

Chapter 5

Section 3 - Excavation Permit Administration Procedure for Parking Meters and Associated Facilities

1.0 Introduction

1.1 Parking meters are installed by Transport Department (TD) to regulate the use of parking spaces. In connection with traffic management schemes or special events, TD's parking meter contractor installs, maintains, suspends and/or removes parking meters and posts and/or parking signs in the territory. Parking meters are installed at a location adjoining the parking spaces on the footpath / pavement or in the parking lots. When the works for parking meters involve excavation, TD requires an excavation permit (XP) to undertake the works.

1.2 The block XP for Parking Meters and Associated Facilities (*hereafter called "XP for Parking Meters"*) is introduced for TD to carry out the parking meter installation, maintenance or removal works, which are small scale excavation, more efficiently while the Director of Highways (DHy) as the Authority under Land (Miscellaneous Provisions) Ordinance (LMPO) can maintain his effective control over these works. Each XP for Parking Meters covers an entire administrative region of the respective Highways Department (HyD) Regional Office (i.e. one XP each for Hong Kong, Kowloon and New Territories Regions) and is valid for not more than 184 days unless it is terminated under section 10K of the LMPO. Before expiry of an XP for Parking Meters, the permittee may apply for a new one for the succeeding 184 days.

2.0 Scope of Works

2.1 The following conditions would be imposed on an XP for Parking Meters:-

Works affecting carriageway

(**Remark:** Excavation works in parking lot is **not** considered as "works affecting carriageway".)

- (i) Temporary traffic management (TTM) proposal shall have been agreed with Transport Department (TD) and Hong Kong Police Force (HKPF) prior to the execution of works;
- (ii) Lighting, signing and guarding (LSG) proposal shall have been agreed by HKPF prior to the execution of works;
- (iii) Total area of each excavation job (excluding the extent for permanent reinstatement) shall not exceed a 4m² boundary;
- (iv) Closure of any part of carriageway for each incident shall not exceed 24 hours. This time limit shall not include the period of inclement weather

- which includes the hoisting at the Hong Kong Observatory of-
- (a) the No.3 visual storm warning or above; and
 - (b) rainstorm warning;
- (v) No work on carriageway with road opening restriction is allowed unless with prior approval from the respective HyD Regional Office;

Works NOT affecting carriageway

- (vi) Total area of excavation of each excavation job (excluding the extent for permanent reinstatement) shall not exceed a 4m² boundary; and
- (vii) Each excavation job shall be completed within 48 hours counting from the commencement of excavation on site, excluding curing period. This time limit shall also not include the period of inclement weather which includes the hoisting at the Hong Kong Observatory of-
 - (a) the No.3 visual storm warning or above; and
 - (b) rainstorm warning.

It is permitted that more than one permittee carry out excavation at the same location concurrently. However, the permittees shall coordinate among themselves.

Particularly for excavation works not affecting carriageway, the permittee is not required to submit LSG proposal to HKPF for approval.

3.0 Permit Application

- 3.1 The applicant should register his application for an XP for Parking Meters through the Excavation Permit Management System (XPMS) at least 1 month before the applied commencement date of the XP.
- 3.2 The applicant may nominate his contractor as nominated permittee. Details are described in Section 7 - Nominated Permittee Approval/ Withdrawal/ Removal Procedures.
- 3.3 For issue of an XP for Parking Meter, HyD will charge the applicant an appropriate prescribed fee (i.e. Registration fee plus Daily fee × number of days of the whole duration of the XP for Parking Meters). For details of the prescribed fee, see Appendix 2.1.3. The processing procedures for payment of permit fee are same as that described in para. 8.4 to 8.7 of Chapter 4, Section 1 - Excavation Permit Administration Procedure. TD may apply for 3 XP for Parking Meters, one each for Hong Kong Island, Kowloon and the New Territories from respective Regional Office of HyD.

4.0 Coordination of Works

- 4.1 Coordination of works with other parties within works area will be carried out on site for the execution of works for parking meters and parking signs having considered the nature and extent of works.

5.0 Advance Notification of Commencement of Each Excavation Job

- 5.1 Whenever the need to carry out an excavation by using the XP for Parking Meters, the permittee should register the excavation job in XPMS, stating the location, proposed start and end date, and digitize the trench location.

- 5.2 When each excavation job is about to commence, advance notification (AN) is required to be submitted by the permittee to HyD through XPMS in advance of the intended commencement date in accordance with the following requirements:

for works affecting carriageway – AN shall be submitted through XPMS at least 2 working days, excluding Sunday and Public Holiday, in advance of the intended commencement date; and

for works NOT affecting carriageway - AN shall be submitted through XPMS at least half working day, excluding Sunday and Public Holiday, in advance of the intended commencement date.

Failure to comply with the above requirements will be considered as a non-compliance (NC) with the permit condition.

- 5.3 If an AN has been submitted and later it turns out that the intended commencement date must be postponed, the applicant should cancel the AN via XPMS immediately, and then submit a new AN once the commencement date is ascertained. The new AN is allowed to be submitted less than the lead time requirements stated in para. 5.2 above prior to the commencement of works.

6.0 Site Audit Inspection

- 6.1 Upon receipt of any AN, the Audit Inspection Team (AIT) will carry out audit inspections of the excavation site. Any NC identified in an audit inspection shall be recorded in a NC report, which shall serve as a warning notice to the permittee and his nominated permittee for rectification. Details are described in Chapter 9 – Audit Inspection.

7.0 Completion of Each Excavation Job

- 7.1 The permittee is required to notify the E/CTO of respective HyD Regional Office

upon completion of each excavation job via XPMS.

- 7.2 On receipt of the notification, the E/CTO of the respective maintenance district in the HyD Regional Office should arrange site inspection to confirm completion of works and acceptance of reinstatement within 7 working days. After site inspection, the responsible Inspector of Works (IOW) will inform the permittee via XPMS whether he agrees that the works have been satisfactorily completed. If the IOW disagrees that the works have been satisfactorily completed, he will inform the permittee via XPMS about which items do not comply with the requirements/specifications and request the permittee to rectify as soon as practicable.

8.0 Refund of Daily Fee for Early Completion of XP for Parking Meters

- 8.1 The XP for Parking Meters will expire on the date specified on the permit. However, if -

- (i) the permittee notifies the E/CTO of the respective HyD Regional Office to terminate the permit before the expiry date of the block XP; and
- (ii) the E/CTO is satisfied that the permittee has reinstated the land to which the permit relates as required by the permit conditions,

the E/CTO may refund a sum which is equivalent to the daily fee paid in respect of the period commencing from the date next following such date of notification and expiring on the expiry date of the permit. Details of procedures for refund are described in Section 10 - Refund of Daily Fee and Economic Costs Procedure.

9.0 Reinstatement of Works within Defects Liability Period

- 9.1 In the case of permanent reinstatement by the Authority, the permittee shall remain fully responsible for the maintenance of the backfilling and the temporary reinstatement until a period of 14 working days has elapsed from the date of notification of completion. In the case of subsidence of the permanently reinstated pavement (*permanent reinstatement by either the Authority or the permittee*) or deterioration in the permanent reinstatement itself (*permanent reinstatement by the permittee*) within 12 months from the date of notification of completion, the permittee shall carry out the necessary remedial works at his own expense, unless the permittee can prove that the defect was caused by a third party. Where necessary, the Authority will carry out the remedial work and the permittee shall pay all expenses incurred by the Authority pursuant to section 10Q of the LMPO. The responsible IOW of the respective maintenance district in the HyD Regional Office should arrange inspection to identify any defects

associated with the reinstatement before the end of the liability period. The permittee will be required to make good the defects if any.

- 9.2 If the permittee declines to make good the defects, the E/CTO of the respective maintenance district in the HyD Regional Office shall issue a Works Order to the HyD term contractor to rectify the defects. In accordance with section 10Q of the LMPO, the respective HyD Regional Office will recover the cost from the permittee.