



THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO 3882

Management Office, 1 Devonshire Rd #01-01 Singapore 239896
Tel: 6636 0445/46 Fax: 6636 0477
Email: devonshire.ma@gmail.com

To : **MCST PLAN NO 3882**
1 Devonshire Road
Singapore 239896

Dear Sir / Madam,

APPLICATION FOR RENOVATION

BLOCK : _____ **UNIT NO** : _____

We wish to request for permission to carry out the following works in the above unit:

We attach herewith the necessary plans and details of the works to be carried out.
Please let us have your early approval.

Personal Data Protection Act (PDPA)

We refer to the above act that will take effect from 1 July 2014. By providing your personal data, contact, identification and vehicle number to us, you agree that MCST 3882 may collect, use and disclose such information for security and monitoring purposes. You further agree that such information may be disclosed to the MCST 3882 related corporations and third parties who provide services to MCST 3882.

Yours faithfully,

Signature of Owner

Name of Owner

Date

* To delete where applicable.



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Singapore 239896

Dear Sir / Madam,

PERMIT FOR RENOVATION

BLOCK : _____ **UNIT NO** : _____

We append below the particulars of the contractor/renovator which we are engaging for your attention:

1. Name of Company : _____
2. Company Address : _____

3. Telephone No : _____
4. Name of Manager/ Supervisor : _____
5. NRIC No : _____
6. Estimated period to complete work : From _____ To _____

Renovation works shall only be carried out on the following days and hours:

- | | | |
|---------------------------|---|---|
| Mondays – Fridays | : | 9.00 a.m. – 5.00 p.m. |
| Saturdays & Holidays Eve | : | 9.00 a.m. – 12.00 p.m. |
| | | (No loading, unloading and noisy works) |
| Sundays & Public Holidays | : | Strictly no work is to be carried out. |

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NOTE : NO WORK CAN COMMENCE BEFORE THE APPROVAL OF THE PERMIT FOR RENOVATION.

Signature of Owner

Name of Owner

Date

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Date : _____



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RENOVATION WORK – DRILLING OF WALL

I/we, _____ (*owner / resident of Blk _____ Unit _____) have been advised to engage a licensed contractor to ascertain the location of the pipe before any drilling work commence in my apartment as there maybe gas pipe concealed in the wall.

I/we understand and agree that I would not hold the Management (Edmund Tie & Company Property Management Services Pte Ltd) and their Representative responsible for any liability whatsoever that may arise from the above work being done by any personnel or contractor engaged by *me / us.

Name & Signature

Date

Block & Unit No.

Note: Please inform your landlord before proceeding with the work.

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APPLICATION FORM - RENOVATION

RULES AND REGULATIONS GOVERNING ADDITION/ALTERATION/RENOVATION WORKS

Administration

1. Residents must seek approval from the Management before carrying out any renovation works.
2. Before carrying out any renovations, alterations or additions to a unit, a resident is required to apply for approval (*To obtain the Renovation Application Form*) from the Management Office and to place a **refundable deposit of \$1000.00**, made payable to “**Management Corporation Strata Title Plan No 3882**”. A renovation plan and relevant insurance coverage must be attached with the completed application form for submission. The deposit will be refunded (free of interest) subject to deduction (if any) pursuant to the Rules & Regulations stated herein.

Should the expenses of any such rectification exceed the deposited amount, the resident concerned shall be liable to pay the difference. The renovation deposit shall be refunded to the resident/contractor (free of interest) should there be no other outstanding matter.

3. The Resident is responsible for ensuring that his Contractors comply with the terms and conditions governing the renovation works. A list of the names of the workers must be submitted to the Management before the commencement of the works. Illegal workers are not allowed into the Condominium and if found, will be asked to leave immediately. The Resident and his/her appointed contractor shall keep the Management indemnified against any legal liability with regard to the illegal worker and unauthorized renovation works.
4. Notwithstanding the approval granted by the Management, the Residents must ensure that all works carried out must be performed by the qualified and competent workmen and submissions done by qualified person(s), in compliance with the relevant building codes and regulations. The Resident shall be fully responsible to ensure that the works comply with the authorities' requirements.

Type of Work

5. Alteration and/or Addition works to the Units are **not** allowed before the issuance of the Certificate of Statutory Completion (CSC) for One Devonshire. Residents who persist in carrying out the 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.
6. Design and colour of the grilles on the main door, windows, sliding doors and yard etc. shall conform to the approved design and color scheme implementation (**To be obtained from the Management Office**). All grilles are to be installed behind the windows and the boundary



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line of the Unit. No external awnings, shades, screen, venetian blinds, grilles, radio/television antennae or any other external structures shall be erected without the prior written approval of the Management.

7. Residents shall not erect in their units any additional structures or make any alterations without the prior written approval of the Management. The Management shall have the authority to demolish or remove any such unauthorized additions or alterations after giving seven (7) days written notice to the resident concerned requesting him or her to remove the same and all costs and expenses incurred in respect of such demolition or removal shall be borne by the resident concerned who shall fully indemnify the Management against all such costs and expenses, and against all loss or damage in respect of such demolition or removal including legal costs incurred by the Management on a solicitor-and-client basis.
8. Residents shall not carry out any work which may affect the external facade of the building without prior written approval of the Management. 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.
9. Residents shall not install any television or radio antenna on the roof top or on any external part of the subdivided building without the written consent of the Management.
10. Structural Professional Engineer's certification must be obtained from the development's structural engineer for the removal of brickwalls or any demolition work that affect the structure of the building. A copy of the certification must be submitted together with the application for renovation with at least seven (7) days before commencement of work. The cost of such certification shall be borne by the Resident concerned.
11. Installation of air-condition units must be at the existing location together with the other units and to ensure that the hot air do not discharge into the neighbouring units. Approval must be obtained from the Management Office at least 7 days before installation.
12. The paint work on the external facade cannot be repainted to another colour.
13. No solar film shall be installed without the prior written approval of the Management. Reflective or mirror effect film are strictly not allowed.
14. Any hacking of building's structure is strictly prohibited unless Structural Professional Engineer's certification and Management's prior approval have been obtained.

Working Hours For Renovation

15. Renovation works shall only be carried out on the following days and hours:

Mondays – Fridays	:	9.00 a.m.	-	5.00 p.m.
Saturdays & Eve of P.H	:	9.00 a.m.	-	12.00 p.m.
Sundays & Public Holidays (P.H.)	:	Strictly no work is to be carried out.		



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Owners/tenants and their contractors must inform the Management of their schedule of works. Hacking should be carried out in five (5) working days. Written application must be submitted to the Management Office if an extension of hacking work is required. Maximum work duration is one (1) month. For a longer duration, the Management approval must be sought.

Security and the Use of Lifts

16. All renovation contractors must report at the security check-point prior to the work being carried out, failing which the Management reserves the right to refuse entry to any person which cannot be verified there and then.
17. All renovation workmen must report at the security check-point to obtain identification passes and must wear their passes at all times whilst in the Condominium. Security personnel have the right to question any person found in the Condominium found without a pass.
18. All renovation, packing and crating materials must be removed and disposed of by the residents/contractors on the same day as they are being brought in.
19. All residents and/or their contractors are not allowed to tap water/electricity supply from the common areas.
20. Unwanted materials, debris etc. should not be left in the common areas in the Condominium. Otherwise they will be removed with a reimbursable removal fees or a penalty fee of S\$ 100.00 per day (minimum) should the Contractor fail to clear the said items from the allocated area on the same day or in the time allocated by the Management and such penalty shall be used to offset against the renovation deposit at the end of the renovation.
21. All renovation works and materials must be confined to the boundaries of the residents' units.
22. Residents must ensure that adequate measures are taken to protect the common property during the delivery or removal of materials by their contractors.
23. Residents/ appointed contractors shall ensure that adequate protection is given to the lift cars, lift landings and lobbies' wall and floor when carrying out any furniture and fittings and/or renovation materials to and from the Unit. Halting of lift and staircase doors by inserting stopper in between the lift doors and staircase doors are strictly prohibited.
24. Owners/residents shall be responsible for the conduct and behaviour of their appointed contractors. Any damages to the building and its equipment caused by the moving of furniture or other effects shall be replaced or repaired at the expense of the owners/residents concern.



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Contractors' Conduct

25. The Contractors shall only park his motor vehicle at designated parking lots. Loadings and unloadings shall only be carried out at designated areas.
26. The Contractor workers have to be suitably clothed, behave in a manner that is unlikely to cause an offence or embarrassment to others, not to damage any lawn or common property and not permitted to use the common toilets for cleaning and washing of tools.
27. The Contractors are not allowed to tap water and/or electricity supply from the Common Property without the consent of the Management. Any use of common utilities is subject to a charge (including administration charge) imposed by the Management.

Inspection by the Management

28. The Management shall have the right to gain free access into the premises at any time during office hours to inspect the renovation works being carried out in the Unit.
29. The Management reserves the right to demolish any unauthorised work which is carried out in contravention to the Rules and Regulations set herein or the by-laws and to recover from the Resident and/or Subsidiary Proprietor all costs and expenses incurred in this connection.
30. Upon completion of the renovation works, the Resident must notify the Management for a joint inspection to ensure that only approved works are carried out and no violation of the stated Rules and Regulations.

Damage caused by Contractors

31. The Resident is fully responsible for any human injury and damages caused to the Common Property by his/her appointed contractors.
32. They are to make good to the satisfaction of the Management within seven (7) days. Failing which, the Management reserves the right to make good the damages and deduct the costs from the renovation deposit. In the event of the renovation deposit being insufficient to meet the claim imposed by the Management, the Resident shall compensate and pay the Management the difference between the said deposit and the amount so claimed by the Management.



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Words of Precaution

33. Residents are advised not to carry out wet polishing of flooring which may choke the sanitation/ drainage system or seepage as well. In the event of the sanitation/ drainage system is choked as result of the wet polishing of flooring, the cost of clearing the choke will be charged to the Resident and/or the Contractor.
34. Residents are reminded to inform their renovation contractors that, **strictly no disposal of bulky waste, unfinished paint cans, construction debris, and wood waste etc. into the Unit's refuse chute.** The refuse chute is strictly for disposal of domestic refuse only.
35. Please note that if the water service installation is left unused for some time especially if the Unit is unoccupied, it must be flushed at regular intervals to ensure that the water quality is not affected and there is no discolouration of water.

Not Permitted Works For Household Shelters (HS)

General

36. (a) Your dwelling unit has a civil defence shelter. It is designed to protect you during a war emergency. It has strengthened walls, floor, ceiling and a specially designed door. They must not be hacked or drilled. Certain finishes and fixtures are not permitted as they are not easily removable and may become hazards to shelter occupants during a war emergency. Lighting, power point, telephone point and CATV outlet points are also provided in the shelter so that you can stay inside and communicate with the outside.
- (b) Any repair or alternation or renovation works, which are likely to weaken or damage any structural elements of the household shelter or non-shelter space within shelter tower, are not permitted.

Not Permitted Works in HS

- (a) Laying of wall tiles or spray of rock tone finish, cement sand finish and gypsum plastering on the internal faces of HS walls.
- (b) Laying of floor tiles using adhesive materials.
- (c) Laying of 2nd Layer of tiles on floor or skirting tiles.
- (d) Installation of cornices within the HS.
- (e) Installation works with fixings using power driven nails into the internal HS walls.
- (f) Tampering with, removing or covering up of the HS door notice. The HS door notice provides important information to the occupants on the use of the HS.



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- (g) Indiscriminate hacking and drilling of HS walls, floor slabs, and ceiling slabs, other than drilling into HS walls and ceiling slabs to affix removable screws on inserts, provided the depth of the insert shall not exceed 50 mm.
 - (h) Hacking to both internal and external face of the household shelter walls to form key for tiling.
 - (i) Hacking or indiscriminate drilling on external face of HS wall for mounting of feature wall panels or wall tiles installation.
 - (j) Modifying, altering or tampering with any part of the ventilation openings, plates and the mounting devices such as bolts and nuts.
 - (k) Painting to the interior face of the 6 mm fragmentation stainless steel plate of the ventilation sleeves, the ventilation sleeves, "O" ring rubber gaskets and the four or eight numbers of stainless steel bolts which hold the steel plate to the sleeves.
 - (l) Modifying, changing, removing or tampering of HS door.
 - (m) Modifying, altering or tempering with any part of the ventilation openings, plates and the mounting devices such as bolts and nuts.
37. Indiscriminate hacking and drilling of NS walls, floor slabs, and ceiling slabs, other than drilling into NS walls and ceiling slab to affix removable screws on inserts, provided the depth of the insert shall not exceed 50 mm.