## Checklist for school operators seeking policy support -from the Education Bureau on expansion or redevelopment projects of their international schools

Please submit this checklist together with your formal request for policy support.

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| **Applicant details** |
| Name of school |  |
| Address of relevant campus |  |
| Person-in-charge | Name | Email | Tel |
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| **Project details** |
|  | Existing establishment | Proposed development |
| Site area (m2) |  |  |
| Number of storeys |  |  |
| Number of classrooms |  |  |
| Number of students |  |  |
| Nature | 🞏 Redevelopment (demolish the existing premises and rebuild)🞏 Expansion (e.g. add a new block, a new storey) |
| Procedures involved | 🞏 Planning applications 🞏 Lease modification🞏 Change of land use 🞏 Temporary waiver🞏 Approval and consent for proposed building works🞏 Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Duration  | From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
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| **Justifications for policy support (may select more than one)** |
| 🞏 Provide additional places | Number of additional places: (primary)\_\_\_\_\_\_\_\_\_\_\_(secondary)\_\_\_\_\_\_\_\_\_\_Timing of delivery:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 A growing student population | Please elaborate and provide statistics |
| 🞏 Meet the needs of incoming families  | Please elaborate |
| 🞏 Upgrade facilities | New facilities include:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| 🞏 Improve learning environment | Please elaborate |
| 🞏 Others | Please elaborate |

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| **Consultation strategy** Have you consulted or will you consult the following parties? How would you consult them? |
| 🞏 School community (parents, students, teachers and other stakeholders of the community) | Please elaborate |
| 🞏 Schools nearby🞏 No schools nearby | Number of schools: (primary)\_\_\_\_\_\_\_\_(secondary)\_\_\_\_\_\_Please elaborate |
| 🞏 Owners’ Committee🞏 No residential buildings nearby | Please elaborate |
| 🞏 District Council  | Member of your constituency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please elaborate |
| 🞏 Others | Please elaborate |
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| **Decanting arrangement** (provision of vacant premises for time-limited use, subject to availability) |
| 🞏 Need decanting premises🞏 Do not need decanting premises🞏 Already arranged  | Number of students:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Number of classrooms required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location preference: 🞏 Kowloon 🞏 New TerritoriesDuration:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Other requests:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Latest position** |
|  | Departments in liaison with / made submission to | Name of officer(s) | Date of submission(if applicable) |
| 🞏 Currently in liaison with some Government departments🞏 Has made submission🞏 Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞏 Buildings Department 🞏 District Lands Office 🞏 District Planning Office 🞏 Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  |
| Name of applicant | Signature | Date |