



水務署
Water Supplies Department

總部 Headquarters

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12 February 2025

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

WSD Circular Letter No. 5/2025

Updated Version of “Guide to Application for Water Supply”

The Water Supplies Department (WSD) has consolidated the latest requirements from several Circular Letters (see **Appendix**) to the January 2025 version of “Guide to Application for Water Supply” (Guidebook), which has been uploaded to the link below:

<https://www.wsd.gov.hk/en/plumbing-engineering/requirements-for-plumbing-installation/guide-to-application-for-water-supply/index.html>

Should you have any enquiry on the Guidebook (January 2025 version), please contact our Engineer/Technical Support(4) at 2829 5657.

Yours faithfully,

(Original Signed)

(CHAN Chi Yuen, Stanley)

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

**List of Circular Letters incorporated into
Guide to Application for Water Supply (January 2025 version)**

1. WSD Circular Letter No. 1/2023 – Streamlined Measures in Delinking Approval to Connection Point from Plumbing Proposals in Application for Water Supply (AWS) for New Buildings
2. WSD Circular Letter No. 2/2023 – Enhanced Time Frame for Issuing Reminders and Cancellation in Processing Applications for Water Supplies (AWS)
3. WSD Circular Letter No. 5/2023 – Updated Water Sampling Protocol for Commissioning of Fresh Water Plumbing System
4. WSD Circular Letter No. 6/2023 – On-Site Water Test for Effecting Water Supply to Fire Service under Exceptional Circumstances
5. WSD Circular Letter No. 7/2023 – Proposed Amendments to "Guide to Application for Water Supply"
6. WSD Circular Letter No. 1/2024 – Proposed Amendments to the Penalty and Demerit Point System (part on “Mobile Solution for Inspection of New Plumbing Works”)
7. WSD Circular Letter No. 3/2024 – Proposed Amendments to "Guide to Application for Water Supply"
8. WSD Circular Letter No. 5/2024 – Electronic Approval of Application for Water Supply (AWS)
9. WSD Circular Letter No. 6/2024 – Proposed Amendments to "Guide to Application for Water Supply"
10. WSD Circular Letter No. 9/2024 – Revised Water Sampling Sequence for Commissioning Fresh Water Plumbing System
11. WSD Circular Letter No. 10/2024 – Simplified Flushing Protocol for Commissioning Stainless Steel Fresh Water Plumbing System
12. WSD Circular Letter No. 11/2024 – Self-Certification Scheme for Application for Water Supply for Catering Business Trades
13. WSD Circular Letter No. 1/2025 – Streamlined Procedure of Fresh Water Cooling Towers Scheme in respect of Application for Water Supply