies that no school shall be operated in any premises other than the premises specified in the certificate of registration or provisional registration of the school. Any person who is an owner or manager of a school without IMC¹ which is operated in contravention of section 19(1) shall be guilty of an offence and shall be liable on conviction to a fine of \$250,000 and to imprisonment for 2 years.

Any person who teaches in any premises other than the premises specified in the certificate of registration or provisional registration of a school shall be guilty of an offence and shall be liable on conviction to a fine at level 5 (\$50,000) and to imprisonment for 2 years.

¹ A school without IMC means a school other than an IMC school, whereby an "IMC school" means a school in respect of which an incorporated management committee (IMC) is established under Part IIIB of the Education Ordinance. Aided schools (and DSS/specified schools that choose to establish IMC) shall establish an IMC in accordance with the timeframe provided for under the Education Ordinance. The Permanent Secretary for Education may by order in writing close any premises of a

school which is not registered or provisionally registered.

7. Reminder

Applicants, while having dealings of any kind with the Education Bureau and other Government departments, should not offer advantage to Government officers.

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 copy of 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.

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.
- 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.

Planning Department

General Procedures for Application for Permission under Section 16 of the Town Planning Ordinance for School Use (S16 Application)

1. Application for Planning Permission
 - a. Application forms can be obtained from:
 - i. downloaded from the Board's website at http://www.tpb.gov.hk/en/forms/forms_related.html ; or
 - ii. Secretariat of the Town Planning Board (the Board) at 15/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong; or
 - iii. Planning Enquiry Counters of the Planning Department at
 - 17/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong; or
 - 14/F Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories
 - b. When preparing an application for planning permission, please read carefully the Board's Guidance Notes on Application for Permission under Section 16 of the Town Planning Ordinance (Cap. 131) (hereafter "Guidance Notes") which gives a brief description of the planning permission system, provides general guidelines on the preparation of an application and sets out the procedures on processing of an application.
 - c. If the public choose to submit planning applications online through Electronic Planning Application Submission System (EPASS), the relevant electronic application form is available at the Board's website at <https://eservices2.tpb.gov.hk/epass>. For the general information and guidance on how to use EPASS to submit application, please refer to the corresponding Guidance Notes on the Board's website at https://www.tpb.gov.hk/en/forms/Guidance_Notes/EPASS_GN-eng_Feb_2022.pdf

2. Guidelines and Procedures for Processing Applications

- a. An applicant should submit sufficient hard and soft copies of the completed application form, together with supporting documents, if any, in a manner as specified in the Guidance Notes, to the Secretary of the Board via EPASS, by hand or by post. The processing of an application may be refused if the required particulars and/or the required copies are incomplete.
- b. Upon receipt of an application, the Secretary of the Board will acknowledge receipt and inform the applicant about the tentative scheduled date of meeting of which the application would be considered by the Board.
- c. As required under the Town Planning Ordinance (TPO), an application will be considered by the Board within two months upon receipt of the application. Each application will be considered by the Board on its own merits and the Board may approve the application with or without conditions.
- d. The applicant will be notified in writing of the Board's decision on his application after confirmation of the minutes of meeting in which the decision was made (normally 2 weeks after the meeting). Pending written notification, an applicant can seek verbal enquiry on the result immediately after the meeting. A Gist of Decisions on Planning Applications will also be available on the Board's website shortly after the meeting on the same day or before 9:00 a.m. on the following day if the meeting of the Board cannot be finished before 9:00 p.m.
- e. An application may be approved with or without conditions or rejected by the Board. If the applicant is not satisfied with the decision of the Board either to reject his application or to the conditions imposed on the planning permission, the applicant may, within 21 days of being notified of such decision, apply in writing with grounds to the Secretary of the Board for a review under section 17 of the TPO and has a right to be heard before the Board. An application for review will be considered by the Board within three months upon receipt of the review application. If an applicant is still not satisfied with the decision of the Board upon review, the applicant may, within 60 days of being notified of such decision, lodge an appeal to the Secretary of the Town Planning Appeal Board (the Appeal Board) according to the provisions of section 17B of the TPO. The decision of the Appeal Board shall be final.
- f. The Secretary of the Board will make documents in an application/review available for public inspection until the application/review is considered by the Board. Any person may make comments to the Board on the application/review within the first 3 weeks of the period during which the application is available for public inspection. Information including the name of the applicant, but excluding other personal data,

the particulars of applicant and agents, checklist of documents, authorisation letter, documentary proof of land ownership, copies of consent obtained from and notification given to the current land owner(s), included in the application/review and the comments received by the Board shall be available for public inspection.

Planning Department

General Guidelines on Planning Requirements for School Application (i.e. S16 Applications)

1. Assessment

Planning applications to the Board will be assessed on individual merits, and all relevant planning considerations, such as planning intention, land use compatibility and traffic implications, as well as comments from concerned Government departments and the public will be taken into account.

2. Information Required for Applications

To facilitate assessment of application for school use, the following information should be provided in the application:

- i. site plan showing the location of the proposed school;
- ii. floor plan showing the dimension and arrangement of all classrooms and facilities with clear indication of means of escape provided for the school;
- iii. the number of classrooms and other service rooms (e.g. staff room, medical room, etc);
- iv. indoor/outdoor play area proposed and the estimated maximum capacity in each room (in case of kindergarten);
- v. particulars of any provision of parking spaces or lay-bys for school bus and/or private car for picking up and setting down of school children; and
- vi. height of the highest floor of school measuring from the floor slab to the lowest ground level where accessible by fire appliances.

3. Applications for Tutorial School and Kindergarten in Kowloon Tong Garden Estate

An applicant for planning permission for the development of tutorial school and kindergarten in Kowloon Tong Garden Estate can refer to the “Town Planning Board Guidelines for Application for Tutorial School under section 16 of the Town Planning Ordinance” (TPB PG-No.40) and “Town Planning Board Guidelines for Application for Kindergarten/Child Care Centre in Kowloon Tong Garden Estate under Section 16 of the Town Planning Ordinance” (TPB PG-No.23A) respectively for the main planning criteria of the Board in assessing the applications. The Town Planning Board Guidelines can be obtained from the Secretariat of the Board, the Planning Enquiry Counters of PlanD or the Board’s website at https://www.tpb.gov.hk/en/resources/tpb_guidelines/index.html

Lands Department

General Guidelines on Lease Modification/Waiver for Extension of School Premises Applications

1. Introduction

These guidelines introduce the application procedures for modification/temporary waivers of lease conditions. They are not intended to create any legal rights or obligations and serves only to explain the key features of current Government policy in respect of lease modification/waiver applications.

Any departure from lease conditions must obtain prior approval from the Lands Department (LD). Otherwise, the property will be liable to lease enforcement action.

The applicant is strongly advised to enlist the service of a registered professional surveyor at the early stage to avoid unnecessary waste of time and efforts resulting from unsuccessful applications.

2. Purpose and Nature of Lease Modification/Waivers

- a. Lease modification is a permanent variation of restrictions under Government leases or land grants.
- b. Waivers are temporary permissions granted by LD to relax restrictions under Government leases or land grants.
- c. Government leases, under which all private property in Hong Kong is held, usually contain restrictions as to the uses which the land or buildings may be put. Where a leaseholder wishes to carry out activities for a permanent/temporary period which do not comply with his lease conditions, he should apply for a lease modification/waiver from the LD to permanently vary/temporarily relax the restriction(s) under the lease. If the lease modification/waiver application is approved, the Government, as landlord, will require the leaseholder to pay a premium reflecting the enhanced value of the property/a fee reflecting the enhanced value of the property for the period of the waiver. Additional relevant conditions related to the new use of the property may also be imposed.

3. Application for a Lease Modification/Waiver

- a. The applicant(s) should be the registered owner(s) of the property concerned; or his/their authorized persons.
- b. The applicant(s) should submit an application letter together with all supporting documents listed in the application form to the respective District Lands Office for processing. A sample of the application form is attached at Appendix 2b.

4. Procedures for processing Lease Modification/Waiver Applications

- a. As a general rule, all lease modification/waiver applications must be submitted by the registered owner(s) of the property concerned or his/their authorized persons.
- b. Upon receipt of a lease modification/waiver application and payment of initial administrative fee, LD will consult relevant Government departments. Each case will be considered in its merits after full consideration of the circumstances.
- c. If the application is approved, a basic terms offer letter setting-out the amount of premium/waiver fee, balance of the administrative fee (if any) and the deposit payable etc., will be issued to the applicant. The applicant will be required to indicate acceptance of the basic terms within the period stated in the letter before a formal modification letter/waiver letter is issued.
- d. Once an offer is accepted and payment made, the LD will issue the modification letter/waiver letter to the applicant for execution. A certified copy for the executed modification letter/waiver letter will be registered by memorial at the Land Registry. The applicant shall also pay the concerned registration fee to be charged by the Land Registry.
- e. If the application is not approved, a letter giving the reasons for disapproval will be sent to the applicant.

Sample
Standard Application Form for Lease Modification/Waiver Cases

District Lands Office / _____

Note:

1. This form should be completed in duplicate in either English or Chinese.
2. This form should be completed and signed by all owner(s) of the Lot/Premises or the Trustee(s) or the Administrator(s) or the Personal Representatives of the owner(s) of the Lot/Premises.
3. After completion, this form may either be mailed, or handed in to the District Lands Office.
4. One copy of this form when completed should be retained for your reference.
5. The Government does not bind itself to accept any application submitted.

District Lands Officer, _____

I/We, _____ (name of the Applicants), {[as the (Sole Owner/Co-Owners)* of (Lot _____ / Premises _____)*] or [as the (Trustee/Administrator/Personal Representatives/Others (*please specify*) _____)* of the owner(s) of the Lot _____ / Premises _____)*]}* hereby apply for a Lease Modification/Waiver* to modify/waive* the (user restriction / other restrictions (*please specify*) _____)* contained in (the Lease / Special Condition No. _____ of Conditions of _____ / Special Condition No. _____ of New Grant No. _____)* under which (the Lot _____ / Premises _____)* is held so as to permit {[the use of (the above Lot/Premises/the portion of the above Lot/Premises)* for the purpose of _____] or [others (*please specify*) _____]}*.

[I am / My tenant was / is* the business operator affected by land resumption and

clearance exercise under the government development project (Project Title: _____; Name recorded in the pre-clearance survey: _____).]*

In order to facilitate you to consider my/our application, I/we attach the following documents for your reference:-

- a. a copy of computer printout containing the current ownership particulars of the said Lot/Premises;
- b. a certified true copy or copies of the Deed of Trust/Power of Attorney/Probate/Letters of Administration (if applicable);
- c. One photocopy of the applicant(s) Business Registration Certificate (if applicable);
- d. Planning Approval from the Town Planning Board (if any); and
- e. (Building plans/Site formation plans/Drainage plans)* of the proposal (if any); and
- f. Records/photos of pre-clearance survey number marked by Lands Department; and/or notices/letters sent from Lands Department or other departments to demonstrate I am/my tenant* was/is the business operator affected by land resumption and clearance exercise under the government development project (if applicable).

I/We hereby expressly warrant and declare that the above information provided in support of my/our application is correct and genuine and I/we expressly acknowledge that I am/we are aware and accept that the Lease Modification/Waiver* applied for will be made on the basis of the information supplied by me/us and will be immediately cancelled in the event such information is found to be false or misleading.

I/We further expressly acknowledge that the personal data provided by me/us in this Lease Modification/Waiver* Application Form will be used by the Lands Department in connection with the processing of my/our said application. The provision of any personal data requested in the application form is voluntary. I/We understand that if I/we do not provide sufficient information, Lands Department may not be able to process my/our application.

I/We hereby authorize the Lands Department to disclose my/our personal data in the application form to such Government Departments and any other body, organization or

person(s) as it may see fit at its absolute discretion to obtain such information which is deemed relevant to my/our application, whether on policy or any other grounds.

I/We further authorize and direct and request any Government Department or other body which may be approached by the Lands Department, to supply any and all information which it may require.

**Delete as appropriate*

Applicant(s)'s Signature : _____
(H.K.I.D. Card Number(s) : _____)
Name of Applicant(s) in
Block Letters : _____
Address : _____

Telephone Number : _____
Date : _____

Fire Services Department

General Fire Safety Requirements

A. Restrictions on Location

Converted school premises shall not be located : -

- (a) in any premises designed for residential use;
- (b) in any industrial building, warehouses, cinemas or premises whereby the undertakings therein may endanger the lives or safety of pupils;
- (c) in any premises situated at a height of 30m above ground level;
- (d) in any premises located vertically above/below a restaurant/club.

B. Standard Requirements

The following fire safety requirements have been uploaded to FSD's home page for the reference of applicants.

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

- (a) Fire Safety Requirements for Converted School Premises (SCH/102)
- (b) Fire Safety Requirements for Laboratory (SCH/101)
- (c) Fire Safety Requirements for Design & Technology / Art Room (SCH/104)
- (d) Fire Safety Requirements for Computer Classroom (SCH/107)

C. Fire Safety Precautions

1. Fire Service Installations and Equipment

All fire service installations and equipment provided shall be :

- 1.1 Kept clear from any obstruction;
- 1.2 Clearly indicated as regard to their locations and methods of operation;
- 1.3 Maintained in efficient working order at all times; and
- 1.4 Inspected at least once every twelve months.

Works related to para. 1.4 above shall be carried out by a Registered FSI Contractor who shall issue Certificate(s) of Fire Service Installations and Equipment (FS251) to the owner with copies forwarded to the Director of Fire Services within 14 days after

completion of the works. Failure to observe the fire safety precautions in para 1.3 & 1.4 may result in the owner of the installations being prosecuted under Regulation 8(1) of the Fire Services (Installations and Equipment) Regulations (Cap.95 sub. leg. B).

Whenever the fire service installations and equipment provided involve:

- 1.5 Maintenance/inspection/modification/repair work(s) to be carried out overnight or for more than 24 hours continuously;
- 1.6 Extension of FSI shutdown;
- 1.7 Resumption of FSI; or
- 1.8 Termination of FSI work(s);

the Registered FSI Contractor employed shall follow and pay special attention to the procedures in the course of submission of “Notification of FSI Shutdown” as stipulated in Fire Services Department Circular Letter No. 1/2021.

2. Means of Escape

All means of escape shall be kept free from obstruction. In particular : -

- 2.1 No article or thing shall be left in the means of escape at any time (if in a domestic building) / at all times when persons are present in the building (if in a commercial building); and
- 2.2 All exits/doors shall be kept openable from the inside without the use of a key and all metal gates and shutters, where installed, shall be kept in the open position at all times when members of the public are present in the premises.

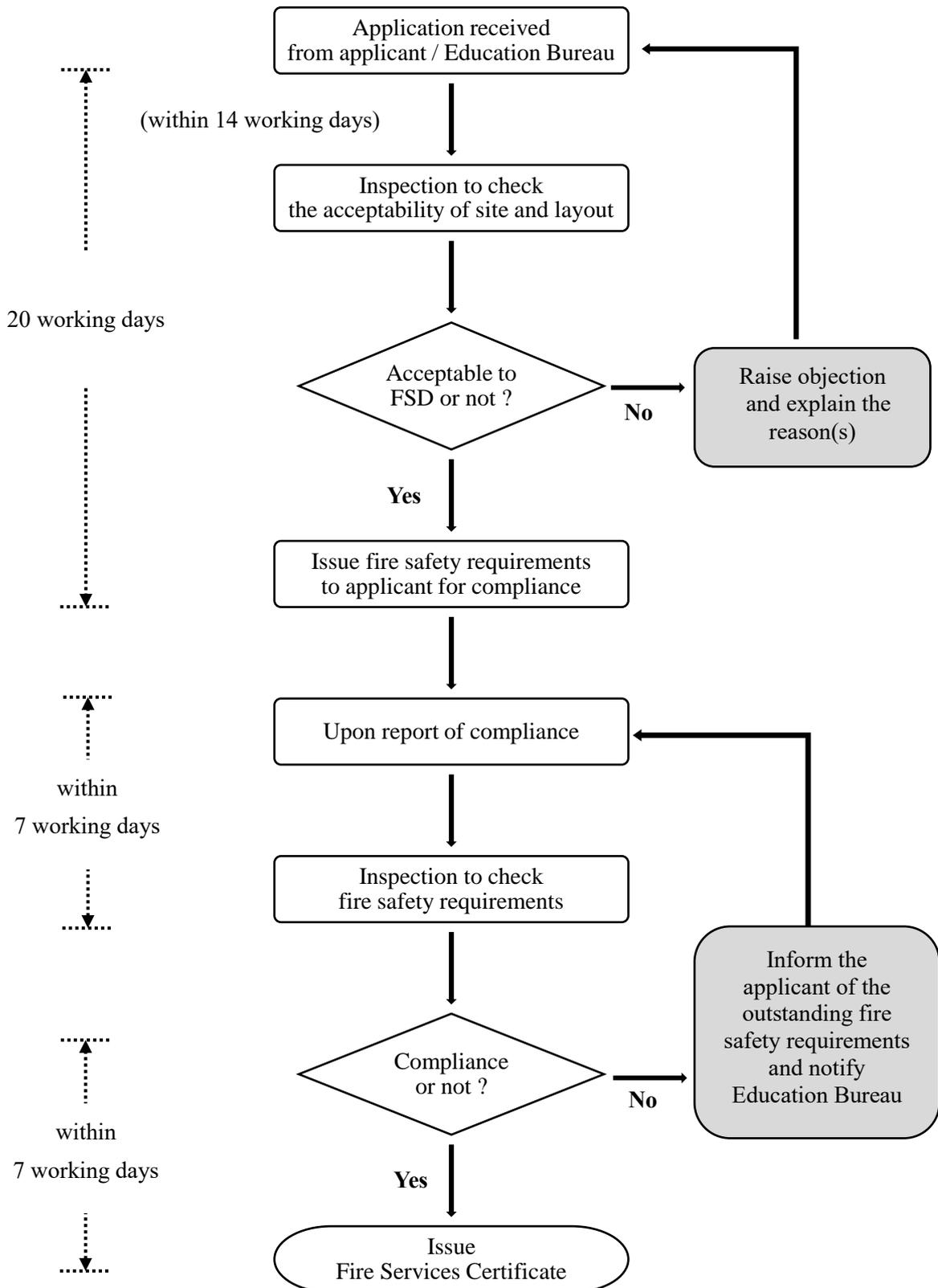
Failure to observe these precautions may result in the operator being prosecuted under Sections 14 and 15 of the Fire Services (Fire Hazard Abatement) Regulation (Cap. 95 sub. leg. F) without prior warning.

- 2.3 All smoke stop doors provided in the premises shall be kept in closed position at all times.

3. Dangerous Goods

No storage of any dangerous goods in excess of the exempt quantity within the meaning of the Dangerous Goods (Application and Exemption) Regulation (Cap.295 sub. leg. E) is permitted without a licence or approval granted by the Director of Fire Services.

**Inspection Procedures by the Fire Services Department
for the Registration of Extension of School Premises
(For Premises Not Designed and Constructed as a School)**



Buildings Department

General Guidelines on Building Safety Requirements for New Applications and Extension of School Premises Applications

1. The Role of the Director of Buildings
 - a. A new application and extension of school in premises not designed and constructed for the purposes of a school should be accompanied by certificates issued by the Director of Buildings as the competent authority under section 12(1)(a), (b) and (ca) of the Education Ordinance (Cap. 279) and a notice issued by the Building Authority (BA) under section 12(1)(d) of the same Ordinance.
 - b. In processing an application for the requisite certificates and notice, the Director of Buildings will assess the suitability of the premises and consider whether it is appropriate to issue such certificates and notice stating:
 - i. an opinion as to the design loading of the premises (section 12(1)(a));
 - ii. that the premises do not have structural timber floors (section 12(1)(b));
 - iii. that the means of escape in the premises would be adequate (section 12(1)(ca)); and
 - iv. that the BA does not intend to prohibit, under section 25 of the Buildings Ordinance (BO)(Cap. 123), the use of the premises as a school (section 12(1)(d)).
2. General Requirements
 - a. Each case shall be considered on its merits after full consideration of the circumstances. Nothing contained herein shall be taken as in any way derogating from the powers of the Director of Buildings under the BO and its subsidiary regulations.
 - b. If the premises are constructed of structural timber floor, the issue of a certificate under section 12(1)(b) of the Education Ordinance will be refused.

- c. As the subject matters are often related to complicated technical issues which may be difficult to overcome, **the applicant is strongly advised to enlist the service of an Authorized Person (AP)** (an architect, engineer or surveyor registered under the BO) **at the early stage to avoid unnecessary waste of time and efforts resulting from unsuccessful applications.**
- d. Where alteration and addition works involving the structure and/or means of escape of a building are to be carried out, formal submission of plans for the proposed works to the BD by an AP and, if necessary, Registered Structural Engineer (RSE) may be required for obtaining prior approval and consent of the BA. It is strongly recommended that the advice of an AP or RSE should be sought well in advance. The lists of AP and RSE registered under the BO are available in the BD for viewing and can also be viewed at BD's website at www.bd.gov.hk
- e. Following the implementation of the Building (Minor Works) Regulation (B(MW)R) on 31 December 2010, certain building works have been specified as minor works. As an alternative to obtaining prior approval and consent from the BA, minor works may be carried out under the simplified requirements of the Minor Works Control System. Paragraph 7 below for the details of the minor works items and the associated requirements refers.
- f. Submission of plans
- i. Each application should be accompanied by sufficient number of plans as required by the Education Bureau (including 4 sets for the BD) showing the extent and layout of the premises and the information listed in Appendix 6b.
 - ii. The submitted plans should be drawn to a suitable scale (1:50 and 1:100) with all the principal dimensions of the premises and the exit routes/doors marked thereon. The construction material of any proposed partition walls and exit doors should also be specified.
 - iii. The maximum capacity of each classroom (no. of students and teachers) and the total number of staff/teachers to be accommodated should be indicated on the plans.

3. Location of Premises

- a. As a general rule, if the premises under application are located in a building for which an Occupation Permit has been issued, no part of a school shall be located in, under or over any structures which have been built without the approval and consent of the Building Authority.
- b. For kindergartens located above G/F in a non-purpose built building, the following guidelines apply:

Location	Conditions
i. in composite buildings with not more than two commercial floors above G/F; or ii. in composite buildings with three or more commercial floors where the kindergarten itself occupies one or more entire commercial floors and not more than two floors above G/F remain commercial; or iii. in institutional buildings; or iv. in high-rise domestic buildings.	I. Premises shall conform to general standards of the Code of Practice for Fire Safety in Buildings (FS Code) II. Kindergarten is subject to the 24m maximum height rule under Education Regulation 7.
v. in wholly commercial buildings; or vi. in composite buildings with three or more commercial floors above G/F other than (ii).	III. In addition to conditions (I) and (II), two independent means of escape are provided for the exclusive use of the occupants of the kindergarten.
vii. in single staircase buildings other than (viii) and (ix).	IV. In addition to conditions (I) and (II), two extra staircases must be provided to the premises to be licensed and the single staircase

	serving the whole building must be sealed off therefrom.
viii. in single-family domestic buildings not exceeding three main storeys; or ix. in New Territories 'exempted' buildings.	V. Unconditional provided that the general standards of the FS Code are conformed, particularly para. 6(b)(i) below.

4. Structural Safety

The main issues to be considered on structural safety are:

- i. The minimum designed loading of the premises for the purpose of school and kindergarten shall not be less than 3kPa (i.e. 60 lbs/ft²) and 2.5 kPa (i.e. 50 lbs/ft²) respectively.
- ii. In cases where there are non-structural solid screeding on floor slabs, heavy equipment/plant or non-load bearing block walls¹, structural justification on the adequacy of the existing supporting structure to cater for such superimposed loads should be submitted by an AP/RSE.

5. Fire Resisting Construction

- a. Premises shall be designed and constructed of fire resisting constructions which satisfy the provisions of the Building (Construction) Regulations and the FS Code issued by the BD from time to time.

¹ Erection of any non-load bearing block walls in a flat or thickening of any floor slab of a flat by laying solid screeding may be subject to the control of the B(MW)R. Details of the minor works items and the associated requirements can be viewed at BD's website at <http://www.bd.gov.hk>.

- b. Some general requirements on fire resisting construction are listed below for reference:
- i. The premises should be separated from the adjoining occupancy/use by fire barriers having the longer fire resistance rating (FRR) in respect of such Use Classification as stipulated in Table C1 of the FS Code.
 - ii. The internal corridors serving the premises and other occupancies should be separated by fire barriers having an FRR of not less than that of the Use Classification of that floor. Where these FRRs differ, the higher the FRR value should be adopted. For premises situated in a shopping arcade, such separation is normally not required between the premises and the internal corridors of arcade.
 - iii. Openings for passage of ducts, pipes, wires etc. through fire barriers should be properly protected by fire resisting constructions in order to maintain the FRR of that fire barrier.
 - iv. In cases where **new or modified** fire barriers are involved², a duly completed Form (Appendix A PNAP APP-13) with supporting test/assessment report from an AP/RSE shall be submitted to substantiate the FRR of the fire resisting components/ materials/ products. Submission of such test/assessment report is not required if PNAP ADM-20 is applicable.
 - v. Doors should be installed with smoke seals under Clause C6.1 and C16.5 of the FS Code. Such provision usually applies to the entrance doors of the premises which form part of a protected lobby of a required staircase. In addition, reference should be made to the prevailing requirements on the smoke seal performance in Clause E9.1 and E9.2 of the FS Code as amended by the Corrigenda issued on 22 January 2013 which can be viewed at BD's website at www.bd.gov.hk.

² Formation or alteration of any openings to the enclosure (other than a load bearing wall) of any staircase that is used as a means of escape or a means of access for firefighting and rescue or its protected lobby may be subject to the control of the B(MW)R. Details of the minor works items and the associated requirements can be viewed at BD's website at <http://www.bd.gov.hk>.

6. Means of Escape and Means of Access for Firefighting and Rescue

- a. Every school shall be provided with adequate means of escape and access for fire fighting and rescue in accordance with Part V of the Building (Planning) Regulations and the FS Code issued from time to time by the BD.
- b. The provision of means of escape in any particular floor of a building or in any building as a whole can only accommodate a specified maximum number of persons at any one time. The current FS Code sets out such limits and relates them to the width and number of exit routes and exit doors provided for each floor and for the whole building. It follows that if, as a result of the operation of a school, the existing population figure for a floor or for a building exceeds these limits, a recommendation for rejection of the application will be made. In assessing the population figures, applications in respect of premises located within the same building will be treated on a first-come-first-served basis. Some general requirements are listed below for reference:
 - i. For premises on the ground floor having direct access to a street, there would generally be no major problem on means of escape provision. For premises on upper storeys and basements, at least two exit staircases are required. **Schools are not permitted to operate on the upper floors of single-staircase buildings, unless two extra exit staircases are provided to the school premises and the single staircase serving the whole building is sealed off therefrom.**
 - ii. Any room/area/premises with a capacity exceeding 30 persons shall be provided with at least 2 exits. The exit doors shall open in the direction of exit and shall not obstruct any part of any exit route by the swing of the doors. The lines of direct distance from any point in the room/ area/premises to the two exits shall form an angle of not less than 30°.
 - iii. Normally, the minimum width of an exit route shall be not less than 1050mm and greater width would be required depending on the total capacity of the school and that particular floor in which the school is situated. The exit doors shall have a minimum width of not less than 750mm for capacity between 4-30 persons; and 850mm for capacity between 31-200 persons with a total width of 1750mm. Reference should be made to Table B2 of the FS Code for the detailed requirements.
 - iv. All required exit routes shall lead directly to a street and the staircase enclosure wall shall be so continued at G/F as to separate from the remainder of the building in accordance with Clause B9.1 of the FS Code. All exit

routes shall have a clear height of not less than 2m and be kept free from obstruction. Every part of each exit route shall be provided with lighting of a horizontal illuminance at floor level of not less than 30 lux. The lighting can be a combination of natural and artificial lighting and should be backed up by an emergency lighting system that complies with the Code of Practice for Minimum Fire Service Installations and Equipment.

- v. All exit doors shall be capable of being readily opened from the inside without the use of a key. In the event of power failure/ emergency, the automatic sliding doors shall stay open to the full width and the electrical locking device of the doors should be released automatically.
- vi. Security shutters across exits must be kept open during school hours.
- vii. A solid separation of 450mm should be provided between the school and the final discharge point of an exit staircase of a building. The FRR of the solid separation should be not less than that of the enclosure wall of the staircase.
- viii. Where the direction of travel from an exit door of a room to a staircase is possible in one direction only (i.e. dead-end), the dead-end travel distance from any part of a room to a protected exit or a point, from which travel in different directions to 2 or more exits is available, is limited to 18m. In other cases where alternative exit routes are available in more than one direction, it may vary from 36m to 45m, depending on the fire resisting construction of the exit routes.
- ix. For the purpose of assessing the adequacy of means of escape, the capacity of the school is determined based on the sum of the population of the classes and the number of staff employed. In case that the maximum class size is not marked on the submitted plans, the population of the class is assessed in accordance with Regulation 40 of the Education Regulations.
- x. All exit routes and the treads of steps and required staircases should have slip-resistant surfaces. The edges of the tread of steps and staircases along the exit route should be conspicuous.

7. Minor Works Control System

- a. With the enactment of the Buildings (Amendment) Ordinance 2008 and a set of new regulations, the B(MW)R has been made to introduce a new system, the MWCS to control the carrying out of minor works. Apart from the original system under

which prior approval and consent of the BA have to be obtained for the carrying out of building works, a set of prescribed requirements that are simpler than the original system has been added to the BO by the above Amendment Ordinance and new regulations. The MWCS came into operation on 31 December 2010.

- b. A new category of building works, namely “minor works”, and a new register of “registered minor works contractors” (RMWC) for carrying out such minor works, have been introduced under the BO. In respect of minor works, the requirement to seek BA’s prior approval of plans and consent to the commencement of works can be dispensed with. Minor works are classified into three classes according to their nature, scale and complexity as well as the risk to safety they pose. Typical minor works associated with school premises include:
- i. Removal of architectural projection, canopy, unauthorized floor slab or unauthorized structure;
 - ii. Erection, alteration, removal or strengthening of non-concrete canopy or supporting structure for an air-conditioning unit / water cooling tower;
 - iii. Erection, alteration or removal of drains;
 - iv. Erection, alteration or removal of internal staircase;
 - v. Formation or reinstatement of opening in a floor slab;
 - vi. Replacement of display surface, erection, alteration or removal of signboards; and
 - vii. Construction, alteration, repair or removal of window or window wall.
- c. Alternatively, applicants may also appoint an AP to make formal submission of plans for minor works together with other building works of larger scale to the BD for obtaining the requisite approval and consent prior to the commencement of such works.
- d. The applicant should note that minor works violating the BO and its subsidiary regulations (including B(MW)R) are unauthorized building works and hence the application may not be accepted by the Permanent Secretary for Education. The BD will separately process the minor works submission and conduct audit checks to ascertain compliance with the statutory requirements and ensure the quality and standards of minor works. Should these minor works be not completed in compliance with the BO and its subsidiary regulations (for example, without

appointment of prescribed building professional (if required) and/or prescribed registered contractor to carry out minor works), separate enforcement actions may be taken by the BD against such works. The applicant should note that the issue of a certificate under the Education Ordinance should not be construed as these minor works being completed in accordance with the BO and its subsidiary regulations.

- e. Designated Exempted Works (DEW) are also introduced under the MWCS. They can be carried out without prior approval and consent to the commencement of works from the BD nor following the simplified requirements of MWCS. The typical DEW meeting certain criteria that are associated with the premises include:
- i. Erection or alteration of wall signboard (including the replacement of the display surface);
 - ii. Removal of a wall signboard;
 - iii. Removal of supporting structure on ground or on a slab for air-conditioning units/ water cooling towers/ solar water heating systems/ photovoltaic systems;
 - iv. Erection, alteration or removal of canopies;
 - v. Erection, alteration or removal of metal supporting frame for an air-conditioning unit or any associated duct from external wall of building;
 - vi. Formation of an opening in a floor slab; and
 - vii. Reinstatement of an opening in a floor slab according to the original design.
- f. More comprehensive guidance is available and can be obtained from BD's website at www.bd.gov.hk.

8. Unauthorized Building Works Affecting Public Safety

- a. Unauthorized building works in premises under application for school registration may pose a risk to the safety of the staff, teachers and students. Applicants are therefore advised to exercise extreme care in selecting premises for school use, as the presence of unauthorized building works, **such as unauthorized sub-division of a floor into separate units without the provision of protected internal corridor required in paragraph 5(b)(ii) above, unauthorized cockloft, unauthorized slab over staircase or cockloft void and unauthorized building works in common areas resulting in obstruction of means of escape from the**

school or other occupancies, may render the premises unsuitable for school registration. If the premises selected for school use contain unauthorized building works, the applicant is strongly advised to effect removal of such works before submitting an application. Such removal works may also be subject to the control of the B(MW)R. Details of the minor works items and the associated requirements can be obtained from BD's website at www.bd.gov.hk.

- b. A list of unauthorized building works affecting public safety is provided at Appendix 4b for reference.
- c. If the applicant intends to erect advertising signboard, submission of plans to the BD for approval is necessary unless such signboard will be constructed under the B(MW)R as appropriate. In general, advertising signs projecting over a pavement should have a minimum vertical clearance of 3.5m and a minimum horizontal clearance of 1.0m from the curb of such pavement. Advertising signs projecting over a carriageway should have a minimum vertical clearance of 5.8m. Advertising signs which fall within the classes of minor works should be commenced and carried out according to the B(MW)R.
- d. The applicants' attention is drawn to the Disability Discrimination Ordinance and Design Manual: Barrier Free Access (DM) issued by BD in regard to the provision of access and facilities for persons with a disability. The removal or alteration of existing approved access and facilities (e.g. ramps and toilets, etc.) that hinder the access and facilities for persons with a disability may be subject to enforcement and prosecution actions under the BO and the prevailing policy. The Design Manual can be obtained from the BD or downloaded from its website at www.bd.gov.hk for reference.

9. Viewing and Copying of Private Buildings and Minor Works Records

Viewing and copying of approved plans and documents are available at the BD at a prescribed fee. Prior appointment may be necessary so as to allow for the records to be retrieved. Requests can be made in a standard application form which can be obtained from the BD or from its website at www.bd.gov.hk through Building Records Access and Viewing On Line (BRAVO) System. For enquiries, please contact the Building Information Centre of BD at 2626 1616 (handled by '1823'). Reference should be made to PNAP App-39.

List of Unauthorized Building Works Affecting Public Safety

The following unauthorized building works in school premises may constitute a risk to the safety of staff, teachers and students. Applicants are strongly advised to effect removal of such works before submitting an application:

1. Unauthorized rooftop/flat roof/yard structures forming part of the school premises.
2. Structures on or suspended from approved canopies including air-conditioning/mech plants and signboards.
3. Unauthorized canopies/projections/signboards over pavements or common areas³.

[Exception (i) : Decorative shopfront projections/extensions, which do not consist of stone, tiles, glass or cement mortar and are not constructed of concrete, projecting not more than 150mm beyond the building line.]

[Exception (ii) : Shopfront overhead projections, which do not consist of stone, tiles, glass or cement mortar and are not constructed of concrete, projecting not more than 600mm beyond the building line and having a minimum vertical clearance of 2.5m and not accommodating any air-conditioning plants.]

[Exception (iii) : Canopies, which do not consist of stone, tile, glass or cement mortar and are not constructed of concrete, projecting not more than 500mm from the external wall of building and having a minimum vertical clearance of 2.5m.]

[Exception (iv) : Retractable canopies over flat roofs, main roofs or yards, where to be covered not designated as a place for means of escape or refuge, projecting from the external wall of building not more than 2m when fully extended and not more than 500mm when retracted, having a height of not exceeding 2.5m from the floor level, and no part of the canopies/ awnings projects beyond the edge of the roof/ flat roof.]

³ Erection of canopy, erection of wall signboard and erection of metal supporting frame for an air-conditioning unit or any associated duct from external wall of building may be the DEW subject to fulfilment of certain requirements which can be carried out without prior approval and consent from the BD nor following the simplified requirements of MWCS. The DEW are NOT considered as unauthorized building works and excluded from the “List of Unauthorized Building Works Affecting Public Safety” in the Annex. Details of the DEW and the associated requirements can be viewed at BD’s website at www.bd.gov.hk

[Exception (v) : Existing signboards had joined the voluntary Validation Scheme for Unauthorized Signboards. Details of the Scheme can be viewed at BD's website at www.bd.gov.hk.]

4. Metal ventilation ducts and the associated metal supporting frames projected from the external walls of building or suspended from approved canopy and balcony.

[Exception : Metal ventilation ducts and the associated metal supporting frames projecting not more than 600mm from the external wall of building and at a height not less than 2.5m from the ground.]

5. Supporting structures for air-conditioning plants and its accessories projected from external walls of building or suspended from approved canopy and balcony³.

[Exception : Supporting structures for air-conditioning plants and its accessories projecting not more than 600mm from the external wall of building and at a height not less than 2.5m from the ground.]

6. Supporting structures for overhead air-conditioning plants and associated supporting structures installed within the licence areas.

[Exception : Unless otherwise justified by AP/RSE as being structurally safe with supporting calculations]

7. Unauthorized permanent obstructions to smoke vents.
8. Unauthorized alteration or removal of compartment walls or fire resisting walls and doors.
9. Unauthorized openings or slab over existing floors for pipe ducts⁴.

⁴ Formation of an opening in a floor slab and reinstatement of an opening in a floor slab according to the original design may be the DEW subject to fulfilment of certain requirements which can be carried out without prior approval and consent from the BD nor following the simplified requirements of MWCS. The DEW are NOT considered as unauthorized building works and excluded from the "List of Unauthorized Building Works Affecting Public Safety" in the Annex. Details of the DEW and the associated requirements can be viewed at BD's website at www.bd.gov.hk.

[Exception : Unless otherwise justified by AP/RSE as being structurally safe with supporting calculations and should not result in additional gross floor area under the Building (Planning) Regulations.]

10. Unauthorized reinforced concrete slabs filling up approved cockloft and staircase voids.
11. Unauthorized cocklofts, intermediate floors and floor extensions.
12. Unauthorized staircases; unauthorized openings through existing slabs for staircases.
13. Unauthorized removal, partial removal or major alteration of structural members.
14. Unauthorized building works in common areas resulting in obstruction of means of escape from the school premises or the building (such as: unauthorized sub-division of a floor into separate units resulting in some units without adequate means of escape, and unauthorized blocking up of access to an exit staircase rendering the means of escape of other occupancies inadequate).
15. Unauthorized sub-division of a floor into separate units without the provision of internal corridors protected by fire resisting walls and doors.
16. A material and unacceptable change of use (e.g. conversion of plant room to usable floor area).
17. Openings on external walls above the ground floor without the provision of protective barriers.
18. Unauthorized removal of approved facilities for persons with a disability (e.g. toilet or access ramp) and unauthorized building works which hinder the access to the school for persons with a disability (e.g. raised platform).

If the removal or rectification of the unauthorized building works⁵ involves the carrying out of building works not exempted under section 41 of the BO, it will be necessary for the applicant to appoint an AP and/or RSE and to obtain the prior approval and consent of the BA for such building works.

⁵ Some removal works as stipulated in Schedule 2 Part 2 of the B(MW)R are classified as designated exempted works which may be carried out under the said Regulation.

**Independent Checking Unit, Office of The Permanent Secretary
For Housing**
(Only for Housing Authority's Properties/Divested Housing Authority's Properties)

**General Guidelines on Building Safety Requirements for New Applications
and Extension of School Premises Applications**

1. The Role of the Independent Checking Unit
 - a. The Independent Checking Unit (ICU) works directly under the Office of the Permanent Secretary for Housing. Under the delegated authority from the Building Authority (i.e. the Director of Buildings), the ICU exercises statutory building control to properties developed by the Hong Kong Housing Authority (HA) that have been sold or divested, in accordance with the Buildings Ordinance (BO)(Cap. 123) and the policies and guidelines of the Building Authority (BA). The ICU also exercises administrative building control to the HA's new development works and existing buildings in line with the BO and the BA's policies and guidelines.
 - b. A new application and extension of school in premises not designed and constructed for the purposes of a school should be accompanied by certificates issued by the ICU as the competent authority under section 12(1)(a), (b) and (ca) of the Education Ordinance (Cap. 279) and a notice issued by the BA under section 12(1)(d) of the same Ordinance.
 - c. In processing an application for the requisite certificates and notice, the ICU will assess the suitability of the premises and consider whether it is appropriate to issue such certificates and notice stating:
 - i. an opinion as to the design loading of the premises (section 12(1)(a));
 - ii. that the premises do not have structural timber floors (section 12(1)(b));
 - iii. that the means of escape in the premises would be adequate (section 12(1)(ca)); and
 - iv. that the BA does not intend to prohibit, under section 25 of the BO, the use of the premises as a school (section 12(1)(d)).

2. General Requirements

- a. Each case shall be considered on its merits after full consideration of the circumstances. Nothing contained herein shall be taken as in any way derogating from the powers of the ICU under the BO and its subsidiary regulations.
- b. If the premises are constructed of structural timber floor, the issue of a certificate under section 12(1)(b) of the Education Ordinance will be refused.
- c. As the subject matters are often related to complicated technical issues which may be difficult to overcome, **the applicant is strongly advised to enlist the service of an Authorized Person (AP) (an architect, engineer or surveyor registered under the Buildings Ordinance (BO)) at the early stage to avoid unnecessary waste of time and efforts resulting from unsuccessful applications.**
- d. Where alteration and addition works involving the structure and/or means of escape of a building are to be carried out, formal submission of plans for the proposed works to the ICU by an AP and, if necessary, Registered Structural Engineer (RSE) may be required for obtaining prior approval and consent of the ICU. It is strongly recommended that the advice of an AP or RSE should be sought well in advance. The lists of the AP and RSE registered under the BO are available in the BD for viewing. The lists can also be viewed at BD's website at <http://www.bd.gov.hk>.
- e. Following the implementation of the Building (Minor Works) Regulation (B(MW)R) on 31 December 2010, certain building works have been specified as minor works. As an alternative to obtaining prior approval and consent from the ICU, minor works may be carried out under the simplified requirements of the Minor Works Control System (MWCS). Paragraph 7 below for the details of the minor works items and the associated requirements refers.
- f. Submission of plans
 - i. Each application should be accompanied by sufficient number of plans as required by the EDB (including 4 sets for the ICU) showing the extent and layout of the premises and the information listed in Appendix 6b.
 - ii. The submitted plans should be drawn to a suitable scale (1:50 or 1:100) with all the principal dimensions of the premises and the exit routes/doors marked thereon. The construction material of any proposed partition walls and exit doors should also be specified.

- iii. The maximum capacity of each classroom (no. of students and teachers) and the total number of staff/teachers to be accommodated should be indicated on the plans.

3. Location of Premises

- a. A school shall not be situated in an industrial building.
- b. For kindergartens located above G/F in a non-purpose built building, the following guidelines apply:

Location	Conditions
i. in composite buildings with not more than two commercial floors above G/F; or ii. in composite buildings with three or more commercial floors where the kindergarten itself occupies one or more entire commercial floors and not more than two floors above G/F remain commercial; or iii. in institutional buildings; or iv. in high-rise domestic buildings.	I. Premises shall conform to general standards of the Code of Practice for Fire Safety in Buildings (FS Code) II. Kindergarten is subject to the 24m maximum height rule under Education Regulation 7.
v. in wholly commercial buildings; or vi. in composite buildings with three or more commercial floors above G/F other than (ii).	III. In addition to conditions (I) and (II), two independent means of escape are provided for the exclusive use of the occupants of the kindergarten.

vii. in single staircase buildings.	IV. In addition to conditions (I) and (II), two extra staircases must be provided to the premises to be licensed and the single staircase serving the whole building must be sealed off therefrom.
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4. Structural Safety

The main issues to be considered on structural safety are:

- i. The minimum designed loading of the premises for the purpose of school and kindergarten shall not be less than 3 KPa (i.e. 60 lbs/ft²) and 2.5 kPa (i.e. 50 lbs/ft²) respectively.
- ii. In cases where there are non-structural solid screeding on floor slabs, heavy equipment/plant or non-load bearing block walls¹, structural justification on the adequacy of the existing supporting structure to cater for such superimposed loads should be submitted by an AP/RSE.

5. Fire Resisting Construction

- a. Premises shall be designed and constructed of fire resisting constructions which satisfy the provisions of the Building (Construction) Regulations and the FS Code issued by the BD from time to time.
- b. Some general requirements on fire resisting construction are listed below for reference:
 - i. The premises should be separated from the adjoining occupancy/use by fire barriers having the longer fire resistance rating (FRR) in respect of such Use Classification as stipulated in Table C1 of the FS Code.

¹ Erection of any non-load bearing block walls in a flat or thickening of any floor slab of a flat by laying solid screeding may be subject to the control of the B(MW)R. Details of the minor works items and the associated requirements can be viewed at BD's website at <http://www.bd.gov.hk>

- ii. The internal corridors serving the premises and other occupancies should be separated by fire barriers having an FRR of not less than that of the Use Classification of that floor. Where these FRRs differ, the higher the FRR value should be adopted. For premises situated in a shopping arcade, such separation is normally not required between the premises and the internal corridors of arcade.
- iii. Openings for passage of ducts, pipes, wires etc., through fire barriers should be properly protected by fire resisting constructions in order to maintain the FRR of that fire barrier.
- iv. In cases where **new or modified** fire barriers are involved², a duly completed Form (Appendix A PNAP APP-13) with supporting test/assessment report from an AP/RSE shall be submitted to substantiate the FRR of the fire resisting components/ materials/ products. Submission of such test/assessment report is not required if PNAP ADM-20 is applicable.
- v. Doors should be installed with smoke seals under Clause C6.1 and C16.5 of the FS Code. Such provision usually applies to the entrance doors of the premises which form part of a protected lobby of a required staircase. In addition, reference should be made to the prevailing requirements on the smoke seal performance in Clause E9.1 and E9.2 of the FS Code as amended by the Corrigenda issued on 22 January 2013 which have been uploaded to BD's website at www.bd.gov.hk

6. Means of Escape and Means of Access for Firefighting and Rescue

- a. Every school shall be provided with adequate means of escape and access for firefighting and rescue in accordance with Part V of the Building (Planning) Regulations and the FS Code issued from time to time by the BD.

² Formation or alteration of any openings to the enclosure (other than a load bearing wall) of any staircase that is used as a means of escape or a means of access for firefighting and rescue or its protected lobby may be subject to the control of the B(MW)R. Details of the minor works items and the associated requirements can be viewed at BD's website at www.bd.gov.hk.

- b. The provision of means of escape in any particular floor of a building or in any building as a whole can only accommodate a specified maximum number of persons at any one time. The current FS Code sets out such limits and relates them to the width and number of exit routes and exit doors provided for each floor and for the whole building. It follows that if, as a result of the operation of a school, the existing population figure for a floor or for the building exceeds these limits, a recommendation for rejection of the application will be made. In assessing the population figures, applications in respect of premises located within the same building will be treated on a first-come-first-served basis. Some general requirements are listed below for reference:
- i. For premises on the ground floor having direct access to a street, there would generally be no major problem on means of escape provision. For premises on upper storeys and basements, at least two exit staircases are required. **Schools are not permitted to operate on the upper floors of single-staircase buildings, unless two extra exit staircases are provided to the school premises and the single staircase serving the whole building is sealed off therefrom.**
 - ii. Any room/area/premises with a capacity exceeding 30 persons shall be provided with at least 2 exits. The exit doors shall open in the direction of exit and shall not obstruct any part of the exit route by the swing of the doors. The lines of direct distance from any point in the room/area/premises to the two exits shall form an angle of not less than 30°.
 - iii. Normally, the minimum width of an exit route shall be not less than 1050mm and greater width would be required depending on the total capacity of the school and that particular floor in which the school is situated. The exit doors shall have a minimum width of not less than 750mm for capacity between 4-30 persons; and 850mm for capacity between 31-200 persons with a total width of 1 750mm. Reference should be made to Table B2 of the FS Code for the detailed requirements.
 - iv. All required exit routes shall lead directly to a street and the staircase enclosure wall shall be so continued at G/F as to separate from the remainder of the building in accordance with Clause B9.1 of the FS Code. All exit routes shall have a clear height of not less than 2m and be kept free from obstruction. Every part of each exit route shall be provided with lighting of a horizontal illuminance at floor level of not less than 30 lux.

The lighting can be a combination of natural and artificial lighting and should be backed up by an emergency lighting system that complies with the Code of Practice for Minimum Fire Service Installations and Equipment.

- v. All exit doors shall be capable of being readily opened from the inside without the use of a key. In the event of power failure/ emergency, the automatic sliding doors shall stay open to the full width and the electrical locking device of the doors should be released automatically.
- vi. Security shutters across exits must be kept open during school hours.
- vii. A solid separation of 450mm should be provided between the school and the final discharge point of an exit staircase of a building. The FRR of the solid separation should be not less than that of the enclosure wall of the staircase.
- viii. Where the direction of travel from an exit door of a room to a staircase is possible in one direction only (i.e. dead-end), the dead-end travel distance from any part of a room to a protected exit or a point, from which travel in different directions to 2 or more exits is available, is limited to 18m. In other cases where alternative exit routes are available in more than one direction, it may vary from 36m to 45m, depending on the fire resisting construction of the exit routes.
- ix. For the purpose of assessing the adequacy of means of escape, the capacity of the school is determined based on the sum of the population of the classes and the number of staff employed. In case that the maximum class size is not marked on the submitted plans, the population of the class is assessed in accordance with Regulation 40 of the Education Regulations.
- x. All exit routes and the treads of steps and required staircases should have slip-resistant surfaces. The edges of the tread of steps and staircases along the exit route should be conspicuous.

7. Minor Works Control System

- a. With the enactment of the Buildings (Amendment) Ordinance 2008 and a set of new regulations, the B(MW)R has been made to introduce a new system, the MWCS to control the carrying out of minor works. Apart from the original system under which prior approval and consent of the ICU have to be obtained for the carrying out of building works, a set of prescribed requirements that are simpler than the original system has been added to the BO by the above Amendment Ordinance and new regulations. The MWCS came into operation on 31 December 2010.
- b. A new category of building works, namely “minor works”, and a new register of “registered minor works contractors” (RMWC) for carrying out such minor works, have been introduced under the BO. In respect of minor works, the requirement to seek BA’s prior approval of plans and consent to the commencement of works can be dispensed with. Minor works are classified into three classes according to their nature, scale and complexity as well as the risk to safety they pose. Typical minor works associated with school premises include:
 - i. Removal of architectural projection, canopy, unauthorized floor slab or unauthorized structure;
 - ii. Erection, alteration, removal or strengthening of non-concrete canopy or supporting structure for an air-conditioning unit / water cooling tower;
 - iii. Erection, alteration or removal of drains;
 - iv. Erection, alteration or removal of internal staircase;
 - v. Formation or reinstatement of opening in a floor slab;
 - vi. Replacement of display surface, erection, alteration or removal of signboards; and
 - vii. Construction, alteration, repair or removal of window or window wall.
- c. Alternatively, applicants may also appoint an AP to make formal submission of plans for minor works together with other building works of larger scale to the ICU for obtaining the requisite approval and consent prior to the commencement of such works.

- d. The applicant should note that minor works violating the BO and its subsidiary regulations (including B(MW)R) are unauthorized building works and hence the application may not be accepted by the Permanent Secretary for Education. The ICU will separately process the minor works submission and conduct audit checks to ascertain compliance with the statutory requirements and ensure the quality and standards of minor works. Should these minor works be not completed in compliance with the BO and its subsidiary regulations (for example, without appointment of prescribed building professional (if required) and/or prescribed registered contractor to carry out minor works), separate enforcement actions may be taken by the ICU against such works. The applicant should note that the issue of a certificate under the Education Ordinance should not be construed as these minor works being completed in accordance with the BO and its subsidiary regulations.
- e. Designated Exempted Works (DEW) are also introduced under the MWCS. They can be carried out without prior approval and consent to the commencement of works from the ICU nor following the simplified requirements of MWCS. The typical DEW meeting certain criteria that are associated with the premises include:
- i. Erection or alteration of wall signboard (including the replacement of the display surface);
 - ii. Removal of a wall signboard;
 - iii. Removal of supporting structure on ground or on a slab for air-conditioning units/ water cooling towers/ solar water heating systems/ photovoltaic systems;
 - iv. Erection, alteration or removal of canopies;
 - v. Erection, alteration or removal of metal supporting frame for an air-conditioning unit or any associated duct from external wall of building;
 - vi. Formation of an opening in a floor slab; and
 - vii. Reinstatement of an opening in a floor slab according to the original design.
- f. More comprehensive guidance is available and can be downloaded from BD's website at www.bd.gov.hk.

8. Unauthorized Building Works Affecting Public Safety

- a. Unauthorized building works in premises under application for school registration may pose a risk to the safety of the staff, teachers and students. Applicants are therefore advised to exercise extreme care in selecting premises for school use, as the presence of unauthorized building works, such as unauthorized sub-division of a floor into separate units without the provision of protected internal corridor required in paragraph 5(b)(ii) above, unauthorized cockloft, unauthorized slab over staircase or cockloft void and unauthorized building works in common areas resulting in obstruction of means of escape from the school or other occupancies, may render the premises unsuitable for school registration. If the premises selected for school use contains unauthorized building works, the applicant is strongly advised to effect removal of such works before submitting an application. Such removal works may also be subject to the control of the B(MW)R. Details of the minor works items and the associated requirements can be viewed at BD's website at www.bd.gov.hk.
- b. A list of unauthorized building works affecting public safety is provided at Appendix 5b for reference.
- c. If the applicant intends to erect advertising signboard, submission of plans to ICU for approval is necessary unless such signboard will be constructed under the B(MW)R as appropriate. In general, advertising signs projecting over a pavement should have a minimum vertical clearance of 3.5m and a minimum horizontal clearance of 1.0m from the curb of such pavement. Advertising signs projecting over a carriageway should have a minimum vertical clearance of 5.8m. Advertising signs which fall within the classes of minor works should be commenced and carried out according to the B(MW)R.
- d. The applicants' attention is drawn to the Disability Discrimination Ordinance and Design Manual: Barrier Free Access (DM) issued by BD in regard to the provision of access and facilities for persons with a disability. The removal or alteration of existing approved access and facilities (e.g. ramps and toilets, etc.) that hinder the access and facilities for persons with a disability may be subject to enforcement and prosecution actions under the BO and the prevailing policy. The DM can be obtained from the BD or downloaded from its website at www.bd.gov.hk.

9. Viewing and Copying of Approved Plans and Related Documents

Requests for viewing or copying of approved plans and documents of the buildings that are under HA can be made with payment of prescribed fee by the following means:

- a. Access the Housing Electronic Building Records Online System (HeBROS) at <https://hebros.housingauthority.gov.hk>; or
- b. Visit the service counter at 8/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon during the opening hours from 09:00 to 17:00 from Monday to Friday except public holidays.

For enquiries, please call the Service Hotline at 3162 0621 or send email to hebros_cs@housingauthority.gov.hk

List of Unauthorized Building Works Affecting Public Safety

The following unauthorized building works in school premises may constitute a risk to the safety of staff, teachers and students. Applicants are strongly advised to effect removal of such works before submitting an application:

1. Unauthorized rooftop/flat roof/yard structures forming part of the school premises.
2. Structures on or suspended from approved canopies including air-conditioning/mechanical plants and signboards.
3. Unauthorized canopies/projections/signboards over pavements or common areas³.

[Exception (i) : Decorative shopfront projections/extensions, which do not consist of stone, tiles, glass or cement mortar and are not constructed of concrete, projecting not more than 150mm beyond the building line.]

[Exception (ii) : Shopfront overhead projections, which do not consist of stone, tiles, glass or cement mortar and are not constructed of concrete, projecting not more than 600mm beyond the building line and having a minimum vertical clearance of 2.5m and not accommodating any air-conditioning plants.]

[Exception (iii) : Canopies, which do not consist of stone, tile, glass or cement mortar and are not constructed of concrete, projecting not more than 500mm from the external wall of building and having a minimum vertical clearance of 2.5m.]

[Exception (iv) : Retractable canopies over flat roofs, main roofs or yards, where to be covered not designated as a place for means of escape or refuge, projecting from the external wall of building not more than 2m when fully extended and not more than 500mm when retracted, having a height of not exceeding 2.5m from the floor level, and no part of the canopies/ awnings projects beyond the edge of the roof/ flat roof.]

³ Erection of canopy, erection of wall signboard and erection of metal supporting frame for an air-conditioning unit or any associated duct from external wall of building may be the DEW subject to fulfilment of certain requirements which can be carried out without prior approval and consent from the BD nor following the simplified requirements of MWCS. The DEW are NOT considered as unauthorized building works and excluded from the “List of Unauthorized Building Works Affecting Public Safety” in the Annex. Details of the DEW and the associated requirements can be viewed at BD’s website at www.bd.gov.hk.

[Exception (v) : Existing signboards had joined the voluntary Validation Scheme for Unauthorized Signboards. Details of the Scheme can be viewed at BD's website at www.bd.gov.hk.]

4. Metal ventilation ducts and the associated metal supporting frames projected from the external walls of building or suspended from approved canopy and balcony.

[Exception : Metal ventilation ducts and the associated metal supporting frames projecting not more than 600mm from the external wall of building and at a height not less than 2.5m from the ground.]

5. Supporting structures for air-conditioning plants and its accessories projected from external walls of building or suspended from approved canopy and balcony³.

[Exception : Supporting structures for air-conditioning plants and its accessories projecting not more than 600mm from the external wall of building and at a height not less than 2.5m from the ground.]

6. Supporting structures for overhead air-conditioning plants and associated supporting structures installed within the licence areas.

[Exception : Unless otherwise justified by AP/RSE as being structurally safe with supporting calculations.]

7. Unauthorized permanent obstructions to smoke vents.
8. Unauthorized alteration or removal of compartment walls or fire resisting walls and doors.
9. Unauthorized openings or slab over existing floors for pipe ducts⁴.

⁴ Formation of an opening in a floor slab and reinstatement of an opening in a floor slab according to the original design may be the DEW subject to fulfilment of certain requirements which can be carried out without prior approval and consent from the BD nor following the simplified requirements of MWCS. The DEW are NOT considered as unauthorized building works and excluded from the "List of Unauthorized Building Works Affecting Public Safety" in the Annex. Details of the DEW and the associated requirements can be viewed at BD's website at www.bd.gov.hk.

[Exception : Unless otherwise justified by AP/RSE as being structurally safe with supporting calculations and should not result in additional gross floor area under the Building (Planning) Regulations.]

10. Unauthorized reinforced concrete slabs filling up approved cockloft and staircase voids.
11. Unauthorized cocklofts, intermediate floors and floor extensions.
12. Unauthorized staircases; unauthorized openings through existing slabs for staircases.
13. Unauthorized removal, partial removal or major alteration of structural members.
14. Unauthorized building works in common areas resulting in obstruction of means of escape from the school premises or the building (such as: unauthorized sub-division of a floor into separate units resulting in some units without adequate means of escape, and unauthorized blocking up of access to an exit staircase rendering the means of escape of other occupancies inadequate).
15. Unauthorized sub-division of a floor into separate units without the provision of internal corridors protected by fire resisting walls and doors.
16. A material and unacceptable change of use (e.g. conversion of plant room to usable floor area).
17. Openings on external walls above the ground floor without the provision of protective barriers.
18. Unauthorized removal of approved facilities for persons with a disability (e.g. toilet or access ramp) and unauthorized building works which hinder the access to the school for persons with a disability (e.g. raised platform).

If the removal or rectification of the unauthorized building works⁵ involves the carrying out of building works not exempted under section 41 of the BO, it will be necessary for the applicant to appoint an AP and/or RSE and to obtain the prior approval and consent of the ICU for such building works.

⁵ Some removal works as stipulated in Schedule 2 Part 2 of the B(MW)R are classified as designated exempted works which may be carried out under the said Regulation.

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*

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, 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.

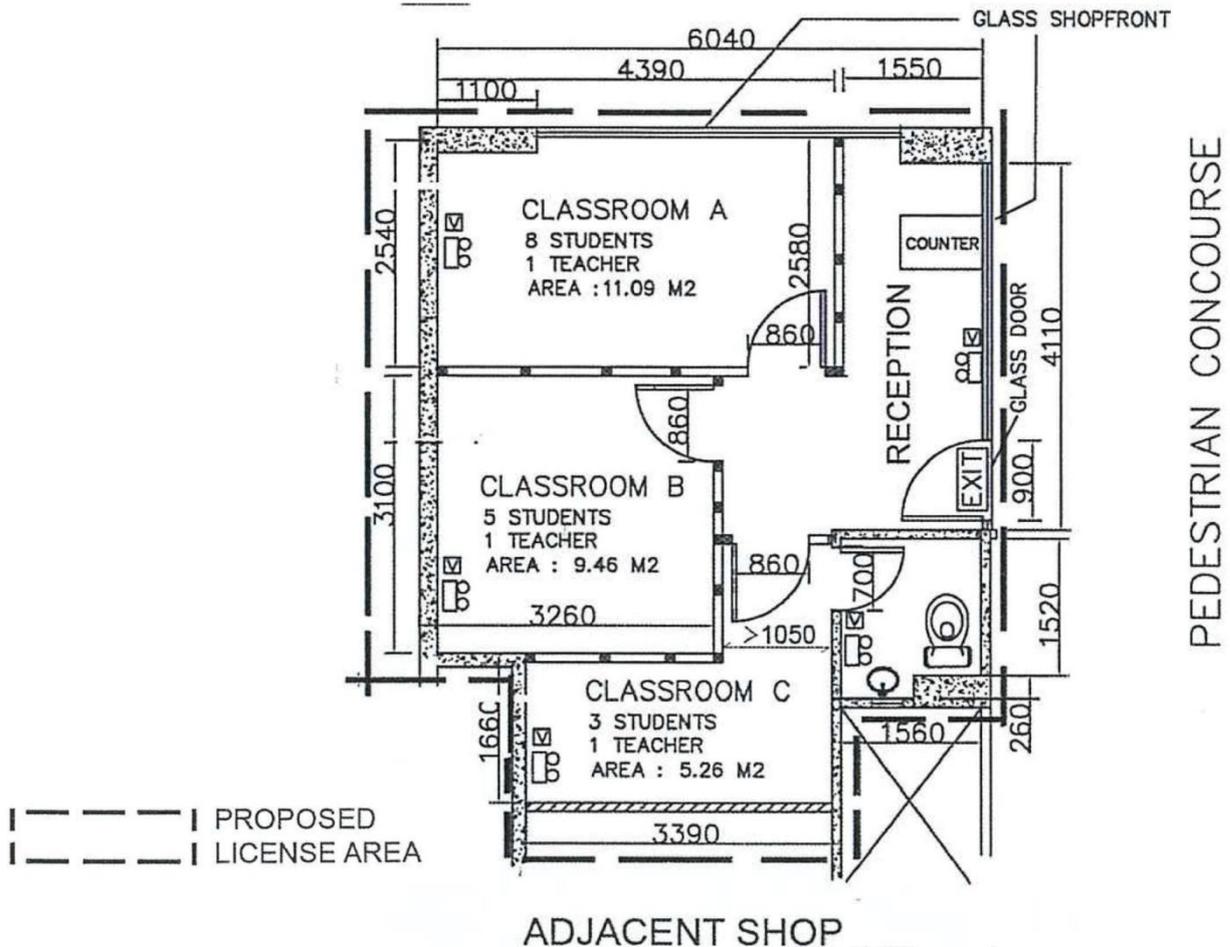
SAMPLE

SCHOOL NAME:
 SCHOOL ADDRESS:
 CORRESPONDENCE ADDRESS:
 CONTACT PERSON & NUMBER:

APPLICANT NAME:
 APPLICANT'S SIGNATURE:
 APPLICATION DATE:
 DRAWING NUMBER:

PROPOSED SCHOOL LAYOUT PLAN (SCALE 1 : 100 @ A3 PAPER)

PEDESTRIAN CONCOURSE



REMARKS :

- PROPOSED
- LICENSE AREA
- EXISTING WALL PARTITION / COLUMN AS PER APPROVED BUILDING PLAN
- EXISTING SOLID CONCRETE BLOCK WALL
- NEW LIGHT WEIGHT GYPSUM BOARD WALL PARTITION (ABOUT 80MM TH)
- TIMBER HOLLOW CORE DOOR OF WIDTH 860MM WITH VISION PANEL UNLESS OTHERWISE STATED
- NEW EMERGENCY LIGHTS INSTALLED AT H/L WITH RECHARGABLE BATTERY
- NEW CEILING-TYPE VISUAL FIRE ALARM
- NEW EXIT SIGN AT H/L WITH RECHARGABLE BATTERY

	NO. OF STUDENTS	NO. OF TEACHERS	
CLASSROOM A (11.09 M2)	8 NOS.	1 NO.	PROPOSED STUDENT NOS. = 16 PROPOSED TEACHER NOS. = 3 TOTAL POPULATION = 19 PEOPLE NO EXTRA POPULATION SHALL BE GENERATED AT RECEPTION
CLASSROOM B (9.46 M2)	5 NOS.	1 NO.	
CLASSROOM C (5.26 M2)	3 NOS.	1 NO.	

Department of Health

General Guidelines on Health Requirements for Extension of School Premises (For Premises not Designed and Constructed as a School)

Schools are required to comply with the health and sanitation requirements as stipulated in Part VII of the Education Regulations, Cap. 279A. Please refer to the Education Regulations for details. The following paragraphs provide some general guidelines on the health recommendations for reference only. Please note that the health requirements for each application have to be considered on their own merits, taking into account the actual circumstances.

1. General Requirements

- a. Premises shall be laid on with mains water supply.
- b. Premises shall be provided with a proper drainage system.
- c. Premises shall be provided with adequate floor space for pupils.
- d. Premises shall be provided with adequate ventilation and lighting.
- e. Premises shall be provided with adequate sanitary fitments.
- f. Premises shall be maintained at an acceptable level of sanitation and hygiene.

2. Floor Space

- a. If the premises of a school not having been so designed and constructed, are in the opinion of the competent authority for the purposes of section 12 of the Ordinance nevertheless suitable for the purposes of a school having regard to the loading for which they were designed and constructed, every classroom in the school premises shall have –
 - i. a floor space at least 1.5 m in width for the use of the teacher, extending along the whole length of the wall in front of the pupils; and
 - ii. an area of floor space of not less than 0.9 m² for each pupil in the classroom.

- iii. as recommended by Education Bureau, an area of floor space of not less than 1.8m² should be provided for each pupil in the classroom for whole-day kindergarten.
 - iv. as recommended by Education Bureau, an area of floor space of not less than 1.5m² should be provided for each pupil in the classroom for computer training.
- b. If the premises of a school not having been so designed and constructed, are not in the opinion of the competent authority for the purposes of section 12 of the Ordinance suitable for the purposes of a school having regard to the loading for which they were designed and constructed, every classroom in the school premises shall follow the requirements under Para 2(a) above. In addition, if the classroom is to be used by pupils undergoing secondary or post-secondary education or any other educational course, the classroom shall have an area of not less than 1.1 m² for each pupil.
- c. In calculating the usable floor area of floor space for each pupil (irrespective of the teaching method), the following floor space shall be excluded:
- i. the floor space required for the use of the teacher under paragraph 2(a)(i); and
 - ii. any area which appears to be unsuitable for any reason (e.g. any corner area, area behind column, wall and corner, area of inadequate lighting or ventilation and area outside the visible distance of teacher or pupils).
- d. In addition, please note that according to regulation 88 of the Education Regulations, Cap. 279A, in any school providing:
- i. nursery education and full-day kindergarten education, not more than 20 pupils;
 - ii. kindergarten education, not more than 30 pupils;
 - iii. primary, secondary or post-secondary education or any other educational course (other than a school in respect of which an incorporated management committee is established under Part III B of the Education Ordinance), not more than 45 pupils

shall be taught at one time by one teacher except in special cases with permission of the Permanent Secretary for Education. Therefore, in calculating the permitted accommodation for each classroom, it is assumed that there is one teacher in each classroom unless otherwise stated.

- e. To protect, ensure proper eyesight of pupils and to maintain effective control of pupils from the teachers, it is recommended the size of a classroom (including the area for teacher under paragraph 2(a)(i)) to be 7.9 m (maximum length) by 6.7 m (maximum width).

3. Sanitary Fitments

- a. Every school shall be provided with sufficient sanitary fitments for pupils.
- b. Every co-educational school shall be provided with separate toilets for each sex.
- c. The number of sanitary fitments that are connected to flushing system required in school are as follows:

i. For boys

- 1 water closet and 2* urinals shall be provided for every 30 pupils or part thereof.
- If urinals are not provided, 1 water closet shall be provided for every 20 pupils or part thereof.
- 1 wash hand basin shall be provided for every 30 pupils or part thereof.

**If a urinal trough is installed, 450 mm of trough length is deemed equivalent to one urinal. Each urinal should have a user standing space of not less than 450 mm x 450 mm in front of it.*

- ii. For girls
 - 1 water closet shall be provided for every 20 pupils or part thereof.
 - 1 wash hand basin shall be provided for every 25 pupils or part thereof.
- d. The numbers of latrines and urinals that are connected to flushing system required in boarding school are as follows:
 - i. For boys
 - 1 water closet and 1 urinal shall be provided for every 15 boarders.
 - ii. For girls
 - 1 water closet shall be provided for every 15 boarders.
- e. The toilet should be provided with an opening or openings into the external air having a total area of at least one-tenth of the area of the floor of the toilet. Alternatively, an exhaust fan should be installed if the opening is less than at least one-tenth of the area of the floor of the toilet.
- f. The toilet should provide adequate liquid soap and disposable tissue towels or hand dryers for hand washing.
- g. Every wash hand basin should be provided with an adequate and constant supply of water and connected to water drainage system.
- h. The toilet floor should be non-slippery.
- i. Every room used for latrine accommodation should not be used for other purposes.
- j. If a school is situated in a commercial building and sanitary fitments are not provided within the premises, communal toilets in the building, which are within reasonable walking distance from the school, for the use of pupils of the school may be accepted for consideration. In this regard, a certified toilet plan and a certificate of communal toilets for such purpose shall be submitted with the application. Furthermore, toilet key and location plan of the toilet should be displayed in a conspicuous place in the school premises.
- k. If shower or bath facilities are provided in school, they should be kept clean and adequately ventilated.

4. Lighting and Ventilation

- a. The premises of every school shall be adequately ventilated and lighted.
- b. All classrooms and the blackboards therein shall be adequately illuminated and the blackboards shall be so placed as to cause the least eyestrain to the pupils and shall not have a surface that reflects light.
- c. No cubicle or partition which obstructs the free passage of light or air should be erected in any classroom.
- d. Fluorescent tubes should be placed with their axis parallel to the teaching board.
- e. Premises should be provided with independent ventilating system for the kitchen, toilets and classrooms. If air conditioners are provided, they should be installed in such a way as not to cause any noise, hot air or water dripping nuisance.

5. First Aid

- a. At least one first aid box should be provided. The first aid boxes should be maintained fully equipped at all times. (Please refer to the Recommended List of First Aid Items at Appendix 7b.)
- b. For a school which has more than 100 pupils, a suitable room for medical inspection should be provided.
- c. At least 1 suitable room should be set aside to be used solely as a sanatorium or sick room in a boarding school.
- d. The following facilities should be provided in the medical inspection room/ sanatorium or sick room :
 - i. a bed/couch with clean blankets, sheets, pillows and pillow cases;
 - ii. a fully equipped first aid box; and
 - iii. hand hygiene facilities such as a wash hand basin with liquid soap or 70-80% alcohol based hand rub.

6. Furniture

- a. Seats with backrests and desks of suitable size for the pupils and with no safety hazards should be provided to all classrooms.
- b. For schools where afternoon naps are allowed, clean beds with clean sheet, blanket, pillow and pillow case should be provided for each pupil.

7. Kitchen (if any)

If a school prepares meals at its kitchen, the following should be provided: -

a. Structure of kitchen

i. The kitchen should be of reasonable size:

- catering for 50 pupils or below, kitchen area should not be less than 10m²;
- catering for 51-99 pupils, kitchen area should not be less than 15m²;
- catering for 100 pupils or above, kitchen area should not be less than 20m².

ii. The floor of the kitchen should be surfaced with non-slippery material. The kitchen walls should be surfaced with non-absorbent material to a height of not less than 2m.

iii. The height of partition walls of the kitchen should be from floor to the ceiling level.

iv. The internal surfaces of walls or partitions of kitchen shall be surfaced with smooth light coloured non-absorbent materials or tiles to a height of not less than 2m. The junctions between walls and floor should be coved (i.e. rounded). Remaining surfaces of walls and ceilings shall be limewashed or painted in a light colour.

v. No manhole should be located in any food room. Any manhole situated in the premises must be provided with a double-seal cover. Any soil/waste/rain-water pipe inside any food room or premises shall be enclosed in pipe duct constructed of impervious rust-proof material. Suitable inspection openings shall be provided to such enclosure(s).

- vi. A door should be provided in the entrance of the kitchen so as to prevent pupils from entering into the kitchen unnoticed.

b. Facilities/ Equipment in kitchen

- i. At least one exhaust extraction hood should be installed over the cooking stoves in kitchen. The exhaust must be arranged to pass through a grease filter before discharging into the external air in such a state as not to create any nuisance.
- ii. All extraction fans installed on the premises must be discharged into the open air at a height of at least 2.5m above the ground or street level and such discharge shall not cause any nuisance.
- iii. A sterilizer of not less than 23 litres capacity should be provided inside the kitchen for sterilization of all crockery, glassware or other utensils used in the preparation and consumption of food. Perforated metal or wire dipping trays should be provided for holding the utensils (which are) being sterilised. Alternatively, a mechanical dish washer or bactericidal agent of a type approved by the Food and Environmental Hygiene Department may be used.
- iv. The washing and sterilizing facilities for eating and drinking utensils in the food room of the premises shall be arranged in such a manner and position satisfactory to the Director of Health.
- v. At least one wash-up sink of adequate capacity and one wash-hand basin should be installed inside the kitchen.
- vi. The wash hand basin and wash up sink should be connected to public mains water supply and fitted with a waste pipe, which in turn is fitted with a bottle trap or a U-trap and connected to a proper drainage system.
- vii. Liquid soap in dispenser should be provided in the kitchen.
- viii. A box-type grease trap should be installed under the sink to prevent the discharge of grease or oil into any drain or sewer.
- ix. Adequate cupboard space should be provided inside the kitchen for storing clean utensils, crockery and cutlery used in the school.
- x. Adequate number of refrigerator(s) must be provided for the purpose of storing all perishable food at a temperature not exceeding 4°C. A thermometer shall be provided to each refrigerator indicating the temperature at which the food

is being stored.

- xi. The use of electricity or town gas as fuel is recommended for cooking purpose. Approval from FSD should be sought if L/P gas is to be used.
 - xii. The top of tables used for food preparation must be made of close-jointed hardwood or other impervious material. Chopping blocks or benches of smooth close-jointed hardwood and free from cracks must be provided for cutting up food.
 - xiii. Sufficient dust-bins with close-fitting lids should be provided for storage of all refuse and other waste matter awaiting disposal.
 - xiv. Adequate dust-proof and pest-proof showcases / containers should be provided for storage of finished food products.
 - xv. All metal hood(s), ducting, extracting fan(s), grease filters of the exhaust system should be maintained in a reasonably clean condition and in an efficient working order at all times. The system must be in operation during the hours of cooking meals.
- c. Food handling/ preparation
- i. Fish and meat with a lot of bones should be avoided in the preparation of meals. Meat should be lean and tender. Fruits and vegetables should be included in the menu as often as possible. The nutrients of food should be preserved as much as possible during cooking. Hot, spicy and fatty food is not recommended.
 - ii. All food for consumption and all crockery and utensils used in the consumption of food, whilst being conveyed from kitchen to pupils, should be kept in suitable food containers of impervious materials.
 - iii. Personal effects such as clothing, footwear, luggage, umbrellas and other articles must not be stored or left in any food room.
 - iv. Only clean paper or other clean, new wrapping material shall be used for wrapping finished products.
 - v. It is the responsibility of the school authority to seek the approval of the Buildings Department and/or Housing Department for the addition, alteration and drainage connection.

- d. If meals for pupils attending the school are supplied by a food-caterer, a copy of valid food factory licence approved to supply meal boxes to school issued by Food and Environmental Hygiene Department (FEHD) should be submitted. To ensure food safety of school meals, please refer to the “Practical Guide for Ensuring Food Safety in Schools and Childcare Facilities” published by the Centre for Food Safety of the FEHD:
https://www.cfs.gov.hk/english/school/guide_for_ensuring_food_safety_e.pdf

8. Guidelines on Prevention of Communicable Diseases in Schools

It is incumbent on every school staff to learn how to prevent and control communicable diseases, please refer to the Guidelines on Prevention of Communicable Diseases in Schools / Kindergartens / Kindergartens-cum-Child Care Centres / Child Care Centres published by the Centre for Health Protection (CHP) of Department of Health for practical information on infection prevention measures. The guidelines can be accessed at CHP’s website at http://www.chp.gov.hk/files/pdf/guidelines_on_prevention_of_communicable_diseases_in_schools_kindergartens_kindergartens_cum_child_care-centres_child_care_centres.pdf

Recommended List of First Aid Items¹

(Source: School Administration Guide – Education Bureau)

1. Items recommended
 - a. Sterilised normal saline or distilled water (for cleaning wounds)
 - b. Alcohol (for cleaning first aid equipment)
 - c. Disposable plastic gloves (to avoid direct contact with wounds or blood)
 - d. Surgical masks
 - e. Sterile dressings / dressing packs / gauze of different sizes (individually packed)
 - f. Elastic tensor bandages of different widths
 - g. Triangular bandages
 - h. Cotton sticks and cotton wool
 - i. Adhesive plaster (of different sizes)
 - j. Scissors
 - k. Forceps
 - l. Spray bottles or eye cups for washing eyes
 - m. Cold pack²
 - n. Electronic thermometer

¹ To note the purchase or expiry dates of various first aid items and to make supplements or replacements.

² Some cold packs must be stored in the freezer of a refrigerator; safety guidelines on the use of cold packs, please visit the Health Department website: https://www.mdd.gov.hk/filemanager/common/information-publication/hot_and_cold_eng_20200121_v6_with_photo.pdf

- o. CPR face shield (disposable) or CPR pocket masks for resuscitation
- p. Emergency helpline information (such as contact phone number of the nearby ambulance station)

2. Additional items recommended:

Automated External Defibrillators (AED) (schools are encouraged to install an AED to provide extra protection to their students, staff, etc.)

3. The person(s) in charge of the first aid boxes should ensure that:
- a. the first aid box content list is included;
 - b. all the medicines are labelled properly;
 - c. the contents are checked regularly to see if any refill is needed; and
 - d. the expiry dates of medicine are checked so that replacements can be made accordingly.

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/fax) in all correspondence;
- ii. check the land use zoning of the proposed school premises at the Planning Enquiry Counters of the PlanD 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. comply with requirements issued by various government departments as soon as possible;
- xii. forward revised plans to all relevant departments whenever amendments to the plans are made;
- xiii. 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
- xiv. ensure that the school has adequate provision of separate toilets as required for pupils of each sex.

b. After approval on extension of school premises is obtained –

- i. exhibit the amended certificate of provisional registration/registration at all times in a conspicuous place in each 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; and
 - forward applications for teacher registration where appropriate as soon as possible.

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

b. After approval on extension of school premises is obtained –

- 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.

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>.

Chapter 4 Enquiry Hotlines/ Contact Points

1. Planning Department

Office	Tel. No.	Fax No.	Address
Planning Enquiry Counters	2231 5000	2877 0389	17/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong 14/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories

2. Town Planning Board

Office	Tel. No.	Fax No.	Address
Secretariat* [Contact person: Senior Executive Officer / Executive Officer]	2231 4810 or 2231 4835	2877 0245	15/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong

**Enquiry on Form P and other statutory planning matter*

3. Land Registry

Customers can conduct online search through the Integrated Registration Information System Online Services website at www.iris.gov.hk. They may also use the counter search services provided at the Customer Centre at Queensway and the Search Offices in Tai Po, Yuen Long and Tsuen Wan.

Office	Tel. No.	Fax No.	Address
Customer Centre	3741 2423	3114 7030	Queensway Government Offices, 19/F., 66 Queensway, Hong Kong
Tai Po Search Office	2653 5859	2650 8096	Tai Po Complex, 4/F., 8 Heung Sze Wui Street, Tai Po
Tsuen Wan Search Office	2416 3505	2415 3516	Tsuen Wan Multi-storey Carpark Building, 11/F., 174-208 Castle Peak Road, Tsuen Wan
Yuen Long Search Office	2475 0341	2474 7504	Yuen Long Government Offices and Tai Kiu Market, 7/F., 2 Kiu Lok Square, Yuen Long

4. Lands Department

District Lands Office	Tel. No.	Fax No.	Address
District Lands Office/ Hong Kong East	2835 1684	2834 4324	19/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
District Lands Office/ Hong Kong West and South	2835 1711	2833 1945	20/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
District Lands Office/ Kowloon East	3842 7450	2782 5061	3/F.-4/F., South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
District Lands Office/ Kowloon West	3842 7450	2782 5061	3/F.-4/F., South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
District Lands Office/ Islands	2852 4265	2850 5104	19/F., Harbour Building 38 Pier Road, Central Hong Kong
District Lands Office/ North	2675 1809	2675 9224	6/F., North District Government Offices 3 Pik Fung Road Fanling, New Territories
District Lands Office/ Sai Kung	2791 7019	2792 0706	3/F. & 4/F., Sai Kung Government Offices 34 Chan Man Street Sai Kung, New Territories

District Lands Office	Tel. No.	Fax No.	Address
District Lands Office/ Sha Tin	2158 4700	2602 4093	11/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories
District Lands Office/ Tai Po	2654 1263	2650 9896	1/F., Tai Po Government Offices, Ting Kok Road Tai Po, New Territories
District Lands Office/ Tsuen Wan and Kwai Tsing	2402 1164	2415 0703 or 2412 0505	10/F. & 11/F., Tsuen Wan Multi-storey Carpark Building, 174-208 Castle Peak Road Tsuen Wan, New Territories
District Lands Office/ Tuen Mun	2451 1176	2459 0795	6/F. & 7/F. Tuen Mun Government Offices 1 Tuen Hi Road Tuen Mun, New Territories
District Lands Office/ Yuen Long	2443 3573	2473 3134	9/F.-11/F. Yuen Long Government Offices, 2 Kiu Lok Square Yuen Long, New Territories

5. Buildings Department

Unit	Tel. No.	Fax No.	Address
Licensing Unit	2626 1616*	3184 7956	Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon

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6. Independent Checking Unit, Office of the Permanent Secretary for Housing
(For Housing Authority's Properties / Divested Housing Authority's Properties)

Unit	Tel. No.	Fax No.	Address
Independent Checking Unit	3162 0491	3523 1200	8/F., Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon

7. Licensing Division, Fire Services Department

Office	Tel. No.	Email	Fax No.	Address
Hong Kong Licensing Office	2549 8104	h_lic_1@hkfsd.gov.hk	2559 3461	M/F., Sheung Wan Fire Station, 2 Western Fire Services Street, Sheung Wan, Hong Kong
Kowloon West Licensing Office	2302 5339	k_lic_1@hkfsd.gov.hk	2302 5314	6/F., Tsim Sha Tsui Fire Station Complex, 333 Canton Road, Tsim Sha Tsui, Kowloon
Kowloon East Licensing Office	3423 9332	k_lic_3@hkfsd.gov.hk	2722 5256	Room 1809-1810, 18/F., Skyline Tower, 39 Wang Kwong Road, Kowloon Bay Kowloon
New Territories Licensing Office	3423 9328	nt_lic_1@hkfsd.gov.hk	2443 1411	Room 1809-1810, 18/F., Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon

8. School Registration and Compliance Section, Education Bureau

School Districts	Tel. no.	Fax no.	Address
Eastern, Shatin, Wong Tai Sin, Yuen Long, Tai Po	2186 6425	2573 3459	28/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong
North, Sai Kung, Wanchai, Yau Tsim Mong Kwun Tong, Tsuen Wan	2186 6423		
Sham Shui Po, Central & Western, Southern, Kowloon City, Tuen Mun, Kwai Tsing, Islands	2186 6424		

9. Office for Regulation of Private Healthcare Facilities, Department of Health

Office	Tel. no.	Fax no.	Address
Eastern, Kwun Tong, Tai Po, Sai Kung, Kwai Tsing	3107 8476	2117 0436	Room 1001, 10/F, Guardian House, 32 Oi Kwan Road, Wan Chai, Hong Kong
Southern, Kowloon City, Yau Tsim Mong, Tsuen Wan	3107 8477		
Central & Western, Sham Shui Po, Sha Tin, North, Islands	3107 8478		
Wanchai, Wong Tai Sin, Tuen Mun, Yuen Long	3107 2118		