



水務監督辦事處  
Office of the Water Authority



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Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sir,

**WSD Circular Letter No. 1/2001**  
**Installation of Water Meters by Licensed Plumbers**  
**(This Letter supersedes Circular Letter No. 3/92)**

It is our practice to require licensed plumbers to install water meters for all new building projects since January 1993. For other categories of water supply applications, meters are installed by the Water Authority within 2 working days after the inside services have been checked in order.

In order to further shorten the time required for the meter installation process so that water supply can be effected immediately after the inside services have been checked and found satisfactory by the Water Authority, water meters shall be installed by licensed plumbers for all water supply applications involving new/modified inside services approved on/after **1 December 2001**.

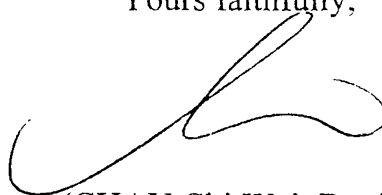
For water supply applications in connection with re-occupation of an existing premises for which no modification of inside services is required (i.e. re-fixing cases) and hence no licensed plumbers are involved, meters shall remain to be installed by the Water Authority.

The following table summarizing the responsible parties for meter installation:-

Category		Meters installed by
For new/modified inside services	new building project (usually number of meters installed not less than 20)	Licensed Plumber <i>(no change)</i>
	others (usually number of meters installed less than 20)	Licensed Plumber <i>(installed by the Water Authority previously)</i>
For existing inside services with no modification (i.e. re-fixing cases)		Water Authority <i>(no change)</i>

The administrative procedures for licensed plumbers to install water meters are detailed in the attached Appendix. The applicant for water supply will be required to pay a statutory charge, as prescribed in Part I of Schedule 1 of the Waterworks Regulations, to cover the administrative cost for the provision of water meters by this Authority.

Yours faithfully,



(CHAU Chi Wai, David)  
for Water Authority

cc  
Hong Kong Licensed Plumbers Association Ltd.  
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WSD 1382/172/4/99

**Procedures to be followed for Meter Installation by Licensed Plumbers**

**(1) For new building projects:-**

The Water Authority will, in approving plumbing proposals, inform the Authorized Persons concerned to:-

- (a) provide a programme for acquisition of water meters for the Water Authority's agreement when the licensed plumber of the project submits Parts I and II of WWO 46. Where a large number of water meters are involved, water meters will be issued in phases. When the programme is checked to be acceptable, the Authorized Person will be so advised and also be requested to submit an advance notice and confirmation of acquisition of each batch of water meters 3 weeks prior to the date of collection. A letter will be issued to request the Authorized Person or his/her representative to collect the water meters;
- (b) sign an undertaking form for the safe custody of the water meters when the Authorized Person or his/her representative collects the water meters from the Water Authority;
- (c) fill in the meter size, type, number, initial reading and location of all the water meters installed in a 'Meter Installation Table' (provided by the Water Authority) after the licensed plumber completes the installation of the water meters. For cases involving a large number of meter installations, the Water Authority may request the Authorized Persons to complete and submit the 'Meter Installation Table' in an appropriate electronic format specified by the Water Authority;
- (d) pass the completed 'Meter Installation Table' to the licensed plumber who should submit it together with Part IV of WWO 46 to the Water Authority when the licensed plumber reports completion of plumbing installation.

**(2) For other water supply applications involving new/modified inside services:-**

The licensed plumber concerned is required to:-

- (a) collect the water meter(s) when Part IV of WWO 46 is submitted in person. Otherwise, a letter will be issued to request the licensed plumber or his/her representative to collect the water meter(s) at the Office of the Water Authority;
- (b) sign an undertaking form for the safe custody of the water meter(s) when the licensed plumber or his/her representative collects the water meter(s) from the Water Authority;
- (c) fill in the meter size, type, number, initial reading and location of the water meter(s) installed/to be installed on a 'Meter Installation Table' (provided by the Water Authority);
- (d) submit the 'Meter Installation Table' to the Water Authority during the inspection of plumbing installation.

Prior to inspection by the Water Authority, the licensed plumber may install the water meter(s) in the meter position(s) with a conspicuous physical gap such that no water can be drawn through the pipeworks. Only after the plumbing installation has been inspected and approved by the Water Authority shall the gap at the meter position be bridged to effect water supply. Alternatively, the licensed plumber may install the meter(s) after the inspection of the plumbing installations in the presence of the staff of the Water Authority.