

**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 1446**  
**KING GEORGE'S BUILDING**

**APPLICATION FOR RENOVATION / REMOVAL**

Name of Applicant(s) : \_\_\_\_\_ ( Tenant / Owner\* )  
(Note : Applicant's must be the owner of the unit for renovation submission)

Subject Property : \_\_\_\_\_ Unit No : \_\_\_\_\_

Tel : \_\_\_\_\_ (HP) \_\_\_\_\_ (H) Fax : \_\_\_\_\_

Email: \_\_\_\_\_

**Section I - Renovation Works**

The details of my/our renovation work are as below :

Please tick against the appropriate bracket

**STANDARD RENOVATION WORKS**

- replacement of floor tiling within my/our premises
  - with hacking  without hacking within my /our premises
- replacement of wall tiling within my/our premises
  - with hacking  without hacking
- laying of floor tiles over existing floor finishes using tile adhesive method.
- carpentry work within my /our premises
- masonry work within my /our premises
- painting work within my /our premises
- partition work within my /our premises
  - without hacking  with hacking . *Non –structural*
- demolition of wall. *Plans to be submitted & subjected to approval from authorities*
- erection of wall. *Plans to be submitted & subjected to approval from authorities*
- Installation of false ceiling.
- Installation / replacement of ceiling boards.
- replacement of windows. *No disruption to building outlook according to By Laws*
- Installation of louvre / casement / sliding windows on parapet.
- Installation of window grille.
- Installation of awning.
- Replacement of main entrance door/frame to half hour fire rated door.
- Replacement of glass door(s).
- Plumbing / Sanitary / Bathroom installation. (specify : \_\_\_\_\_)
- Sprinkler alterations. *FSB submission required*

**ELECTRICAL WORKS**

- Installation of air-conditioning  Window Unit  Split Unit
- Installation of aircon to comply with the new regulation imposed by the BCA-refer to attached letter*
- addition and alteration to electrical layout
  - Increase or decrease in electrical load (specify : \_\_\_\_\_ Amps)

**OTHERS**

- Moving in / out
- renovation involving common area (specify: \_\_\_\_\_)
- others : \_\_\_\_\_

Commencement : From \_\_\_\_\_ To \_\_\_\_\_

(Maximum of 4 weeks is allowed. Application for extension is required if the applicant exceed the maximum period allowed. Approval for extension shall be on a case-to-case basis)

**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 1446**  
**KING GEORGE'S BUILDING**

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**Declaration by Applicant(s)**

- 1) I/We will obtain consent from the Management before any commencement of renovation work.
- 2) I/We understand that the Management reserves the right to reject or revoke my/our permit for renovation work and I/we agree not to hold the Management responsible for such action taken.
- 3) I/we will submit all relevant drawings, certification duly signed by the required parties including the consultants, engineers, architects as the case may be to the Management.
- 4) I /we will obtain the necessary approvals from the relevant Government Authorities for any alteration, addition or installation of any kind within the premises and will submit a copy of the approvals to the Management before commencement of work. I/we will also pay all licence fee that may be required by the Government Authorities.
- 5) I/we will obtain approval from the Management's consultants such as Licenced Engineer for any work concerning electrical and fire system (eg.heat detector, Sprinkler etc) before submitting electrical plans to the Management for approval.
- 6) I/we will insure the Management against public liability for any damages to other property or persons etc. that may arise in the course of carrying out the renovation work.
- 7) I/we will deposit a sum of \$500/- with the Management which shall be refunded upon completion of renovation, if I/we comply with all terms and conditions of this permit.
- 8) I/we will ensure that the renovation debris are removed daily. I/we will also ensure that all common property affected during the works are reinstated accordingly. I/we understand that failing to do so, the deposit sum of \$500/- will be forfeited and any extra cost incurred by the Management for the cleaning or reinstating the property will be billed to my/our account.
- 9) I/we agree to complete the works within the shortest possible time. I/we understand that a maximum of FOUR weeks from the date of commencement is allowed. I/we understand that any extension required I/we will seek permission from the Management for renewal.
- 10) I/we will only carry out works on Mondays and Fridays between 9.00 am and 5.00 pm and will not interfere with the quiet enjoyment of others. I/we agree not to carry out works after 10 pm unless special permission has been given by the Management.
- 11) I/we undertake to ensure that neither we nor our workmen will cause any inconvenience or nuisance whatsoever to any party when carrying out the works.
- 12) If hacking and drilling is required, I/we will ensure that such works are carried out outside office hours. Hacking and drilling or other works that produce excessive noise can only be allowed during weekends and after 5 pm on weekdays. I/we agree to keep the noise (produce from the renovation works) to a minimum. For works that involve these, I/we shall inform the Management at least 3 days before the commencement of work.
- 13) I/we agree to display the "Renovation Permit" form prominently at the main entrance to my/our unit during the period of renovation works.

**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 1446**  
**KING GEORGE'S BUILDING**

14) I/we agree to box up the entrance of my/our unit during the period of renovation so as to prevent debris/dust from depositing onto the common area.

15) I/we agree to indemnify the Management against any claim or damages that may arise in the course of my/our above application.

16) I/we agree that the Management reserve the right to revoke this permit if I/we fail to comply with any of the terms or conditions listed in this permit.

17) I/we agree that the Management reserve the right to alter or add terms and conditions listed in this permit without notice and I/we agree to comply with the new terms and conditions so altered or added.

18) I/we understand that the acceptance of my/our renovation deposit by the Management does not warrant an acceptance of my/our above application.

19) I/we have read and will undertake to abide by the by-laws stipulated in the Land Titles Strata Act and by-laws/regulations imposed by the Management (copy of which is Annexed as Appendix ). I/we declare that no common property or façade will be affected/alterd during renovation.

20) By signing this application form I/We expressly give consent to the management collecting, using & disclosing personal data provided in the form for the purposes of estate management and future communication related to this estate.

\_\_\_\_\_  
Signature & Company Stamp of Applicant(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature & Company Stamp of Contractor

\_\_\_\_\_  
Date

Contractor's Tel : \_\_\_\_\_

Person to Contact : \_\_\_\_\_

**Rates of Permit Fees (subject to changes without notice)**

Renovation Deposit : \$500/- (Refundable after 30 days from date of completion if all debris are removed and no damages are caused and upon the submission of the Application for refund – Cheque made payable to 'MCST 1446).

For Official Use

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Manager's Signature

Administration Fee : \_\_\_\_\_ (Cash / Cheque : \_\_\_\_\_ - Inv. No. \_\_\_\_\_ )  
Deposit : \_\_\_\_\_ (Cash / Cheque : \_\_\_\_\_ - OR No. \_\_\_\_\_ )  
Total Collected : \_\_\_\_\_

Received By : \_\_\_\_\_ Date : \_\_\_\_\_

**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 1446**  
**KING GEORGE'S BUILDING**

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**APPENDIX**  
**ABSTRACT OF THE BY-LAW PASSED AT AGM ON 29/11/1996**

**BY-LAWS FOR RENOVATION, ADDITION AND ALTERATION WORKS**

7. Before commencing any renovation, addition or alteration works in or to the Subdivide Building, an occupier shall :-

- (a) submit to the Council the plans of such proposed renovation, addition or alteration for written approval.
- (b) obtain approval from and comply with all written directions of the relevant authorities;
- (c) submit to the Council the following information in a form prescribed by the Council:-
  - (i) names, addresses and telephone numbers of renovation contractors and occupier's representatives;
  - (ii) name and NRIC/Passport number of each worker employed on the job; and
  - (iii) proposed work schedule and the daily working hours; and
- (d) sign a letter of undertaking prescribed by the Council.

8. The occupier shall ensure that the works to be carried out will not in any way affect the structural stability of the Subdivided Building and will not in any way cause inconvenience or disturbance to the subsidiary proprietor or occupier of other lots.

9. The occupier and his renovation contractor shall arrange with the Council to inspect the common property affected by the proposed renovations before the commencement and after the completion of the works.

10. Subject to the By-laws hereinafter appearing, the occupier shall pay a refundable renovation deposit ("Renovation Deposit") to the Management Corporation before the commencement of any renovation work. The Council shall be empowered to vary the sum of the Renovation Deposit from time to time as it deems fit.

11. The Council shall have the right to deduct from the Renovation Deposit the cost of clearing debris left on the common property and making good any damage done to the common property as a result of renovation works carried out and to recover any cost in excess of the Renovation Deposit from the subsidiary proprietor.

**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 1446**  
**KING GEORGE'S BUILDING**

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12. Subject to any deductions which under these By-laws may be made, the Council shall refund the Renovation Deposit to the subsidiary proprietor free of interest one month after all the outstanding remedial works (if any ) carried out by or under the supervision of the Council have been completed.

13. The occupier shall ensure the renovation contractor and his workers shall register daily at the maintenance office set up by the Council in the Subdivided Building before starting and upon finishing work. The working hours shall be determined by the Council and may vary from case to case as it deems fit .

14. The occupier shall ensure that only the designated staircase in the Subdivided Building shall be used for the transportation of materials, equipment and debris in the course of the renovation works.

15. The occupier shall ensure that common property that may be affected by the renovation works are suitably protected by clean plywood or other approved materials for the whole period of the works.

16. The occupier shall not make or cause or permit to be made additions or alterations

(a) to the external facade of the Subdivided Building, or

(b) within the lot in manner which in the opinion of the Council would affect the external facade of the Subdivided Building, whether by installing air conditioning units, awnings, shades, screens, frilles, radio or television antennae or other similar structures or otherwise except with the prior written approval of the Council.

17. The occupier shall not hack or causes or permit to be hacked, any wall or floor slab without a registered structural engineer's design and supervision of such acts and certification upon completion and without the prior written approval of the Council.

18. The occupier shall not permit spray painting to be carried out on the common property. If spray painting is carried out inside his lot, the occupier shall ensure that all measures are taken to prevent the escape of obnoxious fumes and paint into the common property.

19. The occupier shall ensure that his renovation contractor or the workers of such contractor do not bathe or wash their tools or equipment or dispose of renovation materials in the toilets or wash areas. Any chokage or clogging of floor traps, waste pipes, sewerage outlets caused by such acts shall be cleared by the occupier at his own cost and the provisions in these By-laws relating to the disposal of rubbish and other materials and chokage or obstruction of the water or sanitary system of the Subdivided Building and the legal remedies of the Management Corporation in such event shall apply.

20. The occupier shall ensure that all rubbish, dust, stains and debris left in the common property at the end of each working day or as and when instructed by the Council are cleared up or cleared away.

21. An occupier shall not use the fire hosereel for any purpose other than fire fighting.

**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 1446**  
**KING GEORGE'S BUILDING**

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22. An occupier shall indemnify the Management Corporation against all claims, losses and damages that may arise from the works including any expense incurred by the Council in seeking legal remedies.

ELECTRICITY

23. An occupier shall not, and shall ensure that any renovation or other contractor engaged by him to do works or perform services on his lot shall not, use electricity from any source n the common property for his own purposes except with the prior written approval of the Council.

24. A defaulting occupier shall be liable to pay for the electricity consumed by him or his contractor and for any expense incurred by the Council in seeking legal remedies against such defaulter. For the purpose of this By-law, an occupier shall be responsible for the acts of his contractor.

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**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 1446**  
**KING GEORGE'S BUILDING**

**REQUEST FOR REFUND OF DEPOSIT**

To : MCST 1446

From : \_\_\_\_\_

Unit No. : \_\_\_\_\_

Official Receipt No. : \_\_\_\_\_ (Pls attach a copy of official receipt issued during payment)

Deposit collected for \* Renovation / Moval

Others (pls specify) \_\_\_\_\_

Payable To : \_\_\_\_\_

Mailing Add : \_\_\_\_\_  
\_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**(Please arrange for joint inspection upon completion of event)**

\* Delete where applicable

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For Official Use :

Amount Collected : \$ \_\_\_\_\_

Amount For Deduction : \$ \_\_\_\_\_ (Specify item \_\_\_\_\_)

Amount Of Refund : \$ \_\_\_\_\_

Certified By

- Guard : \_\_\_\_\_ Date : \_\_\_\_\_

- Cleaner : \_\_\_\_\_ Date : \_\_\_\_\_

- Maintenance : \_\_\_\_\_ Date : \_\_\_\_\_

- Approved By : \_\_\_\_\_ Date : \_\_\_\_\_