

**Hoardings, Covered Walkways and Gantries
(including Temporary Access for Construction Vehicles)
Part IX of Building (Planning) Regulations**

Applications under regulation 64 of the Building (Planning) Regulations (B(P)R) for hoarding / covered walkway permits should be accompanied by six sets of plans showing the hoarding / covered walkway, including details of any proposed temporary vehicular access and post holes, existing traffic signs and traffic provisions (e.g. bus lanes, taxi ranks, bus stops and pedestrian crossings) and existing trees, as well as other relevant information. Any traffic sign or street light likely to be obscured or required to be resited must be declared. If public transport facilities or pedestrian crossings are affected or carriageway width is reduced, this must also be declared. Failure to declare may delay the issue of a permit.

2. Subject to the agreement of the Transport Department (TD) and the Highways Department (HyD), the resiting and subsequent reinstatement of any affected traffic signs and street furniture, and repair of damaged public pavements may be carried out by the building owner at his own cost to the satisfaction of the HyD. Any resiting and subsequent reinstatement of street lights shall be carried out by the HyD at the building owner's expense.

3. No trees, either within the lot or on government land, may be felled, pruned or interfered with without the prior approval of the District Lands Officer and the government departments responsible for maintenance of the tree concerned.

4. HyD's and TD's standard requirements for hoardings / covered walkways are set out at Appendix A.

5. In cases where hoardings / covered walkways have to encroach on the carriageway, the TD will have no objection provided that the affected traffic lane is maintained with a minimum width of 2.8m while the carriageway is maintained with a minimum width of 5.5m. Where these minimum width requirements cannot be met, the authorized person (AP) should establish early contact with the TD to clarify on the need for temporary traffic management measures or traffic impact assessment (TIA). Normally, the TIA will only be required for hoardings / covered walkways sited on the carriageway of a traffic sensitive road, that is either a red route, a pink route or bus corridor, or on any other carriageway which is within 70 metres of a signalised junction with a traffic sensitive road that cannot meet the minimum width requirement. The list of traffic sensitive roads is given in Appendix I of HyD's Guidance Notes RD/GN/021 which may be accessed / downloaded at HyD's website http://www.hyd.gov.hk/en/publications_and_publicity/publications/technical_document/guidance_notes/pdf/Gn021.pdf. The Senior Engineer/Survey of the Traffic & Transport Survey Division of TD may be consulted by telephone no. 3150 8230 for

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further enquires on the list of traffic sensitive roads. The TIA report should be submitted at least two months in advance of the application for a hoarding permit so as to enable the TD and the Police to assess the need for any temporary traffic management measures. Guidelines and requirements of TIA for hoardings / covered walkways occupying part of the carriageway are set out in Appendix B.

6. In all cases of deviation from normal practice, details should be included on the plans submitted and reasons provided in the accompanying letter so as to enable the TD to note that there are specific circumstances or constraints affecting the site.

Construction of Hoardings / Covered Walkways

7. Hoardings / covered walkways for demolition works should be provided in accordance with the Code of Practice for Demolition of Buildings and Practice Note for Authorized Persons, Registered Structure Engineers and Registered Geotechnical Engineers (PNAP) APP-21 where typical details of a covered walkway with catch platform are given. For general building works, reference should be made to PNAP APP-102. It should be stressed that these are for reference only and that in certain instances variations in the design may be accepted to meet special site conditions.

8. Hoardings / covered walkways for demolition works, or in certain special cases, e.g. on narrow pavements, may have to be sited on a carriageway and a raised floor will then be required. Hoardings / covered walkways for general building works will normally be required to be sited entirely on the footpaths without raised floor. Proposals which include prefabricated units of non-traditional construction requiring little maintenance are preferred.

9. A minimum clear width of 1.1 m is required for hoardings / covered walkways sited on a carriageway. As regards hoardings / covered walkways on a footpath, the clear width should be related to the existing pavement width as follows:-

Existing Pavement Width	Clear Width in Walkway
2.5 m or less	Normally 1.5 m minimum. Exemption may be considered if the pavement is of insufficient width
over 2.5 m to 3 m	Width of the pavement minus 0.8 m subject to a maximum of 2m
over 3 m	2 m

The required clear width must not be obstructed in any manner e.g. by traffic signs, scaffold poles, supports for formwork or the like. The vertical clearance inside the covered walkway should be 2.3 m minimum.

10. In case the clear width of the pedestrian walkways is affected or not in compliance with the required width specified in the table above, during the erection period of hoarding / covered walkways and the construction of building works, an appropriate temporary pedestrian diversion scheme and protective measures should be submitted to enable the TD and the Police to assess the need for any temporary pedestrian management measures.

11. Should there be any utility pit cover located within the hoarding area, the relevant utility undertaking should be informed prior to the construction of the hoarding. The hoarding, including its foundation, must not obstruct the access to such pits and opening of the pit cover at all times.

Lighting Standard for Covered Walkways

12. A temporary lighting system should be provided for all covered walkways of building sites and be maintained in good order by the building owners. The average illuminance on the floor level of the covered walkway should be within the range of 35 lux to 50 lux.

13. A recommended lighting layout for a typical covered walkway (2 m wide and 2.5m high) is the installation of luminaires complete with 18 W or 20 W 600 mm long tubular fluorescent lamps at 3 m spacing.

Excavation Permit

14. An Excavation Permit from the Director of Highways is required under section 10 of the Land (Miscellaneous Provisions) Ordinance (Cap. 28) for excavation works involved in the erection / demolition of hoardings, covered walkways and gantries to be carried out on public roads maintained by the HyD. Failure to obtain the necessary permit would constitute an offence under that Ordinance. In this connection, reference should be made to PNAP ADV-13 and HyD's Excavation Permit Processing Manual - Chapter 5, Section 1 which may be accessed / downloaded at HyD's website http://www.hyd.gov.hk/en/publications_and_publicity/publications/technical_document/xppm/manual/index.html.

Temporary Access for Construction Vehicles

15. The position of any temporary access, including location of gantries shall be agreed by the TD. Temporary access should be constructed basically in accordance with the typical details of run-in in HyD Standard Drawings (PNAP APP-144 is relevant) or in accordance with the details in Appendix C for proper protection of the utilities under the pavement and to safeguard the safety of the road users. In both cases, an Excavation Permit from the Director of Highways is required for the necessary work. The temporary access should be formed and reinstated to its original state on completion of the work by and entirely at the expense of the building owner. Permanent reinstatement, if required and subject to Government's agreement, could be carried out by the building owner at his own expense and under the supervision of the AP to the satisfaction of the Director of Highways.

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16. The maximum width of the gantries should normally be not more than 6m. For a proposed gantry wider than 6m, the proposal should be accompanied by justifications for such width viz. demonstration by a swept path analysis of the vehicles using the gantry. In addition, information on the frequency of the vehicles that would enter into the site and the measures to safeguard the safety of pedestrians crossing the ingress / egress points should also be submitted for consideration.

Temporary Suspension of On-Street Public Parking Spaces

17. Where suspension of on-street parking spaces is necessary, an application should be made to the Commissioner for Transport in accordance with the Notes for Guidance attached at Appendix D.

Streamlined Processing of Hoarding Permit Application

18. To promote self-discipline and to facilitate the development progress, the Building Authority (BA) will complete the processing of an application for a permit to erect hoardings, covered walkways or gantries within 30 days of receipt of such application provided that the following criteria are met:

- (a) A TIA report is not required;
- (b) HyD's and TD's requirements in Appendix A are complied with;
- (c) the AP/registered structural engineer (RSE) certifies that the standard designs mentioned in paragraph 7 above are adopted and are in compliance with the provisions of the Buildings Ordinance;
- (d) no contractor shed will rest on the top of the hoardings / covered walkways;
- (e) the registered geotechnical engineer (RGE) certifies that the stability of any nearby slope or retaining wall, if applicable, is not adversely affected (supporting documentation may be required if significant signs of distress or failure of the slope / wall in question have been noted);
- (f) the hoardings / covered walkways are structurally safe; and
- (g) no felling, pruning or interference with trees is required.

19. Under the streamlined processing, the AP/RSE/RGE, as the case may be, are required to submit hoarding plans, Form BA 19 together with the certificate at Appendix E to the Buildings Department (BD) for centralized processing. In cases where the criteria for streamlined processing are not met, the application will be processed within 60 days.

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20. AP/RSE should note that consent for general building works will be refused if the required hoardings / covered walkways proposals have not been received by the BA.

Validity Period of Hoarding Permit

21. In the case of hoardings / covered walkways for demolition works, permits will normally be issued for six months only. Permits for hoardings / covered walkways for general building works will be issued for three years maximum conditional upon the submission of annual safety certificate (Appendix F) certifying that the hoardings / covered walkways are structurally safe. The safety certificate should be submitted not less than 7 days before each anniversary of the date of issue of the hoarding permit.

22. If evidence shows that the site has been idle for a prolonged period or an annual safety certificate has not been submitted, the hoarding permit may be cancelled and the hoarding should be removed immediately in accordance with the relevant conditions of the permit.

Renewal of Hoarding Permit

23. Renewal of hoarding permit will be considered upon application. The renewal will only be granted if the applicant can demonstrate the need for the period requested and only the minimum period will be granted. An application for renewal of the permit should be made to the BA in writing at least 30 days before its expiry with the following supporting documents:

- (a) The original permit Form BD 109; and
- (b) A certificate (Appendix G) from the AP/RSE/RGE, as the case may be, that the hoardings / covered walkways are still structurally safe and the stability of any nearby slope or retaining wall, if applicable, is not adversely affected.

24. To streamline the processing of an application for renewal of hoarding permit, the BA will renew the permit upon receipt of an application with AP's certification in Part B of Appendix G together with colour record photos showing that the hoardings / covered walkways and gantries are constructed generally in accordance with the accepted plans and are properly used and maintained. The record photos should include all elevations of hoardings / covered walkways and gantries, pedestrian passages within covered walkways, temporary raised floor, protective measures for pedestrian diversion scheme and the run-in/out. A block plan indicating the direction of the photos taken should also be submitted. To ensure a high standard of self-regulation is maintained, the BA will carry out audit checks.

Minor Amendments to Hoardings / Covered Walkways

25. Minor amendments to the permitted hoardings / covered walkways may be carried out without prior agreement of the BA if the following criteria are met:

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- (a) HyD's and the TD's requirements in Appendix A are complied with;
- (b) the original TIA, if any, is still valid;
- (c) the position of the gantry and run-in/out is not changed;
- (d) the hoardings / covered walkways are certified by the AP/RSE to be structurally safe;
- (e) no contractor shed will rest on the top of the hoardings / covered walkways;
- (f) the RGE certifies that the stability of any nearby slope or retaining wall, if applicable, is not adversely affected; and
- (g) no trees are affected.

However, the AP should deposit with BD a set of the amended hoarding plans and the safety certificate (Appendix H) within 7 days of the completion of amendment works on site.

26. While the BA will carry out audit checks, the AP/RSE should ensure that the hoardings / covered walkways are constructed in accordance with the self-certified hoarding plans and that they are structurally safe.

Proper Use and Maintenance of Hoardings / Covered Walkways

27. Hoardings / covered walkways should not be used for any other purposes such as for displaying advertisements or for storage of building materials and equipment inside or above the covered walkways.

28. Proper maintenance of hoardings / covered walkways is required under regulation 66 of the B(P)R. The primary consideration must be public safety and convenience. If a hoarding / covered walkway is in disrepair and if request for repair or renewal is not complied with, the BA may cause the necessary work to be carried out at the building owner's expense in accordance with regulation 67 of the B(P)R.

29. If there is obstruction to the hoardings / covered walkways beyond the control of the RGBC / RSC (e.g. hawkers, cooked food stalls and/or general rubbish), the AP should report such obstruction to relevant government departments for follow up action.



(AU Choi-kai)
Building Authority

Ref. : BD GP/BREG/P/16 (Pt VI)
BD GP/BREG/C/31

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**Highways Department and Transport Department
Standard Requirements for Hoardings / Covered Walkways**

A. Highways Department

- (1) The internal layout of the site shall be so arranged that no backing in/out movement of construction traffic is required except in cases where small or narrow sites are involved in which case reversing into the site will be permitted.
- (2) The hoarding shall be properly lit at night.
- (3) The promoter (i.e. the one who finances the proposed excavation works) should apply for an Excavation Permit from the Regional Office of Highways Department (HyD) prior to the commencement of excavation works on a public road maintained by HyD. One copy of the approved plan should accompany his application, together with a copy of the Hoarding Permit issued by the Buildings Department.
- (4) A clear width of not less than 500 mm shall be maintained between the edges of the hoarding and the carriageway.
- (5) Where the hoarding and covered walkway are erected on the carriageway, no obstruction to the drainage channels and gullies of the road shall be permitted. The authorized person (AP) shall be responsible for the removal of all obstructions to the flows in the drainage channels and gullies. Lighting and guarding in accordance with the Road Traffic (Traffic Control) Regulations shall be provided by the AP. Relevant requirements stipulated in the Code of Practice for the Lighting, Signing and Guarding of Road Works should also be followed.
- (6) The maximum insertion of footing into public pedestrian pavement shall be limited to 450mm. Any concrete plinth sitting on pavement shall not be more than 250mm in thickness and not more than 1000mm in height, and the minimum clear spacing between two concrete plinths shall not be less than 1100mm. The exposed faces of the concrete plinth shall be of smooth surface and any exposed edges and corners shall be chamfered.
- (7) The hoarding / covered walkways shall be erected at no more than 300mm away from the lot boundary.
- (8) The hoarding/covered walkway shall not obscure any street lights. Where any street light will likely be affected by the hoarding/covered walkway, the proposal should be sent to the Chief Engineer/Lighting of HyD for comment. Where temporary removal or resiting of existing street light is required, the AP should request HyD for such removal / resiting, at the lot owner's cost, with sufficient advance notice. In case the floor of a hoarding / covered walkway obstructs access to the street light draw-pit, the relevant section of the floor should be portable and removable.

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- (9) The AP is required to notify HyD and, if necessary, submit photographic record of original condition of footpath before commencement of hoarding erection, in particular for those hoardings with concrete bases for which application for Excavation Permit is not required.

B. Transport Department

- (1) No reversing movement of construction vehicles from / to the construction site will be permitted except in cases where small or narrow sites are involved in which case reversing into the site will be permitted.
- (2) No construction vehicles will be permitted to queue and wait outside the construction site.
- (3) All loading/unloading activities of construction vehicles will be confined within the construction site.
- (4) The hoarding should be properly lit at night.
- (5) The hoarding shall not obscure any traffic signs or traffic signals, traffic counting detectors or similar traffic equipment. Where resiting / removal of any traffic aids (such as traffic signs, traffic signals, guardrail and the like) or where temporary suspensions of parking spaces is necessary, the AP should submit his application to the Transport Department (TD) for approval of such resiting / removal, with advance notice of 3 weeks. Upon obtaining TD's approval, the AP should carry out the resiting / removal / reinstatement works at the building owner's cost, with sufficient advance notice of 10 days. In case the floor of a hoarding obstructs the access to the draw-pit marked with "ATC", the relevant section of the floor should be portable and removable.
- (6) When temporary suspension / removal / relocation of public transport facilities (such as bus / tram stops and shelters, tram posts and wires, on-streets bus termini, PLB / taxi stands, queue rails, regulators' kiosks) are required, please contact the appropriate Chief Transport Officer (Transport Operations) (Hong Kong, Kowloon or New Territories Division) direct for all necessary arrangements. The building owner shall bear the cost thus incurred.
- (7) Where the hoarding is erected at or close to a road bend or a non-traffic signal-controlled road junction, the AP should ensure that a desirable minimum visibility distance pertaining to the general traffic speed is maintained. In case of doubt, the AP should contact the appropriate Chief Traffic Engineer of TD to clarify the detailed arrangement.
- (8) The hoarding shall not cause sightline problem to the road users, e.g. the use of high concrete plinth of more than 800mm in height at or near run-ins, junctions and crossings etc, should be avoided. The appropriate Chief Traffic Engineer of TD should be consulted, if necessary.

(Rev. 8/2011)

**Guidelines and Requirements of Traffic Impact Assessment
for hoardings / covered walkways occupying part of the carriageway**

1. Requirements for Traffic Impact Assessment

- 1.1 Hoardings / covered walkways occupying part of the carriageway is considered as a type of road opening works in terms of traffic impact and the Traffic Impact Assessment (TIA) requirement for road works on traffic sensitive roads shall apply. Similar work on non-traffic sensitive roads but within 70m of a road junction of a traffic sensitive road shall also be governed by this TIA requirement.

Note :- A TIA will not be required if a minimum inner lane width of 2.8 metres, after encroachment, can be maintained.

- 1.2 For guidelines on TIA and day-time ban requirements for road works on traffic sensitive routes, please refer to HyD's Guidance Notes RD/GN/021 which may be accessed / downloaded at HyD's website http://www.hyd.gov.hk/en/publications_and_publicity/publications/technical_document/guidance_notes/pdf/Gn021.pdf

2. Objectives of Traffic Impact Assessment

- 2.1 The main objectives of TIA are :
- a) to assess the traffic impacts of occupying part of the carriageway;
and
 - b) to devise appropriate temporary traffic management measures to ameliorate the traffic impacts.

3. Contents of the Traffic Impact Assessment Report

- 3.1 The TIA report should contain at least the following information :
- a) the name of the Agency to which the hoardings/covered walkways belong;
 - b) the address of the site concerned;
 - c) date of submission;
 - d) the name of works agency, i.e. the contractor;
 - e) the name and telephone number of the contact person for the TIA;

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- f) description of the works including the proposed programme and phasing of works; if any
- g) existing street inventory within the Study Area;

The Study Area should be large enough to include all significant impacts of the proposal. At minimum, the area should include the adjacent signal controlled intersections or the area of influence that the proposed works may have an impact on the existing road network.

The existing street inventory within the Study Area should be recorded in detail. This usually includes street names, number of lanes and lane widths, direction of traffic flows, road markings and traffic aids, geometric and characteristics at critical intersections, existing site access points, right of way and pedestrian facilities.

- h) existing traffic conditions;

Traffic counts should be carried out to obtain traffic flow figures for the TIA. The count should be carried out at the critical peak periods. The signal phasing and timing at signalized intersections and the public transport services affected should be included. Pedestrian counts should also be required if existing pedestrian are severed.

- i) forecast traffic conditions (if necessary);

The existing traffic conditions can be used for the traffic analysis for carriageway occupation not exceeding six months from the submission date of the TIA report. For works beyond such period, the future traffic conditions should be estimated by using growth factor method based on historic volume information and existing counts. The Annual Traffic Census reports published by TD can be used for such purpose. The forecast future traffic conditions can then be applied to the implementation of the temporary traffic management measures.

- j) proposed traffic management measures;

Appropriate temporary traffic management schemes should be devised for implementation together with closure of the part of carriageway required for the hoardings/covered walkway erection work. The various aspects in Annex 1 should be followed in proposing traffic management measures. In addition, swept path analysis should be conducted for all affected turning movements.

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k) traffic analysis;

The traffic analysis should be carried out for the most critical peak period. The following items need to be assessed :

- volume/capacity ratios (v/c ratios) of the roads;
- reserved capacities (RC) of the road junctions;
- design flow/capacity ratio (DFC) of priority junctions and roundabouts.

The calculation of the v/c ratios, RC and DFC should be carried out in accordance with the Transport Planning and Design Manual (TPDM) Volumes 2 and 4.

l) consultation (optional)

The parties which have been consulted on the proposal should be included here. Examples are the Area Traffic Control (ATC) Division and/or Traffic Engineering (TE) Division of TD, the Police, the public transport operators, etc.

m) recommendations

Summary findings and recommendations of the TIA should be given. It should include a recommended traffic scheme and detailed plans showing the proposed hoardings / walkways occupying part of the carriageway and the traffic management measures.

4. **Procedures**

- 4.1 One copy of the TIA report should be submitted to the TE Division (Hong Kong, Kowloon, NT West or NT East) of TD with copy sent to the Commissioner of Police, the ATC Division of TD if ATC signal junctions are affected. The TE Division will co-ordinate the comments from the ATC Division.
- 4.2 The TE Division of TD can reject the TIA or approve it with or without conditions. A copy of such notice will be sent to the applicant within a reasonable period, normally three weeks from the date of receiving the TIA report. However, for complicated cases, the Division may need to liaise with the applicant or other parties and the process will take longer, but in any case within six weeks.

(Rev. 11/2013)

Issues to be taken into account in preparing traffic management measures

1. Lighting signing and guarding of Road Works

The Code of Practice for the Lighting, Signing and Guarding of Road Works should be followed.

2. Pedestrian arrangement

Adequate and safe pedestrian crossing facilities and temporary diversions should be provided.

3. Access arrangement

Existing ingress/egress and other vehicular rights of way which may be affected by the project may need to be maintained. Recommended temporary access designs may be required.

4. Parking

Extent of on-street parking spaces or other off-street parking facilities affected by the works should be identified and consideration should be given as to whether it is necessary to provide alternative parking spaces under the project to supplement the loss of existing provisions.

5. Public transport arrangements

Adequate public transport services should be maintained. Schemes of temporary routing and stops should be agreed with the concerned transport operators and TD in advance.

6. Servicing arrangement

Extent of existing loading/unloading provisions affected by the works should be identified and consideration should be given as to whether alternative provisions is required.

7. Special event arrangement

If there is any special event, such as Race Days, or concerts etc., then the adequacy or otherwise the deficiencies of the road networks affected by the road opening works should be analysed and checked and taken into account.

8. Safety consideration

Due consideration should be given to the safety aspect of all the proposed temporary schemes and measures towards all road users and pedestrians.

NOTES :

1. DIMENSIONS ARE IN MILLIMETRES.
2. STRUCTURAL STEELWORK SHALL BE OF GRADE 43C COMPLIED WITH BS4360 OR EQUIVALENT.
3. TOP OF STEELPLATE TO BE TREATED WITH ANTI-SKID DRESSING, OTHER SURFACES TO BE TREATED WITH PROTECTIVE PAINTING.
4. THE SURFACE OF THE STEEL PLATE SHALL BE MARKED WITH ALTERNATE BLACK AND YELLOW DIAGONAL STRIPS OF 300mm WIDTH. THE YELLOW MARKINGS SHALL HAVE RESISTANCE AND REFLECTIVE CHARACTERISTICS EQUIVALENT TO COMMON THERMOPLASTIC ROAD MARKINGS.
5. SHOULD WELDING OF STEEL PLATE BE REQUIRED, IT HAS TO BE DESIGNED TO SAME PERFORMANCE AS IF IN ONE PIECE.
6. PAVEMENT INCLUDING CURB STONE TO BE REINSTATED TO THE SATISFACTION OF HIGHWAYS DEPARTMENT UPON COMPLETION OF WORKS.
7. PAVEMENT SURFACE TO BE LEVELED WITH DENSE CEMENT TO ENSURE EVEN SURFACE AND WITHOUT VOID BEFORE LAYING OF RUBBER PAD.
8. CONTRACTOR REQUIRED TO ASSIST IN LIFTING UP OF STEEL PLATES TO FACILITATE UTILITY WORKS WHEN SO DEMANDED BY UTILITY FIRMS. NOTICE TO BE POSTED CONSPICUOUSLY OUTSIDE GANTRY FOR CONTACT OUTSIDE OFFICE HOURS.
9. THE STEEL PLATE SHALL BE FIXED IN POSITION TO AVOID UNDESIRABLE DISPLACEMENT DUE TO VIBRATION.
10. FOR PAVEMENT LESS THAN 2 M. WIDTH, AND/OR UTILITIES LESS THAN 450mm FROM PAVEMENT SURFACE JUSTIFICATION OF VEHICULAR LOADING ON UNDERGROUND UTILITIES TO BE SUBMITTED FOR CONSIDERATION.
11. STEEL PLATE SHALL NOT BE LAID OVER UTILITY MANHOLE COVERS.

SITE BOUNDARY

EX. PAVEMENT

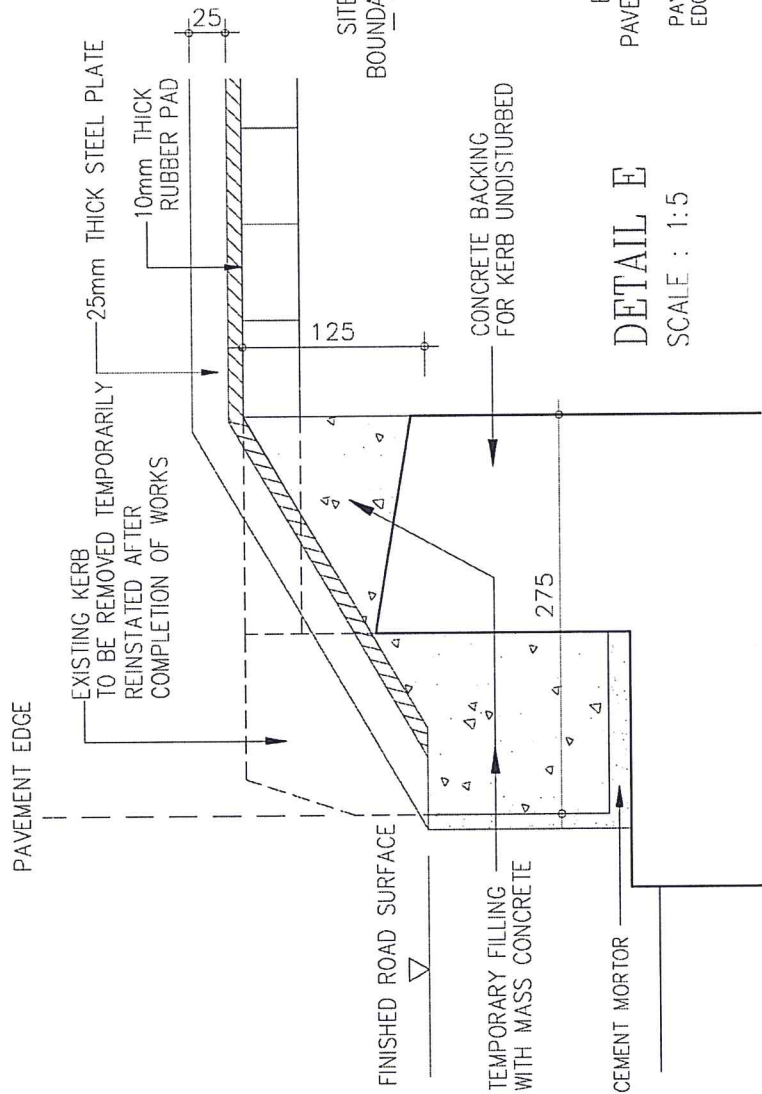
EXISTING ROAD

DETAIL "E"

SITE

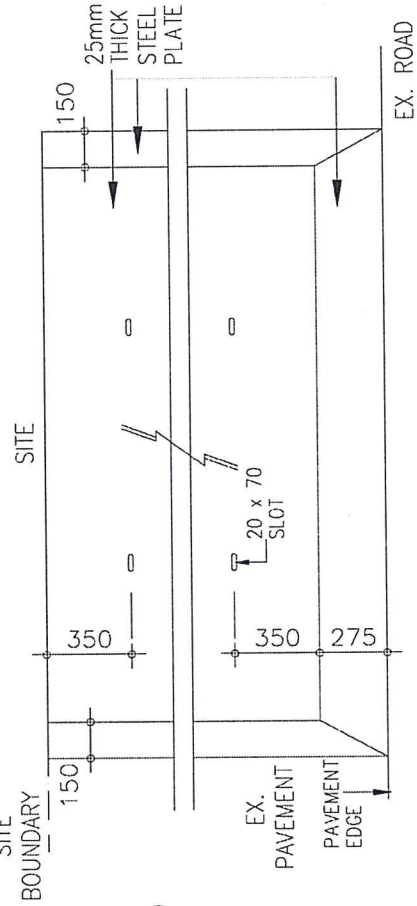
SECTION AT TEMPORARY ENTRANCE

SCALE : 1:30



DETAIL E

SCALE : 1:5



PLAN OF STEEL PLATE SCALE : 1:30

DETAILS FOR TEMPORARY RUN IN

**Application for Temporary Suspension of Public On-street Parking Spaces
(Metered or Non-metered)**

Notes for Guidance

A. General Conditions

- (1) An application for the suspension of parking spaces should be submitted to the Commissioner for Transport (C for T), marked for the attention of the Chief Transport Officer for the appropriate region (Hong Kong, Kowloon or the New Territories). The application should specify the intended suspension period, and when and where the suspension is intended to take place. The application should be supported with reason for the proposed action, and should be copied to the Commissioner of Police (C of P), marked for the attention of the Senior Staff Officer/Traffic (SSO/T) responsible for the region in question. If other Government departments are involved in the activity requiring the suspension of spaces, the application should also be copied to that department or departments as appropriate. Alternatively, for projects which involve other special arrangements, the application can be discussed together with other details in a meeting amongst parties concerned.
- (2) The number of parking spaces to be suspended should be kept to a minimum at any one time. Applicants should plan to carry out their work by stages if too many spaces would be affected.
- (3) No work shall commence at the parking spaces prior to their suspension.
- (4) No person shall remove any parking sign, meter head, meter post, studs or carriageway markings without the authorization of the C for T.
- (5) When works are completed before the approved suspension period, the applicant must notify the District Senior Transport Officer/Transport Officer (DSTO/TO) of the Transport Department (TD) by telephone for the early reinstatement of the parking spaces for public use. The applicant should subsequently confirm such notification in writing.
- (6) When it becomes apparent that works will extend beyond the approved suspension period, the applicant should notify the DSTO/TO of TD by telephone as soon as possible and subsequently confirm this in writing.
- (7) When observation shows that the works requiring the parking spaces to be suspended have been completed, the C for T, in liaison with the C of P, may arrange for such spaces to be reinstated, even if the period of suspension requested has not fully elapsed.

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- (8) The C for T, in liaison with the C of P and departments concerned, may arrange for parking spaces to be reinstated when the affected area is observed to be no longer in use for works.
- (9) Notwithstanding the requirement for advance notice described in sections B and C below, the applicant may, for emergency cases, contact the DSTO/TO of TD and the appropriate SSO/T of the Hong Kong Police Force (HKPF) for special consideration to arrange for the suspension of parking spaces at short notice. For cases where advance notice is not practicable, the applicant should notify the appropriate SSO/T of the HKPF immediately and the DSTO/TO of TD as soon as possible.

B. Suspension of Parking Spaces for a Period less than Three Months

- (1) Applications must be submitted in writing together with sketches showing the parking spaces to be suspended, so as to reach the DSTO/TO of TD at least seven working days before the commencement of the proposed suspension.
- (2) Notwithstanding paragraph (1) above, for the suspension of not more than two parking spaces for no more than one day for road works, an application can be submitted by telephone three working days in advance to the DSTO/TO of TD and the appropriate SSO/T of the HKPF and followed by confirmation in writing on the same day.
- (3) Care should be exercised in undertaking works on the footway or road carriageway to ensure that parking signs, meter posts and studs or carriageway markings are not damaged. However, should these traffic aids be damaged accidentally, the applicant must inform the Highways Department (HyD), TD and HKPF immediately. In such cases, the applicant shall be responsible for the cost of the damage incurred and/or the replacement or reinstatement of the equipment or traffic aids affected.

C. Suspension of Parking Spaces for a Period more than Three Months

- (1) Applications must be submitted in writing, together with sketches showing the proposed parking spaces to be suspended, so as to reach the DSTO/TO of TD at least 30 days prior to the commencement of the proposed suspension.
- (2) The maximum period of suspension that may be approved is one year. In case suspension of the parking spaces for a longer period is required, the applicant must submit a fresh application prior to expiry of the approved suspension period.
- (3) The applicant must bear the costs of removal and subsequent reinstatement of the affected parking spaces. The costs should be paid in advance to the HyD, that is before the suspension is effected.
- (4) The applicant must inform the DSTO/TO of TD and HyD at least one week before the completion of the project so that arrangements can be made to reinstate the suspended parking spaces.

(Rev. 8/2011)

**Self-certification by Authorized Person,
Registered Structural Engineer and Registered Geotechnical Engineer
for the Streamlined Processing of Hoardings,
Covered Walkways or Gantries Application**

To the Building Authority,

Part A (to be certified by AP)

In accordance with Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-23, I hereby certify the following for the application for permit to erect hoardings, covered walkways or gantries with plans (drwg no. _____) to _____) to be erected at _____ :

- Requirements of the Transport Department and the Highways Department as specified in Appendix A to PNAP APP-23 are complied with.
- Submission of traffic impact assessment report is not required.
- No contractor shed will rest on the top of the hoardings / covered walkways.
- Standard details of hoardings / covered walkways in the Code of Practice for Demolition of Buildings / PNAP APP-21* are adopted and are in compliance with the provisions of the Buildings Ordinance.
- The hoardings / covered walkways are structurally safe.
- No felling, pruning or interference with trees is required.

Date _____

Signature[#] of authorized person

(Name in full)

Certificate of Registration No.[#] :

Date of expiry of registration[#] :

Part B (to be certified by RSE)

2. I certify that the design of the hoardings, covered walkways or gantries is structurally safe.

3. I also certify that the structural details of the hoardings, covered walkways or gantries:

- are in accordance with the structural details given in the Code of Practice for Demolition of Buildings / PNAP APP-21* and are in compliance with the provisions of the Buildings Ordinance.
- are not in accordance with the structural details given in the Code of Practice for Demolition of Buildings / PNAP APP-21* and the corresponding structural calculations for the revised design are prepared and submitted which are in compliance with the provisions of the Buildings Ordinance.

Date _____

Signature[#] of registered
structural engineer

(Name in full)

Certificate of Registration No.[#] : _____

Date of expiry of registration[#] : _____

Part C (to be certified by RGE if applicable)

4. I certify that the stability of any nearby slope or retaining wall, if applicable, is not adversely affected.

Date _____

Signature[#] of registered
geotechnical engineer

(Name in full)

Certificate of Registration No.[#] : _____

Date of expiry of registration[#] : _____

[#] In accordance with the registration record

Enter “✓” in the appropriate box

* Delete whichever is inapplicable

(Rev. 11/2013)

**Certificate for Hoardings / Covered Walkways or Gantries
(Annual Safety Certification)**

To the Building Authority,

Part A (structural safety to be certified by AP/RSE)

In accordance with the condition of hoarding permit no. _____, I (name in full) _____ (Chinese) _____, *authorized person/registered structural engineer, hereby certify that I have inspected the hoardings, covered walkways and gantries erected at (address of the site) _____
_____ on (Lot No.) _____ and in my opinion they are structurally safe and capable of lasting another _____ months.

Date _____

Signature[#] of *authorized person/
registered structural engineer

(Name in full)

Certificate of Registration No.[#] : _____

Date of expiry of registration[#] : _____

Part B (to be certified by RGE if applicable)

2. I certify that the stability of any nearby slope or retaining wall, is not adversely affected.

Date _____

Signature[#] of registered
geotechnical engineer

(Name in full)

Certificate of Registration No.[#] : _____

Date of expiry of registration[#] : _____

[#] In accordance with the registration record

* Delete whichever is inapplicable

**Certificate for Hoardings / Covered Walkways or Gantries
(Renewal Application)**

To the Building Authority,

Part A (structural safety to be certified by AP/RSE)

In support of the application for renewal of hoarding permit no. _____, I (name in full) _____ (Chinese) _____, *authorized person/registered structural engineer, hereby certify that I have inspected the hoardings, covered walkways and gantries erected at (address of the site) _____

_____ on (Lot No.) _____ and in my opinion they are structurally safe and capable of lasting another _____ months.

Date _____

Signature[#] of *authorized person/
registered structural engineer

(Name in full)

Certificate of Registration No. [#] : _____

Date of expiry of registration[#] : _____

Part B (to be certified by AP for streamlined processing of application for renewal of hoarding permit)

2. In accordance with paragraph 24 of Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-23, I submit the colour record photos taken on[^] _____ showing that the hoardings, covered walkways and gantries are constructed generally in accordance with the accepted plans and are properly maintained and used, together with a block plan indicating the direction of the photos taken.

3. I certify that the hoardings, covered walkways and gantries inspected by me on[^] _____ are constructed generally in accordance with the accepted plans and are properly maintained and used, and confirm the following :

- (a)* temporary raised floor on carriageway for narrow pavements is in reasonable condition (paragraph 8 of PNAP APP-23);

- (b)* protective measures for pedestrian diversion scheme is in reasonable condition (paragraph 10 of PNAP APP-23);
- (c) temporary lighting systems are in order (paragraph 12 of PNAP APP-23);
- (d) no misuse of and free of obstruction to the hoarding / covered walkway (paragraphs 27 and 28 of PNAP APP-23);
- (e)* obstruction beyond the control of the registered general building contractor / registered specialised contractor mentioned in paragraph 29 of PNAP APP-23 has been reported to relevant government departments for follow up action;
- (f) no drainage channel is obstructed, in compliance with regulation 66(3) of the Building (Planning) Regulations; and
- (g) no display of advertisement other than a description of the building and the names of any persons concerned in the construction of the hoardings and covered walkways, in compliance with regulation 66(4) of the Building (Planning) Regulations.

Date _____

Signature[#] of authorized person

(Name in full)

Certificate of Registration No.[#] : _____

Date of expiry of registration[#] : _____

Part C (to be certified by RGE if applicable)

4. I certify that the stability of any nearby slope or retaining wall, is not adversely affected.

Date _____

Signature[#] of registered
geotechnical engineer

(Name in full)

Certificate of Registration No.[#] : _____

Date of expiry of registration[#] : _____

In accordance with the registration record

^ **not more than 14 days before certifying Part B of this certificate**

* Delete whichever is inapplicable

**Certificate for Hoardings / Covered Walkways or Gantries
(Minor Amendments)**

To the Building Authority,

Part A (structural safety to be certified by AP/RSE)

In connection with minor amendments to the hoardings / covered walkways / gantries, I (name in full) _____ (Chinese) _____, *authorized person / registered structural engineer, hereby certify that I have inspected the hoardings, covered walkways and gantries erected at (address of the site) _____

_____ on (Lot No.) _____ and in my opinion they are structurally safe and capable of lasting another _____ months.

Date _____

Signature[#] of *authorized person/
registered structural engineer

(Name in full)

Certificate of Registration No.[#] : _____

Date of expiry of registration[#] : _____

Part B (to be certified by AP for minor amendment)

2. I certify the following:

- (a) Highways Department's and Transport Department's requirements in Appendix A to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-23 are still complied with;
- (b) the original traffic impact assessment, if any, is still valid;

- (c) the position of the gantry and run-in/out is not changed;
- (d) no contractor shed will rest on the top of the hoardings/covered walkways; and
- (e) no trees are affected.

Date _____

Signature[#] of authorized person

(Name in full)

Certificate of Registration No.[#] : _____

Date of expiry of registration[#] : _____

Part C (to be certified by RSE for minor amendment)

3. I certify that the design of the hoardings, covered walkways or gantries is structurally safe.

4. I also certify that the structural details of the hoardings, covered walkways or gantries:

- are in accordance with the structural details given in the Code of Practice for Demolition of Buildings / PNAP APP-21* and are in compliance with the provisions of the Buildings Ordinance.
- are not in accordance with the structural details given in the Code of Practice for Demolition of Buildings / PNAP APP-21* and the corresponding structural calculations for the revised design are prepared and submitted which are in compliance with the provisions of the Buildings Ordinance.

Date _____

Signature[#] of registered structural engineer

(Name in full)

Certificate of Registration No.[#] : _____

Date of expiry of registration[#] : _____

Part D (to be certified by RGE if applicable)

5. I certify that the stability of any nearby slope or retaining wall, is not adversely affected.

Date _____

Signature[#] of registered
geotechnical engineer

(Name in full)

Certificate of Registration No. [#] :

Date of expiry of registration[#] :

[#] In accordance with the registration record

Enter “✓” in the appropriate box

* Delete whichever is inapplicable

(11/2013)