BEAM Plus ND Project Assessment Process

1. **Registration**
   - Submit the BEAM Plus Project Registration to HKGBC (Online Registration Form), and make payment to: "Hong Kong Green Building Council Limited"
   - Review Registration & Confirm upon receipt of the Registration Fee
   - Issue Acknowledgement Letter to Applicant to confirm the Registration

2. **Submission & Preliminary Technical Screening**
   - Sign Agreement with Applicants
   - Submission of Materials for Project Assessment
   - Issue Acknowledgement to Applicant to confirm Project Assessment Commencement
   - Preliminary Technical Screening
   - PASS
     - Assign BAS to undertake project assessment
   - No
     - Comment on Submission
       - Additional Information

3. **Assessment**
   - The Assessment Summary to be passed to TRC for Review and Credit Award
   - Notify the Applicant for the Results
     - Accept?
       - Yes
       - No
         - Issue the BEAM Plus ND Certification Notification

4. **Certification by**
   - Notify HKGBC
     - Accept?
       - Yes
       - No
         - 1st Appeal on individual credit in writing
           - Review the Appeal
           - Result of Appeal
             - Yes
             - No
               - Submit Final Appeal
                 - Review the Final Appeal
                 - Result and Notify

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
- ND: Neighbourhood
- FA: Final Assessment
- CIR: Credit Interpretation Request

Note:
- Timeline for providing submission materials, supplemental information by Applicants, and carrying out CIRs will be excluded from the Submission and the Assessment Process.
- Timeline for appeals will be excluded from the Assessment Process if there is any.
- The application of CIR will not be accepted between the Applicants' submission stage and certification notification stage.
- Timeline for performance pledge will not commence until full set of submission has been received.
- Signed Assessment Agreement and payment must be received before project assessment commences.
- Timeline for awaiting for Applicant's reply for particulars on Certificate will be excluded from the calculation of 14 days for issuing Certificates.

Remarks
- Timeline for providing submission materials, supplemental information by Applicants, and carrying out CIRs will be excluded from the Submission and the Assessment Process.
- Timeline for appeals will be excluded from the Assessment Process if there is any.
- The application of CIR will not be accepted between the Applicants' submission stage and certification notification stage.
- Timeline for performance pledge will not commence until full set of submission has been received.
- Signed Assessment Agreement and payment must be received before project assessment commences.
- Timeline for awaiting for Applicant's reply for particulars on Certificate will be excluded from the calculation of 14 days for issuing Certificates.

This BEAM Plus Project Assessment Flowchart is intended to facilitate project scheduling by the 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 endeavors to adhere to the proposed timeline as stated.