

**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 1131
Island View Condominium**

APPLICATION FOR RENOVATION WORKS

**(TO BE SUBMITTED TO THE MANAGEMENT OFFICE AT LEAST 7 WORKING
DAYS BEFORE THE COMMENCEMENT DATE OF THE WORK AND NO
WORK TO BE CARRIED OUT UNLESS WITH THE PRIOR APPROVAL OF THE
MANAGEMENT)**

Application Reference No. _____

To: The Management Corporation S T Plan No. 1131
38 Jalan Mat Jambol
The Management Office
Singapore 119519

Dear Sirs

ISLAND VIEW CONDOMINIUM - APPLICATION FOR RENOVATION WORKS

I/We wish to request for permission to carry out the following works in Block
_____, Unit _____, Island View Condominium.

The removal of partition/ brick walls and addition of walls, columns, etc.
*(Important note – structural alterations are not permitted without prior approval of the
MCST Plan No. 1131. Please see note to renovation below.)*

Plumbing and Sanitary works such as the replacement of water and sewer
pipes, installation water heaters, etc.

Carpentry works such as replacement of kitchen cabinet, doors, etc.

Air-conditioning works such as the replacement and installation of air-
conditioning units. *(Important note – The location of air-conditioning condenser units
to be installed on exterior surfaces are to be clearly indicated. Subjected to approval
from MCST)*

Electrical works such as the re-running of the electrical wires
*(Important note – Increasing the electrical load per unit is strictly prohibited unless prior
approval is obtained from the estate's Licensed Electrician).*

Renovation of balcony areas. *(Important note – Installation of any structure on the
balcony wall is strictly prohibited without prior approval from the MCST Plan No. 1131.
Please note the rules and renovation below.)*

Others. Any other works not specified above.

Please tick in appropriate box.

A detailed description of the works to be carried out in the unit together with the necessary floor plans are to be attached to this application form along with a Professional Engineer's endorsement (if any) for submission to the MCST.

Salient points regarding renovation (please refer to the rules and regulations attached)

Estate by-laws – item 6.3 (a):-

“No hacking of any walls, beams slabs, columns and any structural members including the planter box in the balcony except pursuant to this section. In the event there is any hacking of any structural member(s), the owner must engage a Professional Structural Engineer from a panel to be appointed by the Management Corporation S T Plan No. 1131 to endorse the proposed hacking of the structural member(s). The owner shall then submit the endorsed structural drawing(s) to the Management Corporation for its approval 7 days prior to the commencement of the works. Within 14 days after the completion of the approved structural works, the owner must submit without demand to the Management Corporation the Professional Engineer's written report to the Management Corporation confirming that the hacking work done in the apartment unit was carried out in accordance to Professional Engineer's endorsement. All costs incurred in engaging the appointed Professional Engineer shall be borne fully by the owner.”

Estate by-laws 6.3 (g):-

“No sunshades or awnings of any design or shape are allowed except in the balcony. Only fabric awnings are allowed to be installed. The awning must be maroon in colour to blend with the colour of the external brick wall. This clause is deemed to have taken effect from 22 July 1996.”

Standardization of structure for balcony

Owners who wish to install the above structure are advised to check with the Management for the specifications of the structure before proceeding with the work.

Refundable Renovation Deposit (Made payable to “MCST Plan No. 1131)

- a) S\$1,500.00 for works not exceeding one and half months.
- b) S\$3,000.00 for works exceeding one and a half months

Undertaking by Owner and Renovation Contractor

I/ We have read the terms and conditions as well as the rules and regulations pursuant to application for renovation and I/ We agree to abide by all terms and conditions stated therein. I/We understand that if this Application Form is not properly filled in, the MCST Plan No. 1131 reserves the right to deny approval. In the event of any breach of the rules and regulations or if there is any deviation of any work carried out on site, the MCST Plan No. 1131 reserves the right to revoke the Application Permit and the owner/contractor shall stop work immediately. In this case, the MCST Plan No.1131 will not be held responsible for any delays in completion.

Name of Subsidiary Proprietor

Name of Appointed Contractor

Signature

Signature & Company's Stamp

Contact Number / Date

Contact Number / Date

Rules and Regulations Governing Renovation Works in Island View
(Revised on 1st April 2009)

1.0 Type of Work

The applicant's (Owner) and its listed sub-contractors can only carry out the type of work specified in the approval letter to the occupant.

2.0 Working Hours

2.1 Work can only be carried out within the following times:-

Monday to Friday - 9.00 am to 5.00 pm

Saturday (No Noisy Works) - 9.00 am to 1.00 pm

2.2 No hacking or noisy renovation works are allowed on Saturdays. No work shall be carried out on Sundays and Public Holidays.

2.3 The applicant shall obtain prior written approval from the Management (7 days in advance) in the event of a need to carry out work beyond the hours specified in Clause 2.1 and provided the work does not affect the peaceful environment of the occupants.

3.0 Deposit

3.1 S\$1,500.00 for works not exceeding 6 weeks.

3.2 S\$3,000.00 for works exceeding 6 weeks.

The applicant (owner) shall pay a deposit of S\$1,500.00 or S\$3,000.00 (please refer clause 3.1. and 3.2) which will be refunded, free from interest and subject to the compliance of all conditions stated herein and to all claims by the Management for damages to the common properties and properties of the residents in the building. In the event of the deposit being insufficient to meet the Management's claim, the applicant and the company in which he is acting on its behalf, shall compensate and pay to the Management Corporation the difference between the said deposit and the amount so claimed by the Management. The said deposit shall be forfeited if any of the conditions stated herein was not complied with.

4.0 Security

4.1 All workers of the applicant's company and that of its listed sub-contractors shall inform the security staff at the Guard House of their intention to enter the condominium unit to carry out the work and to collect the contractor's passes.

4.2 The applicant shall be responsible for the good conduct and behaviour of all workers of his company and that of its listed sub-contractors while they are in the building.

4.3 No worker shall be allowed to loiter in any other places other than the apartment unit concerned.

4.4 Any worker found misbehaving or refusing to comply with the security procedures will be removed from the condominium and barred from entry.

4.5 All workers shall display the contractors' passes at all times within the condominium compound.

5.0 Cleanliness

5.1 The applicant shall, on a daily basis, maintain the general cleanliness of the common areas used by his workers and sub-contractors. He shall ensure the area, soiled by his workers and that of his sub-contractors, be cleaned up immediately to the satisfaction of the Management.

5.2 No debris, materials, tools, equipment are allowed to be placed in the common areas.

5.3 All debris must be removed from site upon completion of work.

6.0 Others

6.1 The applicant shall allow the Management access into the apartment unit under renovation for the purpose of checking that no unauthorised work is being carried out.

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

6.3 Subject to the prior written consent of the Management and subject to approval being obtained from the relevant authorities, repair, renovation, alterations or extension works may be carried out by the subsidiary proprietor at his cost and expenses and under the following conditions:

- a. No hacking of any walls, beams slabs, columns and any structural members including the planter box in the balcony except pursuant to this section. In the event there is any hacking of any structural member(s), the owner must engage a Professional Structural Engineer from a panel to be appointed by the Management Corporation S T Plan No. 1131 to endorse the proposed hacking of the structural member(s). The owner shall then submit the endorsed structural drawing(s) to the Management Corporation for its approval 7 days prior to the commencement of the works. Within 14 days after the completion of the approved structural works, the owner must submit without demand to the Management Corporation the Professional Engineer's written report to the Management Corporation confirming that the hacking work done in the apartment unit was carried out in accordance to Professional Engineer's endorsement. All costs incurred in engaging the appointed Professional Engineer shall be borne fully by the owner.
- b. No re-location of the incoming and outgoing water and sanitary system.
- d. No re-running of the main incoming electrical system.
- e. No re-location of the windows. All new windows installed must have white frames. Colored tinted glass will not be allowed.

- f. Alterations to or re-location of balconies or exterior doors and doorways will not be allowed.
 - g. No raising of the floor level that increases the total load of the floor.
 - h. No sunshades or awnings of any design or shape are allowed except in the balcony. Only fabric awnings are allowed to be installed. The awning must be maroon in colour to blend with the colour of the external brick wall. This clause is deemed to have taken effect from 22 July 1996.
 - i. No permanent or retractable clothes hanger encroaching onto the common areas.
 - j. The installation of railings or grilles for the windows, balconies, wooden doors facing common areas or any part of the lot shall be done only in accordance with the colour scheme and design that conform to overall aesthetics of the estate and must be with the written approval from the Management.
 - k. No running and/or tampering of any services/items in the cavity walls.
- 6.4 The subsidiary proprietor and/or applicant shall not dump rubbish or building debris on any common areas and shall clear away the rubbish/debris at the end of each working day or pay the cleaning fees, which shall be not less than S\$500.00 per day, to the Management.

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 1131
Island View Condominium

APPROVAL FOR RENOVATION WORKS

Application Reference No. _____

To: The Owner / Contractor
Block _____, Jalan Mat Jambol,
Unit _____, Island View Condominium ,
Singapore _____

Dear Sirs

ISLAND VIEW CONDOMINIUM - APPROVAL FOR RENOVATION WORKS

We refer to your application for renovation works dated _____ and are pleased to inform you that approval is hereby granted to you to carry out the following from _____ to _____ (both dates inclusive):

Structural work

** (Professional Engineer's endorsement by _____ and submitted on _____.)*

Plumbing and Sanitary works

Carpentry works

Air-conditioning works

Electrical works

Renovation of balcony areas

** (Professional Engineer's endorsement by _____ and submitted on _____.) (Design of railing approved for balcony – Glass / Wire railing)*

Others

Works not approved

Deposit Paid S\$ _____ Cheque No.: _____

Renovation Approved By

Name of Approving Officer

Signature of Approving Officer

Date

Company's Stamp

**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 1131
Island View Condominium**

REFUND OF RENOVATION DEPOSIT

Application Reference No. _____

Name of Applicant : _____
(Owner of Unit)

Block No. _____ Unit No. _____

Date Application Approved : _____

Period of Approved renovation work : _____ to _____

Date of notification of completed renovation work : _____

Deposit Paid : S\$ _____ Cheque No: _____

Professional Engineer's endorsement submitted.

A) Inspection of common areas

The renovation works in the abovementioned unit have been completed.

[] There is no damage caused to the common property.
Please refund the full deposit.

[] The following damage to the common property was noted:

Please deduct the sum of S\$ _____ and refund the balance of S\$ _____.

B) Refund of renovation deposit

Full refund of deposit Do not refund deposit

To deduct for damages
Amount to be deducted : _____.

Name of Approving Officer

Signature of Approving Officer

Date

Company's Stamp

**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 1131
Island View Condominium**

RENOVATION PERMIT

Application Reference No. _____

Block No. _____ Unit No. _____

Renovation Period : _____ to _____

A) Particulars of Contractor

Name of Company : _____

Address & Telephone No. : _____

Name of Applicant on behalf of Company: _____

Person to Contact : _____

Mobile Numbers : _____

List of Sub-Contractors/ Workers 1. _____

2. _____

3. _____

4. _____

B) Type of renovation works approved

Structural work Plumbing and Sanitary work

Carpentry work Air-conditioning work

Electrical work Others

Period of hacking works _____ to _____.

Renovation Approved By

Name of Approving Officer

Signature of Approving Officer

Date

Company's Stamp

**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 1131
Island View Condominium**

INDEMNITY FORM FOR RENOVATION WORKS

Application Reference No. _____

Date:

To: The Management Corporation S T Plan No. 1131
38 Jalan Mat Jambol
The Management Office
Singapore 119519

Dear Sirs

ISLAND VIEW CONDOMINIUM - INDEMNITY FORM FOR RENOVATION WORKS

Please refer to my/ our Application for renovation works dated _____.

I/ We will ensure that my/ our Contractor will be held liable for the following: -

- a. making good damage to common property.
- b. removal of debris left on common property.
- c. breach of any of the rules and regulations governing renovation works or any other by-laws.

I/We will place a deposit of S\$1,500.00 / \$3,000.00 with the Management before commencement of work, held as security for any reinstatement to damage of common property or removal of debris as well as to remedy any breach of any of the rules and regulations governing renovation works or any other by-laws. The deposit shall be refundable free of interest after the Management satisfied themselves that there is no damage caused to the common property or any breach in any of the rules and regulations governing renovation works and any other by-laws; and the deposit will be refunded within thirty (30) days. However, the deposit will only be refunded after the applicant has made good to all damage caused to the common property or remedied any breach of any rules and regulations governing renovation works or any other by-laws; and such deposit will be refunded within thirty (30) working days after the Management is satisfied with the making good.

I/We will undertake to provide full and total protection to the common property when transporting materials, etc.

Name of Subsidiary Proprietor

Name of Appointed Contractor

Signature

Signature & Company's Stamp

Contact Number / Date

Contact Number / Date

Unit No.