

**DSD Advice Note No. 2**  
**How to make Drainage Connections**



**DRAINAGE SERVICES DEPARTMENT**

**March 2026**

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## **1 Introduction**

This Note explains the procedures and requirements for connections from privately owned or controlled lots to public drainage and/or sewerage systems (collectively “the Drainage Connections”).

The Drainage Connections works may be taken up by Developer<sup>1</sup> or by the Drainage Services Department (DSD). Developer is free to carry out the Drainage Connections works themselves as it allows direct control of the work progress and helps reduce the overall building development time. Developer is encouraged to make an early decision as to which party to carry out the works so that –

- the point of connection can be confirmed;
- the construction work can be planned ahead; and
- an excavation permit can be applied for at an appropriate time.

In general, upon completion of the Drainage Connections works, the completed portion of works within the private lot would be managed and maintained by the respective lot owner while the portion of works on government land would be managed and maintained by the government after satisfactory handover from Developer.

The procedures in this Note do not apply to mandatory connection to communal sewer required under the Water Pollution Control (Sewerage) Regulations.

## **2 Drainage Connections by Developer**

If Developer wishes to carry out the Drainage Connections works themselves, Developer should refer to Practitioners' Guidelines and Form HBP1 which are available at Development Bureau's Homepage via links below. The completed Drainage Connections works should either be inspected by DSD in a technical audit or be certified by an independent professional arranged by Developer. Details are in Sections 2.1 and 2.2 below respectively.

Practitioners' Guidelines

[https://www.devb.gov.hk/en/construction\\_sector\\_matters/contractors/helping\\_business/practitioner\\_s\\_guidelines/index.html](https://www.devb.gov.hk/en/construction_sector_matters/contractors/helping_business/practitioner_s_guidelines/index.html)

Form HBP1

[https://www.devb.gov.hk/filemanager/en/content\\_176/annex4e.pdf](https://www.devb.gov.hk/filemanager/en/content_176/annex4e.pdf)

### **2.1 Technical audit by DSD on completed Drainage Connections works**

Developer should submit a completed Form HBP1 to the relevant district division of DSD to apply for a technical audit. DSD shall conduct the technical audit when all Drainage Connections works are completed and ready for handing over to DSD, normally within 14 days from receipt of the Form HBP1 or an agreed date with Developer if the Drainage Connections works are not available for inspection within the abovementioned period. In any case, the Form HBP1\_CC and relevant

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<sup>1</sup> “Developer” means the owner/developer or the Authorised Person on his behalf where appropriate.

documents including but not limited to records of material quality, acceptance tests, color closed circuit television survey results, latest approved and as-built drawings, etc. should be submitted to DSD at least 9 days before each technical audit by DSD.

Subject to necessary valid documents and satisfactory technical audit results, DSD shall issue a letter confirming the satisfactory completion of the Drainage Connections works. Commencement of a 12-month defects liability period shall follow. Any defects found during this period shall be rectified by Developer to the satisfaction of DSD.

A flowchart on Drainage Connections works by Developer with technical audit by DSD is in **Appendix A**.

## 2.2 Self-certification by independent professional on completed Drainage Connections works

Alternatively, Developer may opt to arrange at their own cost self-certification on the completed Drainage Connections Works, in lieu of technical audit by DSD, for projects involving Simple Connections<sup>2</sup> only. Projects involving Drainage Connections works other than Simple Connections should follow procedure in Section 2.1 above.

In addition to the documents required under the Practitioners' Guidelines including but not limited to the Form HBP1 with cheque payment, Form HBP1\_CC, records of material quality, acceptance tests, color closed circuit television survey results, latest approved and as-built record drawings, etc., Developer shall submit a self-certification report certified by an independent Registered Professional Engineer (Civil) (R.P.E.(CVL)) as defined in the Engineers Registration Ordinance (Cap. 409) to certify the satisfactory completion of the Drainage Connections works. The R.P.E.(CVL) should be independent from the development who was not involved in the planning, design or construction of the Drainage Connections works. The R.P.E.(CVL) should not be affiliated with Developer, the consultants or the contractors of the concerned Drainage Connections works. A template of the self-certification report is in **Appendix B**.

Upon receipt of valid necessary documents, DSD shall issue a letter confirming the satisfactory completion of the Drainage Connections works. Commencement of a 12-month defects liability period shall follow. Any defects found during this period shall be rectified by Developer to the satisfaction of DSD.

DSD will select cases for audit checking within three months after issue of the letter. Any defects, if identified, shall be rectified by Developer within three months after the audit checking (or by a date specified by DSD) to the satisfaction of DSD. Otherwise, the defects may be rectified by DSD at Developer's cost as necessary. Administration fee shall be charged by DSD for additional inspection.

A flowchart on Drainage Connections works by Developer with self-certification by independent professional is in **Appendix C**.

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<sup>2</sup> Simple Connections refer to Drainage Connections constructed in accordance with DSD Standard Drawings.

### **3 Drainage Connections by the Drainage Services Department**

If Developer wishes to have the Drainage Connections works be carried out by DSD, Developer should submit a completed Form DSD 25 – Application for Drainage Connections together with the approved drainage plans to the relevant district division of DSD at least three months before the proposed commencement of Drainage Connections works; and pay the estimated cost for the Drainage Connections works where DSD will issue a Demand Note within 9 working days upon receipt of the Form DSD 25.

Upon (i) completion of the drainage and/or sewerage works within the lot and (ii) a clear site being available to DSD's contractor, DSD shall commence the Drainage Connections works after completion of all the necessary preparatory procedures with the utilities and departments concerned on matters relating to excavation.

Upon completion of the Drainage Connections works, DSD will notify Developer and the Building Authority as appropriate. Also, DSD will finalize the actual cost of the Drainage Connections works and arrange refund of the balance, or collection of supplementary payment if required.

A flowchart on Drainage Connections works by the DSD is in **Appendix D**.

### **4 Enquiries**

Applications and enquiries should be directed to the relevant district division of DSD:

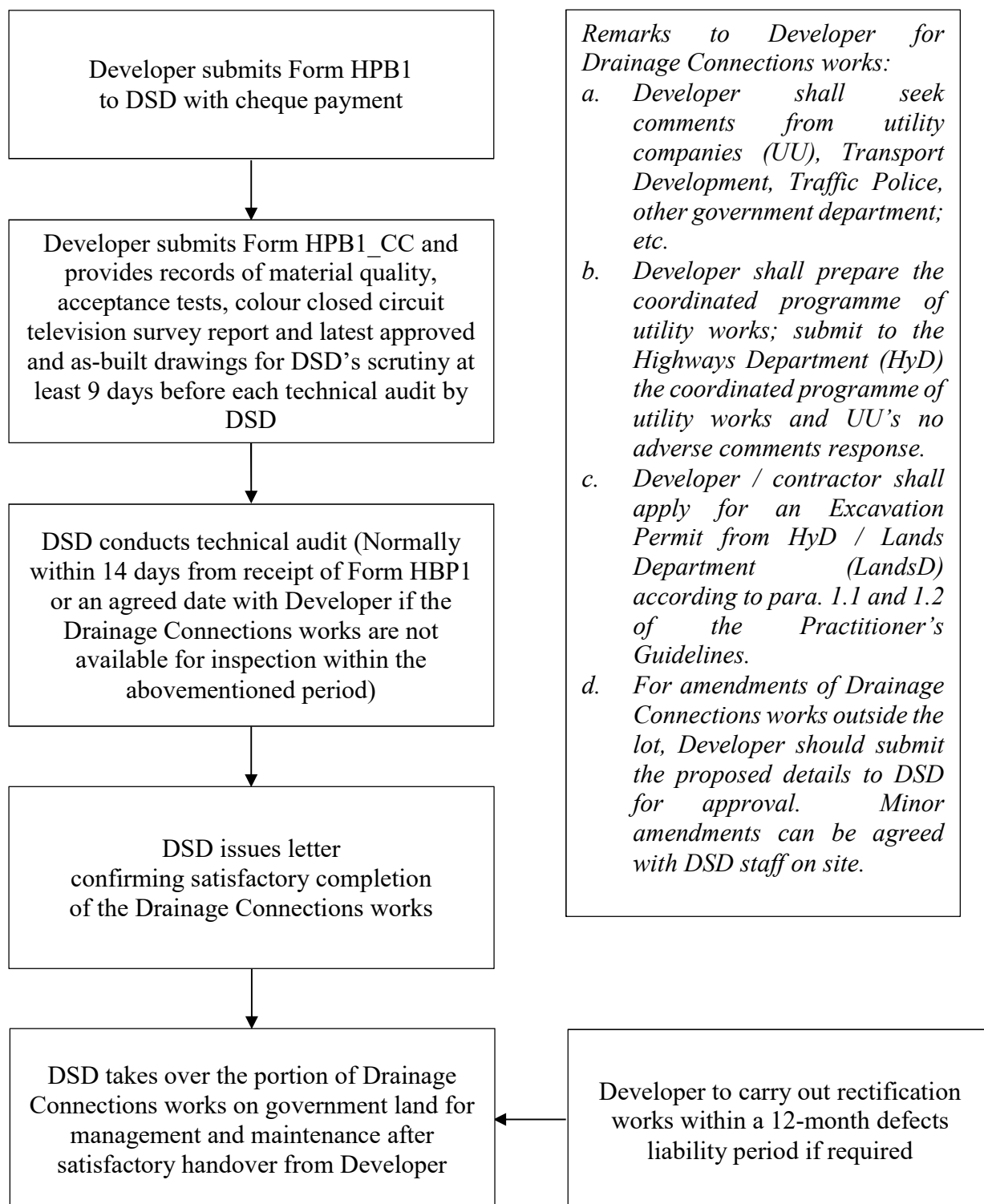
Hong Kong and Islands Division  
(Hong Kong Island and Islands District)  
23/F, 1063 King's Road, Quarry Bay, Hong Kong Island, Hong Kong  
Tel : 3101 2857 Fax : 3101 0716

Mainland South Division  
(Kowloon, Tsuen Wan, Kwai Tsing, Sha Tin and Sai Kung)  
10/F, Drainage Services Tower, 8 Ying Wa Street, Cheung Sha Wan, Kowloon  
Tel : 3965 7412 Fax : 3965 7356

Mainland North Division  
(Tuen Mun, Yuen Long, North District and Tai Po)  
11/F, Drainage Services Tower, 8 Ying Wa Street, Cheung Sha Wan, Kowloon  
Tel : 3965 7416 Fax : 3965 8935

## Appendix A

### Flowchart showing procedures for Drainage Connections works carried out by Developer with technical audit by DSD



Remarks: "Developer" means the owner/developer or the Authorized Person on his behalf where appropriate.

**Self-certification report of completion of Drainage Connections works  
carried out by Developer****Section A Particular of the development and Drainage Connections works**

Lot No.: \_\_\_\_\_

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

| Drainage Connections Schedule    | No. & Size |
|----------------------------------|------------|
| (a) Sewer connections            |            |
| (b) Stormwater drain connections |            |

**Section B Developer's Statement**

Pursuant to Drainage Services Department (DSD) Advice Note No. 2, I / We, the undersigned, have appointed and authorized a Registered Professional Engineer (Civil) as defined in the Engineers Registration Ordinance (Cap. 409), \_\_\_\_\_(Name) (Registration Number \_\_\_\_\_) ("the R.P.E.(CVL)") to certify the satisfactory completion of the Drainage Connections works detailed in Section A.

I / We hereby confirm that the R.P.E.(CVL) is independent from the development and was not involved in the planning, design or construction of the Drainage Connections works. I / We hereby also confirm that the R.P.E.(CVL) is not affiliated with Developer, the consultants or the contractors of the concerned Drainage Connections works.

I / We hereby also confirm that the following documents attached herewith have been provided to the R.P.E.(CVL) for reference/vetting: (i) the latest approved drainage plans; (ii) as-built drawings; and (iii) relevant construction records including but not limited to records of material quality, acceptance tests, colour closed circuit television (CCTV) survey report.

Name of Developer: \_\_\_\_\_

HKID No. / Business Registration No.: \_\_\_\_\_

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

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

Signature / Chop: \_\_\_\_\_

Remarks: "Developer" means the owner/developer or the Authorised Person on his behalf where appropriate.

## Section C Self-Certification of completion of Drainage Connections works

Pursuant to Drainage Services Department Advice Note No. 2, I, the undersigned, hereby confirm that I am a Registered Professional Engineer (Civil) as defined in the Engineers Registration Ordinance (Cap. 409) and was appointed and authorized by Developer to certify the satisfactory completion of the Drainage Connections works detailed in Section A.

I hereby confirm that I am independent from the development and was not involved in the planning, design or construction of the Drainage Connections works. I hereby also confirm that I am not affiliated with Developer, the consultants or the contractors of the concerned Drainage Connections works.

With respect to the Drainage Connections works detailed in Section A, I certify that –

- (a) the Drainage Connections works were Simple Connections as defined in DSD Advice Note No. 2 and have been constructed and completed in full compliance with requirements stipulated in Stormwater Drainage Manual, Sewerage Manual, DSD Standard Drawings, DSD Technical Circulars, Practice Notes and Guidelines, etc. as well as (i) the plans approved by the Building Authority (*for development under the control of the Buildings Ordinance*); or (ii) drainage connection plan, if any, approved by the DSD (*for development not under the control of the Buildings Ordinance*).
- (b) based on my site inspection on \_\_\_\_\_ (*date of inspection*) and my vetting of the relevant construction records including but not limited to records of material quality, acceptance tests, colour closed circuit television (CCTV) survey report, as-built drawings, etc., the Drainage Connections works are constructed satisfactorily and are free from defects.
- (c) based on my site inspection on \_\_\_\_\_ (*date of inspection*) and my vetting of CCTV survey report of the internal conditions of the existing public drains / sewers running adjacent to the development site prior to commencement and upon completion of the development, there is neither construction debris, silt and sediments, or cementitious materials discharged to or deposited inside the public drains and sewers from the site nor damage to the nearby public drains and sewers.

I hereby declare that all the information in this report are true and complete, and agree that if the same are not true and complete, DSD reserves the right to refer the case to the Engineers Registration Board established under Engineers Registration Ordinance (Cap. 409), relevant professional bodies or other enforcement authorities for investigation and further action.

**This section was completed and certified by the Registered Professional Engineer (Civil) below**

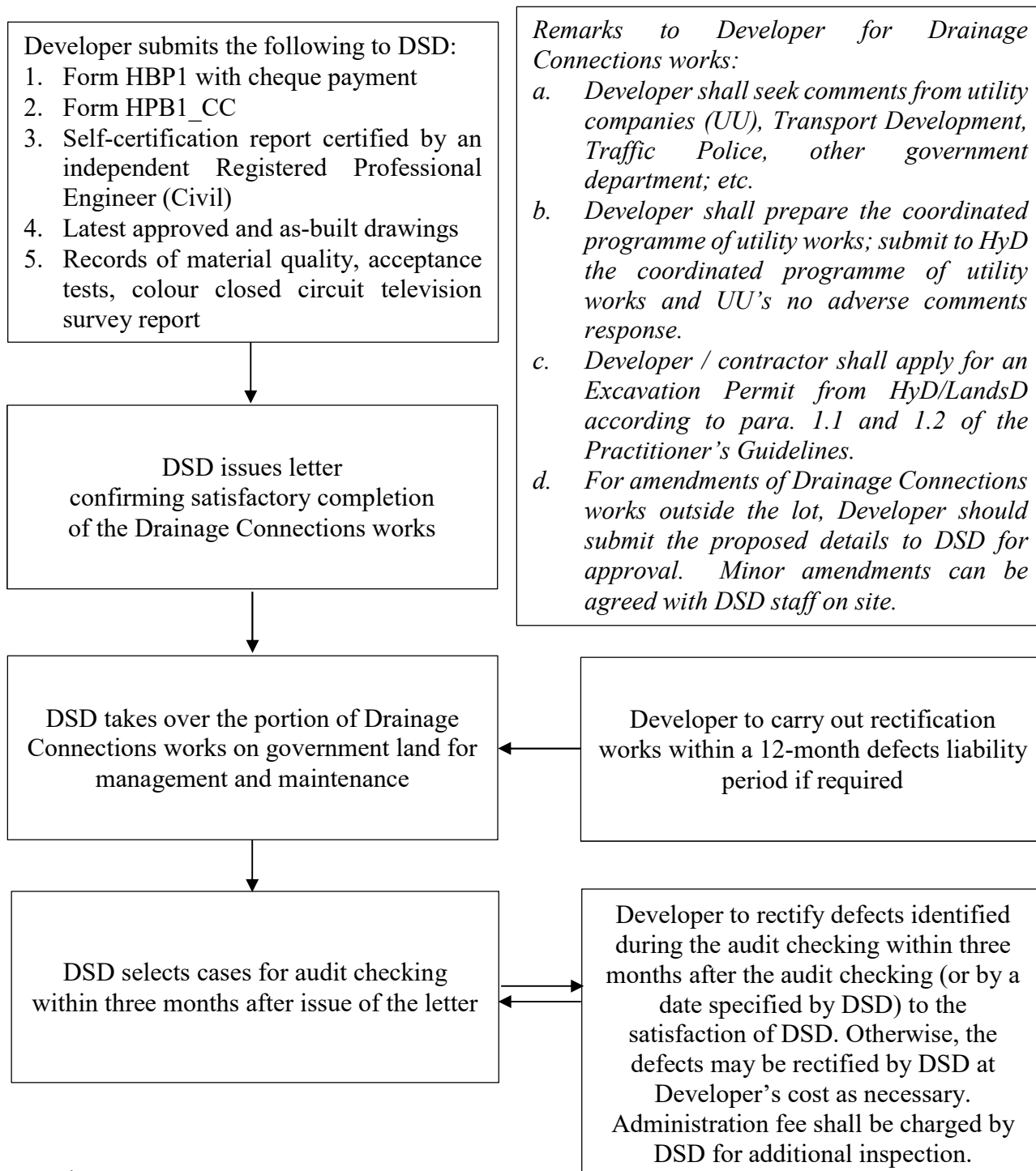
|                   |                                       |
|-------------------|---------------------------------------|
| _____<br>Name     | _____<br>Signature                    |
| _____<br>HKID No. | _____<br>R.P.E.(CVL) Registration No. |

Any personal information provided in this report will be used solely for purposes relating to the works or the self-certification. It may be disclosed to other government departments or agencies for the same purpose. Please observe the Personal Data (Privacy) Ordinance for furnishing any personal information about concerned personnel in this report.



## Appendix C

### Flowchart showing procedures for Drainage Connections works carried out by Developer with self-certification by independent professional



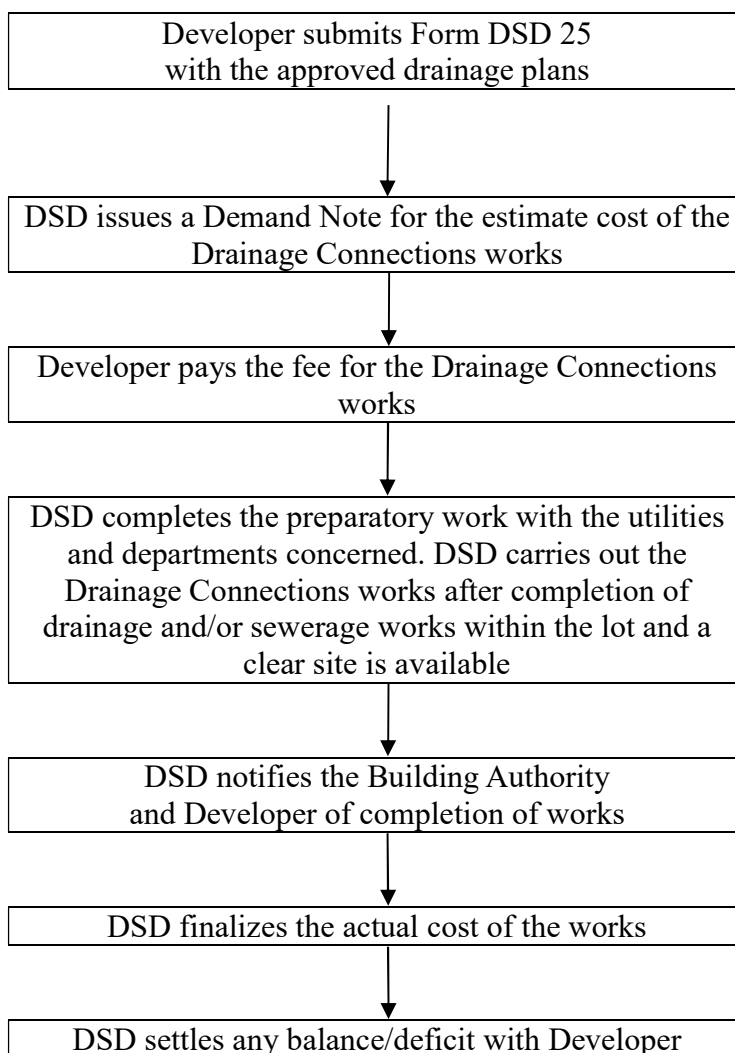
**Remarks:**

- i. "Developer" means the owner/developer or the Authorized Person on his behalf where appropriate.
- ii. Self-certification of Drainage Connections is only applicable to Simple Connections i.e. Drainage Connections constructed in accordance with DSD Standard Drawings.

**Flowchart showing procedures for  
Drainage Connections works carried out by DSD**

*At least 3 months  
before the proposed  
commencement of  
Drainage  
Connections works*

*Issue within  
9 working days*



Remarks: “Developer” means the owner/developer or the Authorized Person on his behalf where appropriate