



供已註冊學校申請改動的符合樓宇安全規定證明書

**Certificate of Compliance with Building Safety Requirements for
Alteration Application for Registered School**

表格 Form

SC(S)-2

- 填寫表格前，請閱讀“注意事項”。請以正楷填寫，並在適當方格內加上“✓”號。
- Read the “Matters to Note”, complete in BLOCK LETTERS and tick the appropriate boxes.

致屋宇署署長及建築事務監督 To Director of Buildings and Building Authority

甲部 申請詳情

Part A Application Particulars



由獲委任的認可人士/註冊結構工程師填寫

To be completed by the appointed Authorized Person/Registered Structural Engineer

1 申請人及學校的資料

Details of the Applicant and School

提出改動申請的申請人及學校的資料如下。

The details of the applicants and school for alteration application.

申請人英文姓名[^]

Name of Applicant in English[^]

姓氏先行

Surname first

申請人中文姓名[^]

Name of Applicant in Chinese[^]

姓氏先行

Surname first

學校英文名稱[^] Name of School in English[^]

學校中文名稱[^] Name of School in Chinese[^]

已註冊校舍地址[^] Address of the registered school premises[^]

2 屋宇署向申請人發出樓宇安全的規定通知書詳情

Details of Letter of Building Safety Requirements issued by the Buildings Department (BD) to the applicant

屋宇署檔號

BD Ref. No.

樓宇安全規定通知書發出日期^{^^}

Date of the Letter of Building Safety Requirements^{^^}

日 dd 月 mm 年 yyyy

3 *認可人士/註冊結構工程師的資料

Details of the *Authorized Person/Registered Structural Engineer

中文姓名[#] Name in Chinese[#] 姓氏先行 Surname first

聯絡電話 Contact Tel. No.

傳真號碼 Fax No.

英文姓名[#]

Name in English[#]

姓氏先行

Surname first

註冊證明書編號[#]

Certificate of Registration No. #

註冊屆滿日期[#]

Date of expiry of registration[#]

通訊地址[#] Correspondence Address[#]

電郵地址 Email Address

聘任日期 Date of Appointment

日 dd 月 mm 年 yyyy

根據註冊記錄 In accordance with the registration record

[^] 須與教育局的記錄相符 Same as stated in the record in the Education Bureau

^{^^} 應填寫屋宇署最新發出的樓宇安全規定事項通知書日期 Date of the latest Letter of Building Safety Requirements issued by the BD should be stated

現呈交四份最終更改平面圖及有關的佐證文件，以申請符合樓宇安全規定證明書。 **

4 sets of the finalised alteration plan and relevant supporting documents are submitted herewith for this application. **

丙部 符合規定證明書詳情
Part C Particulars of Certification of Compliance



由獲委任的認可人士/註冊結構工程師填寫

To be completed by the appointed Authorized Person/Registered Structural Engineer

本人為已根據《建築物條例》第(123 章) 第 3 條的規定註冊的*認可人士/註冊結構工程師*，謹此證明及聲明如下：
I, being the *authorized person/registered structural engineer* registered under section 3 of the Buildings Ordinance (Cap.123) hereby certify and declare as follows:

1. 本人已於 (視察日期) 親自視察上文甲部所述的校舍，並核實與申請有關的所有佐證文件/證明書，包括有關處所的最終經批准圖則及根據《建築物(小型工程)規例》簡化規定所進行的小型工程記錄。

I have personally inspected the school premises as stated in Part A above on (Date of Inspection) and verified 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.

2. 本人確認有關處所已按乙部所述已呈交的最終更改平面圖完工。

I confirm that the premises have been completed in accordance with the submitted finalised alteration plan as stated in Part B.

3. 就上文甲部所述屋宇署於 (日期) 向上述申請人發出的樓宇安全規定通知書，本人確認已閱讀當中所列規定的要求，並明白其內容。根據上述本人視察及核實，本人證明全部施加的樓宇安全規定已獲履行。履行詳情如下。

I confirm that I have read the requirements stipulated in the Letter of Building Safety Requirements issued by BD addressed to the abovenamed applicant dated as stated in Part A above and understood the contents thereof. Based on my above-mentioned inspection and verification, I certify all the imposed building safety requirements have been fully complied with. The details of compliance are described below.

☐ 符合第一類規定 Compliance with Category 1 Requirements

就第一類規定，本人謹此證明已根據《建築物(小型工程)規例》(第 123N 章)的簡化規定進行有關小型工程。與上述申請相關的所有小型工程的描述及呈交編號臚列如下，並標示在最終更改平面圖上。

In respect of the Category 1 requirements, I hereby certify that the minor works (MW) have been carried out under the simplified requirements under the Building (Minor Works) Regulation (Cap. 123N). The description and submission number(s) of all MW related to the above application are listed below and indicated on the finalised alteration plan.

編號 No.	小型工程項目 MW items	小型工程的描述 Description of MW	小型工程呈交編號 MW Submission Number
(i)			
(ii)			
(iii)			
(iv)			
(v)			

☐ 另加附頁 Additional ☐ 張 Pages



如空位不敷應用，請另頁填寫。

If space is insufficient, please fill in the additional sheet(s).

☐ 符合第二類規定 **Compliance with Category 2 Requirements**

符合第二類規定第(i)項的詳情如下：

Compliance with Category 2(i) requirements are depicted below in details:

- ☐ (a) 就第二類規定第(i)(a)項的要求，本人謹此證明，以下現存僭建物^[註 1](包括現存招牌^[註 3])的完整性，以及其不會對主體建築物的完整性構成負面影響。根據夾附的結構支持理據^[註 3]，以及本人的實地視察結果，本人信納以下現存僭建物在結構上是安全的，而且並非處於失修或危險的狀況：
In respect of the Category 2(i)(a) requirements, I hereby certify that the integrity of the following unauthorised building works (UBWs)^[Note 1] (including existing signboard(s))^[Note 2] and that they have no adverse effect on the integrity of the parent building. Based on the structural justification^[Note 3] attached and my site inspection(s), I am satisfied that the following existing UBWs are structurally safe and not in dilapidated or dangerous condition:

(i)	
(ii)	
(iii)	

- ☐ (b) 就第二類規定第(i)(a)項的要求，本人謹此證明，在本人監督下，以下僭建物已經拆除，而有關處所亦已按經批准圖則修復：
In respect of the Category 2(i)(a) requirements, I hereby certify that the following UBWs have been removed and the premises have been reinstated under my supervision in accordance with the approved plans:

(i)	
(ii)	
(iii)	

- ☐ (c) 就第二類規定第(i)(b)項的要求，本人謹此證明，除以下符合《新辦學校註冊指引(校舍設於非為學校用途而設計和建造的房產)》/《增設校舍指引(校舍設於非為學校用途而設計和建造的房產)》附錄4b“例外”的現存僭建物^[註 1]外，並無豎設其他及與有關處所相連/供有關處所佔用人使用的僭建物。根據本人的實地視察結果，本人信納以下現存僭建物其並非處於失修或危險的狀況：
In respect of Category 2(i)(b) requirements, I hereby certify that no other UBWs were erected and connected to/used by the occupiers of the subject premises except the existing UBWs depicted as “Exception” in Appendix 4b 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)” mentioned below. Based on my site inspection(s), I am satisfied that the following existing UBWs are not in dilapidated or dangerous condition:

(i)	
(ii)	
(iii)	

- ☐ (d) 本人現夾附顯示上述僭建物的圖則及本人視察期間所拍攝的照片，顯示有關處所及其外牆，以及上述僭建物的狀況，以支持本人的核證。
I attach the plan(s) showing UBWs mentioned above and record photos taken during my inspection showing the conditions of the subject premises and external walls of the premises and UBWs mentioned above to support my certification.

符合第二類規定第(ii)項的詳情如下：

Compliance with Category 2(ii) requirements are depicted below in details:

- ☐ 就第二類規定第(ii)項的要求，本人謹此證明，現有樓板經檢查確定有足夠結構承載力，並隨本證明書夾附有關的結構支持理據^[註 3]。
- In respect of the Category 2(ii) requirements, I hereby certify that I have checked the structural adequacy of the existing floor and the structural justification^[Note 3] are attached herewith.

至於加高地台：

With regard to raised screeds:

- ☐ 本人謹此證明有關地台是在本人監督下鋪設的，或
- I hereby certify that the screed was laid under my supervision, or
- ☐ 本人現呈交就其物料、種類、密度和厚度進行的取芯測試結果，以及本人就此所作出的評估。
- I submit herewith the results of core tests carried out in respect of material, type, density and thickness, together with my assessments thereon.

符合第二類規定第(iii)項的詳情如下：

Compliance with Category 2(iii) requirements are depicted below in details:

- ☐ 本人謹此證明已完全符合第二類規定第(iii)項的要求。現隨本證明書夾附有關的佐證文件/證明書。
- I hereby certify that the Category 2(iii) requirements have been fully complied with. The supporting documentary evidence/certificates are attached herewith.

符合第二類規定第(iv)項的詳情如下：

Compliance with Category 2(iv) requirements are depicted below in details:

- ☐ 本人謹此證明已完全符合第二類規定第(iv)項的要求。本人已親自視察有關處所，證實已符合有關要求。
- I hereby certify that the Category 2(iv) requirements have been fully complied with and I have personally verified such compliance by inspection of the subject premises.

本人明白如本人在本證明書提供虛假資料或就重要事實作出失實陳述，或向屋宇署署長、獲授權人員或公職人員提供明知屬虛假的資料或就重要事實作出失實陳述，可遭受《建築物條例》(第 123 章)第 7 條所述的紀律處分及/或其他法律懲處^[註 4]。

I understand that if I provide information that is false or misrepresenting a material fact or furnish the Director of Buildings, an authorized officer or a public officer with information knowing that it is false or misrepresenting a material fact in this Certificate, I shall render myself liable to disciplinary action under section 7 of the Buildings Ordinance (Cap. 123) and/or other legal action^[Note 4].

- ☐ **認可人士 Authorized Person**

須與上文甲 3 部所述的認可人士為同一人。

Same as the Authorized Person as stated in Part A3 above.

- ☐ **註冊結構工程師 Registered Structural Engineer**

須與上文甲 3 部所述的註冊結構工程師為同一人。

Same as the Registered Structural Engineer as stated in Part A3 above.

*認可人士/註冊結構工程師簽署#

Signature# of *Authorized Person/Registered Structural Engineer

任何失實核證或聲明可引致法律行動^[註 4]。

Any false certification or declaration may be subject to legal action^[Note 4].

日期 Date

日 dd 月 mm 年 yyyy

根據註冊記錄

In accordance with the registration record

+ 須與甲 3 部所述的認可人士/註冊結構工程師為同一人。

Same as the authorized person/registered structural engineer as stated in Part A3.

++ 如以電子形式申請，只須呈交一份最終更改平面圖。惟申請人須將最終的紙本更改平面圖送交各相關部門，以作記錄。

Only one set of the finalised alteration plan is required for a submission in electronic format. The applicant is required to forward the hard copy of finalised alteration plans to all relevant departments separately for record purpose.

* 請刪去不適用者

Delete whichever is inapplicable

注意事項

[註 1]

逐項列述舊建物的詳情，包括其狀況、主要尺寸及所在位置；如有需要，請另頁填寫。各項所列舊建物應在呈交本證明書時夾附的學校最終更改平面圖上予以標示。圖則及所有附加頁須由認可人士/註冊結構工程師批註。

[註 2]

屋宇署會對違例招牌採取執法行動。如申請人是與相關處所關聯的現存違例招牌的擁有人，而該(等)招牌於 2013 年 9 月 2 日前已豎設或建成，並符合資格參與違例招牌檢核計劃(計劃)，則申請人必須參與該計劃以保留招牌，才能獲發學校註冊所需的證明書和通知書。如該等招牌不符合資格參與計劃，則須由申請人拆除。計劃詳情可從屋宇署網頁下載(http://www.bd.gov.hk/doc/tc/resources/pamphlets-and-videos/SCS_VSFUSc.pdf)。

[註 3]

認可人士/註冊結構工程師進行結構評估時，須按照教育局發布的《新辦學校註冊指引(校舍設於非為學校用途而設計和建造的房產)》/《增設校舍指引(校舍設於非為學校用途而設計和建造的房產)》的附錄 4a 附件 IV 提供結構支持理據。

[註 4]

任何人如作出虛假聲明或就重要事實作出失實陳述即屬干犯刑事罪行，可能會被檢控。

甲. 個人資料

收集的目的

- 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
 - 處理與你在本表格內的申請相關的事務；
 - 處理有關上述申請；及
 - 方便屋宇署與你聯絡。
- 你必須提供本表格所要求的資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，甚至申請被拒。

獲轉交資料的部門/人士

- 本署可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上文第 1 段所列的用途。

查閱個人資料

- 根據《個人資料(私隱)條例》，你有權查閱及改正你所提交的個人資料。屋宇署有權就有關查閱資料的要求收取合理費用。如要求查閱及改正你的個人資料，請與屋宇署聯絡。

乙. 填寫表格

- 請確保表格的所有有關部分均已填妥，並在表格上簽署。
- 本表格所提供的資料如有不全或錯誤，屋宇署將不能處理有關申請。
- 如對本表格有任何疑問，請與屋宇署牌照小組聯絡。

丙. 呈交方法

- 郵寄/親身呈交** — 本表格連同有關文件應郵寄或親身呈交至：九龍油麻地海庭道 11 號西九龍政府合署北座屋宇署總部地下一般查詢及收件處
- 電子方式呈交** — 填妥屋宇署網頁(www.lscp.bd.gov.hk)所載的電子表格，並連同已獲數碼證書或“智方便”認證的相關文件一併呈交。

丁. 聯絡資料

屋宇署牌照小組

地址：九龍油麻地海庭道 11 號西九龍政府合署北座屋宇署總部

電話：2626 1616 (由“1823”接聽)

傳真：3184 7956

電郵：enquiry@bd.gov.hk

Matters to Note

[Note 1]

Itemise the UBWs with detailed description including their conditions, essential dimensions and locations and use separate sheets if necessary. The itemised UBWs shall be indicated on the finalised school alteration plan attached with this Certificate. Plan and all separate sheets should be endorsed by the authorized person/registered structural engineer (AP/RSE).

[Note 2]

The Buildings Department will take enforcement action against unauthorised signboards. If the applicant is the owner of existing unauthorised signboards associated with the subject premises and the signboard(s) are in existence or completed before 2 September 2013 and eligible for joining the Validation Scheme for Unauthorised Signboards, the applicant is required to participate in the Scheme for retaining such prior to issuing of the requisite certificates and notice for school registration. If they are not eligible to join the Scheme, the applicant is required to remove them. Details of the Scheme can be downloaded from BD website (http://www.bd.gov.hk/doc/en/resources/pamphlets-and-videos/SCS_VSFUSE.pdf).

[Note 3]

Where structural assessment is made, the structural justification should be prepared by the AP/RSE in accordance with Annex IV 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 design and constructed as a school)” issued by the Education Bureau.

[Note 4]

Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.

A. Personal Data

Purposes of Collection

- The personal data provided by means of this form will be used by the Buildings Department for the following purposes:
 - activities relating to the processing of your application in this form;
 - activities relating to the above application; and
 - facilitating communication between the Buildings Department and yourself.
- It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

Classes of Transferees

- The personal data you provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

Access to Personal Data

- You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Buildings Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Buildings Department.

B. Completion of Form

- Please ensure that all relevant parts of the form are duly completed, and the form is signed.
- If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
- Enquiries regarding this form should be addressed to the Licensing Unit of the Buildings Department.

C. Submission Methods

- By Post/In Person** — This form together with the relevant documents shall be posted to or submitted in person to: General Enquiry and Receipt Counter, G/F, Buildings Department, Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
- Through e-Submission** — Complete the electronic form at BD website “www.lscp.bd.gov.hk” and submit together with the relevant documents authenticated by digital certificates or “iAM Smart”.

D. Contact Details

Licensing Unit of the Buildings Department

Address: Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon

Tel No.: 2626 1616 (handled by “1823”)

Fax No.: 3184 7956

Email: enquiry@bd.gov.hk

11

[illegible]

日期 Date

白粉 200g

日 dd 月 mm 年 yyyy