



水務署
Water Supplies Department

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檔號
Reference (1) in WSD 3318/50 Pt.6

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Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

WSD Circular Letter No. 3/2017
Enhancement Measures for Processing
Applications for Water Supplies

In collaboration with the representatives of the plumbing trade associations, a number of enhancement measures have been formulated to improve the existing arrangement and procedures for processing applications for water supplies. The enhancement measures are set out in the ensuing paragraphs. The Water Supplies Department (“WSD”) has consulted the Technical Committee on Plumbing and obtained support from committee members for implementation of these measures.

Submission Arrangement for Applications for Water Supplies

At present, the applicants may submit applications for water supplies by hand or by mail to the WSD Document Management Centre (“DMC”) at 43/F Immigration Tower, 7 Gloucester Road, Wanchai, or by hand to the dropboxes in WSD Offices at Cheung Sha Wan, Mong Kok and Kowloon Bay. The applicants may also submit applications by email (wsdinfo@wsd.gov.hk) or by fax (2802 7333). Yet, over the years, we have observed some submission inadequacies under the existing procedures.

For instance, it is not infrequent that applications with drawings submitted by fax are illegible. Besides, applications submitted via dropboxes are occasionally incomplete and in lack of essential information (e.g. missing application form or other necessary documents).

In view of the above inadequacies, the WSD, after consulting the plumbing industry, has decided to regulate the submission arrangement for applications for water supplies. With effect from 20 February 2017, applications with drawings should be submitted by hand or by mail to DMC directly. For applications without drawings, they can be submitted by hand or by mail to DMC, or through the email or fax to WSD. The dropboxes at WSD offices in Cheung Sha Wan, Mong Kok and Kowloon Bay will be removed.

It shall be the responsibility of the applicants to properly submit applications according to the above requirements. To facilitate smooth implementation during transition, the dropboxes arrangement will be extended by one-month. All the dropboxes will be removed on 20 March 2017. The WSD Circular Letter No. 2/2005 will be cancelled on the same day.

Submission Check List for Plumbing Proposals

Missing document, unnecessary details, or incomplete information in plumbing proposals will result in delays to the vetting and approval of the applications. To enhance the processing of the applications, the WSD has prepared a check list on the required documents to be included in the plumbing proposals (“Check List”) for the use of applicants at **Appendix A**. All the documents shown in the Check List should be properly prepared and included in the plumbing proposal. Unless otherwise required, other documents not shown on the Check List should be irrelevant and not be regarded as part of the plumbing proposals and hence not be vetted. In particular, the plumbing proposal requirements as detailed in Section 3.2.3 of the Handbook on Plumbing Installation for Buildings in regard to the submission of pipe alignment plans are no

longer required. For the mutual benefits of the WA and the applicants, applicants are encouraged to include the duly completed Check List in applications for approval of plumbing proposals.

The above arrangement will be applicable to plumbing proposal applications submitted on or after 20 February 2017.

Webpage Function for Preparation of Annex to Form WWO 46

Errors and anomalies are often found in the submissions of details of pipes and fittings with valid General Acceptance (“GA”) via Annex to Form WWO 46. To facilitate preparation of the submissions, WSD has provided a new function in its webpage¹ for the applicants to search and select the pipes and fittings with valid GA and directly convert to the format of the required Annex. The prepared Annex can be downloaded for printing and signing, and for subsequent submission to the WA. This new initiative takes immediate effect and does not preclude other means of preparing and submission of Annex to Form WWO 46 to the WA.

Submission of Essential Information for Inspection and Approval of Completed Plumbing Works

In addition to the requirements for the submission of the duly completed and signed Part IV of Form WWO 46 together with a copy of Parts I, II and III upon completion of the plumbing works, typical pipe alignment plans of the completed works under inspection which show the jointing methods, pipe materials and sizes, should be submitted by the applicants to facilitate the planning of inspection and approval by the WA. The WA will arrange for the inspection after such plans have been provided.

¹http://www.wsd.gov.hk/en/plumbing_and_engineering/fittings_to_be_installed_or_use/pipes_and_fittings_water_heaters_and_materials/en/index.html

The above requirement is applicable to applications with Part IV of Form WWO46 submitted on or after 20 February 2017.

The pipe alignment plans are solely for the use of the WA in the inspection. The provision of such plans will not constitute any approval given by the WA.

Enquiry

Should you have any enquiry, please contact our Engineer/Technical Support(5) at telephone no. 2829 4483.

Yours faithfully,

(Original signed)

(CHAN Chung Kun)
for Water Authority

Encl.

(with Chinese translation)

c.c.

Housing Department (Attn: SM/QM)
Buildings Department
Architectural Services Department
Fire Services Department
The Hong Kong Housing Society
The Hong Kong Institute of Architects
The Hong Kong Institution of Engineers
The Hong Kong Institute of Surveyors
The Chartered Institute of Plumbing and Heating Engineering - Hong Kong Council
Hong Kong Plumbing and Sanitary Ware Trade Association Ltd
Hong Kong Licensed Plumbing Professionals Association Ltd
Hong Kong Plumbing General Union
Hong Kong Water Works Professionals Association Ltd
The Hong Kong Institution of Plumbing and Drainage Ltd
Plumbing Technology Student Association
The Association of Registered Fire Service Installation Contractors of Hong Kong Ltd
Real Estate Developers Association of Hong Kong
Hong Kong Institute of Vocational Education
Construction Industry Council
Hong Kong Construction Association Ltd
Registered Minor Works Contractor Signatory Association Ltd.
Hong Kong Registered Contractors Association Company Ltd
Building Services Operation and Maintenance Executives Society
The Hong Kong Air Conditioning and Refrigeration Association Ltd
Hong Kong General Building Contractors Association
Hong Kong Federation of Electrical and Mechanical Contractors Limited
Contractor's Authorised Signatory Association Limited

WSD 3318/15/81

Check List on Documents for Inclusion in Plumbing Proposals

Part I – General Information

Address of Premises: _____

Name of Consumer: (In English) _____
 (In Chinese) _____

Contact Tel No.: _____

Email address: _____

ASN No. / CCID No. (if applicable): _____

WSD Reference No. (if applicable): _____

Part II – Documents to be included

The plumbing proposal/supplementary information includes: -

Please tick the appropriate boxes

		Enclosed in plumbing proposals	Not Applicable
(1)	Form WWO542 duly completed and signed	<input type="checkbox"/>	<input type="checkbox"/>
(2)	Site location plan - in scale of not less than 1:1000 - showing the location and boundary of the development - locations should be marked with datum level	<input type="checkbox"/>	<input type="checkbox"/>
(3)	Connection layout plan - showing the alignment and size of the proposed connection pipes from the government main up to the sump tank of the development	<input type="checkbox"/>	<input type="checkbox"/>

		Enclosed in plumbing proposals	Not Applicable
(4)	Underground pipes layout plan - showing the proposed alignment and size of underground pipes to be laid in the development	<input type="checkbox"/>	<input type="checkbox"/>
(5)	Vertical plumbing line diagrams (VPLD) - indicating the draw-off points and their locations, the valves, the pipe materials and sizes and joint methods to be used, etc. - containing information on the type and nature of water using apparatus including water heater, kitchen equipment, drink dispenser, drinking fountain etc.	<input type="checkbox"/>	<input type="checkbox"/>
(6)	Building Floor Layout Plan (applicable to the drawings of the developments having restaurants, retails, etc., under separate meter arrangement) - showing the locations of these types of businesses and their respective meter positions	<input type="checkbox"/>	<input type="checkbox"/>
(7)	Meter room/box layout - indicating typical meter room(s)/box(es) only - showing the detailed layout of the meter room/box with dimensions - showing details including the fittings at the meter positions	<input type="checkbox"/>	<input type="checkbox"/>
(8)	Meter schedule - showing the address of each premises in the building that requires individually metered water supply	<input type="checkbox"/>	<input type="checkbox"/>
(9)	Fitment schedule - number of flats/units in each block of the building - number of draw-off points and sanitary fittings in each/unit - estimated daily consumption for all trade purposes with calculation	<input type="checkbox"/>	<input type="checkbox"/>

		Enclosed in plumbing proposals	Not Applicable
(10)	Water storage tank schedule - showing the capacities of the water storage tanks - showing water consumption of water using apparatus	<input type="checkbox"/>	<input type="checkbox"/>
(11)	Pump schedule - the capacity and working head of the pumps shall be provided.	<input type="checkbox"/>	<input type="checkbox"/>
(12)	Consent from relevant Registered Consumer(s) for meter relocation (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
(13)	Other information required by the Water Authority. Please specify: _____	<input type="checkbox"/>	<input type="checkbox"/>

(Remarks: Catalogues of water using apparatus are no longer required to be submitted at the Proposal Stage (Form WWO542). However, such catalogues shall be submitted to the WA for information together with the submission of Form WWO 46 Part I and II.)