

地政總署

二零一二年九月

地政總署於一九八二年四月一日成立，其首長為地政總署署長，負責香港所有土地事宜。該署約有 4 100 名員工，轄下設有地政處、測繪處以及法律諮詢及田土轉易處三個專責辦事處，並由部門行政處提供所需的行政支援。

地政處

地政處的職責主要包括批地、因應各種用途為物業估價、收地、產業管理、續訂和修改土地契約、斜坡維修、執行契約條款、土地管制和管理等。

在批地方面，自一九八五年四月以來，該署透過公開拍賣和招標售出超過 600 公頃土地，總共為政府帶來超過 4,000 億元的賣地收入。賣地收入連同藉契約修訂和換地獲得的土地補價，以及從短期租約獲得的租金收入，已成為政府的一項主要收入來源。

合適的政府土地亦可藉私人協約批予各種基建計劃及其他關乎香港整體發展的大型工程計劃，例如香港國際機場、香港科學園、鐵路沿線車站上蓋的商住發展和香港迪士尼樂園。

此外，地段業權人可申請修訂規管其地段的契約，以便准予在其地段進行符合現代城市規劃意向的重建計劃。地段業權人亦可基於糾正土地界線、推行城市規劃詳細藍圖等理由申請換地。如修訂契約或換地申請獲得批准，地段業權人通常需補付地價。

地政處的另一項主要職能是徵用私人物業，取得所需土地供政府進行大型基建工程，包括為鐵路計劃徵用土地。地政處亦協助市區重建局收購私人物業，以推行市區重建計劃，為香港的持續發展及市區重建努力。

在新界區方面，處理「小型屋宇」申請是土地行政工作中相當重要的一部分。地政處負責處理根據新界小型屋宇政策提出的

發展小型屋宇申請。

地政處設立了系統性鑑辨本港斜坡維修責任系統，通過這系統，市民可在互聯網上查閱有關其物業附近已登記人造斜坡維修責任的資料。香港的市區發展密集，不少發展項目更位於或毗鄰陡峭的山坡，對維持斜坡安全構成獨特挑戰。地政處會對那些由地政總署負責維修的已登記人造斜坡進行維修檢查及工程。如遇惡劣天氣，地政處會啟動其緊急事故控制中心，晝夜不停地運作，以應付緊急山泥傾瀉個案及進行所需的緊急維修工程。

地政處負責管理空置的政府土地。為保護該等土地免遭非法佔用，地政處安排清拆行動，把未經批准而佔用政府土地的人士遷離，並拆除政府土地上的非法構築物(如有)。為確保私人土地的使用符合契約條件，地政處負責就違契情況採取執行契約條款行動，並會優先處理違規使用處所進行危險及厭惡性活動的個案。

測繪處

測繪處是香港負責土地測量及製圖工作的官方機構。該處製作各類地圖及圖則，進行地形測量和土地界線測量，以及設立並管理全港的大地測量監控網絡、衛星定位參考站網和土地信息系統。該處根據《公眾衛生及市政條例》為街道命名，亦協調訂正地名的工作。

測繪處為土地測量監督提供支援，以執行《土地測量條例》。該條例對認可土地測量師的註冊與行為操守，以及香港的土地界線測量水準，作出規定。該處根據實務守則審核由認可土地測量師提交的土地界線圖，並保存該等圖則的記錄，供其他土地測量師參考。

為切合其他政府部門的需要，測繪處每年拍攝新的航空照片，並透過土地信息系統更新和發布數碼地圖及土地界線測量記錄。測繪處以不同比例繪製多類中英對照的地形圖，又繪製專題地圖，例如《香港街》、郊區地圖、市區及市鎮地圖、正射影像地圖、衛星圖像地圖及航空圖。大部分地圖均以數碼形式

(透過香港地圖服務網站)及紙品形式公開發售，亦供各政府部門使用。

測繪處也製作三維空間數據集。這套數據集的三維模型是以幾何數據、紋理影像圖和模型屬性數據，標示三類地物(即建築物、基礎設施和地形)的幾何形狀、外貌和位置。三維空間數據集亦公開發售，供市民購買。

為方便市民透過互聯網取用政府數碼地圖和地理信息，測繪處研發和推出地理資訊地圖和專為流動裝置及智能電話使用者而設的香港地理流動地圖。測繪處的測量和製圖工作持續發展，每年為政府帶來約 1,200 萬元的收入。

測繪處建立並管理一個名為「香港特別行政區地理空間信息樞紐」的共用信息平台，把各政府部門提供的地理空間數據整合、更新和分類，以方便政府部門之間更有效率地共用這些數據。

法律諮詢及田土轉易處

法律諮詢及田土轉易處主要向地政總署和發展局提供與土地有關事宜的法律意見。該處亦向財政司司長法團提供田土轉易服務，並就政府其他局和部門的物業交易提供法律意見。

草擬政府的批地條件，使條件具法律效力，是法律諮詢及田土轉易處一項重要的職責。該處亦負責擬備其他法律文件，包括政府契約的修訂、豁免書、地役權、牌照及與強制徵用私有土地有關的文件。此外，該處執行地政總署預售樓花同意方案，透過發出同意書批准出售未建成樓宇的單位。依據批地條件審批大廈公契，也是該處的一個工作項目。

Lands Department

September 2012

The Lands Department, established on 1 April 1982 and headed by the Director of Lands, is responsible for all land matters in Hong Kong. It has about 4 100 staff and comprises three functional offices, namely the Lands Administration Office, the Survey and Mapping Office, and the Legal Advisory and Conveyancing Office. In addition, the Departmental Administration Office provides the necessary administrative support.

Lands Administration Office (LAO)

The LAO's duties mainly include land disposal, valuation of properties for various purposes, acquisition, estate management, land lease renewal and modification, slope maintenance, lease enforcement, land control and management, etc.

In respect of land disposal, over 600 hectares of land have been sold by means of public auction and tender since April 1985, generating a total premium of over \$400 billion. This land sale revenue, together with the premium received from lease modifications and land exchanges and rentals from short term tenancies, have been one of the major sources of Government revenue.

Suitable government land may also be granted by way of private treaty for various infrastructural projects and other major projects which are vital to the overall development of Hong Kong, for example the Hong Kong International Airport, Hong Kong Science Park, commercial and residential developments above the railway stations and Hong Kong Disneyland.

Further, a lot owner may apply for modification of the lease governing his/her lot to allow redevelopment that complies with modern town planning intention. A lot owner may also apply for a land exchange for various reasons such as rectification of lot boundaries, implementation of a town planning layout, etc. If the lease modification or land exchange is approved, a premium is usually payable.

Another main function of the LAO is to acquire private properties to make land available for the Government's major infrastructural projects, including land for the railway projects. The LAO has also assisted the Urban Renewal Authority

in acquiring private properties for implementing the urban renewal projects, making our endeavours for the sustained development and urban renewal of Hong Kong.

In the New Territories, a very important part of land administration work is the processing of “small house” applications. The LAO is responsible for processing applications for the development of “small houses” under the New Territories Small House Policy.

The LAO has set up the Systematic Identification of Maintenance Responsibility of Slopes system, by which the public are given access to information concerning maintenance responsibility of registered man-made slopes near their properties through the Internet. A substantial portion of the dense urban development of Hong Kong is located on or near to steep hillsides which presents unique challenges for maintenance of slope safety. The LAO carries out maintenance inspections and works to registered man-made slopes assigned to the Lands Department for maintenance. It also operates a round-the-clock emergency duty system and an Emergency Control Centre during times of inclement weather to deal with landslide emergency cases and to undertake necessary urgent repair works.

The LAO is responsible for the management of vacant government land. To protect such land from being unlawfully occupied, clearance operations are organised to remove unlawful occupiers and unauthorised structures, if any. To ensure the use of private land complies with the lease conditions, the LAO is responsible for taking enforcement action against breaches of lease conditions, with priority given to the misuse of premises for dangerous or obnoxious activities.

Survey and Mapping Office (SMO)

The SMO is the official land survey and mapping agency for Hong Kong. It produces various types of maps and plans, carries out topographic surveys and land boundary surveys, establishes and maintains a territory-wide geodetic control network, Satellite Positioning Reference Stations and the Land Information System. It is responsible for street naming under the Public Health and Municipal Services Ordinance, and also co-ordinates geographical place naming.

The SMO provides support to the Land Survey Authority to administer the Land Survey Ordinance that governs the registration and conduct of Authorised Land Surveyors as well as the land boundary survey standard in Hong Kong. It checks the land boundary plans submitted by Authorised Land Surveyors in accordance with the Code of Practice and maintains a record of these plans for reference by other land surveyors.

To meet the needs of other government departments, the SMO takes new aerial photos annually and updates and disseminates digital maps and land boundary survey records through the Land Information System. It produces bilingual topographical maps at various scales as well as maps of special themes, such as the Hong Kong Guide, the countryside series, urban and town maps, orthophoto maps, satellite image maps and flying charts. Most maps are available for sale to the public and for use by government departments in both digital form (through the website of Hong Kong Map Service) and paper form.

The SMO also produces 3D Spatial Data, which is a set of digital data of 3D models featuring geometry model, texture map and textual attribute to represent the geometrical shape, appearance and position of three types of ground objects, i.e. building, infrastructure and terrain. The 3D Spatial Data are available for sale to the public.

To provide convenient access to official digital maps and geographic information by members of the public through the Internet, the SMO has developed and launched the GeoInfo Map and the GeoMobile Map Hong Kong and the latter is customised for users of mobile devices and smart phones. Survey and mapping activities in the SMO continue to grow and generate revenue of about \$12 million each year.

To facilitate efficient sharing of geospatial data among government departments, the SMO has developed and maintained a common information platform called the HKSAR Geospatial Information Hub which integrates, updates and categorises geospatial data provided by individual government departments.

Legal Advisory and Conveyancing Office (LACO)

The LACO provides legal advice primarily to the Lands Department and the Development Bureau on land-related matters. It also provides conveyancing services to The Financial Secretary Incorporated and legal advice to other

government bureaux and departments in their property transactions.

An important responsibility of the LACO is to draft conditions of grant of land by Government to achieve legal effectiveness. It is also responsible for the preparation of other legal documents including modifications to Government leases, waivers, easements, licences and documentation relating to compulsory acquisition of land from private owners. The LACO also administers the Lands Department Consent Scheme by giving consent to sell flats and units in uncompleted developments, and approves Deeds of Mutual Covenant, pursuant to the land grant conditions.

如何聯絡我們 How You Can Contact Us

網址及電郵地址 Website & Email Address

網址 Website : <http://www.landsd.gov.hk>

電郵地址 Email Address : landsd@landsd.gov.hk

總部辦事處查詢 Headquarters Enquiries

香港北角渣華道 333 號北角政府合署 20 樓

20/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong

電話 Tel : 2231 3294

地政處

Lands Administration Office

電話 Tel : 2525 6694

測繪處

Survey and Mapping Office

電話 Tel : 2231 3187

法律諮詢及田土轉易處

Legal Advisory and Conveyancing Office

電話 Tel : 2231 3740

同意書查詢熱線 Consent Hotline : 2147 5475

分區地政處 District Lands Offices

港島東區 Hong Kong East

電話 Tel : 2835 1684

香港灣仔軒尼詩道 130 號修頓中心
19 樓

19/F, Southorn Centre,
130 Hennessy Road, Wan Chai,
Hong Kong

離島 Islands

電話 Tel : 2852 4265

香港中環統一碼頭道 38 號
海港政府大樓 19 樓

19/F, Harbour Building,
38 Pier Road, Central, Hong Kong

大埔 Tai Po

電話 Tel : 2654 1263

新界大埔汀角路大埔政府合署 1 樓
1/F, Tai Po Government Offices,
Ting Kok Road, Tai Po, New Territories

港島西及南區

Hong Kong West and South

電話 Tel : 2835 1711

香港灣仔軒尼詩道 130 號修頓中心
20 樓

20/F, Southorn Centre,
130 Hennessy Road, Wan Chai,
Hong Kong

北區 North

電話 Tel : 2675 1809

新界粉嶺璧峰路 3 號北區政府合署
6 樓

6/F, North District Government
Offices, 3 Pik Fung Road, Fanling,
New Territories

荃灣葵青 Tsuen Wan and Kwai Tsing

電話 Tel : 2402 1164

新界荃灣青山公路 174 至 208 號
荃灣多層停車場大廈 10 樓及 11 樓
10/F & 11/F, Tsuen Wan Multi-storey
Carpark Building, 174-208 Castle Peak
Road, Tsuen Wan, New Territories

九龍東區 Kowloon East

電話 Tel : 2300 1764

九龍上海街 250 號油蔴地停車場
大廈 10 樓

10/F, Yau Ma Tei Carpark Building,
250 Shanghai Street, Kowloon

西貢 Sai Kung

電話 Tel : 2791 7019

新界西貢親民街 34 號西貢政府合署
3 樓及 4 樓

3/F & 4/F, Sai Kung Government
Offices, 34 Chan Man Street,
Sai Kung, New Territories

屯門 Tuen Mun

電話 Tel : 2451 1176

新界屯門屯喜路 1 號屯門政府合署
6 樓及 7 樓

6/F & 7/F, Tuen Mun Government
Offices, 1 Tuen Hi Road, Tuen Mun,
New Territories

九龍西區 Kowloon West

電話 Tel : 2300 1764

九龍上海街 250 號油蔴地停車場
大廈 10 樓

10/F, Yau Ma Tei Carpark Building,
250 Shanghai Street, Kowloon

沙田 Sha Tin

電話 Tel : 2158 4700

新界沙田上禾輦路 1 號
沙田政府合署 11 樓

11/F, Sha Tin Government Offices,
1 Sheung Wo Che Road, Sha Tin,
New Territories

元朗 Yuen Long

電話 Tel : 2443 3573

新界元朗橋樂坊 2 號元朗政府合署
9 至 11 樓

9/F - 11/F, Yuen Long Government
Offices, 2 Kiu Lok Square, Yuen Long,
New Territories

理想及使命 **Vision and Missions**

理想

我們矢志努力不懈，為香港提供盡善盡美的土地行政服務，令社會整體受惠。

使命

- 在香港和區域的層面上緊貼經濟和市場趨勢。
- 不斷檢討政策及採取最恰當的措施，以切合社會因時而異的需求。
- 建立及維持一種公開和專業的處事文化。
- 利用最新技術及善用人力資源，以提高生產力和效率。

Vision

We strive to achieve excellence in land administration in Hong Kong for the greater benefit of the community.

Missions

- To keep pace with economic and market trends in a local and regional context.
- To continuously review policies and employ best practices to meet the changing needs of the community.
- To develop and sustain a culture of transparency and professionalism.
- To use up-to-date technology and optimise human resources to enhance productivity and efficiency.

地善其用 政行其宜

Good land administration ensures optimum land use

地政總署 Lands Department