



**Survey and Mapping Office
Lands Department**

Practice Note

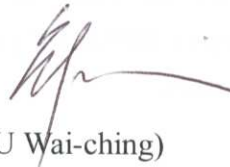
Issue No.: 2/2013

**Voluntary Submission of Land Boundary Plan / Survey Record Plan by
Authorized Land Surveyor or Registered Professional Surveyor (Land Surveying)
to District Survey Office for Sharing Purpose**

1. Voluntary submission of survey information [which consists of land boundary plan (“LBP”) / survey record plan (“SRP”) and survey report] may be made by Authorized Land Surveyor (“ALS”) or Registered Professional Surveyor (Land Surveying) [“RPS(LS)”] to District Survey Offices (“DSO”) for the purpose of sharing it with others.
2. This Practice Note specifies the requirements to be included and complied with by ALS/RPS(LS) when making voluntary submission to DSO, as follows:-
 - (a) A duly completed standard form as given in **Appendix I**;
 - (b) A valid documentary proof signed by the registered land owner for appointment of authorized representative (if Part A of **Appendix I** is not completed by the registered land owner);
 - (c) A SRP together with a survey report signed by the ALS/RPS(LS);
 - (d) The submitted LBP/SRP bears the certificate in the specified form signed by the ALS/RPS(LS) [refer to the Code of Practice for the certificate by the ALS, and **Appendix II** for the certificate by the RPS(LS)]; and
 - (e) The plan, if it is an advance copy of LBP/SRP for lot subdivision not yet submitted to the Legislation Section under Section 30(4) of the Land Survey Ordinance, bears a caution note which reads as follows or conveys similar message:-

*“This plan has not been duly processed by the Legislation Section.
Information shown herein may be subject to change.”*

3. The survey information received under voluntary submission made by ALS/RPS(LS) is kept by DSO and making it available to the public and Government for the purpose of information sharing.
4. If any of the requirements specified in paragraph 2 above are not included or complied with, DSO shall return the submitted information to the sender.
5. This Practice Note shall take effect from 2 July 2013.
6. For enquiries, please contact Senior Land Surveyor/Technical Information at 23rd Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong; Tel.: 2231 3830, Fax: 2116 0776 or Email: smohq@landsd.gov.hk .



(SIU Wai-ching)
Deputy Director/Survey and Mapping
3 June 2013

自願提交土地界線圖／測量記錄圖予分區測量處供分享資料之用

**Voluntary Submission of Land Boundary Plan / Survey Record Plan
to District Survey Office for Sharing Purpose**

本表格由以下人士提交(只可在其中一項填上「√」號)：

This form is submitted by (tick only one of the boxes below):

- # 認可土地測量師／註冊專業測量師(土地測量)根據測繪處作業備考編號2/2013自願向分區測量處提交文件。
Authorized Land Surveyor [ALS]/ Registered Professional Surveyor (Land Surveying) [RPS(LS)] for making Voluntary Submission to District Survey Office in accordance with SMO's Practice Notes No. 2/2013.
- # 認可人士根據屋宇署作業備考編號ADV-33及ADM-21向屋宇署提交，以供分區測量處備存土地測量圖則。
Authorized Person to Buildings Department for keeping Land Survey Plan in District Survey Office in accordance with BD's PNAP ADV-33 and PNAP ADM-21.

{甲部由註冊土地擁有人／認可人士／獲註冊土地擁有人授權的代表填寫；乙部則由認可土地測量師或註冊專業測量師(土地測量)填寫}

{ Part A to be completed by the registered land owner / Authorized Person /authorized representative of the registered land owner; and Part B to be completed by ALS or RPS(LS)}

甲部 - *註冊土地擁有人／認可人士／獲註冊土地擁有人授權代表的資料 PART A - PARTICULARS OF * REGISTERED LAND OWNER / AUTHORIZED PERSON / AUTHORIZED REPRESENTATIVE OF THE REGISTERED LAND OWNER	
1. 姓名 (*先生／太太／女士) Name (* Mr / Mrs / Ms)	2. 地段編號 Lot Nos.
認可人士註冊編號，如適用： Authorized Person Registration number, if applicable: _____	
3. (i) * 我／我們已聘用以下專業土地測量師測量土地界線。 * I / We have engaged the following professional land surveyor to carry out the land boundary survey.	
(ii) * 我／我們謹此准許_____測量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。 * I / We hereby give permission to District Survey 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.	
_____ 簽署 Signature	_____ 日期 Date

乙部 - 測量師及提交文件的資料 PART B - PARTICULARS OF SURVEYOR AND SUBMISSION	
1. 測量師姓名 * 認可土地測量師／註冊專業測量師(土地測量) Name of Surveyor * ALS / RPS(LS)	2. 註冊編號 Registration No.
3. 關於地段編號_____的土地界線測量結果，現向_____測量處提交以下文件：- I submit a set of the following documents to District Survey Office/_____ 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) *土地界線或土地測量圖，編號 _____ (____ 頁)；及

*the land boundary or land survey plan, Number _____ (____ sheets); and

(iii) *由註冊土地擁有人簽署以委任獲授權代表的有效證明文件(____ 頁)(倘若甲部並非由註冊土地擁有人或認可人士填寫)。

*a valid documentary proof (____ sheets) signed by the registered land owner for appointment of authorized representative (if Part A is not completed by the registered land owner or Authorized Person).

4. 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
<input type="checkbox"/> 土地查冊資料 Land Search data	_____	<input type="checkbox"/> 轉讓圖 Assignment Plan	_____	<input type="checkbox"/> 地段索引圖 Lot Index Plan	_____
<input type="checkbox"/> 土地界線圖 Land Boundary Plan	_____	<input type="checkbox"/> 土地分割圖 Division Plan	_____	<input type="checkbox"/> 屋地圖則 House Lot Plan	_____
<input type="checkbox"/> 測量記錄圖 Survey Record Plan	_____	<input type="checkbox"/> 丈量約份圖 DD Sheet	_____	<input type="checkbox"/> 航空照片 Aerial photograph	_____
<input type="checkbox"/> 導線測量控制圖 Control Traverse Plan	_____	<input type="checkbox"/> 丈量約份控制圖 DD Control Sheet	_____	<input type="checkbox"/> 照片 Photograph	_____
<input type="checkbox"/> 永久土地記錄圖 Permanent Land Record Plan	_____	<input type="checkbox"/> “A”圖 “A”Sheet	_____	<input type="checkbox"/> 地籍測量圖 Cadastral Survey Plan	_____
<input type="checkbox"/> 其他圖則 Other plans	_____	<input type="checkbox"/> 其他 Others	_____		

5.(i) 我特此准許 _____ 測量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。

I hereby give permission to District Survey 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.

(ii) 我明白提交文件屬自願性質，僅供分享測量資料之用；政府並無責任查核提交的文件或就文件發表意見，亦無責任接納文件為正式記錄。

I understand that the submission is on a voluntary basis for sharing of survey information only and the Government has no responsibility to check or comment on the submission nor accept the submission as an official record.

_____ 簽署 Signature

_____ 日期 Date

*刪去不適用者 * delete as appropriate

Collection of Personal Data: 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. Under the Personal Data (Privacy) Ordinance, you have the right to request access to and/or correction of your personal data. Such requests should be addressed to Departmental Personal Data Controlling Officer [Attn: Senior Land Surveyor/Technical Information]. Address: Lands Department, 23/F North Point Government Offices, 333 Java Road, North Point, Hong Kong; Email: smohq@landsd.gov.hk; Tel.: 2231 3826.

收集個人資料：本表格所收集的個人資料只供地政總署用於處理與本表格相關的事宜。根據〈個人資料(私隱)條例〉，你可以要求查閱和更正你的個人資料。如要提出相關要求，請聯絡部門個人資料管制主任[經辦人:高級土地測量師(技術資訊)]。地址:香港北角渣華道333號北角政府合署23樓地政總署;電郵地址: smohq@landsd.gov.hk; 電話: 2231 3826。

**Format of Certificate to be shown on LBP/SRP
prepared by RPS(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