**Annex**

**Template for Submission of Applications for Installation of Radio Base Stations at Selected Government Venues under the Pilot Scheme for 5G Network Rollout**

**Application Form - Installation of Radio Base Stations (“RBSs”) at Government Venues under the Pilot Scheme**

Date of Application : \_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant(s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site coordinator (for joint applications) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_(to be filled by applicant/coordinator e.g. MNO-001)

Department(s) which manages the venue in this application :

FEHD / GPA / LCSD / AFCD / WSD / FSD (please delete as appropriate)

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| **Part A** | **Government Venues Under Application** |
| Note 1: If Mobile Network Operator (“MNO”) applies for RBS installation at a Government venue under List A of the Pilot Scheme, MNO is required to commit, at the time of application, to also apply for RBS installation at one of the Specified Government Venues on List B (unless the list is exhausted). MNO is therefore required to provide venue information in **both** sections A1 and A2 below. Note 2: If MNO applies for RBS installation at a Specified Government Venue under List B of the Pilot Scheme, MNO is required to provide venue information in section A2 below **only**.  |

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| **A1. Government venues under List A** *(please also fill in Section A2 unless the list of Specified Government Venues is exhausted)* |
| **\*Site****No.** | **Department**  | **Description of Venue**  | **Address** | **Participating MNOs**  | **Name of Site Coordinator****(for joint applications)** |
| e.g.0002 | FEHD | XXX | XXXXXX | MNO A, MNO B, …. MNO X | MNO B |
|  |  |  |  |  |  |
| Remarks: |

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| **A2. Specified Government Venues under List B** |
| **\*Site****No.** | **Department**  | **Description of Venue**  | **Address** | **Participating MNOs**  | **Name of Site Coordinator****(for joint applications)** |
| e.g.1000 | LCSD | YYY | YYYYYY | MNO A, MNO B, …. MNO X | MNO B |
|  |  |  |  |  |  |
| Remarks: |

**\* The Site Number quoted in this Form must be the same as that specified in the full list of venues under the Pilot Scheme provided by OFCA**.

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| **Part B** | **Checklist for submission of information required by government departments** |

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| **I. Department which manages the venue under application** |
|[ ]   **Food and Environmental Hygiene Department (“FEHD”)** |
|  | [ ]  (1) Proposed location(s) for installation including the floor level and indoor or outdoor installation (with layout plan/drawings provided indicating the proposed location(s));[ ]  (2) Number of RBS(s) to be installed;[ ]  (3) Size, dimensions and weight of the equipment to be installed; [ ]  (4) Whether the MNOs have existing RBS installed in the same premises. If yes, the number and location of existing RBS(s) installed; and[ ]  (5) Future maintenance arrangement and estimated frequency. Submission of applications and supporting documents in both hardcopy (A3 size or above) and electronic format (pdf format) are required. |
|[ ]   **Leisure and Cultural Services Department (“LCSD”)** |
|  | [ ]  (1) Photos showing the layout of site building location;[ ]  (2) Photos showing the proposed RBS equipment and antenna post location;[ ]  (3) Photos showing the proposed power and telecom conduit  routing;[ ]  (4) Photos showing the proposed power meter and telecom box location;[ ]  (5) Photos showing the proposed antenna cover with the cover design, if any;[ ]  (6) Information about the size of the equipment and the detailed equipment location marked on a floor plan;[ ]  (7) A 3-D sketch of the proposed installation;[ ]  (8) The MNOs should send representative to present their proposal  upon request;[ ]  (9) Information about the method for installation of the equipment; [ ]  (10) Future maintenance arrangement; and[ ]  (11) Information about the estimated level of non-ionizing radiation generated from the equipment after its operation.Electronic submission is allowed. Hardcopy may be required upon request by individual venue. |
|[ ]   **Government Property Agency (“GPA”)** |
|  | [ ]  (1) Information about location, size and type (e.g. single/integrated system) of the proposed RBS (Level and size in m2);[ ]  (2) Information about location, type and number of antennae;[ ]  (3) Whether the MNOs have existing RBS installed in the same premises. If yes, the number and location of existing RBS installed;[ ]  (4) Information about location and type of electric meter;[ ]  (5) Whether the proposed installation is covered by Office of the Government Chief Information Officer (“OGCIO”)’s Public and Private Collaboration Arrangement;[ ]  (6) Plans for (1) to (3); and [ ]  (7) Photos of simulated installation for (1) to (3).Electronic submission for items (1)-(5) is allowed.Both softcopies and hardcopies are required for items (6) and (7).For venues which are Government accommodations owned in the name of the Financial Secretary Incorporated in private developments, MNOs are also required to obtain the relevant consent/no objection from the Building Manager and/or the Owner’s Corporation of the development concerned. |
|[ ]  **Water Supplies Department (“WSD”)** |
|  | MNOs shall demonstrate that installation, operation and maintenance of RBSs will not cause adverse effect on water safety, security and operation and maintenance of all existing waterworks installations at the venues. [ ]  (1) Proposed locations of antennae, equipment and cable trunking arrangement on a layout plan/floor plan;[ ]  (2) Information of the equipment including quantities, dimensions and weights;[ ]  (3) Photos of simulated installation;[ ]  (4) Information about the method for installation of the equipment; [ ]  (5) Future maintenance arrangement; and[ ]  (6) Information about the estimated / on-site level of non-ionizing radiation generated from the equipment after its operation to demonstrate its compliance.Submission of applications and supporting documents in both hardcopy (A3 size or above) and electronic format (pdf format) are required. |
|[ ]  **Agriculture, Fisheries and Conservation Department (“AFCD”)** |
|  | [ ]  (1) Proposed locations of antennae, equipment and cable trunking arrangement on a layout plan/floor plan;[ ]  (2) Information of the equipment including quantities, dimensions and weights;[ ]  (3) Proposed location, routing of power supply on a layout plan, and other related information;[ ]  (4) Photos of simulated installation;[ ]  (5) Information about the method for installation of the equipment; and [ ]  (6) Future maintenance arrangement. Submission of applications and supporting documents in both hardcopy (A3 size or above) and electronic format (pdf format) are required. |
|[ ]  **Fire Services Department (“FSD”)** |
|  | [ ]  (1) Proposed locations of antennae, equipment and cable trunking arrangement on a layout plan/floor plan;[ ]  (2) Information of the equipment including quantities, dimensions and weights;[ ]  (3) Photos of simulated installation;[ ]  (4) Information about the method for installation of the equipment; [ ]  (5) Future maintenance arrangement; and[ ]  (6) For fire stations or ambulance depots, the assessment of the potential of non-ionizing radiation hazards at easily accessible areas including rooftop and drill yard. Submission of applications and supporting documents in both hardcopy (A3 size or above) and electronic format (pdf format) are required. |
| **II. Technical Departments** |
|[ ]  **Architectural Services Department (“ArchSD”)** |
|  | [ ]  (1) General building plan endorsed and signed by a qualified person (Authorised Person, Registered Architect, Registered Professional Surveyor or Registered Structural Engineer); and[ ]  (2) Structural design drawings and calculations endorsed and signed by a Registered Structural Engineer.Submission of one copy of general building plans, structural design drawings and structural calculation in hardcopy is necessary. Please refer to **Appendix 2** for general requirements on the submission to ArchSD.  |
|[ ]  **Electrical and Mechanical Services Department (“EMSD”)** |
|  | MNOs should apply for direct electricity connection from the power companies (CLP Power Hong Kong Limited or The Hongkong Electric Company Limited) for installation of RBS. No submission of the technical proposal and formal application to EMSD is required if they do not share use the existing electrical installation of the Government venues. Otherwise, the following information should be submitted to EMSD for technical assessment after seeking the consent of the department which manages the venue -[ ]  (1) Proposed electrical schematic of the power supply; [ ]  (2) Relevant calculations on current demand certified by an appropriate grade of Registered Electrical Worker;[ ]  (3) Design for installation of electrical equipment certified by an appropriate grade of Registered Electrical Worker in a statutory form (Form No. WR1) to confirm that such design is in compliance with the Electricity (Wiring) Regulations; and[ ]  (4) Photos showing the proposed cables routing of power supply,  power distribution and telecom electrical installations.Electronic submission is allowed. |
| [ ]  | **Lands Department (“LandsD”)** |
|  | MNOs are not required to submit formal application to LandsD for installation of RBS at venues under the Pilot Scheme except for those venues specifically marked in the full list of venues provided by OFCA. For these specific venues, the following information should be submitted to LandsD -[ ]  (1) Information about the location and size of the proposed RBS (Level and size in m2);[ ]  (2) Information about location, type and number of antennae;[ ]  (3) Plans for (1) and (2); and [ ]  (4) Photos of simulated installation for (1) and (2).Submission of applications and supporting documents in hardcopy is required. |
|[ ]  **Planning Department (“PlanD”)** |
|  | MNOs are not required to submit formal application to PlanD for installation of RBS at venues under the Pilot Scheme except for the following two types of RBS - 1. For RBSs exceeding the specified dimensions

[ ]  (1) Information about location and size of the proposed RBS (Leveland size in m2);[ ]  (2) Information about location, type and number of antennae; [ ]  (3) Plans for (1) and (2); and.[ ]  (4) Information on land use zoning on relevant statutory town plan and whether planning permission from the Town Planning Board (“TPB”) is required.1. For RBSs requiring planning permission from the TPB

[ ]  (1) Information on the application number and approval date of the application made to TPB; and[ ]  (2) Information on approval conditions, if any, and whether the conditions have been complied with (where applicable).Submission via email to relevant District Planning Office is possible provided that (a) the submission does not exceed 10MB in size; (b) all plans and drawings should be complied in one pdf file attachment; (c) text font size should not be smaller than 12; (d) page size should not be larger than A3; and (e) all information provided in the submission should be clearly shown when viewed on screen or when printed out on paper. |
|[ ]  **Office of the Communications Authority (“OFCA”)** |
|  | [ ]  (1) Information of equipment including quantities and dimensions;[ ]  (2) A map showing the location of the transmitter(s) and the antennae;[ ]  (3) Height/bearing of antennae;[ ]  (4) A map showing coverage area; [ ]  (5) Photos showing surrounding area;[ ]  (6) Diagram showing the minimum distance between the antenna and the public; [ ]  (7) Diagram showing the minimum distance between the antenna and the residential houses;[ ]  (8) Technical configuration diagram of RBS; and[ ]  (9) Sharing arrangement (e.g. antenna or RAN sharing) with other MNOs and justifications if sharing arrangement is not adopted.

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Electronic submission is allowed. |

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| **Part C** | **Particulars of Applicant(s)** |

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| **Name of Licensee** | **Name of staff member responsible for the application** | **Telephone Number** | **Email address** |
| Company A |  |  |  |
| Company B |  |  |  |
| …… |  |  |  |
| Company X |  |  |  |

\* We jointly / I apply for installation of RBSs at the Government venue(s) listed in Part A.

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| (Name of responsible person)  | (Authorised Signature)  |
| For and on behalf of (Name of the Licensee A)  | (Date)  |

|  |  |
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| (Name of responsible person)  | (Authorised Signature)  |
| For and on behalf of (Name of the Licensee X) \* Delete as appropriate | (Date)  |

**Appendix 1**

**Checklist of information required by GPA for processing of tenancy agreement**

If an applicant has obtained support or no objection from all the relevant departments, it should furnish to GPA the information specified in the following checklist for the processing of tenancy agreement.

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| [ ]  (1) Consent / no objection from all relevant parties for the proposed  RBS;[ ]  (2) Information about location, size and type (e.g. single/integrated  system) of the proposed RBS (Level and size in m2);[ ]  (3) Information about location, type and number of antennae;[ ]  (4) Check whether the MNOs have existing RBS installed in the same premises. If yes, provide the number and location of existing RBS installed;[ ]  (5) Information about location and type of electric meter;[ ]  (6) Check whether the proposed venue is covered by OGCIO’s Public and Private Collaboration Arrangement;[ ]  (7) Plans for (1) to (3); and [ ]  (8) Photos of simulated installation for (1) to (3).Electronic submission for items (1)-(6) is allowed.Both softcopies and hardcopies are required for items (7) and (8). |

**Appendix 2**

**General requirements for submission to ArchSD**

**A. Pre-submission Requirements**

* The Applicant should appoint a suitably qualified person to undertake the design and prepare general building plans to illustrate the proposed works and the relation with the existing provisions / structures.
* The Applicant should appoint a Registered Structural Engineer (“RSE”) to demonstrate and certify that the proposed works will not adversely affect the integrity of supporting structural elements in the existing building, taking into consideration all the existing equipment / fixtures near the proposed works.
* The Applicant should submit one set of duly endorsed and signed general building plans; and one set of structural design drawings and calculation, which must be clearly and properly presented, organized and signed by the RSE, for processing and structural checking. Submission of the design drawings and calculation should be in hard copy.
* For venues without or with incomplete set of structural record drawings and design calculation, additional investigation such as structural survey, site measurement and material verification, etc. of existing structure may be required by the appointed RSE of the Applicant to substantiate the assumptions in the design submission for the installation of RBS.
* In addition to the fixing details for the equipment of RBS as proposed by the RSE of the Applicant, additional steel supporting elements for load transfer and / or strengthening works of existing structure may be required in case that the existing structural elements are found not capable to directly support the equipment of RBS. The RSE’s design submission should include any additional steel supporting elements for load transfer and / or strengthening works required for structural checking.
* The works should be carried out under the supervision of the suitably qualified person in compliance with Buildings Ordinance and its subsidiary legislation. Relevant statutory requirements and code of practices should all be complied with.
1. **General Requirements**
* The existing waterproofing membrane of the roof should not be affected. No installation should be fixed directly on the roof surface and damage the existing waterproofing membrane.
* No works should obstruct the operation and maintenance of the existing building and its services/fixtures/installations, etc. Sufficient maintenance access and workspace (minimum 600mm) should be kept to existing installations.
* The Applicant should undertake the taking down and/or re-fixing of the proposed installation upon request for building maintenance works in future solely at the Applicant’s own cost. Also, the Applicant should carry out all necessary reinstatement to the building and should indemnify the Government in case of any loss or damages caused by their works.
* The Applicant should obtain approval from the department which manages the venue for the proposed installation.
1. **Conditions for Approval**
* The Applicant and its appointed suitably qualified person should be responsible for the design, construction and future maintenance of the proposed works.
* The RSE appointed by the Applicant should submit structural design drawings and calculation with its endorsement for checking and approval. The appointed RSE should ensure that the design and supervision requirements set out under the Buildings Ordinance and the subsidiary legislation made thereunder and any amendments thereto are complied with in the design and construction of the structural works. The appointed RSE should also verify the actual site conditions against the design assumptions prior to the construction, and should certify that the completed works are carried out in accordance with the design and, in his/her opinion, structurally safe.
* The Applicant is reminded to seek advice from EMSD as the proposed installation may affect the existing electrical installation of the subject venue.
* As-fitted drawings and photo records (showing the affected area before and after the works) should be submitted within one month after the site works completion date for record.
* Suitably Qualified Person and/or RSE’s certification to ArchSD that the completed installation works are in accordance with the design, relevant statutory requirements and code of practices, and are structurally safe should be submitted within 1 month after the site works completion date for record.