



Civil Engineering Development Department Technical Circular No. 45/2004

Submission of Major Feasibility Study Findings and Recommendations to Committee on Planning and Land Development

Introduction

This circular sets out guidelines for the submission of findings and recommendations of major feasibility studies to the Committee on Planning and Land Development (CPLD) for consideration/endorsement.

Effective Date

2. This circular shall take immediate effect.

Guidelines

3. Findings and recommendations of major feasibility studies should be thoroughly discussed at Study Working Groups and endorsed by the Study Steering Group before they are submitted to CPLD for consideration in the form of a CPLD paper. The submission should be made as soon as possible after the Draft Final Report is endorsed so that comments and views of CPLD, if any, can be taken on board before finalization of the study and preparation of the Final Report. If it is considered advantageous to obtain CPLD's endorsement on some important issues of a feasibility study before the study proceeds to the next stage, an interim submission may be made to CPLD with the issues and all necessary information properly documented to enable CPLD to consider the issues fully.

4. The CPLD paper shall summarize the background and objectives of the study, key issues being addressed, findings and recommendations, together with the decision and endorsement required from CPLD. Where there are differing views on the issues they shall be clearly spelt out. Suggested way forward, including possible alternatives and their respective pros and cons, shall be included in the paper. The necessity to attach a full copy of the Draft Final Report shall be at the discretion of the concerned Office Head.

5. It is preferable to have a short presentation of the study findings and recommendations to CPLD when the submission is made. The study consultants and where necessary, the chairmen of the Study Working Groups, should be invited to attend the CPLD meeting together with the Office Head.

Public Consultation

6. Public consultation (e.g. with District Council and Rural Committees) including consultation with the Advisory Committee on Environment and the Town Planning Board (where necessary) should not normally be carried out before the study findings and recommendations are endorsed by CPLD. For studies which are likely to attract public attention, it is essential to formulate a public consultation plan in association with Housing, Planning and Lands Bureau (HPLB) and Home Affairs Department (HAD). The Study Steering Group in which both HPLB and HAD are normally represented provides a suitable forum for discussion of the plan.

7. In the event that the Study Steering Group considers that the study findings and recommendations should be materially changed as a result of views obtained through public consultation, another submission should be made to CPLD for a decision.

Enquiries

8. Enquiries on this circular should be addressed to Senior Town Planner

(T K TSAO)
Director of Civil Engineering and Development