

Project Administration Handbook for Civil Engineering Works**2022 Edition****AMENDMENT NO. 3/2024****CHAPTER 1 PROJECT PLANNING****PARAGRAPH 7 SOURCES OF INFORMATION**

- (a) Para. 7.10 **Replace “Review of Design Methods for Excavations (GCO Publication No. 1/90)” with “Deep Excavation Design and Construction (GEO Publication No. 1/2023)” in item (c) of the second paragraph.**

PARAGRAPH 9 REFERENCES

- (b) **Add the following reference:**

GEO Publication Deep Excavation Design and Construction
No. 1/2023

CHAPTER 3 LAND MATTERS**PARAGRAPH 4 SUBSIDIARY PROCEDURES FOR PROVISION OF LAND**

- (c) Para. 4.1 **Replace “which will be” with “have been” in the first paragraph.**
- (d) Para. 4.1.1 **Replace “bridleway, footpath,” with “bridle-way, footway,” in item (a) of the third paragraph.**
- (e) Para 4.1.2 **Delete “TLB TC No. 1/2022, which would be superseded and replaced by Annex A of” in the second paragraph.**
- (f) Para. 4.1.3 **Delete “TLB TC No. 1/2022, which will be superseded and replaced by” in the fourth paragraph.**
- (g) Para. 4.1.5 **Replace “3.2” and “Appendix 3.2 will be updated upon the launching of TLB TC No. 1/2023.” with “3.2A” and “Please refer to Appendix 3.2A as set out in TLB TC No. 1/2023.” respectively in the second paragraph.**
- (h) Para. 4.1.6 **Add “a” after “Where, for example, when” and “limit of works area” in the second paragraph of item (a).**

- Replace “boundaries of the Works Area” with “limits of works area” in the first paragraph of item (b).**
- (i) Para. 4.1.7 **Replace “ofroads” with “of roads” in item (a)(iv).**
- Replace “,” with “ (” after “Section 22 of the Ordinance” in item (a)(viii).**
- (j) Para. 4.1.8 **Replace “3.2 for comments. Appendix 3.2 will be updated upon the launching of” with “3.2A for comments, as set out in” in item (a).**
- Replace “3.3. Appendix 3.3 will be updated upon the launching of” with “3.3A, as set out in” in the second paragraph of item (b).**
- (k) Para. 4.1.9 **Replace “not be regarded as valid” with “be regarded as late objections” in the last paragraph of item (c).**
- (l) Para. 4.1.10 **Replace “3.4. Appendix 3.4 will be updated upon the launching of” with “3.4A, as set out in” in item (a)**
- Add “to” after “Special work arrangements due” in sub-item (ii)(c) of item (d).**
- Replace “3.5” and “to be in place describes” with “3.5A” and “provides” respectively in the first paragraph of item (f).**
- (m) Para. 4.1.11 **Replace “and” with “or” in the first paragraph of item (a).**
- Replace “3.6. Appendix 3.6 will be updated upon the launching of” with “3.6A, as set out in” in the second paragraph of item (b).**
- Replace “3.7. Appendix 3.7 will be updated upon the launching of” with “3.7A, as set out in” in the last paragraph of item (c).**
- Replace “3.8 and 3.9 respectively. The Appendices will be updated upon the launching of” with “3.8A and 3.9A respectively, as set out in” in the second paragraph of item (e).**
- (n) 4.1.12 **Replace “3.10. Appendix 3.10 will be updated upon the launching of” with “3.10A, as set out in” in the second paragraph of item (a).**
- Replace “3.11. Appendix 3.11 will be updated upon the launching of” with “3.11E, as set out in” in the first paragraph of item (b).**

APPENDICES

- (o) Appendices 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10 & 3.11 **Delete the Appendices.**
- (p) Appendices 3.2A, 3.3A, 3.4A, 3.5A, 3.6A, 3.7A, 3.8A, 3.9A, 3.10A & 3.11E **Add the new appendices give in Annexes A to J to this Amendment.**
- (q) Appendix 3.11A & 3.13A **Delete “Drafting Note:” in footnotes 4 to 7 and 12 to 15.**
- Replace “28 August 2023” with “7 December 2023” in footnotes 5, 6, 13 and 14.**
- Delete “草擬提示:” in footnotes 8 to 11 and 16 to 19.**
- Replace “2023年8月28日” with “2023年12月7日” in footnotes 9, 10, 17 and 18.**

CHAPTER 4 PROJECT DESIGN AND ESTIMATES

PARAGRAPH 4 GUIDELINES AND POLICIES RELATED TO DESIGN

- (r) Para. 4.6.1 **Delete “GCO Publication No. 1/90 – Review of Design Methods for Excavations,” in item (m) of the first paragraph.**
- Add “GEO Publication No. 1/2023 – Deep Excavation Design and Construction” before item (s) of the first paragraph.**

PARAGRAPH 6 REFERENCES

- (s) **Delete the following reference:**
- GCO Publication Review of Design Methods for Excavations
No. 1/90
- (t) **Add the following reference:**
- GEO Publication Deep Excavation Design and Construction
No. 1/2023
- (u) Appendix 4.25 **Replace “GCO Publication No. 1/90 (GCO, 1990)” with “GEO Publication No. 1/2023 (GEO, 2023)” in item 10.1(d).**

Replace “GCO (1990), Review of Design Method for Excavations (GCO Publication No. 1/90). Geotechnical Control Office, Hong Kong, 192 p.” with “GEO (2023). Deep Excavation Design and Construction (GEO Publication No. 1/2023). Geotechnical Engineering Office, Civil Engineering and Development Department, HKSAR Government, 146p.” in item 11(b)

**Tech-innovation and Standards Unit
Civil Engineering and Development Department
21 March 2024**

**APPENDIX 3.2A SAMPLE COVERING MEMO FOR CIRCULATION OF THE
DRAFT GAZETTAL DOCUMENTS**

By Email

MEMO

<i>From</i>	<i>To</i> Secretary for Transport and Logistics
<i>Ref</i> () in	<i>(Attn.:</i> SEO(TL)RO
<i>Tel. No.</i>	<i>Your Ref.</i>
<i>Fax. No.</i>	<i>dated</i> <i>Fax. No.</i> 2136 8017
<i>Date</i>	<i>Total Pages</i> (no. of pages) + enclosures

Roads (Works, Use and Compensation) Ordinance (Chapter 370)

Project Title

I attach a full set of draft documents for your comments and arrangement of gazettal under section 5 of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) (“the Ordinance”) of the above-mentioned works –

- Plan(s) No(s).
- Resumption Plan No. (Sheet 1 to X)*
- Plan for Creation of Easements and Other Permanent Rights No. (Sheet 1 to X)*
- Plan for Creation of Rights of Temporary Occupation of Land No. (Sheet 1 to X)*
- Location Plan No.
- Notice under Section 8(2) of the Ordinance (Chinese and English)
- Scheme under Section 5 of the Ordinance (Chinese and English)
- Press Release (Chinese and English)

*[*Please delete as appropriate]*

2. The District Council(s) has/have been consulted regarding the proposed works (*State the date of meeting(s) and results*). The proposed works are targeted for commencement in QX 202X and completion by QX 202X.
3. The above documents have been cleared by (*an officer of D2 level for LandsD/ an officer of D3 level for other B/Ds*) of (*Initiating Office*), and comments from other bureaux/departments have been duly incorporated. The corresponding response-to-comment table is also attached for your reference.
4. The target gazettal date is (..... 202X). Notwithstanding this, I understand that the actual date of gazettal is subject to the readiness of the gazettal documents.
5. Subject to any comments that you may have, we will arrange the printing, signature and submission of the gazettal documents.

(.....)
for *Head of Project Office or Department*

c.c. (for information)

CES/A, LandsD

CLS/U, LandsD (Attn : SLS/K) - for projects in Kowloon region

DLO(XXX), LandsD

DO(XXX), HAD

D of Buildings

DCED

DHA

D of Hy

Land Registry

APPENDIX 3.3A SAMPLE SCHEME AND NOTICE UNDER s.8**Roads (Works, Use and Compensation) Ordinance (Chapter 370)****(Notice under section 8(2))****Project Title**

Notice is hereby given that under powers delegated by the Secretary for Transport and Logistics under section 3(3) of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) (“the Ordinance”), the Permanent Secretary for Transport and Logistics proposes to execute the road works within the limit of works area as shown on Plan[s] No[s]. [XXXX] (“the Plan[s]”) and described in the scheme annexed thereto. The Plan[s] and scheme have been deposited in the Land Registry.

The general nature of the proposed works is as follows:–

- (i) [XXXX];
- (ii) [XXXX]; and
- (iii) [XXXX].

The lot[s] to be resumed as shown on Resumption Plan No. [XXXX] (Sheet 1 to X) (“the Resumption Plan”) annexed to the scheme [is/are] listed below:–

Lot[s] where land is to be resumed	
D.D. No.	Lot No.
[XXXX]	[XXXX]

The area[s] where easements and other permanent rights are to be created as shown on Plan for Creation of Easements and Other Permanent Rights No. [XXXX] (“the Plan for Creation of Easements and Other Permanent Rights”) annexed to the scheme [is/are] listed below:–

Reference No.	Area[s] of the Land on which easements and other permanent rights are to be created
1	[XXXX]

The area[s] where rights of temporary occupation of land are to be created as shown on Plan for Creation of Rights of Temporary Occupation of Land No. [XXXX] (“the Plan for Creation of Rights of Temporary Occupation of Land”) annexed to the scheme [is/are] listed below:–

Reference No.	Area[s] of the Land on which rights of temporary occupation are to be created
1	[XXXX]

The Plan[s] and scheme may be inspected by members of the public free of charge at the following offices and during the following hours when those offices are normally open to the public:–

Offices	Opening Hours (except public holidays)
Central and Western Home Affairs Enquiry Centre, Ground Floor, Harbour Building, 38 Pier Road, Central, Hong Kong	Monday to Friday 9:00 a.m. – 7:00 p.m.
[Home Affairs Enquiry Centre / District Office concerned] [Address]	
[District Lands Office concerned] [Address]	Monday to Friday 8:45 a.m. – 12:30 p.m. and 1:30 p.m. – 5:30 p.m.

The electronic version of the Plan[s], scheme, the Resumption Plan, the Plan for Creation of Easements and Other Permanent Rights and the Plan for Creation of Rights of Temporary Occupation of Land are viewable on the Transport and Logistics Bureau's website:–

<http://www.tlb.gov.hk/eng/publications/transport/gazette/gazette.html>

Further enquiries regarding the proposed works can be addressed to the [project office] and at telephone number [XXXX XXXX].

Any person who wishes to object to the works or the use, or both, is required to address to the Secretary for Transport and Logistics an objection in writing, which can be submitted via one of the following means:–

- (1) By post or by hand to the Transport and Logistics Bureau's Drop-in Box No. 6 located at the 2nd Floor Entrance, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. The box is available for use between 8:00 a.m. and 7:00 p.m. from Monday to Friday (except public holidays);
- (2) By fax to (852) 2868 4643; or
- (3) By email to gazettetlb@tlb.gov.hk.

The objector should describe his interest and the manner in which he alleges that he will be affected by the works or the use in his notice of objection. Any objection lodged on a ground relating to any compensation (whether monetary or non-monetary) or any financial or other assistance in connection with the works or the use is, to the extent that it is lodged on that ground, invalid and treated as not having been lodged for the purposes of section 11 of the Ordinance. Objectors are requested to provide contact details to facilitate communication. A notice of objection should be delivered to the Secretary for Transport and Logistics not later than the [dd] day of [mmmm YYYY].

Personal Information Collection Statement

Any information, including the personal data, submitted to the Secretary for Transport and Logistics in connection with any written objections/comments will be used for the processing of the objections/comments and other related purposes. The provision of any information, including the personal data, other than the information as required under section 10(2) of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) is voluntary. However, it may not be possible to further process the objections/comments if such information, including the personal data, is not sufficiently provided. Any information, including the personal data, so submitted may be disclosed to the relevant government departments and other persons, organizations or agencies which are required to handle the objections/comments and related matters. Persons who have so submitted their personal data have the rights to request access to and correction of their personal data held by us. Request for access to or correction of the personal data should be made in writing to the Personal Data Privacy Officer of the Transport and Logistics Bureau at 20th Floor, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

()

Permanent Secretary for Transport and Logistics

Date:

道路(工程、使用及補償)條例(第 370 章)

(根據第 8(2)條規定所發的公告)

[工程名稱]

現公布運輸及物流局常任秘書長根據運輸及物流局局長按《道路(工程、使用及補償)條例》(第 370 章)(下稱“該條例”)第 3(3) 條所授權力，擬在圖則第 [XXXX] 號(下稱“該[等]圖則”)所示施工區界限內進行道路工程，工程內容在附連的計劃內說明。該[等]圖則及計劃現存放於土地註冊處。

建議工程的一般性質如下：

- (i) [XXXX]；
- (ii) [XXXX]；以及
- (iii) [XXXX]。

在附連於計劃的收地圖則第 [XXXX] 號(第 1 至 x 張)(下稱“該收地圖則”)所示將予收回的地段如下：

將予收回的土地地段	
丈量約份編號	地段編號
[XXXX]	[XXXX]

在附連於計劃的設定地役權及其他永久權利圖則第 [XXXX] 號(下稱“該設定地役權及其他永久權利圖則”)所示將予設定地役權及其他永久權利的範圍如下：

參考編號	將予設定地役權及其他永久權利的土地範圍
1	[XXXX]

在附連於計劃的設定暫時佔用土地權利圖則第 [XXXX] 號(下稱“該設定暫時佔用土地權利圖則”)所示將予設定暫時佔用土地權利的範圍如下：

參考編號	將予設定暫時佔用土地權利的土地範圍
1	[XXXX]

下列辦事處備有該[等]圖則及計劃，供公眾於辦事處下述一般開放時間內免費查閱：

辦事處	開放時間 (公眾假期除外)
香港中環統一碼頭道38號 海港政府大樓地下 中西區民政諮詢中心	星期一至星期五 上午9時至 晚上7時
[地址] [當區民政諮詢中心 / 民政事務處]	
[地址] [當區地政處]	星期一至星期五 上午8時45分至 下午12時30分 以及 下午1時30分至 下午5時30分

該[等]圖則、計劃、該收地圖則、該設定地役權及其他永久權利圖則和該設定暫時佔用土地權利圖則的電子版本已上載運輸及物流局的網頁，供市民瀏覽，網址如下：

<http://www.tlb.gov.hk/tc/publications/transport/gazette/gazette.html>

如欲查詢建議工程的其他資料，可聯絡[工務部門]，亦可致電[XXXX XXXX]提出。

任何人士擬反對該項工程或使用，或同時反對兩者，必須以書面向運輸及物流局局長提出。反對通知書可經下列其中一個方式遞交：

- (1) 以郵遞或專人送達方式，把反對通知書投入設於香港添馬添美道2號政府總部東翼2樓入口處的運輸及物流局第6號投遞箱。投遞箱的收件時間為星期一至星期五(公眾假期除外)上午8時至晚上7時；
- (2) 傳真至(852)2868 4643；或
- (3) 電郵至 gazettetlb@tlb.gov.hk。

反對人士須在反對通知書內說明其權益及聲稱受該項工程或使用影響的情況。凡有反對基於某理由遞交，而該理由關乎任何補償(不論屬金錢補償或非金錢補償)或任何財政援助或其他援助，且該等補償或援助與有關工程或使用相關，則該反對在它基於該理由而遞交的範圍內屬無效，並須就該條例第11條而言視為不曾遞交。反對人士須提供聯絡資料，方便聯絡。反對通知書須不遲於[yyyy]年[m]月[dd]日送達運輸及物流局局長。

收集個人資料聲明

凡與任何反對書 / 書面意見有關而提交予運輸及物流局局長的資料(包括個人資料), 將用於處理該等反對書 / 書面意見及其他相關用途。除《道路(工程、使用及補償)條例》(第 370 章)第 10(2) 條所規定必須提供的資料外, 提供任何其他資料(包括個人資料)均屬自願性質。然而, 如果提供的資料(包括個人資料)不足, 本局或許未能進一步處理該等反對書 / 書面意見。所有已提交的資料(包括個人資料), 皆或會向須處理該等反對書 / 書面意見及相關事宜的有關政府部門及其他人士、組織或機構披露。上述提交個人資料的人士有權要求查閱和改正本局所持有其本人的個人資料。查閱或改正個人資料的要求須以書面向運輸及物流局保障個人資料(私隱)主任提出, 聯絡地址為香港添馬添美道 2 號政府總部東翼 20 樓。

20XX 年 XX 月 XX 日

運輸及物流局常任秘書長 XXX

Roads (Works, Use and Compensation) Ordinance (Chapter 370)**Scheme annexed to Plan[s] No[s]. [XXXX]
under section 5 describing****[Project Title]****General Description of the Works**

Under powers delegated by the Secretary for Transport and Logistics under section 3(3) of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) (“the Ordinance”), the Permanent Secretary for Transport and Logistics proposes to execute the road works within the limit of works area as shown on Plan[s] No[s]. [XXXX] (“the Plan[s]”) annexed hereto and described hereunder. The proposed road works are required to [XXXX].

2. The general nature of the proposed works is as follows:–
- (i) [XXXX];
 - (ii) [XXXX]; and
 - (iii) [XXXX].

Land to be Resumed

3. For the purposes of or incidental to the works or the use, the Permanent Secretary for Transport and Logistics proposes that powers under section 13 of the Ordinance may be exercised to resume the land as shown on Resumption Plan No. [XXXX] (Sheet 1 to X) annexed hereto and detailed in the table set out thereon. Further notice, setting out the manner in which the land is to be resumed, will be issued under section 14 of the Ordinance as and when required.

Creation of Easements and Other Permanent Rights

4. For the purposes of or incidental to the works or the use, the Permanent Secretary for Transport and Logistics proposes that powers under section 15 of the Ordinance may be exercised to create in, under or over the land as shown on the Plan for Creation of Easements and Other Permanent Rights No. [XXXX] annexed hereto and described in the table set out thereon the following easements and other permanent rights in favour of the Government:–
- (i) [XXXX];
 - (ii) [XXXX]; and
 - (iii) [XXXX].

Further notice, setting out the manner in which easements and other permanent rights are to be created, will be issued under section 16 of the Ordinance as and when required.

Creation of Rights of Temporary Occupation of Land

5. For the purposes of or incidental to the works or the use, the Permanent Secretary for Transport and Logistics proposes that powers under section 15 of the Ordinance may be exercised to create, in favour of the Government, rights of temporary occupation of land as

shown on the Plan for Creation of Rights of Temporary Occupation of Land No. [XXXX] annexed hereto and detailed in the table set out thereon. By the creation of such rights, the Government, its contractors, employees, servants, agents, licensees and any other persons authorized or permitted by the Government are given full rights and liberty to enter into, occupy or remain on that portions of land and to use such portions of land as works areas and for other uses for the purposes of or incidental to the works described in paragraph 2 above or the use. Further notice, setting out the manner in which the land is to be temporarily occupied, will be issued under section 16 of the Ordinance as and when required.

Roads to be Closed *[and Government Foreshore and/or Sea-bed to be Reclaimed/Affected]

6. For the purposes of or incidental to the works or the use, the Permanent Secretary for Transport and Logistics proposes that powers under section 17 of the Ordinance may be exercised to close permanently sections of the existing [XXXX]; and to close temporarily sections of the existing [XXXX] *[*]; and to reclaim/affect the Government foreshore and/or sea-bed] within the limit of works area as shown on the Plan[s]. Temporary alternative access will be provided and temporary diversions will be carried out during the construction period as and when required. Further notice, setting out the manner in which such [XXXX] are to be closed, *[and such Government foreshore and sea-bed are to be reclaimed/affected] will be issued under section 18 of the Ordinance as and when required.

Inspection and Preventive and Remedial Work on Land and Buildings

7. For the purposes of or incidental to the works or the use, the Permanent Secretary for Transport and Logistics proposes that powers under section 19 of the Ordinance may be exercised to enter any land or building described in para. 2 above and situated wholly or partly within the limit of works area as shown on the Plan[s], or wholly or partly within 70 metres thereof for the purpose of:—

- (i) making any inspection, valuation, site investigation or test, including drilling, excavating or the installation or removal of instruments;
- (ii) surveying or taking levels; and
- (iii) setting out any line of works

in connection with the works, the use, an assessment of the value of any land, building or other property or in order to ascertain the condition of the land or building; and carry out all reasonably necessary operations of a preventive or remedial nature. Further notice, setting out the purpose of the entry and the nature of any operations to be carried out, will be issued under section 19 of the Ordinance as and when required.

Apparatus whose Course or Position to be Altered

8. For the purposes of or incidental to the works or the use, the Permanent Secretary for Transport and Logistics proposes that powers under section 20 of the Ordinance may be exercised to require alteration of the course or position of any gas, electricity, water or telecommunications service apparatus, such as [XXXX] and any other apparatus lying within the limit of works area and to require repairing of any road surface thereby disturbed. Further notice, setting out the manner in which the course or position of such apparatus is to be altered and such road surface is to be repaired, will be issued under section 20 of the Ordinance as and when required.

()

Permanent Secretary for Transport and Logistics

Date:

* To be deleted if the Government foreshore and/or sea-bed is not required to be reclaimed or affected.

道路(工程、使用及補償)條例(第 370 章)

根據第 5 條的規定
附連於圖則第[XXXX]號的計劃
說明
[工程名稱]

工程的一般說明

運輸及物流局常任秘書長根據運輸及物流局局長按《道路(工程、使用及補償)條例》(第 370 章)(下稱“該條例”)第 3(3) 條所授權力，擬在附連的圖則第[XXXX]號(下稱“該[等]圖則”)所示施工區界限內進行道路工程，工程內容在下文說明。建議的道路工程旨在[XXXX]。

2. 建議工程的一般性質如下：
- (i) [XXXX]；
 - (ii) [XXXX]；以及
 - (iii) [XXXX]。

收回土地

3. 運輸及物流局常任秘書長建議行使該條例第 13 條賦予的權力，為工程或使用或附帶事宜的目的，收回在附連的收地圖則第 [XXXX] 號[(第 1至X 張)]所示，並在其上列表中詳細說明的土地。如有需要，當局會根據該條例第 14 條的規定另行發出公告，說明收回上述土地的情況。

設定地役權及其他永久權利

4. 運輸及物流局常任秘書長建議行使該條例第 15 條賦予的權力，為工程或使用或附帶事宜的目的，在附連的設定地役權及其他永久權利圖則第 [XXXX] 號所示，並在其上列表中說明的土地或土地之下或之上，為政府設定下列地役權及其他永久權利：

- (i) [XXXX]；
- (ii) [XXXX]；以及
- (iii) [XXXX]。

如有需要，當局會根據該條例第 16 條的規定另行發出公告，說明設定地役權及其他永久權利的情況。

設定暫時佔用土地的權利

5. 運輸及物流局常任秘書長建議行使該條例第 15 條賦予的權力，為工程或使用或附帶事宜的目的，在附連的設定暫時佔用土地權利圖則第 [XXXX] 號所示，並在其上列表中詳細說明的土地，為政府設定暫時佔用土地的權利。該等權利設定後，為上文第 2 段所述工程或使用或附帶事宜的目的，政府及其承建商、僱員、受僱人、代理人、許可證持有人和其他獲政府授權或准許的人士獲賦予全權自由進入、佔用或逗留在該部分土地，以及把該部分土地用作施工區和其他用途。如有需要，當局會根據該條例第 16 條的規定另行發出公告，說明暫時佔用土地的情況。

封閉道路*[和將予填平 / 受影響的政府前濱及 / 或海床]

6. 運輸及物流局常任秘書長建議行使該條例第 17 條賦予的權力，為工程或使用或附帶事宜的目的，永久封閉該[等]圖則所示施工區界限內的部分現有[XXXX]，以及暫時封閉該[等]圖則所示施工區界限內的部分現有[XXXX] *[, 以及填平 / 影響該等圖則所示施工區界限內的政府前濱及 / 或海床]。在施工期間，當局會視乎情況另行提供臨時通道和實施臨時改道安排。如有需要，當局會根據該條例第 18 條的規定另行發出公告，說明封閉該等[XXXX] *[, 以及該等政府前濱及 / 或海床將予填平 / 受影響]的情況。

視察以及土地與建築物的預防及補救工程

7. 運輸及物流局常任秘書長建議行使該條例第 19 條賦予的權力，為工程或使用或附帶事宜的目的，進入上文第 2 段所描述、且全部或部分位於該[等]圖則所示的施工區界限內或全部或部分位於施工區界限70 米內的任何土地或建築物，以便就工程、使用、任何土地或建築物或其他財產的估價，或為了確定該土地或建築物的狀況，而：

- (i) 進行任何視察、估價、現場勘測或測試，包括鑽探、挖掘或安裝或拆除儀器；
- (ii) 進行測量或量度水平位；以及

(iii) 劃定工程界線，
並進行一切合理地必需的屬預防或補救性質的作業。如有需要，當局會根據該條例第 19 條的規定另行發出公告，說明進入上述土地或建築物的目的及將予進行的作業的性質。

改動器具的路線或位置

8. 運輸及物流局常任秘書長建議行使該條例第 20 條賦予的權力，為工程或使用或附帶事宜的目的，規定有關方面改動施工區界限內任何氣體、電力、水或電訊服務器具的路線或位置，例如[XXXX]，以及任何其他器具的路線或位置，並修補任何因此而受騷擾的道路路面。如有需要，當局會根據該條例第 20 條的規定另行發出公告，說明改動該等器具的路線或位置及修補該等道路路面的情況。

20XX 年 XX 月 XX 日

運輸及物流局常任秘書長 XXX

* 如無須填平 / 影響政府前濱及 / 或海床，刪去此句。

APPENDIX 3.4A SAMPLE NOTICE UNDER s.11(9)(a)**Roads (Works, Use and Compensation) Ordinance (Chapter 370)****(Notice under section 11(9)(a))****Project Title**

Notice is hereby given that under powers delegated by the Secretary for Transport and Logistics under section 3(3) of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) (“the Ordinance”), the Permanent Secretary for Transport and Logistics proposes to execute the works as described in G.N. [XXXX] published on [dd mmmm YYYY] and [dd mmmm YYYY] under section 11(1) of the Ordinance.

()

Permanent Secretary for Transport and Logistics

Date:

=====

道路(工程、使用及補償)條例(第370章)
(根據第11(9)(a)條規定所發的公告)

[工程名稱]

現公布運輸及物流局常任秘書長根據運輸及物流局局長按《道路(工程、使用及補償)條例》(第370章)(下稱“該條例”)第3(3)條所授權力，按照該條例第11(1)條的規定，建議進行[yyyy]年[m]月[dd]日及[yyyy]年[m]月[dd]日刊登的第[XXXX]政府公告所說明的工程。

20XX年XX月XX日

運輸及物流局常任秘書長 XXX

APPENDIX 3.5A GENERAL GUIDELINES FOR PREPARATION OF ExCo MEMORANDUM UNDER CAP. 370 AND SAMPLE ExCo MEMO**General Guidelines for Preparation of ExCo Papers under the Roads (Works, Use and Compensation) Ordinance (Chapter 370)****Handling of Objections**

1. Ensure factual accuracy of all letters/emails of response to the objectors, minutes of meetings and sketches/drawings.
2. Copies of the objection letters, notes of any related objection resolution meeting and correspondence between the Government and the objectors will be deposited at the ExCo Secretariat for Members' inspection. Be mindful in the wording to be used in the correspondence as it will have significant impact on the wording in the main text of the ExCo paper. The best practice is to think backwards, i.e. choose accurate, precise and concise wordings as if you were drafting the main text of the ExCo paper, then use the exact wordings in the correspondence with the objectors.
3. Properly document any modification/undertaking agreed by the Government and the objectors. Without proper documentation, the concerned department would not have support for putting the modification/undertaking in the main text of the ExCo paper and it would not be possible to seek ExCo's authorization/endorsement on such modification/undertaking.
4. Ensure the objectors' understanding is correct if they use technical terms.
5. Properly file and bind the correspondence between the Government and the objectors into a folder with a cover page and content page(s). Initiating Office is required to send a confirmation memo, signed by a directorate officer to TLB to confirm that the deposit was checked before submission.

Drafting of ExCo MemorandumAccuracy

6. For the annex of "assessment of objection(s)", summarize the major concerns of the objectors and Government's responses from the deposit of list of correspondence (the Deposit). Do not add any points that have not been mentioned in the Deposit. Use wordings which reflect the same meaning if not the same wording. In case translation of content is required (e.g. translating objectors' Chinese responses to English), check and ensure accurate interpretation in order not to take anything out of context in discussion. Then, provide a gist of the summary of assessment in the "assessment of objection(s)" section in the main text of ExCo Memo.
7. For the "public consultation" section in the main text, ensure the public views are accurately reflected with supporting documents. "Support" should only be used when explicit support is obtained in the consultation. "No objection" is usually used when explicit support has not been obtained, questions/concerns are raised by members and they do not object to the project. "No objection" is also used when consultation is done by circulation of papers which members neither indicate explicit support nor objection.

8. Check and ensure accuracy of all figures (dates, costs, number of objections) and facts.

Handling of Objections

9. Ensure objection handling process is completed prior to submission of draft ExCo paper.

10. Ensure “Caltex Procedures” are complied with, including that the objector is given the opportunity to have the last word. Upon submission of draft ExCo paper to TLB, Initiating Office is required to confirm that “Caltex Procedure” has been complied with during the objection-handling process.

11. Ensure the objectors have duly signed the reply slips or conveyed their final stance in writing. If an objection is raised in a personal capacity, check the signature to ensure the person who signed the reply slips or other correspondence is the same person who signed the objection in the first place or by a person whom the objector has authorized as representative (e.g. a reply slip signed by another person living in the same residential flat as the objector should not be considered as a valid reply slip unless the objector has in writing authorized such person as his representative).

Consistency

12. Ensure consistency throughout the ExCo paper, including annexes. The information should not be contradictory (e.g. the target commencement and completion date, the figures relating to resumption, capital or recurrent cost, etc.).

13. Use standard wording to describe similar concerns of objections as far as practicable (e.g. different objectors who request resumption of residual portion of their lots or request for land exchange).

14. Stick to the same line-to-take if you are responding to the same or similar concerns.

15. Avoid using different terms if you are referring to the same items (e.g. if you mention provision of “a footpath” to the objector, do not use “a track” in the ExCo paper).

General

16. Summarize the major concerns of the objectors. To avoid lengthy content, do not simply cut and paste from objection letters in English nor translate word to word from objection letters in Chinese.

17. Group and reorganize the content in point form as far as practicable in particular road works with large number of objections. No need to list the objector’s concerns raised in different letters in chronological order.

18. Make cross-reference to earlier paragraph(s) if the objector(s) raise the same concern(s).

19. Circulate the complete draft ExCo paper including the modification plan, if any, to concerned B/Ds for comment and clear the draft by a D3 officer of the concerned works department (or a D2 officer for LandsD), as well as subject DS of the concerned policy bureau

before submission to TLB. The clearing officer is responsible to check the whole set of draft ExCo paper, including annexes, and ensure compliance with this guideline. TLB shall be informed of the titles of the clearing officers.

20. Observe drafting conventions in preparing the ExCo Paper. The list below is not exhaustive but is provided for B/Ds' general reference –

- (a) Use font type “Bookman Old Style” for body of the English memorandum and 華康細明體 for Chinese;
- (b) dates should be written as – “20 March 2020”;
- (c) paragraphs, sub-paragraphs, etc. should be numbered in the sequence 1(a)(i) – the sequence should not progress beyond sub-sub paragraphs;
- (d) enacted legislation should be referred in full only in the heading. The correct way of referring to an ordinance is as follows – “Lands Resumption Ordinance (Chapter 124)”;
- (e) surnames, or family names, should be in block capitals (e.g. CHAN Tai-man) except only when surname is quoted, e.g. “Mr Chan” not “Mr CHAN”;
- (f) numbers should be given in letters from one to ten and in figures from 11 onwards;
- (g) metric measurements should be accompanied by their imperial equivalents, in parenthesis;
- (h) sums of money less than \$1 million should be set out in full figures, e.g. “56,000” not “0.056 million”;
- (i) notwithstanding (f) above, always write numbers (whatever the number) in words at the beginning of a sentence or preferably, avoid beginning a sentence with a number;
- (j) group of three digits should be separated by spaces except that after “\$”, they should be separated by commas (e.g. 11 000 passengers, \$11,000);
- (k) lead into sub-paragraphs with a dash (–) rather than a colon (:) or colon-dash (:-)
- (l) long titles should be given in full in the first place that they occur with an abbreviated form following in brackets. The abbreviated form may be used subsequently. For example –
“The Society for the Aid and Rehabilitation of Drug Abusers (SARDA)”;
- (m) avoid impersonal expressions such as “It is considered that...”, “It is submitted that.....”, etc. “We think that”, “We propose that” etc. is more preferable. (Exceptions to this general rule are permitted in the Recommendation and Advice Sought section);
- (n) short sentences are better than long and lengthy ones;

- (o) prune all unnecessary word. “Therefore” and “However” are frequent offenders; so is “the preparation of” instead of “preparing”; and so are “Members are aware that ...”, “Members wil lwish to note that”, “it should be noted (or seen) that ...”;
- (p) foreign expressions should be avoided;
- (q) the use of jargon and buzz-words should be avoided where possible; and
- (r) avoid using italics and underlining headings, words, sentences or sections. Where emphasis is required, for example a heading or a block of text, it is preferable to use bold face type.

Annexes

21. Provide cover page(s) and number all pages for each annex. For bilingual documents, such as plans, use bilingual pages number, e.g. “Annex A - Page 1 of 2” and “附件 A - 第一頁，共二頁” .
22. Provide 50 hard copies of the English and Chinese versions of the annexes respectively to the ExCo Secretariat, with two extra hard copies for TLB’ s retention. Print the annexes on double side and insert “This is a blank page” or “空白頁” for blank pages as appropriate.
23. For plans, print them in the appropriate size such that ExCo members could observe them in detail and ensure no rotating image. Print content and cover page(s) on pink A4 paper. All documents should be well-labelled and sealed properly under confidential cover.

For discussion by the
Executive Council
Lands and Works Sub-Committee
on xx xxx 202x

LWS(202x) ____
XCR(202x) ____
Copy No. ____

MEMORANDUM FOR EXECUTIVE COUNCIL

Roads (Works, Use and Compensation) Ordinance
(Chapter 370)

PWP ITEM NO. xxxxx
xxxxxxx

AUTHORISATION OF WORKS AND USE FOLLOWING RECEIPT OF OBJECTIONS

THE PROBLEM

A
B Following receipt of objections, authorisation of the works and the use of the xxx Project (the Project) as described in Plans Nos. xxx to xxx (the Plans) and the Scheme at **Annex A** is required. Resumption Plan No. XXXXXXX (Sheet 1 to X) (the Resumption Plan) for the Scheme is at **Annex B**.

ADVICE SOUGHT

2. Members are asked to advise whether the Chief Executive in Council (CE in C), under section 11 of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) (the Ordinance), should –

- (a) authorise the works and the use as described in the Plans and the Scheme; or
- (b) authorise the works and the use as described in the Plans and the Scheme, subject to any modifications or conditions as the CE in C thinks fit; or
- (c) refer the Plans, the Scheme and the objections to the Town Planning Board; or
- (d) decline to authorise the works and the use as described in the Plans and the Scheme.

THE SCHEME

3. The proposed road works are required to XXX. The Scheme involves –

- (a) xxx;
- (b) xxx; and
- (c) xxx.

THE OBJECTIONS

4. The Plans and the Scheme were gazetted on xxx 202X and xxx 202X and were made available for public inspection. XXX¹ objections were received during the statutory objection period. To ensure that the objectors' views would be duly considered, a total of xx objection resolution meetings were held from XXX 202X to XXX 202X. After receiving responses from the XX Department (XXD), XXX objections were withdrawn unconditionally and considered resolved. For the remaining xx objections, xx objections were withdrawn on conditions; xx objections were maintained and the objectors of xx objections did not respond. These xx objections are regarded as maintained and considered unwithdrawn. The objections may be categorized as follows –

(a) Group 1 – Residents in XX

XX objections were lodged by the residents living in XXX. Out of the xx objections, xx of them were registered in the form of individual letters while the remaining xx objections were made in proforma objection letters. After receiving XXD's responses, the objectors of XX objections had replied. Among them, xx objections were withdrawn unconditionally; xx objections were withdrawn conditionally; and xx objections were maintained. XX objections are regarded as maintained.

(b) Group 2 – Companies in XX

XX objections were lodged by the business companies at XXX along the proposed roads. All of the xx objections were made in the form of individual letters. After receiving XXD's responses, the objectors of xx objections had replied. Among them, xx objection was withdrawn unconditionally; and xx objections were maintained. XX objections are regarded as maintained.

(c) Group 3 – Others

A total of xx objections were lodged by others including xx land owners, a member of the XX District Council (XXDC) and the Chairman of XXX District Resident Association. All objections were made in the form of individual letters. After receiving XXD's responses, the objectors of xx objections had replied. Among them, xx objections were withdrawn unconditionally; xx

¹ XX objections were proforma objection letters.

objections were withdrawn conditionally; and xx objections were maintained. XX objections are regarded as maintained.

5. Copies of the objection letters, notes of meetings and correspondence between XXD and the objectors have been deposited at the Executive Council Secretariat for Members' inspection. The objectors have been informed that their correspondence with XXD would be submitted to the CE in C for consideration under the Ordinance. Plans Nos. xxx and xxx showing the locations to which the objections relate are at **Annex C**. The list of objections and the final stance of the objectors is at **Annex D**.

C
D

CRITERIA FOR MEETING AN OBJECTION

6. As a general rule, where an objection is considered valid, an attempt will be made to ameliorate or avoid the effect of the works and the use by modifying the Scheme, provided that such modification(s) –

- (a) would unlikely generate further objection(s);
- (b) would not be against the public interest; and
- (c) would not result in disproportionate additional cost.

ASSESSMENT OF OBJECTIONS

7. The assessment of objections, including the objectors' major concerns and requests, XXD's responses and objectors' final stance, are tabulated at **Annex E**. The gist of objections is set out in paragraph X below.

E

8. The objections relate to three major issues, including issue A, issue B and issue C. The objectors' major concerns and requests, together with XXD's responses, are summarised as follows –

Issue A – XXX

- (a) the objectors expressed concerns about xxx. In response, XXD pointed out that xxx;

Issue B – XXX

- (b) the objectors expressed concerns about xxx. In response, XXD pointed out that xxx; and

Issue C – XXX

- (c) the objectors expressed concerns about xxx. In response, XXD pointed out that xxx.

LAND RESUMPTION AND CLEARANCE

9. No land resumption will be required for the Scheme. The Scheme would involve clearance of about XX hectares of Government land.

IMPLICATION OF NOT AUTHORISING THE WORKS AND THE USE

10 If the works and the use are not authorised, xxx.

IMPLICATIONS OF THE PROPOSAL

F 11 The Scheme has no civil service or gender implications [if you consider there is no such implications after assessment]. The financial, economic, environmental, sustainability and family implications of the Scheme are set out at **Annex F**. [Please refer to Section 3.8 Part (h) of the ExCo manual for the implications to be assessed.]

PUBLIC CONSULTATION

12. xxx.....

PUBLIC REACTION

13. xxx.....

PUBLICITY

14. If the works and the use are authorised to proceed, a notice of authorisation will be published in the Gazette according to the Ordinance. A press release will be issued on the same day. We do not consider it necessary to issue a Legislative Council brief [if you consider there is no such necessity after assessment].

MAINLAND RELATIONS AND RELATED PUBLIC RELATIONS MEASURES

15. The Scheme has no implications on Mainland relations. No related public relations measure is considered necessary.

BACKGROUND

16. xxx.....

17. A separate Memorandum for Executive Council on the sewerage works and the use under the Ordinance as applied by section 26 of the Water

Pollution Control (Sewerage) Regulation (Chapter 358AL) is submitted for Members' consideration at the same meeting.

- G 18. A list of abbreviations used in this memorandum is at **Annex G**.

ATTENDANCE

Mr xxx Deputy Manager
XXX Office
XXX Department

Mr xxx Chief Engineer
XXX Office
XXX Department

Transport and Logistics Bureau
xxx 202x
TLB(TL) 5/x/x

COUNCIL CHAMBER

APPENDIX 3.6A SAMPLE ORDER UNDER s.13**ROADS (WORKS, USE AND COMPENSATION) ORDINANCE
(Chapter 370)****(Order under section 13(1))****RESUMPTION OF LAND FOR
Project Title**

In exercise of powers delegated by the Chief Executive of the Hong Kong Special Administrative Region, I hereby direct under section 13(1) of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) (hereinafter referred to as “the Ordinance”) that all that piece or parcel of land/all those pieces or parcels of land in Hong Kong/Kowloon/the New Territories more particularly described below:-

(Insert description of the land to be resumed.)

[e.g. Lots Nos. ... Demarcation District Nos. ... (Address where appropriate)]

and shown coloured orange on the Resumption Plan No. [XXXX] annexed hereto, which land was described in the scheme referred to in Government Notice No. [XXXX] published on [dd mm yyyy] and [dd mm yyyy], shall be resumed for the purposes of or incidental to the works or use described in the said scheme and I specify the period of notice to be stated under section 13(2) of the Ordinance to be THREE MONTHS from the date upon which a notice under section 14 of the Ordinance is affixed on or near the said land.

Dated this [d] day of [mm yyyy].

()
Deputy Director of Lands/Specialist

道路(工程、使用及補償)條例(第370章)

(根據第13(1) 條發出的命令)

[工程名稱]

收回土地

本人現行使香港特別行政區行政長官所授予的權力，根據《道路(工程、使用及補償)條例》(第370章)(下稱「該條例」)第 13(1) 條，為下述計劃所描述的工程或使用或附帶事宜的目的，指令收回位於港島 / 九龍 / 新界詳述如下的一塊或一幅土地 / 各塊或各幅土地：

(填上將予收回土地的描述。)

[例如：丈量約份第.....約地段第.....號(地址，如適用)。]

上述土地的範圍，已在本命令附連的第[XXXX]號收地圖則上以橙色標示。有關土地詳情，已於[yyyy]年[m]月[d]日及[yyyy]年[m]月[d]日刊登的第[XXXX]號政府公告所提述的計劃內描述。本人並指明根據該條例第 13(2) 條須述明的通知期為三個月，由根據該條例第14條所發出的通知書張貼於上述土地或其附近的日期起計。

[yyyy]年[m]月[d]日

地政總署副署長/專業事務XXX

APPENDIX 3.7A SAMPLE NOTICE UNDER s.14

LANDS DEPARTMENT

**ROADS (WORKS, USE AND COMPENSATION) ORDINANCE
(Chapter 370)****(Notice under section 14)****RESUMPTION OF LAND FOR
Project Title**

TAKE NOTICE that under powers delegated by the Chief Executive of the Hong Kong Special Administrative Region, the Deputy Director/Specialist, Lands Department has made an order under section 13(1) of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) (hereinafter referred to as “the Ordinance”) directing that all that piece or parcel of land/all those pieces or parcels of land in Hong Kong/Kowloon/the New Territories more particularly described below:–

(Insert description of the land to be resumed.)

[e.g. Lots Nos. ... Demarcation District Nos. ... (Address where appropriate)]

and shown coloured orange on the Resumption Plan No. [XXXX] annexed to the said order, which land was described in the scheme referred to in Government Notice No. [XXXX] published on [dd mm yyyy] and [dd mm yyyy] shall be resumed.

The electronic version of this notice and the aforesaid Resumption Plan may be viewed on the Lands Department website (<https://www.landsd.gov.hk/en/resources/gov-notices/acq.html>) under Government Notices after this notice is published in the Gazette. A copy of the said order, a copy of this notice, and the aforesaid Resumption Plan may be inspected by members of the public, free of charge, at the following offices during the following hours when those offices are normally open to the public:–

Offices	Opening Hours (except public holidays)
Central and Western Home Affairs Enquiry Centre, Ground Floor, Harbour Building, 38 Pier Road, Central, Hong Kong	Monday to Friday 9:00 a.m. – 7:00 p.m.
[Home Affairs Enquiry Centre / District Office concerned] [Address]	
[District Lands Office concerned] [Address]	Monday to Friday 8:45 a.m. – 12:30 p.m. and 1:30 p.m. – 5:30 p.m.

This notice was affixed on or near the said land on [date].

The Deputy Director/Specialist, Lands Department has under section 13(2) of the Ordinance specified a period of notice of THREE MONTHS from the date upon which this notice was affixed on or near the said land.

It is hereby declared that upon expiry of that period at midnight on [dd mm yyyy], the land described above shall by virtue of section 13(3) of the Ordinance revert to the Government of the Hong Kong Special Administrative Region/vest in The Financial Secretary Incorporated for the purposes of or incidental to the works or use described in the said scheme. The date of reversion/vesting shall be [dd mm yyyy].

Any person entitled to compensation under the Ordinance may serve upon upon the Secretary for Transport and Logistics a written claim, which can be submitted via one of the following means, before the expiration of one year from the date of resumption:–

- (1) By post or by hand to the Transport and Logistics Bureau's Drop-in Box No. 6 located at the 2nd Floor Entrance, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. The box is available for use between 8:00 a.m. and 7:00 p.m. from Monday to Friday (except public holidays);
- (2) By fax to (852) 2868 4643; or
- (3) By email to gazettetlb@tlb.gov.hk.

Personal Information Collection Statement

Any information, including the personal data, submitted to the Secretary for Transport and Logistics in connection with any written claims served under section 29 of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) will be used for the processing of the claims and other related purposes. The provision of any information, including the personal data, other than the information as required under section 29 of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) is obligatory. If such information, including the personal data, as required under section 29 of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) is not provided as requested, the claims may be rejected. Any information, including the personal data, so submitted may be disclosed to the relevant government departments and other organizations or agencies which are required to handle the claims and related matters. Persons who have so submitted their personal data have the rights to request access to and correction of their personal data in relation to their claims. Request for access to or correction of the personal data should be made in writing to the Personal Data Privacy Officer of the Transport and Logistics Bureau at 20th Floor, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

()
District Lands Officer

Date:

地政總署

道路(工程、使用及補償)條例(第370章)

(根據第14條規定所發的通知書)

[工程名稱]

現公布地政總署副署長(專業事務)已根據香港特別行政區行政長官所授予的權力，根據《道路(工程、使用及補償)條例》(第370章) (下稱「該條例」)第 13(1) 條發出命令，指令收回位於港島 / 九龍 / 新界詳述如下的一塊或一幅土地 / 各塊或各幅土地：

(填上將予收回土地的描述。)

[例如：丈量約份第.....約地段第.....號(地址·如適用)·]

上述土地的範圍，已在上述命令附連的第[XXXX]號收地圖則上以橙色標示。有關土地詳情，已於[yyyy]年[m]月[d]日及[yyyy]年[m]月[d]日刊登的第[XXXX]號政府公告所提述的計劃內描述。

公眾人士可在本通知書刊登《憲報》之後，於地政總署網頁 (<https://www.landsd.gov.hk/tc/resources/gov-notices/acq.html>) 政府公告一欄內，瀏覽本通知書及上述收地圖則的電子版本。下列辦事處備有上述命令和本通知書的副本，以及上述收地圖則，公眾人士可於辦事處下述一般開放時間內免費查閱：

辦事處	開放時間 (公眾假期除外)
香港中環統一碼頭道38號 海港政府大樓地下 中西區民政諮詢中心	星期一至星期五 上午9時至 晚上7時
[當區民政諮詢中心 / 民政事務處] [地址]	
[當區地政處] [地址]	星期一至星期五 上午8時45分至 下午12時30分 以及 下午1時30分至 下午5時30分

本通知書已於[yyyy]年[m]月[d]日張貼於上述土地或其附近。

地政總署副署長(專業事務)已根據該條例第 13(2) 條，指明通知期為三個月，由本通知書張貼於上述土地或其附近的日期起計。

謹此聲明，在該通知期屆滿時，即於[yyyy]年[m]月[d]日(通知期到期日)午夜，上述土地即憑藉該條例第13(3)條，為上述計劃所描述的工程或使用或附帶事宜的目的，而歸還香港特別行政區政府所有 / 歸屬財政司司長法團所有。土地歸還 / 歸屬日期為[yyyy]年[m]月[d]。

根據該條例有權獲得補償的人士可以書面向運輸及物流局局長提出申索。書面申索須於政府收地日期起計一年內，經下列其中一個方式遞交：

- (1) 以郵遞或專人送達方式，把書面申索投入設於香港添馬添美道2號政府總部東翼2樓入口處的運輸及物流局第6號投遞箱。投遞箱的收件時間為星期一至星期五(公眾假期除外)上午8時至晚上7時；
- (2) 傳真至(852)2868 4643；或
- (3) 電郵至gazettetlb@tlb.gov.hk。

收集個人資料聲明

凡與任何根據《道路(工程、使用及補償)條例》(第370章)第29條提出的書面申索有關而提交予運輸及物流局局長的資料(包括個人資料)，將用於處理該等申索及其他相關用途。申索人必須提供《道路(工程、使用及補償)條例》(第370章)第29條所要求的資料(包括個人資料)。如果沒有按照《道路(工程、使用及補償)條例》(第370章)第29條的規定提供所需資料(包括個人資料)，申索或會被駁回。所有已提交的資料(包括個人資料)，皆或會向須處理該等申索及相關事宜的有關政府部門及其他組織或機構披露。上述提交個人資料的人士有權要求查閱和改正與他們的申索有關的個人資料。查閱或改正個人資料的要求須以書面向運輸及物流局保障個人資料(私隱)主任提出，聯絡地址為香港添馬添美道2號政府總部東翼20樓。

[yyyy]年[m]月[d]日

地政專員 XXX

APPENDIX 3.8A SAMPLE ORDER UNDER s.15**ROADS (WORKS, USE AND COMPENSATION) ORDINANCE
(Chapter 370)****(Order under section 15(1))****CREATION OF EASEMENTS/PERMANENT RIGHTS/
RIGHTS OF TEMPORARY OCCUPATION OF LAND FOR
Project Title**

In exercise of powers delegated by the Chief Executive of the Hong Kong Special Administrative Region, I hereby direct under section 15(1) of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) (hereinafter referred to as “the Ordinance”) that:-

- (a) easements/permanent rights in/under/over all that piece or parcel of land/all those pieces or parcels of land in Hong Kong/Kowloon/the New Territories more particularly described below and shown coloured purple on the Plan for Creation of Easements/Permanent Rights No. [XXXX] annexed hereto:—

(Insert description of the land.)

[e.g. Lots Nos. ... Demarcation District Nos. ... (Address where appropriate)]

which land was described in the scheme referred to in Government Notice No. [XXXX] published on [dd mm yyyy] and [dd mm yyyy] ; and

- (b) rights of temporary occupation for a period from [dd mm yyyy] to [dd mm yyyy] over all that piece or parcel of land/all those pieces or parcels of land in Hong Kong/Kowloon/the New Territories more particularly described below and shown coloured purple on the Plan for Creation of Rights of Temporary Occupation of Land No. [XXXX] annexed hereto:—

(Insert description of the land.)

[e.g. Lots Nos. ... Demarcation District Nos. ... (Address where appropriate)]

which land was described in the said scheme/scheme referred to in Government Notice No. [XXXX] published on [dd mm yyyy] and [dd mm yyyy],

be created in favour of the Government of the Hong Kong Special Administrative Region for the purposes of or incidental to the works or use described in the said scheme and I specify the period of notice to be stated under section 15(2) of the Ordinance to be THREE MONTHS from the date upon which a notice under section 16 of the Ordinance is affixed on or near the said land/the land described in (a) and (b) above.

*Under section 15(3) of the Ordinance that subject to the serving of any notice required to be given under section 15(5) of the Ordinance, I further direct that the Government, its contractors, employees, servants, agents, licensees and any other persons authorized or permitted by the Government shall be authorized to enter upon the said land for the purposes

of carrying out any operations or installing, maintaining or removing any structures or apparatus in connection with the said scheme.

Dated this [d] day of [mm yyyy].

()
Deputy Director of Lands/Specialist

Date:

* To be deleted if provisions under section 15(3) are not required.

道路(工程、使用及補償)條例(第370章)

(根據第15(1)條規定所發的命令)

[工程名稱]

設定地役權／永久權利／暫時佔用土地權利

本人現行使香港特別行政區行政長官所授予的權力，根據《道路(工程、使用及補償)條例》(第370章)(下稱「該條例」)第15(1)條，為下述計劃所描述的工程或使用或附帶事宜的目的，指令為香港特別行政區政府：

- (a) 在位於港島／九龍／新界詳述如下的一塊或一幅土地／各塊或各幅土地之內／之下／之上，設定地役權／永久權利。上述土地的範圍，已在本命令附連的第[XXXX]號設定地役權／永久權利圖則上以紫色標示：

(填上土地的描述。)

[例如：丈量約份第.....約地段第.....號(地址，如適用)。]

有關土地詳情，已於[yyyy]年[mm]月[dd]日和[yyyy]年[mm]月[dd]__日刊登的第[XXXX]號政府公告所提述的計劃內描述；以及

- (b) 由[yyyy]年[mm]月[dd]日至[yyyy]年[mm]月[dd]日期間，在位於港島／九龍／新界詳述如下的一塊或一幅土地／各塊或各幅土地之上，設定暫時佔用土地權利。上述土地的範圍，已在本命令附連的第[XXXX]號設定暫時佔用土地權利圖則上以紫色標示：

(填上土地的描述。)

[例如：丈量約份第.....約地段第.....號(地址，如適用)。]

有關土地詳情，已於上述計劃／[yyyy]年[mm]月[dd]日和[yyyy]年[mm]月[dd]日刊登的第[XXXX]號政府公告所提述的計劃內描述。

本人並指明根據該條例第15(2)條須述明的通知期為三個月，由根據該條例第16條所發出的通知書張貼於上述土地／上文(a)段和(b)段描述的土地或其附近的日期起計。

*本人現根據該條例第15(3)條，進一步指令只須根據該條例第15(5)條送達任何所需通知書，政府、其承建商、僱員、受僱人、代理人、許可證持有人和任何獲政府授權或准許的其他人士，均獲授權進入上述土地，就該計劃進行任何作業，或裝設、保養或拆除任何構築物或器具。

[yyyy]年[mm]月[dd]日

地政總署副署長/專業事務____

* 如不需加入第 15(3) 條的規定，刪去此段。

APPENDIX 3.9A SAMPLE NOTICE UNDER s.16**LANDS DEPARTMENT****ROADS (WORKS, USE AND COMPENSATION) ORDINANCE
(Chapter 370)****(Notice under section 16)****CREATION OF EASEMENTS/PERMANENT RIGHTS/
RIGHTS OF TEMPORARY OCCUPATION OF LAND FOR****Project Title**

TAKE NOTICE that under powers delegated by the Chief Executive of the Hong Kong Special Administrative Region, the Deputy Director/Specialist, Lands Department has made an order under section 15(1) of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) (hereinafter referred to as “the Ordinance”) directing that:-

- (a) easements/permanent rights in/under/over all that piece or parcel of land/all those pieces or parcels of land in Hong Kong/Kowloon/the New Territories more particularly described below and shown coloured purple on the Plan for Creation of Easements/Permanent Rights No. [XXXX] annexed to the said order:—

(Insert description of the land.)

[e.g. Lots Nos. ... Demarcation District Nos. ... (Address where appropriate)]

which land was described in the scheme referred to in Government Notice No. [XXXX] published on [dd mm yyyy] and [dd mm yyyy] ; and

- (b) rights of temporary occupation for a period from [dd mm yyyy] to [dd mm yyyy] over all that piece or parcel of land/all those pieces or parcels of land in Hong Kong/Kowloon/the New Territories more particularly described below and shown coloured purple on the Plan for Creation of Rights of Temporary Occupation of Land No. [XXXX] annexed to the said order:—

(Insert description of the land.)

[e.g. Lots Nos. ... Demarcation District Nos. ... (Address where appropriate)]

be created in favour of the Government of the Hong Kong Special Administrative Region for the purposes of or incidental to the works or the use described in the said scheme.

The Deputy Director/Specialist, Lands Department has under section 15(3) of the Ordinance further directed that subject to the serving of any notice required to be given under section 15(5) of the Ordinance, the Government, its contractors, employees, servants, agents, licensees and any other persons authorized or permitted by the Government shall be authorized to enter upon the said land for the purposes of carrying out any operations or installing, maintaining or removing any structures or apparatus in connection with the said scheme.

The electronic version of this notice and the aforesaid Plan No. [XXXX] and Plan No. [XXXX] may be viewed on the Lands Department website (<https://www.landsd.gov.hk/en/resources/gov-notices/acq.html>) under Government Notices after this notice is published in the Gazette. A copy of the said order, a copy of this notice, and the aforesaid Plan/Plans may be inspected by members of the public, free of charge, at the following offices during the following hours when those offices are normally open to the public:—

Offices	Opening Hours (except public holidays)
Central and Western Home Affairs Enquiry Centre, Ground Floor, Harbour Building, 38 Pier Road, Central, Hong Kong	Monday to Friday 9:00 a.m. – 7:00 p.m.
[Home Affairs Enquiry Centre / District Office concerned] [Address]	
[District Lands Office concerned] [Address]	Monday to Friday 8:45 a.m. – 12:30 p.m. and 1:30 p.m. – 5:30 p.m.

This notice was affixed on or near the said land/the land described in (a) and (b) of the first paragraph above on [dd mm yyyy].

The Deputy Director/Specialist, Lands Department has under section 15(2) of the Ordinance specified a period of notice of THREE MONTHS from the date upon which this notice was affixed on or near the said land/the land described in (a) and (b) of the first paragraph above.

It is hereby declared that upon expiry of that period at midnight on [dd mm yyyy], the easements/rights described in this notice shall by virtue of section 15(4) of the Ordinance be created in favour of the Government of the Hong Kong Special Administrative Region for the purposes of or incidental to the works or the use described in the said scheme. The date of creation of the easements/rights described in this notice shall be [dd mm yyyy].

Any person having a compensatable interest under the Ordinance may serve upon the Secretary for Transport and Logistics a written claim, which can be submitted via one of the following means, before the expiration of one year from the date on which the easements/rights are created:—

- (1) By post or by hand to the Transport and Logistics Bureau's Drop-in Box No. 6 located at the 2nd Floor Entrance, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. The box is available for use between 8:00 a.m. and 7:00 p.m. from Monday to Friday (except public holidays);
- (2) By fax to (852) 2868 4643; or
- (3) By email to gazettetlb@tlb.gov.hk.

Personal Information Collection Statement

Any information, including the personal data, submitted to the Secretary for Transport and Logistics in connection with any written claims served under section 29 of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) will be used for the processing of the claims and other related purposes. The provision of any information, including the personal data, other than the information as required under section 29 of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) is obligatory. If such information, including the personal data, as required under section 29 of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) is not provided as requested, the claims may be rejected. Any information, including the personal data, so submitted may be disclosed to the relevant government departments and other organizations or agencies which are required to handle the claims and related matters. Persons who have so submitted their personal data have the rights to request access to and correction of their personal data in relation to their claims. Request for access to or correction of the personal data should be made in writing to the Personal Data Privacy Officer of the Transport and Logistics Bureau at 20th Floor, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

()
District Lands Officer

Date:

地政總署

道路(工程、使用及補償)條例(第370章)

(根據第16條規定所發的通知書)

[工程名稱]

設定地役權／永久權利／暫時佔用土地權利

現公布地政總署副署長(專業事務)已根據香港特別行政區行政長官所授予的權力，根據《道路(工程、使用及補償)條例》(第370章)(下稱「該條例」)第15(1)條發出命令，為下述計劃所描述的工程或使用或附帶事宜的目的，指令為香港特別行政區政府：

- (a) 在位於港島／九龍／新界詳述如下的一塊或一幅土地／各塊或各幅土地之內／之下／之上，設定地役權／永久權利。上述土地的範圍，已在本命令附連的第[XXXX]號設定地役權／永久權利圖則上以紫色標示：

(填上土地的描述。)

[例如：丈量約份第.....約地段第.....號(地址，如適用)。]

有關土地詳情，已於[yyyy]年[mm]月[dd]日和[yyyy]年[mm]月[dd]日刊登的第[XXXX]號政府公告所提述的計劃內描述；以及

- (b) 由[yyyy]年[mm]月[dd]日至[yyyy]年[mm]月[dd]日期間，在位於港島／九龍／新界詳述如下的一塊或一幅土地／各塊或各幅土地之上，設定暫時佔用土地權利。上述土地的範圍，已在本命令附連的第[XXXX]號設定暫時佔用土地權利圖則上以紫色標示：

(填上土地的描述。)

[例如：丈量約份第.....約地段第.....號(地址，如適用)。]

有關土地詳情，已於上述計劃／[yyyy]年[mm]月[dd]日和[yyyy]年[mm]月[dd]日刊登的第[XXXX]號政府公告所提述的計劃內描述。

*地政總署副署長(專業事務)已根據該條例第15(3)條，進一步指令只須根據該條例第15(5)條送達任何所需通知書，政府、其承建商、僱員、受僱人、代理人、許可證持有人和任何獲政府授權或准許的其他人士，均獲授權進入上述土地，就該計劃進行任何作業，或裝設、保養或拆除任何構築物或器具。

公眾人士可在本通知書刊登《憲報》之後，於地政總署網頁(<https://www.landsd.gov.hk/tc/resources/gov-notices/acq.html>)政府公告一欄內，瀏覽本通知書及上述第[XXXX]號及第[XXXX]號圖則的電子版本。下列辦事處備有上述命令和本通知書的副本，以及上述圖則 / 各份圖則，公眾人士可於辦事處下述一般開放時間內免費查閱：

辦事處	開放時間 (公眾假期除外)
香港中環統一碼頭道38號 海港政府大樓地下 中西區民政諮詢中心	星期一至星期五 上午9時至 晚上7時
[地址] [當區民政諮詢中心 / 民政事務處]	
[地址] [當區地政處]	星期一至星期五 上午8時45分至 下午12時30分 以及 下午1時30分至 下午5時30分

本通知書已於[yyyy]年[mm]月[dd]日張貼於上述土地 / 上文第一段(a)段和(b)段描述的土地或其附近。

地政總署副署長(專業事務)已根據該條例第15(2)條，指明通知期為三個月，由本通知書張貼於上述土地 / 上文第一段(a)段和(b)段描述的土地或其附近的日期起計。

謹此聲明，在該通知期屆滿時，即於[yyyy]年[mm]月[dd]日午夜，本通知書所描述的地役權 / 權利即憑藉該條例第15(4)條，為上述計劃所描述的工程或使用或附帶事宜的目的，為香港特別行政區政府而設定。設定本通知書所描述的地役權 / 權利的日期為[yyyy]年[mm]月[dd]日。

根據該條例有權獲得補償的人士可以書面向運輸及物流局局長提出申索。書面申索須於設定上述[地役權 / 權利]的日期起計一年內，經下列其中一個方式遞交：

- (1) 以郵遞或專人送達方式，把書面申索投入設於香港添馬添美道2號政府總部東翼2樓入口處的運輸及物流局第6號投遞箱。投遞箱的收件時間為星期一至星期五(公眾假期除外)上午8時至晚上7時；
- (2) 傳真至(852)2868 4643；或
- (3) 電郵至gazettetlb@tlb.gov.hk。

收集個人資料聲明

凡與任何根據《道路(工程、使用及補償)條例》(第370章)第29條提出的書面申索有關，而提交予運輸及物流局局長的資料(包括個人資料)，將用於處理該等申索及其他相關用途。申索人必須提供《道路(工程、使用及補償)條例》(第370章)第29條所要求的資料(包括個人資料)。如果沒有按照《道路(工程、使用及補償)條例》(第370章)第29條的規定提供所需資料(包括個人資料)，申索或會被駁回。所有已提交的資料(包括個人資料)，皆或會向須處理該等申索及相關事宜的有關政府部門及其他組織或機構披露。上述提交個人資料的人士有權要求查閱和改正與他們的申索有關的個人資料。查閱或改正個人資料的要求須以書面向運輸及物流局保障個人資料(私隱)主任提出，聯絡地址為香港添馬添美道2號政府總部東翼20樓。

[yyyy]年[mm]月[dd]日

地政專員 XXX

APPENDIX 3.10A SAMPLE ORDER UNDER s.17**Roads (Works, Use and Compensation) Ordinance (Chapter 370)****(Order under section 17)****Project Title**

In exercise of powers delegated by the Chief Executive, I hereby direct under section 17(1)(a) *[and 17(1)(b)] of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) (“the Ordinance”) that sections of the existing [XXXX] within the limit of works area as shown on Plan[s] No[s]. [XXXX] (“the Plan[s]”) and described in the scheme annexed thereto be permanently closed; and that sections of the existing [XXXX] within the limit of works area be temporarily closed. *[*]; and that the Government foreshore and/ or sea-bed within the limit of works area as shown on the Plan[s] be reclaimed/affected.] The Plan[s] and scheme were referred to in G.N. [XXXX] published on [d mmmm yyyy] and [d mmmm yyyy]. I further declare under section 17(1)(c) of the Ordinance that as from [d mmmm yyyy], all public or private rights in, upon, under or over the sections of the existing [XXXX] to be permanently closed, shall be extinguished; and from [d mmmm yyyy] to [d mmmm yyyy], all public or private rights in, upon, under or over the sections of the existing [XXXX] to be temporarily closed, shall be extinguished, modified or restricted, as the case may be, during that period. *[*]; and as from [d mmmm yyyy], all public or private rights in, upon, under or over the Government foreshore and/or sea-bed to be reclaimed, shall be extinguished. / and from [d mmmm yyyy] to [d mmmm yyyy], all public or private rights in, upon, under or over the Government foreshore and/or sea-bed to be affected, shall be extinguished, modified or restricted, as the case may be, during that period.]

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Permanent Secretary for Transport and Logistics

Date:

* To be deleted if the Government foreshore and/or sea-bed is not required to be reclaimed or affected

道路(工程、使用及補償)條例(第370章)

(根據第17條規定所發的命令)

[工程名稱]

本人現行使行政長官授予的權力，根據《道路(工程、使用及補償)條例》(第 370 章)(下稱“該條例”)第 17(1)(a) * [和17(1)(b)] 條的規定發出指示，永久封閉施工區界限內部分現有[XXXX]，[以及]暫時封閉施工區界限內部分現有[XXXX]。*[，以及填平 / 影響施工區界限內的政府前濱及 / 或海床。] 施工區界限在圖則第 [XXXX] 號(下稱“該[等]圖則”)顯示，並在附連的計劃內說明。該[等]圖則及計劃已在[yyyy] 年 [m] 月[d] 日及[yyyy] 年[m] 月[d] 日刊登的第 [XXXX] 號政府公告提述。本人並根據該條例第 17(1)(c) 條的規定聲明，由[yyyy] 年[m] 月[d] 日起，上述須永久封閉的部分現有[XXXX]的一切公有權利或私人權利，或須永久封閉的部分現有[XXXX]上、之下或之上的一切公有權利或私人權利，須予終絕；[以及]由[yyyy] 年[m] 月[d] 日起至[yyyy] 年[m] 月[d] 日止，上述須暫時封閉的部分現有[XXXX]的一切公有權利或私人權利，或須暫時封閉的部分現有[XXXX]上、之下或之上的一切公有權利或私人權利，視乎個別情況在上述期間須予終絕、修改或限制。*[；以及由[yyyy] 年[m] 月[d] 日起，上述須填平的政府前濱及 / 或海床的一切公有權利或私人權利，或須填平的政府前濱及 / 或海床上、之下或之上的一切公有權利或私人權利，須予終絕。 / ；以及由[yyyy] 年[m] 月[d] 日起至[yyyy] 年[m] 月[d] 日止，上述受影響的政府前濱及 / 或海床的一切公有權利或私人權利，或受影響的政府前濱及 / 或海床上、之下或之上的一切公有權利或私人權利，視乎個別情況在上述期間須予終絕、修改或限制。]

20XX年XX月XX日

運輸及物流局常任秘書長XXX

* 如無須填平 / 影響政府前濱及 / 或海床，刪去此句。

APPENDIX 3.11E SAMPLE NOTICE UNDER s.18**Roads (Works, Use and Compensation) Ordinance (Chapter 370)****(Notice under section 18)****[Project Title]**

TAKE NOTICE that under powers delegated by the Chief Executive, the Permanent Secretary for Transport and Logistics has ordered under section 17(1)(a) *[and 17(1)(b)] of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) (“the Ordinance”) to close permanently sections of the existing [XXXX]; and to close temporarily sections of the existing [XXXX]. *[*]; and to reclaim/affect the Government foreshore and/ or sea-bed] within the limit of works area as shown on Plan[s] No[s]. [XXXX] (“the Plan[s]”) and described in the scheme annexed thereto. The Plan[s] and scheme were referred to in G.N. [XXXX] published on [d mmmm yyyy] and [d mmmm yyyy]. The Permanent Secretary for Transport and Logistics has further declared under section 17(1)(c) of the Ordinance that as from [d mmmm yyyy], all public or private rights in, upon, under or over the sections of the existing [XXXX] to be permanently closed, shall be extinguished; [and] from [d mmmm yyyy] to [d mmmm yyyy], all public or private rights in, upon, under or over the sections of the existing [XXXX] to be temporarily closed, shall be extinguished, modified or restricted, as the case may be, during that period. *[*]; and as from [d mmmm yyyy], all public or private rights in, upon, under or over the Government foreshore and/ or sea-bed to be reclaimed, shall be extinguished. / and as from [d mmmm yyyy] to [d mmmm yyyy], all public or private rights in, upon, under or over the Government foreshore and/or sea-bed to be affected, shall be extinguished, modified or restricted, as the case may be, during that period.]

The works to be carried out in association with this closure *[and reclamation] mainly involve [XXXX].

A copy of the order and the Plan[s] may be inspected by members of the public free of charge at the following offices and during the following hours when those offices are normally open to the public:–

Offices	Opening Hours (except public holidays)
Central and Western Home Affairs Enquiry Centre, Ground Floor, Harbour Building, 38 Pier Road, Central, Hong Kong	Monday to Friday 9:00 a.m. – 7:00 p.m.
[Home Affairs Enquiry Centre / District Office concerned] [Address]	
[District Lands Office concerned] [Address]	Monday to Friday 8:45 a.m. – 12:30 p.m. and 1:30 p.m. – 5:30 p.m.

This notice will be affixed on or near the affected [XXXX] on [d mmmm yyyy].

Any person having a compensatable interest under the Ordinance may serve upon the Secretary for Transport and Logistics a written claim, which can be submitted via one of the following means, before the expiration of one year from the date of closure, extinction, modification or restriction:–

- (1) By post or by hand to the Transport and Logistics Bureau's Drop-in Box No. 6 located at the 2nd Floor Entrance, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. The box is available for use between 8:00 a.m. and 7:00 p.m. from Monday to Friday (except public holidays);
- (2) By fax to (852) 2868 4643; or
- (3) By email to gazettetlb@tlb.gov.hk.

Personal Information Collection Statement

Any information, including the personal data, submitted to the Secretary for Transport and Logistics in connection with any written claims served under section 29 of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) will be used for the processing of the claims and other related purposes. The provision of the information, including the personal data, as required under section 29 of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) is obligatory. If such information, including the personal data, as required under section 29 of the Roads (Works, Use and Compensation) Ordinance (Chapter 370) is not provided as requested, the claims may be rejected. Any information, including the personal data, so submitted may be disclosed to the relevant government departments and other organizations or agencies which are required to handle the claims and related matters. Persons who have so submitted their personal data have the rights to request access to and correction of their personal data held by us. Request for access to or correction of the personal data should be made in writing to the Personal Data Privacy Officer of the Transport and Logistics Bureau at 20th Floor, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

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Permanent Secretary for Transport and Logistics

Date:

* To be deleted if the Government foreshore and/ or sea-bed is not required to be reclaimed or affected.

道路(工程、使用及補償)條例(第370章)

(根據第18條規定所發的公告)

[工程名稱]

現公布運輸及物流局常任秘書長已依據行政長官授予的權力，根據《道路(工程、使用及補償)條例》(第 370 章)(下稱“該條例”)第 17(1)(a) * [和17(1)(b)] 條的規定發出命令，永久封閉施工區界限內部分現有[XXXX]，[以及]暫時封閉施工區界限內部分現有[XXXX]。*[，以及填平施工區界限內的政府前濱及 / 或海床。]施工區界限在圖則第 [XXXX] 號(下稱“該[等]圖則”)顯示，並在附連的計劃內說明。該[等]圖則及計劃已在[yyyy] 年[m] 月[d] 日及[yyyy] 年[m] 月[d] 日刊登的第 [XXXX] 號政府公告提述。運輸及物流局常任秘書長並根據該條例第 17(1)(c) 條的規定聲明，由[yyyy] 年[m] 月[d] 日起，上述須永久封閉的部分現有[XXXX]的一切公有權利或私人權利，或須永久封閉的部分現有[XXXX]上、之下或之上的一切公有權利或私人權利，須予終絕；[以及]由[yyyy] 年[m] 月[d] 日起至[yyyy] 年[m] 月[d] 日止，上述須暫時封閉的部分現有[XXXX]的一切公有權利或私人權利，或須暫時封閉的部分現有[XXXX]上、之下或之上的一切公有權利或私人權利，視乎個別情況在上述期間須予終絕、修改或限制。*[；以及由[yyyy] 年[m] 月[d] 日起，上述須填平的政府前濱及 / 或海床的一切公有權利或私人權利，或須填平的政府前濱及 / 或海床上、之下或之上的一切公有權利或私人權利，須予終絕。 / ；以及由[yyyy] 年[m] 月[d] 日起至[yyyy] 年[m] 月[d] 日止，上述受影響的政府前濱及 / 或海床的一切公有權利或私人權利，或受影響的政府前濱及 / 或海床上、之下或之上的一切公有權利或私人權利，視乎個別情況在上述期間須予終絕、修改或限制。]

與封閉道路*[及填海]有關的工程，主要包括[XXXX]。

下列辦事處備有該命令的副本及該[等]圖則，供公眾於辦事處下述一般開放時間內免費查閱：

辦事處	開放時間 (公眾假期除外)
香港中環統一碼頭道38號 海港政府大樓地下 中西區民政諮詢中心	星期一至星期五 上午9時至 晚上7時
[地址] [當區民政諮詢中心 / 民政事務處]	
[地址] [當區地政處]	星期一至星期五 上午8時45分至 下午12時30分 以及 下午1時30分至 下午5時30分

本公告將於[yyyy]年[m]月[d]日張貼於受影響的[XXXX]，或其附近地方。

根據該條例享有可獲補償權益的人士可以書面向運輸及物流局局長提出申索。書面申索須於道路封閉或有關權利終絕、修改或限制當日起計一年內，經下列其中一個方式遞交：

- (1) 以郵遞或專人送達方式，把書面申索投入設於香港添馬添美道2號政府總部東翼2樓入口處的運輸及物流局第6號投遞箱。投遞箱的收件時間為星期一至星期五(公眾假期除外)上午8時至晚上7時；
- (2) 傳真至(852)2868 4643；或
- (3) 電郵至gazettetlb@tlb.gov.hk。

收集個人資料聲明

凡與任何根據《道路(工程、使用及補償)條例》(第370章)第29條提出的書面申索有關而提交予運輸及物流局局長的資料(包括個人資料)，將用於處理該等申索及其他相關用途。申索人必須提供《道路(工程、使用及補償)條例》(第370章)第29條所要求的資料(包括個人資料)。如果沒有按照《道路(工程、使用及補償)條例》(第370章)第29條的規定提供所需資料(包括個人資料)，申索或會被駁回。所有已提交的資料(包括個人資料)，皆或會向須處理該等申索及相關事宜的有關政府部門及其他組織或機構披露。上述提交個人資料的人士有權要求查閱和改正本局所持有其本人的個人資料。查閱或改正個人資料的要求須以書面向運輸及物流局保障個人資料(私隱)主任提出，聯絡地址為香港添馬添美道2號政府總部東翼20樓。

20XX年XX月XX日

運輸及物流局常任秘書長XXX

* 如無須填平政府前濱及 / 或海床，刪去此句。