



Guidance Notes for Land Boundary Survey

2013

Acknowledgement

The introduction of the HKIS Guidance Notes for Land Boundary Survey 2013 Edition ('Guidance Notes') is a timely and significant updating effort for which The Hong Kong Institute of Surveyors sees the needs of illustrating the set of the professional procedure and standard of the land boundary survey in Hong Kong. Especially, whereas the Land Survey Ordinance has prescribed relevant technical standards to the Authorized Land Surveyors, The Hong Kong Institute of Surveyors is obligated to prescribe equivalent technical guidelines to all professional members who are involved in the land boundary surveying service.

The Guidance Notes informs the general public on the role, ethics and land boundary operational requirement on our professional members who engage in land boundary surveying service. Needless to say, the Guidance Notes also serves as a user-friendly reminder to our professional members on our obligations to the clients and society-at-large.

Assiduous efforts have been made by the Boundary Survey Advisory Committee of the Land Surveying Division. I would like to express my gratitude to the Task Force with Chairman, Sr Dr Conrad Tang and Members: Sr Edmond Yu, Sr Joseph Wong, Sr Ken Ching, Sr Leung Shou-chun (MBE), Sr Ronald Chan, Sr Sham Po-fai, Sr Tang Wing-lun and Sr Yiu Ka-ming. The Guidance Notes is a fruitful result of their time and thoughts. It is a great service to the Land Surveying Division for which I express my deepest appreciation.

Sr Koo Tak-ming
Chairman
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The Hong Kong Institute of Surveyors

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Land Surveying Division
The Hong Kong Institute of Surveyors
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1. Definition

- 1.1 **Professional Surveyor** means a Professional Grade member of The Hong Kong Institute of Surveyors.
- 1.2 Unless otherwise specifically provided, words and expressions importing the masculine gender include the female gender.

2. Objectives

- 2.1 The Hong Kong Institute of Surveyors is the only surveying professional body incorporated by Ordinance for all professional surveyors practicing in Hong Kong. To maintain a mandatory professional standard, the Institute publishes the Guidance Notes to deal with the survey principles and to set out the technical standards for carrying out Land Boundary Surveys in the Hong Kong Special Administrative Region by Professional Surveyors.
- 2.2 It is hoped that these Guidance Notes may also serve the following general purposes:-
 - 2.2.1 As a self-reminding document for the Professional Surveyor;
 - 2.2.2 As a pledge of one's performance by an individual Professional Surveyor to his clients; and
 - 2.2.3 As a handy reference for allied professionals to realize the quality of service and the survey standard expected of a Professional Surveyor.

3. Roles of the Professional Surveyor

- 3.1 The primary role of the Professional Surveyor in Land Boundary Survey is to enable people to enjoy secured land boundary rights and to facilitate settlements in respect of land boundary disputes.
- 3.2 In daily practice, his role is to advise clients on the dimension, area, location and other relevant geo-informatics data of the land lot under survey. He also defines and demarcates on ground the boundary points and other related alignments.
- 3.3 In carrying out Land Boundary Survey, the Professional Surveyor must exercise reasonable care and skill of the standards expected among Professional Surveyors in the Land Surveying Division.

4. Ethics of Boundary Service

- 4.1 In carrying out, directing or supervising a Land Boundary Survey, the Professional Surveyor must always bear in mind the responsibility of being a member of the Institute, the duty of care towards his clients, and the liability as a consequence of any improper boundary determination.
- 4.2 In defining a land lot boundary, the Professional Surveyor should take every care to avoid inducing unnecessary boundary conflicts as part of his primary role.
- 4.3 A Professional Surveyor must release his boundary data and control data as far as possible to other Professional Surveyors when requested for the purpose of achieving the above roles.
- 4.4 The Professional Surveyor should act assiduously for his client in a Land Boundary Survey and must remain unbiased in the service even to the extent that the boundary definition may not be favourable to his client.

5. Operational Requirement

5.1 Survey Approach

A Professional Surveyor should plan and design a survey method, conduct the field measurements and collect the data for the determination of the land boundary. The survey principle “*from the whole to part*” should always be applied and a self-checking methodology must be adopted. All fixes of boundary points should be checked independently.

5.2 Search of Information

At the beginning of a Land Boundary Survey, a Professional Surveyor should collect requisite information for determining the boundaries. These include, but not limited to, boundary plans, survey controls, grant conditions, lease plans, lease covenants, assignment plans, old survey sheets, old photographs, documentary evidences etc. of the subject land parcel and the adjoining land parcels, from the land owners, District Survey Offices, Land Registry, the Public Records Office and other relevant public organisations. When a Professional Surveyor is involved in Land Boundary Survey for land resumption or surrender, he may have to obtain road alignment data or planning layout data from the relevant public organisations.

5.3 Standard Practice for Re-establishment of Lot Boundaries

To maintain a standard practice for re-establishment of lot boundaries in the land surveying profession, Professional Surveyors are required to adopt the practice as stipulated in the Code of Practice (latest edition) under the Land Survey Ordinance (Cap 473). If the Professional Surveyor is also an Authorized Land Surveyor (ALS) registered under the Land Survey Ordinance,

he has to observe the Code of Practice and to take signatory as an ALS. The signatory notes in various Parts of the Code of Practice are amended for a Professional Surveyor who is not yet an Authorized Land Surveyor. The signatory notes are as follows:

Where the certificate in the **field notes** shall be in the following form:

I,, a Professional Grade member registered in Division, The Hong Kong Institute of Surveyors, hereby certify that these field notes, consisting of pages, are a correct and complete record of the observations and measurements made in the field, either by me, or under my immediate direction and supervision.

I also certify that the land boundary survey, of which the field notes form a part, was carried out in conformity with the Guidance Notes for Land Boundary Survey approved by The Hong Kong Institute of Surveyors, and that the survey was completed on theday of 20.....

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Where the certificate in the **land boundary plan** shall be in the following form (when wholly under the supervision or direction of one Professional Surveyor):

I,, a Professional Grade member registered in Division, The Hong Kong Institute of Surveyors, hereby certify that this land boundary plan has been prepared from land boundary surveys that were carried out by me or under my direct supervision in conformity with the Guidance Notes for Land Boundary Survey approved by The Hong Kong Institute of Surveyors, and that the plan correctly represents that survey completed on the day of 20.....

Dated thisday of 20.....

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MHKIS/FHKIS

Where the certificate in the **land boundary plan** shall be in the following form (when partly by or under the supervision or direction of another Professional Surveyor)

I,, a Professional Grade member registered in Division, The Hong Kong Institute of Surveyors, hereby certify that this land boundary plan has been prepared from land boundary surveys that were carried out partly by me or under my direct supervision in conformity with the Guidance Notes for Land Boundary Survey approved by The Hong Kong Institute of Surveyors, and partly by or under the supervision or direction of another Professional Grade member of The Hong Kong Institute of Surveyors, and that the plan correctly represents that survey completed on the day of 20.....

Dated this day of 20.....

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MHKIS/FHKIS

Where the certificate in the **survey record plan** shall be in the following form (when wholly under the supervision or direction of one Professional Surveyor):

I,, a Professional Grade member registered in Division, The Hong Kong Institute of Surveyors, hereby certify that this 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 Guidance Notes for Land Boundary Survey approved by The Hong Kong Institute of Surveyors, and that the plan correctly represents that survey completed on the day of 20.....

Dated this day of 20.....

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MHKIS/FHKIS

Where the certificate in the **survey record plan** shall be in the following form (when partly by or under the supervision or direction of another Professional Surveyor):

I,, a Professional Grade member registered in Division, The Hong Kong Institute of Surveyors, hereby certify that this survey record plan has been prepared from land boundary surveys that were carried out partly by me or under my direct supervision in conformity with the Guidance Notes for Land Boundary Survey approved by The Hong Kong Institute of Surveyors, and partly by or under the supervision or direction of another Professional Grade member of The Hong Kong Institute of Surveyors, and that the plan correctly represents that survey completed on the day of 20.....

Dated this day of 20.....

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6. Remarks

- 6.1 Although every care has been taken in preparing these Guidance Notes, The Hong Kong Institute of Surveyors can accept no responsibility for any interpretation of them in relation to any Ordinances or related regulations. Any definition contained in the Guidance Notes can in no way override the definition, which may have to be adopted for the purpose of land boundary survey under any Ordinance. If any doubt arises, members should alert their clients with a view to seeking legal advice.
- 6.2 If members or others wish to comment on the Guidance Notes in any way, they may do so by writing to:-

The Hong Kong Institute of Surveyors
Room 1205, 12/F., Wing On Centre
111 Connaught Road Central
Sheung Wan
Hong Kong

7. References

- 7.1 Latest edition of the Code of Practice under the Land Survey Ordinance (Chapter 473).