Guidelines on

How to Apply for Road Works Permit

for Carrying out Works

within Tsing Ma Control Area/Tsing Sha Control Area

1.0 Introduction

1.1 This document provides guidelines on how to apply for a road works permit for carrying out Road Works (road works and/or expressway works) within the Tsing Ma Control Area (TMCA)/Tsing Sha Control Area (TSCA).

1.2 A person must obtain a road works permit before carrying out any Road Works within TMCA/TSCA. Under the Tsing Ma Control Area (General) Regulation and the Tsing Sha Control Area (General), the Director of Highways may, on application made in writing and containing such particulars as he may require, issue a road works permit to authorize the applicant to carry out any Road Works within the TMCA/TSCA.

2.0 Excavation Permit Management System (XPMS)

2.1 The Excavation Permit Management System (XPMS), being developed in 2008, aims at improving the coordination and control of Road Works in TMCA/TSCA. The XPMS was commissioned on 5 January 2009 for processing of RWP within TMCA, and has extended to cover TSCA on 12 May 2010. To further help improving operation efficiency and be environmental friendly, all the paper submissions can be replaced by electronic submissions. Registered users may access to XPMS through the internet for road works permit application. They can also digitize the proposed Road Works locations and generate online works coordination programme.

2.2 The workflow of processing road works permit application in XPMS is shown in Appendix A. There are primarily 4 phases in the workflow, namely:

(i) Plan Registration

(ii) Plan Assessment

(iii) Permit Application Processing

(iv) Works Management

2.3 The Plan Registration and Plan Assessment phases can be considered as preparation phases to ensure that the application is in order. The actual application starts at the Permit Application Processing phase. In the Works Management phase, the applicant is required to follow procedures, such as lodging Advance Notification (AN) prior to the commencement of the proposed works and lodging Completion Notice (CN) after the completion of the works, etc.

3.0 Procedure for Registration as XPMS Users

All road works permit applicants should use XPMS to submit their applications.

3.1 Registration as Permanent User of XPMS

Government departments, utility undertakings or contactors, who will regularly carry out works within TMCA/TSCA, can apply for setting up a permanent account in XPMS. They can write to the Research & Development Division, Highway Department (HyD/R&D) with the following information:

(i) A copy of the company's Business Registration Certificate;

(ii) Nomination of not less than one system administrator for the company; and

(iii) Name(s) and contact details of the nominated administrator(s).

The application letter including the enclosures should also be copied to the GMT Office of the Bridges and Structures Division, Highways Department (HyD/B&S).

3.1.1 HyD/R&D will vet the information. If the applicant is justified as XPMS permanent user, HyD/R&D will create an organization administrator account in XPMS for the applicant and will send the administrator account password to the applicant by post. The system administrator nominated by the applicant can then login XPMS, fill in the particulars of the company, and create groups and user accounts in compliance with the user administration rules.

3.2 Registration as Ad-hoc User of XPMS

Non-frequent road works permit applicants can register as ad-hoc users of XPMS. They can contact the GMT Office of the Bridges and Structures Division, Highways Department (HyD/B&S) to obtain a guest user number and a password to access XPMS. In XPMS, the applicant shall fill in the company particulars, upload a scan copy of the Business Registration Certificate and submit relevant documents in connection with the proposed works in TMCA/TSCA.

3.2.1 HyD/B&S will vet the submitted information and will notify the applicant the result by email. If the application is approved, the password of an ad-hoc user account will be sent to the applicant by post. The applicant can use the ad-hoc account to proceed with the road works permit application.

4.0 How to Apply for a Road Works Permit

4.1 For XPMS Applicants

4.1.1 Plan Registration

4.1.1.1 In this phase, the applicant is required to firstly register his proposed works in XPMS. The applicant has to:

(i) select the concerned control area, i.e., TMCA or TSCA, and then fill in all the mandatory textual information, such as locations of the works, proposed permit period, whether the works will affect traffic or involve excavation, etc., and

(ii) digitize the alignment of the proposed works, and mark the area with a polygon where the works are to cover.

4.1.1.2 For a good quality submission, HyD/B&S will normally complete the permit period assessment and inform the applicant the result of the assessment via XPMS in 12 working days. The applicant can then proceed further to the coordination and submission procedures in the Plan Assessment phase.

4.1.2 Plan Assessment

4.1.2.1 In this phase, the Applicant will be, where necessary, requested to coordinate with other contractors who also have works proposed to be carried out at concerned locations or in their vicinities. The plan will be changed to 'Coordinated' status if HyD/B&S considers that the applicant has worked out a proper coordinated programme with others.

4.1.2.2 Where the proposed works will affect traffic, the applicant should submit a temporary traffic management (TTM) proposal to the Transport Department (TD) and the Hong Kong Police Force (HKPF) for approval through XPMS before proceeding to the Permit Processing Stage.

4.1.2.3 Sufficient lead time shall be allowed if the proposed works involve:

(i) opening on carriageway of Traffic Impact Assessment/ Day-time ban routes;

(ii) closure of any lane of a carriageway; or

(iii) change of traffic flow directions of a carriageway.

4.1.2.4. TD/HKPF will provide comments within 1 month. The applicant should follow the procedures as stipulated in HyD's Guidance Notes No. RD/GN/021 - Guidelines

on Traffic Impact Assessment & Day-Time Ban Requirements for Road Works on Traffic Sensitive Routes.

4.1.3 Permit Application Processing

4.1.3.1 After the "Coordinated" status is given and the TTM proposal(s) have been accepted by TD/HKPF, the applicant may proceed to apply for the road works permit.

4.1.3.2 Under normal circumstances, HyD/B&S will complete processing of an application within 12 working days.

4.2 For Non-XPMS Applicants

4.2.1 The applicant should obtain a form (F-WI-TS003-01 for TMCA; F-WI-TS003-06 for TSCA) from the GMT Office of the Bridges and Structures Division of the Highways Department (HyD/B&S) or download it from the Highways Department's web site http://www.hyd.gov.hk.

4.2.2 The applicant shall submit by post or hand a duly completed form together with the following supporting documents to HyD/B&S:

(i) 4 copies of location plan(s) in A4/A3 in preferably 1:5000 scale showing:

- the layout of the road both up stream and down stream of the works site for a distance of 1 kilometre;
- the locations of any advance warning signs.

(ii) 4 copies of site boundary plan(s) in A4/A3 in preferably 1:1000 scale showing:

- the location of any physical works item (if applicable);
- the location(s) of any excavation(s) to be made (if applicable);
- the details of any proposed lighting, signing and guarding arrangement in all stages of the works.

(iii) Details of the works programme to substantiate the proposed permit period; and

(iv) Records of existing utilities in the vicinity provided by the relevant utility undertakings (if applicable).

4.2.3 Where the proposed works will affect traffic, the applicant should also submit to HyD/B&S, Transport Department (TD) and Hong Kong Police Force (HKPF) temporary traffic management (TTM) proposal(s). The applicant should then liaise with TD/HKPF for their comments on the TTM proposal(s). The final TTM proposal(s) agreed by TD/HKPF shall be sent to HyD/B&S for further processing.

4.2.4 The applicant should follow the procedures stipulated in HyD Guidance Notes No. RD/GN/021-Guidelines on Traffic Impact Assessment & Day-Time Ban Requirements for Road Works on Traffic Sensitive Routes, which can be downloaded from the Highways Department's web site http://www.hyd.gov.hk;

4.2.5 The applicant shall allow sufficient lead time if the proposed works involve:

(i) opening on carriageway of Traffic Impact Assessment/ Day-time ban routes;

(ii) closure of any lane of a carriageway; or

(iii) change of traffic flow directions of a carriageway.

4.2.6 The minimum application/registration lead time required varies according to the locations, duration and the scale of the proposed works. Where the proposed works will affect traffic, the minimum lead time should not be fewer than 8 weeks before the proposed commencement date of the works.

4.2.7 If the submitted information is in order, HyD/B&S will, under normal circumstances, issue the road works permit within 12 working days after receiving notification from TD/HKPF on the approval of the TTM proposal(s).

5.0 Preparation Works Prior to Applying for a Road Works Permit

5.1 Before registering an application for a road works permit, the applicant should:

(i) send documents which show the proposed works to relevant government departments for approval/comments;

(ii) where applicable, write to the utilities undertakers and the concerned organizations for record of their services and liaise with them to take the opportunity to carry out their proposed works, if any, in the vicinity at the same time; and

(iii) agree with the Bridges and Structures Division of the Highways Department in respect of the exact working period and arrangements if the proposed works are proposed to be carried out in conjunction with TMCA/TSCA cyclic lane closure programme.

5.2 In proposing to carry out works in TMCA/TSCA, the applicant should also:

(i) seek consent from Transport Department for works within Cheung Ching Tunnel, lower deck of Lantau Link, Eagle's Nest Tunnel, Sha Tin Heights Tunnel and Tai Wai Tunnel;

(ii) obtain a Prohibited Zone Permit from the Transport Department if access via any prohibited road is required to the proposed works area;

(iii) obtain permission from the Transport Department before working at or accessing through the bus lay-bys at the Toll Plaza of the Control Areas; and

(iv) obtain, where required, a Construction Noise Permit from the respective Local Control Office of the Environmental Protection Department.

6.0 Conditions of Permit and Permit Period

6.1 The Permittee shall comply with the Conditions of Permit in carrying out the works in TMCA/TSCA. In addition to the conditions set out in the Conditions of Permit, the Permittee should comply with all the relevant provisions of the Tsing Ma Control Area Ordinance/Tsing Sha Control Area Ordinance and the provisions of any other legislations relating to the works covered by the road works permit.

6.2 In particular, the Permittee shall:

(i) provide and maintain lighting, signing and guarding in accordance with the Road Traffic (Traffic Control) Regulations. Guidelines for meeting such requirements are contained in the Code of Practice for the Lighting, Signing and Guarding of Road Works which is available from the Highways Department's web site http://www.hyd.gov.hk;

(ii) locate the alignments of all underground utilities in the vicinity of the works if excavations are involved, and take all precautionary measures to ensure that existing utilities installations especially the gas mains and power cables are not damaged when excavation works are carried out;

(iii) maintain vehicular and pedestrian access at all times and must not interfere unnecessarily with existing traffic flow; and

(iv) keep the site in a clean and tidy condition.

7.0 Advance Notification of Commencement of Works

7.1 XPMS Applicants

For each road works permit under which works are about to commence, the Permittee shall submit an Advance Notification to the HyD/B&S through XPMS

not less than 3 working days, excluding Sunday and Public Holiday, in advance of the intended commencement date.

7.2 Non-XPMS Applicants

For each road works permit under which works are about to commence, the Permittee shall liaise with the Operators of the Tsing Ma Control Area/ Tsing Sha Control Area not less than 3 working days, excluding Sunday and Public Holiday, in advance of the intended commencement date.

8.0 Road Works Permit Extension

When it becomes clear that the works cannot be completed before the approved end date or the approved extended end date of the road works permit, the applicant should apply for an extension of permit period and submit a permit extension application. The application should reach HyD/B&S not fewer than 12 working days before the original expiry date of the road works permit.

8.1 XPMS Applicants

The Permittee should submit an application for an extension of the road works permit through XPMS.

8.2 Non-XPMS Applicants

The Permittee should submit a duly completed application form (F-WI-TS003-04 for TMCA; F-WI-TS003-09 for TSCA) which can be obtained from the GMT Office of the Bridges and Structures Division of the Highways Department or downloaded from the Highways Department's web site http://www.hyd.gov.hk.

9.0 Quality of the Reinstatement Works

The Permittee must carry out the reinstatement in accordance with the Conditions of Permit. Unless otherwise advised by the Authority, the Permittee shall reinstate the works area to the original condition and in accordance with the specification and standard of the General Specification for Civil Engineering Works and Highways Standard Drawings, both of which can be downloaded from the Civil Engineering Development Department's web site http://www.cedd.gov.hk and the Highways Department's web site http://www.hyd.gov.hk respectively.

10.0 Handover of Works Upon Completion

10.1 XPMS Applicants

Upon completion of the works, the Permittee shall submit a Completion Notice through XPMS.

10.2 Non-XPMS Applicants

Upon completion of the works, the Permittee shall submit a duly completed Reinstatement and Completion Notice using the form (F-WI-TS003-05 for TMCA; F-WI-TS003-10 for TSCA), which can be obtained from the GMT Office of the Bridges and Structures Division of the Highways Department or downloaded from the Highways Department's web site http://www.hyd.gov.hk.

10.3 The Operator of the Tsing Ma Control Area/Tsing Sha Control Area will conduct an inspection of the standard of the road reinstatement works and, if necessary, the HyD/B&S may require the Permittee to rectify any works not up to the stipulated standards.

11.0 Others

For the avoidance of doubt, it is stated in the Tsing Ma Control Area (General) Regulation/Tsing Sha Control Area (General) Regulation that a person who carries out road works under a road works permit is not required obtaining an excavation permit under the Land (Miscellaneous Provisions) Ordinance or an expressway permit under the Road Traffic (Expressway) Regulations.

12.0 Enquiries

Applications and enquires should be made to the GMT Office of the Bridges and Structures Division of the Highways Department.

GMT Office, Bridges and Structures Division

1st Floor, The Administration Building,

North West Tsing Yi Interchange,

Tsing Yi

Tel: 2436 5144 Fax: 2497 1622

Other Useful Addresses:

Research and Development Division, Highway Department
4th Floor, Ho Man Tin Government Office,
88 Chung Hau Street, Homantin,
Kowloon
Tel: 2762 3464 Fax: 2714 5290

Transport Department
Traffic Engineering Division/ New Territories West
7th Floor, Mongkok Government Offices,
30 Luen Wan Street, Kowloon
Tel: 2399 2532 Fax: 2381 3799

Transport Department
Traffic Engineering Division/ Urban (Kowloon)
8th Floor, Mongkok Government Offices
30 Luen Wan Street , Kowloon
Tel: 2399 2510 Fax: 2397 8046

Hong Kong Police Force
Traffic Police
Traffic Management Bureau
6th Floor, Arsenal House,
Police Headquarters
1 Arsental Street, Wanchai
Hong Kong
Tel: 2860 2538 Fax: 2866 3767

Hong Kong Police Force
Traffic New Territories South (T NTS)
Road Management Office (RMO)
1/F, 8, Shing Mun Road,
Tsuen Wan, New Territories
Tel: 3661 1387 Fax: 2200 4675

Environmental Protection Department
Local Control Office (Territories West)
7/F, Chinachem Tsuen Wan Plaza,
455-457 Castle Peak Road,
Tsuen Wan
Tel: 2411 9635 Fax: 2611 9149

Environmental Protection Department
Local Control Office (Urban West & Islands)
8/F, Tsuen Wan Government Offices
38 Sai Lau Kok Road, Tsuen Wan
New Territories
Tel: 2417 6110 Fax: 2411 3073

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North West Tsing Yi Interchange,
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Appendix A

ROAD WORKS PERMIT WORKFLOW DIAGRAM

