

Application Notes  
(AN-WSPSS)



# Water Safety Plan Subsidy Scheme

Enquiry  
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# AN-WSPSS

## Introduction

The Chief Executive announced in the 2019 Policy Address the Government's plan to launch a Water Safety Plan Subsidy Scheme (WSPSS) to encourage property owners and management agents to implement water safety plan for buildings (WSPB) at their premises in order to further safeguard drinking water safety in buildings in Hong Kong.

## 1. Eligibility Criteria

Building participating in WSPSS must meet the following criteria:

- 1.1 The building <sup>Note 1</sup> is a private residential or composite (Commercial & residential) building (including a building held by a Civil Servants' Co-operative Building Society ("CBS")); and
- 1.2 The average annual rateable value of all the domestic units in the building shall not exceed the limit as stated in item 2(b) of Appendix I to the Integrated Building Rehabilitation Assistance Scheme ("IBRAS").

Note 1: WSPSS does not cover those buildings with three storeys or less.

As the internal plumbing systems of these buildings are relatively simple and the portions of communal parts are insignificant, the water safety risk of their internal plumbing systems is relatively low. The drinking water safety of these buildings could be enhanced by making reference to the relevant measures available at WSD's webpage:

<https://www.wsd.gov.hk/filemanager/en/share/pdf/ws-tips-e.pdf>

## 2. Notes for Application

- 2.1 Applicant must be owners' corporation (OC), owners' committee or Civil Servants' Co-operative Building Society (CBS) of the building.
- 2.2 Those buildings without OCs, owners' committees or CBSs will be considered on a case-by-case basis.
- 2.3 Application for WSPSS is on a per building basis. Applicant may choose to submit joint application for more than one building of the same housing estate (Please state the number of block).
- 2.4 WSPSS is operated on a first-come-first-served basis. Applications having the same date of receipt will be sorted in order by drawing of lots.
  - (a) For online application, the date of receipt should refer to the date and time on which the acknowledgement for receipt of application is issued via the online application platform.
  - (b) For application by post, the date of receipt should refer to the postmark date.
  - (c) For application in person, the date of receipt should refer to the date of receipt.

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- 2.5 If the application form is incomplete or any necessary documents is missing, the date of receipt should refer to the date when the duly completed application form and all the necessary documents are received.
- 2.6 Those eligible buildings that already have made their applications for the "Quality Water Supply Scheme for Buildings – Fresh Water (Management System)" (QMS) on or after 16th October 2019, can also join WSPSS.

### 3. Submission of Application Form and Supporting Documents

3.1 The application may be submitted by any of the following methods:

(i) **Online application:**

Urban Renewal Authority (URA) Building Rehabilitation Platform Website:  
<https://brplatform.org.hk/en/e-application>

Water Supplies Department Website:

<https://eform.one.gov.hk/form/wsd003/en/>

(ii) **Submission by post or in person** to the office of the URA which address can be found in Annex II to the Application Form of the "Integrated Building Rehabilitation Assistance Scheme" (IBRAS).

3.2 The applicant must submit the following documents:

3.2.1 **If an OC has been formed:**

- (a) A duly completed and signed **IBRAS Application Form** ("Application Form");
- (b) **Copies of the meeting notices and minutes** of the owners' meeting passing the following resolutions:
  - (i) To apply for WSPSS; and
  - (ii) To authorise two committee members of the Management Committee of the OC or the Manager appointed in accordance with Deed of Mutual Covenant (DMC) as the Applicant's Representative responsible for signing the Application Form and handling all other matters related to WSPSS; and
- (c) **A copy of the Certificate of Registration of OC.**

*The above resolutions must be passed in accordance with Building Management Ordinance (Cap. 344) and DMC on or before the date of submission of the application.*

3.2.2 **If an Owners' Committee has been formed:**

- (a) A duly completed and signed **IBRAS Application Form** ("Application Form");
- (b) **Copies of the meeting notices and minutes** of the owners' meeting passing the following resolutions:
  - (i) To apply for WSPSS; and
  - (ii) To authorise two members of the Owners' Committee as the Applicant's Representative responsible for signing the Application Form and handling all other matters related to WSPSS  
(If the Manager has been appointed in accordance with the Building Management Ordinance (Cap. 344) and the DMC, the Manager are required to join the representatives of the Owners' Committee as co-representatives); and

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### (c) A copy of the Certificate of Registration of the Society.

*The above resolutions must be passed in accordance with Building Management Ordinance (Cap. 344) and DMC on or before the date of submission of the application.*

#### 3.2.3 If the building is owned by a CBS:

- (a) A duly completed and signed **IBRAS Application Form** ("Application Form");
- (b) **Copies of the meeting notices and minutes** of the owners' meeting passing the following resolutions:
  - (i) To apply for WSPSS; and
  - (ii) To authorise a member of the CBS Committee as the Applicant's Representative responsible for signing the Application Form and handling all other matters related to WSPSS; and
- (c) **A copy of the Certificate of Registration of the Society.**

*The above resolutions must be passed at a CBS General Meeting on or before the date of application.*

- 3.3 The application form and the above necessary documents must be submitted together, otherwise the approval of the application may be rejected.
- 3.4 Those buildings without OCs, owners' committees or CBSs will be considered on a case-by-case basis.

## 4. Scope Covered by the Subsidy Scheme and Subsidy Amount

### 4.1 WSPSS will subsidise the following items:

#### 4.1.1 formulation of WSPB including water safety risk assessment on the internal plumbing system of the building by qualified person (QP)<sup>Note 2</sup>, subject to a cap of \$10,000 per building:

Note 2: The QPs must have received WSPB trainings. A list of such trained QPs is available on WSD's webpage: [https://www.wsd.gov.hk/filemanager/en/content\\_1734/list-of-qualified-person-trained-in-wsp.pdf](https://www.wsd.gov.hk/filemanager/en/content_1734/list-of-qualified-person-trained-in-wsp.pdf)

#### 4.1.2 during the first and second cycles<sup>Note 3</sup> of the implementation of WSPB, regular maintenance (including cleansing of the water tanks) for the internal plumbing system and specific checkings by QP<sup>Note 4</sup> as required in WSPB, subject to a cap of \$32,500 and \$10,000 per building for the first (first 2 years) and second (the following 2 years) cycles respectively; and

Note 3: One cycle of implementation of WSPB typically covers a 2-year period. The tasks as required in WSPB in each cycle include implementing control measures for water safety risks, specific checkings, regular maintenance of the internal plumbing system, audits of implementation of WSPB and reviews of WSPB.

Note 4: WSPB requires annual specific checking by QP, on aspects including whether there is adequate water pressure in the internal plumbing system of building, whether the plumbing installation functions normally, etc.

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4.1.3 audits of the implementation of WSPB and reviews of WSPB as required in WSPB during the first and second cycles of implementation, if independent party<sup>Note 5</sup> is engaged for the tasks, subject to a cap of \$5,000 and \$2,500 per building for the first (first 2 years) and second (the following 2 years) cycles respectively.

Note 5: Independent party should not have participated in the formulation or implementation of WSPB for the building to be audited. Independent party can be an external person engaged for this task or an internal person responsible for property management of buildings, who should preferably be trained for conducting internal audit of the quality management system.

- 4.2 If rectification works and/or water quality tests are recommended in the water safety risk assessment mentioned in paragraph 4.1.1 above for controlling the water safety risks, WSD will arrange a consultant to assess the scope of the recommended rectification works and/or water quality tests and conduct an independent cost estimation for deciding the amount of any additional subsidy for carrying out the rectification works and/or water quality tests. The additional subsidy will be subject to a cap of \$250,000 per building.
- 4.3 The rectification works mentioned in paragraph 4.2 above, must comply with the relevant legislations. The subsidy will cover the relevant consultancy fee. The applicant should avoid receipt of double benefit for carrying out the rectification works. If subsidies have already been granted to the Applicant on the same rectification works from other schemes, for example, "Operation Building Bright 2.0", "Common Area Repair Works Subsidy", etc., subsidy for the same works will not be granted under WSPSS.

## 5. Procedures and Requirements for Approval

### General

- 5.1 When an application is approved, the Applicant and its Representative (collectively referred as the Applicant hereafter) will receive an Approval-in-Principle (AIP) Letter issued by WSD with a letter of undertaking. The Applicant shall submit the duly signed letter of undertaking to WSD and shall formulate and implement WSPB in accordance with the guidelines and templates of WSPB.
- 5.2 The Applicant shall complete the formulation of WSPB including water safety risk assessment on the internal plumbing system of the building by QP within a time period stipulated by WSD and submit it to WSD. Generally, 3 months after issuance of AIP letter is to be stipulated. On individual circumstances, WSD can consider granting an extension of time to such time period. If the Applicant fails to complete and submit the WSPB to WSD within the stipulated time period without valid explanation, its application may be revoked and the relevant item will not be subsidized.
- 5.3 The Applicant shall implement all control measures as required in WSPB for controlling water safety risks, specific checkings, regular maintenance of the internal plumbing system, audits of implementation of the WSPB and reviews of the WSPB.
- 5.4 The Applicant, upon commencing the implementation of WSPB, shall submit the "routine water safety checklist" of the first month for WSD's vetting and issuance of QMS certificate. The Applicant can only apply for release of subsidies for the items as mentioned in paragraph 4.1.2 and 4.1.3 after obtaining the said certificate.

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- 5.5 WSD or its appointed representatives will conduct verification inspections on areas relating to the formulation and implementation of WSPB by the Applicant, when necessary. The Applicant shall arrange and facilitate WSD or its appointed representatives to conduct relevant inspections.

### Involving rectification works and/or water quality tests recommended in the water safety risk assessment as mentioned in paragraph 4.1.1

- 5.6 If the rectification works and/or water quality tests are recommended in the water safety risk assessment (collectively referred as 'recommended items' hereafter), WSD will arrange a consultant for assessing the scope of the recommended items and will notify the applicant of the assessment outcome. The Applicant can submit a works proposal and its cost estimate according to the consultant's agreed scope of the recommended items for an independent cost estimation by the consultant. WSD will base on the consultant's independent cost estimate together with the subsidy cap as mentioned in paragraph 4.2 to decide the relevant subsidy amount and stipulated time period for completion of the recommended items and notify the Applicant via an "Approval Letter for Recommended Items". The Applicant shall not have any objection to WSD's decision.
- 5.7 The Applicant shall carry out the recommended items in accordance with the Building Management Ordinance (Cap. 344) and/or the DMC. If tendering is involved, the Applicant shall also follow the latest Code of Practice on Procurement of Supplies, Goods and Services issued by the Home Affairs Department. The tendering documents must incorporate the relevant sample clauses and appendices on probity and anti-collusion recommended by the Independent Commission Against Corruption.
- 5.8 The Applicant shall complete the recommended items within a time period stipulated in "Approval Letter for Recommended Items". Generally, 6 months after issuance of "Approval Letter for Recommended Items" is to be stipulated if rectification works are involved. On individual circumstances, WSD can consider granting an extension of time to the stipulated time period. If the Applicant fails to complete the item within the stipulated time period without valid explanation, its approval for recommended items may be revoked, and the relevant items will not be subsidised. WSD also reserves the right to recover the subsidies released.
- 5.9 In case of any variation to the recommended items which render the total costs higher than the approved subsidy amount, the Applicant shall notify WSD as early as possible in writing and submit relevant documents for approval if the Applicant wishes to have a review on the approved subsidy amount.
- 5.10 WSD, the consultant or its appointed representatives can examine all the quotations and programmes of the recommended items at any time.

## 6. Release of Subsidy

- 6.1 The Applicant shall submit the duly completed claim form and all necessary documentary proofs<sup>Note 6</sup> for applying release of subsidy by WSD upon completion of the relevant subsidy item in regard to formulation or implementation of WSPB (except that as mentioned in paragraph 4.2). Upon receipt of the claim form and documentary proofs of completion of relevant items, WSD will release the subsidy subject to verification of all the documentary proofs of the relevant subsidy item.

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- 6.2 For the recommended items as mentioned in paragraph 4.2, the Applicant can submit the duly completed claimform and all necessary documentary proofs<sup>Note 6</sup> to WSD for applying release of the approved subsidy amount in stages (frequency not less than one month) according to the actual progress of works subject to an accumulated maximum payment of 80% of the approved subsidy amount. The Applicant can only apply for release of the remaining 20% of the approved subsidy amount after completion of the recommended items.

Note 6: Documentary proof for the recommended items shall prove that the recommended item has genuinely been carried out and completed. Otherwise, the subsidy on those recommended items that fail to be provided with proof will be deducted.

- 6.3 WSD shall have the absolute discretion in deciding whether an item under application for release of subsidy is covered by WSPSS and its amount. The Applicant shall not have any objection to WSD's decision.

### 7. Note

- 7.1 The application form and application notes are not legally binding on URA and / or WSD. URA and / or WSD is not liable to any person for any loss or damages which may be incurred or sustained by relying on any information contained in the application form and application notes.
- 7.2 These application notes do not construe as a commitment by URA and / or WSD to the Applicant. The terms and conditions of WSPSS stipulated in approval documents of WSD shall prevail.
- 7.3 URA and / or WSD reserves the right to reject the application at any stage without disclosure of reasons and shall not be liable to anyone.
- 7.4 In case of any disputes relating to the eligibility for application or release of subsidy, the decision of URA and / or WSD shall be final and conclusive.
- 7.5 Notwithstanding any contrary provision contained in these application notes, and whether or not the AIP Letter has been issued, URA and / or WSD has the right to reject the application, to stop payment of subsidies, to recover any subsidies released or to adjust the subsidy amount at any stage on reasonable grounds or in reasonable circumstances and the Applicant shall raise no objection.
- 7.6 Any wilful misrepresentation or omission may lead to disqualification and court proceeding. The Applicant is reminded that it is a criminal offence to obtain any pecuniary advantage by deception.
- 7.7 URA and / or WSD reserves the right to modify the above contents at any time without prior notice. The web version shall prevail should there be any changes. Please refer to URA Building Rehabilitation Platform Website (<https://brplatform.org.hk/en>) or WSD WSPSS Website (<https://www.wsd.gov.hk/en/water-safety/wspss/index.html>).

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### 8. Supplementary Note

- 8.1 Applicant shall understand and agree that if "Approval-in-Principle Letter" is issued by the WSD, the building(s) in application shall participate in the "Quality Water Supply Scheme for Buildings - Fresh Water (Management System)" and agree to comply with the recognition scheme and related Terms and conditions. Please refer to the following website for more details.

<https://www.wsd.gov.hk/en/water-safety/fresh-water-management-system-/index.html>

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