



**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**

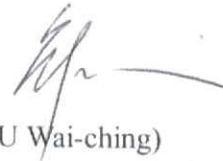
1. Voluntary submission of survey information [which consists of land boundary plan (“LBP”) / survey record plan (“SRP”) and survey report] may be made by Authorized Land Surveyor (“ALS”) or Registered Professional Surveyor (Land Surveying) [“RPS(LS)”] to District Survey Offices (“DSO”) for the purpose 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以作資料分享
Voluntary Submission of Land Boundary Plan / Survey Record Plan
to District Survey Office for Sharing Purpose

{甲部由註冊土地擁有人／註冊土地擁有人的獲授權代表填寫；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 A to be completed by the registered land owner / authorized representative of the registered land owner; and Part B to be completed by Authorized Land Surveyor [ALS] or Registered Professional Surveyor (Land Surveying) [RPS(LS)]}

甲部 - *註冊土地擁有人／註冊土地擁有人的獲授權代表 的資料 PART A - PARTICULARS OF *REGISTERED LAND OWNER / 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.
3. (i) *我／我們已聘用以下專業土地測量師進行土地界線測量。 *I / We have engaged the following professional land surveyor to carry out the land boundary survey.	
(ii) *我／我們藉此准許_____測量處備存這次提交的文件，並不論是否收取費用，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. 我就地段編號_____的土地界線測量向_____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) *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) (倘甲部並非由註冊土地擁有人填寫)。 *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).	

4. 我就這次界定土地界線的測量，提交由我親自或在我直接監督下遵照《土地測量條例》(第473章)的實務守則進行及擬備的土地界線測量及測量報告(___ 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 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"/> 草圖 Sketch	_____
<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	_____
				重描屋地圖則 House Lot Plan Retrace	_____
<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"/> 相等於測量記錄圖的數據 SRP equivalent data	_____	<input type="checkbox"/> 丈量約份控制圖 DD Control Sheet	_____	<input type="checkbox"/> 照片 Photograph	_____
<input type="checkbox"/> 控制導線 Control Traverse	_____	<input type="checkbox"/> 丈量約份放大圖 DD Enlargement	_____	<input type="checkbox"/> 載有數據的文件 Document containing data	_____
<input type="checkbox"/> 土地記錄圖 Permanent Land Record Plan	_____	<input type="checkbox"/> “A”圖 “A” Sheet	_____	<input type="checkbox"/> 其他圖則 Other plans	_____
<input type="checkbox"/> 地段索引圖 Lot Index Plan	_____	<input type="checkbox"/> 地籍測量圖 Cadastral Survey Plan	_____	<input type="checkbox"/> 其他 Others	_____

5. (i) 我藉此准許 _____ 測量處備存這次提交的文件，並不論是否收取費用，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) 我明白文件的提交屬自願性質，其目的謹作分享測量資料；政府並無責任查核我所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 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 office record.

_____ 簽署 Signature

_____ 日期 Date

*刪去不適用者
* delete as appropriate

**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

