

**Checklist and Considerations of Temporary Traffic Arrangement (TTA)
for Road Works**

I. Purpose

This document is prepared for providing guidelines to facilitate the project proponent and its designer to prepare their TTA submissions for Road Works.

II. General Notes

1. The project proponent and its designer of the TTA should exercise their professional judgement to review the local traffic conditions and patterns, assess the traffic and pedestrian impact induced by the TTA, and suitably formulate the TTA with a view to minimizing the adverse traffic and pedestrian impact.
2. The TTA should comply with the requirements in the following guidelines:
 - a) Code of Practice for the Lighting, Signing and Guarding of Road Works; &
 - b) Traffic Impact Assessment & Day-time Ban Requirements for Road Works on Traffic Sensitive Routes [Highways Department Guidance Notes No. RD/GN/021A]
3. The project proponent and its designer shall self-check the TTA against the checklist before submission to Transport Department (TD) and Hong Kong Police Force (HKPF) with a view to streamlining the approval process of the TTA. Please note that the checklist is not exhaustive requirements and the subject officers in TD and HKPF may offer additional comments to the submitted TTA.
4. The project proponent and its designer shall be responsible for overseeing the implementation of the TTA to ensure it complies with the TTA drawings, monitoring the traffic situation and adjusting the TTA as necessary in order to avoid adverse traffic impact.

III. Checklist for TTA drawing

<u>Aspect</u>	<u>Items to be checked</u>
a) Basic information	<ul style="list-style-type: none"> • Descriptions on project information (e.g. client and the reasons for TTA); • Indicate the extent of works area with key plan; & • Advise the works period, duration and the anticipated programme / stages of works.
b) Details of TTA drawings	<ul style="list-style-type: none"> • Draw in appropriate scale to present the details of the TTA; • Use the latest basemap with traffic aids, including existing traffic signs, road markings, run-in/out, pedestrian accesses/facilities, street furniture (such as railing), etc; • Indicate the dimension of critical carriageway / cycle track / footpath and the remaining clear width of carriageway / cycle track / footpath; • Indicate the affected public transport facilities and the proposed arrangement; • Indicate the affected existing traffic signs, traffic light signals and traffic management facilities, and the proposed arrangement; • Indicate the nearby construction site or ongoing TTA; & • Endorsement by Professional Engineer for TTA on carriageway according to Section 1.14 of the General Specification for Civil Engineering Works and Chapter 4, Section 1, Clause 6 of Excavation Permit Processing Manual.

IV. Considerations in preparation of TTA

1. Minimise the extent of affected area as far as practical to reduce traffic / pedestrian impact;
2. Plan the implementation time and staging of TTA. For instance, TTA during major holidays such as Chinese New Year, Labour Day, Christmas should be avoided for road sections near tourism attraction;
3. Check any planned public events in the area during the implementation period of TTA;
4. Implement appropriate measures to minimize disturbance to traffic / pedestrian (e.g. decking over during peak hours);
5. Maintain adequate width of carriageway, cycle track and/or footpath for traffic / pedestrian flow on the road section;
6. Avoid obstruction to critical emergency access (e.g. EVA, building's emergency exit, etc.);
7. Evaluate traffic, pedestrian and public transport diversion routes, if necessary;
8. Assess the capacity of critical junctions / road section during implementation of TTA;
9. Consider suitable temporary traffic signal control (i.e. temporary traffic signal light or Stop/ Go operation) and evaluate its traffic impact including junction capacity, method of control, queue length analysis, if necessary;
10. Conduct swept path analysis for the affected junctions, vehicular accesses, narrow road sections, etc.;
11. Consider proper arrangement for any affected public transport facilities;
12. Suspend / relocate the affected on-street public parking spaces, if necessary;
13. Consider proper arrangement for any affected traffic signs, traffic light signals and traffic management facilities, and carry out reinstatement works after completion of TTA;
14. Impose temporary no-stopping restriction, temporary banning of turns, temporary vehicle length prohibition and/or temporary speed limit, if necessary;
15. Conduct Traffic Impact Assessment (TIA) for the list of roads in Annex 1 of the Highways Department Guidance Notes No. RD/GN/021A which includes Red Routes and Pink Routes and some other traffic sensitive routes;
16. Liaise with the projects / developments in the vicinity and coordinate the TTA planning to avoid causing unnecessary disturbance to the public; &
17. Sufficient sight distance shall be maintained in particular near junctions and pedestrian crossings.

V. Publicity, Message Dissemination, Consultation of Stakeholders and Contingency Plan (if needed)

1. Consult the affected stakeholders including but not limited to nearby residents/ tenants, nearby shops, nearby schools, hospitals, fire stations, etc. and the concerned District Councilors, if appropriate;
2. Consult the affected public transport operators for diversions, suspension of stops, etc., and tunnel operators where appropriate;
3. If appropriate, written consent shall be obtained from the affected stakeholders, with significant operation concerns and impact arising from the TTA;
4. The project proponent shall provide a hotline to answer queries in relation to the TTA;
5. Deploy advance notice board for the TTA, if necessary;
6. Report commencement and/or completion of large scale TTA to Emergency Transport Co-ordination Centre (ETCC);
7. Disseminate message through mobile variable message signboard, hanging banners, if required;
8. Consult relevant cycling associations if the TTA would affect the cycle tracks and / or cycle parking spaces; &
9. Contingency Plan:
 - i. For large scale TTA or TTA with significant impact, a Contingency Plan shall be prepared to handle the following circumstances –
 - a) Serious traffic congestion (a monitoring plan shall be formulated and detailing the necessary monitoring regime and introduce the yardstick to call off the TTA);
 - b) Equipment breakdown (spare equipment/ resources available);
 - c) Inclement weather; &
 - d) Alternative TTA for contingency.
 - ii. The communication channels including emergency contacts (including project office and works agent) shall be provided in case of emergencies.