



APPLICATION FOR RENOVATION WORKS TO UNIT

PARTICULARS OF OWNER

Name of Owner : _____ NRIC/Passport No : _____
Address : _____ (Email) _____
Contact No : (O) _____ (H) _____ (HP) _____

PARTICULARS OF CONTRACTOR

Name of Company : _____
Address : _____
Person In Charge : _____ (E-mail) _____
Contact No : (O) _____ (Fax) _____ (HP) _____

PARTICULARS OF RENOVATION WORKS

Duration : (From) _____ (To) _____

Renovation Items:

FOR OFFICIAL USE

* Approved / Approved, except for the following / Not Approved:

Name / Signature

Date

*Delete where applicable



TERMS & CONDITIONS

1. Renovation works are to be carried out only at the following times:

Mondays – Fridays	:	9 am – 6 pm
Saturdays	:	9 am – 1 pm
Sundays & Public Holidays	:	No work is allowed
2. All renovation applications must be accompanied by copies of all relevant/ approved plans, designs and approvals obtained from the relevant authorities in respect of the intended renovations. Owners must not, without the written consent from the Management Office, carry out any structural alterations and/ or additions that deviate from the approved plans and specifications. Works that are not approved by the Management Office due to whatsoever reasons provided shall not be carried out. Owners shall be responsible for and shall pay all fines or penalties imposed by any government authority for any unauthorised additions and/or alterations found within their units and/or common property.
3. Hacking of structural slabs, columns and beams are strictly prohibited. For change of layout or renovation works which includes:-
 - creation of any opening in a non-load bearing wall;
 - demolition, restoration or reinstatement of non-load bearing wall;
 - sealing up of any wall opening; and/or;
 - a conversion of an area to an area other than its original intended purpose (e.g. a bathroom is converted to a storeroom),
 the owner shall engage a Qualified Person (QP) (usually a registered architect or engineer), who shall obtain clearances from the relevant government authorities and shall ensure that the works are in compliance with prevailing statues or building codes. In this respect, the QP may be required to carry out proper submissions for the approval from the relevant government authorities. Demolition of non-load bearing wall will only be allowed if a Professional Engineer (PE) can confirm that such alteration will not affect the structural integrity of the building. A letter from the PE is to be enclosed with your application.
4. No works, which may increase the gross floor area and/or site coverage of the estate, and/or affect the external facade of the building, and/or posed as an encumbrance to the Management Office are allowed. Trellis at the private enclosed space (PES) is strictly not allowed to be covered up. Facade refers to windows, balcony, private enclosed space, compartments for air-con 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.
5. Grilles to windows and openings at the yard areas should conform to the recommended design and colour scheme which can be obtained from the Management Office. All grilles shall be installed on the internal side of the windows/balcony doors and within the boundary line of the unit. It is not advisable to install the grilles to the existing aluminium works as the integrity and/or existing warranty of the aluminium works may be affected.
6. There is no standard design for the main door gate. However, please note that your gate must not be installed beyond the boundary of your unit.
7. No installation of any television or radio antenna is allowed on the rooftop or at any external part of the subdivided building.
8. No works shall be carried out at or to the common property. All works must be carried out in the unit.
9. Owners shall not mark, paint, drive nails or screws or the like into, or otherwise damage or deface any part of the common property.
10. Owners shall not install any item, object, equipment, structure or the like at the common property.
11. Owners must ensure that adequate measures are taken to protect the common property with protective covers during the delivery or removal of materials by their contractors to prevent any damage. These areas are to be left in a clean and tidy state upon the completion of works or at the end of each day. In the event damage is caused to the common property, the owner is to make good the damaged items, failing which the Management Office shall have the right to make good the damage and to recover the costs from the owner.
12. Owners are fully responsible for the dumping of debris by their contractors. Unwanted materials, debris etc., are not to be left in corridors, lift lobbies, fire escape staircases or any other common areas. Debris shall not be dump in the estate’s bin centre. Owner shall arrange for proper disposal. Packing and crating materials must be removed and disposed off by the owners/ contractors on the same day as they were brought in, failing which the Management Office shall have the right to remove the debris and to recover the costs from the owner.
13. Owners are responsible for the conduct and behaviour of their contractors and its sub-contractor, employees or agents.
14. Renovation contractors are to use only designated lifts and staircases so as not to cause inconvenience to other residents.
15. Tapping of water/ electricity supply from the common areas for the owner’s private use is not allowed.
16. All equipment, articles or materials are to be stored in the owner’s unit.
17. The owner shall ensure that the contractor does not employ or permit or cause the employment of any illegal foreign workers to carry out any part of the renovation works at the premise.
18. The endorsement of the Management Office does not constitute an approval of the Building Authorities. The owner shall bear full responsibility to ensure compliance with the applicable building laws and shall be fully responsible for all renovation works undertaken by their contractors and its sub-contractor, employees or agents.

I, _____, owner of Tower _____ # _____ - _____ hereby confirm that I have read, understood and agreed to abide by the above terms and conditions and shall irrevocably indemnify the Management Office against all claims, losses and damages whatsoever that may arise as a result of not complying with the above terms and conditions.

Signature of Owner

Date