Project Administration Handbook for Civil Engineering Works

2024 Edition

AMENDMENT NO. 3/2025

CHAPTER 3 LAND MATTERS

APPENDICES

(a) Appendix 3.1 Annex A

Add the following item after item 3:

4. Funding will be provided for the following expenditures arising from the land resumption/clearance, namely (i) cost of employing compensation and rehousing service team; (ii) payment to the Land Registry charges (such as reports-on-title, lot history and land search, etc.); (iii) fees arising from the outsourcing of valuation services for compensation matters; and (iv) fees arising from publishing notices relevant to land acquisition/resumption in newspapers. The above expenditures shall be paid to the Lands Department through allocation warrants.

Replace the following in item 5 with ".":

of clearance date and availability of funds by project office/works department under :

- *(i) Public Housing Development Programme approved by the Building Committee of the Hong Kong Housing Authority.
- *(ii) Head subhead.....
 - Head 701 subhead 1004CA (Compensation and ex-gratia allowances in respect of public housing projects to be undertaken by HKHA and HKHS (i.e. the project proponent is HKHA or HKHS), surrenders and resumptions: miscellaneous)
 - Head 701 subhead 1100CA (Compensation and ex-gratia allowances in respect of projects in the Public Works Programme)

(b) Appendix 3.1 Annex B Replace "Clearance Application Form" with "final Clearance Application Form (Final CAF)", replace "respective" with "the applicable", replace "Ordinances" with "Ordinance(s)" and replace "subject to your clarification/resolution on" with ". When submitting the Final CAF, your confirmation/clarification/provision on the following items are required as part of your submission:" in the first paragraph.

Replace the ticking box items with the following:

- (a) If the project requires land use approval under the Town Planning Ordinance (Cap. 131), please confirm the date on which the relevant Cap. 131 Plan begins to be exhibited or made available for public inspection under Cap. 131.
- (b) Finalized land requirement plan(s) confirming the land resumption/clearance limit of the project and a grave/urn survey report (if grave/urn are affected) should be submitted. Section 2(2) of Cap. 124 allows land required for road/sewerage/railway works (which have been proposed or to be proposed under Cap. 370, Cap. 358AL or Cap. 519, as the case may be) to be regarded as a "public purpose" for resumption under Cap. 124. Under such a situation, WD is not required to delineate and apportion the areas required to be resumed under Cap.124 (for the main development) and the respective ordinances such as Cap. 370, Cap. 358AL or Cap. 519 (for the associated road/sewerage/railway works) in the Final CAF and the land requirement plan (i.e. the Final CAF shall only require to provide one set of land requirement plan under Cap. 124 to LandsD for preparation of resumption plan). If the above situation cannot be applicable following the Inter-departmental Guidelines for Land Resumption under Cap. 124 issued by DEVB on 1.9.2023, please provide land requirement plans with delineation of land by separate ordinance(s) to Lands Department for preparation of resumption plans under separate ordinance(s).
- (c) Please advise the Ordinance(s) to be invoked for land resumption/acquisition. If applicable, according to paragraphs 4 to 8 of the "Inter-departmental Guidelines for Land Resumption under the Lands Resumption Ordinance (Cap. 124)" issued by the Development Bureau on 1.9.2023, please confirm that the proposed resumption is not for temporary use or creation of easements/other permanent rights or stratum resumption.

- (d) If the project involves land resumption/acquisition, please provide DoJ's confirmation that (i) the proposed resumption/acquisition is for a public purpose and (ii) your proposed description on "the public purpose for which the land is proposed to be resumed" under s.2A(2)(a) of Cap. 124 is in order.
- (e) Please provide confirmation on start taking up the land (be it only a structure, an individual lot or a portion of the whole project site) as and when it is vacated/cleared upon commencement of compensation and rehousing disbursement to the affected persons.
- (f) Funding will be provided for the following expenditures arising from the land resumption/clearance exercise, namely (i) cost of employing compensation and rehousing service team; (ii) payment to the Land Registry charges (such as reports-on-title, lot history and land search, etc.); (iii) fees arising from the outsourcing of valuation services for compensation matters; and (iv) fees arising from publishing notices relevant to land acquisition/resumption in newspapers. The above expenditures shall be paid to the Lands Department through allocation warrants.
- (g) Please allow additional time for handling significant Fung Shui or grave problem, if any, in your project planning.
- (h) Please advise if there is any issue of the project that warrants the particular attention of Lands Department.

Add the following items after item *(c):

- *(d) the date of gazettal of the plan and scheme under (please specify, e.g. Roads (Works, Use and Compensation) Ordinance (Cap. 370)) or
- *(e) the date of gazettal of Notice of Proposed Resumption or

Replace "*CLE/SC, DLO()" with "*CLE/(####), DLO()" and delete "*SES/SC, LandsD" in the c.c. list.

Add the following footnote after footnote ###:

Insert the post title(s) of CLE supervising LDE team in corresponding NTDLO(s)

Delete the footnote " Tick whichever is relevant.".

Replace "LandsD" with "the Lands Department (LandsD)", add "or works department (collectively referred to as "WD")" after "project bureau/department" in item (a) of the explanatory statements.

Replace "project bureau/department" with "WD" in item (b), (c), (d) and (e) of the explanatory statements.

Add "or final" after "usual" and replace "respective ordinances" with "appropriate ordinance(s)" in item (c) and (e) of the explanatory statements.

Add the following bullet point before the last bullet point in item (c) of the explanatory statements

• If WD requests for gazettal of Notice of Proposed Resumption (NOP) under s.2A of the Lands Resumption Ordinance (Cap. 124) at the same time as the gazettal of an Outline Zoning Plan (OZP), amendment of OZP or publication of the planning application in relation to the project, WD should submit the usual or final CAF directly 9 months prior to the gazette of NOP (the Advance CAF would be inapplicable in this case).

Replace "is required from" with "to be submitted by" in item (e) of the explanatory statements.

(c) Appendix 3.1A Replace the description of Annex A in the main text with the following:

Attached herewith is an Application for Acquisition and Clearance

of Land for the above together with our confirmation or provision on the following items (*to delete particular item(s) if it is not applicable). *This is an <u>urgent application</u> where normal timing is not possible.

- (a) The project requires land use approval under the Town Planning Ordinance (Cap. 131). This is to confirm that the date on which the relevant Cap. 131 Plan begins to be exhibited or made available for public inspection under Cap. 131 is (*please specify the date*).
- (b) Finalized land requirement plan(s) confirming the land resumption/clearance limit of the project is hereby submitted.
- (c) A grave/urn survey report *has been submitted on (please specify the date)/*is hereby submitted.

- (d) As the proposed **resumption** under the Lands Resumption Ordinance (Cap. 124) include land resumption for road/sewerage/railway works associated with and within the main development, a land requirement plan under Cap. 124 for Lands Department to prepare resumption plan for the project is hereby submitted. [i.e. Section 2(2) of Cap. 124 allows land required for road/sewerage/railway works (which have been proposed or to be proposed under Cap. 370, Cap. 358AL or Cap. 519, as the case may be) to be regarded as a "public purpose" for resumption under Cap. 124 is applicable to this project following the Inter-departmental Guidelines for Land Resumption under Cap. 124 issued by DEVB on 1.9.2023]
- (e) The Ordinance(s) be invoked for to land resumption/acquisition according to paragraphs 4 to 8 of the "Inter-departmental Guidelines for Land Resumption under the Lands Resumption Ordinance (Cap. 124)" issued by the Development Bureau on 1.9.2023 is/are as follows: (please specify the applicable Ordinance(s)) [If Section 2(2) of Cap. 124 cannot be applicable following the Inter-departmental Guidelines for Land Resumption under Cap. 124 issued by DEVB on 1.9.2023, land requirement plans with delineation of land by separate ordinance(s) to Lands Department for preparation of resumption plans under separate ordinance(s) is required]
- (f) This is to confirm that the proposed resumption is not for temporary use or creation of easements/other permanent rights or stratum resumption.
- (g) I would enclose DoJ's confirmation that (i) the proposed resumption/acquisition is for a public purpose and (ii) the proposed description on "the public purpose for which the land is proposed to be resumed" under s.2A(2)(a) of Cap. 124 is in order.
- (h) This is to confirm that this office/department is ready to start taking possession of the land (be it only a structure, an individual lot or a portion of the whole project site) as and when it is vacated/cleared upon commencement of compensation and rehousing disbursement to the affected persons.^
- (i) This is to confirm that funding will be provided for the following expenditures arising from the land resumption/clearance, namely (i) cost of employing compensation and rehousing service team; (ii) payment to the Land Registry charges (such as reports-on-title, lot history and land search, etc.); (iii) fees arising from the outsourcing of valuation services for compensation

matters; and (iv) fees arising from publishing notices relevant to land acquisition/resumption in newspapers. The above expenditures shall be paid to the Lands Department through allocation warrants.

- (j) Additional time for handling significant Fung Shui or grave problem has already been allowed in our project planning.
- (k) I would advise the following issues of the project that warrant the particular attention of Lands Department: (please specify)

Add the following footnote:

^ According paragraph 9(c) of the Inter-departmental Guidelines for Land Resumption under the Lands Resumption Ordinance (Cap. 124) issued by DEVB on 1.9.2023, the project proponent should confirm, at the time of submitting the Final CAF to LandsD, that it is ready to start taking possession of the land (be it only a structure, an individual lot or a portion of the whole project site) as and when it is vacated/cleared upon commencement of compensation & rehousing disbursement to the affected persons which is around one year after gazettal of the Notice of Proposed Resumption under s.2A of Cap. 124, with a view to implementing the project in a timely manner afterwards. If the project proponent foresees that the works contractor is not yet on board by then, it should make necessary arrangements in advance to allow it to take over the vacated/cleared land (e.g. tasking its existing consultant, engaging term contractor, arranging with any works contractor in other projects).

Replace "LandsD LAO TC No. 715 and Chapter 3 paragraph 3.5.2" with "" in Note 2 of Annex A.

^ According paragraph 9(c) of the Inter-departmental Guidelines for Land

Replace the following sentences in Note 2 of Annex A:

"for an average size project i.e. affecting not more than 50 lots and not more than 50 families and no large business / industrial undertakings are affected and non-controversial in nature, the project office / works department should submit CAF at least 18 months in advance of the target site handover date for projects involving the Lands Resumption Ordinance or 24 months for projects involving the Roads (Works, Use and Compensation) Ordinance"

", the project office / works department should submit CAF at least 9 months before gazettal of the Notice of Proposed Resumption under section 2A of the Lands Resumption Ordinance (Cap. 124) or at least 9 months before gazettal of the plan and scheme for projects involving e.g. the Roads (Works, Use and Compensation) Ordinance (Cap. 370)"

Replace "LPM Block Vote" with "Block Vote Head subhead" in item 4 *(d) of Part I.

Add the following item after item 4 of Part I.

5. Funding will be provided for the following expenditures arising from the land resumption/clearance exercise, namely (i) cost of employing compensation and rehousing service team; (ii) payment to the Land Registry charges (such as reports-on-title, lot history and land search, etc.); (iii) fees arising from the outsourcing of valuation services for compensation matters; and (iv) fees arising from publishing notices relevant to land acquisition/resumption in newspapers. The above expenditures shall be paid to the Lands Department through allocation warrants.

Replace "of clearance date and availability of funds under Head subhead" with "." in item 6 *(a) of Part II.

(d) Appendix 3.1A Annex B Replace "DLO/" with "DLO() or relevant office / section of Lands Department /" in the head of the memo.

Replace "obtaining clarification / resolution on" with "confirmation or provision of the following items (*to delete particular item(s) if it is not applicable) which are still outstanding:" in the item *(b).

Add "following reason(s) (please select the applicable items carefully and delete the inapplicable items):" after "Not accepted owing to" in the item *(c).

Replace the ticking box items in the item *(b) with the following:

*(i) As you have advised that the project requires land use approval under the Town Planning Ordinance (Cap. 131), please confirm the date on which the relevant Cap. 131 Plan begins to be exhibited or made available for public inspection under Cap. 131.

- *(ii) Confirmation that the proposed resumption is not for temporary use or creation of easements/other permanent rights or stratum resumption should be provided.
- *(iii) DoJ's confirmation that (i) the proposed resumption/acquisition is for a public purpose and (ii) the proposed description on "the public purpose for which the land is proposed to be resumed" under s.2A(2)(a) of Cap. 124 being in order should be provided.
- *(iv) Confirmation that additional time for handling significant Fung Shui or grave problem has already been allowed in your project planning should be provided.
- *(v) Interfacing issues (with brief description) have been resolved.
- *(vi) Funding will be provided for the following expenditures arising from the land resumption/clearance exercise, namely (i) cost of employing compensation and rehousing service team; (ii) payment to the Land Registry charges (such as reports-on-title, lot history and land search, etc.); (iii) fees arising from the outsourcing of valuation services for compensation matters; and (iv) fees arising from publishing notices relevant to land acquisition/resumption in newspapers. The above expenditures shall be paid to the Lands Department through allocation warrants.

Replace the ticking box items in the item *(c) with the following:

- *(i) The project has not been included in Land Acquisition Prioritization Exercise (LAPE)
- *(ii) Marine culturist involved, but you have not requested for AFCD's appropriate actions e.g. cancellation of fish culture licences/permits, degazettal of fish culture zone under the provisions of the Marine Fish Culture Ordinance, Cap. 353 etc.
- *(iii) As the project requires land use approval under the Town Planning Ordinance (Cap. 131), you have not yet confirmed the date on which the relevant Cap. 131 Plan begins to be exhibited or made available for public inspection under Cap. 131.

- *(iv) Finalized land requirement plan(s) confirming the land resumption/clearance limit of the project has not yet been submitted.
- *(v) A grave/urn survey report has not yet been submitted.
- *(vi) You have not yet provided confirmation on the Ordinance(s) to be invoked for land resumption/acquisition according to paragraphs 4 to 8 of the "Inter-departmental Guidelines for Land Resumption under the Lands Resumption Ordinance (Cap. 124)" issued by the Development Bureau on 1.9.2023.
- *(vii) You have not yet provided confirmation that your office/department is ready to start taking possession of the land (be it only a structure, an individual lot or a portion of the whole project site) as and when it is vacated/cleared upon commencement of compensation and rehousing disbursement to the affected persons.

Replace in the c.c. list

Add the following footnote after footnote "###":

Insert the post title(s) of CLE supervising LDE team in corresponding NTDLO(s).

In item (a) of the explanatory statement, add "(collectively referred to as "WD")" after "project office / works department", add "and" after "appropriate addressees;" and add the following bullet point right after:

• check whether the graves/urns survey report has been submitted by WD if clearance of graves/urns is required.

Replace "." with "; liaise with Clearance Unit to conduct Pre-clearance Survey (PCS);" after "of the normal process time)." in item (b) of the explanatory statement:

Replace the following bullet pint in item (b) of the explanatory statement:

 co-ordinate actions under Task WP6-20, WP6-25, WP6-30, WP6-35 (if FSRO is invoked); WP6-45 under the PW_MS for projects that are PWPs or similar actions for non-PWPs.

with

- post graves/urns notice where appropriate; and
- prepare the land resumption plans for gazettal of the notice of proposed resumption (NOP) / the Plan and Scheme.

Replace the following bullet pint in item (b) of the explanatory statement:

 undertake action described in Task WP6-00 under the PW_MS for projects that are PWPs or similar actions for non-PWPs.

with

• conduct the PCS according to the office guidelines and in consultation with DLO or relevant office / section of Lands Department and WD.

Replace the following bullet pint in item (c) of the explanatory statement:

• proceed further with Task WP6-50; WP6-55; WP6-60; WP6-65; WP6-70; WP6-74; WP6-76; WP6-80; WP6-85 and WP6-95 as appropriate for the Ordinances invoked under the PW_MS for projects that are PWPs or similar actions for non-PWPs.

with

- conduct the PCS according to the office guidelines and in consultation with DLO or relevant office / section of Lands Department and WD.
- arrange site clearance and site handover to WD.

Replace "Enabling offices like Clearance Unit, AFCD, Marine D, LCSD, FEHD or HAD will:" with "Clearance Unit will:" in item (c) of the explanatory statement.

Replace the following bullet pint in item (c) of the explanatory statement:

• undertake to complete the Task WP6-60; WP6-85 and WP6-95 as relevant under the PW_MS for projects that are PWPs or similar actions for non-PWPs.

with

- conduct detailed screening and arrange rehousing; and
- raise up clearance / rehousing problems and arrange

site handover to WD once the structure is vacated / cleared.

Replace "Works Project Managers" with "WD" and "no final CAF date should be entered into the PW_MS" with "a fresh final CAF date should be submitted to supersede the previous one" in item (d) of the explanatory statement.

Delete "[Extract of PW_MS template detailing the tasks quoted to be attached if required]." from item (d) of the explanatory statement.

CHAPTER 5 CONTRACT DOCUMENTS

PARAGRAPH 9 SPECIAL TOPICS

(e) Para. 9.7 Add the following paragraphs after paragraph 9.7.1:

9.7.2 Laboratory Information Management System e-Portal ("LIMS e-Portal")

To boost productivity, enhance traceability and promote a paperless culture, PWL has introduced the Laboratory Information Management System e-Portal ("LIMS e-Portal") [system website: https://lims.cedd.gov.hk]. With LIMS e-Portal in place, project teams (including their Resident Site Staff (RSS)) of public works contracts can make test requests, arrange sample collection, trace the test progress and download electronic test reports online round-the-clock.

The adoption of LIMS e-Portal will not result in departure from the governing principles and policies set out in WBTC No. 14/2000 with respect to compliance tests for construction materials used in public works contracts. In particular, the test results will be delivered directly to the Engineer/Architect but not via the Contractor.

Starting from 1 April 2025 onwards, all test requests shall be made via LIMS e-Portal. The above arrangement shall apply to both ongoing and new public works contracts.

Under special circumstances, if a project team considers it necessary to make or continue making paper-based test requests on or after 1 April 2025 for a particular contract, endorsement from an officer at D1 rank or above should be obtained, with justification(s) provided to PWL for record. In this connection, the request for alternative

arrangements to handle the tests shall be made to PWL.

For the procedures of Use of LIMS e-Portal, reference should be made to Annex of SDEV's memo ref. () in DEVBWB WP4S-022-006 of 25.10.2024.

(f) PARAGRAPH 12 REFERENCES

Add the following reference:

SDEV's memo ref. () in	Public Works Laboratories
DEVB WB WP4S-022-006	Electronic Laboratory
dated 25.10.2024	Information Management
	System for Handling
	Compliance Testing
	Services for Public Works
	Contracts

CHAPTER 7 CONTRACT MANAGEMENT

PARAGRAPH I ABBREVIATION

(g) Para. I.02 Add the following term and abbreviation:

ICAC Independent Commission Against Corruption

PARAGRAPH 3 THE SITE

(h) Para. 3.2 **Replace** "CEDD" with "Civil Engineering and Development Department (CEDD)" in the first paragraph

PARAGRAPH 5 RECORDS

(i) Para. 5.15 Add ", and SDEV's memo ref. () in DEVBWB WP4S-022-006 dated 25.10.2024" after "WBTC Nos. 14/2000 and 15/2000" in the heading.

Add the following paragraphs after the heading:

Pursuant to WBTC No. 14/2000, all compliance tests for construction materials used in public works contracts must be done through the PWL of CEDD or its appointed contract laboratories. In any case, the ER's supervisory staff must supervise the sampling, transport and delivery of samples to the laboratories.

Independent Commission Against Corruption (ICAC) publishes the "Best Practice Checklist on Construction Quality Control Testing" in which it stresses the importance of independence of testing laboratories in a project. It aims at providing some recommended practices to prevent abuse and corruption and avoid conflict of interest. Officers involved in quality control of materials and works in construction projects should adopt these practices as far as practicable, without prejudice to the requirements stipulated in WBTC No. 14/2000.

Add a sub-heading "5.15.1 Using Public Works Laboratories" before the first paragraph.

Replace "Public Works Laboratories (PWL)" with "PWL" in the first paragraph.

Replace "Records of tests on materials..." to "https://www.cedd.gov.hk/eng/public-services-forms/geotechnical/laboratory-testing/public-works-laboratories/index.html." with the following paragraphs:

All test requests to PWL shall be made through the Laboratory Information Management System e-Portal (LIMS e-Portal) starting from 1 April 2025. Project teams (including their Resident Site Staff (RSS)) of public works contracts can make test requests, arrange sample collection, trace the test progress and download electronic test reports online round-the-clock. In particular, the test results will be delivered directly to the Engineer but not via the Contractor.

For process control and security reasons, users of LIMS e-Portal will be required to open a user account prior to using the system. For each public works contract, the project team of the managing Department should complete and submit the (1) Registration Form for Testing of Construction Materials (Form 2007e) and (2) Proforma for User Registration, which are downloadable under the hub" "information of LIMS e-Portal website (https://lims.cedd.gov.hk), **PWL** to by email (pwcl@cedd.gov.hk) to create user account. When the user accounts are created, the project team will receive a notification by email from PWL.

For each public works contract, users can opt for a 2-week pre-use trials of the system using dummy test data, in order to familiarize themselves with the system before formal use of the system.

Under special circumstances, endorsement from an officer at D1 rank or above should be obtained, with justification(s) provided to PWL for record, to make or continue making paper-used test requests for a particular contract. In this connection, the request for alternative arrangements to handle the tests shall be made to PWL.

Add a sub-heading "5.15.2 Using Laboratories Other Than Public Works Laboratories" before the second paragraph.

Delete "It should be noted that all materials compliance tests required by the Contract or the Engineer must be done through PWL in accordance with WBTC No. 14/2000. Materials compliance tests will be carried out either by PWL or commercial laboratories appointed by PWL." **from the second paragraph.**

Replace the last two paragraphs with the following:

5.15.3 Records of Compliance Testing of Construction Materials

Records of tests on materials used in the Contract should be kept. The following arrangement should be noted and followed whenever applicable:

(a) Compression Test of Concrete Cubes

The test request forms should normally be signed by the IOW and then delivered to PWL with the concrete cubes to be tested by a member of the site supervisory staff. Results of testing will be shown on the forms and returned to the respective project office. With the implementation of the Central Concrete Mix Database (see paragraph 21.22 for details), the MIX ID of a registered designed mix shall be printed on the test request form so that PWL can store the test information in the database.

A sample of Concrete Test Cube Register is shown at Appendix 7.10. One register should be prepared and kept by the resident site staff for each grade of concrete with the same mix design used in the Contract.

(b) Test of Steel Reinforcement

Please observe the Steel Bar Circular and the announcements of the Standing Committee on Concrete Technology (SCCT) on CEDD website.

(c) Soil Compaction Test

A sample of Soil Compaction Test Summary Form is shown at Appendix 7.12. The Soil Compaction Test Summary Form should be prepared and kept by the resident site staff.

(d) Sand Replacement Test

See DEVB's memo ref. () in DEVB(W) 216/27/22 dated 12.7.2013 - Enhancement for Sand Replacement Test (SRT) for a new enhancement mechanism for SRT in public works projects. Project officer shall also refer to SDEV's memo ref. () in DEVB(W) 216/27/22 dated 25.5.2010 - Fraudulent Acts by Site Personnel Attempting to Influence the Results of Sand Replacement Test (SRT) when dealing with SRT.

(e) Labels for Samples of Concrete Cube/Concrete Core/Steel Bar/Bituminous Materials/Fill Materials/Steelwork Materials and Associated Mechanical Fasteners

For implementation of security labels for samples of concrete cube / concrete core / steel bar / bituminous materials / fill materials / steelwork materials and associated mechanical fasteners taken in Hong Kong or fabrication yards outside Hong Kong, see "Guidance Notes on the Use of Security Labels" on CEDD website.

(j) PARAGRAPH 12 REFERENCES

Add the following reference:

SDEV's memo ref. () in	Public Works Laboratories
DEVB WB WP4S-022-006	Electronic Laboratory
dated 25.10.2024	Information Management
	System for Handling
	Compliance Testing
	Services for Public Works
	Contracts