

Notes to the Streamlined XP Application Process

| Note | Process | Action | Action by | Pledged Time | Remark |
|------|--|--|---------------------------------|---|--|
| 1. | Registration | Register the proposed excavation works in XPMS: <u>Category Min. Lead time</u> C1 6 months C2 2 months C3 1 month | Applicant | | The minimum lead-time is introduced for effective coordination of road opening works. Applicants are encouraged to make registration soonest possible. Applicant may apply in writing to waive the lead-time requirement with justifications in accordance with UTLC paper 1/98. |
| 2. | Case Co-ordination | (i) HyD identify conflicting works (ii) Applicants carry out coordination (iii) HyD assess the works coordination programme. | HyD Applicant HyD | 1 week 1 week | (a) Each opening work is assessed on the need of coordination by HyD after registration (b) Applicants can commence coordination at any time after downloading the weekly generated conflicting works report. The leading applicant should submit the agreed works programme to HyD for approval. |
| 3a. | Submission of TIA/TTA or other traffic related proposals/plans to TD and HKPF for approval | Submit TIA/TTA and traffic related proposals/plans and the relevant information to TD and HKPF for agreement. | Applicant | Should be submitted as soon as possible | Submit when (a) at pre-agreed criteria such as TIA routes, Day-time ban routes, total closure of a bound of road, change of traffic flow direction. (b) required by HyD |
| | | Study and provide advice/comments/approval. | TD | 1 month | |
| | | | HKPF | 1 month | |

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| 3b. | Application for closure of parking meter, change in restriction zone, relocation of public transport facilities and services and/or alteration of road markings or traffic sign | Submission of application to TD | Applicant | Before the XP application stage | |
| | | Processing the application | TD | 2 to 4 weeks from the date of submission of application | 4 weeks are required only for the followings: 1. Change of no stopping restriction zone. 2. Change of vehicle prohibition zone by type, length or weight of vehicles or time period. 3. Relocation of bus stop, tram stop, minibus stand, taxi stand or taxi pick-up/drop off point. 4. Change of bus route. 5. Change of speed limit. 6. Closure of all traffic lanes in one direction. 7. Change of traffic direction or banning of left or right turn. 8. Closure of traffic lane(s) in red or pink routes. |
| 3c | Submission of detailed signing and guarding arrangement to HKPF and TD for approval | Submit detailed signing and guarding arrangement to HKPF and TD for agreement | Applicant | 14 working days – 1month | (a) All excavation works (including works at footpath) need to make submission to HKPF when they are not under any conditions as laid down in the remark of note 3a above. Submission should be submitted to the corresponding HKPF RMO only. (b) If the proposed excavation work is on footpath only and there is sufficient space on footpath for pedestrian flow and no pedestrian flow is diverted to carriageway, submission to TD is not required. |
| | | Study and provide advice / comment | HKPF | 14 working days | |
| | | | TD | 1 month | |

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| 4. | Application for Construction Noise Permit (CNP) | Submit CNP application. TD and HKPF's traffic advice to support the application | Applicant | Can be submitted while waiting for TD and HKPF's traffic advice. | Either TD and HKPF's written traffic advice or their traffic advice shown in XPMS are acceptable by EPD as support for the consideration of a CNP application. Carriageway works on daytime ban routes do not require TD/HKPF traffic advice. |
| | | Process the CNP application | EPD | 28 days from the date of submission of application. | The statutory period for processing CNP application is 28 days. Compliance % for the pledged time of 23 days is not less than 90%. EPD aims to complete processing the applications within 14 days. If supporting documents are not received, EPD may have to reject the application. EPD will liaise with TD/HKPF, if necessary for clarification of justifications. When EPD and TD/HKPF cannot reach a consensus on the arrangement, HyD regional office, upon applicant's request, will assist in co-coordinating meeting among EPD, TD, HKPF and applicant to look at the issue. |
| 5a. | LCSD giving advice if the proposed works may affect any tree, Old & Valuable Tree (OVT) maintained by LCSD and/or LCSD's maintenance area | LCSD giving advice | LCSD | 14 working days | |
| | | Respond to LCSD (e.g. acceptance of undertakings imposed by LCSD) | Applicant | As soon as possible | |
| 5b. | Responsible maintenance authorities (e.g. AFCD, LU/HyD, etc.) giving advice if | Seek written consent from responsible maintenance authorities for the excavation works which may affect any tree and/or OVT maintained by them | Applicant | As soon as possible | |

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| | the proposed works may affect any tree and/or OVT maintained by them. | Responsible maintenance authorities giving advice and consent | Main-tenance authorities | | |

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| 6 ¹ . | Seeking approval from: | | | | |
| | (a) Light Rail (is required when works is at/near the location of Light Rail) | Submit “Application to Work in/near LR” | Applicant | Min. 2 weeks from the required XP issue date. Advised to submit as soon as possible | Submit to the Director, Light Rail. The submission should include full details of the location and nature of the proposed works together with the required dates and times for the works. |
| | | Process the application and provide response | LRT | 2 weeks | From the date of receipt of the application form and relevant information. |
| | (b) MTRC (is required when works within MTR Railway Protection Boundary) | Submit plans of works and relevant information as required by MTRC | Applicant | Min. 3 weeks from the required XP issue date. Advised to submit as soon as possible | The submission should be made to the Railway Protection Manager, MTRC. |
| | | Process the submission and provide response | MTRC | 3 weeks | From the date of receipt of the submission and relevant information. |
| | (c) Lands Department (is required for works also involve lands under the jurisdiction of Lands Department) | Submit application | Applicant | As soon as possible | As Lands Department advised that due to various steps involved, it is not possible to have a definite time-frame for processing the application. It is advisable to submit the application as soon as it is identified that lands under the jurisdiction of Lands Department are involved. |
| Process application | | Lands D | | | |

¹ When it is required by MTRC or LRT for the APPLICANT to carry out works outside normal working hours due to safety reasons, EPD will usually accept the justification and grant CNP for the relevant part of works.

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| 7. | XP application | Submit application to HyD | applicant | After the "Coordinated" status is given and the TTA and/or LSG plan(s) have been accepted by TD/HKPF, the applicant may proceed to apply for an XP | The advance time for XP application should not exceed 120 calendar days. |
| | | Processing and issue of XP | HyD | 5 working days from the date of receipt of the application | |
| 8. | Advance notification (AN) | Submit AN through XPMS | applicant | 2 working days from the anticipated commencement date | Those applicants who do not have an XPMS account should notify TD, HKPF, EPD and LCSD 2 days before the intended commencement date in form HYD 91 by facsimile. |
| | | Receipt of AN in the XPMS | TD, HKPF, HyD, EPD, LCSD | The date when applicant submit the AN | Departments can print report of AN from XPMS. |
| | | Change of notified commencement date | applicant | As soon as possible but should not be later than the commencement date stated in the AN | If an AN has been submitted and later it turns out that the intended commencement day has to be postponed, the permittee must cancel the AN immediately via XPMS, and then resubmit a new AN once the commencement date is ascertained. If the applicants does not have an XPMS account, he should submit the form HYD 91 by facsimile to cancel the AN and resubmit a new AN once the commencement date is ascertained. |