



水務署  
Water Supplies Department

總部 Headquarters

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3 May 2023

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

**WSD Circular Letter No. 1/2023**

**Streamlined Measures in Delinking Approval to  
Connection Point from Plumbing Proposals  
in Application for Water Supply (AWS) for New Buildings**

The Water Supplies Department (WSD) has formulated an enhanced measure to streamline the process in applications for water supply (AWS) for new buildings. WSD has consulted the Technical Committee on Plumbing on the streamlined procedures.

2. Currently, the WSD approves the connection points and the plumbing proposals in one go for AWS for new buildings. In the past, the plumbing designer may take a long time to prepare the details of the plumbing proposals and the Water Authority (WA) may also take some time to determine the location of the connection points. Therefore, streamlined measures on delinking the two approvals are proposed to improve the efficiency of processing AWS for new buildings such that the plumbing designer/applicant may apply for initial approval to designation of the connection points allowing the WSD to commence the connection works in advance with a view to speeding up the water supply application process.

## **Streamlined Measures on Delinking Proposal**

3. It is considered that there are different portions of plumbing system in a development, for simplicity, it is proposed to divide into two major portions including designation of connection point and beyond the connection point.

4. To streamline the processing of AWS for new buildings under the delinking proposal, designation of the connection point with or without plumbing proposal beyond designation of the connection point can be applied for final or initial approval respectively. The procedures for processing delinking proposal are detailed below:

- (a) The applicant may apply for initial approval to the designation of the connection point without plumbing proposal beyond the connection point by submitting all necessary supporting documents including the layout plan showing the development and the proposed connection size and location as well as the estimated consumption of the whole development available with justifications for the WA's vetting. The WA may give initial approval to the designation of the connection point if the proposal is in order, for which this will be a conditional approval granted based on the submitted information. An initial approval letter together with the demand note for connection works will then be issued to the applicant. The connection works for extending the government water mains to the proposed connection point will be carried out by the WSD once the payment for connection fee is received. However, no plumbing works beyond the connection point should commence on site until the final approval to the full plumbing proposals is received and WWO Form 46 Part III is issued. In addition, Form WWO 46 Parts I & II shall be submitted together only upon the approval to the full plumbing proposal is granted by the WA.
- (b) Upon subsequent submission of the full plumbing proposals, final approval to the plumbing proposals will be given if the submission is in order and consistent with the conditions in the initial approval. If no submission of the full plumbing proposals is received from the applicant within 6 months after the completion of the advance connection works, the WSD will consider that the advance connection works applied by the applicant is no longer required and will abandon the connection point to avoid risks of unlawful taking of water through such connection. The WSD will notify the applicant 4 weeks before taking this action. Written request submitted by the applicant for extension of the 6-month validity period before its expiry may be considered with sufficient justifications. If the full plumbing proposals is received from

the applicant after the specified time frame, the applicant has to pay the necessary fee for the re-provision of the connection point as appropriate.

- (c) If changes in the connection's size and location are required according to the final plumbing proposals, the initial approval to designation of connection point will become invalid and the advance connection works in (a) and (b) above for the initial approval will be suspended and abortive. A demand note for the revised connection works will then be issued to the applicant. New connection works based on the revised pipe size or location will be carried out by WSD once the payment for connection fee is received.
- (d) If the applicants applying for designation of the connection point and submitting the subsequent full plumbing proposals are different, the applicant applying for designation of the connection point should provide a written authorization to the other applicant for taking up the approved/constructed connection and for submitting together with the subsequent full plumbing proposals.

5. A flowchart on delinking the approval to designation of connection point with or without plumbing proposals in processing AWS for new buildings is shown in **Appendix A**. The updated document list for application for water supply for new buildings is provided in **Appendix B**.

### **Effective Date**

6. The above measure will apply to the works covered by Form WWO 542 submitted on or after 15 May 2023.

### **Enquiry**

7. 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 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.

Hong Kong Licensed Plumbers Union Limited

Hong Kong Metropolitan University Li Ka Shing School of Professional and Continuing Education

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

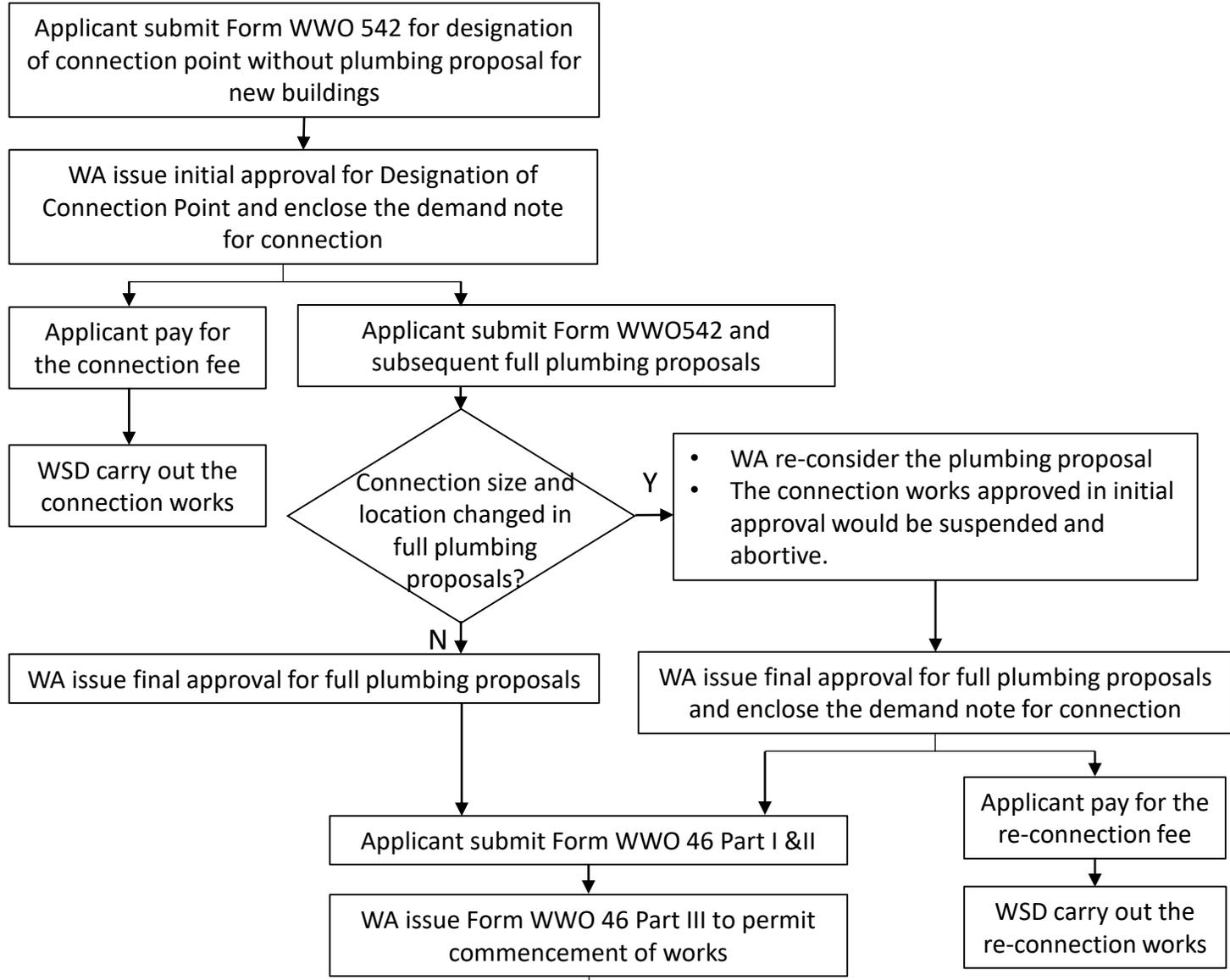
Pipeman Engineering (International) Limited

Hong Kong Institute of Water and Sanitation Safety

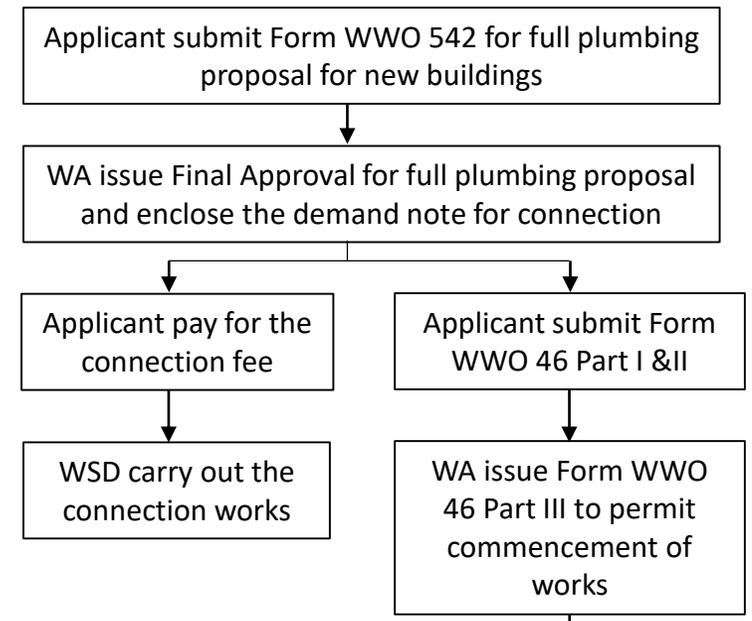
WSD 3318/15/8

# Flowchart for Delinking Approval to Connection Point from Plumbing Proposals in AWS for New Buildings

## Delinking Proposal for Designation of Connection Point without Plumbing Proposal



## Normal Application with submission of Full Plumbing Proposal



For subsequent procedures, please refer to Appendix 6 to "Guide to Application of Water Supply": Flowchart for the Submission Requirement at Construction Stage

## Document List for Application for Water Supply for New Buildings [For Item 3(a) in Form WWO 542]

Address of Premises: \_\_\_\_\_

ASN No./CCID No. (if applicable): \_\_\_\_\_

I/We confirm that all required documents for my/our application have been properly enclosed as shown in this document list, failing which the application will be rejected by the Water Authority.

This application is for (please tick (✓) the appropriate box ):

- Designation of the connection point only (items marked with '#' are applicable)
- Plumbing proposal only after receiving initial approval for the designation of connection point (items marked with '^' are applicable)
- Full plumbing proposals including designation of connection point (items marked with '\*' are applicable)

Item	Description	Enclosed? (Please tick (✓) the box <input type="checkbox"/> if yes)	DMC checked (For official use only)
<b>Form WWO 542</b>			
1.#^*	Duly signed Form WWO542	<input type="checkbox"/>	
2.#^*	Copy of BR for company submission or copy of ID card for individual applicantd for individual applicant	<input type="checkbox"/>	
<b>Drawings</b>			
3.#^*	Site location plan in scale not less than 1:1000	<input type="checkbox"/>	
4.#^*	Connection layout plan	<input type="checkbox"/>	
5.#^*	Underground pipes layout plan	<input type="checkbox"/>	
6.^*	Vertical plumbing line diagrams (VPLD)	<input type="checkbox"/>	
7.	Building floor layout plan (if involving separate meter for trade purpose)	<input type="checkbox"/>	
8.^*	Location of meter room/box	<input type="checkbox"/>	
9.^*	Meter room layout/meter box details and meter position arrangement details	<input type="checkbox"/>	
10.^*	Meter schedule	<input type="checkbox"/>	
11.^*	Fitment schedule	<input type="checkbox"/>	
12.#^*	Estimated maximum daily flow rate	<input type="checkbox"/>	
13.^*	Water storage tank schedule	<input type="checkbox"/>	
14.^*	Pump schedule	<input type="checkbox"/>	
15.	Form WWO 1149	<input type="checkbox"/>	
<b>Others</b>			
18.	Consent from relevant landlord if proposed connecting falls within private land and the connection is made by WSD	<input type="checkbox"/>	
19.^*	Checklists for Vetting Plumbing Proposal	<input type="checkbox"/>	
20.	Written authorization by the applicant for designation of the connection point	<input type="checkbox"/>	

Legend: #, ^ and \* are mandatory items that must be included in the corresponding application.

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

Name : \_\_\_\_\_  
(Applicant or authorized representative)

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