

RENOVATION TO PREMISES

APPLICATION RECEIVED ON DATE: _____

Particulars of Owner

Name* : _____ Block & Unit No. : _____

Contact No(s) : _____ (Residence) _____ (Handphone)

**If the owner is a company, application must accompany a letter of authorisation, and application form must be signed by the authorised person with the company stamp.*

Particulars of Contractor

(if more than one contractor is engaged, please use separate form)

Company : _____

Address : _____

Co. Regn. No. : _____ Person-in-charge : _____

Contact Nos. : _____ Office) _____ (Handphone)

Description / Schedule of Renovation Work

Scheduled Commencement Date: _____ Scheduled Completion Date: _____

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 new regulation imposed by the BCA-refer to attached letter*
- Addition and alteration to electrical layout

S/ N	Description of Renovation Works	For Official Use			Remarks
		Approved	Not Approved	Pending	

- *Application for hot work must be made separately in writing to the Management Office specifying the purpose of the hot work and the duration of this work.*

Signature of Owner / Contractor & Date

RULES & REGULATIONS

ADDITIONS / ALTERATIONS (RENOVATION) WORKS

1. Administration

Residents are required to submit application before carrying out any additions/alterations (A/A) works. The application forms are available from the Management.

2. Submission of Application

Application forms must be submitted with the following documents to the Management at least one (1) week before commencement of any A/A works:

a) Approval letters from BCA or other relevant government authorities, where applicable together with copies of the approved plans.

b) Details of the proposed A/A works to be carried out, materials to be used, work schedule and particulars of the contractors handling the works.

c) A refundable cheque of S\$1,000.00 as deposit with the Management. The deposit will be refunded (free of interest) subject to deduction (if any) pursuant to the Rules and Regulations upon completion of renovation work.

Cheque should be made payable to "MCST 4280"

3. Working Hours

a) Residents must exercise due care and caution to ensure that no disturbance, nuisance or annoyance is caused to other residents of the estate.

b) A/A works are to be carried out on weekdays between 0900 to 1700 hours and Saturdays between 0900 to 1200 hours. Works beyond the stipulated hours are strictly prohibited. A/A works are not permitted on Sundays and public holidays.

4. Renovation Debris

a) Resident or renovation contractor shall under no circumstances throw renovation debris down the refuse chute or wash down into the water cistern or floor trap. If chokage occurs due to non-compliance of this notification, the chokage must be cleared to the satisfaction of the Management at the sole expense of the Resident.

b) Renovation debris must be discarded off-site. If the debris are left on common property areas during or after the completion of A/A works, the Management reserves the right to engage its own contractors to carry out the disposal and all expenses incurred will be deducted from the renovation deposit.

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5. Commencement/Supervision of Works

- a) The submission of Application to carry out the A/A works to Management does not constitute an approval. Owners must bear full responsibility to ensure compliance with all existing building legislation and regulations relevant to each type of work.
- b) Owners are responsible for the conduct and behaviour of their appointed contractors and undertake that no illegal worker and/or foreign workers who holds invalid working permit be employed for the delivery service
- c) Owners are responsible for the proper supervision of their contractors and ensuring full compliance with all the terms and conditions governing the A/A works
- d) No storage, hoarding and preparatory works are allowed within the common areas.
- e) Contractors are not allowed to use heavy-duty breaker or concrete breaker in the course of their work.
- f) The Management must be informed in writing before owners attempt to make any alteration to the existing doors and windows at the external facade. Such changes are usually not recommended, especially those that may affect the aesthetic look of the development.
- g) Any alteration/modification of electrical circuit must be carried out by EMA (Energy Market Authority) approved contractors (licensed electrician). In addition, written approval must be obtained from the Licensed Electrical Worker of the estate through the Managing Agent, two weeks before the commencement of works. Any cost incurred for obtaining such written approval from the Licensed Electrical Worker, shall be fully borne by the owner.
- h) The respective owners will be held liable for any delay in the event that any unauthorised renovations carried out causes delay in obtaining the Certificate of Statutory Completion for the project.
- i) Owners and their contractors are not allowed to tap water or electricity supply from common areas.

6. Cleaning/Protection of Common Property

- a) To prevent chokage of pipes, workers are not allowed to use the public toilets for cleaning and washing of tools.
- b) All contractors should only use designated lift (with perspex, canvas or plywood protection) to transport their building materials or debris. If the protection is dismantled, the contractor is to provide his own material to protect the lift car.
- c) Adequate protective covering should be provided from the elevator to the entrance of the owner's apartment to prevent workers from dirtying the common areas during A/A works.
- d) Protective measures should be taken when moving heavy furniture or equipment to prevent possible damage to the lift lobby, corridors and other common areas.

7. Inspection by the Management

- a) Upon completion of the A/A works and prior to the refund of renovation deposit, Owners must make arrangement with the Management for a joint inspection to ensure that the A/A works carried out did not cause any damage to the common property.

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b) In the event of any damage discovered, the owner shall be fully liable to rectify them to the satisfaction of the Management within seven (7) days from the date of notice served by the Management. Failing which, the Management reserves the right to make good the damages by deducting the rectification costs incurred from the deposit, and recover any remaining costs from the Owner.

c) In the event of any unauthorised works, the Management reserves the right to demand for the demolition or physical removal of the works and recover from the Owners, all costs and expenses incurred in this connection.

d) In the event that any unauthorised renovation causes delay in obtaining the Certificate of Statutory Completion for the project, the respective owner will be held liable for any such delay.

e) Clearance given by the Management should not be taken as an approval granted by the relevant Building Authorities. Residents are responsible to ensure their A/A works obtained clearance from the relevant government authorities.

f) Notwithstanding our inspection, Owners should take note and understand that for whatever reasons, should the future Management Corporation when constituted requires them to reinstate back their renovation to conform to the By-Laws or House Rules of the development. In this instance, the reinstatements and the rectification to any damages to the common properties caused by such renovation will be at Owner's own costs.

8. Dos & Don'ts for A&A Works

It is the Owners responsibility to ensure that the A&A works carried out shall not affect any of the warranties of the unit and common property and do not jeopardize the issuance of CSC.

List of A&A works that can be carried out after Temporary Occupation Permit (T.O.P.) subject to the acknowledgement from the Management :-

a) Install built-in wardrobes.

b) Repainting of internal walls.

(Note : No painting of external balcony walls, balustrades and railings)

c) Replace existing built-in kitchen cabinets.

d) Replace existing interior doors.

e) Install ceiling/wall paper.

(Note : The developer will not be responsible for damages of wall paper due to condensation)

f) Replace existing walls and floors finishes.

(Note : Warranty given by the main contractor on the waterproofing system will be void with any replacement of the floor finishes)

g) Lay carpet flooring.

h) Install light fittings.

i) Install cornices and false ceilings

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(Note : Care must be taken to ensure that the concealed air-conditioning piping is not damaged when installing cornices and false ceilings)

j) Install approved design windows/sliding door grilles

(Note : All grilles must be installed within the apartment and the balcony line of the doorways)

k) Remove existing water closets, basins, long baths and shower stalls.

(Note : Warranty given by the main contractor on the water proofing system will be void if any hacking to the floor or any replacement of floor finishes during the removal of sanitary items)

List of A&A works that cannot be carried out before the issue of Certificate of Statutory Completion (C.S.C) :-

- a) Demolition of existing internal partition wall
- b) Erection of new partition wall
- c) Provide opening in existing wall.
- d) Replace existing windows or seal up existing windows / door openings
- e) Remove existing water closet, basin, and long bath.

List of A&A works that cannot be carried out before and after the issue of Certificate of Statutory Completion (C.S.C) :-

- a) Install windows at balcony (no enclosure of the balcony)
- b) Hacking of building structure.

9. External Work

Owners shall not carry out any work which will affect the external facade of the building without prior written approval from the Management. Facade shall include windows, balconies, and compartments for condensing units, common property, open areas and all other visible parts of the building, which constitute or form part of the external appearance of the building. Glazing of window should not be replaced with colours that are different from original.

Owners shall not be allowed to install any television or radio antenna on the roof top of any external part of the sub-divided building.

INSTLLATION OF WINDOW GRILLS & METAL GATE

1. Residents who wish to install metal grilles at the main entrance door, living room, windows and yard areas are to follow the approved designs and colour.
2. The grilles or gate shall be fixed within the Strata boundary of owner's unit without encroaching into the common property. Grilles for the windows must be installed behind the existing window panels of the unit.
3. Drilling on floor tiles, walls or any other surfaces within the common property is strictly prohibited.

Please request your renovation contractors to abide by the above guidelines. If in doubt, please consult the Managing Agent for clarification.

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AUDIO INTERCOM SYSTEM

1. The audio intercom system allows communication between residents and the visitors.
2. Residents are encouraged to refer to the Operations Manual on the usage of the Audio Intercom System, a copy of which would have been given to you when you take vacant possession of your unit.
3. No unauthorised modification or relocation of the intercom set is allowed.

HOUSEHOLD SHELTER (HS)

Your dwelling unit has a civil defence shelter. It is designed to protect you during a war emergency. It has strengthened walls, floor, ceiling and a specially designed door. They must not be hacked or drilled. Certain finishes and fixtures are not permitted as they are not easily removable and may become hazards to shelter occupants during a war emergency.

Any repair or alteration or renovation works, which are likely to weaken or damage any structural elements of the household shelter or non-shelter space within shelter tower, are not permitted.

1. Permitted Works in HS
 - a) Laying of floor tiles bonded to cement mortar screed. The total thickness of floor finishes and screed is not to exceed 50mm.
 - b) Laying of vinyl or linoleum flooring.
 - c) Laying of floor skirting tiles (up to a maximum of 100mm high) by bonding them with wet cement mortar to HS walls.
 - d) Painting of walls, ceiling or door. In the case of HS door, owner shall not cover or paint over the HS door notice, locking bolts or door seal. The old paint coat on door and door frame is to be removed prior to repainting to avoid increase paint thickness resulting in difficulty in closing and opening of the door. The new paint coat must be dried up completely before closing the door as wet or damp paint will cause the door/ rubber gasket to stick onto the door frame resulting in difficulty in opening the door.
 - e) Painting on only the exterior face of the 6mm fragmentation stainless steel plate of the ventilation sleeves.
 - f) Fixing of removable screws with non-metallic inserts not exceeding 50mm deep for fixtures and equipment e.g. pictures, posters, cabinets or shelves etc. Such fixtures that are installed inside the HS will have to be removed by the owners within 48 hours upon notification. There is no restriction to the diameter of the non-metallic insert as long as it does not exceed 50mm in length. It is the owner's responsibility to ensure that the strength of the insert is adequately provided for the intended purpose.
 - g) Power driven nails are allowed only on external face of the HS walls to facilitate flexibility in mounting of features/ fixtures by owners.
 - h) Applying splatterdash or equivalent to the external face of HS walls only to provide rough surface for feature wall panels or wall tiles installation.
 - i) Removal of the fragmentation plates covering the ventilation openings shall be carried out subject to the following conditions:
 - The plates (after removal) shall be securely mounted with removable screws on non-metallic inserts not exceeding 50mm deep on one of the internal face of HS walls.
 - After the removal of plates, the bolts and nuts shall be installed back to their original positions on the ventilation sleeves.
 - Closing or covering up of ventilation openings by removable aesthetic or architectural finishes is allowed, provided that at least 25% of the total area of the two openings shall be left uncovered for ventilation purposes during peacetime

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2. Works Not Permitted in HS

- a) Laying of wall tiles or spray of rock tone finish, cement sand finish and gypsum plastering on the internal faces of HS walls.
- b) Laying of floor tiles using adhesive materials.
- c) Laying of 2nd layer of tiles on floor or skirting tiles.
- d) Installation of cornices within the HS.
- e) Installation works with fixings using power driven nails into the internal HS walls.
- f) Tampering with, removing or covering up of the HS door notice. The HS door notice provides important information to the occupants on the use of the HS.
- g) Indiscriminate hacking and drilling of the HS walls, floor slab and ceiling slab, other than drilling into HS walls and ceiling slab to affix removable screws on inserts, provided the depth of the insert shall not exceed 50mm.
- h) Hacking to both internal and external face of the household shelter walls to form key for tiling.
- i) Hacking or indiscriminate drilling on external face of HS wall for mounting of feature wall panels or wall tiles installation.
- j) Modifying, changing, removing or tampering of HS door.
- k) Modifying, altering or tampering with any part of the ventilation openings, plates and the mounting devices such as bolts and nuts.
- l) Painting to the interior face of the 6mm fragmentation stainless steel plate of the ventilation sleeves, the ventilation sleeves, "O" ring rubber gaskets and the four or eight numbers of stainless steel bolts which hold the steel plate to the sleeves.

OTHERS

The applicant shall allow the authorised officer of the Management of MCST 4280 access into the unit under renovation for the purpose of checking that no unauthorised work is being carried out.

The Management in its absolute discretion reserves the right to reject any applicant or revoke any permit granted. The Management shall not be liable for any loss or damage arising from the rejection of the application for the renovation works.

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

I/We _____ of unit # _____ agree to the above Rules and Regulations for renovation.

Signature of Owner/ Contractor & Date

CHECKLIST FOR RENOVATION*

Blk & Unit No: _____ Date of Inspection: _____ Time of Inspection : _____

BEFORE WORK COMMENCED

EXTERNAL OF BUILDING

- Car park and Car park Shelter
- Canopy, Floor tiles, Driveway
- Others, if any: _____

Name & Signature of Inspector: _____

INTERNAL OF BUILDING

- Ground Floor Exterior of Lift Car
- Interior of Lift Car & Entrance of Lift Lobby
- Respective Floor - Exterior of Lift Car & Respective Floor Lobby
- Others, if any: _____ Signature of Inspector: _____
- Proper protection to be present, such as hogging, floor protection (plywoods or cardboard), barrication etc

Name & Signature of Inspector: _____

DURING PROGRESS OF RENOVATION

Date of Inspection: _____ Time of Inspection: _____

- Whether any beam or column being altered or damaged? If yes, specify: _____
- Window grilles and frames to be in a colour complying with the bylaw
- Condensers sited at kitchen wall
- Refuse Hopper not to be altered or removed
- Bathroom & wet area water proofed
- Floor water proofed (if marble finishes are used)
- Floor finishing level not more than 50mm from the structural level
- Window air-con opening sealed with approved material and whether exterior wall water proofed and reinstated to match existing exterior surfaces
- Any trucking, cable or unauthorised item installed outside the unit (be it on external wall or lift lobby)
- Whether any container for renovation debris left on common area (should be removed unless approval granted)
- Others, if any: _____
- Proper protection to be present, such as hogging, floor protection (plywoods or cardboard), barrication etc

Name & Signature of Inspector: _____

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CHECKLIST FOR RENOVATION*

Block & Unit No: _____ Date of Inspection: _____ Time of Inspection : _____

AFTER WORK COMPLETED

EXTERNAL OF BUILDING

- Car park and Car park Shelter
- Canopy, Floor tiles & Driveway
- Reinstatement to damages (if any) completed

INTERNAL OF BUILDING

- Ground Floor Exterior of Lift Car
- Interior of Lift Car & Entrance Lift Lobby
- Respective Floor - Exterior of Lift Car & Respective Floor Lobby
- Reinstatement to damages (if any) completed

INTERNAL OF UNIT

S/N	Description/Checklist	Yes	No	Remark
1	Any painting/tiles on exterior walls, If yes, Please specify			
2	Main door/Service door any alteration, If yes, Please specify			
3	Any unauthorized hacking or drilling of structural walls, If yes, Please specify			
4	Any unapproved window grille design installed, If yes, Please specify			
5	Any unapproved window film installation, If yes, Please specify			
6	Any hanging or colored lights in balcony, If yes, Please specify			
7	Any removal of toilet bowl or flooring in toilet, If yes, Please specify			
8	Any unapproved door grille installation, If yes, Please specify			
9	Any installation of shoe rack in common corridor, If yes, Please specify			
10	Any change of position in Intercom unit/air-con units, If yes, Please specify			
11	Any loft installation, If yes, Please specify			
12	Any trucking of cable or unauthorized items installed outside the unit, If yes, please specify			

Others if Any:

Name & Signature of Inspector:

Approved for refund : [YES] [NO]
(Circle where applicable)

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