

UTLC Paper No. 1/2015
Proposed New Workflow for
Continuing Emergency Excavation Permit (CEXP)

Purpose

The purpose of this paper is to solicit members' view on the proposed new workflow in the Excavation Permit Management System (XPMS) to streamline the processing of Continuing Emergency Excavation Permit (CEXP).

Background

2. The procedure to make or maintain an emergency excavation is given in Chapter 4, Section 3 of the Excavation Permit Processing Manual (XPPM). If the permittee of an emergency excavation permit (EXP) anticipates that he has to make or maintain an emergency excavation for more than 7 days, the EXP permittee shall apply to the Authority for the issue of an excavation permit (XP) before the expiry of the initial period of the excavation in accordance with section 10D(1) of the LMPO. Moreover, under section 10D(2) of the LMPO, an XP is deemed to be issued to the EXP permittee upon receipt of an application following section 10D(1) of the LMPO.
3. In the XPMS, the current workflow for issue of an XP to the EXP permittee who has to make or maintain an emergency excavation for more than 7 days is similar to the workflow for Normal XP application in which activities including case coordination, temporary traffic management (TTM) submission and advices from Hong Kong Police Force (HKPF), Transport Department (TD) and relevant parties are required to be completed by the applicant before a permit is issued (please refer to Figure 1 at **Appendix 1**).
4. It is found that processing of CEXP applications often could not be completed due to pending of tasks such as case coordination, TTM submission and advices from HKPF, TD and others while the emergency works are continuing on site following sections 10D(1) & (2) of the LMPO. These applications ended up with issuance of CEXP being outstanding while the concerned emergency works might have already been completed on site.

Proposed Improvement

5. To address the concern as mentioned in para. 4 above and to ensure the effectiveness of controlling road opening through issuance of XPs, new CEXP

workflow is proposed to streamline the CEXP application in the XPMS (please refer to Figure 2 at **Appendix 2**).

6. The major change introduced by the proposed new CEXP workflow is to differentiate such application from normal XP application by removing the need to wait for completion of tasks such as case coordination, TTM submission and advices from others such as HKPF or TD after the processing of permit period assessment (PPA) for CEXP.

7. Details of the proposed new CEXP workflow at various stages are described below:

Registration Stage

- (a) Under section 10D(1) of LMPO, if the EXP permittee anticipates that he has to make or maintain an emergency excavation for more than 7 days, he shall apply to the Authority for the issue of an XP before the expiry of the initial period of the originating EO. To make such an application, the EXP permittee has to submit an XP application form to HyD.
- (b) Under XPMS, a CEXP plan is created by opting for such when processing the completion of an EO plan, after which the EO plan would be ended. However, the corresponding XP application form is only regarded as submitted when the created CEXP plan is registered.
- (c) For CEXP plans created in XPMS but not yet registered, the EXP permittee may opt to cancel the CEXP plans anytime within the initial 7 days' period. However, if the created CEXP plans are not registered before expiry of the originating EOs, these plans would be mandatorily and automatically cancelled (section 10D(1) of LMPO refers).
- (d) For CEXP plans cancelled under (c) above, the originating EO plans would be restored and processed accordingly.

Permit Application Approval Stage

- (a) After the CEXP plan is registered, the PPA would be carried out together with permit application approval. IOW should assess and make recommendation on the permit period for E/CTO approval.

- (b) During the processing of PPA, IOW and E/CTO may revise the proposed end date applied by the EXP permittee to a date later than the date of notification of the result of the application (sections 10D(2)(a)(ii) and (3) LMPO refer).
- (c) In processing the application, IOW may comment on the permit period and request for the EXP permittee's response, which may include but not limited to requesting for further information or giving advice on revision of the PPA. The EXP permittee shall respond by completing a "Permit Period Assessment Response" task within 7 calendar days from and including the date of such request.
- (d) Once the EXP permittee has completed the "Permit Period Assessment Response" task, HyD's XPPT will receive a notification email.
- (e) If the EXP permittee does not complete the "Permit Period Assessment Response" task within the above-mentioned period, the task will be ended by the system automatically and IOW & E/CTO may approve or revise the permit expiry date, as the case may be, and issue the CEXP accordingly.
- (f) For each CEXP application, the maximum number of "Permit Period Assessment Response" tasks allowed is two (2).
- (g) Upon receipt of IOW's recommendation on the permit period, E/CTO should process the corresponding application, for both standard and non-standard PPA.

Way Forward

8. Members' support on the proposed new CEXP workflow are hereby solicited. Subject to members' comments, HyD will seek comments from other relevant parties, including HKPF and TD, on the proposed new CEXP workflow separately .

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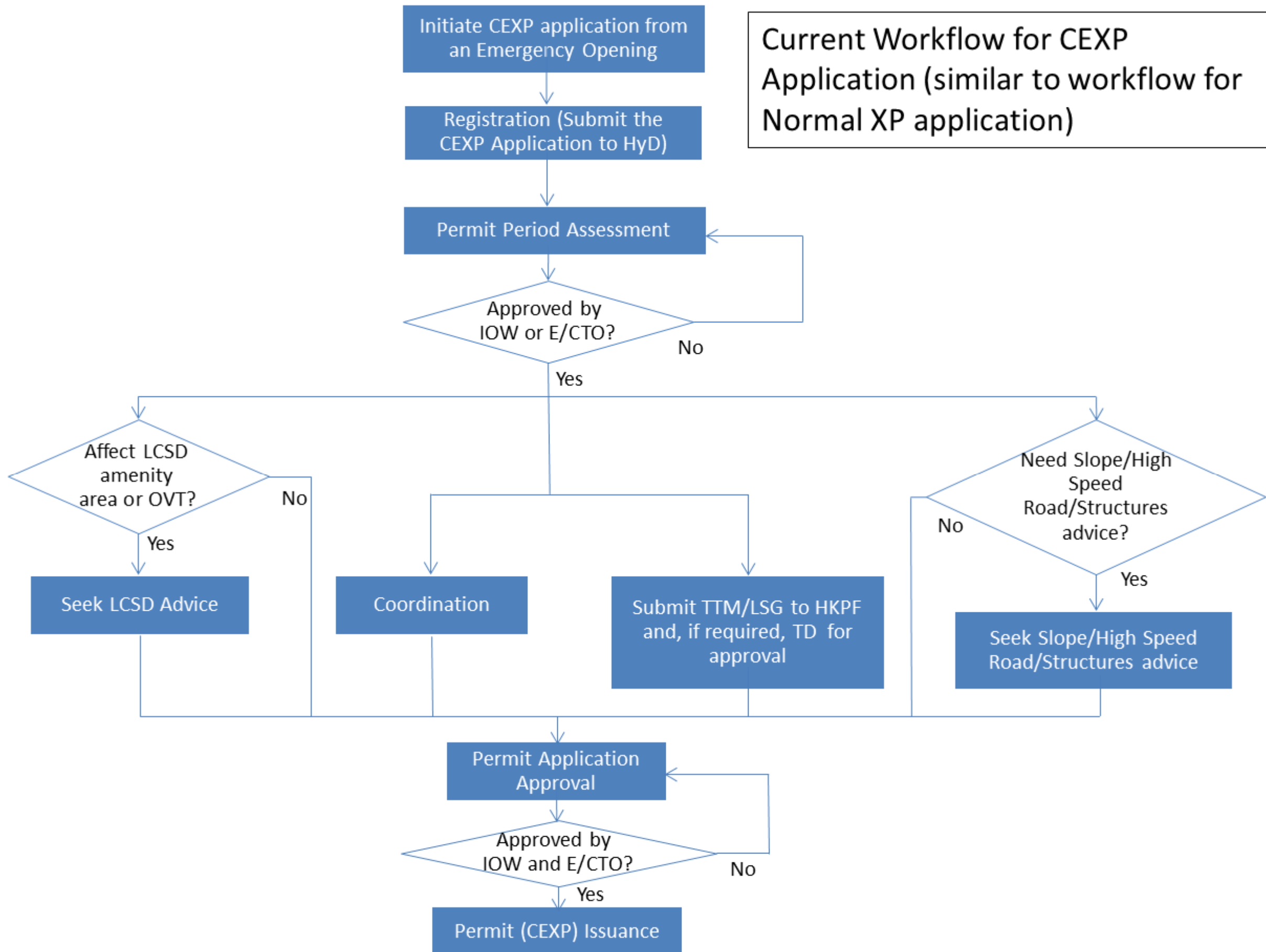


Figure 1

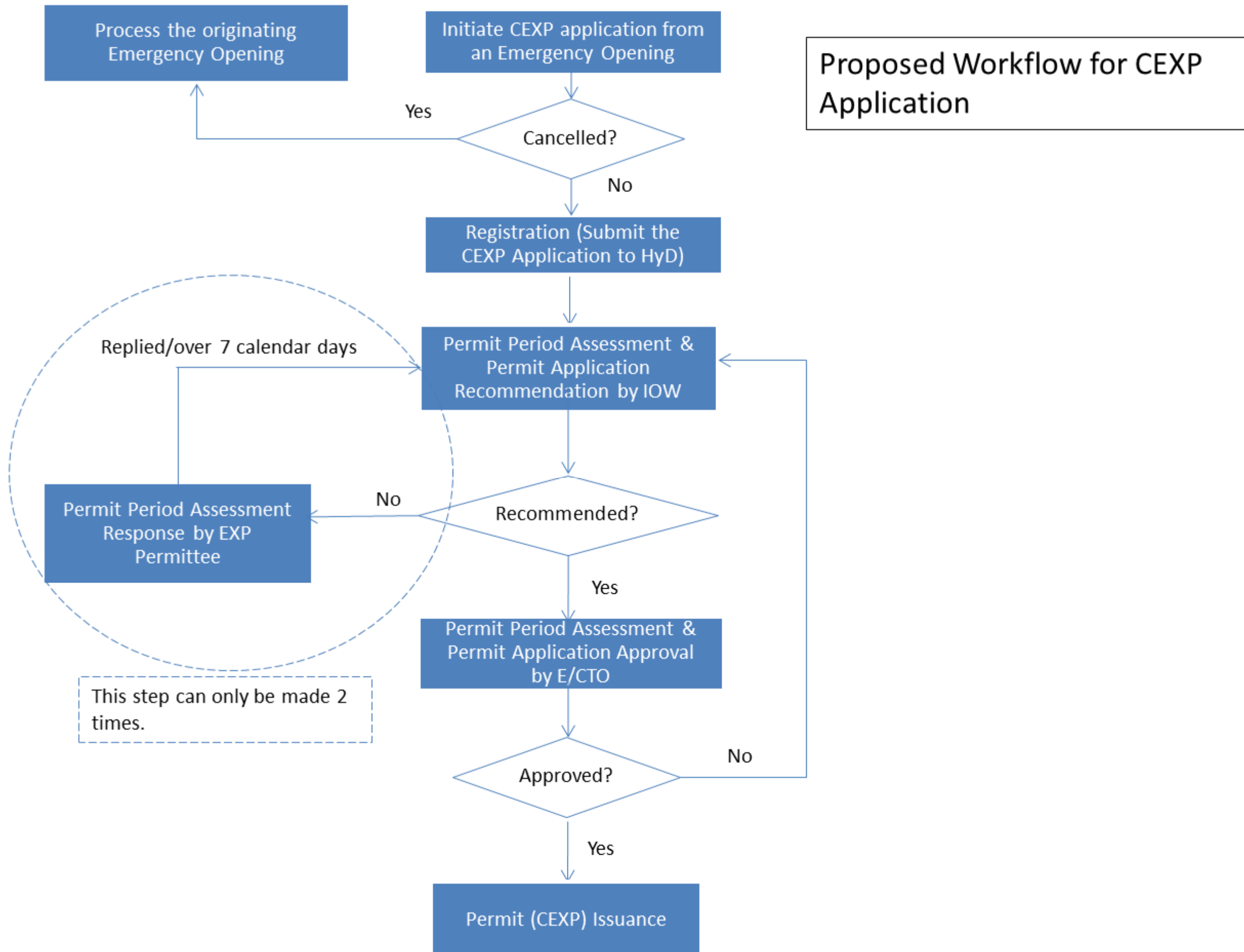


Figure 2