

### **Submission of Site Formation Proposals**

In order to facilitate and expedite the processing of a site formation proposal and also to delineate clear responsibilities, Buildings Department adopts a system which provides for the parallel processing of site formation details and structural details in the proposal.

#### **Splitting of submissions**

2. A proposal for site formation works may be split into two parts and submitted in two separate sets of plans :

Part A Site formation details - These should include the layout and details of slope works and associated drainage works as well as the general layout and size of earth retaining structures, if any, as per B(A)R 8(1)(bb).

Part B Structural details - These should include the structural details of earth retaining structures.

#### **Preparation and signing of plans**

3. The Authorized Person (AP) or the Registered Geotechnical Engineer (RGE) of a project will be responsible for co-ordinating the preparation and signing of Part A and the Registered Structural Engineer (RSE) for Part B. In this connection, you should refer to the details prescribed in B(A)R 12 regarding the responsibilities and the scope of work for each party and Task 4 of Appendix B in PNAP APP-141.

#### **Sequence of submissions**

4. Parts A and B of site formation proposals may be submitted simultaneously or Part A may be submitted first followed by a submission of Part B when it has been demonstrated that the soil-structure interaction can be prescribed. It will also be acceptable to submit a sufficient number of complete sets of proposals if one set is clearly marked as Part A submission and another Part B submission.

#### **Simple submissions**

5. For some simple site formation proposals, splitting may not be necessary and a single submission may be allowed. The following are some examples of simple site formation proposals :-

- Site formation works involving simple earth retaining structures.
- Small scale site formation works such as those for NT exempted houses.
- Drainage systems for slopes involving box culverts and/or other drainage structures such as sand traps, catch-pits and stormwater manholes, if no major earth retaining structures are involved.

**Number of plans and supporting information to be submitted**

6. AP/RSE/RGE should make sure enough sets of plans with essential information are submitted for the necessary consultation with the government departments and public authorities concerned. In this connection, you are reminded of PNAP ADM-2, ADM-8 and APP-141.

7 In circumstances where piling and similar operations are included in site formation proposal, reference shall also be made to the details of monitoring requirements given in PNAP APP-18 and PNAP APP-137.



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