



水務署

Water Supplies Department

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Reference

(11) in WSD 3318/50 Pt.6 T/J(1)

20 January 2017

Distribution: To all Licensed Plumbers and Authorised Persons

Dear Sirs,

WSD Circular Letter No. 2/2017 Water Efficiency Requirements for Fittings in Inside Service

To promote water conservation, the Water Supplies Department (WSD) launched the voluntary Water Efficiency Labelling Scheme (WELS) in 2009 to help consumers select water efficient plumbing fixtures and appliances to save water consumption. To further promote water conservation and enhance the penetration rate of water efficient devices, the Water Authority (WA) considers that after over seven years' implementation of WELS on a voluntary basis, it is now at a suitable juncture to commence the first stage of mandating the use of products registered under WELS. We will implement subsequent stage of mandating the use of WELS products later.

Under the first stage of the mandatory use of WELS products, for all proposed plumbing works submitted using the Form WWO 46 for designated part of premises as listed below, the proposed products to be used for showers for bathing¹, water taps² and urinal flushing valves (termed "designated products" herein below) should comply with prescribed water efficiency gradings registered under WELS as detailed in Table A, subject to the exemption as set out in Annex A to this letter:

¹ In accordance with Section 3.5 of the Scheme Document for WELS on showers for bathing, the term "showers for bathing" covers showerheads installed to fixed arms/concealed pipes in the wall or ceiling, showerheads installed to pivotal arms and hand-held showers.

² In accordance with Section 3.5 of the Scheme Document for WELS on water taps, the term "water taps" covers mixing or non-mixing type water taps installed at bathroom/toilet washing basins and pantry/kitchen sinks. Water taps equipped with automatic sensing open/close device or automatic closing mechanism are also included. However, water taps installed at bath tub/shower, any system, machinery and devices such as irrigation system, washing machines, water dispensers etc. which serve for bathing/operational use, are excluded.

Designated part of premises

- (a) kitchens of the domestic premises
- (b) bathrooms and toilets of all premises

Table A: Prescribed Water Efficiency Requirements for Designated Products

<i>Designated products</i>	<i>Prescribed water efficiency requirements</i>
Showers for bathing	Grade 1 or Grade 2
Water taps (for use in kitchen sinks)	Grade 1, Grade 2 or Grade 3
Water taps (for use in washing basins of bathrooms and toilets)	Grade 1 or Grade 2
Urinal flushing valves	Grade 1 or Grade 2

The WSD has commissioned a consultant to carry out a Business Impact Assessment (BIA) study to identify the potential impacts of the mandatory requirements on the trades and to advise on the possible mitigation measures to facilitate compliance. In particular, the BIA consultant has collected views from different stakeholder groups including suppliers, buyers³, service providers⁴ and testing laboratories. The BIA study concludes that all stakeholders should be able to comply with the mandatory requirements without significant compliance difficulties if all the recommended mitigation measures are fully adopted. In accordance with the results of the BIA study, the WSD has adopted all the recommendations in formulating the mandatory requirements. On the other hand, the WSD has separately consulted other parties, including the Advisory Committee on Water Supplies, the Technical Committee on Plumbing, the Business Liaison Group⁵ (Hotels), the Business Facilitation Advisory Committee (BFAC)⁶ and the Food Business and Related Services Task Force⁷ before finalising the mandatory requirements.

The above requirements will take effect from 1 February 2017 with a one-year grace period, during which the use of designated products that comply with the prescribed water efficiency requirements in Table A is optional. Upon the expiry of such grace period (i.e. starting from 1 February 2018), the use of such designated products shall become fully mandatory⁸.

³ Include property developers, government departments, property owners, hotels and food & beverage establishments.

⁴ Include building contractors, plumbing contractors, Licensed Plumbers, E&M engineering consultants and Authorised Persons.

⁵ The group is a formal discussion forum established to further strengthen communication between the hotel trade and the Government on licensing and regulatory matters at the operational level.

⁶ Its membership includes representatives from the Chinese General Chamber of Commerce, the Chinese Manufacturers' Association of Hong Kong, the Federation of Hong Kong Industries and the Hong Kong General Chamber of Commerce as co-opted members. Its major duties are to advise and report to the Financial Secretary the development and implementation of programmes and measures to facilitate business.

⁷ The Task Force is set up under BFAC to conduct sector-specific or licence-specific regulatory reviews and facilitate food business consultation on regulatory proposals. The BFAC steers the Task Forces and oversees its work progress.

⁸ For avoidance of doubt, the fully mandatory requirement of using such designated products will be applicable to

In connection with the above requirements, the “Hong Kong Waterworks Standard Requirements for Plumbing Installation in Buildings” and the Form WWO 46 are revised as set out in Annex B and Annex C to this letter respectively. In particular, the revised Form WWO 46 (version 1/2017) shall be used for all new submissions with effect from 1 February 2017. For those plumbing works with initial submission of the Form WWO 46 (version 6/2012a or 10/2015) made before 1 February 2017, the same version of the form can be used to complete the remaining procedures, provided that the submission has not been subsequently rejected by the WA. For those applications submitted before 1 February 2017, if the applicants choose to join the mandatory use of WELS products wholly or partly, they should use the revised form for such cases.

For a water tap or shower for bathing not complying with the above water efficiency requirements, the WA will accept the alternative of installing inside the water tap or shower for bathing a flow controller registered under WELS and of appropriate water efficiency grade to form a “combined” water saving device that meets the prescribed water efficiency requirements in Table A above. The applicant would be required to submit, together with the Form WWO 46, test reports of flow rate test⁹ of the “combined” water saving device conducted within 5 years before the date of submission to demonstrate compliance with Table A. The above flow rate test and the submission of such reports are optional before 1 February 2019 but shall become mandatory with effect from 1 February 2019.

To promote more choices of water saving devices, the WSD will implement a recognition mechanism in which water saving devices registered in other jurisdictions¹⁰ that comply with the requirements of WELS can be recognised under WELS. Under such mechanism, the applicant can submit a certified true copy of relevant test report of the concerned product used for registration under the concerned jurisdiction to save the need and the associated cost of conducting a fresh test by a laboratory accredited by the Hong Kong Accreditation Service (HKAS) or mutually recognised by HKAS according to the requirements of WELS.

all proposed plumbing works submitted using Form WWO 46 on or after 1 February 2018.

⁹ Please refer to the following sections of the updated version of the Scheme Document:

- Section 5.2 for showers for bathing
- Section 5.3 for water taps

¹⁰ Having reviewed the testing standards and requirements, the WSD considers that water saving devices registered in Australia and New Zealand can be recognised under WELS. The WSD will continue to review those in other jurisdictions and update the coverage of the recognition mechanism via the WSD website in due course.

Should you have any enquiries, please contact our engineer Mr Kevin H N LEE at tel. no. 2829 4574.

Yours faithfully,

(Original signed)

(CHAN Chung Kun)
for Water Authority

Encl.

(with Chinese translation)

c.c.

Housing Department (Attn: SM/QM)
Buildings Department
Architectural Services Department
Fire Services Department
The Hong Kong Housing Society
The Hong Kong Institute of Architects
The Hong Kong Institution of Engineers
The Hong Kong Institute of Surveyors
The Chartered Institute of Plumbing and Heating Engineering – Hong Kong Branch
Hong Kong Plumbing and Sanitary Ware Trade Association Ltd
Hong Kong Licensed Plumbing Professionals Association Ltd
Hong Kong Plumbing General Union
Hong Kong Water Works Professionals Association Ltd
The Hong Kong Institution of Plumbing and Drainage Ltd
Plumbing Technology Student Association
The Association of Registered Fire Service Installation Contractors of Hong Kong Ltd
Real Estate Developers Association of Hong Kong
Hong Kong Institute of Vocational Education
Construction Industry Council
Hong Kong Construction Association Ltd
Registered Minor Works Contractor Signatory Association Ltd
Hong Kong Registered Contractors Association Company Ltd
Building Services Operation and Maintenance Executives Society
The Hong Kong Air Conditioning and Refrigeration Association Ltd
Hong Kong General Building Contractors Association Ltd
The Hong Kong Federation of Electrical & Mechanical Contractors Ltd
Contractor's Authorised Signatory Association Ltd

WSD 3318/15/81

Criteria for Exemption

For the Form WWO 46 submitted after expiry of the grace period, i.e. 1 February 2018, applicants may apply for exemption from the requirements within the scope of designated part of premises under the following scenarios:

Scenario (A)

All premises with tenders/quotations concerning the installation of showers for bathing, water taps or urinal flushing valves therein invited before 1 February 2017 may be eligible for exemption from the mandatory use of designated products registered under WELS.

To apply for exemption, in the submission of the Form WWO 46, the applicant shall:

- (a) submit documentary proof of such tender/quotation or the existence of such tender/quotation; and
- (b) demonstrate that the specifications stipulated under the said tender/quotation for the use of those designated products could not fulfill the prescribed water efficiency requirements to the WA for verification and approval.

Scenario (B)

For all premises, applications for exemption based on technical issues like inadequate water pressure for the operation of water heater after the installation of designated products will also be considered on a case-by-case basis. To apply for exemption, the applicant shall provide information to fully justify why the mandatory use of designated WELS products cannot be complied with in the submission of the Form WWO 46.

Scenario (C)

For all premises, applications for relaxation of requirements based on reasons other than those under scenarios (A) or (B) will also be considered on a case-by-case basis. The relaxation may be in the form of relaxing the flow rate requirements of certain designated products or exempting certain designated part of premises from the mandatory requirements. To apply for the relaxation, the applicant shall provide detailed information in the submission of the Form WWO 46 to fully justify why the mandatory use of designated WELS products cannot be fully complied with.

Proposed Amendments to Hong Kong Waterworks Standard Requirements for Plumbing Installation in Buildings

<i>Clause</i>	<i>Proposed amendments (in blue)</i>										
8.2D	<p>Add the following sub-clause:</p> <p>(h) Flushing valve shall be of water efficiency Grade 1 or Grade 2 under Water Efficiency Labelling Scheme (WELS).</p>										
10.1A	<p>Add the following clause:</p> <p>Subject to exemption stipulated in Clause 10.6, designated products (showers for bathing^[1], water taps^[2] and urinal flushing valves) of prescribed water efficiency requirements registered under WELS shall be used in the following designated part of premises for all proposals submitted using the Form WWO 46:</p> <p>(i) kitchens of the domestic premises (ii) bathrooms and toilets of all premises</p> <p>Details of such designated products shall be included in Annex to Form WWO 46 and the products shall comply with the prescribed water efficiency requirements as below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><i>Designated products</i></th> <th style="text-align: center;"><i>Prescribed water efficiency requirements</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Showers for bathing</td> <td style="text-align: center;">Grade 1 or Grade 2</td> </tr> <tr> <td style="text-align: center;">Water taps (for use in kitchen sinks)</td> <td style="text-align: center;">Grade 1, Grade 2 or Grade 3</td> </tr> <tr> <td style="text-align: center;">Water taps (for use in washing basins of bathrooms and toilets)</td> <td style="text-align: center;">Grade 1 or Grade 2</td> </tr> <tr> <td style="text-align: center;">Urinal flushing valves</td> <td style="text-align: center;">Grade 1 or Grade 2</td> </tr> </tbody> </table> <p>^[1] “Showers for bathing” cover showerheads installed to fixed arms/concealed pipes in the wall or ceiling, showerheads installed to pivotal arms and hand-held showers.</p> <p>^[2] “Water taps” cover mixing or non-mixing type water taps installed at bathroom/toilet washing basins and pantry/kitchen sinks. Water taps equipped with automatic sensing open/close device or automatic closing mechanism are also included. However, water taps installed at bath tub/shower, any system, machinery and devices such as irrigation system, washing machines, water dispensers etc. which serve for bathing/operational use, are excluded.</p> <p>For a water tap or shower for bathing not complying with the above water efficiency requirements, the Water Authority (WA) will accept the alternative of installing inside the water tap or shower for bathing a flow controller registered under WELS and of appropriate water efficiency grade to form a “combined” water saving device that meets the prescribed water efficiency requirements above. The applicant would be required to submit, together with the Form WWO 46, test reports¹ of flow rate test of the combined water saving device conducted within 5 years before the date</p>	<i>Designated products</i>	<i>Prescribed water efficiency requirements</i>	Showers for bathing	Grade 1 or Grade 2	Water taps (for use in kitchen sinks)	Grade 1, Grade 2 or Grade 3	Water taps (for use in washing basins of bathrooms and toilets)	Grade 1 or Grade 2	Urinal flushing valves	Grade 1 or Grade 2
<i>Designated products</i>	<i>Prescribed water efficiency requirements</i>										
Showers for bathing	Grade 1 or Grade 2										
Water taps (for use in kitchen sinks)	Grade 1, Grade 2 or Grade 3										
Water taps (for use in washing basins of bathrooms and toilets)	Grade 1 or Grade 2										
Urinal flushing valves	Grade 1 or Grade 2										

¹ The flow rate test and the submission of such reports are optional before 1 February 2019 but shall become mandatory with effect from 1 February 2019.

	<p>of submission to demonstrate compliance with the prescribed water efficiency requirements.</p>
<p>10.6</p>	<p>Add the following clause: Applicants may apply for exemption from the requirements within the scope of designated part of premises under the following scenarios:</p> <p><u>Scenario (A)</u> All premises with tenders/quotations concerning the installation of showers for bathing, water taps or urinal flushing valves therein invited before 1 February 2017 may be eligible for exemption from the mandatory use of designated products registered under WELS.</p> <p>To apply for exemption, in the submission of the Form WWO 46, the applicant shall:</p> <ul style="list-style-type: none"> (a) submit documentary proof of such tender/quotation or the existence of such tender/quotation; and (b) demonstrate that the specifications stipulated under the said tender/quotation for the use of those designated products could not fulfill the prescribed water efficiency requirements to the WA for verification and approval. <p><u>Scenario (B)</u> For all premises, applications for exemption based on technical issues like inadequate water pressure for the operation of water heater after the installation of designated products will also be considered on a case-by-case basis. To apply for exemption, the applicant shall provide information to fully justify why the mandatory use of designated WELS products cannot be complied with in the submission of the Form WWO 46.</p> <p><u>Scenario (C)</u> For all premises, applications for relaxation of requirements based on reasons other than those under scenarios (A) or (B) will also be considered on a case-by-case basis. The relaxation may be in the form of relaxing the flow rate requirements of certain designated products or exempting certain designated part of premises from the mandatory requirements. To apply for the relaxation, the applicant shall provide detailed information in the submission of the Form WWO 46 to fully justify why the mandatory use of designated WELS products cannot be fully complied with.</p>



The Water Authority
43/F Immigration Tower, 7 Gloucester Road, Hong Kong.
Tel : 2824 5000 Fax : 2802 7333 email : wsdinfo@wsd.gov.hk

Form Serial No.
(for official use)

**APPLICATION FOR CONSTRUCTING, INSTALLING,
ALTERING OR REMOVING AN INSIDE SERVICE OR FIRE SERVICE**

**Under Section 14 of the Waterworks Ordinance (Cap. 102)
and Reg. 3 / 5 of the Waterworks Regulations (Cap. 102A)**

Part I (To be completed by the Licensed Plumber. Part I shall also be signed by the Authorised Person for new building project) (See Note 1)

To the Water Authority,

Inside Service or Fire Service for the Premises at

*I/We am/are engaged by the *consumer[#] / agent[#] / applicant for new water supply in Part II to *construct / install / alter / remove an *inside service / fire service at the above premises. Details of the approved plumbing proposal(s) for the inside service / fire service ("Approved Plumbing Works") are as follows:-

WSD approval letter reference : _____ dated _____ ASN _____
Approved drawing no. (if no drawing has been required, describe briefly the plumbing works): _____

Approved Plumbing Works covered by this Form: *Whole of the Works / Part of the Works (If this application relates only to part of the Approved Plumbing Works, please specify the relevant part of the plumbing works :

_____).

Size and no. of water meters involved/required : _____

Anticipated date when water supply is required : _____ (see Note 4)

Remarks : _____

A set of duly completed Annex to this Form is attached to show details of pipes and fittings and any materials intended to be installed/used at the above premises for the Approved Plumbing Works covered by this Form.

2. **PURPOSE OF SUBMISSION** (See Note 2)

*I/We hereby apply to the Water Authority for approval to commence the construction, installation, alteration or removal of the Approved Plumbing Works covered by this Form, which will be commenced on _____

*I/We CERTIFY that the pipes and fittings to be installed and any materials to be used for the construction, installation, alteration or removal of the Approved Plumbing Works covered by this Form, including those as listed on the attached Annex to this Form and those not listed, shall be as prescribed by the Waterworks Regulations.

* Delete whichever is not applicable

[#] The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.



3. *I/We fully understand and agree that the Water Authority may use the data collected from *me/us in connection with this application for the purposes of, or directly related to, the processing of this application and any follow-up actions in relation to the construction, installation, alteration or removal of the inside service or fire service approved under this application. If *I/we do not provide sufficient data, the Water Authority may not be able to process *my/our application. *I/We agree that the data collected may be transferred to other Government bureaux and departments [and any other relevant parties] for the aforesaid purposes. *I/We further agree that the data (including the name of the Licensed Plumber, the Authorised Person and the details of the premises concerned) may be made known to the general public (eg. by publishing the same on the internet). *I/We understand that *I/we may make a request to the Departmental Secretary of the Water Supplies Department at 48/F, Immigration Tower, 7 Gloucester Road, Hong Kong for access to and correction of my/our personal data.

Licensed Plumber

Authorised Person

(only applicable to a new buildings project)

Plumber's Licence No : _____

Registration No.: _____

Name : _____

Name : _____

Signature : _____

Signature : _____

Date : _____

Date : _____

Tel No : _____

Tel No : _____

Fax No : _____

Fax No : _____

E-mail : _____

E-mail : _____

Company Name of Employer⁺ : _____

*HKID/Passport/Business Registration No. : _____

Address : _____

Business Registration No. of Employer⁺ : _____

Address of Employer⁺ : _____

Preferred Contact Method: * by mail/e-mail/fax

Preferred Contact Method: * by mail/e-mail/fax

⁺ The Licensed Plumber shall provide the name, business registration no. and address of the company/contractor by/for which he/she is employed or working.

* Delete whichever is not applicable

The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.



Part II (To be completed by the consumer[#] / agent[#] / applicant for new water supply) (See Note 1)

To the Water Authority,

I endorse the information submitted by my Licensed Plumber *and the Authorised Person in Part I.

I fully understand and agree that the Water Authority may use the data collected from me in connection with this application for the purposes of, or directly related to, the processing of this application of my Licensed Plumber and any follow-up actions in relation to the construction, installation, alteration or removal of the inside service or fire service approved under this application. If I do not provide sufficient data, the Water Authority may not be able to process my Licensed Plumber's application. I agree that the data collected may be transferred to other Government bureaux and departments and any other relevant parties for the aforesaid purposes. I further agree that for the aforesaid purposes the name of the premises concerned may be made known to the general public (e.g. by publishing the same on the internet). I understand that I may make a request to the Departmental Secretary of the Water Supplies Department at 48/F, Immigration Tower, 7 Gloucester Road, Hong Kong for access to and correction of my personal data.

Signature : _____ Name : _____

(*consumer[#] / agent[#] / applicant for new water supply) Tel No : _____

Fax No : _____

Address : _____

Date: _____

* Delete whichever is not applicable

[#] The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.



Part III (To be completed by the Water Authority)

To the Licensed Plumber,
 Licensed Plumber Mailing Address

To the Authorised Person (if any),
 Authorised Person Mailing Address

To the consumer/agent/applicant,
 Consumer/agent/applicant Mailing Address

Permission is given for you to proceed with the Approved Plumbing Works covered by this Form.

_____ Name : _____
 (Signed for the Water Authority) Post : _____
 Tel No : _____
 Date: _____ Fax No : _____

* Delete whichever is not applicable

The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.



Part IV (To be completed by the Licensed Plumber) (see Note 6)

(For new building project, also to be signed by the Applicant and the Authorised Person)

To the Water Authority,

ASN :

The Approved plumbing works (please specify and submit relevant drawings : _____
 _____) covered by this Form were completed on _____.

I apply for your inspection and approval of the plumbing works mentioned above. * I also undertake the correctness of the meter positions of the plumbing works mentioned above. I certify that the pipes and fittings installed and any materials used for the construction, installation, alteration or removal of the Approved Plumbing Works covered by this Form are as prescribed by the Waterworks Regulations.

_____ Name : _____

(Signature of the Licensed Plumber in Part I) Plumber's Licence No. : _____

Date : _____

* I am satisfied with the correctness of the meter positions indicated above by the Licensed Plumber.

_____ Name : _____

(Signature of the Applicant in Part II) Date : _____

* I am satisfied with the correctness of the meter positions indicated above by the Licensed Plumber.

_____ Name : _____

(Signature of the Authorised Person in Part I) Registration No.: _____

Date : _____

* Delete whichever is not applicable

The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.



Part V (To be completed by the Water Authority)

To the Licensed Plumber,
 Licensed Plumber Mailing Address

To the Authorised Person (if any),
 Authorised Person Mailing Address

To the Applicant,
 Applicant Mailing Address

Inspection, including but not limited to carrying out spot-check of the pipes and fittings at the premises and random sampling of the water supply, has been carried out on _____ on the Approved Plumbing Works covered by this Form. There is no irregularity apparent to us during the above mentioned inspection.

Subject to satisfactory water sampling results as required by the Water Authority and on payment of the charge prescribed in Part 1 of Schedule 1 of the Waterworks Regulations, the connection to the main will be made *and the part of the fire service or inside service on land held by the Government will be installed.

Attention of the Licensed Plumber is drawn to the Licensed Plumber's duty to construct, install, alter or remove the Approved Plumbing Works covered by this Form in compliance with the approved plumbing proposals and the Waterworks Regulations. Neither the approval of the plumbing proposals nor the granting of the connection to the main *and the installation of the part of the fire service or inside service on land held by the Government shall be construed as a ratification of any contravention of any of the provisions of the Waterworks Ordinance or the Waterworks Regulations.

	Name :	
(Signed for the Water Authority)	Post :	
	Tel No :	
Date : _____	Fax No :	

* Delete whichever is not applicable

The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.

Premises Address.....

PIPES AND FITTINGS INTENDED TO BE INSTALLED:-

Description of pipes and fittings <i>(see Note 10)</i>	Size	Manufacturer	Country of origin	Categories of compliance <i>(each fitting may have more than one category of compliance)</i> <i>(see Note 8)</i>	Location of designated products registered under WELS/combined water saving devices

Please use additional sheet(s) if required.

Please see notes overleaf

Signature of the Licensed Plumber : _____ Licence No. : _____ Date : _____

Notes :-

1. The Form is applicable to premises supplied or to be supplied with water from the Waterworks. Part I of the Form and the Annex are to be completed by the Licensed Plumber to apply for the permission by the Water Authority of the commencement of the Approved Plumbing Works covered by this Form. For a new building project, the Authorised Person, as defined in the Buildings Ordinance (Cap. 123), is required to sign in Part I also. Part II is to be completed by the consumer[#]/agent[#]/applicant of new water supply. Omission of any details in the Form and the Annex may cause delay to your application.
2. Parts I and II of this Form shall be submitted to the Water Authority for permission to commence the construction, installation, alteration or removal of the Approved Plumbing Works covered by this Form. All pipes and fittings and any materials to be used for the construction, installation, alteration or removal of the Approved Plumbing Works covered by this Form shall comply with the requirements of the Waterworks Regulations. All water taps, showers for bathing and urinal flushing valves intended to be installed shall be registered under the Water Efficiency Labelling Scheme (WELS) and comply with the prescribed water efficiency requirements stipulated in the Hong Kong Waterworks Standard Requirements for Plumbing Installation in Buildings (HKWSR). Any change of the previously approved pipes and fittings and any materials to be used for the Approved Plumbing Works covered by this Form shall be submitted to the Water Authority for approval and to the Water Supplies Department (WSD) for registration under WELS (if applicable) before installation. The Licensed Plumber, the Authorised Person and the consumer[#]/agent[#]/applicant should update and sign Parts I, II and Annex to this Form and submit the Form to the Water Authority for approval.
3. The Form with the Annex shall be mailed/faxed to the Water Authority.
4. Different sets of Forms are required for different phases of the plumbing that require water supply at different dates. **The consumer[#]/agent[#]/applicant of new water supply in Part II and/or the Licensed Plumber/Authorised Person in Part I shall inform the Water Authority in writing whenever there is any change to the 'anticipated date when water supply is required' in Part I of the Form.**
5. On completion of processing the application, the Licensed Plumber, the Authorised Person and the consumer[#]/agent[#]/applicant will receive Part III of the Form with a Form Serial No. printed on it. A copy of Parts I and II of the Form will also be returned.
6. Reporting completion of part of the Approved Plumbing Works covered by this Form (including water pipe to be concealed) shall be made in Part IV of the Form. Licensed Plumber, and the Authorised Person and consumer[#]/agent[#]/applicant as appropriate, should complete Part IV of the Form and submit it together with a copy of Parts I, II and III of the Form to report completion of the Approved Plumbing Works covered by this Form. **Please quote Form Serial No. and ASN on Part IV.**
7. All pipes intended to be used for the Approved Plumbing Works covered by this Form are required to be reported in the Annex. For fittings intended to be used for the Approved Plumbing Works covered by this Form, only those fittings listed in WSD's website and showers for bathing need to be reported in the Annex.
8. All pipes and fittings including any materials intended to be used for the construction, installation, alteration or removal of the Approved Plumbing Works covered by this Form shall comply with the relevant British Standard listed out in WSD's website and all water taps, showers for bathing and urinal flushing valves intended to be installed shall be registered under WELS and comply with the prescribed water efficiency requirements stipulated in the HKWSR. If the following four categories apply to any pipes, fittings or materials intended to be used, the applicant should specify the relevant category on the Annex and provide the relevant supporting documents:
 - Category A – Marked in accordance with the appropriate British Standard and bearing the British Standard Institution Kitemark. The relevant approval certificate should be provided.
 - Category B – Accepted by the Water Supply (Water Fittings) Regulations, United Kingdom (formerly known as the Water Byelaws). The relevant approval certificate should be provided.
 - Category C – Accepted by the Water Authority in writing. Copies of the relevant WSD approval letters should be provided to facilitate final inspection.
 - Category D – Accepted by the WSD in writing for registration under WELS and in compliance with the prescribed water efficiency requirements stipulated in the HKWSR. Copies of the relevant WSD approval letters should be provided to facilitate final inspection.

A directory of pipes and fittings including any materials with currently valid approval by the Water Authority as well

as the registers of products covered by the current WELS can be found in the WSD's website. For pipes and fittings not yet approved by the Water Authority, submission of details and samples of such pipes and fittings including any materials listed in the Annex may be required. For water taps, showers for bathing and urinal flushing valves not yet registered under WELS, submission of details of such fittings listed in the Annex may be required for registration under WELS.

9. Licensed Plumber and Authorised Person should always be aware of the anti-corruption laws and avoid to contravene them during their course of works. For details, please refer to the website of Independent Commission Against Corruption at <http://www.icac.org.hk/>
10. For a water tap or shower for bathing not complying with the prescribed water efficiency requirements stipulated in the HKWSR, the Water Authority will accept the alternative of installing inside the water tap or shower for bathing a flow controller registered under WELS and of appropriate water efficiency grade to form a "combined" water saving device that meets the prescribed water efficiency requirements. To select such flow controller for non-mixing type water tap, applicant should refer to the WELS registers in WSD's website to ascertain its nominal flow rate to achieve the prescribed water efficiency requirements. Details of the WELS compliant flow controller to be installed to form a combined water saving device shall also be included in the Annex.

[#] The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.