

BUTTERWORTH 8
MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2934

APPLICATION FOR RENOVATION / MOVAL

Name of Applicant(s) : _____

*(Note : If the Applicant is a tenant, he should seek acknowledgment from owner on Page 4)

Blk : _____ Unit No : _____ Tel : _____ (H) _____ (HP) Fax : _____

Email : _____

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.
- Installation of awning.
- 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 regulation imposed by BCA*
- addition and alteration to electrical layout

OTHERS

- Moving in/out (Bulky items)
- 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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DETAILS OF RENOVATION WORK

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

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DECLARATION BY APPLICANT 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 **\$1,000.00 for minor work and major work** 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.
9. I/we agree to complete the works within the shortest possible time. I/we understand that a maximum of FOUR (4) 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 to Fridays between 9.00am to 5.00pm and Saturdays between 9.00am to 12.00pm and will not interfere with the quiet enjoyment of others. I/we agree not to carry out works after 5.00pm (Weekdays) /12.00pm (Saturday).

Mondays to Fridays	:	9.00am to 5.00pm
Saturdays	:	9.00am to 12.00pm
Sundays & Public Holidays	:	Strictly no work allowed
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.

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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

I/we have read and will undertake to abide by the by-laws stipulated in The Building & Strata Management Act (Chapter 30C) and by-laws/regulations of the Management and all other rules and regulations stated herein. I/we undertake that no common property or facade will be affected/alterd during renovation.

By signing this application form I/We expressively give consent to the management collecting, using and disclosing personal data provided in the form for the purposes of estate management and future communication related to this estate.

Signature of Applicant

Date

Signature & Company Stamp of Contractor

Date

Contractor's contact no. : _____ (O) _____ (HP)

Contractor's email : _____

Contact Person : _____

OWNER'S VERIFICATION (TO BE FILLED UP IF THE APPLICANT OF THE UNIT IS A TENANT)

I, _____ owner of blk _____ unit _____
acknowledge my tenant's application for the renovation works stated in this application.

Signature of Owner

Date

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RULES & REGULATIONS GOVERNING RENOVATION WORKS

(Extracted from ButterWorth 8 Resident's Handbook)

APPLICATION

Subsidiary Proprietor or Occupier of a lot who wishes to carry out renovation, alteration or addition works shall seek the approval of the management. Application is to be made on prescribed forms available from the Management Office.

The completed forms should be submitted together with the stipulated deposit and two (2) sets of scaled drawings of the unit layout, proposed builders' and/or M&E works to the Management Office.

DEPOSIT

Subsidiary Proprietor or Occupier of a lot shall place a deposit of **\$1000.00** or such amount (by cheque) as may be determined by the management, with the Management prior to commencement of the renovation works. The deposit shall be refunded free of interest on completion of works and satisfactory compliance with the Management's guidelines in relation to common property.

All cheques shall be drawn in favour of "**The Management Corporation Strata Plan No. 2934**"

DURATION OF WORKS

Subsidiary Proprietor or Occupier of a lot shall ensure that the renovation works are kept within a maximum duration of sixty (60) days and within the following stipulated periods: -

Day	Hours
Mondays to Fridays	9.00am To 5.00pm
Saturdays	9.00am To 12.30pm
Sundays & Public Holidays	No Work Is Allowed

Within the permitted working hours stated above, noisy works such as drilling or hacking shall only be carried out from 10.00am onwards.

INSTALLATION OF MAIN ENTRANCE GATE AND GRILLES

To maintain the aesthetics of the building facade, a Subsidiary Proprietor or Occupier who wishes to install grilles for windows, door, balcony or yard should seek the approval of the Management first.

(i) Main gate shall be of wrought iron or equivalent and grilles shall be of aluminum powder coated and based on the recommended designs (see Appendix).

(ii) All grilles and gates should be installed on the internal side of the windows/sliding doors and within the strata boundary line for the main entrance door and yard areas so that no common areas will be encroached.

BUILDING MATERIALS/DEBRIS

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A Subsidiary Proprietor or Occupier of a lot shall ensure that the engaged contractor takes reasonable steps to: -

- (i) store or deposit all building material/debris within the strata lot or at the designated temporary storage area;
- (ii) remove all renovation debris daily from the designated temporary storage;
- (iii) does not store renovation debris indiscriminately and discharging such debris into the common chute, toilet bowls, basins or wash area.

TRANSPORTATION OF MATERIALS

A Subsidiary Proprietor or Occupier of a lot shall ensure that his/her renovation contractor: -

- (i) erects protective covers for the lift before transporting of materials and remove them upon completion of work;
- (ii) does not overload or damage the lift during transportation;
- (iii) cleans up the lift lobby and common corridor daily or when instructed;
- (iv) should note that the height limit of basement car park is 2.1 metres.

APPROVAL OF RELEVANT AUTHORITIES

A Subsidiary Proprietor or Occupier of a lot shall obtain the prior necessary approval of all relevant authorities for any proposed alterations or additions. Copies of the approval from the relevant authorities must be forwarded to the Management for record.

STRUCTURAL MEMBERS

A Subsidiary Proprietor or Occupier of a lot shall ensure that no structural members such as columns and beams within the unit are tampered with in the course of the renovation.

BATHROOM/WET AREA WATERPROOFING MEMBRANE

A Subsidiary Proprietor or Occupier of a lot shall avoid carrying out any works to the wet areas such as bathrooms, kitchen, yard area, planter box and private enclosed space that may either result in the waterproofing membranes being damaged or rendering the waterproofing warranty void.

INDEMNITY

To indemnify the Management against any claim, injury or damage to property resulted in the course of the renovation works.

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RULES & REGULATIONS GOVERNING MOVING IN/OUT

(Extracted from ButterWorth 8 Resident's Handbook)

1. A Subsidiary Proprietor or Occupier of a lot moving in/out of Butterworth 8 must apply for approval from the Management Office in a prescribed form.
2. A Subsidiary Proprietor or Occupier of a lot shall pay a deposit (by cheque) of **\$1000.00**. The cheque shall be made in favour of "**The Management Corporation Strata Plan No. 2934**" before approval is granted for moving in/out.
3. Upon approval the Subsidiary Proprietor or Occupier of a lot shall ensure that moving in/out are kept within the following stipulated periods: -

Day	Hours
Mondays to Fridays	9.00am To 5.00pm
Saturdays	9.00 am To 12.30pm
Sundays & Public Holidays	No Work Is Allowed

4. All movers are to report to the Security Post before commencement of any work. All personnel are to exchange for Pass before entry. Any damage or misplacement of the Pass is subject to replacement cost of \$5.00.
5. Movers are to carry out prior survey to assess the site constraints.
6. Where the Subsidiary Proprietor or Occupier of a lot requires the use of lifts for transportation, he shall ensure that the lift interior and other areas along the transportation route are adequately protected.
7. The Subsidiary Proprietor or Occupier shall ensure that the works to be carried out will not in any way cause any nuisance to any other Occupier.
8. Mover's vehicles must not obstruct other vehicles when parked in the car park. Such vehicles are not to park within the estate during the night except with the written permission of the Management.
9. Upon completion of the moving in/out, the Subsidiary Proprietor or Occupier of a lot shall inform the Management and a joint inspection of the lift lobby/common areas will be carried out.
10. The Management will refund the deposit of \$1000.00 free of interest if:
 - a. rules and regulations are fully complied with during the moving process.
 - b. no damage has been caused to the common property by the Subsidiary Proprietor or Occupier of a lot.
 - c. all unwanted items or carton boxes have been disposed off.

RULES

1. In the event of damage caused to the common property or that unwanted items or carton boxes found on the common property which are the result of the Subsidiary Proprietor or Occupier of a lot moving activities, the Management reserves the right to make good those damage and/or cause the removal of unwanted items or carton boxes and such cost shall be deducted from the deposit.

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2. If the deposit is insufficient to cover the full cost of making good damage caused or removal of unwanted items or carton boxes, the Management reserves the right to recover any such deficit from the Subsidiary Proprietor or Occupier of a lot.
3. Only ONE lift may be used during the moving process.
4. Subsidiary Proprietor or Occupier and their movers must note that the height limit of the basement car park is 2.1 meters.

Rates of Permit Fees (subject to changes without notice)

Renovation/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).

For Official Use

Supervisor's Signature

Manager's Signature

Deposit : _____
Cash / Cheque No. : _____
Official Receipt No. : _____
Received By : _____
Date : _____

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CHECKLIST FOR RENOVATION / MOVAL*

Blk & Unit No: _____ Date of Inspection: _____ Time of Inspection : _____

BEFORE WORK COMMENCE

EXTERNAL OF BUILDING

- Car park and Car park Shelter
- Canopy, Floor tiles, Driveway
- Others, if any: _____

Name & Signature of Inspector : _____

INTERNAL OF BUILDING

- Ground Floor Exterior of Lift Car
- Interior of Lift Car & Entrance of Lift Lobby
- Respective Floor -Exterior of Lift Car & Respective Floor Lobby
- Others, if any: _____ Signature of Inspector: _____
- Proper protection to be present, such as hogging, floor protection (plywood or cardboard), barrication, etc.

Name & Signature of Inspector : _____

DURING PROGRESS OF RENOVATION

Date of Inspection : _____ Time of Inspection : _____

- Whether any beam or column being altered or damaged? If yes, specify: _____
- Window grilles and frames to be in a colour complying with the bylaw
- Condensers sited at kitchen wall
- Refuse Hopper not to be altered or removed
- Bathroom & wet area water proofed
- Floor water proofed (if marble finishes are used)
- Floor finishing level not more than 50mm from the structural level
- Window air-con opening sealed with approved material and whether exterior wall water proofed and reinstate to match existing exterior surfaces
- Any trucking, cable or unauthorised item installed outside the unit (be it on external wall or lift lobby)
- Whether any container for renovation debris left on common area (should be removed unless approval granted)
- Others, if any: _____
- Proper protection to be present, such as hogging, floor protection (plywood or cardboard), barrication etc

Name & Signature of Inspector : _____

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CHECKLIST FOR RENOVATION/MOVAL*

Blk & Unit No: _____ Date of Inspection: _____ Time of Inspection : _____

AFTER WORK COMPLETED

EXTERNAL OF BUILDING

- Car park and Car park Shelter
- Canopy, Floor tiles & Driveway
- Reinstatement to damages (if any) completed

INTERNAL OF BUILDING

- Ground Floor Exterior of Lift Car
- Interior of Lift Car & Entrance Lift Lobby
- Respective Floor -Exterior of Lift Car & Respective Floor Lobby
- Reinstatement to damages (if any) completed

INTERNAL OF UNIT

S/N	Description/Checklist	Yes	No	Remark
1	Any painting/tiles on exterior walls. If yes, please specify.			
2	Main door/Service door any alteration. If yes, please specify			
3	Any unauthorised hacking or drilling of structural walls. If yes, please specify			
4	Any unapproved window grille design installed. If yes, please specify.			
5	Any unapproved window film installation. If yes, please specify.			
6	Any hanging or colored lights in balcony, If yes, Please specify.			
7	Any removal of toilet bowl or flooring in toilet. If yes, please specify.			
8	Any unapproved door grille installation. If yes, please specify.			
9	Any installation of shoe rack in common corridor. If yes, please specify.			
10	Any change of position in intercom unit/air-con units. If yes, please specify.			
11	Any loft installation. If yes, please specify.			
12	Any trucking of cable or unauthorized items installed outside the unit. If yes, please specify.			

Others, if any:

Name & Signature of Inspector:

Approved for refund : [YES] [NO]
(Circle where applicable)