

Guidelines on Consultations before Road Works Commencement

Purpose

This document is prepared for providing general guidance to the project proponent on carrying out consultations before road works commencement. The Transport Department (“TD”) and the Hong Kong Police Force (“HKPF”) have been consulted on the guidelines, which explicitly outline the standard consultation practice under normal circumstances.

Background

2. Referring to paragraph 3.1 of the Code of Practice for the Lighting, Signing and Guarding of Road Works, it is essential that road works are carefully planned in advance, and that proper consultations should be conducted prior to commencement of the works. Affected stakeholders and the public should be engaged earlier to allow sufficient time for consultation. Where the previous consultation was conducted more than one year ago before works commencement, a further round of consultation may be required to inform stakeholders and the public of the latest developments or change in circumstances. For road works that will affect the operation of critical public services or create impacts to the critical public facilities, acknowledgement of the proposed road works by the affected stakeholders is generally required.

3. To facilitate the project proponent and its designer to prepare temporary traffic arrangement (“TTA”) submissions for the proposed road works, the TD has published a guideline of “Checklist and Considerations of TTA for Road Works” which includes but not limited to the publicity and consultation requirements of the TTA.

4. Before road works commencement, confirmation of the consultation process and the receipt of acknowledgement from the affected stakeholders (if applicable) are required when seeking the “Notification of Road Works Commencement” (commonly known as Roadworks Advice) from the HKPF. The ensuing paragraphs will outline the associated requirements on consultation.

Consultation Requirements

5. The project proponent or its contractor shall provide all essential information in the consultation document, including the excavation location, the excavation permit number/ Plan ID, the proposed commencement date and duration of the road works, the name of contact person and his telephone number, and attach a copy of drawing for reference to the concerned stakeholders. The consultation procedures can be broadly classified into 2 types as follows:

- (i) when consulting general stakeholders or the public, e.g. for works affecting shops, cycling associations*, taxi stations, etc., it can be carried out by notification through public notice, letter or email. See the template in **Appendix I** for reference. [* Project proponents are advised to engage directly with cycling associations, rather than through consultants or contractors.]
- (ii) when critical public services or facilities are affected, in addition to the notification requirements in (i) above, written acknowledgement of the proposed road works from the service or facility operator in either hard copy or email would be required. See the template in **Appendix II** for reference.

The critical public services or facilities should generally include, but not limited to, the following:

Categories	Critical Public Services or Facilities
Life-Saving Facilities	<ul style="list-style-type: none">• Hospitals/ Major medical centres (e.g. CUHK Medical Centre)• Fire stations• Ambulance depots• Emergency vehicular access• Police premises

Categories	Critical Public Services or Facilities
Transportation Facilities	<ul style="list-style-type: none"> • Exits of MTR stations and level crossings of Light Rails • Public transport interchanges • Relocation of mini-bus stops • Relocation of bus stops (e.g. franchised buses / domestic non-franchised bus / direct cross boundary buses) • Airport • Ports (Land and Water) • Road tunnels
Public Facilities	<ul style="list-style-type: none"> • Schools • WSD/DSD facilities entrances • Power, Telecommunications and Towngas facilities entrances • Government buildings (e.g. Judiciary) • Premises / Buildings of the Central People’s Government or PLA Garrison • Other sensitive premises / buildings which would have security implication to Hong Kong • The prohibited places as gazetted under the Safeguarding National Security Ordinance and its subsidiary legislation. • Major stadium or exhibition centres, e.g. Kai Tak Sports Park / Hong Kong Stadium

Appendix I - Letter template for general consultation through notification

道路工程通告

ROAD WORKS NOTICE

本公司將在[地點]為[工程倡議人]進行必需的挖掘工程，以鋪設地下設施，挖掘範圍如附圖，編號[編號]所示（挖掘准許證編號:[挖掘准許證編號]），計劃施工日期由[開始日期]至[完結日期]。

因此工程引致不便之處，本公司深感抱歉。如有任何查詢，請致電[電話號碼]與[聯絡人]聯絡。

In order to carry out essential trench work to install underground utilities at [LOCATION] for [PROJECT PROPONENT] as enclosed plan, reference [PERMIT REFERENCE] (Excavation Permit Number/ Plan ID: [PERMIT ID]), the proposed works period will be from [START DATE] to [END DATE].

We apologize for any inconvenience caused. Should you have any queries, please contact our [CONTACT NAME] on telephone no. [PHONE NUMBER].

[姓名 NAME]

[職位 TITLE]

[工程倡議人 PROJECT PROPONENT / 承辦商名稱 COMPANY NAME]

[日期 DATE]

Appendix II - Letter template for acquiring written reply

有關 [工程倡議人] 在 [地點] 的道路工程

Proposed Road works at [LOCATION] by [PROJECT PROPONENT]

本公司將在 [地點] 為 [工程倡議人] 進行必需的挖掘工程，以鋪設地下設施，挖掘範圍如附圖，編號 [編號] 所示（挖掘准許證編號: [挖掘准許證編號]），計劃施工日期由 [開始日期] 至 [完結日期]。

因此工程引致不便之處，本公司深感抱歉。如有任何查詢，請致電 [電話號碼] 與 [聯絡人] 聯絡。請書面確認知悉擬議道路工程及提出意見。

In order to carry out essential trench work to install underground utilities at [LOCATION] for [PROJECT PROPONENT] as enclosed plan, reference [PERMIT REFERENCE] (Excavation Permit Number/ Plan ID: [PERMIT ID]), the proposed works period will be from [START DATE] to [END DATE].

We apologize for any inconvenience caused. Should you have any queries, please contact our [CONTACT NAME] on telephone no. [PHONE NUMBER]. Please provide written acknowledgement of and feedback on the proposed road works.

[姓名 NAME]

[職位 TITLE]

[工程倡議人 PROJECT PROPONENT / 承辦商名稱 COMPANY NAME]

[日期 DATE]

Reply Slip

回條

致: [工程倡議人/ 承辦商名稱]

傳真: [傳真號碼]

To: [PROJECT PROPONENT / CONTRACTOR COMPANY NAME]

Fax: [FAX NUMBER]

本人知悉上述工程, 並

對上述工程沒有意見

反對上述工程, 原因如下: _____

I understand the details of the road works concerned, and

have no adverse comment on the road works

disagree the road works, with the following reason: _____

姓名 Name: _____ 簽署 Signature: _____

日期 Date: _____ 電話 Telephone: _____