

The logo features a large, light blue water droplet shape. Inside the droplet, the words "Water Safety Plan" are written in a bold, blue, sans-serif font, stacked vertically. Below this, the words "Subsidy Scheme" are written in a smaller, blue, sans-serif font.

Water Safety Plan

Subsidy Scheme

Application Notes

Enquiry Hotline
2824-5000



發展局
Development Bureau



水務署
Water Supplies Department

Application Notes for Water Safety Plan Subsidy Scheme

Introduction

The Chief Executive announced in the 2019 Policy Address the Government's plan to launch a Water Safety Plan Subsidy Scheme (WSPSS) to encourage property owners and management agents to implement water safety plan for buildings (WSPB) at their premises in order to further safeguard drinking water safety in buildings in Hong Kong.

1. Eligibility Criteria

1.1. Building participating in WSPSS must meet the following criteria:

- 1.1.1 It should be private residential or composite (commercial and residential) building (including building held by Civil Servants' Co-operative Building Societies); and
- 1.1.2 the average annual rateable value of all the domestic units in the building should not exceed the ceiling as given in the table below:

District	Average annual rateable value ceiling of all the domestic units ¹
Urban areas (including Sha Tin, Kwai Tsing and Tsuen Wan districts)	\$187,000
The New Territories (excluding Sha Tin, Kwai Tsing and Tsuen Wan districts)	\$143,000

1.2. WSPSS does not cover those buildings with three storeys or less².

2. Application Method

- 2.1. Applicant must be owners' corporation (OC), owners' committee or Civil Servants' Co-operative Building Society (CBS) of the building.
- 2.2. Those buildings without OCs, owners' committees or CBSs will be considered on a case-by-case basis.
 - (a) Open date for application: **13th July 2020**

¹ The ceilings are calculated based on the average annual rateable value of all the domestic units of a building as of 2022/23. Buildings completed after 2022/23 will be considered on a case-by-case basis.

² As the internal plumbing systems of these buildings are relatively simple and the portions of communal parts are insignificant, the water safety risk of their internal plumbing systems is relatively low. The drinking water safety of these buildings could be enhanced by making reference to the relevant measures available at WSD's webpage: <https://www.wsd.gov.hk/filemanager/en/share/pdf/ws-tips-e.pdf>.

(b) Application form and application notes can be downloaded from the Water Supplies Department (WSD)'s webpage³ or obtained from WSD's Customer Enquiry Centres (please see below paragraph (c)(iii) for the address of each Centre), respective Home Affairs Enquiry Centres, and the Urban Renewal Authority's Urban Renewal Resource Centre at Fuk Tsun Street, Tai Kok Tsui as well as Building Rehabilitation Division at Cheung Sha Wan Office.

(c) The application form and all the necessary documents can be submitted through the following channels:

(i) **Online:**

Webpage: <https://www.wsd.gov.hk/wspss>

(ii) **By post** to the following address:

47th Floor, Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong

(iii) **In person** to any WSD's Customer Enquiry Centres (CECs) as follows:

Wan Chai CEC	1st Floor, Immigration Tower, 7 Gloucester Road, Wan Chai. (Wanchai MTR Station A5 Exit)
Tai Kok Tsui CEC	G/F, 41 Tit Shu Street, Tai Kok Tsui (Olympic MTR Station C2 Exit)
Sha Tin CEC	3rd Floor, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin.
Tai Po CEC	4th Floor, Tai Po Government Offices, 1 Ting Kok Road, Tai Po.
Tuen Mun CEC	7th Floor, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun.

Office Hours of CECs

Monday to Friday: 9:00am to 5:30pm

Saturday, Sunday & Public Holiday: Closed

2.3. Application for WSPSS is on a per building basis. Applicant may choose to submit joint application for more than one building of the same housing estate.

2.4. WSPSS is operated on a first-come-first-served basis. Applications having the same date of receipt will be sorted in order by drawing of lots.

(a) For online application, the date of receipt should refer to the date on which the acknowledgement for receipt of application is issued via the online application platform.

(b) For application by post, the date of receipt should refer to the postmark date.

(c) For application in person, the date of receipt should refer to the date of receipt by WSD.

2.5. If the application form is incomplete or any necessary documents is missing, the date of receipt should refer to the date when the duly completed application form and all the necessary documents are received.

2.6. Those eligible buildings that already have made their applications for the "Quality Water Supply Scheme for Buildings – Fresh Water (Management System)" (QMS) on or after 16th October 2019, can also join WSPSS.

³ <https://www.wsd.gov.hk/wspss>

3. Submission of Application Form and Necessary Documents

- 1.1. If an OC has been formed, the OC shall be the Applicant to make application to WSD. The Applicant must submit the following documents:
 - 1.1.1 A duly completed and signed **Water Safety Plan Subsidy Scheme Application Form** ("Application Form"); and
 - 1.1.2 **Copies of the meeting notices and minutes** of the owners' meeting passing the following resolutions⁴ :
 - (a) To apply for WSPSS; and
 - (b) To authorise two committee members of the Management Committee of the OC or the Manager appointed in accordance with Deed of Mutual Covenant (DMC) as the Applicant's Representative responsible for signing the Application Form and handling all other matters related to WSPSS; and
 - 1.1.3 **A copy of the Certificate of Registration of OC.**
- 1.2. If an Owners' Committee has been formed, the Owners' Committee shall be the Applicant to make application to WSD. The Applicant must submit the following documents:
 - 1.2.1 A duly completed and signed **Application Form**; and
 - 1.2.2 **Copies of the meeting notices and minutes** of the owners' meeting passing the following resolutions⁴ :
 - (a) To apply for WSPSS; and
 - (b) To authorise two members of the Owners' Committee as the Applicant's Representative responsible for signing the Application Form and handling all other matters related to WSPSS
(If the Manager has been appointed in accordance with the Building Management Ordinance (Cap. 344) and the DMC, the Manager are required to join the representatives of the Owners' Committee as co-representatives); and
 - 1.2.3 **A copy of the Certificate of Registration of the Society.**
- 1.3. If the building is owned by a CBS, the CBS shall be the Applicant to make application to WSD. The Applicant must submit the following documents:
 - 1.3.1 A duly completed and signed **Application Form**; and
 - 1.3.2 **Copies of the meeting notices and minutes** of the CBS General Meeting passing the following resolutions⁵ :
 - (a) To apply for WSPSS; and
 - (b) To authorise a member of the CBS Committee as the Applicant's Representative responsible for signing the Application Form and handling all other matters related to WSPSS; and
 - 1.3.3 **A copy of the Certificate of Registration of the Society.**
- 1.4. The application form and the above necessary documents must be submitted together, otherwise the approval of the application may be rejected.
- 1.5. Those buildings without OCs, owners' committees or CBSs will be considered on a case-by-case basis.

⁴ Must be passed in accordance with the Building Management Ordinance (Cap. 344) and the DMC on or before the date of application.

⁵ Must be passed at a CBS General Meeting on or before the date of application.

4. Scope Covered by the Subsidy Scheme and Subsidy Amount

4.1. WSPSS will subsidise the following items:

- 4.1.1 formulation of WSPB including water safety risk assessment on the internal plumbing system of the building by qualified person (QP)⁶, subject to a cap of \$10,000 per building;
 - 4.1.2 during the first and second cycles⁷ of the implementation of WSPB, regular maintenance (including cleansing of the water tanks) for the internal plumbing system and specific checkings by QP⁸ as required in WSPB, subject to a cap of \$32,500 and \$10,000 per building for the first (first 2 years) and second (the following 2 years) cycles respectively; and
 - 4.1.3 audits of the implementation of WSPB and reviews of WSPB as required in WSPB during the first and second cycles of implementation, if independent party⁹ is engaged for the tasks, subject to a cap of \$5,000 and \$2,500 per building for the first (first 2 years) and second (the following 2 years) cycles respectively.
- 4.2 If rectification works and/or water quality tests are recommended in the water safety risk assessment mentioned in paragraph 4.1.1 above for controlling the water safety risks, WSD will arrange a consultant to assess the scope of the recommended rectification works and/or water quality tests and conduct an independent cost estimation for deciding the amount of any additional subsidy for carrying out the rectification works and/or water quality tests. The additional subsidy will be subject to a cap of \$250,000 per building.
- 4.3 The rectification works mentioned in paragraph 4.2 above, must comply with the relevant legislations. The subsidy will cover the relevant consultancy fee. The applicant should avoid receipt of double benefit for carrying out the rectification works. If subsidies have already been granted to the Applicant on the same rectification works from other schemes, for example, "Operation Building Bright 2.0", "Common Area Repair Works Subsidy", etc., subsidy for the same works will not be granted under WSPSS.

5. Procedures and Requirements for Approval

General

- 5.1 When an application is approved, the Applicant and its Representative (collectively referred as the Applicant hereafter) will receive an Approval-in-Principle (AIP) Letter issued by WSD with a letter of undertaking (see **Appendix 1**). The Applicant shall submit the duly signed letter of undertaking to WSD and shall formulate and implement WSPB in accordance with the guidelines and templates of WSPB.
- 5.2 The Applicant shall complete the formulation of WSPB including water safety risk assessment on the internal plumbing system of the building by QP within a time period stipulated by WSD and submit it to WSD. Generally, 3 months after issuance of AIP letter is to be stipulated. On individual circumstances, WSD can consider granting an extension of time to such time period. If the Applicant fails to complete and submit the WSPB to WSD within the stipulated time period without valid explanation, its application may be revoked and the relevant item will not be subsidised.

⁶ The QPs must have received WSPB trainings. A list of such trained QPs is available on WSD's webpage: <https://www.wsd.gov.hk/en/water-safety/qualified-persons/index.html>

⁷ One cycle of implementation of WSPB typically covers a 2-year period. The tasks as required in WSPB in each cycle include implementing control measures for water safety risks, specific checkings, regular maintenance of the internal plumbing system, audits of implementation of WSPB and reviews of WSPB.

⁸ WSPB requires annual specific checking by QP, on aspects including whether there is adequate water pressure in the internal plumbing system of building, whether the plumbing installation functions normally, etc.

⁹ Independent party should not have participated in the formulation or implementation of WSPB for the building to be audited. Independent party can be an external person engaged for this task or an internal person responsible for property management of buildings, who should preferably be trained for conducting internal audit of the quality management system.

- 5.3 The Applicant shall implement all control measures as required in WSPB for controlling water safety risks, specific checkings, regular maintenance of the internal plumbing system, audits of implementation of the WSPB and reviews of the WSPB.
- 5.4 The Applicant, upon commencing the implementation of WSPB, shall submit the "routine water safety checklist" of the first month for WSD's vetting and issuance of QMS certificate. The Applicant can only apply for release of subsidies for the items as mentioned in paragraph 4.1.2 and 4.1.3 after obtaining the said certificate.
- 5.5 WSD or its appointed representatives will conduct verification inspections on areas relating to the formulation and implementation of WSPB by the Applicant, when necessary. The Applicant shall arrange and facilitate WSD or its appointed representatives to conduct relevant inspections.

Involving rectification works and/or water quality tests recommended in the water safety risk assessment as mentioned in paragraph 4.1.1

- 5.6 If the rectification works and/or water quality tests are recommended in the water safety risk assessment (collectively referred as 'recommended items' hereafter), WSD will arrange a consultant for assessing the scope of the recommended items and will notify the applicant of the assessment outcome. The Applicant can submit a works proposal and its cost estimate according to the consultant's agreed scope of the recommended items for an independent cost estimation by the consultant. WSD will base on the consultant's independent cost estimate together with the subsidy cap as mentioned in paragraph 4.2 to decide the relevant subsidy amount and stipulated time period for completion of the recommended items and notify the Applicant via an "Approval Letter for Recommended Items". The Applicant shall not have any objection to WSD's decision.
- 5.7 The Applicant shall carry out the recommended items in accordance with the Building Management Ordinance (Cap. 344) and/or the DMC. If tendering is involved, the Applicant shall also follow the latest Code of Practice on Procurement of Supplies, Goods and Services issued by the Home Affairs Department. The tendering documents must incorporate the relevant sample clauses and appendices on probity and anti-collusion recommended by the Independent Commission Against Corruption.
- 5.8 The Applicant shall complete the recommended items within a time period stipulated in "Approval Letter for Recommended Items". Generally, 6 months after issuance of "Approval Letter for Recommended Items" is to be stipulated if rectification works are involved. On individual circumstances, WSD can consider granting an extension of time to the stipulated time period. If the Applicant fails to complete the item within the stipulated time period without valid explanation, its approval for recommended items may be revoked, and the relevant items will not be subsidised. WSD also reserves the right to recover the subsidies released.
- 5.9 In case of any variation to the recommended items which render the total costs higher than the approved subsidy amount, the Applicant shall notify WSD as early as possible in writing and submit relevant documents for approval if the Applicant wishes to have a review on the approved subsidy amount.
- 5.10 WSD, the consultant or its appointed representatives can examine all the quotations and programmes of the recommended items at any time.

6. Applying for Release of Subsidy

- 6.1 The Applicant shall submit the duly completed claim form (**Appendix 2**) (please complete Section (1)) and all necessary documentary proofs¹⁰ for applying release of subsidy by WSD upon completion of the relevant subsidy item in regard to formulation or implementation of WSPB (except that as mentioned in paragraph 4.2). Upon receipt of the claim form and documentary proofs of completion of relevant items, WSD will release the subsidy subject to verification of all the documentary proofs of the relevant subsidy item.
- 6.2 For the recommended items as mentioned in paragraph 4.2, the Applicant can submit the duly completed claim form (**Appendix 2**) (please complete Section (2)) and all necessary documentary proofs¹⁰ to WSD for applying release of the approved subsidy amount in stages (frequency not less than one month) according to the actual progress of works.
- 6.3 WSD shall have the absolute discretion in deciding whether an item under application for release of subsidy is covered by WSPSS and its amount. The Applicant shall not have any objection to WSD's decision.

7. Notes

- 7.1 The application form and application notes are not legally binding on WSD. WSD is not liable to any person for any loss or damages which may be incurred or sustained by relying on any information contained in the application form and application notes.
- 7.2 These application notes do not construe as a commitment by WSD to the Applicant. The terms and conditions of WSPSS stipulated in approval documents of WSD shall prevail.
- 7.3 WSD reserves the right to reject the application at any stage without disclosure of reasons and shall not be liable to anyone.
- 7.4 In case of any disputes relating to the eligibility for application or release of subsidy, the decision of WSD shall be final and conclusive.
- 7.5 The Government reserves the right to disqualify the Applicant on the grounds that it has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion of the Applicant from future applications is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.
- 7.6 Notwithstanding any contrary provision contained in these application notes, and whether or not the AIP Letter has been issued, WSD has the right to reject the application, to stop payment of subsidies, to recover any subsidies released or to adjust the subsidy amount at any stage on reasonable grounds or in reasonable circumstances and the Applicant shall raise no objection.
- 7.7 Any wilful misrepresentation or omission may lead to disqualification and court proceeding. The Applicant is reminded that it is a criminal offence to obtain any pecuniary advantage by deception.
- 7.8 WSD reserves the right to modify the above contents at any time without prior notice. The web version shall prevail should there be any changes. Please refer to WSPSS (www.wsd.gov.hk/wspss).

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¹⁰ Documentary proof for the recommended items shall prove that the recommended item has genuinely been carried out and completed. Otherwise, the subsidy on those recommended items that fail to be provided with proof will be deducted.

Water Safety Plan Subsidy Scheme Letter of Undertaking

Regarding the "Approval-in-Principle Letter" issued by the Water Supplies Department on _____(D)_____(M)_____(Y) for the "Water Safety Plan Subsidy Scheme"

I / We, representatives of

☐ (Owners' Corporations (OC) name /

Owners' Committee name / Civil Servants' Co-operative Building Society (CBS) name)

☐ (Building name)

confirm with the Water Supplies Department the "Declaration and Signature" in Section 3 of the Application Form we submitted on _____(D)_____(M)_____(Y).

I / We also promise to participate in the "Quality Water Supply Scheme for Buildings - Fresh Water (Management System)"(QMS) and attached the signed the QMS application form¹¹.

Name of Applicant's Representatives:

1) _____ 2) _____ 3) _____

Signature of Applicant's Representatives:

1) _____ 2) _____ 3) _____

Date : _____

OC* / Owners' Committee * / CBS *chop
(If applicable)

Please tick (" ✓ ") the appropriate boxes (☐).

Please countersign all parts modified, erased or altered.

** Please delete as appropriate.*

¹¹ For the application form, please refer to <https://www.wsd.gov.hk/wspss>.

Water Safety Plan Subsidy Scheme Claim Form

I/We, representatives of

☐ (Owners' Corporations (OC) name /

Owners' Committee name / Civil Servants' Co-operative Building Society (CBS) name)

☐ (Building name)

inform the Water Supplies Department of the completion of the subsidy item(s) below and attach the required original documentary proofs (or a verified copy of the signed/stamped documentary proof of completion) to request the following subsidy amount.

<u>Section (1): General Subsidy Item</u>	<u>Subsidy Amount Claimed</u>
(1.1) Subsidy Item as mentioned in paragraph 4.1.1 of Application Notes for Water Safety Plan Subsidy Scheme (WSPSS) Implementation of WSPB ☐ formulation of WSPB including water safety risk assessment on the internal plumbing system of building by qualified person (QP) <i>(Documentary proof includes payment receipt for QP and the WSPB formulated)</i>	
(1.2) Subsidy Item as mentioned in paragraph 4.1.2 of Application Notes for WSPSS ☐ First cycle (first 2 years) ☐ Second (the following 2 years) cycle ☐ regular maintenance (including cleansing of the water tanks) for the internal plumbing system <i>(Documentary proof includes payment receipt for completion of the item)</i> ☐ specific checkings by QP <i>(Documentary proof includes payment receipt for QP and record of specific checkings)</i>	
(1.3) Subsidy Item as mentioned in paragraph 4.1.3 of Application Notes for WSPSS Implementation WSPB ☐ First cycle (first 2 years) ☐ Second (the following 2 years) cycle ☐ audits of the implementation of WSPB and subsequent reviews of WSPB <i>(Documentary proof includes payment receipt for completion of the item by independent party and completed routine water safety checklist and audit checklist of WSPB)</i>	
<u>Section (2): Additional Subsidy Item</u> (Additional Subsidy Item as mentioned in paragraph 4.2 of Application Notes for WSPSS)	<u>Subsidy Amount Claimed</u>
☐ Recommended rectification works ☐ Recommended water quality tests <i>(Documentary proof includes payment receipt and relevant information for completed parts of the item)</i>	

I / We hereby declare:

The information I / we have filled out in this form, and the all the documentary proof attached to the form, are known and believed to be true and correct.

Name of Applicant's Representatives:

1) _____ 2) _____ 3) _____

Signature of Applicant's Representatives:

1) _____ 2) _____ 3) _____

Date : _____

OC* / Owners' Committee * / CBS *chop
(If applicable)

Please tick (" ✓ ") the appropriate boxes (☐).
Please countersign all parts modified, erased or altered.
** Please delete as appropriate.*