

Notification of Roadworks Affecting Traffic Aids

影響輔助交通設備之道路工程通知書

(以下簡稱‘通知書’)

A. General Guidelines

基本指南

- i. The form ‘Notification of Roadworks Affecting Traffic Aids’ is applicable only to road works affecting traffic aids.
此‘通知書’表格只適用於影響輔助交通設備的道路工程。
- ii. ‘Traffic Aids’ refers to traffic signs, road markings, road studs, railings, facilities for the disabled and traffic signal equipment.
輔助交通設備包括：交通標誌、道路標記、路釘、欄杆、傷殘人士的設施和交通燈設備
- iii. Working parties are required to follow the requirements and notification procedures as stipulated in the form ‘Notification of Roadworks Affecting Traffic Aids’ as imposed by Transport Department (TD).
道路工程負責人需要依從運輸署於‘通知書’內所訂下的條件和通告程序的規定。
- iv. TD will impose conditions attached to Excavation Permit after considering the proposed TTM of working parties.
運輸署會因應道路工程計劃而訂下條件，該條件會附於挖掘准許證內。
- v. Highways Department (HyD) will include TD’s conditions in the Excavation Permit issued to working parties.
路政署會發出包括運輸署條件的挖掘准許證予道路工程負責人。
- vi. The softcopies of the form ‘Notification of Roadworks Affecting Traffic Aids’ and relevant guidelines are to be posted at HyD’s Internet Website for working parties to download.
‘通知書’表格和有關指南的檔案可在路政署網頁下載。
- vii. Working parties responsible for road works are required to take photos of traffic aids that will be affected by their works and subsequently, traffic aids that have been permanently reinstated on site.
工程負責人須在道路工程中拍下受工程影響的輔助道路設備之相片和工程後再次拍下所有已還原永久安裝的輔助交通設備之相片。
- viii. Photos must be imprinted with date of event.
相片一定要印上拍攝日期。
- ix. Two sets of photos are required. One set of photos shows clearly details of traffic aids (such as the message on the sign face) and the other set shows the vicinity of traffic aids at its relative position.
需要提供兩輯相片。一輯相片要顯示出輔助交通設備的詳細資料(例如標誌面的訊息)另一輯相片則顯示鄰近的輔助交通設備和有關它們的所在位置。
- x. Working parties responsible for road works are required to indicate on drawings (scale 1:500) the locations of traffic aids to be affected.
工程負責人有責任需要提供圖則(比例是 1:500)顯示受影響的輔助交通設備的位置。
- xi. During the period of road works, working parties should keep a record of the actual dates when each traffic aid is affected. Such record should be submitted to TD & HyD upon request.
在工程期間，工程負責人要記錄每一個輔助交通設備受影響的正確日期，這些記錄以便日後有需要時提交給運輸署和路政署。
- xii. Working parties are required to complete Section A and Section B-Part I of the form ‘Notification of Roadworks Affecting Traffic Aids’ and submit it to Traffic Engineering Division of TD and HyD attached with photos and location plans within 3 working days before commencement of road works affecting traffic aids.
工程負責人需要填妥‘通知書’表格內的A段和B段的第一部份。在受影響輔助交通設備的道路工程施工前三個工作天內連同通知書、位置圖則及相片遞交運輸署交通工程部和路政署。
- xiii. For works composing of more than one stage, working parties are required to submit the form ‘Notification of Roadworks Affecting Traffic Aids’ with photos and location plans to TD and HyD for each of the stages.
當工程是分階段進行，工程負責人需要遞交上述‘通知書’表格及每一階段的工程位置和相片給運輸署和路政署。

- xiv. After the permanent reinstatement of the affected traffic aids, working parties responsible for the works are required to take photos of all reinstated traffic aids and return them to TD and HyD within 3 working days upon re-opening to traffic. Part II, Section B of the form 'Notification of Roadworks Affecting Traffic Aids' has to be completed, signed (if submitted by post/in person) / authenticated by a digital certificate issued by recognized certification authorities in Hong Kong (if submitted by email) and returned together with the photos and the previously completed Section A and Section B-Part I.

工程負責人需要拍下所有已還原永久安裝的輔助交通設備，並填妥和簽署（如通過郵寄/親身遞交）/由香港認可核證機關發出的數碼證書認證（如以電郵遞交）於較早前已完成 A 段和 B 段第一部份‘通知書’表格的 B 段第二部份，並在道路重開後三個工作天內遞交運輸署及路政署。

B. Notes on Completing ‘Notification of Roadworks Affecting Traffic Aids’ ‘影響輔助交通設備之道路工程通知書’表格內的註釋

Section A

甲項

- Permittee – the holder of an excavation permit or emergency excavation permit.
持准許證人 – 挖掘准許證或緊急挖掘准許證持有人。
- Contractor – the working party responsible for the road works.
承建商 – 道路工程的負責人。
- Location – the location of road works.
地點 – 道路工程的地點。
- Excavation Permit No./Emergency Serial No.
挖掘准許證編號/緊急掘路編號。
- Contact Person – the person who is in charge of the road works.
聯絡人 – 地盤主管。
- Fax No. – the fax no. of the contact person.
傳真號碼 – 聯絡的傳真號碼。
- Brief Description of works – the works to be carried out under the Excavation Permit.
工程簡介 – 挖掘准許證所包括的工程範圍。

Section B – Part I

乙項 – 第一部份

- CHE/(), HyD – please enter K = Kowloon, HK = Hong Kong, NTE = New Territories East and NTW = New Territories West.
總工程師/(), 路政署 – 請按下 K=九龍, HK=香港, NTE=新界東及 NTW=新界西。
- CTE/(), TD – K = Kowloon, HK = Hong Kong, NTE = New Territories East and NTW = New Territories West.
總工程師/(), 運輸署 – K=九龍, HK=香港, NTE=新界東及 NTW=新界西。
- TTA Ref. No. – the reference of the approved TTA scheme or the reference of approval letter.
TTA 檔號 – 轄准臨時交通管制措施的檔號或批准信的檔號。
- Stage No. – the working stage no.
階段編號 – 工程的階段編號。
- Section btw and_ - the working area of road works involved.
地段由_ _ - 工程範圍。
- Commencement Date of Road Works Affecting Traffic Aids – the date when works affecting traffic aids are carried out.
影響輔助交通設備的道路工程之開始日期 – 影響輔助交通設備的道路工程之開始動工日期。
- Anticipated Completion Date of Works – the date when the works are expected to be completed.
預計道路工程完工日期 – 預料道路工程完成的日期。
- Attachments – Photos and location plan(s) are to be submitted to respective Traffic Engineering Division of TD and HyD.
夾附文件 – 地點圖則和相片要一併提交給運輸署交通工程部和路政署。
 - (a) Dated photos of Traffic Aids to be affected – all traffic aids that will be affected in the road works are to be captured on photos, imprinted with date of event. Two sets of photos are required. One set should show clearly the details of the traffic aids and the other set should show the vicinity of the traffic aids at its relative position.
印有拍攝日期的受影響輔助交通設備之相片 – 包括所有受工程影響的輔助交通設備而印有拍攝日期之相片。需要提供兩輯相片，一輯要清楚顯示輔助交通設備的詳細資料和另一輯要顯示鄰近相連的輔助交通設備及它們的位置。
 - (b) Location plan(s) indicating affected Traffic Aids (Scale: 1:500) – working parties are required to indicate the locations of traffic aids that will be affected by the road works on location plan of scale 1:500.

顯示受影響的交通標誌的地點圖則(比例: 1 500) - 工作小組要提供比例 1:500 道路工程影響的輔助交通設備的地點圖則。

- Remarks – to record or elaborate further information.
備註 - 記錄更詳盡的資料
- Permittee/Contractor : Name, Signature, Date – the representative of Permittee/Contractor. The form has to be signed (if submitted by post/in person) / authenticated by a digital certificate issued by recognized certification authorities in Hong Kong (if submitted by email).
持准許證人/承建商 : 姓名, 簽名, 日期 - 持准許證人或承建商的代表。表格必須經簽署 (如通過郵寄/親身遞交) / 由香港認可核證機關發出的數碼證書認證 (如以電郵遞交)。

Section B – Part II

乙項 - 第二部份

- Completion Date of Works – the completion date of permanent reinstatement of traffic aids affected by road works.
工程完成日期 - 還原永久安裝受道路工程影響之輔助交通設備的完成日期。
- Attachment : (a) Dated photos of reinstated Traffic Aids – all traffic aids affected by road works that have been permanently reinstated are to be captured on photos imprinted with date of event.
夾附文件 - (a) 印有拍攝日期還原安裝的輔助交通設備之相片 - 包括所有受道路工程影響而已還原永久安裝的輔助交通設備及印上拍攝日期之相片。
- Remarks – to record or elaborate further information.
備註 - 記錄更詳盡的資料。
- Permittee /Contractor : Name, Signature, Date - the representative of Permittee/Contractor. The form has to be signed (if submitted by post/in person) / authenticated by a digital certificate issued by recognized certification authorities in Hong Kong (if submitted by email).
持准許證人/承建商 : 姓名, 簽名, 日期 - 持准許證人或承建商的代表。表格必須經簽署 (如通過郵寄/親身遞交) / 由香港認可核證機關發出的數碼證書認證 (如以電郵遞交)。

Appendix III

C. Submission Method 提交方法

- By Post/In person
通過郵寄/親身遞交

The application form signed by the applicant together with the relevant documents shall be submitted by post or submitted in person to TD and HyD to the following addresses according to the location of proposed excavation works.

申請表格經申請人簽署後須連同有關文件按照擬進行挖掘工程的地區以郵寄或親身遞交方式送交到下列其中一個地址。

- By Email
通過電子郵件遞交

The application form with identity authenticated by a digital certificate issued by recognized certification authorities in Hong Kong, together with the relevant documents shall be submitted to TD and HyD by email to the following email addresses according to the location of proposed excavation works.

申請表格經香港認可核證機關發出的數碼證書認證後須連同有關文件按照擬進行挖掘工程的地區以電郵方式送交到下列其中一個電郵地址。

- Contacts in TD/HyD
運輸署和路政署地址

Division in TD 運輸署分部	Email Address 電子郵件	Postal Address 郵寄地址
Traffic Engineering (HK) 交通工程(港島)	xptehk@td.gov.hk	37/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong 香港灣仔告士打道 7 號入境事務大樓 37 樓
Traffic Engineering (Kln) 交通工程(九龍)	xptek@td.gov.hk	8/F, Mongkok Government Offices, 30 Luen Wan Street, Mongkok, Kowloon 九龍旺角聯運街 30 號 旺角政府合署 8 樓
Traffic Engineering (NTE) 交通工程(新界東)	xptente@td.gov.hk	9/F, Mongkok Government Offices, 30 Luen Wan Street, Mongkok, Kowloon 九龍旺角聯運街 30 號旺角政府合署 9 樓
Traffic Engineering (NTW) 交通工程(新界西)	xptentw@td.gov.hk	7/F, Mongkok Government Offices, 30 Luen Wan Street, Mongkok, Kowloon 九龍旺角聯運街 30 號旺角政府合署 7 樓

Division in HyD 路政署分部	Email Address 電子郵件	Address 郵寄地址
Urban Region/Hong Kong (East & South) 市區/港島東南區	exphe.u@hyd.gov.hk	7/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong 香港北角渣華道 333 號北角政府合署 7 樓
Urban Region/Hong Kong (North & West) 市區/港島西北區	expnw.u@hyd.gov.hk	
Urban Region/ Kowloon (East) 市區/九龍東	expke.u@hyd.gov.hk	13th Floor, Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon 九龍九龍灣臨樂街 19 號南豐商業中心 13 樓
Urban Region/ Kowloon (West) 市區/九龍西	expkw.u@hyd.gov.hk	
New Territories Region (East) 新界區/東	mexpe.nt@hyd.gov.hk	19/F., One Sky Parc, 53 Hung To Road, Kwun Tong, Kowloon, Hong Kong 九龍觀塘鴻圖道五十三號 One Sky Prac 十九樓
New Territories Region (West) 新界區/西	mexpw.nt@hyd.gov.hk	