The Water Authority
43/F, Immigration Tower, 7 Gloucester Road, Hong Kong
Tel.: 2824 5000 Fax: 2802 7333
E-mail: wsdinfo@wsd.gov.hk

ASN: _____
(For official use only)

REQUEST FOR WORK TO BE CARRIED OUT BY THE WATER AUTHORITY

To: The Water Authority

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

1. Applicant's Information

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

(English, in Block Letter): _____

Chinese commercial code in identity card (If applicable): | | | | | | | | | | | | | | | | | | | |

*Identity Card Number/Identity Proof Document No./Business Registration Number: _____
(Please provide a photocopy of the above document. For details, please refer to *Note 3*)

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

Fax No.: _____ Email: _____

Mailing Address:

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. Address of Water Using Premises

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	

* Delete where inappropriate

3. Types of Request for Work

(Please tick (✓) the appropriate box ☐ in one of the fields from (A) to (C). You can tick more than one box.)

(A) Meter Related *(Note 2)*: --

(1) ☐ Meter Test *(Note 1 and Note 2)* (Existing meter no.: _____)

(2) ☐ Others (please specify): …….

(B) Pipe Related: --

(1) ☐ Alteration of *Inside Service / Communal Service / Fire Service *(Note 2)*

(2) ☐ Repair of *Inside Service / Communal Service / Fire Service *(Note 2)*

(3) ☐ Diversion of Existing Government Water Mains

(4) ☐ Others (please specify): …….

(C) Others: --

(1) ☐ Provision of Temporary Fresh Water Supply for Water Suspension

(2) ☐ Valve Operation *Potable / Flushing Inside Service / Fire Service

(3) ☐ Modification of Valve Chamber

(4) ☐ *Connection to / Relocation of Fire Hydrant

(5) ☐ Others (please specify): …….

4. Supplementary Information concerning details of the work requested

(Please provide additional sheet if required.)

5. Applicant's Undertaking and Agreement

I / We fully understand and agree to abide by the content of items (a) to (c) of the following undertaking and agreement.

UNDERTAKING AND AGREEMENT

(a) The applicant agrees to pay the charge for testing of meter if the meter is found to register correctly in the meter test.

(b) 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.

(c) 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. According to Waterworks Regulations, a meter shall be deemed to register correctly if its inaccuracy does not exceed 3% above or below the correct amount. If the meter is tested to register correctly, the water and sewage charges will not be adjusted and the consumer shall pay the charge for testing the meter. If it is tested to be defective, the water and sewage charges will be adjusted accordingly.
2. For work type (A)(1), (B)(1) and (B)(2), the application form must be completed by the consumer/agent of the related meter or fire service/inside service/communal service.
3. 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.

* Delete where inappropriate