



水務署
Water Supplies Department

總部 Headquarters

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Your ref.

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Fax.

29 September 2021

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

WSD Circular Letter No. 8/2021

**Enhanced Processing Mechanism for
Application for Water Supply for New Buildings**

To ensure efficient processing of application for water supply (AWS), plumbing designers/applicants are responsible to ensure a plumbing proposal in full compliance with the requirements in the Waterworks Ordinance, the Waterworks Regulations, the WSD Circular Letters, as well as the WSD publications “Technical Requirement for Plumbing Works in Buildings” and “Guide to Application for Water Supply”.

2. WSD considers that plumbing proposals for new buildings are often more complicated due to more other disciplines involved and complex site conditions. Hence, plumbing proposals for new buildings often receive more comments and involve several rounds of re-submissions. WSD also observes that some plumbing proposals for new buildings have persistently not complied with various requirements or the re-submitted proposals failed to rectify all previous non-compliance, such that additional resources and time are required to process those submissions of poor quality, which unfairly delays the processing of other applications.



3. To improve the quality of plumbing proposals, WSD implemented the standard response-to-comment template in January 2021 for AWS for new buildings. To further address the issue of submissions of persistent poor quality so as to improve the efficiency of processing applications, WSD proposes an enhanced processing mechanism comprising face-to-face discussion and systematic reminders. WSD has consulted the Technical Committee on Plumbing on the above mechanism.

Enhanced Processing Mechanism

4. WSD considers that if the plumbing proposal is properly prepared and thoroughly checked before submission, the number of non-compliance with various requirements will be minimal and re-submission should not be required. For plumbing proposals with significantly more non-compliance, WSD proposes to step up communication with the plumbing designers/applicants to alert them to the poor quality of their submissions. When the number of non-compliance remains high in subsequent re-submissions, the application will not be further processed and the applicant will be requested to submit a new application with a properly prepared plumbing proposal. Details of the enhanced processing mechanism are shown in **Appendix A** and the above new mechanism will take immediate effect.

Enquiry

5. Should you have any enquiry, please contact our Engineer/Technical Support(4) at telephone no. 2829 5657.

Yours faithfully,

(Original signed)

(YAU Hau Yin)

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 Branch

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

Hong Kong Institute of Construction, 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

Pipeman Engineering (International) Limited

Hong Kong Institute of Water and Sanitation Safety

WSD 3318/15/81

**Enhanced Processing Mechanism for
Applications for Water Supplies for New Buildings**

Submission of plumbing proposal	No. of comments made in standard response-to-comment template	Stepped up communication	Cancellation
Submission no. x*	10 or more comments	WSD to raise the first reminder to the plumbing designer/applicant on the concern over quality of submission, followed by discussion with WSD's representatives about the comments if necessary.	--
Submission no. y* (any submission after the first reminder)	8 or more comments or 5 or more repeated comments (compared with previous submissions)	WSD to raise the second reminder to the plumbing designer/applicant on the concern over the persistent poor quality of submission and possible cancellation of the application	--
Submission no. z* (any submission after the second reminder)	5 or more comments or 3 or more repeated comments (compared with previous submissions)	--	Cancellation letter to the plumbing designer/applicant

Notes:

*x, y and z may be non-consecutive submissions.