



水務署
Water Supplies Department

總部 Headquarters

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22 May 2023

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

WSD Circular Letter No. 2/2023

**Enhanced Time Frame for Issuing Reminders and Cancellation
in Processing Applications for Water Supplies (AWS)**

To ensure efficient processing of AWS, the Water Supplies Department (WSD) has established a mechanism on reminding applicants to respond to the WSD's comments on their plumbing proposals.

Enhanced Time Frame

2. After implementing the current time frame for issuing reminders and cancellations of AWS for two years, we have reviewed the past statistical data in processing AWS and considered that there is room for enhancement. By doing so, and if the applicants can respond to the WSD's comments adequately and timely, the number of subsequent WWO 1082 and hence the time allowed for follow-up actions should be reduced progressively. As a result, enhanced time frames are proposed for issuing reminders and cancellation, which will be issued to applicants before the deadline for response to WWO 1082 to remind them of the outstanding responses and the possible cancellation. The application will be cancelled if there is no response after the expiry of time allowed for response to WWO 1082. The proposed enhancements are summarized as below:

Type of AWS	Time allowed for response to WWO 1082 (A)	Time for issue of reminder before expiry of (A)
New Buildings and others	<ul style="list-style-type: none"> ◆ 12 weeks from 1st WWO 1082 ◆ 8 weeks from 2nd WWO 1082 ◆ 4 weeks from 3rd and subsequent WWO 1082 	<ul style="list-style-type: none"> ◆ 4 weeks ◆ 4 weeks ◆ 2 weeks
New Village Type Houses	<ul style="list-style-type: none"> ◆ 6 weeks from 1st WWO 1082 ◆ 4 weeks from 2nd WWO 1082 ◆ 2 weeks from 3rd and subsequent WWO 1082 	<ul style="list-style-type: none"> ◆ 2 weeks ◆ 2 weeks ◆ 1 week
Cases under the combined dedicated team ¹ and Temporary Construction Supply	<ul style="list-style-type: none"> ◆ 4 weeks from 1st WWO 1082 ◆ 2 weeks from 2nd WWO 1082 ◆ 1 week from 3rd and subsequent WWO 1082 	<ul style="list-style-type: none"> ◆ 1 week ◆ 1 week ◆ No further reminder before cancellation

Note:

Time allowed for response (A) shall be specified in WWO 1082 according to the number of WWO 1082 previously issued. The application will be cancelled if there is no response after expiry of (A) without further notification/reminder.

Effective Date

3. The above updated requirements will apply to the works covered by Form WWO 542 submitted on or after 12 June 2023.

Enquiry

4. 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

(with Chinese translation)

¹ The “combined dedicated team” has been established to process (i) AWS related to catering business, barber and beauty shops and laundries without new connection involved; and (ii) AWS for the essential utility installations involving a single separate meter which does not require a new connection to the government mains.

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

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