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|-----------------------|------------|----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| For official use only | ASN: _____ | Consumer account no. | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

**APPLICATION FOR WATER SUPPLY (Note 1) /
REQUEST FOR WORK TO BE CARRIED OUT BY THE WATER AUTHORITY**

(You only need to complete Form WWO 1 if you are applying for change of consumership of an existing water account)

Purpose of Submission (PLEASE READ THE NOTES OVERLEAF BEFORE COMPLETING THIS FORM)

- # To apply to become a consumer of a *fire service/inside service
 # To apply to become an agent of a communal service
 # To request for work to be carried out by the Water Authority

Service Address

| | | | |
|--|-------|-------|---|
| Flat/Room | Floor | Block | Name of Building/Lot No./Demarcation District No. |
| | | | |
| Number and Name of Street/Estate or Village Name | | | |
| | | | *HK/Kln/NT |
| District | | | |

Types of Water Supply Applied for (Please tick (√) at most one box)

| | |
|--|--|
| (a) <input type="checkbox"/> New Building <input type="checkbox"/> Village Type House [for *potable / flushing / fire service water supply] | (e) <input type="checkbox"/> Conversion to Salt Water for Flushing |
| | (f) <input type="checkbox"/> Portable Meter |
| (b) <input type="checkbox"/> Separate metering – for premises currently sharing a meter with other premises | (g) <input type="checkbox"/> Replumbing |
| (c) <input type="checkbox"/> Reconnection of meter – for premises with inside service previously installed | (h) <input type="checkbox"/> *Relocate/Enlarge Meter |
| (d) <input type="checkbox"/> Temporary water supply for a construction site | (i) <input type="checkbox"/> Others (please specify)..... |

Request for Work to be Carried Out by the Water Authority

I/We request the Water Authority to carry out the work specified below:

*Install new meter / Install separate meter / Reconnect meter

| Classification Code (Note 2) | Description | Number of Meters |
|--|-------------|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| Total Number of Meters | | = _____ |
| (1) The Gross Floor Area (for domestic supply only): | about _____ | m ² (1m ² ~ 10.8 ft ²). |
| (2) The estimated daily water consumption (for non-domestic supply only): | _____ | m ³ /day |
| (3) The number of business hours in a day (for non-domestic supply only): | _____ | hrs/day |
| (4) Have you modified / Would you modify the existing inside service (for reconnecting business water meters only)? | | *Yes / No |

Others (please specify) : _____

THE NAME OF CONSUMER : (IN ENGLISH, Surname first) *Mr/Mrs/Miss/Ms _____
(IN CHINESE) _____

Chinese commercial code in identity card (if applicable)

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

*Identity Card Number/Business Registration Number of Consumer (Note 3): _____

Preferred Contact Method : *By mail/E-mail/fax

Service Address Tel. No.: _____ Day-time Tel. No.: _____ Mobile Phone No.: _____

Fax No.: _____ E-mail: _____

Mailing Address (if different from Service Address above)

| | | | |
|--|-------|-------|---|
| Flat/Room | Floor | Block | Name of Building/Lot No./Demarcation District No. |
| | | | |
| Number and Name of Street/Estate or Village Name | | | |
| | | | *HK/Kln/NT |
| District | | | |

I/We wish to receive the Water and Sewage Charges Bill in *Chinese / English.

I/We, the undersigned, being the occupier(s)/person(s) responsible for the management of the premises at the above service address hereby undertake and agree to the terms and conditions (a)-(d) set out below.

Date: _____ *Consumer's signature / Signature of authorized person and company's chop: _____

* Delete where inappropriate

| | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|------|----------------------|--|--|--|--|--|--|--|--|----------|--------------------|--|--|--|--|--|--|--|--|
| For official use only | ASN: | Consumer account no. | | | | | | | | | | | | | | | | | | |
| Date received: | | | | | | | | | | | | ID/BR verified by: | | | | | | | | |
| Approved by: | | | | | | | | | | | | Estimated cost: | | | | | | | | |
| D/N No: | | | | | | | | | | | | Cash receipt date: | | | | | | | | |
| File No. | | | | | | | | | | | | | | | | | | | | |
| Connection(s) from government main: | | | | | | | | | | | Yes / No | | | | | | | | | |

UNDERTAKING AND AGREEMENT

- (a) The applicant(s) undertake(s):-
- **(for application to become a consumer of a fire service/inside service)**
to pay as the consumer(s) at such period as the Water Authority may in any case determine, to the Government of the Hong Kong Special Administrative Region any charges and deposit (*Note 4*) due as provided in accordance with the Waterworks Ordinance and Regulations (Cap. 102) in respect of the fire service/inside service in the premises and the Sewage Services Ordinance and Regulations (Cap.463), including sewage charges and trade effluent surcharges (if applicable). The applicant(s) undertake(s) to be responsible for the custody and maintenance of the above-mentioned service and the custody of any meter pertaining to the service in the same premises (*Note 5*).
 - **(for application to become an agent of a communal service)**
as the agent(s) to be responsible for the custody and maintenance of the communal service to the premises and the applicant(s) further undertake(s) to pay to the Government of the Hong Kong Special Administrative Region any charges due as provided in accordance with the Waterworks Ordinance and Regulations (Cap.102) in respect of the above mentioned communal service to the premises (*Note 5*).
- (b) The applicant(s) agree(s) to comply with all the provisions of the Waterworks Ordinance and Regulations (Cap.102) and the Sewage Services Ordinance and Regulations (Cap.463).
- (c) The applicant(s) agree(s) to pay to the Government of the Hong Kong Special Administrative Region the cost of the work involved including all costs, fees, required to be paid by reason of any enactment or regulation or bye-law in relation to or for the execution of the works and including prescribed fees and economic costs referred to in Schedule 3 of the Land (Miscellaneous Provisions) Ordinance Cap 28 ("the Ordinance") for an extension in respect of an excavation permit made under the Ordinance for the execution of the works, labour, materials and supervision charges within 14 days of the presentation of the account to be rendered by the Water Authority.
- (d) The data collected from the applicant(s) will be used by the Water Authority for the purpose of applying to become a consumer and/or an agent and for work to be carried out by the Water Authority. The applicant(s) fully understand(s) the purpose and agree(s) to the Water Authority using the data collected. If the applicant(s) do(es) not provide sufficient data, the Water Authority may not be able to process the application. The applicant(s) agree(s) that these data and other related information may be transferred to other Government bureaux and departments. The applicant(s) understand(s) that he/she/they 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 the personal data.

NOTES:

1. This application includes among other things the undertaking referred to in Section 7 of the Waterworks Ordinance and Section 5 of the Sewage Services Ordinance. It must be properly completed by the consumer/agent in respect of a fire service/inside service/communal service and lodged with the Water Authority in connection with an application for water supply. Sewage charges and trade effluent surcharges (if applicable) are payable by the consumer/agent whose premises are connected to public sewers.
2. Please refer to the booklet 'Classification of Water Consumer Accounts'. For more entries, please insert additional sheets. Each additional page should be duly signed. If discrepancies exist between the stated classification code and description, the classification code shall prevail. Should there be subsequent changes to the classification code, the consumer should notify the Office of the Drainage Authority at G/F Western Magistracy, 2A Pok Fu Lam Road, Hong Kong of the new code and description.
3. For a firm/company, a photocopy of the Business Registration Certificate should be attached to your application. If an individual applicant applies for a non-domestic supply, he should attach a photocopy of his identity card for our checking of the name and ID card number. This photocopy of identity card will be destroyed immediately after the checking process.
4. The deposit paid under this undertaking is **not transferable** and may be applied by the Water Authority at any time to the payment of any charges.
5. **The liability of the consumer/agent under this undertaking shall continue until**
 - (a) another consumer/agent is approved by the Water Authority in his/her place; or
 - (b) the undertaking is cancelled by the Water Authority.

Should there be any change in consumership/management of the premises, the consumer/agent should notify the Water Authority to discharge his/her liability.