

## Suggested Reference List for the HKILA Professional Practice Examination

This Reference List is prepared to assist candidates preparing for the HKILA professional practice examination. The list is not exhaustive and candidates are encouraged to look for other sources of information. Publications change from year to year and candidates should ensure they refer to the latest editions of each publication.

American Institute of Architects	The Architect's Handbook of Practice Management 14th Edition, Wiley, 2008
Ashworth, A	Contractual procedures in the construction industry Harlow, Longman, 2001
Birkby, G., Ponti, A., & Alderson, F.	Extensions of time London, RIBA, 2008
Cannon, M. & McGurk, B.	Professional Indemnity Insurance Oxford University Press, USA, 2010
Wong, W. S. (Ed)	Professional Practice for Architects in Hong Kong PACE Publishing Ltd., 1997
Chappell, D. & Willis, A.	The Architect in Practice 10 <sup>th</sup> Edition. Wiley-Blackwell 2010
Cheng, T.Y.W., & Soo, G.	Construction law and practice in Hong Kong Hong Kong, Sweet & Maxwell/Thomson Reuter, 2011
Cornes, D.L.	Design Liability in the Construction Industry 4th ed, Blackwell, 1994
Fisher, M.	Contract Law in Hong Kong Hong Kong University Press (2011)
Fisher, T	Ethics for Architects Princeton Architectural Press 2010
Garmory, N., Tennant, R., & Winsch, C.	Professional practice for landscape architects 2 <sup>nd</sup> Edition Routledge, 2007
Gaylord, M. & Gittings, D. (Eds)	Introduction to Crime, Law, and Justice in Hong Kong Hong Kong University Press, 2009
Green, R.	The Architect's Guide to Running a Job 6th ed, The Architectural Press, 2001

Greenstreet, B.	Legal and Contractual Procedures for Architects 5th ed, Architectural Press, 2003
Hills, M.J.	Building Contract Procedures in Hong Kong Longman Asia Ltd, 1995
Hong Kong Government	Architectural and Associated Consultants Selection Board (AACSB) Handbook
Hong Kong Government	Engineering & Associated Consultants Selection Board (EACSB) Handbook
Hong Kong Government	Hong Kong Planning Standards and Guidelines <a href="http://www.pland.gov.hk/pland_en/tech_doc/hkpsg/sum/pdf/sum.pdf">http://www.pland.gov.hk/pland_en/tech_doc/hkpsg/sum/pdf/sum.pdf</a>
Hong Kong Government	Project Administration Handbook for Civil Engineering Works, 2012 Edition
Hong Kong Government	Town Planning in Hong Kong: A Quick Reference Hong Kong Government Printer, 1995
Hong Kong Government	General Conditions of Contract for Building Works 1999 Edition
Hong Kong Government	General Conditions of Contract for Civil Engineering Works 1999 Edition
Hong Kong Government	General Conditions of Contract for Term Contract for Building Works (2004 Edition)
Hong Kong Government	Sub-Contract for Building Works, 2000 Edition
Hong Kong Government	General Specification for Building 2012 Edition Architectural Services Department
Hong Kong Government	General Specification for Civil Engineering Works 2006 Edition Vol. 1, 2, 3 and Guidance Notes, Civil Engineering Department
Hong Kong Government	Standard Method of Measurement for Civil Engineering Works 1992
Hong Kong Government	Design Manual Barrier Free Access 2008
Hong Kong Government	Universal Accessibility for External Areas, Open Spaces and Green Spaces
Hong Kong Institute of Landscape Architects	The HKILA Constitution & Bye-laws
Hong Kong Institute of Landscape Architects	Code of Professional Conduct and Conditions of Engagement HKILA, 1990
Hong Kong Institute of Surveyors	Standard Form of Building Contracts 2005 Edition Agreement & Schedule of Conditions of Building Contract - With Quantities (1st printed on April 2005)

Hong Kong Institute of Surveyors	Standard Form of Building Contracts - Agreement & Schedule of Conditions of Building Contract - Without Quantities (1st printed on July 2006)
Hong Kong Institute of Surveyors	Hong Kong Standard Method of Measurement of Building Works (SMM4), 4th Ed, combined Building Works and Building Services, 2005
Hong Kong Institute of Surveyors	Sub-Contract (1986, 1st Ed, first amendment Sept 1997, second amendment published Feb 2000)
Lai, L.W.-C., Ho, D. C.-W., & Leung, H.-F.	Change in use of land: a practical guide to development in Hong Kong Hong Kong, Hong Kong University Press, 2010
Mau, S.D.	Contract Law in Hong Kong : Introductory Guide Hong Kong University Press (2010)
Nigel Ostime	Architect's Job Book 9th Edition, RIBA Publishing, 2013
Nissim, R.	Land Administration and Practice in Hong Kong Hong Kong University Press, 2010
Paterson, Frances A	Professional Indemnity Insurance Explained RIBA Publications, 1995
Poon, T. N. T., & Chan, E. H.-W.	Real estate development in Hong Kong Hong Kong, PACE Pub, 1998
Ramus, J., Birchall, S., & Griffiths, P.	Contract practice for surveyors Oxford, Butterworth-Heinemann, 2006
Rogers, W.	The Professional Practice of Landscape Architecture: A Complete Guide to Starting and Running Your Own Firm 2 <sup>nd</sup> Edition. Wiley, 2011
Speaight, A.	Architect's Legal Handbook 9th Edition. Routledge, 2010
Turner, A.	Building procurement Houndsmills, Basingstoke, Hampshire, Macmillan, 1997
Walker, A.	Project management in construction Oxford, Blackwell Pub, 2007
Wills, A.J. & C.J.	Specification Writing for Architects and Surveyors 11 <sup>th</sup> Edition, Blackwell Science, 1997

## Ordinances

Chapter	Ordinance
311	Air Pollution Control Ordinance
53	Antiquities and Monuments Ordinance
123	Building Ordinance and subsidiary regulations Cap 123a Building (Administration) Regulations Cap 123b Building (Construction) Regulations Cap 123c Building (Demolition Works) Regulations Cap 123f Building (Planning) Regulations Cap 123g Building (Private Streets And Access Roads) Regulations Cap 123n Building (Minor Works) Regulation
310	Business Registration Ordinance
528	Copyright Ordinance
208	Country Parks Ordinance
124	Crown Lands Resumption Ordinance
466	Dumping at Sea Ordinance
499	Environmental Impact Assessment Ordinance
59	Factories and Industrial Undertakings Ordinance:- • Safety Officers and Safety Supervisors Regulations • Construction Sites (Safety) Regulations
127	Foreshore and Sea-bed (Reclamation) Ordinance
96	Forest and Countryside Ordinance
301	Hong Kong Airport (Control of Obstructions) Ordinance
372	Kowloon-Canton Railway Corporation Ordinance
446	Land Drainage Ordinance
28	Land (Miscellaneous Provisions)(Amendment) Ordinance
516	Landscape Architects Registration Ordinance
347	Limitation Ordinance
476	Marine Parks Ordinance
400	Noise Control Ordinance
314	Occupiers Liability Ordinance
133	Pesticides Regulations (sub.leg.A)
207	Plant (Importation and Pest Control) Ordinance
586	Protection of Endangered Species of Animals and Plants Ordinance
531	Protection of the Harbour Ordinance
374	Road Traffic (Construction and Maintenance of Vehicles) Regulations (sub.leg.A)
370	Road (Works, Use and Compensation) Ordinance
1162	The Hong Kong Institute of Landscape Architects Incorporation Ordinance
131	Town Planning Ordinance Town Planning (Amendment) Ordinance 2004
354	Waste Disposal Ordinance
358	Water Pollution Control Ordinance
102	Waterworks Ordinance
170	Wild Animals Protection Ordinance

## Guidelines, Practice Notes and Other HKSAR Government Documents

Agriculture, Fisheries and Conservation Department	Nature Conservation Practice Notes
Buildings Department	<ul style="list-style-type: none"> <li>• Practice Notes for Authorized Persons and Registered Structural Engineers and Registered Geotechnical Engineers             <ul style="list-style-type: none"> <li>- APP-122: Provision of Sky Garden in Refuge Floor</li> <li>- APP 151: Building Design to Foster a Quality and Sustainable Built Environment</li> <li>- APP-152: Sustainable Building Design Guidelines</li> </ul> </li> <li>• Code of Practice for Site Supervision 2009</li> <li>• Control of Environmental Nuisances from Construction Sites (PNAP No. 144)</li> <li>• Construction and Demolition Waste (PNAP No. 243)</li> <li>• Protection of natural streams/rivers from adverse impacts arising from construction works (PNAP No. 295)</li> <li>• Technical Memorandum for Supervision Plans 11/2005</li> </ul>
Civil Engineering and Development Department	<ul style="list-style-type: none"> <li>• GEO Publication No. 1/2011: Technical Guidelines on Landscape Treatment for Slopes</li> </ul>
Development Bureau	<p>Development Bureau Technical Circulars:-</p> <ul style="list-style-type: none"> <li>• WBTC No.25/93: Control of Visual Impact of Slopes</li> <li>• WBTC No. 04/1997: Guidelines for Implementing the Policy on Off-site Ecological Mitigation Measures</li> <li>• WBTC No.17/2000: Improvement to the Appearance of Slopes</li> <li>• WBTC No. 7/2002: Tree Planting in Public Works</li> <li>• ETWB TCW No. 13/2003: Guidelines and Procedures for Environmental Impact Assessment of Government Projects and Proposals</li> <li>• ETWB TCW No. 34/2003: Community Involvement in Greening Works</li> <li>• ETWB TCW No. 29/2004: Registration of Old and Valuable Trees and Guidelines for their Preservation</li> <li>• ETWB TCW No. 36/2004 The Advisory Committee on the Appearance of Bridges and Associated Structures (ACABAS)</li> <li>• ETWB TCW No.2/2005: Capital Works or Maintenance Works (including Tree Planting) Within or Adjacent to the Kowloon-Canton Railway (Hong Kong) Section, Tsim Sha Tsui Extension and Ma On Shan Rail</li> <li>• DEVB TC(W) No. 09/2007 Professional Indemnity Insurance for Consultancy Services, Works Contracts Involving Contractor's Design or Independent Checking Engineer's Services</li> </ul>

	<ul style="list-style-type: none"> <li>• DEVB TCW No. 06/2011 Maintenance of Man-made Slopes and Emergency Works to Deal with Landslides</li> <li>• DEVB TC(W) No. 02/2012 Allocation of Space for Quality Greening on Roads</li> <li>• DEVB TC(W) No. 03/2012 Site Coverage of Greenery for Government Building Projects</li> <li>• DEVB TC(W) No. 02/2013 Greening on Footbridges and Flyovers</li> <li>• DEVB TC(W) No. 06/2015: Maintenance of Vegetation and Hard Landscape Features</li> <li>• DEVB TC(W) No. 07/2015 Tree Preservation</li> <li>• Public Open Space in Private Developments Design and Management Guidelines</li> <li>• Tree Risk Assessment</li> </ul>
Environmental Protection Department	<ul style="list-style-type: none"> <li>● Technical Memorandum on Environmental Impact Assessment Process (EIA Ordinance, Chapter 499, section 19) 1st ed, September 1997</li> <li>● EIAO Guidance Note Nos. 1/2010, 3/2010, 5/2010 and 8/2010</li> <li>● A Guide to the Environmental Impact Assessment Ordinance, 1999</li> <li>● Environmental Assessment &amp; Planning Guidelines – Non-statutory <ul style="list-style-type: none"> <li>- Basic Principles of the Environmental Impact Assessment Process</li> <li>- EM&amp;A Guidelines for Development Projects in Hong Kong</li> <li>- Environmental Guidelines for Planning in Hong Kong (joint EPD &amp; Planning Department publication)</li> <li>- Examples of Ecological Mitigation Measures for Environmental Impact Assessment</li> <li>- Examples of Environmentally Friendly Drainage Channel Designs Arising from EIAs</li> <li>- Examples of Strategic Environmental Assessment in Hong Kong</li> <li>- Flexibility and Enforceability of Mitigation Measures proposed in an EIA Report</li> <li>- Implementation Schedule for Mitigation Measures arising from the EIA Process</li> <li>- Preparation of Landscape and Visual Impact Assessment under the EIAO</li> </ul> </li> <li>● Environmental Management Guidelines and Others – Non-statutory <ul style="list-style-type: none"> <li>- A Benchmark for Environmental Performance Reports</li> <li>- A Simple Guide to Set Up an Environmental Management System</li> <li>- Environmental Audit - A Simple Guide</li> </ul> </li> </ul>
Lands Department	<p>Practice Notes for Authorized Persons, Surveyors and Registered Structural Engineers</p> <ul style="list-style-type: none"> <li>● LAO PN 04/2000: Recreational Facilities in Domestic Development</li> </ul>

	<ul style="list-style-type: none"> <li>• LAO PN 5/2002 : Processing Time for Master Layout Plan, General Building Plan and Landscaping Plan</li> <li>• LAO PN 07/2002: Provision of Swimming Pools in Garden Lots</li> <li>• LAO PN 08/2002: Application for Tree Felling or Transplanting for Private Projects</li> <li>• LAO PN 6/2003 on Compliance of Landscape Clause under Lease</li> <li>• LAO PN 7/2007&amp;A on Tree Preservation and Tree Removal Application for Building Development in Private Projects</li> </ul>
Planning Department	<ul style="list-style-type: none"> <li>• Town Planning Board Guidelines</li> <li>• Technical; HKPSG; TPB PG No. 10, 12B, 13E, 15A, 20, 26A, 41; PNPP No. 1/2004, 2/2005, 4/2005, 2/2006 and 3/2006</li> <li>• JPN No.1: Green and Innovative Buildings</li> <li>• JPN No.2: Second Package of Incentives to Promote Green and Innovative Buildings</li> <li>• JPN No.3: <b>Landscape and Site Coverage of Greenery</b></li> <li>• JPN No.4: Development Control Parameters</li> <li>• <b>PNPP No. 1/2019: Processing and Compliance Checking of Landscape Submissions related to Planning Applications</b></li> </ul>
Transport Department	Transport Planning & Design Manual Vol. 2 and 3
Highways Department	<p>Highways Technical Circulars</p> <ul style="list-style-type: none"> <li>• HyD TC No. 2/2010 : Control in the Use of Shotcrete (Sprayed Concrete) in Slope Works</li> <li>• HyD TC No. 03/2008: Independent Vetting of Tree Works under the Maintenance of Highways Department</li> <li>• HyD TC No. 10/2001: Visibility of Directional Signs</li> <li>• HyD TC No. 05/1999: Use of Non-Standard Pavings on Public Footways</li> <li>• HyD TC No. 03/1999: Design and Maintenance of Private streets</li> </ul>