



The Management Corporation Strata Title Plan No. 3582

7 Thomson Lane #01-04 Singapore 297725

Tel: 6570 6901 Fax : 6570 6905 Email : skyeleven@singnet.com.sg

APPLICATION OF ALTERATION & ADDITION / RENOVATION / TENANCY WORKS

** To be completed by Subsidiary Proprietor and to submit 14 days before commencement of work.*

Applicant's Name: _____ Blk/Unit: _____ / _____

Contact No. : _____ (hm) _____ (hp)

Period of works: _____ (start date) _____ (end date)

Particular of works: _____

**We attach herewith the necessary plans and details of the works to be carried out.

Signature of Applicant

Date

Please note: Any modification pertaining to the structure of the building MUST be accompanied with a Professional Engineer's certification.

Each application form shall be accompanied by a cheque / cash of S\$1000.00 made payable to: 'The Management Corporation Strata Title Plan No. 3582' before the commencing of works.

Part I: - Particulars of Contractors

Name of Company : _____

Address of Company : _____

- List of Sub-contractors:
1. _____
 2. _____
 3. _____
 4. _____

Contact No : _____ (off) _____ (fax)

Contact Person : _____ (name) _____ (hp)

I/We confirm that I/We have read and understand the House Rules governing the addition & alteration/ renovation/ tenancy works in Sky@eleven. I/We undertake to be responsible for any damages caused to the common properties by myself and/or my workers. The cost of repair shall be borne by us.

Signature of Owner

Date



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Part II: Terms & Conditions:

a. Application and Approval

Prior to the commencement of Addition & Alteration/ Renovation Works, subsidiary proprietors / agents / representatives shall submit the prescribed application form for Management's approval **at least 14 days** prior to the proposed commencement date. These forms are available at the Management Office.

All applications shall include but are not limited to the following:

1. Sufficiently detailed nature of the works to be carried out
2. The duration of the works, the particulars of the architect(s), professional engineer(s), contractor(s) and/or sub-contractor(s) involved;
3. The proposed work schedule in a prescribed format;
4. All relevant plans and/or drawings relating to the works;
5. Application forms duly signed by the Subsidiary Proprietor/agent/ representatives and contractors, and
6. A refundable deposit of S\$1000.00 made payable to 'The Management Corporation Strata Title Plan No. 3582'

b. Tenancy Works

For Tenancy Works the application shall be submitted for Management's approval 3 days prior to the proposed commencement date. However, all works in the application should be for non-noisy works only and the duration of the works shall not exceed 7 working days. A refundable deposit of S\$1000.00 is required. If Noisy Work is included, then the mandatory 14 days notice period' as stated in the Rules 7(a) will strictly apply.

c. Approval from the Management

Approval from the Management is subject to the Management's acceptance of all the necessary documents submitted as stated in Rules 7(a) and/or 7(b) but not limited to those stated in Rules 7(a) and/or 7(b).

The Management, in its absolute discretion, reserves the right to reject any application and revoke any permit granted. The Management shall not be held liable for any damage arising from the rejection of the application or revocation of the permit.

Upon approval being granted, a copy of the Addition & Alteration/ Renovation/ Tenancy Work Permit shall be displayed or put up at the renovating Unit's front entrance. Both the commencement and end dates shall be clearly stated on the displayed permit.

d. Approval from Relevant Authorities

Notwithstanding any approval granted by the Management for the works, it shall be the sole responsibility of the Subsidiary Proprietor to seek appropriate professional advice and ensure that all necessary approvals are obtained from the relevant statutory authorities before commencing with any Addition & Alteration /Renovation / Tenancy Works, if applicable.

e. Permitted Duration of Works

All Works shall NOT be permitted on Saturdays, Sundays and Public Holidays, and the one (1) day before and after the following gazette public holidays:

- New Year
- Lunar New Year
- Hari Raya Puasa
- Deepavali
- Christmas

For the avoidance of doubt, the Management shall not include these dates on its determination of the duration of works to be granted in respect of each original application pursuant to Clause 7(a) and/or 7(b) herein, or application for an extension pursuant to Clause 7(g) herein.

- (i) Work can only be carried out after receipt of "Approval for Renovation" and, unless otherwise provided, within the following hours:
Monday to Friday: 0930 hrs to 1700 hrs
Saturday, Sunday and Public Holidays: Strictly Not Allowed
- (ii) All works causing noise disruption such as hacking, knocking, hammering, drilling etc and painting/varnishing works which generate strong odour are only allowed to be carried out between 1000 hrs to 1600 hrs from Monday to Friday.



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- (iii) Noisy Works should be carried out within three (3) working days. Written application must be submitted to the Management if extension of hacking works required.
- (iv) Maximum work duration is thirty (30) working days. For longer duration, Management approval must be sought.
- (v) The Subsidiary Proprietor and/or his appointed Contractors' works shall stop punctually at the stipulated time.

f. Security Deposit

- (i) The Subsidiary Proprietor shall pay a **deposit of S\$1000.00** (cheque made to payable to “**The Management Corporation Strata Title Plan No. 3582**”) which will be refunded free of interest on the completion of renovation work and subject to all claims by the Management for damages to the common property and/or properties of Subsidiary Proprietors in the Condominium.
- (ii) The security deposit may be utilized by the Management to defray the cost of remedial works in the event of any damage caused to any property arising out of the works. In the event of the deposit being insufficient to meet the claims of the Management, the Subsidiary Proprietor and his appointed contractor shall compensate and pay to the Management the difference between the said deposit and the amount so claimed by the Management.
- (iii) The Management shall be entitled to forfeit (in whole or in part) the security deposit in the event that the Subsidiary Proprietor and/or his appointed contractor fail(s) to adhere to any Rules & Regulations stated herein or to comply with the approved schedule or plan of works. In such an event, the Management shall be entitled to require the Subsidiary Proprietor or his appointed contractor to furnish an additional security deposit as it deems fit, as a condition of allowing the Works to proceed.
- (iv) Unless the security deposit has been utilized or forfeited as provided for in Clause 7(g)(ii) & (iii) herein, the security deposit (or such balance thereof) shall be refunded without interest to the Subsidiary Proprietor or his appointed contractor within 60 days after confirmation of completion by both the Subsidiary Proprietor and the Management by way of joint inspection.
- (v) Subsidiary Proprietor shall allow the staff members of the Management access to the Unit for the purpose of checking on all works carried out, throughout the duration of the permitted Works. If the Subsidiary Proprietor has compelling reasons to not grant access to the Management then they should write to the Management citing the reasons at the time of the application.
The security deposit shall be refunded to the Subsidiary Proprietor after the following has been satisfied:
 - No unauthorized work has taken place;
 - No Works other than stipulated in the application form has been undertaken;
 - The common area(s) has not been affected or damaged by the Works;
 - Access has been given to Management to check all works carried out in accordance with the Rules & Regulation governing Addition & Alteration / Renovation / Tenancy Works.

g. Security

- (i) All workers of the applicant and that of his sub-contractors shall inform the security guard at the Guardhouse of their intention to enter any unit to carry out the permitted work.
- (ii) All contractors must report at the Security Guard House to obtain Contractor Pass, which must be worn at all times, before commencement of work.
- (iii) The Subsidiary Proprietor shall be responsible for the good conduct and behaviour of all workers and that of his sub-contractors while they are in the Condominium.
- (iv) Any worker found misbehaving refusing to comply with the security procedures will be removed from the Condominium and barred from further entry.
- (v) All workers are confined to the Unit or such areas wherein the works are to be carried out and they shall not loiter in or around the other areas of the estate.
- (vi) The Subsidiary Proprietor shall ensure that all his appointed contractors and their employees, agents and/or sub-contractors shall park their vehicles in the spaces assigned by the Condominium's security personnel. All vehicles shall carry out loading and unloading activities in the designated areas.

h. Use of Lifts in the Condominium

- (i) All deliveries/removals workmen should use only designated lifts and staircases so as not to inconvenience occupiers. Packing and constructing materials must be promptly removed and disposed of. Lift should not be put on hold unnecessarily and for a period longer than 10 minutes at a time.



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- (ii) The Subsidiary Proprietor shall ensure that adequate protection is given to the lift wall and flooring when transporting tools, materials or furniture and fittings to and from the apartment unit.

i. Cleanliness

- (i) The Subsidiary Proprietor shall maintain the general cleanliness of the common property used by all his workers and those of his-contractors. The Subsidiary Proprietor must ensure that any area, soiled by his workers and those of his sub-contractors, is cleaned up immediately to the satisfaction of the Management.
- (ii) No debris should be placed at any part of the common property.
- (iii) At the end of each day, all debris must be removed from the common property and upon completion of work. No heavy or bulky objects or any other debris are to be disposed off via the rubbish chute or left at the bin centre or upon any common areas.
- (iv) Common areas shall not be used as work areas or storage sites without the prior written approval of the Management.
- (v) All common areas, including the fire stairwells, affected by the works shall be cleaned and be free from debris at the end of each work day.
- (vi) Unless prior approval in writing is obtained from the Management, all building materials and debris shall be removed from the Estate at the end of each working day. The Subsidiary Proprietor and his contractor shall use appropriate protective materials (such as plywood or canvas padding) to prevent soiling or damage to any common areas of the Estate. Any damage to the Common Property during the works must be made good by the Subsidiary Proprietor and/or his appointed contractor and will be subject to acceptance by the Management.
- (vii) Subsidiary Proprietor and/or his appointed contractor shall ensure that any bulk bin used for the disposal of rubbish and unwanted items be removed from the site daily. Contractor shall ensure that the bin at no time obstructs other vehicles from accessing the bin centre. The Subsidiary Proprietor and/or his appointed contractor shall obtain prior written approval from the Management if the contractor needs to park the bulk bin overnight. If the Management grants approval, the contractor shall ensure that the bulk bin top is securely covered, to prevent insects and small animals from entering the bin. In the event that the bin was parked overnight without authorization, a penalty of S\$300.00 per day shall be levied against the Subsidiary Proprietor and/or his appointed contractor.
- (viii) In the event of a breach by the Subsidiary Proprietor or his appointed contractor of any Rules & Regulations stipulated herein, the Management shall be empowered to carry out works relating to the cleaning of the common areas and the removal of building materials and debris from the condominium, and thereafter to recover the costs incurred from the Subsidiary Proprietor and/or his appointed contractor, on an indemnity basis.

j. Other Terms and Conditions

- (i) Subsidiary Proprietor shall not make any alteration to the windows installed at the external walls of the subdivided building without having obtained prior approval in writing from the Management.
- (ii) Subsidiary Proprietor shall ensure that all glass installed in windows and doors shall be identical to the existing glass, in colour and shading, and shall meet appropriate industrial safety standard.
- (iii) Installation of Door and Window Grilles
The approved design of the door and window grilles can be obtained from the Management
Installation of door and windows grilles to the yard area and the balcony should conform to the approved design, finishes and colour scheme. The colour code of the frames shall be obtained from the Management.
All approved grilles should be installed behind the window, sliding door and/or railings at the balcony or planter where applicable; and within the boundary of each strata unit.
- (iv) The residents are to obtain the necessary approval from the Management before commencing any grille installation.
- (v) If the Residents install doors and windows grilles which do not conform to the approved colour scheme and design, the management has the right to withhold the renovation or any other deposit pending including any cost/s incurred by the Management for removal of non-conformity works installed by the Residents. This is without prejudice to other rights and remedies that the Management has under these House Rules and/or at law.
- (vi) Installation of solar films is allowed. It must comply with the approved colour and specifications. (Note: **Warranty given by the builder will be void upon the installation of the solar film**)



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- (vii) The following general guidelines for addition & alteration/ renovation/ tenancy work shall be strictly adhered to:
 - 1. No hacking of any structural wall, beam, slab or column.
 - 2. No re-running of the common electrical system.
 - 3. No alteration to or relocation of external windows.
 - 4. No alteration to or relocation of balconies or doors and doorways.
 - 5. No raising of the floor level or increasing structural loading to the floor.
 - 6. No installation of sunshades or awnings of any design.
 - 7. No permanent or retractable clothes hanging device beyond unit boundary.
 - 8. The installation of ventilators, air-conditioning devices, railings or grilles for the windows, doors, balconies or any part of the unit shall be done only for the purpose of security and according to the colour scheme and design as specified by the Management.
 - 9. Removal of household shelter door.
- (viii) Air-conditioning units shall be installed in existing openings or positions in conformity with other units or in a position approved by the Management.

k. Unauthorized Renovation Work

- (i) In the event that the Subsidiary Proprietor and/or his appointed contractor fail(s) to adhere/ comply with the House rules, the Management shall issue a warning letter to the Subsidiary Proprietor and/or his appointed contractor.
If, despite the warning letter, the Subsidiary Proprietor and/or his appointed contractor fail to adhere /comply with the House rules, the Management shall be entitled to exercise and pursue its rights and remedies against the infringing party or parties, including but not limited to the following:
 - 1. Cancelling the approval for the Permitted Works
 - 2. Requiring the contractor and his employees, agents, workers and/or sub-contractors to leave the premises.
 - 3. Refusing entry to the contractor and his employees, agents, workers and/or sub-contractors
 - 4. Exercising its rights pursuant to any Rules and Regulations.The warning letter shall be deemed properly issued or served if it has been delivered by hand and/or by post to the Subsidiary Proprietor and/ or his appointed contractor named in the application.
A written approval must be re-obtained by the Subsidiary Proprietor and/or his appointed contractor from the Management before continuation of works.
- (ii) The Management reserves the right to take legal proceedings against any unauthorized renovation work carried out in the Unit.
- (iii) The applicant or the Subsidiary Proprietor will indemnify the Management against any loss, damage or costs of legal proceeding arising from such works regardless of whether or not it arose from the negligence of the owner, contractor or any of their servants or agents.
- (iv) Such indemnity must be made on prescribed form that should be submitted along with the "Application for Addition & Alteration/ Renovation/ Tenancy Works".

i. Indemnity

The Subsidiary Proprietor shall indemnify against all losses, damage, costs, charges, fees, including but not limited to legal fees incurred by the Management as a result or arising out of or in conjunction with a breach by the Subsidiary Proprietor and/or his appointed contractor of any of the Rules & Regulations governing Renovation Works set out herein by the Management, shall be recoverable against the Subsidiary Proprietor concerned.

The Subsidiary Proprietor and his contractor shall submit the original letter(s) of indemnity duly completed and signed, to the Management before the commencement of the Addition & Alteration/ Renovation/ Tenancy Works.



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LIST OF INTERNAL FITTING-OUT WORKS THAT CAN BE CARRIED OUT AFTER TEMPORARY OCCUPATION PERMITS (T.O.P)

1. Repainting of internal walls only (No painting of exterior walls).
2. Replace existing built-in kitchen cabinets.
3. Replace existing interior doors (not to replace Main Doors and Service Door).
4. Install wallpaper.
5. Replace existing wall tiles and floor tiles (waterproofing warranty given by the builder will be void upon the replacement of such tiles).
 - Care should be taken to ensure that the bathroom/kitchen/yard waterproofing and concrete floor slab are not damaged while replacing the existing floor tiles.
6. Laying of carpet flooring.
7. Install light fittings.
8. Install cornice
 - Care should be taken to ensure that the concealed aircon piping and other services are not damaged while installing the cornice.
9. Install of door and window grilles.
 - Grilles have to be of standard design as per attached drawing in the handover kit.
10. Install additional air-conditioning unit.
 - Air con drain-out pipes have to be properly connected to floor trap within the apartment subject to the approval by the Management.
 - No window unit is allowed.

LIST OF ALTERATION AND ADDITION WORKS NOT ALLOWED:

1. Residents who persist in carrying out the abovementioned Alteration and/or Addition works to their unit(s) before CSC must obtain the necessary written approval from the Building & Construction Authority (BCA) and/or other relevant authorities.
2. Resident shall not carry out any work, which may affect the external facade of the building. Facade 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.
3. Resident shall not install any television or radio antenna on the rooftop or on any external part of the subdivided building.



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Part III:

DECLARATION

I/We declare that I/we have read and understood all the above terms and conditions of addition & alteration / renovation / tenancy work and agree to abide by them.

I/We undertake to ensure that my/our renovations shall not in any way affect the safety requirement of the Condominium/ Unit and if it does, I/we shall be fully responsible for the consequences.

I/We hereby undertake that I / we be solely responsible to make good any damages whatsoever and howsoever arising as a result of the renovation / delivery that carried out or to be carried out by me / us in my / our name in respect of the said premises and I / we further undertake and release you from any liability whatsoever arising from the foresaid renovation / alteration works and in the event of such claims arising, we hereby indemnify you from all claims, damages brought or instituted against you and shall bear all legal costs, expenses incurred or to be incurred by you as a result of defending such claims or actions.

I/We shall be fully responsible to reimburse the Management if the security deposit is inadequate to defray all costs of making good of the damages to the common properties and removal of debris.

Signature of Owner

Name: _____

NRIC No.: _____

Contact No: _____

Date: _____

Signature of Contractor/ Company Stamp

Name: _____

NRIC No.: _____

Contact No: _____

Date: _____



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Part IV:

LETTER OF INDEMNITY

To: The Management Corporation Strata Title Plan No. 3582

***INDEMNITY IN RELATION TO INSTALLATION OF TIMBER DECK AT PLANTER AREAS IN
NO: _____ THOMSON LANE SKY@ELEVEN # _____ SINGAPORE _____***

I, _____ of Passport or NRIC No. _____ , hereby unconditionally and irrevocably undertake to fully indemnify you, your agents and/or employees and to hold you harmless from and against any liabilities, losses, proceedings, claim, costs, damages and expenses, including but not limited to legal costs, arises directly or indirectly from or in relation to your agreeing with the aforesaid works.

We further undertake if the Management receives any objections from other units and / or the Council when subsequently formed and/ or relevant authority, regarding above installation works, we shall remove it within fourteen (14) days on receiving the notice of such objection.

Yours faithfully,

Name & Signature

Date



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Part IV:- For Official Use

() Bank / Cheque no: _____ Deposit Amount: \$1000.00
* The Management Corporation Strata Title Plan No. 3582

() Cash \$1000.00

Process By: _____

Receipt No: _____

Remark:

Part V: - Acknowledgement of Receipt of Deposit

I/We, hereby acknowledged the receipt of our Cash / cheque: being the deposit for our alteration & addition / renovation / tenancy works.

Name: _____ **Signature:** _____

Date: _____



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RENOVATION PERMIT

Block/ Unit: _____

CONTRACTOR'S PARTICULAR

Name of Company : _____

Address : _____

Contact No: : Telephone: _____ Fax: _____

Name of Contractor : _____

Contact No : _____

List of Sub-Contractors : 1) _____

2) _____

3) _____

4) _____

For Office Use Only:

Period of work : **From** _____ **To** _____

Others Remarks : _____

APPLICATION IS GRANTED AND APPROVED SUBJECT TO TERMS AND CONDITIONS STATED IN THE APPROVAL LETTER FOR RENOVATION WORKS.

Date

Signature of approving Officer