

**Residence**

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**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2269**

**APPLICATION FOR RENOVATION / MOVAL**

Name of Applicant(s) : \_\_\_\_\_ (Owner / Tenant \*)

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

Tel : \_\_\_\_\_ (H) \_\_\_\_\_ (HP) 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.
- replacement of windows. *No disruption to building outlook according to By Laws*
- Installation of louvre / casement / sliding windows on parapet.
- Installation of window grille.
- Replacement of main entrance door/frame to half hour fire rated door.
- Replacement of internal door(s).
- Replacement of toilet door(s).
- Installation / Replacement of door gate
- Plumbing / Sanitary / Bathroom installation. (specify : \_\_\_\_\_)

**ELECTRICAL WORKS**

- Installation of air-conditioning -  Window Unit  Split Unit
- Installation of aircon to comply with the regulation imposed by the BCA*
- addition and alteration to electrical layout

**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)

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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 license fee that may be required by the Government Authorities.
- 5) I/we will obtain approval from the Management's consultants such as Licensed 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 pay a refundable deposit of **\$1000/-** 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 \$1000/- 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 to 5.00 pm on weekdays only and will not interfere with the quiet enjoyment of others. I/we agree not to carry out works after 5 pm (Weekdays).

**Monday to Friday : 0900hrs to 1700hrs**

**Saturday : 0900hrs to 1300hrs**

**Sunday and Public Holiday : Strictly Not Allowed**

- 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.

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- 12) I/we agree to display the "Renovation Permit" form prominently at the main entrance to my/our unit during the period of renovation works.
- 13) 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.
- 14) I/we agree to indemnify the Management against any claim or damages that may arise in the course of my/our above application.
- 15) 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.
- 16) 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.
- 17) I/we understand that the acceptance of my/our renovation deposit by the Management does not warrant an acceptance of my/our above application.

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**UNDERTAKING**

I/we have read and will undertake to abide by the by-laws stipulated in The Building & Strata Management Act (No. 27 of 2004) and by-laws/regulations of the Management and all other rules and regulations stated herein. I/we undertake that no common property or facade will be affected/alterd during renovation.

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 & Name of Applicant(s)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

Contractor's Email : \_\_\_\_\_

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

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**- RULES AND REGULATIONS GOVERNING ADDITION/ ALTERATION/  
RENOVATION WORKS**

Residents must not, without the consent from the Management, carry out any alterations or install any fittings or fixtures that deviate from the approval plans and specifications. The Subsidiary Proprietor will be responsible for and shall pay for fines or penalties imposed by any government department for any unauthorized additions and/or alterations found within their apartments.

a. The applicant and his nominated sub-contractors can only carry out the type of work specified in the " Application for Renovation" form which must be submitted to the Management of Residence 8 Condominium at least two (2) weeks before commencement of work.

b(i). Work can only be carried out after receipt of " Approval for Renovation" and, unless otherwise provided, within the following hours:

Monday - Friday	0900hrs to 1700hrs
Saturday	0900hrs to 1300hrs
Sunday And Public Holidays	Strictly Not Allowed

(ii) All works causing noise disruption such as hacking, knocking, hammering, drilling etc. and painting/varnishing works which generate strong odour are only allowed to be carried out between 1030hrs to 1630hrs from Monday to Friday.

(iii) Hacking should be carried out in three (3) working days. Written application must be submitted to the Management if extension of hacking works required.

(iv) Maximum work duration is one (1) month. For longer duration, Management approval must be sought.

(v) The applicant shall obtain prior written approval from the Management to carry out work beyond the hours stipulated in Clause B (i) provided such extended work does not disturb the residents.

c (i) The applicant shall pay a deposit of \$1,000.00 (cheque made to payable to " **THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2269**" which will be refunded free of interest on the completion of renovation work and subject to all claims by the Management for damages to the common property and/or properties of Subsidiary Proprietors in the Condominium.

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(ii) If the deposit is insufficient to meet the claims of the Management, the applicant shall pay the difference between the said deposit and the amount so claimed by the Management. The whole deposit would be forfeited with advanced notice if any of the conditions stated herein were not complied with.

d. (i). All workers of the applicant and that of his sub-contractors shall inform the security guard at the Guard House of their intention to enter any unit to carry out renovation work.

(ii) All contractors must report at the Security Guard House checkpoint to obtain identification cards, and must wear their cards at all time before commencement of work.

(iii) The applicant shall be responsible for the good conduct and behavior of all workers and that of his sub-contractors while they are in the Condominium.

(iv) Any worker found misbehaving refusing to comply with the security procedures will be removed from the Condominium and barred from further entry.

e. (i). The applicant shall maintain the general cleanliness of the common property used by all his workers and those of his-contractors. The applicant must ensure that any area, soiled by his workers and that of his sub-contractors, is cleaned up immediately to the satisfaction of the Management.

(ii) No debris should be placed at any part of the common property.

(iii) At the end of each day, all debris must be removed from the common property and upon completion of work. No rubbish or building material should be thrown into the rubbish bins.

f. (i). The applicant shall allow any authorized representative of the Management into the unit under renovation for the purpose of checking that no unauthorized work is being carried out.

(ii) The subsidiary proprietor or the contractor undertakes to comply with all statutory regulations and in the case of renovation requiring permits from the relevant authorities, such as the Building Control Division and Public Works Department, the onus is on the owner and the contractor to secure such permits to the satisfaction of the Management before commencing such renovations. Any modification pertaining to the structure of the building MUST be accompanied with a Professional Engineer's certification.

(iii) Where necessary, the subsidiary proprietor may be required to submit for the consideration of the Management, the requisite approval from the relevant authorities before approval is granted for renovation work.

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(iv) If the Subsidiary Proprietor or the contractor fails to secure such permits when such permits are required by the statutory regulations to comply with such statutory regulations, the owner or contractor shall be liable for such expenses incurred by the Management as a consequence of such breach.

(v) The Management reserves the right to reject any applicant or revoke any approval granted by its own discretion. The Management shall not be liable for any damage arising from the rejection of the applicant or revocation of approval granted. Approval shall not be unreasonably withheld.

(vi) The following general guidelines for renovation work shall be strictly adhered to:

- a) No hacking of any structural wall, beam, slab or column.
- b) No re-running of the common electrical system.
- c) No alteration to or relocation of external windows.
- d) No alteration to or relocation of balconies or doors and doorways.
- e) No rising of the floor level or increasing the total loads the floor.
- f) No sunshade or awning of any design.
- g) No permanent or retractable clothes hanging device beyond unit boundary.
- h) The installation of railings or grilles for the windows, doors, balconies or any part of the unit shall be done only for the purpose of security and according to the colour scheme and design as specified by the Management.

(vii) Air-conditioning condensing units shall be installed in existing roof terrace or positions in conformity with other units or in a position approved by the Management.

(viii) The Subsidiary Proprietor shall ensure that works to be carried out will not in any way affect the structure of the building or the common property nor will it in any way cause any nuisance to other occupiers.

(ix) Two (2) sets of scaled drawings of the unit layout, proposed Builder' s and/or M&E works for the renovation works will have to be submitted to the management.

**h. Unauthorized Renovation Work**

(i) The Management reserves the right to take legal proceedings against any unauthorized renovation work carried out in the unit.

(ii) The applicant or the Subsidiary Proprietor will indemnify the Management against any loss, damage or costs of legal proceeding arising from such works regardless of whether or not it arose from the negligence of the owner, contractor or any of their servants or agents.

(iii) Such indemnity must be made on prescribed form that should be submitted along with the " Application for Renovation"

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

**Renovation/ Moval Deposit : \$1000/-**-Cheque made payable to '**MCST Plan No.2269**'  
(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).

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For Official Use

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

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

Deposit : \_\_\_\_\_ (Cash/Chq No. \_\_\_\_\_ Receipt No. \_\_\_\_\_)

Total Collected : \_\_\_\_\_  
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Received By : \_\_\_\_\_ Date : \_\_\_\_\_

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**REQUEST FOR REFUND OF DEPOSIT**

To : MCST 2269

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

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

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

Deposit collected for \*Renovation / Removal

Cheque Made Payable To : \_\_\_\_\_

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

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 : \$ \_\_\_\_\_  
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Certified By

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

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

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

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