

Topics

1. Stage One Declaration – the supplementary information
2. Stage Two Declaration – Common Irregularities
3. Form of Compliance – Common Irregularities

Stage One Declaration



- Deliver to the EMSD's office within **2 months after the day on which the consent to the commencement of building works for the superstructure construction** is given
- Consent date: 04 July 2014
- Submission Date: 03 September 2014
- i.e. the declaration is arrived at the EMSD's office on or before 03 September 2014

Stage One Declaration (Cont'd)

- Consent Issue date: the one in Form BD103
- Submit a copy of Form BD103 also
- Both the developer and REA to sign with dates on the declaration form

Form BD 103

Issue date of the consent

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	14 May 2013			
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)					



Stage One Declaration

Provide Supplementary Information

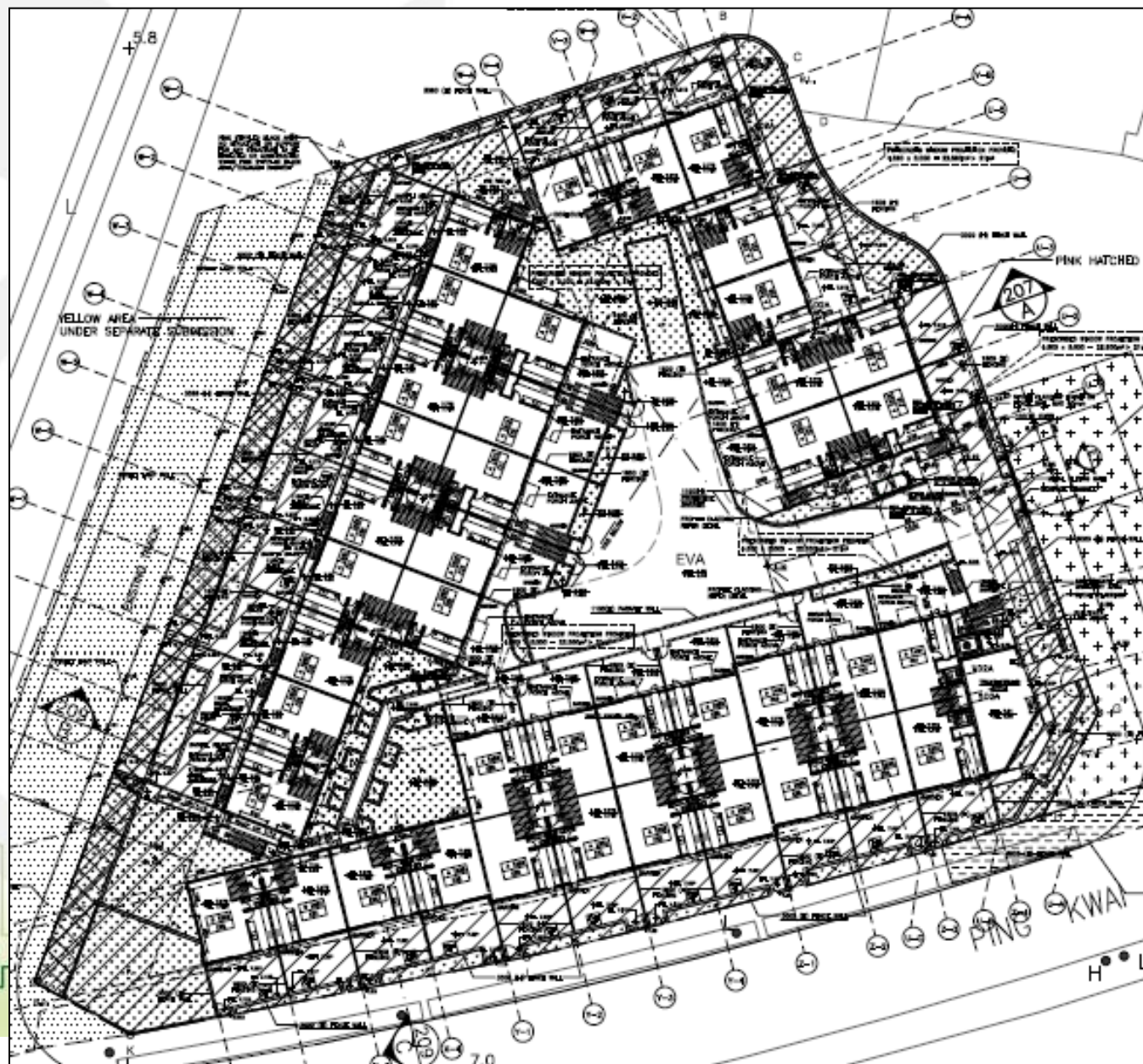
Residential Development

- Houses or Villa
- Site Location Plan;
- Master layout plan;
- Documents/plans about common areas

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Example 1 of documents to be submitted

- 47 Houses
- Carpark below ground





Example 1 of documents to be submitted (cont'd)

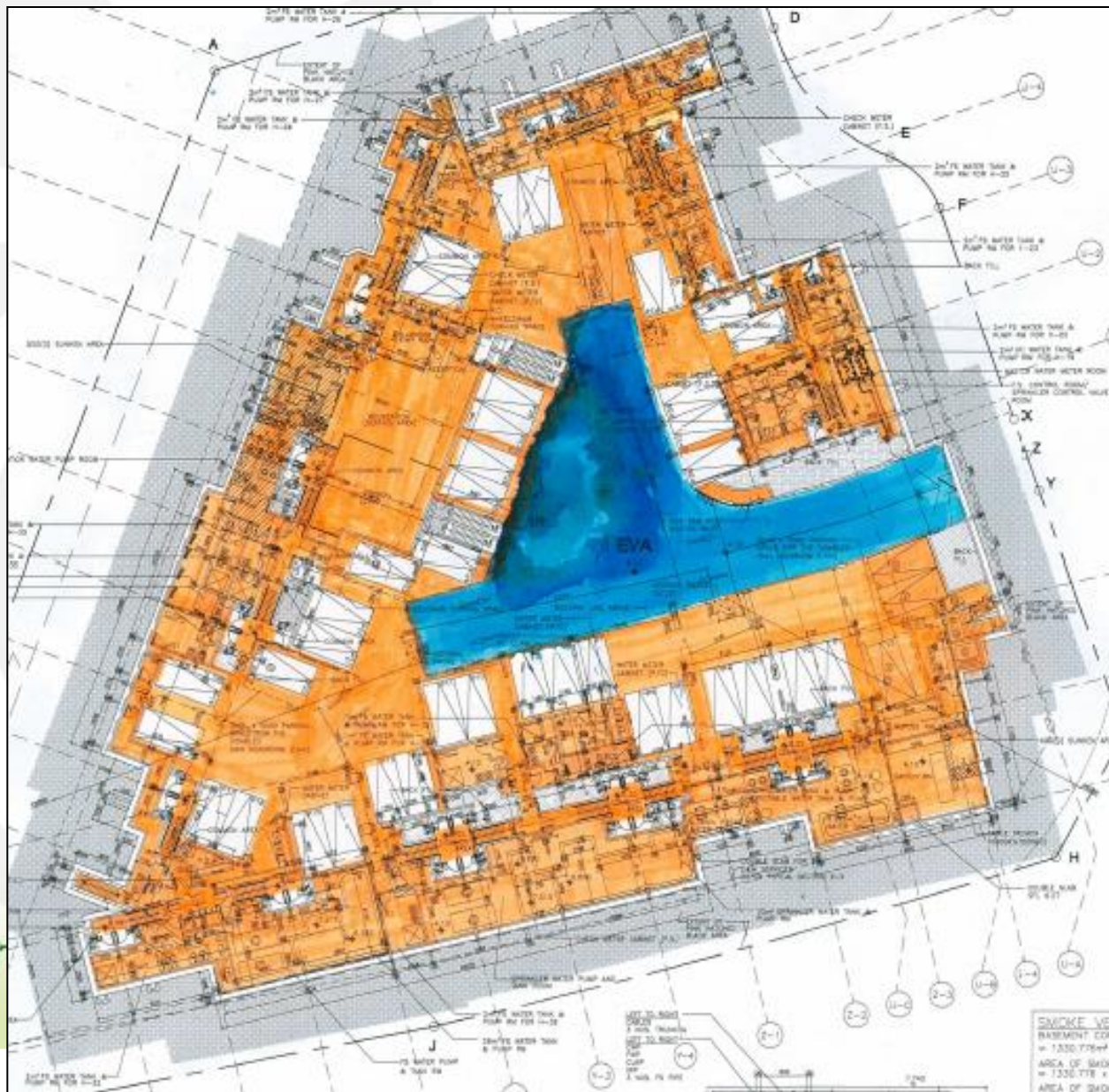
- The BEEO is applicable to the common area of the building.



Example 1 of documents to be submitted (cont'd)

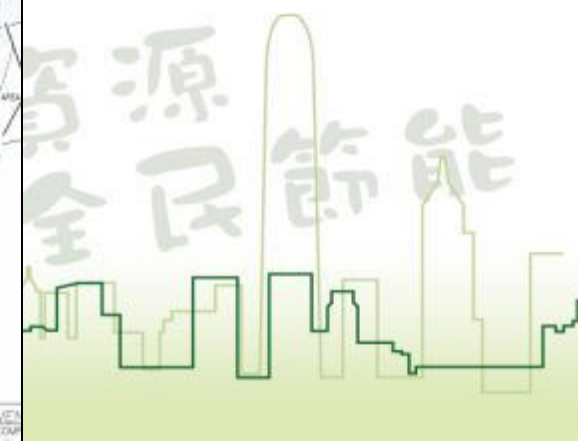
- The extent of common area on G/F

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Example 1 of documents to be submitted (cont'd)

- The extent of common area on carpark floor



Example 2 of document to be submitted



- 11 Houses with parking spaces below ground
- The extent of common are on G/F

LEGEND:

Yellow



Estate Common Areas and Facilities

Example 2 of document to be submitted (Cont'd)



- The extent of common area on basement

LEGEND:

10

Yellow



Estate Common Areas and Facilities

Stage One Declaration

Provide Supplementary Information (Cont'd)



Industrial Building, Composite Building

- Site Location Plan;
- Master layout plan (no. of building blocks);
- General building plans (extent of applicability);
- Land Lease (usage);
- Ownership

Stage One Declaration (Cont'd)

Applicability – Case 1

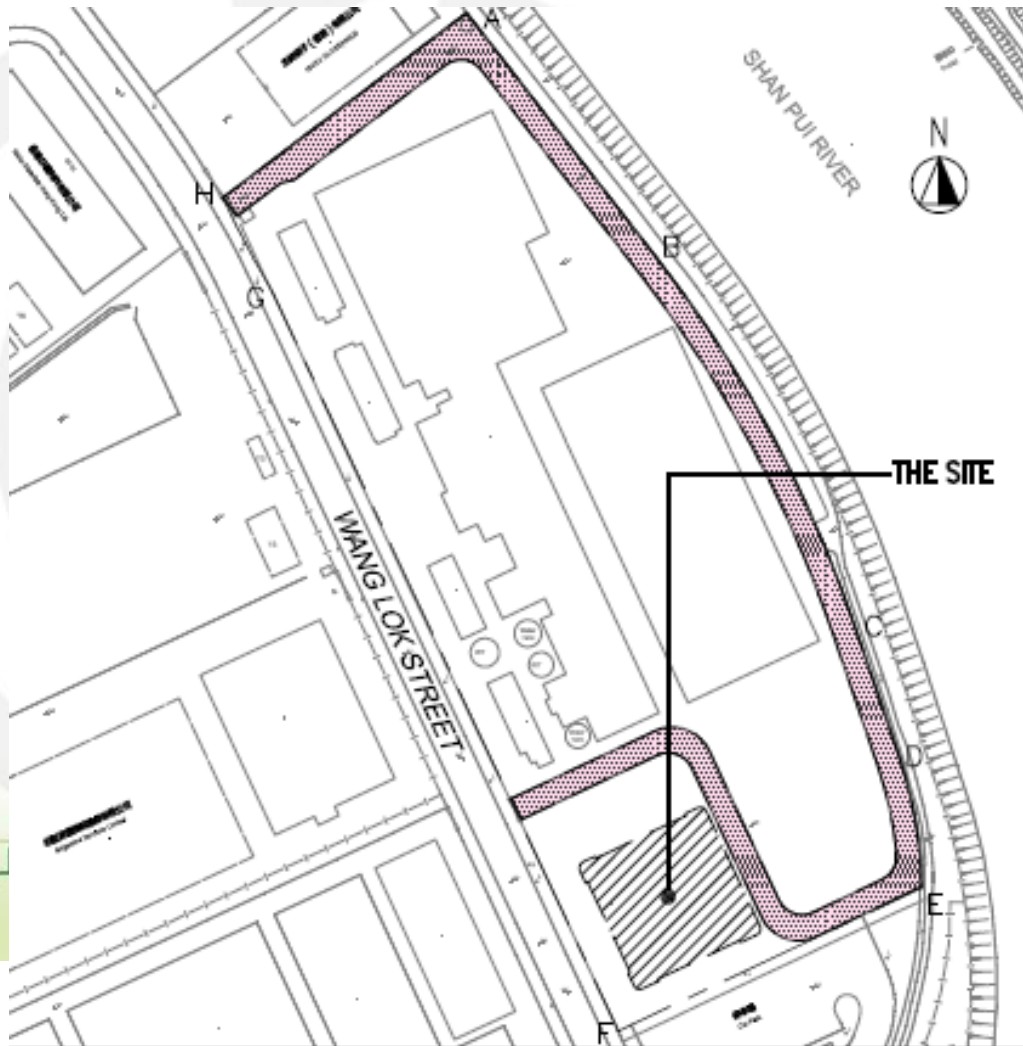


Building Erected on
Industrial Land Use



Stage One Declaration (Cont'd)

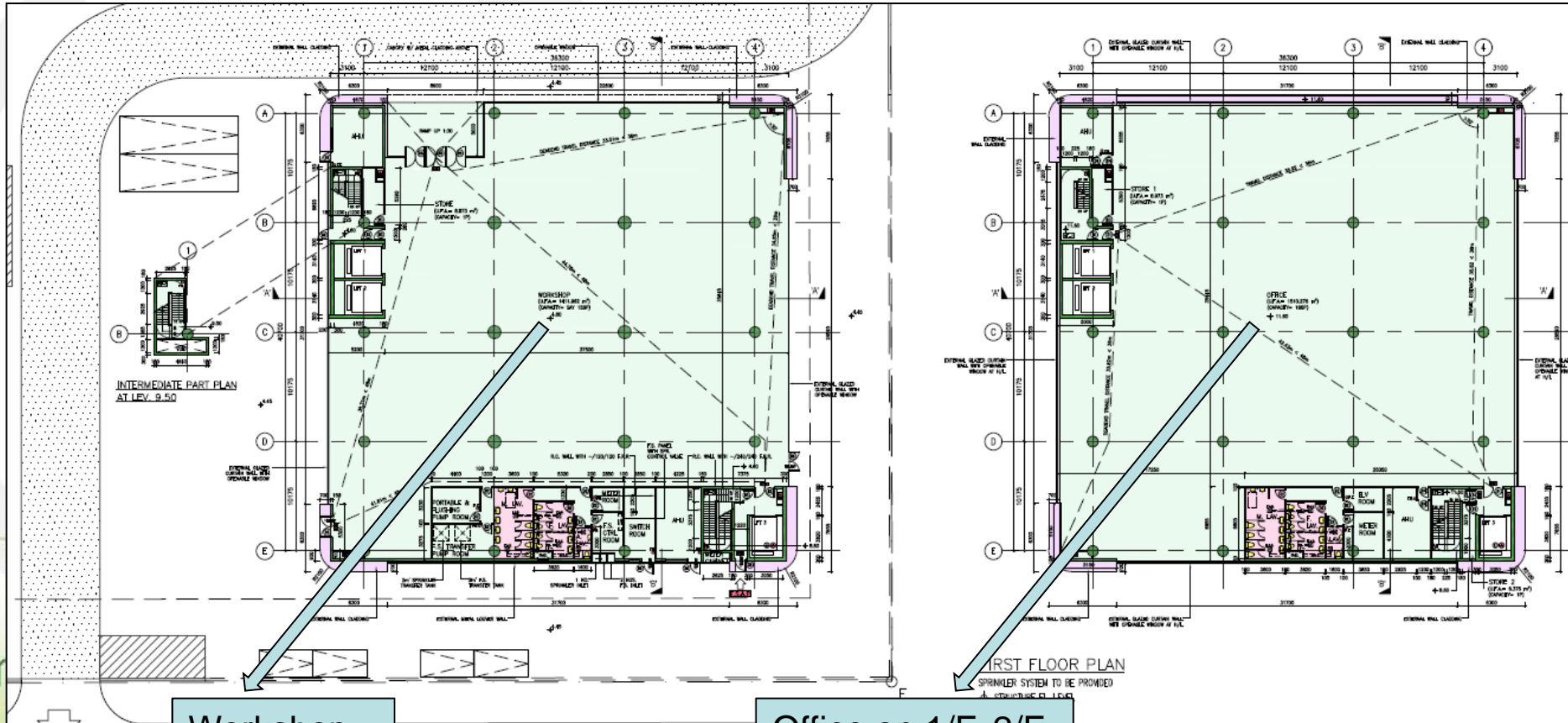
Applicability – Case 1



- Development located in an industrial estate
- Development under single ownership
- The owner is going to construct a new building within the development
- The owner (developer) and design team not aware BEEO might be applicable.

Stage One Declaration (Cont'd)

Applicability – Case 1



Workshop
on G/F

Office on 1/F, 2/F,
3/F and 4/F

Stage One Declaration (Cont'd)

Applicability – Case 1



SCHEDULE OF SUPERIMPOSED LOADING			
FLOOR	INTENDED USE	CLASS	SUPERIMPOSED LOAD (kPa)
GROUND FLOOR	WORKSHOP	5	5.0
	STORE	5	5.0
	LAVATORY	1	2.0
	ALL E&M PLANT ROOMS	5	7.5
1ST FLOOR	OFFICE	2	3.0
	STORE	5	5.0
	LAVATORY	1	2.0
	ALL E&M PLANT ROOMS	5	7.5
2ND FLOOR 4TH FLOOR	OFFICE	2	3.0
	STORE	5	5.0
	LAVATORY	1	2.0
	ALL E&M PLANT ROOMS	5	7.5

FIRE RESISTANCE RATING CRITERIA FOR ELEMENTS (IN ACCORDANCE WITH CODE OF PRACTICE FOR FIRE SAFETY 1)				
LOCATION	USE	CLASS	COMPARTMENT AREA (m ²)	FIRE RESISTANCE RATING (MINS)
GROUND FLOOR				
G01	WORKSHOP	6a	1434.67	120
1ST FLOOR				
101	OFFICE	4a	1545.51	60
102	STORE ROOM FOR OFFICE	4a	6.38	60
2ND - 4TH FLOOR				
201	OFFICE	4a	1545.51	60
301				
401				
202				

Stage One Declaration (Cont'd)

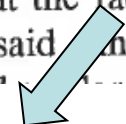
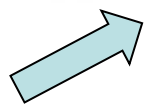
Applicability – Case 1



Nature of buildings

(a)

No building or buildings shall be erected on the said land except a factory or factories for the purpose referred to in Clause A hereinbefore appearing, such canteen and other welfare facilities (but excluding residential quarters) (hereinafter referred to as the "Canteen and Welfare Facilities") for workmen employed for work at the factory or factories erected or to be erected on the said land, such



(v)

The total floor area of the ancillary office and the Canteen and Welfare Facilities in the building or buildings erected or to be erected on the said land shall not exceed 30% of the total usable floor area of such building or buildings except with the prior

OFFICE U.F.A. CALCULATION: (UNDER LEASE)

EX. U.F.A. OF OFFICE:

= 694.28 m² (APPROX.)

EX. TOTAL U.F.A.:

= 15287.01 m² (APPROX.)

NEW U.F.A. OF OFFICE(1/F TO 4/F):

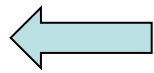
1/F = 1510.276 m²

2/F = 1510.276 m²

3/F = 1510.276 m²

4/F = 1510.276 m²

TOTAL 6057.104 m²



U.F.A. PERCENTAGE OF OFFICE:

= (694.28 + 6057.104) / (15287.01 + 7504.306) x 100%

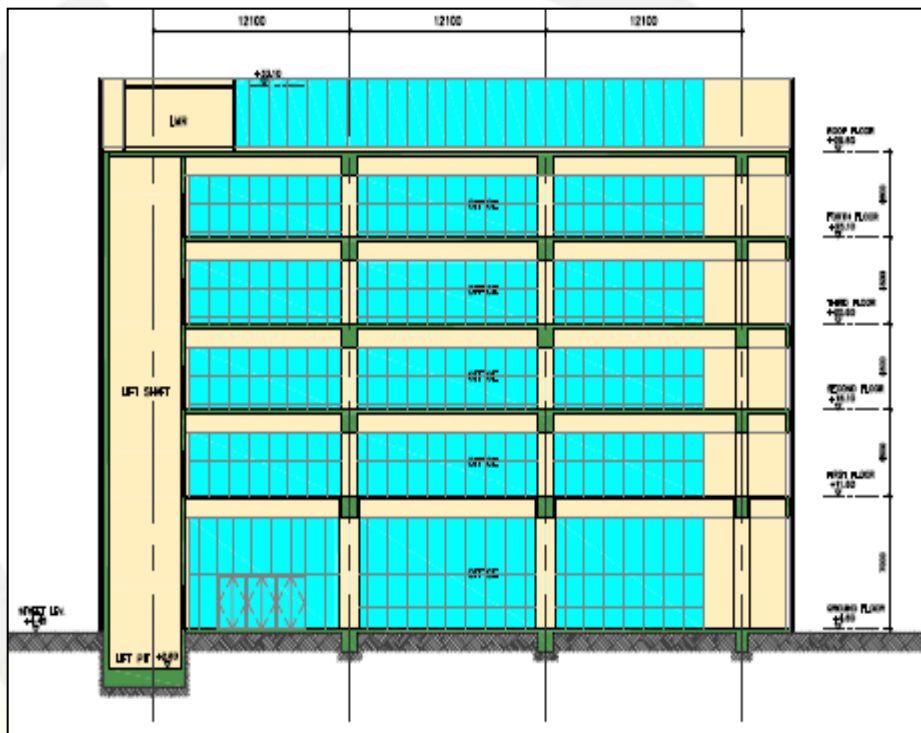
= 29.6% < 30% (PERMITTED UNDER LEASE)

Extract of Land Lease

Area calculation in GPB

Stage One Declaration (Cont'd)

Applicability – Case 1



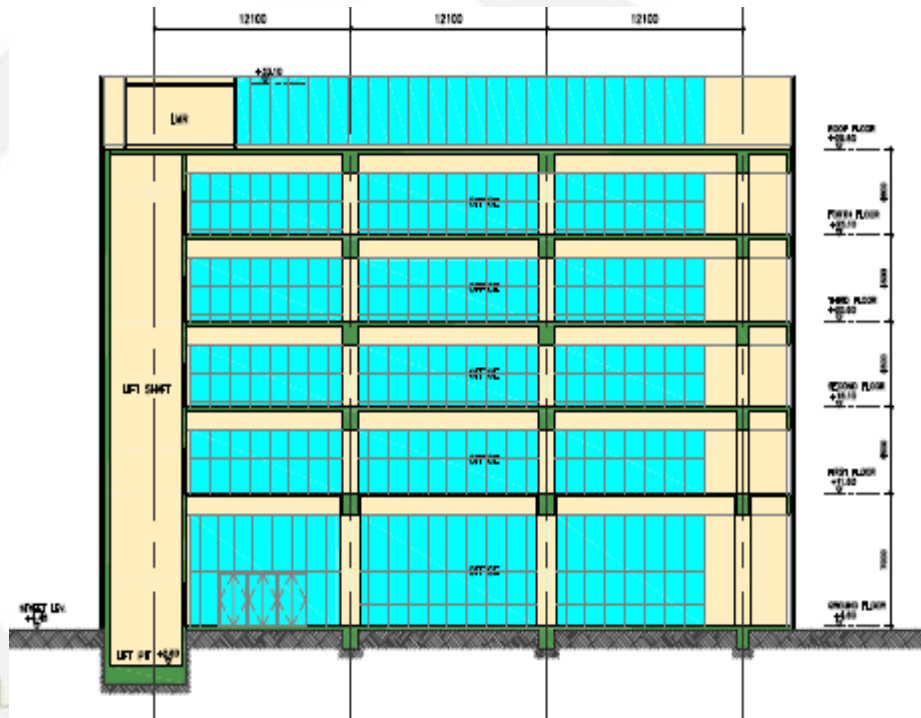
Section 2 of the BEEO:
“Composite Building” means a building that is partly for industrial use and partly for non-industrial use

Item 2 of Schedule 1 of the BEEO:
A portion of a composite building that is not for industrial use



Stage One Declaration (Cont'd)

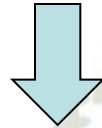
Applicability – Case 1



Not for Industrial use portion:
BEEO applicable (i.e. office
areas and floors)



Industrial use portion:
BEEO not applicable (without
common area)



A Composite Building

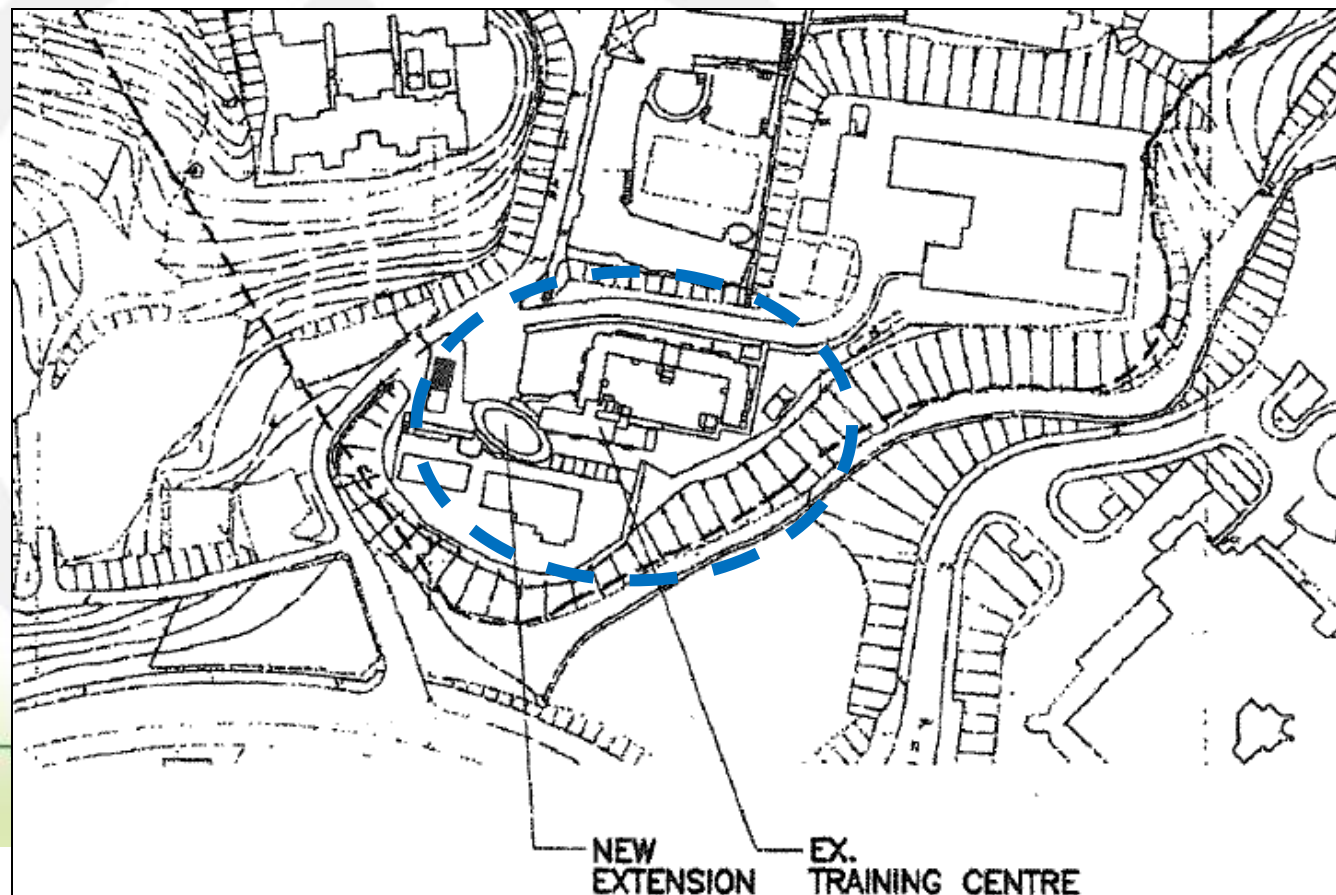
- AP was reminded to alert the developer (owner)

Stage One Declaration (Cont'd)

Applicability – Case 2



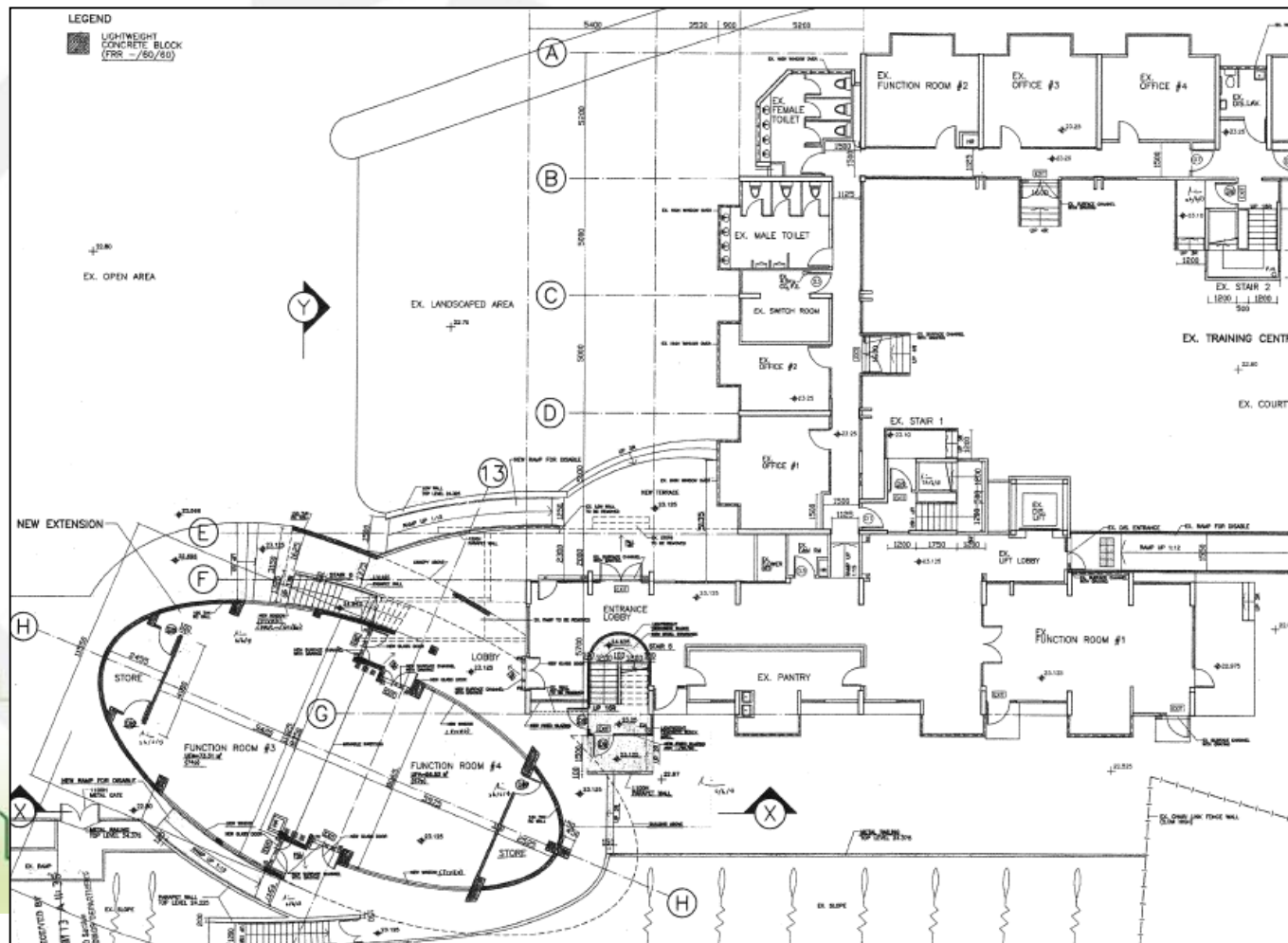
A & A and Extension Works



- Training Centre
- Retrofitting works in existing building
- New Extension attaches to existing building
- Submission to BD under Extension and A&A

Stage One Declaration (Cont'd)

Applicability – Case 2

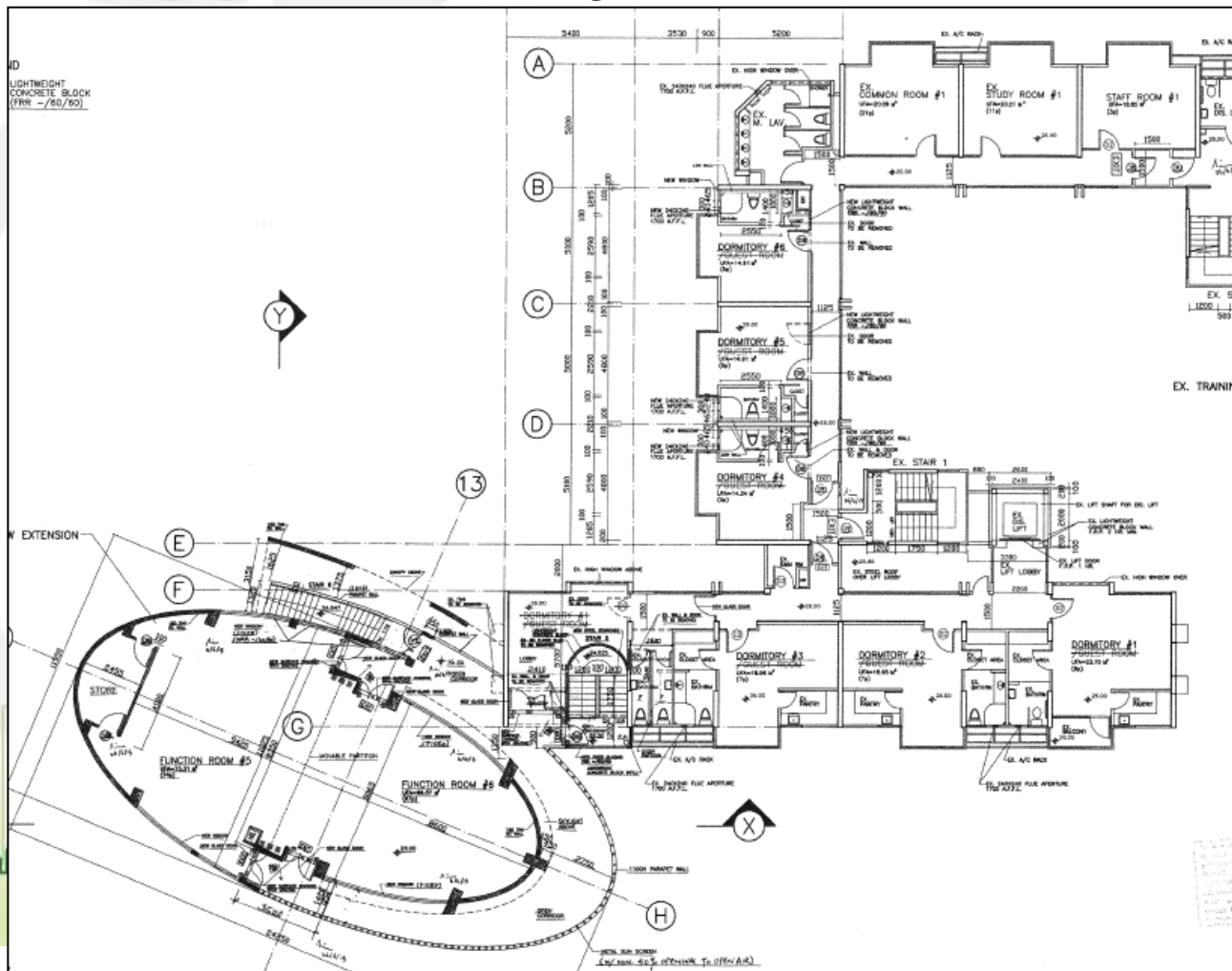


Ground Floor

- A&A to suit near entrance
- Extension building with rooms for training related activities.

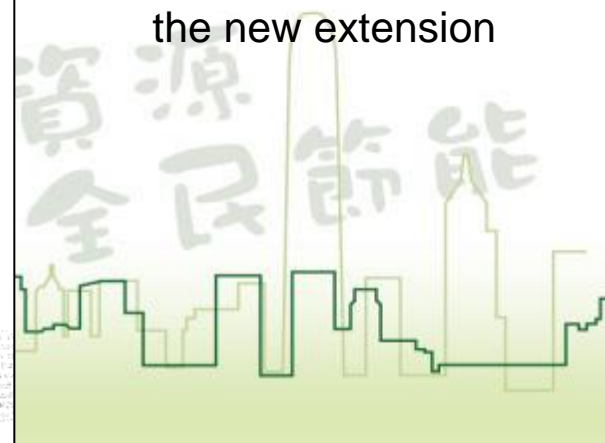
Stage One Declaration (Cont'd)

Applicability – Case 2



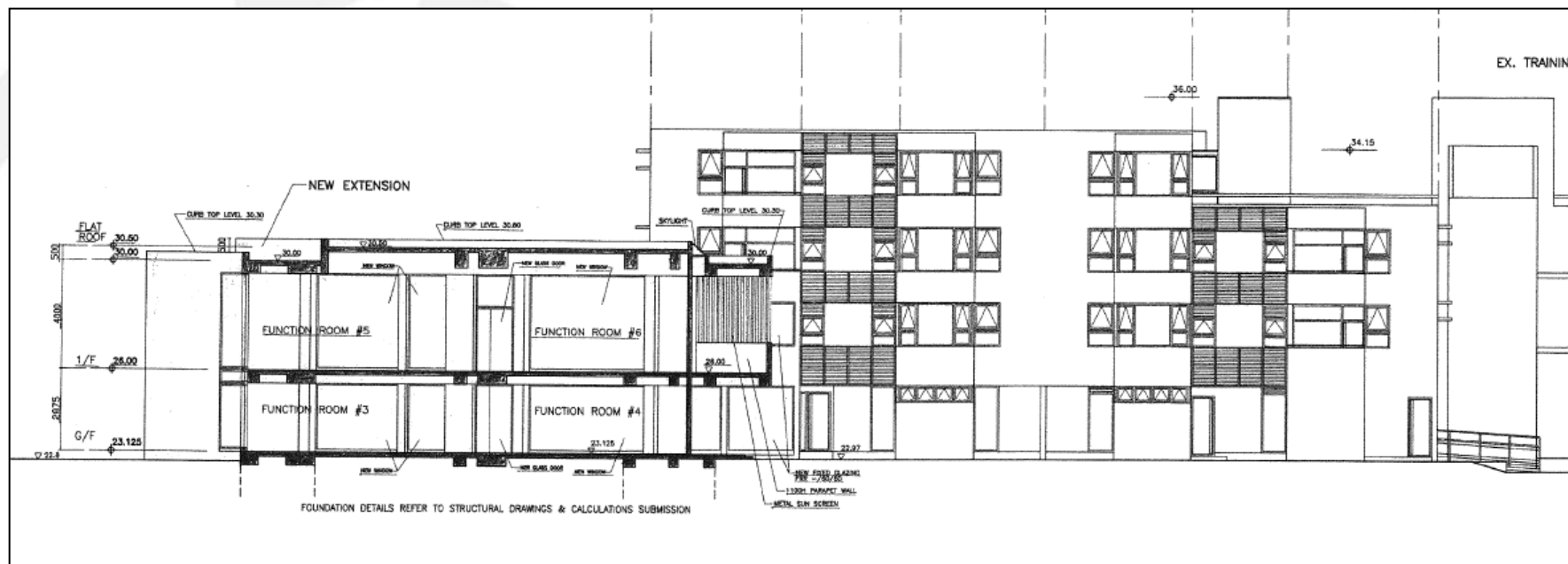
Upper floors:

- New stair at existing wing
- Modification works on 1/F, 2/F, and R/F also
- Function rooms at the new extension



Stage One Declaration (Cont'd)

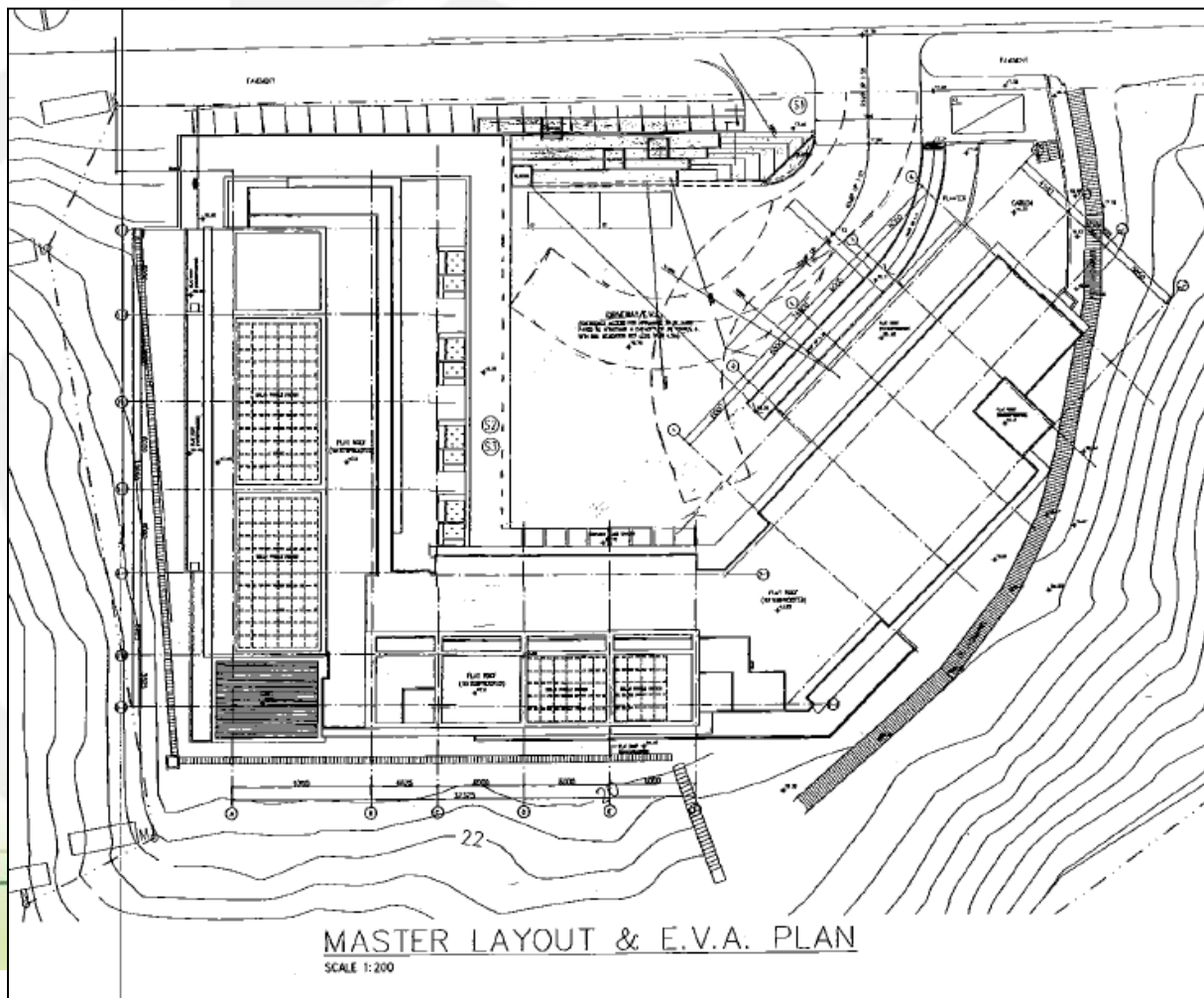
Applicability – Case 2



- A&A works → might be MRW
- New Extension → newly constructed building
→ to submit stage one declaration

Stage One Declaration (Cont'd)

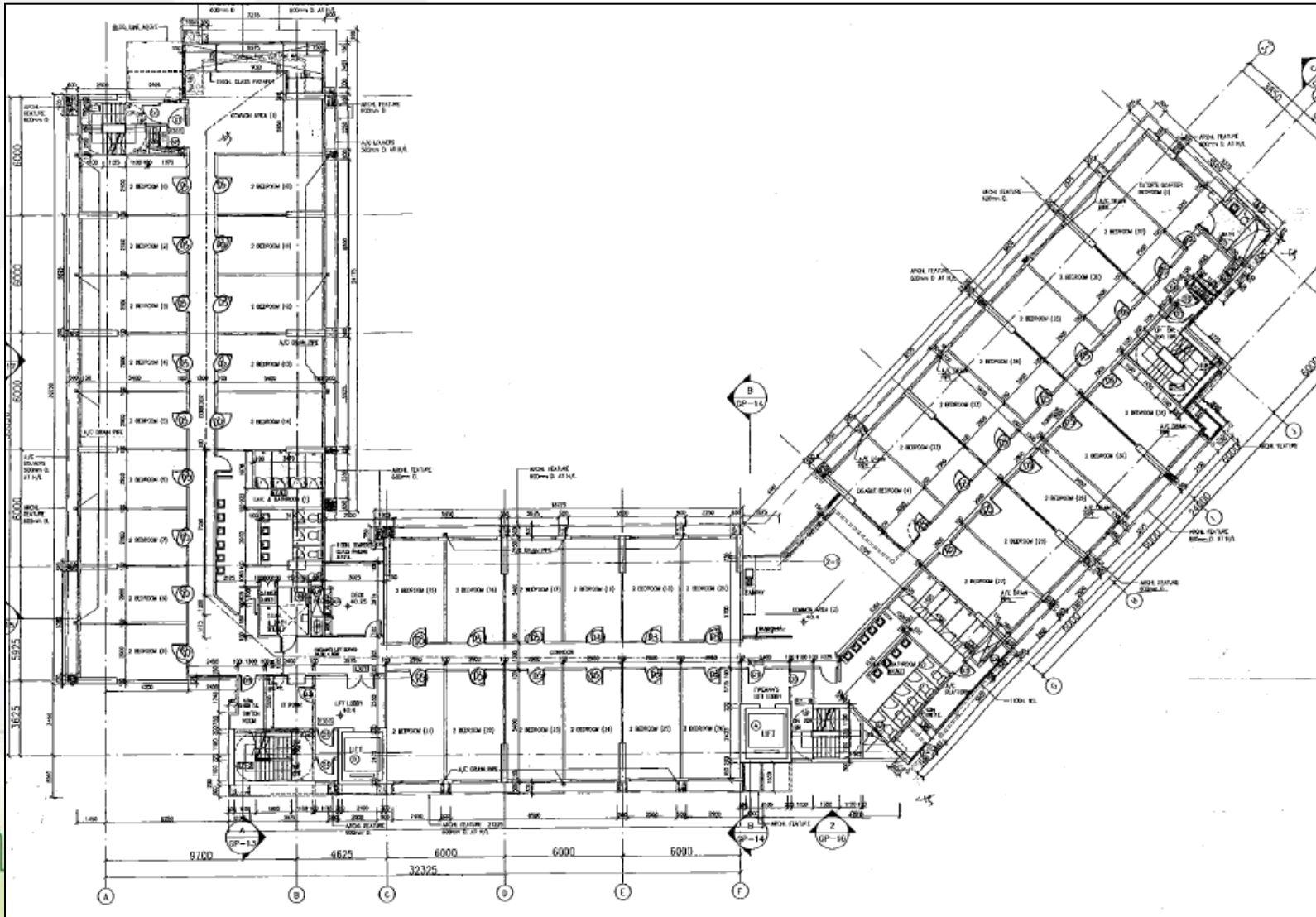
Applicability – Case 3



- New building in a campus
- 7 storeys

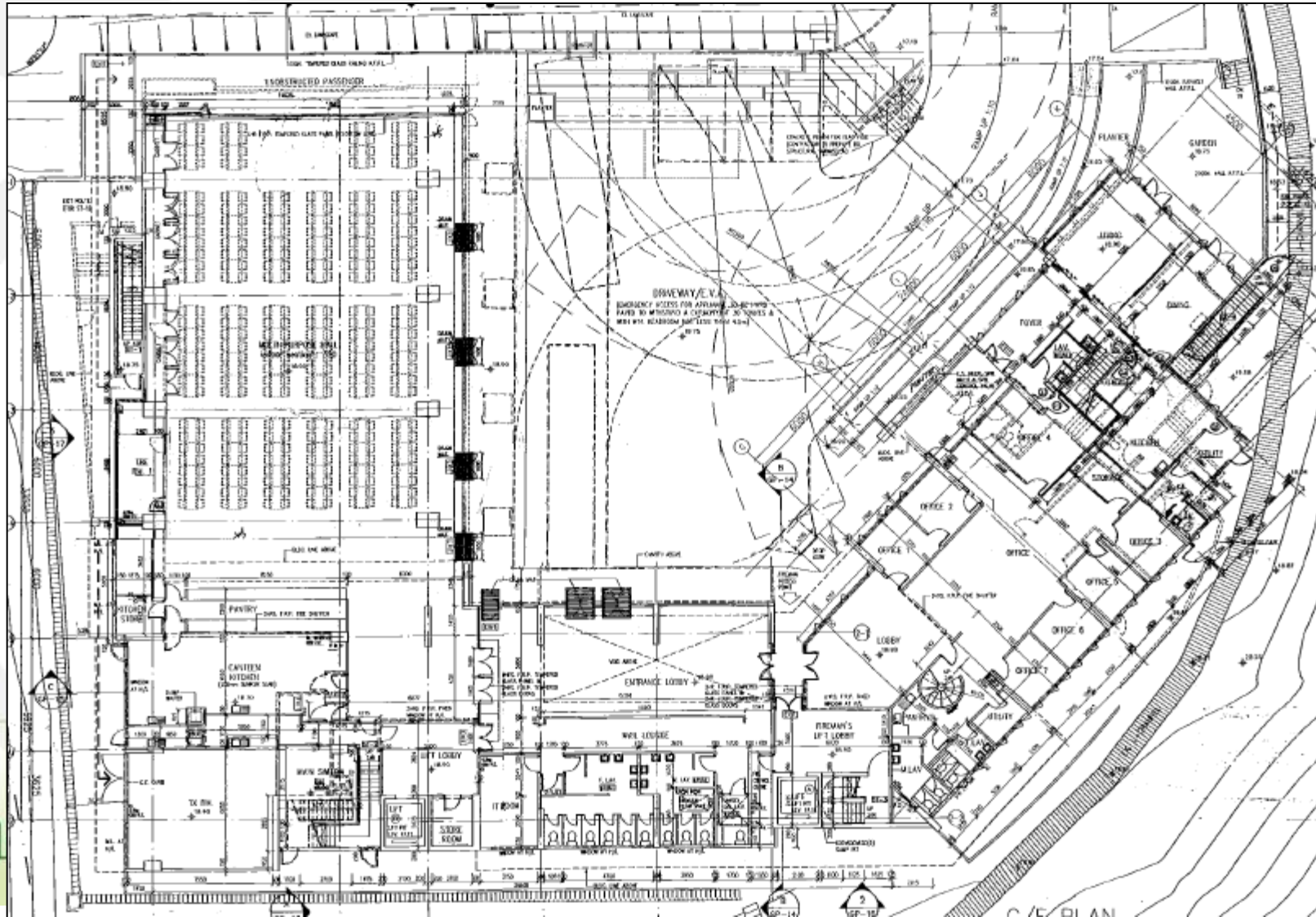
資源
全民
節能

Stage One Declaration (Cont'd)



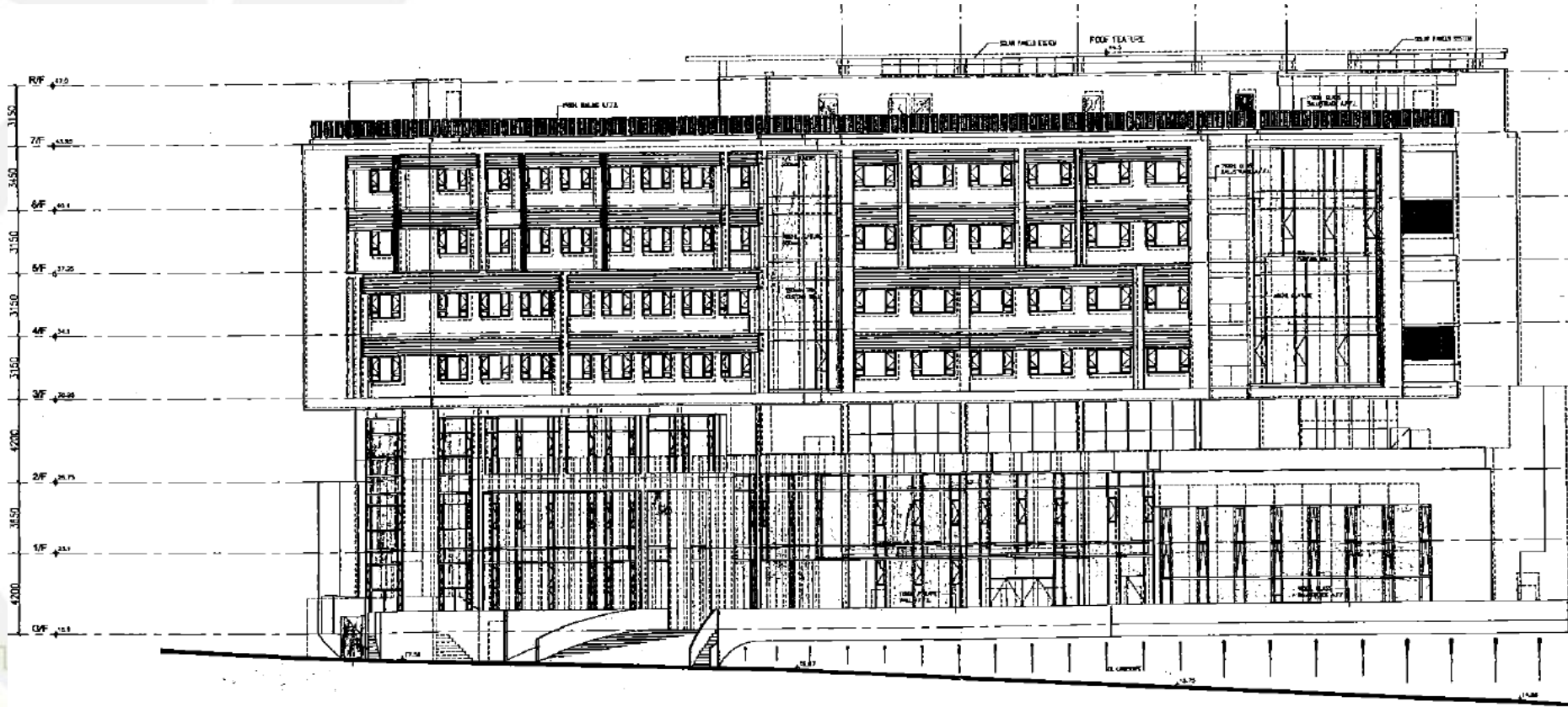
3/F to 6/F – Bedrooms/Lav./Bathrooms (Student Hostels)
7/F – Warden Quarter

Stage One Declaration (Cont'd)



G/F to 2/F – Multi Purpose Hall/ Offices/ Seminar Rooms/ Guest Bedrooms/ Activities Rooms/ Study Rooms/ Library etc.

Stage One Declaration (Cont'd)



- A composite building (the portion of such building that is not for residential use);
- BEEO applicable to the whole building except those floors for student hostel.





Stage Two Declaration

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Stage Two Declaration

- EMSD will issue a COCR to the developer within 3 months after stage two declaration is received
- If the developer provides false or misleading information, EMSD may:-
 - Reject the submission (prescribed fee will not be refunded)
 - issue an IN to the developer to resubmit stage two declaration

Stage Two Declaration (Cont'd)



Application Fee

Submission and Payment Instructions 呈交及繳款指示

1. Application fee of Stage Two Declaration is \$760.
3. Cheques, Drafts and Cashier Orders should be made payable to 'The Government of the Hong Kong Special Administrative Region' and crossed. They should not be made payable to any individual officer. Post-dated cheque will not be accepted.

Failure of payment may render the submission rejected.

Stage Two Declaration (Cont'd)



Building Name

Section A 甲部 : Information of Building 建築物資料

Name of Building: 建築物名稱:	English 英文
	→ Proposed Commercial Re-development at _____
	Chinese 中文
	→ _____
Address of Building: 建築物地址:	

- Fill in Building Name but not project name.
- Building Name to be shown in COCR
- Confirm in writing if no Chinese Building Name.

Stage Two Declaration (Cont'd)

Reference no. of “occupation approval”

Reference Number 參考編號：

(As stated in EMSD's acknowledgement notice for Stage One Declaration)
(列於機電工程署為首階段聲明發出之確認通知書上)

EMSD/EEO/BC/34-

Issue date (MM/YYYY) of “occupation approval” (see note 6):

佔用准許（見須知事項6）之發出日期（月/年）：

(Please attach the copy of the above document for substantiation)
(請附上上述之文件副本以茲證明)

13/02/2014

Reference No. of “occupation approval”:

佔用准許之參考編號：

KN

← NOT PERMIT
No.

Ref no.: “BD 2/xxxx/YY”

Stage Two Declaration (Cont'd)



Technical Forms

(Please refer to Section 5, Code of Practice for Energy Efficiency of Building Services Installation 2012 Edition)

Part 2 – Lighting Power Density & Lighting Control Worksheet								
Please provide information in table below for spaces governed by the lighting power density requirement (LPD) and/or the lighting control requirement (BEC Clause 5.4 & Clause 5.5)					Requirements on LPD and no. of lighting control points in BEC (Clauses 5.4 & 5.5.1)			Lighting control lighting to which applicable are in those for the other which the Ordinance applicable? (BEC (please tick w/
Drawing No. of lighting layout	Name of space / Space Ref. No. *1	Area of space (m ²)	Installed LPD *2 (W/m ²)	Installed no. of lighting control points *3	LPD in BEC Table 5.4		Min allowed no. of lighting control points in BEC Table 5.5*3	
					Applicable type of space *4	Max allowed W/m ²		
(Please insert additional row if necessary)								
AGR-LTG-01	Disable Lav (<100W)	5.30	5.30	N/A	Toilet	N/A	N/A	<input type="checkbox"/> Yes
AGR-LTG-01	Male Lav(<100W)	5.90	4.70	N/A	Toilet	N/A	N/A	<input type="checkbox"/> Yes
AGR-LTG-01	Female Lav(<100W)	2.70	10.40	N/A	Toilet	N/A	N/A	<input type="checkbox"/> Yes
AGR-LTG-01	Management office(Bareshell)	132.00	1.90	N/A	Bare shell for future fit-out	N/A	N/A	<input type="checkbox"/> Yes
AGR-LTG-01	Water Tank pump rm(<100W)	40.00	2.10	N/A	Plant Room	N/A	N/A	<input type="checkbox"/> Yes
AGR-LTG-01	FS Pump Room (<100W)	20.00	2.80	N/A	Plant Room	N/A	N/A	<input type="checkbox"/> Yes
AGR-LTG-01	LV Switch Room	80.00	1.75	N/A	Switch Room	12.00	N/A	<input checked="" type="checkbox"/> Yes
AGR-LTG-01	U/G HR Pump Rm (<100W)	33.00	1.70	N/A	Plant Room	N/A	N/A	<input type="checkbox"/> Yes
								<input type="checkbox"/> Yes
								<input type="checkbox"/> Yes

- Specified Form carrying legal effect
- Not the REA's capacity to state the applicability

Stage Two Declaration (Cont'd)



Technical Data of Electrical Installation for Building Energy Code (BEC) 2012

Form EE-E

(Please refer to Section 7, Code of Practice for Energy Efficiency of Building Services Installation 2012 Edition)

Technical Forms
(Cont'd)

Part 3 - Motor Worksheet (Please tick where applicable) Page 4 of 6

Any installation of three-phase single-speed totally enclosed induction motor involved (BEC Clause 7.5.1) ?

Yes (if yes, please provide information in table below)

No installation of three-phase single-speed totally enclosed induction motor involved (If no, please proceed direct to Part 4)

Equipment / Motor Reference No.	Installed motor			Comparison with min allowed rated motor efficiency (%) at full load in BEC Table 7.5.1 (please tick the applicable condition below*)	Percentage of output power of installed motor anticipated system load (BEC Clause 7.5.2) (please tick the applicable condition below*)			
	Rated output power (kW)	2 or 4 poles	Rated efficiency (%) at full load		<input type="checkbox"/> (d)	<input type="checkbox"/> (e)	<input type="checkbox"/> (f)	<input type="checkbox"/> (g)
(Please insert additional row if necessary)								
FTP-01	7.50	4	90.10%	<input checked="" type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (c)	<input type="checkbox"/> (d)	<input checked="" type="checkbox"/> (e)	<input type="checkbox"/> (f)	<input type="checkbox"/> (g)
FTP-02	7.50	4	90.10%	<input checked="" type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (c)	<input type="checkbox"/> (d)	<input checked="" type="checkbox"/> (e)	<input type="checkbox"/> (f)	<input type="checkbox"/> (g)
PTP-01	15.00	4	91.80%	<input type="checkbox"/> (a) <input checked="" type="checkbox"/> (b) <input type="checkbox"/> (c)	<input type="checkbox"/> (d)	<input checked="" type="checkbox"/> (e)	<input type="checkbox"/> (f)	<input type="checkbox"/> (g)
PTP-02	15.00	4	91.80%	<input type="checkbox"/> (a) <input checked="" type="checkbox"/> (b) <input type="checkbox"/> (c)	<input type="checkbox"/> (d)	<input checked="" type="checkbox"/> (e)	<input type="checkbox"/> (f)	<input type="checkbox"/> (g)
PBP-01	1.50	4	86.00%	<input checked="" type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (c)	<input type="checkbox"/> (d)	<input type="checkbox"/> (e)	<input type="checkbox"/> (f)	<input checked="" type="checkbox"/> (g)
PBP-02	1.50	4	86.00%	<input checked="" type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (c)	<input type="checkbox"/> (d)	<input type="checkbox"/> (e)	<input type="checkbox"/> (f)	<input checked="" type="checkbox"/> (g)

Fresh water transfer pump

Integrated motor cannot be tested separately

Stage Two Declaration (Cont'd)

Technical Forms (Cont'd)

Job No. :

Job Name : _____ **Road**

LPD Calculation

Drawing No. of lighting layout		Name of space /Space Ref. No.	Area of space (m2)	Number of luminaire 1	Circuit Wattage of luminaire 1	Number of luminaire 2	Circuit Wattage of luminaire 2	Total Wattage	Installed LPD (W/m2)
/ES-03	G/F	Entrance Lobby	34	14	31	6	10	434	12.76
/ES-06		Podium garden	57.8	5	60	/	/	300	5.19
		Open Flat Roof	32.8	1	40	/	/	40	1.22
		Potted Plant	32.8	3	26	/	/	78	2.38
		Plant Area	28	2	40	/	/	80	2.86

- Resubmission not using specified form
- Luminaire 1 and 2 not properly defined and correlated with the BEC

Stage Two Declaration (Cont'd)



- Provide drawings of proper size to ensure that the content is legible.
- Spaces provided with minimum lighting level to OP inspection only:
 - Should be highlighted and listed;
 - Lighting control points to be provided for office space (reduced no. of lighting control points to reduced LPD refer to TG)

Stage Two Declaration (Cont'd)



- Re-submission:
 - REA to provide statement that the submitted material had been reviewed to his satisfaction;
 - or sign the cover letter
- Belated resubmission will render the entire stage two declaration being rejected.

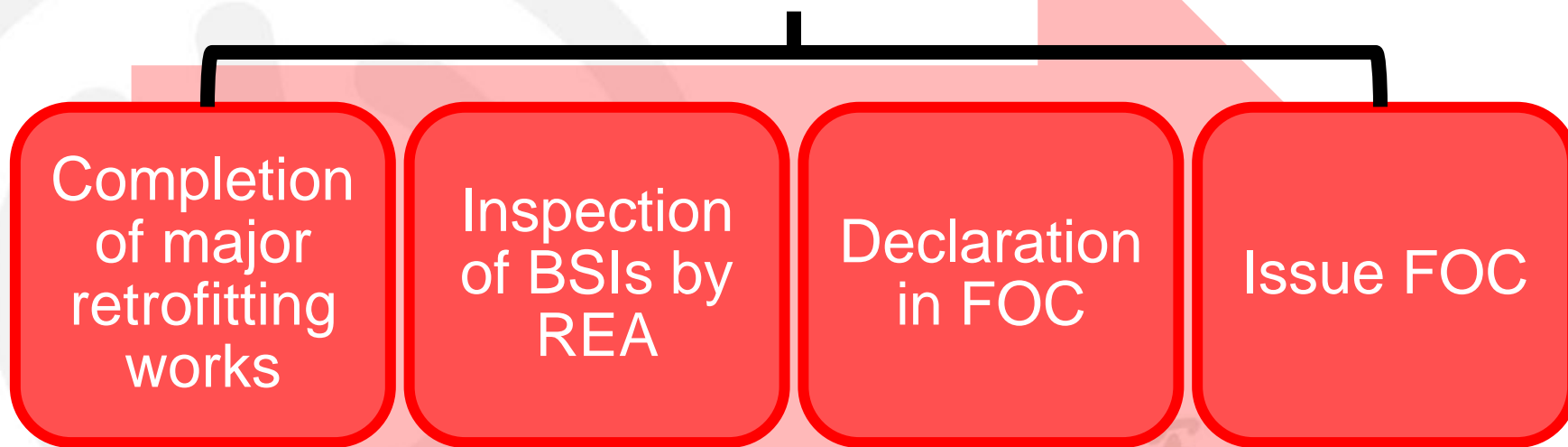
Form of Compliance (FOC)

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FOC (Cont'd)



2 months



30 days

FOC (Cont'd)



Form EE4 (Form of Compliance)

Section B 乙部：Declaration 聲明

To: The above mentioned Responsible Person
致：上述的負責人

cc: The Director of Electrical and Mechanical Services, and property management company (or if none, owner)
副本
抄送：機電工程署署長、及物業管理公司(或如沒有，則業主)

In accordance with section 18 of the Buildings Energy Efficiency Ordinance (Chapter 610), I, Registered Energy Assessor, certify that the building services installations in respect of which the major retrofitting works were carried out in the above unit/common area have been designed, installed and completed in accordance with the standards and requirements not lower than the Code of Practice for Energy Efficiency of Building Services Installations (year) _____ Edition; and also confirm that I have, in the 30 days before the declaration, personally inspected the building services installations covered by this Form on _____ / _____ / _____ (DD/MM/YYYY) and the results of the inspection are satisfactory.

I also declare that all the information reported in this form and in all the attachments is true and correct.

FOC (Cont'd)



When replying EMSD ...

- Please quote EMSD's reference no. of EMSD's letter and the name of subject officer in the reply in order not to incur unnecessary delay
- Applies also to stage two declaration submission and EA resubmission

FOC



Chillers replacement works

Section A 甲部 : Information of Building/Unit/Common Area 建築物/單位/公用地方資料

Information of Building 建築物資料			
Name of Building: 建築物名稱:	English 英文 Oil Terminal		
	Chinese 中文 油庫		
Information of Relevant Unit / Common Area 有關單位 / 公用地方的資料			
Name: 名稱:	English 英文 Oil Terminal		
	Chinese 中文 油庫		
Location: 位置:	Flat/Room 室	Floor 樓	Roof
	Other Description 其他說明		

Oil terminal is not a prescribed building

Works at the roof of oil terminal?

FOC (Cont'd)



Modification of lighting installation in an office floor

(d) Form 表格 EE4

Details of major retrofitting works 主要裝修工程的詳情
 (Please put a "✓" against the appropriate box 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 ²) 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)
27/F	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1,341.52	<input checked="" 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 <input type="checkbox"/> Lighting 照明	25 / 4 / 2014

Not consistent with Form EE-LG

FOC (Cont'd)



Modification of lighting installation on office floor (Cont'd)

Technical Data of Lighting Installation for Building Energy Code (BEC) 2012

(Please refer to Section 5, Code of Practice for Energy Efficiency of Building Services Installation 2012 Edition)

Part 2 – Lighting Power Density & Lighting Control Worksheet

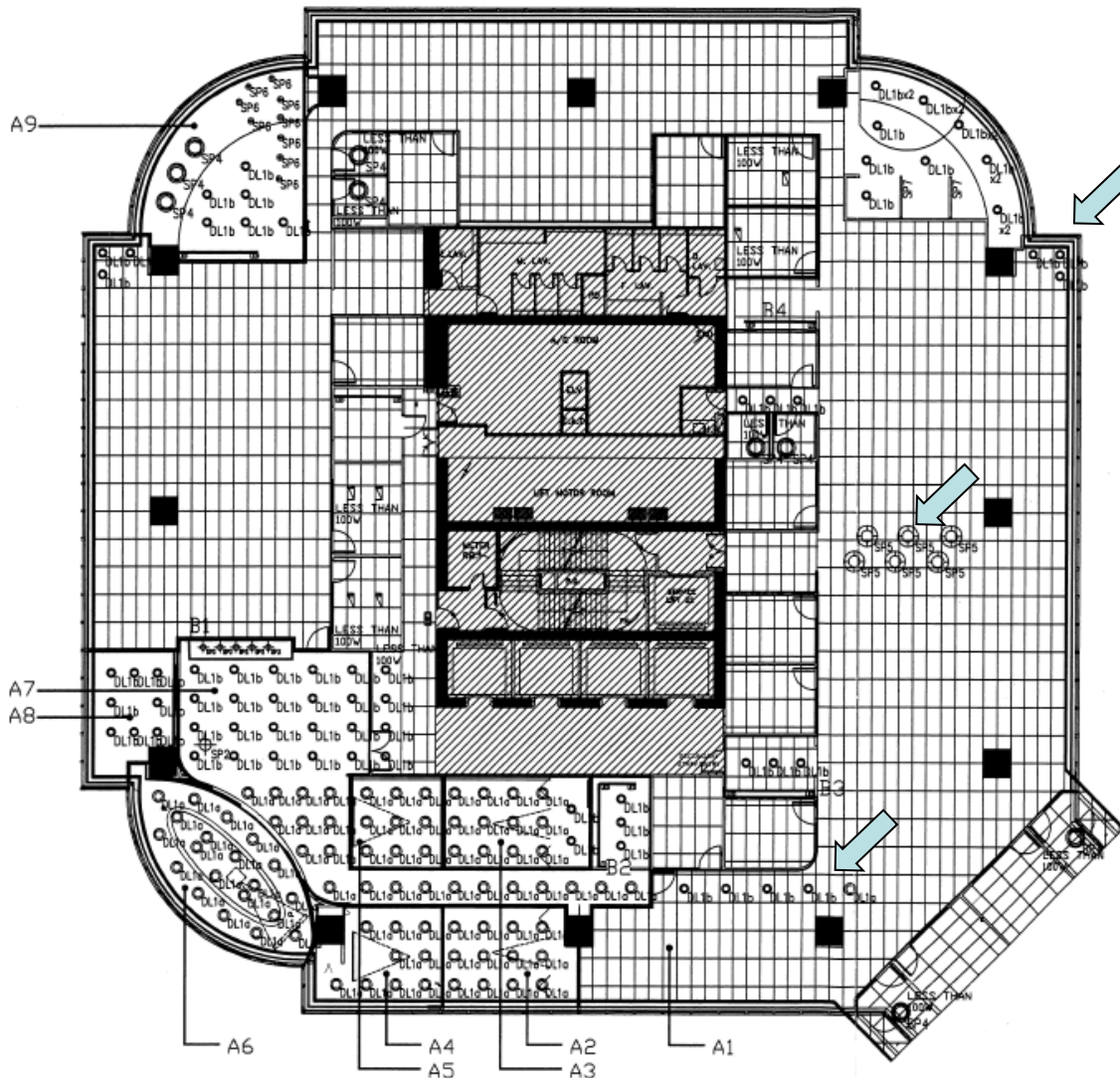
Please provide information in table below for spaces governed by the lighting power density requirement (LPD) and/or the lighting control requirement (BEC Clause 5.4 & Clause 5.5)					Requirements on LPD and no. of lighting control points in BEC (Clauses 5.4 & 5.5.1)			Lighting control points applicable to those which apply (please refer to BEC Clause 5.5.1)
Drawing No. of lighting layout	Name of space / Space Ref. No. *1	Area of space (m ²)	Installed LPD *2 (W/m ²)	Installed no. of lighting control points *3	LPD in BEC Table 5.4		Min allowed no. of lighting control points in BEC Table 5.5 *3	
					Applicable type of space *4	Max allowed W/m ²		
(Please insert additional row if necessary)								
ES-27F-LG-01	A1 / Open Office	803.11	1.88	4	Office	15.00	4	
ES-27F-LG-01	A2 / Meeting Room 2	24.06	9.98		Conference/Seminar Room	16.00		
ES-27F-LG-01	A3 / Meeting Room 4	24.48	11.44		Conference/Seminar Room	16.00		
ES-27F-LG-01	A4 / Meeting Room 1	22.23	8.09		Conference/Seminar Room	16.00		
ES-27F-LG-01	A5 / Meeting Room 3	15.12	11.90		Conference/Seminar Room	16.00		
ES-27F-LG-01	A6 / Board Room	38.35	10.43		Conference/Seminar Room	16.00		
ES-27F-LG-01	A7 / Reception	95.78	9.61		Entrance Lobby	15.00		
ES-27F-LG-01	A8 / Waiting Room	18.75	8.53		Conference/Seminar Room	16.00		
ES-27F-LG-01	A9 / Wet Pantry	49.04	12.54		Canteen	13.00		

- Majority of works areas at the “Open Office”
- LPD on low side
- Insufficient lighting control points

FOC (Cont'd)



Modification of lighting installation on office floor (Cont'd)



- Confused that:
Works area =
Entire floor area
- Actual works areas at
the open office could be
much smaller than 800
sq.m
- Aggregated works area
could be < 500 sq.m
→ not MRW

FOC (Cont'd)



Replacement of water pump and motor

(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 ²) 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)
Block A	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input checked="" type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯	22 / 10 / 2013
Block B	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Air Conditioning 空調 <input checked="" type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯 <input type="checkbox"/> Lighting 照明	22 / 10 / 2013
Block D	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Air Conditioning 空調 <input checked="" type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯 <input type="checkbox"/> Lighting 照明	22 / 10 / 2013

- One FOC for each building block
- No indication of works area

FOC (Cont'd)



Replacement of water pump and motor (cont'd)

Equipment / Motor Reference No.	Installed motor			Comparison with min allowed rated motor efficiency (%) at full load in BEC Table 7.5.1 (please tick the applicable condition below*)	Percentage of output power of installed motor to anticipated system load (BEC Clause 7.5.2) (please tick the applicable condition below*)
	Rated output power (kW)	2 or 4 poles	Rated efficiency (%) at full load		
(Please insert additional row if necessary)					
Flush Water Pump 1 at Block A	11.00	2	91.20%	<input checked="" type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (c)	<input checked="" type="checkbox"/> (d) <input type="checkbox"/> (e) <input type="checkbox"/> (f) <input type="checkbox"/> (g)
			0.00%	<input type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (c)	<input type="checkbox"/> (d) <input type="checkbox"/> (e) <input type="checkbox"/> (f) <input type="checkbox"/> (g)
Flush Water Pump 2 at Block A	11.00	2	91.20%	<input checked="" type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (c)	<input checked="" type="checkbox"/> (d) <input type="checkbox"/> (e) <input type="checkbox"/> (f) <input type="checkbox"/> (g)
			0.00%	<input type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (c)	<input type="checkbox"/> (d) <input type="checkbox"/> (e) <input type="checkbox"/> (f) <input type="checkbox"/> (g)
Flush Water Pump 1 at Block B	11.00	2	91.20%	<input checked="" type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (c)	<input checked="" type="checkbox"/> (d) <input type="checkbox"/> (e) <input type="checkbox"/> (f) <input type="checkbox"/> (g)
			0.00%	<input type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (c)	<input type="checkbox"/> (d) <input type="checkbox"/> (e) <input type="checkbox"/> (f) <input type="checkbox"/> (g)
Flush Water Pump 2 at Block B	11.00	2	91.20%	<input checked="" type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (c)	<input checked="" type="checkbox"/> (d) <input type="checkbox"/> (e) <input type="checkbox"/> (f) <input type="checkbox"/> (g)
			0.00%	<input type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (c)	<input type="checkbox"/> (d) <input type="checkbox"/> (e) <input type="checkbox"/> (f) <input type="checkbox"/> (g)
Flush Water Pump 1 at Block D	11.00	2	91.20%	<input checked="" type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (c)	<input checked="" type="checkbox"/> (d) <input type="checkbox"/> (e) <input type="checkbox"/> (f) <input type="checkbox"/> (g)
			0.00%	<input type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (c)	<input type="checkbox"/> (d) <input type="checkbox"/> (e) <input type="checkbox"/> (f) <input type="checkbox"/> (g)

Works involving flushing water pumps only is not major retrofitting works under the BEEO

FOC (Cont'd)



機電工程署 EMSD

香港特別行政區政府 機電工程署
香港九龍政府大樓3樓
Electrical and Mechanical Services Department
Government of the Hong Kong Special Administrative Region
3/F, Government Tower, Kowloon, Hong Kong
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Confirmation 本署編號: EMSD/EEC/BC/34-

Your reference 來函編號:

Telephone 電話號碼: (852) 2808 3362
Facsimile 圖文傳真: (852) 2890 6081
e-mail 電郵: rebec@emsd.gov.hk



16 June 2014

Kwai Chung, N.T.
(Attn: Mr. ...)

Dear Mr. ...

Buildings Energy Efficiency Ordinance (Cap 610) Form of Compliance

I refer to your letter received on 3 March 2014 regarding the Form of Compliance submission under the Buildings Energy Efficiency Ordinance (Cap 610) in respect of the following building:

Name of Major Retrofitting Works: Common Area

Facilitating our verification of the captioned submission, please provide us the supplementary information/document as listed in Annex 1 attached on or before 30 June 2014 for our further processing.

Should you have any enquiry, please feel free to contact the undersigned at tel. 2808 3362 or fax 2890 6081 or e-mail hmlung@emsd.gov.hk (Please be reminded to quote both of our reference of this letter and name of undersigned, in written enquiry / response).

Yours faithfully,

Brian Leung
Attn: (Brian LEUNG)
For Director of Electrical and Mechanical Services

Encl: (Annex 1)

Assignment No:

1) SEREB	2) TOEEB	3) STOSSEB	4) E/EEB
5) TOEEB	6) DS/EEB	7)	8)

RECEIVED

58 JUN 2014

- Return to the case officer EMSD's original letter as the cover letter of resubmission
- Poor practice
- Not regarded as a submission and returned to the REA



FOC (Cont'd)



For a works within an existing building, an REA signed and submitted all the following forms at the same time:

- EE1 – Stage One Declaration
- EE2 – Stage Two Declaration
- EE3 – Application for Renewal of COCR
- EE4 – FOC
- EE5 – Energy Audit Form (EUI left blank)
- EE-SU – Filling in works area of 400m²
- EE7 – Application for Duplication of COCR, FOC, EA Form

Is the building a prescribed building under the BEEO??

The BEEO



- Think thoroughly before taking action
- Work hand in hand with the AP/ owner/ developer about the building usage/ nature of works
- Review the information available and the applicability to the BEEO
- Use the right form
- Fill in the form carefully
- Speak to us when necessary

