

Self-certification System for Application for Certificates and Notice for School Registration/Alteration Application for Registered School

Introduction

1. The Self-certification (School) System (“SC(S)”) is a streamlining measure which provides an option for the applicant to engage an authorized person/registered structural engineer (AP/RSE¹) to verify compliance with building safety requirements (BSRs) for issue of the requisite certificates and notice for school registration application. For detailed description of SC(S), please visit Buildings Department (BD) website and refer to Appendix 4a of the “Guidelines for Registration of a New School (For premises not designed and constructed as a school) / Guidelines for Extension of School Premises (For Premises Not Designed and Constructed as a School)” (“the Guidelines”).

Eligibility for Self-certification

2. The applicant can opt for SC(S) if the following BSRs have NOT been imposed by the BD:
 - (a) Category 3 requirements; or
 - (b) Category 1 or Category 2 requirements that requires the re-submission of plans for acceptance by BD.

Procedures of Self-certification

3. Under the SC(S), AP/RSE appointed by the applicant should personally inspect the premises under the application and certify the following in a prescribed form (Form SC(S)-1):
 - (a) All supporting documentary evidence/certificates including records of latest approved plans for the premises and minor works carried out through the simplified requirements under the Building (Minor Works) Regulation have been verified;
 - (b) The premises have been completed in accordance with the submitted finalised layout plan;
 - (c) Category 1 and Category 2 requirements have been complied with and all required supporting documentary evidence and certificates are enclosed with the application;
 - (d) The subject school premises are free of unauthorised building works (UBWs) except those depicted as “Exception” in Appendix 4b of the Guidelines; and
 - (e) The existing UBWs as mentioned in 3(d) above, if any, are not in dilapidated or dangerous condition and the necessary structural justification, if applicable, is enclosed to support the certification.

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¹ The APs/RSEs mentioned herewith are those registered under section 3 of the Buildings Ordinance (BO) and are acting in the capacity of an AP/RSE under the BO.

4. A checklist for certification on compliance with the BSRs is also provided at Annex II in Appendix 4a of the Guidelines.
5. Upon receipt of the AP/RSE's certificate (Form SC(S)-1) and required supporting documents, BD will issue the requisite certificates and notice to the applicant within 12 working days if the application is found in order.
6. If SC(S) is not opted, BD will carry out inspection and check all the supporting documents upon receipt of notification on compliance with the BSRs from the applicant under the established arrangement.
7. To ascertain the compliance with the BSRs and deter abuse of the SC(S), BD will conduct audit checks on the AP/RSE's certificate and required supporting documents submitted and compliance site checks. If false certification/irregularities are subsequently identified, AP/RSE's clarification/rectification should be required and the case will be referred to Education Bureau for necessary follow up action. Enforcement and/or disciplinary action under the BO and/or other legal action may be taken.
8. Applicant's attention is also drawn that pursuant to Section 46 of the Interpretation and General Clauses Ordinance (Cap.1), BD may also consider to amend, suspend or withdraw the requisite certificates and notice issued under section 12(1)(a), (b) (ca) and (d) of the Education Ordinance if the situation so warranted.
9. To facilitate electronic submission of applications, BD has set up a Licensing Self-certification Portal (LSCP)² at BD website www.bd.gov.hk, as an alternative means to the paper-based mode of submission, for receiving submission of application for safety certificates for school registration and self-certification for verification of compliance of BSRs by AP/RSE. Detailed information of LSCP and its application procedures are available at BD website.
10. SC(S) is also applicable to alteration applications for registered schools. The application process is same as that for new application. Certification on compliance with the BSRs for submission of plans should be made via a prescribed form (Form SC(S)-2).

² LSCP is a web-based platform operating 24 hours a day and 7 days a week all year round, excluding scheduled maintenance and unexpected downtime. Applicants, AP and RSE may make an electronic submission via LSCP online with a valid personal digital certificate or "iAM Smart". Details of "iAM Smart" are available at the website www.iamsmart.gov.hk.