

BEAM Plus

**Procedures Manual
(Registration & Certification)**

Version 5.5
(17.10.2022)



DOCUMENT CONTROL

Release Notice

Project Types:	BEAM Plus (New Buildings, Existing Buildings Interiors, Neighbourhood, Data Centres, Existing Schools)
Product Identification: [Name, Version]	BEAM Plus Procedures Manual (Registration & Certification), Version 5.5
Date: [dd.mm.yyyy]	17.10.2022

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.
3.3	15.12.2017	11, 13, 14, 16, 18, 20, 20-21, 23-24 25-26 28 31, 32,	The following sections are updated: B(i). Links are updated; B(ii). Charging mechanism for service fees are added; B(iii). Discount rate for NGO; B(vi). Time limit for assessment is updated; B(viii). Special cases of project information update C(ii). "Confirm the target date of assessment" is deleted; C(iii). Credit head or subhead is used and the chart is updated; D(i). Submission cut-off time is updated; D(i). Important note on submission is added; D(ii). Notes are added to the procedures of Post-TRC Notification; D(iv). Notes are added to the conditions for re-assessment;

Version Number	Date of Issue	Page Number	Amendment Details
		33, 37.	D(iv). Subhead is used in the fee scale for re-assessment; D(v). Scope of assessment is updated; E. Important notes is updated and the Flowchart is revised.
4.0	20.04.2018	12-13 16-17 20 21 23-25 27 32-33 34 37 38-39 41 42 48 54	B(ii) . Fee Structure of BEAM Plus certification is updated. B(vi) . Time Limit for Commencing BEAM Plus Assessment is updated. C(ii) . Settle the Assessment Fee is updated. C(iii) . Submit the Credit Interpretation Request is updated. D(i) . Overview of Assessment Procedures is updated. D(iii) . Performance Pledge of BEAM Plus Assessments is updated. D(vi) . Two-Stage PA Assessment for BEAM Plus NB Projects is added. D(vii) . Post-TRC Clarification is updated. D(viii) . Review Mechanism for BEAM Plus NB Projects is added. D(x) . Re-assessments is updated. D(xi) . Difference between Second Chance of Assessments and Re-assessments is added. D(xii) . Arrangement of Multiple Final Assessments for Large Developments is updated. F(i) . Certificate Package is updated. Appendices : New flow charts of NB V1.1 / 1.2, NB Two-stage Assessment, and EB V1.1/ 1.2 are added.
4.1	04.09.2019	All 10 15 17 19 20 45 49 52 55	The weblinks are updated. A(vi) . BEAM Plus Registered and Assessed Projects is updated. B(iv) . Completing Project Registration is updated B(vi) . Time Limit for Commencing Assessment is updated. B(vii) . Updating Project Information is updated. B(viii) . Special Case of Project Information Update is updated. D(xiii) . Site Inspection is updated. F(i) . Certificate Package is updated. F(iii) . BEAM Plus Certification Seals and Certification Plaques is updated. Appendices : Flow charts of NB V1.1 / 1.2 / 2.0, and NB Two-stage Assessment are updated.
5.0	13.05.2021	All 7 8	Assessment-wise procedures are moved to BEAM Plus Procedures Manual (Assessment). A(i) . Purpose of the Manual is updated. A(iii) . BEAM Plus Assessment Tools is updated.

Version Number	Date of Issue	Page Number	Amendment Details
		8	A(iv) . Assessment Manual, Technical Circulars and Frequently Asked Questions (FAQ) is added.
		10	A(vii) . Tax incentives and Funding Assistance is added.
		11	B(i) . Registering for a new project is updated.
		12	B(ii) . Fee Structure of BEAM Plus Certification is updated.
		13	B(iii) . Application for Fee Concession for NGO is updated.
		15	B(v) . Information listed in the Acknowledgement Letter is updated.
		17	B(vii) . Supplementary Fee for Exceeding Time Limit for Commencing Assessment is updated.
		20	C . Before Project Assessment & Assessment is moved to BEAM Plus Assessment Procedure Manual.
		21	D . Final Appeal form is updated.
		23	E . Project Withdrawal is re-arranged as a section.
		25	F(ii) . Issuance of Result Notification Letters during Assessment is added.
		26	F(iii) . Validity of BEAM Plus Certificate is updated.
		26	F(iv) . BEAM Plus Certification Seals and Certification Plaque is updated.
		28	F(v) . Application for Green Building Certification Label for Sales Brochure is updated.
		30	F(vi) . Disclosure of Project Information on HKGBC website is updated.
		32	G . Moving BEAM Plus Projects Forward is added.
		33	Appendices : BEAM Plus Certification Flowchart is updated.
5.1	02.07.2021	19	B(viii) . Special Cases of Project Information Update is updated.
5.2	09.09.2021	11	B(i) Remarks about non-payment of Registration Fee is updated.
		26	F(iii) . Validity of BEAM Plus Certificate for NB/ND allowed to be extended
		All	B.(viii) Implementation of DC assessment tool. Add flexibility to allow existing NB/EB projects to change the tool to BEAM Plus Data Centres free of registration charge
5.3	02.03.2022	27	F(iii) . Validity of BEAM Plus Certificates is updated
		29	F(iv) . BEAM Plus Certification Seals and Certification Plaques are updated
		31	F(v) . Arrangement for Plaques after Expiry of Certificates is added

Version Number	Date of Issue	Page Number	Amendment Details
		31	F(vi) . Green Building Certification Label (GBCL) for Sales Brochures is updated
5.4	19.09.2022	All	The weblinks are updated.
		10	A(v) Company with service record added.
		11	A(vi) BEAM Plus Residential Properties Directory added.
		18	B(vii) Time Limit for Commencing Assessment updated.
		25	F Sample Certificate and Explanation on Carbon Performance Indicators added.
		27	F(iii) Validity of BEAM Plus Certificate updated.
		27	F(iv) Validity extension added.
5.5	17.10.2022	All	Existing Schools Added.

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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
DC	Data Centres
EB	Existing Buildings
EDC	Existing Data Centres
FA	Final Assessment
HKGBC	Hong Kong Green Building Council Limited
NB	New Buildings
ND	Neighbourhood
NDC	New Data Centres
PA	Provisional Assessment
TRC	Technical Review Committee
ES	Existing Schools

A. Introduction

i. Purpose of the Manual

- This manual defines and describes the registration and certification procedures and responsibilities for conducting a BEAM Plus assessment. For assessment procedures, please refer to BEAM Plus Procedures Manual (Assessment).
- To provide guidance to Applicants, project teams and BEAM Practitioners on how to register a project for BEAM Plus, as well as the certificate issuance and the Council's support to BEAM Plus projects.

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.

Introduction to BEAM Plus

<https://www.hkgbc.org.hk/eng/beam-plus/introduction/>

iii. BEAM Plus Assessment Tools

There are five assessment tools available for BEAM Plus. Potential project applicants can learn more about the tools through HKGBC website:

BEAM Plus Tools	Introduction Webpage
Neighbourhood (ND)	https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-neighbourhood/
New Buildings (NB)	https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-new-buildings/
Existing Buildings (EB)	https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-existing-buildings/ The website providing comprehensive guidance on how to pursue BEAM Plus EB certification: https://eb.beamplus.org.hk/
Interiors (BI)	https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-interiors/
Data Centres (DC)	https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-data-centres/
Existing Schools (ES)	https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-existing-schools/

Important Note: Existing buildings that belong to “Data Centres” according to the definition contained in the BEAM Plus DC Manual must register for the DC scheme. They are not eligible to register for the EB scheme.

iv. Assessment Manual, Technical Circulars and Frequently Asked Questions (FAQ)

BEAM Plus Assessment Manuals detail the assessment criteria under each versions of the assessment tools. All assessment manuals are available for download at HKGBC website:

<p style="text-align: center;">BEAM Plus Assessment Manuals</p> <p style="text-align: center;">https://hkgbc.org.hk/eng/beam-plus/beam-plus-references/manuals-assessment/manuals-assessment.jsp</p>
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BEAM Society Limited publishes Technical Circular Letters for updates of assessment criteria at regular intervals, please visit BSL website for more information:

BEAM Plus Technical Circular

http://www.beamsociety.org.hk/en_beam_assessment_project_2.php

For some common technical enquiries, please refer to the Frequently Asked Questions (FAQ) under BSL website:

BEAM Plus FAQ

http://www.beamsociety.org.hk/en_beam_assessment_project_7.php

v. BEAM Practitioner Directory and Companies with Service Records

BEAM Professionals (BEAM Pro) and BEAM Affiliate are green building professionals accredited by 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, whereas BEAM Affiliate is a person as being competent to support green building design, construction and operations.

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

Potential project applicants can check out the list of BEAM Practitioners and consultancy companies that have experience in BEAM Plus certification to seek professional advice on BEAM Plus projects:

BEAM Practitioner Directory

<https://practitioner2.hkgbc.org.hk/index.php?r=Beam/Directory>

List of Companies with Service Records

https://www.hkgbc.org.hk/eng/beam-plus/practitioners/beam_consultant/beam_consultant.jsp

vi. BEAM Plus Project Directories

• BEAM Plus Project Directory & Statistics

All BEAM Plus registered and assessed projects can be found on the BEAM Plus Project Directory at HKGBC's website. For a snapshot of the registration trends and assessment status of BEAM Plus projects, HKGBC Secretariat will issue a bi-weekly update which can be accessible in the following link:

BEAM Plus Project Directory & Statistics
<https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-dir-stat/BEAMPlusDirectory.jsp>

The information disclosed on the directory includes:

Project Name	Property Name
Project Address	Project Type
Name of Owner / Developer	Assessment Tool and Version
Project Status / Rating	BEAM Pro Name
Green Building Certification Label Number	Year of Registration / Certification
Project Photo (if any) ¹	Project Narrative (if any) ¹

Project / Property name, address and the narrative can be amended at the [BEAM Plus Project Online Account](#).

1. (The following clause is only applicable to projects completing BEAM Plus on-line submission 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 the directory.

• BEAM Plus Residential Properties Directory

To facilitate property buyers to distinguish the green ratings of residential properties, HKGBC Secretariat will issue a bi-weekly update of NB and EB residential properties that hold a valid BEAM Plus Gold or Platinum rating:

BEAM Plus Residential Properties Directory
<https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-dir-stat/BEAMPlusResProp/beamplus-resprop.jsp>

vii. Tax Incentives and Funding Assistance

HKGBC has coordinated with different parties to foster the provision of tax incentives and funding assistance for BEAM Plus project applicants. Governments and public utilities are offering different kinds of incentives to applicants for different BEAM Plus Assessment Tools. For details, please refer to the following webpage:

Tax Incentives & Funding Assistance

<https://hkgbc.org.hk/eng/beam-plus/incentive-funding/incentive-funding.jsp>

B. Registration

i. Registering a new project

Project applicants can register their projects through the online registration system on HKGBC website. Please refer to the following for online registration for all assessment tools and versions:

BEAM Plus Project Online Registration

<https://beamplus.secure.force.com>

For [BEAM Plus EB Volume Certification](#),
please [download the registration form HERE](#)
then send the completed form to beamplus@hkgbc.org.hk

Arranging Payment of Registration Fee for your project

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

Cheque payable to Hong Kong Green Building Council Limited, please deliver the cheque to:

Hong Kong Green Building Council Limited
1/F Jockey Club Environmental Building,
77 Tat Chee Avenue,
Kowloon Tong, Hong Kong
RE.: BEAM Plus Project Registration

Bank-in to the account of HKGBC, **please send the bank-in slip (or its copy) by email to beamplus@hkgbc.org.hk.**

HKGBC
HONG KONG GREEN BUILDING COUNCIL LIMITED
1/F Jockey Club Environmental Building
77 Tat Chee Avenue
Kowloon Tong, Hong Kong
Tel: 2770 1111 Fax: 2770 1112
Email: info@hkgbc.org.hk Website: www.hkgbc.org.hk

ABC Ltd.
Kowloon, Hong Kong
Attn: Mr. Chan

Payment Advice Date: 1 January 2016
Payment Advice No.: HKGBC/1001-2016-
NB
Account Reference: A2016-1001

Payment Advice

Item	Description	Unit	Total (HK\$)
1.	BEAM Plus Version: NB V1.2 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: HSBC 906 76949-292

Please send the cheque or 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
1/F Jockey Club Environmental Building
77 Tat 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

Authorised Signature:
HKGBC BEAM Plus Registration Officer

Fig. 1: Sample of Payment Advice

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.

Remarks: A project is deemed not to proceed in case the registration fee has remained unpaid for 90 calendar days after issuance of payment advice. The applicant is required to re-register the project again.

A. “1+1” Registration for New Building (NB) cum New Data Centre (NDC)

Registration fee discount is available for a new building development that enrolls in both NB and NDC assessment. For details, please see the Fee Scale that is published separately. Under such circumstances, the Applicant should take note of the following:

- i. As the IT equipment of the development may be installed at a late stage, the Applicant may register the project for BEAM Plus NB first, leaving the NDC registration at a later date that is before the expiry of the NB FA certificate.
- ii. The end date of the validity for the NDC certificate will be aligned with that of the NB FA certificate. It is advisable to carry out NDC registration and assessment at a sufficiently early time so that the validity period of the NDC certificate will not be overly short.
- iii. It is allowable that the assessment boundaries of the NDC and NB are different as the NDC may be just a part of the NB. For NB that contains more than one data centre operators, “1+n” registration may also be allowed. In all the above cases, the NDC certificate(s) will state the assessment scope(s) clearly.
- iv. It is allowable that the Applicant for NB and the Applicant for NDC are different as the latter may be a tenant or an operator. This will not void the eligibility for the “1+1” registration fee discount.

ii. Fee Structure of BEAM Plus Certification

The fee structure of applying BEAM Plus Certification and additional assessment procedures can be found on HKGBC website as follows:

<p>BEAM Plus Fee Scales</p> <p>https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-references/fee/fee.jsp</p>
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For an easy reference, the following table shows the different fees payable to HKGBC and BSL:

Fee Items	HKGBC	BSL
Registration Fees	✓	
Assessment Fees		✓
Credit Interpretation Request		✓
Fee for First Appeal		✓
Fee for Final Appeal	✓	
Re-assessment		✓
Two-stage Assessment		✓
Fee for re-issuance of BEAM Plus certificate, including re-issuance after re-assessment (HK\$2,000) ¹	✓	
Fee for issuance of individual building certificate under Volume Certification (HK\$500/ building)	✓	
BEAM Plus Certification Plaque Order	✓	

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 “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. For fees payable to BSL, please refer to BEAM Plus Procedures Manual (Assessment).

iii. Fee Concession for NGO

In response to the demands raised by local charity and Non-governmental Organisations (NGO), HKGBC provides registration fee concession of BEAM Plus assessment 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:

- | |
|---|
| ✓ It is a charitable institution or trust of a public character which is exempt from tax under Section 88 of the Inland Revenue Ordinance. |
| ✓ 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 |
| ✓ The project/ building shall not be planned for generating commercial income (i.e. only non-commercial building is eligible). |

1. Any external subsidy that supports the NGO's general operations will not affect the eligibility to apply for fee concession. 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 **50% discount** to the BEAM Plus Registration Fee for projects registered after 1 June 2017. The application for registration fee concession would be handled together with BEAM Plus project online registration.

For details, please refer to following webpage:

NGO Fee Concession for BEAM Plus Projects

<https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-references/fee/fee.jsp>

iv. Completing the Project Registration

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

A BEAM Plus Project Online Account will be assigned to the project. The system shall send an email to primary email account for setup the account which would enable project team to update project information, apply Green Building Certification label, retrieve all documents and promotional materials related to the BEAM Plus project.

Simultaneously, the project information shall be shown in the [BEAM Plus Project Directory](#).

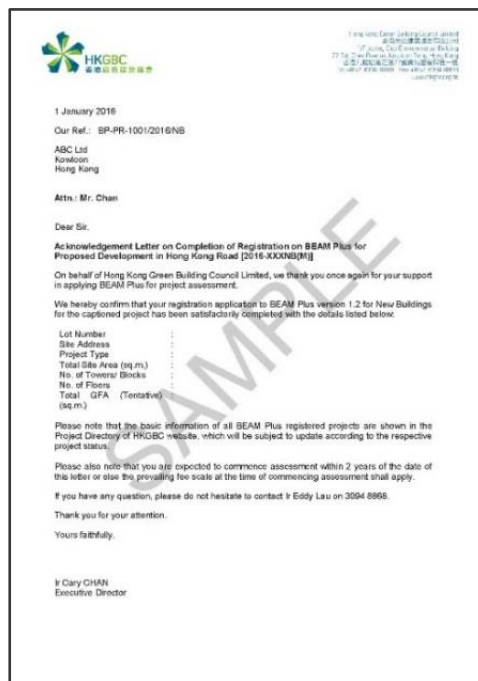


Fig. 2:
Sample of Acknowledgement Letter

v. Information listed in the Acknowledgement Letter

The letter contains essential project information. In case there is any update, project applicant should notify both HKGBC and BSL by performing [Project Information Update](#). An updated acknowledgement letter can be issued upon request, however the updated version of the letter would not be issued after the project has completed Provisional Assessment (PA).

Please refer to the table below for the information listed in the letter:

NB / EB / NDC / EDC	BI	ND	ES
Scheme (for EB v2.0 or above) Project Name Lot Number Site Address Project Type Total Site Area No. of Towers/Blocks No. of Floors Total GFA	Project Name Project Address Project Type No. of Floors No. of Units Total Internal Floor Area	Project Name Lot Number Site Address Project Type Total Site Area Total GFA No. of Towers/Blocks	School Name School Type Site Address Total Site Area No. of Classrooms No. of Floors in the Main Block Total CFA

vi. Project Information Update

The project applicants are required to provide the latest project information to HKGBC. Project applicants can inform by following mean(s):

- In case your BEAM Plus project has been assigned an online account, please log in and amend the project information. The project team shall receive a confirmation email for each update, while HKGBC and BSL receive the update simultaneously.

BEAM Plus Project Online Account Login

<https://beamplusaccount.force.com>

- In case your BEAM Plus project has not been assigned an account yet, please submit the update from the link shown below:

BEAM Plus Project Information Update Form

<https://form.jotform.me/hkgbc/beamplus-projectinfo-update>

Applicants can also indicate their preference in the project information update for a revised acknowledgement letter issued by HKGBC.

vii. Time Limit for Commencing Assessment

*This clause is only applicable to projects that complete BEAM Plus on-line submission 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 of project registration issued by HKGBC. If the 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	PA/ FA	Time Limit
NB / NDC ¹	PA Commencement	Two years ²
EB Comprehensive Scheme A / EDC Comprehensive Scheme A (undergo PA & FA)	PA Commencement	One year
EB Comprehensive Scheme A / EDC Comprehensive Scheme A (undergo FA only)	FA Commencement	One year
EB Comprehensive Scheme B / EDC Comprehensive Scheme B	FA Commencement	One year
EB Selective Scheme / EDC Selective Scheme	FA Commencement	One year
BI	FA Commencement	One year
ND	FA Commencement	Two years
ES	FA Commencement	One year

Remarks:

1. Time limit for commencement is not applicable to the NDC project when both NB and NDC are registered at the same time. The NDC assessment may start later than the NB assessment but the Applicant is reminded that the NDC FA certificate will expire at the same time as the NB FA certificate expiry date – so sufficient time should be allowed to finish the assessment early, so that there can be a reasonable validity period for the NDC FA certificate.
2. In the case of Two-stage assessment, the Two-year time limit for commencing PA counts from the Second stage assessment. i.e. The Second stage Provisional Assessment must be commenced within two years from the date of the First acknowledgement letter issued by HKGBC.

If the project team cannot submit the assessment material 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):

$$\begin{array}{rcccl} \text{Supplementary} & & \text{Prevailing Registration Fee} & & \text{Initial} \\ \text{Registration} & = & \text{at the date of} & - & \text{Registration Fee} \\ \text{Fee} & & \text{Project Commencement}^1 & & \text{Paid} \end{array}$$

Remarks:

1. The date of Project Commencement means the date when the complete set of submission materials is submitted and the timeline for BSL's performance pledge shall commence.

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.

The project team should also note the time limit of commencing and completing FA under different tools as follows, otherwise there will be supplementary payment for the assessment fee:

BEAM Plus Tools	PA/ FA	Time Limit
NB / NDC	FA Completion	Within 18 months of the date of issuance of the Occupation Permit
EB Comprehensive Scheme A / EDC Comprehensive Scheme A (undergo PA & FA)	FA Commencement	Within 30 months from PA commencement

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 HKGBC.

viii. Special Cases of Project Information Update

Under the following circumstances, the change of project information would be handled in the following manners:

Special Cases	Implications for the Project
Projects <u>switch to the latest version</u> . (e.g. from v1.2 to v2.0)	Project applicant does not need to pay any additional registration fee. However, supplementary registration fee in vii. Time Limit for Commencing Assessment section still applies. *
Projects are <u>changed to a completely new project type</u> . (e.g. from residential to commercial)	Project applicant is required to pay for the difference between the new registration fee (based on the prevailing fee scale) and the originally paid registration fee.
Projects have a substantial <u>change in CFA</u> of the registered project, resulting in <u>a 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.
There is amalgamation with adjacent sites or segmentation of the original site that results in <u>changes of the project site boundary</u> as defined by the Block Plan.	Project applicant does not need to withdraw the original project and re-register the new project with the new Block Plan. * However, if the change of project site boundary results in a jump to a new project scale, applicant is required to pay for the fee difference #.
EB / EDC projects switch from Comprehensive Scheme to Selective Scheme (or vice versa) or between Comprehensive Schemes A and B <u>provided that</u> assessment has not commenced.	Project applicant is required to pay for the difference in registration fee based on prevailing fee scale, with the originally paid registration fee transferred to the new scheme. However, if the new scheme demands a lower registration fee than the original one, the excess registration fee paid will not be refunded.
Projects change the tool from NB to NDC or EB to EDC.	Project applicant is not required to pay any additional registration fee. However, the type of buildings must belong to eligible data centres as defined in BEAM Plus DC manual.

* With non-retrospective arrangement effective from 2 July 2021.

Projects have a substantial change in CFA of the registered project, resulting in a jump to a new project scale.

C. Before Project Assessment & Assessment

After completing the project registration, project teams will liaise with BSL for the assessment processes. It involves signing of the Assessment Agreement and preparing your submission, and undergoing the assessment.

Please refer to BEAM Plus Procedures Manual (Assessment) for the Assessment Process.

BEAM Plus Procedures Manual (Assessment)

https://www.beamsociety.org.hk/en_assessment_process.php

D. Appeal

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

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	Please refer to BEAM Plus Procedures Manual (Assessment)	Online Submission: https://form.jotform.com/hkgbc/final_appeal
Documents Needed		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 result of First Appeal from BSL.
Response Time		90 calendar days
Review Party		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. Appeal will primarily be based on the documentation originally submitted for assessment. The appeal shall be confined to 800 words and submission materials shall only include information solely for the purpose of clarification and elaboration on the original design. Materials pertaining to any change of design will not be considered.
4. For Final Appeal, a brief summary of cases will be posted on HKGBC website for public sharing.

Summary of Decisions of Final Appeal

<https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-references/ref-others/ref-others.jsp>

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 Pre-requisites, 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.

E. Project Withdrawal

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

F. Certification

i. Certificate Package

Upon the confirmation of assessment result, BSL would issue a notification to HKGBC to issue certificate to the Applicant. HKGBC Secretariat would contact the project owner or project BEAM Pro to arrange issuance of the certificate.

For projects achieved **Bronze rating / Satisfactory grade or above** (*for EB Selective Scheme project*), the certificate package would include the following:

- ONE original A3-sized certificate that contains the rating result, and carbon performance indicators if applicable.
- A congratulatory letter
- A cover letter detailing the project result and validity of the certificate

Sample Certificate and Explanation on Carbon Performance Indicators

<https://www.hkgbc.org.hk/eng/beam-plus/promotion/samplecertificates.jsp>

For projects achieved **Unclassified / Pre-requisites achieved rating**, the certificate package would include the following:

- A notification letter detailing the project result and validity of the rating

For projects that rated as “**Cannot be assessed**” or “**Pre-requisite(s) not achieved**”, HKGBC shall not issue any result document to the project applicant. In that case, the project applicant is advised to initiate a re-assessment or other mechanism to bring the project to a level that achieves all the Pre-requisites.

Project team can now log in to their BEAM Plus Project Online Accounts (<https://beamplusaccount.force.com/login>) to retrieve publicity materials including the illustrations of BEAM Plus certification seals, as well as the BEAM Plus Marketing Kit and Style Guide / Promotion Guidelines which can be found in the following webpage: (<https://www.hkgbc.org.hk/eng/beam-plus/promotion/promoquideplaque.jsp>)

Remarks:

HKGBC would confirm the project information with the Applicant before issuance of the certificate package within 1 month upon the date of sending the email of project information checking. In case the Applicant fails to respond or confirms within the allowable period, HKGBC shall issue the certificate in accordance to the latest information received. The assessment result would also be disclosed on BEAM Plus Project Directory.

ii. Issuance of Result Notification Letters during Assessment

When the project is undergoing the assessment, HKGBC can issue result notification letters at different stages to project applicants. Please refer to the following table for the types of notification letter and the time of issuance:

Types of Letter	Time of issuance	Applicable to projects
For First-stage Provisional Assessment (PA) ¹	When all the pre-requisites are achieved in the First-stage PA, BSL will notify HKGBC of the result. HKGBC will then issue the letter to the project applicant.	NBs / NDCs that opt for two-stage PA
Before Appeal / Post-TRC Clarification / Re-assessment ¹	Project applicant can make a request to BSL, and HKGBC shall issue a letter to certify the PA result attained before appeal, post-TRC clarification or re-assessment.	NBs / NDCs that have completed PA submission but where appeal, post-TRC clarification or re-assessment is pending
For Preliminary Provisional Assessment (PPA) / Preliminary Final Assessment (PFA)	The letter will be issued when the result of partial project sites in the development is released.	NBs / NDCs that opt for Multiple Provisional / Final Assessment
Intermediate Result Notification Letter	The letter will be issued when the intermediate result of part of the assessed aspects is released.	EBs / EDCs Comprehensive Scheme B

Remarks:

1. The letter shall only be used for submission to BD, as to apply for consent to commence works. It shall not be used for other purposes such as promotion, etc. The first stage PA result shall not be publicised in the BEAM Plus Project Directory.

iii. Validity of BEAM Plus Certificates

The validity of a BEAM Plus certificate defines how long the project owner can use the certificate for promotion or marketing. The validity periods are illustrated in the table below.

Stage	NB / NDC ^{Note 2} / EB / EDC	BI	ND	ES
PA	Issue of FA result or 6 years, whichever is earlier	Not Applicable		
FA	5 years or up to the point when major changes ^{Note 1} are made, whichever is earlier.			

Note 1 - **Major changes** are made to the building in the case of NB/NDC/EB/EDC/**ES**; to the interior fit-out in the case of BI; **OR** to the masterplan of the development in the case of ND. When such a change occurs, the Applicant is encouraged to submit a new project to BEAM Plus for assessment.

Note 2 – In case an NDC registration is linked to an NB registration (i.e. 1+1 scheme) and the NDC assessment is done later than the NB assessment, the validity of the NDC FA certificate will be shorter than 5 years because it will expire when the NB FA certificate expires. In case the NDC assessment needs to be done *much* later than the NB assessment with a resulting short validity period for the NDC, the Applicant should contact the Secretariat to seek alternative arrangement.

The validity status (Valid or Expired) is displayed in the BEAM Plus Project Directory mentioned in [A\(vi\)](#). Starting from 26 October 2021, the validity period is also printed on the certificates so as to enable readers to determine whether they are still valid.

Supplementary notes:

It is the project owners' responsibility to determine whether the addition and alteration (A&A) works are considered as major. The principle is to assess whether the conditions that lead to the original BEAM Plus ratings are still valid. As a guidance, A&A to such an extent as to necessitate the reconstruction of not less than 50% of the superficial area of main walls, or major A&A in excess of 50% by volume, are usually regarded as major. In case these major A&A works arise, the project owners are advised to submit their projects to BEAM Plus (BI / NB or other schemes as appropriate) in order to obtain a new rating.

iv. Application for Validity Extension / Renewal of BEAM Plus Certificates

	ND	NB / NDC	EB / EDC / ES	BI
Validity extension	Yes ^{*1}	Yes for PA ^{*2}	Normally by re-certification ^{*3}	Not Applicable

Submission time	3 months before expiry of ND certificate	1 month before expiry of NB certificate	No limitation but early registration is encouraged*4	Not Applicable
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*1 The validity period of ND certificate may be extended for up to 2 times, each time being a 5-year extension. Applicant may apply for an extension with reasons submitted to HKGBC using the following certificate validity extension application form. Such extension is only allowed in special circumstances such as a large project site that would take a longer time to proceed to and complete the NB certification. Please note there will be a need for BSL to carry out a simplified assessment to ensure the development retains the essential elements of the original scheme.

*2 The Applicant may apply for an extension of time for validity period of any PA certificate in case there are special circumstances that result in a longer time required for FA completion. A description of these circumstances shall be submitted to HKGBC via the following validity extension application form.

*3 The building owner is welcome to conduct a re-certification of the building by undergoing BEAM Plus EB / EDC / **ES** assessment again. Please read [section G](#) for details.

*4 To enjoy the recertification fee discount and to ensure there is no gap between the validity periods of certificates, building owners are encouraged to submit a re-cert. registration about 6 to 12 months before the expiry of the current certificate. Exact time depends on how much time is required to finish the submission and assessment.

BEAM Plus Certificate Validity Extension Application Form

https://form.jotform.com/hkgbc/cert_extension

v. BEAM Plus Certification Seals and Certification Plaques

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

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

Assessment Stage	Certification Seal *1	Certification Plaque *2
PA	O	X
FA	O	O (Optional)

*1 Project owner can use the Certification Seal during the period when the BEAM Plus certificate is valid. After expiry, usage is not allowed.

*2 For the usage period of the Plaque, please refer to [section vi](#).

Starting from 1 June 2018, HKGBC will provide **ONE** free certification plaque for each BEAM Plus project * that has obtained FA Bronze rating / Satisfactory or above if the project owner wishes to display a plaque at the project premises. (The starting date of 1 June 2018 refers to the date when

HKGBC sent out the email of project information checking to the Applicant for compiling the FA certificate)

** Plaques are not applicable to ND projects. Free plaques are not applicable to EB Volume Certification but may be ordered at cost.*

Additional Order for BEAM Plus Certification Plaques

Project owners may order additional plaque(s) with fee apply to denote their BEAM Plus achievement:

BEAM Plus Certification Plaque Order Page

<https://www.hkgbc.org.hk/eng/beam-plus/promotion/promoquideplaque.jsp>

For details of the user guidelines on 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/eng/beam-plus/beam-plus-references/promoquideplaque/PromotionFiles/BEAM%20Plus%20Marketing%20Kit%202022%20FINAL.pdf>

vi. Arrangement for Plaques after Expiry of Certificates

As BEAM Plus plaques are a kind of permanent installation, relaxation on the usage period is allowed – Project owners can continue to display the plaques on the premises upon expiry of the BEAM Plus certificate provided that there are no major A&A works (refer to F(iii) Supp. note 1) that make the BEAM Plus rating invalid. In this regard, the project owners are required to submit a self-declaration form (see webpage below) to HKGBC declaring that there have been no such A&A works in the premises.

Declaration of no major A&A works
for continued display of plaque
after the expiry of certificate

<https://www.hkgbc.org.hk/eng/onlineform/displayplaqueafrexp>

vii. **Green Building Certification Label (GBCL) for Sales Brochures**

Since 1 April 2011, certification by BEAM Plus is one of the pre-requisites 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 APP-151 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 Label

There are various types of label indicating different assessment stages:

1. Projects completed registration and pending for the assessment process
2. Projects completed Provisional Assessment with rating
3. Projects completed Preliminary Final Assessment with rating
4. Projects completed Final Assessment with rating

Each label is available for developers to incorporate in their sales brochures for respective project status and/or assessment rating. Upon successful application, HKGBC shall provide the label in jpg format only to the applicant by email(s) upon satisfactory completion of an application form.

For project that has its BEAM Plus certificate expired, project owners may still print the label on the sales brochures provided that there are no major A&A works (refer to F(iii) Supp. note 2) to the project that would invalidate the BEAM Plus rating.

Application

Please [login to the BEAM Plus Project Online Account](#) to apply by clicking “Apply Green Building Certification Label” at the top right hand corner after successful login. Please visit the following website for details.

Green Building Certification Label for Sales Brochures

<https://hkgbc.org.hk/eng/beam-plus/beam-plus-new-buildings/green-building-cert/index.jsp>

Remarks:

1. HKGBC may decline the application if insufficient information is provided. Additional submission of necessary information is allowed, which may result in longer processing time.
2. Applicant shall submit the soft copy / link of downloadable Sales Brochures by email beamplus@hkgbc.org.hk to HKGBC within two weeks once the printed version is ready for distribution.

viii. Disclosure of Project Information on HKGBC website

HKGBC will disclose brief project information on the websites:

- BEAM Plus Project Directory and Statistics (Refer to [A. vi](#))
- BEAM Plus Residential Properties Directory (Refer to [A. vi](#))
- BEAM Plus Online Exhibition

BEAM Plus Online Exhibition is a web-based platform established by HKGBC to exhibit outstanding BEAM Plus projects and share their best practice, in hopes of promoting green building to the wider community in Hong Kong.

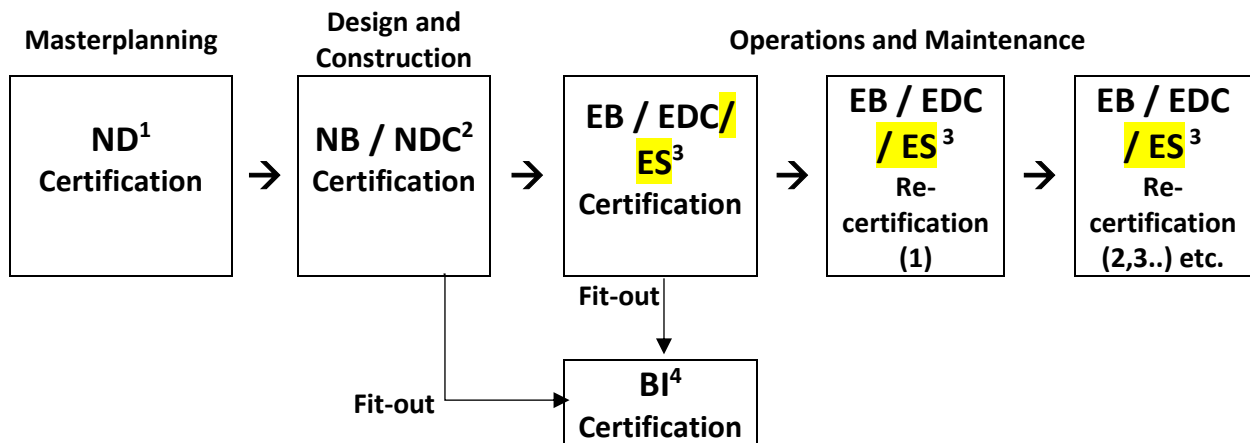
Projects achieving Provisional Gold or Platinum rating and Final Bronze rating or above, or Satisfactory grade or above for BEAM Plus EB / EDC Selective Scheme shall be invited to exhibit the project online.

BEAM Plus Online Exhibition

<https://greenbuilding.hkgbc.org.hk/>

G. Moving BEAM Plus Projects Forward

BEAM Plus consists of various assessment tools that cover the whole building life cycle. As a building project moves along the building life cycle, project teams can pursue different BEAM Plus certifications, marking milestones on the journey of building sustainability. The following is a simple illustration of what BEAM Plus certification the project teams can pursue at different stages of the building life cycle:



1. Upon completion of ND certification, project teams are encouraged to apply for assessment under NB / NDC when the project moves from Masterplanning stage to Design and Construction stage.
2. Building owners can pursue EB / EDC / ES certification after attaining the rating under NB / NDC assessment and having operated the buildings for more than one year. Discount on EB / EDC registration fee is offered to buildings registered before the expiry of its NB / NDC certification.
3. EB / EDC / ES focuses more on building's operation and maintenance. Building owners are encouraged to renew its EB / EDC / ES certification once every 5 years by submitting a new EB / EDC / ES assessment to get an assessment of the building's ongoing operational performance. Discount on EB / EDC / ES registration fee is offered to projects before the expiry of its EB / EDC / ES certification. Existing building owners are encouraged to re-certify their properties regularly in order to maintain the validity of EB / EDC / ES certification.
4. Where there are interior fit-out works at non-domestic premises, either in newly completed buildings or existing buildings, project teams can pursue BI certification for their fit-out work project spaces.

Appendices

BEAM Plus Certification Flowchart

BEAM Plus Certification Flowchart

