

**APPLICATION FOR RENOVATION**

Strata Unit : Block No.: \_\_\_\_\_ Unit No.: # \_\_\_\_\_ MELVILLE PARK

Name of Applicant : \_\_\_\_\_  
(Subsidiary Proprietor)

Contact No : \_\_\_\_\_(H) \_\_\_\_\_(O) \_\_\_\_\_ (HP)

Email Address : \_\_\_\_\_

I / We hereby request permission to carry out the following renovation and alteration works in my / our unit to commence from \_\_\_\_\_(Starting Date) to \_\_\_\_\_(Ending Date).

The working hours for all Hot Works such as demolition and hacking works etc. are restricted to a maximum of 3 days commencing from \_\_\_\_\_ (Starting Date) to \_\_\_\_\_ (Ending Date).

I / We attach herewith the necessary plans and details of the works to be carried out and undertake to notify the Management of any revisions to these plan and details.

I / We have read the above conditions precedent to the issue of a renovation permit.

I / We agree and undertake to abide by all the Terms and Conditions stated therein and fully indemnified in respect of all claims, losses, liabilities or damages incurred as a result of a breach by the Contractor.

Yours faithfully,

\_\_\_\_\_  
Signature of Applicant  
(Subsidiary Proprietor)

\_\_\_\_\_  
Date

**Note:**

1. All renovation application **MUST** be submitted with the approval from the relevant authorities and it would be the responsibility of the Subsidiary Proprietor to comply with the requirement by the authorities and the Management Council.
2. Subsidiary proprietor would **NOT** be allowed to construct cover shelter that would increase the floor area of the development.
3. Subsidiary proprietor would **NOT** be allowed to install any feature that would affect the appearance of the building.
4. Any modification pertaining to the structure of the building **MUST** be accompanied with a Professional Engineer's Certification.

**MELVILLE PARK CONDOMINIUM**  
**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2203**  
14 SIMEI STREET 1 #02-01 SINGAPORE 529941 TEL: 6782 0049 FAX: 6782 9869 EMAIL ADD: [mcst2203@singnet.com.sg](mailto:mcst2203@singnet.com.sg)

**Particulars of Contractor**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Number: \_\_\_\_\_

Name of Company Representative: \_\_\_\_\_

Company Representative Mobile No: \_\_\_\_\_

List of Sub-Contractors & Contact Number (if applicable):

S/No.	Name of Sub-Contractors	Contact Number

**Description of Works**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Applicant

\_\_\_\_\_  
Date

*\* Delete whichever is not applicable*

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**GENERAL RULES & REGULATIONS FOR RENOVATION WORKS**

- 1.1 Before any work is carried out by a Subsidiary Proprietor for any addition and alternation works, the Subsidiary Proprietor or occupier must submit the application form for the consideration of the Management. The Management consents to allow the work will and must be construed as to override any approvals or disapprovals from the relevant authorities concerned.
- 1.2 The relevant authorities include but shall not be limited to the Development and Building Control Division, the Public Works Departments, Power Grid and Telecommunications Authority of Singapore.
- 1.3 Plan for the renovation works are to be submitted to the Management for recording purposes before the commencement of such works.
- 1.4 The Subsidiary Proprietor or occupier shall ensure that the works to be carried out will not in any way affect the structural soundness of the premises or the common property nor will it in any way cause any nuisance to any other Subsidiary Proprietor or occupier.
- 1.5 The Subsidiary Proprietor or occupier shall keep the Management advised on all additions and alteration works to the electrical systems, which include but shall not be limited to the air-conditioning systems.
- 1.6 The Subsidiary Proprietor or occupier and the contractor also undertake to indemnify the Management against any legal proceedings or suits arising from such works regardless of whether or not they arise from the negligence of the Subsidiary Proprietor or occupier, contractor or any of their servants or agents.
- 1.7 Precautions should be taken against damaging the concealed electrical wirings, all piping including sanitary piping and the floor slabs.
- 1.8 A Subsidiary Proprietor or occupier shall not at any time: -
  - a. Make any structural alterations in or additions to his unit or anywhere in the Condominium (hereinafter referred to as "the Building") without the prior written approval of the Management. The Management reserves the right to demolish or make good all such unauthorized alterations or additions after giving seven (7) days' written notice to the resident concerned requesting him to remove all such unauthorized alterations or additions. All costs incurred in such demolition, making good and / or removal of any unauthorized alterations or additions shall be borne by the Subsidiary Proprietor / Occupier.
  - b. Erect any structure or make any alterations to any external part of any unit without the prior written consent of the Management.
  - c. Make any alterations to the windows installed to any external part of any unit without the written consent of the Management.
  - d. Make any alterations or additions to any balcony of his lot without the approval in writing of the Management.
  - e. Hack off beams, slabs and columns.
  - f. Raise existing floor level e.g. to split the level of any portion of the existing floor either by adding concrete platform and/or timber platform.
  - g. Install awnings or other sun-shading devices / projections outside the units.

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- h. Make any alterations to the existing refuse chute hopper.
  - i. Brick up or block up service ducts and / or pipes.
  - j. Install iron grilles at the common corridor or staircase landing outside the entrances of each lot.
  - k. Re-locate doors and windows.
  - l. Lay any type of flooring outside the flat e.g. on common lobby / corridor area or staircases landing just outside the entrance of each flat.
- 1.9 In altering or removing existing pedestal pan, bathtub and wash basin, precaution should be taken against damaging the floor slabs and Subsidiary Proprietor or occupiers shall be responsible for any damages or leakages down to the lower floor which may arise from their renovation works.
- 1.10 To carry out solely during working hours i.e. 9.00 am to 4.30 pm daily from Monday to Friday. No work is to be carried out on Saturday, Sunday and Public Holiday.
- 1.11 To ensure that no pneumatic drilling is carried out in the course of work.
- 1.12 To ensure the adequate disposal of all debris. In clearing the debris, the contractor undertakes to place them in gunny or plastic bags (to be provided by the Contractor). The Contractor undertakes to remove daily all debris from the estate. Disposal of debris through the waste pipe or rubbish chute is strictly prohibited.
- 1.13 In the event that the debris is not cleared or any of the common property is damaged, the Management reserves the right to remove the debris and to effect repairs and the cost of such removal or repairs shall be deducted from the deposit provided that nothing therein is to be construed as limiting the liability of the Contractor, the Management reserves the right to claim for the full cost of the removal and repairs.
- 1.14 All building materials brought on site and debris are to be deposited at the designated spot at the estate. Where so required by the Management the building materials and debris shall be placed in approved trolleys. No materials are to be stored / left in the common area.
- 1.15 Only one lift may be used for renovation and removal purposes.
- 1.16 To ensure all common areas, lift cars and passageways are cleaned daily (including sweeping and mopping).
- 1.17 If the said deposit is insufficient to cover the full cost of the removal and repairs, then the Management reserves the right to recover the full costs, including legal costs, of the removal and repairs from the owner / tenant.
- 1.18 Occupants are required to give two weeks' advance notice to the Management of the renovation carried out. If possible, the name of the companies involved and the description of the renovation work.
- 1.19 The Contractor must be accompanied by the nominated person-in-charge at all times during the work period.

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- 1.20 Contractors' vehicle must not obstruct other vehicles when parked in the car park. Such vehicles are not to be parked within the Condominium during the night.
- 1.21 Only containers not more than 20 feet long are allowed to enter the Condominium. Such containers are required to park only at the designated area.
- 1.22 The Contractors must not deposit construction materials or other items in any place than what was designated by the Management.
- 1.23 To ensure compliance, the owner or tenant shall place with Management a refundable deposit of S\$1,000.00. This amount is to be paid by cheque drawn in favour of the Management Corporation Strata Title Plan No. 2203 (MCST Plan No. 2203). Subject to satisfactory compliance with the terms herein, the deposit will be refunded free of interest, less any charges in default by the SP or tenant.
- 1.24 Before the release or return of the deposit, the Management must be satisfied that all the terms and conditions have been complied with, all debris removed, no complaints have been received from any occupiers and that no damage has been caused in the common property. In this regards, the owner shall inform the Management when the renovation work is completed so that a joint inspection can be carried out. If in the event the said deposit is insufficient to cover the full cost of any removal and repair necessary to be carried by the Management or for any infringement on any regulation leading to compounding fines or legal suit incurred to the Management, then the Management reserved the full right to recover all costs, including legal costs, from the owner in default.
- 1.25 Residents are required to give the Management a written notice of any renovation or painting in their housing units seven (7) days prior to the works being done and place with Management a refundable deposit of S\$ 1,000.00.
- 1.26 Residents are to give Management a written notice of any moving in or moving out of housing units three (3) days prior to such being carried out and to place with Management a refundable deposit of S\$ 1,000.00.

I, the undersigned conform that I have read the terms and conditions governing the "Application for Renovation Works" stated herein, and that I fully understand that I shall be liable for the breach of the said terms and conditions.

\_\_\_\_\_  
Name & Signature of Applicant

\_\_\_\_\_  
Date

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**FOR OFFICE USE ONLY**

Your application for Renovation has been **\*approved / not approved** by the Management subject to the Terms and Conditions stated herein.

Deposit Paid : S\$1,000.00 (CASH / Cheque No. \_\_\_\_\_)      Receipt No.: \_\_\_\_\_

Name Approving Officer : \_\_\_\_\_      Date : \_\_\_\_\_

Note:

- Cheque should be made payable to “**The Management Corporation – ST Plan No. 2203**” or “**MCST 2203**”.
- CASH deposit will be bank-in, hence, the refund of cash deposit would takes approximately 4 to 6 weeks from the date of completion of the house moving in the form of MCST’s cheque.

\* Please delete as appropriate

**REFUND OF DEPOSIT**

I, \_\_\_\_\_ NRIC/ Passport No. \_\_\_\_\_ confirmed that I have received:

[ ] the cheque no. \_\_\_\_\_ for the amount S\$1,000.00 being the full deposit refunded for the Renovation Deposit from the Management Office.

[ ] the cheque no. \_\_\_\_\_ for the amount S\$\_\_\_\_\_ being the balance deposit refunded for the House Moving Deposit after deducting the cost for reinstatement of damaged common area.

\_\_\_\_\_  
Signature of Recipient

\_\_\_\_\_  
Date