

**APPLICATION FOR RENOVATION PERMIT
THE SPIRE**

Name of Applicant(s) : _____ (Owner / Tenant)*

Unit No : _____ Email: _____

Tel : _____ Mobile: _____ Fax : _____

UNDERTAKING OF APPLICANT

I/We, the above applicant confirm that I/we have read and understood all terms and conditions in this application form and undertake to comply with all terms and conditions of this application including the BY LAW of the Building Maintenance & Strata Management Act/Land Titles (Strata) Act and supplementary By Law of the Management Corporation S T 2736.

I/We further undertake the following:

- 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 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 **deposit a sum of S\$1,000.00** 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 pay the **administration fee of \$75.00 (non-refundable & subjected to GST)** for the application of renovation permit.
- 9) 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 S\$1,000.00 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.**

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- 10) 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.
- 11) I/We will only carry out works on:-

Mondays to Fridays : 0900hrs to 1800hrs

Saturdays : 0900hrs to 1300hrs

STRICTLY NO WORK ON SUNDAYS & PUBLIC HOLIDAYS

and will not interfere with the peacefulness and enjoyment of others.

- 12) 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.
- 13) I/We agree to display the "**RENOVATION PERMIT**" form prominently at the main entrance to my/our unit during the period of renovation works.
- 14) 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.
- 15) I/We agree to indemnify the Management against any claim or damages that may arise in the course of my/our above application.
- 16) 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.
- 17) 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.
- 18) I/We understand that the acceptance of my/our renovation deposit by the Management does not warrant an acceptance of my/our above application.
- 19) I/We have read and will undertake to abide by all terms and conditions of this application and all the by-laws stipulated in the Building Maintenance & Strata Management Act/Land Titles Strata Act and by-laws/regulations imposed by the Management.

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 & Company Stamp of Applicant(s)

Date

Signature & Company Stamp of Contractor(s)

Date

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NATURE AND EXTENT OF RENOVATION WORKS

(Please state in details the extent of renovation work involved including whether any demolition work is required. If space is insufficient, please submit in separate sheet). Plans for the renovation work are to be submitted with this application.

FOR BUILDER WORKS

FOR ELECTRICAL & PLUMBING WORKS (including air-conditioning and others)

DETAILS OF MATERIALS TO BE USED

Commencement of work: _____ Completion of work: _____

PARTICULARS OF CONTRACTORS:

Company Name: _____

Address: _____

Contact Nos.: (O) _____ (Fax) _____

Person-in-charge: _____

Person-in-charge Contact Nos.: (O) _____ (HP) _____

Signature & Company Stamp

Date

RULES AND REGULATIONS OF RENOVATION WORKS

1. TERMS AND CONDITIONS

Occupants are required to seek approval from the Management if they wish to carry out fitting-out works in their Units. The Occupants should write to the Management officially giving details of works attached together with plans or sketches if necessary. All Occupants are strongly advised to consult the Management even if the works are minor. These rules and regulations are subject to revision at the sole discretion of the Management as and when necessary.

2. WORKING DURATION AND HOURS

i) Work can only be carried out within the following times: -

Maximum duration : 31 Days per unit
Monday to Friday : 0900hrs to 1800hrs
Saturday : 0900hrs to 1300hrs

ii) **Strictly NO WORK is to be carried out on Sundays & Public Holidays.**

iii) Should any works be required to be done other than the specified in Clause 2(i), Occupants should obtain prior written approval from the Management.

iv) **A fee of S\$20.00 per day (subjected to GST) will be charged for any additional working day and S\$5.00 per hour (subjected to GST) will be charged for any additional working hours.**

v) Application is subjected to approval provided the works does not affect the peacefulness of the other Occupants.

3. APPLICATION FOR FITTING-OUT WORKS TO UNITS

a) Occupants are required to abide by all building by-laws to submit and obtain approval from the relevant Government Authorities for all proposed fitting-out works and any future additions and alteration works to the Units unless they are exempted from approval by the relevant Authorities. As such, the Occupants must show proof that no approval is needed from the relevant Authorities.

b) Unauthorised works carried out in the Unit may result in enforcement action taken by the relevant Authorities . As such, the respective Occupants will be held liable for any such delay.

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- c) The Occupants may, prior to obtaining the Authorities' approval and entirely at their own risk, commence work on site after lodging with the Building Manager on site two (2) copies of the drawing showing the Management's approval. It is to be emphasized that the Management's approval in this respect should not be construed as the approval or endorsement by the Building Authorities. Any consequences which may result from the works carried out prior to the Building Authorities' approval will be solely borne by the Occupants concerned.
- d) All plans shall be prepared by Qualified Person i.e. the Architects/Interior Designer, Mechanical & Electrical Consultants or licenced workers. Plans submission should include the followings: -
 - i. Architectural / Interior Design Plan
 - ii. Electrical Layout Plan with Single Line Diagram
 - iii. Air-Conditioning Plan
 - iv. Sprinkler Layout Plan
 - v. Plumbing and Sanitary Layout Plan
 - vi. Signages Drawing
- e) Upon receiving the drawings submitted, additional terms and conditions or any other instructions/directions may be issued by the Management from time to time.
- f) The Qualified Person shall be fully liable and responsible for their designs for the Occupants' fitting-out works. The Management shall be indemnified from any responsibility for the works.

4. STRUCTURE

Under no circumstances is any structural part of the building to be tampered with. Utmost care must be exercised when hacking the cement screed to ensure no damage is caused to the floor slab, column, beam and structural part of the unit or common areas.

Any demolition or erection of wall must be supervised and certified by the Structural Engineer to the effect that the wall is non-loading or the existing floor slab can withstand the additional load of the wall.

The walls in this building are constructed with ALC blocks and care must be taken when attaching fixtures onto these walls. No explosive power tool is to be used during the installation of fixtures.

5. RESTRICTION OF WORK AREA

All renovations must be carried out within the Unit. Under no circumstances will work be permitted in the common areas.

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No spillage of tools/debris or work onto the common corridor. The Management reserves the right to charge S\$20.00 per sq. ft. per day (subjected to GST) for spillage.

The Contractor shall ensure that his stock, goods or equipment are kept within his employers' Unit and that all common corridors and fire escape routes are kept clear of obstruction at all times, failing which the Management will proceed to clear the said corridors or escape routes and all costs incurred shall be charged to the Contractor concerned.

When other nearby Units are occupied, hacking, drilling and other noise generating works can only be carried out at the designated hours after prior arrangement/consent has been made/obtained from the Management and/or neighbouring Occupants.

6. REPORT ON COMPLETION OF RENOVATION WORKS TO THE RELEVANT AUTHORITIES

- i. Occupants are responsible for obtaining all necessary certification from their Consultants and report completion of fitting-out works to the Management within the stipulated time.

Occupants shall inform the Management on the commencement and completion dates of the proposed renovation or addition works.

- ii. A set of the as-built drawings duly signed by Occupant and his Architect and/or Structural or M & E Engineers must be submitted to the Management for records within 2 weeks of the completion.

- iii. All fitting-out works must be carried out according to the approved plans.

All cost to be incurred in such exercise inclusive of consultancy fees, overheads and administrative charges shall be borne by the Occupants concerned.

7. RENOVATION SECURITY DEPOSIT

All applicants/contractors are required to place a **renovation security deposit of S\$1,000.00** per unit per application of renovation.

(NOTE: Amount of deposit subject to revision without prior notice to Occupants)

Cheques should be crossed and made payable to "MCST 2736" and must be delivered to the Management Office at least 3 working days in advance before the commencement of the fitting-out works.

In the event that the Occupants fail to perform and observe or fail to procure the performance and observance by their Contractors of any of the conditions relating to the carrying out of the fitting-out works or the Occupants and their Contractors shall fail to rectify any damage caused to any part of the common property of the building, the fixtures

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and fittings or any part of the other units within the building, such damage shall be made good to the satisfaction of the Management within seven (7) days from the notice served by the Management, then such part of the renovation deposit as shall be necessary to remedy such failure to perform and observe or such failure to rectify, shall be forfeited by the Management and applied thereto without prejudice to the Management's right to recover any damages or costs from the Occupants concerned to the extent that the renovation deposit shall be insufficient for the purpose. Should the deposit be 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.

The deposit is refundable free of interest upon completion of the works SUBJECT TO no damage being caused to any part of the building or the equipment therein; to all building materials and debris being completely removed from site; and to submission of approved drawings from the authority to the Management.

After appropriate deductions for damage and aforesaid supervision fees, if any, the Management shall refund the balance of such deposit to the Contractor free of interest in due course after the Management is satisfied that all works have been completed and that the Contractor and his workmen have left the site.

8. SECURITY

No Contractors are allowed to enter the building to carry out any fitting-out works unless they have registered themselves with the main security control counter/Management Office with the Occupant's letter of authorisation and indemnity duly signed and stamped in accordance with the prescribed forms and after payment of the renovation deposit.

- i. All Contractor and its listed Sub-Contractors shall inform the security at the Guard Post on their intention to enter the building. They are to exchange for the security passes with their identity card, work permit or any other relevant passes.
- ii. The applicant shall be responsible for his staff and Sub-Contractor acts, conduct and behaviours while they are within the building.
 - a. No worker shall be allowed to loiter in the building other than the Unit concerned.
 - b. Any worker found misbehaving or refusing to comply with the security rules and regulations will be asked to leave the building and barred from entry.
 - c. All workers shall put on their security passes at all times while they are in the premises.

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All Contractors must ensure that their workmen do not litter, deface or damage any parts of the development.

All workmen employed by the Contractor must be properly attired and confine themselves to the areas in which they are working.

All workmen employed by the Contractor should co-operate with the security personnel of the building, failing which they will be barred from working on site.

Contractors shall also ensure that their workmen do not cause any nuisance, smell, noise, vibration or inconvenience to other Occupants.

The Management shall have the right to gain access into the Unit to ensure that the conditions contained herein are complied with and that no unauthorised work has been or is being carried out, and forfeiture of the whole or any part of the renovation deposit paid without further notice.

9. REMOVAL OF DEBRIS

All Contractors are required to remove their own debris daily or at any such interval so directed by the Management or his representative. If the debris is not removed at such interval as stated above, the Management will proceed to engage contractor by way of **deduction from the security deposit at the rate of S\$500.00 per lorry load (subjected to GST) calculated to the nearest whole lorry load per occasion. The labour cost should be calculated at the rate of S\$50.00 per workman per day (subjected to GST).** The Management shall not be responsible for any loss of stocks, goods, parts etc whilst carrying out such clearance.

All contractors are not allowed to place any rubbish outside the Units at all times. They are required to seek the Management's consent of any placement of rubbish bin on site for removal of debris from the unit. All Contractors are to inform the Management to inspect the removal of debris.

No building debris is allowed to be disposed of at the common area or the Bin Centre under any circumstances.

10. PASSENGER LIFT

Passenger lifts are not to be used by contractors at all times for the transportation of building materials. The maximum allowable load is 1,350 kg (20 passengers), and the contractor shall use his utmost care not to damage or overload the passenger lifts.

Only the designated lifts shall be used for the delivery and transportation of all renovation materials, tools, debris, furniture and fittings, and the Contractor and / or his workmen are

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prohibited to use the other lifts. The Contractor must also ensure that there is no damage or overloading of the lift during delivery.

11. OBSTRUCTION TO COMMON PASSAGE, FIRE ESCAPE ETC.

The contractor shall ensure that their stock, goods or parts are kept within their Unit. Any obstruction to the common corridors, driveway, fire escape routes etc shall be cleared away immediately by the Management and all cost incurred shall be charged to the contractor.

No storage space will be provided on site. All articles/materials must be stored within the Occupants' Units. Any obstruction to the common corridors, fire escape routes, etc shall be immediately cleared away by the Management and all costs incurred therefrom shall be charged to the Occupants concerned.

The Management shall be under no liability in respect of the loss or damages caused to the Unit and of any tools/materials brought into and kept in the Unit for the whole duration of the fitting out works.

12. ALTERATION OF SPRINKLER SYSTEM

The building is protected by automatic sprinkler system designed as according to the requirement of the Fire Code. Should there be any proposed alteration to the existing sprinkler system, 3 sets of drawing plans must be duly prepared by the appointed M & E consultant and these plans are to be submitted for endorsement by the Management. The Management will retain one copy of the proposed additions & alterations plan for record purposes. Thereafter, the Occupants concerned will have to submit the plans to the Fire Safety Bureau for approval. The work will only be carried out by our project sprinkler contractor. The Management reserves the right to inspect the Unit without notice from time to time.

For approved additions and alteration works to the sprinkler system, **a sum of S\$500.00 per operation (subjected to GST) is chargeable for draining and re-charging water of the system. The re-charging of water has to be carried out by 1700hrs on the same day.** Application must be delivered to the Management Office at least three (3) working days in advance in the prescribed form.

13. INSURANCE POLICY FOR MANAGEMENT'S WORKS AND OCCUPANTS' FITTING OUT WORKS

The Management will insure the building and its fixtures and fittings against loss and damage by fire and special perils. Occupants' fittings and fixtures are not covered under this policy.

The Occupants shall instruct his renovation contractor to take up the following policies:

- i. Worker's Compensation in accordance with the enforcing Workmen Compensation Act.

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- ii. Third party liability up to a minimum cover of S\$1 million for any one accident. The details of this policy should be submitted to the Management for approval prior to any works commencing on the site. A copy of this policy must also be lodged with the Management for his reference.
- iii. The necessary insurance including Fire Insurance to the replacement value of their fitting out works.

14. POSITION OF AIR-CONDITION CONDENSERS

All Units are provided with ledges for the mounting of air-con condensers should you decide to air-condition your unit.

All air-con compressors shall be mounted on the air-con ledges provided in the air-con compressor room. No air-con compressors are allowed to be mounted on the wall. Any additional units can be stacked on top of one another in the air-con compressor room subject to the approval from the Management. Occupants are to submit their air-con condenser units layout plan together with the renovation plans.

Condensing and drained water should not be discharged at or outside the exterior or common property. The installation of exhaust fans is not permitted unless otherwise stated.

Testing of the down-pipe at the air-con ledge must be done before and after the fitting-out work. Any chokage found must be reported to the Management before the fitting-out work commences or it shall be rectified at Occupant's cost.

The Occupants at their own cost shall maintain all installation and system in good condition.

The contractor is to inform the Management to inspect the fitting out works to ensure that there are no deviations from the approved plan.

15. ELECTRICITY SUPPLY

Contractors are strictly prohibited to tap the electricity supply from the building's bulk meter for the fitting-out works without prior approval from the Management.

All installation works carried out shall comply with the latest rules and regulations as according to the Singapore Standard Code of Practice. They shall also be governed by all relevant regulations on electricity supply.

The standard electrical loading is as follows: -

1 st Storey	:	100 Amp, 3 phase isolator (unit -03)
	:	63 Amp, 3 phase isolator (units -01 & -02)
4 th Storey to 14 th Storey	:	100 Amp, 3 phase isolator (units -05 only)
	:	63 Amp, 3 phase isolator

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(units -01 to -04 & -06 to -08)

Occupants are not allowed to tap electricity at the common property for their Units or private fitting-out work. Permission must be obtained from the Management and it will be charged at S\$30.00 (subjected to GST) per day payable in advance before the commencement of work for the entire period of fitting-out work. All cheques shall be made payable to "**MCST 2736**". Payment together with application must be submitted to the Management at three (3) working days before commencement of work.

A turn-on fee of S\$100.00 (subjected to GST) for the temporary power supply shall be made payable to "**MCST 2736**".

For temporary power supply application, a temporary electrical board with a miniature circuit breaker for the overload protection must be provided.

The Management reserves the right to refuse or withdraw such applications in the event of abuse of usage.

16. PROCEDURES FOR THE APPLICATION OF ELECTRICITY & WATER SUPPLY

Occupants are to apply for the various utility accounts through the relevant authorities before commencement of business.

No upgrading/down-sizing of electricity supply is allowed to be carried out unless detailed drawings are submitted by the Occupant and approved by the Management and its Licensed Engineer. Such upgrading/downsizing works must be carried out by the Electrical Contractor (licenced electrician) and testing are to be approved by the Power Supply Pte Ltd. The cost will be borne by the Occupants.

No light fittings or other fixtures shall be installed in the common passageway.

Isolator provided in every Unit must not be tampered / removed / relocated at any time. For opening of water supply accounts. Occupant's Licensed Plumber or their Consultants must submit schematic diagrams and other necessary documents for the Management's comments and endorsement. Upon endorsement by the Management, these documents will be returned to the Occupant's Consultants for submission to the relevant authorities.

Occupants are advised to open the utility accounts before commencing renovation works.

17. SANITARY AND WATER PIPES

Sanitary and water pipes are concealed in the walls between units -04 and the toilets/pantry area. Please ensure that the concealed pipes are not damaged and left intact during the renovation process.

18. EXCHANGE OF SECURITY PASSES

All renovation contractors are to exchange their Identity Card, Work Permit or relevant documents for security passes at the security checkpoint. Renovation contractors without passes will not be allowed entry into the building.

19. FOREIGN WORKER

As it is an offence to employ illegal foreign workers to carry out any renovation works, Occupants are to ensure strict compliance by their Contractors that no illegal foreign workers are employed and all foreign workers employed on the site of the renovation works shall have valid work permits from the relevant authorities. The Occupants and / or their Contractors shall be solely liable for any penalties, fines or any other orders imposed by the relevant authorities or any court having jurisdiction pursuant to the commission of any offences relating to the employment of illegal foreign workers. The Occupants shall further indemnify the Management from any losses, penalties, fines or other orders of court which may be imposed or incurred by the Management relating to any employment by the Occupant and/or their Contractors or Sub-Contractors of illegal foreign workers. To assist the Management in their routine inspection, the Occupant's Contractors are required to supply a list of their workers on site as per the prescribed form at regular intervals or as and when requested by the Management.

20. PROTECTION AND CARE OF COMMON AREA

All finishes, fittings, fixtures and facilities provided in the development should not be tampered with or damaged during the removal and fitting-out periods.

Occupants are to ensure that their Contractors take every care and precaution by providing protective covers on the common area (particularly the lift, passageways leading to the Unit, road, drains) during the transportation of building materials/debris and furniture etc. A floor mat must be placed at the door entrance to prevent workers working in the Unit from dirtying the common area. Protective covers should be provided by the Occupant or his Contractor at their own expense.

So as not to inconvenience Occupants / Visitors, only designated lifts and staircases are allowed for the transportation and removal of building materials or debris during fitting-out.

21. SUBMISSION TO MANAGEMENT

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All Contractors are to submit the necessary registration for commencement of work specifying the duration of renovation at least three (3) working days in advance on the prescribed forms.

Notwithstanding the above, no work shall be allowed to commence on site unless the following documents are submitted to the Management at least 3 working days in advance:-

- a) copies of the proposed renovation plans for BCD and/or FSB submissions duly signed by the Occupants and its appointed Consultants together with the Management's endorsement and/or the approved from the relevant authorities;
- b) the required renovation deposit and debris disposal charges as stipulated in this application form;
- c) a copy of the Occupant's Letter of Authorisation and Indemnity Form duly completed and endorsed by the Occupant and Contractor;
- d) a copy of the Contractor Registration Form duly completed and signed by all the Occupant's fitting-out Contractor and Sub-Contractors;
- e) a copy of the Sprinkler Draining and Recharging Application form duly completed and signed by the Occupant's fitting-out Contractor and the requisite payment.

Upon completion of the renovation works, the Occupant shall notify the Management for a joint inspection to ensure that the site is in satisfactory condition before any renovation deposit can be appropriated or refunded.

The Management reserves the right to demolish the works carried out in contravention of any terms and conditions herein or the building by-laws and to recover from the Occupant all costs and expenses incurred in this condition.

If any of the above rules is breached, the Management has the right and authority to stop or prevent anyone from undertaking or continuing with any works.

22. WASHROOM

The washroom on each storey are for the convenience of the Occupants/visitors. During fitting-out period, only designated washrooms will be opened for Contractors' use.

Occupants are to ensure that their Contractors take good care of the facilities/fittings of the building and observe cleanliness therein, as any damages found will be recovered from the security deposits collected.

No depositing or discharging of building materials or debris, cleaning and washing of tools, and mixing of concrete, fabrication works, etc. are allowed in the washrooms.

Upon completion of the Occupants' renovation or from time to time, any damage found on the facilities/fittings, will be replaced by the Management at cost chargeable to the respective Occupants.

23. INDEMNITY

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The Occupants and his Contractors will indemnify and keep indemnified the Management against all damages, claims, loss, actions proceeding or liability arising from the renovation works.

RATES OF PERMIT FEES (SUBJECT TO CHANGES WITHOUT NOTICE)

Administration Fee : S\$75.00 (Subjected to GST & Non-refundable)
 Renovation Deposit : S\$1,000.00 (Refundable after 30 days from date of completion if all debris are removed and no damages are caused by the Applicant and / or Contractors and upon the submission of the Application for Refund).

FOR OFFICIAL USE:

Property Executive (if any)

Manager's Signature

Administration Fee : _____ (Cash: _____ / Cheque: _____)

Renovation Deposit : _____ (Cash: _____ / Cheque: _____)

Total Collected : _____

Received by : _____ Date : _____

Additional Charges (if any & please state reason): _____

(Cash: _____ / Cheque: _____)

Reason: _____

REMARK:

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REQUEST FOR REFUND OF DEPOSIT FORM

To : MCST 2736
From : _____
Blk & Unit No. : _____
Contact Nos. : (O) _____ (HP) _____
Official Receipt No. : _____
(Please attach a copy of official receipt issued at time of application)

DEPOSIT REFUND FOR * RENOVATION / REMOVAL

Others (if any, please specify): _____
Payable To : _____
Mailing Address : _____

Signature : _____ Date : _____

(Please arrange for joint inspection upon completion of work)

** Delete where not applicable*

FOR OFFICIAL USE:

Amount Collected : _____
Amount for Deduction : _____ (Specify item: _____)
Amount of Refund : _____

Approved by : _____ Date : _____