

UTLC Paper No. 1/98

Excavation Permit Applications that Do Not Satisfy the Lead Time Requirement for Registration

1. Purpose

The purpose of this paper is to seek agreement from members on the procedure of Excavation Permit application for proposed utility works that do not satisfy the registration lead time requirement.

2. Background

To facilitate and improve planning and co-ordination of utility works, all proposed utility road opening works on public streets, except emergency works, shall be registered with the Highways Department and the minimum registration lead time shall be in accordance with the requirement given in the UTLC Paper No. 1/94 (i.e. minimum one to six months depending on location and duration of the works).

In recent months, there were substantial number of 'urgent' EP applications from utility undertakings. Whilst some of such applications were genuinely urgent in nature, others might have been designated 'urgent' simply because the associated proposed works failed to be registered in advance to meet the aforesaid registration lead time.

The dramatic increase in number of urgent applications does not only impose a heavy burden on HyD staff, but also unnecessarily hinders the expeditious processing of genuinely urgent EPs.

3. Proposal

For ease of distinguishing from applications that require EP to be issued within 5 working days (e.g. items in the agreed "List of Urgent Works that do not require separate justification document (Ver. 9/97)"), it is proposed that EP applications that do not require EP to be issued urgently, but cannot meet the registration lead time requirement, shall be treated as a new category of waiver application, i.e. application for waiver of registration lead time requirement. The application shall be supported with a separate written justification document, and be processed on a case by case basis. Under the circumstances, the applicant shall ignore the prompt message in the PC module advising him to check the urgent work box in his submission.

If HyD is satisfied with the submitted justification, the registration lead time requirement will be waived and the application will be processed as if the lead time requirement has been complied with. The normal processing routine will be followed and the EP will not be issued within 5 working days. If HyD is not satisfied with the submitted justification, the applicant will be informed of the result as soon as possible who shall amend and resubmit the plan to comply with the registration lead time requirement.

Non-urgent plans that are not supported with waiver justifications and do not comply with the lead time requirement will be rejected.

Highways Department

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