

RENOVATION TO PREMISES

PARTICULARS OF OWNER

Name : _____ Blk & Unit No. : _____

Contact No. : _____(H) _____(HP)

**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 once contractor is engaged, please use separate form)

Company : _____

Address : _____

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

Contact No. : _____(O) _____(HP)

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 air-con to comply with the new regulation imposed by the BCA-refer to attached letter

- () addition and alteration to electrical layout

DESCRIPTION / SCHEDULE OF RENOVATION WORK

Commencement : From _____ To _____

Hacking Period : From _____ To _____

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

- Application for hot 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

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/-** 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 S\$100.00 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 and Fridays between 9.00 am to 5.00 pm & Saturday 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 pm (Weekdays) /1 pm (Saturday).

Mondays to Fridays	: 9:00 am to 5:00 pm
Saturdays and eve of Holidays	: 9:00 am to 1:00 pm
Sundays & Public Holidays	: Strictly no work allowed
Noisy Work (Mondays to Fridays)	: 10:00 am to 4:00 pm

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

UNDERTAKING & ACKNOWLEDGEMENT

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 façade will be affected/ altered during renovation.

We enclose a **cheque deposit of \$1,000.00** made payable to MCST 4463 to be held by the Management of MCST 4463 for any damage to common area caused by my Contractor and/or by their personnel, or for removal of any building and renovation materials/debris/items left in the common area. The deposit will be refunded, free of interest, upon completion of works and satisfactory compliance with the Management's rules and regulations governing renovation works, otherwise appropriate recovery/deduction would be made.

We undertake to provide full support and total protection to the lift car panels and floor and lift lobbies.

We hereby undertake to comply with the Rules and Regulations visit <https://lafiestacondo.com.sg/houserules> governing the renovation works and to fully indemnify the Management against any claims/injury/cost/damage arising from the renovation works.

Others

(a) The Subsidiary Proprietor / Resident shall allow any authorised personnel of the Management access to their Unit during renovation for checking purposes and ensuring no unauthorised work has been or is being carried out. The authorized personnel is at liberty to take photographs of any unauthorised renovation works in the Unit for their perusal.

(b) The Management has absolute discretion to reserve all rights to reject any application and revoke any approval / permit granted. The Management shall not be liable for any cost or damage arising from the rejection of any renovation application or the revocation of any approval / permit.

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 & Name of Applicant(s)

Date

Signature & Company Stamp of Contractor

Date

Contractor's Tel : _____

Contractor's Email : _____

Person to Contact : _____

APPLICATION FOR RENOVATION WORK CHECKLIST

Name: _____ Blk : _____ Unit No. : _____

S/ N	Items	Description	Tick [v]
1	Applicant	<u>Residential</u> The applicant must be Subsidiary Proprietor of the unit as stated on Strata Roll or New owner and Strata Roll not updated, to submit Option To Purchase (OTP) /stamp duty for verification or Authorised Agent (Letter of Authorization is to be submitted together with the application form)	
2	Deposit	Cheque payable to "MCST 4463 " \$ 1,000 (Refundable) (Refund of deposit requires 6 to 8 weeks upon submission of request)	
3	Lift Padding	To be collected from guard post and put up only in fire lift by the contractor	
4	Work permitted Days and time	Mon – Fri : 9 am to 5 pm, Sat : 9 am to 1 pm Sunday and PH : No work	
5	Hacking, Drilling and Noise Work	-Major Hack and drilling – Max 3 days -All noise work : Mon – Fri 9 am to 4 pm Sat, Sun & PH : Not allowed	
6	Commencement Date	Indicate the start and end date of the renovation work. Maximum up to 4 weeks.	
7	Extension of work	Applicant is to write in officially at least 7 days in advance before the end of Permit date for extension work and list out the remaining works still required to be carried out. Approval is based on case-to-case basis.	
8	Contractor	Ensure that the details of the contractor are accurate and to submit their Insurance and Risk Assessment together with the application.	
9	Scope of Works	Works are to be stated or a list of scope of works is to be enclosed	

10	Demolish of wall	Obtain Professional Engineer Endorsement/Approval from relevant Authorities before submission of application form to the Management Office. All demolition works, other than floor tiles, are to be carried out by trained workers certified by Building and Construction Authority Academy (BCAA).	
11	Additional fixtures -Balcony -Patio -Awning -PES	-Any additional fixtures at balcony/ patio or installation of awning that will affect the facade of the building are not allowed unless there are specify design approved by the MCST. -Obtain Professional Engineer Endorsement/Approval from relevant Authorities based on the job requirement (if required) before submission of application form to the Management Office.	
12	Replacement of Door/ Grill Gate/ Windows/ Window Grill	Any replacements of door /window /grill at that will affect the uniformity of the building are not allowed unless there are specify design approved by the MCST.	
13	Refuse Disposal	Cleanliness at common area and Contractor to remove all debris.	
14	Undertaking / Indemnity	The undertaking / indemnity form is signed by the Subsidiary Proprietor/ Authorised Agent and Contractor.	
15	Submission of Documents	To check all required documents are enclosed and submitted. E.g plans, Professional Engineer endorsement, list of scope of work, together with the cheques.	

More information regarding renovation, please visit <https://lafiestacondo.com.sg/houserules>

Acknowledged By : _____ (Name & Signature)

Date : _____