



APPLICATION FOR WATER SUPPLY *(Note 1)*

To: The Water Authority

CCID (If applicable): _____ ASN (If applicable): _____

1. Address of Premises Applying for Water Supply

Flat/Room	Floor	Block	Name of Building/Lot No./Demarcation District No.
Street No.	Name of Street	Name of Estate/Village/Others	
District			*HK/Kln/NT

2. Applicant's Information

Name of *Mr/Mrs/Miss/Ms/Organisation (Chinese) *(Note 12)*: _____

(English, in Block Letter) *(Note 12)*: _____

Surname first

***Hong Kong Identity Card No./Identity Proof Document No./Business Registration No.:** _____
(Please provide a photocopy of the above document. For details, please refer to Note 8)

Service Address Tel. No.: _____ Day-time Tel. No.: _____ Mobile Phone No.: _____

Fax No.: _____ Email: _____

Mailing Address (If different from the address of the premises applying for water supply) :

Flat/Room	Floor	Block	Name of Building/Lot No./Demarcation District No.
Street No.	Name of Street	Name of Estate/Village/Others	
District			*HK/Kln/NT

I/We wish to receive the water and sewage charges bill in *Chinese / English.

I/We *wish/do not wish to receive water and sewage charge bill in electronic form only by email.

3. Types of Water Supply Applied for

(Please tick (✓) the appropriate box ☐. You can tick more than one box.)

(a) ☐ New Building *Potable / Flushing / Fire Service ☐ Equipped with own septic tank / sewage treatment facility (<i>Note 2</i>)	(e) ☐ *On-line / Off-line Replumbing *Potable / Flushing / Fire Service
(b) ☐ Village Type House *Potable / Flushing / Fire Service ☐ Equipped with own septic tank / sewage treatment facility (<i>Note 2</i>)	(f) ☐ Temporary Water Supply for a Construction Site
(c) ☐ Separate Metering (Existing meter no.: _____)	(g) ☐ Conversion to Salt Water for Flushing (Existing TMF meter no: _____)
(d) ☐ Reconnection of Meter (The premises should be installed with inside service) (The premises must have previous record of water account and meter, please provide the previous *account / meter no.: _____)	(h) ☐ Relocation of Meter (Existing meter no.: _____)
(i) ☐ Enlargement of Meter (Existing meter no.: _____)	
(j) Others ☐ Irrigation ☐ Cleansing ☐ Food Business / Hydro-Vent ☐ Drinking Fountain / Water Dispenser ☐ Improvised Fire Sprinkler System / Fire Hose Reel System / Fire Hydrant ☐ Swimming Pool / Water Features ☐ Water Cooling Tower ☐ Temporary Meter for Systematic Flushing ☐ Water Misting System for Cooling ☐ Others (please specify: _____)	

4. Classification of Water Account

(Please tick (✓) the appropriate box ☐.)

I/We declare that the type of water supply required (<i>Note 3</i>) is:		
☐ Domestic supply ☐ Non-domestic supply (<i>Note 4</i>)		
☐ Trade Effluent Surcharge (TES) Chargeable Trade (refer to the 27 trades, businesses or manufactures listed in the booklet “Classification of Water Consumer Accounts”, e.g. restaurants, bakery products, etc.) ☐ Others		
<u>Classification Code</u> (<i>Notes 5 to 7</i>)	<u>Description</u>	<u>Estimated No. of Meters</u>
Total Estimated No. of Meters =		_____

5. Information of Designer of Plumbing Proposal

Name: _____ Company: _____
Day-time Tel. No.: _____ Fax No.: _____
Mailing Address: _____
Email: _____

6. Applicant's Undertaking and Agreement

I / We fully understand and agree to abide by the content of items (A)-(E) of the undertaking and agreement below, as well as the payment rules (if applicable) in accordance with the provisions of this undertaking form (*Note 9*).

UNDERTAKING AND AGREEMENT

(A) The applicant agrees:

- (i) if the application includes a fire service, to register as the consumer of the fire service;
- (ii) if the application includes an inside service (including fresh water and/or flushing water), to register as the consumer of the inside service included; and
- (iii) if the application includes a communal service (that is, part of a fire service or inside service which is used in common by more than one consumer in the same premises), to register as the agent of the communal service.

(B) Pursuant to Section 7 and Section 19 of the Waterworks Ordinance (Cap 102), the applicant undertakes:-

— **(for application to become a consumer of a fire service/inside service)**

to pay to the Government of the Hong Kong Special Administrative Region any charges and deposit (*Note 9*) due in respect of the fire service or inside service in the premises as provided in the Waterworks Ordinance (Cap. 102) and the Waterworks Regulations (Cap. 102A). The applicant undertakes to be responsible for the custody and maintenance of the above-mentioned fire service or inside service and the custody of any meter pertaining to the fire service or inside service in the premises (*Note 10*).

— **(for application to become an agent of a communal service)**

to pay to the Government of the Hong Kong Special Administrative Region any charges and deposit (*Note 9*) due as provided in the Waterworks Ordinance (Cap. 102) and the Waterworks Regulations (Cap.102A) and to be responsible for the custody and maintenance of the communal service in the premises and the custody of any meter pertaining to the above-mentioned communal service (*Note 10*).

Please note that the consumer/agent may also be required to pay charges and surcharges (including but not limited to sewage charges and trade effluent surcharges) imposed under the Sewage Services Ordinance (Cap. 463) and any regulations made under the Sewage Services Ordinance.

- (C) The applicant agrees to comply with all the provisions of the Waterworks Ordinance (Cap. 102), the Waterworks Regulations (Cap.102A) and the Sewage Services Ordinance (Cap. 463) and any regulations made under the Sewage Services Ordinance.
- (D) The applicant agrees to pay to the Government of the Hong Kong Special Administrative Region the cost of the work requested by the applicant under this Form to be carried out by the Water Authority including all costs, fees, required to be paid by reason of any enactment or regulation or bye-law in relation to or for the execution of the works and including prescribed fees and economic costs referred to in Schedule 3 of the Land (Miscellaneous Provisions) Ordinance Cap 28 ("the Ordinance") for an extension in respect of an excavation permit made under the Ordinance for the execution of the works, labour, materials and supervision charges. The applicant shall pay the cost of the work within 14 days of receiving the demand note from the Water Authority.
- (E) The applicant fully understands and agrees that the Water Authority may use the data collected from the applicant in connection with this application for the purposes of, or directly related to, the processing of this application, any work to be carried out by the Water Authority and the general management and administration of the waterworks or the above mentioned fire service/inside service/communal service. If the applicant does not provide sufficient data, the Water Authority may not be able to process the application. The applicant agrees that the data collected may be transferred to other Government bureaux and departments and any other relevant parties for the aforesaid purposes. The applicant further agrees that data collected from the applicant (including the name of the applicant and the address of the premises) may be made known to the general public (e.g. by publishing the same on the internet). The applicant understands that he/she/they may make a request to the Departmental Secretary of the Water Supplies Department at 48/F, Immigration Tower, 7 Gloucester Road, Hong Kong for access to and correction of the personal data.

Date: _____ Applicant's signature / Signature of
authorised person and company's chop: _____

Notes:

1. This application must be properly completed by the applicant who intends to be the consumer/agent in respect of a fire service/inside service/communal service to be constructed in the premises applying for water supply. Please complete Form WWO 1 instead of this form if you are applying for change of consumership/agentship of an existing inside service/communal service/fire service.
2. Pursuant to Section 5 of the Sewage Services Ordinance, sewage charges and trade effluent surcharges (if applicable) are payable by the consumer/agent whose premises are connected to public sewers. For enquiry, please contact the Drainage Authority.
3. The applicant must select either “domestic supply” or “non-domestic supply”.
4. In the event “non-domestic supply” is selected, the applicant must select either “Trade Effluent Surcharge” or “Others”.
5. In the event “non-domestic supply” is selected, six-digit classification code and description must be filled in.
6. If discrepancies exist between the stated classification code and description, the classification code shall prevail. The classification code and description are listed in the booklet “Classification of Water Consumer Accounts” which can be downloaded from our website at <http://www.wsd.gov.hk/en/application-public-forms/waterworks-form-wwo-542/index.html> or obtained from our Customer Enquiry Centres.
7. Should there be any subsequent changes to your business which affect the classification, please notify the Water Authority and Drainage Authority of the new classification code and trade description.
8. For a firm/company, a photocopy of the Business Registration Certificate should be attached to the application. For individual applicant, the applicant should attach a photocopy of his/her identity card or identity proof document (e.g. Passport) for our checking of his/her identity. The photocopy of identity card and identity proof document will be destroyed immediately after the checking process.
9. The deposit paid under this undertaking is not transferable and may be applied by the Water Authority at any time to the payment of any charges.
10. Pursuant to Section 20 of the Waterworks Ordinance (Cap. 102) and Section 5 of the Sewage Services Ordinance (Cap. 463), the liability of the consumer/agent shall continue until:
 - (a) another consumer/agent is approved by the Water Authority in his/her place; or
 - (b) this undertaking is cancelled by the Water Authority, notwithstanding that
 - (i) the consumer/agent ceases to occupy the premises;
 - (ii) the consumer/agent ceases to be responsible for the management of the premises or any part thereof, or
 - (iii) the Water Authority exercises any power under Sections 8, 9, 10 or 19(2) of the Waterworks Ordinance (Cap. 102).

Should the consumer/agent wishes to cancel the undertaking, the consumer/agent should promptly notify the Water Authority.
11. Address of the Drainage Authority: Sewage Services Branch, Drainage Services Tower, 8 Ying Wa Street, Cheung Sha Wan, Kowloon / Tel: 2834 9432 / Fax: 3104 6433 / Email: customer_services@dsd.gov.hk
12. Name of the applicant stated in this application should match with that stated in the applicant’s Hong Kong Identity Card/Travel Document/Business Registration Certificate.

For official use only	ASN:	Account No.:
Date received:		CCID.:
Approved by:		ID/BR verified by:
D/N No:		Connection(s) from government main: Yes / No