

# BEAM PLUS PROCEDURES MANUAL (ASSESSMENT)

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## **DOCUMENT CONTROL**

### **Release Notice**

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## Amendments

Version Number	Date of Issue	Page Number	Amendment Details
5.0	13.05.2021	-	<p>To cope with the launch of iBEAM and to provide more clarity and guidance to Applicants throughout the BEAM Plus certification process, the BEAM Plus Project Assessment Procedures Manual v4.1 was separated into two manuals.</p> <p>This BEAM Plus Procedures Manual (Assessment) v5.0 was basically built upon the said manual v4.1 which focuses on the Assessment only. While Registration and Certification should refer to another manual, BEAM Plus Procedures Manual (Registration &amp; Certification) v5.0.</p>

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## **DISCLAIMER**

The BEAM Plus Procedure Manual shall be revised on a regular basis and as frequently as necessary. BSL reserves the right to amend, update and change this Manual from time to time without prior notice. Where changes in regulations necessitate changes to the assessment criteria, they will be issued to all parties involved in an assessment and will be announced in the BSL's website. An appropriate transitional period shall be allowed for projects undergoing assessment process.

It should be noted that none of the parties involved in the funding of BEAM, including BSL and its members, provide any warranties or assume any liability or responsibility to the users of BEAM, or any third parties for the accuracy, completeness or use of, or reliance on, any information contained in BEAM, or from any injuries, losses, or damages arising out of such use or reliance.

As a condition of use, users covenant not to sue, and agree to waive and release BSL and its members from any and all claims, demands and causes of actions for any injuries, losses and damages that users may now or hereafter have a right to assert t such parties as a result of the use of, or reliance of BEAM.

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# 1 INTRODUCTION

## 1.1 Background

- 1.1.1 Building Environmental Assessment Method (BEAM) Plus is a comprehensive environmental assessment tool for buildings which is carried out on a voluntary basis aiming to:
- a) Stimulate demand for more sustainable buildings in Hong Kong and other regions, giving recognition for improved performance and minimising false claims.
  - b) Provide a common set of transparent building performance criteria that can be pursued by owners, developers, designers, architects, engineers, contractors and operators.
  - c) Reduce the environmental impacts of buildings throughout the planning, design, construction, management, and demolition life cycle.
  - d) Increase awareness in the building community and ensure that environmental considerations are integrated right from the start rather than retrospectively.
  - e) Lead the sustainable built environment in Hong Kong and for the region.

## 1.2 Purpose

- 1.2.1 This Manual defines and describes the standard assessment procedures for conducting a BEAM Plus assessment.
- 1.2.2 To allow Applicants, project teams and BEAM Practitioners to execute an assessment quickly and easily.

## 1.3 Who should use this Manual

- 1.3.1 This Manual should be used by all interested parties when carrying out activities and responsibilities associated with the BEAM Plus Assessment.

## 1.4 Language of Assessment

- 1.4.1 The language of assessment is to be English, except where prior agreement with BSL has been reached and that the assessment or part of the assessment should be conducted in a language other than English.
- 1.4.2 In the event of inconsistency or discrepancy between the English version and any of the other linguistic versions of the assessment, the English language version shall prevail.

## 1.5 Glossary

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

Terms	Refer to
Applicant	The party that enters into a contractual agreement with BSL for carrying out the BEAM Plus assessment, often be the Client or their representative such as BEAM Professionals
BAS	BEAM Assessor(s)
BEAM Plus	Upgraded version of Building Environmental Assessment Method
BEAM Pro	BEAM Professional(s)
BI	BEAM Plus Interiors
BSL	BEAM Society Limited
CIR	Credit Interpretation Request
Contract	The Agreement between BSL and the Applicant to conduct the BEAM Plus assessment
EB	Existing Buildings
E-Form	E-form is a credit assessment application form created for each credit aiming to guide the Applicant to demonstrating compliance to the credit requirement
FA	Final Assessment
HKGBC	Hong Kong Green Building Council Limited
iBEAM	iBEAM is the online submission platform developed by BSL
NB	New Buildings
ND	Neighbourhood
PA	Provisional Assessment
TRC	Technical Review Committee

## 1.6 How to read this Manual



Caution, Essential Notice



Recommendations/ Good Practice



Common Questions



Hints & Tips



Notes related to iBEAM



Pledge Counter (Start)



Pledge Counter (Stop)



## 2 ROLES AND RESPONSIBILITY

### 2.1 BEAM Society Limited (BSL)

- 2.1.1 BEAM Society was established in 1996 and in the same year, launched the very first local based green building assessment method (HK-BEAM) with the aim to measure, improve, certify, and label the whole-life environmental sustainability of buildings.
- 2.1.2 From its inception, HK-BEAM has been the only scheme of its kind to originate in Hong Kong and be widely applied across the territory.
- 2.1.3 In 2010, BEAM Society was incorporated as a company limited by guarantee and in the same year, a new assessment scheme “BEAM Plus” was launched in response to the aspiration from stakeholders to better address the arising global concerns on sustainability issues.
- 2.1.4 On the 15<sup>th</sup> July 2016, BSL successfully transformed into a public body which came under the jurisdiction of the relevant provisions for public bodies under the Prevention of Bribery Ordinance (Cap. 201).
- 2.1.5 BEAM is owned and operated by BSL who is committed to developing and implementing the BEAM assessment tools, assessing green buildings and training professionals.
- 2.1.6 The BSL secretariat manages the BEAM Plus assessment, its major roles include providing support to the Applicants, BASs, committee members, etc. to ensure an impartial and independent project assessments is carried out.

### 2.2 Hong Kong Green Building Council Limited (HKGBC)

- 2.2.1 HKGBC was established in 2009 as Hong Kong’s industry body that coordinates efforts towards green building.
- 2.2.2 The four founding members, namely Construction Industry Council (CIC), Business Environment Council Limited (BEC), BEAM Society Limited (BSL), and Professional Green Building Council Limited (PGBC), collaborated and established the Hong Kong Green Building Council (HKBC).
- 2.2.3 HKGBC certifies BEAM Plus projects, accredits BEAM Professional (BEAM Pro), BEAM Affiliate (BA) and BEAM Assessors (BAS).



*The HKGBC administers BEAM Plus assessment registration and certification. The Applicant will not be able to commence the assessment until they have completed project registration with HKGBC. For details on how to register your project for BEAM Plus assessment, please refer to the HKGBC website at <https://www.hkgbc.org.hk/>*

## 2.3 Applicant

- 2.3.1 Applicant refers to the authorised party seeking BEAM Plus certification for the project space, typically the client, occupier, tenant or their representative.

*The Applicant is the party who enters into a contractual agreement with BSL to carrying out the BEAM Plus assessment.*



## 2.4 BEAM Professional (BEAM Pro)/ BEAM Affiliate (BA)

- 2.4.1 BEAM Pro/ BA refers to an individual who was accredited by the HKGBC in recognising their proficiency in integrating the latest green building standards and practices to support the planning, design, construction, and operations of a sustainable development.
- 2.4.2 BEAM Pro/ BA is often the person or persons allocated to the project by the BEAM Consultant who is employed by the Applicant.



### ***Is it a must to have a BEAM Pro for my project?***

*Not all BEAM Plus assessment tools required a qualified BEAM Pro/ BA as a pre-requisite requirement for carrying out the assessment. However, for some tools such as BEAM Plus for New Buildings v2.0, a project BEAM Pro is a minimum requirement if the Applicant wishes to carry out the assessment for their project.*



*It is strongly recommended that the Applicant should engage a qualified BEAM Pro/ BA as early as possible in the design planning stage who shall facilitate submissions for a smoother Assessment process.*

## 3 ASSESSMENT STANDARD AND GENERAL PROCESSES

### 3.1 BEAM Plus Assessment Tools

3.1.1 There are 4 assessment tools available for BEAM Plus, project Applicants can learn more about the tools through the BSL website:

BEAM Plus Tools	Links to the Assessment Tools
New Buildings (NB)	<a href="#"><u><b>BEAM Plus New Buildings v2.0</b></u></a>
Existing Buildings (EB)	<a href="#"><u><b>BEAM Plus Existing Buildings v2.0 (Comprehensive Scheme)</b></u></a> <a href="#"><u><b>BEAM Plus Existing Buildings v2.0 (Selective Scheme)</b></u></a>
Interiors (BI)	<a href="#"><u><b>BEAM Plus Interiors v1.0</b></u></a>
Neighbourhood (ND)	<a href="#"><u><b>BEAM Plus Neighbourhood v1.0 (with Corrigendum No. 1)</b></u></a>

3.1.2 iBEAM is an Assessment Automation System aimed at automating the current assessment process and other related business workflow. The automation enables the assessment to increase efficiency, enhance consistency, reduce human dependence, and mitigate risks of bribery and other irregular practices.



3.1.3 Provisional Assessment (PA) and Final Assessment (FA)

- Depending on the types of assessment tool, PA and FA are available for projects.
- PA offers Applicant an opportunity to review and improve its building design before the actual construction work is commenced. It is mandatory for BEAM Plus NB assessment, but it is optional for BEAM Plus EB assessment.

BEAM Plus Tools	PA	FA
BEAM Plus New Buildings v1.1, v1.2, v2.0	✓ <sup>1</sup>	✓
BEAM Plus Existing Buildings v1.2	Optional <sup>2</sup>	✓
BEAM Plus Existing Buildings v2.0 (Comprehensive Scheme A)	Optional <sup>2</sup>	✓
BEAM Plus Existing Buildings v2.0 (Comprehensive Scheme B)	✗	✓
BEAM Plus Existing Buildings v2.0 (Selective Scheme)	✗	✓
BEAM Plus Interiors v1.0	✗	✓
BEAM Plus Neighbourhood v1.0	✗	✓

Remark:

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 for BEAM Plus Existing Buildings***, 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.

## 3.2 Time limit for Commencing Assessment

- 3.2.1 This clause is only applicable to projects that complete BEAM Plus on-line registration on or after 1 August 2014.
- 3.2.2 Applicant should commence project assessment within the time limit in Table 3.3.2 overleaf.

**Table 3.2.2 – BEAM Plus Assessment Time Limit**

BEAM Plus Tools	Version	Assessment	Commencement/ Completion of Assessment	Time Limit	From
New Buildings (NB) <sup>1</sup>	v1.2	PA + FA	PA (Commencement)	24 months	First acknowledgement letter issued by HKGBC
			FA (Completion)	18 months	Issuance of the Occupation Permit <sup>2</sup>
	v2.0	PA + FA	PA (Commencement)	24 months	First acknowledgement letter issued by HKGBC
			FA (Completion)	18 months	Issuance of the Occupation Permit <sup>2</sup>
	v1.2/ v2.0 (Two-Stage Assessment)	1st PA + 2nd PA + FA	First stage PA (Commencement)	-	-
			Second stage PA (Commencement)	24 months	First acknowledgement letter issued by HKGBC
			FA (Completion)	18 months	Issuance of the Occupation Permit <sup>2</sup>
Existing Buildings (EB)	v1.2	PA + FA	PA (Commencement)	12 months	First acknowledgement letter issued by HKGBC
			FA (Commencement)	30 months	Commencement of Provisional Assessment
	v2.0 (Comprehensive Scheme A)	PA + FA	PA (Commencement)	12 months	First acknowledgement letter issued by HKGBC
			FA (Commencement)	30 months	Commencement of Provisional Assessment
	v2.0 (Comprehensive Scheme A)	FA Only	FA (Commencement)	12 months	First acknowledgement letter issued by HKGBC
	v2.0 (Comprehensive Scheme B)	FA	First stage FA (Commencement)	12 months	First acknowledgement letter issued by HKGBC
		FA (Multiple Stages)	First stage FA (Commencement)	12 months	First acknowledgement letter issued by HKGBC
			Remaining FA(s) (Commencement)	36 months	Issuance of the first intermediate result issued by BSL
Interiors (BI)	v1.0	FA	FA (Commencement)	12 months	First acknowledgement letter issued by HKGBC
			FA (Commencement)	12 months	First acknowledgement letter issued by HKGBC
Neighbourhood (ND)	v1.0	FA	FA (Commencement)	24 months	First acknowledgement letter issued by HKGBC

*Note<sup>1</sup> For projects that undergoes multiple PA/ FA, refer to section 5.4 for details.*

*Note<sup>2</sup> Occupation Permit, or Completion Certificate or Hand-over Certificate as applicable.*

3.2.3 BSL will issue a “Notification of Commencement” and confirm project commencement after **ALL** of the following criteria are fulfilled:

- a) Signed and returned the Assessment Agreement to BSL;
- b) Assessment Fee is settled at least 5 working days before official commencement;
- c) Full submission package is received by BSL.



***What happens if I submit my project after the time limit has passed?***

*In the case where a project failed to fulfil the time limit to commence as shown in Table 3.2.2, a supplementary payment to BSL/ HKGBC would be required.*

3.2.4 Supplementary payment

If the project team cannot commence a project within the time limit as set forth in table 3.2.2, the project is subject to a supplementary payment payable to BSL when there is an increase in the assessment fee.

- d) The supplementary payment is calculated as follows (only valid if the result of subtraction is positive):

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

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

- a) For Applicants that 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.
- b) To extend the time limit, the Applicant has to submit a written application together with supporting evidence on Fund application to BSL.

## 3.3 Performance Pledge

3.3.1 BSL is committed to complete the assessment within the performance pledge in accordance with the time limit as shown in table 3.3.1 below:

Table 3.3.1 – BEAM Plus Assessment Performance Pledge

BEAM Plus Tools	Performance Pledge for Time Limit of Assessment
BEAM Plus New Buildings	Within 45 working days <sup>1</sup>
BEAM Plus New Buildings adopting Two-Stage Assessment	1 <sup>st</sup> Stage PA: Within 15 working days 2 <sup>nd</sup> Stage PA: Within 45 working days <sup>1</sup>

<b>BEAM Plus Tools</b>	<b>Performance Pledge for Time Limit of Assessment</b>
BEAM Plus Existing Buildings v1.2	Within 90 calendar days
BEAM Plus Existing Buildings v2.0 (Comprehensive Scheme A)	Within 90 calendar days
BEAM Plus Existing Buildings v2.0 (Comprehensive Scheme B)	Within 90 calendar days
BEAM Plus Existing Buildings v2.0 (Selective Scheme)	Within 45 working days <sup>1</sup>
BEAM Plus Interiors	Within 45 working days
BEAM Plus Neighbourhood	Within 90 calendar days

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, the Applicant shall submit the response to BAS comment at least 24 working days prior to the upcoming ASC meeting or the prescribed performance pledge may not be guaranteed. Details of the ASC meeting schedule can be found on the BSL website.

3.3.2 Working day is normally defined as Monday to Friday except public holidays.

3.3.3 The performance pledge will be counted once all of the following criteria have been met:

- a) Signed assessment agreement returned to BSL;
- b) Settled the assessment fee; and
- c) Submitted the full set of assessment material to BSL including those stated in section 3.6.

## 3.4 Submission Cut-off Date/ Time

3.4.1 Assessment materials shall be submitted to BSL before the cut-off time as shown in Table 3.4.1.

Table 3.4.1 – BEAM Plus Submission Cut-off Time

Submissions	Cut-off Time
BEAM Plus Submissions	12:00 noon
Signed Assessment Agreement	12:00 noon
CIR (Application and Fee)	12:00 noon
Re-assessment	12:00 noon
Full submission package in response to Post TRC Clarification Comment(s)	6:00 pm
First Appeal (Application and Fee)	6:00 pm

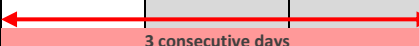
3.4.2 Submissions received after the cut-off time will be recorded and processed on the following working day.

3.4.3 Special arrangement under adverse weather conditions

- a) 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”.

3.4.4 Special arrangement under adverse weather conditions

- a) Submission cut-off date will be moved forward (i.e. earlier) by one day before a long weekend or designated public holiday of more than three (3) consecutive days.
- b) Example 1: Submission made after 12:00 noon on Wednesday (3<sup>rd</sup>), it will be processed on the next working day (i.e. Mon, 8<sup>th</sup>) after the last of the 3 consecutive days

Mon	Tue	Wed	Thur	Fri	Sat	Sun
1	2	3 Submission Cut-off 12:00 noon	4	5 Public Holiday	6	7
						
8 Submission Processing Day	9	10	11	12	13	14



- c) Example 2: Submission made after 12:00 noon on Thursday (16<sup>th</sup>), it will be processed on the next working day (i.e. Tue, 21<sup>st</sup>) after the last of the 3 consecutive days

Mon	Tue	Wed	Thur	Fri	Sat	Sun
13	14	15	16 Submission Cut-off 12:00 noon	17	18	19
			← 3 consecutive days			
20 Public Holiday	21 Submission Processing Day	22	23	24	25	26
→						

- d) Example 3: Submission made after 12:00 noon on the Friday (13<sup>th</sup>), it will be processed on the next working day (i.e. Tue, 20<sup>th</sup>) after the last of the 3 consecutive days

Mon	Tue	Wed	Thur	Fri	Sat	Sun
9	10	11	12	13 Submission Cut-off 12:00 noon	14	15
			← 3 consecutive days			
16	17 Public Holiday	18 Public Holiday	19 Public Holiday	20 Submission Processing Day	21	22
		→				

## 3.5 Medium of Submission for BEAM Plus Assessment

### 3.5.1 BEAM Plus submission can be made via:

- iBEAM;
- Online file transfer platform;
- CD/ DVD-ROM;
- USB drive;
- BSL's FTP link.

### 3.5.2 iBEAM

- iBEAM is an online submission platform developed by BSL.
- The project proponent can:
  - Login to the iBEAM system to track the progress of their project(s);
  - Assign relevant project team member(s) (e.g. architects, engineers, consultants, etc.) and contractor(s) to work on individual credit for their project(s).



iBEAM is designed to assist the Applicant in managing all their BEAM Plus assessment projects, before the Applicant may access their project through the online platform, he/ she must be registered with iBEAM. They can also delegate other iBEAM account holders such as the project PM, BEAM Consultant, etc. to help on the day-to-day management of assessment submission.

### 3.5.3 Online file transfer platform

- a) Submission can be made digitally using an online file transfer platform such as FTP link or other cloud-based platforms.
- b) If the submission is made via an online file transfer platform, the submission should be compressed (zipped) down to:
  - i. One zip file; or
  - ii. One zip file for each aspect.

### 3.5.4 CDs, DVDs and USB drive

- a) ONE set of submission material loaded into CDs, DVDs and USB drive which are delivered to the BSL office is also accepted.

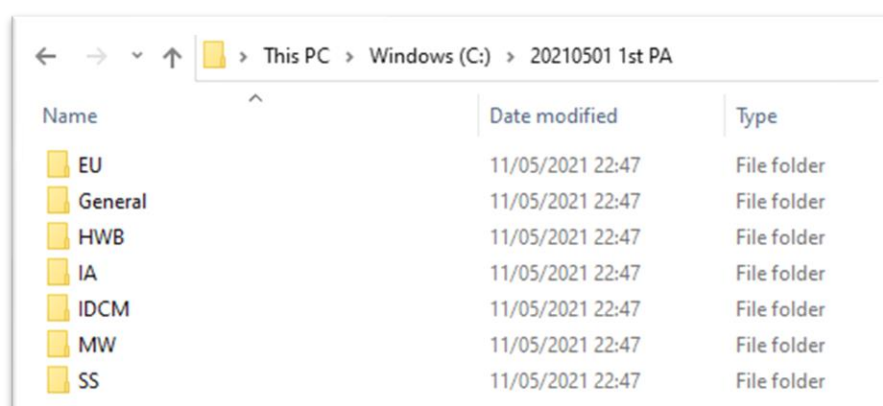
### 3.5.5 All submission template and files are complete and accessible.

### 3.5.6 Files other than Excel, Word, PDF shall be avoided.

### 3.5.7 All the files submitted MUST NOT be encrypted and/ or protected by password, and all the files MUST allow copying and printing.

### 3.5.8 Submission folder structure

- a) The folder structure and layering shall be minimised while be adequately clear for easy access, for example:



- b) The maximum length of the name of the files including its path shall not exceed 200 characters.

- 3.5.9 Printed material in paper form will not be accepted.
- 3.5.10 If submission is made using more than one kind of medium described in 3.5.1, whichever reaches BSL first will be taken as the submission. Subsequent medium of submission received by BSL will be disregarded and will not be processed further.
- 3.5.11 BSL reserves the right to reject any incomplete submission.
- 3.5.12 Formal procedure on project assessment and timeline for performance pledge shall commence until the complete set of submission materials are received.



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



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



*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.*



*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.*

## 3.6 Submission of BEAM Plus Assessment

- 3.6.1 To ensure consistency and completeness of assessment information, checklists for different BEAM Plus tools are listed below which aims to facilitate applicants to provide the information required in a more efficient and accurate manner.
- 3.6.2 To start the assessment, the Applicant shall:
- a) Submit ALL of the materials to BSL listed in table 3.6.5 to 3.6.8 below; or
  - b) Submit all information required under “General Information” via iBEAM.



- 3.6.3 The requirements and documents in the checklists are not exhaustive. Depending on project specific circumstances, additional information/ document relevant to the claim or the credits being targeted should also be submitted.
- 3.6.4 Timeline will be excluded from the submission process until we have received all required documents.
- 3.6.5 BEAM Plus for New Buildings (NB)

Table 3.6.5 – BEAM Plus NB Submission Checklist

BEAM Plus Tools	Submission Documents
New Buildings (NB) v1.1, v1.2 & v2.0	1. GBP for Provisional Assessment/ Approved GBP for Final Assessment
	2. As-fitted Drawings for EM services for Final Assessment
	3. Building services design drawings for MVAC, Electrical, Lighting, Plumbing & Drainage, Lift Installation and etc. for Provisional Assessment
	4. Layout plans indicating the assessment boundary
	5. Credit Summary
	6. Declaration Form
	7. Master Programme
	8. Project Information Fact Sheet
	9. Completed Submission Templates
	10. Layout Plan showing Area Weighing extent as per the submitted credit summary and its Detail CFA breakdown of different building types (i.e. residential, clubhouse, office, retail, carpark, etc.) and their types of MVAC system (if Area Weighing is applicable)
	11. BEAM Pro information (if applicable)
	12. R to C table for BAS Comments
	13. BD consent for commencement of construction works for NB Assessments
	14. OP Certificate ( <i>or Completion Certificate or Hand-over Certificate as applicable</i> )

### 3.6.6 BEAM Plus for Existing Buildings (EB)

Table 3.6.6 – BEAM Plus EB Submission Checklist

BEAM Plus Tools	Submission Documents
Existing Buildings (EB) v1.2 & v2.0	1. Updated Architectural Layout Plan
	2. As-fitted/Installation Drawings for EM services (for EB v1.2)
	3. Layout plans and/or sections indicating the assessment boundary
	4. Credit Summary
	5. Declaration Form
	6. Project Information Fact Sheet (with Building Management Company under "other")
	7. Completed Submission Templates
	8. Layout Plan showing Area Weighting extent as per the submitted credit summary and its Detail CFA breakdown of different building types (i.e. residential, clubhouse, office, retail, carpark, etc.) and their types of MVAC system (if Area Weighting is applicable for EB v.1.2)
	9. BEAM Pro information (if applicable)
	10. R to C table for Technical Screening & BAS Comments
	11. Basic 8 Prerequisites except for EB v.2.0 Selective Scheme projects

### 3.6.7 BEAM Plus for Interiors (BI)

Table 3.6.7 – BEAM Plus BI Submission Checklist

BEAM Plus Tools	Submission Documents
Interiors (BI) v1.0	1. Updated Architectural Layout Plan indicating the assessment boundary of each area category/ space type as per the submitted room schedule in the Submission Summary Sheet
	2. Project Information Fact Sheet (with Building Owner Company under "other")
	3. Renovation work programme
	4. Credit Summary

BEAM Plus Tools	Submission Documents
	5. Declaration Form
	6. Completed Submission Templates
	7. R to C table for BAS Comments
	8. BEAM Pro information (if applicable)
	9. Basic 4 Prerequisites for BI projects

### 3.6.8 BEAM Plus for Neighbourhood (ND)

Table 3.6.8 – BEAM Plus ND Submission Checklist

BEAM Plus Tools	Submission Documents
Neighbourhood (ND) v1.0	1. Site Layout plans indicating the Assessment Boundary with Site Boundary (Site Area) and Impact Area
	2. Credit Summary
	3. Declaration Form
	4. Master Programme
	5. Project Information Fact Sheet
	6. Completed Submission Templates
	7. R to C table for Technical Screening & BAS Comments
	8. BEAM Pro information (if applicable)
	9. Basic 2 Prerequisites for ND projects

## 3.7 Fee Structure of BEAM Plus Assessment

3.7.1 The fee structure of BEAM Plus Assessment can be found on BSL's website at:

[BEAM Society Limited](#)

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

Table 3.7.2 – BEAM Plus Fee Items

Fee Items	Charged by		
	Lump Sum Fee	Credit Head	Credit Subhead
Admin fee for Duplicate Copy of Agreement (HK\$1,000)	✓		
Admin fee for Issue of Variation Order (HK\$2,000)	✓		
Assessment Fees	✓		
Bespoke Assessment		✓	
Credit Interpretation Request (CIR)			✓
Fee for First Appeal			✓
Multiple PA/ FA	✓		
Re-assessment fees			✓
Supplementary payment for projects submitted after the BEAM Plus Assessment Time Limit	✓		
Two-stage Provisional Assessment	✓		

3.7.3 All fees are non-refundable.

3.7.4 The assessment fee shall be paid to BSL at least 5 working days before commencement of official assessment.

3.7.5 The 5 working days period mentioned in 3.7.4 is not applicable for projects applying for Two Stage Provisional Assessment.

3.7.6 For projects that have a substantial change in CFA of the registered project, resulting in a jump to a new project scale. The Applicant is required to pay the fee difference between the new project scale and the original project scale, based on the prevailing fee scale.

3.7.7 BEAM Plus EB v2.0 projects seek to switch from Comprehensive Scheme to Selective Scheme (or vice versa) or between Comprehensive Scheme A and B provided that submission has not commenced. The Applicant is required to make up any difference in assessment fee based on prevailing fee scale with the originally paid assessment fee transferred to the new scheme. However, if the new scheme demands a lower assessment fee than the original scheme, the excess assessment fee paid will not be refunded.

3.7.8 Examples (Based on BEAM Plus New Buildings v2.0) of the charging mechanism for other service fees for assessment are illustrated below:

a) **Credit Head** refers to each separate credit item in the assessment tool.

e.g. HWB 6 Acoustics and Noise; MW 7 Ozone Depleting Substances

b) **Credit Subhead** refers to the credit sub-item in the assessment tool.

e.g. SS 6a Control of Obtrusive Artificial Light; EU 5a Solar Energy Feasibility Study

c) Credit **Points** refers to the maximum number of credits achievable under one Credit Subhead.

e.g. 2 credit points under WU 2 Water Efficient Irrigation and 1 credit point under HWB 5 Waste Odour Control.

d) For instance, the total CIR fee for HWB 6a and HWB 6b would be \$2,000 x 2 = \$4,000

## 3.8 Technical Circulars and Frequently Asked Questions (FAQ)

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

### BEAM Plus Technical Circular Letter

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

BEAM Plus Tools	Links for Fee Structure for Assessment Tools
New Buildings (NB)	<a href="#"><u>FAQ for NB</u></a>
Existing Buildings (EB)	<a href="#"><u>FAQ for EB</u></a>
Interiors (BI)	<a href="#"><u>FAQ for BI</u></a>
Neighbourhood (ND)	<a href="#"><u>FAQ for ND</u></a>



## 3.9 Site Inspection

- 3.9.1 For projects that undergoes BEAM Plus NB v2.0, site audit will be introduced in future as mentioned in the NB v2.0 Manual.
- 3.9.2 For BI projects, BSL reserves the right to conduct on-site inspection(s) to verify and validate Applicant's submission. BSL will liaise with the project Applicant to arrange for the visit and 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.

# 4 DETAIL ASSESSMENT PROCESSES

## 4.1 Assessment Overview

- 4.1.1 The BEAM Plus Assessment can be summarised into the following 8 steps:

**STEP 1** – Registration

**STEP 2** – Review and confirm Project Information Factsheet

**STEP 3** – Return signed Assessment Agreement

**STEP 4** – Settle the Assessment Fee

**STEP 5** – Submit assessment material to BSL

**STEP 6** – Applicant respond to BSL's comment

**STEP 7** – Assessment result

**STEP 8** – Certification

*For Step 1 (Registration) & Step 8 (Certification), the Applicant can refer to the "BEAM Plus Procedures Manual (Registration & Certification)" issued by the HKGBC for more details.*



## 4.2 Before the Assessment

- 4.2.1 **STEP 1** – Registration

- a) **The Applicant** to register the project with HKGBC.
- b) **The Applicant** to complete the project registration process with HKGBC.
- c) **HKGBC** to send confirmation of project registration to BSL.

#### 4.2.2

##### STEP 2 - Review and confirm Project Information Factsheet

- a) **The Applicant** to review the Project Information Factsheet.
- b) **The Applicant** to update the factsheet if needed.
- c) **The Applicant** to confirm the information factsheet with BSL.
- d) **BSL** to issue the Assessment Agreement and invoice to the Applicant once 4.2.2.(c) is completed.



*Do you know that STEP 2 (a), (b) & (c) can be completed within minutes at your convenience via the iBEAM platform. For a typical BEAM Plus project, the invoice can even be downloaded straight away for advance fee preparation.*

*However, if you would prefer receiving the hard copy Agreement, please bear with us and our office will contact you directly should we require any supplementary information for drafting the agreement.*

#### 4.2.3

##### STEP 3 – Return signed Assessment Agreement

- a) **The Applicant** to sign the Assessment Agreement (with company chop).
- b) **The Applicant** to return the signed agreement to BSL.



***What if I lost the assessment agreement, can I request for a new copy?***

*If the applicant loses the original copy of the Assessment Agreement, a fee will be charged by BSL for a duplicate copy.*

#### 4.2.4

##### STEP 4 – Settle the Assessment Fee

- a) The Applicant to settle the assessment fee by cheque or bank transfer.
- b) The Applicant to settle the assessment fee at least 5 working days before the commencement of official assessment.
- c) The Applicant to notify BSL of the transaction made and provide the reference number, payslip, etc. for BSL's reference.
- d) BSL to confirm receipt of payment.



*The 5 working days as stated in 4.2.4(b) is not applicable for projects applying for Two-stage Assessment (refer to Section 5.3). Projects undergoing this route will commence immediately upon the acknowledgement receipt of the signed agreement, assessment fee and submission materials by BSL.*



### **Advices on Submission Preparation**

*It is good practice for the Applicant to engage a BEAM Consultant as early as possible to ensure that sustainable/ green features are well incorporated throughout the design.*

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*The general processes up until making the submission to BSL can be summarised as follows:*

- a) *The Applicant shall determine the target rating for the project.*
  - b) *The Applicant and the project team shall develop a BEAM Plus submission programme.*
  - c) *The Applicant and the project team shall go through the design requirements for achieving the target rating.*
  - d) *The project team members shall ensure all sustainable/ green features are incorporated in the design.*
  - e) *The project team shall prepare the submission material and carry out relevant calculation(s), computer simulation(s), site measurement(s), etc.*
- 



*The Applicant shall also take note of the important milestones, such as the BEAM Plus Assessment Time Limit (Table 3.2.2), target consent/ OP date, etc. when developing the BEAM Plus submission programme for the project.*

## **4.3 During the Assessment**

### **4.3.1 STEP 5 – Submit assessment material to BSL**

- a) **The Applicant** to submit the complete set of information to BSL.



- b) **BSL** to confirm the official commencement of assessment for the first submission.

Note: For project that undergoing the First Stage PA of the Two-Stage Provisional Assessment, go to section 4.3.2(a). Otherwise, continue with section 4.3.1(c) below.

- c) **BSL** to carry out a courtesy check on the technical readiness of the submission.

Note: If it was found that the submission contains any irregularities, continue with section 4.3.1(d) below. Otherwise, go to section 4.3.2(a).



- d) **BSL** to issue comments on any irregularities found in the submission to the Applicant.



- e) **The Applicant** to update the submission material and resubmit to BSL.



#### **What is the purpose of including a technical readiness checking for the assessment?**

*The technical readiness checking aims to reduce any irregularities such as misplaced of information and/ or any clear and obvious errors identified. BSL will carry out a courtesy check on randomly selected credit and advise to the Applicant to revise the submission. This is to ensure that the BAS has a full and complete picture of the project when carrying out the assessment and providing the Applicant with meaningful comments to demonstrating credit compliance.*



#### **Will the technical readiness checking affect the 45 working days pledge?**

*No, the technical readiness checking will be carried out entirely within the existing 45 working days pledge. However, like the normal BSL commenting stage, the time taken for the Applicant to response to BSL's comment will be excluded from the calculation of the pledge.*



*It is the Applicant's responsibility to ensure a complete, and well-presented set of material is submitted for assessment. BSL shall not be held responsible for any misplaced information that eventually causing the failure of credit compliance nor delay in the assessment.*

*The technical readiness checking process is not applicable to the First Stage PA of a project applied for the Two-Stage Provisional Assessment.*



When submitting your assessment application via iBEAM, the Applicant should note the following when filling in the e-form:

- i. The information should be filled in as far as possible to best represent the compliance to credit requirements.
- ii. The field marked with \* are mandatory information that must be completed before the Applicant is being allowed to make the submission.
- iii. If there is any additional information that the Applicant wishes to be included in the assessment for consideration, it can be provided in the "Additional Information" section towards the end of the e-form.

#### 4.3.2

#### STEP 6 – Applicant respond to BSL's comment



a) **BSL** to issue comments on the submitted materials to the Applicant.

b) **The Applicant** to revise the submission material and address the comments issued by BSL.



c) **The Applicant** to submit the updated submission material to BSL.

Note: For EB & ND projects that are undergoing the first round of submission, return to section 4.3.2(a) for a second round of comments. For BI projects, continue with section 4.3.2(d) below. For all other projects, go to section 4.3.3.

d) **BSL** to contact the project Applicant to arrange for a site inspection.

e) **BSL** to carry out the site inspection.

#### 4.3.3 STEP 7 – Assessment result



a) **BSL** to issue the assessment result/ report to the Applicant.

Note: If Post-TRC Clarification comments are issued along with the assessment result, continue with section 4.3.3(b) below. Otherwise, go to section 4.3.3(f).

b) **The Applicant** to notify BSL on their acceptance OR dissent from proceeding with the post-TRC clarification within 5 working days upon receipt of the assessment result/ report 4.3.3(a).

Note: Upon Applicant's acceptance to proceed with the post-TRC clarification, continue with section 4.3.3(c) below. Otherwise, go to section 4.3.3(f).



*No late responses will be entertained. Should the Applicant surpass the prescribed days in 4.3.3(b), it is deemed that the original assessment result is accepted and post-TRC clarification will not be processed.*



*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.*



*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 published in the BEAM Plus Project Directory.*

*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 Applicant wishes 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.*



- c) **The Applicant** to revise the submission material and address the post-TRC clarification comments issued by BSL.
- d) **The Applicant** to submit the updated submission material to BSL.
- e) **BSL** to issue the assessment result with detailed assessment report within 20 working days to the Applicant upon receipt of the submission 4.3.3(d).



***Can I make the Post-TRC clarification submission in multiple batches?***

*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.*



*During the Post-TRC Clarification stage, if there is change of design, the Applicant needs to declare that the change of design has no adverse impact to other credits which are not subject to the Post-TRC comments.*

*Nevertheless, BSL may adjust the assessment result to other credits (not subject to the credits queried with the Post-TRC Clarification) if found applicable.*

- f) **The Applicant** to review the assessment result/ report.

Note: If the Applicant has no questions regarding the assessment result/ report, continue with section 4.3.3(g) below. Otherwise, go to section 4.3.3(h).

- g) **The Applicant** to confirm acceptance of the assessment result/ report within 20 working days upon receipt of the assessment result/ report 4.3.3(e). **~END OF ASSESSMENT**
- h) **The Applicant** to provide a written reply to BSL to resolve any differences and/ or misunderstanding of the result within 10 working days upon receipt of the assessment result/ report 4.3.3(a) or 4.3.3(e).
- i) **BSL** to issue further clarification and/ or an updated report to address the questions raised by the Applicant in 4.3.3(h).
- j) **The Applicant** to review the clarification and/ or updated report issued by BSL.

Note: If the Applicant is still dissatisfied with the assessment result after the review, go to section 4.3.3(l). Otherwise, continue with section 4.3.3(k) below.

- k) **The Applicant** to confirm acceptance of the assessment result/ report within 10 working days upon receipt of clarification and/ or an updated report from BSL 4.3.3(i). **~END OF ASSESSMENT**
- l) **The Applicant** to lodge an appeal following the established Appeal Procedures (section 5.2) within 10 working days upon receipt of clarification and/ or an updated report from BSL 4.3.3(i). **~END OF ASSESSMENT**



*If there is no reply from the Applicant upon receipt of the assessment result, and the prescribed time limit stated in 4.3.3(g) or 4.3.3(k) had been surpassed, it is deemed that the assessment result is accepted and BSL will notify HKGBC of the assessment result accordingly.*

## 4.4 After the Assessment

### 4.4.1 STEP 8 - Certification

- a) **BSL** to notify HKGBC on the assessment result upon receipt of confirmation of acceptance of the assessment result/ report from the Applicant 4.3.3(g) or 4.3.3(k).
- b) **The Applicant** to liaise with HKGBC directly on the subsequent certification process.

# 5 OPTIONAL PROCESSES

## 5.1 Credit Interpretation Request (CIR)

- 5.1.1 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.
- 5.1.2 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.
- 5.1.3 Application and Eligibility:
  - a) CIR can be made for:
    - i. Prerequisite(s);
    - ii. Credit(s).
  - b) 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.
  - c) CIR is not applicable to Innovations and Additions (IA) credits.

#### 5.1.4

#### Submission:

- a) The CIR Application form can be found on BSL's website at:

[CIR Application Form](#)

- b) In order to ensure an impartial and timely assessment for all projects, certain time constraints on CIR application(s) applies.

- c) For Prerequisites:

- i. **Accepted** any time before project registration;
- ii. **Accepted** after project registration and before the first submission of assessment upon the Applicant had returned the signed Assessment Agreement to BSL (refer to 4.2.3);
- iii. **Not accepted** during the assessment and certification process (i.e. from 4.3.1 to 4.4.1);
- iv. **Accepted** after the PA certification and before the first submission of the FA assessment (if applicable).

- d) For Credits:

- i. **Not accepted** before project registration;
- ii. **Accepted** after project registration and before the first submission of assessment upon the Applicant had returned the signed Assessment Agreement to BSL (refer to 4.2.3);
- iii. **Not accepted** during the assessment and certification process (i.e. from 4.3.1 to 4.4.1);
- iv. **Accepted** after the PA certification and before the first submission of the FA assessment (if applicable).

*Upon receiving the CIR and its payment, BSL would take 60 calendar days to process the CIR. It is recommended that the project Applicant should plan ahead of the submission for CIR before the official assessment commencement.*



#### 5.1.5

#### Fee:

- a) A one-time application fee based on the number of credit subhead will be charged. Please refer to section 3.7 on details of the fee structure for CIR applications.

#### 5.1.6

#### Step-by-step guide on CIR application:

- a) **The Applicant** to complete the CIR application form and compiled any supporting information for submission.
- b) **The Applicant** to submit the completed CIR form and supporting information to BSL.



- c) **The Applicant** to settle the CIR application payment.
- d) **BSL** to acknowledge receipt of the CIR application.
- e) **BSL** to issue confirmation of CIR commencement.
- f) **BSL** to issue a written reply on the CIR result to the Applicant within 60 calendar days of the acceptance of the CIR application 5.1.6(e).



When submitting your assessment application via iBEAM with CIR, the Applicant should:

- i. Fill-in each section of the e-form for the credit as far as possible.
- ii. Make use of the e-form built-in function (refer to the iBEAM user guide) to indicate a CIR is applicable for that credit.
- iii. Provide supporting information in the “Additional Information” section in accordance with the conditions set via the CIR ruling.
- iv. In the case where a credit score that is different to the attainable credit as stated in the manual (i.e. NA is allowed for specific project due to its unusual natural for a credit that is usually applicable to all building types), the Applicant should complete step (i), (ii) & (iii) above AND notify the BSL office as early as practicable.

Upon receipt of (iv) above, BSL will review the CIR ruling and assign the correct scoring in accordance with the conditions (if applicable) in the assessment.

## 5.2 Appeal

- 5.2.1 After the assessment, the Applicant may submit an appeal on individual prerequisite, credit head and subhead should they disagree with the decision on the assessment rating made by the BSL.
- 5.2.2 There are two appeal opportunities available, namely the First Appeal and the Final Appeal which are independently handled by BSL and HKGBC respectively.
- 5.2.3 The First Appeal will be reviewed and processed by the Appeal Committee which is independent to the Assessment Sub-Committee (ASC) who is responsible on the original project assessment.
- 5.2.4 After the completion of the First Appeal process, if the Applicant is still dissatisfied with the appeal result, they may apply for a Final Appeal.

- 5.2.5 A project must complete the First Appeal process before proceeding to the Final Appeal, omission of the First Appeal is not allowed.
- 5.2.6 Separate charges will be required for each appeal prerequisite, credit head and subhead, and for each Appeal stage.
- 5.2.7 If the Applicant is still dissatisfied with the first appeal result, they can submit a final appeal to the HKGBC. For details of the procedure in applying for a final appeal, please refer to the HKGBC website.
- 5.2.8 Application and Eligibility:
- a) Only credits (including prerequisites) can be appealed.
  - b) First Appeal must be submitted within 20 working days from the date the assessment result is issued by BSL.
  - c) Appeal application submitted after 20 working days will not be accepted.
- 5.2.9 Submission:
- a) Appeal will primarily be based on the documentation originally submitted for assessment.
  - b) The appeal application 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.
  - c) Materials pertaining to any change of design, contract or policy will not be considered.



***What happens if I want to submit an Appeal, but the project is in urgent need of the result for GFA concessions under PNAP APP-151?***

*For projects that are seeking for GFA concessions under PNAP APP-151 and fulfilled the following requirements:*



- i. The project is registered under BEAM Plus NB;*
- ii. It had completed the PA;*
- iii. All prerequisite requirements had been achieved.*

*BSL will notify HKGBC of the assessment result upon request by the Applicant.*

- 5.2.10 Fee:
- a) The total payable fee for the first appeal composite of a fixed base charge and the additional fee based on the number of appeal item. Please refer to section 3.7 on details of the fee structure for the first appeal.

- 5.2.11 Step-by-step guide on appeal application:
- a) **The Applicant** to complete the appeal application form and compiled any supporting information for submission.
  - b) **The Applicant** to submit the completed appeal form and supporting information to BSL either (1) within 20 working days of receipt of the assessment result or (2) within 10 working days at the end of the reviewing period.
  - c) **The Applicant** to settle the appeal fee (for details on the fee, refer to 3.7).
  - d) **BSL** to acknowledge receipt of the appeal application.
  - e) **BSL** to issue a written reply on the appeal result to the Applicant within 60 calendar days of the acceptance of the appeal application 5.2.11(d).

## 5.3 Two-stage Provisional Assessment

- 5.3.1 The Two-Stage Provisional Assessment Mechanism is designed to expediate the necessary assessment process as required under PNAP APP-151.
- 5.3.2 The Two-stage Provisional Assessment splits the assessment into:
- a) 1<sup>st</sup> Stage PA – only the prerequisites will be assessed;
  - b) 2<sup>nd</sup> Stage PA – all remaining credits will be assessed.
- 5.3.3 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.
- 5.3.4 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 Applicant.



*The Applicant should check with HKGBC on the permitted use of the "PA Result Letter (First Stage)".*

- 5.3.5 Application and Eligibility
- a) The Two-Stage Provisional Assessment Mechanism is applicable for projects registered for BEAM Plus NB Projects that are aiming at Bronze or above rating only.
  - 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.

### 5.3.6 Submission

- a) Projects undergoing the Two-stage Provisional Assessment will commence immediately upon the acknowledge receipt of:
  - i. Signed agreement;
  - ii. Assessment fee; and
  - iii. Submission material.
- b) Applicants who apply for two-stage assessment only need to submit the “prerequisites for assessment in the First Stage PA. The remaining credits will be assessed separately in the Second Stage PA.
- c) Applicants will need to submit the Second Stage PA materials within one year from the date of First Stage PA result issued by BSL.
- d) Projects already commenced PA can also opt for two-stage assessment provided the project has not submitted their respond to BSL’s comment i.e. 4.3.2(b).



*For the Two-Stage Provisional Assessment, every applicable prerequisite in the BEAM Plus manual must be achieved, otherwise BSL will not proceed with the project assessment further (including subsequent FA) and a letter stating that “Cannot be Assessed” or “Pre-requisites not achieved” will be issued to the Applicant.*



*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.*

### 5.3.7 Fee

- a) Additional fee will be charged for the Two-Stage Provisional Assessment. Please refer to section 3.7 on details of the fee structure for the Two-Stage Provisional Assessment.

### 5.3.8 Step-by-step guide on Two-stage Provisional Assessment

- a) **The Applicant** to notify BSL on their intention to carry out the Two-Stage Provisional Assessment.
- b) **The Applicant** to ensure the below administrative procedure had been completed:
  - i. Returned the signed agreement to BSL (refer to 4.2.3);
  - ii. Settled the assessment fee (refer to 4.2.4).
- c) **The Applicant** to settle the additional Two-Stage Provisional Assessment fee (for details on the fee, refer to 3.7).
- d) **The Applicant** to submit the information on the prerequisites to BSL for assessment.

- e) Follow the typical assessment process from 4.3.1(b) to 4.3.3.
- f) **BSL** to notify HKGBC on the assessment result for the First Stage PA.
- g) **HKGBC** to issue a "PA Result Letter (First Stage)" to the Applicants.



After you have completed the 1<sup>st</sup> Stage PA and preparing the submission for the 2<sup>nd</sup> Stage PA on iBEAM, the e-form prerequisites:

- i. Fill-in each section of the e-form for the credit as far as possible.
- ii. Make use of the e-form built-in function (refer to the iBEAM user guide) to indicate the credit was assessed in the 1<sup>st</sup> Stage PA.
- iii. Provide supporting information in the "Additional Information" section in the e-form.
- iv. In the case where a credit score that is different to the attainable credit as stated in the manual (i.e. NA is allowed for specific project due to its unusual natural for a credit that is usually applicable to all building types), the Applicant should complete step (i), (ii) & (iii) above AND notify the BSL office as early as practicable.

Upon receipt of (iv) above, BSL will review the credit ruling and assign the correct scoring in accordance with the conditions (if applicable) in the assessment.

## 5.4 Multiple Provisional/ Final Assessments

- 5.4.1 For large-scale projects which construction, tender for construction works and application for consent to commence work ("consent") to Buildings Department will be carried out in phases, BSL had introduced the implementation of Multiple Provisional Assessment (MPA) to facilitate the Applicant to seek consent from Buildings Department for each phase of their project.
- 5.4.2 Furthermore, large-scale projects with multiple development phases and hence separate Occupation Permits (OP) (or Completion Certificate or Hand-over Certificate) would be allowed to carry out one PA/ multiple PAs with multiple FAs under the assessments for BEAM Plus New Buildings.
- 5.4.3 All intermediate PA/ FA is treated as Preliminary Provisional/ Final Assessment (PPA/PFA).
- 5.4.4 There will only be one certificate for project with multiple PA/ FA which will be available upon the completion of the Last Provisional/ Final Assessment (LPA/LFA);

*Upon the completion of the PPA/ PFA, BSL will notify HKGBC and they will issue a result letter to the Applicant directly. The PA or FA certificate will not be issued until the last PA/ FA assessment covering the entire project is completed.*



#### 5.4.5 Application and Eligibility for MPA/ MFA

- a) MPA/ MFA is applicable for projects registered for BEAM Plus NB Projects only.
- b) Large projects with phased construction commencement and/ or consent application will be allowed to apply for Multiple Provisional/ Final Assessment.
- c) Project Applicant shall notify BSL with justifications for agreement before commencement of PA/ FA.

#### 5.4.6 Submission

- a) The PPA(s)/ PFA(s) submitted will be assessed as a standalone project, i.e. all prerequisites and credits must comply with the relevant requirement respectively.
- b) The LPA/ LFA will be the overall assessment of the entire project, i.e. all PPA/ PFA previously assessed must be submitted together with the last remaining portion to form the LPA/ LFA submission.
- c) For example, for a three-phased PA/ FA project, the Applicant needs to submit PPA/ PFA 1, then PPA/ PFA 2 and at the end submit one LPA/LFA which should consolidate the submission of PPA/ PFA 1, PPA/ PFA 2 with the remaining un-assessed portion as one final document.

Phase No.	MPA/ MFA	Assessment	Result
1	PPA/ PFA 1	Phase 1	Assessment Result Letter
2	PPA/ PFA 2	Phase 2	Assessment Result Letter
3	LPA/ LFA	Phase 1 + 2 + 3	Certificate for the whole site

- d) The Applicant is not allowed to update any PPA/ PFA data at LPA/ LFA and shall be responsible to put together a consolidated submission data of all phases for the LPA/ LFA assessment.
- e) Prerequisites or credits achieved/ contested in PPA/ PFA will not be assessed in the subsequent assessment phase(s). The Applicant shall submit a re-assessment application to update the credit compliance for the concerned credits if applicable.
- f) Overlapping of assessment boundary of each PPA/ PFA is not allowed, unless for substantiation of share facilities where the Applicant will not gain extra benefit of the credit compliance. The Applicant may submit drawings/ document from another PPA/ PFA to justify those common facilities that are shared among the whole site.

- g) Procedures for Credit Interpretation Request (CIR), Appeal, Review and Re-assessment are applicable for PPA/ PFA and LPA/ LFA.
- h) The final rating of the entire project will be determined by the overall performance of the LPA/ LFA.

#### 5.4.7 Assessment Fee

- a) The MPA/MFA fees will be charged based on the CFA of the respective phases of the project, please contact BSL office for a more detail fee calculation.

#### 5.4.8 Step-by-step guide on MPA/ MFA

- a) **The Applicant** to notify BSL on their intention to carry out the Provisional/ Final Assessment in multiple phases.
- b) **The Applicant** to ensure the below administrative procedure had been completed:
  - i. Returned the signed agreement to BSL (refer to 4.2.3);
  - ii. Settled the assessment fee (refer to 4.2.4).
- c) Follow the typical assessment process from 4.3.1(a) to 4.3.3 for the First MPA/ MFA.
- d) **BSL** to notify HKGBC on the intermediate assessment result for the First MPA/ MFA.
- e) **HKGBC** to issue an assessment result letter to the Applicants.
- f) Repeat (c) to (e) above until the Last Provisional/ Final Assessment (LPA/ LFA) is completed.
- g) **BSL** to notify HKGBC on the assessment result for the LPA/ LFA.
- h) **The Applicant** to liaise with HKGBC directly on the subsequent certification process.



*HKGBC will issue a notification letter on PPA/ PFA result. Both PA/ FA and PPA/ PFA results will be shown in the BEAM Plus Project Directory on HKGBC website until the LPA/ LFA result is issued.*

## 5.5 Re-assessment

- 5.5.1 The re-assessment procedure was introduced to provide an opportunity for the project Applicants to make up additional credits that was either not assessed or not being able to comply with the credit requirement in the original assessment.

#### 5.5.2 Application and Eligibility for Re-assessment

- a) Project Applicants can apply for re-assessment either before or after the Green Building Certification of PA/ FA from HKGBC.

- b) Re-assessment could only be applied **ONCE** for each project unless there are good justifiable reasons for yet another re-assessment.
- c) All projects under NB, EB, BI and ND are qualified for the opportunity for re-assessment.
- d) There is no limit on the number of credits allowed for re-assessment.
- e) The same version of BEAM Plus tools will be adopted in the original assessment and the re-assessment if the version is still available for registration and in operation. The objective is to maintain the consistency of standard and results of the re-assessment would replace the initial results.
- f) CIR and Appeal on the results of re-assessment are allowed.
- g) Re-registration of the project through HKGBC is not required.



***I would like to apply for re-assessment, but my project is in urgent need of the assessment result for consent application, what should I do?***

*For those NB projects seeking GFA concessions under PNAP APP-151, the Applicant can request for a letter issued by HKGBC to certify the PA result if the project have undergone PA and passed all the Prerequisites.*

*The Applicant should inform BSL of this request at the time of proceeding with Re-assessment.*

### 5.5.3

#### Submission

- a) ***Performance pledge for re-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.
- b) ***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. .
- c) ***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.
- d) ***Time limit:*** Project Applicant can apply for re-assessment any time before the issuance of the Green Building Certification of PA/ FA from HKGBC. Alternatively, re-assessment shall commence within 12 months after the issuance of the PA/ FA certificate.





*The Applicant should note that during the re-assessment, if the building design is deviated from the original design which result in failure to comply with a credit requirement approved in the original assessment, the approved credit may be revoked even if it was not included in one of the assessed credit head for re-assessment.*

*In other words, the re-assessment result will not guarantee to be an improved scoring compared to the original assessment result.*

#### 5.5.4 Fee

- a) Please refer to section 3.7 on details of the fee structure for re-assessment applications.

#### 5.5.5 Step-by-step guide on re-assessment

- a) **The Applicant** to complete the re-assessment application form and compiled any supporting information for submission.
- b) **The Applicant** to settle the re-assessment fee (for details on the fee, refer to 3.7).
- c) **The Applicant** to submit the completed re-assessment form and supporting information to BSL.
- d) Follow the typical assessment process from 4.3.1(b) to 4.3.3.
- e) **BSL** to notify HKGBC on the re-assessment result.

Note: 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.

- f) **HKGBC** to issue an updated certificate to the Applicants if necessary.



*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.*

*An administration Fee will be charged by HKGBC for the issue of replacement certificate. Please check with the HKGBC on the T&C and fee for a replacement certificate.*



*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.*



*For projects applying GFA concessions under PNAP APP-151, Applicants shall inform Buildings Department (BD) of any change in the assessment result.*

## 5.6 Pre-approved Credit Mechanism

- 5.6.1 BEAM Plus Pre-approved Credit Mechanism aims to enable applicants to apply for Pre-approved credit when the same submission documents is used to demonstrate compliance.
- 5.6.2 A group of projects of the same applicant may share similarities in building design, operations and construction of assets. In BEAM Plus submissions, some credits may adopt the same supporting documents.
- 5.6.3 Pre-approved credit is a mechanism where identical/ similar documents may be vetted ONCE instead of being scrutinised in each individual project.
- 5.6.4 The mechanism allows the Applicant to submit materials to BSL for pre-approved credit where such materials is essentially the same for the credit subhead in MULTIPLE number of projects of the applicant.
- 5.6.5 The checking process for Pre-approved credit is essentially the same as the examination of materials for project submission. When the supporting documents have been checked to comply with the credit requirements, recommendation will be made to the BSL committee for approval.
- 5.6.6 Upon approval, an Acknowledgement Letter of Pre-approved Credit will be issued to the Applicant.
- 5.6.7 There are two categories of Acknowledgement Letter of Pre-approved Credit. The Applicant is required to declare which Category of Pre-approved Credit he intends to pursue in his application for Pre-approved Credit.
  - a) **Category A** - This category has a validity period of 2 years from the date of the Acknowledgement Letter of Pre-approved Credit. The Acknowledgement Letter can be applicable to all projects submitted by the Applicant within the 2-year validity period.
  - b) **Category B** - This category has a validity of 3 years from the date of the Acknowledgement Letter of Pre-approved Credit. The Acknowledgement Letter is only applicable to a portfolio of projects submitted by the Applicant within the 3-year validity period.

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- 5.6.8 The Applicant only needs to submit the Acknowledgement Letter of Pre-approved credit in his future submission to claim compliance with the relevant credit subhead in other projects.
- 5.6.9 Within the validity period of the Acknowledgement Letter of Pre-approved credit, no checking will be conducted by the BAS and BSL secretariat on those pre-approved credit subheads. The applicant can submit a combination of Category A and Category B Acknowledgement Letters for various credit subheads.
- 5.6.10 If the Acknowledgement Letter of Pre-approved Credit includes item which has an expiry date within the validity period, e.g. ISO Certificate, the applicant shall undertake the renewal of the validity of the concerned item.
- 5.6.11 Quality Assurance Process
- a) Audit is a key element of the quality control throughout the Pre-approved credit process. Full audit will be conducted on a random basis for projects bearing Acknowledgement Letter of Pre-approved Credits.
  - b) In the event that the Applicant fails in the audit process for a particular credit subhead, the corresponding Pre-approved credit will be revoked and the Acknowledgement Letter of Pre-approved Credit cannot be used to claim compliance with the relevant credit subhead. The Applicant will have to restart the Pre-approved credit process if he intends to seek Pre-approved credit in future.
  - c) The revoke of the Acknowledgement Letter of Pre-approved Credit will not have any retrospective effect on projects before the audit.
- 5.6.12 Application and Eligibility
- a) The Pre-approved credit mechanism will be available for all rating tools of the BEAM Plus family including NB, EB, BI and ND.
  - b) It is up to the Applicant to decide the number of credit subheads he/ she intends to seek for pre-approval.
  - c) Types of Pre-Approved Credit
    - i. For some credit subheads, the applicant may need to submit additional supporting information specific for the project apart from the Acknowledgement Letter of Pre-approved Credit.
    - ii. For example, besides submitting the Acknowledgement Letter of Pre-approved Credit for the commissioning plan for EU 10b (under NB v1.2), the Applicant may need to furnish the information on the commissioning authority to verify that the proposed Registered Professional Engineer possesses the required qualifications that meet the credit requirement. In such case, only the project specific portion of this submission will be checked by the BAS. In accordance with the level of standardisation, credits in BEAM Plus tools can generally be classified into the following three types-
    - iii. Type 1 Approval: Individual project submission does not require additional checking to fulfill credit requirements.

- iv. Type 2 Approval: Individual project submission requires additional factual checking to fulfill credit requirements.
- v. Type 3 Approval: Individual project submission requires more elaborated checking (calculation, layout vetting etc.) to fulfill credit requirements.
- d) The type to which the pre-approval belongs will be stipulated in the Acknowledgement Letter of Pre-approved Credit issued to the applicant.
- e) Associated procedures such as Post TRC, review and appeal are applicable to Pre-approved credit mechanism.
- f) CIR is not applicable to Pre-approved credit mechanism because the process is designed for project specific clarification.
- g) If there are any restrictions on the applicability of the Pre-approved credit submission (e.g. location restriction), then the Acknowledgement Letter of Pre-approved Credit will also be bound by such restrictions.
- h) The processing time for the pre-approved credit submission is the same as the performance pledge for the normal assessment process.

#### 5.6.13 Submission

- a) Applicant can apply in writing to BSL for Pre-approved credit for any credit subhead.
- b) The Applicant needs to -
  - i. Complete the Pre-approved credit Application Form as shown in Appendix vi
  - ii. Submit the supporting materials for Pre-approved credit
  - iii. Pay the application fee for Pre-approved credit

#### 5.6.14 Fee

- c) The fee scale for vetting Pre-approved credit shall refer to section 3.7.
- d) In case the Applicant intends to seek Pre-approved credit for some credit subheads simultaneously during a BEAM Plus project application, he/ she then needs to pay the assessment fee for the project as well as vetting fees for the Pre-approved credit.
- e) If for any reason, there is an adjustment of assessment fee as a result of Pre-approved credit, the Applicant shall settle the revised fee before the issuance of the project assessment result to the Applicant.
- i) Reduction of Assessment Fee
  - i. Applicants who submit Pre-approved credit are eligible for the reduction of assessment fee. However, full assessment fee is payable before the commencement of assessment.
  - ii. Reduction of assessment fee will be calculated in accordance with the number of Acknowledgement Letters of Pre-approved Credit the applicant submits for the project. Upon the completion of project assessment, BSL will make

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appropriate fee adjustment and arrange for the refund to the applicant, details shall refer to the fee structure set out in section 3.7.

5.6.15 Step-by-step guide on Pre-approved Credit application

- a) **The Applicant** to complete the pre-approved credit application form and compiled any supporting information for submission.
- b) **The Applicant** to settle the assessment fee (for details on the fee, refer to 3.7).
- c) **The Applicant** to submit the completed Pre-approved Credit assessment form and supporting information to BSL.
- d) Follow the typical assessment process from 4.3.1(b) to 4.3.3.
- e) BSL to issue an acknowledgement letter of Pre-approved Credit to the Applicant.

## 5.7 Portfolio Assessment Mechanism

5.7.1 BEAM Plus Portfolio Assessment Mechanism aims to enable Applicants to assess the sustainability performances of multiple existing buildings within a single submission assessment.

5.7.2 The Portfolio Assessment Mechanism allows a building portfolio consists of 5 or more buildings be bundled as a single packaged and be assessed as a portfolio project.

5.7.3 The assessment criteria of the Portfolio Assessment Mechanism will generally be identical to the assessment criteria in the current BEAM Plus Existing Building (EB) v2.0 (Selective Scheme).

5.7.4 The certificate of the portfolio shall subject to the same validity period as the BEAM Plus v.2.0 Existing Buildings, i.e. 5 years.

5.7.5 For projects that opt for the two stages assessment, only the acknowledgement letter on the final result could be used as a notification to HKGBC to issue certificate to the Applicant. The acknowledgement letter on the interim result cannot be used as a notification to HKGBC to issue certificate to the Applicant, unless the Applicant confirms that the portfolio will no longer undergo further assessments. In that case, BSL will supersede the acknowledgement letter on the interim result with a new acknowledgement letter on the final result and the Applicant will then use this new acknowledgement letter to seek HKGBC to issue the certificate to the Applicant.

5.7.6 Application and Eligibility

- a) The portfolio assessment mechanism is available only to the BEAM Plus Existing Buildings v2.0 (Selective Scheme), Management (MAN) aspect.
- b) It is up to the Applicant to decide the rating that he/ she intends to attempt in the assessment process.

- c) Associated procedures such as CIR, Post-TRC Clarification, review, appeal and pre-approved credit mechanical are applicable to Portfolio Assessment mechanism.

#### 5.7.7

#### Submission

- a) The Portfolio Assessment Mechanism may consist of two stages:
  - i. Stage 1 Assessment;
  - ii. Stage 2 Assessment (Optional).
- b) Stage 1 Assessment:
  - i. This stage of the assessment will assess up to 60% of the credit points. The Applicant will submit the necessary documentations needed to justify for the target rating.
  - ii. Depending on the target percentage points and number of assessment stages for the portfolio, an acknowledgement letter on the interim result/ final result will be provided to the Applicant at the end of the assessment to summarise on the credit achievement in the portfolio.
  - iii. Portfolio assessment certificate will not be issued if the Applicant intends to carry out the Stage 2 assessment.



#### ***How would the 60% credit points be calculated?***

*The Applicant can submit assessment material up to 60% (i.e. Very Good rating) out of all credit points available in the portfolio assessment. Any remaining credits could be assessed in Stage 2 of the assessment.*

- c) Stage 2 Assessment (Optional):
  - i. This stage of the assessment will assess any remaining credits to top up from the Stage 1 Assessment. The Applicant will submit the necessary documentations needed to justify for the target rating.
  - ii. In the Stage 2 Assessment, the Applicant shall submit new claim prerequisites/ credits only.
  - iii. Prerequisites/ credits assessed under the Stage 1 Assessment will not be assessed again in Stage 2.
  - iv. Any contested prerequisites/ credits in Stage 1 cannot be submitted for assessment again in Stage 2. They can only be re-assessed through the re-assessment mechanism.
  - v. An acknowledgement letter on the final result will be provided to the Applicant at the end of the assessment to summarise on the credit achievement in the portfolio.

- vi. HKGBC will be notified of the Stage 2 assessment result and subsequent portfolio assessment certificate will be issued to the Applicant.
- d) The Stage 2 Assessment shall commence within one year upon the issuance of the Stage 1 portfolio assessment result by BSL.



*Projects that failed to comply with the 1 year submission time limit as shown in 5.7.8(d), it is deemed that the Applicant do not wishes to continue to the Stage 2 assessment.*

*HKGBC will be notified of the Stage 1 assessment result and the portfolio assessment certificate will be issued accordingly.*



*In the case where the Applicant who wishes to proceed with the Stage 2 assessment but require longer preparation time that exceeded the 1 year time limit, additional fees for project assessment may apply. The Applicant shall notify BSL in writing before the time limit expires.*

- e) Applicant can apply in writing to BSL the Portfolio Assessment Mechanism. To apply for the Portfolio Assessment Mechanism, the Applicant shall complete the following steps -
  - i. Complete the “Combined Registration Form/ Project Information Fact Sheet - BEAM Plus Volume Certification of a Portfolio of Existing Building Projects” which is available in the BSL website.
  - ii. Pay the required application fee.
  - iii. Submit the assessment materials to BSL for vetting.
- f) To ensure a smooth application process, the Applicant is reminded to finalise the total number of building projects intended to be assessed in a single portfolio before submitting an application for the Portfolio Assessment Mechanism.

#### 5.7.8 Fee

- a) For the fee scale of the portfolio assessment scheme, please refer to section 3.7 for details.

#### 5.7.9 Step-by-step guide on Portfolio Assessment application

- a) **The Applicant** to complete the Portfolio Assessment application form and compiled any supporting information for submission.
- b) **The Applicant** to settle the Portfolio Assessment fee (for details on the fee, refer to 3.7).
- c) **The Applicant** to submit the completed Portfolio Assessment form and supporting information to BSL.
- d) Follow the typical assessment process from 4.3.1(b) to 4.3.3.
- e) **BSL** to issue a Stage 1 assessment result to the Applicant.

Note: For projects that opt for the Stage 2 Assessment, it was found that the submission contains any irregularities, continue with section 5.7.9 (f) below. Otherwise, go to section 5.7.9(g).

f) Follow the typical assessment process from 4.3.1(b) to 4.3.3.

g) **BSL** to notify HKGBC of the Portfolio Assessment result.



#### *Quality Assurance Review After the Issuance of Result*

a) *Quality assurance is a key element in ensuring that the portfolio continues to perform after the award of the certification. To ensure that the project portfolio performs in accordance to the assessment result of the Portfolio Assessment Mechanism, a quality assurance review will be conducted on an annual basis, from the certification award date up till the expiration of the certification.*



b) *The quality assurance review will consist of review of documents coupled with interview. After the review is completed, a recommendation report will be given to the Applicant outlining the improvement measures needed to upkeep the sustainability performance of the certification.*



c) *The result of the quality assurance review shall not form as part of the rating or in any way to revoke the rating that was awarded to the project portfolio.*

## 5.8 Bespoke Assessment

5.8.1 This Bespoke Assessment Mechanism aims to enable projects of special building types to apply for BEAM Plus and thus allow appropriate grading of the building to be awarded.

5.8.2 This section describes the bespoke procedure and defines the responsibilities for conducting a bespoke criteria development.

5.8.3 Overview of Bespoke procedures

Stage 1: Register project with Hong Kong Green Building Council Ltd. (HKGBC)

Stage 2: Submit Bespoke application to BSL for vetting

Stage 3: Carry out the bespoke criteria development

Stage 4: Undergo BEAM Plus assessment through normal procedures



#### 5.8.4 Application and Eligibility

- a) Eligible projects (New Buildings (NB), Existing Buildings (EB) and other types) that can take part in BEAM Plus Bespoke include:
- b) Buildings with restricted access (e.g. military building, prison, fire station, power substation, airport, boundary crossing facility);
- c) Buildings not normally occupied or for transient stay (e.g. pump house, sewage treatment plant, carpark building);
- d) Buildings subject to specialised environmental control requirements (e.g. data centre, museum, hospital, cultural performance venues, cinema, lab);
- e) Heritage buildings with special constraints on alterations and additions;
- f) Any other building types not listed above subject to the Hong Kong Green Building Council (HKGBC)'s and BEAM Society Limited (BSL)'s acceptance.
- g) For projects with isolated deviations in individual credits, the Applicant may also consider following the Credit Interpretation Request (CIR) procedure within BEAM Plus Procedures Manual, instead of adopting the Bespoke route.
- h) All Bespoke projects shall follow the objectives of BEAM Plus credits as far as practicable.
- i) Relevant existing BEAM Plus credit requirements and benchmarks shall be reformulated to suit Bespoke building type in question with justifications.
- j) Performance based assessment shall be applied.

#### 5.8.5 Registration

- a) Bespoke project applicants can register their projects through the respective online registration forms (i.e. NB, EB, BI as appropriate) on HKGBC website. The registration procedure for Bespoke projects is the same as BEAM Plus Assessments except that the Applicant has to pay the first instalment of HK\$10,000 registration fee at Stage 1.
- b) The above figure is for NB. For other tools, the value of the first instalment shall be HK\$10,000 or the full value of the registration fee, whichever is smaller.
- c) The fee paid shall be non-refundable. The reason for dividing the registration fee into two instalments is to limit the amount of financial commitment at the initial stage as the applicant may decide not to proceed after the bespoke criteria are developed.

#### 5.8.6 Before Bespoke Development

- a) After completing the registration and settling the 1st instalment registration fee with HKGBC, Bespoke project applicants are required to submit bespoke applications to BSL following the latest Bespoke procedure. This typically includes a completed application form (including the vetting fee), and detailed proposals with supporting documents to substantiate an alternative solution for the compliance of target credits.

✓ Settle the vetting fee
✓ Submit the completed application form
✓ Submit the Bespoke Proposal including all the items listed on the Sample of Beam Plus Bespoke Project Proposal.

#### 5.8.7 Bespoke Development Process

- a) Projects will enter the bespoke development process after completing the registration.
- b) The procedure typically consists of three stages for bespoke criteria development i.e. vetting, development and assessment.
- c) The development timeline for BEAM Plus Bespoke is dependent on the scope and complexity of eligible projects. In particular, for large scale or complicated projects, it is anticipated that specialist inputs from building experts have to be sought and thus more time for development, review and approval would be required.

#### 5.8.8 Vetting

- a) Upon receiving the bespoke application, BSL will review the completeness of the application and advise if additional information is required from Applicants. Only complete submissions will be processed and considered further.
- b) When the complete set of application is in order, BSL will seek endorsement from the Bespoke Working Group (BWG) for the acceptance of application.
- c) If the application is rejected by the BWG, the applicant can submit an appeal.

#### 5.8.9 Development

- a) Once the application is accepted, a BWG Meeting will be organised with the participation of the Applicant.
- b) The Applicant is required to present the details of the submitted proposal, and discuss the plan and details for the development of any new credits or amendments that may be required for this project in the meeting.
- c) The meeting allows the Applicant and BWG to determine any necessary variation on existing credit requirement and the scope of works required for carrying out the bespoke criteria development.
- d) Depending on the complexity of the building types, two routes are anticipated: i.e. Route 1 (without consultancy) & Route 2 (with consultancy).
- e) Route 1 is adopted for those projects which can be easily referenced to other international standards for benchmarking while route 2 is adopted if no other international standard which can be referenced to and further studies are required. In the latter case, BSL would employ a consultant for the development work and BWG would oversee the consultant's work.

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- 5.8.10      Route 1 (without consultancy)
- a) The alternative solutions stated in the bespoke proposal will be reviewed by the BWG, BSL Secretariat and relevant expert will assemble the comments and issue the draft bespoke criteria to the Applicant.
  - b) The Applicant may provide feedback and further suggestions to the BWG on the draft bespoke criteria.
  - c) BWG and BSL Secretariat will then review and issue the amended or agreed bespoke criteria to the Applicant.
  - d) Once the bespoke criteria are developed, BSL Secretariat will seek approval from Development Committee (DC) and issue the bespoke supplementary manual.
- 5.8.11      Route 2 (with consultancy)
- a) Consultancy service will be engaged to carry out the bespoke criteria development as it involves significant amendments and without reference from existing credit requirements.
  - b) Engagement of the consultancy service will be undertaken by BSL. BSL will adopt open tendering for invitation of consultancy services and a two-envelope system will be used to evaluate the tender proposals for the bespoke projects.
  - c) The Applicant shall bear the costs and expenses for the consultancy engagement of the project.
  - d) The BWG will oversee the whole consultancy process to give direction and review the bespoke criteria with the consultant.
  - e) Once the bespoke criteria are finalised, BSL will seek approval from DC.
  - f) If the bespoke criteria are rejected by DC, the applicant can submit an appeal.
- 5.8.12      After obtaining the approval, BSL Secretariat will issue the Bespoke Supplementary Manual to the Applicant.
- 5.8.13      The Bespoke Supplementary Manual details the amended/ new credit requirements for the project and it shall be used alongside the BEAM Plus manuals.
- 5.8.14      Although the set of developed bespoke criteria can be applicable to other projects with similar building type, a new application including the bespoke proposal is required for each project.
- 5.8.15      The BWG reserves the right to decide the most appropriate route for development with the Applicant on a case by case basis.

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#### 5.8.16

#### Assessment

- a) After the completion of bespoke criteria development, the Applicant will then be able to proceed with the formal project assessment through the usual and normal process like all other BEAM Plus assessment. The Applicant shall settle any remaining balance of registration fee with HKGBC before entering into a project assessment contract with BSL.
- b) The HKGBC will issue Acknowledgement Letter of Registration at this stage. If the Applicant decided not to proceed with assessment, it needs not pay the 2nd instalment of registration fee and the project registration will not be completed by the HKGBC.

#### 5.8.17

#### Appeal

- a) The Applicant may submit an appeal should they disagree with the decision made by BSL either in the stage of vetting or development as stated above.
- b) Appeal shall be made in writing by completing the appeal form. The completed form shall then be submitted to BSL. (Refer to the Appeal Procedure as stated in the latest BEAM Plus Procedures Manual)
  - i. For appeal relating to unsuccessful application – within 30 working days of the issue date of the rejection letter.
  - ii. For appeal relating to disapproved bespoke criteria – within 30 working days of the issue date of Bespoke supplementary manual.
- c) Review of decision on the appeal will only be based on the information originally submitted for application and no new/ additional information will be considered for the purpose of the appeal, except for clarification and elaboration of submitted information in not more than 800 words.

#### 5.8.18

#### Fee

- a) The fee structure of applying BEAM Plus Bespoke can be found on HKGBC website. For easy reference, the following shows the different type of fees payable to HKGBC and BSL:
  - i. Registration Fee - The Applicant shall settle the 1st Instalment of Registration fee to HKGBC before entering the Bespoke vetting process. This instalment is non-refundable no matter assessment is proceeded with or not. If the project enters the assessment stage, any remaining balance of registration fee shall be settled, and;
  - ii. Vetting Fee - The Applicant shall make full payment of vetting fee together with their proposals to BSL. The vetting fee is non-refundable, and;
  - iii. Development Fee - Upon successful Bespoke application, development fee shall be paid in full to BSL for the review and development of Bespoke supplementary manual, and;
  - iv. Appeal Fee - While the Applicant submits the completed appeal form, the Applicant shall make full payment of the appeal fee which is non-refundable. Upon receiving the payment, BSL would process the appeal.

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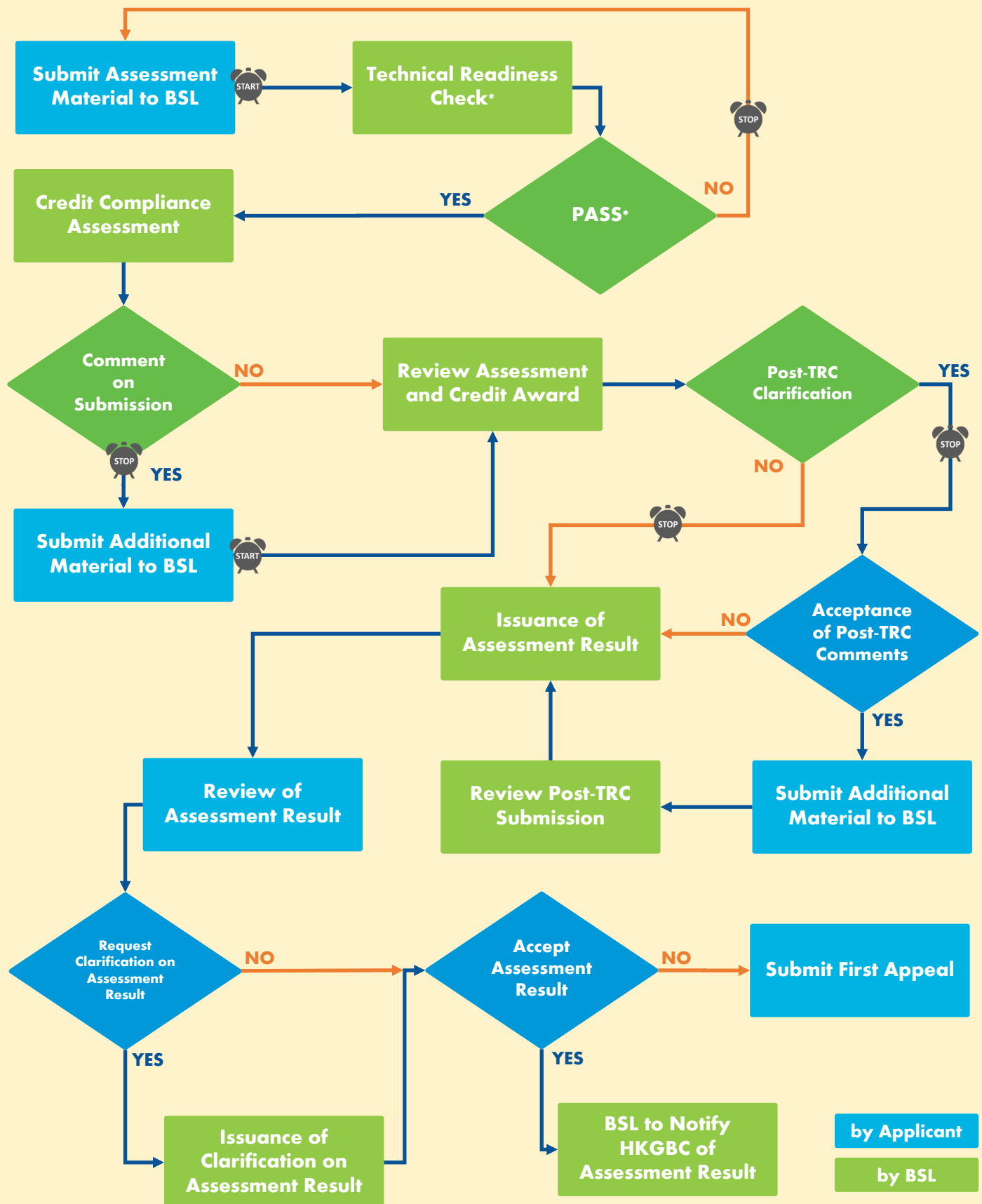
## **5.9 Withdrawal of BEAM Plus Assessments**

- 5.9.1 Project Applicants can choose to terminate the BEAM Plus assessments at any time before the issuance of the FA report.
- 5.9.2 The withdrawal should be made to BSL in writing.
- 5.9.3 Any assessment fee would not be refunded.
- 5.9.4 The Applicant should notify HKGBC separately.

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## 6 APPENDICES

### Appendix i. Project Assessment Process Flowchart

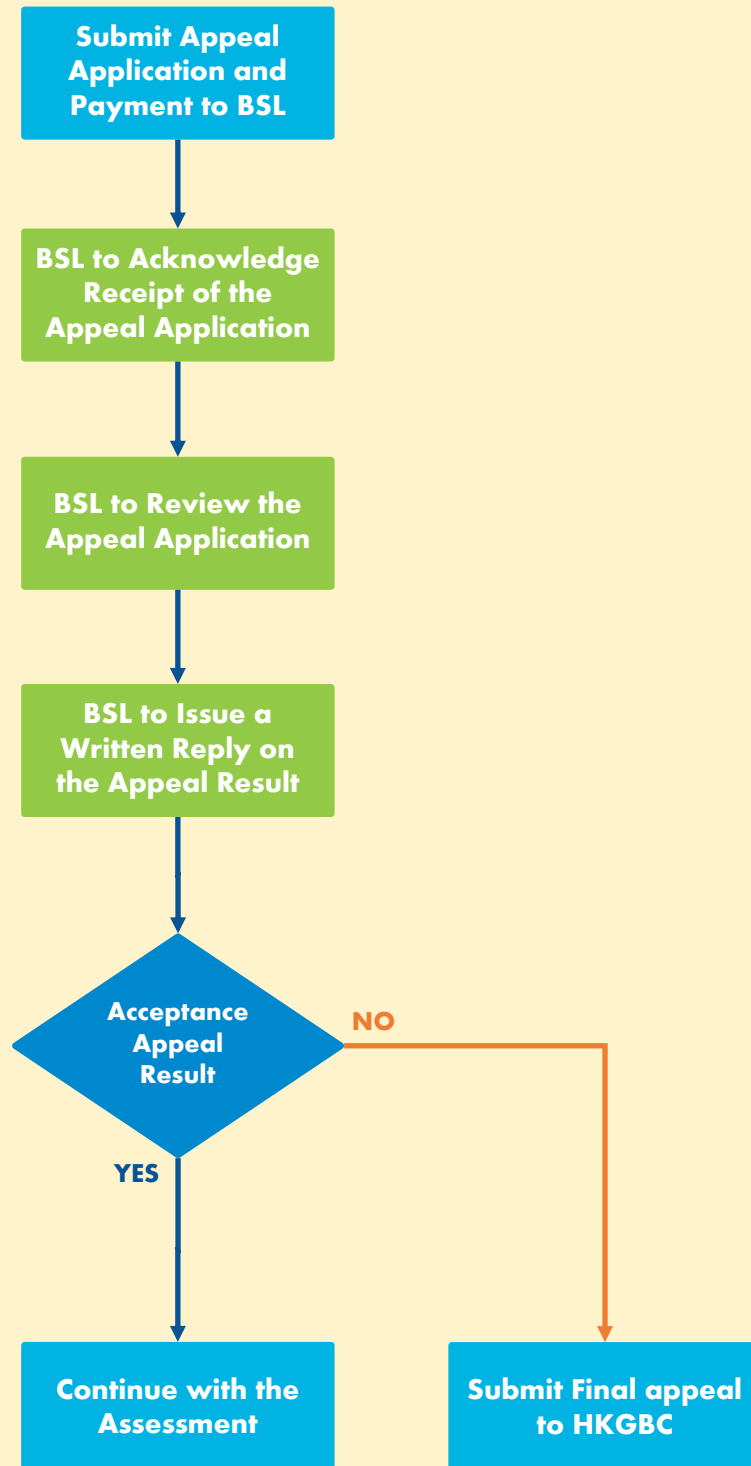


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## **Appendix ii.     Appeal Procedure Flowchart**



**Appeal Procedure Flowchart**



by Applicant

by BSL

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## **Appendix iii. CIR Application Form**

## BEAM Plus Credit Interpretation Request (CIR) Form

Project Number :		Our Ref : (Official Use)	
CIR Submission Date :			
Project Name :			
BEAM Plus Version :		<input type="checkbox"/> NB <input type="checkbox"/> EB <input type="checkbox"/> BI <input type="checkbox"/> ND	
Applicant's Name :			
Applicant's Contact :	Tel:	Fax:	
	Email:		
	Address:		

### CIR Questions

Credit Head/Subhead	Description (Not more than 800 words)

### CIR Fee

Total No. of Credit Head and /or Subhead	Fee per Credit <sup>#</sup> <sup>#</sup> If the concerned CIR is a credit subhead, fee will be charged per credit subhead.	Total Fee
	HK\$ 2,000	HK\$

### Payment Method

CIR fee\* should be paid by:

- ☐ Crossed cheque made payable to “**BEAM Society Limited**”; or  
☐ Direct deposit to **BEAM Society Limited Bank Account** at **HSBC 640-124970-838** with Bank slip record to BEAM Society Limited



#### Complete CIR Application

##### Submit the Payment Confirmation to BEAM Society Limited:

Please enclose the Payment Confirmation to this **CIR Form** and send all these documents to BEAM Society Limited (with the address state below). BEAM Society Limited will issue receipt and acknowledge the commencement of this CIR.

##### **BEAM Society Limited**

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

**\* CIR fee is non-refundable.**



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## **Appendix iv.     Appeal Application Form**

## BEAM Plus First Appeal Form

Project Number :		Our Ref : (Official Use)	
First Appeal Submission Date :			
Project Name :			
BEAM Plus Version :		<input type="checkbox"/> NB <input type="checkbox"/> EB <input type="checkbox"/> BI <input type="checkbox"/> ND	
Applicant's Name :			
Applicant's Contact :	Tel:	Fax:	
	Email:		
	Address:		

### Appeal's Credit

Credit Head/Subhead	Description (Not more than 800 words)

### Information to be provided

(Please provide supporting information if necessary)

### Appeal Fee

Total No. of Credit Head and /or Subhead	Fee per Credit <sup>#</sup> <sup>#</sup> If the concerned credit is a subhead, fee will be charged per credit subhead.	Total Fee
	HKD\$15,750 Base Charge + HKD\$4,730 <i>per credit subhead</i>	HK\$



1/F, Jockey Club Environmental Building, 77 Tat Chee Avenue, Kowloon, Hong Kong  
 Tel: +852 3610 5700; Fax: +852 3996 9108; Website [www.beamsociety.org.hk](http://www.beamsociety.org.hk); Email [beamplus@beamsociety.org.hk](mailto:beamplus@beamsociety.org.hk)

Payment Method	
<b>Appeal fee* should be paid by:</b>	
<input type="checkbox"/>	Crossed cheque made payable to “ <b>BEAM Society Limited</b> ”; or
<input type="checkbox"/>	Direct deposit to <b>BEAM Society Limited Bank Account</b> at HSBC 640-124970-838 with bank-in slip record to BEAM Society Limited
Complete Appeal Application	
<b>Submit the Payment Confirmation to BEAM Society Limited :</b>	
	<p>Please enclose the Payment Confirmation with this <b>First Appeal Form</b> and send all these documents to BEAM Society Limited at the address stated below. BEAM Society Limited will issue a receipt and acknowledge the commencement of this Appeal.</p> <p><b>BEAM Society Limited</b> 2/F Jockey Club Environmental Building, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong</p> <p><i>* Appeal fee is non-refundable.</i></p>

TERMS AND CONDITIONS:
<p>The Appeal should be submitted in writing to BEAM Society Limited (BSL) within 30 calendar days after receiving the result from BSL. BSL targets to respond to the Applicant in 60 calendar days.</p> <p>Only credits can be appealed.</p> <p>No change to design, contract or policy will be reviewed at this time.</p> <p>Repeated submission of the same item will not be entertained.</p> <p>All appeal results will be announced on website for appropriate sharing.</p>

DECLARATION AND AGREEMENT	
<input type="checkbox"/>	I hereby declare that the information given above is accurate to the best of my knowledge, and agree to abide by the above Terms and Conditions.

Applicant Signature:	
Name:	
Company and Position:	
Date:	



---

## **Appendix v.     Re-assessment Application Form**



## BEAM Plus Re-assessment Form

Project Number :		Our Ref : (Official Use)	
Re-assessment Submission Date :			
Project Name :			
BEAM Plus Version :		<input type="checkbox"/> NB	<input type="checkbox"/> EB
		<input type="checkbox"/> BI	<input type="checkbox"/> ND
Applicant's Name :			
Applicant's Contact :	Tel:	Fax:	
	Email:		
	Address:		

### Re-assessment Credit

Credit Head/Subhead	Credit Title

### Information to be provided

(Please provide supporting information if necessary)

### Re-assessment Fee

Total No. of Credit Head / Subhead	Fee per Credit <sup>#</sup> <sup>#</sup> If the concerned credit is a subhead, fee will be charged per credit subhead.	Total Fee
	Base Charge + \$15,000 <i>per credit subhead</i> (Except EU 1) <b>or</b> , Base Charge + \$4,500 <i>per available credit under EU 1</i>	HK\$

### Payment Method

**Re-assessment fee\* should be paid by:**

<input type="checkbox"/>	Crossed cheque made payable to “ <b>BEAM Society Limited</b> ”; or
<input type="checkbox"/>	Direct deposit to <b>BEAM Society Limited Bank Account</b> at <b>HSBC 640-124970-838</b> with bank-in slip record to BEAM Society Limited

### Complete Re-assessment Application

**Submit the Payment Confirmation to BEAM Society Limited:**

	<p>Please enclose the Payment Confirmation with this <b>Re-assessment Form</b> and send all these documents to BEAM Society Limited at the address stated below. BEAM Society Limited will issue a receipt and acknowledge the commencement of this Re-assessment.</p> <p><b>BEAM Society Limited</b> 2/F Jockey Club Environmental Building, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong</p> <p><b>* Re-assessment fee is non-refundable.</b></p>
--	--

### DECLARATION AND AGREEMENT

<input type="checkbox"/>	I hereby declare that the information given above is accurate to the best of my knowledge, and agree to abide by the above Terms and Conditions.
--------------------------	--

Applicant Signature:	
Name:	
Company and Position:	
Date:	

---

**Appendix vi.      Pre-approved credit Application Form**

## Appendix 1

1. On behalf of \_\_\_\_\_ (*Name of company*), I hereby apply for the pre-approved credit for the following \_\_\_\_\_ (*credit subhead*).
2. I apply for the following category of approval  
  
Category A- ☐  
  
Category B- ☐ (*please specify the portfolio of buildings in Annex*)  
  
☐ tick as appropriate
3. The supporting documents are attached herewith for your examination.  
  
(a) \_\_\_\_\_  
  
(b) \_\_\_\_\_  
  
(c) \_\_\_\_\_
4. I attach the cheque of \$ \_\_\_\_\_ as the vetting fee for the pre-approved credit.

Position:

---

## **Appendix vii. BEAM Plus NB Declaration Form**



# BEAM Plus New Buildings Declaration Form

Doc. No.: PAM-FM-034

**Project Name** : |

**BEAM Plus Project No.** : |

The Applicant is reminded to prepare the submission with attention to the following:

1. The Applicant shall complete the credit summary in separate excel file with all required project information, and this declaration form shall be signed by a BEAM Professional with NB accreditation.
2. The Applicant shall submit one template for every prerequisite and individual credit. Submissions without prerequisites will not be assessed.
3. In the event that the checklist on the credit submission template is not sufficient for your project, please provide supplementary page with clear label and identification.
4. Submission materials for each template may comprise tables, report(s), drawing(s), calculation(s), catalogue data, commissioning records, record photographs, etc. The document should be signed and dated by the relevant authority (if applicable).
5. The Applicant shall clearly identify different types of material provided in the submissions, for example summary table, drawings and photograph. And all submittals shall be consistent and cross-referenced.
6. Where multiple page documents, for example simulation report containing specific data is submitted, the Applicant is responsible to clearly identify and highlight the item(s) used in the project, and its technical data.
7. All Innovations and Additions (IA) submissions shall stipulate coverage, scope, quantitative environmental benefits, and references to be reviewed.

## Declaration:

I, the undersigned, declare the NB submission of the captioned project, including all supporting documentation, is true, and complies fully and irrevocably, with requirements of BEAM Plus New Buildings Manual.

BEAM Pro Name: |  
\_\_\_\_\_

BEAM Pro Number: |  
\_\_\_\_\_

Signature: |  
\_\_\_\_\_

Date: |  
\_\_\_\_\_

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**Appendix viii. BEAM Plus EB Declaration Form**



# BEAM Plus Existing Buildings Declaration Form

Doc. No.: PAM-FM-033

**Project Name** : |

**BEAM Plus Project No.** : |

The Applicant is reminded to prepare the submission with attention to the following:

1. The Applicant shall complete the credit summary in separate excel file with all required project information, and this declaration form shall be signed by a BEAM Professional with EB accreditation.
2. The Applicant shall submit one template for every prerequisite and individual credit. Submissions without prerequisites will not be assessed.
3. In the event that the checklist on the credit submission template is not sufficient for your project, please provide supplementary page with clear label and identification.
4. Submission materials for each template may comprise tables, report(s), drawing(s), calculation(s), catalogue data, commissioning records, record photographs, etc. The document should be signed and dated by the relevant authority (if applicable).
5. The Applicant shall clearly identify different types of material provided in the submissions, for example summary table, drawings and photograph. And all submittals shall be consistent and cross-referenced.
6. Where multiple page documents, for example simulation report containing specific data is submitted, the Applicant is responsible to clearly identify and highlight the item(s) used in the project, and its technical data.
7. All Innovations and Additions (IA) submissions shall stipulate coverage, scope, quantitative environmental benefits, and references to be reviewed.

## Declaration:

I, the undersigned, declare the EB submission of the captioned project, including all supporting documentation, is true, and complies fully and irrevocably, with requirements of BEAM Plus Existing Buildings Manual.

BEAM Pro Name: |  
\_\_\_\_\_

BEAM Pro Number: |  
\_\_\_\_\_

Signature: |  
\_\_\_\_\_

Date: |  
\_\_\_\_\_



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## **Appendix ix.     BEAM Plus BI Declaration Form**



# BEAM Plus Interiors Declaration Form

Doc. No.: PAM-FM-032

**Project Name** : |

**BEAM Plus Project No.** : |

The Applicant is reminded to prepare the submission with attention to the following:

1. The Applicant shall complete the credit summary in separate excel file with all required project information, and this declaration form shall be signed by a BEAM Professional with BI accreditation.
2. The Applicant shall submit one template for every prerequisite and individual credit. Submissions without prerequisites will not be assessed.
3. In the event that the checklist on the credit submission template is not sufficient for your project, please provide supplementary page with clear label and identification.
4. Submission materials for each template may comprise tables, report(s), drawing(s), calculation(s), catalogue data, commissioning records, record photographs, etc. The document should be signed and dated by the relevant authority (if applicable).
5. The Applicant shall clearly identify different types of material provided in the submissions, for example summary table, drawings and photograph. And all submittals shall be consistent and cross-referenced.
6. Where multiple page documents, for example simulation report containing specific data is submitted, the Applicant is responsible to clearly identify and highlight the item(s) used in the project, and its technical data.
7. All Innovation (IV) submissions shall stipulate coverage, scope, quantitative environmental benefits, and references to be reviewed.

## Declaration:

I, the undersigned, declare the BI submission of the captioned project, including all supporting documentation, is true, and complies fully and irrevocably, with requirements of BEAM Plus Interiors Manual.

BEAM Pro Name: |  
\_\_\_\_\_

BEAM Pro Number: |  
\_\_\_\_\_

Signature: |  
\_\_\_\_\_

Date: |  
\_\_\_\_\_

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## **Appendix x. BEAM Plus ND Declaration Form**



# BEAM Plus Neighbourhood Declaration Form

Doc. No.: PAM-FM-035

**Project Name** : |

**BEAM Plus Project No.** : |

The Applicant is reminded to prepare the submission with attention to the following:

1. The Applicant shall complete the credit summary in separate excel file with all required project information, and this declaration form shall be signed by a BEAM Professional with ND accreditation.
2. The Applicant shall submit one template for every prerequisite and individual credit. Submissions without prerequisites will not be assessed.
3. In the event that the checklist on the credit submission template is not sufficient for your project, please provide supplementary page with clear label and identification.
4. Submission materials for each template may comprise tables, report(s), drawing(s), calculation(s), catalogue data, commissioning records, record photographs, etc. The document should be signed and dated by the relevant authority (if applicable).
5. The Applicant shall clearly identify different types of material provided in the submissions, for example summary table, drawings and photograph. And all submittals shall be consistent and cross-referenced.
6. Where multiple page documents, for example simulation report containing specific data is submitted, the Applicant is responsible to clearly identify and highlight the item(s) used in the project, and its technical data.
7. All Innovations and Additions (IA) submissions shall stipulate coverage, scope, quantitative environmental benefits, and references to be reviewed.

## Declaration:

I, the undersigned, declare the ND submission of the captioned project, including all supporting documentation, is true, and complies fully and irrevocably, with requirements of BEAM Plus Neighbourhood Manual.

BEAM Pro Name: |  
\_\_\_\_\_

BEAM Pro Number: |  
\_\_\_\_\_

Signature: |  
\_\_\_\_\_

Date: |  
\_\_\_\_\_