

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2826
2 ALIWAL STREET

APPLICATION FOR PERMIT FOR RENOVATION / MOVAL

Name of Applicant : _____
*(Note : If the Applicant is a tenant, he should seek acknowledgment from owner on Page 4)

Blk No: _____ Unit No : _____ Tel : _____ (H) _____ (HP)

Email : _____

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 including PE endorsement & 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 (others please specify : _____)

ELECTRICAL WORKS

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

OTHERS

- () Moving *in / out (Bulky delivery)
- () renovation involving common area (please 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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Details of the proposed work(s) is/are as follows:-

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

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DECLARATION BY APPLICANT(S) FOR RENOVATION WORKS

- 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 **\$1,000.00** 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 I/we will be charged a penalty of \$500.00, per day (minimum) should the Contractor fail to clear the said items from the allocated area in the time allocated by the Management and such penalty shall be used to offset against the renovation deposit at the end of renovation.
- 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 to Fridays between 9.00am to 5.00pm and Saturdays between 9.00am to 1.00pm and will not interfere with the quiet enjoyment of others. I/we agree not to carry out works after 5.00pm (Weekdays) /1.00pm (Saturday).

Mondays to Fridays : 9:00am to 5:00pm
Saturdays and eve of Holidays : 9:00am to 1:00 pm
Sundays & Public Holidays : **Strictly no work 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.
- 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.

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- 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.
- 18) List of workers and their particulars to be attached together with this application form upon submission

UNDERTAKING

I/we have read and will undertake to abide by the by-laws stipulated in The Building & Strata Management Act (Chapter 30C) 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/altered during renovation.

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.

Signature & Name of Applicant(s)

Date

Signature & Company Stamp of Contractor

Date

Contractor's contact no. : _____

Contractor's email : _____

Person to Contact : _____

Acknowledgment of Owner
(if applicant is a tenant)

Date

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Rates of Permit Fees (subject to changes without notice)

Renovation Deposit : \$1000.00

Refundable after 30 days from date of completion, if all debris are removed and no damages are caused upon the Application of Refund .

Moval Deposit : \$1000.00

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

Note: Cheque made payable to 'MCST 2826'

For Official Use:

Supervisor's Signature

Manager's Signature

Deposit : _____

Adminstrative Fee/Lift Padding : _____

Total Collected : _____ (Cash / Cheque : _____)

Official Receipt No. : _____

Received By : _____

Date : _____