



APPLICATION FOR ADDITIONS & ALTERATIONS/ RENOVATION WORKS

Particulars:

Owner/Tenant's Name:		
Block / Unit No.		
Contact No.	(Residential)	(Mobile)
Remarks:		
RENOVATION CONTRACTOR'S DETAILS		
Company:		
Address:		
Person – In – Charge:		
Contact Number:		
Renovation Period:	Start:	End:
Description of Works:		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		



*** Original Receipt is required for refund. Please obtain a receipt from the Management office when payment is made.**
****By filling up and submitting this form, I consent to the collection of my personal data and its use by the Developer and its agents for the purpose of this application. The Developer and its agents are entitled to retain the information for audit purposes.**
*****In submitting this application, I agree to abide by the house rules and by-laws regarding the use of common property in the estate.**

Signature of Owner/Tenant

Date: _____

Name & Signature of Contractor

NRIC No.: _____

Company Stamp

Date: _____



CONTRACTOR'S REGISTRATION FORM

UNDERTAKING

I do solemnly declare that all the particulars I have given in my fittings-out works application are true and correct in every detail, and I have obtained approval of the relevant authorities as required by law to carry out my renovation works.

I have read, and will abide by the Rules and Regulations – Additions & Alterations/ Renovation Works laid down by the Management for the renovation work and agree to pay the penalties decided by the Management for infringement of the Rules or for any nuisance caused, in addition to paying for damages arising from the actions or negligence of my contractors, workmen, or agents.

I enclose herewith a cheque of **\$2,000.00** being the security deposit. I understand that this deposit will be refunded to me without interest upon the completion of the renovation work and submission of the Request for Refund Form, provided always that the Management is entitled to deduct any amount in accordance with the Rules and Regulations contained in the Resident's Handbook.

I shall also indemnify and keep the Management and its appointed representatives indemnified against any claims, loss, injuries and damages whatsoever arising from the above activities.

Name of Contractor: _____

NRIC / Passport No.: _____

_____ Company Stamp

Signature: _____

Date: _____

FOR OFFICIAL USE – Permit No. : C - _____

The bearer of this note is authorised to have access to Ripple Bay for carrying out renovation works at **Block No.** _____ **Unit No. #** _____

Date of Commencement: _____ Date of Expiry: _____

Name of Company: _____

Name of Contractor _____

Deposit Collected: \$2,000.00 Administration fee for use of lift padding: \$20.00

Other Amount: _____ (Others, please state : _____)

[] Online Banking Transfer

[] By Cashier's Order

[] By Cheque / Cheque No.: _____ / [] Cash _____

Receipt No.: _____

Date of Issue: _____

The Management of Ripple Bay

Name & Signature of Officer: _____

Date of Approval: _____



RULES AND REGULATIONS GOVERNING ADDITIONS & ALTERATIONS/ RENOVATION WORKS

Subsidiary Proprietor or Resident shall not, without the consent of the Management, carry out any addition, alteration or install any fitting or fixture that deviates from the approved building plans and specifications. The Subsidiary Proprietor or Resident shall be responsible for any fine or penalty imposed by any government authority for any unauthorised addition and/ or alteration found within their apartments.

ADDITIONS & ALTERATIONS/ RENOVATION WORKS

Prior to the commencement of any addition and alteration or renovation work, Subsidiary Proprietors, Agents or Representatives shall submit the prescribed application form for the Management's approval **at least 14 working 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:

- a. Sufficiently detailed nature of the works to be carried out;
- b. The duration of the works, particulars of the architect(s), professional engineer(s), contractor(s) and/ or sub-contractor(s) involved;
- c. The proposed work schedule in a prescribed format;
- d. All relevant plans and/ or drawings relating to the works;
- e. Application forms duly signed by the Subsidiary Proprietors;
- f. **A cheque deposit of \$2,000.00** (free of interest) payable to "MCST 4412";
- g. **An administration fee of \$20.00** shall be imposed on the **use of lift padding**.
- h. A renovation plan, relevant insurance coverage and any other relevant authority's approval must be attached with the completed application form for submission; and
- i. Structural professional engineer's certification must be obtained for the removal of wall or any demolition work that affects the structure of the building. A copy of the certification must be submitted together with the application for renovation work. The cost of such certification shall be borne by the applicant.

Approval from the Management

Approval from the Management is subject to the Management's acceptance of all the necessary documents submitted.

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 renovation 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.

Approval from Relevant Authorities

Notwithstanding any approval granted by the Management for the works, it shall be the sole responsibility of the Subsidiary Proprietor or Resident to seek appropriate professional advice and ensure that all necessary approvals are obtained from the Relevant Authorities before commencing any work, where necessary.

Permitted Duration of Works

- a. Work can only be carried out after receiving the approval from Management in writing and unless otherwise provided, within the following hours:

Mondays to Fridays	: 0900hrs to 1730hrs
Saturdays and Eve of Public Holidays	: 0900hrs to 1230hrs
Sundays and Public Holidays	: Strictly no work is allowed

No work shall be permitted on Sundays and Public Holidays, and the day before the following gazetted public holidays: New Year's Day, Lunar New Year, Hari Raya Puasa, Deepavali and 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 or application for an extension.



- b. Any work causing noise disruption, such as hacking, knocking, hammering or drilling, painting or varnishing works, which generates strong odour is only allowed to be carried out **on Mondays to Fridays between 1000hrs to 1730hrs**.
- c. Hacking or demolition work should be carried out and completed **within 5 working days**. Written application must be submitted to the Management if an extension of such work is required.
- d. **Maximum work duration is 30 days**. Extension of renovation period shall be submitted to the Management **at least 7 days in advance** for approval.
- e. The works shall stop no later than the stipulated work duration time.

Security Cheque Deposit

- a. The Subsidiary Proprietor shall place a **cheque deposit of \$2,000.00** (free of interest) payable to "MCST 4412" prior to the commencement of any work. Such deposit is refundable upon the completion of the renovation work with a joint inspection by the Management and subject to all claims by the Management for the repair of damage caused to the Common Property and/ or properties of other Subsidiary Proprietors in the Estate.
- b. The security deposit may be utilised 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 that the security deposit is insufficient to meet the claims of the Management, the Subsidiary Proprietors and/ or the Contractor shall be liable to pay the difference.
- c. The Management shall be entitled to forfeit (in whole or in part) the security deposit in the event that the Subsidiary Proprietor and/ or the Contractor fail(s) to adhere to any of the 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 the contractor to furnish an additional security deposit as it deems fit, as a condition of allowing the works to proceed.
- d. The security deposit (or such balance thereof) shall be refunded free of interest to the Subsidiary Proprietor or the Contractor should there be no outstanding matter.
- e. The Subsidiary Proprietor shall allow the staff or representative of the Management to access the unit for the purpose of inspecting all the works carried out, throughout the duration of the permitted works. If the Subsidiary Proprietor has compelling reasons not to grant access to the Management, they should write to the Management citing the reasons at the time of the application.

Security

- a. All workers of the applicant and that of the sub-contractors shall inform the guardhouse of their intention to enter any unit to carry out the permitted work.
- b. All Contractors must report at the guardhouse to obtain the contractor pass, which must be worn at all times, before commencement of work.
- c. Any worker found misbehaving or refusing to comply with the security procedures will be removed from the estate and barred from future entry.
- d. 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.



- e. All Contractors and their employees, agents and/ or sub-contractors shall park their vehicles only in the spaces assigned by the estate's security personnel. Loading and unloading activities shall be carried out only at the designated areas.

Use of Lifts in the Estate

- a. All delivery/ removal workmen shall use only designated lifts and staircases so as not to inconvenience other Residents. Packing and constructing materials must be promptly removed and disposed off-site. The lift should not be put on hold unnecessarily and for a period longer than 10 minutes at a time.
- b. All contractors 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.

Cleanliness

- a. The Contractors shall ensure and maintain the general cleanliness of the Common Property used by all his workers. The Subsidiary Proprietor or Resident shall ensure that any area, soiled by his appointed contractors or workers and the sub-contractors, is cleaned up immediately to the satisfaction of the Management.
- b. Common Areas shall not be used as work areas or storage sites without the prior written approval of the Management.
- c. All Common Areas affected by the works shall be cleaned and be free from debris at the end of each work day. All building materials and debris shall be removed from the Estate at the end of each working day.
- d. The Subsidiary Proprietor and the 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 the Contractor and will be subject to acceptance by the Management.
- e. Subsidiary Proprietor and/ or the Contractor shall ensure that disposal of construction rubbish and unwanted items shall be carried out daily. In the event that the rubbish or disposal vehicle is left on the Common Area overnight, a **fee of \$300.00 per day** shall be forfeited from the security deposit and/ or levied against the Subsidiary Proprietor and/ or the Contractor.
- f. In the event of a breach by the Subsidiary Proprietor or the Contractor of any rule and regulation 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 Estate, and thereafter to recover the costs incurred from the Subsidiary Proprietor and/ or the Contractor, on an indemnity basis.

Other Terms and Conditions

- a. Alteration to the windows installed on the external walls of the subdivided building is not permitted.
- b. 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 industry's safety standards.
- c. Installation of Fittings

Design and color of the grilles on the windows, sliding doors and yard etc. shall conform to the approved design scheme implementation. All grilles are to be installed behind the windows and the boundary 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 and the Relevant Authorities.



- d. If a Resident erects any fittings which do not conform to the approved design scheme, the Management has the right to withhold the renovation or any other cheque deposit pending the inclusion of any cost incurred by the Management for removal of non-conformity works installed by the Resident. This is without prejudice to other rights and remedies that the Management has under these House Rules and/ or at law.
- e. No solar film shall be installed without the prior written approval of the Management. Reflective or mirror effect films are strictly not allowed.
- f. The following general guidelines for Additions & Alterations/ Renovation Works shall be strictly adhered to:
 - i. No hacking of any structural wall, beam, slab or column;
 - ii. No re-running of the common electrical system and gas supply;
 - iii. No alteration to, or relocation of, external windows;
 - iv. No alteration to, or relocation of, balconies or doors and doorways;
 - v. No raising of the floor level or increasing structural loading to the floor;
 - vi. No installation of sunshades or awnings of any design;
 - vii. No permanent or retractable clothes hanging device beyond the boundary of the Unit;
 - viii. 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 color scheme and design as specified by the Management; and
 - ix. Removal of household shelter door is not permitted.
- g. Air-conditioning units shall be installed in existing openings or positions in conformity with other Units or in a position approved by the Management.

Unauthorised Renovation Work

- a. In the event that the Subsidiary Proprietor and/ or the Contractor fail(s) to adhere/ comply with the House Rules, the Management shall issue a warning letter to the Subsidiary Proprietor and/ or the contractor.

Failure to comply with the House Rules, despite the warning letter, shall entitle the Management to exercise and pursue its rights and remedies against the infringing party or parties, including but not limited to the following:

- i. Cancelling the approval for the permitted works;
- ii. Requiring the contractor and his employees, agents, workers and/ or that of his sub-contractors to leave the premises;
- iii. Refusing entry to the contractor and his employees, agents, workers and/ or sub-contractors;
- iv. Exercising its rights pursuant to any rule and regulation stated herein.

The warning letter shall be deemed to have been properly issued or served if it has been delivered by hand and/ or by post to the Subsidiary Proprietor and/ or the Contractor named in the application.

A written approval must be re-obtained by the Subsidiary Proprietor and/ or the Contractor from the Management before continuation of works.

- b. The Subsidiary Proprietor or Resident shall indemnify the Management against any loss, damage or costs of legal proceedings arising from such works regardless of whether or not it arose from the negligence of the Owner, Contractor or any of their domestic helpers or agents.

Such indemnity must be made on the prescribed form that should be submitted along with the "Application for Additions & Alterations/ Renovation Works".



List of Internal Fitting-out Works that can be carried out AFTER Temporary Occupation Permit (T.O.P.) subject to the acknowledgement from the Management:

- a. Repainting of internal walls only (excluding the balcony wall).
- b. Replacement of existing built-in kitchen cabinets.
- c. Replacement of existing interior doors (except for the main door and door to the household shelter).
- d. Installation of wallpaper.
- e. Replacement of existing wall tiles and floor tiles (Note: waterproofing warranty given by the builder will be void upon the replacement/ installation of such tiles). Care should be taken to ensure that the bathroom/ kitchen/ yard/ balcony/ roof terrace waterproofing and concrete floor slab are not damaged while replacing the existing floor tiles.
- f. Laying of carpet flooring.
- g. Installation of light fittings.
- h. Installation of cornice. Care should be taken to ensure that the concealed air-conditioning piping and other services are not damaged while installing the cornice.
- i. Installation of additional air-conditioning unit. Air-conditioning 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 Additions & Alterations/ Renovation Works NOT Allowed before the issue of Certificate of Statutory Completion (C.S.C.):

- a. Demolition of existing internal partition wall;
- b. Erection of new partition wall;
- c. Provision of opening in existing wall;
- d. Replacement of existing windows;
- e. Sealing up existing water closet, basin, and long bath;
- f. Removal of existing water closet, basin and long bath;

(unless subject to application made to Relevant Authorities)

1. Residents who persist in carrying out the above-mentioned Additions & Alterations/ Renovation Works to their Unit(s) before C.S.C. must obtain the necessary written approval from the Building & Construction Authority (BCA) and/ or other relevant Authorities. Any such work affecting the issuance of C.S.C. has to be removed and reinstated to its original condition and all such costs to be solely borne by the Residents.
2. Residents 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 Estate.
3. No television or radio antenna on the rooftop or on any external part of the subdivided building shall be approved.