

**Sample Application Letter**

To :The Water Authority

Date:

Dear Sir / Madam,

**Application for Portable Meter(s)**

We are applying for \_\_\_ no(s). of portable meter(s) for use until \_\_\_\_\_. The estimated daily consumption for each portable meter being applied for is \_\_\_ m<sup>3</sup>. A duly completed Form WWO 542 is attached.

2. If our application is approved, we, the undersigned, confirm our acceptance of the conditions set out in Form WWO 543 governing the use of portable meters.
3. We shall collect the portable meter(s) at a WSD Office<sup>1</sup> as noted in the Approval Letter and arrange the portable meter(s) for monthly meter reading at a WSD Meter Reading Office<sup>2</sup>.
4. The name and telephone number of our contact person directly connected with the actual use of the portable meter(s) are:-

Name :-\_\_\_\_\_

Tel. No. \_\_\_\_\_

In case there is any change of the contact person, we shall notify the Water Authority in writing within 2 weeks of the change.

**\*For application on government contract/job or public utility undertaker project:**

- \*5. We confirm that the portable meter(s) being applied for will be used on government contract/job or public utility undertaker project detailed below:-

Contract No: \_\_\_\_\_

Contract Period: \_\_\_\_\_

Contract Title: \_\_\_\_\_

A statement of support of the application from the government department/public utility undertaker is furnished.

**\*For application on works other than government contract/job or public utility undertaker project:**

- \*5. We attach job records of private ground investigation / slope works with supporting documents on the jobs in hand and/or any jobs carried out or completed in the previous 6 months and documentary evidence that we are an approved contractor on the following lists:-

# List of Approved Contractors for Public Works.

# List of Approved Suppliers of Materials and Specialist Contractors for Public Works (ground investigation field work or landslip preventive/remedial works to slopes/retaining walls category).

# List of Registered Specialist Contractors (ground investigation field works category) under the Buildings Ordinance.

Name of Company: \_\_\_\_\_

Name of Authorized Person: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Authorized Person

Company's Chop:

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_

*(For application on government contract/job or public utility undertaker project only)*

**Statement of Support of the Application from the Government Department/public utility undertaker:**

To : The Water Authority

Date:

Dear Sir / Madam,

**Contract No & Title:** \_\_\_\_\_

The use of \_\_\_ number(s) of portable meter(s) is/are required in connection with the captioned contract/job/project. We, based on the works programme submitted by the applicant, have analysed and found that the number of portable meter(s) applied for is justified. We shall ensure that the applicant will comply with the Water Authority's conditions of approval.

Name of Government Department / public utility undertaker: \_\_\_\_\_

Name of Authorized Person : \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Authorized Person      Department/Company's Chop:

\_\_\_\_\_      \_\_\_\_\_ Date: \_\_\_\_\_

\*: Delete where inappropriate

# : Tick as appropriate

