# Form DCS-1

*(For Stage 1 – Application for Participation)*

| **Part A: Project Information** | |
|---|---|
| A1. Submission Date | |
| A2. Revision<br>(Initial Submission as Rev. 0) | |
| A3. Date of Last Approval | |
| A4. District Location/Area | |
| A5. Site/Lot No. | |
| A6. Name of Building | |
| A7. Consumer | |
| A8. Developer | |
| A9. Name of Authorized Person | |
| A10. Company of Authorized Person | |
| A11. Main Contractor | |
| A12. Name of RPE | |
| A13. Company of RPE | |

| **Part B: Project Data** | | |
|---|---|---|
| B1. Preliminary Cooling Load Calculation(s) showing the following Information | | |
| B1.1 | Total Floor Area ($m^2$) | |
| B1.2 | Total AC Area ($m^2$) | |
| B1.3 | Block Cooling Load (kW) | |
| B1.4 | Intended Contract Cooling Capacity (kW) | |
| B1.5 | DCS Substation Room Type* (*TG Appendix D*) | |
| B1.6 | Required Clear internal room dimension<br>*TG 5.3.1.7* | Dimension (Length x Width x Height)<br>_____mm ×_____mm× _____mm |

*Remarks: It is determined by proposed cooling capacity as specified in Part B1.4 and evaluated according to TG Appendix C and D

| **Part B: Project Data** | | | | | |
|---|---|---|---|---|---|
| B1. Preliminary Cooling Load Calculation(s) showing the following Information | | | | | |
| B1.7 Cooling Load Calculation | | | | | |
| Portion | Occupancy Type | Floor Area | AC Area | Safety Factor | Cooling Load |
| | | $m^2$ | $m^2$ | % | kW |
| | Choose an item. | | | | |
| | Choose an item. | | | | |
| | Choose an item. | | | | |
| | Choose an item. | | | | |
| | Choose an item. | | | | |
| | Choose an item. | | | | |
| | Choose an item. | | | | |
| | Choose an item. | | | | |
| | Choose an item. | | | | |
| | Choose an item. | | | | |
| | Choose an item. | | | | |
| | Choose an item. | | | | |
| | Choose an item. | | | | |
| | Choose an item. | | | | |
| | Choose an item. | | | | |
| | Choose an item. | | | | |
| | Choose an item. | | | | |
| | Choose an item. | | | | |

| | | |
|---|---|---|
| **Part B: Project Data** | | |
| **B2 DCS Substation Information** | | |
| B2.1 | Number of Substation | |
| B2.2 | Location of Substation – Level<br><br>*TG5.3.2.3* | |
| B2.3 | The clear room dimension requirement can be met:<br>Length x Width x Height (in mm)<br><br>*TG5.3.1.7, Appendix D* | _____mm × _____mm × _____mm |
| B3 Key Dates and Programme | | |
| B3.1 | Required availability date of DCS puddle flange to be casted in building perimeter wall, such as basement diaphragm wall | _____(D) / _____(M) / _____(Y) |
| B3.2 | Handover date of work area / pipe trench for DCS pipe / ducting installation to EMSD | _____(D) / _____(M) / _____(Y) |
| B3.3 | Handover date of substation to EMSD | _____(D) / _____(M) / _____(Y) |

| **Part C: Checklist of Information to be submitted (Please put a "✓" as appropriate)** | |
|---|---|
| C1 | ☐ Summary of changes with reply to comments (for resubmission only) |
| C2 | ☐ General Building Plan<br><br>☐ Highlight of all A/C Areas<br>☐ Show the substation location #<br>☐ The required clean room dimension for DCS substation as specified in Part B1.6 can be met # |
| C3 | ☐ Layout and Section drawings showing DCS pipe and cable duct routing from designated valve chamber to substation, including setting out of pipe, pipe trench, pipework penetration openings at wall, thickness of diaphragm wall, etc. |
| C4 | ☐ Layout and Section drawings showing DCS equipment delivery route |
| C5 | ☐ Preliminary Programme<br><br>☐ Required availability date of DCS puddle flange(s) to be casted in building perimeter wall, such as basement diaphragm wall<br>☐ Handover date of work area / pipe trench for DCS pipe / ducting installation to EMSD<br>☐ Handover date of substation to EMSD |
| C6 | ☐ Consumer's backup chiller plant justification (if applicable) |

Remarks:

- #If the location of substation cannot be complied with "Technical Guideline for Connection to District Cooling System", a detailed justification referring to the site constraints that affect the compliance with this requirement together with alternative proposal shall be submitted to EMSD for consideration and approval.
- All drawings submitted by the applicant/ approved consumer should be in one set of hardcopy and softcopy formats. The softcopy should be in ".dwg" format and compatible with either one of the latest three AutoCAD® versions. For submission using BIM model, the "BIM-AM Standards and Guidelines" issued by EMSD and "Guidelines for Using Building Information Modelling" issued by the Buildings Department should be followed.

| **Part D: Declaration (to be completed by the Designer and Owner of the installation(s))** | | |
|---|---|---|
| D1 | I, as the designer of the installation(s), confirm that the submitted information is accurate and that the design will be implemented as specified.<br><br>Signature of Designer _____<br><br>Full Name of Designer _____<br><br>RPE Registration No of Designer (*Building Services / Mechanical Engineering Discipline) _____<br><br>Company: _____<br><br>Tel. No: _____<br><br>Fax No.: _____<br><br>Email: _____<br><br>Corresponding Address: _____<br><br>Date: _____ | Company Chop: |
| D2 | I, as the Owner of the installation(s), wish to apply for DCS service, and I fully understand the conditions and obligations of participation.<br><br>Signature of Owner or his Representative: _____<br><br>Full Name of Owner or his Representative: _____<br><br>Company: _____<br><br>Tel. No: _____<br><br>Fax No.: _____<br><br>Email: _____<br><br>Corresponding Address: _____<br><br>Date: _____ | Company Chop |

**Part E: (to be completed by EMSD)**

File Ref No:_____

Application Ref No.:_____

Have checked form DCS-1 and associated plans/ drawings, the application submitted by _____ to use DCS at (building name and address of premises)_____

_____

_____ is

☐ Approved.

☐ Approved with conditions: _____.

☐ Rejected: _____.

Please note that the approval granted for this application is valid for two years and will be lapsed on _____(DD/MM/YYYY), counting from the approval date. If the applicant cannot proceed to the next stage of the application within the validity period and fails to provide a valid justification, this approval will be considered invalid and a fresh application shall be provided.

Please note that approval at this stage is granted in principle and for assessment purposes only. Reservation of cooling capacity will be subject to a successful Stage 3 application.

_____

Officer Name: (  )

Email:_____

Telephone Number:_____

Date:_____

## 重要聲明

任何人士試圖向任何政府人員提供利益(按照香港法例第 201 章《防止賄賂條例》中對利益的定義)，以影響本申請的結果，即構成《防止賄賂條例》下的罪行，並導致有關申請無效，而機電工程署會把個案向廉政公署報告。如任何政府人員或其代理人就本申請向你索取利益，你應向廉政公署舉報(電話號碼：2526 6366)。

## 個人資料私隱聲明

收集個人資料的目的

1. 在本表格所提供的個人資料，政府會用於下列目的：

(a) 進行與處理在本表格所作呈交有關的工作；

(b) 進行與《區域供冷服務條例》所訂規定有關的工作；以及

(c) 方便政府與你通訊。

受讓人的類別

2. 當收到你所呈交的資料後，在本表格及隨本表格呈交的所有文件收集到的所有個人資料會備存於機電工程署，並會向部門的資料使用者披露。

3. 本署收集及使用的資料，可能會轉交代理或關連公司，以便提供所需服務及產品。

查閱個人資料

4. 根據《個人資料（私隱）條列》第 18 及第 22 條，以及附表 1 第 6 原則的規定，你有權查閱及改正個人資料。你的查閱權包括索取在本表格所提供個人資料的副本。

查詢

5. 任何關於本表格所收集個人資料的查詢，包括要求查閱及改正資料，請以書面形式向機電工程署署長提出，地址為：香港九龍啟成街 3 號機電工程署。至於其他一般查詢，請致電政府熱線 1823。

**Important Disclaimer**

"Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance ("POBO") (Chapter 201 of the Laws of Hong Kong)) to any Government officer with a view to influencing the outcome of this application constitutes an offence under the POBO and renders the application invalid. The case will be reported to the Independent Commission against Corruption. You should report to the ICAC (Telephone No.: 2526-6366) if any government officers or their agents solicits an advantage from you in relation to this application."

**Personal Data Privacy Statement**

1. The personal data provided by means of this form will be used by the Government for the following purposes:

(a) activities relating to the processing of the submission in this form;

(b) activities relating to the requirements stipulated in the District Cooling Services Ordinance; and

(c) facilitating communication between the Government and yourself.

Classes of Transferees

2. Upon receipt of your information submission, all personal data collected in this form and all documents submitted along with this form will be kept at the Electrical and Mechanical Services Department and will be disclosed to the data users of the department.

3. The data collected and used by us may be transferred to agents and related companies for the purpose of offering services and products that may require.

Access to Personal Data

4. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22, and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

5. Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be submitted in writing and addressed to the Director of Electrical and Mechanical Services, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong. For other general enquiries, please dial the Citizen's Easy Link 1823.