SAMPLE

- Mandatory Letter to be **appended** when submitting the Notification of Water Service Installation Works Form for sub-meter applications.
- To indicate whether for PUB water or NEWater.

[*On master meter account holder's letterhead, if applicable*]

Date:

Director
Centralised Services Department
Public Utilities Board
40 Scotts Road #22-01
Environment Building
Singapore 228231

Attn : _____

Dear Sir/Mdm,

APPLICATION FOR NEW WATER SUBMETER/ACCOUNT AT [INSERT ADDRESS OF PROPOSED SUBMETER]

This is to confirm that [insert submeter account holder's name] is a tenant at [insert name of development] at [insert address].

2 We have no objection for [insert submeter account holder's name] to engage a licensed plumber to install and/or alter the water service pipes between the master meter and proposed sub-meter in connection with their application to PUB for a submeter. We are aware that this submeter will be taking water supply from our water service pipes after the master water meter.

3 Our water master meter serial number is [insert Master meter's serial number*].

Yours faithfully

[signature by master meter account holder/ representative]
[Insert name]

* Please note that the master meter serial number is a mandatory information required by PUB for Application of WSI Works submissions.

WSI Information for submeter application

1.	Monthly PUB water requirement (m^3/month) :	< please input>
2.	Number of hose reels:	< please input>
3.	Number of WC FVs: **no. of UR FV is **not** to be included*	< please input>
4.	Master meter serial number: (Mandatory information required by PUB)	< please input>
5.	Proposed submeter size:	< please input>

Supply (*please tick*):

- Indirect
- Direct

Level of highest fitting (m AMSL) : *<please input>*

#As the Licensed Plumber in charge, you are responsible to ensure that

1. all possibilities have been exhausted on site to provide a compartment outside the unit before situating the submeter within the unit
2. appropriate backflow prevention devices are installed for appliances/equipment for e.g. double check valves (DCV) / check valve (CV) + anti-vacuum relief valve (ARV) for storage heater, DCV for dishwasher, DCV for ice maker etc.
3. proper drainage is provided at the submeter position.

Legend

1. WC FC – WC Flush Valve
2. Etc...

Signature/Stamp

Owner:

Project Location Address
(as per SP Letter):

Date: