



**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 Authorized Person for new building project) (See Note 1)**

To the Water Authority,

**Inside Service or Fire Service for the Premises at**

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\*I/We am/are engaged by the \*consumer<sup>#</sup> / agent<sup>#</sup> / 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 \_\_\_\_\_  
(DD/MM/YYYY)  
 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 : \_\_\_\_\_ (DD/MM/YYYY) (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 Authorized 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**

**Authorized Person**

(only applicable to a new buildings project)

Plumber's Licence No : \_\_\_\_\_

Registration No.: \_\_\_\_\_

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_ (DD/MM/YYYY)

Date : \_\_\_\_\_ (DD/MM/YYYY)

Tel No : \_\_\_\_\_

Tel No : \_\_\_\_\_

Fax No : \_\_\_\_\_

Fax No : \_\_\_\_\_

E-mail : \_\_\_\_\_

E-mail : \_\_\_\_\_

Company Name of Employer<sup>+</sup> : \_\_\_\_\_

\*HKID/Passport/Business Registration No. : \_\_\_\_\_

\_\_\_\_\_

Address : \_\_\_\_\_

Business Registration No. of Employer<sup>+</sup> : \_\_\_\_\_

\_\_\_\_\_

Address of Employer<sup>+</sup> : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

<sup>+</sup> 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

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**Part II (To be completed by the consumer<sup>#</sup> / agent<sup>#</sup> / applicant for new water supply) (See Note 1)**

To the Water Authority,

I endorse the information submitted by my Licensed Plumber \*and the Authorized 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 (eg. by publishing the same on the internet). I understand that I may make a request to the Department 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<sup>#</sup> / agent<sup>#</sup> / applicant for new water supply) Tel No : \_\_\_\_\_  
 Fax No : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Date: \_\_\_\_\_ (DD/MM/YYYY)

\* Delete whichever is not applicable

<sup>#</sup> 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 Authorized Person (if any),  
 Authorized 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 Authorized 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 : \_\_\_\_\_ (DD/MM/YYYY)

\* 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 : \_\_\_\_\_ (DD/MM/YYYY)

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

\_\_\_\_\_ Name : \_\_\_\_\_

(Signature of the Authorized Person in Part I)

Registration No.: \_\_\_\_\_

Date : \_\_\_\_\_ (DD/MM/YYYY)

\* 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 Authorized Person (if any),  
 Authorized 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	Size	Manufacturer	Country of Origin	Category of Compliance (Note 8)

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 Authorized 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<sup>#</sup>/agent<sup>#</sup>/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. 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 before installation. The Licensed Plumber, the Authorized Person and the consumer<sup>#</sup>/agent<sup>#</sup>/applicant<sup>#</sup> 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<sup>#</sup>/agent<sup>#</sup>/applicant of new water supply in Part II and/or the Licensed Plumber/Authorized 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 Authorized Person and the consumer<sup>#</sup>/agent<sup>#</sup>/applicant<sup>#</sup> 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 Authorized Person and consumer<sup>#</sup>/agent<sup>#</sup>/applicant<sup>#</sup> 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 on WSD’s website 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 on WSD’s website. If the following three 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.

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

9. Licensed Plumber and Authorized 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/>

<sup>#</sup> The meaning of ‘consumer’ and ‘agent’ shall be as defined in Section 2 of the Waterworks Ordinance.