



水務署
Water Supplies Department

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Reference (27) in WSD/AC/1051/6

7 Sep 2006

Distribution: To all Authorized Persons

Dear Sir,

WSD Circular Letter No. 3/2006
Meter Removal and Water Supply Disconnection due to Building Demolition

Before demolition of a building, the Authorized Person (AP) has to inform the Water Authority (WA) to remove all water meters and disconnect water supply connections to comply with the Building (Demolition Works) Regulations Cap 123C Sub-regulation 3(1)(a) & (b). To facilitate notification, a new Form WWO 1143 attached at Appendix 1 has been introduced for use by AP.

2. For water meter removal, the AP should complete Part I of WWO 1143 giving the meter removal date as well as the name and phone no. of the site contact person. Based on the address stated on WWO 1143, the WA will confirm the meters to be removed with the AP. Upon receipt of confirmation from the AP, the concerned water meters will be removed in about 14 working days or on the removal date as stated on Form WWO 1143 whichever is the later.

3. For water supply disconnection, the AP should complete Part II of Form WWO 1143 indicating the type of water supply to be disconnected. It should be noted that the time required to arrange the capping of exposed connections and underground connections is about 14 working days and about 3 months respectively.

4. If the date of meter removal needs to be changed, the AP should complete Part III of Form WWO 1143 giving the new meter removal date. It should be noted that an advance notice of 14 working days is required for change of removal date.

5. For enquiry, please call our Customer Telephone Enquiry Hotline 2824 5000 or contact Engineer/Customer Services (General Duties) Ms F.Y. Li at 2294 2650.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chu Sum', with a large, sweeping flourish extending to the right.

(CHIN Chu Sum)
for Water Authority

Encl.

c.c. The Hong Kong Institute of Architects
The Hong Kong Institution of Engineers
The Hong Kong Institute of Surveyors
The Institute of Plumbing – Hong Kong Council
Hong Kong Plumbing and Sanitary Ware Trade Association Ltd.
Hong Kong Licensed Plumbers Association Ltd.
Hong Kong Plumbing General Union
Hong Kong Water Works Professionals Association Ltd.
The Hong Kong Institution of Plumbing and Drainage Ltd.
The Hong Kong Housing Society
Architectural Services Department
Housing Department
Buildings Department

To : The Water Authority
43/F, Immigration Tower, 7 Gloucester Road, Hong Kong

Tel. 2824 5000 Fax. 2802 7333
Email: wsinfo@wsd.gov.hk

**APPLICATION FOR
WATER METER REMOVAL AND WATER SUPPLY DISCONNECTION
DUE TO BUILDING DEMOLITION
BUILDING (DEMOLITION WORKS) REGULATIONS**

Lot No.: _____

Address: _____

I. Water Meter Removal (about 14 working days upon receipt of confirmation of meters to be removed or the Removal Date as stated below whichever is the later)

Site Contact Person - Name: _____ Tel. No.: _____

Removal Date : _____

Please submit 1:1000 location plan of building(s) to be demolished.

II. Disconnection of Water Supply:

Please disconnect 1. Potable Water
 2. Flushing Water
 3. Fire Services

Disconnection Date : _____ (Time required to arrange the capping of exposed connections and underground connections is about 14 working days and about 3 months respectively)

I shall ensure availability of site under safe condition for the water meter removal and water supply disconnection works (hereunder referred as the works) and undertake to make ready for the execution of the works commencing on the Removal Date/Disconnection Date as specified above.

I fully understand the purpose and agree to the Water Authority using data collected from me for the purpose of or directly related to applying for the works. If I do not provide sufficient data, the Water Authority may not be able to process my application. I agree that these data and other related information may be transferred to other Government bureaux and departments. I understand that I can request the Departmental Secretary of the Water Supplies Department at 48/F, Immigration Tower, 7 Gloucester Road, Hong Kong for access to and correction of personal data.

Authorized Person's Signature _____
Name (in Block Letters) _____
Date _____
Authorized Person's Registration No. _____
Mailing Address _____
E-mail _____
Fax No. _____
Tel No. _____

Tick where appropriate

III. Change of Removal/Disconnection Date (14 working days advance notice required): _____

Authorized Person's Signature _____
Name (in Block Letters) _____
Date _____
Authorized Person's Registration No. _____