

建築物能源效益條例 Buildings Energy Efficiency Ordinance

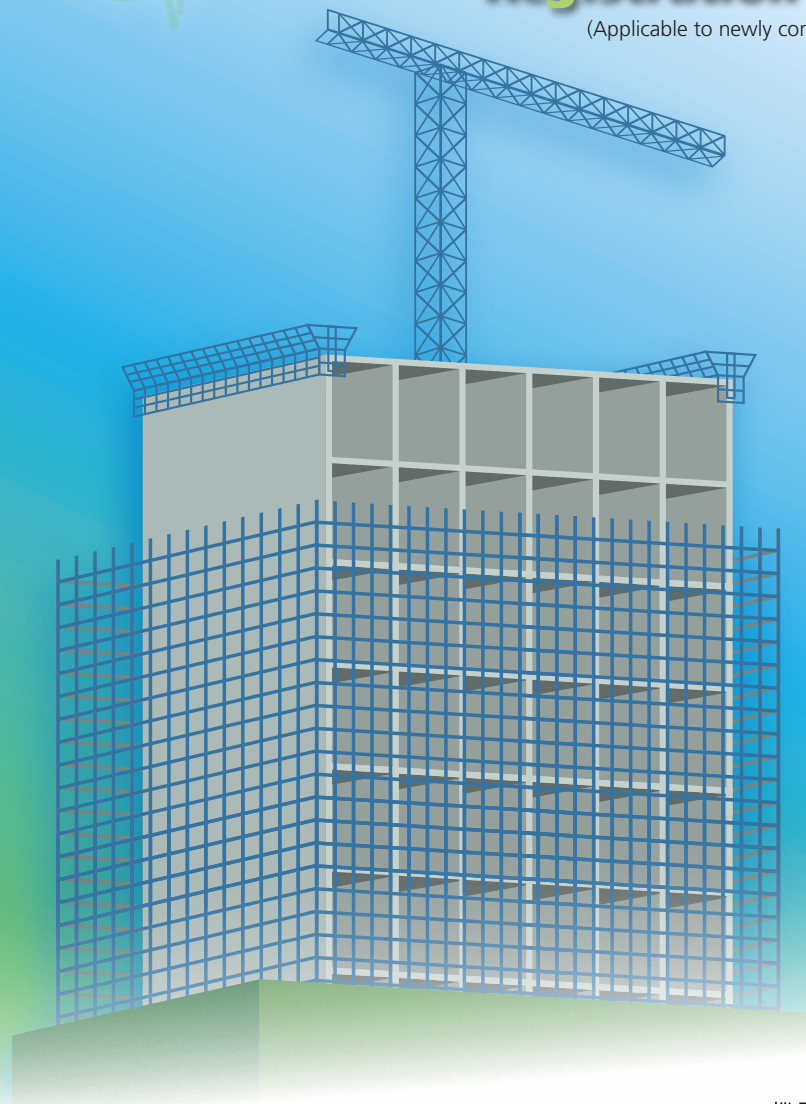
新申領及續領

遵行規定登記證明書

(適用於新建建築物)

New Application for and Renewal of Certificate of Compliance Registration (COCR)

(Applicable to newly constructed buildings)



目錄

Table of Contents

1.	引言 Introduction	3
2.	《條例》之目的 Objectives of BEEO	4
3.	新申領及續領「遵行規定登記證明書」（《條例》第7 - 15條） New Application for and Renewal of Certificate of Compliance Registration (COCR) (Sections 7 – 15 of BEEO)	4
4.	《建築物能源效益實務守則》的基本能源效益標準 Minimum Energy Efficiency Standards of BEC	5
5.	《條例》所涵蓋的訂明建築物（《條例》附表1） Prescribed Buildings Covered by BEEO (Schedule 1 of BEEO)	7
6.	適用範圍的限定（《條例》第4條） Limit of Scope of Application (Section 4 of BEEO)	9
7.	「遵行規定登記證明書」的申請流程 Application Procedure of COCR	10
8.	「註冊能源效益評核人」的紀錄冊 Register of Registered Energy Assessors	17

9.	申請費用 Application Fees	17
10.	敦促改善通知書（《條例》第26條） Improvement Notice (Section 26 of BEEO)	18
11.	主要刑罰 Major Penalties	19
12.	《條例》相關網頁 Relevant Webpage of BEEO	21
13.	推廣能源效益科技 Promotion of Energy Efficiency Technologies	22
14.	查詢 Enquiry	23

1. 引言

本小冊子旨在簡介自2012年9月21日全面實施《建築物能源效益條例》（《條例》）後，訂明建築物^a的發展商及擁有人在建築物興建前，及至落成後必須遵從的規定。

本小冊子所提供的資料盡量以簡易文字表達，但並非盡錄，它僅供一般參考。有關的詳細釋義及規定，請參閱《條例》、《建築物能源效益守則》及《建築物能源效益守則技術指引》

機電工程署另印製兩本小冊子，分別介紹《條例》所指明的「主要裝修工程」及能源審核之相關規定。

1. Introduction

This pamphlet aims at briefly describing the requirements which the developers and owners of the prescribed buildings^a should comply with before and after construction of buildings after full implementation of the Buildings Energy Efficiency Ordinance (BEEO) since 21 September 2012.

The information provided in this pamphlet is in plain text as far as possible but not exhaustive. It is for general reference only. Please refer to the BEEO, the Building Energy Code (BEC), and the Technical Guidelines on Building Energy Code for the detailed interpretations and requirements.

In addition, the Electrical and Mechanical Services Department (EMSD) has published another two pamphlets to respectively introduce the requirements of “Major Retrofitting Works” and Energy Audit as specified in the BEEO.

備註

a. 《條例》涵蓋多類訂明建築物。有關詳情，請參閱本小冊子的「《條例》所涵蓋的訂明建築物」或《條例》附表1。

Note

a. The BEEO covers various categories of prescribed building. For details, please refer to “Prescribed Buildings Covered by BEEO” in this pamphlet or Schedule 1 of the BEEO.

2. 《條例》之目的

全港耗電主要來自建築物，當中商業建築物耗用大部分電力。

有見及此，政府制定《條例》，落實規管訂明建築物內主要屋宇裝備裝置的能源效益。《條例》實施後，全港建築物的能源效益有望提升，既可節省電費，亦有助減少溫室氣體排放，從而改善空氣質素，締造更舒適的生活環境。

3. 新申領及續領「遵行規定登記證明書」（《條例》第7 – 15條）

新建建築物^b的發展商在建築物落成後須向機電工程署申請「遵行規定登記證明書」。該建築物的中央屋宇裝備裝置^c，以及由發展商提供而服務個別單位（不論面積大小）的裝置，均須符合最新版本之《建築物能源效益實務守則》。其後，建築物的擁有人每10年須向機電工程署申請續領「遵行規定登記證明書」。

備註

b. 新建建築物指在《條例》全面實施後（即2012年9月21日後）取得由「建築事務監督」發出上蓋建築物的「建築工程展開同意書」的建築物。

c. 有關中央屋宇裝備裝置的詳細技術釋義，請參閱《建築物能源效益實務守則》。

2. Objectives of BEEO

The electricity consumption in Hong Kong is mainly contributed by buildings in which commercial buildings consume a large portion of electricity.

As such, the Government enacted the BEEO in order to regulate the energy efficiency of key building services installations inside prescribed buildings. After implementation of the BEEO, enhancement of the building energy efficiency in Hong Kong is expected. Not only does it save electricity bill, but it also helps reduce greenhouse gas emissions and improve air quality in order to bring about a more pleasant living environment.

3. New Application for and Renewal of Certificate of Compliance Registration (COCR) (Sections 7 – 15 of BEEO)

The developer of a newly constructed building^b, upon completion of the building, is required to apply for a COCR from the EMSD. All central building services installations^c and the installations provided by the developer serving individual units (regardless of floor area) of that building are required to comply with the latest edition of the BEC. Subsequently, the owner of the building, every 10 years, is required to apply for renewal of the COCR from the EMSD.

Note

b. A newly constructed building refers to a building that has obtained the "consent to the commencement of building works" for superstructure construction from the Building Authority after the BEEO comes into full operation (i.e. after 21 September 2012).

c. Please refer to the BEC for the detailed technical interpretation of central building services installation.

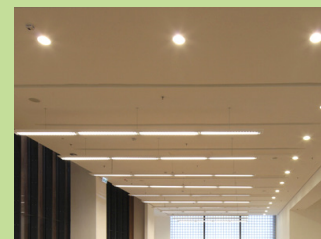
4. 《建築物能源效益守則》的基本能源效益標準

《建築物能源效益守則》為四類主要屋宇裝備裝置訂定基本的能源效益設計標準及規定。有關技術詳情，請參閱《建築物能源效益守則》^d的最新版本。

4. Minimum Energy Efficiency Standards of BEC

The BEC stipulates the minimum energy efficiency design standards and requirements for 4 key types of building services installation. Please refer to the latest edition of the BEC^d for technical details.

主要的能效規定範圍 Scope of key energy efficiency requirements



照明裝置

- 照明功率密度
 - 照明控制（例如：開關裝置）
 - 自動照明控制
- #### Lighting installation
- lighting power density
 - lighting control (e.g. switching device)
 - automatic lighting control



電力裝置

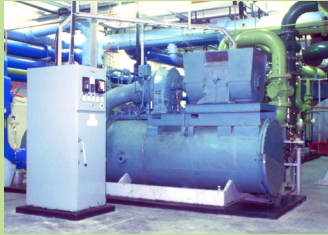
- 電動機效率
 - 配電損耗
 - 總功率因數
 - 總諧波失真率
 - 計量及監察設施
- #### Electrical installation
- motor efficiency
 - power distribution loss
 - total power factor
 - total harmonic distortion
 - metering and monitoring facilities

備註

d. 《建築物能源效益守則》自2012年起每三年作出檢討

Note

d. Building Energy Code is being reviewed every 3 years since 2012



空調裝置

- 空調設備（冷水機）及熱泵效能系數
- 配風系統風機功率
- 水管系統摩擦損耗
- 隔熱
- 能源效益系統控制
- 能源計量

Air-conditioning installation

- coefficient of performance of an air-conditioning equipment (chiller & heat pump)
- air distribution system fan power
- frictional loss of water piping system
- thermal insulation
- energy efficiency system control
- energy metering



升降機及自動梯裝置

- 電功率
- 總功率因數
- 總諧波失真率
- 計量及監察設施
- 升降機裝飾負載
- 升降機閒置時關掉通風及空調系統
- 升降機反饋制動
- 升降機機廂照明控制
- 自動梯自動減速

Lift and escalator installation

- electrical power
- total power factor
- total harmonic distortion
- metering and monitoring facilities
- lift decoration load
- shutting off the ventilation and air-conditioning of a lift when idling
- lift regenerative braking
- lift car lighting control
- automatic speed reduction of escalator

5. 《條例》所涵蓋的訂明建築物 （《條例》附表1）

- (i) 商業建築物。
- (ii) 綜合用途建築物的並非作住宅或工業用途的部分。
- (iii) 旅館。
- (iv) 住宅建築物的公用地方。
- (v) 綜合用途建築物的作住宅或工業用途的部分的公用地方。
- (vi) 工業建築物的公用地方。
- (vii) 主要作教育用途而佔用的建築物。



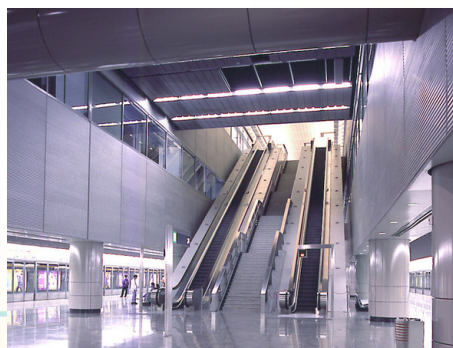
5. Prescribed Buildings Covered by BEEO (Schedule 1 of BEEO)

- (i) Commercial building.
- (ii) A portion of a composite building that is not for residential or industrial use.
- (iii) Hotel or guesthouse.
- (iv) Common area of a residential building.
- (v) Common area of a portion of a composite building that is for residential or industrial use.
- (vi) Common area of an industrial building.
- (vii) Building that is occupied principally for an education purpose.



- (viii) 主要作社區用途而佔用的建築物（包括社區會堂及社會服務中心），及作2個或多於2個上述地方而佔用的綜合用途建築物。
- (ix) 主要作市政用途而佔用的建築物（包括街市、熟食中心、圖書館、文娛中心或文化中心及室內運動場），及作2個或多於2個上述地方而佔用的綜合用途建築物。
- (x) 主要作醫療及健康護理服務用途而佔用的建築物（包括醫院、診療所及康復中心）。
- (xi) 由政府擁有的主要用作在執行政府的任何職能期間容納人的建築物。
- (xii) 機場的客運大樓。
- (xiii) 鐵路車站。

- (viii) Building that is occupied principally as a community building including a community hall and social services centre and composite building occupied as 2 or more such places.
- (ix) Building that is occupied principally as a municipal services building including a market, cooked food centre, library, cultural centre and indoor games hall and composite building occupied as 2 or more such places.
- (x) Building that is occupied principally for medical and health care services including a hospital, clinic and rehabilitation centre.
- (xi) Building that is owned by the Government and used principally for the accommodation of people during the performance of any function of the Government.
- (xii) Passenger terminal building of an airport.
- (xiii) Railway station.



6. 適用範圍的限定（《條例》第4條）

《條例》不適用於以下小型或特殊建築物：

- (i) 總電力開關的允許負載量不超過100安培（單相或三相）的建築物；
- (ii) 符合以下說明的建築物—
 - (a) 不超過3層高；
 - (b) 有蓋面積不超過65.03平方米；及
 - (c) 高度不超過8.23米；
- (iii) 根據《古物及古蹟條例》宣佈或暫定的古蹟或歷史建築物；
- (iv) 在12個月內拆卸或重建的建築物。

6. Limit of Scope of Application (Section 4 of BEEO)

The BEEO does not apply to the following small or special buildings:-

- (i) Buildings with the main electrical switch at approved loading not exceeding 100A, 1-phase or 3-phase;
- (ii) Buildings—
 - (a) of not more than 3 storeys;
 - (b) having a roofed-over area of not more than 65.03 m²; and
 - (c) having a height of not more than 8.23 m;
- (iii) Declared or proposed monuments or historical buildings under the Antiquities and Monuments Ordinance;
- (iv) Buildings that will be demolished or redeveloped within 12 months.

7. 「遵行規定登記證明書」的申請流程

Application Procedure of COCR





佔用許可證
Occupation
Permit

(v) 新落成的建築物獲取由建築事務監督發出的「佔用許可證」（俗稱「入伙紙」）。

(v) The new building obtains an "occupation permit" issued by the Building Authority.



(vi) 發展商須委聘「註冊能源效益評核人」，核證所有屋宇裝備裝置已按照《建築物能源效益守則》內的指明標準及規定設計、裝設及完成。

(vi) The developer is required to engage a Registered Energy Assessor to certify all building services installations have been designed, installed and completed in accordance with the standards and requirements of the BEC.



(vii) 「次階段聲明」（指明表格EE2）由「註冊能源效益評核人」核證。（續後頁）

(vii) A "stage two declaration" (Specified Form EE2) is certified by the Registered Energy Assessor. (P.T.O.)



(viii) 發展商須於「入伙紙」發出當日的4個月內，向機電工程署呈交已核證的「次階段聲明」（指明表格EE2）。

(ix) 機電工程署向發展商發出「遵行規定登記證明書」。獲發「遵行規定登記證明書」的建築物的紀錄冊亦會上載至機電工程署網站，供公眾查閱。

(viii) The developer submits the certified "stage two declaration" (Specified Form EE2) to the EMSD within 4 months after the day on which the "occupation permit" is given.

(ix) The EMSD issues a COCR to the developer. The register of buildings issued with COCR will also be uploaded to the EMSD website for public inspection.



(x) 建築物日後的擁有人（例如：業主立案法團或全體業主等等）須每10年委聘「註冊能源效益評核人」，核證中央屋宇裝備裝置維持在不低於首份「遵行規定登記證明書」中所採用的《建築物能源效益守則》版本的设计標準。

(xi) 擁有人向機電工程署申請續領「遵行規定登記證明書」（指明表格EE3）。

(x) The owner of the building (e.g. the Incorporated Owners, all owners, etc.), every 10 years, is required to engage a Registered Energy Assessor to certify the central building services installations are maintained to a standard not lower than the version of the BEC applied in the first COCR.

(xi) The owner applies for renewal of the COCR from the EMSD (Specified Form EE3).

備忘錄
Memo

法定程序 Statutory Procedure	指定呈交限期 Specified Submission Period
呈交「首階段聲明」(指明表格EE1) Submission of a "stage one declaration" (Specified Form EE1)	「開工紙」發出當日之後的2個月內 Within 2 months after the day on which a "consent to the commencement of building works" is issued
呈交「次階段聲明」(指明表格EE2) Submission of a "stage two declaration" (Specified Form EE2)	「入伙紙」發出當日之後的4個月內 Within 4 months after the day on which an "occupation permit" is issued
申請續領「遵行規定登記證明書」(指明表格EE3) Application for renewal of COCR (Specified Form EE3)	首份「遵行規定登記證明書」發出後每10年 Every 10 years after issue of the first COCR

8. 「註冊能源效益評核人」的紀錄冊

「註冊能源效益評核人」的紀錄冊現已上載至機電工程署建築物能源效益條例網頁，供公眾查閱。

8. Register of Registered Energy Assessors

The register of Registered Energy Assessors is now available at the EMSD's BEEO webpage for public inspection.

9. 申請費用

涉及申請「遵行規定登記證明書」的費用列舉如下：

9. Application Fees

The fees involved in the application for a COCR are listed below:-

項目 Item	申請費用 Application Fee
呈交「首階段聲明」 Submission of a "stage one declaration"	免費 Free of charge
呈交「次階段聲明」 Submission of a "stage two declaration"	\$760
申請續領「遵行規定登記證明書」 Application for renewal of a COCR	\$760
申請「遵行規定登記證明書」的複本 Application for a duplicate of a COCR	\$155

10. 敦促改善通知書（《條例》第26條）

若發現違規情況，機電工程署可於作出檢控前，向該建築物 / 單位 / 公用地方的相關人士（例如：發展商、業主立案法團、業主、租客或佔用人等等）發出「敦促改善通知書」，指示該等人士在指定的期限內，糾正違規事項。該通知書會載有須採取措施的指示。每張通知書內的基本資料，包括發出日期、建築物的名稱及地址等等，均會在機電工程署網站公佈。當通知書內的違規事項已被糾正，該通知書的資料則會從機電工程署建築物能源效益條例網站的有關名單內移除。

10.Improvement Notice (Section 26 of BEEO)

If non-compliance is identified, the EMSD may issue an improvement notice to the relevant persons of that building / unit / common area (e.g. developer, the Incorporated Owners, owner, tenant or occupier etc.) before prosecution and direct those persons to remedy the contravention within the period specified in the notice. The notice will contain directions about measures to be taken. The basic information, including issue date, building name and address etc., of each notice will be published at the EMSD's website. Once the contravention in a notice has been remedied, the information of the notice will be removed from the relevant list at the EMSD's BEEO website.

11. 主要刑罰

根據《條例》，若建築物的發展商或擁有人（例如：業主立案法團或全體業主等等）違反條例規定，該人或會被檢控。

11. Major Penalties

According to the BEEO, if the developer or owner (e.g. the Incorporated Owners or all owners etc.) of a building contravenes the requirements, that person may be liable to prosecution.

所觸犯的罪行 Offence committed	最高刑罰 Maximum penalty
<p>《條例》第8條 發展商沒有在「建築工程展開同意書」發出當日之後的2個月內，向機電工程署呈交「首階段聲明」。</p> <p>Section 8 of BEEO The developer fails to submit a "stage one declaration" to the EMSD within 2 months after the day on which the "consent to the commencement of building works" is given.</p>	<p>罰款\$500,000。如屬持續的罪行，則可就罪行持續期間的每一日，另處罰款\$10,000。</p> <p>A fine of \$500,000. In the case of a continuing offence, to a further fine of \$10,000 for every day during which the offence continues.</p>
<p>《條例》第9條 發展商沒有在「佔用許可證」發出當日之後的4個月內，向機電工程署呈交「次階段聲明」。</p> <p>Section 9 of BEEO The developer fails to submit a "stage two declaration" to the EMSD within 4 months after the day on which the "occupation permit" is issued.</p>	<p>罰款\$1,000,000。如屬持續的罪行，則可就罪行持續期間的每一日，另處罰款\$10,000。</p> <p>A fine of \$1,000,000. In the case of a continuing offence, to a further fine of \$10,000 for every day during which the offence continues.</p>

《條例》第12條第(2)款

建築物的擁有人未能確保在任何時間，均有「遵行規定登記證明書」就該建築物而有效（即：「遵行規定登記證明書」過期）。

Section 12(2) of BEEO

The owner of a building fails to ensure that at all times a COCR is in force in respect of the building (i.e. COCR expires).

第6級罰款（\$100,000）

Fine at level 6 (\$100,000)

《條例》第12條第(3)及(4)款

建築物的擁有人（例如：業主立案法團或全體業主等等）或單位的負責人（例如：業主、租客或佔用人等等）未能維持屋宇裝備裝置的設計標準（而非操作性能）不低於首份「遵行規定登記證明書」中所採用的《建築物能源效益實務守則》版本的標準（例如：將已安裝的節能光管換成鎢絲燈泡）。

Sections 12(3) and 12(4) of BEEO

The owner of a building (e.g. the Incorporated Owners or all owners etc.) or the responsible person of a unit (e.g. owner, tenant or occupier etc.) fails to maintain the design standards of building services installations (but not their operating conditions) to a standard not lower than the version of the BEC applied in the first COCR (e.g. replacing installed energy-saving fluorescent tubes with incandescent light bulbs).

第5級罰款（\$50,000）

Fine at level 5 (\$50,000)

《條例》第26條

任何人違反載於敦促改善通知書的任何指示。

Section 26 of BEEO

A person who contravenes any direction contained in an improvement notice.

第4級罰款（\$25,000）。如屬持續的罪行，則可就罪行持續期間的每一日，另處罰款\$1,000。

Fine at level 4 (\$25,000). In the case of a continuing offence, to a further fine of \$1,000 for every day during which the offence continues.

12. 《條例》相關網頁

有關《條例》更詳盡的資料，包括《條例》全文的連結、宣傳刊物、實務守則、表格、紀錄冊、常見問題等等，請登入以下網站瀏覽。

<https://www.emsd.gov.hk/beeo/>

12. Relevant Webpage of BEEO

For more information about the BEEO, including the link to the full text of the BEEO, publicity publications, codes of practice, forms, registers, frequently asked questions etc, please visit the following website:-

<https://www.emsd.gov.hk/beeo/>

13. 推廣能源效益科技

為鼓勵公眾更有效地使用能源，機電工程署亦致力提供最新節能科技資訊，供公眾參考。相關網站如下：

香港可持續科技網

<http://sustech.emsd.gov.hk/cindex.html>

能源資訊園地

<https://www.emsd.gov.hk/energyland/tc/home/index.html>

香港節能網

<http://ee.emsd.gov.hk/cindex.html>

13. Promotion of Energy Efficiency Technologies

To encourage the public to use energy more efficiently, the EMSD dedicates to providing information on advanced energy technologies for public reference. The relevant websites are as follows:-

The HK Sustainable Technology Net

<http://sustech.emsd.gov.hk/index.html>

EnergyLand

<https://www.emsd.gov.hk/energyland/en/home/index.html>

HK EE Net

<http://ee.emsd.gov.hk/eindex.html>

14. 查詢

如有任何查詢，可循以下途徑聯絡我們：

郵寄地址：香港九龍啟成街3號機電工程署能源效益事務處

電郵：mbec@emsd.gov.hk

電話：3757-6156

(星期一至五上午九時至下午五時) 或1823 (電話中心)

傳真：2890-6081

網頁：<http://www.emsd.gov.hk/beeo>

14. Enquiry

For any enquiry, please contact us through the following channels:-

Postal Address：Energy Efficiency Office,
Electrical and Mechanical Services Department
3 Kai Shing Street, Kowloon, Hong Kong

E-mail：mbec@emsd.gov.hk

Telephone：3757-6156

(9:00 a.m. – 5:00 p.m. on Monday to Friday) or 1823 (call centre)

Facsimile：2890-6081

Website：http://www.emsd.gov.hk/beeo

香港九龍啟成街3號機電工程署能源效益事務處

Energy Efficiency Office

Electrical and Mechanical Services Department

3 Kai Sing Street, Kowloon, Hong Kong

電話 Tel : 3757-6156 或 / or 1823 (電話中心 / Call Centre)

傳真 Fax : 2890-6081

網頁 Homepage : <http://www.emsd.gov.hk/beeo>

電郵 Email : mbec@emsd.gov.hk



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