

BEAM Plus

**Procedures Manual
(Registration & Certification)**

Version 5.0
(13.05.2021)



DOCUMENT CONTROL

Release Notice

Project:	BEAM Plus (New Buildings, Existing Buildings Interiors, and Neighbourhood)
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Amendments

Version Number	Date of Issue	Page Number	Amendment Details
3.0	24.03.2016	All	The overall structure of the manual is updated. New sections are added, including: B (ii). Fee structure of BEAM Plus certification; B (iii). Fee concession for NGO; B (vi). Time limit for commencing assessment D (ii). Post-TRC clarification; D (iii). Second chance for provisional / final assessments; D (iv). Arrangement of multiple final assessments for large developments; F. Certification.
3.1	15.07.2016	14, 23, 28.	The following sections are updated: B (viii). Special cases of project information update; D (ii). Post-TRC notification; E. Appeal.
3.2	06.12.2016	4, 6, 7, 9, 10, 13, 14, 15, 20-21, 26, 28-30, 31, 37, 42.	The following sections are updated: Glossary; A(iii). BEAM Plus assessment tools; A(vi). BEAM Plus registered and assessed projects; B(i). Registering for a new project; B(ii). Fee structure of BEAM Plus certification; B(v). Information listed in the Acknowledgement Letter; B(vi). Time limit for commencing assessments; B(vii). Updating project information; D(i). Overview of assessment procedures; D(iii). Second chance for Provisional/ Final assessments; D(iv). Re-assessments; D(v). Difference between second chance of assessments and Re-assessments; F(ii). Validity of BEAM Plus certificates; Appendices.
3.3	15.12.2017	11, 13, 14, 16, 18, 20, 20-21, 23-24 25-26 28 31,	The following sections are updated: B(i). Links are updated; B(ii). Charging mechanism for service fees are added; B(iii). Discount rate for NGO; B(vi). Time limit for assessment is updated; B(viii). Special cases of project information update C(ii). "Confirm the target date of assessment" is deleted; C(iii). Credit head or subhead is used and the chart is updated; D(i). Submission cut-off time is updated; D(i). Important note on submission is added; D(ii). Notes are added to the procedures of Post-TRC Notification;

Version Number	Date of Issue	Page Number	Amendment Details
		32, 33, 37.	D(iv). Notes are added to the conditions for re-assessment; D(iv). Subhead is used in the fee scale for re-assessment; D(v). Scope of assessment is updated; E. Important notes is updated and the Flowchart is revised.
4.0	20.04.2018	12-13 16-17 20 21 23-25 27 32-33 34 37 38-39 41 42 48 54	B(ii) . Fee Structure of BEAM Plus certification is updated. B(vi) . Time Limit for Commencing BEAM Plus Assessment is updated. C(ii) . Settle the Assessment Fee is updated. C(iii) . Submit the Credit Interpretation Request is updated. D(i) . Overview of Assessment Procedures is updated. D(iii) . Performance Pledge of BEAM Plus Assessments is updated. D(vi) . Two-Stage PA Assessment for BEAM Plus NB Projects is added. D(vii) . Post-TRC Clarification is updated. D(viii) . Review Mechanism for BEAM Plus NB Projects is added. D(x) . Re-assessments is updated. D(xi) . Difference between Second Chance of Assessments and Re-assessments is added. D(xii) . Arrangement of Multiple Final Assessments for Large Developments is updated. F(i) . Certificate Package is updated. Appendices : New flow charts of NB V1.1 / 1.2, NB Two-stage Assessment, and EB V1.1/ 1.2 are added.
4.1	04.09.2019	All 10 15 17 19 20 45 49 52 55	The weblinks are updated. A(vi) . BEAM Plus Registered and Assessed Projects is updated. B(iv) . Completing Project Registration is updated B(vi) . Time Limit for Commencing Assessment is updated. B(vii) . Updating Project Information is updated. B(viii) . Special Case of Project Information Update is updated. D(xiii) . Site Inspection is updated. F(i) . Certificate Package is updated. F(iii) . BEAM Plus Certification Seals and Certification Plaques is updated. Appendices : Flow charts of NB V1.1 / 1.2 / 2.0, and NB Two-stage Assessment are updated.

Version Number	Date of Issue	Page Number	Amendment Details
5.0	13.05.2021	All	Assessment-wise procedures are moved to BEAM Plus Procedures Manual (Assessment).
		7	A(i) . Purpose of the Manual is updated.
		8	A(iii) . BEAM Plus Assessment Tools is updated.
		8	A(iv) . Assessment Manual, Technical Circulars and Frequently Asked Questions (FAQ) is added.
		10	A(vii) . Tax incentives and Funding Assistance is added.
		11	B(i) . Registering for a new project is updated.
		12	B(ii) . Fee Structure of BEAM Plus Certification is updated.
		13	B(iii) . Application for Fee Concession for NGO is updated.
		15	B(v) . Information listed in the Acknowledgement Letter is updated.
		17	B(vii) . Supplementary Fee for Exceeding Time Limit for Commencing Assessment is updated.
		20	C . Before Project Assessment & Assessment is moved to BEAM Plus Assessment Procedure Manual.
		21	D . Final Appeal form is updated.
		23	E . Project Withdrawal is re-arranged as a section.
		25	F(ii) . Issuance of Result Notification Letters during Assessment is added.
		26	F(iii) . Validity of BEAM Plus Certificate is updated.
		26	F(iv) . BEAM Plus Certification Seals and Certification Plaque is updated.
		28	F(v) . Application for Green Building Certification Label for Sales Brochure is updated.
		30	F(vi) . Disclosure of Project Information on HKGBC website is updated.
		32	G . Moving BEAM Plus Projects Forward is added.
		33	Appendices : BEAM Plus Certification Flowchart is updated.

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Glossary

The expressions and terms that appear in this document are defined as follows:-

Terms	Refer to
Applicant	Clients or BEAM Professionals
BAS	BEAM Assessor(s)
BEAM Plus	Upgraded version of Building Environmental Assessment Method
BEAM Pro	BEAM Professional(s)
BI	BEAM Plus Interiors
BSL	BEAM Society Limited
CIR	Credit Interpretation Request
Contract	The Agreement between BSL and the Applicant to conduct the BEAM Plus assessment
EB	Existing Buildings
FA	Final Assessment
HKGBC	Hong Kong Green Building Council Limited
NB	New Buildings
ND	Neighbourhood
PA	Provisional Assessment
TRC	Technical Review Committee

A. Introduction

i. Purpose of the Manual

- This manual defines and describes the registration and certification procedures and responsibilities for conducting a BEAM Plus assessment. For assessment procedures, please refer to BEAM Plus Procedures Manual (Assessment).
- To provide guidance to Applicants, project teams and BEAM Practitioners on how to register a project for BEAM Plus, as well as the certificate issuance and the Council's support to BEAM Plus projects.

ii. BEAM Plus Certification

- Stimulate demand for more sustainable buildings in Hong Kong and other regions, giving recognition for improved performance and minimizing false claims.
- Provide a common set of transparent building performance criteria that can be pursued by owners, developers, designers, architects, engineers, contractors and operators.
- Reduce the environmental impacts of buildings throughout the planning, design, construction, management and demolition life cycle.
- Increase awareness in the building community, and ensure that environmental considerations are integrated right from the start rather than retrospectively.
- Lead the sustainable built environment in Hong Kong and for the region.

iii. BEAM Plus Assessment Tools

There are four assessment tools available for BEAM Plus, potential project applicants can learn more about the tools through HKGBC website:

BEAM Plus Tools	Introduction Webpage
New Buildings (NB)	https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-new-buildings/index.jsp
Existing Buildings (EB)	https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-existing-buildings/index.jsp The website providing comprehensive guidance on how to pursue BEAM Plus EB certification: https://eb.beamplus.org.hk/
Interiors (BI)	https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-interiors/index.jsp
Neighbourhood (ND)	https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-neighbourhood/index.jsp

iv. Assessment Manual, Technical Circulars and Frequently Asked Questions (FAQ)

BEAM Plus Assessment Manuals detail the assessment criteria under each versions of the assessment tools. All assessment manuals are available for download at HKGBC website:

BEAM Plus Assessment Manuals

<https://hkgbc.org.hk/eng/beam-plus/beam-plus-references/manuals-assessment/manuals-assessment.jsp>

BEAM Society Limited publishes Technical Circular Letters **for updates of assessment criteria** at regular intervals, please visit BSL website for more information:

BEAM Plus Technical Circular

http://www.beamsociety.org.hk/en_beam_assessment_project_2.php

For some **common technical enquiries**, please refer to the Frequently Asked Questions (FAQ) under BSL website:

BEAM Plus FAQ

http://www.beamsociety.org.hk/en_beam_assessment_project_7.php

v. BEAM Practitioner Directory

BEAM Professionals (BEAM Pro) are green building professionals accredited by HKGBC in various aspects of the entire green building life cycle. A key role of BEAM Pro is to integrate the latest green building standards and practices into everyday building planning, design, construction and operation.

BEAM Affiliate is a person accredited by HKGBC as being competent to support green building design, construction and operations.

A project team can consider to invite BEAM Pro and BEAM Affiliate to help facilitate the submission of data to the independent BEAM Assessors. There may be a number of BEAM Pros and BEAM Affiliates engaged in individual disciplines within a project team.

Potential project applicants can check out the list of BEAM Practitioners to seek professional advice on BEAM Plus projects:

BEAM Practitioner Directory

<https://practitioner2.hkgbc.org.hk/index.php?r=Beam/Directory>

vi. BEAM Plus Registered and Assessed Projects

All BEAM Plus registered and assessed projects can be found on the BEAM Plus Project Directory at HKGBC's website. For a snapshot of the registration trends and assessment status of BEAM Plus projects, HKGBC Secretariat will issue a bi-weekly update of BEAM Plus statistics which can be accessible in the following link:

BEAM Plus Project Directory & Statistics

<https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-dir-stat/BEAMPlusDirectory.jsp>

vii. Tax Incentives and Funding Assistance

HKGBC has coordinated with different parties to provide tax incentives and funding assistance for BEAM Plus project applicants. Governments and public utilities are offering different kinds of incentives to applicants for different BEAM Plus Assessment Tools. For details, please refer to the following webpage:

Tax Incentives & Funding Assistance

<https://hkgbc.org.hk/eng/beam-plus/incentive-funding/incentive-funding.jsp>

B. Registration

i. Registering for a new project

Project applicants can register for their projects through the online registration system on HKGBC website. Please refer to the following **for online registration for all assessment tools and versions**:

BEAM Plus Project Online Registration
<https://beamplus.secure.force.com>

For [BEAM Plus Existing Buildings Volume Certification](#),
 please [download the registration form HERE](#)
 then send the completed form to beamplus@hkgbc.org.hk

Arranging Payment of Registration Fee for your project

Upon receiving the online registration, HKGBC secretariat will send a **Payment Advice / Invoice** to project applicants by post and by email. You can settle the payment by:

Cheque payable to **Hong Kong Green Building Council Limited**, please deliver the cheque to:

Hong Kong Green Building Council Limited
 1/F Jockey Club Environmental Building,
 77 Tat Chee Avenue,
 Kowloon Tong, Hong Kong
RE.: BEAM Plus Project Registration

Bank-in to the account of HKGBC, please send the bank-in slip (or its copy) **by email to beamplus@hkgbc.org.hk**.

HKGBC
 香港绿色建筑 Council Limited
 1/F Jockey Club Environmental Building
 77 Tat Chee Avenue
 Kowloon Tong, Hong Kong

ABC Ltd,
 Nonbon, Hong Kong
 Attn: Mr. Chan

Payment Advice Date: 1 January 2016
 Payment Advice No: HKGBC1901-2016-
 NB
 Account Reference: A2016-1001

Item	Description	Unit	Total (HK\$)
1	BEAM Plus Version: NB V1.2 Project Scale: Small Project Name: Proposed Development at Hong Kong Road	1	10,000
Grand Total:			10,000

Payment Method:

(1) **By Cheque**
 Please make payment by crossed cheque payable to "Hong Kong Green Building Council Limited".

Or

(2) **Bank-in to account**
 Deposit the registration fee to the Bank Account of "Hong Kong Green Building Council Limited" at: HSB 906 78949-292

Please send the cheque or the bank-in slip to the following address and make reference to "BEAM Plus Project Registration" and quote the Account Reference:

Hong Kong Green Building Council Limited
 1/F Jockey Club Environmental Building
 77 Tat Chee Avenue
 Kowloon Tong
 Hong Kong

Payment shall be made within 90 calendar days of the date of Payment Advice, failing which we reserve the right to charge the prevailing Registration Fee at the time of receipt of payment.

On behalf of
 Hong Kong Green Building Council Limited

Authorised Signature
 HKGBC BEAM Plus Registration Office

Fig. 1: Sample of Payment Advice

Payment shall be made within 90 calendar days of the date of Payment Advice, failing which we reserve the right to charge the prevailing Registration Fee at the time of receipt of payment.

ii. Fee Structure of BEAM Plus Certification

The fee structure of applying BEAM Plus Certification and additional assessment procedures can be found on HKGBC website as follows:-

BEAM Plus Fee Scales
https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-references/fee/fee.jsp

For an easy reference, the following table shows the different fees payable to HKGBC and BSL:

Fee Items	HKGBC	BSL
Registration Fees	✓	
Assessment Fees		✓
Credit Interpretation Request		✓
Fee for First Appeal		✓
Fee for Final Appeal	✓	
Re-assessment		✓
Two-stage Assessment		✓
Fee for re-issuance of BEAM Plus certificate, including re-issuance after re-assessment (HK\$2,000) ¹	✓	
Fee for issuance of individual building certificate under Volume Certification (HK\$500/ building)	✓	
BEAM Plus Certification Plaque Order	✓	

Remarks:

1. Please refer to the latest fee scale on HKGBC website. All fees are non-refundable.
2. The Registration Fee for all BEAM Plus assessments is a one-off payment payable to “Hong Kong Green Building Council Limited”. Payment shall be made within 90 calendar days of the date of Payment Advice, failing which HKGBC reserves the right to charge the prevailing Registration Fee at the time of receipt of payment.
3. For fees payable to BEAM Society Limited, please refer to BEAM Plus Procedures Manual (Assessment).

iii. Fee Concession for NGO

In response to the demands raised by local charity and Non-governmental Organisations (NGO), HKGBC provides registration fee concession of BEAM Plus assessment for NGO projects, supporting the wider adoption of green building practices in Hong Kong.

To enjoy registration fee concession for BEAM Plus assessment, an organisation must fulfill ALL the criteria:

✓ It is a charitable institution or trust of a public character which is **exempt from tax under Section 88** of the Inland Revenue Ordinance.

✓ No **external subsidy obtained from the government or other public sources** of fund to cover the expense of the project to be registered for BEAM Plus assessment. ¹

✓ The project/ building shall **not be planned for generating commercial income** (i.e. only non-commercial building is eligible).

Remarks:

Any external subsidy that supports the NGO's general operations will not affect the eligibility to apply for fee concession. HKGBC determines the eligibility based on the applicant's exclusive confirmation that it does not receive any public sector subsidy specifically for the project to be registered for BEAM Plus assessment.

Fee Concessions

Eligible NGOs are entitled to a **50% discount** to the BEAM Plus Registration Fee for projects registered after 1 June 2017. **The application for registration fee concession would be handled together with BEAM Plus project online registration.**

For details, please refer to following webpage:

NGO Fee Concession for BEAM Plus Projects

<https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-references/fee/fee.jsp>

iv. Completing the Project Registration

After settling the payment for the project, HKGBC Secretariat will issue an Acknowledgement Letter to notify the completion of BEAM Plus project registration. The Acknowledgement Letter will be sent to the project applicant by email and by post.

A BEAM Plus Project Online Account will be assigned to the project. The primary email account will receive an email to setup the password of the account. It would enable project team to update project information, apply label, retrieve all documents and promotional materials related to the BEAM Plus project.

After completing the project registration, the basic information of the project will be shown in the Project Directory of HKGBC website, which will be subject to update according to the respective project status.



Fig. 2: Sample of Acknowledgement Letter

v. Information listed in the Acknowledgement Letter

The letter contains essential project information of the project. If there is any update in it, project applicant should notify HKGBC and BSL by performing Project Information Update. An updated acknowledgement letter can be issued upon request, however the updated version of the letter would not be issued after the project has completed Provisional Assessment (PA).

Please refer to the table below for the information contained in the Acknowledgement Letter:-

New Buildings	Existing Buildings
Project Name Lot Number Site Address Project Type Total Site Area (sq. m.) No. of Towers/ Blocks No. of Floors Total GFA (sq. m.)	Scheme (for EB v2.0 or above) Project Name Lot Number Site Address Project Type Total Site Area (sq. m.) No. of Towers/ Blocks No. of Floors Total GFA (sq. m.)
Interiors	Neighbourhood
Project Name Project Address Project Type No. of Floors No. of Units Total GFA (sq. m.) Total Internal Floor Area (sq. m.)	Project Name Lot Number Site Address Project Type Total Site Area (sq. m.) Total GFA (sq. m.) No. of Towers/ Blocks

vi. Project Information update

The project applicants are required to provide the latest project information to HKGBC. Project applicants can inform by following mean(s):

- If your BEAM Plus project has been assigned an online account, please log in and amend the project information. The project team shall receive a confirmation email for each update, while HKGBC and BSL receive the update simultaneously.

BEAM Plus Project Online Account Login

<https://beamplusaccount.force.com>

- If your BEAM Plus project has not been assigned an account yet, please submit the project information update from the link shown below:

BEAM Plus Project Information Update Form

<https://form.jotform.me/hkgbc/beamplus-projectinfo-update>

Applicants can also indicate their preference in the project information update for a revised acknowledgement letter issued by HKGBC.

vii. Time Limit for Commencing Assessment

*This clause is only applicable to projects that complete BEAM Plus on-line submission on or **after 1 August 2014**.*

Applicant should commence project assessment within the following time limit, which shall be counted from the date of the **Acknowledgement Letter of project registration** issued by HKGBC. If the Acknowledgement Letter is revised due to information update, the time limit shall still be counted from the date of the FIRST Acknowledgement Letter.

Please refer to the table below for the time limit for each assessment tool:

BEAM Plus Tools	PA/ FA	Time Limit
New Buildings V1.2/ V2.0	PA Commencement	Two years ¹
Existing Buildings V1.2/ V2.0 Comprehensive Scheme A (undergo PA & FA)	PA Commencement	One year
Existing Buildings V1.2/ V2.0 Comprehensive Scheme A (undergo FA only)	FA Commencement	One year
Existing Buildings V2.0 Comprehensive Scheme B	FA Commencement	One year
Existing Buildings V2.0 Selective Scheme	FA Commencement	One year
Interiors V1.0	FA Commencement	One year
Neighbourhood V1.0	FA Commencement	<u>Two years</u>

Remarks:

1. In the case of Two-stage assessment, the Two-year time limit for commencing PA counts from the Second stage assessment. i.e. The Second stage Provisional Assessment must be commenced within two years from the date of the First acknowledgement letter issued by HKGBC.

If the project team cannot submit the assessment material within the time limit as set forth in the above table, the Applicant has to submit a supplementary payment to HKGBC when there is an increase in registration fee. The supplementary payment is calculated as follows (only valid if the result of subtraction is positive):

$$\text{Supplementary Registration Fee} = \text{Prevailing Registration Fee at the date of Project Commencement}^1 - \text{Initial Registration Fee Paid}$$

Remarks:

1. The date of Project Commencement means the date when the complete set of submission materials is submitted and the timeline for BSL's performance pledge shall commence.

Besides, the Applicant has to follow the prevailing fee scale at the time of commencing assessment to determine the Assessment Fee instead of the fee scale at the time of initial registration.

The project team should also note the time limit of commencing and completing FA under different tools as follows, otherwise there will be supplementary payment for the assessment fee:

BEAM Plus Tools	PA/ FA	Time Limit
New Buildings	FA Completion	Within 18 months of the date of issuance of the Occupation Permit
Existing Buildings V1.2/ V2.0 Comprehensive Scheme A (undergo PA & FA)	FA Commencement	Within 30 months from the commencement of Provisional Assessment

Special circumstances for extension of time limit (for EB v2.0 only):

For Applicants registered under Comprehensive Scheme or EU of Selective Scheme under BEAM Plus EB v2.0, if they are using the status of BEAM Plus registration to apply for the **CLP Eco Building Fund** or **Hong Kong Electric Smart Power Fund**, the time limit for commencing assessment can be extended from one year to two years. To extend the time limit, the Applicant has to submit a written application together with supporting evidence on Fund application to HKGBC.

viii. Special Cases of Project Information Update

Under the following circumstances, the change of project information would be handled in the following manners:

Special Cases	Implications for the Project
Projects seek to <u>switch to the latest version</u> (e.g. from v1.1 to v1.2) after the allowable period for switching has lapsed.	Project applicants do not need to withdraw the project but required to pay for the difference between the new registration fee (based on the prevailing fee scale) and the originally paid registration fee.
Projects are <u>changed to a completely new project type</u> (e.g. from residential to commercial).	
Projects have a substantial change in CFA of the registered project, resulting in a <u>jump to a new project scale</u>	Project applicant is required to pay the fee difference between the new project scale and the original project scale, based on the prevailing fee scale.
There is amalgamation with adjacent sites or segmentation of the original site that results in <u>changes of the project site boundary</u> as defined by the Block Plan.	Project applicant is required to withdraw the original project and re-register the new project with the new Block Plan.
BEAM Plus EB v2.0 projects seek to switch from Comprehensive Scheme to Selective Scheme (or vice versa) or between Comprehensive Schemes A and B <u>provided that</u> submission has not commenced.	Project applicant is required to make up any difference in registration fee based on prevailing fee scale, with the originally paid registration fee transferred to the new scheme. However, if the new scheme demands a lower registration fee than the original scheme, the excess registration fee paid will not be refunded.

C. Before Project Assessment & Assessment

After completing the project registration, project teams will liaise with BSL for the assessment processes. It involves signing of the Assessment Agreement and preparing your submission, and undergoing the assessment. For the assessment procedures, please refer to BEAM Plus Procedures Manual (Assessment).

D. Appeal

After the assessment, the Applicant may submit an appeal on individual credit head/ subhead should they disagree with the decision on assessment rating made by BSL. Separate charge will be required for each appeal credit head/ subhead.

There are two appeal opportunities available, namely the First Appeal and the Final Appeal. Please refer the details in the following table:

Item	First Appeal	Final Appeal
Responsible Party	BSL	HKGBC
Appeal Forms	Please refer to BEAM Plus Procedures Manual (Assessment).	Online Submission: https://form.jotform.com/hkgbc/final_appeal
Documents Needed		<ol style="list-style-type: none"> 1. Appeal Form 2. Supporting documents 3. Payment for the Appeal application
Time Limit for Application		Items 1-3 (<i>stated above</i>) must be received within 30 calendar days after receiving the result of First Appeal from BSL.
Response Time		90 calendar days
Review Party		Final Appeal Panel
Appeal Fee		Refer to the latest Fee Scale on HKGBC website.

Important notes:

1. Only credits (including prerequisites) can be appealed.
2. No change to design, contract or policy will be reviewed at this time.
3. Appeal will primarily be based on the documentation originally submitted for assessment. The appeal shall be confined to 800 words and submission materials shall only include information solely for the purpose of clarification and elaboration on the original design. Materials pertaining to any change of design will not be considered.

4. For Final Appeal, a brief summary of cases will be posted on HKGBC website for public sharing.

Summary of Decisions of Final Appeal

<https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-references/ref-others/ref-others.jsp>

Result Notification Letter before Appeals

Normally, certification of BEAM Plus result will only be issued by HKGBC after appeal. However, for those NB projects seeking GFA concessions under PNAP APP-151, which have undergone PA and passed all the Pre-requisites, if the Applicants wish to obtain a letter issued by HKGBC to certify the PA result obtained before first/final appeal, they may inform BSL of this request at the time of proceeding with the appeal. BSL will then pass the request together with the PA Report to HKGBC for processing.

Remarks: The letter issued by HKGBC shall only be used for submission to BD to apply for consent to commence works. It shall not be used for other purposes such as promotion, etc. The PA result at this stage will not be publicised in the BEAM Plus Project Directory.

E. Project Withdrawal

Project applicants can choose to terminate the BEAM Plus registration and assessments at any time ***before the issue of FA report***. The withdrawal has to be made to HKGBC or BSL in writing. Any registration or assessment fee would not be refunded.

F. Certification

i. Certificate Package

Upon the confirmation of assessment result, BSL would issue a notification to HKGBC to issue certificate to the Applicant.

HKGBC Secretariat would contact the project owner or project BEAM Pro to arrange issuance of the certificate. For projects with a **Bronze rating or above**, or Satisfactory grade or above for BEAM Plus Existing Buildings V2.0 – Selective Scheme, the certificate package issued by HKGBC would include the following:-

- A A3 sized certificate with the rating of assessment
- A congratulatory letter
- A cover letter detailing the project information and validity of the certificate

Project team can now log in to their BEAM Plus Project Online Accounts (<https://beamplusaccount.force.com/login>) to retrieve publicity materials including the illustrations of BEAM Plus certification seals, as well as the BEAM Plus Marketing Kit and Style Guide.

For projects that achieved **Unclassified / Pre-requisites achieved rating**, the certificate package includes the following:-

- A notification letter detailing the project information and validity of the rating
- Promotion Guidelines for the project.

For projects that are graded by BSL as “Cannot be assessed” or “Pre-requisite(s) not achieved”, HKGBC will not issue any result document to the project applicant. In that case, the project applicant is advised to initiate a re-assessment or other mechanism to bring the project to a level that achieves all the Pre-requisites.

Remarks:

HKGBC would check the project information with the Applicant before issuance of the certificate package. The Applicant can respond or confirm the certificate within 1 month upon the date of sending the email of project information checking. If the Applicant failed to respond or confirm within the stated period, HKGBC shall issue the certificate in accordance to the latest information received. The assessment result would also be updated on BEAM Plus Project Directory of HKGBC website.

ii. Issuance of Result Notification Letters during Assessment

When the project is undergoing the assessment, HKGBC can issue result notification letters at different stages to project applicants. Please refer to the following table for the types of notification letter and the time of issuance:

Types of Notification Letter	Time of issuance
Result Notification Letter for First-stage Provisional Assessment (PA) ¹	Applicable to BEAM Plus New Buildings (NB) projects that opt for two-stage Provisional Assessment. When all the pre-requisites are achieved in the First-stage PA, BSL will notify HKGBC of the result. HKGBC will then issue a result notification letter to the project applicant.
Result Notification Letter before Appeal / Post-TRC Clarification / Re-assessment ¹	Applicable to BEAM Plus New Buildings (NB) projects that have completed PA submission but appeal, post-TRC clarification or re-assessment is pending. The project applicant can make a request to BSL and HKGBC shall issue to certify the PA result attained before appeal, post-TRC clarification or re-assessment.
Result Notification Letter for Preliminary Provisional Assessment / Preliminary Final Assessment	Applicable to BEAM Plus New Buildings (NB) projects that opt for Multiple Provisional / Final Assessment. The letter will be issued when the result of partial project sites in the entire development is released.
Intermediate Result Notification Letter	Applicable to projects pursuing Comprehensive Scheme B of BEAM Plus Existing Buildings (EB) V2.0. The letter will be issued when the intermediate result of part of the assessed aspects is released.

Remarks:

- The letter issued above shall only be used for submission to BD, as to apply for consent to commence works. It shall not be used for other purposes such as promotion, etc. The PA result at this stage will not be publicised in the BEAM Plus Project Directory.

iii. Validity of BEAM Plus Certificate

The validity of a BEAM Plus certificate defines **how long an Applicant can use the BEAM Plus certificate for marketing or other purposes.** The validity periods are illustrated in the table below.

Certificate	NB / EB	BI	ND
PA Certificate	Issue of FA result or 6 years*, whichever is earlier.	N/A	N/A
FA Certificate	5 years	5 years or when the occupant/tenant moves out from the certified premises.	5 years or when major changes are made to the masterplanning design.

Remarks:

* The Applicant may apply for an extension of time for the 6-year validity period of PA Certificate in case there are special circumstances that result in a longer time required for FA completion. In that case, a letter with justifications should be submitted to HKGBC at least one month before the expiry of the PA Certificate for processing.

iv. BEAM Plus Certification Seals and Certification Plaques

With heightened awareness of the community on environmental and sustainability issues, BEAM Plus certification is a clear and convincing public commitments to go green. HKGBC offers certification seals and plaques for project teams to adopt in the publicity materials.

Please refer to the following table for the availability of seals and plaques for PA and FA:

Assessment Stage	Certification Seal (Digital Artwork)	Certification Plaque
Provisional Assessment	✓ (Free of charge)	✗
Final Assessment	✓ (Free of charge)	✓ (Optional)

Starting from 1 June 2018, HKGBC will provide **ONE** free certification plaque for each BEAM Plus NB/EB/BI project that has obtained Final Assessment (FA) rating at Bronze/ Satisfactory or above. The starting date of 1 June 2018 refers to the date when HKGBC sent out the email of project information checking to the Applicant for compiling the FA certificate.

For BEAM Plus Existing Buildings Volume Certification, there is **NO** free certification plaque offered by HKGBC.

Additional Order for BEAM Plus Certification Plaques

Project owners may order additional plaque(s) to denote their BEAM Plus achievement and fees for additional plaque(s) apply. An **online order form** can be found in the following link:

Additional Order for BEAM Plus Certification Plaque(s)

<https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-references/promoguideplaque/promoguideplaque.jsp>

For details of the user guidelines on the certification plaques and other marketing support offered by HKGBC, project applicants can refer to the BEAM Plus Marketing Kit and Style Guide for more information:

BEAM Plus Marketing Kit and Style Guide

<https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-references/promoguideplaque/PromotionFiles/BEAM-Plus-Marketing-Kit-and-Style-Guide-reduced.pdf>

v. Green Building Certification Label for Sales Brochures

Since 1 April 2011, certification by BEAM Plus is one of the pre-requisites for the granting of Gross Floor Area (GFA) concessions for certain green and amenity features in development projects.

As stipulated by the Residential Properties (First-hand Sales) Ordinance (Cap 621), for any new residential properties which has been granted with GFA Concessions in accordance to APP-151 issued by Buildings Authority, its BEAM Plus assessment rating should be included in the sales brochures under the section of “**Information in application for concession on gross floor area (GFA) of building**”. In this regard, a Green Building Certification Label (Label) is provided for display in the sales brochures.

Types of Label

There are three types of label indicating various assessment stages:

1. Projects completed registration and pending for the assessment process
2. Projects completed Provisional Assessment with rating certified by HKGBC
3. Projects completed Preliminary Final Assessment with rating certified by HKGBC
4. Projects completed Final Assessment with rating certified by HKGBC

Each label is available for developers to incorporate in their sales brochures for respective project status and/or assessment rating. Upon successful application, HKGBC shall provide the Green Building Certification Label in jpg format to the applicant by email.

Application

Please [login to the BEAM Plus Project Online Account](#) to apply by clicking “Apply Green Building Certification Label” at the top right hand corner after successful login. Please visit the following website for details.

Green Building Certification Label for Sales Brochures

<https://hkgbc.org.hk/eng/beam-plus/beam-plus-new-buildings/green-building-cert/index.jsp>

Remarks:

1. HKGBC may decline the application if insufficient information is provided. Additional submission of necessary information is allowed, which may result in longer processing time.
2. Applicant shall submit the soft copy of Sales Brochures **by email** beamplus@hkgbc.org.hk to HKGBC within two weeks once the printed version is ready for distribution.

vi. Disclosure of Project Information on HKGBC website

HKGBC will disclose brief project information on the websites: BEAM Plus Project Directory and BEAM Plus Online Exhibition

BEAM Plus Project Directory

The information disclosed on the BEAM Plus Project Directory includes:

✓ Project Name	✓ Project Address
✓ Project Type	✓ BEAM Plus Assessment Tool and Version
✓ Name of Developer	✓ BEAM Pro
✓ Project Status / Rating	✓ Year of Registration / Certification
✓ Project Narrative (if any) ¹	✓ Photo of the Project (if any) ¹

Project name, address and the narrative can be amended at the [BEAM Plus Project Online Account](#).

BEAM Plus Project Directory & Statistics

<https://www.hkgbc.org.hk/eng/beam-plus/beam-plus-dir-stat/BEAMPlusDirectory.jsp>

Remarks:

1. *(The following clause is only applicable to projects completing BEAM Plus on-line submission on or after 1 August 2014)*

Prior to the issuance of FA certificate, the applicant is required to submit a picture of the building, basic narrative of the building (including address, function of the building, number of blocks and storeys) and a brief description of the green features of the building if the project achieves Bronze rating or above. The submitted information will be published on BEAM Plus Project Directory & Statistics.

BEAM Plus Online Exhibition

BEAM Plus Online Exhibition is a web-based platform established by HKGBC to exhibit outstanding BEAM Plus projects and share their best practice, in hopes of promoting green building to the wider community in Hong Kong.

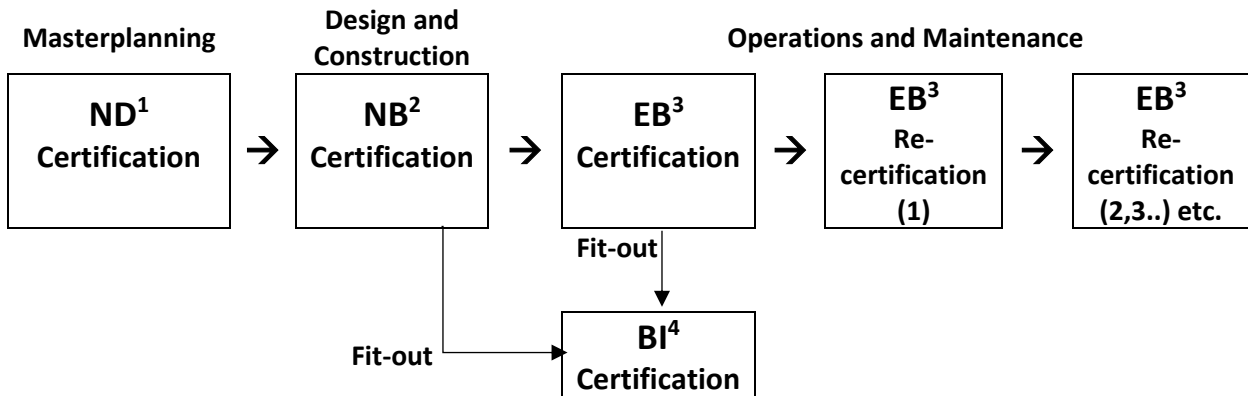
Projects achieving **Provisional Gold, Provisional Platinum rating and Final Assessment ratings of Bronze or above, or Satisfactory grade or above for BEAM Plus Existing Buildings V2.0 – Selective Scheme** will be invited to exhibit the project online.

BEAM Plus Online Exhibition

<http://greenbuilding.hkgbc.org.hk/>

G. Moving BEAM Plus Projects Forward

BEAM Plus consists of 4 assessment tools that cover the whole building life cycle. As a building project moves along the building life cycle, project teams can pursue different BEAM Plus certifications, marking milestones on the journey of building sustainability. The following is a simple illustration of what BEAM Plus certification the project teams can pursue at different stages of the building life cycle:



1. Upon completion of BEAM Plus Neighbourhood (ND) certification, project teams are encouraged to apply for assessment under BEAM Plus New Buildings (NB) when the project moves from Masterplanning stage to Design and Construction stage.
2. Project teams can pursue BEAM Plus Existing Buildings (EB) certification after attaining the rating under NB assessment. Discount on BEAM Plus EB registration fee is offered to projects registered before the expiry of its NB certification.
3. BEAM Plus EB focuses on building's Operations and Maintenance. Project teams are encouraged to renew its BEAM Plus EB certification by commissioning and submitting a new EB assessment to keep abreast of the building's ongoing operational performance. Discount on BEAM Plus EB registration fee is offered to projects before the expiry of its EB certification. As a result, Project teams can re-certify their projects regularly in order to maintain the validity of EB certification.
4. Where there are interior fit-out works at non-domestic premises, either in newly completed buildings or existing buildings, project teams can pursue BEAM Plus Interiors (BI) certification for their occupied space.

Appendices

BEAM Plus Certification Flowchart

BEAM Plus Certification Flowchart

