

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 1596
HENSON WAREHOUSE

APPLICATION PERMIT FOR RENOVATION / MOVAL

Name of Applicant(s) : _____ (Owner / Tenant)*
*(Note : Applicant's must be the owner of the unit for all renovation submission)

Subject Property : _____

Unit No : _____ Tel : _____ Fax : _____

Email _____

Section I - Renovation Works (COMMERCIAL)

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.
- Installation / replacement of ceiling boards.
- replacement of windows. *No disruption to building outlook according to By Laws*
- Installation of louvre / casement / sliding windows on parapet.
- Installation of window grille.
- Installation of awning.
- Replacement of main entrance door/frame to half hour fire rated door.
- Replacement of glass door(s).
- Plumbing / Sanitary / Bathroom installation. (specify : _____)
- Sprinkler alterations. *FSB submission required*

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
- Increase or decrease in electrical load (specify : _____ Amps)

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)

* Delete where applicable

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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 \$500/- 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 \$500/- 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 undertake to ensure that neither we nor our workmen will cause any inconvenience or nuisance whatsoever to any party when carrying out the works.
- 11) If hacking and drilling is required, I/we will ensure that such works are carried out between 7-9 am before the Building opens (applies to both podium and tower block). For tower block, hacking and drilling or other works that produce excessive noise can only be allowed during weekends and after 5 pm on weekdays. I/we agree to keep the noise (produce from the renovation works) to a minimum. For works that involve these, I/we shall inform the Management at least 3 days before the commencement of work.

- 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 Maintenance & Management Act 2004 and by-laws/regulations imposed by the Management. I/We declare 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 & 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

Date

Signature & Company Stamp of Contractor

Date

Contractor's Tel : _____

Person to Contact : _____

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Rates of Permit Fees (subject to changes without notice)

Administration Fee \$25 (Non-refundable)

Renovation Deposit \$500/- (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

Administration Fee : _____ Deposit : _____

Total Collected : _____ (Cash / Cheque) : _____

OR No. : _____

Received By : _____ Date : _____

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REQUEST FOR REFUND OF DEPOSIT

To : MCST 1596

From :

Subject Property : _____

Unit No. : _____

Official Receipt No. : _____ (Pls attach a copy of official receipt issued during payment)

Deposit collected for Renovation / Moval *

Payable To : _____

Mailing Add : _____

Signature : _____ Date : _____

(Please arrange for joint inspection upon completion of event)

* Delete where applicable

For Official Use :

Amount Collected : \$ _____

Amount For Deduction : \$ _____ (Specify item _____)

Amount Of Refund : \$ _____

Certified By

- Guard : _____ Date : _____

- Cleaner : _____ Date : _____

- Maintenance : _____ Date : _____

- Approved By : _____ Date : _____