



Office of the Water Authority

Immigration Tower
7 Gloucester Road
Hong Kong

水務監督辦事處

香港灣仔
告士打道七號
入境事務大樓

Telephone

電話 2829 4446

Facsimile

圖文傳真 2824 0578

Reference

檔號 (7) in WSD/M 3307/49 Pt 12 TJ(8)

Date

日期 19 March 1999

Distribution : To all Licensed Plumbers and Authorized Persons

Dear Sir,

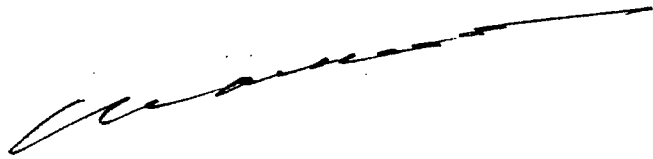
**WSD Circular Letter No. 3/99
Delay in Reporting Completion of Plumbing Works**

In handling application for new water supply, our staff occasionally receive complaints from applicants about the delay in the provision of water supply which on investigation is not due to delay in completing the plumbing works but is due to long delay in reporting completion of plumbing works to our Regional Offices.

To ensure that water supply can be provided to the consumers without delay, it is important that the relevant Licensed Plumbers should report completion to our Regional Offices on Form WWO 46 (Form H) promptly after completion of their plumbing works. Since there is no reason for undue delay in reporting completion of plumbing works, a new requirement is adopted with immediate effect that Form WWO 46 should be submitted to our Regional Offices within **7 working days** after the completion date of the plumbing works. Our Regional staff will check this by referring to the date of completion of plumbing work and the date of reporting completion stated in Part IV of Form WWO 46. If any Licensed Plumber fails to submit Form WWO 46 within 7 working days after completion of his plumbing work, he will be demanded to give an explanation on the delay. In case the explanation provided is considered not acceptable, a warning letter will be given to the Licensed Plumber.

I hope that with the introduction of this time requirement, Licensed Plumbers will make an effort to quickly report completion of plumbing works and the delay in the provision of water supply to consumers due to late reporting of completion of plumbing works could be avoided.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chan Chi-chiu', written in a cursive style.

(CHAN Chi-chiu)
for Water Authority

cc. WSD 379/12/91 Pt 2