## Flowchart of steps required in implementing an expansion or redevelopment plan of an international school (For illustration only)

**Planning**

School prepares preliminary plan and appoints an Authorized Person (i.e. an architect, civil or

structural engineer, or surveyor registered under the Buildings Ordinance.)

To **Buildings Department** for projects involving minor works or approval and consent for proposed building works

To **Lands Department** for project involving lease modifications

To **Planning Department** for project involving change in land use, zoning etc.

**Submission**

**Buildings Department**

**Lands Department**

(for lease modification and approval of building proposal)

Update school registration record and inform relevant departments (Buildings, Fire Services and Health Departments) upon completion, as appropriate

Keep stakeholders informed of progress

Undergo expansion or redevelopment

Move to decanting premises

Upon receiving all information, the lead department will circulate the submission of the school to relevant Government departments for comments as appropriate

**Education Bureau**

where applicable

Owners’ committees

Other stakeholders

Education Bureau identifies decanting premises for

short-term use, if requested

**Environmental Protection Department**: Visual and other environmental impacts

**Transport Department**:

Traffic impact

**Town Planning Board**

(A statutory body under the Town Planning Ordinance)

**District Office**:

Local consultation

**Education Bureau**: Policy support

Education Bureau gives in-principle policy support to the project subject to relevant land and administrative requirements and the addressing of local concerns satisfactorily

District Council

**Facilitation by the Education Bureau**

**Approval**

**Considerations by Government**

**departments**

**Implementation**

**Consultation**

Schools nearby

School community

Parents and students