

Guidance Note on
Applications for Excavation Permits for Supply of Electricity for
2-storey Warehouses in Non-residential or Rural Areas

Introduction

1. In January 2016, the Highways Department (HyD), Hong Kong Police Force (HKPF) and Transport Department (TD) jointly reviewed and updated the performance pledges and procedures related to applications for excavation permits (XP) for supply of electricity for 2-storey warehouses in non-residential or rural areas. An electric company wishing to apply for an XP in respect of the above case type should refer to this Guidance Note before submitting an application to the HyD.

Eligibility Criteria

2. The revised performance pledges and related procedures detailed at paragraphs 4 to 11 below are applicable to those applications which can meet the following criteria (a) to (e) :
 - (a) The building is a two-storey warehouse and has no basement;
 - (b) The warehouse is newly constructed and is being connected to electricity for the first time;
 - (c) The warehouse is located in a non-residential or rural area of Hong Kong where other warehouses are located;
 - (d) The excavation works involve road crossing that are carried out in a public land; and
 - (e) There are no physical constraints in the area where the warehouse is located. For example, the warehouse is not near a railway, school, hospital, park, etc.
3. Applications not meeting the above criteria should continue to follow the application procedures described in the Excavation Permit Processing Manual issued by HyD.

Application Procedures

4. The revised procedures and performance pledges below are applicable to applications in connection with supply of electricity for 2-storey warehouses in non-residential or rural areas.

Registration of Excavation Works

5. In registering a proposed excavation work in Excavation Permit Management System (XPMS), the applicant is required to:
 - (a) check the "Supply of electricity for 2-storey warehouse case in non-residential or rural area" work class box in the XPMS. The checking is to alert the relevant departments of the application so that priority will be accorded to the application throughout its processing;
 - (b) provide justification in the "Work details" box and supporting documents including a building plan, a Temporary Traffic Management (TTM) proposal and a Lighting, Signing and Guarding (LSG) proposal as attachments in the XPMS; and
 - (c) phone and send email to notify the responsible engineers /officers of the HyD and TD after the registration has been made

Permit Period Assessment

6. If an application meets all the eligibility criteria and HyD is satisfied with the quality of the proposed excavation works, HyD will complete the permit period assessment and inform the applicant the result of his assessment via the XPMS within 1 working day for standard works. Applications not meeting the eligibility criteria will be informed the rejected reason and processed like other normal XP applications.

Traffic Advice

7. The applicant should phone and send email to notify the responsible engineers / officers of the TD about HyD's assessment results. TD will provide comments on the TTM proposal to the applicant within 7 days.

8. In parallel, HKPF will provide comments on the LSG proposal to the applicant within 7 days.

Permit Processing

9. After the TTM and LSG proposals have been accepted by TD and HKPF and the applicant has completed the coordination to the satisfaction of HyD, the applicant may proceed to apply for an XP. The applicant is required to phone and send email to notify the responsible engineer of the HyD after the application has been made.
10. HyD will approve the application and issue an XP electronically to the applicant within 1 working day.

Advance Notification of Commencement of Works

11. The applicant should submit an Advance Notification to notify HyD and HKPF through the XPMS not less than 2 working days before the commencement of works.

Highways Department
Hong Kong Police Force
Transport Department

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