

Chapter 4

Section 12 – Excavation Permit Management System Contingency Plan

1.0 Introduction

- 1.1 The Excavation Permit Management System (XPMS) has a disaster recovery centre (DRC). In case there is any major hardware failure which will suspend the service for more than 3 working days, Assistant Director/Technical (AD/T) of Highways Department (HyD) may announce disaster event. The XPMS application will be restarted in the DRC within 24 hours from the announcement of disaster event. Applications for excavation permit (XP) will not be processed until either hardware has been fixed or DRC has commenced to operate.
- 1.2 For failure of XPMS due to software failure, HyD will process XP application manually.
- 1.3 Research and Development (R&D) Division of HyD will inform all XPMS users about the failure of XPMS.

2.0 Submission of Application Manually

- 2.1 The requirement of advance registration, conflicting works coordination and seek traffic advice will be temporarily waived. An applicant can submit XP application form which can be downloaded from the HyD web site <http://www.hyd.gov.hk> directly to the respective HyD Regional Office. Each application must be accompanied by the forms as shown in Appendix 4.12.1 which provide the necessary details for the respective HyD Regional Office to process the application manually.
- 2.2 It is important that the applicant uses the correct plan/ permit reference in making an XP application. If an incorrect reference is used, it may not be able to input the plan back into XPMS later. Therefore, the applicant should ensure correct reference number is used. Under no circumstance should an existing plan reference be reused for XP application.
- 2.3 R&D Division of HyD will inform Transport Department (TD) and Hong Kong Police Force (HKPF) that XPMS has temporarily suspended and “seek traffic advice” cannot be made through XPMS. Instead, all correspondence may be sent by fax. For works on sensitive routes, the applicant is required to obtain prior written/ verbal agreement from TD and HKPF.

3.0 Manual Processing

- 3.1 On receipt of these applications, the responsible Inspector of Works (IOW) will check that plan/permit reference is correct. As far as possible, any error found will be corrected and the respective applicant will be informed of. For an XP application, IOW will still check against any available records for conflicting works, and advise the applicant to coordinate with other parties.
- 3.2 Before XPMS comes back to normal operation, all deposit accounts with HyD will be frozen. For collection of payment, Account Section of the respective HyD Regional Office will issue demand note (DN) to the applicant. Upon receipt of DN, the applicant should settle the DN via Payment by Phone Service (PPS), Internet payment or at Post Office. Upon settlement of payment by the applicant, the Engineer/Chief Technical Officer (E/CTO) of the respective HyD Regional Office will issue an XP to the applicant.
- 3.3 Any XP and XP extension issued will be recorded by the respective HyD Regional Office for entering into XPMS when the service resumes.