



水務署  
Water Supplies Department

總部 Headquarters

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48/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong

本署檔號 : (14) in WSD 3318/50 Pt. 7  
Our ref.  
來函檔號 :  
Your ref.

電話 : 2829 4355  
Tel.  
傳真 : 2824 0578  
Fax.

6 August 2019

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

**Circular Letter No. 6/2019**  
**Streamlined Measures for Processing Applications for**  
**Water Supply to New Village Type Houses**

The Water Supplies Department (WSD) promulgates below the measures to further streamline the processing of applications for water supply to new village type houses with an aim to shorten the time for the approval of the plumbing proposals. The WSD has consulted the Technical Committee on Plumbing on the streamlined measures.

**Background**

2. At present, the locations of supply point and connection point in an application for water supply for village type house are usually not yet finalized at the time of preparation of plumbing proposal. If the locations of supply point and connection point selected by the WSD turn out to be incompatible with the plumbing design of the village type house or the planned alignment of the private connection pipe, the Licensed Plumber (LP) may need to revise the plumbing proposal, the private connection pipe design or may have to request WSD to change the location of connection points, and hence causes delay to the approval of the application for water supply.

3. The LP responsible for the plumbing proposal should in general be well acquainted with the actual environment and site condition in the vicinity of the



proposed village type house. Therefore, it will be appropriate for the responsible LP to propose a feasible pipe alignment from the nearby existing government main to the village type house for obtaining water supply. The responsible LP can acquire from the WA relevant WSD mains record plans for proposing the locations of supply point, connection point and the alignment of connection pipes. The responsible LP can also obtain in advance the consent of relevant private land owner(s) for the connection pipes that will be laid across private land lots. These arrangements will reduce the delay to the approval of the application due to the need to revise the supply and connection points or alignment of private connection pipes.

### **Streamlined measures**

4. Appendix II of the “Guide to Application for Water Supply”<sup>1</sup> provides the list of submission requirements for new village type houses during the plumbing proposal stage. Under the streamlined measures, the application for water supply for new village type houses shall comply with the following new submission requirements:-

#### **(A) Site Location Plan**

5. **Site Location Plan** shall adopt the Lot Index Plan<sup>2</sup> issued by Lands Department in the scale of not less than 1:1000 to show the location (including demarcation district no. and lot no.) and lot boundary of the village type house development. The proposed location of the meter box shall also be marked on the Plan. The Site Location Plan submitted shall be accepted as satisfying the submission requirement for both “Site location plan not less than 1:1000” and “Location of meter room/box” stipulated in Appendix II of the “Guide for Application for Water Supply”.

#### **(B) Connection Layout Plan**

6. A **Connection Layout Plan** shall contain the following information:

- a. the boundary of the new village type house and the concerned land lot boundary;
- b. all WSD mains available in the vicinity of the new village type house;
- c. the proposed locations of supply point, connection point, and alignment of connection pipe on government lands between the proposed supply

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<sup>1</sup> The “Guide to Application for Water Supply” is available at the WSD website at the following link:  
<https://www.wsd.gov.hk/en/plumbing-engineering/requirements-for-plumbing-installation/guide-to-application-for-water-supply/index.html>

<sup>2</sup> Other plans containing similar information in Lot Index Plan are also acceptable.

point and proposed connection point;

- d. the proposed alignment and size of the private connecting pipe between the proposed connection point and the new village type house if the proposed connection point is not located at the lot boundary of the new village type house; and
- e. state whether the consent of the relevant private land owner(s) has been obtained if the connection pipe in (d) above has to be laid across other private land lots.

Examples of the Connection Layout Plans are provided in **Appendix A**. The WA will make use of the information provided by the LP in the Connection Layout Plan to assess the feasibility of the proposed locations of supply point and connection point and provide alternative locations if the proposed locations are considered not feasible.

7. An LP can submit the “WSD Mains Record Plan Acquisition Form” attached in **Appendix B** to obtain information on the WSD mains available in the vicinity of the new village type house mentioned in paragraph 6(b) above. WSD mains record will be provided to the applicant within 8 working days upon receipt of the acquisition form and payment of the required charges.

8. The streamlined measures detailed in this Circular Letter will be applicable to applications for water supplies to new village type houses with Form WWO 542 submitted on or after **1 November 2019**.

### **Enquiry**

9. Should you have any enquiry, please contact our Engineer/Technical Support(4) at telephone no. 3428 5814.

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 Limited

Real Estate Developers Association of Hong Kong

Hong Kong Institute of Vocational Education

Construction Industry Council

The Hong Kong Construction Association, Ltd

Hong Kong General Building Contractors Association Ltd

The Hong Kong Federation of Electrical & Mechanical Contractors Ltd

Contractor's Authorised Signatory 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 Licensed Plumbers Union Limited

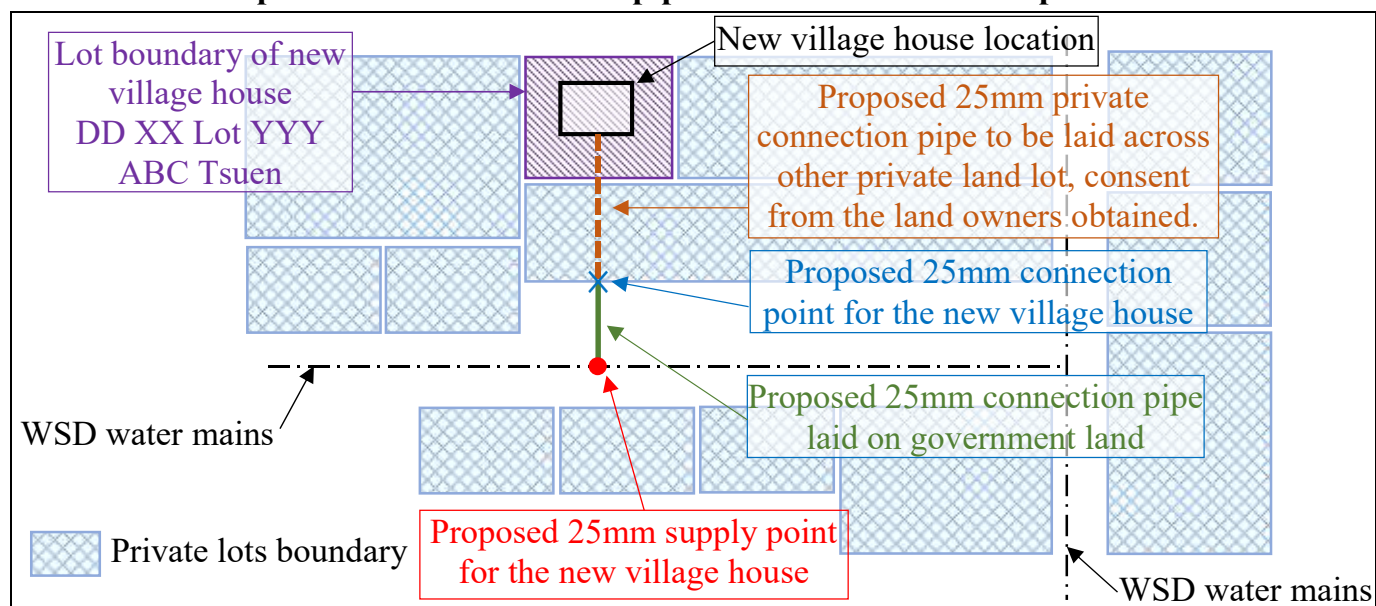
Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong

The Association of Electrical and Mechanical Engineering (Hong Kong) Ltd

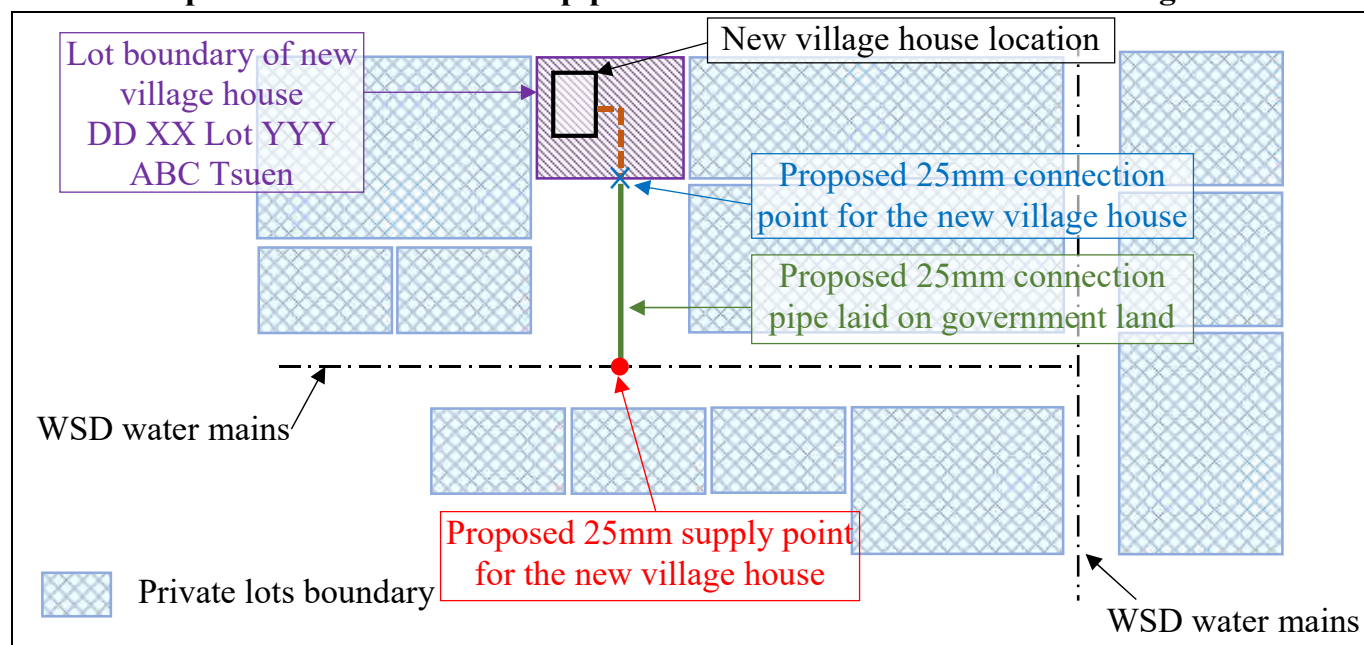
WSD 3318/15/81

## Examples of Connection Layout Plan

## Example 1: Private connection pipe to be laid across other private land



## Example 2: Private connection pipe to be laid within the land lot of village house





# WSD Mains Record Plan Acquisition Form

Appendix B

To: WSD Access to Information Officer

Application No. \_\_\_\_\_ (official use)

(Please return the completed form by email: [wsdinfo@wsd.gov.hk](mailto:wsdinfo@wsd.gov.hk) or by fax: 2824 0578. Please read the notes at the bottom of the form before completing the form.)

## Basic Information of the Applicant:

Name:		Telephone No. :	
Plumber's Licence No.: (If applicable)		Email:	

## The extent information of mains record plan for acquisition:

	[Example]	Application 1	Application 2	Application 3
Demarcating District No.:	DD 115			
Lot No.:	399SE RP			
District/Street:	Yuen Long			

Or

Grid Reference: (Easting Range)	821700			
	821900			
Grid Reference: (Northing Range)	834100			
	834300			

## Mains record plan to be provided by<sup>2</sup>

☐ Photocopy in A3/A4 size

☐ Electronic copy on CD-ROM

## Acquisition means of demand notes and mains record plan:

☐ Collect in-person at WSD Headquarters

☐ By mail (mailing address: \_\_\_\_\_)

Applicant's signature:		Date:	
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## Notes:

1. The mains record plan for the use of application of water supply will be provided in scale 1:1000. Private land lot boundary information shown on the mains record plan is for reference only.
2. WSD will levy for the charge of photocopying of the mains record plan as requested, mail despatch cost of the mains record plan and the demand notes (if applicable). Photocopying charge for black and white hard copy mains record plan for size at A3 is HK\$1.5 per copy while size at A4 is HK\$1.3 per copy. Handling charge of electronic copy is at HK\$54 per drawing and HK\$1.1 per 700MB CD-ROM. WSD will advise you in advance of any charge. The above charge is subject to revision from time to time.
3. WSD may not be able to process your application if you do not provide sufficient information.
4. Each application form can acquire at most 3 extents of mains record (3 applications). One set of fresh water and salt water mains record (in black and white) within the extent or closest to the lot no. will be provided in each acquisition application.
5. The information provided will be used for matters related to process your application to acquire the mains record plan. For correction of or access to personal data contained in this application, please contact the Access to Information Officer of the WSD.