



水務署  
Water Supplies Department

香港灣仔告士打道七號入境事務大樓  
Immigration Tower, 7 Gloucester Road, Hong Kong.

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檔號 (45) in WSD 1382/172/4/99 Pt. 5  
Reference

14 June 2005

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sir,

**WSD Circular Letter No. 3/2005**  
**Updated List of Persons to Contact in Water Supplies Department**  
**About Processing of Application for New Water Supply**

It is a reference to our response time for completing the key activities in respect of application for new water supply as promulgated in WSD Circular Letter No. 2/2000 dated 5 July 2000 (Annex A). However, this is circumstantial to applications. When necessary, please contact our respective Section supervisory staffs to check on the progress. We hereby provide an updated list of persons to contact in our Customer Services Division (Annex B) as a replacement of Appendix C attached in the WSD Circular Letter No. 5/2004 dated 31 December 2004.

If further assistance is required, please notify us in writing to:

Chief Engineer/Customer Services  
43/F, Immigration Tower,  
7 Gloucester Road, Wan Chai,  
Hong Kong.

Yours faithfully,

(Ghin Chu Sum)  
for Water Authority

- c.c. The Institute of Plumbing – 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.  
The Hong Kong Institution of Engineers  
The Hong Kong Institute of Architects  
The Hong Kong Institute of Surveyors

## 水務署提供服務的目標回應時間

服務	目標回應時間
回覆為初次申請供水而遞交的水管工程計劃	20 個工作天* (需作輕微修改後再次遞交的 工程計劃，則為 12 個工作天)
向持牌水喉匠發回 46 號(G 款)水務表格	5 個工作天
在一般情況下供水申請批核後進行駁喉供水 工程	8 個星期 (或在取得路政署挖掘許可證 後 14 個工作天)
在收到 46 號(H 款) 水務表格後檢查完竣的屋 內部供水設備工程	7 個工作天
實地檢查後向持牌水喉匠發回批簽的 46 號(H 款)或 1008 號水務表格	3 個工作天內 (或於簡單的工程在檢查後即 時發回)
在屋內供水設備驗明合格後，為初次申請供 水展開新水錶安裝工程(由水務署負責)	2 個工作天* - 小型新發展項目#或 - 無須改動喉管的現有樓宇

\* 已列入水務署的服務承諾

# 適用的新發展項目為所需水錶數目不超過五個，或無須從政府總喉敷設新駁喉的工程。

## Target Response Time of Services provided by Water Supplies Department

Services	Target Response Time
Reply plumbing submissions for applications for new water supply	20 working days* (or 12 working days for re-submission with minor amendment)
Issue Form WWO 46 (Form G) to Licensed Plumber	5 working days
Provide water supply connection after approval is given for general cases	8 weeks (or 14 working days after Excavation Permit has been obtained from Highways Department)
Inspect completed inside service on receipt of Form WWO 46 (Form H)	7 working days
Issue endorsed Form WWO 46 (Form H) or WWO 1008 to Licensed Plumber after site inspection	within 3 working days (or immediate on site after inspection for simple cases)
Commence fixing of water meter for new water supply (by WSD) after inside service being checked in order	2 working days* for small scale new development #or existing building without plumbing modification

\* This has been included in WSD Performance Pledge

# This applies to those new developments which do not require more than 5 water meters or new connections from government mains.



水務署客戶服務部聯絡人表

附件乙/Annex B  
(2005/06 版/version)

Persons to Contact in Customer Services Division of WSD

Please address all correspondences to 43/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong or fax to 2802 7333  
信件郵址是香港灣仔告士打道 7 號入境事務大樓 43 樓或傳真至 2802 7333

組別 Section	區議會區域 District Council Area	職員姓名 Name of Officer	職位 Post	電話 Tel. No.
		林文鵬先生 Mr. M. P. LAM	總工程師/客戶服務 CE/CS	2829 5898
<b>申請供水 Application for Water Supplies</b>				
		伍添寶先生 Mr. T. B. NG	高級工程師/客戶服務(申請供水) SE/CS(A)	2880 2547
香港及離島組 Hong Kong & Islands Section  (辦公地址：香港北角英皇道 611 號 Office Address: 611, King's Road, North Point, Hong Kong)	中西區，灣仔，東區， 南區，離島 Central & Western, Wanchai, Eastern, Southern, Islands.	劉卓峰先生 Mr. C. F. LAU	工程師/客戶服務(申請供水)香港及離島 E/CS(A)H	2880 2550
		鄧漢賢先生 Mr. H. Y. TANG	工程師/客戶服務(申請供水)大嶼山 E/CS(A)L	2856 8107
	<b>水錶安裝 Installation of Meters</b>			
	東區，灣仔，中西區， 南區，離島 (大嶼山 除外) Eastern, Wanchai, Central & Western, Southern, Islands (except Lantau).	蕭思嚴先生 Mr. S. Y. SIU	署理總技術主任/客戶服務(工程)香港及離島 CTO/CS(W)H (Atg)	2880 2551
	離島(只是大嶼山) Islands (Lantau only).	楊曉鳴先生 Mr. H. M. YEUNG	水務督察/客戶服務(申請供水)大嶼山 I/CS(A)L	2856 8171
九龍組 Kowloon Section  (辦公地址：九龍長沙灣荔康街 2 號 Office Address: 2, Lai Hong Street, Cheung Sha Wan, Kowloon)	油尖旺，深水埗， 九龍城，黃大仙， 觀塘 Yau Tsim Mong, Sham Shui Po, Kowloon City, Wong Tai Sin, Kwun Tong.	譚文耀先生 Mr. M. Y. TAM	工程師/客戶服務(申請供水)九龍 E/CS(A)K	2360 6112
		<b>水錶安裝 Installation of Meters</b>		
		陳喜青先生 Mr. H. C. CHAN	署理總技術主任/客戶服務(工程)九龍 CTO/CS(W)K (Atg)	2360 6215
新界組 New Territories Section  (辦公地址：九龍旺角洗衣街 128 號 Office Address: 128, Sai Yee Street, Mongkok, Kowloon)	西貢，大埔，沙田， 北區，葵青，荃灣， 屯門，元朗 Sai Kung, Tai Po, Sha Tin, North, Kwai Tsing, Tsuen Wan, Tuen Mun, Yuen Long.	董次文先生 Mr. C. M. TUNG	工程師/客戶服務(申請供水)新界 E/CS(A)NT	2399 4280
		<b>水錶安裝 Installation of Meters</b>		
		姚強先生 Mr. K. YIU	署理總技術主任/客戶服務(工程)新界 CTO/CS(W)NT (Atg)	2399 4292