

BUTTERWORTH 8

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2934

6 Butterworth Lane #B1-07, Singapore 439422

Tel: 6747 3184 Fax: 6747 3194

Email: bw8mgt@outlook.sg Website: <http://www.butterworth8.sg>

APPLICATION FOR RENOVATION

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

- 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)



Managing Agent: **Savills Property Management Pte Ltd**, 20 Martin Road #03-01, Singapore 239070

Tel: +65 6346 3238 Fax: +65 6346 7709

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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 1230pm
Sundays & Public Holidays : **Strictly no work allowed**

Hacking and Driling

Mondays to Fridays : 10.00am to 5.00pm
Saturdays : 10.00am to 12.30pm

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.



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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

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

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.
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 carpark is 2.1 meters.

Rates of Permit Fees (subject to changes without notice)

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).
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For Official Use

Supervisor's Signature

Manager's Signature

Deposit : _____

Cash / Cheque No. : _____

Official Receipt No. : _____

Received By : _____

Date : _____

Refund of deposit

I acknowledged receipt of refunded deposit Cheque No: _____ Amount: _____

Received By _____ Date _____



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