

To: The Water Authority
43/F Immigration Tower, 7 Gloucester Road, Hong Kong

Tel : 2824 5000 Fax : 2802 7333
E-mail : wsinfo@wsd.gov.hk

For official use only	ASN: _____	Consumer account no. _____	<table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:5%;"></td><td style="width:5%;"></td><td style="width:5%;"></td><td style="width:5%;"></td><td style="width:5%;"></td><td style="width:5%;"></td><td style="width:5%;"></td><td style="width:5%;"></td><td style="width:5%;"></td><td style="width:5%;"></td><td style="width:5%;"></td><td style="width:5%;"></td><td style="width:5%;"></td><td style="width:5%;"></td><td style="width:5%;"></td><td style="width:5%;"></td><td style="width:5%;"></td><td style="width:5%;"></td><td style="width:5%;"></td><td style="width:5%;"></td> </tr> </table>																				

**APPLICATION FOR WATER SUPPLY (Note 1) /
REQUEST FOR WORK TO BE CARRIED OUT BY THE WATER AUTHORITY**

(You only need to complete Form WWO 1 if you are applying for change of consumership of an existing water account)

Purpose of Submission (PLEASE READ THE NOTES OVERLEAF BEFORE COMPLETING THIS FORM)

- # To apply to become a consumer of a *fire service/inside service
- # To apply to become an agent of a communal service
- # To request for work to be carried out by the Water Authority

Address of Premises

Flat/Room	Floor	Block	Name of Building/Lot No./Demarcation District No.
Number and Name of Street/Estate or Village Name			*HK/KIn/NT
District			

Types of Water Supply Applied for (Please tick (√) to select one type from (a) to (i))

(a) <input type="checkbox"/> New building <input type="checkbox"/> Village type house <small>[for first time application of *potable/flushing/fire service water supply]</small>	<input type="checkbox"/> Equipped with own septic tank/sewage treatment facility (Note 2) <small>(if applicable, please tick √)</small>
(b) <input type="checkbox"/> Separate metering <small>[for premises currently sharing a meter with other premises]</small>	(e) <input type="checkbox"/> Conversion to salt water for flushing
(c) <input type="checkbox"/> Reconnection of meter <small>[for premises with inside service previously installed]</small>	(f) <input type="checkbox"/> Portable meter
(d) <input type="checkbox"/> Temporary water supply for a construction site	(g) <input type="checkbox"/> Replumbing
	(h) <input type="checkbox"/> *Relocate / Enlarge meter
	(i) <input type="checkbox"/> Others (please specify)

I/We request the Water Authority to carry out the work specified below:

* Install new meter / Install separate meter / Reconnect meter
 I/We declare that the type of service (Note 3) is:
 Domestic supply
 Non-domestic supply (Note 4):
 Trade Effluent Surcharge (TES) Chargeable Trade (refer to the 27 trades, businesses or manufacture listed in the booklet "Classification of Water Consumer Accounts")
 Others

Classification Code (Notes 5 to 7)	Description	Number of Meters

Total Number of meters = _____

(1) The Gross Floor Area (for **domestic supply** only) : about _____ m² (1m²≈10.8ft²)
 (2) The estimated daily water consumption (for **non-domestic supply** only) : _____ m³/day
 (3) The number of business hours in a day (for **non-domestic supply** only) : _____ hrs/day
 (4) Have you modified / Would you modify the existing inside service (for **reconnecting business water meters** only)? *Yes / No

Others (please specify) :

THE NAME OF CONSUMER : (IN ENGLISH, Surname first) *Mr/Mrs/Miss/Ms _____
 (IN CHINESE) _____

Chinese commercial code in identity card (if applicable)

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*Identity Card Number/Business Registration Number of Consumer (Note 8): _____

Preferred Contact Method : *By mail/E-mail/fax

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

Fax No.: _____ E-mail: _____

Mailing Address (if different from the address of the premises above)

Flat/Room	Floor	Block	Name of Building/Lot No./Demarcation District No.
Number and Name of Street/Estate or Village Name			*HK/KIn/NT
District			

I/We wish to receive the Water and Sewage Charges Bill in *Chinese / English.

I/We, the undersigned, being the occupier(s)/person(s) responsible for the management of the premises at the above service address hereby undertake and agree to the terms and conditions (a)-(d) set out below.

*Consumer's signature / Signature of

Date: _____ authorized person and company's chop: _____

* Delete where inappropriate

For official use only	ASN:	Consumer account no.																		
Date received:			ID/BR verified by:																	
Approved by:			Estimated cost:																	
D/N No:			Cash receipt date:																	
File No.																				
Connection(s) from government main:			Yes / No																	

UNDERTAKING AND AGREEMENT

- (a) Pursuant to Section 7 and Section 19 of the Waterworks Ordinance (Cap 102), the applicant(s) undertake(s):-
— **(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(s) undertake(s) 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 by the Sewage Services Ordinance (Cap. 463) and any regulations made under the Sewage Services Ordinance..
- (b) The applicant(s) agree(s) 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.
- (c) The applicant(s) agree(s) to pay to the Government of the Hong Kong Special Administrative Region the cost of the work requested by the applicant(s) 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 by-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(s) shall pay the cost of the work within 14 days of receiving the account from the Water Authority.
- (d) The applicant(s) fully understand(s) and agree(s) that the Water Authority may use the data collected from the applicant(s) 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(s) do(es) not provide sufficient data, the Water Authority may not be able to process the application. The applicant(s) agree(s) that the data collected may be transferred to other Government bureaux and departments and any other relevant parties for the aforesaid purposes. The applicant(s) further agree(s) that data collected from the applicant(s) (including the name of the applicant(s) and the address of the premises) may be made known to the general public (eg. by publishing the same on the internet). The applicant(s) understand(s) 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.

NOTES:

- This application must be properly completed by the consumer/agent in respect of a fire service/inside service/communal service and lodged with the Water Authority in connection with an application for water supply.
- 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.
- The applicant(s) must select either "domestic supply" or "non-domestic supply".
- In the event "non-domestic supply" is selected, the applicant(s) must select either "Trade Effluent Surcharge" or "Others".
- Six-digit classification code and description must be filled in.
- 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 obtained from our website at <http://www.wsd.gov.hk> or our Customer Enquiry Centres.
- Should there be any subsequent changes to your business which affect the classification, please notify the Drainage Authority of the new classification code and trade description.
- For a firm/company, a photocopy of the Business Registration Certificate should be attached to your application. If an individual applicant applies for a non-domestic supply, he should attach a photocopy of his identity card for our checking of the name and ID card number. This photocopy of identity card will be destroyed immediately after the checking process.
- 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.
- 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:
 - another consumer/agent is approved by the Water Authority in his/her place; or
 - this undertaking is cancelled by the Water Authority,notwithstanding that
 - the consumer/agent ceases to occupy the premises;
 - the consumer/agent ceases to be responsible for the management of the premises or any part thereof, or
 - 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.
- Address of the Drainage Authority : G/F , Western Magistracy , 2A Pok Fu Lam Road , Hong Kong / Tel: 2834 9432 / Fax: 2574 5645 / Email : customer_services@dssd.gov.hk