

Application Notes  
(AN-FSWS)



# Fire Safety Improvement Works Subsidy Scheme

Enquiry  
**3188 1188**



保安局  
Security Bureau



市區重建局  
URBAN RENEWAL  
AUTHORITY

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## Introduction

According to the Fire Safety (Buildings) Ordinance (Cap.572) (“**Ordinance**”) which has come into operation since 1 July 2007, the fire safety measures of all composite and domestic buildings constructed by 1 March 1987, or with their plans of the building works first submitted for approval on or before that day, must be enhanced to a safety level meeting the modern standard, with a view to better protecting the lives and properties of the occupiers, users and visitors of the buildings from the risk of fire. The Fire Services Department (“**FSD**”) and the Buildings Department (“**BD**”) will issue “Fire Safety Directions” (“**Directions**”) to owners or occupiers of a building with regard to its fire safety measures to specify the required fire safety improvement works subsequent to an on-site inspection.

The Chief Executive announced in the “2017 Policy Address” that the Government plans to devote HK\$2 billion and partner with the Urban Renewal Authority (“**URA**”) to implement the “Fire Safety Improvement Works Subsidy Scheme” (“**FSW Scheme**”) to subsidise owners of old composite buildings to undertake fire safety enhancement measures as required by the Ordinance.

## 1. Eligibility Criteria

1.1 A building participating in the FSW Scheme must meet the following criteria:

- (i) The building is not under single ownership and is a composite building (commercial and residential) under the Ordinance; and
- (ii) The average annual rateable value of domestic units in the building shall not exceed the limit stated in item 2(b) of Appendix I to the Integrated Building Rehabilitation Assistance Scheme (“**IBRAS**”); and
- (iii) The building owners have received Directions for the common parts of the building and / or its related Fire Safety Compliance Order issued by FSD and BD, but compliance letters confirming the completion of all fire safety improvement works required by the Ordinance had not been issued as of 11 October 2017.

## 2. Application Period and Methods

2.1 The completed Application Form and necessary supporting documents must be returned to URA on or before 31 October 2018 by any of the following methods:

- (i) **On-line application:**  
Link: <http://www.buildingrehab.org.hk/eapplication>  
( The time of receipt of an on-line applications will be adopted as the submission time of that application )
- (ii) **By post** to the following address:  
Unit 1001, 10/F, Tower 2, Cheung Sha Wan Plaza, 833 Cheung Sha Wan Road, Kowloon  
( Date of the stamp chop will be adopted as the submission date of application )
- (iii) **Submit in person** to the following address (Submission date is determined by the date of the receipt of the form signed by URA ):

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<b>URA Offices &amp; Centres</b>		
<b>URA Office</b>	<b>Address</b>	<b>Office Hours (Closed on Sunday &amp; Public Holidays)</b>
Headquarters	26/F, COSCO Tower, 183 Queen's Road Central, Hong Kong	Monday to Friday 8:45am - 6:00pm
Building Rehabilitation Offices	Unit 1001, 10/F, Tower 2, Cheung Sha Wan Plaza, 833 Cheung Sha Wan Road, Kowloon	Monday to Friday 8:45am - 12:30pm/ 1:30pm - 6:00pm
Urban Renewal Resource Centre	1/F, 6 Fuk Tsun Street, Tai Kok Tsui, Kowloon	Monday to Friday 10:00am - 7:00pm Saturday 10:00am - 6:00pm
Kwun Tong Neighbourhood Centre	Unit C, 1/F, Yue Wah Mansion, 34-62 Yue Man Square, Kwun Tong, Kowloon	Monday to Friday 8:45am - 1:00pm/ 2:00pm - 6:00pm
Sham Shui Po Neighbourhood Centre	Shop C, G/F, 182 Fuk Wa Street, Sham Shui Po, Kowloon	
Kowloon City Neighbourhood Centre	Units K & L, 1/F, Sunshine Plaza, 17 Sung On Street, Hung Hom, Kowloon	

### 3. Submission of Application Form and Supporting Documents

- 3.1 If an owners' corporation ("OC") has been formed, the OC shall be the Applicant when submitting the application to URA.
- 3.2 For buildings without an OC, all owners collectively shall be the Applicant when submitting the application to URA. Please read the "Application Notes for building without Owners' Corporation" in Annex I to the IBRAS Application Form for the application requirements and details.
- 3.3 The Applicant is required to submit the following documents to URA within the application period:
- (i) A duly completed and signed **IBRAS Application Form** ("**Application Form**"); and
  - (ii) A copy of the Certificate of Registration of OC / Certificate of Registration of a Society / Certificate of Registration and by-laws of Civil Servants' Co-operative Building Society (if applicable);
  - (iii) Copies of the Directions for the common parts of the building and / or its related Fire Safety Compliance Order issued by FSD and BD;
  - (iv) (If an OC has been formed) Copies of meeting notices and minutes of the owners' meeting passing the following resolutions:
    - (a) To resolve on the application for "Fire Safety Improvement Works Subsidy Scheme";

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- (b) To authorise the OC to be the Applicant, and at least two committee members of the Management Committee or the Manager appointed in accordance with the Deed of Mutual Covenant of the building (“**DMC**”) as the Applicant’s Representatives to sign the Application Form and all other documents related to “Fire Safety Improvement Works Subsidy Scheme”;
- (c) To carry out fire safety improvement works for the common parts of the building in accordance with the Directions and/or the requirements stipulated in the related Fire Safety Compliance Order (the works must comply with the “**Use of Subsidy**” in Paragraph 4 of this Application Notes);
- (d) To apportion all costs and expenditure relating to the fire safety improvement works among all owners of the building in accordance with DMC or the relevant provisions in the Building Management Ordinance (Cap.344);
- (e) To resolve on paying for and joining URA’s “Smart Tender Building Rehabilitation Facilitating Services Scheme” (“**Smart Tender**”)<sup>Note 1</sup> (if applicable) for the fire safety improvement works (Please refer to “AN-ST” for details); and
- (f) To authorise the Applicant to receive subsidies from URA under the FSW Scheme on behalf of all eligible owners.

Note 1: For the resolutions required for joining Smart Tender, please refer to Paragraph 4.2.3 of “AN-ST”

*The above resolutions must be passed on or before the date of submission of the application in accordance with the Building Management Ordinance (Cap.344) and the DMC. For building without OC (including those held by Civil Servants’ Co-operative Building Society (CBS)), Please refer to “Application Notes for building without Owners’ Corporation” in Annex I to the IBRAS Application Form for the details of the resolutions required to be passed.*

- (v) If works of the building are underway, the Applicant must submit copies of the following documents to URA within the application period:

<b>Progress</b>	<b>Necessary Supporting Document</b>
1. Consultant appointed	Consultancy Service Contract
2. Contractor appointed	Works Contract

Note: The related contracts must be signed before the application start date of the FSW Scheme. Otherwise, the procurement of fire safety improvement works contractor and consultancy services must be done through Smart Tender of URA.

- 3.4 If the documents set out in items 3.3 (iv) and (v) above are not submitted together with the Application Form, they shall be submitted to URA within the application period, otherwise the approval of the application may be affected.
- 3.5 After the closing date for application, all applications will be prioritised based on the factors adopted for the FSW Scheme.
- 3.6 If a building/ estate having more than one OC/DMC intends to engage the same consultant/Authorised Person/qualified registered contractor to carry out the works as required by the Directions and/or its related Fire Safety Compliance Order, each Applicant is required to complete its own Application Form and the Applicants may submit their

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completed forms jointly as a joint application. URA will only allocate one priority number for such joint application. URA has the right to determine what constitutes “a building/estate” and reserves the right to accept any joint application or not.

- 3.7 Each Applicant can only submit one Application Form for his building. If an Applicant submits more than one Application Form, URA has the right to reject all applications submitted by such Applicant.
- 3.8 Upon receiving the Application Form, URA will acknowledge receipt thereof in writing.

### 4. Use of Subsidy

The subsidy is only applicable to works carried out at the common parts of the building required for complying with the Directions and/or its related Fire Safety Compliance Order, which include:

- 4.1 Provision or improvement of the following fire service installations and equipment:
- (i) Automatic sprinkler system;
  - (ii) Fire hydrant and hose reel system;
  - (iii) Manual fire alarm system;
  - (iv) Emergency lighting;
  - (v) Automatic cut-off device for mechanical ventilating system; and
  - (vi) Other alternative fire service installations and equipment/measures approved by FSD
- 4.2 Improvement of fire safety construction measures:
- (i) Protection of exit routes and staircases with fire resisting construction;
  - (ii) Improvement of the exit to a street;
  - (iii) Provision or replacement of fire doors;
  - (iv) Improvement of staircase width;
  - (v) Provision of additional staircases;
  - (vi) Enhancement of existing lifts to become fireman’s lifts;
  - (vii) Provision of fireman’s lifts;
  - (viii) Improvement of the resistance of external walls and the protection of openings therein;
  - (ix) Provision of fire resisting construction separating different parts of the building;
  - (x) Provision of fire resisting enclosures to non-emergency services within the staircases; and
  - (xi) Provision of smoke vents to basements.
- 4.3 The necessary professional services (e.g. appointment of consultant) and any associated or follow-up works arising from the works mentioned in paragraphs 4.1 and 4.2 above may also be subsidised. All works must comply with the legal requirements and be carried out by qualified registered contractors.

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## 5. Target Beneficiaries and Level of Subsidy

- 5.1 The Applicant may receive subsidy up to 60% of the cost of the fire safety improvement works and the consultancy fees, or the corresponding cap imposed on the relevant category of buildings (see the table below), whichever is less.

Fire Safety Improvement Works Subsidy Scheme – Maximum Subsidy Amount

Number of Storeys	Maximum Amount (HKD)
1 – 3	230,000
4 – 6	470,000
7 – 12	790,000
13 or more	1,260,000

- 5.2 As regards those buildings with qualified registered contractors already engaged for the fire safety improvement works before the application period of the FSW Scheme, the independent consultant appointed by URA will assess the relevant documents provided by the Applicant (such as tender documents, works contracts and works progress reports) to determine the level of subsidy, which in any case will not exceed 60% of cost of works and consultancy fees, or the corresponding cap applicable to the relevant category of buildings (whichever is less).

## 6. Other Subsidies

- 6.1 If the building has received the statutory notice or pre-notification letter of mandatory building inspection issued by BD and the building meets the eligibility criteria of “Operation Building Bright 2.0” (“**OBB 2.0**”), the Applicant may also apply for subsidy under OBB 2.0 to cover those works related to the Mandatory Building Inspection Scheme. However, the relevant work items shall not duplicate with those approved under FSW Scheme or any other past or existing subsidy schemes administered by different institutions or departments. Please refer to “AN-OBB2.0(Bldg)” for details.

## 7. Procedures and Requirements for Approval

- 7.1 The successful Applicant for the FSW Scheme will receive an “Approval-in-Principle Letter” (“**AIP Letter**”) issued by URA. URA will earmark funds for such buildings and the Applicant should undertake in writing to take the initiative to organize the works in accordance with the arrangements, guidelines and requirements stipulated by the FSW Scheme.
- 7.2 Unless the consultancy firm and the qualified registered contractors have been appointed before the commencement date of the application period of the FSW Scheme, or the consent of the implementation committee of the FSW Scheme has been obtained, the Applicant must appoint a consultancy firm and its Authorized Person/Qualified Person (collectively referred to as “**Works Consultant**”) to organise the fire safety improvement works within the specified timeframe and appoint qualified registered contractors to complete such works via URA’s Smart Tender. All tender procedures shall comply with the requirements of

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Smart Tender, the Building Management Ordinance (Cap.344) and/or DMC (if applicable) and the FSW Scheme. Unless the prior consent of the implementation committee of the FSW Scheme has been obtained, the services provided by the consultancy firm must include setting out the preliminary designs of improvement works before tendering of such works.

- 7.3 If the Applicant has already appointed a Works Consultant to organise the works before submission of the Application Form, the Works Consultant shall sign a “Confirmation Letter for Probity and Anti-collusion Clauses” , a “Declaration Form for Ethical Commitment Clauses” and a “Non-collusion Clauses and Non-collusive Tendering Certificate”, as well as a “Letter of Undertaking” including provisions relating to prohibition of acceptance of advantage and declaration conflict of interest acknowledging its agreement to observe URA’s requirements for the application of the FSW Scheme, otherwise no funding will be granted for the works. The Applicant shall also use URA’s Smart Tender to appoint the qualified registered contractors to complete the works.
- 7.4 If the Applicant has already completed the procurement for the works mentioned in Paragraphs 4.1 and 4.2 above (i.e. appointment of the Works Consultant and the qualified registered contractor to organise and carry out the works) before submission of the Application Form, such procurement procedures must comply with the requirements stipulated in the Building Management Ordinance (Cap.344) and/or DMC (if applicable). In case the procurement procedure has failed to comply with such requirements and the Applicant has failed to arrange rectification thereof, no subsidy under FSW Scheme will be granted. Any additional expenses or losses resulted from the rectification of the procurement procedure, including but not limited to compensation for the termination of existing services, shall not be subsidised by the FSW Scheme and the Applicant shall be responsible for the same.
- 7.5 The successful Applicant for subsidies under the FSW Scheme shall complete the fire safety improvement works in accordance with the schedule stipulated in the AIP Letter issued by URA. Under normal circumstances, the Applicant shall appoint the Works Consultant and the qualified registered contractor and commence the works within 24 months from the date of issue of the AIP Letter.
- 7.6 The Applicant shall submit the required documents on time to allow URA to examine the progress and determine whether the works have been carried out in compliance with the relevant guidelines and requirements. If the Applicant fails to comply with the requirements stipulated in Paragraph 7.5 above and/or under FSW Scheme without any reasonable explanation, the AIP Letter granted to the building may be revoked and the funds reserved will be granted to the other eligible Applicants.
- 7.7 If the Works Consultant and the qualified registered contractor have not been appointed before the commencement of the application period for FSW Scheme, the Applicant shall prepare the consultancy service contract and the works contract in accordance with the guidelines issued by URA and submit necessary supporting documents to URA, failing which the progress of verification and appropriation of funds could be affected. For the requirements for supporting documents, those stipulated in the AIP Letter and DIY tool-kits of Smart Tender shall prevail.
- 7.8 If the Works Consultant and the qualified registered contractor have not been appointed before the commencement of application period for FSW Scheme, the Applicant shall insert “Probity and Anti-Collusion Clauses”, “Ethical Commitment Clauses” and “Non-collusion Clauses and Non-collusive Tendering Certificate” including provisions relating to

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prohibition of acceptance of advantage, and the declaration of conflict of interest etc. in the tender documents and consultancy/works contracts.

- 7.9 Even if the Works Consultant and the qualified contractor have been appointed before the commencement of application period for FSW Scheme, the Applicant shall still submit a “Confirmation Letter to Comply with Probity Commitments and Anti-Collusion Clauses”, a “Declaration Form to Comply with the Ethical Commitments Requirements” and a “Non-Collusion Clauses and Non-Collusive Tendering Certificate”, as well as an undertaking letter with provisions relating to prohibition of acceptance of advantage and declaration of conflict of interest etc. signed by the Works Consultant/ qualified contractor. Otherwise, the works will not be subsidised.
- 7.10 Staff members or representatives of URA will assess the intended work items and the cost estimates, the quotations and the progress of works before and during the works. The Applicant shall assist and facilitate staff members or representatives of URA to carry out site inspection of common parts of the building.
- 7.11 For the calculation of the subsidy amount, if the contract sum of the subsidised work items is greater than the estimate made by the independent professional consultant engaged by URA, URA shall determine the subsidy amount based on such estimate by its independent professional consultant. Otherwise, the subsidy amount shall be determined based on the contract sum of the subsidised work items.
- 7.12 If any works have been commenced/completed/concealed prior to the submission of the application such that on-site verification of completion of the works is impossible, the Applicant shall submit all documentary proofs for such works to URA for checking, or otherwise the subsidy related to such repair items shall be deducted accordingly.
- 7.13 In case of any material variation to the contract terms or repair costs (whether it is an addition or a reduction), the Applicant shall notify URA as soon as possible in writing and submit relevant documents for approval, otherwise the subsidy amount will be affected. Material variation refers to any changes in sum that is likely to exceed HK\$200,000 or 20% of the OC’s annual management budget, which require a resolution passed in an owners’ meeting convened under the Building Management Ordinance (Cap.344).
- 7.14 In case of any disputes relating to the eligibility for application or release of subsidy, the decision of URA shall be final and conclusive.
- 7.15 Notwithstanding any contrary provision contained in this Application Notes, and whether or not the AIP Letter has been issued, URA has the right to reject the application, to stop payment of subsidies, to recover any subsidies released or to adjust the subsidy amount at any stage on reasonable grounds or in reasonable circumstances and the Applicant shall raise no objection.
- 7.16 All buildings participating in the FSW Scheme will be automatically registered for the “RenoSafe Scheme” operated by the Hong Kong Police Force to enjoy the various services offered under the “RenoSafe Scheme”.



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### 8. Release of Subsidy

- 8.1 The Applicant should apply to URA for release of subsidies in phases (up to 4 phases) according to the progress of works, for payment of the costs of work items for improving the common parts of the building covered by the FSW Scheme. The amount of subsidy to be released by URA in each phase will be calculated according to the percentage of the completed eligible work items covered by the FSW Scheme. Consultancy fee can be included in the above subsidy release application during the contracting period. The Applicant shall give a written undertaking and distribute the subsidies to individual owners in accordance with the funding allocation form provided by URA.
- 8.2 In general, URA will release the subsidy within 30 days after receiving all required documents.

### 9. Notes

- 9.1 URA is a public body under the regulation of the Independent Commission Against Corruption (ICAC) and the Office of The Ombudsman, Hong Kong. Any incident suspected to be related to corruption shall be reported to ICAC immediately.
- 9.2 URA is a public body as defined in the Prevention of Bribery Ordinance and all staff members of URA are subject to the said Ordinance and are not allowed to solicit and accept any forms of advantages (monetary or otherwise) from customers, contractors, suppliers, registered inspectors or any other person. For the appointment of registered inspectors, project consultants and contractors for the building repair works, staff members of URA shall only provide general guidance and are prohibited from taking part in any form of actions leading and influencing the Applicant in the selection of registered consultants, project consultants and contractors (excluding the services arranged by URA under Smart Tender).
- 9.3 The Application Form and this Application Notes are not legally binding on URA. URA is not liable to any person for any loss or damages which may be incurred or sustained by relying on any information contained in the Application Form and this Application Notes.
- 9.4 URA reserves the right to modify the above contents at any time without prior notice. The web version shall prevail should there be any changes. Please refer to “Building Rehab Info Net” ([www.buildingrehab.org.hk](http://www.buildingrehab.org.hk)) for the latest version.
- 9.5 Any wilful misrepresentation or omission may lead to disqualification and court proceeding. The Applicant is reminded that it is a criminal offence to obtain any pecuniary advantage by deception.

Enquiry Hotline: 3188 1188

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### List of Abbreviations

#### Application Notes for Building (Applicable to Owners' Corporation / Owners' Organisation / Representatives of all owners)

Abbreviation	Application Notes
AN-CAS	Application Notes for Common Area Repair Works Subsidy
AN-OBB2.0(Bldg)	Application Notes for Operation Building Bright 2.0 (Applicable to Owners' Organisation of Category 1 Building)
AN-FSWS	Application Notes for Fire Safety Improvement Works Subsidy Scheme
AN-ST	Application Notes for Smart Tender Building Rehabilitation Facilitating Services
AN-MBISS	Application Notes for Mandatory Building Inspection Subsidy Scheme

#### Application Notes for Individual Flat Owner

Abbreviation	Application Notes
AN- OBB2.0(OO)	Application Notes for Operation Building Bright 2.0 (Applicable to Owner- Occupier)
AN-HRIL	Application Notes for Home Renovation Interest-free Loan
AN-HLHG	Application Notes for Home Renovation Hardship Grant
AN-CASHG	Application Notes for Common Area Repair Works Hardship Grant
AN-BSLS	Application Notes for Building Safety Loan Scheme
AN-BMGS	Application Notes for Building Maintenance Grant Scheme for Elderly Owners