



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

This Practice Note provides guidelines for the submission of land boundary survey information to the Survey and Mapping Office ("SMO") of Lands Department ("LandsD") for the purpose of rendering land boundary advice to Government Bureaux or Departments ("B/Ds") as needed for their performing of statutory functions or enforcement actions.

Land Boundary Survey

2. To seek SMO's advice on land boundary, the B/Ds have to firstly engage an Authorized Land Surveyor ("ALS") under Cap. 473 or a Registered Professional Surveyor (Land Surveying) ("RPS(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 information as prepared by the ALS/RPS(LS) to SMO ("the Submission"). Upon receipt of the Submission, SMO will review the survey of the ALS/RPS(LS) and provide advice to the B/D on the boundary concerned as appropriate.

Lodging of the Submission

3. The Submission should be lodged to the respective District Survey Office ("DSO") of SMO by the B/Ds or their delegate, such as the B/D's consultant or the ALS/RPS(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/RPS(LS) by the B/Ds, such as a covering memo or authorization letter issued by the B/Ds (*only for submission made by B/Ds' delegate*);
- iii. A Land Boundary Plan ("LBP") and a Survey Record Plan ("SRP") together with a survey report duly signed by the ALS/RPS(LS); and

- iv. The submitted LBP and SRP shall be signed and certified in the specified form by the ALS/RPS(LS) (please refer to Code of Practice for the certificate by ALS, and Appendix II for the certificate by RPS(LS)).
4. The submitted SRP and LBP together with the survey report will be kept by SMO and made available for information sharing by the public and other B/Ds.
5. If any of the documents specified in paragraph 3 above are not included or the associated requirements are not complied with, DSO shall return the Submission to the ALS/RPS(LS) and notify the B/Ds accordingly.

Remarks on the Plan(s) of Submission

6. SMO will review the boundary surveyed by the ALS/RPS(LS) in the Submission. In the course of the review, SMO may contact the ALS/RPS(LS) for discussion and exchange of opinions about the Submission.
7. When considered necessary, SMO may make remarks on the plan(s), including those submitted before the effective date of this Practice Note, with its opinion on the land boundary survey by the ALS/RPS(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/RPS(LS) & B/Ds of the results accordingly.

Effective Date

8. This Practice Note shall take effect from **14 December 2022**. All rights to modify the whole or any part of this Practice Note including Appendices at any time are hereby reserved.

Enquiry

9. 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.

Original Signed
(CHANG Kwok-fai)
Deputy Director/Survey and Mapping
30 November 2022

由香港特別行政區政府部門提交土地界線圖／測量記錄圖予分區測量處
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 District Survey Office 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.	
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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) (RPS(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 _____ 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/RPS(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
<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	_____		

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 _____ 測量處自願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 District Survey Office/ _____.

部門印章 Department Chop

日期 Date

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

**Remarks on Plan(s) of B/Ds Submission
deposited for Land Boundary Advisory Services (LBAS)**

<u>Type(s) of Plan</u>		<u>Digital Stamp(s)</u>
Plans of B/Ds Submission deposited for LBAS	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>