

# BEAM Plus Bespoke Procedures Manual

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## **I PURPOSE**

This BEAM Plus Bespoke Procedures Manual (the Manual) aims to enable projects of special building types to apply for BEAM Plus and thus allow appropriate grading of the building to be awarded.

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

## **II ELIGIBILITY**

Eligible projects (New Buildings (NB), Existing Buildings (EB) and other types) that can take part in BEAM Plus Bespoke include:

- (i) Buildings with restricted access (e.g. military building, prison, fire station, power substation, airport, boundary crossing facility);
- (ii) Buildings not normally occupied or for transient stay (e.g. pump house, sewage treatment plant, carpark building);
- (iii) Buildings subject to specialised environmental control requirements (e.g. data centre, museum, hospital, cultural performance venues, cinema, lab);
- (iv) Heritage buildings with special constraints on alterations and additions;
- (v) Any other building types not listed above subject to the Hong Kong Green Building Council (HKGBC)'s and BEAM Society Limited (BSL)'s acceptance.

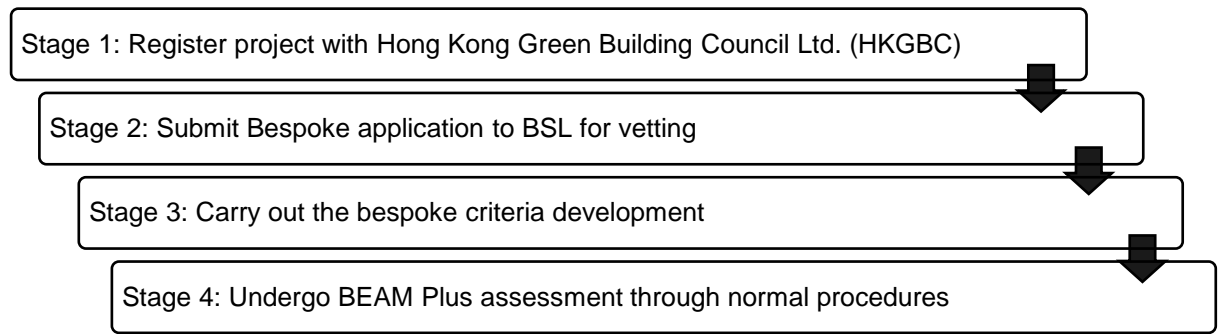
For projects with isolated deviations in individual credits, the Applicant may also consider following the Credit Interpretation Request (CIR) procedure within BEAM Plus Procedures Manual, instead of adopting the Bespoke route.

## **III SCOPE OF APPLICATION**

This Manual is applicable to Bespoke projects applying for BEAM Plus assessment. The principles are as follows:

- (i) All Bespoke projects shall follow the objectives of BEAM Plus credits as far as practicable.
- (ii) Relevant existing BEAM Plus credit requirements and benchmarks shall be reformulated to suit Bespoke building type in question with justifications.
- (iii) Performance based assessment shall be applied.

## IV OVERVIEW OF BESPOKE PROCEDURES



## V REGISTRATION

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.

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.

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.

## VI BEFORE BESPOKE DEVELOPMENT

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.

## VII BESPOKE DEVELOPMENT PROCESS

Projects will enter the bespoke development process after completing the registration. The procedure typically consists of three stages for bespoke criteria development i.e. vetting, development and assessment. 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.

### 1. Vetting

- 1.1 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.
- 1.2 When the complete set of application is in order, BSL will seek endorsement from the Bespoke Working Group (BWG) for the acceptance of application.
- 1.3 If the application is rejected by the BWG, the applicant can submit an appeal.

### 2. Development

- 2.1 Once the application is accepted, a BWG Meeting will be organised with the participation of the Applicant.
- 2.2 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.
- 2.3 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.
- 2.4 Depending on the complexity of the building types, two routes are anticipated: i.e. Route 1 (without consultancy) & Route 2 (with consultancy). 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.

- 2.5 Route 1 (without consultancy) -
  - 2.5.1 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.
  - 2.5.2 The Applicant may provide feedback and further suggestions to the BWG on the draft bespoke criteria.
  - 2.5.3 BWG and BSL Secretariat will then review and issue the amended or agreed bespoke criteria to the Applicant.
  - 2.5.4 Once the bespoke criteria are developed, BSL Secretariat will seek approval from Development Committee (DC) and issue the bespoke supplementary manual.
- 2.6 Route 2 (with consultancy) -
  - 2.6.1 Consultancy service will be engaged to carry out the bespoke criteria development as it involves significant amendments and without reference from existing credit requirements.
  - 2.6.2 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.
  - 2.6.3 The Applicant shall bear the costs and expenses for the consultancy engagement of the project.
  - 2.6.4 The BWG will oversee the whole consultancy process to give direction and review the bespoke criteria with the consultant.
  - 2.6.5 Once the bespoke criteria are finalised, BSL will seek approval from DC.
  - 2.6.6 If the bespoke criteria are rejected by DC, the applicant can submit an appeal.
- 2.7 After obtaining the approval, BSL Secretariat will issue the Bespoke Supplementary Manual to the Applicant.
- 2.8 The Bespoke Supplementary Manual details the amended/ new credit requirements for the project and it shall be used alongside the BEAM Plus manuals.

- 2.9 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.
- 2.10 The BWG reserves the right to decide the most appropriate route for development with the Applicant on a case by case basis.

### **3. Assessment**

- 3.1 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. 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 2<sup>nd</sup> instalment of registration fee and the project registration will not be completed by the HKGBC.

### **4. Appeal**

- 4.1 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.
- 4.2 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)*
- 4.2.1 For appeal relating to unsuccessful application – within 30 working days of the issue date of the rejection letter.
- 4.2.2 For appeal relating to disapproved bespoke criteria – within 30 working days of the issue date of Bespoke supplementary manual.
- 4.3 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.

## **VIII FEES**

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 1<sup>st</sup> 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.

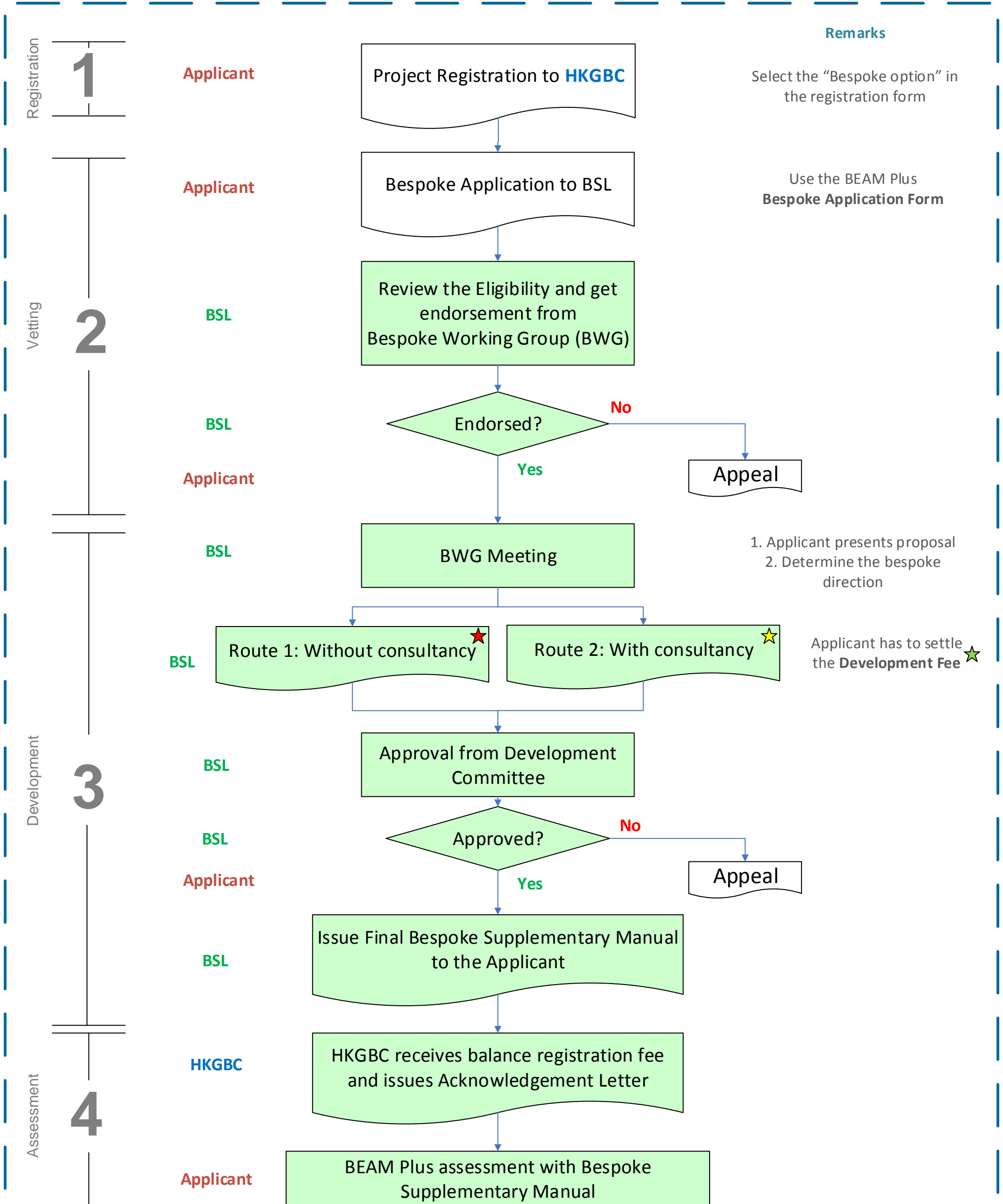
## **IX ASSOCIATED FORMS**

- *Application Form (to BSL)*
- *Sample of BEAM Plus Bespoke Project Proposal*
- *Appeal Form*

## **X APPENDIX**

- *BEAM Plus Bespoke Assessment Flowchart*





**Remarks**

- ★ Route 1 without third-party Consultancy: Criteria review process between the BWG & the Applicant
- ★ Route 2 with third-party consultancy: Development of bespoke criteria by engaging consultancy services; BWG would overview the whole consultancy process to give direction with support from BSL Secretariat. The applicant shall bear the costs and expenses for the consultancy engagement.
- ★ For detailed fee scale for the Development Fee, please refer to the BEAM Plus Bespoke Fee Scale on HKGBC website.