

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 the 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 _____

(A Subsidiary Proprietor or Occupier of a lot shall ensure that the renovation works are kept within a maximum duration of sixty (60) days. Application for extension is required if the applicant exceeds 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 (e.g., 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 12.30pm and will not interfere with the quiet enjoyment of others. I/we agree not to carry out works after 5.00pm (Weekdays) /12.30pm (Saturdays).

Mondays to Fridays : 9.00am to 5.00pm
Saturdays : 9.00am to 12.30pm
Sundays & Public Holidays : **Strictly no work allowed**

Hacking and Drilling (*Hacking - To be completed within the first 5 days of the renovation*)

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.



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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.
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: -

Days	Hours
Mondays to Fridays	9.00am to 5.00pm
Saturdays	9.00am to 12.30pm
Sundays & Public Holidays	Strictly No Work 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 GILLES

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 aluminium 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.



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BUILDING MATERIALS/DEBRIS

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

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	\$1,000/-	(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 Cash / Cheque No: _____ Amount: _____

Received By : _____ Date : _____

