



# Stage One Declaration

珍惜資源  
全民節能

# Stage One Declaration



## Section A 甲部：General Information 一般資料

Type of Building 建築物類別：(please tick as appropriate 請於空格內加上「✓」號)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Commercial 商業           | <input type="checkbox"/> Community 社區                                      | <input type="checkbox"/> Hospital, clinic or rehabilitation center 醫療      |
| <input type="checkbox"/> Residential 住宅          | <input type="checkbox"/> Municipal 市政                                      | <input type="checkbox"/> Composite (commercial & industrial) 綜合(工貿)        |
| <input type="checkbox"/> Industrial 工業           | <input type="checkbox"/> Government 政府                                     | <input type="checkbox"/> Composite (commercial & residential) 綜合(商住)       |
| <input type="checkbox"/> Hotel and guesthouse 旅館 | <input type="checkbox"/> Railway station 鐵路車站                              | <input type="checkbox"/> Passenger terminal building of an airport 機場的客運大樓 |
| <input type="checkbox"/> Educational 教育          | <input type="checkbox"/> Other composite use 其他綜合用途 (please specify 請註明) : |  |

- Please tick only one type of building
- Refer to Section 2 and Schedule 1 of BEEO for interpretation of each type of building

# Stage One Declaration (Cont'd)



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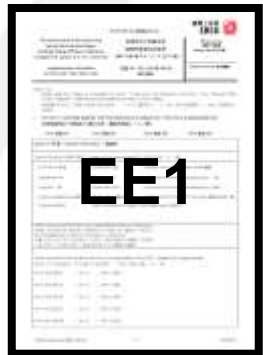
- If a composite building is other than “composite (commercial & industrial)” and “composite (commercial & residential)”, please first check whether it meets the definition of “community building” or “municipal building” in Schedule 1 of the BEEO. If not, please select “other composite use” and specify those usages, such as commercial & hotel.

# Stage One Declaration (Cont'd)



- Submission of stage one declaration within **2 months after the day on which the consent to the commencement of building works for the superstructure construction** is given

# Stage One Declaration (Cont'd)



- Issue date of the consent should be same as that in Form BD103 issued by the Building Authority but not the issue date of relevant covering letter
- Submission of a copy of BD103 is needed along with stage one declaration



# Covering letter of Form BD 103



Issue date of relevant covering letter MAY NOT BE EQUAL TO issue date of the consent

**BUILDINGS DEPARTMENT**

YOUR REF 來函編號: BD 2  
 OUR REF 本署編號: 2845 1660  
 FAX 傳真號碼: 2626 1445  
 TEL 電話: www.bd.gov.hk

**14 May 2013**

Ms. LEUNG Si-Hang  
 c/o MVA Architects (HK) Ltd  
 Room 2701, Asian House,  
 Duncan Road.

# Form BD 103

Issue date of the consent

**BUILDING AUTHORITY OF HONG KONG**  
 Form BD 103  
**BUILDINGS ORDINANCE**  
 (Chapter 123)  
 Section 14(I)(b)  
**BUILDING (ADMINISTRATION) REGULATIONS**  
 Regulation 32

**S-5**

Consent to the commencement and carrying out of building works or part of any building works or of street works

Permit No.  
 Our Ref. No.  
 To:

Date **13 May 2013**

By agreement to the commencement and carrying out of the following works:  
 Building Works  
 (1) No. 2701, Asian House, Duncan Road

Form BD103 (Continued)

Our Ref. No.	Type of Plans	Date of Notice of Approval	Consent Date	Name, Post & Signature	Consent Renewal Date	Name, Post & Signature
BD 2/4016/10	Building Amendment# (Ground beams and slabs only)	3 April 2013	13 May 2013			
BD 2/4016/10	Building#	30 April 2010	<b>14 May 2013</b>			
BD 2/4016/10	Building Amendment#	4 April 2011, 20 January 2012, 31 August 2012, 17 October 2012, 12 December 2012, 8 February 2013, 3 April 2013				
BD 4/4016/10	Drainage#	22 November 2012				
BD 4/4016/10	Drainage Amendment#	17 January 2013, 23 April 2013				
BD 3/4016/10	Superstructure (above Ground Floor)	22 April 2013				
	#(Remaining Portion)					



# Form of Compliance (FOC)

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# FOC



Information of Relevant Unit / Common Area

有關單位 / 公用地方的資料

Name: English 英文  
名稱: \_\_\_\_\_

Chinese 中文  
\_\_\_\_\_

Location: Flat/Room Floor Block  
位置: 室 樓 座

Other Description  
其他說明  
\_\_\_\_\_



EE4

- Completion of this part is needed.

	<i>Example</i>
<i>Name of unit</i>	XXX Company
<i>Name of common area</i>	Plant Room, Switch Room, etc.



# FOC (Cont'd)

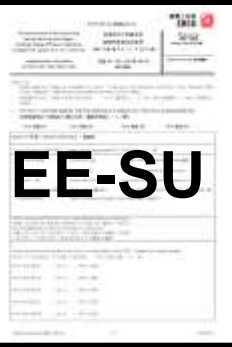


(d) Form 表格 EE4

Details of major retrofitting works (Please put a "✓" against the appropriate box)

主要裝修工程的詳情 (請在適當的空格內加上「✓」號)

Location of Works 工程地點	Common Area 公眾地方	Unit 單位	Area of Works (m <sup>2</sup> ) 工程面積 (平方米)	Type of Building Services Installation 屋宇裝備類別	Work Completion Date (DD/MM/YY) 完工日期 (日/月/年)
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯	___/___/___



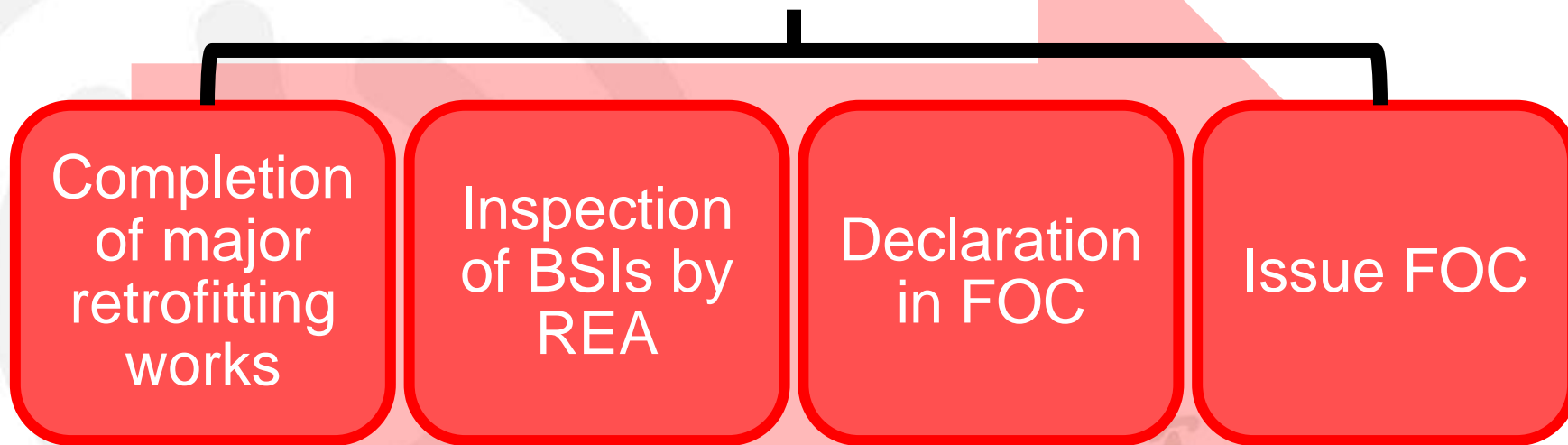
**Total area of works < 500 m<sup>2</sup> (non-main component of CBSI)**

- Don't need to issue FOC

# FOC (Cont'd)



**2 months**



**30 days**

# FOC (Cont'd)



- Completion of major retrofitting works
  - Refer to section 17(3) of the BEEO
  - Examples
    - Addition of lift installation
      - Permit to use for lift obtained
    - Replacement of lighting installation
      - Replaced lighting installations in operation

# FOC (Cont'd)



- Completion of major retrofitting works  
= **substantial completion**

but

**the date when the installation concerned is ready to be used for its principal function as designed**

≠ end of Defect Liability Period (DLP)

# FOC (Cont'd)

**Note:** Grade 1, 2 or 3 historic buildings are NOT monuments stated in section 4(1)(c) or (d).

	Monuments	Major retrofitting works in graded historic buildings
<b>Provision relating to exemption</b>	Section 4(1)(c) or (d)	Section 20(4)
<b>Interpretation of the provision</b>	BEEO is NOT applicable to <u>monuments</u> .	DEMS may, on a written application, grant exemption from certain BEC standards & requirements to any BS installation involved in major retrofitting works if it is undesirable or impracticable to comply with those standards & requirements for heritage conservation reasons.
<b>Need to submit application for exemption?</b>	No	Yes, on case-by-case basis
<b>FOC required?</b>	No	Still required for those installations not covered by the exemption.
<b>Example</b>	Old Stanley Police Station	Peninsula Hotel (Grade 1 historic building)

**Remarks:**

If a monument is only a part of a building instead of a whole building, the non-monumental part of the building is still required to comply with the BEEO. If only the external wall of a building is a monument (e.g. the exterior of the Old Supreme Court), the whole building is still required to comply with the BEEO.

# FOC (Cont'd)

- In case of retrofitting works, a whole building (e.g. hospital) = a single unit under BEEO if meeting all the following conditions:-
  - No common area (usu. no sub-deed 分契)
  - Wholly owned and occupied by a single owner
- (... continued next slide)



# FOC (Cont'd)

- (... continued from preceding slide) Pursuant to item 1 of Schedule 3 of BEEO, retrofitting works in different floors/parts of such a building, even in phases, = “major retrofitting works” if meeting all the following conditions:-
  - Wholly arranged by the owner
  - The accumulative internal floor area covered by the works within 12 months  $\geq 500 \text{ m}^2$
  - Involving addition/replacement of BS installations specified in item (a) of Table 10.1 of the BEC 2012

# FOC (Cont'd)

- Pursuant to item 2 of Schedule 3 of BEEO, addition/replacement of prescribed main component of central BS installation (e.g. a chiller  $\geq 350\text{kW}$ ) = “major retrofitting works”
- No retrospective effect for existing installations in existing buildings (not applicable to newly construction buildings) –  
Any existing installation never been retrofitted not required to comply with the BEEO



# When replying EMSD ...

- Please quote EMSD's reference no. of EMSD's letter and the name of EMSD's subject officer in the reply to EMSD in order not to incur unnecessary delay in the processing