

ARDMORE PARK

Application for Permission to Carry Out Renovation Work

Owner/Resident

Name : _____

Blk & Unit : _____

Contact No. : (H) _____ (O) _____

(Hp) _____

Contractor

Name : _____

Address : _____

Co.Regn No : _____ Person-in-charge : _____

Contact No : (O) _____ (Hp) _____ (Fax) _____

Description of works : _____

Any Additions/alterations to electrical system including air-conditioning system? *Yes/No
(*Delete where applicable)

Propose Commencement Date : _____

Propose Completion Date : _____

For Official Use

* Approved / Not Approved : _____
(Name & Signature)

Terms & Conditions

1. Submission & Approval

- 1.1 The Subsidiary Proprietor shall submit to the Management the prescribed application form for renovation works together with a detailed work schedule at least 10 working days prior to commencement of any renovation works.
- 1.2 Subsidiary Proprietor can authorize a representative to apply on his behalf by forwarding an authorization letter to the Management.
- 1.3 Professional Engineer's (Structural) certification must be obtained from the Panel of Engineers appointed by the Management for any removal of non-structural brick walls. Any removal of structural members shall be strictly prohibited. A copy of the certifications must be submitted together with the application for renovation.
- 1.4 All electrical work and installation such as re-wiring addition or repositioning of switches, sockets, lighting and power points, etc. must be approved by Qualified Person and relevant plans must be submitted together with the application form to the Management for records.
- 1.5 The relevant authorities shall include but not limited to Ministry of National Development, Building and Construction Authority, Urban Redevelopment Authority, Public Utilities Board, Singapore Power Ltd, National Environment Agency and Info-communications Development Authority of Singapore.
- 1.6 The endorsement of the Management does not constitute an approval of the relevant authorities. The Subsidiary Proprietor must bear full responsibility to ensure compliance with the building by-laws and other regulations as may be introduced and applicable from time to time.
- 1.7 Limitations of the renovation works
 - 1.7.1 Hacking of existing floor finishes, wall finishes, fixtures, including concealed piping and conduit, and internal partition walls are only allowed for a period of up to 15 working days for the standard unit and 20 working days for the penthouse. Hacking time is limited from 9 am to 3 pm. Such hacking must be accompanied by a Professional Engineer (PE) endorsement to ensure structural integrity and other technical issues are complied with.
 - 1.7.2 All Renovation Works shall be limited to eighty (80) consecutive days (excluding Saturdays, Sundays and Public Holidays) for standard unit and a hundred (100) consecutive days (excluding Saturdays, Sundays and Public Holidays) for penthouses, of which noisy works shall not exceed thirty-five (35) consecutive days for the standard unit or forty (40) consecutive days in the case of a penthouse. All works shall cease upon the expiry of the eighty (80) consecutive days or hundred (100) consecutive days or the number of days approved by the Council (whichever is earlier), unless the Council grants an extension of the duration. Further extension may be granted on a case-by-case basis by Council.
 - 1.7.3 Each Subsidiary Proprietor shall be limited to one (1) renovation of eighty (80) consecutive days (excluding Saturdays, Sundays and Public Holidays) for standard unit and a hundred (100) consecutive days (excluding Saturdays, Sundays and Public Holidays) for penthouses, of which noisy works shall not exceed thirty-five (35) consecutive days for the standard unit or forty (40) consecutive days in the case of a penthouse per each twelve (12) month period for each unit. Approval for subsequent renovation is subject to the discretion of the Council.
- 1.8 The following alteration and relocation works are strictly prohibited:
 - 1.8.1 Alteration to any of the external windows
 - 1.8.2 Alteration to any doors or grilles installed in the external walls of the subdivided building
 - 1.8.3 Increasing the permissible load of the floor
 - 1.8.4 The common water and sanitary system
 - 1.8.5 The common electrical system
 - 1.8.6 Relocation of refuse chute hopper
 - 1.8.7 Installation/Diversion of sewerage stack
 - 1.8.8 Installation of any television or radio antenna or equipment on the rooftop or at any external part of the subdivided building
 - 1.8.9 Works that affect the structural integrity, and / or appearance of the façade and common property of the building.

2. Type of Work

- 2.1 External doors, grilles, gates, casement windows or awnings or any tile which are visible from the common areas, if approved by the Management must conform to the design, dimensions, quality and colour specified by the Management.
- 2.1.1 All grilles must be installed within the boundary of the unit. Specifications of the approved design, dimensions, quality and colour for the grilles of the rear doors of the unit are attached as in Appendix A.
- 2.1.2 A Subsidiary Proprietor who wishes to carry out any alterations and/or additions to his/her windows and balconies and tiles that are visible from the common areas is required to obtain prior written approval of the Management. The plans and details of the proposed works must be submitted to the Management at least one month before the intended date of commencement for such works. The Owner shall comply with any terms and conditions that the Management may impose when approving such works. The Management reserves the right to withhold approval for any works that may affect the façade of the building.
- Materials used for such works and the nature of such alterations and/or additions shall be of complementary design and be suitable in nature, quality and appearance to the existing materials and fittings of the condominium. Without prejudice to the generality hereof, the window frames must be of anodized aluminum and the window panes are of casement type.
- 2.2 Subsidiary Proprietor shall not carry out any work that may affect the external façade of the building. Façade shall include windows in the living room, yard areas, common areas, open areas and all other visible parts of the building, which constitute or form part of the external appearance of the development.
- 2.3 Precautions shall be taken against damaging the common concealed electrical wiring and sanitary piping and the floor slab.
- 2.4 Subsidiary Proprietor shall not erect additional structures or attach permanent fittings to any balconies or terraces of his unit without the written approval of the Management.
- 2.5 The Subsidiary Proprietor and his contractor can only carry out the type of work specified in the approval letter given by the Management.
- 2.6 The Management shall have the full right and authority to remove/demolish all unauthorized works after giving fourteen (14) days written notice to the Subsidiary Proprietor requesting him to remove the same and all costs and expenses incurred in respect of such removal or demolition shall be borne by the Subsidiary Proprietor.

3. Working Hours

- 3.1 Work can only be carried out within the following times, subject to Clause 8.3.2:
- Monday to Friday - 9.00am to 6.00 pm
- No work shall be carried out on Saturdays, Sundays and Public Holidays.
- 3.2 All hacking, drilling, hammering, grinding or other similar noisy work of any kind whatsoever shall be restricted to a maximum of 6 hours per day on weekdays with breaks in between as follows and subject to Clause 3.1:
- Monday to Friday - 9.00am to 3.00pm
- 3.3 The management shall issue a "STOP WORK ORDER" for up to (7) days for any work carried out beyond the hours stated in 8.3.2 above.

4. Security Deposit

- 4.1 The Subsidiary Proprietor, occupier, and or his contractor shall place with the Management a security deposit of S\$2,000.00 before carrying out the works.
- 4.2 The security deposit by way of cheque shall be made in favor of “The Management Corporation Strata Title Plan No. 2645” and delivered to the Management Corporation Office at 13 Ardmore Park #01-01 Singapore 259961 during office hours at least 7 days before commencement of any work.

5. Completion, Fees and Deposit Refund

- 5.1 Upon completion of work, the Subsidiary Proprietor, occupier and/or his contractors shall inform the Management and arrange for a joint site inspection with the Management’s representative. Subject to full compliance of all procedures, rules and regulations, herein governing all renovation work and deductions for damages to common property and properties of the occupiers in the building, any unauthorized works, uncleared debris or any inconvenience caused at the building for which the Management would have to incur cost to rectify, the security deposit will be refunded free of interest upon application. Refund of renovation deposits would require minimum of one-month processing period.
- 5.2 The security deposit shall be forfeited if any of the conditions stated herein are not complied with.
- 5.3 Where a Subsidiary Proprietor or occupier and/his contractors of a lot has breached any Prescribed By-Laws under the Building Maintenance and Strata Management Act 2004 and / or breached any By-Laws and / or rules passed by the Management Corporation and where the Management Corporation incurs any costs, fees or expenses whatsoever in enforcing the said By-Laws and /or rules and regulations, the Management Corporation shall recover as a debt all such costs, fees and expenses from the Subsidiary Proprietor or occupier concerned on full indemnity basis.
- 5.4 In the event of the deposit being insufficient to meet the claim of the Management Corporation, the Subsidiary Proprietor, occupier and/or his contractors shall compensate and pay to the Management Corporation the difference between the said deposit and the amount so claimed by the Management Corporation. This difference due shall be recoverable as a debt to the Management Corporation if remain unpaid.

6. Contractors’ Compliance

- 6.1 All workers of the contractor’s company and that of its listed sub-contractors shall inform and register with the security staff at the guard house of their intention to enter the estate prior to the commencement of any work and to exchange for the contractors’ passes, failing which the Management reserves the right to refuse entry to any unknown person which cannot be verified there and then.
- 6.2 All workers must wear and display the contractor’s passes at all times while in the estate. Security officers have the right to question any person in the estate found without a valid contractor’s pass.
- 6.3 A replacement cost of \$30.00 or any other amount prescribed by the Management from time to time will be charged for each lost pass.
- 6.4 The contractors must keep our security officer informed of any changes in workmen prior to their deployment at site.
- 6.5 Contractors and their workers must confine themselves to the work area within the unit. No contractors and/or workers shall be allowed to loiter in any other place. The estate’s recreational facilities are strictly out-of-bounds to contractors and their workers. Contractors and their workers are not allowed to have meals or nap in the common property during their lunch breaks.
- 6.6 The Subsidiary Proprietor shall be responsible for the good conduct and behavior of all workers or his listed sub-contractors while they are in the condominium.

- 6.7 All workers shall be suitably clothed and shall not use any language or behave in a manner that is likely to cause an offence or embarrassment to the residents/occupiers or any person in the estate.
- 6.8 Any worker found misbehaving or refusing to comply with security procedures will be removed from the condominium and barred from entry.

7. Installation of Air-Conditioning Unit(s)

- 7.1 Prior approval of the Management must be obtained before any air-conditioning units are replaced or installed.
- 7.2 The condensing unit or units and its piping shall be installed within the Owner's air condition ledge.
- 7.3 All replacement of condensing units if approved by the Management must conform to the design and dimensions as stipulated by Management and installed at the particular positions in the air condition ledge as specified in Appendix B (for One Condensing Unit or Two Condensing Units, where applicable).

8. Lifts & Common Property

- 8.1 The contractors shall use only the Service Lift assigned by the Management. The contractors shall be held responsible and accountable for any non-compliance and all costs and expenses including but not limited to legal fees, application costs etc, incurred by the Management upon taking any enforcement action against the contractors.
- 8.2 The contractors shall ensure that adequate protection is given to the lobbies, lift walls and flooring and any other parts of the common property when conveying building materials to and from the unit under renovation.
- 8.3 Halting of lifts by inserting stopper in between lift doors is strictly prohibited.
- 8.4 All materials and debris shall be neatly packed / placed in sacks before loading into the lift.
- 8.5 No heavy equipment or machinery is allowed in the lift.
- 8.6 The contractors shall inform the Management of the dates of any delivery to be carried out in the unit.
- 8.7 Any damage to the common property during the execution of work must be made good by the contractors and is subjected to the acceptance of the Management.
- 8.8 The estate's common area must not be obstructed at all times. Storage of materials at the common area is strictly prohibited.

9. Protection

- 9.1 The contractors shall ensure adequate protection is put up at windows, balconies or any other openings to prevent debris from falling to units below.
- 9.2 The contractors shall ensure adequate protection, barricade and partition is placed at the allocated basement car park lots, any common areas or landscape areas for works that could be carried out outside the unit.

10. Housekeeping/Discipline

- 10.1 The contractors shall maintain the general cleanliness of the common areas daily. The areas dirtied or soiled by the contractors must be cleaned up immediately to the satisfaction of the Management.
- 10.2 Loading/unloading activities should only be carried out at the loading / unloading bays at Basement 2 of Block 15 and or at the delivery car park lots at the back of the service lifts of the respective block.
- 10.3 No storage space will be provided on site. All articles/materials/tools/equipment must be stored within the owner's unit at all times.

10.4 No works and washing of tools and equipments will be allowed at common areas including lift lobbies and stairwells.

10.5 All sand must be packed in bags before delivery into the estate.

10.6 Packing and crating materials must be removed and disposed of on the same day as they are being brought in.

10.7 Rubbish or building materials shall not be thrown into the chutes or dump in any common areas or washed down in the unit or common floor trap.

10.8 All debris must be removed from the common areas upon completion of work at the end of each day. Unwanted materials and debris should not be left in the corridors, lift lobbies, fire escape staircases or any other common areas. These must be removed daily and the cost incurred, if any, by the Management to remove the debris, will be charged to the Subsidiary Proprietor concerned.

10.9 The contractors shall ensure a doormat is placed at the unit door entrance to prevent workers from dirtying the common areas. All common areas affected during the delivery or removal of materials must be left in a clean and tidy condition on the completion of work each day. Any damages to the building and its equipment caused by the moving of furniture or other effects during the course of renovation of the unit shall be replaced or repaired at the expenses of the Subsidiary Proprietor concerned.

10.10 The contractors and workers are not allowed to tap water/electricity supply from the common areas.

10.11 The contractors are to comply strictly with all the above-mentioned items 8.10.1 to 8.10.10, failing which all cleaning expenses and related water / electricity costs including but not limited to legal fees, application costs etc, shall be borne by the subsidiary proprietor and his contractor, and / or deducted from the security deposit.

11. Vehicles

11.1 No heavy vehicles, lorries, trucks and any vehicles used for the renovation exceeding the height of 2.1m clearance or more than 20 feet in length is allowed in the estate and basement car park.

11.2 All vehicles used for the renovation work must be parked at the delivery car park lots designated for service providers and must not cause any obstruction.

12. Re-waterproofing work

12.1 The contractors must ensure that re-waterproofing works are carried out at all wet areas, namely bathrooms, kitchens, wash areas and balconies where hacking works have been carried out. A copy of the waterproofing warranty shall be submitted to the Management for record purposes before any refund of security deposit will be made.

13. Dust Control

13.1 The contractors shall carry out adequate dust control measures for instance, using vacuum cleaner to pick up dust while drilling or to close required doors to prevent dust and debris from escaping to the neighboring units or common areas, etc throughout the renovation period.

14. Noise Control

14.1 The contractors shall ensure noisy works are carried out during the permitted hours stipulated under clause 3.2.

14.2 The contractors shall ensure reasonable and adequate noise mitigation measures are carried out throughout the renovation period to prevent noise disturbance to other residents. The noise level generated from the renovating unit shall be kept within the acceptable standard approved by National Environment Agency (NEA).

- 14.3 Noisy works such as cutting of tiles, pipes, timber and carpentry works etc must be carried out within the unit and are not permitted at the common areas including the service lift lobbies and stairwells. The contractors shall be held responsible and accountable for any non-compliance and all costs and expenses including but not limited to legal fees, application costs etc, incurred by the Management upon taking any enforcement action against the contractors.
- 14.4 The Management reserves the right to stop any works that interfere with the quiet and peaceful enjoyment of any residents.

15. Smell / Odour

- 15.1 In the event that any parquet, carpentry, painting, furniture works or any works that emit smell or odour, are to be carried out in the apartment, the Subsidiary Proprietor, occupier and or his contractors or any person for whom the contractor are responsible for, including the contractor's employees or workers or agents or any sub-contractors, whether direct or indirect, and their employees or workers or agents must ensure that during the process of carrying out the works, that the areas are ventilated with all smell and odour completely eliminated. They must ensure that all openings such as floor traps, sink holes etc are properly sealed to prevent any egress of smell or odor to neighboring units in the block so as not to cause undue distress and or nuisance to the residents in the block.

16. Others

- 16.1 The Subsidiary Proprietors and or Occupiers and or Contractors will be liable for and must indemnify the Management against all liability, loss, claims or proceedings arising out of or in the course of the execution of work.
- 16.2 Should the Subsidiary Proprietors and or Occupiers and or Contractors found to breach any of the by-laws stipulated herewith, the Management shall ban the contractor from entering the estate for a minimum period of six (6) months.
- 16.3 The Subsidiary Proprietor and or Occupiers and or Contractors shall allow the council members/managing agent of the Management access into the unit under renovation for the purpose of checking of any unauthorized work.
- 16.4 The Subsidiary Proprietor and or Occupiers and or Contractors shall submit workmen's compensation and public liability policies with an indemnity of \$2 million for each respective policy to the Management before commencement of work.
- 16.5 The Subsidiary Proprietor and or Occupiers and or Contractors shall submit a copy of the Risk Assessment Report as stipulated under the Workplace Health and Safety Act to the Management before commencement of work.
- 16.6 The Management, at its sole discretion, reserves the right to require the contractor to take up the following insurance policies:
- 16.6.1 Workmen's Compensation
 - 16.6.2 Third Party Liability up to a minimum cover of \$1 million for any one accident.
 - 16.6.3 Any other insurance which the Management may deem necessary. Copies of the above insurance policies shall be lodged with the Management before the commencement of Renovation Works, Bulk Delivery and House Removal.

Disclaimer:

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.

We, the Owners/Residents and Contractor, as above named, have read and confirm my acceptance of the terms and conditions herein and shall be liable for the breach of any such terms and conditions.

Signature of Owners/Residents

Authorized Signature of
Contractor and Company’s Stamp

Date

Date

For Official Use

Deposit Cash/Cheque No. _____

Amount : _____ Date : _____

Receipt No. : _____ Issued By : _____

Refund of Deposit

Receipt/Cheque No. : _____

Name of Recipient : _____

Signature

Date