

**Project Administration Handbook for Civil Engineering Works****2024 Edition****AMENDMENT NO. 5/2025****CHAPTER 3      LAND MATTERS****PARAGRAPH 4      SUBSIDIARY      PROCEDURES      FOR  
PROVISION OF LAND**

- (a)      Para. 4.3.4      **Replace “Private” with “Public” after “a communication and announcement mechanism for”, add “at Appendix 3.14A” after “works within railway protection area”, delete “Similar public announcement practice for public works within railway protection area under the management of works departments at Appendix 3.14A shall also be followed to address the community’s concerns.”, and delete “Reference should be made to SDEV’s memo dated 7.8.2018 for further details.” in the first paragraph.**

**APPENDICES**

- (b)      Appendix 3.14A      **Replace “ON” with “FOR” after “COMMUNICATION AND ANNOUNCEMENT MECHANISM” and delete Footnote 20 “20 Statutory railway protection areas are stipulated in Schedule 5 to the Buildings Ordinance and such protection areas for railways pending inclusion into Schedule 5.” in the title.**

**Replace main text after Scope with the following:**

This Communication and Announcement (C&A) Mechanism applies to public works construction sites within railway protection areas with works that may constitute ground movement affecting the adjacent railway structures / facilities.

Communication among Works Department (WD), Buildings Department (BD), Electrical and Mechanical Services Department (EMSD), and MTR Corporation Limited (MTRCL)

2.                      WD will send a copy of the letter of commencement of public works within railway protection areas to BD, EMSD and MTRCL.

3.                      MTRCL will maintain and provide WD, BD, EMSD, Transport and Logistics Bureau (TLB) and Development Bureau (DEVB) with a monthly update of all public sites within railway protection areas which are currently under monitoring for railway structures / facilities. WD and MTRCL will share the monitoring data submitted by the Consultants / Contractor with

each other during the course of the construction works and suspension of works, if any.

4. WD, BD, EMSD and MTRCL will notify each other immediately if-

(a) the adjoining railway structures / facilities are in imminent danger;

(b) the reading of any monitoring checkpoint for railway structures / facilities reaches the following levels of the three-tier “Alert-Alarm-Action” mechanism: -

(i) “Alarm Level” ; or

(ii) “Action Level” .

(c) the structural safety of railway structures / facilities or safety of railway operation have been so affected by the construction works concerned requiring suspension of works ; or

(d) WD has received application for resumption of the suspended works from the Consultants / Contractor of the site.

5. For cases reaching “Alarm Level”, WD may inquire MTRCL as necessary with a view to closely monitoring the readings of the checkpoints concerned and may consult BD in ascertaining whether the structural safety of railway structures / facilities would be affected. EMSD may inquire MTRCL as necessary with a view to strengthening monitoring measures to ensure safety of railway operation. WD and MTRCL will liaise with each other to review the construction method(s) and consider necessary mitigation measures.

6. Once the situation stipulated in paragraph 4(a), 4(b)(ii) or 4(c) above happens and requires suspension of the works, WD will arrange immediately a joint site inspection among all concerned parties and deploy its project team / Consultants / Contractor to inspect the affected railway structures / facilities and assess their structural safety. BD will then inspect and ascertain the structural safety of the affected railway structures / facilities with MTRCL. EMSD will also inspect the affected railway facilities and confirm the safety of railway operation.

7. Upon request from the Consultants / Contractor of the site, and agreement with WD and MTRCL reached to cease the monitoring for railway structures / facilities after relevant public works are completed, MTRCL will notify BD, EMSD, TLB and DEVB through the monthly update as mentioned in paragraph 3 above.

#### Announcement

#### Joint Press Release on Suspension of Works

8. Upon suspension of the works concerned due to situations mentioned in paragraph 4(a), 4(b)(ii) or 4(c) above, a

WD-BD-EMSD joint press release will be prepared and issued as early as practicable, preferably within 48 hours, in which -.

(a) WD should ascertain the structural safety of the affected railway structures and facilities with BD's re-assurance; and

(b) EMSD should ascertain the safety of railway operation.

9. WD should discuss with MTRCL to align the wordings to be used in the press release, especially the description of the railway structures / facilities concerned.

10. WD, with input from BD and EMSD, will prepare and submit the draft joint press release (sample at Appendix A) to DEVB and TLB separately for clearance. Upon clearances from both bureaux, WD will arrange to issue the joint press release, with a copy to DEVB, TLB and MTRCL for information. For the avoidance of doubt, the joint press release may be issued before or after MTRCL's own announcement of the concerned case, subject to the circumstance of each individual case. Should the joint press release be issued after MTRCL's announcement, WD (with BD's re-assurance) and EMSD should likewise ascertain the structural safety of the affected railway structures / facilities, and safety of railway operation respectively, and state so in the joint press release.

#### Joint Press Release on Resumption of Works

11. Upon receipt of request from the Consultants / Contractor's request for resumption of the suspended works –

(a) WD, with the assistance of MTRCL, will arrange a joint site inspection among all concerned parties and seek written agreement from BD, EMSD and MTRCL for the resumption of works;

(b) WD will confirm that the necessary remedial, mitigation and precautionary measures have been approved by MTRCL and the resumption of suspended works would not adversely affect the structural safety of the railway structures / facilities and the safety of railway operation;

(c) BD will inspect and ascertain the structural safety of the affected railway structures / facilities concerned and the resumption of suspended works would not adversely affect the structural safety of the railway structures / facilities on top of the assessment by WD or Consultants / Contractor of the site;

(d) EMSD will inspect and confirm the safe operation of the railway, and ensure that MTRCL has put in place a strengthened monitoring system to keep close monitoring of the safety of railway operation. EMSD will give a written reply to WD to confirm agreement / disagreement on resumption of works; and

(e) MTRCL will inspect and ensure the resumption of the suspended works would not affect the structural safety of the railway structures / facilities and the safe operation of the railway.

MTRCL will give a written reply to WD to confirm agreement / disagreement on resumption of works.

12. A WD-BD-EMSD joint press release (sample at Appendix B) will be prepared and issued as early as practicable, preferably within 48 hours after the resumption of suspended works has been agreed. Similar arrangement in paragraphs 9 and 10 will be followed.

Works Department  
Buildings Department  
Electrical and Mechanical Services Department  
18 July 2023

(c) Appendix 3.14A  
Annex A

**Replace main text after Annex A with the following:**

[Note: The sample attached herein is for reference only. Officers should refer to past press releases issued and prepare the press release on a case-by-case basis. Past press releases issued may be searched via the government website ([https://www.info.gov.hk/gia/ISD\\_public\\_Calendar\\_en.html](https://www.info.gov.hk/gia/ISD_public_Calendar_en.html)).]

Communication and Announcement Mechanism for  
Public Works within Railway Protection Areas

Sample Press Release for  
Announcement of Suspension of Works

港鐵<鐵路綫><站><鐵路隧道>/<結構/設施>沉降事宜

政府發言人今日（<新聞公告日期>）表示，<工務工程項目及位置>在進行<工程類別:例如打樁工程>期間，港鐵<鐵路綫><站><鐵路隧道內>/<結構/設施>的其中<數目>個監測點的沉降記錄於<日期>達到<沉降數值>毫米，超逾 20 毫米/<其他預設停工指標數值>毫米的預設停工指標。應香港鐵路有限公司（港鐵公司）／機電工程署/<管理該工程工務部門>的要求／按有關工程承建商的建議，在該項目範圍內/鐵路保護區內的相關工程/<工程類別>已於<停工日期>／同日暫停。

有關監測點是港鐵公司按照鐵路保護區的既定程序，要求有關工程承建商設置，以便港鐵公司監察沉降數據，確保鐵路隧道/<結構/設施>結構和運作安全不受有關工程影響。

<管理該工程工務部門>和屋宇署已派員視察有關鐵路隧道/ <結構/設施>，確認其結構安全。[有關鐵路隧道/<結構/設施>沉降亦沒有影響其他周邊設施的結構安全。]機電工程署已檢視港鐵公司所提交有關鐵路運作安全的監測記錄，確定鐵路狀況符合安全運作要求。上述工程沒有影響鐵路設施結構和鐵路運作安全。

<管理該工程工務部門>和港鐵公司會繼續密切監察有關情況，並與屋宇署和機電工程署保持緊密溝通，確保鐵路隧道 / <結構/設施> 結構和鐵路運作安全不受影響。

雖然有關工程現已停工，<管理該工程工務部門>會聯同港鐵公司要求負責該工程的承建商制訂緩解措施，並在制訂合適及可減少對鐵路設施影響的施工方法後，才可復工。

在接獲該工程承建商的緩解措施方案及復工要求後，<管理該工程工務部門>會以確保鐵路設施結構安全的原則嚴格審批有關申請，包括諮詢港鐵公司及其他相關政府部門。機電工程署亦會確定港鐵公司有嚴謹的監測措施繼續確保鐵路運作安全。此外，若工程承建商同時建議調整暫停相關工程的監測指標，<管理該工程工務部門>亦會在諮詢港鐵公司及其他相關政府部門的意見後，按情況考慮工程承建商提出的建議。當復工要求獲得接納後，<管理該工程工務部門>及機電工程署會向公眾公布有關決定。

#### Settlement of Railway Tunnel / <Structures / Facilities> of MTR <Line> / <Station>

A Government spokesman said today (<date of press release>) that, in the course of <type of works> under the project <name of the project and location>, the reading(s) recorded in <number> settlement monitoring checkpoints installed inside the <railway tunnel> / at the <railway structures / facilities> of <Line> / <Station> had reached <settlement value> millimetres on <date>, exceeding the pre-set trigger level for works suspension (20mm / <other value of Alarm Level>). Upon the request of MTR Corporation Limited (MTRCL) / the Electrical and Mechanical Services Department (EMSD) / <Works Department (WD)> / upon the advice of the contractor of the site, the relevant construction works / <types of works> of the construction site / within the railway protection areas were suspended on <date> / the same day.

The above-mentioned monitoring checkpoints were set up by the relevant contractor in meeting the MTRCL's requirement in accordance with the established procedures for railway protection areas in order to facilitate monitoring of settlement data by the MTRCL to ensure that the structural safety of the <railway tunnel> / <structures / facilities> and safe operation of the railway would not be affected by the works concerned.

The <WD> and the Buildings Department (BD) have deployed staff to inspect the <railway tunnel> / <structures / facilities> and confirmed that it is/they are structurally safe. <The settlement did not affect the structural safety of other adjacent facilities.> The Electrical and Mechanical Services Department (EMSD) has reviewed the monitoring data submitted by the MTRCL in relation to safe operation of the railway and confirmed that the condition of the railway fulfils the operational safety requirements. The construction works concerned have not affected the structural safety of the railway facilities and safe operation of the railway.

<WD> and the MTRCL will continue to closely monitor the situation and maintain close communication with the BD and the EMSD to ensure the structural safety of the <railway tunnel> / <structures / facilities> and safe operation of the railway.

While the relevant works have been suspended, <WD> and the MTRCL will request the contractor responsible for the construction works to formulate mitigation measures and adopt suitable construction methods that would alleviate the effects on the railway facilities before relevant construction works can be resumed.

Upon receipt of the proposals on mitigation measures and application for resumption of construction works from the contractor, <WD> will scrutinise the application, including consulting the MTRCL and other relevant government departments, so as to ensure safe operation of the railway and the safety of railway tunnel / <structures / facilities>. The EMSD will also confirm that the MTRCL has put in place stringent monitoring measures to ensure the safety of railway operation. Moreover, if the contractor proposes to revise the pre-set trigger level(s) for suspension of works, <WD> will consider the proposal having regard to the circumstances after consulting the MTRCL and other relevant government departments. When the application for resumption of suspended works has been agreed, <WD> and the EMSD will announce the decision to the public.

(d) Appendix 3.14A  
Annex B

**Replace main text after Annex B with the following:**

[Note: The sample attached herein is for reference only. Officers should refer to past press releases issued and prepare the press release on a case-by-case basis. Past press releases issued may be searched via the government website ([https://www.info.gov.hk/gia/ISD\\_public\\_Calendar\\_en.html](https://www.info.gov.hk/gia/ISD_public_Calendar_en.html)).]

**Communication and Announcement Mechanism for  
Public Works within Railway Protection Areas**

**Sample Press Release for  
Announcement of Resumption of Works**

港鐵<鐵路綫><站>/上蓋/附近的<工務工程項目>獲准復工

政府發言人今日（<新聞公告日期>）表示，港鐵<鐵路綫><站>/上蓋/附近的<工務工程項目>範圍內的<工程類別>/在鐵路保護區內的<工程類別>已獲准恢復進行。

發言人表示，由於安裝於<鐵路綫><站><鐵路隧道內/<結構/設施>的<數目>個監測點的沉降記錄於<日期>超逾預設停工指標，該項目範圍內/在鐵路保護範圍內的有關工程/<工程類別>已於<日期>暫停。政府於<日期>公布有關情況，並由<管理該工程工務部門>、屋宇署及港鐵公司視察和確認鐵路隧道/<結構/設施>安全，而機電工程署及港鐵公司亦已視察和確認鐵路運作安全。

負責上述工程項目的承建商已向<管理該工程工務部門>提交調查報告，並建議適當的緩解措施方案，以減低有關工程復工後對附近鐵路設施結構安全的影響。有關工程承建商並要求復工。

<管理該工務工程部門>、屋宇署及港鐵公司已再視察和確認現時有關鐵路隧道/<結構/設施>結構安全。港鐵公司已獲徵詢並確認復工不會對有關鐵路隧道/<結構/設施>結構及運作安全構成影響。機電工程署及港鐵公司亦已再視察和確定鐵路狀況符合安全運作要求。機電工程署就復工事宜確認港鐵公司有嚴謹的監測措施繼續確保鐵路運作安全。

經考慮上述意見及有關工程承建商建議的緩解措施方案後，有關復工要求已於<接納日期>獲接納，而暫停的相關工程已於/將於<復工日期>復工/分階段復工。承建商會在完成建議的緩解措施後，包括<例如：進行地下預灌漿>，才繼續餘下的<停工工程>。承建商提交詳細的工程學分析，依<例如：實際地盤環境和相關資料>估算有關鐵路設施的沉降幅度在<更新預設停工監測指標>毫米內，而此沉降幅度對相關鐵路隧道/<結構/設施>結構安全不會造成影響。<管理該工務工程部門>及港鐵公司遂接納將有關鐵路隧道/<結構/設施>的預設暫時停工的監測指標調整為<更新預設停工監測指標>毫米。港鐵公司並表示，經修訂的監測指標不會影響鐵路運作安全。

發言人表示，<管理該工程工務部門>、機電工程署及港鐵公司會繼續密切監察有關情況，確保鐵路隧道/<結構/設施>結構和鐵路運作安全。

Consent given to resume <Type of works>  
for public works project at / near MTR <Line><Station>

A Government spokesman said today (<date of press release>) that consent was given to resume the <type of works> of the <public works project> at / near MTR <Line> <Station> .

The spokesman said that since the reading(s) recorded in <number> settlement monitoring checkpoint(s) installed at the railway tunnel / <structures / facilities> of <Line> <Station> had exceeded the pre-set trigger level for works suspension, the <type of works> within the project site/ within the railway protection boundary were suspended on <date of works suspension>. The Government announced the situation on <date of press release for announcement of works suspension>, and the <Works Department (WD)>, Buildings Department (BD) and the MTR Corporation Limited (MTRCL) had inspected and confirmed the structural safety of the relevant <railway tunnel> / <structures / facilities>, while the Electrical and Mechanical Services Department (EMSD) and the MTRCL had inspected and confirmed the safe operation of the railway.

The contractor responsible for the said construction works subsequently submitted to the <WD> an investigation report and a

proposal of mitigation measures to alleviate the effects of the resumption of works on the structural safety of the nearby railway facilities, and requested resumption of the suspended works.

<WD>, the BD and the MTRCL have inspected again and confirmed that the railway tunnel / <structures / facilities> concerned are structurally safe. The MTRCL has also been consulted and confirmed the resumption of works will not cause an adverse effect to the relevant railway tunnel / <structures / facilities> and operation of the railway. The EMSD and the MTRCL have inspected again and confirmed that the condition of the railway fulfilled the operational safety requirements. The EMSD also verified that stringent monitoring measures have been implemented by the MTRCL regarding the resumption of works to ensure the safety of railway operation.

Having considered the above advice and the proposal of mitigation measures from the contractor, the request for resumption of works was accepted on <date of acceptance>, and the relevant suspended <Type of works> have resumed/ will resume on <date of resumption> / in phases. The contractor will complete the proposed mitigation measures, including <e.g. carrying out underground pre-grouting works> prior to the commencement of the remaining <Type of works>. The detailed engineering assessment submitted by the contractor estimated that, based on <e.g. actual site condition and relevant data>, the settlement at the railway facility concerned would be within <revised value of Alarm Level>mm, and the structural safety of the railway facility concerned will not be affected by such an extent of settlement. <WD> and the MTRCL have therefore accepted that the pre-set trigger monitoring level for works suspension be revised to <revised value of Alarm Level>mm. The MTRCL has also indicated that the revised trigger monitoring level will not affect the safety of railway operation.

<WD>, the EMSD and the MTRCL will continue to closely monitor the situation to ensure structural safety of the railway tunnel / <structures / facilities> and the safe operation of the railway, the spokesman said.

**Technical Secretariat Unit  
Civil Engineering and Development Department  
20 October 2025**