## 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 |
|  | | | | | |
| **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
|  | | | | | |
| **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 | | | |
|  | | | | | | |
| **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 Territories  Duration:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other requests:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
|  | | | | | | |
| **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 | |