



## APPLICATION FOR INSTALLATION OF SEPARATE WATER METERS FOR SUBDIVIDED UNITS (SDUs) in RESIDENTIAL PREMISES

To: The Water Authority

CCID (If applicable): \_\_\_\_\_ ASN (If applicable): \_\_\_\_\_

### 1. Flat Applying for Installation of Separate Water Meters

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

### 2. Applicant's Information *(Note 4)*

Name of \*Mr/Mrs/Miss/Ms/Organisation (Chinese): \_\_\_\_\_

(English, in Block Letter): \_\_\_\_\_

Chinese commercial code in Identity Card  
(If applicable):

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\*Identity Card No./Identity Proof Document No./Business Registration No. : \_\_\_\_\_

Service Address Tel. No.: \_\_\_\_\_

Mobile Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address (If different from the address of the flat applying for installation of separate meters):

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

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

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

\* Delete where inappropriate

### 3. Separate Water Meters

Meter no. currently serving the flat \_\_\_\_\_

No. of separate water meters applied for (mechanical type) \_\_\_\_\_

No. of separate water meters applied for (smart type) \_\_\_\_\_  
(please submit **Annex** to this form)

Room no. of SDUs (e.g. sub-unit A/B/C or 1/2/3, etc.) \_\_\_\_\_

### 4. Flushing Facilities

1. ☐ I/we confirm the above subdivided units adopting salt water/temporary main flushing (TMF) for flushing as approved by the WA
2. ☐ I/we hereby apply to the WA for using fresh water for flushing due to the following reason. (Please mark the flushing water pipe, proposed locations for flushing meter(s) and double check valve(s))

\_\_\_\_\_  
(Please tick (✓) the appropriate box ☐)

No. of subdivided units \_\_\_\_\_

No. of flushing facilities using fresh water \_\_\_\_\_

No. of flushing meters applied \_\_\_\_\_

No. of double check valves to be installed \_\_\_\_\_

### 5. Information of Responsible Licensed Plumber *(Note 8)*

Name: \_\_\_\_\_ Day-time tel. no.: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Plumber's licence no.: \_\_\_\_\_

### 6. Documents required to be submitted with Application Form

A copy of \*Identity Card No./Identity Proof Document No./Business Registration. *(Note 3)*

Document to prove the entire SDU flat is under the management of the applicant. *(Note 4)*

Layout plan of SDUs flat showing (a) location of meter positions and (b) each SDU served by respective plumbing and separate meter.

### 7. Applicant's Undertaking and Agreement

I / We fully understand and agree to abide by the content of items (A) - (F) of the undertaking and agreement below, as well as the payment rules (if applicable) in accordance with the provisions of this undertaking form *(Notes 5 & 6)*.

\* Delete where inappropriate

## UNDERTAKING AND AGREEMENT

- (A) The applicant agrees:
- (i) that the following criteria are met for this application:
    - the flat is split into two or more SDUs;
    - the flat is in domestic building or domestic portion of composite building; and
    - there is separate plumbing system for each SDU.
  - (ii) to facilitate installation of separate water meters and confirm with his/her licensed plumber that the meter positions proposed for the separate water meters in the flat meet the following requirements:
    - locate either at the common area outside the flat, the common corridor of the flat but as close to the door of the flat as practicable or inside individual SDUs (subject to the WA's approval);
    - cater for the installation of one stopcock or gate valve at the upstream of the meter; and
    - the works do not involve soldering for connecting copper pipes.
  - (iii) to notify the Water Authority (WA) promptly, should there be any subsequent changes which makes the criteria in (i) or (ii) cannot be met;
  - (iv) to facilitate the Water Supplies Department (WSD) staff to enter all SDUs during site inspections in respect of the application;
  - (v) to employ a licensed plumber to install, remove or replace (when requested by the WA) the separate water meters (either mechanical or smart type) and inform him/her of the requirements ((ii) above) for the works;
  - (vi) to register as the consumer of the inside service solely serving the flat including the inside service serving the SDUs from the date of this application form;
  - (vii) to allow WSD to deliver duplicate water bill to each SDU tenant by post, where such duplicate water bill does not bear the name and the mailing address of the registered consumer;
  - (viii) upon request by the WA, the applicant shall self-read the meter readings and report to the WSD within the first three working days at each 4-month bill interval;
  - (ix) to provide assistance to remove obstruction and allow WSD staff to enter the flat and all SDUs therein to take meter readings or inspect/replace/repair/maintain the meters when necessary;
  - (x) to remove and return the separate water meters to the WA if the SDUs failed to be recognised as BHUs; and
  - (xi) not to recover the water charge of flushing meter from the tenants;
  - (xii) if water meters (smart type) is applied in the application, to handover the meter interfacing units (MIUs), pulse counters (if any) and sim cards to the WSD upon effect of water at designated SDUs .
- (B) The applicant should note that the approval for meter installation does not mean any compliance of the inside service or absolve the applicant's responsibility to seek other statutory approvals required. The WSD reserves the right to take appropriate enforcement action if it is later confirmed that there is non-compliance in the inside service of the flat.
- (C) Pursuant to Section 7 and Section 19 of the Waterworks Ordinance (Cap 102), the applicant undertakes to pay to the Government of the Hong Kong Special Administrative Region any charges and deposit (*Note 5*) due in respect of the inside service in the flat 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 inside service and the custody of any meter pertaining to the inside service in the flat (*Note 7*). The applicant 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.
- (D) The applicant fully understands and agrees that the WA 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 WA and the general management, administration of the waterworks or the above mentioned inside service/communal service. If the applicant does not provide sufficient data, the WA may not be able to process the application.
- (E) The applicant agrees that if he/she is found breach of the undertaking and agreement of items (A) and (D) above, the WSD will consider withdrawing the approval to the applicant and carrying disconnection of water supply to the flat.
- (F) The applicant should confirm with his/her licensed plumber and declare that the works associated with the construction of meter positions for separate meter installation are of a minor nature (*Note 8*).

Date: \_\_\_\_\_ Signature of the applicant / Signature of  
Authorised Person with company's chop: \_\_\_\_\_

**Notes:**

1. Pursuant to Section 5 of the Sewage Services Ordinance, sewage charges and trade effluent surcharges (if applicable) are payable by the consumer/agent whose flat are connected to public sewers. For enquiry, please contact the Drainage Authority.
2. The type of water supply under this application shall be “domestic supply”.
3. For a firm/company, a photocopy of the Business Registration Certificate should be attached to the application. For individual applicant, he/she should attach a photocopy of his/her identity card or identity proof document (e.g. Passport) for our checking of identity. The photocopy of identity card and identity proof document will be destroyed immediately after the checking process.
4. The applicant of this application shall be the owner or the person who is responsible for management of the entire flat. If the applicant is the owner, he/she should submit a document to prove his/her identity as the owner (e.g. a photocopy of the Land Register). If the applicant is not the owner, he/she should submit additional document(s) to prove that he/she is the person who is responsible for management of the entire flat. (e.g. a photocopy of the tenancy agreement signed by the owner and the applicant, or a photocopy of the authorisation letter signed by the owner. The full name and the signature of the owner shall be clearly shown in the document). The applicant should submit the document(s) concerned with the application form and other necessary documents for our checking.
5. The deposit paid under this undertaking for the current meter serving the flat is not transferable and may be applied by the WA at any time to the payment of any charges.
6. The WA may demand water and sewage charges based on the difference in water consumption between the current water meter of the flat and all separate water meters installed for SDUs if necessary.
7. 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 shall continue until:
  - (a) another consumer is approved by the WA in his/her place; or
  - (b) this undertaking is cancelled by the WA, notwithstanding that
    - (i) the consumer ceases to occupy the flat;
    - (ii) the consumer ceases to be responsible for the management of the flat or any part thereof; or
    - (iii) the WA exercises any power under Sections 8, 9, 10 or 19(2) of the Waterworks Ordinance (Cap. 102).Should the consumer wishes to cancel the undertaking, the consumer/agent should promptly notify the WA.
8. The applicant should consult his/her licensed plumber if the plumbing works to form the meter positions fall into works of a minor nature and read through the associated WSD’s website: <https://www.wsd.gov.hk/en/plumbing-engineering/works-of-a-minor-nature/index.html>
9. Address of the Drainage Authority: G/F, Western Magistracy, 2A Pok Fu Lam Road, Hong Kong / Tel: 2834 9432 / Fax: 3104 6433 / Email: customer\_services@dsd.gov.hk

For official use only	ASN:	Account No.:
Date received:		CCID.:
Approved by:		ID/BR verified by:
D/N No:		

**REQUEST FOR SMART WATER METER IN ADVANCED METERING  
INFRASTRUCTURE (AMI)**

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**Part A (To be completed by the applicant)**

To: The Water Authority,

I hereby notify that I request for \_\_\_\_\_ no. of smart water meters in AMI for installation as separate water meters for the premise at \_\_\_\_\_, and

- ☐ I will pay the Water Authority for the meter interfacing units (MIUs), pulse counters (if any) and sim cards at the standard charge as published in the WSD's website: <https://www.wsd.gov.hk/en/plumbing-engineering/automatic-meter-reading/index.html>
- ☐ I will procure the MIUs, pulse counters (if any) and sim cards on my own according to the Specification as published in the WSD's website: <https://www.wsd.gov.hk/en/plumbing-engineering/automatic-meter-reading/index.htm>

(Please tick (✓) the appropriate box ☐)

Regarding the location of the smart meters,

- ☐ they will be installed in the common area of the flat housing the SDUs.
- ☐ I will apply for the Water Authority's approval to installing them inside individual SDUs, with justifications enclosed.

(Please tick (✓) the appropriate box ☐)

I shall appoint \_\_\_\_\_ (*name of the licensed plumber*) to check the 4G signal strength at the proposed meter positions is complied with the requirements as stated in the aforementioned published in the WSD's website.

Signature: \_\_\_\_\_ Name : \_\_\_\_\_  
(applicant)

Telephone no. : \_\_\_\_\_ Fax no. : \_\_\_\_\_

Correspondence address : \_\_\_\_\_

\_\_\_\_\_

Email address : \_\_\_\_\_

\_\_\_\_\_ Date : \_\_\_\_\_

Company's chop (if applicable)

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\*delete as appropriate

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**Part B (To be completed by the responsible licensed plumber)**

To: The Water Authority,

I have verified the 4G signal strength for \_\_\_\_\_ (name of mobile network service operator) at the proposed meter position for the premise in Part A.

**Information of Responsible Licensed Plumber**

Name: \_\_\_\_\_ Day-time tel. no.: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Plumber's licence no.: \_\_\_\_\_

Signature: \_\_\_\_\_

Company's chop (if applicable) \_\_\_\_\_

Date : \_\_\_\_\_