

# GUIDANCE NOTE ON THE USAGE OF UPDATED SUBMISSION TEMPLATE

INITIAL VERSION (JUNE 2020)

# AUTOMATING THE ASSESSMENT PROCESS



As part of the assessment automation process, BEAM Society Limited (BSL) is progressively introducing the updated submission template or 'e-Form' into the assessment. The e-Form is a set of digitised submission template aiming to provide the Applicants with the standardised guidance to prepare the assessment deliverables for the BEAM Plus assessment.



# THE E-FORM



The e-Form for each credit consists of the following data files.



**MACRO ENABLED FORM** for providing information for the assessment.



**ANNOTATED MANUAL** to reference the credit requirement against the form.

**SA P1 Minimum Landscaping Area**  
**Form SA P1-S: Submission Template**

**Credit Requirements:** It is required to demonstrate compliance with appropriate planting on site equivalent to at least 20% of the site area.

Project Name:

Credit Attainable:	Prerequisite
Credit Attempted:	<input type="text"/>

**Section A. Credit's Applicability**  
 Please choose one from the three options below.

The project is **NOT for residential use** and hence, the credit is **NOT applicable**.  
 Please complete the form by:  
 a. **Submitting the relevant page(s) of the General Building Plan and highlighting / clouding the Development Schedule** to show that the project is **NOT for residential use** (e.g. the building is solely permitted for non-domestic usage); and  
 b. **Indicating** the file name of the relevant page(s) of the General Building Plan in the cell below.

The project is for residential use but has a **site area less than or equal to 1,000m<sup>2</sup>**. Hence, the credit is **NOT applicable**.  
 Please complete the form by:  
 a. **Submitting the relevant page(s) of the General Building Plan and highlighting / clouding the section on Development Schedule** to show that the project has a site area less than or equal to 1,000m<sup>2</sup>; and  
 b. **Indicating** the file name of the relevant page(s) of the General Building Plan in the cell below.

BEAM PLUS FOR NEW BUILDINGS VERSION 1.2		SITE ASPECTS (SA) SA P1 MINIMUM LANDSCAPING AREA	
<b>2</b>	<b>SITE ASPECTS</b>	<b>2.P</b>	<b>PREREQUISITE</b>
			<b>SA P1 MINIMUM LANDSCAPING AREA</b>
	<b>EXCLUSIONS</b>		Buildings or sites not for residential use; or residential sites less than or equal to 1,000 m <sup>2</sup> . <b>1</b>
	<b>OBJECTIVE</b>		Encourage building development to preserve or expand urban greenery to enhance the quality of living environment, reduce surface runoff to drainage system and minimise impacts on fresh water and ground water systems during building use.
	<b>REQUIREMENT</b>		It is required to demonstrate compliance with appropriate planting on site equivalent to at least 20% of the site area. <b>2</b>
	<b>ASSESSMENT</b>		The Client shall provide a report prepared by a suitably qualified person that outlines the Master Landscape Plan for the site and provides a dialogue that demonstrates how soft landscaping has addressed the guidelines and recommendations provided in the Hong Kong Planning Standards and Guidelines Chapter 4 Section 2 Greenery [1] & PNAP APP-152 Sustainable Building Design Guidelines [2], appropriate to the type and scale of the building development and the immediate surroundings. The report shall detail the landscape treatment of the development including the planting and hard finishes of all landscaped areas, slopes and retaining structures, including but not limited to details of: <b>3</b> <b>4</b> <b>5</b>
			<ul style="list-style-type: none"> <li>compliance with existing legislation and administrative measures relevant to preservation of vegetation, including the felling of trees;</li> </ul>

# GENERAL FRAMEWORK

Each of the e-Form is generally structured in the following manner.



## GENERAL FORM (Form-S)

1. Statement on credit's **APPLICABILITY**
2. **NARRATION** to substantiate on the specific requirement.
3. Presentation of **SUPPORTING DOCUMENT**.
4. Presentation of **ADDITIONAL NARRATION/SUPPORTING DOCUMENT** to substantiate for the overall requirement.



## APPENDIX FORM (Form-S-A, S-B and S-C)

1. **DETAILED CALCULATION** to demonstrate the compliance of specific requirement.
2. **TABLE** to present detailed data to substantiate on the specific requirement.
3. **ASSUMPTIONS** provided for the calculation.
4. **GUIDANCE NOTE** on completing specific section of the e-Form.



## LINKAGE TABLE

1. **INTERPRETATION** of linkage between the specific requirement in the e-Form and Manual, TC and FAQ.

# CORE COMPONENTS

To provide the necessary standardisation and compatibility for the assessment, each of the e-Form is embedded with the following components.





# GUIDANCE ON SUBMITTAL PREPARATION



## Section B. Site with Cultural Heritage

(1) **General Submittal:** Please **upload** the **supporting document** under **column (ii)** based on the **requirement** specified under **column (i)**.

(i) Requirement	(ii) Supporting Document
<p><b>1 Conservation management plan</b> addressing on the following issues:</p> <ul style="list-style-type: none"> <li>a. Evaluation of visual and landscape impact on the sites of cultural heritage;</li> <li>b. Criteria for assessment of impact on the sites of cultural heritage;</li> <li>c. Impact on the sites of cultural heritage (including baseline study on the sites of cultural heritage, methodology to assess the sites of cultural heritage, impact assessment on the sites of cultural heritage and mitigation measures to preserve the sites of cultural heritage); and</li> <li>d. Potential contaminated land issues on the sites of cultural heritage as a result of the development proposal.</li> </ul> <p><b>*Note: The Applicant shall make reference to Annex 10 and Annex 19 of the Technical Memorandum on Environmental Impact Assessment Process.</b></p>	
<p><b>2 Monitoring proposal</b> showing the following:</p> <ul style="list-style-type: none"> <li>a. the monitoring parameters;</li> <li>b. the monitoring methodology;</li> <li>c. the monitoring location and the acceptance criteria to each monitoring location; and</li> <li>d. the monitoring frequency and duration</li> </ul>	
<p><b>3 Vibration monitoring report</b> showing the following:</p> <ul style="list-style-type: none"> <li>a. a summary of blasting parameters; and</li> <li>b. the vibration monitoring result conducted during blasting or piling works.</li> </ul> <p><b>*Note: Under normal circumstance, vibration monitoring shall be conducted once a day during blasting and piling works.</b></p>	

1. **INSTRUCTIONS** are provided in each section to guide the Applicant into providing in the appropriate information the assessment.

2. **DETAILED REQUIREMENTS** are listed to ensure that the Applicant is including the appropriate information in the deliverables.

3. **NOTES** are stated to provide the Applicant with additional guidance in preparing the deliverable to meet the requirement.



# CALCULATION



1. Input the appropriate **DATA** into the data table.

(i) ID	(ii) Usage	(iii) Description of Area (e.g. Clubhouse, 1 Room Flat, etc.)	(iv) Fixture Type	(v) Occupancy		(vi) Flow Rate (litres/min)		(vii) Number of Operational Days
				Male	Female	Baseline	Proposed	
1								
2								
3								
4								
5								

	Daily	Annually
Total Estimated Baseline Water Consumption (litres)	2,420.83	883,604.17
Total Proposed Water Consumption (litres)	1,750.00	638,750.00
Percentage of Water Consumption Reduction Achieved	-27.71%	

2. **RESULT** will be calculated based on DATA input into the data table.

# ✓ COMPLIANCE CHECKING

## Section C. Soil Depth Requirement

Please fill in the summary table below to demonstrate that the **MINIMUM SOIL DEPTH** for tree, shrubs and grass/ground covers provided within the development are in compliance with PNAP APP-152.

**\*Note: If the minimum soil depth for a particular landscape type is unable to meet the general requirement, the Applicant may opt to justify for its exceptional case by submitting the relevant substantiations under Section F.**

		Required	Actual	
1	Trees	1.2	1.2	m
	Trees are in compliance with the soil depth requirement?		Yes	
2	Shrubs	0.6	0.6	m
	Shrubs are in compliance with the soil depth requirement?		Yes	
3	Grass/Ground Covers	0.3	0.2	m
	Grass/Ground Covers are in compliance with the soil depth requirement?		No	
Compliance with the soil depth requirement?			No	

1. Input the appropriate DATA into the data table.

2. YES will be indicated if the data meets the credit requirement.

3. NO will be indicated if the data FAILS to meet the credit requirement.



# LINKAGE WITH MANUAL, TC AND FAQ



1. REFERENCES on the technical requirements and their source of references are stated.

2. Requirements in the manual, TC and FAQ are TRANSLATED into requirements in the e-Form.

## SA 4: Linkage Between Submission Template (Form S) and BEAM Plus Manual

These tables set out the relevant requirement in the BEAM Plus Manual, Technical Circular or FAQ that relate to the information to be provided in the Submission Template (Form S).

- Mandatory Item** - To comply with the credit requirement, the Applicant **MUST** complete the relevant section(s) of the submission template and where applicable, provide supporting documents, such as drawings, calculation, etc. to demonstrate compliance to the credit.
- Optional Item** - The Applicant may opt to provide these **additional information**.  
**Any explanations and/or documents submitted will be considered upon its merit and will be considered on a case-to-case basis.**

Paragraph Number	Source of References	Relevant Requirement	Information To Be Supplemented
1	BEAM Plus Manual	A report shall be submitted that explains and details the design team's efforts in achieving integration of the development with the immediate surroundings, covering as a minimum the negative, neutral or positive impacts	Please provide <b>site design appraisal report</b> in <b>Section A</b> .

### ASSESSMENT

The onus is on the Client to demonstrate that site planning and design have taken into full account the physical and environmental aspects of the immediate site surroundings and neighbourhood. A report shall be submitted that explains and details the design team's efforts in achieving integration of the development with the immediate surroundings, covering as a minimum the negative, neutral or positive impacts associated with:

1

### Section A. Site Design Appraisal Report

Please submit a **site design appraisal report** and indicate the *file name* in the cell below.

#### \*Note:

- For Provisional Assessment, the Applicant may use rendering diagram to elaborate on the design issues.**
- For Final Assessment, the Applicant should ensure that as-built drawings and on-site photos are used to substantiate on the design issues.**

# CELL COLOR IN E-FORM

Cells in each e-Form are colour coded for identifications. The definition for each of these colours are shown below.

## ✓ FILL IN THE CELLS WITH THE FOLLOWING COLOUR

**Building**

Data entry (e.g. text or number) or **selections** from a dropdown list

**20**

**GBP.pdf**

**File name** for the supporting document

**Pump House**

**OPTIONAL** description or file to support the assessment

## ✗ DO NOT FILL IN THE CELLS WITH THE FOLLOWING COLOUR

**231.54**

**Calculation** to be calculated from a pre-set formula

**Data entry NOT APPLICABLE** for the assessment

**No**

**Non-compliance** of certain requirement

# CELL COLOR IN LINKAGE TABLE



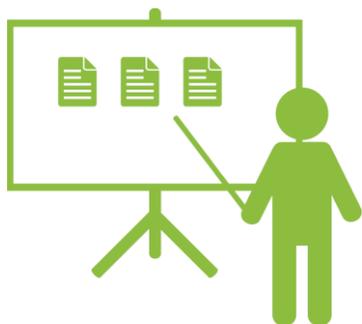
Technical requirements in the linkage table are colour coded for identifications. The definition for each of the colours are shown below.

**MANDATORY ITEMS in BLUE** – MUST provide the relevant supplements in the **CORRESPONDING SECTION(S)** of the e-Form to meet the credit requirement.

3	BEAM Plus Manual	An energy analysis report prepared and certified by a qualified professional person.	<i>Applicable to Performance-based Approach</i> submitted in <b>Section D</b> and <b>E</b> only.
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**OPTIONAL ITEMS in GREEN** – Provide the information as additional supplements in the **ADDITIONAL INFORMATION SECTION** of the e-Form to meet the credit requirement.

2	BEAM Plus Manual	Engineering data, test data and manufacturer's data.	This is optional for the credit. The Applicant may opt to demonstrate this part of the requirement by <b>providing explanations and supporting documents (if any)</b> in <b>Section F</b> of the form.
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## ILLUSTRATIVE EXAMPLES

The following examples provide a step-by-step guidance in filling in the e-Form based on project data and submittals that will likely be available in an actual project.

# EXAMPLE 1: FORM SA P1 (1)



## PROJECT DATA

1. The project is a **RESIDENTIAL PROJECT**.
2. The project is undergoing **PROVISIONAL ASSESSMENT**.
3. Site area: **10,850 m<sup>2</sup>**
4. Planting area at primary zone: **1,700 m<sup>2</sup>**
5. Vertical greening area at primary zone: **240m<sup>2</sup>**
6. Water feature area at primary zone: **20m<sup>2</sup>**
7. Roof planting area: **300m<sup>2</sup>**
8. The soil depth of greenery **MEETS** the minimum requirement stipulated in PNAP APP-152.
9. The project does NOT have any slopes.



## SUBMITTALS AVAILABLE

1. Landscape Master Plan (*Filename: 01 LMP.pdf*)
2. Greenery calculation (*Filename: 02 Calculation.pdf*)

# EXAMPLE 1: FORM SA P1 (2)



Navigation tabs: **Instruction** (1a) Form S (SA P1) (1b) Form S (SA 7) (2a) Form S A (Appendix A) (3a) Linkage Table (SA P1)

Step 1: Click **INSTRUCTION** tab.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Form v01											
2												
3	Issue Date: 18 May 2020											
4	Effective Date: 4 January 2021											
5	<b><u>e-Form for SA P1 Minimum Landscaping Area &amp; SA 7 Landscaping and Planter</u></b>											
6												
7	<u>General Instruction:</u>											
8	1. Please read the <b>instruction</b> at the beginning of each section carefully before completing the applicable sections of the form.											
9	2. Please complete all applicable <b>check boxes</b> and all applicable <b>cells highlighted in yellow</b> and <b>orange</b> .											
10	3. <b>Cells highlighted in green</b> are <b>optional</b> . Project proponent may choose to fill in these cells based on the actual needs of their projects.											
11	4. Some of the e-Forms utilize <b>MACRO</b> . Please ensure that the MACRO is enabled before working on the form.											
12												
13	<u>Disclaimer:</u>											
14	All contents in this e-Form are properties of BEAM Society Limited (BSL) and shall not be used or reproduced for other purposes without the consent of BSL.											
15	For enquiries on the e-Form, please e-mail <a href="mailto:e-form@beamsociety.org.hk">e-form@beamsociety.org.hk</a>											
16												

Step 2: Read the **GENERAL INSTRUCTION**.

**SECURITY WARNING** Macros have been disabled.

Step 3: Enable **MACRO**.

# EXAMPLE 1: FORM SA P1 (3)

Instruction (1a) Form S (SA P1) (1b) Form S (SA 7) (2a) Form S-A (Appendix A) (3a) Linkage Table (SA P

Step 4: Click (1a) Form S (SA P1) tab for the SA P1 MAIN FORM.

## SA P1 Minimum Landscaping Area Form SA P1-S: Submission Template

Credit Requirements: It is required to demonstrate compliance with appropriate planting on site equivalent to at least 20% of the site area.

Project Name:	Mock Project
Credit Attainable:	Prerequisite
Credit Attempted:	Prerequisite

Step 5: Enter the PROJECT NAME.

Step 6: Enter the CREDIT ATTEMPTED.  
*(For this case, enter prerequisite for demonstrating that the project intends to fulfil the prerequisite requirement.)*

# EXAMPLE 1: FORM SA P1 (4)

## Section A. Credit's Applicability

Please choose one from the three options below.

- The project is **NOT for residential use** and hence, the credit is **NOT applicable**.  
Please complete the form by:  
a. **Submitting** the **relevant page(s) of the General Building Plan** and **highlighting / clouding** the **Development Schedule** to show that the project is **NOT for residential use** (e.g. the building is solely permitted for non-domestic usage); and  
b. **Indicating** the **file name** of the relevant page(s) of the General Building Plan in the cell below.

- The project is for residential use but has a **site area less than or equal to 1,000m<sup>2</sup>**. Hence, the credit is **NOT applicable**.

Please complete the form by:

- a. **Submitting** the **relevant page(s) of the General Building Plan** and **highlighting / clouding** the **section on Development Schedule** to show that the project has a site area less than or equal to 1,000m<sup>2</sup>; and  
b. **Indicating** the **file name** of the relevant page(s) of the General Building Plan in the cell below.

- The project is for **residential use** and has a **site area greater than 1,000m<sup>2</sup>**. Hence, the credit is **applicable**.

[Please proceed to Section B.](#)

## Section B. Stages of Assessment

Please choose one from the two options below.

- The project is undergoing **Provisional Assessment**.  
 The project is undergoing **Final Assessment**.

Step 7: Select the option on **RESIDENTIAL USE WITH SITE AREA GREATER THAN 1,000 m<sup>2</sup>** as the **CREDIT'S APPLICABILITY**.

(Refer to *project data 1 & 3*)

Step 8: Select **PROVISIONAL ASSESSMENT** for the **STAGES OF ASSESSMENT**.

(Refer to *project data 2*)

# EXAMPLE 1: FORM SA P1 (5)

## Section C. Greenery Calculation

(1) Please fill in the summary table below to demonstrate that the development has **appropriate planting on site equivalent to at least 20% of the site area.**

	Required Area to Meet Credit Requirement	Actual Area	
1	Total site area for the project	10,850.00	m <sup>2</sup>
2	Horizontal greening area at primary zone	1,700.00	m <sup>2</sup>
3	Vertical greening area at primary zone	240.00	m <sup>2</sup>
4	Covered greenery areas accessible to public, occupiers or visitors from adjoining open space <i>*Note: 50% reduction factor shall be applied.</i>		m <sup>2</sup>
5	Water feature area <i>*Note: 50% reduction factor shall be applied.</i>	20.00	m <sup>2</sup>
6	Grass Paving <i>*Note: 50% reduction factor shall be applied.</i>	0.00	m <sup>2</sup>
7	Planters along the perimeter of an inaccessible roof <i>*Note: 50% reduction factor shall be applied.</i>	0.00	m <sup>2</sup>
8	Landscape-treated Greening on slopes / retaining structures with gradient steeper than 45°	0.00	m <sup>2</sup>
9	Horizontal greening in other location	300.00	m <sup>2</sup>
10	Total other greening features <i>(Summation of actual area for item 3 to 9 contributing to NOT more than 30% of the total greenery area)</i>	651.00	550.00 m <sup>2</sup>
Other greening features not more than 30% of total greenery area (Yes/No)		Yes	
11	Greenery area at pedestrian zone <i>(10% greenery is required for site area less than 20,000m<sup>2</sup>, 15% greenery required if the site area is greater or equal than 20,000m<sup>2</sup>).</i>	1,085.00	1,950.00 m <sup>2</sup>
Greenery area at pedestrian zone in compliance with the requirement? (Yes/No)		Yes	
12	Total greenery area <i>(The minimum requirement is 20% of site area)</i>	2,170.00	2,250.00 m <sup>2</sup>
Percentage of greenery provided for this project		20.74%	
Total greenery area in compliance with the requirement? (Yes/No)		Yes	

Step 9: Input the **SITE AREA**

*(Refer to project data 3)*

Step 10: Input the **PLANTING AREA AT PRIMARY ZONE**

*(Refer to project data 4)*

Step 11: Input the **VERTICAL GREENING AREA AT PRIMARY ZONE**

*(Refer to project data 5)*

Step 13: Input **ROOF PLANTING AREA** as **HORIZONTAL GREENING IN OTHER LOCATION**

*(Refer to project data 7)*

Step 12: Input the **WATER FEATURE AREA AT PRIMARY ZONE**

*(Refer to project data 6)*

# EXAMPLE 1: FORM SA P1 (6)

<b>10</b>	<b>Total other greening features</b> <i>(Summation of actual area for item 3 to 9 contributing to NOT more than 30% of the total greenery area)</i>	651.00	550.00	m <sup>2</sup>
	<b>Other greening features not more than 30% of total greenery area (Yes/No)</b>		Yes	
<b>11</b>	<b>Greenery area at pedestrian zone</b> <i>(10% greenery is required for site area less than 20,000m<sup>2</sup>, 15% greenery required if the site area is greater or equal than 20,000m<sup>2</sup>).</i>	1,085.00	1,950.00	m <sup>2</sup>
	<b>Greenery area at pedestrian zone in compliance with the requirement? (Yes/No)</b>		Yes	
<b>12</b>	<b>Total greenery area</b> <i>(The minimum requirement is 20% of site area)</i>	2,170.00	2,250.00	m <sup>2</sup>
	<b>Percentage of greenery provided for this project</b>		20.74%	
	<b>Total greenery area in compliance with the requirement? (Yes/No)</b>		Yes	

**Step 14:** Ensure that 'YES' is indicated under item 10, 11 and 12 to demonstrate that the project provides **APPROPRIATE PLANTING ON SITE EQUIVALENT TO AT LEAST 20% OF SITE AREA.**

(2) Please extract the relevant page(s) from the General Building Plan showing **Site Coverage of Greenery Calculation** to support on the greenery data indicated under **Section C(1)** and *indicate* the **file name** of the relevant page(s) of the General Building Plan in the cell below.

**\*Note:** Please ensure that (a) the greenery data specified in the **Site Coverage of Greenery Calculation** is consistent with the greenery data indicated under **Section C(1)** and (b) the calculation method used to compute the site coverage of greenery calculation is based on **PNAP APP-152**.

02 Calculation.pdf

**Step 15:** Input the *file name* of the **GREENERY CALCULATION**.  
*(Refer to **submittal 2**)*

# EXAMPLE 1: FORM SA P1 (7)

## Section D. Soil Depth Requirement

Please fill in the summary table below to demonstrate that the **MINIMUM SOIL DEPTH** for tree, shrubs and grass/ground covers provided within the development are in compliance with PNAP APP-152.

**\*Note: If the minimum soil depth for a particular landscape type is unable to meet the general requirement, the Applicant may opt to justify for its exceptional case by submitting the relevant substantiations under Section G.**

	Required	Actual	
1 Trees	1.2	1.2	m
Trees are in compliance with the soil depth requirement?			
		Yes	
2 Shrubs	0.6	0.6	m
Shrubs are in compliance with the soil depth requirement?			
		Yes	
3 Grass/Ground Covers	0.3	0.3	m
Grass/Ground Covers are in compliance with the soil depth requirement?			
		Yes	
Compliance with the soil depth requirement?			
		Yes	

Step 16: Input the **SOIL DEPTH**.

(Refer to *project data 8*)

Step 17: Ensure that 'YES' is indicated for the item on **COMPLIANCE WITH THE SOIL DEPTH REQUIREMENT**.

## Section E. Landscape Master Plan

Please choose one from the two options below.

The project is **required to submit a Landscape Master Plan** together with the **Landscape Proposal** to fulfil planning permissions or lease conditions.

(a) Please (i) **submit the Landscape Master Plan together with the Landscape Proposal** and (ii) *indicate* the **file name** of the **Landscape Master Plan** using the cell below.

**\*Note: For Final Assessment, please provide the finalized Landscape Master Plan submitted to relevant Statutory Bodies.**

01 LMP.pdf

(b) Please **COMPLETE Section F(1)**.

The project is **NOT required to submit a Landscape Master Plan** and a **Landscape Proposal** to fulfil planning permissions or lease conditions.

Please **COMPLETE Section F(2)**.

Step 18: Select **LANDSCAPE MASTER PLAN AS THE COMPLIANCE OPTION**.

(Refer to *submittal 1*)

Step 19: Input the *file name* of the **LANDSCAPE MASTER PLAN**.

(Refer to *submittal 1*)

# EXAMPLE 1: FORM SA P1 (8)



## Section F. Landscape Treatment Requirement

(1) Landscape Master Plan and Landscape Proposal: Please use the summary table below and indicate:

- under **column (ii)**, the **applicability of the landscape treatment** specified under **column (i)**; and
- under **column (iii)**, the **section(s) of the landscape proposal** where the **landscape treatment** specified under **column (i)** has been mentioned.

**\*Note: If the landscape treatment specified under column (i) is NOT applicable for the project, please ensure that an explanation for the non-applicability are provided in the reference section(s) within the LMP indicated in column (iii).**

(i) Landscape Treatment	(ii) Applicability	(iii) Referenced Section(s) within the LMP
<b>1 Compliance with existing legislation and administrative measures relevant to preservation of vegetation, including the felling of trees</b> *Guidance note: 1. This item usually refers to tree felling report or any commitments to the preservation of existing vegetations on site as accepted by relevant statutory body. 2. An example would be confirmation letter issued by the Lands Department.	Yes	1.1
<b>2 Trees retained, replanted or removed, and work undertaken to protect existing trees both during construction and permanently</b> *Guidance note: 1. This item usually refers to tree survey report. 2. An example of contents shall be provided (i.e. photos, summary table, description, etc.)	Yes	1.2
<b>3 Site formation with specific details of slope treatment</b> *Guidance note: 1. This item usually refers to the sectional drawings of the slope. 2. For good practices, the Applicant shall provide a narration describing the slope treatment for the project.	No	1.3
<b>4 The choice of finishes in qualitative terms for all hardwork elements, indicating any perceived or quantifiable environmental benefits</b> *Guidance note: This item usually refers to the hard landscape material schedule or summary.	Yes	1.5
Please specify the Section of the LMP where Landscape Material Plan is located. *Guidance note: This item usually refers to the hard landscaping material layout plan.		Appendix A

**Step 20:** Indicate whether the **LANDSCAPE TREATMENT** requirement is **APPLICABLE** for the project.

**Step 21:** Indicate the **REFERENCE SECTION(S) WITHIN THE LMP** where the detailed narration on the landscape treatment requirement could be referenced.

**Step 22:** Input '**NO**' as the **APPLICABILITY** for the **LANDSCAPE TREATMENT** on '**SITE FORMATION WITH SPECIFIC DETAILS OF SLOPE TREATMENT**' and indicate the **REFERENCE SECTION(S) WITHIN THE LMP** where the detailed narration on this particular landscape treatment requirement could be referenced.

*(Refer to project data 9)*

# EXAMPLE 2: FORM WU P2 (1)

## PROJECT DATA

1. The project is a **COMMERCIAL PROJECT**.
2. The project is undergoing **FINAL ASSESSMENT**.
3. **WATER TAP** has been installed for the rest rooms in the **TYPICAL OFFICE FLOOR** and **SHOWERHEAD** has been installed in the **EXECUTIVE OFFICE**.
4. The **TYPICAL OFFICE** will have an occupancy of **200 MALE AND 200 FEMALE**, while the **EXECUTIVE OFFICE** will have an occupancy of **5 MALE AND 5 FEMALE**.
5. The installed **WATER TAP** (model number: WT-0001) has a flow rate of **6 LITRES/MIN**.
6. The installed **SHOWERHEAD** (model number: SW-0001) has a flow rate of **7 LITRES/MIN**.
7. The **OPERATING PRESSURE** for all fixtures are at **5 BAR**.
8. The commercial project operates for **365 DAYS**.

## SUBMITTALS AVAILABLE

1. Plumbing schematic & layout drawing (*Filename: 01 LMP.pdf*)
2. Occupancy schedule (*Filename: 02 Occupancy.pdf*)
3. Catalogue of the faucet and showerhead (Filename: 03 Catalogue.pdf)

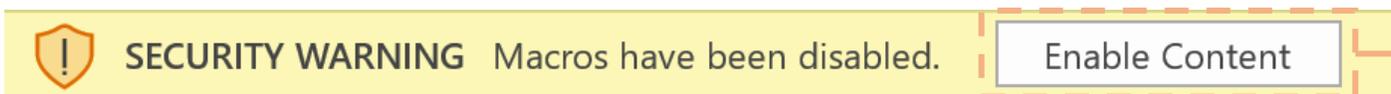
# EXAMPLE 2: FORM WU P2 (2)



Step 1: Click **INSTRUCTION** tab.

	A	B	C	D	E	F	G	H	I	J
1										Form v01
2										Issue Date: 18 May 2020
3										Effective Date: 4 January 2021
4										
5	<b><u>e-Form for WU P2 Minimum Water Saving Performance and WU 1 Annual Water Use</u></b>									
6										
7	General Instruction:									
8	1. Please read the <b>instruction</b> at the beginning of each section carefully before completing the applicable sections of the form.									
9	2. Please complete all applicable <b>check boxes</b> and all applicable <b>cells highlighted in yellow</b> and <b>orange</b> .									
10	3. <b>Cells highlighted in green</b> are <b>optional</b> . Project proponent may choose to fill in these cells based on the actual needs of their projects.									
11	4. Some of the e-Forms utilize <b>MACRO</b> . Please ensure that the MACRO is enabled before working on the form.									
12										
13	Disclaimer:									
14	All contents in this e-Form are properties of BEAM Society Limited (BSL) and shall not be used or reproduced for other purposes without the consent of BSL.									
15	For enquiries on the e-Form, please e-mail <a href="mailto:e-form@beamsociety.org.hk">e-form@beamsociety.org.hk</a>									

Step 2: Read the **GENERAL INSTRUCTION**.



Step 3: Enable **MACRO**.

# EXAMPLE 2: FORM WU P2 (3)



◀ ▶ **Instruction** (1a) Form S (WU P2) (1b) Form S (WU 1) (2a) Form S-A (Appendix A)

**Step 4: Click (1a) Form S (WU P2) tab for the WU P1 MAIN FORM.**

## **WU P2 Minimum Water Saving Performance** **Form WU P2-S: Submission Template**

**Credit Requirements:** Demonstrate that the use of water efficient devices leads to an estimated aggregate annual saving of 10%.

Project Name:	Mock Project
Credit Attainable:	Prerequisite
Credit Attempted:	Prerequisite

**Step 5: Enter the PROJECT NAME.**

**Step 6: Enter the CREDIT ATTEMPTED.**  
*(For this case, enter prerequisite for demonstrating that the project intends to fulfil the prerequisite requirement.)*

# EXAMPLE 2: FORM WU P2 (4)



## Section A. Stages of Assessment

Please choose one from the two options below.

- The project is undergoing **Provisional Assessment**.
- The project is undergoing **Final Assessment**.

## Section B. General Compliance

Please **submit** the **plumbing schematic and layout drawings** to show the location of **ALL** water fixtures to be installed within the development **AND** *indicate* the **file name** of the **drawings** below.

### \*Note:

1. Please ensure that the plumbing schematic and layout drawings are at least **WSD submission standard**.
2. Please combine **ALL** plumbing schematic and layout drawings into **ONE** single pdf file.
3. The plumbing & drainage schematic and layout must be **as-fitted**, if the project is undergoing **Final Assessment**.

01 Plumbing.pdf

## Section C. Occupancy

Please **submit** the **occupancy schedule** (e.g. design brief, owner's project requirement, sanitary fiment schedule, flat mix, etc.) **AND** *indicate* the file name of the **occupancy schedule** below.

02 Occupancy.pdf

Step 7: Select **FINAL ASSESSMENT** for the **STAGES OF ASSESSMENT**.

(Refer to **project data 2**)

Step 8: Input the *file name* of the **PLUMBING SCHEMATIC AND LAYOUT DRAWING**.

(Refer to **submittal 1**)

Step 9: Input the *file name* of the **OCCUPANCY SCHEDULE**.

(Refer to **submittal 2**)

# EXAMPLE 2: FORM WU P2 (5)

## Section D. Technical Information on Water Fixtures

Please **submit** the **supporting documents** based on the **requirement** specified under **column (i)** and **indicate** the **file name** of the supporting documents under **column (ii)**.

(i)	(ii)
Requirement	Supporting Document
<b>1 Contract specification</b> specifying the <b>performance</b> of the water fixtures (e.g. the maximum allowable nominal flow rate for the different type of fixtures, anticipated water saving of all water fixtures). <b>Provisional Assessment ONLY</b>	
<b>2 Technical data</b> of ALL water fixtures showing the <b>flow rate at 5 Bar</b> for each of the proposed/installed water fixtures.  <b>*Note:</b> <b>1. Technical data refers to the test data on the relationship between flow rate and dynamic pressure prepared by the independent testing laboratory, manufacturers, importers or other related parties themselves at their own testing laboratories.</b> <b>2. Please combine all technical data into ONE single pdf file.</b>	03 Catalogue.pdf

Step 10: Input the *file name* of the CATALOGUE/TECHNICAL DATA.  
 (Refer to *submission 3*)

## Section E. Calculation on The Water Consumption of Fixtures

(1) Calculation Method: Please use the summary table to **indicate** the **methodology** in calculating the water consumption fixtures under **column (i)** and *if applicable*, **submit** the **relevant supporting document** and *indicate* the *file name* of the supporting document under **column (ii)**.

(i)	(ii)
Compliance Option	Supporting Document
Compliance Will Be Demonstrated By Completing Appendix A	

Step 11: Select **COMPLIANCE WILL BE DEMONSTRATED BY COPMLETING APPENDIX A** as the calculation option for this particular example.

# EXAMPLE 2: FORM WU P2 (6)



Instruction (1a) Form S (WU P2) (1b) Form S (WU 1) (2a) Form S-A (Appendix A)

Step 12: Click (2a) Form S-A (Appendix A) tab for the WATER USAGE CALCULATION FORM.

Step 13: Select **NON-RESIDENTIAL** for the commercial project (Refer to *project data 1*)

Step 14: Provide **DESCRIPTION OF THE AREA** (Refer to *project data 3*)

Step 15: Select the **FIXTURE TYPE** (Refer to *project data 3*)

(i) ID	(i) Usage	(ii) Description of Area (e.g. Clubhouse, 1 Room Flat, etc.)	(iv) Fixture Type	(v) Occupancy		(vi) Flow Rate (litres/min)		(vii) Number of Operational Days	(viii) Fixture Name and Model Number	(ix) Reference Page(s) of the Technical Data
				Male	Female	Baseline	Proposed			
1	Non-Residential	Typical Office Floor	Water Tap in Rest Rooms	200	200	8.3	6	365	WT-0001	2
2	Non-Residential	Executive Office	Shower	5	5	9.5	7	365	SW-0001	2
3										
4										
5										

Step 16: Input the **OCCUPANCY** of each area (Refer to *project data 4*)

# EXAMPLE 2: FORM WU P2 (7)

Step 17: Input the **FLOW RATE** for the **WATER TAP** (Refer to *project data 5*)

Step 18: Input the **FLOW RATE** for the **SHOWERHEAD** (Refer to *project data 6*)

\*Note: The **OPERATING PRESSURE** corresponding to the flow rate for all fixtures in this scenario is **5 BAR**.

(Refer to *project data 7*)

(i) ID	(ii) Usage	(iii) Description of Area (e.g. Clubhouse, 1 Room Flat, etc.)	(iv) Fixture Type	(v) Occupancy		(vi) Flow Rate (litres/min)		(vii) Number of Operational Days	(viii) Fixture Name and Model Number	(ix) Reference Page(s) of the Technical Data
				Male	Female	Baseline	Proposed			
1	Non-Residential	Typical Office Floor	Water Tap in Rest Rooms	200	200	8.3	6	365	WT-0001	2
2	Non-Residential	Executive Office	Shower	5	5	9.5	7	365	SW-0001	2
3										
4										
5										

Step 19: Input the **OPERATIONAL DAYS** (Refer to *project data 8*)

Step 20: Input the **MODEL NUMBER** (Refer to *project data 5 & 6*)

# EXAMPLE 2: FORM WU P2 (8)



(2) Compliance Check: The table below provides a **summary** of the (i) **estimated annual saving in water consumption**, (ii) **compliance of credit WU P2** and (iii) **number of credits anticipated for WU 1 (if any)**.

	Daily	Annually
<b>Total Estimated Baseline Water Consumption</b> (litres)	2,814.17	1,027,170.83
<b>Total Proposed Water Consumption</b> (litres)	2,035.00	742,775.00
<b>Percentage of Water Consumption Reduction Achieved</b>	-27.69%	
<b>Prerequisites WU P2 Achieved</b>	Yes	
<b>Number of Credits Achieved Under WU 1</b>	2 Credits	

(2) Water Consumption Calculation: Please indicate the **baseline water consumption** and **proposed water consumption** below, if **exceptional calculation sheet** is selected as the *compliance option to the calculation method*. Otherwise, please complete **Appendix A - Water Consumption Calculation Worksheet**. After completing the Appendix A, the **percentage of water consumption reduction** will be displayed below.

	Daily	Annually
<b>Total Estimated Baseline Water Consumption</b> (litres)	2,814.17	1,027,170.83
<b>Total Proposed Water Consumption</b> (litres)	2,035.00	742,775.00
<b>Percentage of Water Consumption Reduction Achieved</b>	-27.69%	
<b>Prerequisites WU P2 Achieved</b>	Yes	

**Step 21:** Check whether the project **COMPLIES WITH THE CREDIT REQUIREMENT** under **Section (2) of (2a) Form S-A (Appendix A)** and **Section E(2) of (1a) Form S (WU P2)**.

# FOLDER STRUCTURE (1)

Once the e-Form has been completed, place the e-Form and the supporting documents into a single folder as shown in the example below.



<input type="checkbox"/>	Name	Date modified	Type	Size
<input type="checkbox"/>	1. Form EE 1	8/24/19 2:34 PM	Adobe Acrobat Docu...	33 KB
<input type="checkbox"/>	EU P1 Form_v01 (Protected)	4/24/20 11:31 AM	Microsoft Excel Work...	44 KB

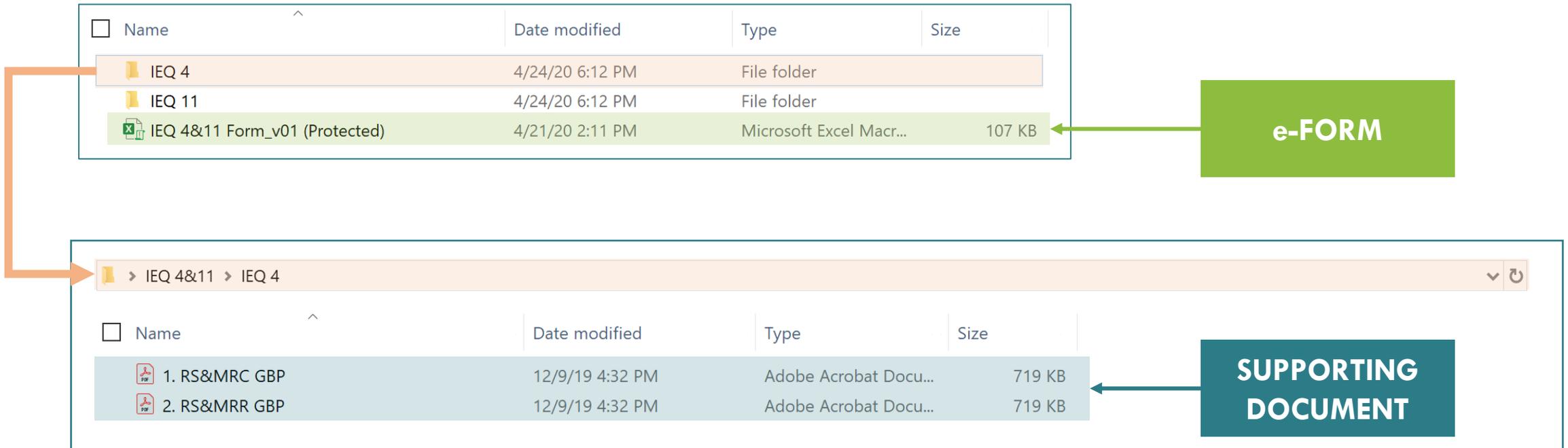
**SUPPORTING DOCUMENT**

**e-FORM**



# FOLDER STRUCTURE (2)

For e-Forms that are applicable to multiple credits, place the e-form at the top directory and the supporting documents at the sub-directory as shown in the example below.



# FUTURE UPDATES

- The e-Form will be updated occasionally to reflect on the latest rulings and interpretations in the assessment.
- Latest update will be published at our e-Form dedicated website: [https://www.beamsociety.org.hk/en\\_beam\\_assessment\\_project\\_20.php](https://www.beamsociety.org.hk/en_beam_assessment_project_20.php)
- For technical assistances on the usage of the e-Form, please send enquiries to [e-Form@beamsociety.org.hk](mailto:e-Form@beamsociety.org.hk)



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