

## Flow Chart for Collection of Public Fill\*

### Project Registration

- The standard project registration form and public fill order form can be downloaded from the CEDD website (<https://www.cedd.gov.hk/eng/public-services-forms/public-forms/fill-management/index.html>).
- Project Offices (for public works projects) or Authorized Persons (for private development projects) should submit applications using the standard project registration form to PFC at least 2 weeks in advance for the collection of public fill.
- PFC approves application (with validity period and quantity). Maximum daily quantity of public fill for collection may be specified depending on the prevailing conditions at fill banks.

### Before Collection of Public Fill

- Project Offices or Authorized Persons shall inform the corresponding fill bank ER using the standard public fill order form at least 3 working days in advance for the collection of public fill, and provide the quantity and collection schedule.
- Fill Bank ER shall confirm with the Project Offices or Authorized Persons the arrangement for the collection of public fill.

### Collection of Public Fill

- Each truck with a valid dumping license shall copy a copy of public fill order form (which shall be authenticated by original office chop) for the collection of public fill at the designated fill bank.
- Truck drivers shall follow instructions of the fill bank site staff to collect public fill at specified locations.
- Fill bank site staff issues transaction records to the truck drivers providing relevant data on the public fill collection.
- Project Offices / Authorized Person shall check the transaction records and monitor the reuse of public fill in their projects to avoid illegal dumping.

### Collection of Public Fill

- Project Offices / Authorized Person inform PFC immediately of any irregularities found to guard against illegal dumping of public fill.

\* Public Fill as defined in General Specification for Civil Engineering Works Clause 6.59.