



水務署  
**Water Supplies Department**

總部 Headquarters

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48/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong

本署檔號 : (1) in WSD 3318/50 Pt. 9 T/J(1)  
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27 December 2024

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

**WSD Circular Letter No. 11/2024**

**Self-Certification Scheme for Application for Water Supply  
for Catering Business Trades**

The Water Supplies Department (WSD) has been continuously reviewing the procedures of application for water supply (AWS) for further improvement of service. The Self-Certification Scheme for Catering Business Trades (“the Scheme”) which introduces self-certification by the submitting party for satisfactory completion of plumbing works is hereby promulgated. Details of the Scheme are provided in the ensuing paragraphs.

**Applicability**

2. As an alternative to the prevailing requirements and procedures, the Scheme is applicable to AWS complying with all the following conditions:

- (i) water account types related to catering business trades<sup>1</sup> applying for a single meter but not involving a new connection to the Government water supply system;
- (ii) applications submitted by responsible licensed plumbers (RLPs) who are Authorized Representatives (ARs) appointed by Registered Plumbing Contractor (Provisional) under the Voluntary Scheme in Enhancing Plumbing Works Control; and

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<sup>1</sup> Water account type (classification code): Restaurants – Chinese (641100), Restaurants – non-Chinese (641200), Restaurants – fast food shops (641300) and Restaurants – other eating places (641998).

(iii) more than 95% of the associated pipes and fittings are exposed.

3. Licensed plumbers (LPs) with track record of good performance will be included in the list of eligible LPs to join the Scheme (“the List<sup>2</sup>”) which will be published on the WSD website. The Water Authority (WA) will inform the eligible LPs and they can opt to be excluded from the List. The joining criteria are LP who (i) has at least 5 applications related to catering business trades in the preceding 12 months from the date of application; (ii) receives no warning letters in the past 6 months from the date of application; and (iii) does not receive Form WWO 1008 for 75% or more of applications for catering business trades in the preceding 12 months from the date of application.

### Workflow

4. The following table summarises the key procedures of the Scheme and the corresponding workflow for implementation:

	Key procedures	Workflow
1	The WA approves plumbing proposals submitted by the RLP	The WA approves plumbing proposals (Form WWO 542) submitted by the RLP as per prevailing procedures.
2	The WA approves commencement of works	<ul style="list-style-type: none"> <li>• The applicant submits “Notification Form for Joining the Self-Certification Scheme for Catering Business Trades” (<b>Appendix A</b>) together with Form WWO 46A Parts I &amp; II and approved vertical plumbing line diagrams (VPLD).</li> <li>• Form WWO 1149 is not required to be submitted along with Form WWO 46A Parts I &amp; II but the RLP should undertake that the pipes and fittings to be installed are with General Acceptance (GA) and in accordance with the Waterworks Ordinance (WVO)/Waterworks Regulations (WWR) and the WA’s requirements.</li> <li>• The WA issues Form WWO 46A Part III and returns the approved VPLD(s) marked with water sampling point(s) and location(s) for non-destructive tests on lead content at solder joints.</li> </ul>
3	The RLP submits	<ul style="list-style-type: none"> <li>• Upon completion of the whole of the plumbing works, the</li> </ul>

<sup>2</sup> The WA will manage and regularly update the List which will be uploaded to the WSD website. Performance of the LPs in the List will be monitored in such way that any LP in the List receiving 2 consecutive Form WWO 1008 in AWS for catering business trades will be temporarily removed from the List for 2 months, and such removal will lapse automatically. This monitoring mechanism will not affect the LP concerned for other plumbing works.

	Key procedures	Workflow
	completion certificate to apply for effect of water supply	<p>RLP shall report completion via Form WWO 46A Part IV with the following supporting documents:</p> <ul style="list-style-type: none"> <li>(a) Completion Certificate (<b>Appendix B</b>);</li> <li>(b) As-built VPLD;</li> <li>(c) As-built drawings;</li> <li>(d) As-built Form WWO 1149A (<b>Appendix C</b>);</li> <li>(e) Inspection Checklist (<b>Appendix D</b>); and</li> <li>(f) Written request to accredited laboratory for water sampling test<sup>3</sup></li> </ul> <ul style="list-style-type: none"> <li>• In the Completion Certificate, the RLP shall certify that: <ul style="list-style-type: none"> <li>(a) The plumbing works have been carried out in accordance with the approved plumbing proposals (including VPLD) and as-built records, and in compliance with the WWO/WWR and the WA's requirements; and</li> <li>(b) If copper pipes are used, a declaration that lead-free solders have been used for making all solder joints or soldering has not been adopted. All the required acceptance tests<sup>4</sup> are properly conducted and of satisfactory results.</li> </ul> </li> </ul>
4	The WA approves supply of water without inspection	The WA checks whether all the required documents are submitted and in order. Upon receiving the water sample test report(s) from the laboratory which indicates satisfactory results, the WA grants approval within 5 working days to effect water supply without final inspection and issues Form WWO 46A Part V.
5	For monitoring compliance, the WA selects cases on a risk-based approach for site inspection before approving	For selected cases, the WA makes an appointment with the RLP for final inspection within 5 working days of receiving Form WWO 46A Part IV. If no non-compliance (NC) is observed during the final inspection, the WA grants approval to effect water supply. For minor NCs <sup>5</sup> , the WA grants approval with an undertaking from the RLP that the NC(s) will

<sup>3</sup> The corresponding water sampling test reports are to be dispatched directly to the WA by the laboratory in line with the current practice.

<sup>4</sup> For example, swab tests for lead content at solder joints.

<sup>5</sup> Minor NCs refer to those items in Form WWO 1008 Part B concerning non-compliance with the WA's requirements which do not adversely affect water quality and supply reliability.

	Key procedures	Workflow
	supply of water	be rectified in 14 days from the date of the approval. For non-minor NCs <sup>6</sup> , the WA issues Form WWO 1008 and withholds approval until all NC(s) are rectified.
6	After the effect of water supply	Should there be NC(s) spotted after the effect of water supply, the WA issues a repair notice (i.e. Form K) under Section 16 of the WWO to the Registered Consumer for rectification under the current requirements and procedures. In parallel, the LP concerned is deemed to receive Form WWO 1008 when considering his/her eligibility to be included in the List.

The Form WWO 46A for the Scheme is enclosed at **Appendix E**. For the avoidance of doubt, Form WWO 46A shall be submitted in lieu of Form WWO 46 for the purpose of application for constructing, installing, altering or removing an inside service or fire service under the Scheme.

### Implementation

5. Upon notification by the WA on the eligibility of the LP in joining the Scheme, the applicant may opt to join the Scheme by submitting **Appendix A** when seeking the WA's permission for commencement of the specified plumbing works.

### Effective Date

6. The above arrangement will take immediate effect.

### Enquiry

7. Should you have any enquiry, please contact our Engineer/Technical Support(4) at telephone no. 2829 5657.

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<sup>6</sup> Non-minor NCs refer to those items in Form WWO 1008 Part A concerning contravention of WWO/WWR and those in Part B concerning non-compliance with the WA's requirements which adversely affect water quality and supply reliability.

## List of Appendices

- Appendix A – Notification Form for Joining the Scheme
- Appendix B – Completion Certificate
- Appendix C – Form WWO 1149A for the Scheme
- Appendix D – Inspection Checklist
- Appendix E – Form WWO 46A for the Scheme

Yours faithfully,

(Original Signed)

( K C LEE )  
for Water Authority

Encl.  
(with Chinese translation)

c.c.

Housing Department (Attn: SM/QM)

Buildings Department

Architectural Services Department

Fire Services Department

The Hong Kong Housing Society

The Hong Kong Institute of Architects

The Hong Kong Institution of Engineers

The Hong Kong Institute of Surveyors

The Chartered Institute of Plumbing and Heating Engineering – Hong Kong Branch

Hong Kong Plumbing and Sanitary Ware Trade Association Ltd.

Hong Kong Licensed Plumbing Professionals Association Ltd.

Hong Kong Water Works Professionals Association Ltd.

The Hong Kong Institution of Plumbing and Drainage Ltd.

Plumbing Technology Student Association

The Association of Registered Fire Service Installation Contractors of Hong Kong Limited

Real Estate Developers Association of Hong Kong

The Hong Kong Construction Association, Ltd.

Hong Kong Registered Contractors Association Company Ltd.

The Hong Kong Federation of Electrical & Mechanical Contractors Ltd.

Contractor's Authorised Signatory Association Ltd.

Registered Minor Works Contractor Signatory Association Ltd.

Hong Kong General Building Contractors Association Ltd.

Hong Kong Institute of Vocational Education  
Hong Kong Institute of Construction, Construction Industry Council  
Hong Kong Licensed Plumbers Union Limited  
Hong Kong Metropolitan University Li Ka Shing School of Professional and Continuing  
Education  
The Association of Electrical and Mechanical Engineering (Hong Kong) Ltd.  
Pipeman Engineering (International) Limited  
Hong Kong Institute of Water and Sanitation Safety  
Hong Kong Plumbing General Union

WSD 3318/15/81

**Appendix A – Notification Form for Joining the Scheme**



The Water Authority  
43/F Immigration Tower, 7 Gloucester Road, Hong Kong.  
Tel : 2824 5000 Fax : 2802 7333 email : [wsdinfo@wsd.gov.hk](mailto:wsdinfo@wsd.gov.hk)

(version applicable to the Self-Certification Scheme for Catering Business Trades)

**NOTIFICATION FORM FOR JOINING THE SELF-CERTIFICATION  
SCHEME FOR CATERING BUSINESS TRADES**

**(To be submitted together with WWO 46A Parts I and II)**

**Part A (To be completed by the applicant for new water supply)**

To the Water Authority,

I hereby notify that I will join the Self-Certification Scheme for Catering Business Trades for plumbing works for the premises at \_\_\_\_\_.

Details of the plumbing works are as follows:-

WSD Approval Letter reference: \_\_\_\_\_ dated \_\_\_\_\_ ASN \_\_\_\_\_

Approved drawing no.: \_\_\_\_\_

\_\_\_\_\_

I shall appoint \_\_\_\_\_ (*name of the Registered Plumbing Contractor (Provisional)*) to undertake the above plumbing works.

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

(applicant for new water supply)

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

Correspondence Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Company's chop (if applicable)

\*delete as appropriate



**Part B (To be completed by the registered plumbing contractor (provisional) and the responsible licensed plumber)**

To the Water Authority,

We are appointed by the applicant for new water supply (Name) \_\_\_\_\_  
 to undertake the plumbing works as described in Part A above.

We confirm the responsible licensed plumber signing the Form WWO 46A is our Authorized Representative.

**Registered Plumbing Contractor (RPC) (Provisional)**

Registration No. : \_\_\_\_\_

Name of RPC (Provisional) : \_\_\_\_\_

Name of Authorized Representative : \_\_\_\_\_

Tel No. : \_\_\_\_\_ E-mail : \_\_\_\_\_

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

Signature of RPC (Provisional) @ : \_\_\_\_\_

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

@ to be signed by the Authorized Representative who acts on behalf of RPC (Provisional)

To the Water Authority,

I confirm that I am the Authorized Representative of the above RPC (Provisional).

**Responsible Licensed Plumber who signs the Form WWO46A**

Plumber's Licence No. : \_\_\_\_\_

Name : \_\_\_\_\_

Signature \_\_\_\_\_

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



**Completion Certificate**

**Address:** \_\_\_\_\_

To the Water Authority,

I refer to the Form WWO 46A Part IV enclosing the completed inspection checklist amongst other supporting documents.

I certify that the completed plumbing works covered by the above Form WWO 46A Part IV have been carried out in accordance with the approved plumbing proposals (including VPLD), as-built drawings and as-built material schedule (Form WWO 1149A) which comply with all respects under the provisions of the Waterworks Ordinance (Cap. 102), the Waterworks Regulations (Cap. 102A), the requirements of the Water Authority and the applicable requirements set out in the Technical Requirements for Plumbing Works in Buildings, the Water Supplies Department Circular Letters to Licensed Plumbers and Authorized Persons and the Guide to Application for Water Supply issued by the Water Authority, \*lead-free solders have been used for making all solder joints (if copper pipes are used) / soldering has not been adopted, and that inspection(s) and acceptance test(s) conducted are of satisfactory results. I have reviewed and am satisfied with the attached completed inspection checklist.

\_\_\_\_\_  
Signature of Responsible Licensed Plumber

\_\_\_\_\_  
Name in full

\_\_\_\_\_  
Plumber's Licence No.

\_\_\_\_\_  
\*Email / Correspondence Address

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

\* Delete where inappropriate

# Appendix C – Form WWO 1149A for the Scheme

(version applicable to the Self-Certification Scheme  
for Catering Business Trades)



The Water Authority  
43/F Immigration Tower, 7 Gloucester Road, Hong Kong.  
Tel : 2824 5000 Fax : 2802 7333 email : [wsdinfo@wsd.gov.hk](mailto:wsdinfo@wsd.gov.hk)

ASN: \_\_\_\_\_

Form Serial No \_\_\_\_\_

Premises Address \_\_\_\_\_

(For official use)

## LIST OF PIPES AND FITTINGS INSTALLED:-

Page \_\_\_\_\_ of \_\_\_\_\_

Description of pipes and fittings (see Note 6)	Brand	Size	Manufacturer	Country of origin	General Acceptance No. /Registration No. under WELS (see Note 3, 4 & 5)	Location of designated products registered under WELS/combined water saving devices

Please use additional sheet(s) if required.

Please see notes overleaf

Signature of the Licensed Plumber : \_\_\_\_\_ Licence No. : \_\_\_\_\_ Date : \_\_\_\_\_

## Notes :-

1. This Form shall be submitted with Part IV of Form WWO 46A.
2. All pipes and fittings used for the plumbing works are required to be reported according to the 'Pipes and fittings to be reported in Form WWO 1149' promulgated by the Water Authority (WA) in the website of the Water Supplies Department (WSD).
3. All pipes and fittings used for the Approved Plumbing Works shall comply with the requirements and all relevant prescribed specifications in the Waterworks Ordinance and Waterworks Regulations. For pipes and fittings with 'General Acceptance' issued by the WA, the applicant shall provide the 'General Acceptance' Number in this Form.
4. All water taps, showers for bathing, urinal flushing valves and water-closet fittings intended to be used in kitchens of the domestic premises and bathroom and toilets of all premises shall be registered under Water Efficiency Labelling Scheme (WELS) and comply with the prescribed water efficiency requirements stipulated in the Technical Requirements for Plumbing Works in Buildings and WSD Circular Letters. The applicant shall provide their registration number under WELS in this Form.
5. For toilet suite (one-piece water closet pan), its registration number under WELS shall be provided. For water closet cistern, apart from its registration number under WELS, the registration number under WELS of water closet pan shall be provided for checking whether the WELS grade matches with that of the water closet cistern. Applicant should refer to the Scheme Document for WELS on water closets in WSD's website.
6. For a water tap or shower for bathing not complying with the prescribed water efficiency requirements stipulated in the Technical Requirements for Plumbing Works in Buildings, the WA may accept the alternative of installing inside the water tap or shower for bathing a flow controller registered under WELS and of required water efficiency grade to form a "combined" water saving device that meets the prescribed water efficiency requirements. To select such flow controller for non-mixing type water tap, applicant should refer to the WELS registers in WSD's website to ascertain its nominal flow rate to achieve the prescribed water efficiency requirements. Details of the WELS compliant flow controller to be installed to form a combined water saving device shall also be included in this Form.

# Appendix D – Inspection Checklist

General Information 一般資料 Date of Inspection 視察日期: Premises Address 處所地址: Name of Licensed Plumber 持牌水喉匠姓名: Plumber's Licence Number 水喉匠牌照號碼: Serial Number of Form WWO46A 表格WWO46A編號:	TICK THIS BOX IF NO INSPECTION CARRIED OUT FOR THIS TYPE OF WORKS <input type="checkbox"/> 如沒有就此類別工程進行視察，請剔此格	<b>(Revised December 2024)</b> <b>P.1 of 5</b>
Inspection Type (please tick) 視察類別 (請剔): <input type="checkbox"/> Final Inspection 最終視察 <input type="checkbox"/> Interim Inspection 中期視察 <input type="checkbox"/> Re-inspection 重新視察		<b>Inspection Checklist 視察清單</b> <b>(Section A) (A部)</b>
Type of Plumbing Works 水管工程類別: ( ) *		

A Type 類別	B Contravention of WWO / WWR or Non-compliance with WA's Requirements 違反《水務設施條例》/《水務設施規例》或不符合水務監督的要求	Penalty Point / Demerit Point 罰分 / 配分	Defects/irregularities found? (please tick) 發現不合規格/不妥當之處? (請剔)			Type (FW, FL, FS) ^ 類別 (食水、沖廁水、消防供水)	Defects/irregularities (Please specify the extent and details of defects/irregularities, if any) 不合規格/不妥當之處(如有，則請訂明不合規格/不妥當的程度和詳情)	Details of Inspected Location (refers code below, if applicable) 已視察位置的詳情(請參見下方的編號，如適用)	Details (e.g. Brand Name/Model No., if available) 詳情 (例如品牌名稱/型號，如有的話)	Photo Taken (Y/N) 夾附圖片 (有/沒有)	Remarks 備註
			Y 有	N 沒有	Not Applicable 不適用						
(A) Piping (including all pipes and fittings, and connection pipe) 喉管 (包括所有喉管與裝置，以及接駁喉)	(1) Pipe size less than minimum permissible size 水管尺寸小於准許的尺寸	P									
	(2) Not bitumen painted or hessian / other suitable material wrapped 未塗上瀝青或纏上麻布/其他適當物料	P									
	(3) A bend or curve made in any pipe that will diminish the waterway or alter the internal diameter of the pipe 水管上有屈曲或彎位，而令水道變窄或改變水管的內部直徑	P									
	(4) Used / covered up prior to inspection 在視察前已經使用/覆蓋	P									
	(5) Pipe/fittings made of material not allowed or not complied with the prescribed standard 水管/裝置所用的材料並不獲批准或不符合規定的標準	P									
	(6) Leaded solder used for jointing pipes and fittings@ 使用含鉛焊料接駁喉管與裝置@	P									
	(7) Not of the materials in Form WWO 1149A 並非在WWO 1149A表格內的物料	D									
	(8) Connection pipes not of the sizes or at the position already accepted by the WWA 接駁喉管並非水務監督已接納的尺寸或位置	D									

@ If this contravention of WWO/WWR item is found, the Licensing Authority will consider initiating the procedures to deliberate cancellation or suspension of the plumber's licence.

如發現違反《水務設施條例》/《水務設施規例》，發牌當局將考慮啟動相關程序，以取消或暫時吊銷持牌水喉匠的牌照。

Please insert ✓ at the appropriate box under the "Defects/irregularities found?" column. 請在「發現不合規格/不妥當之處？」欄下的適當空格內加✓。

\* Fresh Water 食水 (FW), Flushing Water 沖廁水 (FL), Fire Service 消防供水 (FS)

\* Please insert the code for the corresponding type of plumbing works: 請加入相應水管工程類別的編號:

(a) Building of Storey 樓層 >=4

(b) Building of Storey 樓層 <=4

(c) Village House 村屋

(d) Separate Meter 安裝獨立水錶

(e) Construction Supply 地盤供水

Photos should be taken on defects/irregularities 須為不合規格/不妥當之處拍照

Code for Inspected Location 已視察位置的編號:

(a) underground pipe and connection pipe	(g) master meter position 總水錶位	(m) communal riser pipe 公用豎管
(b) concealed pipework above ground	(h) check meter position 檢測錶位	(n) communal down-feed pipe 公用下給管
(c) roof tank 天台儲水箱	(i) meter position 水錶位	(o) feed tank for swimming pool 游泳池供水箱
(d) intermediate tank 中間儲水箱	(j) master meter room 總水錶房(chamber) 房	(p) irrigation supply points 灌溉供水點
(e) break pressure tank 減壓缸	(k) meter cabinet 水錶櫃(room) 房 (typical 典型)	(q) cleansing supply points 清洗用水供水點
(f) break tank 斷流水箱	(l) meter cabinet 水錶櫃(room) 房 (non-typical, please specify 非典型, 請註明)	(r) hydrant, hose reel, sprinkler, fountain 消防龍頭、消防喉轆、消防花灑、噴水池
		(s) other location 其他位置 (please specify 請註明)

ASN 申請書編號:	
WSD Inspection Staff 水務署視察人員 (if applicable) (如適用) Signature 簽名: _____ Name 姓名: _____ Post 職位: _____ Date 日期: _____	Responsible Licensed Plumber 負責持牌水喉匠 Signature 簽名: _____ Name 姓名: _____ Plumber Licence Number 水喉匠牌照號碼: _____ Date 日期: _____

<b>General Information 一般資料</b> <b>Date of Inspection 視察日期:</b> <b>Premises Address 處所地址:</b> <b>Name of Licensed Plumber 持牌水喉匠姓名:</b> <b>Plumber's Licence Number 水喉匠牌照號碼:</b> <b>Serial Number of Form WWO46A 表格WWO46A編號:</b>	<b>TICK THIS BOX IF NO INSPECTION CARRIED OUT FOR THIS TYPE OF WORKS</b> <input type="checkbox"/> 如沒有就此類別工程進行視察，請劃此格	<b>(Revised December 2024)</b> <b>P.2 of 5</b>
<b>Inspection Checklist 視察清單 (Section B) (B部)</b>		
<b>Inspection Type (please tick) 視察類別 (請劃):</b> <input type="checkbox"/> Final Inspection 最終視察 <input type="checkbox"/> Interim Inspection 中期視察 <input type="checkbox"/> Re-inspection 重新視察		
<b>Type of Plumbing Works 水管工程類別: ( ) *</b>		

A Type 類別	B Contravention of WWO / WWR or Non-compliance with WA's Requirements 違反《水務設施條例》/《水務設施規例》或不符合水務監督的要求	Penalty Point / Demerit Point 罰分/配分	Defects/irregularities found? (please tick) 發現不合規格/不妥當之處? (請劃)			Type (FW, FL, FS) ^ 類別 (食水、沖廁水、消防供水)	Defects/irregularities (Please specify the extent and details of defects/irregularities, if any) 不合規格/不妥當之處(如有，則請訂明不合規格/不妥當的程度和詳情)	Details of Inspected Location (refers code below, if applicable) 已視察位置的詳情(請參見下方的編號，如適用)	Details (e.g. Brand Name/Model No., if available) 詳情 (例如品牌名稱/型號，如有的話)	Photo Taken (Y/N) 夾附圖片 (有/沒有)	Remarks 備註
			Y 有	N 沒有	Not Applicable 不適用						
(B) Meter Position / Check Meter Position 錶位/檢測錶位	(1A) Meter position / check meter position not at suitable height above the floor level 錶位/檢測錶位非位於地面以上的適當高度	D									
	(1B) Meter installed in a landscape area with a clear working headroom less than 2m 安裝於園境地帶的水錶，其空間作業高度少於2米	D									
	(1C) Meters not arranged in groups and housed in meter rooms / boxes / cabinet / chamber 水錶並非集中排列及安放在水錶房/箱/櫃/井中	D									
	(2) Meter room / box not located at the hoarding recess area of the construction site 建築地盤的錶房/箱不設在圍板凹處	D									
	(3) No loose jumper stopcock at inlet side of the meter 水錶入水處缺少皮心掣	D									
	(4) Working clearance at check meter position not meeting the minimum requirement 檢測錶位的工作空間沒有達到最低要求	D									
	(5) No non-return valve provided on the delivery side of the meter 水錶出水口的一方缺少止回流閥	D									
(6) No fullway gate valve provided before meter position 水錶前缺少全通閘閥	D										
(7) Meter room/meter cabinet not satisfying the architectural requirements 水錶房/水錶櫃沒有達到建築要求	D										

© If this contravention of WWO/WWR item is found, the Licensing Authority will consider initiating the procedures to deliberate cancellation or suspension of the plumber's licence.  
 如發現違反《水務設施條例》/《水務設施規例》，發牌當局將考慮啟動相關程序，以取消或暫時吊銷持牌水喉匠的牌照。  
 Please insert ✓ at the appropriate box under the "Defects/irregularities found?" column. 請在「發現不合規格/不妥當之處?」欄下的適當空格內加✓。  
 ^ Fresh Water 食水 (FW), Flushing Water 沖廁水 (FL), Fire Service 消防供水 (FS)  
 \* Please insert the code for the corresponding type of plumbing works: 請加入相應水管工程類別的編號。  
 (a) Building of Storey 樓層 ≥4  
 (b) Building of Storey 樓層 <4  
 (c) Village House 村屋  
 (d) Separate Meter 安裝獨立水錶  
 (e) Construction Supply 地盤供水  
 Photos should be taken on defects / irregularities須為不合規格/不妥當之處拍照

Code for Inspected Location 已視察位置的編號:	
(a) underground pipe and connection pipe	(g) master meter position 總水錶位
(b) concealed pipework above ground	(h) check meter position 檢測錶位
(c) roof tank 天台儲水箱	(i) meter position 水錶位
(d) intermediate tank 中間儲水箱	(j) master meter room 總水錶房/chamber 井
(e) break pressure tank 減壓缸	(k) meter cabinet 水錶櫃/room 房 (typical 典型)
(f) break tank 斷流水箱	(l) meter cabinet 水錶櫃/room 房 (non-typical, please specify 非典型, 請註明)
	(m) communal riser pipe 公用豎管
	(n) communal down-feed pipe 公用下給管
	(o) feed tank for swimming pool 游泳池供水箱
	(p) irrigation supply points 灌溉供水點
	(q) cleansing supply points 清洗用水供水點
	(r) hydrant, hose reel, sprinkler, fountain 消防龍頭、消防喉轆、消防花灑、噴水池
	(s) other location 其他位置 (please specify 請註明)

ASN 申請書編號:	
WSD Inspection Staff 水務署視察人員 (if applicable) (如適用) Signature 簽名: _____ Name 姓名: _____ Post 職位: _____ Date 日期: _____	Responsible Licensed Plumber 負責持牌水喉匠 Signature 簽名: _____ Name 姓名: _____ Plumber Licence Number 水喉匠牌照號碼: _____ Date 日期: _____

General Information 一般資料		TICK THIS BOX IF NO INSPECTION CARRIED OUT FOR THIS TYPE OF WORKS <input type="checkbox"/> 如沒有就此類別工程進行視察，請劃此格	
Date of Inspection 視察日期:			
Premises Address 處所地址:			
Name of Licensed Plumber 持牌水喉匠姓名:			
Plumber's Licence Number 水喉匠牌照號碼:			
Serial Number of Form WWO46A 表格WWO46A編號:			
Inspection Type (please tick) 視察類別 (請別):		<input type="checkbox"/> Final Inspection 最終視察 <input type="checkbox"/> Interim Inspection 中期視察 <input type="checkbox"/> Re-inspection 重新視察	
		Type of Plumbing Works 水管工程類別: ( ) *	

**(Revised December 2024)**  
**P.3 of 5**

**Inspection Checklist 視察清單**  
**(Section C) (C部)**

A Type 類別	B Contravention of WWO / WWR or Non-compliance with WA's Requirements 違反《水務設施條例》/《水務設施規例》或 不符合水務監督的要求	Penalty Point / Demerit Point 罰分 /配分	Defects/irregularities found? (please tick) 發現不合規格/不妥當之處? (請劃)			Type (FW, FL, FS) ^ 類別 (食水、沖廁水、消 防供水)	Defects/irregularities (Please specify the extent and details of defects/irregularities, if any) 不合規格/不妥當之處(如有，則請訂明不合規格/不妥當 的程度和詳情)	Details of Inspected Location (refers code below, if applicable) 已視察位置的詳情(請參見 下方的編號，如適用)	Details (e.g. Brand Name/Model No., if available) 詳情(例如品牌名稱/型號 ，如有的話)	Photo Taken (Y/N) 夾附圖片 (有/沒有)	Remarks 備註
			Y 有	N 沒有	Not Applicable 不適用						
(C) Storage Tanks 儲水缸	(1) Tanks made of material not allowed or not complied with the prescribed standard 水缸所用的材料並不獲批准或不符合規定的標準	P									
	(2) No control valve at inlet fed by gravity 在入水位缺少利用天然水壓供水的控制閥	P									
	(3) No automatic control switch for inlet of storage tank fed by pumped supply 儲水缸的入水位缺少利用泵壓供水的自動控制開關	P									
	(4) No control valve/drain-off pipe at outlet 出水位缺少控制閥/排水管	P									
	(5) Overflow pipe of fresh water tank not made of a corrosion-resisting material 食水水缸的溢流管所用的物料並非抗腐蝕物料	P									
	(6) Overflow pipe undersized 溢流管尺寸太小	P									
	(7) Invert of the inlet or the outlet of ball float valve less than 25mm above the top of the overflow pipe 入水管倒拱或浮球閥出水口離溢流管的頂部不足25毫米	P									
	(8) Overflow pipe connected to a drain or sewer or to the overflow pipe from another tank 溢流管接駁至排水渠或污水渠或另一個水缸的溢流管	P									
	(9) Fresh water tank connected for storage of water other than that supplied from the waterworks 食水水缸接駁並作儲存來自水務設施以外所供應的用水	P									
	(10) Water tank not easily accessible or safe access by ladder not provided 水缸不容易通往或未有提供梯子作安全通道	P									
	(11) Tank not provided with lockable covers 水缸缺少可上鎖的封蓋	P									
	(12) Storage capacity exceeds the maximum permitted capacity 儲水量超過最高准許儲水量	P									
	(13) No physical break between potable & non-potable tanks 可飲用及非飲用水缸中間沒有實際分隔	P									
	(14) Ball float valves or floats made of material not allowed or not complied with the prescribed standard 浮球閥或浮體所用的物料並不獲批准或不符合規定的標準	P									
	(15) Ball float valve/float operated valve improperly installed/provided 浮球閥/浮體操作閥安裝/安置不當	P									
	(16) Fresh water tank not provided with lockable double sealed covers 食水水缸缺少可上鎖的雙邊密封箱蓋	D									
	(17) Overflow pipes/ warning pipes/ any other openings of storage cistern not covered with non-corrodible or corrosion-resistant mesh to exclude ingress of animal, insects or foreign objects 儲水缸的溢流管、警戒管或其他開口缺少不鏽或抗腐蝕鐵絲網以防止動物、昆蟲或外物進入	D									

\* If this contravention of WWO/WWR item is found, the Licensing Authority will consider initiating the procedures to deliberate cancellation or suspension of the plumber's licence.

如發現違反《水務設施條例》/《水務設施規例》，發牌當局將考慮啟動相關程序，以取消或暫時吊銷持牌水喉匠的牌照。

Please insert ✓ at the appropriate box under the "Defects/irregularities found" column, please tick "發現不合規格/不妥當之處?" 欄下的適當空格內加上 ✓。

^ Fresh Water 食水 (FW), Flushing Water 沖廁水 (FL), Fire Service 消防供水 (FS)

\* Please insert the code for the corresponding type of plumbing works: 請加入相應水管工程類別的編號:

(a) Building of Storey 樓層 >=4

(b) Building of Storey 樓層 <=4

(c) Village House 村屋

(d) Separate Meter 安裝獨立水錶

(e) Construction Supply 地盤供水

Photos should be taken on defects / irregularities 須為不合規格/不妥當之處拍照

Code for Inspected Location 已視察位置的編號:

(a) underground pipe and connection pipe	(g) master meter position 總水錶位	(m) communal riser pipe 公用豎管
(b) concealed pipework above ground	(h) check meter position 檢測錶位	(n) communal down-feed pipe 公用下給管
(c) roof tank 天台儲水缸	(i) meter position 水錶位	(o) feed tank for swimming pool 游泳池供水箱
(d) intermediate tank 中間儲水缸	(j) master meter room 總水錶房/室	(p) irrigation supply points 灌溉供水點
(e) break pressure tank 破壓缸	(k) meter cabinet 水錶櫃/房 (typical)	(q) cleaning supply points 清洗供水點
(f) break tank 斷流水缸	(l) meter cabinet 水錶櫃/房 (non-typical, please specify non-typical, please specify)	(r) hydrant, hose reel, sprinkler, fountain 消防龍頭、消防喉轆、消防花園、噴水塔
		(s) other location 其他位置 (please specify 請註明)

ASN 申請書編號: _____	
WSD Inspection Staff 水務署視察人員 (if applicable) (如適用) Signature 簽名: _____ Name 姓名: _____ Post 職位: _____ Date 日期: _____	Responsible Licensed Plumber 負責持牌水喉匠 Signature 簽名: _____ Name 姓名: _____ Plumber Licence Number 水喉匠牌照號碼: _____ Date 日期: _____

General Information 一般資料 Date of Inspection 視察日期: Premises Address 處所地址: Name of Licensed Plumber 持牌水喉匠姓名: Plumber's Licence Number 水喉匠牌照號碼: Serial Number of Form WWO46A 表格WWO46A編號:	TICK THIS BOX IF NO INSPECTION CARRIED OUT FOR THIS TYPE OF WORKS 如沒有就此類別工程進行視察，請剔此格 <input type="checkbox"/> <div style="text-align: right; font-weight: bold; font-size: 1.2em;">           (Revised December 2024)            P.4 of 5         </div>
Inspection Type (please tick) 視察類別 (請剔): <input type="checkbox"/> Final Inspection 最終視察 <input type="checkbox"/> Interim Inspection 中期視察 <input type="checkbox"/> Re-inspection 重新視察         Type of Plumbing Works 水管工程類別: ( ) *	

Inspection Checklist 視察清單  
(Section D) (D部)

A Type 類別	B Contravention of WWO / WWR or Non-compliance with WA's Requirements 違反《水務設施條例》/《水務設施規例》或不符合水務監督的要求	Penalty Point / Demerit Point 罰分 / 記分	Defects/irregularities found? (please tick) 發現不合規格/不妥當之處? (請剔)			Type (FW, FL, FS) ^ 類別 (食水、沖廁水、消防供水)	Defects/irregularities (Please specify the extent and details of defects/irregularities, if any) 不合規格/不妥當之處(如有，則請訂明不合規格/不妥當的程度和詳情)	Details of Inspected Location (refers code below, if applicable) 已視察位置的詳情(請參見下方的編號，如適用)	Details (e.g. Brand Name/Model No., if available) 詳情(例如品牌名稱/型號，如有的話)	Photo Taken (Y/N) 夾附圖片(有/沒有)	Remarks 備註
			Y 有	N 沒有	Not Applicable 不適用						
(D) Online Re-plumbing 同位更換水喉	(1) No low initial leaching rate fittings installed / fittings installed have not been pretreated for online re-plumbing works 於同位更換水喉工程沒有安裝低溶濾率配件 / 所安裝的配件沒有預先經過處理	D									
	(2) No temporary water supply arrangement implemented on site (where applicable) 沒有在地盤實施臨時供水的安排(如適用)	D									
	(3) No arrangement implemented on site to notify affected customers not to use tap water for drinking and cooking purposes (where applicable) 沒有在地盤實施安排以通知受影響用戶勿取用水龍頭水作飲用及煮食用途(如適用)	D									
	(4) Online re-plumbing works were carried out but has not been specifically mentioned in plumbing proposal 已進行同位更換水喉工程，但沒有在水管工程計劃中明確提及	D									
	(5) Solder joints were adopted on site but has not been specifically mentioned in plumbing proposal / Form WWO 46A 已在地盤採用軟焊接口，但沒有在水管工程計劃 / WWO46A表格內明確提及	D									

\* If this contravention of WWO/WWR item is found, the Licensing Authority will consider initiating the procedures to deliberate cancellation or suspension of the plumber's licence.  
 如發現違反《水務設施條例》/《水務設施規例》，發牌當局將考慮啟動相關程序，以取消或暫時吊銷持牌水喉匠的牌照。  
 Please insert ✓ at the appropriate box under the "Defects/irregularities found?" column. 請在「發現不合規格不妥當之處?」欄下的適當空格內加✓。  
 ^ Fresh Water 食水 (FW), Flushing Water 沖廁水 (FL), Fire Service 消防供水 (FS)  
 \* Please insert the code for the corresponding type of plumbing works: 請加入相應水管工程類別的編號:  
 (a) Building of Storey 樓層 ≥4  
 (b) Building of Storey 樓層 <4  
 (c) Village House 村屋  
 (d) Separate Meter 安裝獨立水錶  
 (e) Construction Supply 地盤供水  
 Photos should be taken on defects / irregularities 須為不合規格/不妥當之處拍照

Code for Inspected Location 已視察位置的編號		
(a) underground pipe and connection pipe	(g) master meter position 總水錶位	(m) communal riser pipe 公用豎管
(b) concealed pipework above ground	(h) check meter position 檢測錶位	(n) communal down-feed pipe 公用下給管
(c) roof tank 天台儲水箱	(i) meter position 水錶位	(o) fixed tank for swimming pool 游泳池供水箱
(d) intermediate tank 中間儲水箱	(j) meter room 總水錶房(chamber)	(p) irrigation supply points 灌溉供水點
(e) break pressure tank 減壓缸	(k) meter cabinet 水錶櫃(room 另typical典型)	(q) cleansing supply points 清洗用水供水點
(f) break tank 斷流水箱	(l) meter cabinet 水錶櫃(room 另non-typical, please specify 非典型, 請註明)	(r) hydrant, hose reel, sprinkler, fountain 消防龍頭、消防喉轆、消防花園、噴水池
	(m) meter cabinet 水錶櫃(room 另non-typical, please specify 非典型, 請註明)	(s) other location 其他位置 (please specify 請註明)

ASN 申請書編號: WSD Inspection Staff 水務署視察人員 (if applicable) (如適用) Signature 簽名: _____ Name 姓名: _____ Post 職位: _____ Date 日期: _____	Responsible Licensed Plumber 負責持牌水喉匠 Signature 簽名: _____ Name 姓名: _____ Plumber Licence Number 水喉匠牌照號碼: _____ Date 日期: _____
--	--

<b>General Information 一般資料</b> <b>Date of Inspection 視察日期:</b> <b>Premises Address 處所地址:</b> <b>Name of Licensed Plumber 持牌水喉匠姓名:</b> <b>Plumber's Licence Number 水喉匠牌照號碼:</b> <b>Serial Number of Form WWO46A 表格WWO46A編號:</b>	<b>TICK THIS BOX IF NO INSPECTION CARRIED OUT FOR THIS TYPE OF WORKS</b> 如沒有就此類別工程進行視察，請剔此格 <input type="checkbox"/>	<b>(Revised December 2024)</b> <b>P.5 of 5</b>
<b>Inspection Type (please tick) 視察類別 (請剔):</b> <input type="checkbox"/> Final Inspection 最終視察 <input type="checkbox"/> Interim Inspection 中期視察 <input type="checkbox"/> Re-inspection 重新視察		<b>Inspection Checklist 視察清單 (Section E) (E部)</b>
<b>Type of Plumbing Works 水管工程類別: ( )</b>		

A Type 類別	B Contravention of WWO / WWR or Non-compliance with WA's Requirements 違反《水務設施條例》/《水務設施規例》或 不符合水務監督的要求	Penalty Point / Demerit Point 罰分/記 分	Defects/irregularities found? (please tick) 發現不合規格/不妥當之處? (請剔)			Type (FW, FL, FS) ^ 類別 (食水、沖廁水、消 防供水)	Defects/irregularities (Please specify the extent and details of defects/irregularities, if any) 不合規格/不妥當之處(如有，則請訂明不合規格/不妥當 的程度和詳情)	Details of Inspected Location (refers code below, if applicable) 已視察位置的詳情(請參見 下方的編號，如適用)	Details (e.g. Brand Name/Model No., if available) 詳情(例如品牌名稱/型號 ，如有的話)	Photo Taken (Y / N ) 夾附圖片 (有 / 沒有)	Remarks 備註
			Y 有	N 沒有	Not Applicable 不適用						
(E) Others 其他	(1) Sanitary fittings not properly installed / provided 潔具安裝/安置不當	P									
	(2) No stopcocks at appliances & branches 用具及支喉未裝有水掣	P									
	(3) Flushing apparatus not properly installed / provided 沖廁設備安裝/安置不當	P									
	(4) Heater not properly installed 熱水器安裝不當	P									
	(5) Use of a fitting with a threaded outlet or any device facilitating the connecting of rubber hose or another type of flexible hose without WA's written permission 在未獲水務監督書面許可的情況下，使用有螺紋接駁的裝置，或任何利便連接橡膠軟管或其 他種類韌性軟管的器件	P									
	(6) Booster pump directly fed from a main 增壓泵直接由總水管抽水	P									
	(7) Water using apparatus used or installed without permission 未經許可下使用或安裝用水器具	P									
	(8) No locking device for draw-off tap that is freely accessible by the general public 公眾可自由接觸的排水龍頭缺少鎖緊裝置	D									
	(9) Designated products (showers for bathing, water taps and urinal flushing valves) used in kitchens of domestic premises and bathrooms and toilets of all premises not meeting the prescribed water efficiency requirements registered under WELS 住宅處所的廚房內，以及所有處所的浴室和洗手間內，所使用的指定產品(沐浴花灑、水龍 頭和小便器沖水閥)，不符合用水效益標籤計劃下規定的用水效益要求	D									
	(10) The flow controller not being a registered product under WELS or not of appropriate water efficiency grade to form a 'combined' water saving device that meets the prescribed water efficiency requirements. 節流器並非用水效益標籤計劃下的註冊產品，或並非合適的用水效益級別以形成「組合式」 節水裝置，因而未能達到規定的用水效益要求	D									
	(11A) Plumbing works not comply with mandatory requirements in the Technical Requirements for Plumbing Works in Buildings : Please give details 水管工程未有遵守《樓宇水管工程技術要求》內須遵守的技術要求: 請說明詳情	D									
	(11B) Plumbing works not constructed according to the approved drawings but not violate any mandatory requirements in the Technical Requirements for Plumbing Works in Buildings **: Please give details 水管工程未依批准圖則建造而未有違反《樓宇水管工程技術要求》內須遵守的技術要求**: 請說明詳情	N/A									
(12) Absence of the licensed plumber from the final inspection of new building project after submission of WWO 46A Part IV # 在提交WWO 46A第四部分之後，持牌水喉匠缺席新建樓宇項目的最終視察#	D										

# If this contravention of WWO/WWR item is found, the Licensing Authority will consider initiating the procedures to deliberate cancellation or suspension of the plumber's licence.  
 如發現違反《水務設施條例》/《水務設施規例》，發牌當局將考慮啟動相關程序，以取消或暫時吊銷持牌水喉匠的牌照。  
 Please insert ✓ at the appropriate box under the "Defects/irregularities found?" column, 請在「發現不合規格/不妥當之處?」欄下的適當空格內加 ✓。  
 ^ Fresh Water (FW), Flushing Water (FL), Fire Service (FS) 消防供水 (FS)  
 \* Please insert the code for the corresponding type of plumbing works: 請加入相應水管工程類別的編號:  
 (a) Building of Storey 樓層 ≥4  
 (b) Building of Storey 樓層 <4  
 (c) Village House 村屋  
 (d) Separate Meter 安裝獨立水錶  
 (e) Construction Supply 地盤供水

# This item is not applicable to new building projects involving just one detached village type house. 此項並不適用於只涉及一座獨立村屋類型的新建樓宇項目。

Photos should be taken on defects / irregularities 須為不合規格/不妥當之處拍照  
 \*\* Approved drawings include Drawing Nos. S-11 in Appendix II of the Guide to Application for Water Supply  
 \*\* 批准圖則包括《申請供水指引》附錄II第S-11號圖則

Code for Inspected Location 已視察位置的編號:		
(a) underground pipe and connection pipe	(a) master meter position 總水錶位	(m) communal riser pipe 公用暖氣
(b) concealed pipework above ground	(b) check meter position 檢測點位	(n) communal down-feed pipe 公用下給管
(c) roof tank 天台儲水箱	(c) meter position 水錶位	(o) feed tank for swimming pool 游泳池供水箱
(d) intermediate tank 中間儲水箱	(d) master meter room 總水錶房(chamber井)	(p) irrigation supply points 灌溉供水點
(e) break pressure tank 減壓缸	(e) meter cabinet 水錶櫃(room房) (typical 典型)	(q) cleaning supply points 清洗用水供水點
(f) break tank 斷流水箱	(f) meter cabinet 水錶櫃(room房)(non-typical, please specify 非典型, 請註明)	(r) hydrant, hose reel, sprinkler, fountain 消防龍頭、消防軟鞭、消防莊頭、噴水槍
		(s) other location 其他位置 (please specify 請註明)

ASN 申請書編號: WSD Inspection Staff 水務管理人員 (if applicable) (如適用) Signature 簽名: _____ Name 姓名: _____ Post 職位: _____ Date 日期: _____	Responsible Licensed Plumber 負責持牌水喉匠 Signature 簽名: _____ Name 姓名: _____ Plumber Licence Number 水喉匠牌照號碼: _____ Date 日期: _____
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# Appendix E – Form WWO 46A for the Scheme



The Water Authority  
43/F Immigration Tower, 7 Gloucester Road, Hong Kong.  
Tel : 2824 5000 Fax : 2802 7333 email : [wsdinfo@wsd.gov.hk](mailto:wsdinfo@wsd.gov.hk)

Form Serial No. ....  
(for official use)

**APPLICATION FOR CONSTRUCTING, INSTALLING,  
ALTERING OR REMOVING AN INSIDE SERVICE OR FIRE SERVICE**  
Under Section 14 of the Waterworks Ordinance (Cap. 102)  
and Reg. 3 / 5 of the Waterworks Regulations (Cap. 102A)

(version applicable  
to the Self-  
Certification  
Scheme for  
Catering Business  
Trades)

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**Part I (To be completed by the Licensed Plumber) (See Note 1)**

To the Water Authority,

**Inside Service or Fire Service for the Premises at**

-----  
-----  
\*I/We am/are engaged by the \*consumer<sup>#</sup> / agent<sup>#</sup> / applicant for new water supply in Part II to \*construct / install / alter / remove an \*inside service / fire service at the above premises. Details of the approved plumbing proposal(s) for the inside service / fire service (“Approved Plumbing Proposals”) are as follows:-

WSD approval letter reference : \_\_\_\_\_ dated \_\_\_\_\_ ASN : \_\_\_\_\_

Approved drawing no. (if no drawing has been required, describe briefly the works) : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_).

Size and no. of water meters involved/required : \_\_\_\_\_

Anticipated date when water supply is required : \_\_\_\_\_ (see Note 4)

Remarks : \_\_\_\_\_

2. **PURPOSE OF SUBMISSION** (See Note 2)

\*I/We hereby apply to the Water Authority for permission to commence the construction, installation, alteration or removal of the works under the Approved Plumbing Proposals covered by this Form, which will be commenced on \_\_\_\_\_

\*I/We undertake that the pipes and fittings to be installed/ used for the construction, installation, alteration or removal of the works covered by this Form are with General Acceptance and shall be as prescribed by the Waterworks Regulations and comply with the Water Authority’s requirements.

---

\* Delete whichever is not applicable

# The meaning of ‘consumer’ and ‘agent’ shall be as defined in Section 2 of the Waterworks Ordinance.



3. \*I/We fully understand and agree that the Water Authority may use the data collected from \*me/us in connection with this application for the purposes of, or directly related to, the processing of this application and any follow-up actions in relation to the construction, installation, alteration or removal of the inside service or fire service approved under this application. If \*I/we do not provide sufficient data, the Water Authority may not be able to process \*my/our application. \*I/We agree that the data collected may be transferred to other Government bureaux and departments [and any other relevant parties] for the aforesaid purposes. \*I/We further agree that the data (including the name of the Licensed Plumber and the details of the premises concerned) may be made known to the general public (eg. by publishing the same on the internet). \*I/We understand that \*I/we 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 my/our personal data.

**Licensed Plumber**

Plumber's Licence No : \_\_\_\_\_

Name : \_\_\_\_\_

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

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

Tel No : \_\_\_\_\_

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

E-mail : \_\_\_\_\_

Company Name of Employer<sup>+</sup> : \_\_\_\_\_

Business Registration No. of Employer<sup>+</sup> : \_\_\_\_\_

Address of Employer<sup>+</sup> : \_\_\_\_\_

Preferred Contact Method: \* by mail/e-mail/fax

+ The Licensed Plumber shall provide the name, business registration no. and address of the company/contractor by/for which he/she is employed or working.

\* Delete whichever is not applicable

# The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.



**Part II (To be completed by the consumer<sup>#</sup> / agent<sup>#</sup> / applicant for new water supply) (See Note 1)**

To the Water Authority,

I endorse the information submitted by my Licensed Plumber in Part I.

I fully understand and agree that the Water Authority may use the data collected from me in connection with this application for the purposes of, or directly related to, the processing of this application of my Licensed Plumber and any follow-up actions in relation to the construction, installation, alteration or removal of the inside service or fire service approved under this application. If I do not provide sufficient data, the Water Authority may not be able to process my Licensed Plumber's application. I agree that the data collected may be transferred to other Government bureaux and departments and any other relevant parties for the aforesaid purposes. I further agree that for the aforesaid purposes the name of the premises concerned may be made known to the general public (e.g. by publishing the same on the internet). I understand that I 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 my personal data.

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

(\*consumer<sup>#</sup> / agent<sup>#</sup> / applicant for new water supply)

Tel No : \_\_\_\_\_

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

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Company's chop (if applicable)

\* Delete whichever is not applicable

# The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.



**Part III (To be completed by the Water Authority)**

To the Licensed Plumber,  
 Licensed Plumber Mailing Address

To the consumer/agent/applicant,  
 Consumer/agent/applicant Mailing Address

Permission is given for you to proceed with the works under the Approved Plumbing Proposals covered by this Form.

		Name :
(Signed for the Water Authority)		Post :
		Tel No :
Date:		Fax No :

\* Delete whichever is not applicable

# The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.



**Part IV (To be completed by the Licensed Plumber) (see Note 6)**

To the Water Authority,

ASN : \_\_\_\_\_

The whole of the works under the Approved Plumbing Proposals (please specify and submit relevant drawings : \_\_\_\_\_) covered by this Form was/were completed on \_\_\_\_\_ and ready for inspection.

I apply for your approval of the works mentioned above. \* I also undertake the correctness of the meter positions of the works mentioned above. Together with the duly signed Completion Certificate enclosed with this Part of the Form, I certify that the works mentioned above have been carried out in accordance with the provisions of the Waterworks Ordinance and the Waterworks Regulations.

\_\_\_\_\_  
 (Signature of the Licensed Plumber in Part I) Name : \_\_\_\_\_  
 Plumber's License No. : \_\_\_\_\_  
 Date : \_\_\_\_\_

\* I am satisfied with the correctness of the meter positions indicated above by the Licensed Plumber.

\_\_\_\_\_  
 (Signature of the Applicant in Part II) Name : \_\_\_\_\_  
 \_\_\_\_\_  
 Company's chop (if applicable) Date : \_\_\_\_\_

\* Delete whichever is not applicable

# The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.



**Part V (To be completed by the Water Authority)**

To the Licensed Plumber,  
 Licensed Plumber Mailing Address

To the Applicant,  
 Applicant Mailing Address

Satisfactory water test results were received on \_\_\_\_\_ as required by the Water Authority. There is no irregularity apparent to us. \*Subject to payment of the charge prescribed in Part 1 of Schedule 1 of the Waterworks Regulations, \*the connection to the main will then be made \*and the part of the fire service or inside service on land held by the Government will be installed.

Attention of the Licensed Plumber is drawn to the Licensed Plumber's duty to construct, install, alter or remove the works covered by this Form in compliance with the Approved Plumbing Proposals, the Waterworks Ordinance and the Waterworks Regulations. Neither the issuance of this Form nor approval of the plumbing proposals \*nor the granting of the connection to the main \*and the installation of the part of the fire service or inside service on land held by the Government shall be construed as a ratification of any contravention of any of the provisions of the Waterworks Ordinance or the Waterworks Regulations.

	Name : _____
(Signed for the Water Authority)	Post : _____
	Tel No : _____
Date : _____	Fax No : _____

\* Delete whichever is not applicable

# The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.

## Notes :-

1. The Form is applicable to premises supplied or to be supplied with water from the Waterworks. Part I of the Form is to be completed by the Licensed Plumber to apply for the permission by the Water Authority of the commencement of the works under the Approved Plumbing Proposals covered by this Form. Part II is to be completed by the consumer<sup>#</sup>/agent<sup>#</sup>/applicant of new water supply. Omission of any details in the Form may cause delay to your application.
2. Parts I and II of this Form shall be submitted to the Water Authority for permission to commence the construction, installation, alteration or removal of the works under the Approved Plumbing Proposals covered by this Form.
3. The Form shall be mailed/faxed to the Water Authority.
4. Different sets of Forms are required for different phases of the plumbing that require water supply at different dates. **The consumer<sup>#</sup>/agent<sup>#</sup>/applicant of new water supply in Part II and/or the Licensed Plumber in Part I shall inform the Water Authority in writing whenever there is any change to the ‘anticipated date when water supply is required’ in Part I of the Form.**
5. On completion of processing the application, the Licensed Plumber and the consumer<sup>#</sup>/agent<sup>#</sup>/applicant will receive Part III of the Form with a Form Serial No. printed on it. A copy of Parts I and II of the Form will also be returned.
6. Reporting completion of part of the works covered by this Form (including water pipe to be concealed) shall be made in Part IV of the Form. Licensed Plumber and consumer<sup>#</sup>/agent<sup>#</sup>/applicant as appropriate, should complete Part IV of the Form and submit it together with a copy of Parts I, II and III of the Form to report completion of the works covered by this Form. **Please quote Form Serial No. and ASN on Part IV.**
7. Licensed Plumber should always be aware of the anti-corruption laws and avoid to contravene them during their course of works. For details, please refer to the website of Independent Commission Against Corruption at <http://www.icac.org.hk/>

<sup>#</sup> The meaning of ‘consumer’ and ‘agent’ shall be as defined in Section 2 of the Waterworks Ordinance.