



**Provision of Land Boundary Advisory Services by Lands Department
to Government Bureaux and Departments**

This Practice Note provides guidelines for Government Bureaux or Departments (“B/Ds”) in obtaining Land Boundary Advisory Services (“LBAS”) from the Survey and Mapping Office (“SMO”) of the Lands Department (“LandsD”), as needed, for their discharge of statutory functions or enforcement actions.

Land Boundary Survey for Requesting LBAS

Accessing Previously Surveyed Boundary Information

2. Before requesting LBAS, B/Ds are advised to consult the respective District Survey Office (DSO) to see if previously surveyed boundary information is already available for the land lots concerned.

Engaging Land Surveyors in the Private Sector for Land Boundary Survey

3. Should B/Ds, after obtaining DSO’s advice on the availability of any relevant surveyed information, decide to seek LBAS, they should engage an Authorized Land Surveyor (“ALS”) under Cap. 473 or a Registered Professional Surveyor (Land Surveying) (“R.P.S.(LS)”) under Cap. 417 for carrying out a land boundary survey in compliance with the Code of Practice under the Land Survey Ordinance (Cap. 473) and then provide the land boundary survey result to SMO (“the Submission”). Upon receipt of the Submission, SMO will review the survey conducted by the ALS/R.P.S.(LS) and provide advice to the B/D on the boundary concerned as appropriate.

Lodging of the Submission

4. The Submission should be lodged to the Land Boundary Advisory Unit (“LBAU”) of SMO by the B/Ds or their delegate, such as the B/D’s consultant or the ALS/R.P.S.(LS) engaged,

with due authorisation. The documents in the Submission shall include:

- — —
- i. A duly completed standard form as in **Appendix I**;
 - ii. A documentary proof for confirming the employment of the concerned ALS/R.P.S.(LS) by the B/Ds, such as a covering memo or authorization letter issued by the B/Ds (*in case where the submission is lodged by the B/Ds' delegate*);
 - iii. A Land Boundary Plan (“LBP”) and a Survey Record Plan (“SRP”) both signed and certified in the specified form by the ALS/R.P.S.(LS) (please refer to the Code of Practice for the certification by ALS, and **Appendix II** for the certification by R.P.S.(LS)); and
 - iv. A survey report duly signed by the ALS/R.P.S.(LS).
- — —

5. The submitted SRP and LBP together with the survey report will be retained by SMO and made available to the public and other B/Ds for the purpose of information sharing.

6. If any of the documents specified in paragraph 4 above are not included or the associated requirements are not complied with, LBAU shall return the Submission to the ALS/R.P.S.(LS) and notify the B/Ds accordingly.

Remarks on the Plan(s) of Submission

7. SMO will review the boundary surveyed by the ALS/R.P.S.(LS) in the Submission. In the course of the review, SMO may contact the ALS/R.P.S.(LS) to discuss and exchange opinions regarding the Submission.

8. If considered necessary, SMO may make remarks on the plan(s), including those submitted before the effective date of this Practice Note, about its opinion on the land boundary survey done by the ALS/R.P.S.(LS) before making the plan(s) available to others for the purpose of information sharing. Please refer to **Appendix III** for the remarks in detail. SMO will also notify the ALS/R.P.S.(LS) and B/Ds of its views on the land boundary survey accordingly.

— — —

Effective Date

9. This Practice Note shall take effect from **15 September 2025**. Survey and Mapping Office Practice Note No. 2/2022 is hereby superseded. All rights to modify the whole or any part of this Practice Note including Appendices at any time are hereby reserved.

Enquiry

10. For enquiries, please contact Senior Land Surveyor/Legislation at 22nd Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong; Tel.: 2231 3343, Fax: 2783 8492 or Email: slsleg@landsd.gov.hk.

Original Signed
(CHANG Kwok-fai)
Deputy Director/Survey and Mapping
1 September 2025

Ref.: LANDSD SMO/TI-010-002-007-002-P001

由香港特別行政區政府部門提交土地界線圖／測量記錄圖予
地政總署測繪處供土地界線諮詢服務及分享資料之用

**Submission of Land Boundary Plan / Survey Record Plan by the Government Department of the HKSAR
to Survey and Mapping Office, Lands Department
for Land Boundary Advisory Services and Sharing Purpose**

甲部 (由香港特別行政區政府部門填寫)

PART A (To be completed by Government Department of the HKSAR)

1. 地段資料 Particulars of Lot(s)

地段編號 Lot Nos.	
------------------	--

2. 香港特別行政區政府部門的資料

Government Department of the HKSAR

香港特別行政區政府部門 Government Department of the HKSAR		
聯絡人姓名 Name of Contact Person		<input type="checkbox"/> 先生 Mr. <input type="checkbox"/> 太太 Mrs. <input type="checkbox"/> 女士 Ms.
部門名稱 Name of Department		
職銜 Post Title		
聯絡電話 Contact Tel.		
電郵 Email		

乙部 (由認可土地測量師或註冊專業測量師(土地測量)填寫)

PART B (To be completed by Authorized Land Surveyor or Registered Professional Surveyor (Land Surveying))

1. 測量師的資料 Particulars of Surveyor

測量師姓名 Name of Surveyor		<input type="checkbox"/> 先生 Mr. <input type="checkbox"/> 太太 Mrs. <input type="checkbox"/> 女士 Ms.
<input type="checkbox"/> 認可土地測量師 Authorized Land Surveyor (ALS) <input type="checkbox"/> 註冊專業測量師(土地測量) Registered Professional Surveyor (Land Surveying) (R.P.S.(LS))		
註冊編號 Registration No.		

2. 提交文件的資料 Particulars of Submission

關於地段編號_____的土地界線測量結果，現向地政總署測繪處提交以下文件：-


















I submit a set of the following documents to Survey and Mapping Office, Lands Department in respect of the land boundary survey of Lot no. _____:-

- (i) 測量記錄圖，編號_____ (_____ 頁)；及
the survey record plan, Number _____ (_____ sheets); and
- (ii) 土地界線圖，編號_____ (_____ 頁)；及
the land boundary plan, Number _____ (_____ sheets); and
- (iii) 用以確認部門已聘用以上認可土地測量師/註冊專業測量師(土地測量)之任何書面文件(_____ 頁)，例如由香港特別行政區政府部門發出之隨文便箋或授權書等。(只適用於由部門授權者提交文件)

Any documentary proof for confirming the employment of the above ALS/R.P.S.(LS) (_____ sheets) by the government department, such as a covering memo or authorization letter issued by the government department of the HKSAR .(Only applicable to the submission made by the delegate of the government department of the HKSAR)

遵照《土地測量條例》(第473章)的實務守則，由我親自或在我直接監督下進行的土地界線測量工作已經完成，現就這次測量所界定的土地界線提交由我親自或在我直接監督下擬備的測量報告(_____ 頁)和證明文件：-

I submit a survey report (_____ sheets) and supporting documents on the land boundary definition for this land boundary survey which have been prepared and performed by myself or under my direct supervision in compliance with the Code of Practice under the Land Survey Ordinance (Cap. 473) :-

	頁數 No. of sheet		頁數 No. of sheet		頁數 No. of sheet
 土地查冊資料 Land Search data	_____	 轉讓圖 Assignment Plan	_____	 地段索引圖 Lot Index Plan	_____
 土地界線圖 Land Boundary Plan	_____	 土地分割圖 Division Plan	_____	 屋地圖則 House Lot Plan	_____
 測量記錄圖 Survey Record Plan	_____	 丈量約份圖 DD Sheet	_____	 航空照片 Aerial photograph	_____
 導線測量控制圖 Control Traverse Plan	_____	 丈量約份控制圖 DD Control Sheet	_____	 照片 Photograph	_____
 永久土地記錄圖 Permanent Land Record Plan	_____	 “A”圖 “A”Sheet	_____	 地籍測量圖 Cadastral Survey Plan	_____
 其他圖則 Other plans	_____	 其他 Others	_____		

3. 聲明 Declaration

- (i) 我特此准許測繪處備存這次提交的文件，而且不論收費與否，均可酌情決定把提交的圖則、測量報告及任何其他文件的副本分發給第三方。我亦明白如本人曾就上述地段編號向測繪處提交圖則及/或測量報告，所有先前版本的圖則及/或測量報告會被視作為被取代的版本，而測繪處並不會分發任何被取代的版本給第三方。

I hereby give permission to Survey and Mapping Office to keep this submission and to distribute copies of the plans, survey report and any other documents in this submission, with or without charges, to third parties at its discretion. I also understand that in case there exists any previous version of plan(s) and/or survey report(s) submitted by me for the same captioned lot(s), it is deemed superseded and will not be supplied to others for sharing purpose.

- (ii) 我明白如測繪處認為有必要，在分發圖則的副本給第三方之前，可在這次提交的圖則上加上測繪處對標題地段界線觀點的備註。

I understand that Survey and Mapping Office, when considered necessary, may make remarks on the plans in this submission with its opinions on the subject lot boundary before distributing copies of the plans to third parties.

- (iii) 我明白政府並無義務去核實及權限去批准此提交圖則及測量報告上的任何數據及資料。我亦明白本人須對此提交圖則及測量報告的準確性及完備性負上個人責任。

I understand that the Government has no obligation to verify and no authority to approve in any way the data and information shown on the plan(s) and survey report in this submission. I also understand that I am personally responsible for the accuracy and correctness of the plan(s) and survey report in this submission.

簽署 Signature

日期 Date

(由部門填寫)

(To be completed by the Department)

收訖通知書 Acknowledgement Slip

閣下向地政總署測繪處提交的土地界線圖編號 _____ 及 / 或 * 測量記錄圖編號 _____ 已經收訖。

This is to acknowledge receipt of the submission of Land Boundary Plan No. _____ and / or Survey Record Plan No. _____ to Survey and Mapping Office, Lands Department.

部門印章 Department Chop

日期 Date

收集個人資料聲明: 本表格所收集的個人資料僅供地政總署用於處理與本表格相關的事宜。提供個人資料純屬自願性質。若你未能提供所須個人資料，地政總署可能無法處理本次申請。你有權要求查閱及更改你在本表格中提供的個人資料。在香港法例第486章《個人資料(私隱)條例》第20條指定的情況下，地政總署或會拒絕查閱資料的要求。請透過以下方式向部門個人資料管制主任(經辦人: 高級土地測量師/技術資訊)提出查閱或更改個人資料的要求。電郵: smohq@landsd.gov.hk; 地址: 香港北角渣華道333號北角政府合署23樓地政總署測繪處。

Personal Information Collection Statement: The personal data collected in this form will only be used by Lands Department for the purposes directly related to the handling of your submission made in this form. The provision of your personal data is voluntary. If you do not provide personal information, Lands Department may not be able to process your application. You have the right to request access to and correction of your personal data provided in this form. Please note that we may refuse to comply with a data access request in the circumstances specified in section 20 of the Personal Data (Privacy) Ordinance (Cap. 486). Your requests should be made to the Departmental Personal Data Controlling Officer (Attn: Senior Land Surveyor/Technical Information). Email: smohq@landsd.gov.hk; Address: Survey and Mapping Office, Lands Department, 23/F North Point Government Offices, 333 Java Road, North Point, Hong Kong

**Format of Certificate to be shown on LBP/SRP
prepared by R.P.S.(LS)**

I, _____ a Registered Professional Surveyor (Land Surveying) registered under the Surveyors Registration Ordinance (Cap. 417), hereby certify that this *land boundary plan/survey record plan has been prepared from land boundary surveys that were carried out by me, or under my direct supervision, in conformity with the Code of Practice approved by the Land Survey Authority under the Land Survey Ordinance (Cap. 473), and this plan correctly represents that survey completed on the _____ day of _____ 20____. I hereby declare that I shall be personally responsible for the accuracy and completeness of this plan and shall be liable for any loss or damage suffered by any person as a result of any inaccuracy or incompleteness of this plan.

Dated this _____ day of _____ 20____

Registered Professional Surveyor
(Land Surveying)
Registration No:

*delete as appropriate

**Specimens of Digital Stamps for Plans submitted with the B/Ds Submission
deposited to SMO**

<u>Type(s) of Plan</u>		<u>Digital Stamp(s)</u>
Plans submitted with the B/Ds Submission (including SRP & LBP)	Lot boundary uploaded to SMO's land boundary record	<i>The lot boundary as shown on this plan has been incorporated into the land boundary records of SMO on ____ (Date) ____.</i>
	SMO holds different view	<i>SMO has different opinion on the lot boundary as shown on this plan.</i> <i>Stamped on: ____ (Date) ____</i>