BEAM Plus NB (v1.1 and 1.2) Project Assessment Process

1. **Submission**
   - Applicant submits the BEAM Plus Project Registration to HKGBC (Online Registration Form), and make payment to "Hong Kong Green Building Council Limited".
   - HKGBC reviews the registration and confirms receipt of the Registration Fee within 2 weeks.
   - Issue Acknowledgement Letter to Applicant to confirm the Registration.
   - BSL signs Agreement with Applicants.
   - Submission of Materials for Project Assessment.
   - Issue Acknowledgement to Applicant to confirm Project Assessment Commencement.
   - Applicant applies 2-stage assessment.
   - Assign BAS to undertake project assessment.

2. **Assessment**
   - Comment on Submission.
   - Applicant, BAS, and BSL are to resolve any differences and misunderstanding within 2 weeks.
   - Notify Applicant if the result is available.
   - The application of CIR will not be accepted between the Applicants’ submission stage and certification notification stage.
   - Notify the Applicant for the Results.

3. **Certification**
   - Issue BEAM Plus NB (PA/FA) Certification/Notification.
   - HKGBC confirms receipt of the Registration Fee.
   - Notify HKGBC.
   - Timeline for performance pledge will not commence until full set of submission has been received.
   - Timeline for awaiting for Applicant’s reply for particulars on Certificate will be excluded from the calculation of 14 days for issuing Certificates.

Apartment

- Review Registration & Confirm receipt of the Registration Fee
- Issue Acknowledgement Letter to Applicant to confirm the Registration
- Sign Agreement with Applicants
- Submission of Materials for Project Assessment
- Issue Acknowledgement to Applicant to confirm Project Assessment Commencement

BSL

- Assign BAS to undertake project assessment
- Applicant applies 2-stage assessment
- Need BAS to Stage Assessment

Applicant

- Comment on Submission
- Applicant, BAS, and BSL are to resolve any differences and misunderstanding within 2 weeks.
- Notify Applicant if the result is available.
- The application of CIR will not be accepted between the Applicants’ submission stage and certification notification stage.
- Notify the Applicant for the Results.

HKGBC

- Issue BEAM Plus NB (PA/FA) Certification/Notification
- Notify HKGBC
- Timeline for awaiting for Applicant’s reply for particulars on Certificate will be excluded from the calculation of 14 days for issuing Certificates.

Legend:

- **HKGBC**: Hong Kong Green Building Council Limited
- **BSL**: BEAM Society Limited
- **Applicant**: Applicant (includes parties who will provide project information)
- **BAS**: BEAM Assessor
- **TRC**: Technical Review Committee
- **NB**: New Buildings
- **EB**: Existing Buildings
- **PA**: Pre-submission Assessment
- **FA**: Final Assessment
- **CIR**: Credit Interpretation Request

Note:

- This BEAM Plus Project Assessment Flowchart is intended to facilitate project scheduling by BEAM Plus applicants and BEAM Pro. HKGBC welcomes any comments as to support our periodic review and refinement process. Please send your suggestions and queries to HKGBC Secretariat (beamplus_enquiry@hkgbc.org.hk) if you have any. Meanwhile, HKGBC and BSL would try our best to adhere to the proposed timeline as stated.

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**BEAM Plus NB V1.2** Online Registration Form

Payment Advice will be sent by post and by email upon making submission through the Online Form.

** SUPERSEDED **

1. BEAM Plus Project Assessment Process (Full Version can be downloaded from the HKGBC Website: https://www.hkgbc.org.hk/eng/BEAM-Plus-Audit-Assessment-AssessmentProcedures )
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