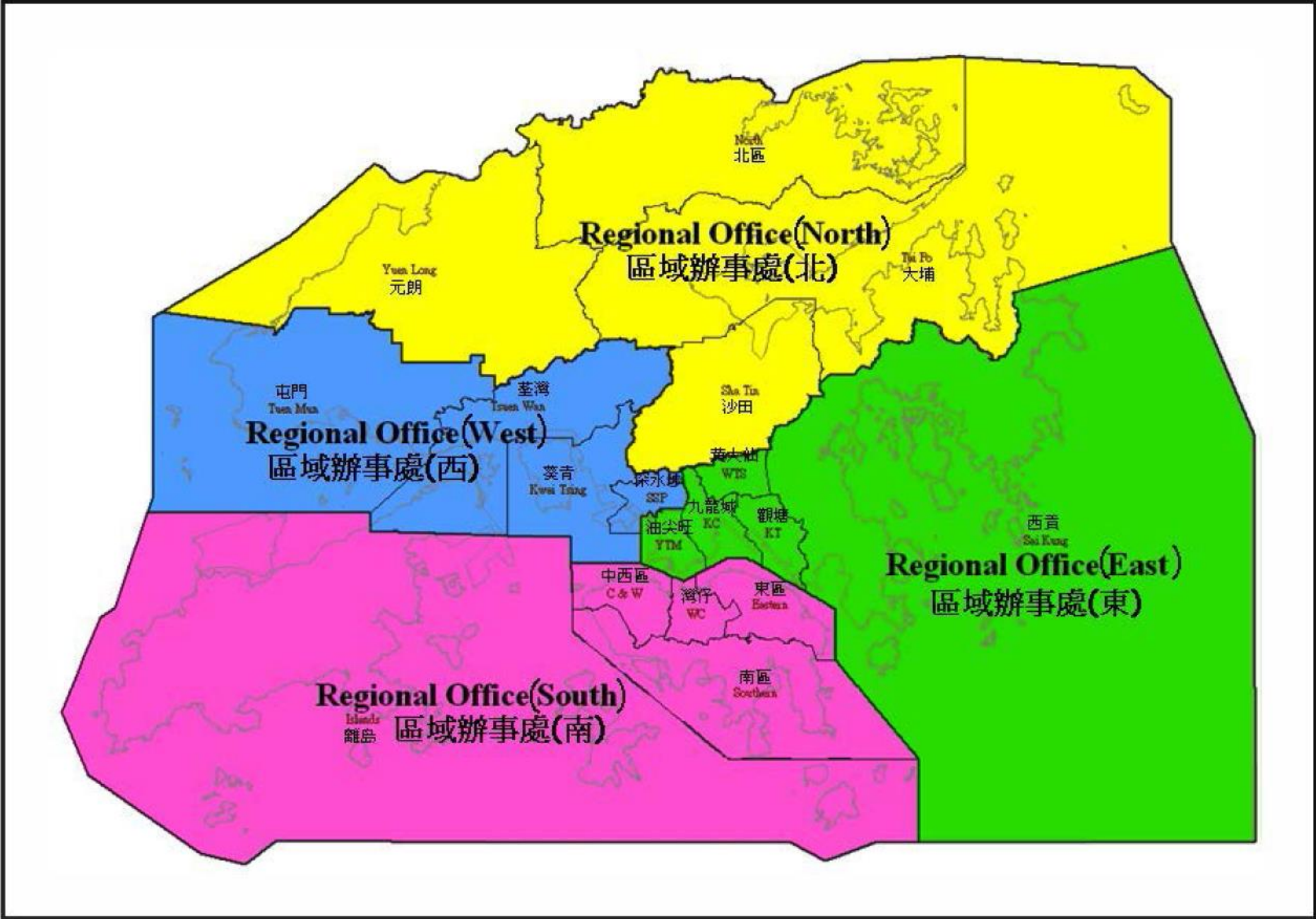


EPD has restructured the six Local Control Offices to four Regional Offices. The addresses of the regional offices and their control boundaries are updated as below.

<b><u>Regional Offices</u></b>	<b><u>Areas Covered</u></b>	<b><u>Address</u></b>	<b><u>Hotline &amp; Fax</u></b>	
<b>Regional Office (East)</b>	Sai Kung, Kwun Tong, Wong Tai Sin, Kowloon City & Yau Tsim Mong	5/F., Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon.	Hotline	: 2755 5518
			Fax.	: 2756 8588
<b>Regional Office (South)</b>	Hong Kong Island & Islands	2/F., Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong.	Hotline	: 2516 1718
			Fax.	: 2960 1760
<b>Regional Office (West)</b>	Tuen Mun, Tsuen Wan, Kwai Tsing & Sham Shui Po	8/F., Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories.	Hotline	: 2417 6116
			Fax.	: 2411 3073
<b>Regional Office (North)</b>	Yuen Long, Shatin, Tai Po & North	10/F., Shatin Government Offices, No.1 Sheung Wo Che Road, Shatin, New Territories..	Hotline	: 2158 5757
			Fax.	: 2685 1133



**ENVIRONMENTAL PROTECTION DEPARTMENT  
PRACTICE NOTE FOR PROFESSIONAL PERSONS**

**A Revised Streamlined Approach for Vetting of  
Drainage Plans Referred to EPD for Comments**

This paper outlines the principles which supersede the ProPECC PN 1/95 entitled "A Streamlined Approach for Vetting of Drainage Plans Referred to EPD for Comments" and incorporates the changes adopted recently by the Environmental Protection Department (EPD) in order to further streamline the vetting process of drainage plans referred to the department by the Buildings Department (BD), as the Authority under the Buildings Ordinance. Whilst the changes relate solely to the internal procedures of the EPD, there is a need to inform Authorized Persons (APs), and others who may be involved at some stage in the preparation of drainage plans, of the general procedures adopted in vetting drainage plan submissions.

2. Drainage plans of development projects submitted to the BD are referred to the EPD for comment whenever there is a concern for pollution control. After examining the drainage referrals from the environmental protection perspective, the EPD will give comments to BD for coordination of a reply to APs. The processing period from receipt of drainage plan submissions by BD to BD receiving comments from EPD is usually 4 weeks for new submission and 2 weeks for revised submission as required by the Building Authority.

3. In the past, few water control zones had been declared and most liquid effluents were not yet subject to control under the Water Pollution Control Ordinance (WPCO). At that time, as many APs still lacked practical experience in wastewater treatment, it was therefore necessary to vet drainage referrals in some detail to ensure that the drainage systems and wastewater treatment facilities would not cause pollution because of an inappropriate choice of treatment process, or operational problems caused by poor engineering design. This approach, though very successful in preventing pollution problems at the planning stage, is very time consuming, and if not applied sensibly, can slow down approvals. Now that the whole Territory falls within gazetted water control zones and APs are generally more familiar with wastewater treatment technology, EPD has adopted a new approach which is aimed at expediting the approval process.

4. Under the new approach, EPD will vet only those important or special cases which have potential to cause serious adverse effects on the environment or cause problems which, although less serious, would take a long time to rectify. A submission which falls within one of the following four categories is regarded as an important/special case :

- (i) A submission for an industrial discharge which contains any toxic metals, any toxic/prohibited substances, or a high pollution load due to large flows or high concentrations of chemical oxygen demand (COD), biochemical oxygen demand (BOD), suspended solids (SS) or oil and grease, or which is highly acidic/alkaline or hot.
- (ii) A submission for a development which :
  - (a) falls within the distance limits specified in S.8.3 and S.9.1 of the Technical Memorandum - Standards for Effluents Discharged into Drainage and Sewerage Systems, Inland and Coastal Waters;
  - (b) employs septic tank and soakaway system and the system falls within the minimum clearance distances specified in Appendix D of ProPECC PN 5/93; or
  - (c) falls within a water gathering ground.
- (iii) A submission made by a building developer for a domestic sewage treatment works.
- (iv) A submission involving the employment of non-conventional wastewater treatment methods.

5. In addition to vetting only the important/special cases, EPD will focus only on those aspects which are vital to the provision of proper drainage/wastewater treatment facilities and the achievement of the required effluent quality. These include drainage layout plans, sources and characteristics of wastewater, design effluent standards, the suitability and adequacy of the treatment method(s) selected for achieving the required effluent quality, key design parameters (e.g. flow rate and characteristics of raw wastewater), design assumptions, process design, hydraulic profile, sludge treatment and disposal facilities, provision of essential standby equipment, discharge location of the treated effluent, percolation test results, minimum clearance requirements for soakaway systems and identification of any potential major operating problems (e.g. access for operation and maintenance, etc).

6. As regards the design requirements of drainage/wastewater treatment facilities, in particular those which are not categorized here as important/special cases, the APs and other concerned professionals should still refer to the related ProPECC Practice Notes (e.g. ProPECC PN 5/93 and PN 1/94) issued by the EPD in preparing their drainage plan submissions.

7. For those drainage plans which will not be vetted by the EPD under this streamlined approach, the AP and the owner should be reminded that it is their duty and responsibility to provide proper facilities to treat all effluents and wastes generated as necessary and dispose of them in full compliance with the relevant legislative requirements.

8. The drainage referral function, previously undertaken centrally by the Drainage Plans and Referral Section in EPD, has been decentralized to the six Local Control Offices (LCOs) since 1995. A map delineating the boundaries of the LCOs and a table listing the correspondence addresses of the LCOs are attached. Whilst LCOs will use the screening criteria mentioned above as a general guide, they are also in a position to use their knowledge of local conditions to give special consideration to cases with particular environmental concerns.

9. For the avoidance of doubt, all drainage plans should continue to be submitted to the Buildings Department. Also, it should be emphasized that any approvals granted do not absolve the project proponent from control under the environmental legislation. It is therefore the responsibility of the AP and the owner to ensure that the effluents discharged from the drainage/wastewater treatment facilities will be able to comply with any current statutory environmental requirements.

(M.J. Stokoe)

Ag. Director of Environmental Protection

Environmental Protection Department  
28/F Southorn Centre  
130 Hennessy Road  
Wan Chai

Issued December 1997  
Ref. : EP 81/C2/28 Annex I

## Correspondence Addresses of Local Control Offices

### **Local Control Office (Territory North)**

- for North, Tai Po and Sha Tin Districts

Environmental Protection Department  
Local Control Office (Territory North)  
Units 1-10, 11/F  
Grand Central Plaza Tower 1  
138 Shatin Rural Committee Road  
Sha Tin, N.T.  
Fax : 2685 1133

### **Local Control Office (Territory South)**

- for Hong Kong Island (i.e. Central & Western, Wan Chai, Eastern & Southern Districts), and Islands Districts

Environmental Protection Department  
Local Control Office (Territory South)  
3/F, Chinachem Exchange Square  
1 Hoi Wan Street  
Quarry Bay  
Hong Kong  
Fax : 2960 1761

### **Local Control Office (Urban East)**

- for Sham Shui Po, Yau Tsim Mong and Kowloon City Districts

Environmental Protection Department  
Local Control Office (Urban East)  
Suite UG01-02 and Unit 101  
Block 2, Ho Fai Commercial Centre  
222-224 Sai Lau Kok Road  
Tsuen Wan, N.T.  
Fax : 2402 8275

### **Local Control Office (Urban West)**

- for Tsuen Wan and Kwai Tsing Districts

Environmental Protection Department  
Local Control Office (Urban West)  
8/F, Tsuen Wan Government Offices  
38 Sai Lau Kok Road  
Tsuen Wan, N.T.  
Fax. : 2415 8958

### **Local Control Office (Territory East)**

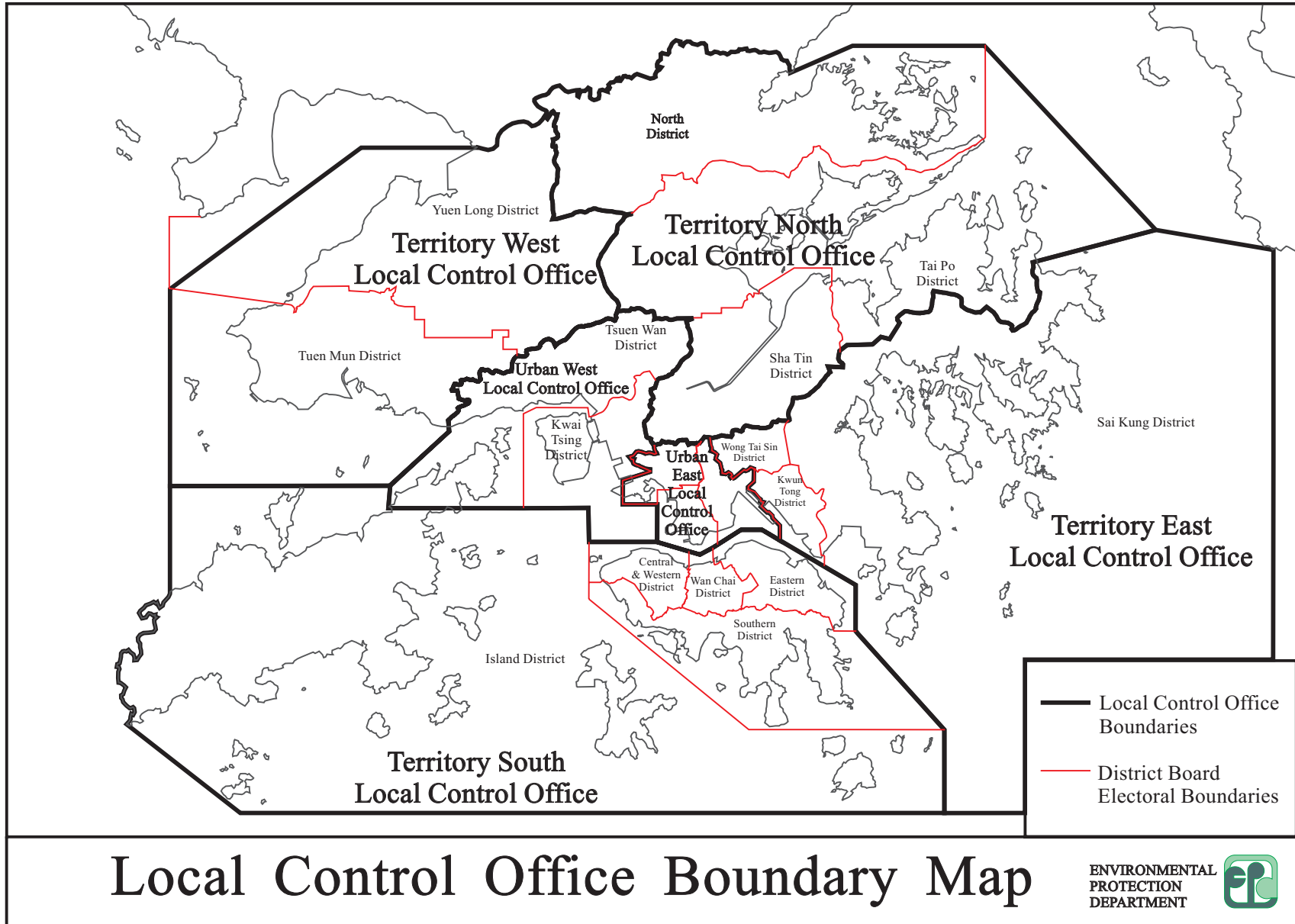
- for Wong Tai Sin, Kwun Tong and Sai Kung Districts

Environmental Protection Department  
Local Control Office (Territory East)  
5/F, Nam Fung Commercial Centre  
19 Lam Lok Street  
Kowloon Bay  
Kowloon  
Fax : 2756 8588

### **Local Control Office (Territory West)**

- for Yuen Long and Tuen Mun Districts

Environmental Protection Department  
Local Control Office (Territory West)  
7/F, Chinachem Tsuen Wan Plaza  
455 Castle Peak Road  
Tsuen Wan, N.T.  
Fax : 2611 9149



# Local Control Office Boundary Map

ENVIRONMENTAL  
PROTECTION  
DEPARTMENT

