Lands Department

The Government of the Hong Kong Special Administrative Region

Guidelines on Submission of Geospatial Data to Lands Department via Geospatial Data Submission Platform

(Version 1.0)

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1. INTRODUCTION

Pursuant to the Project Administration Handbook (PAH) for Civil Engineering Works, the Operational Instruction of Architectural Services Department, and the PAH of Electrical and Mechanical Services Department, Works Departments or their consultants/contractors are required to submit CAD drawings for projects with estimates below $30 million.

Meanwhile, they are also encouraged to share georeferenced photo image and point cloud data collected from Mobile Mapping System, Unmanned Aerial Vehicle, and Underground Utility Survey, etc., and model so derived.

Works Departments or their contractors/consultants can submit the aforesaid CAD drawings and other geospatial data (with total file size below 4GB) in Lands Department online platform (Geospatial Data Submission Platform) at: -

<div align="center">

https://submitgeospatialdata.gov.hk

</div>

This Guidelines provide a step-by-step guide for users to submit their geospatial data to the Geospatial Data Submission Platform. The submitted CAD drawings and other geospatial data will be stored in the LandsD Internal Servers with limited access by restricted staff. Any archived geospatial data will be resided in LandsD's premises in an authorized secured environment.

For submission of geospatial data with file size larger than 4GB, please contact LandsD at "submitgeospatialdata@landsd.gov.hk".

2. GEOSPATIAL DATA SUBMISSION PROCEDURES

2.1 Go to the Geospatial Data Submission Platform (GDSP) (https://submitgeospatialdata.gov.hk) using a web browser, such as Google Chrome or Microsoft Edge.
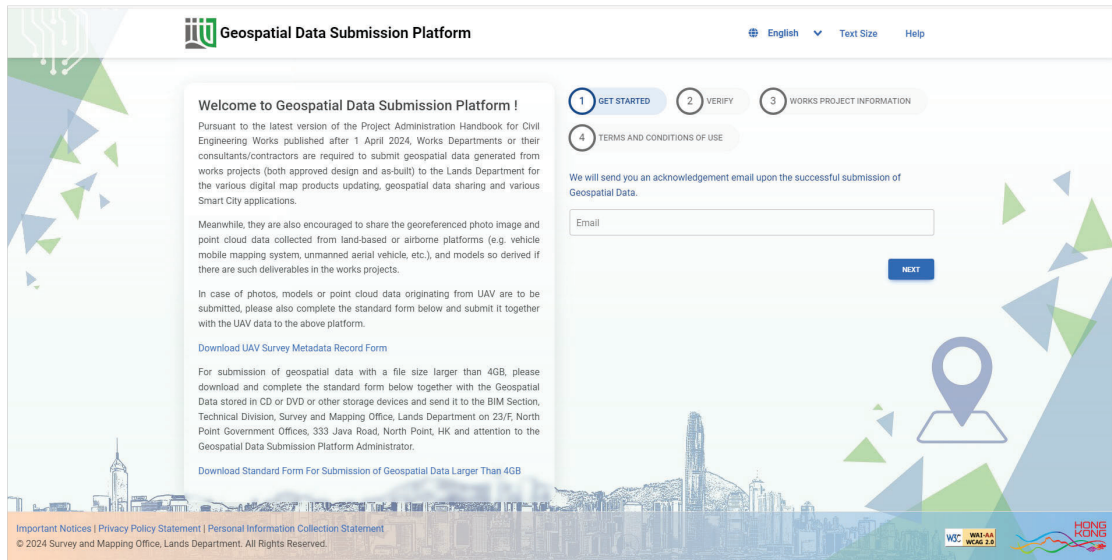
2.2 Enter a valid "Email Address", then, click "**Next**".
Note: The system will send an acknowledgement email to the "Email Address" provided upon the successful submission of geospatial data.
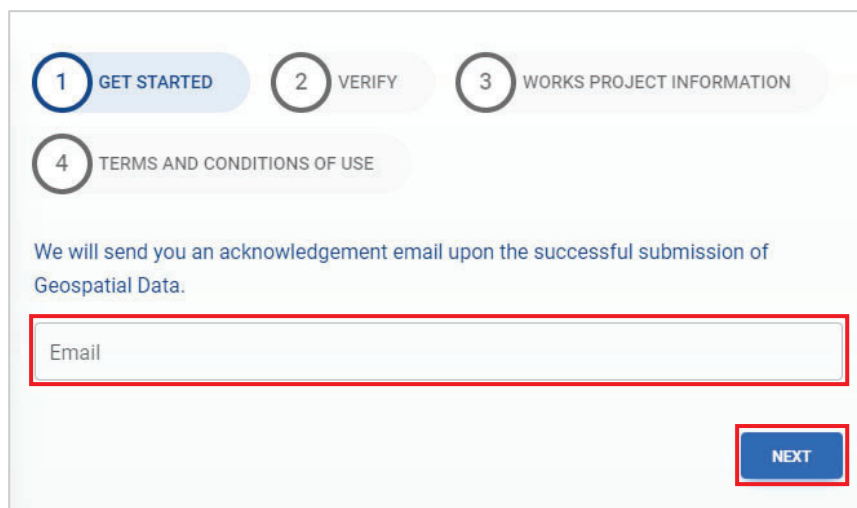
2.3 Enter a valid "Mobile Phone Number", then, click "**Get OTP**".
Note: The system will send a One-Time Password (OTP) to the "Mobile Phone Number" provided via Short Message Service (SMS). The OTP can only be sent to a real-name registered mobile phone number issued by the Telecommunications Service Provider.

2.4 A OTP will be sent to your mobile phone via SMS.
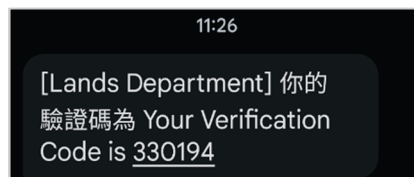
2.5 Enter the OTP accordingly. Then, click "**Next**".

2.6 Click the dropdown menu to select the corresponding "**Government Department**".

2.7 Then, click the dropdown menu to select the corresponding "**Contract/Consultancy Agreement Number**".

2.8 If the contract/consultancy agreement number cannot be found from the dropdown menu, please select "**Other, please specify**" and key in the relevant "**Contract /Consultancy Agreement Number**" and "**Contract/Consultancy/Works Project Name**" of the works project for geospatial data submission.

2.9 If you are from other quasi-government organisations, please select "**Other Organisation**" and provide the name of your organisation, then enter the "**Contract/Consultancy Agreement Number**" and "**Contract /Consultancy/Works Project Name**" for geospatial data submission.

2.10 Next, select the appropriate geospatial data type for submission.
   Note: The available options of geospatial data types for submission are "BIM Data", " CAD Drawing", "GIS Data", "MMS Survey Data", "UAV Survey Data" and "Underground Utility Survey Data".
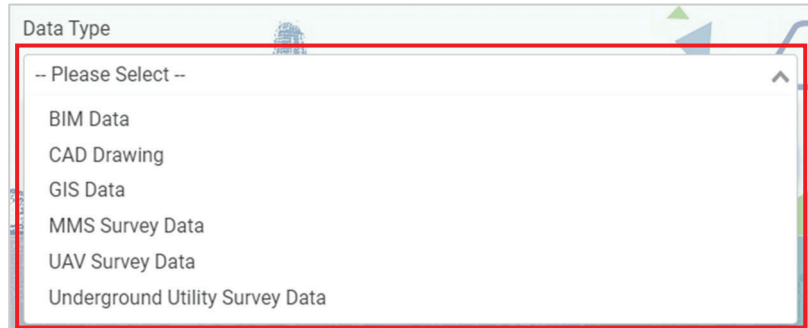
2.11 Then, click "**Submit**".

2.12 Read the Terms and Conditions, scroll down and click "**Agree**".

2.13 Next, **drag and drop** the geospatial data file(s) onto the webpage or click the "**Add Files**" button on the upper right-hand corner and select the geospatial data files for submission.

*Note: To ensure smooth upload, the total file size of all geospatial data files for each submission is limited to 4GB. Additionally, GDSP has implemented fi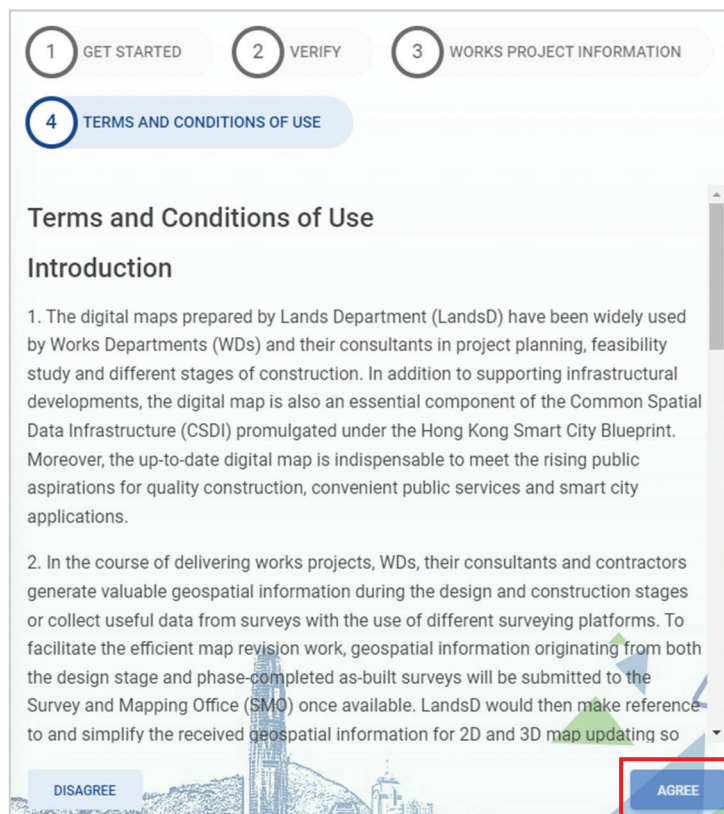le extension control to ensure compatibility. Please refer to **Annex A** for details about the geospatial data file types supported by the GDSP.*
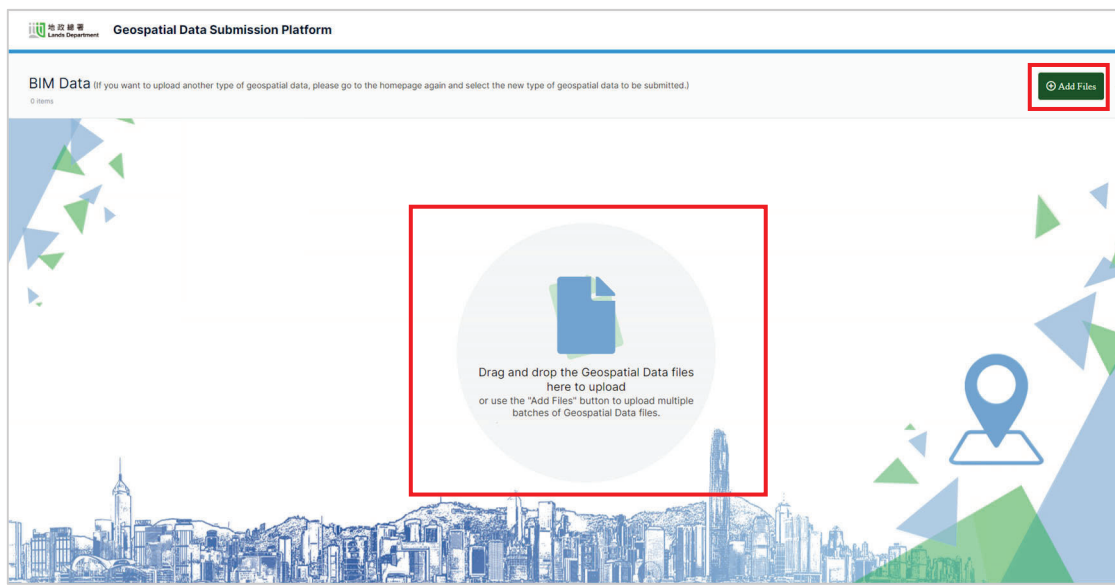
2.14 Once you have submitted your geospatial data files, you can check whether the upload is successful or not by referring to the "**Check File Upload Status**" prompt box.
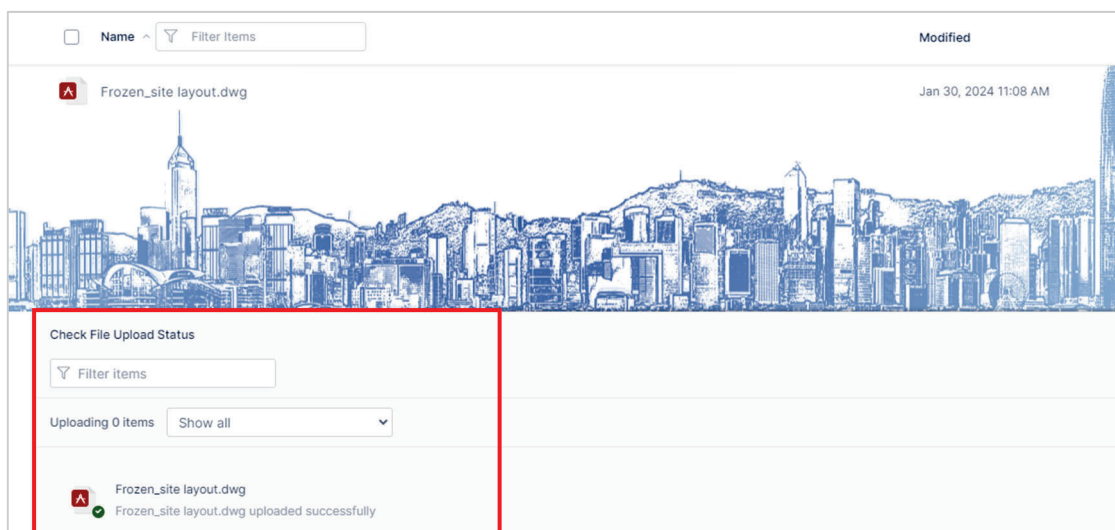
2.15 If submission of another type of geospatial data for the project is required, access the GDSP home page again and repeat steps 2.2 to 2.14.

2.16 For submission of geospatial data with file size larger than 4GB, please contact "submitgeospatialdata@landsd.gov.hk".

3. ACKNOWLEDGEMENT EMAIL

3.1 After successful geospatial data submission, users will receive an acknowledgement email for retention.
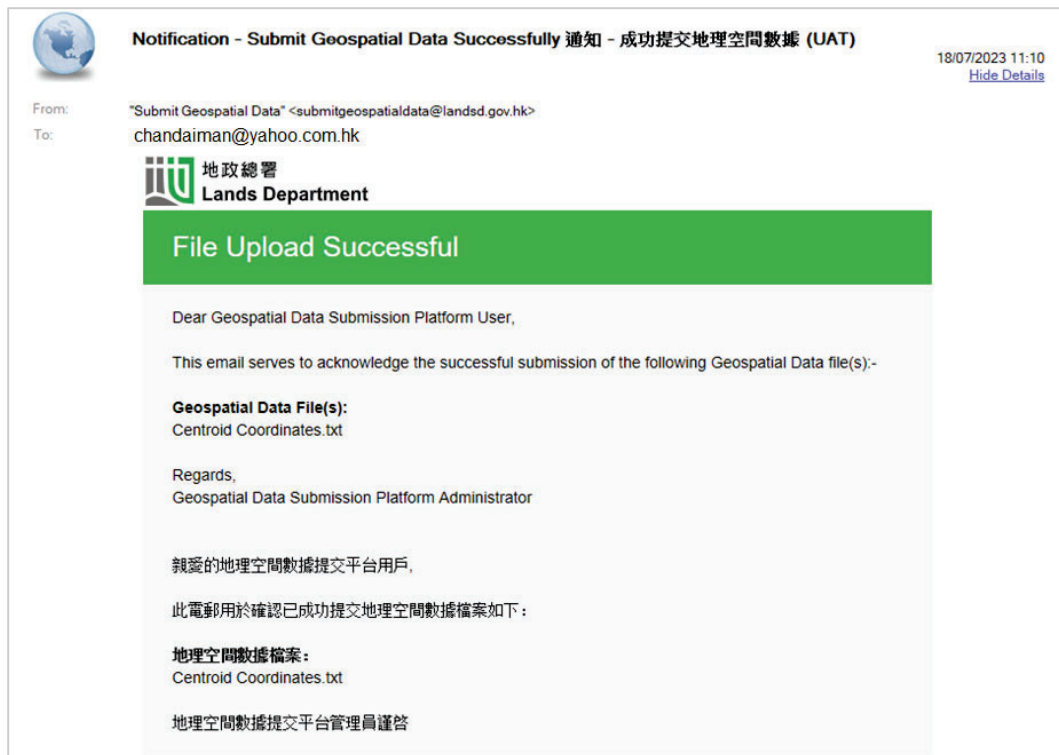
ANNEX A – GEOSPATIAL DATA FILE TYPES SUPPORTED BY GEOSPATIAL DATA SUBMISSION PLATFORM

Geospatial Data Types	BIM Data	CAD Drawing	GIS Data			UAV Survey Data	MMS Data Type		Underground Utility Survey Data
Geospatial File Types / File Format Supported by GDSP	BIM related	CAD related	Documents for Basic Map Updating	Geospatial files related	Geodatabase related files	Geo-referenced Photo	Point Cloud	Mesh Model	Point Cloud, Mesh Model, Geodatabase-related files and CAD related
	.ifc	.dxf	.pdf	.dbf	.gdb	.geotiff	.las	.ply	Ditto[1]
	.rvt	.dwg	.png	.sbn	.fgdb	.jpg	.e57	.stl	
	.nwd	.dgn	.gif	.sbx	.geopackage	.jpeg	.ply	.obj	
	.dwg	.stl	.bmp	.shp	.gml	.tif	.pts	.vtk	
	.xlsx		.txt	.xml	.kml	.tiff	.ptx	.off	
	.pln		.xlsm	.shx	.xml		.xyz		
	.dgn		.xlsx	.gdbtable			.pcd		
	.skp		.xls	.cpg			.fls		
	.json		.csv	.tfwx			.fws		
			.geojson	.prj					
			.json	.qmd					
			.doc	.spx					
			.docx						
			.dxf						
			.dwg						
			.dgn						
			.stl						

Remark [1]: For the submission of Underground Utility Survey Data, GDSP supports the submission of various Geospatial File Types that are identical to Point Cloud, Mesh, Geodatabase-related files and CAD-related files, the user may refer to the individual column of the aforesaid Geospatial File Types for information.