



MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3300

APPLICATION FOR RENOVATION / REMOVAL

Name of Applicant(s) : _____
*(Note : If the Applicant is a tenant, he should seek acknowledgment from owner on Page 3)

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 new regulation imposed by the BCA-refer to attached letter*
- 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 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 \$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 & Saturday 9.00am to 12.00 noon and will not interfere with the quiet enjoyment of others. I/we agree not to carry out works after 5 pm/12 noon.

Monday to Friday : 0900hrs to 1700hrs
Saturday : 0900hrs to 1200hrs
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.

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 & Company Stamp of Applicant(s)

Date

Signature & Company Stamp of Contractor

Date

Contractor's Tel : _____ Person to Contact : _____

Acknowledgment of Owner
(if applicant is a tenant)

Date



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- EXTRACTS FROM RESIDENT'S HANDBOOK -

5.0 RULES AND REGULATIONS GOVERNING ADDITION/ ALTERATION/ RENOVATION WORKS

Residents must not, without the consent from the Management, carry out any alterations or installation of any fittings or fixtures that deviate from the approved plans and specifications. The Subsidiary - Proprietor will be responsible for and shall pay all fines or penalties imposed by any government department arising from such unauthorized additions and/or alterations found within and/or on the exterior of their units.

a. Type of Work

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 Mera East at least Two (2) weeks before commencement of work.

b. Working Hours

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

Monday to Friday : 0900hrs to 1700hrs
Saturday : 0900hrs to 1200hrs
Sunday and Public Holiday: 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 1000hrs to 1700hrs Monday to Friday.

(iii) Hacking should be carried out during the first five (5) 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's 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. Deposit

(i) The applicant shall pay a refundable deposit of S\$ 1,000.00 (cheque made to payable to "**MCST Plan No. 3300**", 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 in the estate.

(ii) If the deposit is insufficient to meet the claims of the Management, the applicant shall pay the difference of 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. Security

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



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- (ii) All contractors must report at the Security Guard House to exchange identification cards for contractor pass, and must wear their contractor pass at all times.
 - (iii) The applicant shall be responsible for the good conduct and behaviour of all workers and that of his sub-contractors while they are in the estate.
 - (iv) Any worker found misbehaving and/or refusing to comply with the security procedures will be asked to leave the estate and barred from future entry.
 - (v) Residents or their appointed contractors are not allowed to tap water/electricity supply from the common areas.
- e. Use of Lifts in the Estate
- (i) All workers of the applicant should use only the designated lift and staircases.
 - (ii) The applicant shall ensure that adequate protection is given to the lift wall and flooring when carrying furniture and fittings to and from the unit.
- f. Cleanliness
- (i) The applicant shall maintain the general cleanliness of the common property used by all his workers and those of his sub-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 or left at any part of the common property.
 - (iii) At the end of each day, all debris must be removed from the common property. No rubbish or building material should be thrown down the rubbish chute.
- g. Other Terms and Conditions
- (i) Subsidiary proprietor shall allow any authorized representative of the Management to enter into the unit under renovation for the purpose of checking that no unauthorized work is being carried out.
 - (ii) 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 Authority, Urban Redevelopment Authority, Public Utilities Board, Singapore Civil Defense Force, National Environment Agency, Energy Market Authority, the onus is on the applicant and the contractor to secure such permits to the satisfaction of the Management before commencing such renovations.
 - (iii) The Management's approval of the renovation works shall be subjected to the applicant obtaining the necessary approval and clearance from the authorities.
 - (iv) The Management's approval shall not constitute a waiver on the part of the applicant in obtaining approval or clearance from the authorities.
 - (v) 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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- (vi) 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 applicant and/or the contractor shall be liable for such expenses incurred by the Management as a consequence of such breach.
- (vii) The Management reserves the right to reject any application or revoke any approval granted at its discretion. The Management shall not be liable for any damage or loss arising from the rejection of the application or revocation of approval
- (viii) The following general guidelines for renovation work shall be strictly adhered to:
- No hacking of any structural wall, beam, slab or column.
 - No re-running of the common electrical system and gas supply.
 - No alteration to or relocation of external windows.
 - No alteration to or relocation of balconies or doors and doorways.
 - No raising of the floor level or increasing the total load of the floor.
 - No permanent or retractable clothes hanging device to be installed beyond the unit boundary other than those approved by the Management.
 - No permanent or retractable awnings, sunshade or trellis to be installed beyond the unit boundary.
 - No upgrading of electricity supply from the present designed load subject to the approval of the Management and the Authorities.
 - Any alteration of electrical circuit must be approved by the relevant authorities and works must be carried by PUB Licensed Electrical Worker. Proposed plan must be submitted to the Management.
 - Any alteration to or relocation of the intercom handset(s) within the unit would need to obtain a written approval from the Management.
 - The installation of railings or grilles for the windows, doors, balconies or any part of the unit shall be in accordance to the specified colour scheme and design as specified by the Management.
- (ix) Air-conditioning units shall be installed in existing openings or positions in conformity with other units or in a position approved by the Management.
- (x) Subsidiary proprietor is to ensure that all the works, in particular but not limited to signages, do not result in any encroachment into the common area. In the event of such encroachment, subsidiary proprietor shall upon written notice, forthwith remove such encroachment at their own cost and expense.
- (xi) Subsidiary proprietor shall ensure that works to be carried out will not in any way neither affects the structure of the building or the common property, nor will it in any way cause any nuisance to other occupiers.
- (xii) When requested, plans for the renovation works will have to be submitted to the Management.
- (xiii) Subsidiary proprietor shall ensure the works carried out would not affect the waterproofing in the wet areas. The applicant shall be liable for the cost of making good any damage to the waterproofing in the areas affected by such work.
- (xiv) The demolition / erection of brickwall must be certified by Professional Structural Engineer to the effect that the brickwall is non-load bearing and that the existing floor slab can withstand the additional load of the brickwall. The imposed load for each commercial unit is 5kN/m^2 while as for each residential unit is 1.5kN/m^2 .
- (xv) After the completion of the proposed renovation works subject to the approval of the Management and the Authorities, when requested, subsidiary proprietor would need to write in for a joint inspection.
Unauthorized Renovation Work



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- (i) The Management reserves the right to take legal proceedings against any unauthorized renovation work carried out in the unit.
- (ii) The Management reserves the right to demolish the works carried out in contravention of any terms and conditions herein and to recover all costs and expenses incurred in this connection from the subsidiary proprietor.
- (iii) The applicant will indemnify the Management against any loss, damage or costs of legal proceeding arising from such unauthorized renovation works, regardless of whether or not it arose from the negligence of the subsidiary proprietor, contractor or any of their servants or agents.

6.0 BULK DELIVERY AND HOUSE REMOVAL

- a. Permission from the Management shall be obtained seven (7) days in advance of any Bulk Delivery and House Removal Activity. In the event, permission has not been sought; the Management may deny entry by the contractor for this purpose.
- b. Bulk deliveries and house removal should be carried out during the following hours :
 - Monday to Friday : 0900 hrs - 1700 hrs
 - Saturday : 0900 hrs - 1200 hrs
 - Sunday and Public Holiday: Strictly no moving activity allowed
- c. The applicant shall pay a refundable deposit of S\$1,000.00 cheque made to payable to "**MCST Plan No. 3300**", which will be refunded free of interest on the completion of Bulk delivery or House removal work and subject to all claims by the Management for damages to the common property in the estate.
- d. Deposit will be refunded free of interest subject to deductions by the Management Corporation for any costs incurred to remedy any damage caused to the common property by the contractor.
- e. All deliveries and removals must be reported at the Guard House prior to the work being carried out. Otherwise, the Management reserves the right to refuse entry of any person whose identity and purpose cannot be verified.
- f. All contractors must report at the Security Guard House to exchange identification cards for contractor pass, and must wear their contractor pass at all times.
- g. The contractors shall ensure that adequate protection is given to the lift wall and flooring when conveying furniture and fittings to and from the unit.
- h. Residents must ensure that adequate measures are taken to protect the common property during any bulk deliveries or house removal work.
- i. Workmen carrying out deliveries/removals should use only designated lifts and staircases so as not to inconvenience other residents.
- j. Packing and crating materials must be removed and be disposed of from the estate by the respective contractor on the same day as they are being brought in. Lifts should not be held unnecessarily and not longer than 10 minutes at a time.
- k. Residents or their appointed contractor are not allowed to tap water/electricity supply from the common areas.



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- l. Unwanted materials, debris, etc. should not be left in the corridors, lift lobbies, fire escape staircase or any other common areas in the building. Otherwise, they will be arranged to be removed by the Management and the cost of removal and cleaning up will be charged to the respective resident concerned.
- m. Residents shall be responsible for the conduct and behaviour of their appointed contractors. Any damages to the building and equipment caused by the moving of furniture or other effects shall be replaced or repaired at the expense of the residents concerned.

Rates of Permit Fees (subject to changes without notice)

Renovation Deposit : \$1000/- Cheque made payable to 'MCST Plan No. 3300'
 (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).

Removal Deposit : \$1000/- Cheque made payable to 'MCST Plan No. 3300'
 (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).

For Official Use

Supervisor's Signature

Manager's Signature

Deposit : _____ (Cash/Chq No. _____ Receipt No. _____)

Total Collected : _____
=====

Received By : _____ Date : _____



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For Official Use

CHECKLIST FOR RENOVATION/MOVAL*

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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For Official Use

CHECKLIST FOR RENOVATION/MOVAL*

Blk & 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)