



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

**Part I (To be completed by the Licensed Plumber\* and the Authorized Person) (See Note 1)**

To the Water Authority,

**Plumbing Installation for the Premises at**

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\*I/We am/are engaged by the \*Registered Consumer / Registered Agent / Applicant for new water supply in Part II to  
\*construct / install / alter / remove a/an \*inside service / fire service at the above premises, which has been approved by the Water  
Authority. Details are as follows:-

WSD approval letter reference : \_\_\_\_\_ dated \_\_\_\_\_ ASN \_\_\_\_\_

Plumbing covered by this Form: \*Whole of the Works / Part of the Works (please specify : \_\_\_\_\_  
\_\_\_\_\_) covered by the WSD approval letter.

Approved drawing no. (if no drawing has been required, describe briefly 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 installed/intended to be installed at the  
above premises.

2. **PURPOSE OF SUBMISSION** (please check one box only) (See Note 2):-

☐ \*I/We hereby notify that the plumbing works detailed above \*were/will be commenced on \_\_\_\_\_.  
\*I/We CERTIFY that the pipes and fittings installed / intended to be installed, including those as listed on the attached  
Annex to this Form and those not listed, are as prescribed by the Waterworks Regulations.

☐ Your permission is sought for \*me/us to \*construct / install / alter / remove a/an \*inside service / fire service at the  
above premises. As some pipes and fittings intended to be installed have not been approved by the Water Authority,  
\*I/we understand that prior approval from the Water Authority must be obtained before commencement of the plumbing  
works.

3. \*I/We fully understand the purpose and agree to the Water Authority using data collected from \*me/us for the purpose of  
or directly related to applying for constructing, installing, altering or removing an inside service or fire service. If \*I/we do not  
provide sufficient data, the Water Authority may not be able to process my/our application. \*I/We agree that these data and other  
related information may be transferred to other Government bureaux and departments. \*I/We understand that \*I/we 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 personal data.

**Licensed Plumber**

**Authorized Person**

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

(only applicable to a new buildings project)

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

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

Date : \_\_\_\_\_

Date : \_\_\_\_\_

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

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

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

Fax No : \_\_\_\_\_ E-mail : \_\_\_\_\_

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

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

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

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

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

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

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



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**Part II (To be completed by the Registered Consumer / Registered Agent / 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 the purpose and agree to the Water Authority using data collected from me for the purpose of or directly related to my Licensed Plumber's application for constructing, installing, altering or removing an inside service or fire service. If I do not provide sufficient data, the Water Authority may not be able to process my Licensed Plumber's application. I agree that these data and other related information may be transferred to other Government bureaux and departments. I understand that I can request the Department Secretary of the Water Supplies Department at 48/F, Immigration Tower, 7 Gloucester Road, Hong Kong for access to and correction of personal data.

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

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

(\* Registered Consumer / Registered Agent /  
Applicant for new water supply)

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

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

Date : \_\_\_\_\_

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**Part III (To be completed by the Water Authority)**

To the Licensed Plumber,

[Licensed Plumber Mailing Address](#)

1. ☐ Plumbing detailed in Part I and at the Annex is accepted.  
☐ Plumbing detailed in Part I and at the Annex is not accepted for the following reasons:

\_\_\_\_\_

2. ☐ Commencement date of the plumbing works as detailed in Part I is noted.  
☐ Permission is given for you to proceed with the plumbing detailed in Part I and at the Annex.

3. ☐ Other remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signed for the Water Authority)

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

Post : \_\_\_\_\_

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

Date : \_\_\_\_\_

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



**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 : .....

\* Whole of the plumbing / Part of the plumbing (please specify and submit relevant drawings :  
.....) covered by this Form was completed on .....

Your inspection and approval of the plumbing is requested. \* I also undertake the correctness of the meter positions of  
the \*whole of the plumbing / part of the plumbing mentioned above.

\_\_\_\_\_  
(Signature of the Licensed Plumber in Part I) Date : \_\_\_\_\_

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

\_\_\_\_\_  
(Signature of the Applicant of new building project) Date : \_\_\_\_\_

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

\_\_\_\_\_  
(Signature of the Authorized Person) Date : \_\_\_\_\_



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

Form Serial No. ....  
(for official use)

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**Part V (To be completed by the Water Authority)**

To the Licensed Plumber,  
Licensed Plumber Mailing Address

Plumbing detailed in Part IV are last inspected on \_\_\_\_\_. Pursuant to the Waterworks Ordinance and Regulations, no irregularities were found and the plumbing detailed in Part IV is approved.

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

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Form Serial No.....

(For official use)

Premises Address.....

**PIPES AND FITTINGS INSTALLED/INTENDED TO BE INSTALLED:-**

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Description of Pipes and Fittings	Size	Manufacturer	Country of Origin	Standards of Compliance (Note 7(i))	Category of Compliance (Note 7 (ii))	FOR OFFICIAL USE					
						Receipt of Samples		Testing of Samples		Return of Samples	
						Serial No.	Date Received	Date	Result	Notified on	Collected on

Please use additional sheet(s) if required

*Please see notes overleaf*

## Notes :-

1. The Form is applicable to premises supplied or to be supplied with water from the Waterworks. Parts I and IV of the Form and the Annex are to be completed by the Licensed Plumber. For a new building project, the Authorized Person is required to sign in Part I also. Part II is to be completed by the Registered Consumer/Agent/Applicant of new water supply. Omission of any details in the Form and the Annex may cause delay to your application.
2. Provided that all pipes and fittings intended to be installed are approved by the Water Authority, Parts I and II of this Form shall be submitted to notify the Water Authority of the details and commencement date of plumbing works. If any of the pipes and fittings used/to be used have not yet been approved by the Water Authority, prior approval must be obtained from the Water Authority before the commencement of plumbing works.
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 Registered Consumer/Agent/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. A copy of the form will be returned to the Licensed Plumber with signature of staff of the Water Authority in Part III and/or Part V or where appropriate.
6. Reporting completion of part of the plumbing, (including water pipe to be concealed) shall be made in Part IV of the Form.
7. All pipes used/intended to be used are required to be reported in the Annex. For fittings, only draw-off taps, stop valves, gate valves, ball valves and combination fittings need to be reported. A directory of pipes and fittings approved by the Water Authority can be found in the website <http://www.wsd.gov.hk/p&f.html>. For pipes and fittings not yet approved by the Water Authority, submission of details and samples of such pipes and fittings listed in the Annex may be required.
  - (i) British Standards for pipes and fittings are as follows:-

Copper tubes	BS EN 1057
Chlorinated polyvinyl chloride pipes and fittings	BS 7291, Parts 1 & 4
Crosslinked polyethylene pipes and fittings	BS 7291, Parts 1 & 3
Ductile iron pipes	BS 4772
Galvanized steel tubes (metallic components)	BS 1387
Grey iron pipes	BS 4622
Polybutylene pipes and fittings	BS 7291, Parts 1 & 2
Polyethylene pipes	BS 6730 & BS 6572
Stainless steel tubes	BS 4127
Unplasticised polyvinyl chloride pipes	BS 3505
Ball valves	BS 1212, Part 1
Copper alloy gate valves	BS 5154
Draw-off taps and stop valves	BS 1010, Part 2
Mixing valves	BS 1415, Part 1 or 2
Sluice valves	BS 5163
  - (ii) Categories of compliance of fittings are as follows:-

Category A – Bearing the British Standard Institution Kitemark
Category B – Accepted by the Water Supply (Water Fittings) Regulations, United Kingdom (formerly known as the Water Byelaws)
Category C - Accepted by the Water Authority in writing (to quote WSD reference number)
Category D - Bearing the Water Authority Stamping
8. Licensed Plumber 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/>

## **Guidance Notes to Licensed Plumber for Submission of Form WWO 46**

### **(I) Commencement of Plumbing Works**

- (i) Licensed Plumber should submit Parts I and II of the Form and the Annex to notify the Water Authority of the details and commencement date of the plumbing works. Parts IV and V of the Form are to be used for reporting completion of plumbing works and are NOT required to be submitted by Licensed Plumber at this time.
- (ii) Information on Parts I and II of the Form will be input to the computer and the notification will be assessed.
- (iii) On completion of the processing, Licensed Plumber 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 to Licensed Plumber.

### **(II) Completion of Plumbing Works**

- (i) Licensed Plumber should submit Parts IV and V of the Form together with a copy of Parts I, II and III of the Form to report completion of whole or part of the plumbing, including water pipe to be concealed. **Please quote Form Serial No. and ASN on Part IV.**
- (ii) Information on the submitted forms will be input to the computer and the application will be assessed.
- (iii) On completion of the inspection of plumbing works, Licensed Plumber will receive Part V of the Form. A copy of Parts I, II, III and IV of the Form will also be returned to Licensed Plumber.