



總部 Headquarters

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6 July 2020

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

WSD Circular Letter No. 2/2020
New Application Form and Streamlined Procedure to enhance
completeness of Submission Documents for
Applications for Water Supplies

In the past, applicants applying for water supplies and applicants requesting the Water Supplies Department to provide services have to submit the same Waterworks Form WWO 542, the current form of which may not be able to clearly provide all the necessary information required for processing the applications.

Revised Application Form WWO 542 (06/2020)

To facilitate more efficient handling of applications for water supplies and requests for WSD's services, which are of different nature, the WSD has revised the Form WWO 542 such that it will be dedicated for applications for water supplies only as shown in **Appendix A** and introduced a new Form WWO 1155 specifically designed for requests for services to be carried out by the WSD¹. Starting from 1 August 2020, all new applications for water supplies shall be submitted using the revised Form WWO 542 (06/2020) together with a Document List showing all the supporting documents submitted for the application. Details of the new arrangement are mentioned in the ensuing paragraphs.

¹ The new form WWO 1155 is available at: <https://www.wsd.gov.hk/en/application-public-forms/index.html>

Document List for Application for Water Supplies

According to the current submission requirement, it is necessary for an application for water supplies to be submitted together with all the required supporting documents as stipulated in Appendix 2 of the “Guide to Application for Water Supply”. Past records indicate that the processing of many applications for water supplies have been suspended at their initial stage due to missing documents pending re-submissions of the missing documents, leading to delay in the approval process. To ensure that a complete set of the required supporting documents are enclosed in an application upon first submission, relevant document list as given in **Appendix B** will have to be submitted together with Form WWO 542 in each new application. The applicant should use the appropriate document list relevant to the type of application and make sure that the required documents have been included in the submission by putting a tick (“✓”) against the relevant box in the document list for each supporting document included in the submission. The updated summary of submission requirements for different types of application for water supplies is tabled in **Appendix C**, which supersedes the current Appendix 2 of the “Guide to Application for Water Supply”. At the same time, each supporting document submitted must have a covering sheet printed with the title of the supporting document in the document list for checking by the Document Management Centre. A sample of the covering sheet is given in **Appendix D**. An application without a relevant document list or with inadequate labelling of the supporting documents for checking of the completeness of the submission will not be accepted and will be returned to the applicant by the Document Management Centre.

Enquiry

Should you have any enquiry, please contact our Engineer/Technical Support(5) at telephone no. 2829 4574.

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 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
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

WSD 3318/15/81