



The Management Corporation Strata Title Plan No. 431
 32-62C Jalan Mariam, Singapore 509310
 961-971C Upper Changi Road North, Singapore 507666
 Email: mgmtcouncil@changigarden.com

APPLICATION FOR CONTRACTOR ENTRY PERMIT (COMMERCIAL UNIT)

Name of Applicant : _____ Owner/Tenant Contractor

Unit No : _____ Tel: _____ (Hp) _____ (H)

Contractor Company : _____

Address : _____

Person-in-Charge : _____

Contact Number : _____ (Hp) _____ (O)

Work Commencement & Completion Date		Noisy Work Period (e.g. Hacking, Drilling Work)		Extension of Work Dates	
From	To	From	To	From	To

Major renovation work

Minor repair

Maintenance work

Details of Works:

We, the Owner & Contractor of the above unit, have read and agreed to abide by the House Rules for renovation works (where applicable), and in particular to the followings:

1. This application form along with the renovation plans must be submitted to the Management at least one week before the date of commencement of the renovation works. No work is to commence unless this application form is duly completed, signed and payment made.
2. The application for renovation works must be submitted by the unit owner. In the case of tenants who wish to undertake any renovation, the unit owner must submit the application on their behalf.
3. All works shall be carried out only from Mondays to Fridays between 9.00 am and 5.00 pm and on Saturdays between 9.00 am and 1.00 pm. No works are allowed on Sundays and Public Holidays.
4. **All demolition works involving structural elements require plan to be approved by the Commissioner of Building Control (CBC) and a permit for commencement granted by the CBC, and such works are to be supervised by a Qualified Person. These are requirements stipulated under Section 5, 6 and 8 of the Building Control Act.**
5. **For renovation works involving demolition of non-structural elements, other than floor tiles, the renovation plans should be endorsed by a Professional Engineer (PE) in the Civil or Structural discipline certifying that no structural works are involved. All renovation plan submitted by SPs should show existing building structures and elements based on the original approved plans; and**
6. **All the demolition works, other than floor tiles, are to be carried out by contractors with trained workers certified by Building and Construction Authority Academy (BCAA).**
7. The Contractor is not to cause any damage to the common areas and not to leave materials, tools, equipment etc at the common areas at all times. All interior and exterior flooring affected must be fully protected with padding and canvas.
8. All debris must be cleared and the affected common areas cleaned on a daily basis, before the Contractor leaves the estate. **The Contractor is required to have a joint inspection with the Security Officer and acknowledge the cleanliness before leaving the estate before 5 pm daily**, failing which a penalty of \$50 to \$100 will be deducted from its refundable deposit for engaging cleaners to carry out the works on behalf of the Owner.
9. The contractors are not allowed to smoke at any common areas within the building (e.g. common corridors, staircase & stairwells) at all times. The Management reserves the right to stop the work at its sole discretion and the security deposit shall be forfeited for any violation.
10. A **deposit of \$2000** is required, but not restricted, for the following renovation works:
 - a. Alterations, additions or removal of wall and floor finishes
 - b. Demolition of walls, new partitioning, installation of windows and grilles.
 - c. Repositioning of internal doors and walls
 - d. Installation of false ceilings
 - e. Installation of built-in cabinets and other large fixtures
 - f. All wet works that involves brining in of sand or cement
 - g. All painting works other than those carried out by the Residents themselves
 - h. Installation or alterations of electrical and plumbing works.
11. For major renovation works, the Owner/Contractor is required to inform the apartments above and below regarding the time and duration of the noisy works. The renovation work is to be carried out in a manner with minimal noise and inconvenience to other residents. The Management Corporation reserves the right to stop any on-going renovation work if the noise level is unacceptable.
12. An occupier of a lot shall not install fixed cabinets, mark, paint, drive nails or screws or the like into, or otherwise damage or deface any structure that forms part of the common property.

13. The Management Corporation reserves the right to forfeit the security deposit and debar any Contractor from entering the estate if it is found to have violated any of the above stated conditions and the House Rules.

IMPORTANT NOTE:

THE OWNER/CONTRACTOR IS REQUIRED TO ENGAGE A PROFESSIONAL ENGINEER FOR ANY WORKS THAT REQUIRE THE APPROVAL OF THE BUILDING AUTHORITY AS PER THE BUILDING CONTROL ACT

In submitting this application, I agree to the following:

1. I will pay the deposit (refundable) by cheque to "MCST No. 431"
2. I will ensure that my contractors, workmen and agents abide by the house rules and by-laws regarding the use of common property in the estate. In case there are reasons for me to make good any damage, you may use the deposit to defray the cost of making good. If the cost is more than the deposit, I will pay for the difference.
3. The deposit or balance of the deposit will be refunded upon my presentation of this application and the original receipt. I understand that it will take around 6 weeks to process the refund by cheque.
4. By filling up and submitting this form, I consent to the collection of my personal data and its use by the MCST and its agents for the purpose of this application. The MCST is entitled to retain the information for audit purposes.

Signature of Owner & Date

Signature of Contractor & Date

Official Use Only				
Date application received	Deposit Amount received	Bank/Cheque No.	Approval:	Date:

Refund Deposit		
Deduction	Reason for Deduction	Checked by Security
<input type="checkbox"/> Yes <input type="checkbox"/> No		Name: _____ Signature: _____ Date: _____
Actual date of completion (final joint inspection date): _____		

Note: Deposit is not required for maintenance work.