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**Guidelines for Application of Payphone Sites
on Unleased and Unallocated Government Land**

1 Scope

- 1.1 This document describes the principles and procedures for the application and use of payphone sites on unleased and unallocated government land. (Note: Unallocated government land means government land which has not been allocated for use by particular government bodies.)

2 Submission of Master Plan

- 2.1 In order to have better control for block licences to be issued to Fixed Telecommunications Network Services (FTNS) operators, a master plan should be submitted to the Office of Telecommunications Authority (OFTA) for endorsement before the final submission to Lands Department. The master plan should show the locations and dimensions of all the existing payphone kiosks (for Hong Kong Telephone Company only) and the proposed locations and dimensions of those payphone kiosks (for all four FTNS operators) planned for the next 12 months. Any late submission would be treated with equal priority under clause 4.3.
- 2.2 The first master plan of each operator should be submitted to OFTA on or before 31 October 1996.
- 2.3 Conflicting claims among the operators on payphone sites should be resolved in accordance with the principles set out in paragraph 9.
- 2.4 In order to ensure that the master plans could be processed efficiently by OFTA and the Lands Department, the submissions should be in a unified format. In addition to the 1:1000 location plans of the kiosks, operators are requested to submit the master plans stored in floppy disks, readable by a commonly available database management software such as Foxpro or dBase V.
- 2.5 The database structure and format of the master plan are shown in Annex 1 and Annex 2. Annex 2 shows a fictitious payphone record for illustration. The field "installation date" should be left blank for any proposed site until the kiosk is actually installed.

3 Confidentiality of Master Plan

- 3.1 Subject to clause 3.2, the master plans (and its subsequent alterations) submitted by the operators to OFTA would not be disclosed to any third parties, except for existing payphone locations.

- 3.2 In the case of conflicting claims, only the locations and grid references of the payphone sites in question would be released to the concerned operators. The concerned operators should keep such information in strict confidence.

4 **Alteration to Master Plan**

- 4.1 After the issue of the block licence, operators might request for alteration of payphone sites. Any subsequent alterations would be dealt with by OFTA quarterly.
- 4.2 Operators are requested to submit to OFTA any alterations to kiosk locations before the end of each quarter. Any installation or demolition of kiosks should be indicated by updating the field “installation date” or “cancellation date” accordingly.
- 4.3 For fairness among all operators, any late submissions would not be processed by OFTA until the end of the next quarter. For the purpose of this guideline, the end of each quarter are the 31st of March, the 30th of June, the 30th of September and the 31st of December respectively.
- 4.4 The operators should maintain an updated master plan from time to time for inspection upon the request by OFTA or Lands Department.

5 **Assignment of Kiosk Identification Number**

- 5.1 For the purpose of easy identification, a kiosk identification number (KID) would be assigned to each payphone kiosk by the operators when submitting their master plans and its subsequent alterations.
- 5.2 The KID should take the format “xyz-abcd”, where “xyz” is a three digits operator code and “abcd” is a four digits serial number. The KID should be assigned in ascending sequence.
- 5.3 The KID should be displayed at a prominent position of the kiosk. For operational convenience, the display of operator code on the kiosk is at the discretion of individual operator.
- 5.4 The KID is unique in respect of kiosk location for each operator. If a payphone kiosk is relocated, a new KID should be assigned and the old KID would become obsolete.

6 **Site Approval**

- 6.1 Approval of individual payphone sites are granted by the District Lands Offices. Operators should apply directly to the relevant District Lands Offices for site approval on a case by case basis. The operators shall certified to the DLO that the applied site is included in the approved master plan (or its subsequent alteration). The concerned District Land Offices should cross check the status of the site with OFTA.
- 6.2 In order to have better control of site application, District Lands Offices would only process applications for those sites listed in the master plans.

7 **Non-renewal of Payphone Site**

- 7.1 Site approval would be considered as void if, after a period of 24 months from the date of approval granted by the Director of Lands, the approved site has not been used to provide payphone service without satisfactory explanation.
- 7.2 The Director of Lands may re-allocate the payphone site to other party from the 13th month onward if the site is not used to provide payphone services without satisfactory explanation. The Director of Lands would inform the operators of his intention so that other operators may apply for the use of the site as soon as possible. If the situation remains unchanged for the next 14 days, the site would be cancelled automatically.
- 7.3 The operators should inform OFTA details of the payphones completed in the last quarter.

8 **Commitment**

- 8.1 If an operator fails to complete 50% of his proposed aggregate payphone installation within, either:
 - (a) 24 months from the approval of the master plan; or
 - (b) 12 months from the site approval of payphone site.

OFTA would suspend processing further application for payphone sites from the operator until the percentage exceed the 50% level. This performance standard will be reviewed at the end of each quarter.

9 **Resolution of Conflicting Requirement**

- 9.1 Conflicting requirement refers to the case where operators claim for the same piece of land for payphone installation at the submission of master plans or at subsequent alterations, it does not include those conflicts between the operators and other utility companies or government departments.
- 9.2 Since alterations to the master plan would be submitted quarterly, all submissions before the end of each quarter should bear equal status in respect of the conflicting claims for payphone sites.
- 9.3 OFTA would inform concerned operators of any conflicting claims as soon as practicable so that the operators would be aware of the conflicts and resolve them at an early stage.
- 9.4 If the operators fail to resolve the conflicting claims by themselves, the site allocation would be decided by OFTA by drawing lots. The decision of OFTA would be final.

10 **Maintenance of Public Register**

- 10.1 In accordance with paragraph 26 of the TA statement on Payphone Regulation, a public register on public payphone would be maintained by OFTA. The purpose of the public register is to provide the general public with information on the locations of public payphones.
- 10.2 The format of the public register is shown in Annex 3. The register could be accessed by the general public through the OFTA BBS (BBS number: 2834 0119) or the Internet OFTA homepage (Internet address: <http://www.ofa.gov.hk>).
- 10.3 The public register would be updated quarterly by OFTA to reflect any changes in payphone locations.

Office of the
Telecommunications Authority
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Structure for Payphone Database

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Width</u>
1	OPERATOR	Character	3
2	KIOSK_ID	Character	15
3	LOC_STREET	Character	40
4	LOCALITY	Character	40
5	DISTRICT	Character	30
6	REGION	Character	3
7	GRID_NORTH	Numeric	6
8	GRID_EAST	Numeric	6
9	WIDTH	Numeric	4
10	DEPTH	Numeric	4
11	NO_OF_PHON	Numeric	2
12	INST_DATE	Date	8
13	CANC_DATE	Date	8
14	REMARK	Character	40

Explanatory Notes

	<u>Field Name</u>	<u>Description</u>	<u>Remark</u>
1	OPERATOR	Operator code	HCL : Hutchison Comm HKT : Hong Kong Telephone NTT : New T&T NWT : New World Telephone
2	KIOSK_ID	Kiosk identification number: xyz-abcd	xyz: operator code abcd : 4 digits serial number
3	LOC_STREET	Name of the street where the kiosk locates	
4	LOCALITY	Description of the place where the kiosk locates	e.g. between Star House and Star Ferry Pier
5	DISTRICT	Name of the district where the kiosk locates	
6	REGION	Name of region where the kiosk locates	HK : Hong Kong KLN : Kowloon NT : New Territories
7	GRID_NORTH	Six digits northern grid in Hong Kong Metric Grid 1980 measured at the centre of the kiosk	
8	GRID_EAST	Six digits eastern grid in Hong Kong Metric Grid 1980 measured at the centre of the kiosk	
9	WIDTH	Width of kiosk in mm	
10	DEPTH	Depth of kiosk in mm	
11	NO_OF_PHON	Number of payphone in the kiosk	
12	INST_DATE	Installation date of kiosk	
13	CANC_DATE	Cancellation date of kiosk	
14	REMARK	Any remark relating to the payphone or the site	

Annex 2

Operator	Kiosk ID	Street	Location of kiosk	District	Region	North Grid (HK Metric Grid 1980)	East Grid (HK Metric Grid 1980)	Kiosk Width (mm)	Kiosk Depth (mm)	No. of Phone	Installation Date	Cancellation Date	Remark
HKT	HKT-0001	Salisbury Road	Between Star House & Star Ferry Pier	Tsimshatsui	Kln	817265	835421	850	750	1	01/01/60	//	-

Annex 3

<u>Operator</u>	<u>Kiosk ID</u>	<u>Street</u>	<u>Location of Kiosk</u>	<u>District</u>	<u>Region</u>	<u>No. of Phone</u>
HKT	HKT-0001	Salisbury Road	Between Star House & Star Ferry	Tsimshatsui	KLN	1