

**EAST COAST RESIDENCES**  
**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3688**

---

**APPLICATION FOR RENOVATION / MOVAL**

Name of Applicant : \_\_\_\_\_  
(Note : For renovation, if the Applicant is a tenant, he should seek acknowledgement from owner on Page 4)

Blk No.: \_\_\_\_\_ Unit No : \_\_\_\_\_ Tel : \_\_\_\_\_ (H) \_\_\_\_\_ (HP)

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

**RENOVATION WORKS**

The details of my renovation works are as below :

Note: Please tick against the appropriate bracket

**STANDARD RENOVATION WORKS**

- ( ) replacement of floor tiling within my premises;-  
( ) with hacking ( ) without hacking within my /our premises
- ( ) replacement of wall tiling within my premises;-  
( ) with hacking ( ) without hacking
- ( ) laying of floor tiles over existing floor finishes using tile adhesive method.
- ( ) carpentry work within my premises.
- ( ) masonry work within my premises.
- ( ) painting work within my 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)
- ( ) Others, please specify: \_\_\_\_\_

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

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

**EAST COAST RESIDENCES**  
**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3688**

---

**DETAILS OF RENOVATION WORK**

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

# **EAST COAST RESIDENCES**

## **MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3688**

---

### **DECLARATION BY APPLICANT 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 for minor work and major work** 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.
9. I/we agree to complete the works within the shortest possible time. I/we understand that a maximum of FOUR (4) 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 12.00pm and will not interfere with the quiet enjoyment of others. I/we agree not to carry out works after 5.00pm (Weekdays) /12.00pm (Saturday).

Mondays to Fridays	:	9.00am to 5.00pm
Saturdays	:	9.00am to 12.00pm
Sundays & Public Holidays	:	<b>Strictly no work allowed</b>

#### **Hacking and Driling**

Mondays to Fridays	:	10.00am to 3.00pm
--------------------	---	-------------------

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

**EAST COAST RESIDENCES**  
**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3688**

---

- 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/alterd during renovation.

By signing this application form I/We expressly 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 of Applicant

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Contractor's contact no. : \_\_\_\_\_ (O) \_\_\_\_\_ (HP)

Contractor's email : \_\_\_\_\_

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

**OWNER'S VERIFICATION (TO BE FILLED UP IF THE APPLICANT OF THE UNIT IS A TENANT)**

I, \_\_\_\_\_ owner of blk \_\_\_\_\_ unit \_\_\_\_\_  
acknowledge my tenant's application for the renovation works stated in this application.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

# **EAST COAST RESIDENCES**

## **MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3688**

---

### **EXTRACTS FROM BY LAWS**

#### **RENOVATION**

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 held liable 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. Application

The applicant and his nominated sub-contractors shall submit details of the type of work to be carried out in the prescribed "Application for Renovation" form to the Management of East Coast Residences at least two (2) weeks before work is intended to start.

b. Working Hours

Work can only be carried out after the "Approval for Renovation" is given by the Management and, unless otherwise provided, only within the following hours:

Mondays to Fridays	:	9.00am to 5.00pm
Saturdays	:	9.00am to 12.00pm
Sundays & Public Holidays	:	<b>Strictly no work allowed</b>

All works causing noise and disruption to peace and quiet, such as hacking, knocking, hammering, drilling, etc. and painting/varnishing works that give rise to fume and odour may only be carried out between 10.00hrs to 15.00hrs, Monday to Friday.

- i. Hacking should be carried out during the first five (5) working days of the program of work. Written application must be resubmitted to the Management if extension to the hacking works is required.
- ii. Maximum duration for renovation work is one (1) month. The prior written approval of the Management must be obtained to extend that duration.
- iii. The applicant shall obtain prior approval from the Management to carry out work beyond the hours stipulated above. Such extended work must not cause disturbance or annoyance to other residents.

c. Deposit

- i. The applicant shall make a refundable deposit of S\$1,000.00 (cheque made payable to **MCST 3688**). This will be returned free of interest on completion of the renovation work, subject to all claims by the Management for damages to the common property in the estate arising from the said renovation work.
- ii. If the deposit is insufficient to meet such claims, the applicant shall pay the additional amount so claimed by the Management. Advance notice shall be given to the applicants if any of the conditions stated in this application have not been complied with.

d. Security

- i. All workers of the applicant and those of the sub-contractors shall register with the security personnel at the Guard House. Their intention to enter any of the units to carry out renovation work shall be duly noted.

# **EAST COAST RESIDENCES**

## **MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3688**

---

- ii. All contractors shall be issued with contractor passes on registration. These passes must be worn at all times by the workers while carrying out their work in the estate.
  - iii. The applicant shall be responsible for the good conduct and behaviour of all his workers and those 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 be barred from further entry.
  - v. Residents or their appointed contractors are not allowed to use water/electricity supply from the common property.
- e. Use of Lifts in the Estate
- i. All workers of the applicant shall use only the lift and staircases assigned to their use for access and delivery.
  - ii. The applicant shall ensure that adequate protection is given to the lift wall, ceiling and floor when delivering 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 those of his sub-contractors, is cleaned up immediately to the satisfaction of the Management.
  - ii. No debris from the work shall be placed or left at any part of the common property by the applicant.
  - iii. At the end of each day, all debris from the applicant's work must be removed from the common property. No rubbish or building material shall be disposed of down the rubbish chute.
- g. Other Terms and Conditions
- i. Subsidiary proprietor shall allow any representative of the Management to enter the unit under renovation for the purpose of checking on the work that is being carried out.
  - ii. Subsidiary proprietor or the contractor undertakes to comply with all statutory regulations. 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 Subsidiary Proprietor and the contractor to obtain such permits for verification by the Management before commencing such renovations.
  - iii. The approval of the Management to the renovation works shall be dependent on the applicant having obtained the necessary approval and clearance from the authorities.
  - iv. Any approval given by the Management shall not constitute a waiver for the applicant to obtaining approval or clearance from the relevant 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.

# **EAST COAST RESIDENCES**

## **MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3688**

---

- vi. If the Subsidiary Proprietor or the contractor fails to obtain the requisite approval or to comply with the statutory regulations, the applicant and/or the contractor shall be liable for any expense incurred by the Management to rectify any such breach, to the satisfaction of the authorities.
- 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 such rejection or revocation.
- viii. The following general guidelines for renovation work shall be strictly observed:
- 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 balconies or relocation of 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 boundary of the unit other than those approved by the Management.
  - No permanent or retractable awnings, sunshade or trellis to be installed beyond the boundary of the unit.
  - No upgrading of electricity supply from the present designed load without the approval of the relevant authorities and the Management.
  - Any alteration of electrical circuit must be approved by the relevant authorities and such works must be carried by PUB Licensed Electrical Worker. The approved plan must be submitted to the Management prior to the execution of works.
  - Any alteration to or relocation of the intercom handset(s) within the unit should be referred to the Management. The Management shall not be held liable for any malfunction of the equipment thereafter.
  - The installation of railings or grilles for the windows, doors, service yards or any part of the unit shall be in conformity with the colour scheme and design as specified by the Management. Installation of grilles at open balconies and private open space is strictly prohibited.
- ix. No additional air-conditioning units may be installed without reference to the Management.
- x. Subsidiary proprietor is to ensure that all the works to be carried out in the unit would not result in any encroachment into the common property. In the event of such encroachment, the subsidiary proprietor shall, upon written notice, remove forthwith such encroachment at his own expense.
- xi. Subsidiary proprietor shall ensure that any work 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.
- xii. Subsidiary proprietor will have to submit plans for their renovation works before works commence to the Management as and when required to do so.
- xiii. Subsidiary proprietor shall ensure that the works carried out will not affect the waterproofing in the wet areas. The Subsidiary Proprietor 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 a Professional Structural Engineer. This is to consider the effect of the additional load of the brickwall on the existing floor slab. The imposed load for each residential unit is 1.5kN/m<sup>2</sup>.

# **EAST COAST RESIDENCES**

## **MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3688**

---

- xv. After the completion of the proposed renovation works, all having been duly approved by the Management and the relevant authorities, where applicable, the subsidiary proprietor shall inform the Management in writing to arrange for a joint inspection.
- h. Unauthorized Renovation Work
- i. The Management reserves the right to take legal proceedings against the subsidiary proprietor for any unauthorized renovation works that have encroached onto the common property.
- ii. The Management further reserves the right to demolish the works carried out in contravention of any terms and conditions that have been imposed. All costs and expenses incurred in this connection shall be recovered from the subsidiary proprietor.
- iii. The applicant shall indemnify the Management against any loss, damage or cost of legal proceedings arising from such unauthorized works, regardless against negligence of the subsidiary proprietor, contractor or any of their servants or agents.

### **BULK DELIVERY AND HOME 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 to the contractor.
- b. Bulk deliveries and house removal may only be carried out during the following hours:
- |                            |                                      |                   |
|----------------------------|--------------------------------------|-------------------|
| Monday to Friday           | :                                    | 9.00am to 5.00pm  |
| Saturday                   | :                                    | 9.00am to 12.00pm |
| Sunday and Public Holiday: | Strictly no removal activity allowed |                   |
- c. The applicant shall pay a refundable deposit of S\$1,000.00 (cheque made payable to **MCST 3688**).
- d. Deposit will be refunded free of interest subject to deductions by the Management for any costs incurred in making good any damage to the common property caused by the applicant.
- e. Details of all deliveries and removal must be reported at the Guard House prior to the work being carried out. The Management reserves the right to refuse entry when such details and purpose cannot be verified.
- f. All contractors must be issued with the contractor passes at the Guard House. These passes must be worn by the workmen at all times while carrying out their work in the estate.
- g. The contractors shall ensure that adequate protection is given to the lift wall, ceiling and floor when delivering furniture and fittings to and from the unit.
- h. The contractors 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/removal should use only designated lifts and staircases so as not to cause inconvenience to other residents.



**EAST COAST RESIDENCES**  
**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3688**

---

- 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 brought in. The movement of the lifts should not be withheld unnecessarily for a long period of time as to inconvenience other residents.
- k. Residents or their appointed contractor are not allowed to use water/electricity supply from the common property for the purpose of their work.
- l. Unwanted materials, debris, etc. shall not be left in the corridors, lift lobbies, fire escape staircase or any other common areas in the building. Otherwise, these will be removed by the Management and the cost thereof will be charged to the resident concerned.
- m. Residents shall be responsible for the conduct and behaviour of their appointed contractors. Any workmen found to have committed any misdemeanour in the estate shall be removed from and denied further entry into the estate. The residents concerned shall be liable for any damage that may have resulted from the misdemeanour.

**Items to take note**

- 1. Do not dump any of the renovation debris indiscriminately at the common area, into the rubbish chutes or by leaving the debris at basement lobby for disposal.
- 2. Do not commence any renovation works/removal without permit approved by management.

**Rates of Deposit Fee**

- 1. **Renovation** : **\$1000.00**

Refundable after 30 days from date of completion or request for refund of deposit, refundable subjected to all debris are removed and no damages are caused upon the Application of Refund.

- 2. **Moval** : **\$1000.00**

Note: Cheque made payable to **MCST 3688**

---

**For Official Use:**

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

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

Deposit : \_\_\_\_\_

Cash / Cheque No. : \_\_\_\_\_

Official Receipt No. : \_\_\_\_\_

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

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

**EAST COAST RESIDENCES**  
**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3688**

---

**For Official Use**

**CHECKLIST FOR RENOVATION / MOVAL\***

Blk & Unit No: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_ Time of Inspection : \_\_\_\_\_

**BEFORE WORK COMMENCE**

**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 (plywood 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 reinstate 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 (plywood or cardboard), barrication etc

Name & Signature of Inspector : \_\_\_\_\_

# EAST COAST RESIDENCES

## MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3688

**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 unauthorised 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.			

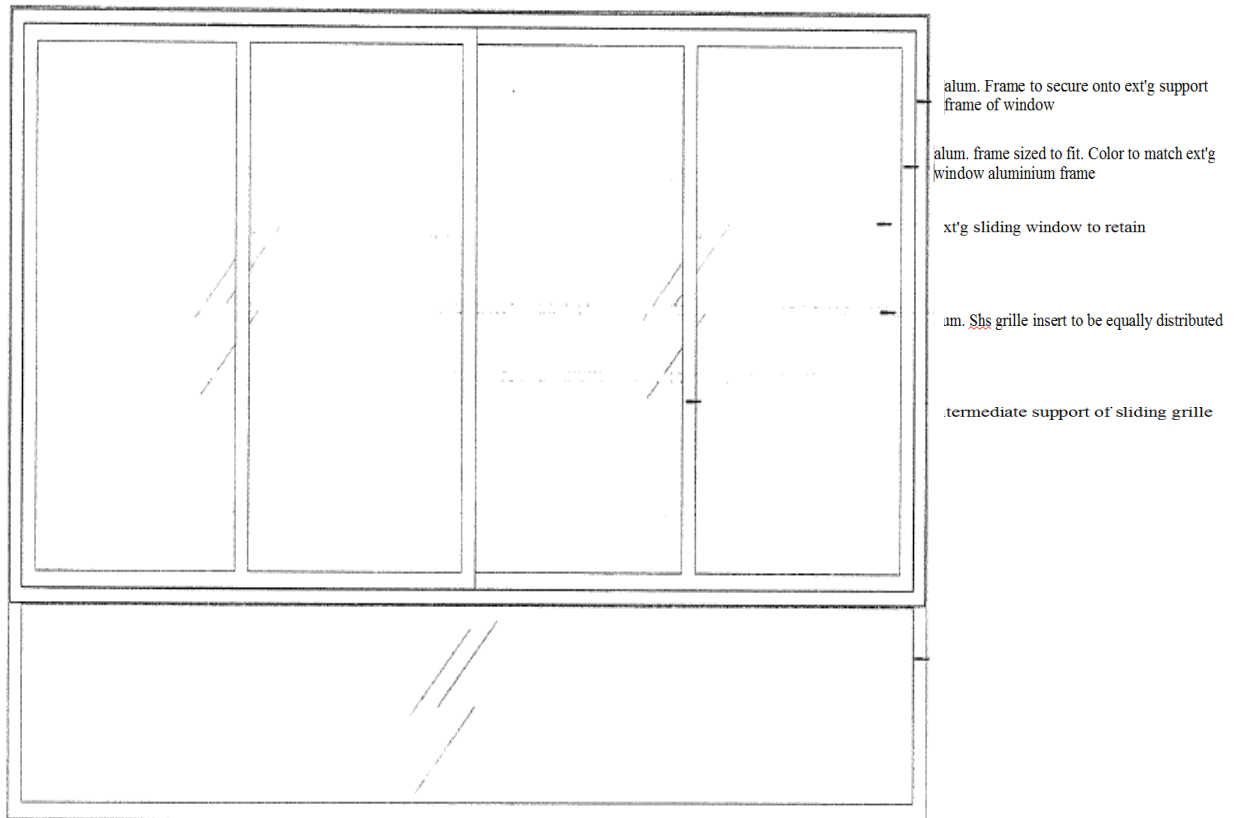
**Others, if any:**

\_\_\_\_\_  
Name & Signature of Inspector:

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

**EAST COAST RESIDENCES**  
**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3688**

---



### WINDOW GRILLE DETAIL FOR UNITS

Note:

1. Horizontal insert and frame design shown is applicable to sliding doors and gates, if required.
2. Mild steel may be used instead of aluminium. Please ensure colour to match existing aluminium frames.