



**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2286**  
 Management Office: 38 Dover Rise #01-01 Singapore 138684 Tel: 6874 5410 Fax: 6775 8589  
 Email: [condomanager@dover.com.sg](mailto:condomanager@dover.com.sg) Website: [www.dover.com.sg](http://www.dover.com.sg)

## RENOVATION FORM

(To be completed by Owner/Occupier & Contractor)

*Approved works must be completed within 1 month from the date of the permit.*

<b>TOWER:</b>	<b>UNIT:</b>
<b>COMMENCEMENT DATE:</b>	
<b>EXPECTED COMPLETION DATE:</b>	

**NAME OF \*OWNER / CONTRACTOR:** \_\_\_\_\_

**CONTACT NO.:** (HP) \_\_\_\_\_ (H) \_\_\_\_\_ (O) \_\_\_\_\_

<b>1</b>	<b>NAME OF PERSON-IN-CHARGE:</b>
	COMPANY NAME:
	CONTACT NO.: (HP) _____ (O) _____ (FAX) _____

<b>2</b>	<b>SCOPE &amp; DURATION OF WORKS:</b>	
	DESCRIPTION OF WORKS (please refer to the terms & conditions)	<b>HACKING &amp; DRILLING</b> <b>From: 9.30am to 4.30pm</b>
		From _____ To _____
	Hacking works: (should not exceed 3 consecutive days)	

<b>3</b>	<b>SCOPE &amp; DURATION OF WORKS:</b>	<b>OTHER RENOVATION WORKS</b> <b>From: 9.30am to 4.30pm</b>	
	DESCRIPTION OF WORKS (please refer to the terms & conditions)	From	To
	Wet works (laying of tiles &/or water-proofing)		
	Electrical works		
	Installation of windows/grills		
	Carpentry works		
	Others:		



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4	SCOPE & DURATION OF WORKS:	NO NOISE WORKS From: 9.00am to 5.00pm	
		From	To
	DESCRIPTION OF WORKS (please refer to the terms & conditions)		
	Painting		
	Air-conditioning		
	Touching-up		
	Others:		

\* Please delete if not applicable.

\*\* 1. Demolish of walls must be accompanied with Professional Engineering endorsement.

2. Electrical re-wiring must be endorsed by Licensed Electrician.

3. All approved plans/letters or permits by Building Authority relating to the above works have to be enclosed.

5	UNDERTAKING BY OWNER / OCCUPIER / CONTRACTOR
	<i>I/We confirm that no structural works are involved. I/We have read the terms and conditions and shall abide accordingly. Any non-compliance, the Management reserve the right to forfeit the deposit.</i>
	<i>I/We understand that all renovation materials/debris <b>MUST BE REMOVED</b> out of the condominium by the contractor daily. No dumping of any kind in the common areas, the bulk bin or unit's bin chute are allowed. Penalty of minimum \$500.00 will be imposed for each dumping.</i>
	<i>I/We shall be responsible for our contractors complying with the terms and conditions governing the fitting-out works.</i>
	<i>I/We fully understand that we shall be jointly and severally liable for the breach of any such terms and conditions</i>
	NAME OF OWNER / OCCUPIER / CONTRACTOR:
	SIGNATURE: _____ DATE: _____
	<i>"By signing this application form you expressly give consent to the management collecting, using &amp; disclosing personal data provided in the form for the purpose of estate management and future communication related to this estate."</i>

6.	FOR OFFICIAL USE:
	APPLICATION ACKNOWLEDGED BY: _____ DATE: _____
	APPROVED BY CM: _____ SIGNATURE: _____ DATE: _____
	DEPOSIT BY: CASH / CHEQUE NO.: _____ RECEIPT NO.: _____
	DEPOSIT BANK-IN DATE: _____ <i>*Please attach a copy of receipt for future reference.</i>
	GUARDHOUSE INFORMED: YES / NO

Proudly Managed by:

**Smart Property Management (Singapore) Pte Ltd.**

38C Jalan Pemimpin, #03-01, Singapore 577180.

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<b>7</b>	<b>INSPECTION AFTER RENOVATION:</b>		
	INSPECTED BY CM:	SIGNATURE:	DATE:
	OWNER / OCCUPIER:	SIGNATURE:	DATE:
	REMARKS (IF ANY):		

<b>8</b>	<b>REQUEST FOR REFUND OF DEPOSIT:</b>	
	DEPOSIT REFUNDED DATE:	AMOUNT FOR DEDUCTION (IF ANY):
	REMARK:	
	DEPOSIT ACKNOWLEDGED RECEIPT BY:	
	CASH / CHEQUE NO.:	
	SIGNATURE:	DATE:

**1. TERMS & CONDITIONS FOR RENOVATION**

**1. DEPOSIT**

1.1 A refundable deposit of **S\$2000.00 per application** (cheque made payable to 'MCST 2286'), or to be determined by the Management, shall be deposited with the Management before the commencement of any work. All deposit cheques will be banked-in by the Management for any renovation works to be carried out. At least 3 working days are required for processing the application.

1.2 Contractors shall be fully responsible for any damages to the common property caused by themselves and/or by their workers. Such damages shall be made good to the satisfaction of the Management, within 7 days, failing which the Management shall have the right to make good the damages and deduct the cost from the deposit without prejudice to the Management's right, to recover the remaining costs from the contractors. Otherwise, the deposit is refundable, free of interest, **(4 to 5 weeks after the joint inspection and upon submitting of refundable documents such as original receipt and application form)** of the fitting-out works carried out to the satisfaction of the Management.

**2. INDEMNIFICATION**

2.1 The contractor must effect adequate Workmen's Compensation Policy and Public Liability Policy and any other policies, which may be necessary.

2.2 The contractor is required to indemnify and keep indemnified the Management against all damages, action, claims, or liabilities arising from the execution of the work.

2.3 Any unapproved works carried out will have to be removed, reinstated at owner's cost, should the Management Corporation disapprove of such works/installation by the owner.



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### 3. RENOVATION WORK SCHEDULE

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

- a) **Renovation Works: (No Noise Work)**  
Monday – Friday : 9.00am – 5.00pm  
Saturday : 9.00am – 5.00pm  
Sunday & Public Holiday: **NO WORK ALLOWED**

- b) **Hacking Works**  
\* 3 Consecutive days : 9.30am to 4.30pm  
\* No hacking work on Saturday, Sunday and Public Holiday

Renovation contractors are **NOT ALLOWED TO TAKE MORE THAN THREE (03) consecutive days** to demolish walls and/or removal of wall/floor finishes. At any one time, only two of the approved hand-held power tools are allowed to be used.

- c) **Noisy Work** such as cutting of tiles, demolition of walls and removing floor/wall finishes are restricted **from 9.30am to 4.30pm** during the weekdays. Such works are **NOT ALLOWED** on Saturday, Sunday and Public Holidays.
- d) The approved work **MUST BE COMPLETED within one month (01)** from the date of the permit.
- 3.2 **Only designated staircase, Firemen lift and Rear lobby** are allowed to be used for the transportation of the building materials. The contractor carrying out such loading and unloading works must ensure that the lift floors, doors, walls and mirrors are not being scratching or damaged. Any scratching or damages caused shall be repaired at the expense of the contractor or owner. Any construction materials exceeding 800kg is prohibited into the lift.
- 3.3 The passage way leading to the unit or common area must be covered so that the transportation of sand and cement, etc., on wheel burrows do not scratch and dirty the flooring.
- 3.4 No storage space will be provided on site. All articles/ materials must be stored within the owner's premises. The Management shall be under no liability in respect of the loss or damages caused to the premises for the whole duration of the fitting out works.
- 3.5 All loose debris/sand are to be packed in sacked before transporting to the lift, staircase or along the common corridor.
- 3.6 Taping of water/ electricity in any of the risers or fire hose or any common areas will forfeit your full deposit.
- 3.7 All sewer outlets are to be covered to prevent debris falling into the pipes and causing chokage in the unit or common sewer pipe.
- 3.8 Skip tank are not allowed to park overnight. It must be removed by 5.00pm daily. A fee of \$500.00 will be imposed on whoever is in-charge.
- 3.9 The Management and our Security Guard has the every authority to dismiss your contractor to leave the estate if they do not comply with the regulation as well as the deposit will be forfeited without further notice.

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- 3.10 No installation of window panels/perspex at the balcony.
- 3.11 Window grilles are to be installed inside the apartment.
- 3.12 Demolish of wall(s) must be accompanied with original Professional Engineering (PE) Endorsement.

a) **Hacking Works:**

\* 3 Consecutive days: 9.30am to 4.30pm

\* No hacking work on Saturday, Sunday and Public Holiday

Renovation contractors are **NOT ALLOWED TO TAKE MORE THAN THREE (03) consecutive days** to demolish walls and/or removal of wall/floor finishes. At any one time, only two of the approved hand-held power tools are allowed to be used.

- b) **Noisy Work** such as cutting of tiles, demolition of walls and removing floor/wall finishes are **RESTRICTED** from **9.30am to 4.30pm** during the weekdays. Such works are **NOT ALLOWED** on **Saturday, Sunday and Public Holidays**.
- c) The approved work **MUST BE COMPLETED** within one month (01) from the date of the permit.
- d) Please be reminded that the deposit \$2000.00 will be forfeited without any warning if owners/occupiers/contractors do not comply with the regulations for renovation.
- e) Please arrange before and after inspection.

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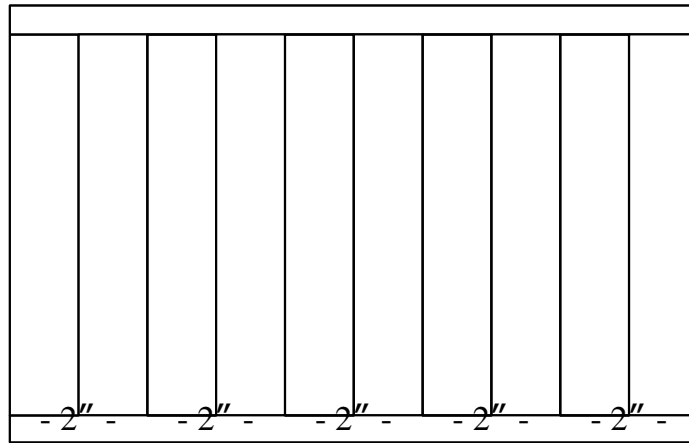
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### **BY-LAW FOR INSTALLATION OF INVISIBLE WINDOW GRILLS AT BALCONIES AND APARTMENTS WINDOWS**

Residents are allowed to install invisible window grills at balconies and apartments windows in Dover Parkview subject to the following guidelines:

- 1) The grills must be installed vertically.
- 2) The grills must be spaced 2 inches apart.

The diagram below shows the details of the grills that are required to be complied with: -



Vertical 2" Wire gap

### **GUIDELINE FOR INSTALLATION OF WINDOW GRILL ON THE BALCONY**

- 1) Position to install the window grill
- 2) Design detail of window grill – **BLACK COLOUR SQUARE DESIGN**

6 ins. or 150 mm

6 ins. or 150mm



**Note:** Resident / Contractor is liable to remove a window grill which is of wrong design, wrong size or incorrect position.

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