



水務署

Water Supplies Department

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Reference

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Distribution: To all Licensed Plumbers and Authorised Persons

Dear Sir/Madam,

WSD Circular Letter No. 1/2006 Implementation of 5-day Week in Water Supplies Department

In pursuance of the introduction of 5-day week in government, this Authority will have the changes in opening hours for the following services with effective from 3 July 2006:

Services	Opening Hours	
	Monday to Friday	Saturdays, Sundays and Public Holidays
Receipt of documents at Document Management Centre*	8:45 am - 12:30 pm 1:30 pm - 5:30 pm	}
Processing of application on approval of water supply pipes and fittings	8:45 am - 12:15 pm 1:15 pm - 5:30 pm	} } }
Vetting of plumbing proposals and site inspection for new installations	8:45 am - 12:30 pm 1:30 pm - 5:30 pm	} Closed }
Collection of meters by Licensed Plumbers after prior notice given	8:30 am - 12:00 noon 1:00 pm - 5:30 pm	} }
Meter installation by Water Authority	8:00 am - 12:00 noon 1:00 pm - 6:00 pm	}

Note: * - With effective from 3 July 2006, the drop boxes at Mong Kok, Kowloon Bay and Cheung Sha Wan Regional Offices for documents on application for metered supply to new building projects will be in service from 9:00 am to 5:00 pm, Mondays to Fridays except general holidays.

Staff will work on the same conditioned hours of service per week as before, with the opening hours correspondingly extended on Mondays to Fridays. Therefore we will maintain the overall level and efficiency of our services.

For more information, please contact our Engineer Mr. Paul HO at tel.
No. 2829 4453.

Yours faithfully,



(CHIN Chu Sum)
for Water Authority

c.c. The Hong Kong Institute of Architects
 The Hong Kong Institution of Engineers
 The Hong Kong Institute of Surveyors
 The Institute of Plumbing and Heating Engineering– Hong Kong Council
 Hong Kong Plumbing and Sanitary Ware Trade Association Ltd.
 Hong Kong Licensed Plumbers Association Ltd.
 Hong Kong Plumbing General Union
 Hong Kong Water Works Professionals Association Ltd.
 The Hong Kong Institution of Plumbing and Drainage Ltd.