

Part 1 (To be completed by the applicant who should be the promoter of the excavation work but not the Authorized Person, Consultant or Contractor)

To: Chief Highway Engineer/\*HK /\*Kln /\*NT  
Highways Department

From: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name of the Applicant)

Name: \_\_\_\_\_ Office phone no.: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_  
(Contact Person)

Fax. No.: \_\_\_\_\_

**Excavation Permit Application for Extremely Urgent Works**

**Justifications:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Note: \*Delete as appropriate)

Part 2 (To be completed by HyD Staff)

**Reply Slip**

To: The Applicant \_\_\_\_\_ Date: \_\_\_\_\_

The above application is accepted and is being processed.

[**Reminder:** Applicant should immediately approach the Hong Kong Police Force (HKPF) and Transport Department (TD) to seek traffic advice (*for works not affecting carriageway, the applicant only needs to seek HKPF's comments but doesn't need to seek TD's advice*). For contact information (*such as address and phone number*) of HKPF and TD, see Appendix 5.4.1 of Chapter 5, Section 4 of Excavation Permit Processing Manual. Demand Note will be issued upon receipt of comments from the concerned departments.]

The above application is rejected.

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Note: Please follow the procedures stated in Chapter 5, Section 1 of Excavation Permit Processing Manual, if you still wish to apply for an excavation permit.]

for Director of Highways : \_\_\_\_\_  
( )

Remarks:

Email to : HyD Regional Office	Permit Section, Urban(HK) (E&S): toxphes.u@hyd.gov.hk (N&W): toxphnw.u@hyd.gov.hk	Permit Section, Urban(K) tock8.u@hyd.gov.hk	Permit Section, NT toxp1.nt@hyd.gov.hk toxp2.nt@hyd.gov.hk
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