Surveys and Mapping Office
Lands Department

Practice Note

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."

PN No. 2/2013
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
**Voluntary Submission of Land Boundary Plan / Survey Record Plan to District Survey Office for Sharing Purpose**

<table>
<thead>
<tr>
<th>PART A - PARTICULARS OF *REGISTERED LAND OWNER / AUTHORIZED REPRESENTATIVE OF THE REGISTERED LAND OWNER</th>
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</thead>
<tbody>
<tr>
<td>1. 姓名 (*先生／太太／女士) Name (*Mr / Mrs / Ms)</td>
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<tr>
<td>2. 地段編號 Lot Nos.</td>
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3. (i) *I / We have engaged the following professional land surveyor to carry out the land boundary survey.

   *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.

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<tr>
<th>簽署 Signature</th>
<th>日期 Date</th>
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<tr>
<th>PART B - PARTICULARS OF SURVEYOR AND SUBMISSION</th>
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<tbody>
<tr>
<td>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)</td>
</tr>
<tr>
<td>2. 註冊編號 Registration No.</td>
</tr>
</tbody>
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3. 我就地段編號 的土地界線測量向 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 the survey record plan, Number ( ___ sheets); and

(ii) *土地界線圖，編號 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 ( ___ Page) (倘有部並非由註冊土地擁有人填寫)。

*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. 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) :-

5. (i) 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) 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.
Appendix II (PN No. 2/2013)

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