

BEAM Plus

Project Assessment
Procedures Manual

Version 3.2
(6.12.2016)



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Amendments

Version Number	Date of Issue	Page Number	Amendment Details
3.0	24.03.2016	All	The overall structure of the manual is updated. New sections are added, including: B (ii). Fee structure of BEAM Plus certification; B (iii). Fee concession for NGO; B (vi). Time limit for commencing assessment D (ii). Post-TRC clarification; D (iii). Second chance for provisional / final assessments; D (iv). Arrangement of multiple final assessments for large developments; F. Certification.
3.1	15.07.2016	14, 23, 28.	The following sections are updated: B (viii). Special cases of project information update; D (ii). Post-TRC notification; E. Appeal.
3.2	06.12.2016	4, 6, 7, 9, 10, 13, 14, 15, 20-21, 26, 28-30, 31, 37, 42.	The following sections are updated: Glossary; A(iii). BEAM Plus assessment tools; A(vi). BEAM Plus registered and assessed projects; B(i). Registering for a new project; B(ii). Fee structure of BEAM Plus certification; B(v). Information listed in the Acknowledgement Letter; B(vi). Time limit for commencing assessments; B(vii). Updating project information; D(i). Overview of assessment procedures; D(iii). Second chance for Provisional/ Final assessments; D(iv). Re-assessments; D(v). Difference between second chance of assessments and Re-assessments; F(ii). Validity of BEAM Plus certificates; Appendices.

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Glossary

The expressions and terms that appear in this document are defined as follows:-

Terms	Refer to
Applicant	Clients or BEAM Professionals
BAS	BEAM Assessor(s)
BEAM Plus	Upgraded version of Building Environmental Assessment Method
BEAM Pro	BEAM Professional(s)
BI	BEAM Plus Interiors
BSL	BEAM Society Limited
CIR	Credit Interpretation Request
Contract	The Agreement between BSL and the Applicant to conduct the BEAM Plus assessment
EB	Existing Buildings
FA	Final Assessment
HKGBC	Hong Kong Green Building Council Limited
NB	New Buildings
ND	Neighbourhood
PA	Provisional Assessment
TRC	Technical Review Committee

A. Introduction

i. Purpose of the Manual

- This manual defines and describes the assessment procedure and responsibilities for conducting a BEAM Plus assessment.
- To allow Applicants, project teams and BEAM Practitioners to execute an assessment quickly and easily.

ii. BEAM Plus Certification

- Stimulate demand for more sustainable buildings in Hong Kong and other regions, giving recognition for improved performance and minimizing false claims.
- Provide a common set of transparent building performance criteria that can be pursued by owners, developers, designers, architects, engineers, contractors and operators.
- Reduce the environmental impacts of buildings throughout the planning, design, construction, management and demolition life cycle.
- Increase awareness in the building community, and ensure that environmental considerations are integrated right from the start rather than retrospectively.
- Lead the sustainable built environment in Hong Kong and for the region.

iii. BEAM Plus Assessment Tools

There are 3 assessment tools available for BEAM Plus, potential project applicants can learn more about the tools through the website pages on HKGBC:

BEAM Plus Tools	Links for Information for Assessment Tools
New Buildings (NB)	http://www.hkgbc.org.hk/eng/NB_Intro.aspx
Existing Buildings (EB)	http://www.hkgbc.org.hk/eng/EB_Intro.aspx
Interiors (BI)	http://www.hkgbc.org.hk/eng/BI_Intro.aspx
Neighbourhood	http://www.hkgbc.org.hk/eng/ND_Intro.aspx

iv. BEAM Pro Directory

BEAM Professionals (BEAM Pro) are green building professionals accredited by the HKGBC in various aspects of the entire green building life cycle. A key role of BEAM Pro is to integrate the latest green building standards and practices into everyday building planning, design, construction and operation.

A project team can consider to invite a BEAM Pro to help facilitate the submission of data to the independent BEAM Assessors. There may be a number of BEAM Pros engaged in individual disciplines within a project team.

Potential project applicants of BEAM Plus can check out the list of BEAM Professionals to seek professional advice on projects:

BEAM Professional Specialty Directory

<https://www.hkgbc.org.hk/eng/allbpdirectory.aspx>

v. Technical Circulars and Frequently Asked Questions (FAQ)

BEAM Society Ltd. publishes Technical Circular Letter at regular intervals, please visit BSL website for more information:

<p>BEAM Plus Technical Circular</p> <p>http://www.beamsociety.org.hk/en_beam_assessment_project_2.php</p>
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For some common enquiries, please refer to the Frequently Asked Questions (FAQ) under BSL website:

<p>BEAM Plus FAQ</p> <p>http://www.beamsociety.org.hk/en_beam_assessment_project_7.php</p>

vi. BEAM Plus Registered and Assessed Projects

All the BEAM Plus registered and assessed projects can be found on the BEAM Plus Project Directory on HKGBC's website, please find the following links for the project directory of each BEAM Plus rating tools:

BEAM Plus Tools	Links for Project Directory
New Buildings	https://www.hkgbc.org.hk/eng/BeamPlusDirectory.aspx
Existing Buildings	https://www.hkgbc.org.hk/eng/BeamPlusDirectory.aspx
Interiors	https://www.hkgbc.org.hk/eng/BeamPlusInteriorDirectory.aspx
Neighbourhood	https://www.hkgbc.org.hk/eng/BeamPlusNDDirectory.aspx

vii. BEAM Plus Project Statistics

For a snapshot of the registration trends and assessment status of BEAM Plus projects, the HKGBC Secretariat will issue a monthly update of BEAM Plus statistics on HKGBC website. You can go to the following link for more information:

BEAM Plus Project Statistics

<https://www.hkgbc.org.hk/eng/BEAMPlusStatistics.aspx>

B. Registration

i. Registering for a new project

Project applicants can register for their projects through the online registration forms on HKGBC website. Please refer to the following table for the website links of online registration form for each assessment tool:

BEAM Plus Tools	Links for Online Registration
New Buildings	http://www.hkgbc.org.hk/eng/BeamPlusProjectRegistration.aspx
Existing Buildings (v1.2)	http://www.hkgbc.org.hk/eng/BeamPlusProjectRegistration.aspx
Existing Buildings (v2.0)	https://www.hkgbc.org.hk/eng/bp-reg-EBv2-0.aspx
Interiors	http://www.hkgbc.org.hk/eng/BeamPlusProjectRegistration.aspx
Neighbourhood	http://beamplus.org.hk/redirect/redirect.php?link=BEAMPlusND

Arranging Payment of Registration Fee for your project

Upon receiving the online registration forms, HKGBC secretariat will send a **Payment Advice** to project applicants by post and by email. You can settle the payment by:

- Cheque payable to Hong Kong Green Building Council Limited.
- Bank-in to the account of HKGBC and send the bank-in slip (or its copy) to HKGBC.
- Payment shall be made within 90 calendar days of the date of Payment Advice, failing which we reserve the right to charge the prevailing Registration Fee at the time of receipt of payment.

Payment Advice

Item	Description	Unit	Total (HK\$)
1.	SEAM Plus Version: NB V1.2 Small Project Scale: Small Project Name: Proposed Development at Hong Kong Road	1	10,000
Grand Total:			10,000

Payment Method:

(1) **By Cheque**
Please make payment by crossed cheque payable to "Hong Kong Green Building Council Limited".

Or

(2) **Bank-in to account**
Deposit the registration fee to the Bank Account of "Hong Kong Green Building Council Limited" at: HSBK 988 782949 292

Please send the cheque of the bank-in slip to the following address and make reference to "BEAM Plus Project Registration" and quote the Account Reference.

Hong Kong Green Building Council Limited
1F Jockey Club Environmental Building
17 Tai Chee Avenue
Kowloon Tong
Hong Kong

Payment shall be made within 90 calendar days of the date of Payment Advice, failing which we reserve the right to charge the prevailing Registration Fee at the time of receipt of payment.

On behalf of
Hong Kong Green Building Council Limited

Authorized Signature
HKGBC SEAM Plus Registration Office

Fig. 1: Sample of Payment Advice

ii. Fee Structure of BEAM Plus Certification

The fee structure of applying BEAM Plus Certification can be found on HKGBC website as follows:-

BEAM Plus Tools	Links for Fee Scale
New Buildings	http://www.hkgbc.org.hk/eng/BPRef-fee.aspx
Existing Buildings v1.2	
Existing Buildings v2.0	
Interiors	
Neighbourhood	

For an easy reference, the following table shows the different fees payable to HKGBC and BSL:

Fee Items	HKGBC	BSL
Registration Fees ^{1, 2}	✓	
Assessment Fees ^{1, 3}		✓
Credit Interpretation Request ¹		✓
Fee for First Appeal ¹		✓
Fee for Final Appeal ¹	✓	
Fee for Issue of Variation Order (HK\$2,000) ¹		✓
Fee for Duplicate Copy of Agreement (HK\$1,000) ¹		✓
Fee for Re-issue of BEAM Plus Certificate (HK\$2,000) ¹	✓	
Re-assessment fees ^{1, 4}		✓

Remarks:

1. Please refer to the latest fee scale on HKGBC website. All fees are non-refundable.
2. The Registration Fee for all BEAM Plus assessments is a one-off payment payable to the "Hong Kong Green Building Council Limited". Payment shall be made within 90 calendar days of the date of Payment Advice, failing which HKGBC reserves the right to charge the prevailing Registration Fee at the time of receipt of payment.

3. When the Applicant has confirmed the PA/ FA submission schedule, the assessment fee shall be paid to BSL at least 30 days before the commencement of official assessment. For projects registered on or after 1 August 2014, **full Provisional and Final Assessment Fees** must be paid together before assessment commences.
4. Please refer to the section of Re-assessments for details.

iii. Fee Concession for NGO

In response to the demands raised by local charity and non-governmental organisations (NGO), the HKGBC provides BEAM Plus assessment registration fee concession for NGO projects, supporting the wider adoption of green building practices in Hong Kong.

To enjoy registration fee concession for BEAM Plus assessment, an organisation must fulfill ALL the criteria:

<p>✓ It is a charitable institution or trust of a public character which is exempt from tax under Section 88 of the Inland Revenue Ordinance.</p>
<p>✓ No external subsidy obtained from the government or other public sources of fund to cover the expense of the project to be registered for BEAM Plus assessment. ¹</p>
<p>✓ The project/ building shall not be planned for generating commercial income (i.e. only non-commercial building is eligible).</p>

Remarks:

1. Any external subsidy that supports the NGO's general operations will not affect the eligibility to apply for fee concession. The HKGBC determines the eligibility based on the applicant's exclusive confirmation that it does not receive any public sector subsidy specifically for the project to be registered for BEAM Plus assessment.

Fee Concessions

Eligible NGOs are entitled to a **20% discount** to the BEAM Plus Registration Fee. The application for registration fee concession should be submitted **prior to the submission of BEAM Plus online registration form** at the HKGBC's website.

For details, please refer to HKGBC website:

NGO Fee Concession for BEAM Plus Projects

<https://www.hkgbc.org.hk/eng/BPRef-fee.aspx#NGOconcession>

iv. Completing the Project Registration

After settling the payment for the project, HKGBC Secretariat will issue an Acknowledgement Letter to notify the completion of BEAM Plus project registration. The Acknowledgement Letter will be sent to the project applicant by email and by post.

After completing the project registration, the basic information of the project will be shown in the Project Directory of HKGBC website, which will be subject to update according to the respective project status.

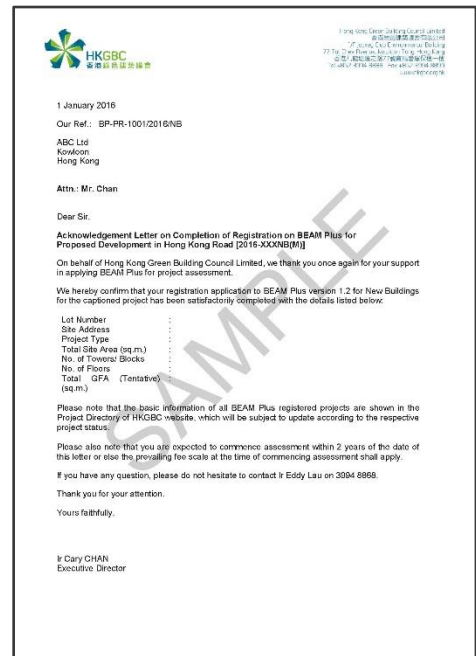


Fig. 2: Sample of Acknowledgement Letter

v. Information listed in the Acknowledgement Letter

The letter contains essential project information of the project. If there is any update in it, project applicant should notify HKGBC and BSL through the Project Information Update form on HKGBC website. Please refer to the table below for the information contained in the Acknowledgement Letter:-

New Buildings	Existing Buildings
Project Name Lot Number Site Address Project Type Total Site Area (sq. m.) No. of Towers/ Blocks No. of Floors Total GFA (sq. m.)	Scheme <i>(for EB v2.0 or above)</i> Project Name Lot Number Site Address Project Type Total Site Area (sq. m.) No. of Towers/ Blocks No. of Floors Total CFA (sq. m.)
Interiors	Neighbourhood
Project Name Project Address Project Type No. of Floors No. of Units Total GFA (sq. m.) Total Internal Floor Area (sq. m.)	Project Name Lot Number Site Address Project Type Total Site Area (sq. m.) Total GFA (sq. m.) No. of Towers/ Blocks

vi. Time Limit for Commencing Assessment

This clause is only applicable to projects that complete BEAM Plus on-line registration on or after 1 August 2014.

Applicant should commence project assessment within the following time limit, which shall be counted from the date of the Acknowledgement Letter issued by HKGBC. If the Acknowledgement Letter is revised due to information update, the time limit shall still be counted from the date of the FIRST Acknowledgement Letter. Please refer to the table below for the time limit for each assessment tool:

BEAM Plus Tools		Time Limit
New Buildings		Two years for PA
Existing Buildings	v1.2 / Comprehensive Scheme A – PA & FA	One year for PA
	v1.2 / Comprehensive Scheme A – FA only	One year for FA
	Comprehensive Scheme B	One year for FA
	Selective Scheme	One year for FA
Interiors		One year for FA
Neighbourhood		Two years for FA

If the project team cannot submit the submission within the time limit as set forth in the above table, the Applicant has to submit a supplementary payment to HKGBC when there is an increase in registration fee. The supplementary payment is calculated as follows (only valid if the result of subtraction is positive):

$$\text{Supplementary Payment} = \text{Prevailing Registration Fee at First Submission} - \text{Initial Registration Fee Paid}$$

Besides, the Applicant has to follow the prevailing fee scale at the time of commencing assessment to determine the Assessment Fee instead of the fee scale at the time of initial registration.

Time limit for commencing Final Assessments

For **BEAM Plus New Buildings**, the Final Assessment should be completed within 18 months of the date of issuance of the Occupation Permit.

For **BEAM Plus Existing Buildings v2.0 – Comprehensive Scheme A**, the applicant shall commence the Final Assessment within 30 months from the commencement of Provisional Assessment.

Special circumstances for extension of time limit (for EB v2.0 only):

For Applicants registered under Comprehensive Scheme or EU of Selective Scheme under BEAM Plus EB v2.0, if they are using the status of BEAM Plus registration to apply for the **CLP Eco Building Fund** or **Hong Kong Electric Smart Power Fund**, the time limit for commencing assessment can be extended from one year to two years. To extend the time limit, the Applicant has to submit a written application together with supporting evidence on Fund application to the HKGBC.

vii. Updating Project Information

The project applicants are required to provide the updated project information to HKGBC through BEAM Plus Project Information Update Form.

Applicants can also indicate his/ her wish in the online project information update form for a revised acknowledgement letter.

The links for project information update are listed as follows:-

Tools	Links for Project Information Update
New Buildings	https://www.hkgbc.org.hk/eng/beamplus_projectupdate_NB_EB.aspx
Existing Buildings	https://www.hkgbc.org.hk/eng/bpprojectinfoupdate_EB.aspx
Interiors	https://www.hkgbc.org.hk/eng/beamplus_projectupdate_BI.aspx
Neighbourhood	https://www.hkgbc.org.hk/eng/beamplus_projectupdate_ND.aspx

viii. Special Cases of Project Information Update

Under the following circumstances, the change of project information would entail a new project registration or incur extra fees:

Special Cases	Implications for the Project
Projects seek to <u>switch to the latest version</u> (e.g. from v1.1 to v1.2) after the allowable period for switching has lapsed.	Project applicants do not need to withdraw the project. The applicant is required to pay the difference between the new registration fee (based on prevailing fee scale) and the originally paid registration fee.
Projects are <u>changed to a completely new project type</u> (e.g. from residential to commercial).	
Projects have a substantial change in CFA of the registered project, resulting in a <u>jump to a new project scale</u>	Project applicant is required to pay the fee difference between the new project scale and the original project scale, based on the prevailing fee scale.

C. Before Project Assessment

After completing the registration with HKGBC, project applicants are required to enter into a contract with BSL. BSL Secretariat would prepare an assessment agreement for project applicant to sign. Before the commencement of the assessment, the applicant should:

✓ Return the signed Assessment Agreement to BSL
✓ Confirm the target date of assessment
✓ Settle the Assessment Fee
✓ Submit the Credit Interpretation Request (if applicable)

i. Return the signed Assessment Agreement

The Assessment Agreement should be signed by the applicant with company chop and returned it to BSL. If the applicant loses the original copy of the Agreement, a fee of HK\$1,000 will be charged by BSL for a duplicate copy.

ii. Confirm the target date of assessment

While the applicant has provided the tentative PA schedule when submitting the Online Registration Form, the Applicant should contact BSL to reconfirm the actual target date for PA and update the project fact sheet. The same process applies to FA process.

iii. Settle the Assessment Fee

Prior to the commencement of assessment, the full payment of Assessment Fee should be settled. This applies to both one-stage or two-stage assessments, as in the cases of all BEAM Plus assessments. The assessment fee shall be paid to BSL **at least 30 days before the commencement of official assessment.**

iv. Submit the Credit Interpretation Request

The Credit Interpretation Request (CIR) process is designed to allow project teams to obtain SPECIFIC guidance on whether certain BEAM Plus Credits can be fulfilled pertaining to the special design of their projects. As such, CIR will only be accepted after the BEAM Plus Registration for a project has been completed and before the commencement of EACH of the PA or FA assessment. However, CIR will not be accepted during the period between Applicant's submission stage and the certification notification stage.

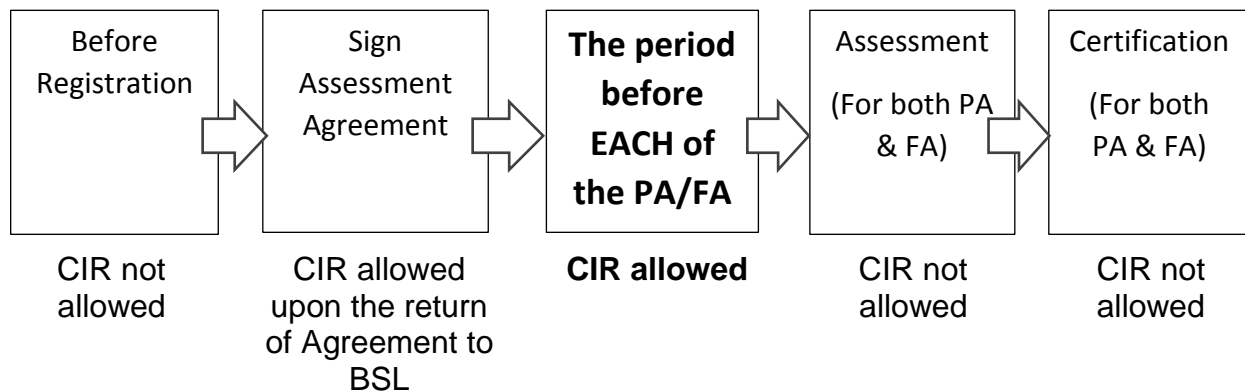


Fig. 3: Diagram showing the allowable period for CIR

Each clarification request can only be submitted for one individual credit or sub-credit, and such a clarification is not used for adjusting the assessment system, but for advocating an alternative yet equivalent method of meeting the aim of credit.

The BEAM Plus Assessment Manuals outline a number of options for meeting the aim of a credit. If a project team developed an alternative design solution or an alternative form of documentation, the project team may wish to submit a CIR to seek clarifications before the assessment. However, argument on the applicability of the credits for a particular project will not be entertained.

Process of CIR

The CIR should be submitted to BSL, with CIR form and supporting documents provided to substantiate an alternative design solution or an alternative form of documents for the compliance of the credit.

Upon receiving the CIR and its payment, BSL would take 60 calendar days to process the CIR. Project applicants are requested to plan ahead the submission for CIR before the assessment commence.

For the fee scale of CIR, please refer to the latest fee scale of BEAM Plus Assessment on HKGBC website.

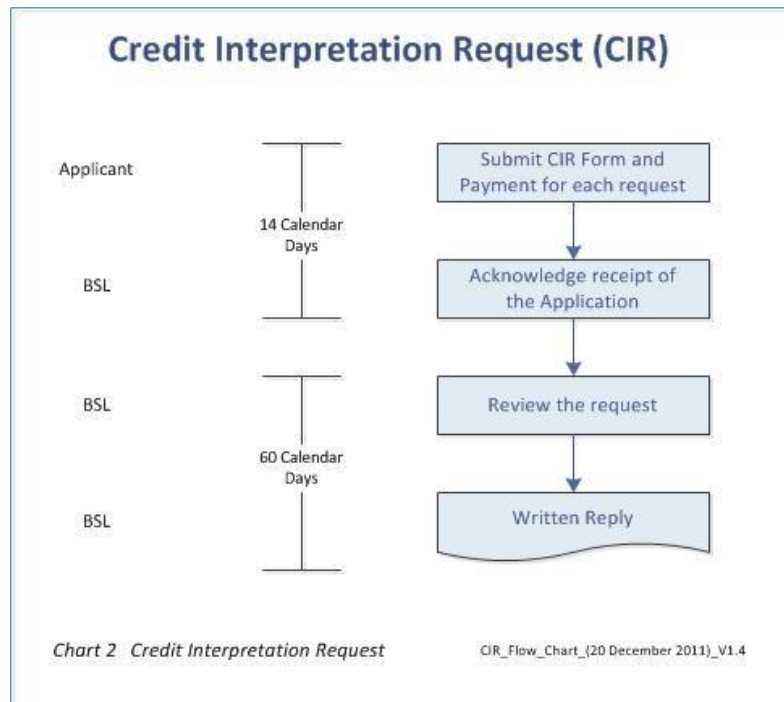


Fig. 4: The process flowchart of CIR

Link for the CIR Form

http://www.beamsociety.org.hk/en_beam_assessment_project_1.php

D. Assessment

i. Overview of Assessment Procedures

Depending on the types of assessment tool, Provisional Assessment and Final Assessment are available for projects. Provisional Assessment offers project applicant an opportunity to review and improve its building design before the actual construction work is commenced. It is mandatory for BEAM Plus New Buildings assessment but it is optional for BEAM Plus Existing Buildings assessment.

Tools	Provisional Assessment	Final Assessment
New Buildings	✓ ¹	✓
Existing Buildings V1.2	Optional ²	✓
Existing Buildings V2.0 (Comprehensive Scheme A)	Optional ²	✓
Existing Buildings V2.0 (Comprehensive Scheme B)	x	✓
Existing Buildings V2.0 (Selective Scheme)	x	✓
Interiors	x	✓
Neighbourhood	x	✓

Remarks:

- Under special circumstances, the Applicant can **omit the Provisional Assessment of BEAM Plus New Buildings** with reasonable justification provided to BSL. In such case, there shall be no reduction in registration and assessment fees due to such omission. The Applicant shall note that the omission may lead to the non-fulfilment of Buildings Department's requirements for certain projects seeking GFA concessions or modifications to building regulations.
- The standard charge for EB is for Final Assessment only, if project applicant would opt for **Provisional Assessment Review for BEAM Plus Existing Buildings assessment**, the assessment fees should be two times of the standard charge to include the payment for Provisional Assessment. Project applicants are advised to liaise with BSL for such arrangement.

Step 1: Commencing the Assessment

Upon receipt of the signed Assessment Agreement, assessment fee and submission, BSL will issue **Notification of Commencement** to the Applicant. Please refer to table below for the assessment timeline for each BEAM Plus tool:

BEAM Plus Tools	Performance Pledge for Time Limit of Assessment
BEAM Plus New Buildings	90 calendar days
BEAM Plus Existing Buildings (v1.2)	90 calendar days
BEAM Plus Existing Buildings (Comprehensive Scheme A)	90 calendar days
BEAM Plus Existing Buildings (Comprehensive Scheme B)	90 calendar days
BEAM Plus Existing Buildings (Selective Scheme)	60 calendar days
BEAM Plus Interiors	45 working days
BEAM Plus Neighbourhood	90 calendar days

Submission of materials for BEAM Plus Assessment received after 12:00 noon will be recorded and processed on the following working day. The same procedure will be applied to both CIR and appeal process, of which the application would only be processed upon receiving full payment and a complete application form.

Special arrangement for submission cut-off time

- a. In the event of a **designated public holiday of more than three (3) consecutive days** (including Saturday and Sunday), the cut-off time for submission of BEAM Plus Assessment materials will be 12:00 noon on the day prior to the last working day before the designated public holiday. Submission thereafter will be taken as received at 9:00 am immediately after the designated holiday.

Example 1 – If a designated public holiday falls on Friday (5th), the cut-off time for submission will be on Wednesday (3rd) 12:00 noon and thereafter the submission will be processed on the next Monday (8th).

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3 Submission cut-off 12:00 noon	4	5 Public Holiday	6	7
8 Submission Processing Day	9	10	11	12	13	14

Example 2 – If a designated public holiday falls on Monday (10th), the cut-off time for submission will be on Thursday (6th) 12:00 noon and thereafter the submission will be processed on Tuesday (11th).

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5	6 Submission cut-off 12:00 noon	7
8	9	10 Public Holiday	11 Submission Processing Day	12	13	14

Step 1a: Submitting for Assessment

Applicant shall submit the following materials to BSL:

✓ Submission Credit Summary (Available on BSL website)
✓ Submission Templates (Available on BSL website)
✓ Supporting Documents and Drawings for each credit submitted

Medium of Submission for BEAM Plus Assessment

Submission by FTP or CD-ROM (2 copies) is both acceptable, however, ONLY one kind of medium of submission, whichever reaches BEAM Society Ltd (BSL) first, will be taken as the submission.

In the case of Applicant making the submission by both medium, i.e. FTP and CD-ROM, the subsequent medium of submission received by BSL will be disregarded and will not be processed further.

If Official Submission is made by FTP, Applicants shall ensure that:

<p>✓ Every submission template and files contained in the FTP are complete and accessible.</p>
<p>✓ The length of file names and folder layering shall be minimised while be adequately clear for easy downloading.</p>
<p>✓ Files other than Excel, Word, PDF shall be avoided.</p>
<p>✓ All the files submitted MUST NOT be encrypted and/ or protected by password, and all the files MUST allow copying and printing.</p>

BSL reserves the right to reject any incomplete submission. Formal procedure on project assessment and timeline for performance pledge shall commence until complete set of submission materials are submitted.

Step 2: Preliminary Technical Screening

BSL secretariat will perform technical screening to review the submission materials.

BSL may issue comments to the Applicant requesting further elaboration and/ or substantiation of the submission. It is the sole responsibility of the Applicant to furnish a complete and comprehensive submission for assessment.

The absence of enquiries or comment on the submission does not mean compliance with the requirements of the BEAM Plus Manual.

Step 3: Assigning BEAM Assessor (BAS)

BSL will assign BEAM Assessor(s) to administer the review of each project's submission. The identity of BAS will not be disclosed to any party to ensure the impartiality of the assessment.

Step 4: Comments on Submission

BSL will issue comments of BAS to the project applicant. During the time for project applicants to provide supplementary submission materials, the time period will not be counted towards the performance pledge in accordance to the respective BEAM Plus tools.

Step 5: Review by Technical Review Committee (TRC)

BAS would prepare the Assessment Report to be reviewed by the Technical Review Committee at the TRC meeting.

General Notes to Applicants:

Every applicable prerequisite in the BEAM Plus manual must be achieved; otherwise BSL will not proceed with the project assessment further (including subsequent FA). A letter stating that "Pre-requisites not achieved" will be issued to the Applicant.

ii. Post-TRC Clarification

At the discretion of the Technical Review Committee, under the following conditions, **Post-TRC clarification** would be granted for a project:

✓ Genuine green projects with a target rating at Gold or above failing to achieve the desired rating
✓ Projects failing to meet prerequisites
✓ Wholesale conversion projects marginally failing to meet the minimum score of 40% in EU and IEQ aspects

Procedures of Post-TRC Clarification

Project Applicant qualified for post TRC clarification will receive a **Notification of the Assessment Result** which includes the assessed rating, scoring summary and the list of questions for post-TRC clarification 6 working days after the TRC meeting.

The Applicant shall choose either one of the following options and confirm their choice to BEAM Society Ltd. (BSL) **within 5 working days** from the date of issuance of the Notification of the Assessment Result:

- a. The Applicant shall notify BSL their acceptance to proceed with the post-TRC clarification and answer the list of questions within 10 working days. The subsequent detailed assessment report will be issued in 20 working days. In this case, the performance time pledge will only count up to the issuance of the Notification of Assessment Result; or
- b. The Applicant shall notify BSL the acceptance of the assessment result and will not continue with the post-TRC clarification. The normal performance time pledge will follow.

No late responses will be entertained. Should the Applicant surpass the prescribed days above, it is deemed that the original assessment result is accepted and post-TRC clarification will not be processed.

Result Notification Letter before Post-TRC Clarification

Normally, certification of BEAM Plus result will only be issued by HKGBC after post-TRC clarification. However, for those NB projects seeking GFA concessions under PNAP APP-151, which have undergone PA and passed all the Prerequisites, if the Applicants wish to obtain a letter issued by HKGBC to certify the PA result obtained before post-TRC clarification, they may inform BSL of this request at the time of proceeding with post-TRC clarification. BSL will then pass the request together with the PA Report to HKGBC for processing.

Remarks: The letter issued by HKGBC shall only be used for submission to BD to apply for consent to commence works. It shall not be used for other purposes such as promotion, etc. The PA result at this stage will not be publicised in the BEAM Plus Project Directory.

iii. Second Chance for Provisional / Final Assessments

Under the following conditions, a project will be given a second chance of (PA/ FA) assessments:

✓ If the Applicant fails to achieve any of 40% scores in the categories of EU and IEQ under BEAM Plus New Buildings prior to the application for consent to the commencement of works as required by Buildings Department, the applicant can be given ONE (1) additional chance of assessment by following these steps:

1. The Applicant shall inform BSL in writing stating its decision to terminate the assessment contract.
2. Upon termination, the Applicant shall be responsible for settling any remaining contractual obligations.
3. The Applicant shall then revise the design, submit a new project registration to HKGBC and re-start the whole assessment process.
4. The HKGBC registration fee and BSL assessment fee shall be fully paid again.

✓ When the Applicant decides to assess the project using another version of rating tool, in which case the Applicant shall terminate the assessment contract before the issue of FA report.

iv. Re-assessments

With effect from 7 October 2016, re-assessment would be allowed for all BEAM Plus assessments. The principles and corresponding procedures are listed below:

Eligibility for Re-assessment

- a. **Project stages:** Project applicants can apply for re-assessment either before or after the Green Building Certification of PA/FA from HKGBC.
- b. **Number of attempts:** Re-assessment could only be applied **ONCE** for each project unless there are good justifiable reasons for yet another re-assessment.
- c. **Target rating:** Re-assessment will only be eligible for the projects with a target rating of **Gold or above** but failed to achieve it in the last assessment. In the case of BEAM Plus Existing Buildings V2.0 – Selective Scheme, only projects with a target rating of **Very Good or above** but failed to achieve it would be eligible for re-assessment.
- d. **Number of credits:** The number of credits allowed for re-assessment is limited to **10** credit items (i.e. credit-claiming heads).

Conditions of Re-assessment

- a. **Type of BEAM Plus Assessment:** Project applicants can apply re-assessments of any BEAM Plus rating tools.
- b. **Version of the manual:** The same version of BEAM Plus tools will be adopted in the original assessment and the re-assessment. The objective is to maintain the consistency of standard and results of the re-assessment would replace the initial results.
- c. **Time limit for assessment:** As priority will be accorded for projects of first attempt, the performance pledge of 90 days will not be applicable to re-assessed projects although BSL would endeavour to produce re-assessment report/ results as expeditiously as practicable. The time frame will be hinged on the complexity of the project and the scale of the re-assessment.
- d. **Change of design:** Change of design is allowed, but only if the changes have no negative impact on areas which are not subject to re-assessment but credits have been granted. Re-assessment result will be approved through TRC.
- e. CIR and Appeal on the results of re-assessment are allowed.

Application Procedures

- a. The Applicant shall submit the following to BEAM Society Limited before the commencement of Re-assessment:
 - Re-assessment Form
 - Re-assessment fee
- b. Re-assessment fee will be charged on a base charge plus additional cost per re-assessed credit(s). Please refer to separate Fee table for charging details.
- c. Re-registration of the project through HKGBC is not required.

After the Re-assessment

- a. Result of re-assessment will replace those credit(s) that were assessed in the original assessment. An updated result would then be calculated and the applicant would be notified of the re-assessment rating.
- b. For those projects which undergo re-assessment, if a different rating is achieved, a replacement certificate would be issued by HKGBC and information on BSL/ HKGBC website will be updated accordingly.
- c. For projects applying GFA concessions under PNAP APP-151, applicants shall inform Buildings Department (BD) of any change in the assessment result.
- d. An administration Fee will be charged by HKGBC for the issue of replacement certificate. Please refer to separate Fee table for charging details.
- e. The expiry date of the certificates for re-assessment would be the same as the original certificate issued by HKGBC. There is no extension of the validity period of a certificate after re-assessment.

Fee Scale for Re-assessment

There are two basic fees for re-assessment, please refer to the table below:

Fee Items	Payable to	
	HKGBC	BSL
Assessment Fee	-	Base Charge (<i>Note 1</i>) + \$9,000 per credit (<i>Note 2</i>)
Certificate Replacement Fee	\$2,000 (<i>Note 3</i>)	

Note:

1. The Base Charge is calculated based on a flat rate of \$50,000 or 30% of the Provisional / Final assessment fee paid, whichever is higher.
2. All credits will be charged at \$9,000 per credit, except for credit item EU 1, which is HK\$4,500 per available credit under EU1.

Example in NB v1.2:

EU 1 Normal Route
(15 available credits) : Base Charge + **15 X \$4,500** = Base Charge +
\$67,500

EU 1 Alternative Route
(20 available credits) : Base Charge + **20 X \$4,500** = Base Charge +
\$90,000

Certificate Replacement Fee of \$2,000 will be charged by HKGBC, in the case of a different rating achieved in the re-assessment.

Result Notification Letter before Re-assessment

Normally, certification of BEAM Plus result will only be issued by HKGBC after Re-assessment. However, for those NB projects seeking GFA concessions under PNAP APP-151, which have undergone PA and passed all the Prerequisites, if the Applicants wish to obtain a letter issued by HKGBC to certify the PA result obtained before Re-assessment, they may inform BSL of this request at the time of proceeding with Re-assessment. BSL will then pass the request together with the PA Report to HKGBC for processing.

Remarks: The letter issued by HKGBC shall only be used for submission to BD to apply for consent to commence works. It shall not be used for other purposes such as promotion, etc. The PA result at this stage will not be publicised in the BEAM Plus Project Directory.

v. Difference between Second Chance of Assessments and Re-assessments

	Second Chance of Assessments	Re-assessments
Eligibility	Refer to conditions listed in D(iii). Regardless of ratings.	Gold rating or above
Scope of assessment	Whole project	Up to 10 credit items
Performance pledge	Applicable	Not applicable
Re-registration	A new project registration to HKGBC is required.	Not required
Fees	A new registration fee and assessment fee	Refer to Fee Scale listed under D(iv)

vi. Arrangement of Multiple Final Assessments for Large Developments

With effect from 29 January 2016, large projects with multiple development phases and hence separate Occupation Permits (OP) (or Building Handover Certificates for ArchSD Projects) would be allowed to carry out one PA with multiple FAs under the assessments for BEAM Plus New Buildings. Project applicants shall notify BSL with justifications for agreement before commencement of FA.

Key Information on multiple Final Assessments

All intermediate FA is treated as Preliminary Final Assessment (PFA) and only assessment result without certificate will be released for PFA;
HKGBC will issue a notification letter on PFA result. Both PA and PFA results will be shown in the BEAM Plus Project Directory on HKGBC website until the LFA result is issued.
There will only be one certificate for project with multiple FA which will be available upon the completion of the Last Final Assessment (LFA) ;
The LFA will be the overall Final assessment of the entire project. i.e. all PFA previously assessed must be submitted together with the last remaining portion of FA to form the LFA submission.

Determining the Assessment Fees for Multiple Final Assessments

Submission	Project Registered before 1 August 2014	Project Registered on or after 1 August 2014
1 st PFA	Fee Schedule at the time of project registration	Fee schedule at the time of project commencement of the corresponding phased FA.
Subsequent PFA and LFA	Fee schedule at the time of project commencement of the corresponding phased FA.	

An example of the Assessment Fee for a three-phased FA project is illustrated below:

Phase A (25,000 sq.m.)	Phase B (25,000 sq.m.)	Phase No.	Site Portion	Submission	CFA (sq.m)
		1	Phase A	PFA1	25,000
		2	Phase B	PFA2	25,000
Phase C (40,000 sq.m.)		3	Phase A + Phase B + Phase C	LFA	90,000

Based on the fee scale v5.0, the assessment fees for the three FA stages are as follows:

Phase No.	Total CFA (sq. m.)	Project Scale	Assessment Fees
PFA1	25,000	Medium	\$119,900 (i.e. \$239,800 / 2)
PFA2	25,000	Medium	\$119,900 (i.e. \$239,800 / 2)
LFA	90,000	Large	\$240,625 (i.e. \$481,250 / 2)

There will be no impact on the registration and assessment fees for PA. The applicable Assessment Fees for multiple Final Assessments should be based on the calculation as illustrated in the above example.

vii. Special Case of Multiple FAs

Normally, the Last FA for multiple-FA project would be conducted for the whole development site, i.e. it should wrap up all phases of the project. In case after completion of PA, an Applicant demands that the ***Last FA be conducted only for the last phase of the project***, the Applicant shall re-package the site as separate BEAM Plus registered projects by following the steps below:

- Step 1: Update project information in the original project by reducing the project boundary to the first phase of the project;
- Step 2: Register the remaining phases of the project as separate projects, and pay the prevailing registration fees.

The surplus registration fee paid arising from reduction of project boundary in Step 1 shall be used to offset the extra registration fees required in Step 2.

Under the situation, since PA has been completed for the whole site, the Applicant has to complete FA only for the different phases. The FA fees shall follow the prevailing fee scale at the time of project registration for Step 2.

viii. Site Inspection

The NB assessments are based on the submissions by project applicants. There is no site inspection for NB and EB.

As for BI projects, BSL reserves the right to conduct on-site inspection(s) at any time without advance notice to verify and validate Applicant's submission. The outcome of this audit shall be used for assessment purpose. In the event that this audit is delayed or prevented for any reason, the project may not be certified, and no fees paid shall be refunded.

ix. Withdrawal of BEAM Plus Assessments

Project applicants can choose to terminate the BEAM Plus assessments at any time ***before the issue of FA report***. The withdrawal should be made to HKGBC or BSL in writing. Any registration or assessment fee would not be refunded.

E. Appeal

After the assessment, the Applicant may submit an appeal on individual credit should they disagree with the decision on assessment rating made by the BSL. Separate charge will be required for each appeal credit.

There are two appeal opportunities available, namely the First Appeal and the Final Appeal. Please refer the details in the following table:

Item	First Appeal	Final Appeal
Responsible Party	BSL	HKGBC
Appeal Forms	http://www.beamsociety.org.hk/en_beam_assessment_project_1.php	http://www.hkgbc.org.hk/eng/BPRef-manuals_assessment.aspx#Assessmentprocess
Documents Needed	<ol style="list-style-type: none"> 1. Appeal Form 2. Supporting documents 3. Payment for the Appeal application 	
Time Limit for Application	Items 1-3 (<i>stated above</i>) must be received within 30 calendar days after receiving the assessment result from BSL.	Items 1-3 (<i>stated above</i>) must be received within 30 calendar days after receiving the result of First Appeal from BSL.
Response Time	60 calendar days	90 calendar days
Review Party	TRC	Final Appeal Panel
Appeal Fee	Refer to the latest Fee Scale on HKGBC website.	

Important notes:

1. Only credits (including prerequisites) can be appealed.
2. No change to design, contract or policy will be reviewed at this time.

3. Review of decision on the credit under appeal will primarily only be based on the information originally submitted for assessment and no new/ additional information will be accepted and considered for the purpose of the appeal, except for clarification and elaboration of submitted information in no more than 800 words.
4. All appeal results will be announced on website for appropriate sharing.

Result Notification Letter before Appeals

Normally, certification of BEAM Plus result will only be issued by HKGBC after appeal. However, for those NB projects seeking GFA concessions under PNAP APP-151, which have undergone PA and passed all the Prerequisites, if the Applicants wish to obtain a letter issued by HKGBC to certify the PA result obtained before first/final appeal, they may inform BSL of this request at the time of proceeding with the appeal. BSL will then pass the request together with the PA Report to HKGBC for processing.

Remarks: The letter issued by HKGBC shall only be used for submission to BD to apply for consent to commence works. It shall not be used for other purposes such as promotion, etc. The PA result at this stage will not be publicised in the BEAM Plus Project Directory.

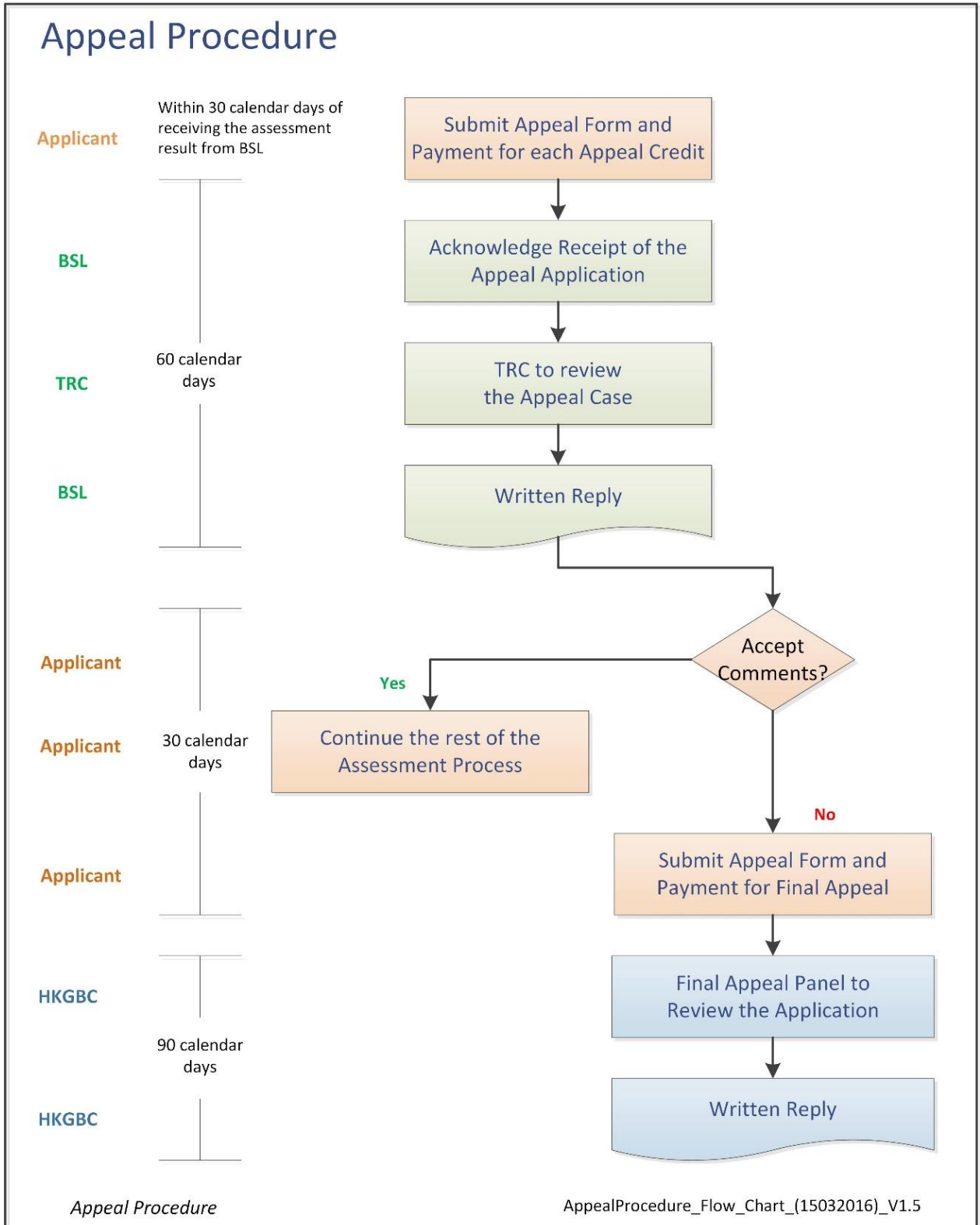


Fig. 5: Flowchart of Appeal Procedures

F. Certification

i. Certificate Package

After getting a rating for a project, the HKGBC Secretariat would contact the project owner or project BEAM Pro to arrange issuance of the certificate. For projects with a **Bronze rating or above**, the certificate package would include the following:-

- The certificate with the assessment rating
- A congratulatory letter from the HKGBC
- A cover letter detailing the project information and validity of the certificate
- A BEAM Plus USB with illustrations of the BEAM Plus certification seals for future publicity materials
- The BEAM Plus Marketing Kit and Style Guide

For projects that achieved Unclassified rating, the certificate package includes the following:-

1. A notification letter detailing the project information and validity of the rating
2. Promotion Guidelines for projects with unclassified rating

ii. Validity of BEAM Plus Certificates

The validity period of a BEAM Plus certificate defines how long an Applicant can use the BEAM plus certificate for marketing or other purposes AND how long HKGBC will display the certification result in its BEAM Plus Project Directory. The validity periods of various BEAM Plus certificates are given in the table below.

Certificate	NB / EB	BI	ND
PA Certificate	Issue of FA result or 6 years*, whichever is earlier.	N/A	N/A
FA Certificate	5 years	5 years or when the occupant/tenant moves out from the certified premises.	5 years or when major changes are made to the masterplanning design.

Remarks:

- * The Applicant may apply for an extension of time for the 6-year validity period in case there are special circumstances that result in a longer time required for FA completion. In that case, a letter showing the justifications should be submitted to HKGBC at least one month before the expiry of the 6-year period for processing.

iii. BEAM Plus Certification Seals and Certification Plaques

With heightened awareness of the community on environmental and sustainability issues, the BEAM Plus certification is a clear and convincing public commitments to go green. HKGBC offers certification seals and plaques for project teams to adopt in the publicity materials.

Please refer to the following table for the availability of seals and plaques for PA and FA:

Assessment Stage	Certification Seal	Certification Plaque
Provisional Assessment	✓ (Free of charge)	✗
Final Assessment	✓ (Free of charge)	✓ (Optional)

Order for BEAM Plus Certification Plaques

For projects that have completed BEAM Plus Final Assessment (FA) with Bronze rating or above, project owners may now order a plaque to denote BEAM Plus achievement of their projects. The registration forms for the certification plaque can be found in the following links:

BEAM Plus Tools	Order Form for Certification Plaque
New Buildings / Existing Buildings	https://www.hkgbc.org.hk/eng/BPRef-promoguideplaque.aspx#plaque
Interiors	https://www.hkgbc.org.hk/eng/BPRef-promoguideplaque.aspx#plaque

For details of the user guidelines of the certification plaques and other marketing support offered by HKGBC, project applicants can refer to the BEAM Plus Marketing Kit and Style Guide for more information:

BEAM Plus Marketing Kit and Style Guide

<https://www.hkgbc.org.hk/upload/beamdocuments/BEAM-Plus-Marketing-Kit-and-Style-Guide-reduced.pdf>

iv. Green Building Certification Label for Sales Brochures

Since 1 April 2011, certification by BEAM Plus is one of the prerequisites for the granting of gross floor area (GFA) concessions for certain green and amenity features in development projects.

As stipulated by the Residential Properties (First-hand Sales) Ordinance (Cap 621), for any new residential properties which has been granted with GFA Concessions in accordance to APP151 issued by Buildings Authority, its BEAM Plus assessment rating should be included in the sales brochures under the section of ***“Information in application for concession on gross floor area (GFA) of building”***. In this regard, a Green Building Certification Label (Label) is provided for display in the sales brochures.

Types of Labels

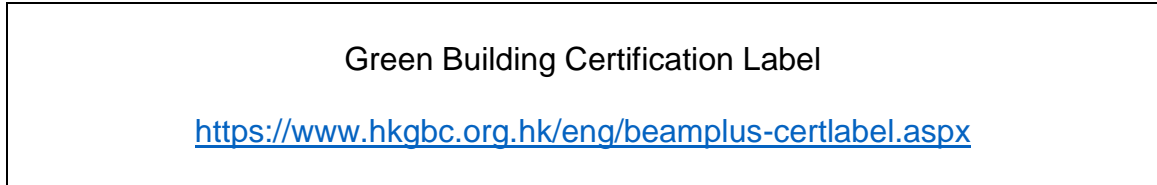
There are three different stages in the BEAM Plus assessment process:

1. Projects completed the registration and pending for the assessment process
2. Projects completed Provisional Assessment with rating granted by the HKGBC
3. Projects completed the Final Assessment with rating granted by the HKGBC

Three different sets of the Label are available for developers to incorporate in their sales brochures for respective project status and/or assessment rating. Upon successful application, the HKGBC shall provide the Green Building Certification Label in jpg format to the applicant.

Application

Please find further information and application forms for the label from this link:



Developers, or their appointed agents, may download the application form from HKGBC website and submit the completed form by mail to:

Hong Kong Green Building Council Limited
1/F Jockey Club Environmental Building
77 Tat Chee Avenue
Kowloon Tong, Hong Kong

Important notes:

1. The registration process takes approximately 14 working days.
2. The HKGBC may decline the application if insufficient information is provided. Additional submission of necessary information is allowed, which may result in longer processing time.
3. Applicant should send a printed copy of sales brochures by post to HKGBC within two weeks once the printed version is ready for distribution.

v. Disclosure of Project Information on HKGBC website

HKGBC will display brief project information on HKGBC website for public information. There are two ways to display project information:

1. BEAM Plus Project Directory

The information on the Directory includes:

✓ Project Name	✓ BEAM Pro
✓ Name of Developer	✓ BEAM Plus Tools
✓ Address	✓ Project Status / Rating
✓ Project Type	✓ Assessed Year

(The following clause is only applicable to projects completing BEAM Plus online registration on or after 1 August 2014)

Prior to the issuance of FA certificate, the applicant is required to submit a picture of the building, basic narrative of the building (including address, function of the building, number of blocks and storeys) and a brief description of the green features of the building if the project achieves Bronze rating or above. The submitted information will be published on HKGBC website.

2. BEAM Plus Online Exhibition

BEAM Plus Online Exhibition is a web-based platform created by HKGBC to exhibit outstanding BEAM Plus projects to promote green building to the wider community in Hong Kong. The link for BEAM Plus Online Exhibition is as follows:

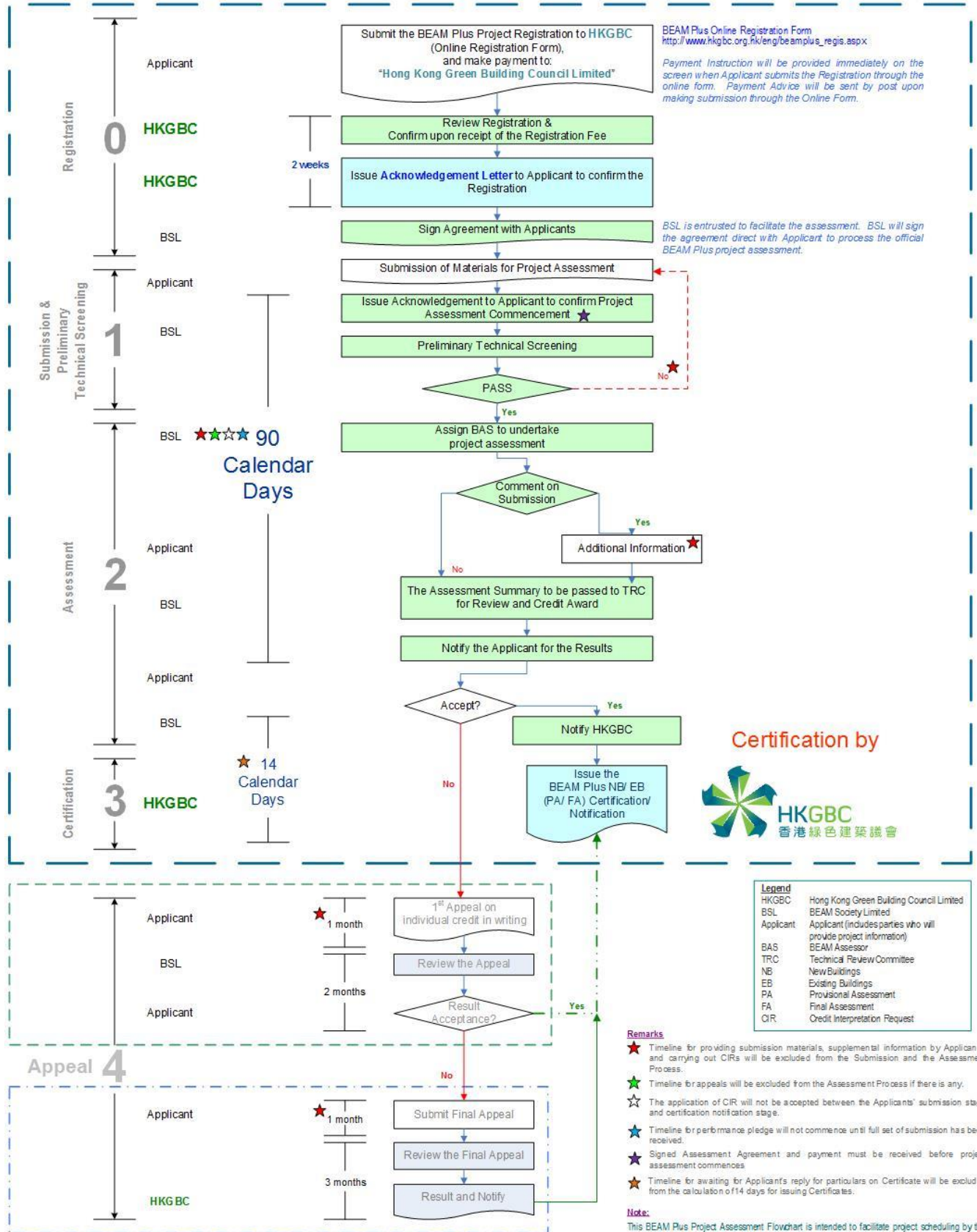
<p>BEAM Plus Online Exhibition</p> <p>http://greenbuilding.hkgbc.org.hk/eng/</p>

Projects achieving Provisional Platinum rating and Final Assessment ratings of Bronze or above will be invited to exhibit the project online.

Appendices

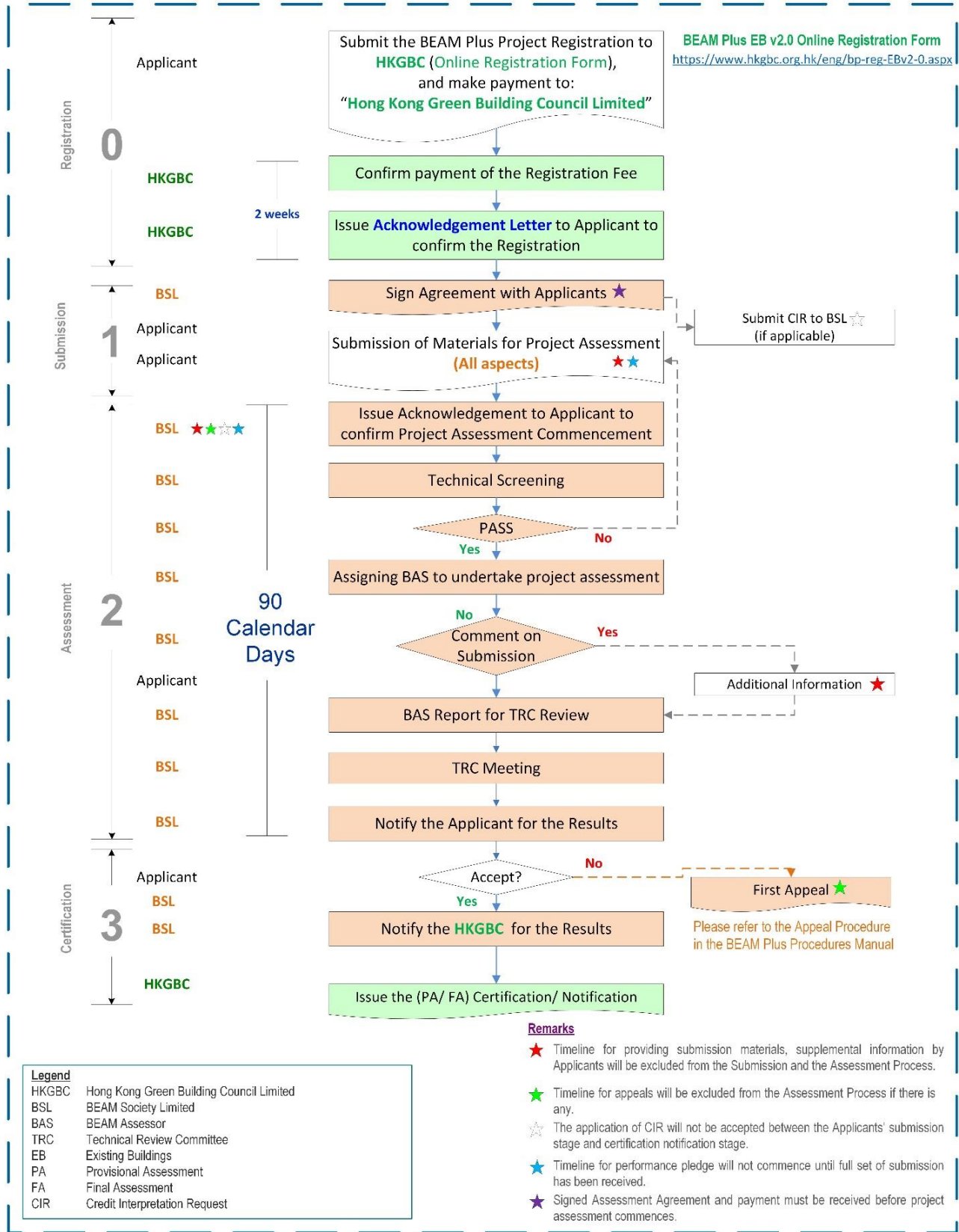
- i. Assessment Flow Chart for BEAM Plus New Buildings / Existing Buildings v1.1 / v1.2
- ii. Assessment Flow Chart for BEAM Plus Existing Buildings v2.0 (Comprehensive Scheme A)
- iii. Assessment Flow Chart for BEAM Plus Existing Buildings v2.0 (Comprehensive Scheme B)
- iv. Assessment Flow Chart for BEAM Plus Existing Buildings v2.0 (Selective Scheme)
- v. Assessment Flow Chart for BEAM Plus Interiors v1.0
- vi. Assessment Flow Chart for BEAM Plus Neighbourhood v1.0

BEAM Plus NB/ EB (v1.1 and 1.2) Project Assessment Process



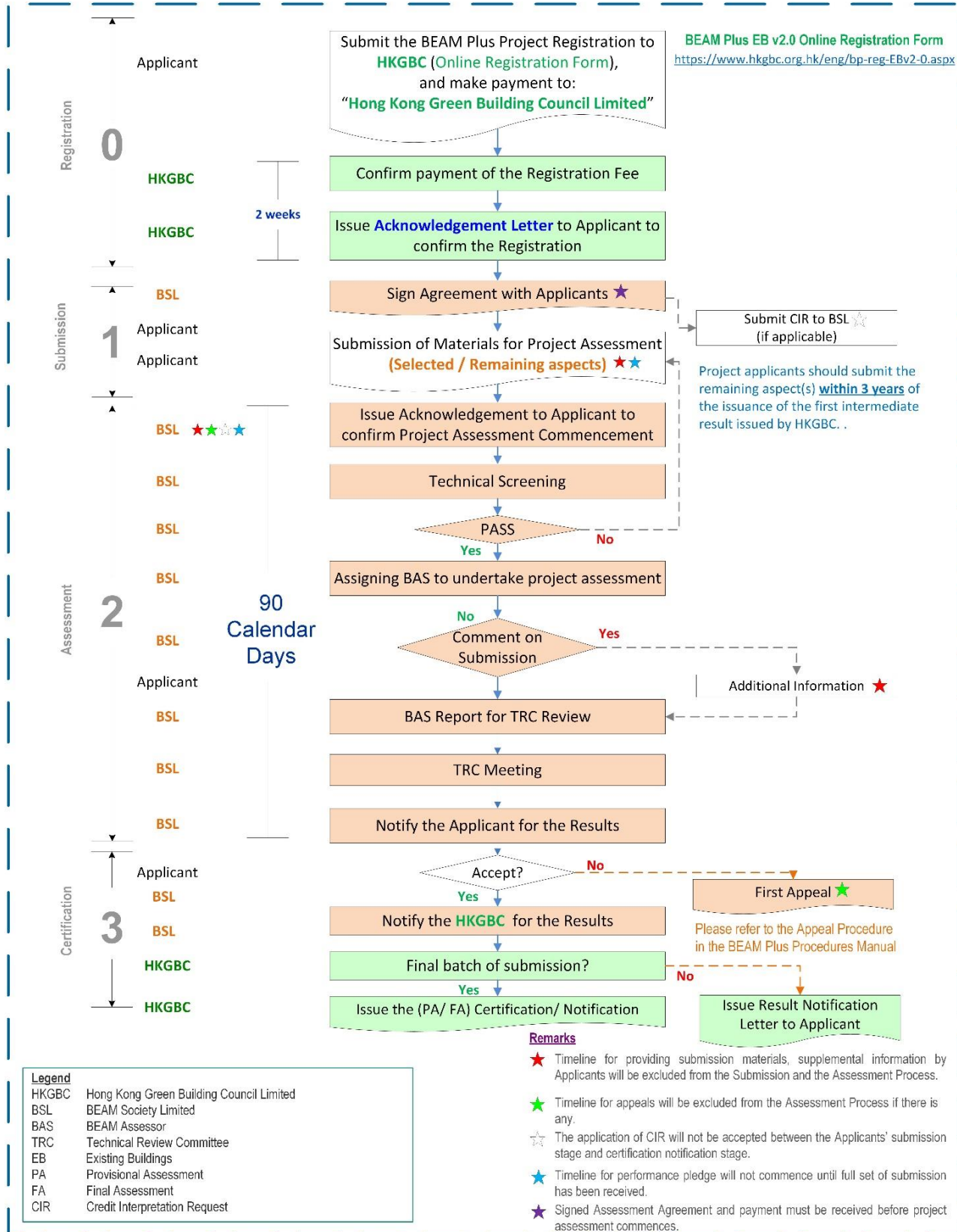


BEAM Plus EB v2.0 – Comprehensive Scheme A Project Assessment Process



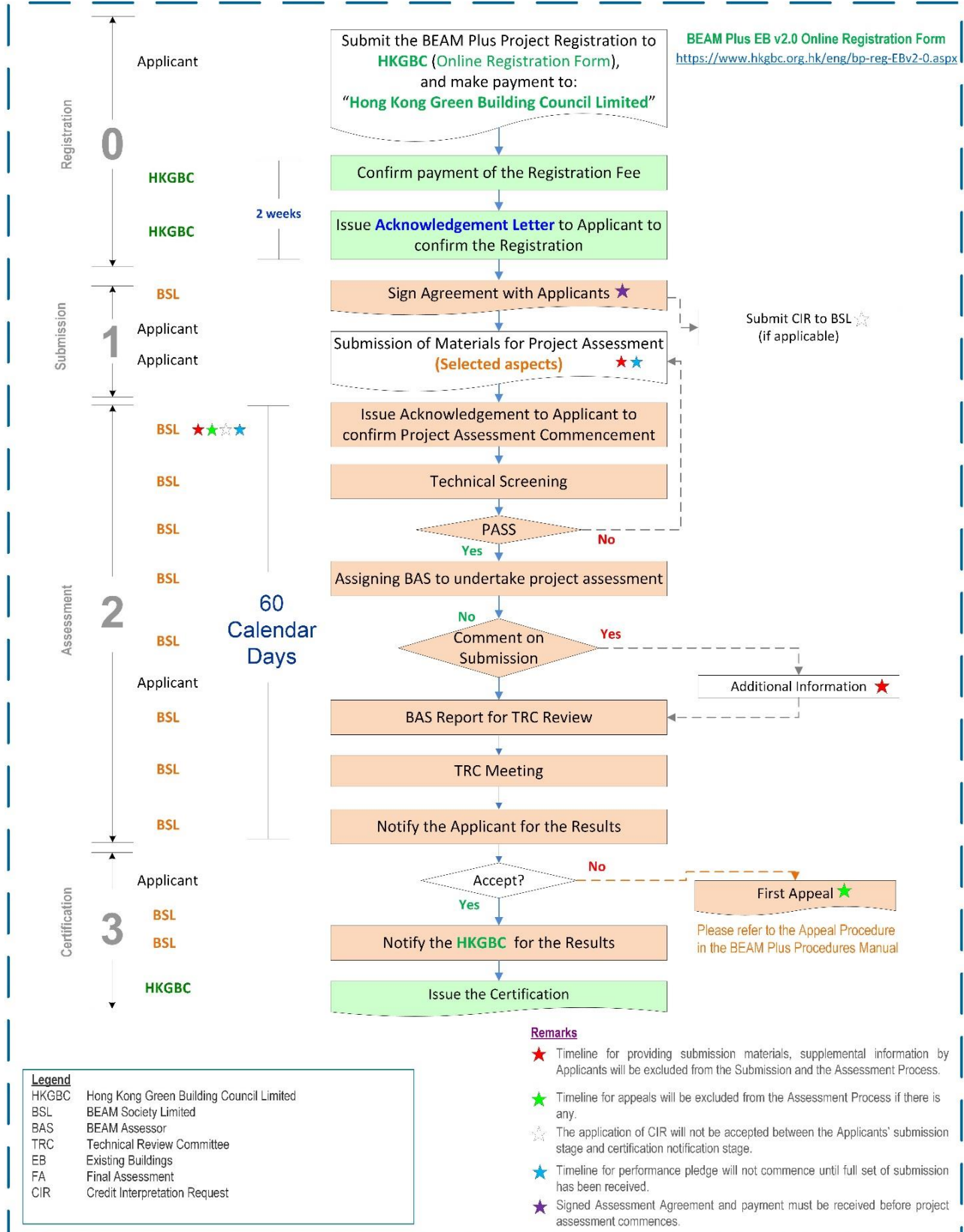


BEAM Plus EB v2.0 – Comprehensive Scheme B Project Assessment Process





BEAM Plus EB v2.0 – Selective Scheme Project Assessment Process



BEAM Plus Interiors Project Assessment Process

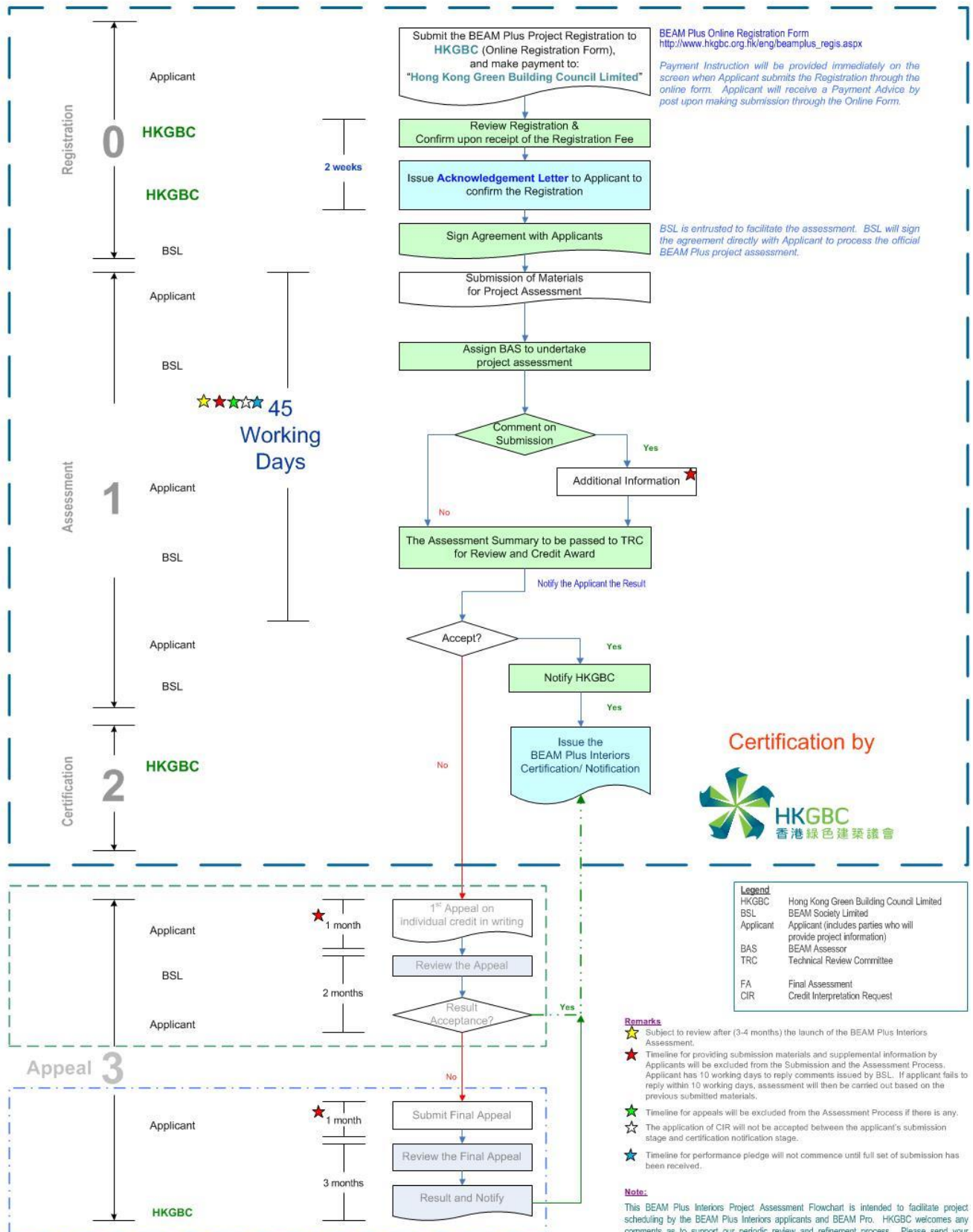
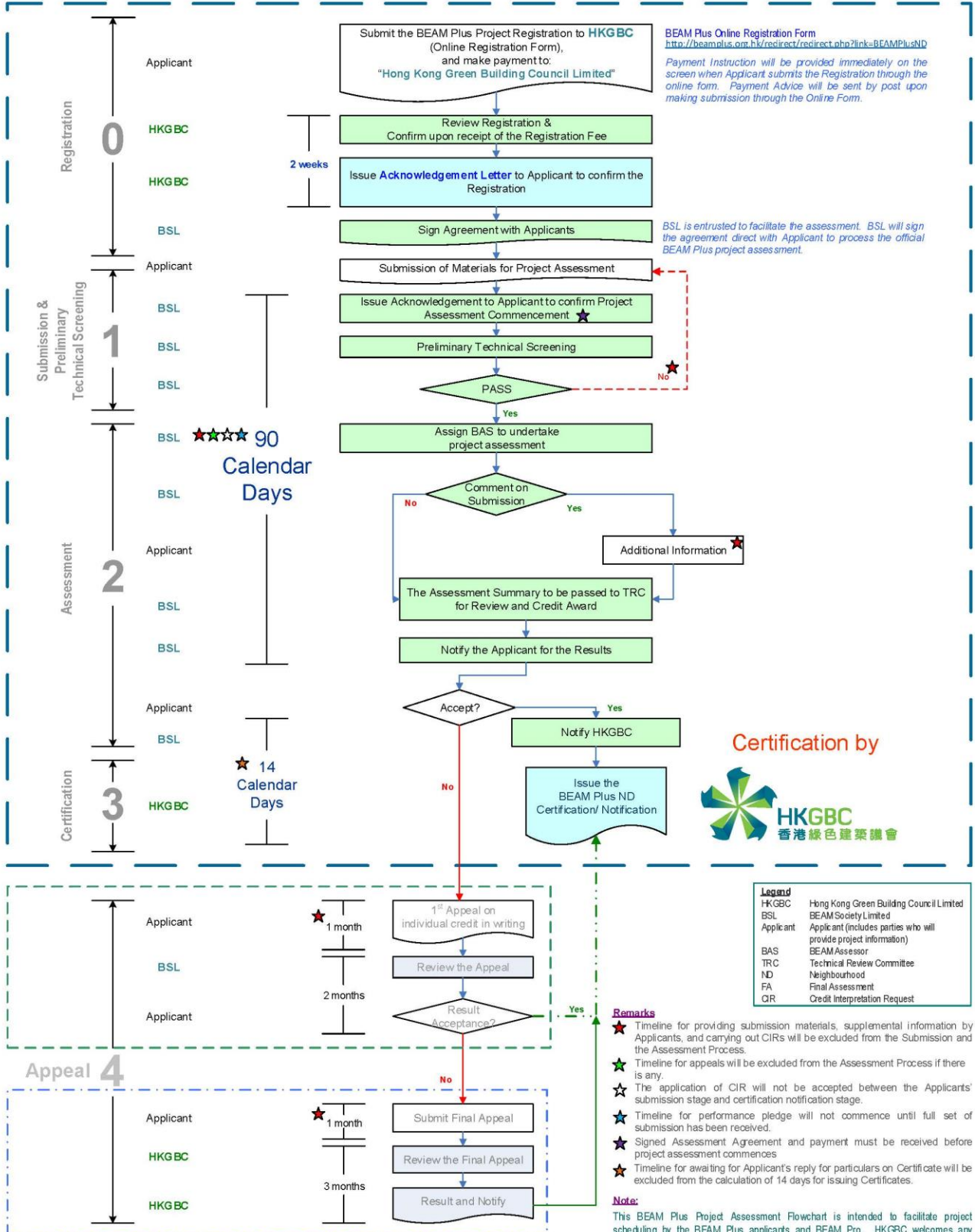


Chart 2 BEAM Plus Interiors Assessment Process (Full Version can be downloaded from the HKGBC Website: <http://www.hkgbc.org.hk/eng/beamplusmain.aspx>)

BEAM Plus ND V1.0 Project Assessment Process



BEAM Plus ND Project Assessment Process (Full Version can be downloaded from the HKGC Website: https://www.hkgtbc.org.hk/eng/BPRef-manuals_assessment.aspx)