



**Civil Engineering and Development Department
Technical Circular No. 06/2017**

**Procedures for Acquisition of Digital Map from
Land Information Centre, Survey and Mapping Office, Lands Department**

Introduction

This technical circular (TC) sets out the procedures for acquisition of digital map (DM) from the Land Information Centre (LIC) of the Survey and Mapping Office, Lands Department. The DM in LIC include Digital Topographic Map, Data Dictionary of Digital Topographic Map, Digital Land Boundary Map, Data Dictionary of Digital Land Boundary Map, Geo-Reference Database, Geo-Community Database, Digital Aerial Photo, Digital Orthophoto and 3D Spatial Data.

2. This TC applies to the staff/consultants/contractors of the Civil Engineering and Development Department (CEDD) who are currently using or will use DM.

Effective Date

3. This TC takes immediate effect.

Effect on Existing Circular

4. This TC supersedes CEDD TC No. 03/2012 which is hereby cancelled. The revision is to streamline DM acquisition procedures through the launch of online Digital Map Order System (DMOS).

Background

5. CEDD is one of the government departments granted with a block consent from LIC for use and distribution of DM (supplied by LIC) within CEDD including its consultants and contractors. The Chief Land Surveyor (CLS) of CEDD is appointed to sign the undertakings on behalf of CEDD as the secondary supplier of DM.

Procedures for Obtaining Digital Map

6. All requests from staff/consultants/contractors of CEDD for provision of DM shall be submitted online via DMOS (<http://gis.cedd.hksarg/dmos>) which is accessible within the departmental network. All DM users must abide by the terms and conditions prompted for agreement in DMOS. Specific information is required to be input for DM orders for both CEDD staff and consultants/contractors.

7. For DM order for CEDD staff, the information of products requested and associated coverage shall be input interactively in DMOS. Alternatively, a Comma Separated Values (csv) file with map sheets of all products could be prepared and uploaded to DMOS.

8. For DM order for CEDD's consultants/contractors, the information of products requested and associated coverage shall either be input interactively in DMOS or by uploading an editable "Digital Map Order Form (for CEDD's consultants/contractors Only)" (SDF-065) pdf form which is available at Survey Division Intranet Portal (http://svy.cedd.hksarg/sdportal/digital_map_request_form.html). In addition, the "Undertakings by Consultant/ Contractor on the Use of Digital Map from Land Information Centre, Survey and Mapping Office, Lands Department" (SMF-0096) shall be completed by the consultants/contractors and uploaded to DMOS, with the original signed copy submitted to the Survey Division for the attention of the Land Surveyor/Geographic Information (LS/GI). The SMF-0096 can be downloaded from the Lands Department website (<http://www.landsd.gov.hk/mapping/en/download/form.htm>).

9. On completion of the agreement/contract, the consultants/contractors shall complete the form entitled "Confirmation by Government's Consultant/Contractor on the Cessation of the Use of Digital Map from the Land Information Centre, Survey and Mapping Office, Lands Department" (SMF-0097), which can be downloaded from the Lands Department website (<http://www.landsd.gov.hk/mapping/en/download/form.htm>), and submit the original signed copy via the project officer to the Survey Division for the attention of LS/GI within 14 days of the completion date of the agreement/contract.

10. If the agreement/contract is likely to be delayed and the expected date of completion stipulated in the submitted SMF-0096 needs to be changed to a later date, the consultants/contractors shall complete a new SMF-0096 with the revised completion date and an explanation, and submit the original signed copy via the project officer to the Survey Division for the attention of LS/GI.

Enquiries

11. Enquiries about this TC should be addressed to CLS.

(Signed)

(LAM Sai-hung)

Director of Civil Engineering and Development