



水務署  
Water Supplies Department

總部 Headquarters

香港灣仔告士打道七號入境事務大樓 48 樓

48/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong

本署檔號 : (15) in WSD 3318/50 Pt. 7  
Our ref.  
來函檔號 :  
Your ref.

電話 : 2829 4355  
Tel.  
傳真 : 2824 0578  
Fax.

5 September 2019

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

**Circular Letter No. 7/2019**  
**Electronic Submission for Applications for Water Supplies to**  
**New Village Type Houses using Pre-approved Standard Plumbing Design**  
**Drawings**

**Pre-approved Standard Plumbing Design Drawings (“Standard Plumbing Designs”)**

Owing to the relatively simple nature and high degree of similarity among plumbing designs of village type houses, some LP associations/institutions have developed a number of commonly used plumbing designs for village type houses including standard Vertical Plumbing Line Diagrams and standard meter box arrangements, and have obtained pre-approval from the Water Authority (“WA”) confirming the compliance of these plumbing designs with statutory and WA requirements. A list of the standard plumbing designs for village type houses is given in **Appendix A** and drawings of the standard designs could be found at the official websites of relevant LP associations/institutions as given in **Appendix B**. They are the copyright owners of these standard design drawings and have agreed to share these designs for use by LPs in application for water supplies, exchange of technical knowledge and educational purposes.

**Electronic Submission**

2. To enhance the efficiency of processing applications for water supplies to village type houses, the Water Supplies Department (WSD) will allow electronic



submission for the application for water supply for new village type houses adopting standard plumbing designs in plumbing proposals. Applicants and his/her engaged Licensed Plumbers (LPs) may choose to submit such applications for water supplies by electronic means through emails in lieu of submission in person or by post starting from **1 November 2019**. E-submission is allowed only for applications for water supplies to new village type houses using standard plumbing designs as plumbing proposals in Form WWO 542.

### Requirements for e-submission

3. Applicants and LPs who choose to submit relevant applications for water supplies by electronic means are required to submit their applications with all the necessary supporting documents as listed in Appendix II of “Guide to Application for Water Supply” (among which the Vertical Plumbing Line Diagram and meter box arrangement shall be replaced by the “Plumbing Proposal Form for e-submission” given in Appendix C) by email to the following dedicated email address for receiving e-submission:

awsvillagehouse@wsd.gov.hk

4. Applicants and LPs shall note the following requirements when using e-submission:

- (a) The subject of the submission email shall contain “AWS Submission for Village Type Houses – *premises address*”;
- (b) Provide a list of the submission documents;
- (c) All submission documents shall be in the format specified as follows:

Required submission documents	Acceptable electronic format			
	Dimension size	File format	Minimum resolution	Colour
1. Form WWO 542	N/A	PDF, JPG, TIF, PNG	300 × 300dpi	Black and White or Colour
2. Copy of Business Registration (for company applicant)/Copy of HKID Card (for individual applicant)				
3. Plumbing Proposal Form for e-submission (see <b>Appendix C</b> )				
4. Form WWO 1149				
5. Site Location Plan <sup>1</sup>	A3			Colour

<sup>1</sup> Please refer to WSD Circular Letter No. 6/2019 for the required information for inclusion on the plan.

6. Connection Layout Plan <sup>1</sup>	(maximum)			
7. Other optional documents <sup>2</sup>				

- (d) Each submission documents shall be attached as separate files in an email. A sample email is provided at **Appendix D** for reference;
- (e) The file name of submission documents should contain alphabets and numbers only. Chinese characters or special symbols as a file name should not be used in e-submission documents;
- (f) The email size of an e-submission including the attachments shall not exceed 25MB.

Applications with missing information, submission not following the specified format stated above or plumbing proposals not adopting standard plumbing designs will be rejected.

5. The electronic fillable format of the **Plumbing Proposal Form for e-Submission** can be downloaded at the following WSD website which also provides other relevant information:

<https://www.wsd.gov.hk/en/customer-services/application-for-water-supply/water-supply-for-new-village-type-houses/index.html>

6. Applicants and LPs shall note that standard plumbing designs must be adopted in plumbing proposals submitted by electronic means. However, only provision of the drawing number of relevant standard plumbing design is needed. Copies of the standard design drawings **should not** be submitted since the WA had already pre-approved the drawings.

7. Upon receipt of an application for water supply through e-submission, the WSD will send an acknowledgment email reply to the applicant and LP to the email address of the submission. Subsequent re-submission of supplementary information in the proposal stage and submission of Form WWO 46 can also be submitted via the dedicated email address stated in paragraph 3 above. For re-submissions and submission of Form WWO 46, applicants and LPs shall specify the type of submission and quote the ASN No. (if available) in the email. A sample of such email is provided at **Appendix E**. The abovementioned dedicated email address is for e-submission only, enquiry of the status of application case using the dedicated email address is not allowed and will not be responded.

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<sup>2</sup> Other optional documents such as consent letter from relevant landlord is required if proposed connecting points falls within other private land and the connection is to be made by WSD.

8. Applicants and LPs who wish to adopt standard plumbing designs as their plumbing proposal of new village type houses but opt not to submit via electronic means are also required to fill in and submit the **Plumbing Proposal Form for e-Submission** at **Appendix C** together with the Form WWO 542 and all the necessary submission documents to WSD in person or by mail to the Document Management Centre. Applicants and LPs **should not** submit hard copy of the standard plumbing design drawings in their applications, failing which the plumbing proposal will not be processed as a standard plumbing design.

### **Enquiry**

9. Should you have any enquiry, please contact our Engineer/Technical Support(4) at telephone no. 3428 5814.

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

**List of pre-approved standard plumbing designs****Standard Vertical Plumbing Line Diagram**

Drawing No.
SPD01
SPD02
SPD03
SPD04
SPD05
SPD06
SPD07
SPD08
SPD09
SPD10
SPD11

**Standard Meter Box Arrangement**

Drawing No.
SMB01
SMB02
SMB03
SMB04
SMB05

## Appendix B

LPs may refer to the websites of the following LP associations/institutions for a copy of the standard drawings:

<b>LP associations/institutions</b>	<b>Official Websites</b>
Plumbing Technology Student Association	<a href="https://sites.google.com/site/hkptsa/home">https://sites.google.com/site/hkptsa/home</a>
Hong Kong Licensed Plumbing Professionals Association	<a href="http://www.hklppa.com.hk/">http://www.hklppa.com.hk/</a>
The Hong Kong Institution of Plumbing and Drainage	<a href="http://www.hkipd.com.hk/">http://www.hkipd.com.hk/</a>
Hong Kong Water Works Professionals Association	<a href="http://hkwwpa.mysinablog.com/index.php">http://hkwwpa.mysinablog.com/index.php</a>

To Water Authority,

## Plumbing Proposal Form for e-Submission for Application of Water Supply of New Village Type Houses

(Please complete and submit the form together with the Form WWO 542 via email address: [awsvillagehouse@wsd.gov.hk](mailto:awsvillagehouse@wsd.gov.hk) if electronic submission is adopted or by hand/mail to Document Management Centre)

I would like to apply for water supply for the new village type houses. The plumbing proposal details are given below:

Address of the Premises for water supply (Please fill in **English**)

Floor	Lot Number	Demarcation District Number
Name of Village		District

1. Site Layout Plan : Attach a Lot Index Plan<sup>1</sup> issued by the Lands Department and mark the Lot Number, Demarcation District Number, Lot boundary and the proposed meter box location on the plan.
2. Connection Layout Plan: Attach a plan that contain all WSD mains available in the vicinity of the new village type house, the boundary of the new village type house and the concerned land lot boundary and the proposed locations of supply point, connection point, and alignment of connection pipe on government lands between the proposed supply point and proposed connection point<sup>2</sup>.
3. Vertical Plumbing Line Diagram – Pre-approved design drawing no.: SPD \_\_\_\_.

Pipe Jointing Method: ☐ Soldering ☐ Compression ☐ Other (Please specify) : \_\_\_\_\_

Material of connection pipe: ☐ Polyethylene ☐ Copper

4. Meter box arrangement – Pre-approved design drawing no.: SMB \_\_\_\_.

5. Form WWO 1149

6. Particulars of Licensed Plumber

Name of Licensed Plumber:

Licensed Plumber Identity No.:

Contact No. of Licensed Plumber:

Please tick in the appropriate box in item 3.

<sup>1</sup> Other plans containing similar information in Lot Index Plan are also acceptable.

<sup>2</sup> Please also provide the proposed alignment and size of the private connecting pipe between the proposed connection point and the new village type house if the proposed connection point is not located at the lot boundary of the new village type house and state whether the consent of the relevant private land owner(s) has been obtained if the connection pipe has to be laid across other private land lots.



## Sample of e-submission email

From: lp123456@lp.com  
To: awsvillagehouse@wsd.gov.hk  
Date: 01/11/2019 14:24  
Subject: AWS Submission for New Village Type Houses at G/F - 2/F, Lot45 DD123 XXX Chuen, Yuen Long

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To the Water Authority,

I would like to submit an application for water supply for new village type house.

Please find attached the following supporting documents for your processing.

1. Form WWO 542
2. Copy of Business Registration
3. Plumbing proposal form for e-submission
4. Form WWO 1149
5. Site Location Plan
6. Connection Layout Plan

Regards,  
CHAN Tai Man

Attachments:



1. WWO 542.pdf



2. BR copy.pdf



3. e-submission form.pdf



4. WWO 1149.pdf



5. Site Location Plan.pdf



6. Connection Layout Plan.pdf

## Sample of re-submission email

From: lp123456@lp.com  
To: awsvillagehouse@wsd.gov.hk  
Date: 12/11/2019 10:30  
Subject: Re-Submission of WWO 1149 – G/F - 2/F, Lot45 DD123 XXX Chuen, Yuen Long

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To the Water Authority,

I would like to re-submit the Form WWO 1149 for the above village type houses.

Please find the document attached for your processing.

The ASN No. is 9876543210

Regards,  
CHAN Tai Man

Attachments:



WWO 1149.pdf