



**Civil Engineering and Development Department
Technical Circular No. 03/2025**

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. 03/2022, 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”¹ sets out the policy, control mechanism and detailed requirements that government departments have to observe and follow to preserve trees² involved in government projects³ 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, C and D) 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:

¹ DEVB TC(W) No. 4/2020, including subsequent amendments and updates.

² According to 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.

³ Definitions of “government project” shall follow DEVB TC(W) No. 4/2020.

Panel A

To vet/handle TPRPs or submissions 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 venues⁴ 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, excluding the housing projects which is under the ambit of Panel D.

Panel D

To vet TPRPs arising from housing projects under CEDD funded by Housing Bureau.

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 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 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 the Guidelines for Tree Risk Assessment and Management Arrangement (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.

⁴ CEDD's venues/premises/works sites that are permanently or temporarily occupied by and/or under the custody of CEDD granted by the Lands Department (LandsD).

Trees in Emergency Removal

9. Detailed requirements shall follow DEVB TC(W) No. 4/2020.

Trees of Particular Interest

10. For removal of any trees of particular interest (TPIs)⁵, irrespective of whether it is alive or dead, the responsible project team shall follow the enhanced protocol stipulated by DEVB TC(W) No. 4/2020. Prior to a formal submission of the TPRP to the TWVPs,

- (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)¹) 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 submission⁶ to DEVB except for emergency works where public safety is at stake, e.g. the OVT poses an imminent danger to the public.⁷

Submissions

11. Submissions under Situations [S1] to [S6] shall make reference to the requirements as stipulated in the *"Guidance Notes for Submission of Tree Preservation and Removal Proposal (TPRP) to the Tree Works Vetting Panels (TWVPs) in CEDD"*.

12. *"Guidance Notes for Submission of Tree Preservation and Removal Proposal (TPRP) to Tree Work Vetting Panels (TWVPs) in CEDD"* and *"Checklists for TPRP Submissions"* are available on CEDD website (<https://www.cedd.gov.hk/eng/publications/index.html>) under "Publications" for reference. Project team shall conduct curtailed check of the TPRP following the Guidance Notes and Checklists prior to submission.

Resolution of Disputes

13. 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.

Enquiry

⁵ Refer to Guidelines for Tree Risk Assessment and Management Arrangement (TRAM Guidelines) 10th Edition, or the latest version for definition of trees of particular interest (TPIs). The enhanced protocol, procedures and checklist for Sensitivity Analysis necessary for any proposal involving removal/transplanting are set out in DEVB TC(W) No. 4/2020 as well as the TRAM Guidelines.

⁶ Refer to DEVB TC(W) No. 5/2020 - Registration and Preservation of Old and Valuable Trees, or the subsequent updated version.

⁷ Detailed requirements and procedures are set out in DEVB TC(W) No. 5/2020.

14. 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 membership¹ of TWVPs will comprise the following officers in CEDD:

Panel A

Chairperson²: Chief Geotechnical Engineer / Landslip Preventive Measures 2 (CGE/LPM2)
 Member³ (1): A Senior Landscape Architect
 Member (2): Senior Geotechnical Engineer / Design 1 (SGE/D1)
 Secretary: A Geotechnical Engineer from LPM Division 2, GEO

Panel B

Chairperson: Senior Landscape Architect / Headquarters 3 (SLA/HQ3)
 Member³ (1): A Senior Landscape Architect
 Member⁴ (2): A Landscape Architect
 Secretary⁴: A Landscape Architect

Panel C

Chairperson: Assistant Director (Technical)
 Member (1): Chief Landscape Architect (CLA)
 Member (2): Senior Landscape Architect / Headquarters 3 (SLA/HQ3)
 Member⁵(3): A Senior Engineer
 Secretary⁴: A Landscape Architect

¹ 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.

² 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.

³ All SLAs in CEDD take turn to serve in the panels (excluding SLA/HP3 and SLA/HQ3) as coordinated by CLA.

⁴ A LA grade officer in HQs will be assigned by the Chairperson of the panels. For the Secretary of Panels B and C, LA/HQ8 and LA/HQ9 are responsible for TPRP submissions from development offices (i.e. EDO, SDO and NDO) and other constituent offices (i.e. CEO, GEO, SLO, WDO and HQ) respectively.

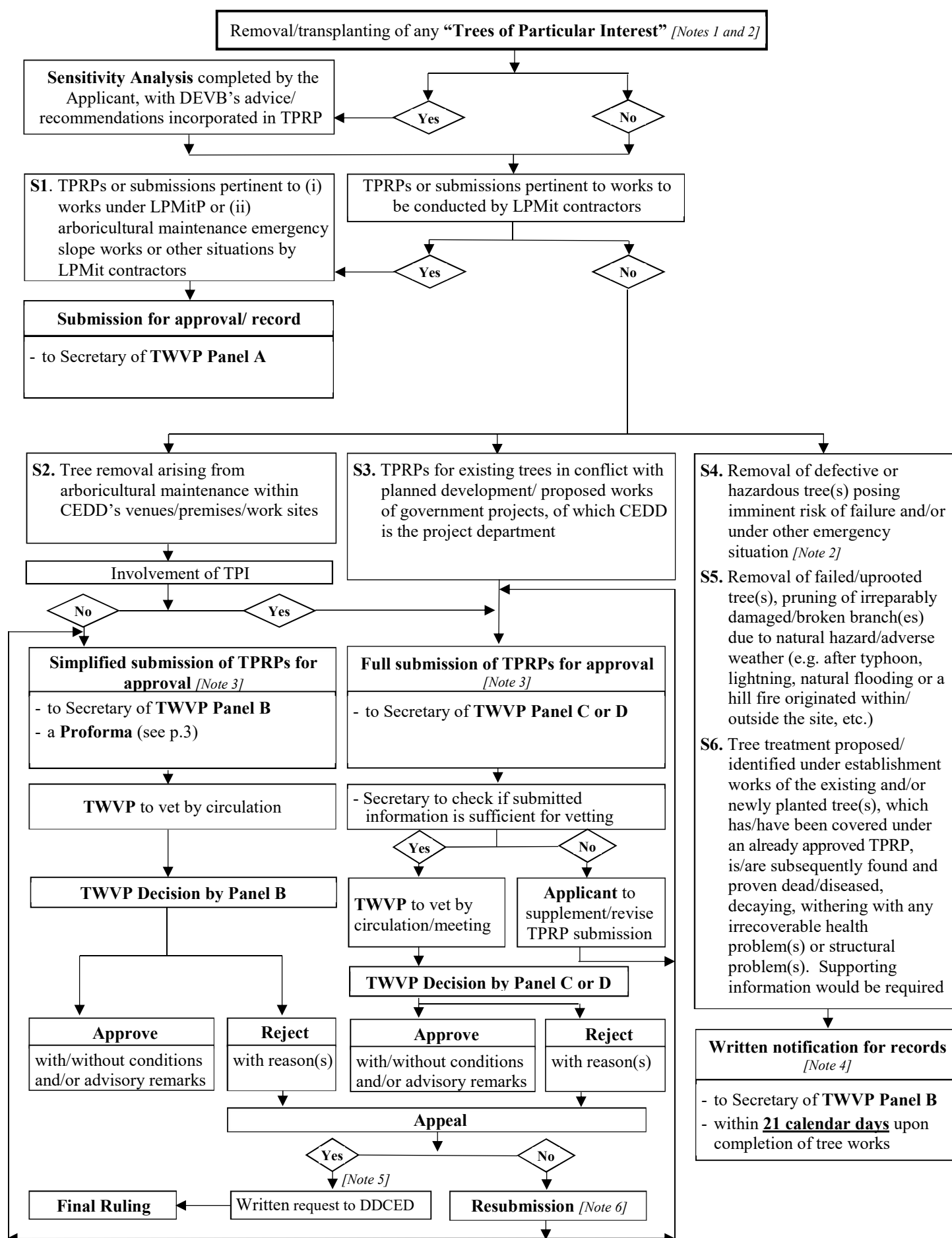
⁵ CEO and DevOs takes turn to nominate a SE to serve in the panels as coordinated by the Chairperson of the panels.

⁶ The Chairperson of Panel D would be served by CE/SD(W) and CEs of Housing Branch of CEO, CEs of SDO and CEs of WDO on a rotation basis as coordinated by DH(H) of CEO.

Panel D

Chairperson⁶: A Chief Engineer / A Project Team Leader
Member⁵ (1): A Senior Engineer
Member³ (2): A Senior Landscape Architect
Secretary: Senior Landscape Architect / Housing Project 3 (SLA/HP3)

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



Notes:

1. Refer to DEVB TC(W) No. 4/2020 and the TRAM Guidelines for detailed requirements under the enhanced protocol (with a checklist under paragraph 4.3.3 of the TRAM Guidelines 10th Edition or the latest version 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 DEVB TC(W) No. 5/2020, including subsequent amendments and updates concerning the removal of Old and Valuable Trees.
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 the 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.

**Simplified Proforma for TPRP Submission 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 ¹ of TWVP (Panel B)				File ref.:		For TWVP's use only	
1. General Information							
Project Office:							
Contract No.:				The Engineer of the Contract ² : Name and Post			
Contract Title:				Name of Consultant (as appropriate)			
Location:				District:			
Approved TPRP Ref. (if applicable, for amendment/revision):							
2. Tree Information <i>(Attach additional sheet if necessary)</i>							
Tree ID <i>(as annotated on plan)</i>	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 <i>(please attached with a proposed planting schedule and a well annotated location plan in appropriate scale)</i> <input type="checkbox"/> No, with below justification(s) with supporting documents <i>(mandatory information to be provided)</i> : 							
3. Supporting Documents³							
<input type="checkbox"/> TRA Form 1 / <input type="checkbox"/> TRA Form 2 / <input type="checkbox"/> Others <i>(please specify)</i> :							
We hereby confirm that this submission does not and will not involve any trees of particular interest. ⁴ <i>(If otherwise, please state and provide details: _____)</i>							
Compiled and submitted by⁵							
Name			Post			Tel. no.	
Signature:				Your File Ref. No.			
Date:							

¹ The Secretary responsible for TPRP Submissions from development offices (i.e. EDO, SDO and NDO) and other constituent offices (i.e. CEO, GEO, SLO, WDO and HQ) 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.

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

³ 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 Guidance Notes for Submission of Tree Preservation and Removal Proposal (TPRP) to Tree Work Vetting Panels (TWVPs) in CEDD hereof when preparing and compiling supporting documents before submission.

⁴ Please refer to paragraph 3.3.1 of DEVB's TRAM Guidelines (currently the 10th Edition, or the latest version) for details.

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