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Distribution : To all Licensed Plumbers and Authorised Persons

Dear Sirs,

## **WSD Circular Letter No. 5/2002**

### **Waste Minimization Provision of Sanitary Fitments and Fittings in New Buildings**

In response to the recommendations of the Working Group on Construction Efficiency and Environment, the Building Authority (BA) issued Practice Note PNAP 245 "Waste Minimization – Provision of Fitments and Fittings in New Buildings" which allows, subject to certain conditions, sanitary fitments and fittings to be installed after the issue of the occupation permit. The Practice Note states that any Authorized Person (AP) who wishes to take advantage of this arrangement should provide details on the extent of the sanitary fitments and fittings to be installed after the issue of the occupation permit in the application together with an undertaking to BA to the effect that :-

- (a) the outstanding sanitary fitments and fittings will be installed prior to the actual occupation of the relevant part of the premises;
- (b) the outstanding sanitary fitments and fittings will be installed in accordance with the provisions of the Building (Standards of Sanitary Sanitary fitments, Plumbing, Drainage Works and Latrines) Regulations and the requirements of the Water Authority (WA);
- (c) the outstanding sanitary fitments and fittings will be installed under the AP's supervision by the registered general building contractor who will employ a licenced plumber (LP) for carrying out the plumbing works; and

- (d) the WA will be notified via the submission of Form WWO 46 of the installation of the outstanding plumbing fittings.

For details of Practice Note PNAP245, please visit BA's website at [http://www.info.gov.hk/bd/english/documents/pnap/e\\_pnap.html](http://www.info.gov.hk/bd/english/documents/pnap/e_pnap.html).

This circular letter outlines the procedures the WA will take in processing the BA approved applications for installing certain sanitary fitments and fittings of the inside service after the issue of the occupation permit.

The BA will notify the WA of the approved applications together with a copy of the AP's undertaking. Upon receipt of the notification, the WA will acknowledge receipt of the copy of the AP's undertaking to the AP and will request the AP to confirm in writing together with vertical plumbing line diagrams (VPLD) which parts of the sanitary fitments and fittings of the inside service are proposed to be installed after the issue of the occupation permit. If the AP's proposal is in order, the WA will issue an acceptance letter to the AP.

Please note that for those inside service completed without final sanitary fitments and fittings installed, at least one tap with receptacle should be incorporated in each premises to facilitate checking of the water meter arrangement.

Upon completion of the inside service (without those parts of the sanitary fitments and fittings which will be installed after the issue of the occupation permit), the LP should submit via the AP to the WA

- (a) Part IV of Form WWO 46 notifying the WA of the completion of the relevant part of the inside service; or
- (b) submit Part I (in case the LP has not submitted this part before) and Part IV of Form WWO 46 notifying the WA of the completion of the relevant part of the inside service.

When the connections to the inside service of the premises are made and water supply becomes available, the WA will issue Form WWO 1005 (Certificate Regarding Water Supply Connection) to the AP upon request.

After the outstanding sanitary fitments and fittings of the inside service for a particular premises or a group of premises are installed, the LP is required to make a copy of the previously approved Form WWO 46 and submit it via the AP to the WA. The LP is required also to submit to the WA photographs certified by the AP as true records of the outstanding sanitary fitments and fittings of the inside service installed.

When all outstanding sanitary fitments and fittings of the inside service are installed, the AP is required to confirm in writing, together with a copy of the previously approved Form WWO 46, to the WA that all outstanding sanitary fitments and fittings of the inside service are installed in accordance with the requirements of the WA. If some or all outstanding sanitary fitments and fittings of the inside service remain outstanding one year after the issue of Form WWO 1005, the AP is required to give written explanation to the WA on why the outstanding sanitary fitments and fittings cannot be installed within the year and when they will be installed.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'P.C. Mak', written in a cursive style.

(P.C. MAK)  
for Water Authority

(with Chinese translation)  
c.c. WSD 3608/9/27/95