

CHAPTER 1

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1.1 The main purpose of Excavation Permit Processing Manual (the Manual) is to provide guidance on the procedures for the application and administration of excavation permits. Application of excavation permit (XP) may involve various government departments and corporations. To facilitate the application of XPs, Highways Department (HyD) together with other government departments have set up a streamlined XP application process procedure. The Manual also presents the site audit inspection procedures and standards.

1.2 For excavation works in streets maintained by HyD, an applicant must be the promoter of the excavation works, not the contractor, Authorized Person or consultant employed by the promoter.

1.3 An up-to-date version of the Manual is available on HyD's web site <http://www.hyd.gov.hk>.

1.4 The Manual comprises the following chapters:

Chapter 1	Introduction
Chapter 2	Highways Department Streamlined Excavation Permit Application Procedures
Chapter 3	Excavation Permit Management System (XPMS)
Chapter 4	Highways Department Land (Miscellaneous Provisions) Ordinance Operating Procedures for XPMS Users
Chapter 5	Highways Department Land (Miscellaneous Provisions) Ordinance Operating Procedures for Infrequent Excavation Permit Applicants
Chapter 6	Notification Procedure
Chapter 7	Gazette Procedure
Chapter 8	Assessment Review
Chapter 9	Audit Inspection
Chapter 10	Enforcement
	References