

Charging Mechanism for Emergency Incidents

Introduction

- 1.0 According to Land (Miscellaneous Provisions) Ordinance, the prescribed fee for each emergency incident is charged according to the following:

EXP registration fee + EXP daily fee × X(date of reporting completion – date of reporting emergency incident +1) subject to the condition that the maximum value of the expression '(date of reporting completion – date of reporting emergency incident +1)' is 7. For details of prescribed fee, see Appendix 2.1.3.

Emergency work is completed within 7 days

- 2.0 If CN has been submitted within 7 days, the fee will not be charged until E/CTO of XP processing team has confirmed that the works are accepted as completed. If the works are accepted as completed, the fee to be charged is equal to EXP registration fee + EXP daily fee × X(date of reporting CN – date of reporting the emergency incident +1), where the maximum value of the expression '(date of reporting completion – date of reporting emergency incident +1)' is 7. For details of prescribed fee, see Appendix 2.1.3.
- 3.0 If the works are not accepted as completed, then the permittee would be notified via XPMS and the permittee should submit another CN when the outstanding works are completed on site. If the initial period (7 days) has already lapsed, the prescribed fee of EXP registration fee + EXP daily fee × 7 will be charged. Otherwise, XP processing team will process the CN as described in paragraph 2.0. For details of prescribed fee, see Appendix 2.1.3.

Continue emergency work is applied

- 4.0 If continue emergency work has been applied, the emergency incident will not be charged. The commencement date of the 'continue emergency work' permit will be the date of reporting the emergency incident. Once the application is submitted, it will be approved and the prescribed fee to be charged is:

Registration fee + Daily fee × X(approved permit end date - date of reporting emergency incident +1)

Report of completion of works

- 5.0 The permittee may not be able to create CN if the registration of emergency plan has not been completed or HyD has not yet accepted the emergency plan, or XPMS is not

available. Under such circumstances, the permittee should inform HyD the completion of works by fax, using the attached form. This also applies to other types of XP. Whenever permittee cannot create and save a CN on XPMS, he can report completion of works by fax.

- 6.0 When XP team receives fax notification of completion, the fax should be stamped with current date. After XPMS service has been resumed or HyD has accepted the emergency plan, the permittee should also submit the CN through XPMS, and input the 'CN submitted by Fax Date', which should be the date when the permittee reported the completion of works by fax.

The screenshot displays the 'Complete Notification' form within the XPMS application. The form includes the following fields and values:

- Actual Commencement Date:** 01/08/2009
- CN Submitted by Fax Date:** 15/08/2009 (highlighted with a red circle)
- Actual Completion Date:** 14/08/2009
- RN Type:** Permanent
- Particular of the responsible person:** MR CHAN
- Remarks:** CN has been submitted by fax on 15 August.

The interface also shows a 'DLP Inspection' table with the message 'No record found.' and a navigation menu with tabs: Main, Contact, Map Details, Programme, Advices, Permit, Payment, Nomination, Notifications, Attachments, Photos, Process Trail.

XPMS would capture the date when the CN submitted through XPMS as the CN 'Submission Date' for calculation of refund for early completion. When the permittee has also input the 'CN submitted by fax date', IOW should check the fax record and date stamp, and update the CN 'Submission Date' accordingly.

Urgent by Fax

Attention: Permit Clerk/TO(UMS) of XP Processing Team

Urban (Hong Kong) (fax 2576 6244)*

Urban (Kowloon) (fax 2758 3394)*

New Territories (fax 2714 5228)*

To: Director of Highways,

Date: _____

Report of Completion

In accordance with section 10L(2)(b) of the Land (Miscellaneous Provisions) Ordinance, I would like to report completion of excavation works for the following:

Road Name: _____

Location: _____

For excavation permit

Excavation permit no.: _____

For emergency incident

Emergency serial no.: _____

Plan ID* or plan reference*: _____

Signature: _____

Name: _____

Telephone number: _____

Organisation Name: _____

(Holder of the excavation permit)

* delete non-applicable items