



路政署 • 路燈部

LIGHTING DIVISION HIGHWAYS DEPARTMENT

## **Guidelines for Mounting of Buntings/Flags on Public Road Lamp Posts**

### **General**

1. For mounting of buntings/flags on public road lamp posts, applications shall be filed in writing to the Lighting Division of the Highways Department (HyD/LTG). Applicants can only proceed with the mounting works upon approval from HyD/LTG.
2. The applicant is required to submit to HyD/LTG, including but not limited to, the following information. Additional information may be requested if deemed necessary:
  - Promotional purpose of the proposed buntings/flags and the mounting period.
  - Lamp post numbers and layout plans showing the locations of the proposed mounting of buntings/flags.
  - Graphical design of the buntings/flags.
  - Dimension and weight of each bunting/flag.
  - Where necessary under paragraphs 11 & 12, Independent Checking Engineer (ICE) Check Certificate to certify the structural safety of the lamp post for mounting of the proposed buntings/flags.
  - Evidence showing that no adverse comment has been raised by the Transport Department (TD), Hong Kong Police Force, Home Affairs Department, and any other relevant government departments, on the proposed mounting of buntings/flags. If necessary, HyD/LTG will assist the non-government applicant to seek comments from the concerned departments.
3. Applications are considered on a first-come-first-served basis. Unless justified, an application shall not be considered if it is submitted earlier than one year before the proposed date of mounting of the buntings/flags. Normally, a mounting period longer than 3 months shall not be considered.
4. The promotional purpose of the mounting of buntings/flags must not have any commercial elements, nor induce any legal, sensitive or disputable issues. Where necessary, the applicant is required to submit the details to relevant authorities for comment/clearance.
5. No bunting/flag is allowed to be mounted on lamp posts which have already been installed with other equipment/buntings/flags. Where necessary, the applicant shall liaise with other parties to avoid concurrent mounting on the same lamp post.
6. In order to protect the surface of newly painted lamp posts, no bunting/flag is allowed to be mounted within 2 years since the last painting of the lamp posts.
7. If circumstances require, HyD/LTG reserves the right to curtail the approved mounting period or withdraw the approval by giving 48 hours' notice to the applicant who is required to remove the buntings/flags at once without any compensation.
8. Requirements set out in this Guideline should be strictly followed.

## **Mounting Details**

9. Mounting of buntings/flags between two lamp posts or between a lamp post and another supporting pole/structure/street furniture is not allowed.
10. Applicants must consider the risk of fire from the display of buntings/flags and adopt buntings/flags made of non-flammable materials.
11. If only one bunting/flag is mounted on a lamp post, the maximum size of the bunting/flag is 1.7m<sup>2</sup> with weight not exceeding 10kg. For mounting of a pair of buntings/flags on a lamp post, the maximum size of each bunting/flag is 0.85m<sup>2</sup> with weight not exceeding 5kg. ICE Check Certificate is required to certify the structural safety of the lamp post if the buntings/flags exceed the above limits.
12. For decorative lamp posts, the extra weights of the brackets and lanterns may not leave sufficient room for the lamp post to support any buntings/flags. ICE Check Certificate is required to certify that it is structurally safe to mount the proposed buntings/flags on a decorative lamp post.
13. Buntings/flags or their associated parts shall not obstruct the opening of the lamp post column door or cover the identification number of the lamp post/complaint hotline tag.
14. No direct metal contact with the lamp post is allowed in mounting of buntings/flags. A 3mm thick rubber pad of equal width as the mounting bracket is required to avoid any damage on the protective coating of the lamp post surface. The mounting bracket is required to be painted by the applicant to the satisfaction of HyD/LTG, so as to match with the colour of the lamp post.

## **Installation, Inspection and Maintenance**

15. Buntings/flags shall not be mounted within the boundary of other government or private projects unless consent of the relevant project office has been obtained by the applicant.
16. Buntings/flags shall not be mounted on lamp posts with defects, e.g. rusty, leaning, or deformed lamp posts, or lamp posts having been fenced off, or those affected by road closure. The applicant shall check whether the lamp posts are suitable for mounting buntings/flags and report to HyD/LTG for any unsuitable lamp posts approved for mounting of buntings/flags.
17. The applicant must adopt the procedures for working on roads in accordance with the latest revision of the Code of Practice for the Lighting, Signing and Guarding of Road Works issued by the Highways Department ([https://www.hyd.gov.hk/en/technical\\_references/technical\\_document/code\\_of\\_practice/doc/COP\\_202202.pdf](https://www.hyd.gov.hk/en/technical_references/technical_document/code_of_practice/doc/COP_202202.pdf)) during the mounting or removal of the buntings/flags. All persons working on the carriageway should wear high visibility jackets incorporating orange retro-reflective stripes or patches.
18. The lamp post shall not be used as a support of any kind during the operation of mounting or removal of buntings/flags.
19. The applicant should liaise with the public lighting maintenance contractor before mounting or removal of buntings/flags and show the insurance policy to the public lighting maintenance contractor. Non-government applicants should settle the application and inspection payment through the public lighting maintenance contractor.
20. The applicant is required to arrange his/her own regular inspection and maintenance of the buntings/flags to ensure that they are in good condition and securely mounted at all times and

immediately repair/remove any defective buntings/flags.

21. The applicant must at his/her own expense and to the satisfaction of HyD/LTG temporarily or permanently remove the buntings/flags when they are obstructing any operation of HyD/LTG.
22. Buntings/flags may be removed by HyD/LTG or other relevant parties without any prior notice given to the applicant during emergency. Any costs incurred shall be undertaken by the applicant.
23. All buntings/flags mounted on the lamp posts are required to be removed by the applicant at their own expense within 5 hours once typhoon signal No. 3 or above has been issued.
24. The applicant is required to complete and submit to HyD/LTG and the public lighting maintenance contractor an as-built record of mounting of buntings/flags in the format as shown in **Appendix A**.
25. The applicant is required to submit to the public lighting maintenance contractor the name of the contact person with a 24-hour contact phone number for coordination and emergency purposes.

### **Road Safety**

26. Buntings/flags should not interfere with the sightline of motorists and pedestrians. The applicant should consult TD if necessary.
27. Buntings/flags should not cause obstruction to cyclists, pedestrian and vehicular traffic flows. The applicant should consult TD if necessary.
28. No traffic sign nor any traffic management facilities, including but not limited to, traffic light signals, red light cameras and speed enforcement cameras should be obscured by the buntings/flags. Neither should they affect operation and safety of any transport facilities, including but not limited to Light Rail Transit.
29. Buntings/flags mounted on lamp posts erected over carriageways should have a minimum vertical clearance of 5.1m with pavement of the carriageways. For those to be mounted on lamp posts erected over footpaths, they should have a minimum vertical clearance of 3.5m. Where the lamp posts are erected on footpaths or central dividers of roads with a speed limit of 50km/h or below, the portions of the buntings/flags less than 5.1m in height should have a minimum horizontal clearance of 0.6m from the edge of the carriageway. This clearance level should be raised to at least 1 m for roads with higher speed limits.
30. Buntings/flags should not be mounted on lamp posts of a road under any of the following circumstances:
  - Roads with a speed limit of 70km/h or above
  - Where there is heavy merging and/or weaving movements of traffic
  - Location with high accident statistics
  - Location within 30m of an at-grade pedestrian crossing or junction
31. Buntings/flags should be fastened securely so that they will not fall down to the underneath traffic and buntings will not wave in the wind.

### **Other Undertakings**

32. The applicant shall undertake the repair costs due to damage of any public facilities by the

buntings/flags, and or during operation of mounting/removal of buntings/flags.

33. The applicant shall indemnify and keep indemnified the Government against all losses and claims in respect of injuries/death to any person, as well as damages to properties of any third party.
34. The contractor of the applicant shall at his own costs insure against liability for any injury, death or damage arising from fixing, mounting or removal of the buntings/flags for the entire mounting period of the buntings/flags on the lamp posts. The minimum limit of indemnity shall not be less than HK\$5,000,000 for any one accident. A copy of such insurance policy should be showed to the public lighting maintenance contractor before mounting of the buntings/flags.
35. Non-government applicant, save the situations stated in paragraph 36 below, is required to pay the Application Fee for the application and Inspection Fee for the periodic inspection to be carried out by the public lighting maintenance contractor. The charges for the application shown in **Appendix B** are indicative only and the most updated rates as published on HyD's website should be adopted ([https://www.hyd.gov.hk/en/technical\\_references/others/index.html](https://www.hyd.gov.hk/en/technical_references/others/index.html)). Upon receiving the payment advice, the applicant shall settle the payment through the public lighting maintenance contractor within 2 weeks. If for any reason the applicant wishes to withdraw the application after written approval has been granted, the Inspection Fee can be refunded but not the Application Fee.

#### **Fee Waiver for Display of Festive Publicity Materials / Flags on Public Road Lamp Posts to Celebrate the National Day and the HKSAR Establishment Day**

36. Fee waiver would be granted to non-government applicants for the charges of application for display of festive publicity materials / flags on public road lamp posts to celebrate the National Day (1 October) and the HKSAR Establishment Day (1 July). Detailed conditions of the fee waiver for display of festive publicity materials / flags on public road lamp posts are listed out in **Appendix C**. If non-government applicants fulfill all the fee waiver conditions in **Appendix C**, HyD/LTG will by default waive the relevant fees, and would consider other special requests that are not covered under the conditions in **Appendix C** on a case-by-case basis.

#### **Requirements of Hanging National Flags, Regional Flags and Festive Publicity Materials using Designs of National Flags and Regional Flags**

37. For the display of national flags, regional flags and festive publicity materials using the designs of national flags and regional flags, national flags and regional flags should be displayed at a suitable location with dignity and respect and must fully comply with all the legal requirements set out in the National Flag and National Emblem Ordinance (NFNEO) and the Regional Flag and Regional Emblem Ordinance (RFREO). HyD/LTG will seek comments from the Protocol Division of the Chief Secretary for Administration's Office if necessary to ensure such display is in compliance with the NFNEO and RFREO.
38. Attention is drawn to the following requirements set out in the NFNEO and RFREO related to the display of national flags and regional flags at lamp posts:
  - The flags should be fixed near to the top of the lamp posts to avoid an impression of displaying the flags at half-staff if the flags are fixed at the middle level of the lamp posts.
  - A national flag / regional flag which is damaged, defiled, faded or substandard must not be

displayed or used (Section 4 of NFNEO and RFREO)

- Whenever the national flag is flown together with the regional flag, the national flag should occupy a more prominent position. When the national flag is flown alongside the regional flag, the national flag should be on the right and the regional flag on the left, and the regional flag should be smaller than the national flag. (Schedule 3 of RFREO)
- If national flags / regional flags of non-standard sizes are designed to meet special needs, they should be of a scaled-up or a scale-down size. (Schedule 1 of NFNEO)

39. In case a national/regional flag is not hung in the order as stipulated in accordance with the requirements under NFNEO and RFREO and this guideline, or if the national/regional flag is hung in a manner that will cause road safety issues, HyD/LTG reserves the right to remove the non-compliant flag concerned without obtaining prior consent from the applicants or ask the applicant to remove the non-compliant flag concerned.

December 2022  
Lighting Division  
Highways Department

**APPENDIX A**

**Record of Mounting Buntings / Flags / Attachments to Public Road Lamp Posts**

**1. Applicant's and Applicant's Contractor Information**

Applicant: _____	Contact Person: _____
Telephone No.: _____	Fax No.: _____
Contractor: _____	Contact Person: _____
Telephone No.: _____	Fax No.: _____

**2. Record of Mounting Buntings / Flags / Attachments to Lamp Posts**

Street Name	Lamp Post No.	Buntings / Flags /Attachments (for attachments, please specify)	Installation Date (DD/MM/YYYY)	Scheduled Removal Date (DD/MM/YYYY)

Remark: If required, please insert supplementary sheets.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX B

### Charge for the Application for the Mounting of Banner/Buntings/Flags on Public Road Lamp Posts

#### Application Fee

The Application Fee shall be paid for each application and is not refundable once the approval is granted.

#### Inspection Fee

The inspection fee varies according to the number of banner/bunting/flag on lamp posts involved and the duration of mounting.

#### Total Charge

The total charge is the sum of the Application Fee and the Inspection Fee.

Charge for this application	
Description	Charge (HK\$)
Application Fee* (HK\$2,050 per application)	
No. of lamp posts involved	
Duration of Mounting (days)	
Inspection Fee* (HK\$6.50 per banner/bunting/flag per day)	
Total Cost for this application :	

\* The above fees are subject to revision from time to time.

## APPENDIX C

### **Fee Waiver for the Charges of Application for Display of Festive Publicity Materials / Flags on Public Road Lamp Posts to Celebrate the National Day and the HKSAR Establishment Day**

To dovetail with the Government's policy of promoting patriotism, a fee waiver for the charges of application for display of festive publicity materials / flags on public road lamp posts will be granted subject to the fulfillment of the conditions listed below:-

- (1) The fee waiver shall only be applicable to the celebrations of the following special occasions for the expression of patriotic feeling under the premise of showing respect for the national flag, regional flag and their designs:
  - The National Day (1 October)
  - The HKSAR Establishment Day (1 July)
- (2) The fee waiver shall only be applicable to the display of national flags, regional flags and festive publicity materials on public road lamp posts under HyD's purview.
- (3) The applicant is obliged to follow the "National Flag and National Emblem Ordinance" and the "Regional Flag and Regional Emblem Ordinance" in handling national flags and/or regional flags including removal and disposal of flags after the celebration. For applications involving display of national flags and/or regional flags or festive publicity materials with associated design on public road lamp posts, the applicant should have obtained the approval from the Administration Wing of the Chief Secretary for Administration's Office.
- (4) The fee waiver shall cover the periods from 15 September to 15 October for the National Day and from 15 June to 15 July for the HKSAR Establishment Day each year.
- (5) The display of festive publicity materials / flags on public road lamp posts must comply with public safety and will not cause nuisance and danger to the public.



- (6) During the display of national flag and regional flag, applicants shall regularly inspect and monitor the flags to ensure that they are in good condition. If the national flag and regional flag is found damaged, defiled, faded or substandard, it must not be displayed and shall be handed over to designated collection points for unified treatment. Please refer to the website below for details of the collection points ([https://www.had.gov.hk/tc/public\\_services/collection\\_of\\_damaged/](https://www.had.gov.hk/tc/public_services/collection_of_damaged/))
- (7) The applicant shall arrange for removal of relevant festive publicity materials / flags in a timely manner after the event, and save or reuse the used national flag or regional flag as far as practicable.