



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 : (1) in WSD 3318/50 Pt.8 T/J (1)
Our ref.
來函檔號 :
Your ref.

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

25 August 2020

Distribution: To all Licensed Plumbers

Dear Sirs,

WSD Circular Letter No. 5/2020
Electronic Submission for Simple Cases of Applications for Water Supplies

To further enhance the efficiency of processing applications for water supplies, the Water Supplies Department (WSD) will allow electronic submission of simple applications for water supplies that do not involve new connection points to the Government water supply system, which include applications for water supplies to selected business trades and for Separate Metering as listed in Appendix A. Starting from 1 September 2020, applicants may choose to submit such applications for water supplies by electronic means through emails (e-submission) in lieu of submission in person or by post.

Requirements of format of e-submissions for Simple Applications for Water Supplies (AWS)

2. All the e-submissions for simple AWS shall be submitted by email to the following dedicated email address for receiving e-submission:

awssimpleapp@wsd.gov.hk

(Note: The 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.)

3. All the e-submissions shall meet the following format requirements:-

- (a) The subject title of the submission email shall contain “Simple AWS Submission for (*Premises address*)”;
- (b) Form WWO 542(06/2020) and relevant Document List¹ with all the required supporting documents shall be submitted in PDF, JPG, TIF or PNG format with a minimum resolution of 300x300 dpi. All drawings shall be in colour;
- (c) Each submission document shall be submitted as a separate file in the email.;
- (d) 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 the file names of e-submission documents;
- (e) The email size of an e-submission including attachments shall not exceed 25MB.

4. A sample of the e-submission is given in Appendix B. Upon receipt of an application for water supply through e-submission, subject to the checking of the completeness and format of the submitted documents, the WSD will send an acknowledgment email to the email address of the sender. Applications by e-submission without all the required supporting documents or submission not following the specified format stated above will be rejected.

5. Submission of supplementary information in the proposal stage can also be submitted to the dedicated email address stated in paragraph 2 above. All re-submissions shall use exactly the same title as the first submission and shall quote the ASN No. of the case in the email.

Enquiry

6. Should you have any enquiry, please contact our Engineer/Technical Support(4) at telephone no. 2829 5657.

Yours faithfully,

(Original signed)

(CHAN Chung-kun)
for Water Authority

¹ Please refer to Circular Letter No. 2/2020 for details of the Document List requirement.

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
Pipeman Engineering (International) Limited
WSD 3318/15/81

Appendix A

Types of Simple Cases of Applications for Water Supplies that can be Applied Through Electronic Submissions

Type of Water Supply Application (Section 3 of WWO 542 (06/2020))	Classification Code of Water Accounts (Section 4 of WWO 542 (06/2020))	Description
Type 3(j) Food Business	641100	Restaurants - Chinese
	641200	Restaurants – non-Chinese
	641300	Restaurants – fast food shops
	641998	Restaurants – other eating places
Type 3(j) Others	959198	Barber & beauty shops
	952000	Laundries
Type 3(c)	N/A	Separate Metering

Sample of e-submission email

From: lp123456@lp.com

To: awssimpleapp@wsd.gov.hk

Date: 01/09/2020 14:24

Subject: Simple AWS Submission for G/F, XX Shopping Arcade, Mong Kok

To the Water Authority,

I would like to submit an application for water supply for new catering business.

Type of AWS: Food Business

Classification Code of Water Account: 641100

Please find attached the following supporting documents according to the attached Document List for the AWS for your processing.

1. Document List



1.Document List.pdf

2. Form WWO 542



2.WWO 542.pdf

3. Copy of Business Registration



3.BR Copy.pdf

4. Drawings



4.Drawings.pdf

Regards,

Chan Tai Man