

**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2632**  
**HOMEY GARDENS**

**APPLICATION PERMIT FOR RENOVATION / MOVAL**

Name of Applicant(s) : \_\_\_\_\_ (owner/tenant)

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

Unit No : \_\_\_\_\_ Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

**Section I - Renovation Works (RESIDENTIAL)**

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 aircon to comply with the new regulation imposed by the  
BCA-refer to attached letter*
- ( ) addition and alteration to electrical layout

**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)

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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 \$1000/- 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 \$1000/- 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 will only carry out works on Mondays and Fridays between 9.00 am to 5.00 pm & Saturday 9.00am to 12.00 noon and will not interfere with the quiet enjoyment of others. I/we agree not to carry out works after 5 pm/12 noon unless special permission has been given by the Management.

Monday to Friday : 9.00am to 5.00pm  
Saturday : 9.00am to 12.00 noon

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- 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.
- 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 & Strata Management 2004 (No.47 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.

I/we agree that the provided personal information stated above is solely for ESTATE MANAGEMENT purposes.

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(s)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Contractor's Tel : \_\_\_\_\_

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

## **RULES & REGULATIONS FOR RENOVATION WORKS**

### **Terms and Conditions**

#### **1.0 Type of Work**

1.1 The applicant and its contractors can only carry out the type of work specified in the approval letter to the occupant / owner.

#### **2.0 Working Hours**

2.1 Work can only be carried out within the following times:

Monday to Friday	:	9.00am to 12.00 noon
	:	1.00pm to 5.00pm
Saturday	:	9.00am to 12.00 noon

2.2 No work shall be allowed to be carried out on Sundays and Public Holidays.

2.3 The applicant shall obtain prior written approval from the Management in the event of a need to carry out work beyond the hours specified in Clause 2.1 and provided the work does not affect the peaceful environment of the other occupants.

#### **3.0 Deposit**

3.1 The applicant shall pay a deposit of S\$ 1000.00 which will be refunded, free from interest and subject to the compliance of all conditions stated herein and to all claims by the Management for damages to the common property and properties of the residents in the building. In the event of the deposit being insufficient to meet the Management's claim, the applicant and the company in which he is acting on its behalf, shall compensate and pay to the Management the difference between the said deposit and the amount so claimed by the Management. The said deposit shall be forfeited if any of the conditions stated herein are not complied with.

#### **4.0 Security**

4.1 All workers of the applicant and that of its listed sub-contractors shall inform the security personnel of their intention to enter the estate's unit to carry out the work and to collect the contractors' passes.

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- 4.2 The applicant shall be responsible for the good conduct and behaviour of all workers of his / her company and that of its listed sub-contractors while they are in the building.
- 4.3 No worker shall be allowed to loiter in any other places other than the apartment unit concerned.
- 4.4 Any worker found misbehaving or refusing to comply with the security procedures will be removed from the condominium and barred from entry.
- 4.5 All workers shall display the contractors' passes at all times within the condominium's compound.

**5.0 Lift**

- 5.1 The applicant shall ensure that adequate protection is given to the lift wall and flooring when conveying building materials to and from the apartment unit under renovation. Should there be a need to protect the lift floor and walls with appropriate protection covers, they should be provided by the applicant at his / her expense.
- 5.2 No heavy machinery is allowed in the lift.

**6.0 Cleanliness**

- 6.1 The applicant shall maintain the general cleanliness of the common area used by his / her workers and sub-contractors. He shall ensure the area, dirtied by his / her workers and that of his / her sub-contractors, be cleaned up immediately to the satisfaction of the Management.
- 6.2 No debris is allowed to be placed in the common area.
- 6.3 All debris must be removed from site upon completion of work.

**7.0 Others**

- 7.1 The applicant shall allow the authorised officer of the Management access into the apartment unit under renovation for the purpose of checking that no unauthorised work is being carried out.
- 7.2 The Management in its absolute discretion reserves the right to reject any applicant and revoke any permit granted. The Management shall not be liable for any damage arising from the rejection of the application or revocation of the permit.

- 7.3 Subject to the prior written consent of the Management Corporation and subject to approval being obtained from the relevant authorities, repair, renovation and alterations or extension works may be carried out by the subsidiary proprietor at his cost and expense and under the following conditions:
- a) No hacking of any walls, beams, slabs, columns and any structural members.
  - b) No re-location of the water and sanitary system.
  - c) No re-running of the electrical system.
  - d) No alterations to or re-location of the windows.
  - e) No alterations to or re-location of the balconies or doors and doorways.
  - f) No raising of the floor level or increasing the total load of the floor.
  - g) No sunshades or awnings of any design or shape.
  - h) No permanent or retractable clothes hinder / awnings.
  - i) The installation of railings or grilles for the windows, doors, balconies or any part of the lot shall be done only for the purpose of security and according to the colour scheme and design of the Developer / Management Corporation.
- 7.4 The subsidiary proprietor / owner shall not dump rubbish or building debris in any common areas and shall clear away the rubbish / debris at the end of each working day or pay the cleaning fees to the Management Corporation which shall not be less than S\$ 100.00 per day

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**Rates of Permit Fees (subject to changes without notice)**

Administration Fee	\$25 (Non-refundable)
Renovation Deposit	\$1000/- (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).
Moval Deposit	\$1000/- (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).

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For Official Use

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

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

Administration Fee : \_\_\_\_\_ (Inv. No. \_\_\_\_\_)

Deposit : \_\_\_\_\_ (Receipt No. \_\_\_\_\_)

Total Collected : \_\_\_\_\_ (Cash / Cheque : \_\_\_\_\_)  
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Received By : \_\_\_\_\_ Date : \_\_\_\_\_

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**REQUEST FOR REFUND OF DEPOSIT**

To :

From :

Subject Property : \_\_\_\_\_

Unit No. : \_\_\_\_\_

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

Deposit collected for \* Renovation / Moval

Others (pls specify) \_\_\_\_\_

Payable To : \_\_\_\_\_

Mailing Add : \_\_\_\_\_

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

**(Please arrange for joint inspection upon completion of event)**

\* Delete where applicable

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For Official Use :

Amount Collected : \$ \_\_\_\_\_

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

Amount Of Refund : \$ =====

Certified By

- Guard : \_\_\_\_\_ Date : \_\_\_\_\_

- Cleaner : \_\_\_\_\_ Date : \_\_\_\_\_

- Maintenance : \_\_\_\_\_ Date : \_\_\_\_\_

- Approved By : \_\_\_\_\_ Date : \_\_\_\_\_