



**Civil Engineering and Development Department  
Technical Circular No. 03/2022**

**Tree Works Vetting Panels**

**Introduction**

This technical circular (TC) sets out the arrangements for Tree Works Vetting Panels (TWVPs) in the Civil Engineering and Development Department (CEDD) and gives guidelines for preparing and processing Tree Preservation and Removal Proposal (TPRP) submissions to respective TWVPs.

**Effective Date**

2. This TC takes immediate effect.

**Effect on Existing Circulars**

3. This TC supersedes CEDD TC No. 07/2020, which is hereby cancelled. The revision is to update the title, membership and terms of reference of TWVPs as well as guidance for preparing TPRPs.

**Background**

4. Development Bureau Technical Circular (Works) (DEVB TC(W)) No. 4/2020 – “Tree Preservation” sets out the policy, control mechanism and detailed requirements that government departments have to observe and follow to preserve trees<sup>1</sup> involved in government projects<sup>2</sup> at different stages as well as those under arboricultural maintenance. The circular also provides updated guidelines on preparation of a TPRP.

**Terms of Reference**

5. TWVPs (Panels A, B and C) are set up to vet and act as the approving authority for respective TPRPs in accordance with DEVB TC(W) No. 4/2020 as follows:

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<sup>1</sup> According to paragraph 2(d) of DEVB TC(W) No. 4/2020, “tree” refers to a plant with trunk diameter of 95 mm or more at a height of 1.3 m above the ground.

<sup>2</sup> Definitions of “government project” shall follow paragraph 2(a) of DEVB TC(W) No. 4/2020.

### Panel A

To vet TPRPs pertinent to works under the Landslip Prevention and Mitigation Programme (LPMitP) and arboricultural maintenance as well as emergency slope works conducted by LPMit contractors.

### Panel B

To vet/handle TPRPs or submissions pertinent to arboricultural maintenance within CEDD's venues<sup>3</sup> / works project sites, excluding the above-mentioned which is under the ambit of Panel A.

### Panel C

To vet TPRPs arising from planned developments and/or new works of which CEDD is the project department.

## **Membership**

6. The membership of the TWVPs is given in **Appendix A**.

## **Arrangements for Control of Tree Preservation, Removal, Transplanting and Excessive Pruning under TWVPs in CEDD**

7. The tree preservation control mechanism in government projects, as set out in DEVB TC(W) No. 4/2020, can be broadly categorised into Situation 1 [S1] to Situation 6 [S6], in which respective TWVPs for projects/venues/sites administered by CEDD will be involved. **Appendix B** presents the workflow and submissions pertinent to the six different situations.

## **Exemption**

8. Pursuant to paragraph 25 of DEVB TC(W) No. 4/2020, a TPRP is not necessary for the following types of tree removal:
- (a) removal of common undesirable species characterised by their aggressive and invasive growing habits and ability to prevent natural succession of native species;
  - (b) removal of trees classified as "Black" under the Triage System in DEVB's TRAM Guidelines or dead trees (except for dead trees of particular interest), and/or tree pruning during arboricultural maintenance; and
  - (c) tree removal for the purposes of woodland management, i.e. regular practice of maintaining trees in large groups for ecological restoration or habitat management, forest/woodland thinning, forming/maintaining landscape/woodland on a registered man-made slope, forming/maintaining visual or noise barrier, etc.

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<sup>3</sup> CEDD's premises/depots that are occupied by and/or under the custody of CEDD with a Permanent Government Land Allocation (PGLA) or a Temporary Government Land Allocation (TGLA) granted by respective District Lands Officers (DLOs) of the Lands Department (LandsD).

### **Trees in Emergency Removal**

9. Detailed requirements shall follow paragraphs 27 to 29 of DEVB TC(W) No. 4/2020.

### **Trees of Particular Interest**

10. For removal of any trees of particular interest (TPIs)<sup>4</sup>, irrespective of whether it is alive or dead, the responsible project team shall follow the enhanced protocol stipulated by paragraph 26 of DEVB TC(W) No. 4/2020. Prior to a formal submission of the TPRP to TWVP Panel C,

- (a) a Sensitivity Analysis and the checklist stipulated by DEVB's TRAM Guidelines should be completed with clearance by DEVB;
- (b) written consent of the TPRP by the DEVB (Attn: Assistant Secretary (Tree Management)<sup>1</sup>) should be obtained; and
- (c) for removal or transplanting of an Old and Valuable Tree (OVT), irrespective of whether it is alive or dead, consent on the proposal by the tree maintenance department concerned shall be obtained for submission<sup>5</sup> to DEVB except for emergency works where public safety is at stake, e.g. the OVT poses an imminent danger to the public.<sup>6</sup>

### **Submissions**

11. Guidance Notes for preparing TPRP submissions to TWVPs are provided in **Appendix C**. Submissions under Situation [S1] shall follow Integrated Management System (IMS) Operation Procedures OP-11. Checklists for submissions under Situations [S2] to [S6] are provided in **Appendix D**. TPRPs under Situation [S2] shall adopt a simplified format given by the proforma presented in **Appendix E**.

### **Resolution of Disputes**

12. Any irreconcilable disagreement arising from the TWVP's decision can be addressed to the Deputy Director of Civil Engineering and Development (DDCED) from the Head of the Office concerned, with a copy also to the Chairman of respective TWVP. The ruling by DDCED (or his delegated officer) shall be final.

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<sup>4</sup> Trees of particular interest (TPIs) are defined in Section 2.6.1 of DEVB's Guidelines for Tree Risk Assessment and Management Arrangement (TRAM Guidelines) 9<sup>th</sup> Edition. The enhanced protocol, procedures and checklist for Sensitivity Analysis necessary for any proposal involving removal/transplanting are set out in paragraph 26 and Appendix E of DEVB TC(W) No. 4/2020 as well as Section 2.6 of TRAM Guidelines.

<sup>5</sup> Refer to paragraph 22 of DEVB TC(W) No. 5/2020 - Registration and Preservation of Old and Valuable Trees.

<sup>6</sup> Detailed requirements and procedures are set out in paragraphs 20 - 25 of DEVB TC(W) No. 5/2020.

**Enquiry**

13. Enquiries about this TC shall be addressed to Senior Landscape Architect / Headquarters 3 (SLA/HQ3).

( Signed )

( Michael H S FONG )  
Director of Civil Engineering and Development

**Membership**

The membership<sup>1</sup> of TWVPs will comprise the following officers in CEDD:

**Panel A**

- Chairperson<sup>2</sup>: Chief Geotechnical Engineer / Landslip Preventive Measures 2 (CGE/LPM2)
- Member<sup>3</sup> (1): A Senior Landscape Architect
- Member (2): Senior Geotechnical Engineer / Design 1 (SGE/D1)
- Secretary: Geotechnical Engineer / Design 11 (GE/D11)

**Panel B**

- Chairperson: Senior Landscape Architect / Headquarters 3 (SLA/HQ3)
- Member<sup>3</sup> (1): A Senior Landscape Architect
- Member<sup>3</sup> (2): A Landscape Architect
- Secretary<sup>4</sup>: A Landscape Architect

**Panel C**

- Chairperson: Assistant Director (Technical)
- Member (1): Chief Landscape Architect
- Member (2): SLA/HQ3
- Member<sup>3</sup> (3): A Senior Engineer
- Secretary<sup>4</sup>: A Landscape Architect

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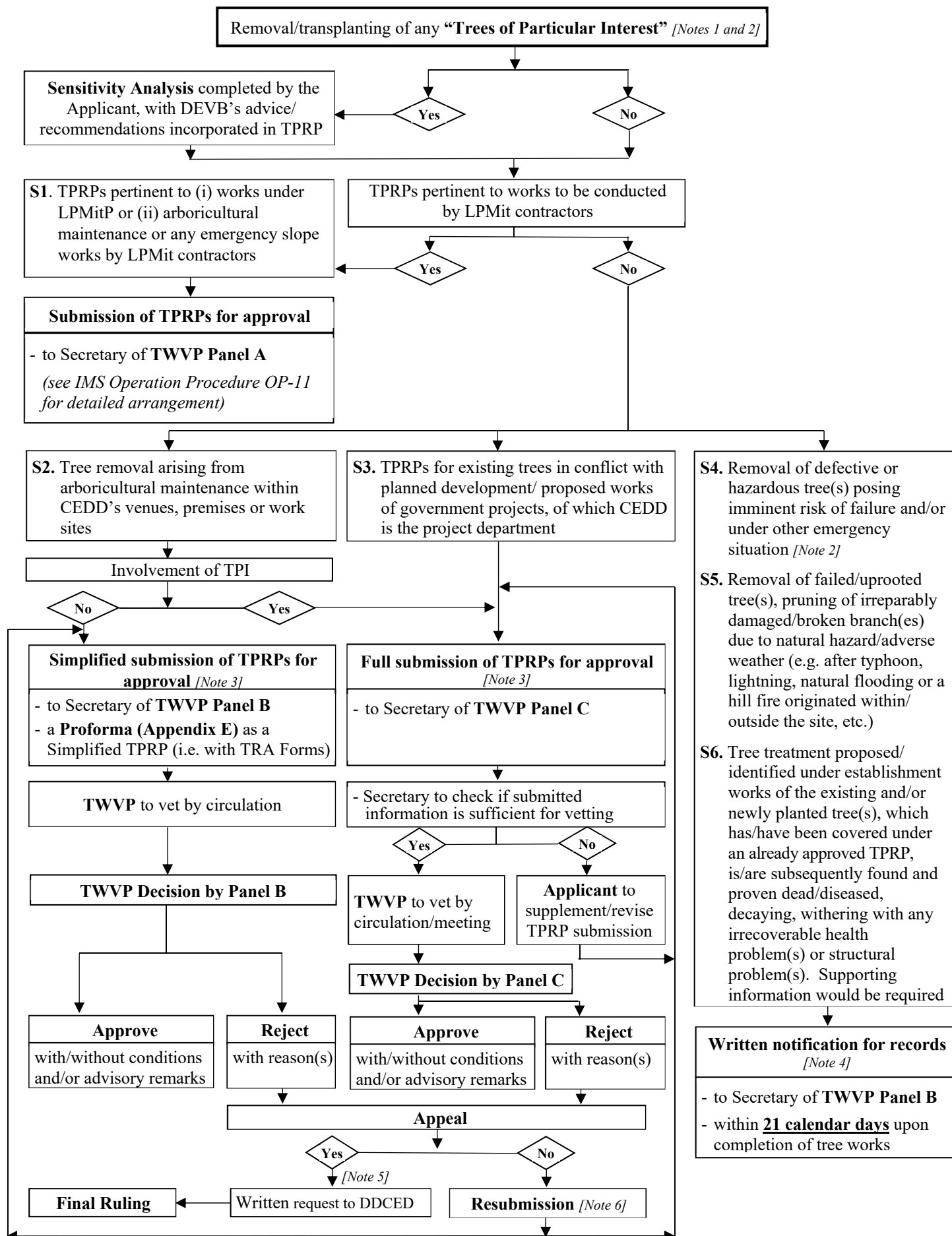
<sup>1</sup> In accordance with paragraph 15 of DEVB TC(W) No. 4/2020, if any member of the TWVP is a project team member of a particular TPRP submitted to the TWVP, he/she will declare conflict of interest and refrain from discussion.

<sup>2</sup> The Chairperson of Panel A would normally be CGE/LPM2. Should there be any potential conflict of interest (e.g. vetting a TPRP submitted from project team of LPM Division 2), CGE/LPM1 or CGE/LPM3 will be the Chairperson on a rotation basis for the concerned submission.

<sup>3</sup> On a rotation basis.

<sup>4</sup> The Secretaries responsible for TPRP Submissions from development offices (i.e. EDO, SDO, WDO and NDO) and other constituent offices (i.e. CEO, SLO and HQ) are LA/HQ8 and LA/HQ9 respectively.

**Flowchart Showing Arrangements for Processing  
Tree Preservation and Removal Proposals (TPRPs) under Different Situations**



**Notes:**

1. Refer to paragraph 26 of DEVB TC(W) No. 4/2020 and paragraph 2.6 of the TRAM Guidelines for detailed requirements under the enhanced protocol (with a checklist to be completed for a Sensitivity Analysis).
2. In case of any “trees of particular interest” (TPI) posing an imminent risk of failure that would warrant tree removal, GLTMS/DEVB, District Officer (DOs) concerned, existing/future tree maintenance department(s) and the TWVP concerned within CEDD should be alerted and informed as soon as practicable. For details, refer to paragraphs 27 to 29 of DEVB TC(W) No. 4/2020. See also paragraphs 20, 21 and 24 of DEVB TC(W) No. 5/2020.
3. Full submission of TPRPs/Simplified TPRPs (with adequate and relevant details) and supporting information shall be prepared with reference to paragraph 22 and the guidelines in Appendix C of DEVB TC(W) No. 4/2020. Simplified TPRPs are applicable to any tree removal proposed/identified for existing trees (except for TPI) as recommended/stated in the Tree Group Inspection (Form 1) or Individual Tree Risk Assessment (Form 2) pursuant to the TRAM Guidelines. Full submission of TPRP is required if removal/transplanting of TPI is involved.
4. Written notification shall be submitted with a covering memo within 21 calendar days after the completion of tree works, including all supporting documents such as a full photographic record before and after the course of action on site, tree risk assessment and/or tree failure report where applicable. Compensatory planting proposal shall be considered with reference to paragraphs 29 and 44 of DEVB TC(W) No. 4/2020. In a situation of S4, a copy should be submitted to GLTMS in accordance with paragraph 27 of DEVB TC(W) No. 4/2020.
5. Written request shall be made by Office Head(s) to DDCED for ruling.
6. Resubmission(s) shall be made by a government officer in the Project Team.

**Guidance Notes for Submission of Tree Preservation and Removal Proposal (TPRP) to  
Tree Work Vetting Panels (TWVPs) in CEDD**

**Important Notes to Project Teams**

1. TWVPs in CEDD will not handle or vet any of the following cases/submissions:
  - i. types of tree removal where a TPRP is not necessary in accordance with paragraphs 25(a) to 25(c) of DEVB TC(W) No. 4/2020;
  - ii. slope improvement works under PWP Item 5101CX that are administered by LandsD;
  - iii. any TPRP being considered by respective government department(s) according to DEVB TC(W) No. 7/2015, which will continue until completion of the corresponding government projects or tree removals arising from arboricultural maintenance;
  - iv. any TPRP that is or will be examined and/or vetted by any TWVP, that is formed in another government department or in Greening, Landscape and Tree Management Section (GLTMS) of DEVB, in accordance with paragraphs 16 to 20 of DEVB TC(W) No. 4/2020; and
  - v. trees require emergency removal, i.e. trees with imminent danger or trees leading to a justified emergency situation. Project teams shall follow requirements set out in paragraphs 27 to 29 of DEVB TC(W) No. 4/2020 and DEVB TC(W) No. 6/2011.
  
2. Prior to formal TPRP submissions<sup>1</sup> to respective TWVPs, project teams shall identify maintenance/management department(s) for existing/newly planted/compensatory/transplanted vegetation (including trees) and obtain their written consent/agreement to take over upon completion of the project works<sup>2</sup>. In the case of large-scale development proposals, where written consent/agreement from the future maintenance department(s) may not be practicable (e.g. the tree maintenance department(s) is not yet determined at the time of application) follow-up submissions of TPRPs at the design stage shall be required for these cases.
  
3. Irrespective of types/nature of TPRPs involving trees of particular interest (TPI), including OVTs and stonewall trees, project teams shall follow the requirements and procedures stipulated in the “Management Guidelines for Stonewall Trees” and the “Guidelines for Tree Risk Assessment and Management Arrangement” (TRAM Guidelines). In the TPRP submissions, the project team shall provide a summary of documentary evidence on compliance with DEVB’s requirements and/or incorporating GLTMS’s case-specific recommendations/advice.
  
4. According to paragraph 12 of DEVB TC(W) No. 4/2020, “If removal of a tree or tree(s) is

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<sup>1</sup> TPRP submissions include new/initial submissions, resubmissions, follow-up submissions, amendment/revision submissions as well as completion reports, whichever is applicable. Except for Situations [S4], [S5] and [S6] where written notification is required.

<sup>2</sup> See DEVB TC(W) No. 6/2015 for details. In addition, project teams are reminded to make adequate provisions under the works tenders/contracts to incorporate those specific requirements from Highways Department (HyD) for hand-over of the existing/preserved and/or newly planted vegetation (including trees). See the latest version of "Requirements for Handover of Vegetation to Highways Department and "Input Guideline - HyD Slope Vegetation Inventory (SVI) Records", available at HyD's homepage.



absolutely necessary, whether in government projects or arboricultural maintenance, a Tree Preservation and Removal Proposal (TPRP) shall be prepared to justify the need for tree removal.” In government projects, project teams shall preserve and protect trees throughout all stages, in accordance with requirements set out by paragraphs 31 to 45 of DEVB TC(W) No. 4/2020. In this regard, project teams are reminded that the TPRPs shall be properly considered, planned and implemented to ensure a balanced approach.

5. When preparing the TPRPs, project teams shall also make reference to Appendix C – Guidelines on Preparation of Tree Preservation and Removal Proposal of DEVB TC(W) No. 4/2020.

6. Tree survey shall be conducted by a Registered Landscape Architect (RLA)<sup>3</sup> or a Registered Arborist under the Registration Scheme for Tree Management Personnel managed by the GLTMS or personnel of equivalent qualification. The full name and the registration number / relevant qualification of the personnel who conducted the tree survey and prepared the tree assessment schedule (TAS) shall be stated in the TAS.

7. In any case involving extensive vegetation removal (including tree pruning and/or removal), the project teams shall proactively devise and make provisions under the works contracts for appropriate yard waste treatment during the implementation stage<sup>4</sup> of respective TPRPs.

9. For proposed planting recommended by the TPRPs that will form the mitigation measures<sup>5</sup> under the Environmental Impact Assessment Ordinance (Cap. 499) and/or Town Planning Ordinance (Cap. 131), project teams should seek written consent or approval on the proposed planting (including any subsequent revision, amendments, or deviations implemented on site) from the relevant authorities (for example, EPD, TPB and PlanD).

### Written Notification to Panel B (for Situations [S4], [S5] and [S6])

10. Instead of a full TPRP submission for those non-sensitive Situations<sup>6</sup> [S4], [S5] and [S6], project teams shall submit a written notification to the Secretary of Panel B **within 21 calendar days** after execution/completion of the tree works concerned on site.<sup>7</sup> The purpose is to facilitate auditing by the GLTMS of DEVB. It is the responsibility of project teams to keep full records including any subsequent updates to tree data<sup>8</sup> (as well as the compensatory planting proposal, if any) in respective project files that are kept and maintained in individual registries in their offices.

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<sup>3</sup> Registered Landscape Architect (RLA) means as professionally qualified landscape architect, who has registered under the Landscape Architects Registration Ordinance (Cap. 516), and is engaged to be responsible for the TPRPs concerned.

<sup>4</sup> Including maintenance period/defect correction period, or establishment period, if any, is involved under respective works contracts, term contracts or maintenance contracts.

<sup>5</sup> Any of those already implemented or recommended in any Landscape and Visual Impact Assessment (LVIA) and/or Ecological Impact Assessment under Environmental Impact Assessment Ordinance (Cap. 499) and/or Town Planning Ordinance (Cap. 131).

<sup>6</sup> Non-sensitive situations generally refers to cases/sites: (i) where none of the existing trees are TPis as defined in paragraph 2.6.1 of DEVB's TRAM Guidelines; and/or (ii) tree(s) concerned is/are not found within or abutting any sensitive sites.

<sup>7</sup> In the case of the Triage System for Trees in Category 1 Zones under DEVB's TRAM Guidelines, project teams shall also take note of other specific requirements in the Guidelines for their separate action, including but not limited to monitoring, inspections and reporting, etc.

<sup>8</sup> Including but not limited to botanical name, Chinese common name, tree sizes (overall height, crown spread or diameter at breast height (DBH)), actual location, site photos, site diary, etc.

11. In case the tree(s) concerned is/are within or abutting sensitive sites<sup>9</sup>, project teams shall inform and obtain written consent/approval directly from the relevant government departments or respective authorities. Subsequently, the project teams shall copy such documentary evidence to the respective Secretary of Panel B within 21 calendar days upon receipt of consent/approval notified or granted by the authority/ies concerned.

12. If the required tree works is arising from TRA Form 1 or Form 2, project teams shall take note of and follow other specific requirements regarding action, monitoring, inspection and reporting as per the Triage System for Trees in Category 1 Zones as well as meeting the latest requirements stipulated in DEVB's TRAM Guidelines.

### **Full Submissions to Panel C (for Situation [S3])**

13. For Situation [S3] where full submission (to TWVP Panel C) is necessary, project teams shall prepare a full submission of TPRP in accordance with the format and requirements in Appendix C of DEVB TC(W) No. 4/2020.

14. In the case of large-scale development proposals with different implementation phases and/or by various works contract packages, the government officers in the project team are advised to consult the Landscape Division prior to any formal submission to respective Panels.

15. TPRP for submission under Situation [S3] should be prepared by a RLA<sup>10</sup> with his/her signature accompanying the RLA registration number. Project teams should duly consider such requirement in respective consultancy agreement for new projects to ensure competent personnel are engaged in the contract provision.

16. The subject government officer in the project team will be notified via a memo from the Secretary regarding the TWVP's decision, i.e. TPRP submission is approved with/without conditions<sup>11</sup> or is rejected with reason(s). In case of approval, the memo will be copied to respective DLOs of LandsD for their information and record. Upon approval of the TPRP, the project team shall provide a full set of submission in an electronic format.

17. When a *tree group survey* as outlined in Appendix C1 of DEVB TC(W) No. 4/2020 is adopted, due to genuine practical difficulties (e.g. difficult site accessibility), the TPRP shall include but not limited to the following information :

- i. A brief textual description on the methodology of tree group survey being adopted;
- ii. full record/illustration to substantiate that reasonable efforts have been explored to access the site;
- iii. documents to demonstrate that the site is restricted to access;
- iv. aerial photos in high resolution (min. 300 ppi) with clear demarcation of each tree

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<sup>9</sup> In the context of this TC, examples of sensitive sites include but not limited to the project area and/or impacted trees within Country Parks or Special Areas under the Country Parks Ordinance (Cap. 208), Marine Parks and Marine Reserve under the Marine Parks Ordinance (Cap. 476), Wetland Conservation Area (WCA) or Wetland Buffer Area (WBA) designated under Town Planning Ordinance (Cap. 131), Sites of Special Scientific Interest (SSSI) in the Register of SSSI kept by Planning Department, Ecologically Important Streams (EIS) identified by Agriculture, Fisheries and Conservation Department, etc.

<sup>10</sup> For detailed arrangement, see item VIII (ii) for Situation [S3] in Appendix D.

<sup>11</sup> Including but not limited to any follow-up submissions for approval/acceptance.

- group (TG) and a key plan indicating the respective location of each TG;
- v. site photos taken at least from two representative angles for a tree group;
- vi. tree group survey schedule with information of tree species (main composition/mix of species and dominant species), number, size range, health condition, recommendation, etc.;
- vii. identification of TPI, if any;
- viii. description of each tree group; and
- ix. drone equipment or other advance technologies that help to demonstrate the size of tree group and to identify any potential TPIs with large tree crown sizes, should be considered where applicable.

18. For large-scale projects, such as site formation works and advance infrastructure works, tree group survey can be adopted subject to the justification(s) provided. Tree group survey will only be considered with valid reasons e.g. for those sites/areas with restricted access. TWVP may consider the submission is acceptable in principle, provided that all sufficient information mentioned above are submitted, and full justification of any tree removal are provided. Prior to any activities<sup>12</sup> on site within the tree group surveyed area(s), the applicant (project team) shall be required to submit follow-up submission(s) of a TPRP<sup>13</sup>, with an individual tree survey carried out once possession of or access to the area(s) concerned is granted by respective DLOs of LandsD. The submission of TPRP can be made in phases to suit the works programme.

19. Subsequent to any approval granted by TWVP, amendment submissions to approved TPRP by the project team to TWVP would be required in the event of:

- i. any additional or amendments to tree removal; or
- ii. any shortfall of transplanted or compensatory proposal implemented or to be implemented on site.

20. Project teams should keep full records on any submission packages, including as-built records, any amendment on the figures in the corresponding TPRP.

21. After the completion of the project/tree works, the applicant (project team) shall report to TWVP with full records including but not limited to as-built drawings, tree failure reports and all approval records. In Situation S3, the report<sup>14</sup> shall be prepared, checked and signed by a RLA, and submitted by a professional/senior professional grade government officer in the project team with a covering memo, to the respective Secretary of TWVP. The completion report shall also serve as retrievable records kept in the individual registries in the respective project teams' offices. Tree works and/or planting works should be conducted and recorded in compliance with the approved TPRPs.

22. In case of any practically unavoidable deviation(s) in any parts/portion of the completed tree works from an approved TPRP, full justifications shall be submitted by project teams, together with records/documentary evidence on acceptance/approval as well as records of taking over by

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<sup>12</sup> Irrespective of the scale involved, site activities in the context of this Guidance Notes include but not limited to site formations, demolition, excavation, backfilling, road widening works, formation of temporary access, stockpiling, tree pruning/removal/transplanting.

<sup>13</sup> A tree survey plan, a tree assessment schedule (TAS) as per Appendix C1 of DEVB TC(W) No. 4/2020, a tree protection plan (showing TPZs of each TPI to be preserved, if any) and compensatory planting proposal.

<sup>14</sup> Except for in-house project, the report shall be checked and/or reviewed by the project landscape architect.

respective vegetation maintenance department(s), to the TWVP concerned for acceptance. Separately, the project team shall carry out and record appropriate rectification/remedial work on site and/or resubmit the completion report to the TWVP concerned. If the contractor/consultant is found responsible for the discrepancy, the project team should appropriately reflect in the contractor/consultant performance report and maintain all relevant records/supporting documents accordingly. Similarly, if there is any obvious inadequacy observed in completion report, project team should appropriately reflect in the contractor/consultant performance report accordingly<sup>15</sup>. In a serious event involving mis-conduct of the RLA engaged by the contractor/consultant, project teams should also consider informing the Landscape Architects Registration Board (LARAB) for its attention accordingly.

23. To facilitate consideration by the TWVPs, the project team shall appropriately provide textual description accompanying graphical illustrations by relevant plans/sections/elevations to show overall landscape design, boundary landscape treatment and planting proposal. Any positive provisions and/or potential enhancement to improve the general/surrounding environment may also be included in the full TPRP submissions as supplementary information. For example:

- i. projects or proposed developments at visually sensitive locations or in areas of special landscape character where appropriate landscape treatments are considered and allowed in the design and contract provisions to ameliorate visual impacts and/or conserve landscape resources;
- ii. project teams are recommended to adopt a holistic approach, with consideration of best practices to enhance biodiversity and urban forestry in different stages of the works/developments concerned;
- iii. project teams are encouraged to devise and implement innovative applications of blue-green infrastructures, with potential scope identified and allowed for creation of new landscape features, in development projects such as Development at Anderson Road (DAR), Kai Tak Development (KTD), Harbourfront Areas, Kowloon Bay and Kwun Tong Action Areas (KBKTAA), New Development Areas (NDAs) or Tung Chung New Town Extension (TCNTE), etc.

### **Other Relevant Technical Aspects to be Addressed by the Project Teams:**

24. Particular attention should be paid to the following situations: -

- i. for protection of rare/endangered plant species<sup>16</sup>, the Forestry Regulations (Cap. 96, section 3) and the Protection of Endangered Species of Animals and Plants Ordinance (Cap. 586) shall be complied with. In case of doubt, AFCD should be consulted in advance and at early planning stage as appropriate;
- ii. in the case for trees infected (or suspected being infected) with Brown Root Rot Disease, the project office should follow the latest procedures and meet those requirements according to the Manual on the Management of Brown Root Rot Disease, promulgated by the GLTMS of DEVB; and
- iii. in case of any extensive or blanket removal of undesirable tree species<sup>17</sup> causing significant loss of greenery, landscape advice from LD/HQ should be sought.

<sup>15</sup> Paragraphs 46 and 50 of DEVB TC(W) No. 4/2020 also refer.

<sup>16</sup> Rare/endangered plant species shall make reference with “*Rare and Precious Plants of Hong Kong*” (AFCD, 2003), IUCN Red List of Threatened Species and China Plant Red Data Book, the Forestry Regulations (Cap.96A) and the Protection of Endangered Species of Animals and Plants Ordinance (Cap.586).

<sup>17</sup> In the context of TPRP, an undesirable tree species implies an invasive, exotic and aggressive self-seeding tree, e.g. *Leucaena leucocephala*.

Replanting should be favorably considered if space and site conditions permits. Sensitivity should be taken with tree removal proposals and the consultation with the stakeholders should be made.

### **Advisory Remarks to Project Teams during Implementation/Works Stage:**

25. Throughout different stages of government projects, project teams (including all site personnel) shall take note of other related regulations and/or ordinances (e.g. Wild Animals Protection Ordinance (Cap. 170) and the Forests and Countryside Ordinance (Cap. 96)) with provisions for protection of vegetation, flora or fauna species, especially when mobilizing to commence general site clearance, vegetation/tree removal or pruning works<sup>18</sup> in association with any temporary or permanent works, stockpiling or access.

26. When any part of the project sites, venues<sup>19</sup>, works areas or access is taken into possession of, the project team should arrange to carry out a tree risk assessment (TRA) and ensure appropriate risk mitigation measures are taken (such as cordon off the potential fall zone of the trees concerned, removal of defective parts or the entire hazardous trees posing imminent risk of failure and etc.), all in a timely manner.

27. Project teams including site supervision personnel shall also take note of the prevailing requirements and timeframe for reporting to the GLTMS for preparation during wet season and handling tree failure incident(s).

28. In the event of any unauthorised tree removal or damage of trees with the works site, the subject government officer shall take due action as well as informing the GLTMS in accordance with paragraphs 50, 51 and 53 of DEVB TC(W) No. 4/2020 when applicable.

### **Useful References**

29. Related government circulars, guidelines, practice notes or other relevant references are:

#### Government Circulars

- i. DEVB TC(W) No. 5/2020 – Registration and Preservation of Old and Valuable Trees
- ii. DEVB TCW No. 4/2020 – Tree Preservation
- iii. DEVB TC(W) No. 1/2019 – Railway Protection
- iv. DEVB TC(W) No. 1/2018 – Soft Landscape Provisions for Highway Structures
- v. DEVB TC(W) No. 6/2015 – Maintenance of Vegetation and Hard Landscape Features
- vi. DEVB TC(W) No. 3/2012 – Site Coverage of Greenery for Government Building Projects
- vii. DEVB TC(W) No. 2/2012 – Allocation of Space for Quality Greening on Roads

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<sup>18</sup> Correct pruning practices shall be adopted with reference to (i) Guidelines on Tree Pruning, (ii) Tree Management Practice Note No. 3 : Tree Pruning, and (iii) paragraph 43 (c) of DEVB TC(W) No. 4/2020

<sup>19</sup> Under a Permanent Government Land Allocation (PGLA) or a Temporary Government Land Allocation (TGLA) including Simplified Temporary Land Allocation (STLA) procedures.

- viii. ETWB TC(W) No. 5/2005 – Protection of Natural Streams/rivers from the Impacts of Construction Works.

Government Practice Notes, Guidelines, Manual etc.

- ix. Guidelines and Practice Notes promulgated by the Greening, Landscape and Tree Management Section (GLTMS), DEVB (for latest versions and other relevant guidelines, see <https://www.greening.gov.hk/en/home/index.html>)
- Guidelines for Tree Risk Assessment and Management Arrangement
  - Guidelines on Tree Preservation during Development
  - Guidelines on Tree Pruning
  - Management Guidelines for Stonewall Trees
  - Tree Management Practice Note No. 1 – Tree Preservation during Construction
  - Tree Management Practice Note No. 3 – Tree Pruning
  - Tree Management Practice Note No. 4 – Management of Brown Root Rot Disease Infected Tree
  - Proper Planting Practices
  - Right Plant Right Place
  - Street Tree Selection Guide
  - Manual on the Management of Brown Root Rot Disease (BRR Manual)
  - Guidelines on Yard Waste Reduction and Treatment
  - Guidelines on Greening of Noise Barriers
- x. Geotechnical Engineering Office Publication No. 1/2011 – Technical Guidelines on Landscape Treatment for Slopes
- xi. Chapter 4 of the Project Administration Handbook (PAH):
- paragraph 1.7 - Tree Preservation
  - paragraph 2.2 - Project Design and Estimates (regarding Selection of basic scheme and life-cycle costing consideration)
  - paragraph 4.7 - Landscape and Greening Works
- xii. Hong Kong Planning Standards and Guidelines (HKPSG) issued by Planning Department:
- Chapter 4 - Recreation, Open Space and Greening,
  - Chapter 10 - Conservation
  - Chapter 11 - Urban Design Guidelines
- xiii. Planning Department Practice Note for Professional Persons (PNPP) No. 1/2019 - Processing and Compliance Checking of Landscape Submissions related to Planning Applications.
- xiv. Requirements for Handover of Vegetation to Highways Department

(see [https://www.hyd.gov.hk/en/technical\\_references/technical\\_document/](https://www.hyd.gov.hk/en/technical_references/technical_document/))

- xv. Guidelines on Handling Yard Waste for Recycling and Disposal, promulgated by Environmental Planning Department (EPD)
- xvi. General Standards and Maintenance Requirements for Landscape Works to be Handed Over to LCSD for Horticultural Maintenance, issued by Leisure and Cultural Services Department (LCSD)
- xvii. Nature Conservation Practice Note (NCPN) promulgated by Agriculture, Fisheries and Conservation Department (AFCD)
  - NCPN No. 02 – Measurement of Diameter at Breast Height (DBH)
  - NCPN No. 03 – The Use of Plant Names
  - NCPN No. 06 - Guidelines on Clearing Refuse in Mangroves

Other Relevant Material

- xviii. Guidelines for Planning and Carrying out Construction Works at Egrettries, issued by Hong Kong Bird Watching Society, 2nd edition, November 2018 (<https://www.hkbws.org.hk/cms/index.php/reports>).

**Checklists for Different Situations<sup>1</sup> to be Completed**  
**by a Government Officer in the Project Team**  
**before Submitting TPRP(s) to Tree Work Vetting Panels (TWVPs) in CEDD**

For Situation [S2], in a **simplified TPRP** to Panel B regarding TPRPs arising from arboricultural maintenance or tree removal recommended in TRA Forms

Item No.	Item Description	Checked in order (Y/NA) <sup>#</sup>
<b>I.</b>	<b>Main content</b>	
(i)	Completed Proforma for Simplified Submission of TPRP (Appendix E)	
(ii)	Copy of Tree Group Inspection (Form 1) and/or Individual Tree Risk Assessment (Form 2)	
	a. Tree Location Plan	
	b. Photographic records of tree group / individual tree	
	c. Justification for proposed remedial action	
	d. TRA Form conducted by qualified personnel(s) (i.e. name, post and qualification)	
(iii)	Annotated location plans in an appropriate scale (annotated with street name, lamp pole numbers, existing formal and informal vehicular and pedestrian access (such as footpath, trail), name of nearby buildings and north mark on plan), boundary of lands allocation(s) involved or the works boundary under the concerned contract	
(iv)	Supporting photos, all in full colour with imprinted dates	
	a. site photos showing the site context and immediate surrounding environment as well as existing ground conditions	
	b. close-up view of defective part(s) of tree(s) accompanying diagrams/illustrations and/or brief statement on the proposed treatment(s) and any other risk mitigation measures	
(v)	Textual explanation on the proposed tree works (including pruning, if any):	
	a. In case of a works contract administered under a CEDD's consultancy agreement, treatment proposed/identified in arboricultural maintenance (including specifications and workmanship), arrangement or supervision of involved tree works on site <sup>2</sup>	
	b. In case of an in-house project, treatment proposed/identified in arboricultural maintenance shall be prepared and/or reviewed by the project landscape architect	
(vi)	Each and every TPI, within and/or in close proximity to the project site, is :	
	a. clearly marked up and shown on all plans/sections/photos, annotated with respective tree identification/serial number (of the tree survey) and the registered tree number under the Tree Management Common Platform (TMCP) if any	
	b. appended with a copy of Sensitivity Analysis <sup>3</sup> (together with a completed checklist) that was cleared by GLTMS (in advance of submission to Panel B) if removal/transplanting of TPI is involved	
<b>II.</b>	<b>Photographic records</b>	
(i)	Site photos showing the site context and immediate surrounding environment, in full color and imprinted with date	

<sup>1</sup> Preparation of TPRP submissions under Situation [S1] may make reference to relevant item(s) in the checklists given herein to suit.

<sup>2</sup> Including but not limited to a registered tree management personnel under the Registration Scheme for Tree Management Personnel managed by GLTMS; and/or a Registered Landscape Architect (RLA).

<sup>3</sup> Follow the procedures as set out in Section 2.6 of the "Guidelines for Tree Risk Assessment and Management Arrangement (9th Edition or the latest version)".



For Situation [S2], in a **simplified TPRP** to Panel B regarding TPRPs arising from arboricultural maintenance or tree removal recommended in TRA Forms

Item No.	Item Description	Checked in order (Y/NA) <sup>#</sup>
(ii)	Colour photographs with imprinted dates and marked/annotated with tree identification number	
(iii)	Colour photographs for each surveyed tree showing the overall tree profile (canopy, root collar, root plate, root zone) as far as practicable, close-up view of defective part(s); and clear annotation showing the extent of proposed pruning and/or preservation/protection/mitigation treatment(s) if any	
<b>III.</b>	<b>Tree protection plan and method statement</b>	
(i)	If transplanting or excessive pruning is proposed, method statement for transplanting or tree treatment/surgery has been enclosed	
(ii)	Supporting information demonstrating consent/acceptance of proposed works (including justification) within tree protection zone (TPZ) of any OVT(s) obtained from GLTMS and the relevant tree maintenance department(s) <sup>4</sup>	
<b>IV.</b>	<b>Tree compensatory proposal</b>	
(i)	Exact location of retained trees, new trees and transplanted trees, with accurate crown spread size and clear annotation	
(ii)	New/compensatory/replacement planting schedule, plan and summary table as well as any other landscape treatment (all indicated with corresponding maintenance department(s) after completion of works/project	
<b>V.</b>	<b>Consent/agreement from existing/future maintenance department(s) on proposed treatment and/or proposed compensatory planting</b>	
(i)	Documentary evidence (such as correspondences, extracted meeting minutes, email/memo) from all maintenance department(s) before construction	
(ii)	Ditto from all maintenance department(s) after construction	
<b>VI.</b>	<b>Others</b>	
(i)	For resubmission, or supplementary, or follow up submission, previously approved plan(s) with changes highlighted is/are provided (if applicable)	
(ii)	Supporting information showing consent and/or expertise advice/comments from AFCD regarding proposed pruning/ transplanting/ removal of any tree species of particular conservation status (e.g. scheduled/ protected under the Forestry Regulations (Cap. 96A), Protection of Endangered Species of Animals and Plants Ordinance (Cap. 586), or listed on China Plant Red Data Book and/or the IUCN Red List of Threatened Species, or considered as Rare and Precious Plants of Hong Kong <sup>5</sup> )	
(iii)	Comments from the District Council are sought in advance for pruning/transplanting/removal of tree(s) with a DBH over 500mm which falls within Central and Western District	

--- End for [S2] ---

# Y=Yes; NA=Not Applicable (checked by a government officer in the project team).

<sup>4</sup> Requirements in paragraphs 26 to 29 of DEVB TC(W) No. 5/2020 Registration and Preservation of Old and Valuable Trees.

<sup>5</sup> Published by Hong Kong Herbarium, AFCD. On line version at: <https://www.herbarium.gov.hk/en/publications/books/book2/index.html>

For Situation [S3] (Existing trees to be impacted by proposed development/works), a **full submission of TPRP** to Panel C

Item No.	Item Description	Checked in order (Y/NA)#
<b>I.</b>	<b>Main content</b>	
(i)	Background and information	
	a. Relevant item no. of PWP or Cat. D item, appended with a key plan or master diagram indicating the geographical extent of different phases/stages or package of works, if applicable. Only a brief background (instead of scope/history of all the consultancy agreements involved) of the project is required	
	b. A key plan annotated with corresponding phases of TPRPs, if any	
	c. Any conditions in Environmental Permit (EP) and/or related recommended measures or requirements under EIAO (Cap. 499), or TPO (Cap.131). If any, those requirements are checked and fully reflected and highlighted in the TPRP and compensatory planting proposal. (paragraph 41 of DEVB TC(W) No. 4/2020 refers)	
	d. Anticipated work commencement date(s) and completion date(s)	
	e. Annotated location plans in an appropriate scale (annotated with street name, lamp pole numbers, existing formal and informal vehicular and pedestrian access (such as footpath, trail), name of nearby building and north mark on plan, boundary of lands allocation(s) involved or the works boundary under the concerned phase/section of the contract	
	f. Plans, with key plans if necessary, to show the layout and extent of all proposed engineering/architectural works (including permanent and temporary) and boundary of land allocation(s) involved	
(ii)	Impacts to existing trees on site are clearly shown and illustrated (e.g. proposed change in levels due to the proposed infrastructure works / site formation works / road and drainage works / construction works / etc.), also demonstrated with TPZs, together with before and after levels shown on the overall layout plan (paragraphs 37 & 38 of DEVB TC(W) No. 4/2020 refer)	
(iii)	Proposed treatment to existing trees on site (including pruning, if any. Purpose and extent of canopy/root pruning shall be explained.)	
(iv)	A summary of recommendations list in a table on tree preservation (i.e. trees to be removed, transplanted and retained, those trees of particular interest (TPI) shall be highlighted)	
(v)	Compensatory planting proposal - the basic principle stipulated in Appendix C of DEVB TC(W) No. 4/2020 shall be taken into consideration and clearly demonstrated with textual description	
(vi)	Tree protection/transplanting proposal and method statement	
(vii)	A section elaborating on <u>Sensitivity Analysis</u> (with a completed checklist cleared by GLTMS) if removal/transplanting of TPI is involved	
<b>II.</b>	<b>Tree survey plan</b>	
(i)	Location of surveyed trees with individual crown spread, spot height of existing levels and tree identification number to be clearly shown in a right scale overlaid with survey map	
(ii)	Trees to be retained, transplanted within the site, transplanted off-site or removed shall be presented <u>in a different</u> colour and provide a clear legend	
(iii)	An overlay of site formation plan showing the existing and proposed spot height/level of existing features (i.e. slopes, footpath, retaining wall, etc.), development/building works, road works and temporary works (e.g. sites offices, storage areas), project boundary (and respective phasing, if any)	
(iv)	In addition to above (iii), any interface or temporary/permanent development by other departments after the works of CEDD, such as the layout of housing development, drainage and waterworks shall also be overlaid in the tree survey plan	
(v)	A Tree Protection Zone (TPZ) shall be provided for all trees proposed to be retained	

For Situation [S3] (Existing trees to be impacted by proposed development/works), a full submission of TPRP to Panel C

Item No.	Item Description	Checked in order (Y/NA)#
(vi)	Cross-section showing the proposed works and the change of levels around the TPZ	
<b>III.</b>	<b>Tree assessment schedule (TAS)</b>	
(i)	Tree assessment schedule with format, level of details and methodology all in accordance to Appendix C(1), DEVB TC(W) No. 4/2020. If otherwise, alternative methodology on assessing the amenity value, form, health and structural conditions, conservation status and suitability for transplanting are clearly explained	
	a. Any trees/plant species listed in conservation status (e.g. Cap.96A and Cap. 586, Rare and Precious Plants in Hong Kong, the IUCN Red List of Threatened Species, China Plant Red Data Book, etc.)	
	b. Tree survey conducted by qualified personnel(s) (i.e. name, post and qualification), date of the survey conducted	
	c. Highlight any trees with DBH exceeding 1m or height/canopy exceeding 25m	
	d. Reasonable size/extent of tree group, also indicated/demarcated on plan with reference to boundary of proposed works for each group, methodology of respective assessment) (see also para 18 of Appendix C)	
	e. Obvious defects of the tree(s) are accurately recorded in the schedule and adequately reflected in the photographic records as supporting information	
	f. Provide the coordinates of the trees' location (Easting and Northing)	
	g. Electronic format of TAS preferably in a spreadsheet, with one copy in printed format (hard copy, printed on both side)	
(ii)	h. Tree survey conducted or field data are collected within two years prior to initial/first submission	
<b>IV.</b>	<b>Tree photograph</b>	
(i)	All photographs in full colour, date imprinted, in clear legibility, annotation/marked with tree identification number	
(ii)	Colour photographs for each surveyed tree showing the overall tree profile (canopy, root collar, root plate, root zone) as far as practicable, close-up view of defective part(s); and clear annotation showing the extent of proposed pruning and/or preservation/protection/mitigation treatment(s) if any	
(iii)	Well annotated aerial photos or reasonable set of photographs showing panoramic views of each and every Tree Group in case of tree group survey, also supplemented with textual elaboration on methodology and assumptions made	
<b>V.</b>	<b>Tree protection plan and method statement</b>	
(i)	Tree protection plan	
	a. Method statement of protective measures for retained trees	
	b. Show both vertical and horizontal TPZ and adjoining construction works	
	c. Specify robust protective fencing to be used during the construction period	
	d. Tree protection zones (TPZs) are indicated, and cross-section showing the proposed architectural and engineering features around retained trees to show that sufficient vertical and horizontal space reserved for TZPs is feasible, especially in case of TPI if any	
(ii)	Method statement for transplant and pruning operations. In case of any proposed works/access (temporary and/or permanent), method statement within TPZ(s) of OVT/Stonewall tree/trees of particular interest shall have comments from GLTMS <sup>5</sup> and respective District Council (DC) incorporated/addressed	

For Situation [S3] (Existing trees to be impacted by proposed development/works), a **full submission of TPRP** to Panel C

Item No.	Item Description	Checked in order (Y/NA)#
(iii)	If transplanting or excessive pruning is proposed, method statement for transplanting or tree treatment/surgery has been enclosed	
<b>VI.</b>	<b>Tree compensatory plan</b>	
(i)	Exact location of retained trees, new trees and transplanted trees, with accurate crown spread size and clear annotation (with diagrams and adequately annotated sections/illustrations as appropriate)	
(ii)	Compensatory planting schedule	
(iii)	A summary of compensatory proposal, including size, species and quantity of compensatory trees proposed within site/outside site boundary	
(iv)	If 1:1 compensatory ratio cannot be achieved, constraints for on-site compensatory planting, i.e. presence of u-channel, service utilities, sightline clearance for road junction, etc. are textually explained and illustrated with plans/diagrammatic sections (if applicable)	
<b>VII.</b>	<b>Consents/agreement from existing/future maintenance department(s) on proposed treatment and/or proposed compensatory planting</b>	
(i)	Documentary evidence (such as correspondences, extracted meeting minutes, email/memo) from all maintenance department(s) <u>before</u> construction	
(ii)	Ditto from all maintenance department(s) <u>after</u> construction	
<b>VIII.</b>	<b>Others</b>	
(i)	Supporting information showing consent and/or expertise advice/comments from AFCD regarding proposed pruning/transplanting/removal of any tree species of particular conservation status (e.g. scheduled/ protected under the Forestry Regulations (Cap. 96A), Protection of Endangered Species of Animals and Plants Ordinance (Cap. 586), or listed on China Plant Red Data Book and/or the IUCN Red List of Threatened Species, or considered as Rare and Precious Plants of Hong Kong <sup>7</sup> ).	
(ii)	For outsourced projects: TPRP prepared by a Registered Landscape Architect (RLA) with signature and registration number given For in-house projects: TPRP prepared and/or reviewed by the project landscape architect	
(iii)	For resubmission, or supplementary, or follow up submission, previously approved plan(s) with changes highlighted is/are provided (if applicable)	
(iv)	Printing on both sides for paper-based submission	
(v)	Comments from the District Council are sought in advance for pruning/transplanting/removal of tree(s) with a DBH over 500mm which falls within Central and Western District	
(vi)	A key plan showing the site context and phasing of the entire project	
(vii)	Four sets of TPRP	
(viii)	Soft copy in pdf format and TAS in xls format (by email/CD-ROM)	

--- End for [S3] ---

# Y=Yes; NA=Not Applicable (checked by a government officer in the project team).

## Appendix D

For Situations [S4], [S5] and [S6], in form of a **written notification** to Secretary of TWVP Panel B for record<sup>6</sup>

Item No.	Item Description	Situation	Checked in order (Y/NA) <sup>#</sup>
(i)	A brief account of the facts in a chronological order	S4,S5,S6	
(ii)	Full photographic records in colour, imprinted with date and time and covered the ground conditions surrounding each of the trees, the fallen parts and exposed roots and/or root crown of the trees if applicable, before tree removal as well as after the course of action on site	S4,S5,S6	
(iii)	Tree failure report / tree assessment report including photographic records for each tree, after tree removal	S4,S5,S6	
(iv)	A brief text to give an account of technical assessment, project team's consideration, relevant factors and practicality of any compensatory/replacement planting (such as a new tree/shrub(s), or other proposal of vegetative cover)	S4,S5	
(v)	Supporting information for the above item (ii) submitted to GLTMS within <b>21</b> calendar days upon completion of tree works	S4	
(vi)	Supporting information showing proven dead/diseased, decaying, withering with any irrecoverable health or structural problem(s) of the tree	S6	
(vii)	A summary table (respective size, species and quantity) of new/compensatory/replacement planting, if any is proposed	S4,S5,S6	
(viii)	Supporting information showing written notification to and/or consent from AFCD regarding pruning/transplanting/removal of any tree species of particular conservation status (e.g. scheduled/protected under the Forestry Regulations (Cap. 96A), Protection of Endangered Species of Animals and Plants Ordinance (Cap. 586)	S4,S5,S6	
(ix)	Comments and/or consent from the related District Council are sought in advance for removal/pruning of tree(s) with a DBH over 500mm which falls within Central and Western District	S4,S5,S6	
(x)	In form of a covering memo, with a hard copy of a written report signed and endorsed by a government officer at professional/senior professional grade or above level	S4,S5,S6	

---- End for [S4], [S5] and [S6] ---

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# Y=Yes; NA=Not Applicable (checked by a government officer in the project team)

<sup>6</sup> Not applicable to any situation when removal or transplanting or pruning of OVT(s) or TPI(s) is involved

**Proforma for Simplified Submission of TPRP to the Tree Works Vetting Panel (TWVP) in CEDD Situation [S2] - Tree Removal Arising from Arboricultural Maintenance / Defective Trees within CEDD's Venues / Works Project Sites**

To: The Secretary<sup>1</sup> of TWVP (Panel B)

File ref.: For TWVP's use only

1. General Information							
Project Office:							
Contract No.:				The Engineer of the Contract <sup>2</sup> : Name and Post			
Contract Title:				Name of Consultant (as appropriate)			
Location:				District:			
Approved TPRP Ref. (if applicable, for amendment/revision):							
2. Tree Information (Attach additional sheet if necessary)							
Tree ID (as annotated on plan)	Tree Species		DBH (mm)	Height (m)	Spread (m)	Proposed Tree Works (Removal/ Pruning)	Anticipated Completion Date
	Scientific Name	Chinese Name					
Total:							
Whether compensatory planting of tree(s) is practicable:							
<input type="checkbox"/> Yes (please attached with a proposed planting schedule and a well annotated location plan in appropriate scale)							
<input type="checkbox"/> No, with below justification(s) with supporting documents (mandatory information to be provided):							
<hr/> <hr/>							
3. Supporting Documents <sup>3</sup>							
<input type="checkbox"/> TRA Form 1 / <input type="checkbox"/> TRA Form 2 / <input type="checkbox"/> Others (please specify):							
We hereby confirm that this submission does not and will not involve any trees of particular interest. <sup>4</sup>							
(If otherwise, please state and provide details: _____)							
Compiled and submitted by <sup>5</sup>							
Name			Post			Tel. no.	
Signature:				Your File Ref. No.			
Date:							

<sup>1</sup> The Secretary responsible for TPRP Submissions from development offices (i.e. EDO, SDO, WDO and NDO) and other constituent offices (i.e. CEO, SLO and HQs) will be LA/HQ8 and LA/HQ9 respectively. For submissions to Panel A, procedures and requirements outlined in the Integrated Management System (IMS) Operation Procedures OP-11 shall be followed.

<sup>2</sup> For NEC contracts, name and post of the Project Manager should be provided.

<sup>3</sup> Supporting documents (i.e. TRA Form 1 and Form 2) shall be prepared and signed by personnel who fulfills the latest requirements set out by DEVB for qualifying as the Inspection Officers in the latest TRAM Guidelines or Arborist/Tree Risk Assessor under Registration Scheme for Tree Management Personnel. Please also refer to Appendix C hereof when preparing and compiling supporting documents before submission.

<sup>4</sup> Please refer to paragraph 2.6 of DEVB's TRAM Guidelines for details.

<sup>5</sup> This Proforma shall be compiled and submitted by the subject government officer with a covering memo.