

Excavation Ref. No.: _____

Notice No.: _____
(To be filled in by Administration Support Unit, EMO)

**THE CHINESE UNIVERSITY OF HONG KONG
ESTATES MANAGEMENT OFFICE**

Application for an Excavation

(Required for any form of excavation in campus, to be applied normally at least 3 working days in advance of excavation work unless otherwise exempted in cases of emergency service)

1. **Job Title** : _____

2. **Purpose of Excavation** : _____

3. **Location/Proposed Route of Excavation** : _____
(supplement with a sketch if possible)

4. **Proposed Date of Commencement of Excavation** : _____

5. **Scheduled Completion Date of Excavation** : _____
(corresponding to (4), inclusive for backfilling, making good of the disturbed area or other form of reinstatement and proper clearance)

6. **Details of Applicant** :

a) **External** :

Company Name : _____

Representative : _____

Telephone No. : _____ (day) _____ (night)

b) **Internal** :

Section/Unit : _____

Officer Responsible : _____

Extension No. : _____

7. **Precautionary Measures Pledged by Applicant** :

Applicant must comply with :

The current edition of regulations, codes of practice and working guidelines issued by the HKSAR Government.

The Electricity Supply Lines (Protection) Regulation, Chapter 406H.

Competent Person's Name : _____

Competent Person's Authorized No. : _____

Highways Department – Code of Practice for the Lighting, Signing and Guarding of Road Works.

8. **Declaration by Applicant** :

I hereby apply for permission to undertake the subject work and pledge to diligently carry out the work under this permit in accordance with the proposal endorsed by the Estates Management Office of the Chinese University of Hong Kong. I understand that failure to implement the above precautionary measures on my part will invalidate this permit immediately, in which case the University may carry out any remedial measures at my cost without further notice or consultation. I also pledge to indemnify and save harmless the University for any claim, damage, loss or expense in respect of injuries to persons or property arising out of and in the course of the execution of the work.

Signed

In block letters

For and on behalf of

_____ (Company Name & Chop)

Date

9. Comments by supervisory staff of Estates Management Office :

Signed _____

(in block letters)

Post _____

Date _____

10. Approval/Disapproval :

a) Particulars of approval :-

Application No. : _____

Period of Work : from _____ to _____

Other conditions imposed _____

b) Reasons of disapproval _____

for Director, Estates Management Office

Date _____

11. Determination :

Work concluded satisfactorily on _____

Consequent to work having been carried out unsatisfactorily, the following services were incurred by the University at a charge of \$ _____

Precautionary measures in default of item 7 _____

Reinstatement _____

Clearance _____

Other repairs _____

for Director, Estates Management Office

Date : _____

c.c. Security Officer
COW