**Process Chart for Application of Fresh Water Cooling Towers Scheme**

**For Minor Works, refer to Note 1.**

**Note 2.** Applicant (Authorized Person / Prescribed Registered Contractor) to submit application, refer to Note 3, for approval and consent to the Building Authority (BA) on the building works required for cooling tower installation. Simplified procedures under the Minor Works Control System may be adopted, refer to Note 4.

**Note 3.** Refer to Works, Minor refer to Works, Minor for building in non-designated area, refer to Section 8.5 of the FWCT Scheme Brochure.

**Note 4.** Building works designated as minor works may be carried out without obtaining prior approval and consent from the BA, but should comply with the simplified requirements of the Minor Works Control System, including the appointment of prescribed building professionals and/or prescribed registered contractors. For details of the Minor Works Control System, please refer to Note 4.

**Note 5.** For buildings in non-designated area, application will be considered on a case-by-case basis in consultation with WSD on adequacy of fresh water supply.

**Note 6.** If no appropriate water supply for T&C of cooling tower, applicant may apply to WSD for temporary water supply for T&C of cooling towers if required, and submit Form CT3 within 6 months after Form CT2B (or CT2A) is accepted by EMSD. Details can be referred to Section 8.5 of the FWCT Scheme Brochure.

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**Application to Buildings Department (BD):**
- BA to notify Applicant (Authorized Person), with a copy to WSD and EMSD, whether approval and/or consent is granted for the submitted building works proposal, with conditions imposed if applicable.
- Applicant (Authorized Person) to submit Certificate to BA to report completion of building works in accordance with the approved plans.
- Owner of cooling tower keeps monthly operational records via Form CT3 for EMSD’s inspection upon request, and submit annual audit report.
- WA arranges water supply.
- Owner of cooling tower keeps monthly operational records via Form CT3 for EMSD’s inspection upon request, and submit annual audit report.
- EMSD will sample check the operation records kept by Owner.

**Application to Electrical and Mechanical Services Department (EMSD):**
- For direct discharge of bleed-off water, refer to Annex A Application of Direct Discharge.
- Applicant submits Form CT1A to EMSD for preliminary assessment for joining the Scheme.
- EMSD notifies Applicant, with copies to WSD & BD, if Form CT1A is acceptable.
- Applicant commences works of cooling tower installation.
- EMSD notifies Applicant of work commencement via Form CT1B with details in Form CT4.
- EMSD arranges site inspection and notifies Applicant of EMSD’s acceptance under the Scheme with copies to WSD & BD.
- EMSD examines site inspection report and notifies Applicant of EMSD’s acceptance under the Scheme with copies to WSD & BD.
- EMSD notifies Applicant, with a copy to WSD, if Form CT1B and CT4 are acceptable.

**Application to Water Supplies Department (WSD):**
- Applicant submits Form CT1A to EMSD for preliminary assessment for joining the Scheme.
- EMSD notifies Applicant with copies to WSD & BD, if Form CT1A is acceptable.
- Applicant/ Licensed Plumber (LP) prepare plumbing proposal.
- Upon received acceptance of Form CT1B from EMSD, WA notifies Applicant, with a copy to EMSD, if the plumbing proposal is acceptable.
- Applicant and LP submit Form WWO46 (Part I and II) to WA for permission to commence plumbing works for cooling tower installation by LP.
- WA returns Form WWO46 (Part II) to Form CT1B from EMSD, WA arranges site inspection and then notifies Applicant of the plumbing proposal is acceptable.
- WA for inspection of plumbing works using Form WWO46 (Part IV) for phased completion work.
- Upon the acceptance of Form CT2B from EMSD, WA arranges site inspection and then notifies Applicant and LP using Form WWO46 (Part V), with a copy to EMSD, if the plumbing works are completed satisfactorily.
- Upon the acceptance of Form CT2A from EMSD, WA arranges site inspection and then notifies Applicant and LP using Form WWO46 (Part VI), with a copy to EMSD, if the cooling tower installation under phased completion if the plumbing works are completed satisfactorily.
- WA for inspection of plumbing works using Form WWO46 (Part IV) for phased completion work.

**For Minor Works, refer to Note 1.**

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**Application to Buildings Department (BD):**
- BA to notify Applicant (Authorized Person), with a copy to WSD and EMSD, whether approval and/or consent is granted for the submitted building works proposal, with conditions imposed if applicable.
- Applicant (Authorized Person) to submit Certificate to BA to report completion of building works in accordance with the approved plans.
- Owner of cooling tower keeps monthly operational records via Form CT3 from EMSD, WA arranges site inspection and then notifies Applicant and LP using Form WWO46 (Part IV), with a copy to EMSD, if the cooling tower installation under phased completion if the plumbing works are completed satisfactorily.
- WA arranges water supply.
- Owner of cooling tower keeps monthly operational records via Form CT3 for EMSD’s inspection upon request, and submit annual audit report.
- EMSD will sample check the operation records kept by Owner.

**Application to Electrical and Mechanical Services Department (EMSD):**
- For direct discharge of bleed-off water, refer to Annex A Application of Direct Discharge.
- Applicant submits Form CT1A to EMSD for preliminary assessment for joining the Scheme.
- EMSD notifies Applicant, with copies to WSD & BD, if Form CT1A is acceptable.
- Applicant commences works of cooling tower installation.
- EMSD notifies Applicant of work commencement via Form CT1B with details in Form CT4.
- EMSD arranges site inspection and notifies Applicant of EMSD’s acceptance under the Scheme with copies to WSD & BD.
- EMSD examines site inspection report and notifies Applicant of EMSD’s acceptance under the Scheme with copies to WSD & BD.
- EMSD notifies Applicant, with a copy to WSD, if Form CT1B and CT4 are acceptable.

**Application to Water Supplies Department (WSD):**
- Applicant submits Form CT1A to EMSD for preliminary assessment for joining the Scheme.
- EMSD notifies Applicant with copies to WSD & BD, if Form CT1A is acceptable.
- Applicant/ Licensed Plumber (LP) prepare plumbing proposal.
- Upon received acceptance of Form CT1B from EMSD, WA notifies Applicant, with a copy to EMSD, if the plumbing proposal is acceptable.
- Applicant and LP submit Form WWO46 (Part I and II) to WA for permission to commence plumbing works for cooling tower installation by LP.
- WA returns Form WWO46 (Part II) to Form CT1B from EMSD, WA arranges site inspection and then notifies Applicant of the plumbing proposal is acceptable.
- WA for inspection of plumbing works using Form WWO46 (Part IV) for phased completion work.
- Upon the acceptance of Form CT2B from EMSD, WA arranges site inspection and then notifies Applicant and LP using Form WWO46 (Part V), with a copy to EMSD, if the plumbing works are completed satisfactorily.
- Upon the acceptance of Form CT2A from EMSD, WA arranges site inspection and then notifies Applicant and LP using Form WWO46 (Part VI), with a copy to EMSD, if the cooling tower installation under phased completion if the plumbing works are completed satisfactorily.
- WA for inspection of plumbing works using Form WWO46 (Part IV) for phased completion work.

**For Minor Works, refer to Note 1.**

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**Application to Buildings Department (BD):**
- BA to notify Applicant (Authorized Person), with a copy to WSD and EMSD, whether approval and/or consent is granted for the submitted building works proposal, with conditions imposed if applicable.
- Applicant (Authorized Person) to submit Certificate to BA to report completion of building works in accordance with the approved plans.
- Owner of cooling tower keeps monthly operational records via Form CT3 from EMSD, WA arranges site inspection and then notifies Applicant and LP using Form WWO46 (Part IV), with a copy to EMSD, if the cooling tower installation under phased completion if the plumbing works are completed satisfactorily.
- WA arranges water supply.
- Owner of cooling tower keeps monthly operational records via Form CT3 for EMSD’s inspection upon request, and submit annual audit report.
- EMSD will sample check the operation records kept by Owner.

**Application to Electrical and Mechanical Services Department (EMSD):**
- For direct discharge of bleed-off water, refer to Annex A Application of Direct Discharge.
- Applicant submits Form CT1A to EMSD for preliminary assessment for joining the Scheme.
- EMSD notifies Applicant, with copies to WSD & BD, if Form CT1A is acceptable.
- Applicant commences works of cooling tower installation.
- EMSD notifies Applicant of work commencement via Form CT1B with details in Form CT4.
- EMSD arranges site inspection and notifies Applicant of EMSD’s acceptance under the Scheme with copies to WSD & BD.
- EMSD examines site inspection report and notifies Applicant of EMSD’s acceptance under the Scheme with copies to WSD & BD.
- EMSD notifies Applicant, with a copy to WSD, if Form CT1B and CT4 are acceptable.

**Application to Water Supplies Department (WSD):**
- Applicant submits Form CT1A to EMSD for preliminary assessment for joining the Scheme.
- EMSD notifies Applicant with copies to WSD & BD, if Form CT1A is acceptable.
- Applicant/ Licensed Plumber (LP) prepare plumbing proposal.
- Upon received acceptance of Form CT1B from EMSD, WA notifies Applicant, with a copy to EMSD, if the plumbing proposal is acceptable.
- Applicant and LP submit Form WWO46 (Part I and II) to WA for permission to commence plumbing works for cooling tower installation by LP.
- WA returns Form WWO46 (Part II) to Form CT1B from EMSD, WA arranges site inspection and then notifies Applicant of the plumbing proposal is acceptable.
- WA for inspection of plumbing works using Form WWO46 (Part IV) for phased completion work.
- Upon the acceptance of Form CT2B from EMSD, WA arranges site inspection and then notifies Applicant and LP using Form WWO46 (Part V), with a copy to EMSD, if the plumbing works are completed satisfactorily.
- Upon the acceptance of Form CT2A from EMSD, WA arranges site inspection and then notifies Applicant and LP using Form WWO46 (Part VI), with a copy to EMSD, if the cooling tower installation under phased completion if the plumbing works are completed satisfactorily.
- WA for inspection of plumbing works using Form WWO46 (Part IV) for phased completion work.

**For Minor Works, refer to Note 1.**
Annex A

Application of Direct Discharge of Bleed-off water

Application to Environmental Protection Department (EPD)

Applicant submits Form A “Application for a licence” together with drainage plan to EPD for application of Discharge Licence.

EPD issues Acknowledgement Letter to Applicant.

Applicant submits EPD’s Acknowledgement Letter to EMSD.

Application to Electrical and Mechanical Services Department (EMSD)

Applicant submits Form CT1A to EMSD for preliminary assessment for joining the Scheme.

EMSD notifies Applicant, with copies to WSD & BD, if Form CT1A is acceptable.

EMSD notifies Applicant, with copies to WSD & BD, if Form CT1A is acceptable.

Refer to “Process Chart for Application of Fresh Water Cooling Towers Scheme” and continue the application process.

Submission to Buildings Department (BD)/ Drainage Services Department (DSD). *

Applicant includes the rate of total effluent and peak daily bleed-off volume in drainage plan and submit to BD/ DSD. *

Applicant informs EMSD if no adverse comment received from BD/ DSD of the drainage plan. *

* Remark:
For submission to the BD, please refer to “Process Chart for Application of Fresh Water Cooling Towers Scheme”.

Process Chart (12-2016)