BEAM Plus

Project Assessment Procedures Manual

Version 4.0
(23.04.2018)
# DOCUMENT CONTROL

## Release Notice

<table>
<thead>
<tr>
<th>Project:</th>
<th>BEAM Plus (New Buildings, Existing Buildings Interiors, and Neighbourhood)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: [dd.mm.yyyy]</td>
<td>23.04.2018</td>
</tr>
</tbody>
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### Amendments

<table>
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<th>Page Number</th>
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</table>
| 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 | 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;
<p>|                |               |             | D(i). Submission cut-off time is updated; |</p>
<table>
<thead>
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<tr>
<td>28</td>
<td></td>
<td>31, 32, 33, 37.</td>
<td>D(i). Important note on submission is added; D(ii). Notes are added to the procedures of Post-TRC Notification;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>32, 33, 37.</td>
<td>D(iv). Notes are added to the conditions for re-assessment;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>33, 37.</td>
<td>D(iv). Subhead is used in the fee scale for re-assessment;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.0</td>
<td>E. Important notes is updated and the Flowchart is revised.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16-17</td>
<td>B(vi). Time Limit for Commencing BEAM Plus Assessment is updated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
<td>C(ii). Settle the Assessment Fee is updated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>21</td>
<td>C(iii). Submit the Credit Interpretation Request is updated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23-25</td>
<td>D(i). Overview of Assessment Procedures is updated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>27</td>
<td>D(iii). Performance Pledge of BEAM Plus Assessments is updated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>32-33</td>
<td>D(vi). Two-Stage PA Assessment for BEAM Plus NB Projects is added.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>34</td>
<td>D(vii). Post-TRC Clarification is updated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>37</td>
<td>D(viii). Review Mechanism for BEAM Plus NB Projects is added.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>38-39</td>
<td>D(x). Re-assessments is updated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>41</td>
<td>D(xi). Difference between Second Chance of Assessments and Re-assessments is added.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>42</td>
<td>D(xii). Arrangement of Multiple Final Assessments for Large Developments is updated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>48</td>
<td>F(i). Certificate Package is updated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>54</td>
<td>Appendices: New flow charts of NB V1.1 / 1.2, NB Two-stage Assessment, and EB V1.1/ 1.2 are added.</td>
</tr>
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# Glossary

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

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<tr>
<th>Terms</th>
<th>Refer to</th>
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</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Clients or BEAM Professionals</td>
</tr>
<tr>
<td>BAS</td>
<td>BEAM Assessor(s)</td>
</tr>
<tr>
<td>BEAM Plus</td>
<td>Upgraded version of Building Environmental Assessment Method</td>
</tr>
<tr>
<td>BEAM Pro</td>
<td>BEAM Professional(s)</td>
</tr>
<tr>
<td>BI</td>
<td>BEAM Plus Interiors</td>
</tr>
<tr>
<td>BSL</td>
<td>BEAM Society Limited</td>
</tr>
<tr>
<td>CIR</td>
<td>Credit Interpretation Request</td>
</tr>
<tr>
<td>Contract</td>
<td>The Agreement between BSL and the Applicant to conduct the BEAM Plus assessment</td>
</tr>
<tr>
<td>EB</td>
<td>Existing Buildings</td>
</tr>
<tr>
<td>FA</td>
<td>Final Assessment</td>
</tr>
<tr>
<td>HKGBC</td>
<td>Hong Kong Green Building Council Limited</td>
</tr>
<tr>
<td>NB</td>
<td>New Buildings</td>
</tr>
<tr>
<td>ND</td>
<td>Neighbourhood</td>
</tr>
<tr>
<td>PA</td>
<td>Provisional Assessment</td>
</tr>
<tr>
<td>TRC</td>
<td>Technical Review Committee</td>
</tr>
</tbody>
</table>
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 4 assessment tools available for BEAM Plus, potential project applicants can learn more about the tools through the website pages on HKGBC:

<table>
<thead>
<tr>
<th>BEAM Plus Tools</th>
<th>Links for Information for Assessment Tools</th>
</tr>
</thead>
</table>

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

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:

<table>
<thead>
<tr>
<th>BEAM Plus Technical Circular</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>BEAM Plus FAQ</th>
</tr>
</thead>
</table>

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:

<table>
<thead>
<tr>
<th>BEAM Plus Tools</th>
<th>Links for Project Directory</th>
</tr>
</thead>
</table>
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:

<table>
<thead>
<tr>
<th>BEAM Plus Project Statistics</th>
</tr>
</thead>
</table>
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:

<table>
<thead>
<tr>
<th>BEAM Plus Tools</th>
<th>Links for Online Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing Buildings (v2.0)</td>
<td><a href="https://www.hkgbc.org.hk/eng/bp-reg-EBv2-0.aspx">https://www.hkgbc.org.hk/eng/bp-reg-EBv2-0.aspx</a></td>
</tr>
<tr>
<td>Interiors</td>
<td><a href="https://www.hkgbc.org.hk/eng/BEAM-Plus-BI-V-1-0.aspx">https://www.hkgbc.org.hk/eng/BEAM-Plus-BI-V-1-0.aspx</a></td>
</tr>
<tr>
<td>Neighbourhood</td>
<td><a href="https://www.hkgbc.org.hk/eng/BEAM-Plus-ND-V-1-0.aspx">https://www.hkgbc.org.hk/eng/BEAM-Plus-ND-V-1-0.aspx</a></td>
</tr>
</tbody>
</table>

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.

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:

<table>
<thead>
<tr>
<th>BEAM Plus Tools</th>
<th>Links for Fee Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Buildings v1.2</td>
<td></td>
</tr>
<tr>
<td>Existing Buildings v2.0</td>
<td></td>
</tr>
<tr>
<td>Interiors</td>
<td></td>
</tr>
<tr>
<td>Neighbourhood</td>
<td></td>
</tr>
<tr>
<td>Re-assessment</td>
<td></td>
</tr>
<tr>
<td>Two-stage Assessment</td>
<td><a href="http://www.hkgbc.org.hk/eng/BPRef-fee.aspx">http://www.hkgbc.org.hk/eng/BPRef-fee.aspx</a></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Fee Items</th>
<th>HKGBC</th>
<th>BSL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fees ¹, ²</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Assessment Fees ¹, ³</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Credit Interpretation Request ¹</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Fee for First Appeal ¹</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Fee for Final Appeal ¹</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Fee for Issue of Variation Order (HK$2,000) ¹</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Fee for Duplicate Copy of Agreement (HK$1,000)¹</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Fee for Re-issue of BEAM Plus Certificate (HK$2,000)¹</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Re-assessment fees ¹</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Two-stage Assessment ⁴</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

**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 applying for 2 Stage assessment, this 30 days period is not applicable). For projects registered on or after 1 August 2014, full Provisional and Final Assessment Fees must be paid together before assessment commences.

4. The 30-day period mentioned in remark no. 3 above is not applicable for projects applying for Two-stage Assessment. Projects undergoing this route will commence immediately upon the acknowledgement receipt of the signed agreement, assessment fee and submission materials by BSL. Please refer to Section D(vi) for more information.

### Charging mechanism for other service fees for assessment

<table>
<thead>
<tr>
<th>Charges by</th>
<th>Credit Head</th>
<th>Credit Subhead</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIR</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Appeal</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Re-assessment</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Bespoke</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Based on BEAM Plus New Buildings V1.2, please find some examples as follows:

a) **Credit Head** refers to each separate credit item in the assessment tool.
   e.g. WU 4 Water Recycling; MA 3 Prefabrication

b) **Credit Subhead** refers to the credit sub-item in the assessment tool.
   e.g. EU 10b Commissioning Plan; IEQ 7c Radon

c) **Credit Points** refers to the maximum number of credits achievable under one Credit Subhead.
   e.g. 2 credit points under SA 2a Car Parking Provisions and 1 credit point under IEQ 11b Local Exhaust.

For instance, the total CIR fee for SA 2a and SA 2b would be $2,000 x 2 = $4,000
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:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ It is a charitable institution or trust of a public character which is exempt from tax under Section 88 of the Inland Revenue Ordinance.</td>
<td></td>
</tr>
<tr>
<td>✓ 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</td>
<td></td>
</tr>
<tr>
<td>✓ The project/building shall not be planned for generating commercial income (i.e. only non-commercial building is eligible).</td>
<td></td>
</tr>
</tbody>
</table>

**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 **50% discount** to the BEAM Plus Registration Fee for projects registered after 1 June 2017. 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](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.

![Sample of Acknowledgement Letter](image)

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:-

<table>
<thead>
<tr>
<th>New Buildings</th>
<th>Existing Buildings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
<td>Scheme (for EB v2.0 or above)</td>
</tr>
<tr>
<td>Lot Number</td>
<td>Project Name</td>
</tr>
<tr>
<td>Site Address</td>
<td>Lot Number</td>
</tr>
<tr>
<td>Project Type</td>
<td>Site Address</td>
</tr>
<tr>
<td>Total Site Area (sq. m.)</td>
<td>Project Type</td>
</tr>
<tr>
<td>No. of Towers/ Blocks</td>
<td>Total Site Area (sq. m.)</td>
</tr>
<tr>
<td>No. of Floors</td>
<td>No. of Towers/ Blocks</td>
</tr>
<tr>
<td>Total GFA (sq. m.)</td>
<td>No. of Floors</td>
</tr>
<tr>
<td></td>
<td>Total CFA (sq. m.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interiors</th>
<th>Neighbourhood</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
<td>Project Name</td>
</tr>
<tr>
<td>Project Address</td>
<td>Lot Number</td>
</tr>
<tr>
<td>Project Type</td>
<td>Site Address</td>
</tr>
<tr>
<td>No. of Floors</td>
<td>Project Type</td>
</tr>
<tr>
<td>No. of Units</td>
<td>Total Site Area (sq. m.)</td>
</tr>
<tr>
<td>Total GFA (sq. m.)</td>
<td>Total GFA (sq. m.)</td>
</tr>
<tr>
<td>Total Internal Floor Area (sq. m.)</td>
<td>No. of Towers/ Blocks</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>BEAM Plus Tools</th>
<th>PA/ FA</th>
<th>Time Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Buildings</td>
<td>PA Commencement</td>
<td>Two years ¹</td>
</tr>
<tr>
<td>New Buildings</td>
<td>FA Completion</td>
<td>Within 18 months of the date of issuance of the Occupation Permit</td>
</tr>
<tr>
<td>Existing Buildings V1.2/ V2.0 Comprehensive Scheme A (undergo PA &amp; FA)</td>
<td>PA Commencement</td>
<td>One year</td>
</tr>
<tr>
<td>Existing Buildings V1.2/ V2.0 Comprehensive Scheme A (undergo PA &amp; FA)</td>
<td>FA Commencement</td>
<td>Within 30 months from the commencement of Provisional Assessment</td>
</tr>
<tr>
<td>Existing Buildings V1.2/ V2.0 Comprehensive Scheme A (undergo FA only)</td>
<td>FA Commencement</td>
<td>One year</td>
</tr>
<tr>
<td>Existing Buildings V2.0 Comprehensive Scheme B</td>
<td>FA Commencement</td>
<td>One year</td>
</tr>
<tr>
<td>Existing Buildings V2.0 Selective Scheme</td>
<td>FA Commencement</td>
<td>One year</td>
</tr>
<tr>
<td>Interiors</td>
<td>FA Commencement</td>
<td>One year</td>
</tr>
<tr>
<td>Neighbourhood</td>
<td>FA Commencement</td>
<td>Two years ²</td>
</tr>
</tbody>
</table>

**Remarks:**

1. In the case of Two-stage assessment, the 2-year limit for commencing PA counts from the Second stage assessment. i.e. The Second stage Provisional Assessment must be commenced within 2 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):

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

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.

**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:

<table>
<thead>
<tr>
<th>Tools</th>
<th>Links for Project Information Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interiors</td>
<td><a href="https://www.hkgbc.org.hk/eng/beamplus_projectupdate_BI.aspx">https://www.hkgbc.org.hk/eng/beamplus_projectupdate_BI.aspx</a></td>
</tr>
</tbody>
</table>
viii. **Special Cases of Project Information Update**

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

<table>
<thead>
<tr>
<th>Special Cases</th>
<th>Implications for the Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects seek to switch to the latest version (e.g. from v1.1 to v1.2) after the allowable period for switching has lapsed.</td>
<td>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.</td>
</tr>
<tr>
<td>Projects are changed to a completely new project type (e.g. from residential to commercial).</td>
<td></td>
</tr>
<tr>
<td>Projects have a substantial change in CFA of the registered project, resulting in a jump to a new project scale</td>
<td>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.</td>
</tr>
<tr>
<td>BEAM Plus EB V2.0 projects seek to switch from Comprehensive Scheme to Selective Scheme (or vice versa) or between Comprehensive Schemes A and B provided that submission has not commenced.</td>
<td>Project applicant is required to make up any 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 scheme, the excess registration fee paid will not be refunded.</td>
</tr>
</tbody>
</table>
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 |
| ✓ 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 will be charged by BSL for a duplicate copy.

ii. **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**.

The 30-day period mentioned above is not applicable for projects applying for Two-stage Assessment. Projects undergoing this route will commence immediately upon the acknowledgement receipt of the signed agreement, assessment fee and submission materials by BSL. For details, please refer to D(vi) vi - Two-Stage PA Assessment for BEAM Plus NB Projects.
iii. **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](image)

Each clarification request can only be submitted for one Credit Head or Credit Subhead, 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

Assessment agreement must be signed and returned to BSL before the CIR process. 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

D. Assessment

i. Overview of Assessment Procedures

Projects to be reviewed by BEAM Plus assessment would undergo a robust assessment process to ensure the fairness, independence and integrity of the assessment. In general, the projects will go through the following assessment procedures:

- **Step 1:** Submit for BEAM Plus Assessments
- **Step 2:** Preliminary Technical Screening
- **Step 3:** Assign BEAM Assessor
- **Step 4:** Comments on Submission
- **Step 5:** Review by Technical Review Committee (TRC)
- **Step 6:** Confirm Assessment Result
- **Step 7:** HKGBC to issue Certificate
Step 1: Submit for BEAM Plus Assessments

Please refer to section D(iv) Determining the Submission Date and D(v) Submission of BEAM Plus Assessment for more information.

Step 2: Preliminary Technical Screening

To streamline the assessment process and cut short the assessment time for the benefits of the Applicants, the technical screening procedure will be integrated with the BAS assessment process from 1 May 2018.

Apart from BEAM Plus New Buildings, 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: Assign 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 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.
Step 6: Confirm Assessment Result

BSL will issue the Assessment Report to the Applicant. The Applicant should either confirm his/ her acceptance of the assessment result or submit the Appeal/ Re-assessment application within 30 days counting from the date the result letter is issued by BSL. Otherwise, it is deemed that the assessment result is accepted and BSL will notify HKGBC to proceed with the certification process.

For the assessment result of BEAM Plus New Buildings available after 1 May 2018, the Applicant is given a two-week review period to resolve any differences/ misunderstanding and a three-week period to consider appeal/ re-assessment. Please refer to Section D(viii) for the details of the Review Mechanism.

Step 7: HKGBC to Issue Certificate

Upon receiving the confirmation from the Applicant, BSL will notify HKGBC to issue Certificate to the Applicant. For more details, please refer to Section F.
ii. Provisional and Final Assessments

Depending on the types of assessment tool, Provisional Assessment and Final Assessment are available for projects. Provisional Assessment offers 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.

<table>
<thead>
<tr>
<th>Tools</th>
<th>Provisional Assessment</th>
<th>Final Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Buildings</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Existing Buildings V1.2</td>
<td>Optional</td>
<td>✓</td>
</tr>
<tr>
<td>Existing Buildings V2.0</td>
<td>Optional</td>
<td>✓</td>
</tr>
<tr>
<td>(Comprehensive Scheme A)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Existing Buildings V2.0</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>(Comprehensive Scheme B)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Existing Buildings V2.0 (Selective Scheme)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Interiors</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Neighbourhood</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Remarks:

1. 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.

2. 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.
iii. Performance Pledge of BEAM Plus Assessments

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:

<table>
<thead>
<tr>
<th>BEAM Plus Tools</th>
<th>Performance Pledge for Time Limit of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEAM Plus New Buildings</td>
<td>Within 45 working days¹</td>
</tr>
<tr>
<td>BEAM Plus New Buildings adopting Two-Stage Assessment</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Stage PA: Within 15 working days 2&lt;sup&gt;nd&lt;/sup&gt; Stage PA/ FA: Within 45 working days¹</td>
</tr>
<tr>
<td>BEAM Plus Existing Buildings (v1.2)</td>
<td>Within 90 calendar days</td>
</tr>
<tr>
<td>BEAM Plus Existing Buildings v2.0 (Comprehensive Scheme A)</td>
<td>Within 90 calendar days</td>
</tr>
<tr>
<td>BEAM Plus Existing Buildings v2.0 (Comprehensive Scheme B)</td>
<td>Within 90 calendar days</td>
</tr>
<tr>
<td>BEAM Plus Existing Buildings v2.0 (Selective Scheme)</td>
<td>Within 60 calendar days</td>
</tr>
<tr>
<td>BEAM Plus Interiors</td>
<td>Within 45 working days</td>
</tr>
<tr>
<td>BEAM Plus Neighbourhood</td>
<td>Within 90 calendar days</td>
</tr>
</tbody>
</table>

Working day is normally defined as Monday to Friday except public holidays. For details, please refer to BSL’s website [here](#).

Remark:

1. Since projects with target rating at Gold or above will be vetted by the Assessment sub-committee (ASC) under TRC which the meeting dates are pre-scheduled, in order to meet the 45-working-day performance pledge, we need to seek the cooperation from the Applicant to submit the response to BAS comment at least 24 working days prior to the upcoming ASC meeting (ASC meeting schedule is posted on BSL website). Otherwise, the prescribed performance pledge cannot be guaranteed.
iv. Determining the Submission Date

The performance pledge of BEAM Plus assessments is counted from the first date of submitting assessment materials. Please note the following for the cut-off time on BEAM Plus submissions.

### Submission Cut-off Time

<table>
<thead>
<tr>
<th>Submissions</th>
<th>Cut-off Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEAM Plus Submissions</td>
<td>12:00 noon</td>
</tr>
<tr>
<td>CIR (Signed Agreement, Application and Fee)</td>
<td>12:00 noon</td>
</tr>
<tr>
<td>Re-assessment</td>
<td>12:00 noon</td>
</tr>
<tr>
<td>Post TRC Clarification</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>First Appeal (Application and Fee)</td>
<td>6:00 pm</td>
</tr>
</tbody>
</table>

**Remarks:**

1. Submissions received after 12:00 noon will be recorded and processed on the following working day.

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

3. a) First Appeal must be submitted within 30 calendar days from the date the assessment result is issued by BSL. Appeal application submitted after the prescribed date will not be entertained and it is deemed that the assessment result is accepted. b) First Appeal received on or before the cut-off time will be recorded and processed on the following working day.

**Special arrangement under adverse weather conditions**

When Typhoon signal no. 8 or above/ Black Rainstorm Warning is in force leading to 3 hours or more of working hours lost within 9am to 6pm in a working day, the submission deadline (e.g. Response to Post-TRC Clarification) will be extended for 1 working day. This only applies to duration defined and or counted in terms of "working day".
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).

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).
v. Submission of BEAM Plus Assessments

To start the assessments, the Applicant shall submit ALL of the following materials to BSL:

| ✓ Credit Summary (Available on BSL website) |
| ✓ Submission Templates (Available on BSL website) |
| ✓ Supporting Documents and Drawings for each credit submitted |
| ✓ Update of Project Information Fact Sheet |

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:

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

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.
**Important note on submission:**

1. For the interest of all the applicants on having their projects going through the assessment most efficiently, applicants should ensure the completeness and correctness before they file the submission.

2. BEAM Plus assessment is linear, sequential and non-iterative. The assessment is a “non-return” process proceeding from one stage to another until completion.

3. For each round of submission, once the BEAM Plus submission materials have been submitted to BSL, no new/ supplementary/ change nor withdrawal of information (whether partial or complete) will be accepted.

4. Unless in very rare cases, the Applicant has incontestable justification and that the impact is too significant which would cause unrepairable damage to the overall grading of the project, BSL would then consider offering the Applicant to supplement the assessment documentation which will be effected through variation that may have time and cost implications.
vi. **Enhanced Two-stage PA Assessment for BEAM Plus NB Projects**

Effective from 1 May 2018, the two-stage assessment is enhanced to accept NB Provisional assessment aiming at Bronze or above to apply for such mechanism with a fee. Applicants who apply for two-stage assessment only need to submit the “prerequisites for assessment in the First Stage PA. The rest of the credits will be assessed separately in the Second stage PA.

Applicants should note that

a) The prerequisites assessed in the First Stage will not be assessed again in the Second Stage. However, if there is any subsequent design modification which leads to the change of the parameters having adverse impact on the results of the assessment in the First Stage, the relevant prerequisites will be re-assessed in the Second Stage.

b) Existing PA procedures such as CIR, Post-TRC clarification, review, re-assessment and appeal are applicable to both the First Stage PA and the Second Stage PA.

c) When all the prerequisites are achieved in the First Stage PA, BSL will notify HKGBC of the result and HKGBC will then issue a "PA Result Letter (First Stage)" to the Applicants. The letter issued by HKGBC will indicate the result "Unclassified" rating since the project only meets the 9 prerequisites, but it will state that the project will undergo the Second Stage PA at a later stage. The letter can then be used for submission to BD to apply for the Consent.

d) The process time for the First Stage PA will take approximately 15 working days while the process time for the Second Stage PA will take approximately 45 working days.

e) Applicants need to submit the Second Stage PA materials within one year from the date of first stage PA result issued by BSL.

f) The "PA Result (First Stage PA)" shall NOT be used as green building label in sales brochures under Residential Properties (First-hand Sales) Ordinance or for promotion purpose.
g) Projects already commenced PA can also opt for two-stage assessment provided the project has not reached the TRC Review stage.

**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.
vii. **Post-TRC Clarification**

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

<table>
<thead>
<tr>
<th>Condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Genuine green projects with a target rating at Gold or above failing to achieve the desired rating under EB, BI and ND.</td>
<td></td>
</tr>
<tr>
<td>✔ All green projects which fail to achieve target rating under NB from 1 May 2018.</td>
<td></td>
</tr>
<tr>
<td>✔ Projects failing to meet prerequisites</td>
<td></td>
</tr>
<tr>
<td>✔ Wholesale conversion projects marginally failing to meet the minimum score of 40% in EU or IEQ aspects</td>
<td></td>
</tr>
</tbody>
</table>

**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.

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.

c. 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.

d. Each project will only be granted one chance of post-TRC clarification. Further elaboration/clarification/ another round of submission after the one off post-TRC clarification is not accepted.
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.
viii. Review Mechanism for BEAM Plus NB Projects

For projects with assessment results available after 1 May 2018, there will be a 2-week review period where the BAS and the Applicant can resolve any differences and misunderstanding via BSL.

Upon the conclusion of the review, or upon the lapse of the 2-week review period, or upon the acceptance of the results by the Applicant, the result will be forwarded to HKGBC for issuance of certificate or the “First Stage PA Result Letter” which can be used for submission to BD to apply for consent to commence work.

If the applicant is still dissatisfied with the assessment result after the review, a further period of three weeks will be allowed for the applicant to lodge an appeal following the established Appeal Procedures.
ix. **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 or 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.
x. 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 EB, BI and ND 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.

However, from 1 May 2018 onwards, all projects under NB are qualified for the opportunity for re-assessment.

d. **Number of credits**: The number of credits allowed for re-assessment is limited to 10 credit heads for EB, BI and ND. In the case of NB projects, there is no limitation on the number of credit heads to be assessed.

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 BSL 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.

f. **Interrelated credits:** To ensure the assessment is holistic and coherent, if the re-assessed credit is interrelated with other credit heads/subheads (e.g. EU 1 & EU 2, SA P1 & SA 7b, IEQ P1 & IEQ 9 of NB v1.2), the project applicant is required to submit the re-assessment covering all the interrelated credit heads/subheads rather than just those credit heads to be re-assessed.

**Application Procedures for Re-assessments**

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 subhead(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.

**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.
xi. **Difference between Second Chance of Assessments and Re-assessments**

<table>
<thead>
<tr>
<th></th>
<th>Second Chance of Assessments</th>
<th>Re-assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligibility</strong></td>
<td>Refer to conditions listed in D(ix). Regardless of ratings</td>
<td>Refer to v 3</td>
</tr>
<tr>
<td><strong>Scope of assessment</strong></td>
<td>Whole project</td>
<td>-</td>
</tr>
<tr>
<td><strong>Performance pledge</strong></td>
<td>Applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td><strong>Re-registration</strong></td>
<td>A new project registration to HKGBC is required.</td>
<td>Not required</td>
</tr>
<tr>
<td><strong>Fees</strong></td>
<td>A new registration fee and assessment fee</td>
<td>Refer to Fee Scale of re-assessment</td>
</tr>
</tbody>
</table>
xii. **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**

<table>
<thead>
<tr>
<th>All intermediate FA is treated as <strong>Preliminary Final Assessment (PFA)</strong> and only assessment result without certificate will be released for PFA;</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>There will only be one certificate for project with multiple FA which will be available upon the completion of the <strong>Last Final Assessment (LFA)</strong>;</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>The PFA data in the LFA shall adopt a &quot;By way of Case Stated&quot;/ &quot;Freeze the fact&quot; approach, i.e. the Applicant is not allowed to update any PFA data at LFA. The Applicant is responsible to put together a consolidated submission data of all phases for the LFA assessment.</td>
</tr>
<tr>
<td>Overlapping of assessment boundary of each phased FA is not allowed, unless for substantiation of shared facilities for fulfilling the prerequisite requirements and the Applicant will not gain extra benefit of credit compliance. The Applicant may submit drawings/ document from another phased FA to justify those common facilities that are shared among the whole site.</td>
</tr>
<tr>
<td>The final rating for the entire project will be determined by the overall performance of the LFA.</td>
</tr>
</tbody>
</table>
Determining the Assessment Fees for Multiple Final Assessments

<table>
<thead>
<tr>
<th>Submission</th>
<th>Project Registered before 1 August 2014</th>
<th>Project Registered on or after 1 August 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st PFA</td>
<td>Fee Schedule at the time of project registration</td>
<td>Fee schedule at the time of project commencement of the corresponding phased FA.</td>
</tr>
<tr>
<td>Subsequent PFA and LFA</td>
<td>Fee schedule at the time of project commencement of the corresponding phased FA.</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Phase No.</th>
<th>Site Portion</th>
<th>Submission</th>
<th>CFA (sq.m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Phase A</td>
<td>PFA1</td>
<td>25,000</td>
</tr>
<tr>
<td>2</td>
<td>Phase B</td>
<td>PFA2</td>
<td>25,000</td>
</tr>
<tr>
<td>3</td>
<td>Phase A + Phase B + Phase C</td>
<td>LFA</td>
<td>90,000</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Phase No.</th>
<th>Total CFA (sq. m.)</th>
<th>Project Scale</th>
<th>Assessment Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>PFA1</td>
<td>25,000</td>
<td>Medium</td>
<td>$119,900 (i.e. $239,800 / 2)</td>
</tr>
<tr>
<td>PFA2</td>
<td>25,000</td>
<td>Medium</td>
<td>$119,900 (i.e. $239,800 / 2)</td>
</tr>
<tr>
<td>LFA</td>
<td>90,000</td>
<td>Large</td>
<td>$240,625 (i.e. $481,250 / 2)</td>
</tr>
</tbody>
</table>

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.
xiii. 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.

xiv. 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 head/ subhead should they disagree with the decision on assessment rating made by the 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:

<table>
<thead>
<tr>
<th>Item</th>
<th>First Appeal</th>
<th>Final Appeal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Party</td>
<td>BSL</td>
<td>HKGBC</td>
</tr>
<tr>
<td>Documents Needed</td>
<td>1. Appeal Form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Supporting documents</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Payment for the Appeal application</td>
<td></td>
</tr>
<tr>
<td>Time Limit for Application</td>
<td>Items 1-3 (stated above) must be received within 30 calendar days after receiving the assessment result from BSL.</td>
<td>Items 1-3 (stated above) must be received within 30 calendar days after receiving the result of First Appeal from BSL.</td>
</tr>
<tr>
<td>Response Time</td>
<td>60 calendar days</td>
<td>90 calendar days</td>
</tr>
<tr>
<td>Review Party</td>
<td>TRC</td>
<td>Final Appeal Panel</td>
</tr>
<tr>
<td>Appeal Fee</td>
<td>Refer to the latest Fee Scale on HKGBC website.</td>
<td></td>
</tr>
</tbody>
</table>

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.

**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

Upon the confirmation of assessment result, BSL would issue a notification to HKGBC to issue certificate to the Applicant.

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**, or **Satisfactory grade or above** for BEAM Plus Existing Buildings V2.0 – Selective Scheme, 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:

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

**Important notes on Certification:**

HKGBC would check the project information with the Applicant before issuance of the certificate package. The Applicant can respond or confirm the certificate within 1 month upon the date of sending the email of project information checking. If the Applicant failed to respond or confirm within the stated period, HKGBC shall issue the certificate in accordance to the latest information received. The assessment result would also be updated on BEAM Plus Project Directory on HKGBC website.
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.

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

*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:

<table>
<thead>
<tr>
<th>Assessment Stage</th>
<th>Certification Seal</th>
<th>Certification Plaque</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisional Assessment</td>
<td>✓ (Free of charge)</td>
<td>×</td>
</tr>
<tr>
<td>Final Assessment</td>
<td>✓ (Free of charge)</td>
<td>✓ (Optional)</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>BEAM Plus Tools</th>
<th>Order Form for Certification Plaque</th>
</tr>
</thead>
</table>

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**

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:

```plaintext
Green Building Certification Label
```

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:

BEAM Plus Online Exhibition

http://greenbuilding.hkgbc.org.hk/eng/

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 v1.1 / v1.2

ii. Assessment Flow Chart for BEAM Plus New Buildings v1.1 / v1.2
   Two-stage Assessment

iii. Assessment Flow Chart for BEAM Plus Existing Buildings v1.1 / 1.2

iv. Assessment Flow Chart for BEAM Plus Existing Buildings v2.0
    (Comprehensive Scheme A)

v. Assessment Flow Chart for BEAM Plus Existing Buildings v2.0
   (Comprehensive Scheme B)

vi. Assessment Flow Chart for BEAM Plus Existing Buildings v2.0
    (Selective Scheme)

vii. Assessment Flow Chart for BEAM Plus Interiors v1.0

viii. Assessment Flow Chart for BEAM Plus Neighbourhood v1.0
BEAM Plus Procedures Manual_v4-0_final

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

1. **Registration**
   - Applicant
   - HKGBC
   - **2 weeks**

2. **Submission**
   - Applicant
   - BSL
   - **45 Working Days**
   - **Issue Acknowledgment Letter to Applicant to confirm the Registration**
   - **Submission of Materials for Project Assessment**
   - **Issue Acknowledgment to Applicant to confirm Project Assessment Commencement**

3. **Assessment**
   - Applicant
   - BSL
   - **14 Calendar Days**
   - **Assign BAS to undertake project assessment**
   - **Comment on Submission**

4. **Certification**
   - Applicant
   - BSL
   - **1 month**
   - **Issue BEAM Plus NB (PA/FA) Certification Notification**

5. **Appeal**
   - Applicant
   - **1 month**
   - **Submit Final Appeal**
   - **Review the Final Appeal**
   - **Result and Notify**

**Legend**
- **HKGBC**: Hong Kong Green Building Council Limited
- **BSL**: BEAM Society Limited
- **Applicant**: Applicant (include party who will provide project information)
- **BAS**: BEAM Assessor
- **TPC**: Technical Review Committee
- **NB**: New Buildings
- **BB**: Existing Buildings
- **PA**: Preliminary Assessment
- **FA**: Final Assessment
- **CR**: Credit Revalidation Request

**Remarks**
- **Timeline for providing submission materials, supplemental information by Applicant, and carrying out CRFs will be excluded from the Submission and Assessment Process.**
- **The application of CRF will not be accepted beyond the Applicant’s submission stage and certification notification stage.**
- **Timeline for performance pledge will not commence until full set of submission has been received.**
- **Signed Assessment Agreement and payment must be received before project assessment commences.**
- **Timeline for awaiting Applicant’s reply for particulars on Certificate will be excluded from the calculation of 14 days for issuing Certificates.**

**Note**
- This BEAM Plus Project Assessment Flowchart is intended to facilitate project scheduling by the BEAM Plus applicant and BEAMPlus-HKGBC welcomes any comments as its support to periodic review and refinement process. Please send your suggestions and query to BEAMPlus_HKASCAS@hkgc.org.hk. If you have any queries, HKGBC and BSL would try our best to assist. The proposed timeline is subject to change.
BEAM Plus NB (v1.1 and 1.2)
Project Assessment Process for Two-stage Assessment

1. First-stage Assessment
   - Applicant applies for Two-stage Assessment
   - Applicant submits prerequisites for assessment
   - BSL assigns BAS to undertake project assessment
     - 15 working days
     - Comment on submission: Yes
     - Credit result available for the Applicant

2. Second-stage Assessment
   - Applicant and BAS to resolve any differences and misunderstanding via BSL in a 2-week review period
   - BSL notifies the Applicant of the Results
   - Applicant accepts?
     - Yes: Notify HKGBC
     - No: Additional Information ★
   - BAS assigns to undertake project assessment
     - 45 working days
     - Comment on submission: Yes
     - Credit result available for the Applicant
     - Applicant and BAS to resolve any differences and misunderstanding via BSL in a 2-week review period
     - Notify the Applicant of the Results
     - Accept?
       - Yes: Notify HKGBC
       - No: Additional Information ★

3. Certification
   - 14 working days
   - HKGBC to issue BEAM Plus NB Certification

Remarks:
★ Timeline for providing submission materials: supplementary information by Applicants and carrying out CIRs will be excluded from the Submission and the Assessment Process.
★ Timeline for Appeal will be excluded from the Assessment Process.

Certification by HKGBC

Note:
This BEAM Plus Project Assessment Flowchart is intended to facilitate project scheduling by the BEAM Plus applicants and BEAM Pts. HKGBC welcomes any comments on its support of periodic review and refinement process. Please send your suggestions and queries to HKGBC Secreary (beambuilsupport@hkgbc.org.hk) if you have any. Meanwhile, HKGBC and BSL will strive our endeavours to adhere to the proposed timeline as stated.
BEAM Plus Procedures Manual_v4-0_final

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

Legend:
- HKGBC Hong Kong Green Building Council Limited
- BSL BEAM Society Limited
- BAS BEAM Assessor
- TRC Technical Review Committee
- EB Existing Buildings
- PA Provisional Assessment
- FA Final Assessment
- CIR Credit Interpretation Request

**BEAM Plus EB v2.0 Online Registration Form**
https://www.hkgbc.org.hk/eng/bp-reg-fby2-0.aspx

Applicant

0 Registration

- Submit the BEAM Plus Project Registration to HKGBC (Online Registration Form), and make payment to:
  "Hong Kong Green Building Council Limited"
  
  Confirm payment of the Registration Fee

  Issue Acknowledgement Letter to Applicant to confirm the Registration

1 Submission

- Sign Agreement with Applicants ★

- Application of Materials for Project Assessment (All aspects) ★★

- Issue Acknowledgement to Applicant to confirm Project Assessment Commencement

- Technical Screening

- Submit CIR to BSL ★ (if applicable)

2 Assessment

- Assigning BAS to undertake project assessment

- 90 Calendar Days

- Comment on Submission

- BAS Report for TRC Review

- TRC Meeting

- Notify the Applicant for the Results

- Accept?

- Notify the HKGBC for the Results

3 Certification

- Issue the (PA/FA) Certification/Notification

Remarks:
- ★ Timeline for providing submission materials, supplemental information by Applicants will be excluded from the Submission and the Assessment Process.
- ★ Timeline for appeals will be excluded from the Assessment Process if there is any.
- ★ The application of CIR will not be accepted between the Applicants' submission stage and certification notification stage.
- ★ Timeline for performance pledge will not commence until full set of submission has been received.
- ★ Signed Assessment Agreement and payment must be received before project assessment commences.
BEAM Plus EB v2.0 – Comprehensive Scheme B Project Assessment Process

Registration

0. Applicant

Submit the BEAM Plus Project Registration to HKGBC (Online Registration Form), and make payment to: "Hong Kong Green Building Council Limited"

Confirm payment of the Registration Fee

Issue Acknowledgement Letter to Applicant to confirm the Registration

Sign Agreement with Applicants ★

Submission

1. Applicant

BSL 2 weeks

Submission of Materials for Project Assessment (Selected / Remaining aspects) ★★

Issue Acknowledgement to Applicant to confirm Project Assessment Commencement

Technical Screening

PASS

Yes

No

Submit CIR to BSL (if applicable)

Project applicants should submit the remaining aspect(s) within 3 years of the issuance of the first intermediate result issued by HKGBC.

Assessment

2. Applicant

90 Calendar Days

BSL

Assigning BAS to undertake project assessment

Comment on Submission

Yes

No

Additional Information ★

BSL

BAS Report for TRC Review

BSL

TRC Meeting

BSL

Notify the Applicant for the Results

Accept?

Yes

No

First Appeal ★

Please refer to the Appeal Procedure in the BEAM Plus Procedures Manual

BSL

Notify the HKGBC for the Results

Final batch of submission?

Yes

No

Issue the (PA/ FA) Certification/ Notification

Certification

3. Applicant

HSKGC

HKGBC

Remarks

★ Timeline for providing submission materials, supplemental information by Applicants will be excluded from the Submission and the Assessment Process.

★ Timeline for appeals will be excluded from the Assessment Process if there is any.

★ The application of CIR will not be accepted between the Applicants’ submission stage and certification notification stage.

★ Timeline for performance pledge will not commence until full set of submission has been received.

★ Signed Assessment Agreement and payment must be received before project assessment commences.
BEAM Plus EB v2.0 – Selective Scheme Project Assessment Process

0. Registration

- Applicant
  - Submit the BEAM Plus Project Registration to HKGBC (Online Registration Form), and make payment to “Hong Kong Green Building Council Limited”
  - Confirm payment of the Registration Fee
  - Issue Acknowledgement Letter to Applicant to confirm the Registration
  - Sign Agreement with Applicants

1. Submission

- Applicant
  - HKGBC
  - Issue Submission of Materials for Project Assessment (Selected aspects)
  - Issue Acknowledgement to Applicant to confirm Project Assessment Commencement

2. Assessment

- Applicant
  - BSL
  - Technical Screening
  - Assigning BAS to undertake project assessment
  - 60 Calendar Days
  - Comment on Submission
  - BAS Report for TRC Review
  - TRC Meeting
  - Notify the Applicant for the Results

3. Certification

- Applicant
  - BSL
  - Notify the HKGBC for the Results
  - HKGBC
  - Issue the Certification

Remarks

- Timeline for providing submission materials, supplemental information by Applicants will be excluded from the Submission and the Assessment Process.
- Timeline for appeals will be excluded from the Assessment Process if there is any.
- The application of CIR will not be accepted between the Applicants’ submission stage and certification notification stage.
- Timeline for performance pledge will not commence until full set of submission has been received.
- Signed Assessment Agreement and payment must be received before project assessment commences.

Legend

- HKGBC: Hong Kong Green Building Council Limited
- BSL: BEAM Society Limited
- BAS: BEAM Assessor
- TRC: Technical Review Committee
- EB: Existing Buildings
- FA: Final Assessment
- CIR: Credit Interpretation Request
**BEAM Plus ND V1.0 Project Assessment Process**

1. **Registration**
   - Applicant submits the BEAM Plus Project Registration to HKGBC (Online Registration Form) and makes payment to "Hong Kong Green Building Council Limited".
   - Review Registration & Confirm upon receipt of the Registration Fee.
   - Issue Acknowledgment Letter to Applicant to confirm the Registration.
   - Sign Agreement with Applicants.
   - Issue Acknowledgement to Applicant to confirm Project Assessment Commencement.
   - Preliminary Technical Screening.
   - BSL is entrusted to facilitate the assessment. BSL will sign the agreement directly with Applicant to process the official BEAM Plus project assessment.

2. **Assessment**
   - Assign SAS to undertake project assessment.
   - The Assessment Summary to be passed to TRC for Review and Credit Award.
   - Notify the Applicant for the Results.
   - Issue the BEAM Plus ND Certification Notification.

3. **Certification**
   - Pay the BEAM Plus ND Certification Fee.
   - The Applicant is notified of the Certification Results.
   - The Final Report is issued.

4. **Appeal**
   - 1st Appeal on individual credit in writing.
   - Review the Appeal.
   - Submit the Final Appeal.
   - Review the Final Appeal.
   - Result and Notify.

**Legends**
- BSL: BEAM Society, Limited
- Applicant: Project owner or party who will provide project information
- SAS: BEAM Assessor
- TRC: Technical Review Committee
- ND: Neighborhood
- PA: Final Assessment
- GRT: Credit Interpretation Request

**Remarks**
- Timeline for providing submission materials, supplementary information by Applicants, and carrying out CIRs will be excluded from the Submission and the Assessment Process.
- Timeline for appeals will be excluded from the Assessment Process if there is any.
- The application of CIR will not be accepted between the Applicants' submission stage and certification notification stage.
- Timeline for performance pledge will not commence until full set of submission has been received.
- Signed Assessment Agreement and payment must be received before project assessment commences.
- Timeline for awarding of Applicants' reply for particulars on Certificate will be excluded from the execution of 14 days for issuing Certificate.

**Note:**
The BEAM Plus Project Assessment Framework is intended to facilitate project scheduling by the BEAM Plus applicants and BEAM Pro. HKGBC welcomes any comments to support our periodic review and refinement process. Please send your suggestions and feedback to HKGBC Secretariat (example, enquiry@hkgbc.org.hk). If you have any. Meanwhile, HKGBC and BSL would be our endeavor to adhere to the proposed timeline as stated.