

BEAM Plus

Project Assessment
Procedures Manual

Version 4.1
(04.09.2019)



DOCUMENT CONTROL**Release Notice**

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Amendments

Version Number	Date of Issue	Page Number	Amendment Details
3.0	24.03.2016	All	The overall structure of the manual is updated. New sections are added, including: B (ii). Fee structure of BEAM Plus certification; B (iii). Fee concession for NGO; B (vi). Time limit for commencing assessment D (ii). Post-TRC clarification; D (iii). Second chance for provisional / final assessments; D (iv). Arrangement of multiple final assessments for large developments; F. Certification.
3.1	15.07.2016	14, 23, 28.	The following sections are updated: B (viii). Special cases of project information update; D (ii). Post-TRC notification; E. Appeal.
3.2	06.12.2016	4, 6, 7, 9, 10, 13, 14, 15, 20-21, 26, 28-30, 31, 37, 42.	The following sections are updated: Glossary; A(iii). BEAM Plus assessment tools; A(vi). BEAM Plus registered and assessed projects; B(i). Registering for a new project; B(ii). Fee structure of BEAM Plus certification; B(v). Information listed in the Acknowledgement Letter; B(vi). Time limit for commencing assessments; B(vii). Updating project information; D(i). Overview of assessment procedures; D(iii). Second chance for Provisional/ Final assessments; D(iv). Re-assessments; D(v). Difference between second chance of assessments and Re-assessments; F(ii). Validity of BEAM Plus certificates; Appendices.
3.3	15.12.2017	11, 13, 14, 16, 18, 20, 20-21, 23-24 25-26	The following sections are updated: B(i). Links are updated; B(ii). Charging mechanism for service fees are added; B(iii). Discount rate for NGO; B(vi). Time limit for assessment is updated; B(viii). Special cases of project information update C(ii). "Confirm the target date of assessment" is deleted; C(iii). Credit head or subhead is used and the chart is updated; D(i). Submission cut-off time is updated;

Version Number	Date of Issue	Page Number	Amendment Details
		28 31, 32, 33, 37.	D(i). Important note on submission is added; D(ii). Notes are added to the procedures of Post-TRC Notification; D(iv). Notes are added to the conditions for re-assessment; D(iv). Subhead is used in the fee scale for re-assessment; D(v). Scope of assessment is updated; E. Important notes is updated and the Flowchart is revised.
4.0	20.04.2018	12-13 16-17 20 21 23-25 27 32-33 34 37 38-39 41 42 48 54	B(ii) . Fee Structure of BEAM Plus certification is updated. B(vi) . Time Limit for Commencing BEAM Plus Assessment is updated. C(ii) . Settle the Assessment Fee is updated. C(iii) . Submit the Credit Interpretation Request is updated. D(i) . Overview of Assessment Procedures is updated. D(iii) . Performance Pledge of BEAM Plus Assessments is updated. D(vi) . Two-Stage PA Assessment for BEAM Plus NB Projects is added. D(vii) . Post-TRC Clarification is updated. D(viii) . Review Mechanism for BEAM Plus NB Projects is added. D(x) . Re-assessments is updated. D(xi) . Difference between Second Chance of Assessments and Re-assessments is added. D(xii) . Arrangement of Multiple Final Assessments for Large Developments is updated. F(i) . Certificate Package is updated. Appendices : New flow charts of NB V1.1 / 1.2, NB Two-stage Assessment, and EB V1.1/ 1.2 are added.
4.1	04.09.2019	All 10 15 17 19 20 45 49	The weblinks are updated. A(vi) . BEAM Plus Registered and Assessed Projects is updated. B(iv) . Completing Project Registration is updated B(vi) . Time Limit for Commencing Assessment is updated. B(vii) . Updating Project Information is updated. B(viii) . Special Case of Project Information Update is updated. D(xiii) . Site Inspection is updated. F(i) . Certificate Package is updated.

Version Number	Date of Issue	Page Number	Amendment Details
		52	F(iii) . BEAM Plus Certification Seals and Certification Plaques is updated.
		55	Appendices : Flow charts of NB V1.1 / 1.2 / 2.0, and NB Two-stage Assessment are updated.

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Glossary

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

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

A. Introduction

i. Purpose of the Manual

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

ii. BEAM Plus Certification

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

iii. BEAM Plus Assessment Tools

There are 4 assessment tools available for BEAM Plus, potential project applicants can learn more about the tools through the website pages on HKGBC:

BEAM Plus Tools	Links for Information for Assessment Tools
New Buildings (NB)	https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-new-buildings/index.jsp
Existing Buildings (EB)	https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-existing-buildings/index.jsp
Interiors (BI)	https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-existing-buildings/index.jsp
Neighbourhood (ND)	https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-existing-buildings/index.jsp

iv. BEAM Pro Directory

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

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

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

BEAM Professional Directory

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

v. Technical Circulars and Frequently Asked Questions (FAQ)

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

BEAM Plus Technical Circular

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

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

BEAM Plus FAQ

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

vi. BEAM Plus Registered and Assessed Projects

All the BEAM Plus registered and assessed projects can be found on the BEAM Plus Project Directory at HKGBC's website. For a snapshot of the registration trends and assessment status of BEAM Plus projects, the HKGBC Secretariat will issue a bi-weekly update of BEAM Plus statistics as well. You can go to the following link for the BEAM Plus Project Directory & Statistics:

BEAM Plus Project Directory & Statistics

<https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-dir-stat/BEAMPlusDirectory.jsp>

B. Registration

i. Registering for a new project

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

BEAM Plus Project Registration
https://beamplus.secure.force.com

Arranging Payment of Registration Fee for your project

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

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

HKGBC
HONG KONG GREEN BUILDING COUNCIL LIMITED
1/F, Jockey Club Environmental Building
77 Tat Chee Avenue
Kowloon Tong
Hong Kong
Tel: 2778 8888 Fax: 2778 8889
Email: info@hkgbc.org.hk

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

Payment Advice Date: 1 January 2016
Payment Advice No.: HKGBC/1801-2016-NB
Account Reference: A2016-1001

Payment Advice

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

Payment Method:

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

Or

(2) **Bank-in to account**
Deposit the registration fee to the Bank Account of "Hong Kong Green Building Council Limited" at: HSBC 606-760949-292

Please send the cheque or the bank-in slip to the following addressee and make reference to "BEAM Plus Project Registration" and quote the Account Reference:

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

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

On behalf of
Hong Kong Green Building Council Limited

Authorized Signature
HKGBC BEAM Plus Registration Office

Fig. 1: Sample of Payment Advice

ii. Fee Structure of BEAM Plus Certification

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

BEAM Plus Tools	Links for Fee Scale
New Buildings v1.2 & v2.0	https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-references/fee/fee.jsp
Existing Buildings v2.0	
Interiors	
Neighbourhood	
Re-assessment	
Two-stage Assessment	

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

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

Remarks:

1. Please refer to the latest fee scale on HKGBC website. All fees are non-refundable.
2. The Registration Fee for all BEAM Plus assessments is a one-off payment payable to the “Hong Kong Green Building Council Limited”. Payment shall be made within

90 calendar days of the date of Payment Advice, failing which HKGBC reserves the right to charge the prevailing Registration Fee at the time of receipt of payment.

3. When the Applicant has confirmed the PA/ FA submission schedule, the assessment fee shall be paid to BSL at least 30 days before the commencement of official assessment (for projects applying for 2 Stage assessment, this 30 days period is not applicable). For projects registered on or after 1 August 2014, **full Provisional and Final Assessment Fees** must be paid together before assessment commences.
4. The 30-day period mentioned in remark no. 3 above is not applicable for projects applying for Two-stage Assessment. Projects undergoing this route will commence immediately upon the acknowledgement receipt of the signed agreement, assessment fee and submission materials by BSL. Please refer to [Section D\(vi\)](#) for more information.

Charging mechanism for other service fees for assessment

	Charges by	
	Credit Head	Credit Subhead
CIR		✓
Appeal		✓
Re-assessment		✓
Bespoke	✓	

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

- a) **Credit Head** refers to each separate credit item in the assessment tool.
e.g. WU 4 Water Recycling; MA 3 Prefabrication
- b) **Credit Subhead** refers to the credit sub-item in the assessment tool.
e.g. EU 10b Commissioning Plan; IEQ 7c Radon
- c) **Credit Points** refers to the maximum number of credits achievable under one Credit Subhead.
e.g. 2 credit points under SA 2a Car Parking Provisions and 1 credit point under IEQ 11 b Local Exhaust.

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

iii. Fee Concession for NGO

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

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

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

Remarks:

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

Fee Concessions

Eligible NGOs are entitled to a **50% discount** to the BEAM Plus Registration Fee for projects registered after 1 June 2017. The application for registration fee concession should be submitted **prior to the submission of BEAM Plus online registration form** at the HKGBC's website.

For details, please refer to HKGBC website:

NGO Fee Concession for BEAM Plus Projects

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

iv. Completing the Project Registration

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

A BEAM Plus Project Online Account will be assigned to the project. The primary email account will receive an email to setup the password of the account. The project online account would enable project team to perform project information update and retrieve all documents and promotional materials related to the BEAM Plus project.

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

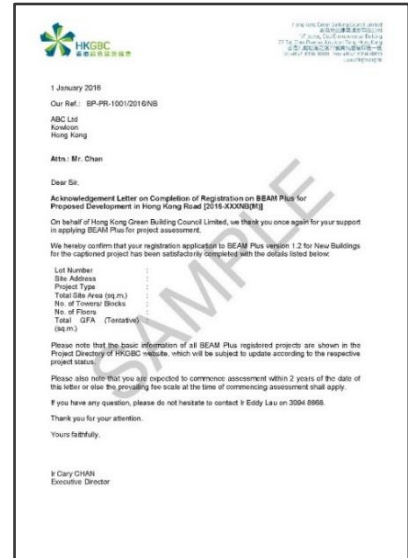


Fig. 2: Sample of Acknowledgement Letter

v. Information listed in the Acknowledgement Letter

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

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

vi. Time Limit for Commencing Assessment

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

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

BEAM Plus Tools	PA/ FA	Time Limit
New Buildings	PA Commencement	Two years ¹
Existing Buildings V1.2/ V2.0 Comprehensive Scheme A (undergo PA & FA)	PA Commencement	One year
Existing Buildings V1.2/ V2.0 Comprehensive Scheme A (undergo FA only)	FA Commencement	One year
Existing Buildings V2.0 Comprehensive Scheme B	FA Commencement	One year
Existing Buildings V2.0 Selective Scheme	FA Commencement	One year
Interiors	FA Commencement	One year
Neighbourhood	FA Commencement	Two years

Remarks:

1. In the case of Two-stage assessment, the 2-year limit for commencing PA counts from the Second stage assessment. i.e. The Second stage Provisional Assessment must be commenced within 2 years from the date of the First acknowledgement letter issued by HKGBC.

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

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

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

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

BEAM Plus Tools	PA/ FA	Time Limit
New Buildings	FA Completion	Within 18 months of the date of issuance of the Occupation Permit
Existing Buildings V1.2/ V2.0 Comprehensive Scheme A (undergo PA & FA)	FA Commencement	Within 30 months from the commencement of Provisional Assessment

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

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

vii. Updating Project Information

The project applicants are required to provide the updated project information to HKGBC. Project applicants can inform the HKGBC by the following method:

- If the project team already has the activated project online account of your BEAM Plus project, please log in to the project online account and amend the project information. The project team will receive a confirmation email for each time of project information update.

BEAM Plus Project Online Account Login

<https://beamplusaccount.force.com>

- If the project team does not have the activated project online account, please submit the project information update form online. The link is listed as follows:

BEAM Plus Project Information Update Form

https://www.hkgbc.org.hk/eng/onlineform/beamplus_projectupdate

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

viii. Special Cases of Project Information Update

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

Special Cases	Implications for the Project
Projects seek to <u>switch to the latest version</u> (e.g. from v1.1 to v1.2) after the allowable period for switching has lapsed.	Project applicants do not need to withdraw the project. The applicant is required to pay the difference between the new registration fee (based on prevailing fee scale) and the originally paid registration fee.
Projects are <u>changed to a completely new project type</u> (e.g. from residential to commercial).	
Projects have a substantial change in CFA of the registered project, resulting in <u>a jump to a new project scale</u>	Project applicant is required to pay the fee difference between the new project scale and the original project scale, based on the prevailing fee scale.
There is amalgamation with adjacent sites or segmentation of the original site that results in <u>changes of the project site boundary</u> as defined by the Block Plan.	Project applicant is required to withdraw the original project and re-register the new project with the new Block Plan.
BEAM Plus EB V2.0 projects seek to switch from Comprehensive Scheme to Selective Scheme (or vice versa) or between Comprehensive Schemes A and B <u>provided that</u> submission has not commenced.	Project applicant is required to make up any difference in registration fee based on prevailing fee scale, with the originally paid registration fee transferred to the new scheme. However, if the new scheme demands a lower registration fee than the original scheme, the excess registration fee paid will not be refunded.

C. Before Project Assessment

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

✓	Return the signed Assessment Agreement to BSL
✓	Settle the Assessment Fee
✓	Submit the Credit Interpretation Request (if applicable)

i. Return the signed Assessment Agreement

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

ii. Settle the Assessment Fee

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

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

iii. Submit the Credit Interpretation Request

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

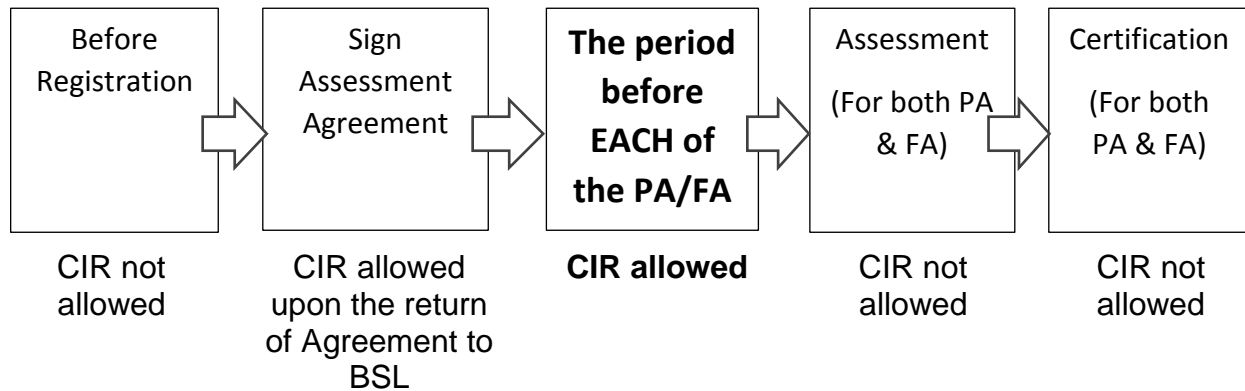


Fig. 3: Diagram showing the allowable period for CIR

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

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

Process of CIR

Assessment agreement must be signed and returned to BSL before the CIR process. The CIR should be submitted to BSL, with CIR form and supporting documents provided to substantiate an alternative design solution or an alternative form of documents for the compliance of the credit.

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

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

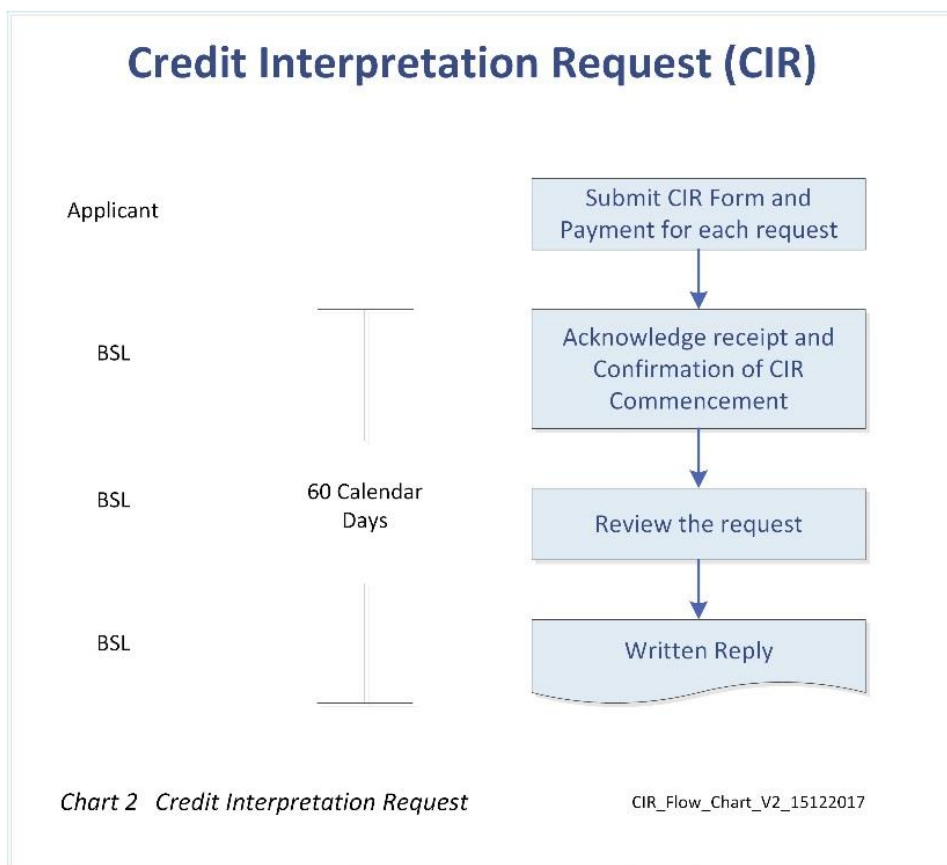


Fig. 4: The process flowchart of CIR

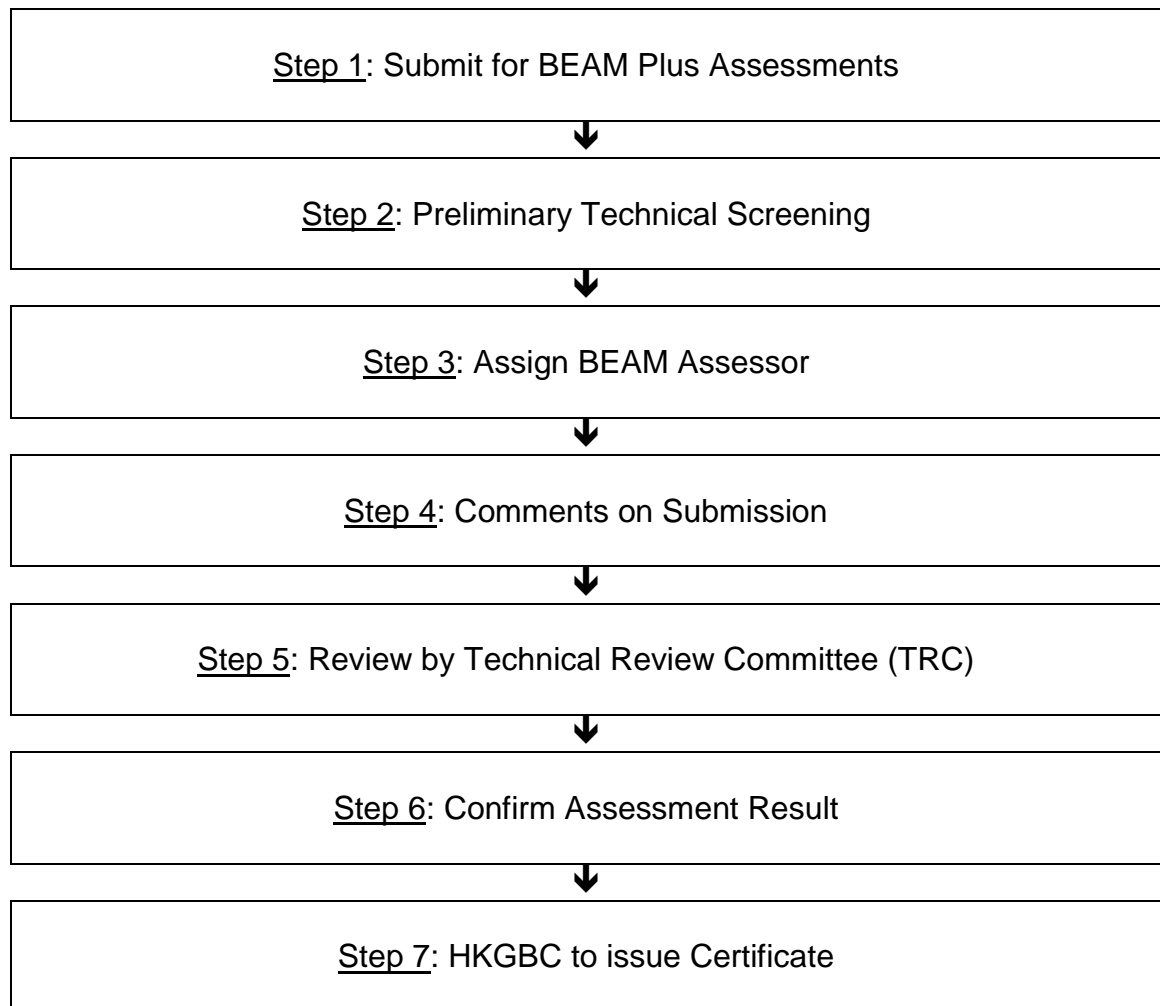
Link for the CIR Form

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

D. Assessment

i. Overview of Assessment Procedures

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



Step 1: Submit for BEAM Plus Assessments

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

Step 2: Preliminary Technical Screening

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

Apart from BEAM Plus New Buildings, BSL secretariat will perform technical screening to review the submission materials.

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

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

Step 3: Assign BEAM Assessor (BAS)

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

Step 4: Comments on Submission

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

Step 5: Review by Technical Review Committee (TRC)

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

Step 6: Confirm Assessment Result

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

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

Step 7: HKGBC to Issue Certificate

Upon receiving the confirmation from the Applicant, BSL will notify HKGBC to issue Certificate to the Applicant. For more details, please refer to [Section F](#).

ii. Provisional and Final Assessments

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

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

Remarks:

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

iii. Performance Pledge of BEAM Plus Assessments

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

BEAM Plus Tools	Performance Pledge for Time Limit of Assessment
BEAM Plus New Buildings	Within 45 working days ¹
BEAM Plus New Buildings adopting Two-Stage Assessment	1 st Stage PA: Within 15 working days 2 nd Stage PA/ FA: Within 45 working days ¹
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 60 calendar days
BEAM Plus Interiors	Within 45 working days
BEAM Plus Neighbourhood	Within 90 calendar days

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

Remark:

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

iv. Determining the Submission Date

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

Submission Cut-off Time

Submissions	Cut-off Time
BEAM Plus Submissions	12:00 noon ¹
CIR (Signed Agreement, Application and Fee)	12:00 noon ¹
Re-assessment	12:00 noon ¹
Post TRC Clarification	6:00 pm ²
First Appeal (Application and Fee)	6:00 pm ³

Remarks:

1. Submissions received after 12:00 noon will be recorded and processed on the following working day.
2. No late responses will be entertained. Should the Applicant surpass the prescribed period, it is deemed that the original assessment result is accepted and post-TRC clarification will not be processed.
3. a) First Appeal must be submitted within 30 calendar days from the date the assessment result is issued by BSL. Appeal application submitted after the prescribed date will not be entertained and it is deemed that the assessment result is accepted. b) First Appeal received on or before the cut-off time will be recorded and processed on the following working day.

Special arrangement under adverse weather conditions

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

Special arrangement for submission cut-off time

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

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

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

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

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

v. Submission of BEAM Plus Assessments

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

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

Medium of Submission for BEAM Plus Assessment

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

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

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

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

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

Important note on submission:

1. For the interest of all the applicants on having their projects going through the assessment most efficiently, applicants should ensure the completeness and correctness before they file the submission.
2. BEAM Plus assessment is linear, sequential and non-iterative. The assessment is a “non-return” process proceeding from one stage to another until completion.
3. For each round of submission, once the BEAM Plus submission materials have been submitted to BSL, no new/ supplementary/ change nor withdrawal of information (whether partial or complete) will be accepted.
4. Unless in very rare cases, the Applicant has incontestable justification and that the impact is too significant which would cause unrepairable damage to the overall grading of the project, BSL would then consider offering the Applicant to supplement the assessment documentation which will be effected through variation that may have time and cost implications.

vi. **Enhanced Two-stage PA Assessment for BEAM Plus NB Projects**

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

Applicants should note that

- a) The prerequisites assessed in the First Stage will not be assessed again in the Second Stage. However, if there is any subsequent design modification which leads to the change of the parameters having adverse impact on the results of the assessment in the First Stage, the relevant prerequisites will be re-assessed in the Second Stage.
- b) Existing PA procedures such as CIR, Post-TRC clarification, review, re-assessment and appeal are applicable to both the First Stage PA and the Second Stage PA.
- c) When all the prerequisites are achieved in the First Stage PA, BSL will notify HKGBC of the result and HKGBC will then issue a "PA Result Letter (First Stage)" to the Applicants. The letter issued by HKGBC will indicate the result "Unclassified" rating since the project only meets the 9 prerequisites, but it will state that the project will undergo the Second Stage PA at a later stage. The letter can then be used for submission to BD to apply for the Consent.
- d) The process time for the First Stage PA will take approximately 15 working days while the process time for the Second Stage PA will take approximately 45 working days.
- e) Applicants need to submit the Second Stage PA materials within one year from the date of first stage PA result issued by BSL.
- f) The "PA Result (First Stage PA)" shall NOT be used as green building label in sales brochures under Residential Properties (First-hand Sales) Ordinance or for promotion purpose.

- g) Projects already commenced PA can also opt for two-stage assessment provided the project has not reached the TRC Review stage.

General Notes to Applicants:

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

vii. Post-TRC Clarification

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

✓ Genuine green projects with a target rating at Gold or above failing to achieve the desired rating under EB, BI and ND.
✓ All green projects which fail to achieve target rating under NB from 1 May 2018.
✓ Projects failing to meet prerequisites
✓ Wholesale conversion projects marginally failing to meet the minimum score of 40% in EU or IEQ aspects

Procedures of Post-TRC Clarification

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

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

- a. The Applicant shall notify BSL their acceptance to proceed with the post-TRC clarification and answer the list of questions within 10 working days. The subsequent detailed assessment report will be issued in 20 working days. In this case, the performance time pledge will only count up to the issuance of the Notification of Assessment Result; or
- b. The Applicant shall notify BSL the acceptance of the assessment result and will not continue with the post-TRC clarification. The normal performance time pledge will follow.
- c. No late responses will be entertained. Should the Applicant surpass the prescribed days above, it is deemed that the original assessment result is accepted and post-TRC clarification will not be processed.
- d. Each project will only be granted one chance of post-TRC clarification. Further elaboration/clarification/ another round of submission after the one off post-TRC clarification is not accepted.

Result Notification Letter before Post-TRC Clarification

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

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

viii. Review Mechanism for BEAM Plus NB Projects

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

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

If the applicant is still dissatisfied with the assessment result after the review, a further period of three weeks will be allowed for the applicant to lodge an appeal following the established Appeal Procedures.

ix. **Second Chance for Provisional / Final Assessments**

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

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

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

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

x. Re-assessments

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

Eligibility for Re-assessment

- a. **Project stages:** Project applicants can apply for re-assessment either before or after the Green Building Certification of PA/FA from HKGBC.
- b. **Number of attempts:** Re-assessment could only be applied **ONCE** for each project unless there are good justifiable reasons for yet another re-assessment.
- c. **Target rating:** Re-assessment will only be eligible for EB, BI and ND projects with a target rating of **Gold or above** but failed to achieve it in the last assessment. In the case of BEAM Plus Existing Buildings V2.0 – Selective Scheme, only projects with a target rating of **Very Good or above** but failed to achieve it would be eligible for re-assessment.

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

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

Conditions of Re-assessment

- a. **Type of BEAM Plus Assessment:** Project applicants can apply re-assessments of any BEAM Plus rating tools.
- b. **Version of the manual:** The same version of BEAM Plus tools will be adopted in the original assessment and the re-assessment. The objective is to maintain the consistency of standard and results of the re-assessment would replace the initial results.
- c. **Time limit for assessment:** As priority will be accorded for projects of first attempt, the performance pledge of BSL will not be applicable to re-assessed projects although BSL would endeavour to produce re-assessment report/ results as expeditiously as practicable. The time frame will be hinged on the complexity of the project and the scale of the re-assessment.

- d. ***Change of design:*** Change of design is allowed, but only if the changes have no negative impact on areas which are not subject to re-assessment but credits have been granted. Re-assessment result will be approved through TRC.
- e. CIR and Appeal on the results of re-assessment are allowed.
- f. ***Interrelated credits:*** To ensure the assessment is holistic and coherent, if the re-assessed credit is interrelated with other credit heads/ subheads (e.g. EU 1 & EU 2, SA P1 & SA 7b, IEQ P1 & IEQ 9 of NB v1.2), the project applicant is required to submit the re-assessment covering all the interrelated credit heads/ subheads rather than just those credit heads to be re-assessed.

Application Procedures for Re-assessments

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

After the Re-assessment

- a. Result of re-assessment will replace those credit(s) that were assessed in the original assessment. An updated result would then be calculated and the applicant would be notified of the re-assessment rating.
- b. For those projects which undergo re-assessment, if a different rating is achieved, a replacement certificate would be issued by HKGBC and information on BSL/ HKGBC website will be updated accordingly.
- c. For projects applying GFA concessions under PNAP APP-151, applicants shall inform Buildings Department (BD) of any change in the assessment result.
- d. An administration Fee will be charged by HKGBC for the issue of replacement certificate. Please refer to separate Fee table for charging details.

- e. The expiry date of the certificates for re-assessment would be the same as the original certificate issued by HKGBC. There is no extension of the validity period of a certificate after re-assessment.

Result Notification Letter before Re-assessment

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

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

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

	Second Chance of Assessments	Re-assessments
Eligibility	Refer to conditions listed in D(ix) . Regardless of ratings	Refer to v 3
Scope of assessment	Whole project	-
Performance pledge	Applicable	Not applicable
Re-registration	A new project registration to HKGBC is required.	Not required
Fees	A new registration fee and assessment fee	Refer to Fee Scale of re-assessment

xii. Arrangement of Multiple Final Assessments for Large Developments

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

Key Information on multiple Final Assessments

All intermediate FA is treated as Preliminary Final Assessment (PFA) and only assessment result without certificate will be released for PFA;
HKGBC will issue a notification letter on PFA result. Both PA and PFA results will be shown in the BEAM Plus Project Directory on HKGBC website until the LFA result is issued.
There will only be one certificate for project with multiple FA which will be available upon the completion of the Last Final Assessment (LFA) ;
The LFA will be the overall Final assessment of the entire project. i.e. all PFA previously assessed must be submitted together with the last remaining portion of FA to form the LFA submission.
The PFA data in the LFA shall adopt a "By way of Case Stated"/ "Freeze the fact" approach, i.e. the Applicant is not allowed to update any PFA data at LFA. The Applicant is responsible to put together a consolidated submission data of all phases for the LFA assessment.
Overlapping of assessment boundary of each phased FA is not allowed, unless for substantiation of shared facilities for fulfilling the prerequisite requirements and the Applicant will not gain extra benefit of credit compliance. The Applicant may submit drawings/ document from another phased FA to justify those common facilities that are shared among the whole site.
The final rating for the entire project will be determined by the overall performance of the LFA.

Determining the Assessment Fees for Multiple Final Assessments

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

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

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

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

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

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

xiii. Site Inspection

With the exception of BI, all assessments are based on submissions made by project applicants and there is no site inspection. [Remark: However, as mentioned in NB V2.0 Manual, site audit will be introduced in future.]

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

xiv. Withdrawal of BEAM Plus Assessments

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

E. Appeal

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

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

Item	First Appeal	Final Appeal
Responsible Party	BSL	HKGBC
Appeal Forms	http://www.beamsociety.org.hk/en_beam_assessment_project_1.php	https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-references/manuals-assessment/manuals-assessment.jsp
Documents Needed	1. Appeal Form 2. Supporting documents 3. Payment for the Appeal application	
Time Limit for Application	Items 1-3 (<i>stated above</i>) must be received within 30 calendar days after receiving the assessment result from BSL.	Items 1-3 (<i>stated above</i>) must be received within 30 calendar days after receiving the result of First Appeal from BSL.
Response Time	60 calendar days	90 calendar days
Review Party	TRC	Final Appeal Panel
Appeal Fee	Refer to the latest Fee Scale on HKGBC website.	

Important notes:

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

3. Appeal will primarily be based on the documentation originally submitted for assessment. The appeal shall be confined to 800 words and submission materials shall only include information solely for the purpose of clarification and elaboration on the original design. Materials pertaining to any change of design will not be considered.
4. For Final Appeal, a brief summary of cases will be posted on HKGBC website for public sharing.

Result Notification Letter before Appeals

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

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

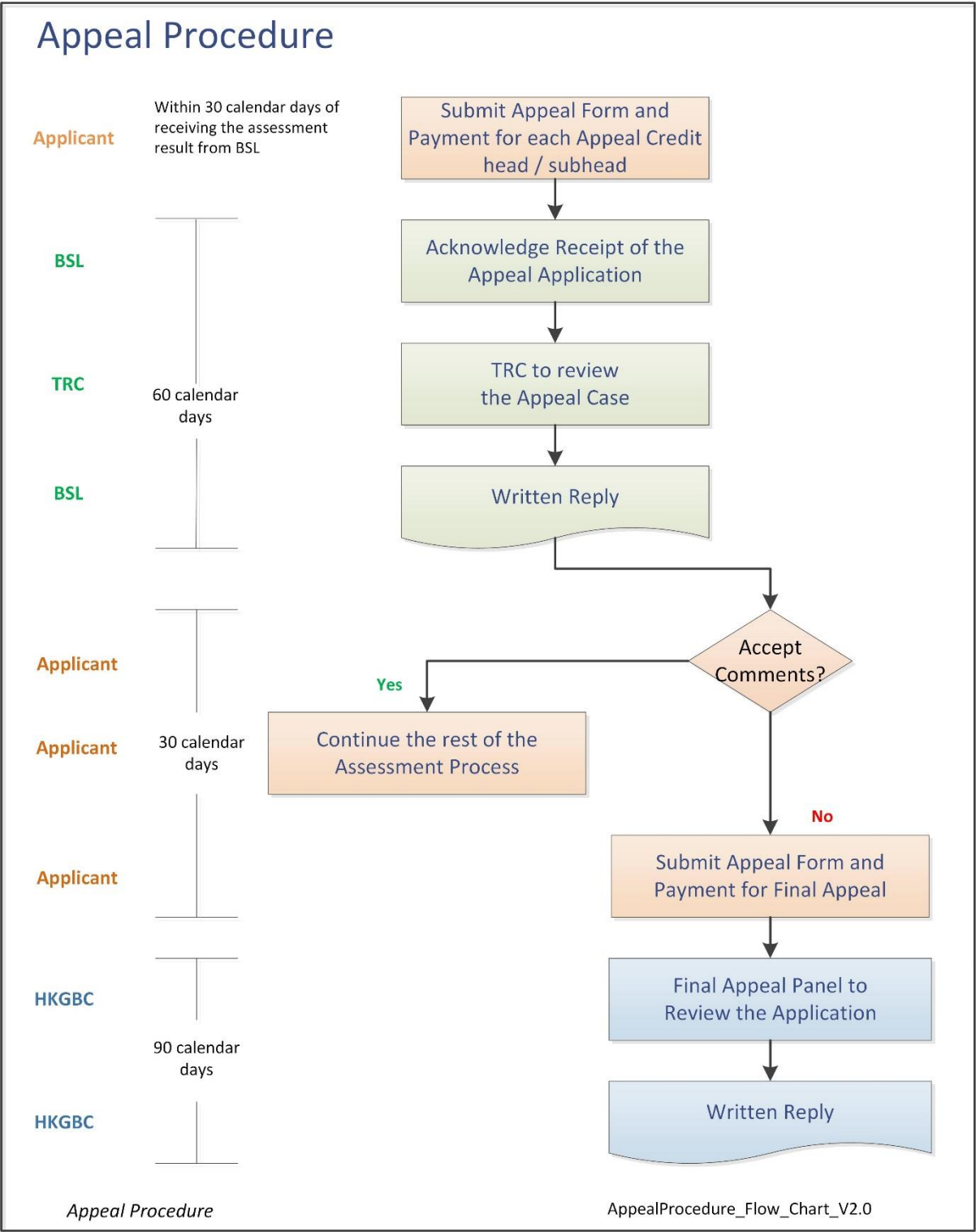


Fig. 5: Flowchart of Appeal Procedures

F. Certification

i. Certificate Package

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

The HKGBC Secretariat would contact the project owner or project BEAM Pro to arrange issuance of the certificate. For projects with a **Bronze rating or above**, or **Satisfactory grade or above** for BEAM Plus Existing Buildings V2.0 – Selective Scheme, the certificate package would include the following:-

- The certificate with the assessment rating
- A congratulatory letter from the HKGBC
- A cover letter detailing the project information and validity of the certificate

With the launch of BEAM Plus Project Online Accounts, the project team can now log in to their project online accounts to retrieve the illustrations of BEAM Plus certification seals for future publicity materials, as well as the BEAM Plus Marketing Kit and Style Guide.

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

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

For projects that are graded by BSL as “Cannot be assessed” or “Prerequisites not achieved”, HKGBC will not issue any result document to the project applicant. In that case, the project applicant is advised to initiate a re-assessment or other mechanism to bring the project to a level that achieves all the Prerequisites.

Important notes on Certification:

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

ii. Validity of BEAM Plus Certificates

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

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

Remarks:

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

iii. BEAM Plus Certification Seals and Certification Plaques

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

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

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

Starting from 1 June 2018, HKGBC will provide **ONE** free certification plaque for each BEAM Plus NB/EB/BI project that has obtained Final Assessment (FA) rating at Bronze/Satisfactory or above. The starting date of 1 June 2018 refers to the date when HKGBC sends out the email of project information checking to the Applicant for compiling the FA certificate.

Additional Order for BEAM Plus Certification Plaques

Project owners may order additional plaque to denote BEAM Plus achievement of their projects. Fees are applied to additional orders of plaques. The order forms for the certification plaque can be found in the following links:

Order Forms for Additional BEAM Plus Certification Plaques

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

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

BEAM Plus Marketing Kit and Style Guide

<https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-references/promoguideplaque/PromotionFiles/BEAM-Plus-Marketing-Kit-and-Style-Guide-reduced.pdf>

iv. Green Building Certification Label for Sales Brochures

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

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

Types of Labels

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

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

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

Application

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

Green Building Certification Label

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

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

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

Important notes:

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

v. Disclosure of Project Information on HKGBC website

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

1. BEAM Plus Project Directory

The information on the Directory includes:

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

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

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

2. BEAM Plus Online Exhibition

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

<p style="text-align: center;">BEAM Plus Online Exhibition</p> <p style="text-align: center;">http://greenbuilding.hkgbc.org.hk/</p>

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

Appendices

- i. Assessment Flow Chart for BEAM Plus New Buildings v1.1 / v1.2 / v2.0
- ii. Assessment Flow Chart for BEAM Plus New Buildings v1.1 / v1.2 / v2.0 Two-stage Assessment
- iii. Assessment Flow Chart for BEAM Plus Existing Buildings v1.1 / 1.2
- iv. Assessment Flow Chart for BEAM Plus Existing Buildings v2.0 (Comprehensive Scheme A)
- v. Assessment Flow Chart for BEAM Plus Existing Buildings v2.0 (Comprehensive Scheme B)
- vi. Assessment Flow Chart for BEAM Plus Existing Buildings v2.0 (Selective Scheme)
- vii. Assessment Flow Chart for BEAM Plus Interiors v1.0
- viii. Assessment Flow Chart for BEAM Plus Neighbourhood v1.0

BEAM Plus NB (v1.1, v1.2 and v2.0) Project Assessment Process

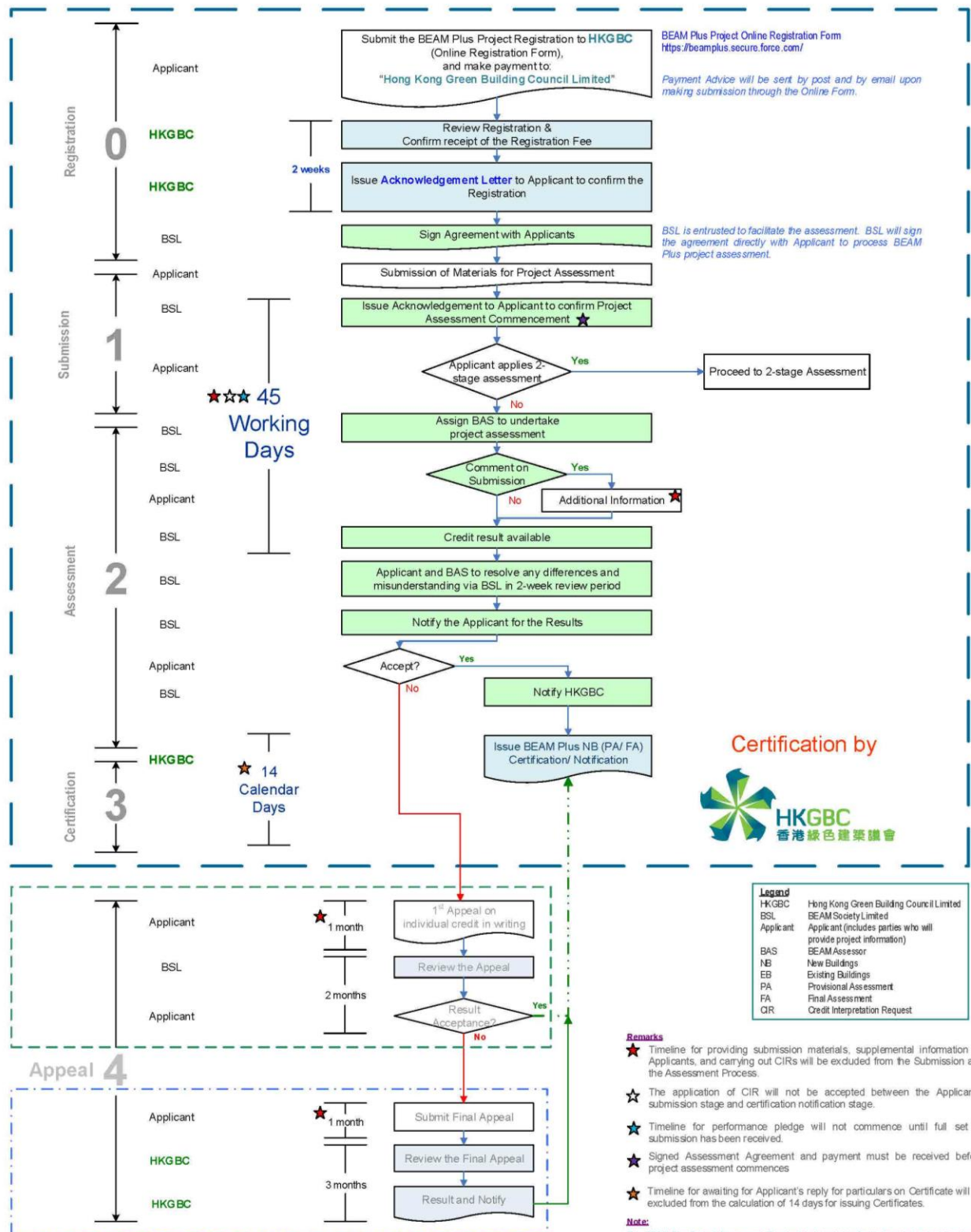


Chart 1 BEAM Plus NB Project Assessment Process (Full Version can be downloaded from the HKGBC Website: <https://www.hkgbc.org.hk/eng/beamplus/beam-plus-reference/manuals/assessment/manuals-assessment.jsp>)

BEAM Plus NB (v1.1, 1.2 and 2.0) Project Assessment Process for Two-stage Assessment

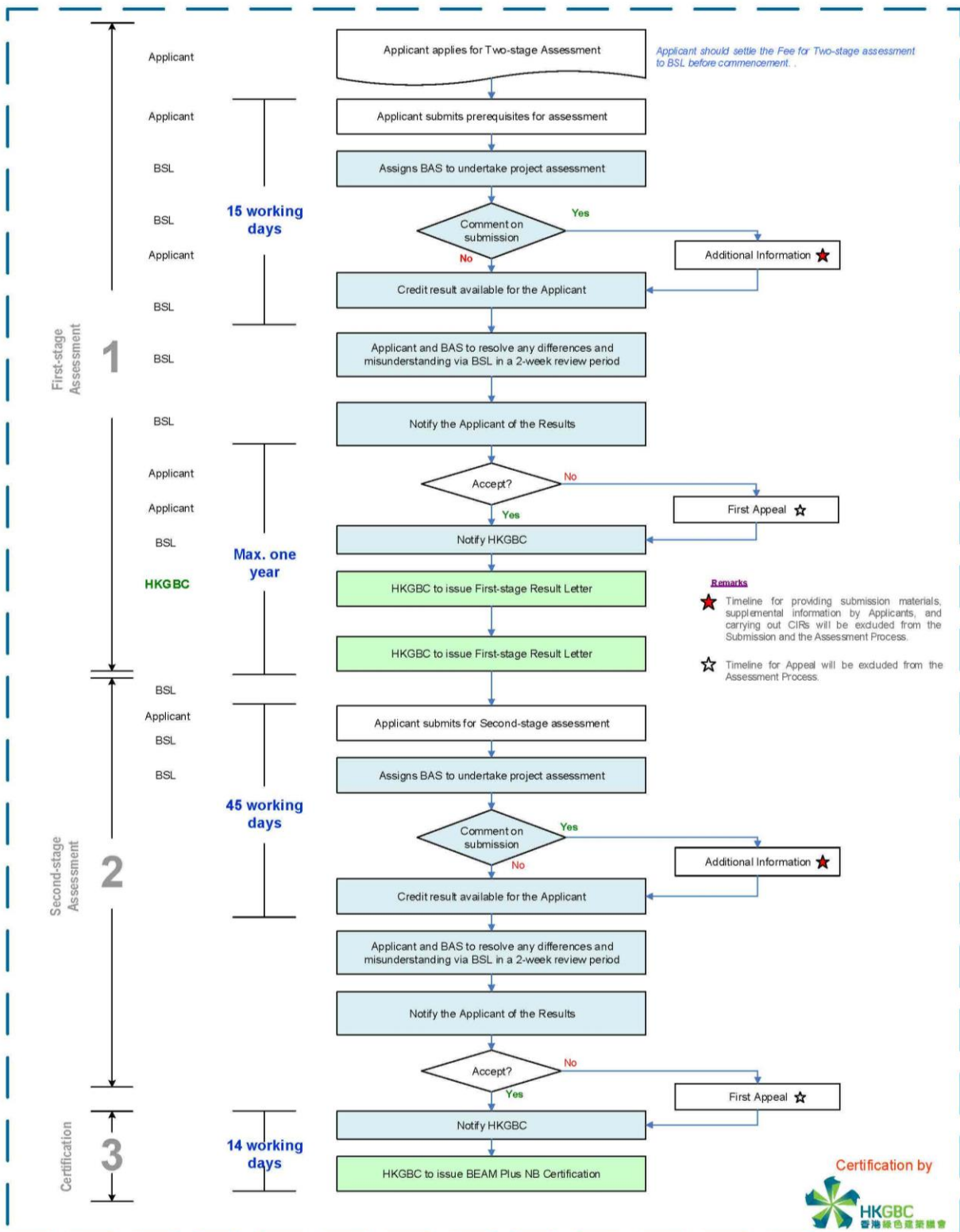


Chart 2 BEAM Plus NB Project Assessment Process for Two-stage Assessment

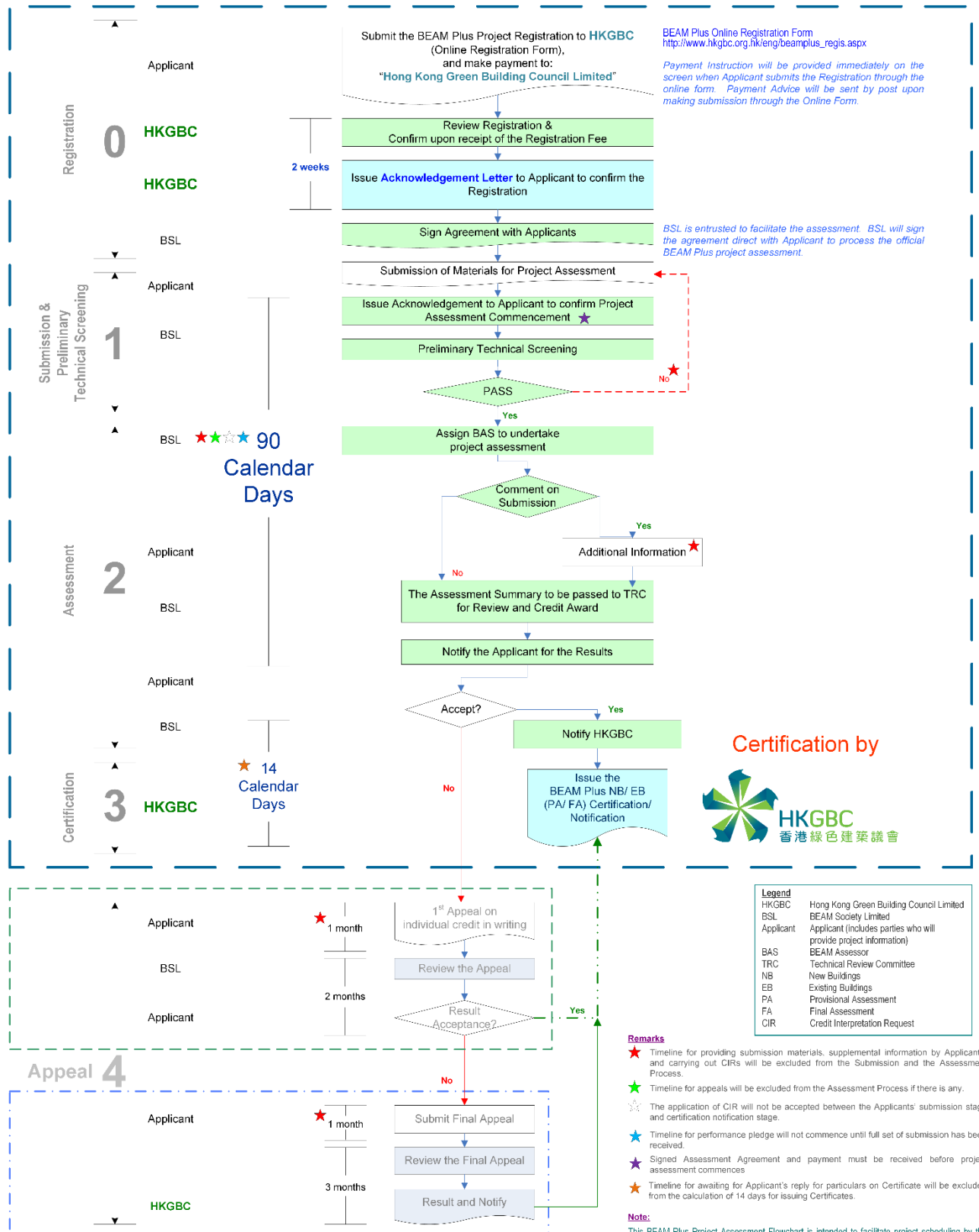
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Notes:

This BEAM Plus Project Assessment Flowchart is intended to facilitate project scheduling by the BEAM Plus applicants and BEAM Pro. HKGBC welcomes any comments as to support our periodic review and refinement process. Please send your suggestions and query to [HKGBC Secretariat \(beampplus_enquiry@hkgbc.org.hk\)](mailto:beampplus_enquiry@hkgbc.org.hk) if you have any. Meanwhile, HKGBC and BSL would try our endeavors to adhere to the proposed timeline as stated.

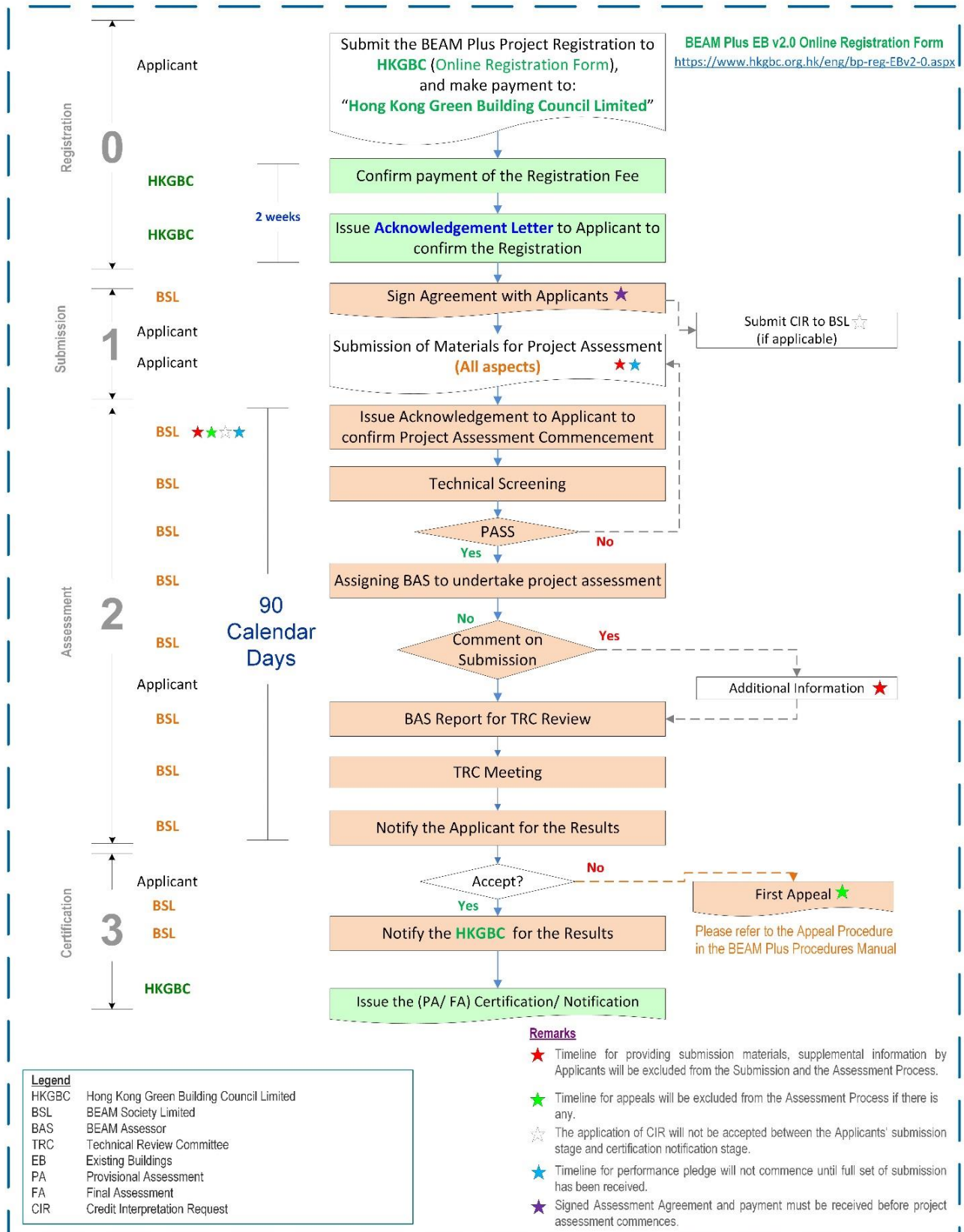
BEAMPlus_NB_Two-stage_AssessmentProcess_20190904_v1.1

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



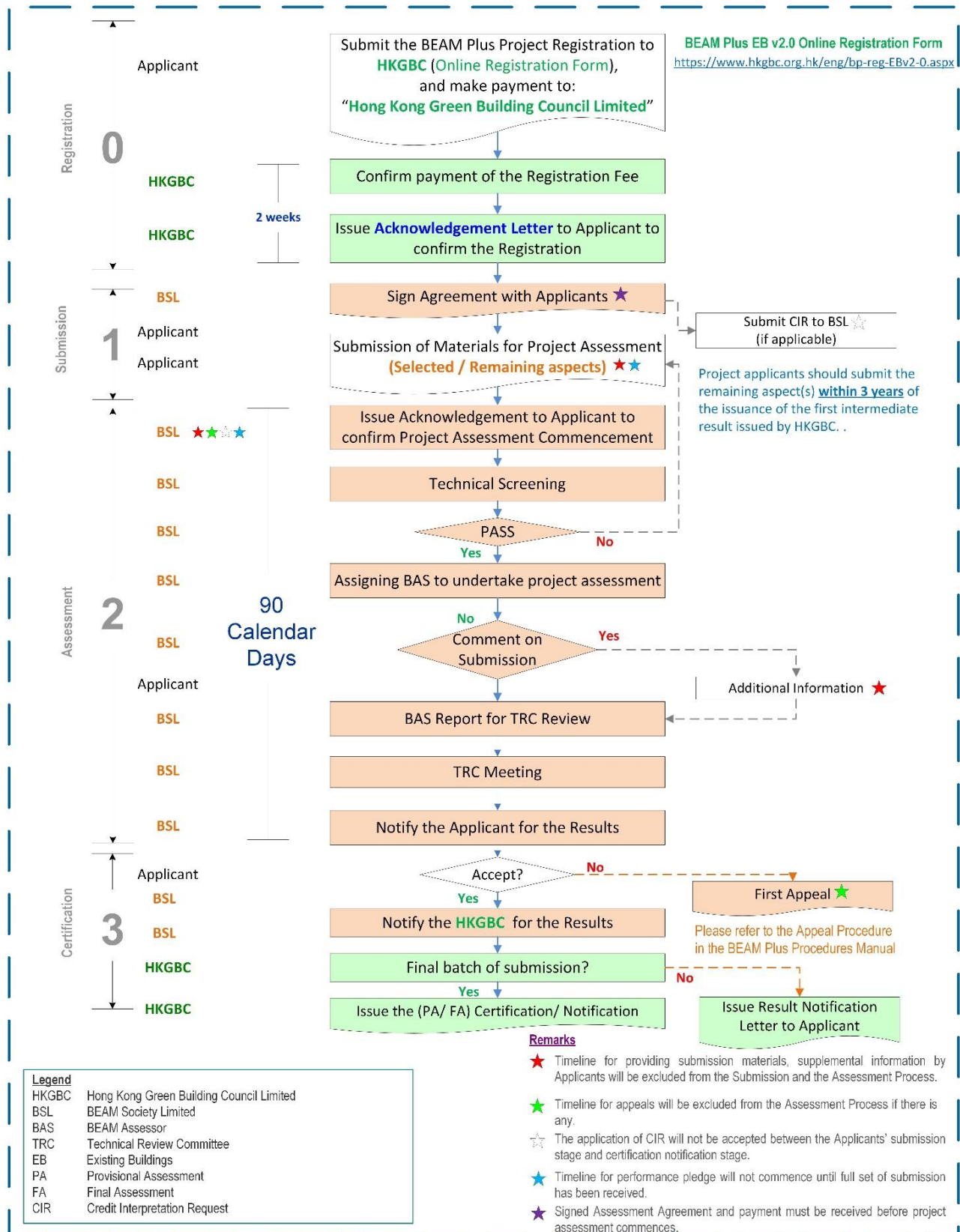


BEAM Plus EB v2.0 – Comprehensive Scheme A Project Assessment Process



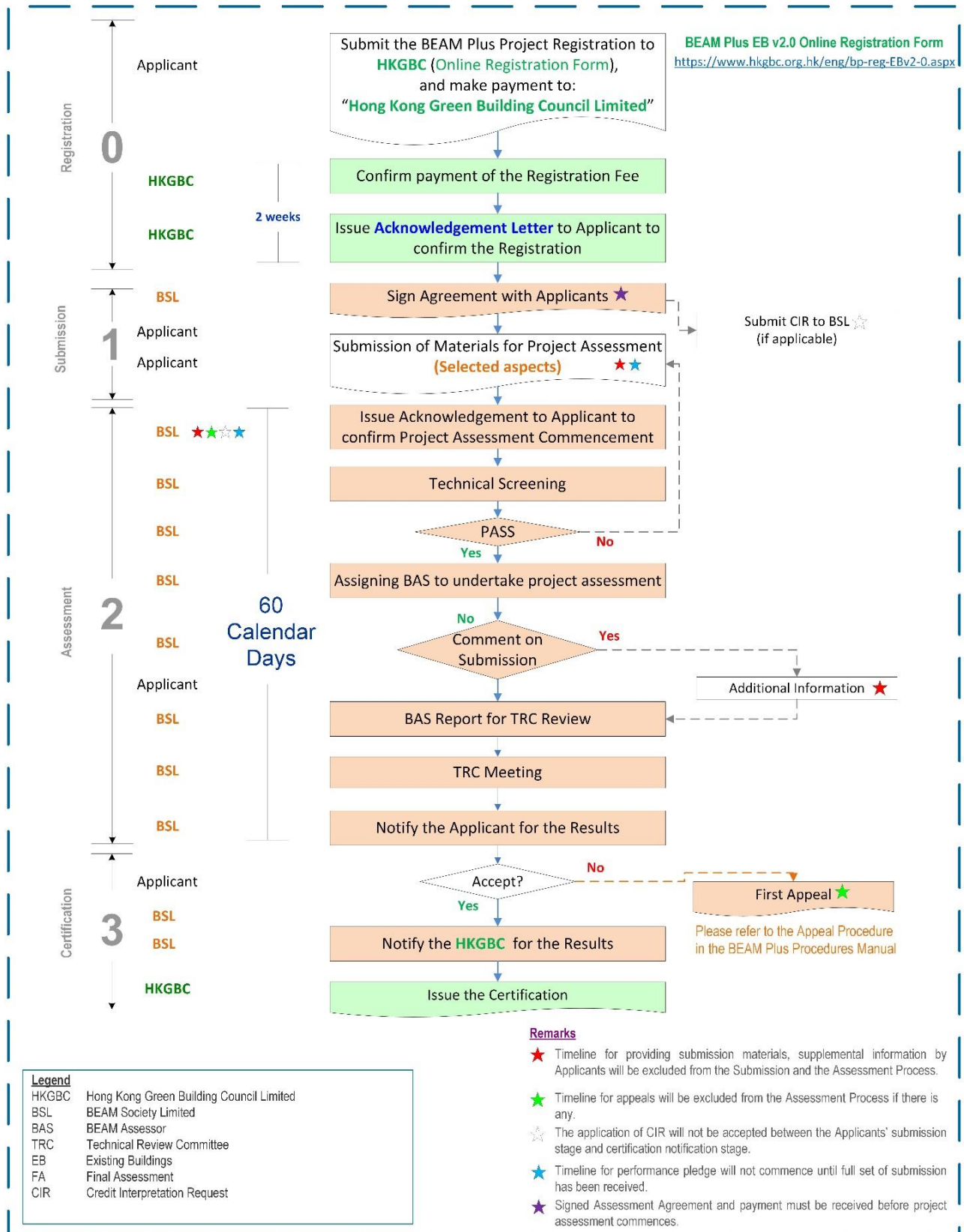


BEAM Plus EB v2.0 – Comprehensive Scheme B Project Assessment Process

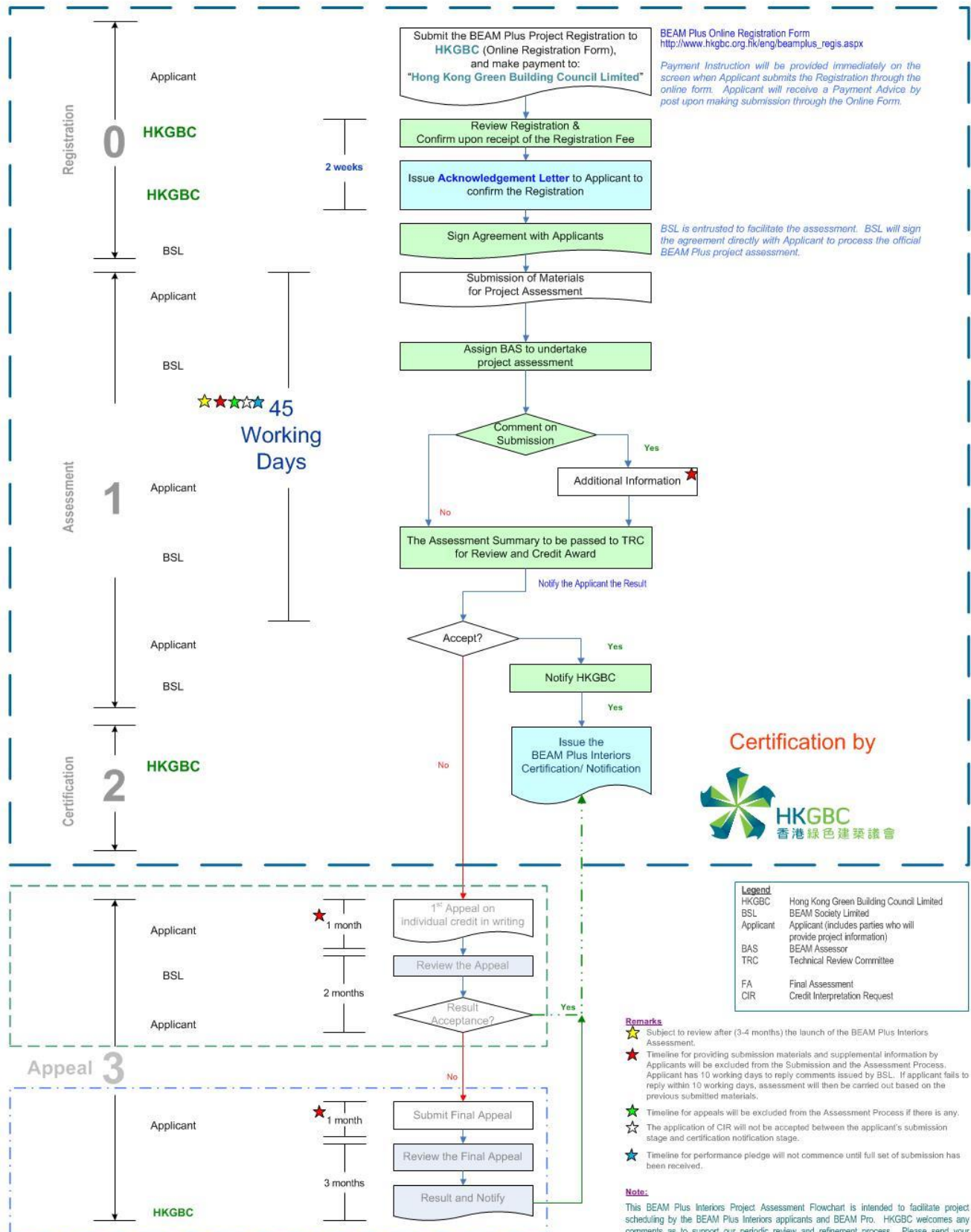




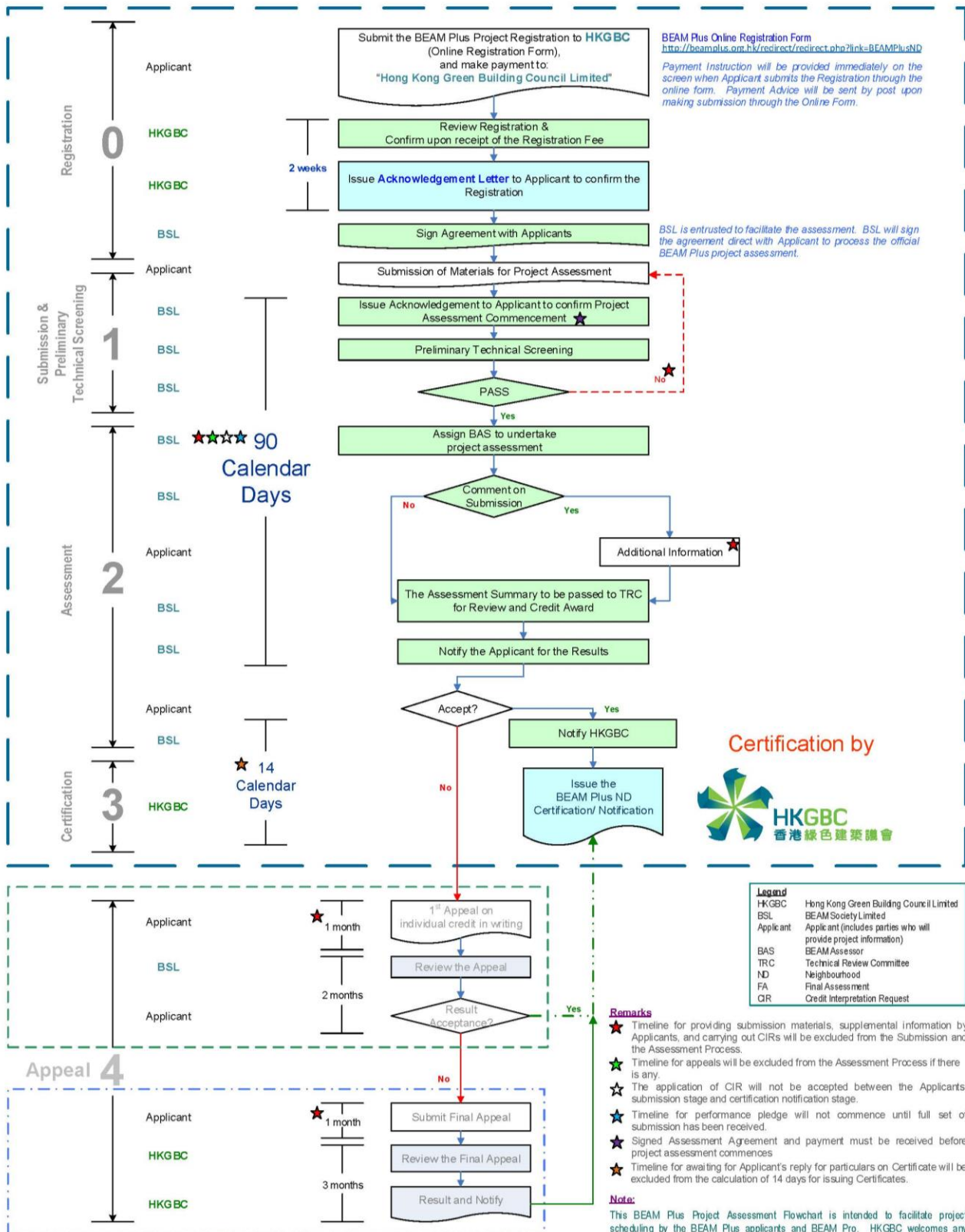
BEAM Plus EB v2.0 – Selective Scheme Project Assessment Process



BEAM Plus Interiors Project Assessment Process



BEAM Plus ND V1.0 Project Assessment Process



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