

Document List for Application for Water Supply for New Building
[For Item 3(a) in WWO 542 (06/2020)]

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.

Item	Description	Enclosed? (Please tick (√) the box <input type="checkbox"/> if yes)	DMC checked (For official use only)
Form WWO 542			
1.*	Duly signed Form WWO542	<input type="checkbox"/>	
2.*	Copy of BR for company submission or Copy of ID card for individual applicant	<input type="checkbox"/>	
Drawings			
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"/>	
Others			
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"/>	

Legend:

* mandatory items that must be included in the submission

(Applicant or authorised representative)

Signature: _____

Name: _____

Contact Tel. No.: _____

Document List for Application for Water Supply for Village Type House
[For Item 3(b) in WWO 542 (06/2020)]

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.

Item	Description	Enclosed? (Please tick (√) the box <input type="checkbox"/> if yes)	DMC checked (For official use only)
Form WWO 542			
1.*	Duly signed Form WWO542	<input type="checkbox"/>	
2.*	Copy of BR for company submission or Copy of ID card for individual applicant	<input type="checkbox"/>	
Drawings			
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"/>	
8.*	Location of meter room/box	<input type="checkbox"/>	
9.*	Meter room layout/meter box details and meter position arrangement details	<input type="checkbox"/>	
15.*	Form WWO 1149	<input type="checkbox"/>	
Others			
18.	Consent from relevant landlord if proposed connecting falls within private land and the connection is made by WSD	<input type="checkbox"/>	

Legend:

* mandatory items that must be included in the submission

(Applicant or authorised representative)

Signature: _____

Name: _____

Contact Tel. No.: _____

Document List for Application for Water Supply for Separate Metering
[For Item 3(c) in WWO 542 (06/2020)]

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.

Item	Description	Enclosed? (Please tick (√) the box <input type="checkbox"/> if yes)	DMC checked (For official use only)
Form WWO 542			
1.*	Duly signed Form WWO542	<input type="checkbox"/>	
2.*	Copy of BR for company submission or Copy of ID card for individual applicant	<input type="checkbox"/>	
Drawings			
3.*	Site location plan in scale not less than 1:1000	<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"/>	
15.*	Form WWO 1149	<input type="checkbox"/>	

Legend:

* mandatory items that must be included in the submission

(Applicant or authorised representative)

Signature: _____

Name: _____

Contact Tel. No.: _____

Document List for Application for Water Supply for Reconnection of Meter
[For Item 3(d) in WWO 542 (06/2020)]

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.

Item	Description	Enclosed? (Please tick (√) the box <input type="checkbox"/> if yes)	DMC checked (For official use only)
Form WWO 542			
1.*	Duly signed Form WWO542	<input type="checkbox"/>	
2.*	Copy of BR for company submission or Copy of ID card for individual applicant	<input type="checkbox"/>	
Drawings			
3.*	Site location plan in scale not less than 1:1000	<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"/>	

Legend:

* mandatory items that must be included in the submission

(Applicant or authorised representative)

Signature: _____

Name: _____

Contact Tel. No.: _____

**Document List for Application for Water Supply for On-line
Replumbing**
[For Item 3(e) in WWO 542 (06/2020)]

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.

Item	Description	Enclosed? (Please tick (√) the box <input type="checkbox"/> if yes)	DMC checked (For official use only)
Form WWO 542			
1.*	Duly signed Form WWO542	<input type="checkbox"/>	
2.*	Copy of BR for company submission or Copy of ID card for individual applicant	<input type="checkbox"/>	
Drawings			
3.*	Site location plan in scale not less than 1:1000	<input type="checkbox"/>	
5.	Underground pipes layout plan	<input type="checkbox"/>	
6.*	Vertical plumbing line diagrams (VPLD)	<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"/>	
15.	Form WWO 1149	<input type="checkbox"/>	
Others			
16.*	Temporary water supply plumbing proposal for drinking and cooking purpose	<input type="checkbox"/>	
17.*	Method on notifying customers not to use concerned taps for drinking and cooking purpose	<input type="checkbox"/>	

Legend:

* mandatory items that must be included in the submission

(Applicant or authorised representative)

Signature: _____

Name: _____

Contact Tel. No.: _____

Document List for Application for Water Supply for Off-line Replumbing
[For Item 3(e) in WWO 542 (06/2020)]

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.

Item	Description	Enclosed? (Please tick (√) the box <input type="checkbox"/> if yes)	DMC checked (For official use only)
Form WWO 542			
1.*	Duly signed Form WWO542	<input type="checkbox"/>	
2.*	Copy of BR for company submission or Copy of ID card for individual applicant	<input type="checkbox"/>	
Drawings			
3.*	Site location plan in scale not less than 1:1000	<input type="checkbox"/>	
5.	Underground pipes layout plan	<input type="checkbox"/>	
6.*	Vertical plumbing line diagrams (VPLD)	<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"/>	
15.	Form WWO 1149	<input type="checkbox"/>	

Legend:

* mandatory items that must be included in the submission

(Applicant or authorised representative)

Signature: _____

Name: _____

Contact Tel. No.: _____

Document List for Application for Water Supply for Temporary Construction Supply
[For Item 3(f) in WWO 542 (06/2020)]

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.

Item	Description	Enclosed? (Please tick (√) the box <input type="checkbox"/> if yes)	DMC checked (For official use only)
Form WWO 542			
1.*	Duly signed Form WWO542	<input type="checkbox"/>	
2.*	Copy of BR for company submission or Copy of ID card for individual applicant	<input type="checkbox"/>	
Drawings			
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"/>	
8.*	Location of meter room/box	<input type="checkbox"/>	
9.*	Meter room layout/meter box details and meter position arrangement details	<input type="checkbox"/>	
12.*	Estimated maximum hourly flow rate	<input type="checkbox"/>	
13.	Water storage tank schedule	<input type="checkbox"/>	
15.	Form WWO 1149	<input type="checkbox"/>	
Others			
18.	Consent from relevant landlord if proposed connecting falls within private land and the connection is made by WSD	<input type="checkbox"/>	

Legend:

* mandatory items that must be included in the submission

(Applicant or authorised representative)

Signature: _____

Name: _____

Contact Tel. No.: _____

Document List for Application for Water Supply for Conversion to Salt Water for Flushing
[For Item 3(g) in WWO 542 (06/2020)]

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.

Item	Description	Enclosed? (Please tick (√) the box <input type="checkbox"/> if yes)	DMC checked (For official use only)
Form WWO 542			
1.*	Duly signed Form WWO542	<input type="checkbox"/>	
2.*	Copy of BR for company submission or Copy of ID card for individual applicant	<input type="checkbox"/>	
Drawings			
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"/>	
8.*	Location of meter room/box	<input type="checkbox"/>	
9.*	Meter room layout/meter box details and meter position arrangement details	<input type="checkbox"/>	
15.	Form WWO 1149	<input type="checkbox"/>	

Legend:

* mandatory items that must be included in the submission

(Applicant or authorised representative)

Signature: _____

Name: _____

Contact Tel. No.: _____

Document List for Application for Water Supply for Relocation of meter
[For Item 3(h) in WWO 542 (06/2020)]

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.

Item	Description	Enclosed? (Please tick (√) the box <input type="checkbox"/> if yes)	DMC checked (For official use only)
Form WWO 542			
1.*	Duly signed Form WWO542	<input type="checkbox"/>	
2.*	Copy of BR for company submission or Copy of ID card for individual applicant	<input type="checkbox"/>	
Drawings			
3.*	Site location plan in scale not less than 1:1000	<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"/>	
15.	Form WWO 1149	<input type="checkbox"/>	

Legend:

* mandatory items that must be included in the submission

(Applicant or authorised representative)

Signature: _____

Name: _____

Contact Tel. No.: _____

Document List for Application for Water Supply for Enlargement of meter
[For Item 3(i) in WWO 542 (06/2020)]

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.

Item	Description	Enclosed? (Please tick (√) the box <input type="checkbox"/> if yes)	DMC checked (For official use only)
Form WWO 542			
1.*	Duly signed Form WWO542	<input type="checkbox"/>	
2.*	Copy of BR for company submission or Copy of ID card for individual applicant	<input type="checkbox"/>	
Drawings			
3.*	Site location plan in scale not less than 1:1000	<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"/>	
12.*	Estimated maximum hourly flow rate	<input type="checkbox"/>	
15.	Form WWO 1149	<input type="checkbox"/>	

Legend:

* mandatory items that must be included in the submission

(Applicant or authorised representative)

Signature: _____

Name: _____

Contact Tel. No.: _____

Document List for Application for Water Supply for Others (Food Business)
[For Item 3(j) in WWO 542 (06/2020)]

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.

Item	Description	Enclosed? (Please tick (√) the box <input type="checkbox"/> if yes)	DMC checked (For official use only)
Form WWO 542			
1.*	Duly signed Form WWO542	<input type="checkbox"/>	
2.*	Copy of BR for company submission or Copy of ID card for individual applicant	<input type="checkbox"/>	
Drawings			
3.*	Site location plan in scale not less than 1:1000	<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"/>	
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"/>	

Legend:

* mandatory items that must be included in the submission

(Applicant or authorised representative)

Signature: _____

Name: _____

Contact Tel. No.: _____

Document List for Application for Water Supply for Others
(Improvised Fire Sprinkler System / Fire Hose Reel System / Fire Hydrant)
[For Item 3(j) in WWO 542 (06/2020)]

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.

Item	Description	Enclosed? (Please tick (√) the box <input type="checkbox"/> if yes)	DMC checked (For official use only)
Form WWO 542			
1.*	Duly signed Form WWO542	<input type="checkbox"/>	
2.*	Copy of BR for company submission or Copy of ID card for individual applicant	<input type="checkbox"/>	
Drawings			
3.*	Site location plan in scale not less than 1:1000	<input type="checkbox"/>	
5.	Underground pipes layout plan	<input type="checkbox"/>	
6.*	Vertical plumbing line diagrams (VPLD)	<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"/>	
15.	Form WWO 1149	<input type="checkbox"/>	

Legend:

* mandatory items that must be included in the submission

(Applicant or authorised representative)

Signature: _____

Name: _____

Contact Tel. No.: _____

Document List for Application for Water Supply for Others (Temporary Meter for Systematic Flushing)
[For Item 3(j) in WWO 542 (06/2020)]

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.

Item	Description	Enclosed? (Please tick (√) the box <input type="checkbox"/> if yes)	DMC checked (For official use only)
Form WWO 542			
1.*	Duly signed Form WWO542	<input type="checkbox"/>	
2.*	Copy of BR for company submission or Copy of ID card for individual applicant	<input type="checkbox"/>	
Drawings			
3.*	Site location plan in scale not less than 1:1000	<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"/>	
12.*	Estimated maximum daily flow rate	<input type="checkbox"/>	

Legend:

* mandatory items that must be included in the submission

(Applicant or authorised representative)

Signature: _____

Name: _____

Contact Tel. No.: _____

Document List for Other Types of Application for Water Supply not mentioned in Appendix 2 of “Guide to Application for Water Supply” [For Item 3(j) in WWO 542 (06/2020)]

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.

Item	Description	Enclosed? (Please tick (√) the box <input type="checkbox"/> if yes)	DMC checked (For official use only)
Form WWO 542			
1.*	Duly signed Form WWO542	<input type="checkbox"/>	
2.*	Copy of BR for company submission or Copy of ID card for individual applicant	<input type="checkbox"/>	
Drawings			
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"/>	
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"/>	
Others			
18.	Consent from relevant landlord if proposed connecting falls within private land and the connection is made by WSD	<input type="checkbox"/>	

Legend:

* mandatory items that must be included in the submission

(Applicant or authorised representative)

Signature: _____

Name: _____

Contact Tel. No.: _____