

Lighting Division, Highways Department**Guidelines for Purchasing of Public Lighting Installation Drawings****Making Applications and Inspections**

1. Applications can be made by submitting duly completed Drawings Request Form for Lighting Division through e-mail (e-mail address mapsale.ltg@hyd.gov.hk), by fax to 2310 8489 or in person to Lighting Division of Highways Department (LD/HyD) at 9th Floor, Trade and Industry Tower, 3 Concorde Road, Kowloon.
2. Drawings Request Form for Lighting Division can be obtained on the website of HyD at https://www.hyd.gov.hk/en/service_enquiries/public_forms/index.html. In completing the Drawings Request Form, applicant or his representatives may visit LD/HyD to identify the specific drawings they wish to purchase. The numbering system of the public lighting installation drawings adopts the same system as that of Digital Topographic Map iB1000 published by the Survey and Mapping Office of Lands Department. The iB1000 map serial number can be found on the website of Lands Department at <http://www.hkmapservice.gov.hk/> – “PRODUCT” – “SPATIAL DATA & TOPOGRAPHIC MAP” – Select “Digital Topographic Map iB1000” under “Series” of “Search Panel” – press “Search”
3. Upon receiving a duly completed Drawings Request Form, LD/HyD shall issue a demand note for the required cost to the applicant either by hand or by post/fax.
4. All public lighting installation information can be inspected in LD/HyD free of charge. Applicants can phone to LD/HyD (phone no. 3903 6606) for arranging a time slot for the inspection. There are in total 6 time slots in any working day from Monday to Friday and each time slot lasts for 1 hour. If there are excessive demands at any particular period of time for the inspection, LD/HyD will review the situation to ensure that all requests can be entertained within a reasonable time.

Payment

5. Applicant shall pay the required cost within 14 days counting from the date of the demand note.
6. The application will be cancelled without notice if the demand note remains unsettled within 28 days counting from the date of the demand note.

Collection of Drawings

7. After settlement of the demand note, the applicant will be contacted by phone or facsimile confirming the date and time of collection of the required drawings.
8. Applicant shall present the receipt/proof of payment to LD/HyD and acknowledge the receipt of the required drawings.

Enquiries

9. Enquiries on these Guidelines should be made to LD/HyD via the following channels:

Telephone No.	E-mail
3903 6606	mapsale.ltg@hyd.gov.hk