

**APPLICATION FOR WORKS TO BE CARRIED OUT BY THE HIGHWAYS DEPARTMENT
FOR A MEMBER OF THE PUBLIC
市民申請由路政署代其進行工程**

To: Chief Highway Engineer (District & Maintenance)
Highways () Region, Highways Department
致：路政署()區區域工程及維修部總工程師

Date
日期

I, the undersigned, request that you cause the work specified in the schedule ("the work") below to be carried out in connection with the following premises:

本人(下方簽署人)懇請你安排在下述地方進行下表列明的工程(「該項工程」)

Lot No.
地段編號

Address
地址

I agree to pay to the Hong Kong Government ("the Government") the cost of the work involved including all Fees, Labour, Materials and Departmental overhead charges within 14 days of the presentation of the Demand Note to be rendered by you.

本人同意在你發出繳款通知單的十四日內，向香港政府(「政府」)繳交該項工程的費用，包括所有費用、人工、材料費及部門的經常開支。

I also agree that the Government may cause the work to be carried out and completed at such time or times as the Government may at its sole discretion determine and that the Government shall not in any circumstances be held liable for any delay howsoever arising in carrying out and completing the work.

本人並同意政府可安排於其單方面酌情決定的時間進行及完成工程。同時，無論如何，即使政府不能如期進行及完成工程，亦無須負責。

Schedule of Works Required 要求進行的工程	No. & Size 數目及面積	Approx. Date Required 大約須在何日進行工程	Approx. Date when a clear and safe site will be ready for commencement of required work 大約會在何日清理妥一個安全的 工地給政府展開工程
1. Run-ins 車輛出入通道 2. Repairs to 修葺 (a) damaged carriageway 損毀的行車道 (b) damaged footpath 損毀的行人路 3. Surfacing and drainage works in areas of future public roads to be surrendered to the Government 在日後交還政府的公用道路範圍內進行鋪面工程及 渠務工程 4. Other works 其他工程 (a) (b) (c)			

Plans have been approved by the Building Authority as follows:

建築事務監督已核准有關圖則，詳情如下：

Site formation 地盤平整工程		Building 建築工程		Green Area Formation 道路平整工程	
B.O.O. Ref. 建築物條例執行處檔號	Date 日期	B.O.O. Ref. 建築物條例執行處檔號	Date 日期	B.O.O. Ref. 建築物條例執行處檔號	Date 日期

Plans showing the works required are attached.

本人謹附上表明須進行的工程的圖則。

I have appointed Mr. as the Authorised Person for the Project.

本人已委派 先生擔任這項工程的認可人士。

Signature of applicant
申請人簽署

Name in block letters I.D. Card No. Telephone No.
姓名正楷 身份證號碼 電話號碼

Address
地址

NOTES

1. Plans (to a scale of 1:500 or larger) attached to this requisition should show details of all works required with all relevant levels reduced to Principal Datum.
2. This requisition should be submitted after plans have been approved by the Building Authority and AT LEAST 3 months prior to the date when the works are required to allow for processing, planning and mobilization of resources. A longer period should be allowed if the works are large in magnitude or complex in nature.
3. A demand note covering the estimated cost of the works will be issued to the applicant if the proposals are satisfactory.
4. On receipt of notification of payment of the demand note and written confirmation from the Authorized Person that the site is clear and available to the HyD contractor, the Chief Highway Engineer will arrange for the commencement of works.

註

1. 隨此申請表附上的圖則(比例應為 1:500 或以上)應表明須進行的各項工程,圖中顯示的有關水平均應轉為主水平基準。
2. 遞交此申請表前,所有圖則均須經建築事務監督核准。為了給政府足夠時間處理申請、策劃工程及調配資源,申請表應須在進行工程的日期前三個月遞交。如果屬大型或複雜的工程,則應更早遞交申請表。
3. 政府如果滿意申請人的建議,便會向申請人發出繳款通知單,請其繳交工程的估計費用。
4. 路政署總工程師收到認可人上交來的表示已付款及已將工地清理妥當供路政署的承建商使用的書面通知後,會安排展開工程。

FOR OFFICIAL USE ONLY 申請人請勿填寫此頁

A. Date received File Ref.

Description	Estimate	Works Order No.	Actual Cost	Works Completed
1. Run-ins				
2. Repairs to (a) damaged carriageway (b) damaged footpath				
3. Surfacing and drainage works in areas of future public roads to be surrendered to the Government				
4. Others works (a) (b) (c)				
5. Materials				
Sub Total: Departmental overhead charges:				
TOTAL:				

B. Demand note No. for \$ issued
Demand note paid

C. Cost Statement

(Deposit less than cost)

Actual Cost \$ _____
Original Deposit \$ _____

(Deposit more than cost)

Original Deposit \$ _____
Actual Cost \$ _____

Supp. D/N issued _____

Offset in overhead charges \$ _____

Refund issued _____

Credit to overhead charges \$ _____

D. Supp. Demand note No. issued paid

E. To Engineer i/c to note

Date Engineer

To S.E. to note

Date S.E.

File away