

## Chapter 4

### Section 11 - Urgent Excavation Permit Administration Procedure

#### 1.0 Introduction

1.1 This procedure is set for any urgent application for an excavation permit (XP). If the application is accepted by Highways Department (HyD) and necessary approvals from other government departments have been obtained, an XP would be issued within 5 working days from the date of receipt of application. However, the applicant should note that this urgent XP application process would just give exemption to the lead time restriction for plan registration. Other restrictions (e.g. Road Opening Restriction, Repeated Opening Restriction, etc.) are still in effect.

#### 2.0 Urgent Works List

2.1 When an urgent need to obtain an XP arises, the applicant is suggested to check if the scope of works fall within the List of Urgent Works which is attached at Appendix 4.11.1. The applicant should provide justification to the satisfaction of respective HyD Regional Office for the Urgent Works.

#### 3.0 Registration and Permit Application

3.1 The applicant should-

- (i) create a plan via the Excavation Permit Management System (XPMS);
- (ii) complete all the details;
- (iii) check the “Apply for urgent work” check box; and
- (iv) provide justification with supporting documents.

3.2 On receipt of the urgent works application, the Inspector of Works (IOW) of the respective HyD Regional Office should decide if the works fall in the category of “urgent works”. If the application is approved by the IOW, the application would be accorded higher priority for processing in XPMS, and the following procedures should be followed. If the application is rejected by IOW, the plan would be returned to the applicant and processed like a normal XP.

#### 4.0 Seek Traffic Advice

4.1 The applicant should submit through XPMS-

- (i) lighting, signing and guarding (LSG) proposal to HKPF for agreement if the works will not affect carriageway; or
- (ii) temporary traffic arrangement (TTA) plan, including necessary supporting material such as staging of works, traffic impact assessment, drawings, plans and calculations, to be signed by a professional engineer who has been a corporate member of the Hong Kong Institution of Engineers in the Civil Discipline for at least 2 years; or Electrical / Mechanical Discipline

with at least 3 years' relevant experience in TTA submission preparation; or Logistics and Transportation Discipline; or has possessed equivalent qualifications, to HKPF and TD for agreement if-

- (a) the works involve opening on carriageway of Traffic Impact Assessment (TIA)/ Day-Time Ban (DTB) routes;
- (b) the works necessitate closure of any lane of a carriageway;
- (c) the works involve change of traffic flow directions of a carriageway;  
or
- (d) the works involve diverting pedestrian traffic onto carriageway.

HKPF and TD will normally reply within 5 working days from the date of receipt of the proposal.

## **5.0 Other Necessary Approvals**

5.1 In parallel to the "Seek Traffic Advice" procedure as mentioned above, the applicant should apply for a Construction Noise Permit (CNP) from Environmental Protection Department (EPD) in accordance with the checklist for application of CNP if working at restricted hours is necessary.

5.2 Also, the applicant should check if the works will affect-

- (i) Light Rail Transit (LRT) or Mass Transit Railway (MTR) facilities, or other railway facilities;
- (ii) any road side tree and/or Old and Valuable Tree (OVT); obtain consent from the responsible authorities such as Leisure and Cultural Services Department (LCSD), Agriculture, Fisheries and Conservation Department (AFCD), Landscape Unit of Highways Department (LU/HyD), etc.; and
- (iii) unleased government land other than streets maintained by HyD; obtain XP from Lands Department (LandsD).

The applicant should approach the corresponding party to resolve the issue if any.

## **6.0 Permit Period Assessment**

6.1 The IOW should assess the permit period like normal XP.

## **7.0 Coordination of Works**

7.1 The IOW should check the plan for conflicting works. If coordination with other plans is required, the IOW should consider if the coordination can be adequately specified in the permit conditions. Then the IOW can form a "single plan" case and set the plan as "coordinated". Otherwise he should set the plan as "uncoordinated" and require the applicant to carry out proper coordination.

## **8.0 Issue of Permit**

8.1 If the works will not affect carriageway, waiting for HKPF's agreement on the LSG proposal is not required before the applicant can submit permit application

in XPMS. The E/CTO should issue an XP to the applicant within 5 working days from the date of receipt of an application.

- 8.2 If the works will affect carriageway, the applicant cannot submit permit application in XPMS until HKPF's and TD's agreements are given. The E/CTO should consider the HKPF's and TD's comments on the TTM when setting the permit conditions.

## **9.0 Advance Notification of Commencement of Works**

- 9.1 Submission of advance notification (AN) is still required for urgent XPs. However, in view of the urgent nature of the works, the Permittee of an Urgent XP is allowed to submit the AN through XPMS less than 2 working days before the commencement of works.