

Chapter 5

Section 2 - Excavation Permit Administration Procedure for Landscape Softworks

1.0 Introduction

- 1.1 When landscape softworks involve excavation, the promoter requires an excavation permit to undertake the works.

2.0 Registration

- 2.1 As landscape softworks are generally minor in nature and disturbance to the public is minimal, advance registration is not required. An applicant who wants to apply for XPs for landscape softworks through the Excavation Permit Management System (XPMS).
- 2.2 As Leisure and Cultural Services Department (LCSD) and HyD Landscape Unit (LU) need to carry out landscape softworks frequently at different locations, they are allowed to apply an XP for landscape softworks covering an entire administrative region of the respective XP processing team for a maximum permit period of 1 year.

3.0 Permit Period Assessment

- 3.1 Except the special arrangement for LCSD and HyD LU mentioned in paragraph 2.2 above, all other applicants are required to select the district or mark the area with a polygon with respect to the works in XPMS together with the supporting information for assessment of the permit period.

4.0 Permit Application

- 4.1 For issue of an XP for landscape softworks, HyD will charge the applicant an appropriate prescribed fee (i.e. Registration fee plus Daily fee \times number of days of the whole duration of the XP). For details of prescribed fee, see Appendix 2.1.3. The processing procedures for payment of permit fee are same as that described in para 8.4 to 8.7 of Chapter 4, Section 1 – Excavation Permit Administration Procedure.
- 4.2 For an applicant with a deposit account, the XPMS would issue the permit to the applicant after the deduction of the prescribed fee from the deposit account. For an applicant without deposit account, a Demand Note (DN) would be issued to the applicant via XPMS. After the confirmation of the settlement of DN, XPMS would issue the permit to the applicant.

5.0 Coordination of Works

- 5.1 Coordination of works with other parties within works area is not required for execution of landscape softworks having considered the nature and extent of works.

6.0 Traffic Advice

- 6.1 As landscape softworks do not require breaking up footway or carriageway, traffic advice is not required.

7.0 Advance Notification of Commencement of Works

- 7.1 The permittee is not required to submit an advance notification (AN) to the respective Regional Offices in advance of the intended commencement date.

8.0 Excavation Permit Extension

- 8.1 If landscape softworks cannot be completed within the permit period, the permittee shall apply and obtain an extension before the original XP expired. The procedure stated in Chapter 4, Section 1, Paragraph 10 should be followed for application of XP extension. For LCSD and HyD LU, the 1-year XP should not be extended upon expiry. A new 1-year XP should be applied instead.

9.0 Reinstatement of Works

- 9.1 Upon completion of landscape softworks, the permittee is not required to notify the E/CTO in view of the nature of works involved.