



總部 Headquarters

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5 December 2018

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

**WSD Circular Letter No. 6/2018**  
**Streamlined Procedures for Processing Applications for Water Supplies for Village Type Houses and Separate Metering**

Two measures as set out below have been formulated to streamline the processes in applications for water supplies for village type houses and separate metering. The Water Supplies Department (WSD) has consulted the Technical Committee on Plumbing on the streamlined procedures.

**1. Applications of Village Type Houses and Separate Metering - Early Submission of List of Pipes and Fittings**

At present, the applicants have to submit Form WWO 542 together with the plumbing proposal to the Water Authority for approval. After obtaining the approval of the Water Authority (WA), the licensed plumbers engaged by the applicants shall submit Part I & II of Form WWO 46 and its Annex (list of pipes and fittings intended to be installed) applying to the WA for permission to commence the plumbing works.

Normally for applications of village type houses and separate metering, the licensed plumbers would have already been engaged at the design stage of the plumbing proposal and the pipes and fittings to be installed would have already been decided. To streamline the approval process of applications for water supply to village type houses and separate metering, the list of pipes and fittings intended to be installed shall be submitted together with the plumbing proposal for early processing. After approval of the plumbing proposal and the list of pipes and fittings, the licensed plumbers shall submit Part I & II of Form WWO 46 (without the list of pipes and fittings). As the

pipes and fittings to be installed have already been approved, the WA will normally issue Part III of Form WWO 46 shortly upon receipt of Part I & II of Form WWO 46. The above arrangement shall be applicable to all new applications of village type houses and separate metering submitting Form WWO 542 on or after **1 January 2019**.

For applications other than village type houses and separate metering (e.g. new buildings) submitting Form WWO 542 on or after 1 January 2019, the applicants may choose to adopt the above arrangement of submitting the list of pipes and fittings with the plumbing proposal or to adopt the existing arrangement (i.e. to submit the list of pipes and fittings to be installed together with Part I & II of Form WWO 46).

In connection with the above arrangement, the existing Form WWO 46 has been revised and its Annex have been transformed into a new Form WWO 1149. The revised Form WWO 46 (01/19) with the revised part highlighted in red italic and the new Form WWO 1149 are set out in **Appendix**. The Form WWO 46 (01/19) and the Form WWO 1149 shall be used on or after **1 January 2019** in all application with Part I & II of Form WWO 46 not yet submitted and submission of the old version of Form WWO 46 (1/2018) Part I & II will not be accepted on or after the same date. For those plumbing works with Part I & II of Form WWO 46 (1/2018) submitted before 1 January 2019, the same form will continue to be used to complete the remaining procedures.

## **2. Applications for Water Supplies to Village Type Houses - Delink Approvals for Plumbing Proposals from Designation of Connection Point**

Currently, WSD approves the plumbing proposals and connection points in one go for the applications for water supply for village type houses. In the past, frequently the long time taken to determine the location of the connection points has caused delay to the approval of plumbing proposals. To streamline the application process, the approval of plumbing proposal is now delinked from the designation of connection point including obtaining written consent of land owner(s) to lay connection pipes on private lands of a third party. The procedures detailed below for processing applications for water supplies to village type houses will take immediate effect.

- (a) Depending on the progress of processing plumbing proposals and determining the location of connection points, the WA may give approval to the plumbing proposal and advise the location of the connection point separately or in one go. With the new arrangement, plumbing proposals would be approved without having to wait for the finalization of the location of the connection point, hence allowing the applicants to have an early start of any preparatory work relating to the plumbing proposal.
- (b) If the proposed connection point falls within private land and the connection is to be made by WSD, written consent from the owner(s) of the private land concerned must be obtained through the applicant prior to the commencement of the connection works. If written consent from relevant land owner(s) is not readily available, the connection point may be provisionally determined by the WA subject to the necessary consent being obtained later. The applicant should submit the consent as soon as possible afterward.

Should you have any enquiry, please contact Engineer/Technical Support (5) at telephone no. 2829 5657.

Yours faithfully,

(Original Signed)

(CHAN Chung-kun)

for Water Authority

Encl.

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 Limited

Real Estate Developers Association of Hong Kong

Hong Kong Institute of Vocational Education

Construction Industry Council

The Hong Kong Construction Association, Ltd

Hong Kong General Building Contractors Association Ltd

The Hong Kong Federation of Electrical & Mechanical Contractors Ltd

Contractor's Authorised Signatory 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 Licensed Plumbers Union Limited

Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong

The Association of Electrical and Mechanical Engineering (Hong Kong) Ltd



**APPLICATION FOR CONSTRUCTING, INSTALLING,  
 ALTERING OR REMOVING AN INSIDE SERVICE OR FIRE SERVICE**  
**Under Section 14 of the Waterworks Ordinance (Cap. 102)**  
**and Reg. 3 / 5 of the Waterworks Regulations (Cap. 102A)**

**Part I (To be completed by the Licensed Plumber. Part I shall also be signed by the Authorized Person for new building project) (See Note 1)**

To the Water Authority,

**Inside Service or Fire Service for the Premises at**

\*I/We am/are engaged by the \*consumer<sup>#</sup> / agent<sup>#</sup> / applicant for new water supply in Part II to \*construct / install / alter / remove an \*inside service / fire service at the above premises. Details of the approved plumbing proposal(s) for the inside service / fire service (“Approved Plumbing *Proposals*”) are as follows:-

WSD approval letter reference : \_\_\_\_\_ dated \_\_\_\_\_ ASN \_\_\_\_\_

Approved drawing no. (if no drawing has been required, describe briefly the works): \_\_\_\_\_

\_\_\_\_\_).

Works covered by this Form: \*Whole of the works / Part of the works (If this application relates only to part of *the works under* the Approved Plumbing *Proposals*, please specify the relevant part of the works :

\_\_\_\_\_).

Size and no. of water meters involved/required : \_\_\_\_\_

Anticipated date when water supply is required : \_\_\_\_\_ (see Note 4)

Remarks : \_\_\_\_\_

*Form WWO 1149 detailing the pipes and fittings intended to be installed/used at the above premises for the works under the Approved Plumbing Proposals covered by this Form \*is attached / have been submitted on \_\_\_\_\_ and approved on \_\_\_\_\_.*

2. **PURPOSE OF SUBMISSION** (See Note 2)

\*I/We hereby apply to the Water Authority for *permission* to commence the construction, installation, alteration or removal of the *works under the* Approved Plumbing *Proposals* covered by this Form, which will be commenced on \_\_\_\_\_

\*I/We CERTIFY that the pipes and fittings to be installed/ used for the construction, installation, alteration or removal of the works covered by this Form, including those as listed on the *\*attached/approved Form WWO 1149* and those not listed, shall be as prescribed by the Waterworks Regulations.

\* Delete whichever is not applicable

# The meaning of ‘consumer’ and ‘agent’ shall be as defined in Section 2 of the Waterworks Ordinance.



3. \*I/We fully understand and agree that the Water Authority may use the data collected from \*me/us in connection with this application for the purposes of, or directly related to, the processing of this application and any follow-up actions in relation to the construction, installation, alteration or removal of the inside service or fire service approved under this application. If \*I/we do not provide sufficient data, the Water Authority may not be able to process \*my/our application. \*I/We agree that the data collected may be transferred to other Government bureaux and departments [and any other relevant parties] for the aforesaid purposes. \*I/We further agree that the data (including the name of the Licensed Plumber, the Authorized Person and the details of the premises concerned) may be made known to the general public (eg. by publishing the same on the internet). \*I/We understand that \*I/we may make a request to the Departmental Secretary of the Water Supplies Department at 48/F, Immigration Tower, 7 Gloucester Road, Hong Kong for access to and correction of my/our personal data.

**Licensed Plumber**

**Authorized Person**  
 (only applicable to a new buildings project)

Plumber's Licence No : \_\_\_\_\_

Registration No.: \_\_\_\_\_

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

Tel No : \_\_\_\_\_

Tel No : \_\_\_\_\_

Fax No : \_\_\_\_\_

Fax No : \_\_\_\_\_

E-mail : \_\_\_\_\_

E-mail : \_\_\_\_\_

Company Name of Employer<sup>+</sup> : \_\_\_\_\_

\*HKID/Passport/Business Registration No. : \_\_\_\_\_

\_\_\_\_\_

Address : \_\_\_\_\_

Business Registration No. of Employer<sup>+</sup> : \_\_\_\_\_

\_\_\_\_\_

Address of Employer<sup>+</sup> : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred Contact Method: \* by mail/e-mail/fax

Preferred Contact Method: \* by mail/e-mail/fax

+ The Licensed Plumber shall provide the name, business registration no. and address of the company/contractor by/for which he/she is employed or working.

\* Delete whichever is not applicable

# The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.



**Part II (To be completed by the consumer<sup>#</sup> / agent<sup>#</sup> / applicant for new water supply) (See Note 1)**

To the Water Authority,

I endorse the information submitted by my Licensed Plumber \*and the Authorized Person in Part I.

I fully understand and agree that the Water Authority may use the data collected from me in connection with this application for the purposes of, or directly related to, the processing of this application of my Licensed Plumber and any follow-up actions in relation to the construction, installation, alteration or removal of the inside service or fire service approved under this application. If I do not provide sufficient data, the Water Authority may not be able to process my Licensed Plumber's application. I agree that the data collected may be transferred to other Government bureaux and departments and any other relevant parties for the aforesaid purposes. I further agree that for the aforesaid purposes the name of the premises concerned may be made known to the general public (e.g. by publishing the same on the internet). I understand that I may make a request to the Departmental Secretary of the Water Supplies Department at 48/F, Immigration Tower, 7 Gloucester Road, Hong Kong for access to and correction of my personal data.

Signature : \_\_\_\_\_ Name : \_\_\_\_\_

(\*consumer<sup>#</sup> / agent<sup>#</sup> / applicant for new water supply)

Tel No : \_\_\_\_\_

Fax No : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date : \_\_\_\_\_

Company's chop (if applicable)

\* Delete whichever is not applicable

# The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.



**Part III (To be completed by the Water Authority)**

To the Licensed Plumber,  
 Licensed Plumber Mailing Address

To the Authorized Person (if any),  
 Authorized Person Mailing Address

To the consumer/agent/applicant,  
 Consumer/agent/applicant Mailing Address

Permission is given for you to proceed with the *works under the* Approved Plumbing *Proposals* covered by this Form.

	Name : _____
(Signed for the Water Authority)	Post : _____
	Tel No : _____
Date: _____	Fax No : _____

\* Delete whichever is not applicable

# The meaning of ‘consumer’ and ‘agent’ shall be as defined in Section 2 of the Waterworks Ordinance.



**Part IV (To be completed by the Licensed Plumber) (see Note 6)**

**(For new building project, also to be signed by the Applicant and the Authorized Person)**

To the Water Authority,

ASN : \_\_\_\_\_

\* The whole / part of the *works under the* Approved Plumbing *Proposals* (please specify and submit relevant drawings : \_\_\_\_\_) covered by this Form was/were completed on \_\_\_\_\_.

I apply for your inspection and approval of the works mentioned above. \* I also undertake the correctness of the meter positions of the works mentioned above. I certify that the pipes and fittings installed/ used for the construction, installation, alteration or removal of the *works mentioned above* are as prescribed by the Waterworks Regulations.

\_\_\_\_\_  
 (Signature of the Licensed Plumber in Part I) Name : \_\_\_\_\_

Plumber's License No. : \_\_\_\_\_

Date : \_\_\_\_\_

\* I am satisfied with the correctness of the meter positions indicated above by the Licensed Plumber.

\_\_\_\_\_  
 (Signature of the Applicant in Part II) Name : \_\_\_\_\_

\_\_\_\_\_  
 Company's chop (if applicable) Date : \_\_\_\_\_

\* I am satisfied with the correctness of the meter positions indicated above by the Licensed Plumber.

\_\_\_\_\_  
 (Signature of the Authorized Person in Part I) Name : \_\_\_\_\_

Registration No.: \_\_\_\_\_

Date : \_\_\_\_\_

\* Delete whichever is not applicable

# The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.





**Part V(a) (To be completed by the Water Authority)**

To the Licensed Plumber,  
 Licensed Plumber Mailing Address

To the Authorized Person (if any),  
 Authorized Person Mailing Address

To the Applicant,  
 Applicant Mailing Address

Inspection, including but not limited to carrying out spot-check of the pipes and fittings at the premises, was carried out on \_\_\_\_\_ on the *\*whole/part of the works under the* Approved Plumbing *Proposals* covered by this Form. There is no irregularity apparent to us during the above mentioned inspection.

Subject to the completion of random sampling of the water supply to be carried out at inside service \*and connection point with satisfactory water test results as required by the Water Authority, \*and on payment of the charge prescribed in Part 1 of Schedule 1 of the Waterworks Regulations, the WWO 46 Part V(b) will be issued. \*The connection to the main will then be made \*and the part of the fire service or inside service on land held by the Government will be installed afterwards.

	Name : _____
(Signed for the Water Authority)	Post : _____
	Tel No : _____
Date : _____	Fax No : _____

\* Delete whichever is not applicable

# The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.



**Part V(b) (To be completed by the Water Authority)**

To the Licensed Plumber,  
 Licensed Plumber Mailing Address

To the Authorized Person (if any),  
 Authorized Person Mailing Address

To the Applicant,  
 Applicant Mailing Address

Random sampling of the water supply has been carried out at inside service \*and at connection point, and satisfactory water test results were received on \_\_\_\_\_ as required by the Water Authority. There is no irregularity apparent to us. \*Subject to payment of the charge prescribed in Part 1 of Schedule 1 of the Waterworks Regulations, \*the connection to the main will then be made \*and the part of the fire service or inside service on land held by the Government will be installed.

Attention of the Licensed Plumber is drawn to the Licensed Plumber's duty to construct, install, alter or remove the works covered by this Form in compliance with the Approved Plumbing Proposals, *the Waterworks Ordinance* and the Waterworks Regulations. Neither the issuance of this Form nor approval of the plumbing proposals nor the granting of the connection to the main \*and the installation of the part of the fire service or inside service on land held by the Government shall be construed as a ratification of any contravention of any of the provisions of the Waterworks Ordinance or the Waterworks Regulations.

	Name : _____
(Signed for the Water Authority)	Post : _____
	Tel No : _____
Date : _____	Fax No : _____

\* Delete whichever is not applicable

# The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.

## Notes :-

1. The Form is applicable to premises supplied or to be supplied with water from the Waterworks. Part I of the Form *is* to be completed by the Licensed Plumber to apply for the permission by the Water Authority of the commencement of *the works under* the Approved Plumbing *Proposals* covered by this Form. For a new building project, the Authorized Person, as defined in the Buildings Ordinance (Cap. 123), is required to sign in Part I also. Part II is to be completed by the consumer<sup>#</sup>/agent<sup>#</sup>/applicant of new water supply. Omission of any details in the Form may cause delay to your application.
2. Parts I and II of this Form shall be submitted to the Water Authority for permission to commence the construction, installation, alteration or removal of *the works under* the Approved Plumbing *Proposals* covered by this Form. *If there is no previously approved Form WWO 1149 for the works under the Approved Plumbing Proposals covered by this Form, Parts I and II of this Form shall be submitted with a Form WWO 1149 detailing the pipes and fittings to be installed/used for the construction, installation, alteration or removal of the works under the Approved Plumbing Proposals covered by this Form.*
3. The Form shall be mailed/faxed to the Water Authority.
4. Different sets of Forms are required for different phases of the plumbing that require water supply at different dates. **The consumer<sup>#</sup>/agent<sup>#</sup>/applicant of new water supply in Part II and/or the Licensed Plumber/Authorized Person in Part I shall inform the Water Authority in writing whenever there is any change to the ‘anticipated date when water supply is required’ in Part I of the Form.**
5. On completion of processing the application, the Licensed Plumber, the Authorized Person and the consumer<sup>#</sup>/agent<sup>#</sup>/applicant will receive Part III of the Form with a Form Serial No. printed on it. A copy of Parts I and II of the Form will also be returned.
6. Reporting completion of part of the *works* covered by this Form (including water pipe to be concealed) shall be made in Part IV of the Form. Licensed Plumber, and the Authorized Person and consumer<sup>#</sup>/agent<sup>#</sup>/applicant as appropriate, should complete Part IV of the Form and submit it together with a copy of Parts I, II and III of the Form to report completion of the works covered by this Form. **Please quote Form Serial No. and ASN on Part IV.**
7. Licensed Plumber and Authorized Person should always be aware of the anti-corruption laws and avoid to contravene them during their course of works. For details, please refer to the website of Independent Commission Against Corruption at <http://www.icac.org.hk/>

<sup>#</sup> The meaning of ‘consumer’ and ‘agent’ shall be as defined in Section 2 of the Waterworks Ordinance.



ASN: \_\_\_\_\_

Form Serial No \_\_\_\_\_

Premises Address \_\_\_\_\_

(For official use)

**LIST OF PIPES AND FITTINGS INTENDED TO BE INSTALLED:-**

Page \_\_\_\_ of \_\_\_\_

Description of pipes and fittings (see Note 6)	Brand	Size	Manufacturer	Country of origin	General Acceptance No. /Registration No. under WELS (see Note 4 & 5)	Location of designated products registered under WELS/combined water saving devices

Please use additional sheet(s) if required.

*Please see notes overleaf*

Signature of the Licensed Plumber : \_\_\_\_\_ Licence No. : \_\_\_\_\_ Date : \_\_\_\_\_

**Notes :-**

1. This Form shall be submitted either with the plumbing proposal in Form WWO542 or with Part I and II of Form WWO 46.
2. All pipes and fittings intended to be used for the plumbing works are required to be reported according to the 'Pipes and fittings to be reported in Form WWO 1149' promulgated by the Water Authority (WA) in the website of the Water Supplies Department (WSD).
3. Any change of the pipes or fittings to be used for the Approved Plumbing Works shall be submitted to the WA for approval.
4. All pipes and fittings intended to be used for the Approved Plumbing Works shall comply with the requirements and all relevant prescribed specifications in the Waterworks Ordinance and Waterworks Regulations. For pipes and fittings with 'General Acceptance' issued by the WA, the applicant shall provide the 'General Acceptance' Number in this Form. For pipes and fittings without 'General Acceptance' issued by the WA, the applicant shall produce the documents specified in the WSD's website to confirm their compliance with all relevant prescribed specifications in the Waterworks Ordinance and Waterworks Regulations.
5. All water taps, showers for bathing and urinal flushing valves intended to be used in kitchens of the domestic premises and bathroom and toilets of all premises shall be registered under Water Efficiency Labelling Scheme (WELS) and comply with the prescribed water efficiency requirements stipulated in the TR. The applicant shall provide their registration number under WELS in this Form.
6. For a water tap or shower for bathing not complying with the prescribed water efficiency requirements stipulated in the TR, the WA may accept the alternative of installing inside the water tap or shower for bathing a flow controller registered under WELS and of required water efficiency grade to form a "combined" water saving device that meets the prescribed water efficiency requirements. To select such flow controller for non-mixing type water tap, applicant should refer to the WELS registers in WSD's website to ascertain its nominal flow rate to achieve the prescribed water efficiency requirements. Details of the WELS compliant flow controller to be installed to form a combined water saving device shall also be included in this Form.