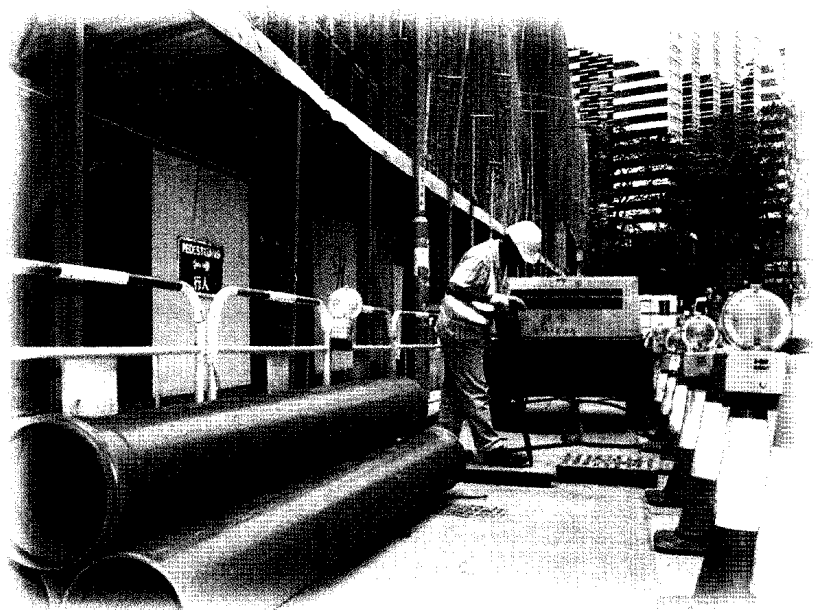


# How to make **DRAINAGE CONNECTIONS** 如何進行駁渠工程



渠務署指引簡介第二號

DSD Advise Note No. 2

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本簡介旨在介紹私人擁有或受管制地段的污水渠或雨水渠接駁到公共排水系統的程序及規定。

渠道接駁工程可由地段業主/發展商或渠務署負責。

當局鼓勵業主/發展商自行進行渠道接駁工程，因為這樣可直接控制工程進度，以及有助減少整體建築物發展的時間。

如由渠務署進行渠道接駁工程，渠務署只會在內部渠務工程完成及工地已清理後，才進行渠道接駁。因此，整體建築物發展時間會較長。

業主/發展商應盡早決定由哪一方進行工程，以便：

- ✦ 可以確定接駁點；
- ✦ 可以預先計劃建築工程；以及
- ✦ 可以在適當時間申請挖掘准許證。

本小冊子的最新版本及有關的申請表格已載於渠務署網址 <http://www.info.gov.hk/dsd>。

(本小冊子所載程序不適用於根據水污染管制(排污設備)規例而進行的渠道接駁。)

## 2

## 業主 / 發展商進行的渠道接駁工程

如你希望自行進行渠道接駁工程，須注意下列事項－

- ★ 倘若有關發展項目受建築條例管制，應委託認可人士設計、管理及監督渠道接駁工程；
- ★ 聘請專門負責道路及渠務工程的承辦商；
- ★ 就渠道接駁工程的設計可向渠務署申請批核；
- ★ 申請挖掘工程的准許證，以及遵守有關規定；
- ★ 適當地進行工程；以及
- ★ 安排技術審核及移交已建成的渠務設施。

## 2.1 渠務工程的質素及設計

你必須－

- ⊕ 按照下列文件所載的規定來設計及進行所有渠道接駁工程
  - 渠務署污水排放系統手冊
  - 渠務署雨水排放系統手冊
  - 香港政府土木工程一般規格
  - 渠務署標準圖則

排水管道及沙井的一般標準摘錄載於表 1。

## 物料

排水管道應由下列或渠務署批准的其他物料製成：

- ⊛ 污水渠 – 玻璃瓷、墨鐵、uPVC (unplasticised polyvinyl chloride)
- ⊛ 雨水渠 – 三合土、墨鐵、uPVC (unplasticised polyvinyl chloride)

## 直徑

排水渠道的直徑最少有 150 毫米。

## 最低斜度

污水渠應設計為水流量定期高於自動清洗的流量。作為一般指引，污水渠的最低斜度如下：

管道直徑	最低斜度
150 毫米	1 比 150
200 毫米	1 比 200
225 毫米	1 比 225
250 毫米	1 比 250
300 毫米	1 比 300
400 毫米	1 比 350

## 沙井

沙井應是渠務署標準圖所示的標準沙井。

表 1：一般標準



## 2.2 申請程序

你應：

- ✦ 在工程開始前，就渠道接駁圖徵詢渠務署的批准。

(我們承諾在 21 天內回覆。)

至於在建築條例管制下的發展項目，渠道接駁圖則和詳情可納入渠務圖則並提交屋宇署，他會將圖則轉交渠務署審批。

(我們承諾會在建築條例內訂明的限期內回覆。)

- ✦ 在設計或建築期間，渠道接駁工程有任何修改，應向渠務署重新提交接駁建議。輕微的修改則應在工地現場獲得渠務署人員的同意。

- 將 DSD 26 表格－公眾人士所進行的渠道接駁工程的工程審核申請，連同已核准的渠道接駁圖則，遞交渠務署操作維修科有關辦事處。申請須於工程開始前及渠務署進行工程審核前最少一個月遞交。
- 在進行初步實地視察前，應繳交工程審核費。

(我們承諾在收到 DSD 26 後的 9 個工作天內發出繳費通知。)

### **2.3 挖掘工程**

任何人士在公共道路或政府土地進行挖掘，必須向下列人士取得挖掘准許證：

- 在公共道路上挖掘，須向路政署署長申請；或

- ✦ 在未批出的政府土地上挖掘，須向地政署署長申請。

在申請挖掘准許證前，應向所屬地區的地政處或路政署分區辦事處查考有關土地的土地類別。

在申請過程中如遇有問題，渠務署各區的總工程師會樂意為你提供所需的協助及支援。

### 在公用道路上挖掘

你應 —

- ✦ 參閱路政署的「如何申請挖掘准許證及如何進行挖掘工程」小冊子所載的程序及要求，特別是修復工程的質素；  
以及

- ★ 就下列事項直接聯絡有關公共設施公司及政府部門 –
  - 服務可能受到工程所影響的公共設施公司
  - 將有關交通安排通知運輸署及警察交通部
  - 向環境保護署申請建築噪音許可證
  - 就有關道路開掘及修復工程聯絡路政署

### 在未批出的政府土地上挖掘

你應：

- ★ 以書面通知所屬地區的地政處，聲明在建議渠道接駁工程完成後，會交由渠務署負責維修工作。

## 2.4 施工

你應確保 –

- ✧ 渠道接駁工程由合資格的承建商按照已批准的圖則、規定及標準進行；
- ✧ 所使用物料的紀錄(種類、等級、質量、牌子等)和物料測試及手工均符合有關規定；
- ✧ 在渠務署的要求，進行管道、沙井或結構的驗收測試及其他測試；
- ✧ 沒有對公共排水系統造成損壞、淤塞或滋擾；並不將泥漿、沙泥、砂礫、挖掘出來的物質、建築物料等排放入公共排水系統；  
以及
- ✧ 工程在安全的情況下進行，並充份顧及工人、公眾及進行實地視察的渠務署人員的安全。

## 2.5 工程審核及渠務設施移交

在私人地段範圍以外的渠務設施應在竣工後移交渠務署負責維修。渠務署會分兩個階段進行技術審核，以查核工程的質素。

### **第 1 階段 – 初步視察 (在回填壕坑或重鋪地面前)**

安排初步視察應 –

- ✦ 最少在一星期前通知渠務署預算進行視察的日期；以及
- ✦ 準備所使用物料及驗收測試的紀錄，供渠務署在視察時檢查。

若未能安排初步視察你便應 –

- ✦ 進行彩色閉路電視勘測，確定管道的情況滿意；以及
- ✦ 將閉路電視勘測報告提交渠務署。

## 第 2 階段 – 渠務設施移交檢查

安排渠務設施移交檢查，你應 –

- ✦ 在預算進行檢查的日期前最少一星期通知渠務署；以及
- ✦ 在檢查進行時或之前，提交工程竣工圖。

當工程完滿地移交後，渠務署會 –

- ✦ 接管置於該私人地段範圍以外及於公共道路上的渠務設施；以及
- ✦ 通知你及各有關方面，包括屋宇署(如適用)。

在完滿移交後，為期 12 個月的保養期便會生效。認可人士或業主/發展商必須維修在保養期內出現的任何毛病。

### 維修責任！

若在保養期內出現的毛病經維修後仍未令渠務署滿意，渠務署會進行所需的修補工程，然後向業主/發展商收取所需費用。

## 2.6 程序流程圖

提交渠務署  
後12天內回  
覆

發展商將渠道接駁圖則  
及細則提交渠務署或屋  
宇署批核

在初步視察  
前最少一個月

發展商遞交 DSD 26 表格

9個工  
作天內  
發出

渠務署發出  
工程審核繳  
費通知

發展商申  
請挖掘  
准許證

發展商與公  
共設施公  
司、運輸  
署、警察交  
通部等聯絡

渠道接駁工程  
有修改

發展商支付  
技術審核  
費用

發展商進  
行渠道接  
駁工程

發展商就有  
關修改徵求  
渠務署批准

A



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路電視勘測報  
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如  
有  
需  
要

註：「發展商」一詞指業主/  
發展商或認可人士。

# 3

## 由渠務署進行的渠道接駁

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### 3.1 申請

如果你想由渠務署進行渠道接駁工程，你便應當：

- ✦ 將一份填妥的 DSD 25—「渠道接駁申請表」—連同經核准的渠務圖則呈交相關的渠務署操作維修部；
- ✦ 在擬施工進行渠道接駁工程前最少 3 個月提出申請；及
- ✦ 繳交接駁工程的預算費用。  
(渠務署會在收到 DSD 25 後的 9 個工作天之內發出繳款通知書。)

## 3.2 施工

渠務署應在以下階段開始施工 —

- ★ 當 —
  - 在地段的渠務工程竣工時；及
  - 已清理的地盤可供渠務署承辦商使用；及
- ★ 與其他公共設施公司及有關政府部門就挖掘工程完成所有所需的準備程序。

完成接駁工程後，渠務署將會 —

- ★ 按適當情況通知你、屋宇署及認可人士；及
- ★ 最後決定工程的實際費用及安排將餘款退還，或(倘若上次繳款款額不足)收取不足之數。

### 3.3 程序流程圖

需要渠道接駁工程前至少三個月

發展商呈交 DSD 25 表格

在 9 個工作天內發出

渠務署發出渠道接駁工程預算費用繳款通知

發展商支付渠道接駁工程費用

渠務署與公共設施公司及有關政府部門完成準備工作

地段/地盤內部排水系統完成及地盤已清理可供使用後，渠務署進行渠道接駁工程

渠務署將於工程完成後通知屋宇署及發展商

渠務署最後計算出工程實際費用

渠務署與發展商結算任何餘額/不敷之數

備註：「發展商」一詞指業主/發展商或認可人士。

# 4

## 查詢地址電話

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### 4.1 查詢

如提出申請或有任何查詢可直接郵寄或致電渠務署有關操作維修部－

#### 香港及離島渠務部

(香港島及離島區)

香港灣仔告士打道 5 號

稅務大樓 42 樓

電話：2805 6342

傳真：2827 6657

#### 九龍及新界南渠務部

(九龍、荃灣、葵青、沙田及西貢)

九龍彌敦道 405 號

九龍政府合署 15 樓

電話：2300 1441

傳真：2771 9640

#### 新界北渠務部

(屯門、元朗、北區及大埔)

九龍彌敦道 405 號

九龍政府合署 14 樓

電話：2300 1441

傳真：2770 4761

## 4.2 其他有用的聯絡地址電話

### 路政署

#### 港島區辦事處

香港北角渣華道 333 號

北角政府合署 7 樓

電話：2923 7777

傳真：2576 6244

#### 九龍區辦事處

九龍灣臨樂街 19 號

南豐商業中心 13 樓

電話：2707 7333

傳真：2758 3394

#### 新界區辦事處

九龍何文田忠孝街 88 號

何文田政府合署 2 樓

電話：2714 5555

傳真：2714 5228

地政總署

港島東區地政處

香港灣仔軒尼詩道 130 號

修頓中心 19 樓

電話：2835 1684                      傳真：2834 4324

港島南區地政處

香港灣仔軒尼詩道 130 號

修頓中心 20 樓

電話：2835 1711                      傳真：2834 4324

港島西區地政處

香港灣仔軒尼詩道 130 號

修頓中心 19 樓

電話：2835 1651                      傳真：2834 4324

**九龍東區地政處**

九龍上海街 250 號

油麻地停車場大廈 10 樓

電話：2300 1764            傳真：2782 5061

**九龍西區地政處**

九龍上海街 250 號

油麻地停車場大廈 10 樓

電話：2300 1764            傳真：2782 5061

**離島地政處**

香港中區統一碼頭道 38 號

海港政府大樓 19 樓

電話：2852 4265            傳真：2850 5104

**北區地政處**

新界粉嶺璧峰路 3 號

北區政府合署 2 樓及 6 樓

電話：2675 1502    傳真：2675 9224

2676 6432



**西貢地政處**

新界西貢親民街 34 號

西貢政府合署 3 樓及 4 樓

電話：2791 7019

傳真：2792 0706

**沙田地政處**

新界沙田

銅鑼灣山路 2 號

電話：2684 1100

傳真：2602 4093

**大埔地政處**

新界大埔汀角路

大埔政府合署

電話：2654 1263

傳真：2650 9896

**荃灣地政處**

新界荃灣

青山公路 174 至 208 號

荃灣地鐵站停車場大廈 10 樓

電話：2402 1055      傳真：2415 0703  
2412 0505

**葵青地政處**

新界荃灣

青山公路 174 至 208 號

荃灣地鐵站停車場大廈 10 樓及 11 樓

電話：2402 1055      傳真：2415 0703  
2412 0505

**屯門地政處**

新界屯門屯喜路 1 號

屯門政府合署 6 樓及 7 樓

電話：2451 1176      傳真：2459 0795

**元朗地政處**

新界元朗橋樂坊 2 號

元朗政府合署 9 至 11 樓

電話：2443 3575

傳真：2473 3134

2443 3573

2479 9736

**政府刊物銷售處**

香港金鐘道 66 號

金鐘道政府合署低座地下

電話：2537 1910

傳真：2523 7195

### 4.3 索取參考資料及申請表

	政府刊物 銷售處	渠務署 操作 維修部	網址 ( <a href="http://www.info.gov.hk/dsd">http://www.info.gov.hk/dsd</a> )	路政署及 其網址
污水排放 系統手冊	✓(購買)			
雨水排放 系統手冊	✓(購買)			
土木工程 一般規格	✓(購買)			
渠務紀錄 計劃		✓		
DSD 25 表格		✓	✓	
DSD 26 表格		✓	✓	
「如何申 請挖掘准 許證及如 何進行挖 掘工程」 小冊子		✓		✓
渠務署 標準圖		✓	✓	

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# 1

## Introduction

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**T**his Note explains the procedures and requirements for connecting foul sewers and stormwater drains from privately owned or controlled lots to public drainage systems.

The drainage connection works may be taken up by lot owners / developers or by the Drainage Services Department (DSD).

Owners / developers are encouraged to carry out the drainage connections themselves as it allows direct control of the work progress and helps reduce the overall building development time.

If drainage connections are carried out by DSD, DSD will start work only after the internal drainage works have been completed and a clear site is available. The overall building development time will therefore be longer.

Owners / developers should make an early decision as to which party to carry out the works so that -

- ⊕ the point of connection can be confirmed;
- ⊕ the construction work can be planned ahead; and
- ⊕ an excavation permit can be applied for at an appropriate time.

An up-to-date version of this booklet and the application forms are available on DSD's website at <http://www.info.gov.hk/dsd>

*(The procedures in this booklet do not apply to drainage connections carried out under the Water Pollution Control (Sewerage) Regulations.)*

## 2

## Drainage Connections by Owner / Developer

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If you wish to carry out connection works yourself, you are required to -

- ✦ Appoint an Authorised Person (AP) to design, manage and supervise the drainage connection works in case the developments are controlled under the Buildings Ordinance;
- ✦ Employ a contractor competent in roads and drainage works;
- ✦ Apply to DSD for approval of the design of the connection works;
- ✦ Obtain approval for the excavation and observe the requirements;
- ✦ Execute the works properly; and
- ✦ Arrange technical audit and handover of the completed works.



## **2.1 Quality and design of drainage works**

**You should -**

- ✪ design and construct all drainage connection works in accordance with the requirements laid down in -
  - the Sewerage Manual, DSD
  - the Stormwater Drainage Manual, DSD
  - the General Specification for Civil Engineering Works, Hong Kong Government
  - the DSD Standard Drawings

An excerpt of the general standards for drainage pipes and manholes is at Table 1.

**Materials**

Drainage pipes shall be of the following materials or other materials approved by DSD:-

- ⊕ Foul sewer - vitrified clay, ductile iron, uPVC
- ⊕ Stormwater drain - concrete, ductile iron, uPVC

**Diameter**

Drainage pipes shall have a minimum diameter of 150mm.

**Minimum Fall**

Foul sewers should be so designed that the velocity of the flow will exceed the self-cleansing velocity on a regular basis. As a general guide, the minimum fall of foul sewers is as follows :-

<i>Diameter of pipe</i>	<i>Minimum fall</i>
150mm	1 in 150
200mm	1 in 200
225mm	1 in 225
250mm	1 in 250
300mm	1 in 300
400mm	1 in 350

**Manholes**

Manholes should be standard manholes shown in 'DSD Standard Drawings'.

**Table 1 : Some general standards**

## **2.2 Application procedures**

### **You should -**

- ✦ seek DSD's prior approval for the drainage connection plans before the works start.

*(We pledge to respond to submissions within 21 days.)*

For developments controlled under the Buildings Ordinance, drainage connection plans and details can be incorporated into drainage plans and submitted to the Building Authority which will refer the submissions to DSD for approval.

*(We pledge to respond within the times specified in the Buildings Ordinance.)*

- ✦ resubmit connection proposals to DSD if there is any amendment to drainage connection works during the design or construction stage. Minor amendments can be agreed with DSD staff on site.

- ★ submit the *Form DSD 26 - Application for Technical Audit of Drainage Connection Works carried out by a Member of the Public* - together with the approved drainage connection plans to the relevant Office of the Operations & Maintenance Division of DSD. The submission should be made before work on site has commenced and **at least one month** before the technical audit by DSD is required.
- ★ pay the fee for the technical audit prior to the initial site inspection.

*(We pledge to issue a Demand Note within 9 working days upon receipt of a DSD 26.)*

### **2.3 Excavation works**

Any person making an excavation in a public road or Government land should obtain an Excavation Permit from -

- ★ the Director of Highways for an excavation in a public road; or

- ✪ the Director of Lands for an excavation in unallocated Government land.

You should check the land status with the respective District Lands Office (DLO) or Highways Regional Office before applying for an Excavation Permit.

If you encounter any problems in the process, DSD regional chief engineers will be happy to provide the necessary assistance and support.

### Excavation in a public road

#### **You should -**

- ✪ refer to the Highways Department's booklet "*How to apply for an Excavation Permit and how to conduct Excavation Works*" for procedures and requirements, in particular the quality of the reinstatement works;

and

- ⊕ liaise directly with the utility companies and departments concerned -
  - the utility companies whose services may be affected by the works
  - the Transport Department and the Traffic Police on matters concerning traffic arrangements
  - the Environmental Protection Department for Construction Noise Permits
  - the Highways Department concerning road opening and reinstatement works

### Excavation in unallocated Government land

#### **You should -**

- ⊕ write to the respective DLO with a declaration that the proposed drainage connection works will be handed over to DSD for maintenance upon completion.

## **2.4 Execution of works**

You should ensure that -

- ✦ the drainage connections are executed by competent contractors in accordance with the approved drawings, specifications and standards;
- ✦ records of material used (*type, grade, class, brand name, etc.*) and tests on materials used and workmanship demonstrating satisfactory compliance with the requirements are maintained;
- ✦ acceptance tests on the pipelines, manholes or structures, and other tests are carried out if required by DSD;
- ✦ there is no damage to, blockage of, or interference with the public drainage systems. There should not be any mud, sand, silt, excavated materials, construction debris, etc. discharged into the public drainage systems;  
and
- ✦ the works are carried out in a safe manner with due regard to the safety of workers, the public and DSD staff carrying out site inspections.

## **2.5 Technical audit and handover of works**

Drainage works outside the lot shall be handed over to DSD for maintenance upon completion. DSD will conduct a technical audit in two stages to check the quality of works.

***Stage 1 - initial inspection*** (prior to backfilling the pipelines or covering up)

To arrange for an initial inspection, **you should -**

- ✦ notify DSD **at least one week in advance** of the intended date of inspection; and
- ✦ make available the records of materials used and acceptance tests for scrutiny by DSD during the inspection.

If an initial inspection cannot be arranged, **you should-**

- ✦ carry out a colour closed circuit television (CCTV) inspection to confirm the satisfactory conditions of pipelines, and
- ✦ submit the CCTV survey reports to DSD.



## **Stage 2 - handing over inspection**

To arrange for the handing over inspection, **you should** -

- ⊕ inform DSD **at least one week before** the intended date of inspection; and
- ⊕ submit as-built record drawings of the works on or before the inspection.

Upon satisfactory handover of the works, **DSD will** -

- ⊕ take over the drainage works beyond the lot boundary and in public roads; and
- ⊕ notify you and all parties concerned including the Building Authority as appropriate.

A 12-month defects liability period will start upon satisfactory handover. The AP or the owner / developer is required to rectify any defects found during the liability period.

### **Liability for defects !**

In case of any defects found during the liability period not rectified to the satisfaction of the Drainage Services Department, DSD will carry out the necessary remedial works and recover the costs from the owner/developer.

## 2.6 Procedural flowchart

*Respond within 21 days if the submission was made to DSD*

Developer submits drainage connection plans and details to DSD or BD for approval

*At least one month before the initial inspection*

Developer submits Form DSD 26

*Issue within 9 working days*

DSD issues a Demand Note for the technical audit fee

Developer applies for Excavation Permit

Developer liaises with utility companies, Transport Dept., Traffic Police, etc.

*For amendments to drainage connection works*

Developer pays the technical audit fee

Developer carries out drainage connection works

Developer seeks DSD's approval for the amendments

A

Drainage Connections by Owner / Developer

A

*At least one week in advance*

Developer gives notice of initial inspection before backfilling or covering up

*Initial inspection cannot be made*

DSD conducts initial site inspection and Developer provides records of material quality & acceptance tests

Developer submits CCTV survey report

*At least one week in advance*

Developer gives notice of handing over inspection

DSD confirms the internal conditions of pipelines in order

Developer submits as-built drawings

DSD takes over the works if they are found to be satisfactory

Developer carries out remedial works within a 12-month defects liability period if required

*Remarks - The term "Developer" refers to the owner / developer or the Authorized Person.*

# 3

## Drainage Connections by the Drainage Services Department

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### 3.1 Application

If you wish to have the drainage connection works carried out by DSD, **you should -**

- ★ submit a completed Form *DSD 25 - Application for Drainage Connections* - together with the approved drainage plans to the relevant O&M Division of DSD;
- ★ apply **at least 3 months before** the proposed commencement of drainage connection works;  
and
- ★ pay the estimated cost for the connection works.  
*(DSD will issue a Demand Note within 9 working days upon receipt of a DSD 25.)*

### **3.2 Execution of Works**

DSD shall commence work :-

- ⊕ upon -
  - completion of the drainage works within the lot;  
and
  - a clear site being available to the DSD contractor;  
and
- ⊕ after completion of all the necessary preparatory procedures with the utilities and departments concerned on matters relating to excavation.

Upon completion of the connection works, DSD will -

- ⊕ notify you, the Building Authority and the AP as appropriate; and
- ⊕ finalise the actual cost of the works and arrange refund of the balance, or collection of supplementary payment if the previous payment is not sufficient.

### **3.3** Procedural flowchart

*At least 3 months  
before the drainage  
connection works  
are required*

*Issue within  
9 working days*

Developer submits Form DSD 25

DSD issues a Demand Note for the estimated cost of the drainage connection works

Developer pays the fee for the connection works

DSD completes the preparatory work with the utilities and departments concerned

DSD carries out drainage connection works after internal drainage within lot / site has been completed and a clear site is available

DSD notifies the Building Authority and the Developer of completion of works

DSD finalizes the actual cost of the works

DSD settles any balance / deficit with the Developer

*Remarks - The term "Developer" refers to the owner / developer or the Authorized Person.*

# 4

## Directories

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### 4.1 Enquiries

Applications and enquiries should be directed to the relevant O&M Division of DSD:-

#### **Hong Kong and Islands Division**

*(Hong Kong Island and Islands District)*

42nd floor, Revenue Tower

5 Gloucester Road

Wanchai

Hong Kong

Tel : 2805 6342 Fax : 2827 6657

#### **Mainland South Division**

*(Kowloon, Tsuen Wan, Kwai Tsing, Sha Tin and Sai Kung)*

15th floor, Kowloon Government Offices

405 Nathan Road

Kowloon

Tel : 2300 1441 Fax : 2771 9640

#### **Mainland North Division**

*(Tuen Mun, Yuen Long, North District & Tai Po)*

14th floor, Kowloon Government Offices

405 Nathan Road

Kowloon

Tel : 2300 1441 Fax : 2770 4761

## **4.2 Other useful contacts**

### Highways Department

#### **Hong Kong Regional Office**

7th floor, North Point Government Offices  
333 Java Road  
North Point  
Hong Kong  
Tel : 2923 7777      Fax : 2576 6244

#### **Kowloon Regional Office**

13th floor, Nam Fung Commercial Centre  
19 Lam Lok Street  
Kowloon Bay  
Kowloon  
Tel : 2707 7333      Fax : 2758 3394

#### **New Territories Regional Office**

2nd floor, Ho Man Tin Government Offices  
88 Chung Hau Street  
Ho Man Tin  
Kowloon  
Tel : 2714 5555      Fax : 2714 5228



## Lands Department

### **District Lands Office, Hong Kong East**

19th floor, Southern Centre

130 Hennessy Road

Wanchai

Hong Kong

Tel : 2835 1684    Fax : 2834 4324

### **District Lands Office, Hong Kong South**

20th floor, Southern Centre

130 Hennessy Road

Wanchai

Hong Kong

Tel : 2835 1711    Fax : 2834 4324

### **District Lands Office, Hong Kong West**

19th floor, Southern Centre

130 Hennessy Road

Wanchai

Hong Kong

Tel : 2835 1651    Fax : 2834 4324

**District Lands Office, Kowloon East**

10th floor, Yau Ma Tei Carpark Building  
250 Shanghai Street  
Kowloon  
Tel : 2300 1764    Fax : 2782 5061

**District Lands Office, Kowloon West**

10th floor, Yau Ma Tei Carpark Building  
250 Shanghai Street  
Kowloon  
Tel : 2300 1764    Fax : 2782 5061

**District Lands Office, Islands**

19th floor, Harbour Building  
38 Pier Road  
Central  
Hong Kong  
Tel : 2852 4265    Fax : 2850 5104

**District Lands Office, North**

2nd & 6th floors, North District Government Offices  
3 Pik Fung Road  
Fanling  
New Territories  
Tel : 2675 1502    Fax : 2675 9224  
2676 6432

**District Lands Office, Sai Kung**

3rd & 4th floors, Sai Kung Government Offices  
34 Chan Man Street  
Sai Kung  
New Territories  
Tel : 2791 7019    Fax : 2792 0706

**District Lands Office, Sha Tin**

2 Tung Lo Wan Hill Road  
Sha Tin  
New Territories  
Tel : 2684 1100    Fax : 2602 4093

**District Lands Office, Tai Po**

1st floor, Tai Po Government Offices Building  
Ting Kok Road  
Tai Po  
New Territories  
Tel : 2654 1263    Fax : 2650 9896

**District Lands Office, Tsuen Wan**

10th floor

Tsuen Wan Station Multi-storey Carpark Building

174-208 Castle Peak Road

Tsuen Wan

New Territories

Tel : 2402 1055      Fax : 2415 0703

2412 0505

**District Lands Office, Kwai Tsing**

10th & 11th floors

Tsuen Wan Station Multi-storey Carpark Building

174-208 Castle Peak Road

Tsuen Wan

New Territories

Tel : 2402 1055      Fax : 2415 0703

2412 0505

**District Lands Office, Tuen Mun**

6th & 7th floors, Tuen Mun Government Offices

1 Tuen Hi Road

Tuen Mun

New Territories

Tel : 2451 1176      Fax : 2459 0795

**District Lands Office, Yuen Long**

9th - 11th floors

Yuen Long Government Offices and Tai Kiu Market

2 Kiu Lok Square

Yuen Long

New Territories

Tel: 2443 3575      Fax: 2473 3134

2443 3573              2479 9736

**Government Publications Centre**

Ground Floor, Low Block

Queensway Government Offices

66 Queensway

Hong Kong

Tel: 2537 1910      Fax: 2523 7195

### 4.3 Where to obtain reference materials and application forms

	GPC	O&M Divisions	DSD website ( <a href="http://www.info.gov.hk/dsd">http://www.info.gov.hk/dsd</a> )	HyD & its website
Sewerage Manual	✓ (Purchase)			
Stormwater Drainage Manual	✓ (Purchase)			
General Specification for Civil Engineering Works	✓ (Purchase)			
Drainage record plans		✓		
Form DSD 25		✓	✓	
Form DSD 26		✓	✓	
Booklet "How to apply for an Excavation Permit and how to conduct Excavation Works"		✓		✓
DSD Standard Drawings		✓	✓	

Notes: GPC - Government Publications Centre

HyD - Highways Department. Website address is <http://www.hyd.gov.hk>



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