

*CHANGI GARDEN*

MANAGEMENT CORPORATION - STRATA TITLE PLAN NO. 431

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SINGAPORE

GUARD HOUSE TEL NO: 5453724

## ESTATE HOUSE RULES

**Original (1996/1997)**  
**Revision (January 2000)**

**INTRODUCTION**

**CHANGI GARDEN** has 1 tennis court, 1 barbecue pit, 1 multi-purpose court all set in the midst of luxurious greenery and landscaped gardens. But like any community, everyone must play his/her part to maintain and upkeep these common facilities. Rules and regulations governing the use of our common areas are drawn up by the Management Council for this purpose.

In drawing the rules about the use of the common areas, the following principles are taken into consideration:-

1. Activities must not inconvenience or disturb those residents who are not participating.
2. Activities must be open to all residents and must be of general interest.
3. Equal access and opportunity to use the facilities must be accorded to each resident as the common funds are subscribed equally. At the same time, abuse of privileges and inconsiderate usage must be curbed.

This booklet is prepared and updated for the benefit of a large number of new and existing owners so that they can be familiar with the house rules and contribute towards making Changi Garden a happy, healthy and peaceful place for the enjoyment of all the residents.

# **CHANGI GARDEN - ESTATE HOUSE RULES**

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# **CHANGI GARDEN - ESTATE HOUSE RULES**

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## **PART A**

### **DEFINITIONS**

1. **"Condominium"** means "Changi Garden" which comprises the whole of the registered land (including any lot thereof on which stands a subdivided building and all common properties) comprised in the Strata Title Plan.
2. **"Council"** means collectively the members of the Management Corporation who are elected at an Annual General Meeting to serve on the committee and manage the affairs of the Management Corporation.
3. **"Common Area"** means all areas in the Condominium with the exception of the shop/housing units.
4. **"Common Properties"** means all properties and facilities in the common area.
5. **"Proprietor"** means the person(s) or organisation(s) holding legal title to a housing unit or other units in Changi Garden.
6. **"Resident"** means the person or persons residing in the housing or other units of Changi Garden.
7. **"Guest"** means a non-resident who is on the premises of Changi Garden at the invitation of a resident.
8. **"Manager"** means the person or his authorised representative who is appointed by the Management Council as Estate Manager, and is responsible for the day to day management and maintenance of the Condominium.

**PART B**

**RULES FOR CONDOMINIUM LIVING**

**1. PERMISSION TO CARRY OUT ALTERATIONS/ADDITIONS**

- (a) A written approval from the Council must be obtained before any alterations/additions can be carried out, subject to the necessary approval from Building Control Department or any other relevant Government Body.
- (b) The owner MUST pay a CHEQUE deposit of \$2000/- for residential units and \$4000/- for shop houses to M.C.S.T 431. This deposit will be refunded after the Management Corporation is satisfied that no damage has been done to the building and its surroundings. Damages, if any, will have to be made good by the applicant, failing which the Management Corporation will carry out the work and the cost will be deducted from the deposit. In the event of the deposit being insufficient to meet the Corporation's claim, the applicant shall compensate and pay to the Corporation the difference between the said deposit and the amount so claimed by the Corporation.
- (c) The alterations/renovations may be carried out between:  
0800 hours and 1700 hours (Mondays to Fridays)  
0800 hours and 1300 hours (Saturdays)  
No work should be carried out on Sundays and Public Holidays.
- (d) Contractors will not be allowed to use the common taps and power supplies for alteration/addition purposes.
- (e) All building materials are to be properly stacked at places not obstructing the free passageway and fire exits. The Management Corporation reserves the right to remove the material so placed if they hinder the Corporation from carrying out its maintenance duties and charge the cost of such removal to the applicant.
- (f) The applicant shall ensure that the work is carried in a reasonable manner without annoying or inconveniencing other residents. In any case when the noise level exceeds the tolerance limit, the Management Corporation, in its absolute discretion, reserves the right to require that the work be discontinued.

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(g) All building materials, debris or unwanted heavy objects must not be disposed off via the rubbish chutes nor bin centres nor should they be left at any part of the Common Areas. All debris are to be cleared/swept away every day by the contractor. Should the applicant's contractor fail to do so, the Management Corporation will carry out the clearance and charge the cost to the applicant.

(h) In the event of the deposit being insufficient to meet the Corporation's claim, the applicant shall compensate and pay to the Management Corporation the difference between the said deposit and the amount so claimed by the Corporation.

(i) **Balcony/Window Grill**

Written approval must be obtained from the Council before any grill can be erected. As a guide, only metal/alloy **BRONZE** in colour (eg. Amplimesh) can be used. Grills made of any other colours are not allowed.

Should your window grills be found rusty, please have them repainted in order to prevent damage to the exterior paintwork.

(j) **Awnings**

All awnings must be installed within the confines of their balcony. No awnings may be erected unless written approvals have been obtained from the Council.

(k) **Television Antenna/SCV**

No television antenna may be installed at the balcony or verandah or on the roof top or any part thereof on the property or any lot thereof or temper with the existing TV wall sockets. The common cable's belonging to the SCV should not be tempered with and if the Corporation finds any damage to it, the relevant contractor and applicant will be taken to task.

(l) **Air-Con Installation**

The owner must pay a cheque deposit of \$500/- to the M.C.S.T 431 for any proposed split or window air-con units installation. This deposit will be refunded after the Management Corporation is satisfied with the air-con trunking and the location of the air-con units. A detailed plan of the air-con trunking should be submitted to the Corporation for approval, prior to installation works. The rules on steel-bracket installation as required by Building Control Division must be exercised.

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Residents whose air-cons/air-con trays are corroded or do not have a drainage pipe for the condensed water to drain off are requested to install one or change them in order not to damage the paintwork of the building upon completion, as well as, not to create any nuisance to the occupants below.

For your information, you must install a drainage pipe from your air-con to your own nearest gully trap. If you need the Management's assistance to recommend a contractor to carry out the work, please contact the Building Manager.

### **m) Toilet Leakage/Hidden Pipe Leakage**

Please carry out rectification to your toilets/piping leakage immediately should it be found leaking to the external wall as any damage caused to the paintwork would be repaired and borne by the affected owners.

## **2. DAMAGE TO COMMON PROPERTY**

- (a) Residents should not permit their children or guests to deface the walls in any manner whatsoever (eg. using the walls for ball playing, etc.).
- (b) Residents should not damage the grassed area, foot-paths, drains or any part of the property or any part thereof by the use of vehicles in the movement of goods by person or persons to or from the property or any part thereof. They are to make good any such aforesaid damage to the Council's satisfaction.
- (c) Residents should not put any name, writing, signboard, plates or placard of any kind on or in any window on the exterior of the property or any lot thereof.

## **3. REMOVAL/DELIVERY**

- (a) All goods being removed or delivered are to be properly stacked at places not obstructing the free passage and staircases and not in the car parks and driveways.
- (b) The Management Corporation reserves the right to remove the goods so placed if they hinder the Corporation from carrying out its maintenance duties and charge the cost of such removal to the unit Proprietor or occupier.
- (c) The Proprietor shall ensure that any moving work is carried out in a quiet manner without annoying or inconveniencing other residents. In any case when the noise level exceeds the tolerance limits, the Management Corporation, in its absolute discretion, reserves the right to require that the work is discontinued.

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- (d) Any damage caused to common property during removal/delivery is to be made good by the Proprietor at his own cost. Alternatively, the Management Corporation/ Manager shall make good the damage and charge all cost incurred in doing so to the Proprietor concerned.
- (e) Proprietors shall ensure that the deliveryman will keep the common area clean and not leave behind unwanted furniture, boxes or articles at any place.

### 4. PETS

- (a) Only Household Pets may be kept by the residents. Livestock, poultry and other non-household pets shall not be allowed in the Condominium.
- (b) Household Pets which are a nuisance or create disturbance should be removed upon notice given by the Manager.
- (c) Pet owners shall observe all the Government rules and such other rules as are set by the Management Corporation from time to time, failing which they shall be obliged to remove their pets from the Condominium upon notice given by the Manager.
- (d) Under no conditions are pets allowed in the common areas except when they are leashed and kept under restraint. Further, pets are STRICTLY not allowed in or about the recreational facilities. Proprietors who breach this rule will be given notice by the Manager to remove their pets from the Condominium.
- (e) Pet waste must be immediately and suitably disposed off by the Proprietors/ Residents. Residents who failed to observe this rule will be reported to the relevant authority. Existing law in Singapore allows for a maximum fine of \$500/- for this offence.
- (f) Pet owners shall be responsible for the cost of cleaning/repairing of common areas littered/damaged by their pets.

### 5. PARKING

- (a) Residents should park their vehicles properly only in designated areas. Residents are responsible for ensuring that their guests do not park in the "No parking" areas.
- (b) The Management reserves the right to stop residents without the new labels from parking in the estate.

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- (c) The new carpark label is non-transferable and must be displayed prominently on the left-hand side of the vehicle's windscreen for identification purpose. Any residents/occupants who have lost/misplaced the carpark label or have changed their vehicle's registration number must report to the Management, Landsfield Property Management Services Pte Ltd, immediately before any replacement can be issued. A copy of the vehicle registration book should be produced for verification.
- (d) The Management Council would review and prioritise awarding the carpark space should the number of residents' vehicles exceeded the number of carpark lots within the estate, ie. 102 lots.
- (e) For commercial unit vehicles' who are leasing the property a letter from the owner stating that the property is leased should be produced.
- (f) Kindly fill up the attached application form – Appendix IV for your vehicle and submit to the Building Manager.

### **6. REFUSE/UNWANTED ARTICLES DISPOSAL**

- (a) Residents should not throw any rubbish, rags or other refuse or permit the same to be thrown into sinks, baths, lavatories, cisterns or water or soil pipe on the property or any lot thereof except in the rubbish chutes or receptacles provided for the purpose.
- (b) Residents should not throw rubbish into the rubbish chute without placing and securing it in suitable plastic bags in accordance with the public health regulations.
- (c) Residents should not throw large articles, boxes or other refuse or permit the same to be thrown into the rubbish chutes which may cause chokage.
- (d) Any chokage so caused and the subsequent cost incurred for clearing the chokage shall be borne by the offender.
- (e) Residents should not allow any person or persons to collect and/or remove any waste food, refuse or rubbish whatsoever on the property of any lot thereof but to deposit such waste food in the refuse bins provided on the property.
- (g) Large unwanted articles (eg. old furniture, etc.) should not be disposed by the residents at the common areas. As a removal charge is levied by MOE, these items should be removed at your own expense, failing which the Management will dispose the items for you and all the dumping cost will be charged to the resident.

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### **7. NUISANCE NOISE/SMELL**

Residents should not use as fuel any substance or material which may give rise to smoke or fumes or obnoxious smells.

### **8. CHANGE OF PROPRIETORSHIP/TENANT**

The Management Corporation/Manager should be informed within ten (10) days of any change in the proprietorship of his housing unit or of any change of tenant.

### **9. GUESTS/VISITORS**

Residents should ensure that all guests or visitors do not create any disturbance whatsoever, or act boisterously at any time and cause inconvenience to fellow residents.

### **10. POTTED PLANTS**

Residents should ensure that no potted plants or any other objects are placed dangerously on the balcony railings where they can fall down and cause bodily harm to person or persons or proprietors below.

### **11. LAUNDRY**

The practice of drying laundry via poles protruding beyond the units or causing unpleasant sight shall not be allowed.

### **12. BURNING OF JOSSPAPERS**

Below is a guide on how you can help keep your estate clean while performing your religious rites.

#### **Dos**

- Use proper burners or bins with cover to burn your offerings.
- Use a suitable container for candles to ensure that melted wax is contained.
- Remove all unwanted articles and dispose of them in the rubbish bins provided.
- Encourage your neighbours to burn the proper way.
- Spare a thought for the next person who is using the burner, for your fellow residents and for the cleaner who is going to clean the area.
- Ensure that the fire is extinguished before leaving the area.

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### **Don'ts**

- Burn your offerings on the grass turf or the concrete pavements. The ashes will be blown all over the estate, the landscaping will be destroyed and pavements will bear unsightly burnt marks.
- Burn your offerings in the flat or along the corridor. This could lead to a possible fire hazard.
- Litter. Leaving your unwanted articles behind results in an unsightly environment.
- Forget to spare a thought for those around you. A little thought goes a long way.

**PART C**

**GENERAL RULES & REGULATIONS GOVERNING THE USE OF THE RECREATIONAL FACILITIES**

**1. GENERAL**

- (a) The recreation and other general facilities are for the exclusive use of residents and their guests.
- (b) The Council with the assistance of the Manager shall act as the organisers of each type of sporting/games activity. Sports co-ordinators will be authorised to organise competitions or other events for the relevant sports or games activity. Outside organisations may not use the sports facilities without the approval of the Management Council.
- (c) The Manager or the Council may at any time by prior notification on the Estate notice boards reserve all or any of the facilities for the purposes of competition, special training, or any social and other functions.
- (d) Guests must be signed in and accompanied by the residents throughout the use of the specific facility. Unaccompanied guests will not be allowed to use any of the facilities.
- (e) Residents must inform the Security Guard or the Manager of any existing damage to the facility or equipment they or their guests are about to use failing which they may be held responsible for such damage.
- (f) Children under twelve (12) years shall not be allowed to use any of the recreational facilities unless accompanied by the parents or supervising adults who shall be responsible for their safety and proper behaviour.
- (g) Children under eight (8) years shall not be allowed to use the tennis court under any circumstances.
- (h) Except for the games and activities for which the facilities are specifically intended, no other games or activities or "Horseplay" of any sort will be allowed in the recreational facilities.
- (i) Eating and smoking are strictly prohibited at all sports facilities.
- (j) Residents are responsible for the general behaviour of their guests. They should ensure that their guests observe the Estate Rules whilst on the Estate premises.

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- (k) The Management Corporation will not be responsible for any accidents or fatalities, injuries, loss or damage to persons or property resulting from the use of the facilities.
- (l) A cleaning charge of at least \$50/- will be imposed on the Proprietor/resident if he/she has failed to keep the facility (eg. barbeque pit etc) clean after using it.
- (m) Proprietors who have rented out their units are NOT allowed to book any recreational facilities.
- (n) All fees/deposits for using the facilities are subject to change from time to time at the discretion of the Council. Such changes will be posted on the notice boards at the main lobbies.

### **2. TENNIS COURTS**

- (a) Hours of opening:-

9:00 am - 10.00 pm (Daily)

- (b) The Tennis Court may be booked and used in accordance with the regulations made which are subject to change from time to time at the discretion of the Management. Such changes will be posted on the notice board at the main lobby.
- (c) The Tennis Court may be booked on an hourly basis. Booking can be made up to two (2) hours per session, subject to a maximum of four (4) hours per week per unit. Courts cannot be booked for more than seven (7) days in advance.
- (d) There are no charges for residents and their first guest. At the discretion of the Management Corporation, guest may be imposed per hour fee for the use of the court. Payment should be made to the security guard and a receipt obtained. Such charges will be posted on the notice board at the main lobby.
- (e) Proper attire is to be worn in the courts.
- (f) Guests who use the courts must be accompanied by the residents.
- (g) Eating and cycling in the tennis courts are strictly prohibited.

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### **3. BARBEQUE PIT**

- (a) The barbeque facility shall be available for use as follows:-

Afternoon Session - 1300 to 1700 hours  
Night Session - 1800 to 2200 hours

- (b) Bookings must be made two week in advance on a first-come-first-served basis. Each unit is allowed to book up to a maximum of six (6) sessions per year. Booking is also limited to one session per day. Only one barbeque pit will be allocated to each unit in each booking. Cancellation of booking shall be made one day before the actual scheduled date, failing which the Management reserves the right to forfeit the deposit.
- (c) Reservations must be made in person at the Management Office. Residents are requested to fill up an application form and in addition, required to pay a refundable deposit of \$50/- per booking.

The Management reserves the right to deduct an equivalent sum of monies from the deposit required to bring the facility to the original state in case where there are damages caused to the facility by the residents/guests. Monies shall also be deducted from the deposit where the facility is not left in a tidy and clean condition after use.

- (d) There shall be a maximum of thirty (30) guests per session.
- (e) Residents and their guests shall ensure that the barbecue area is cleaned and left in a tidy condition after use. All litter, waste food etc. shall be disposed off into the refuse containers provided nearby.
- (f) Radios, tape-recorders, television sets or other electrical equipment may be used provided that they are kept at a low volume.
- (g) The Management shall not be responsible for any accident/death due to negligence or the like on the part of the person(s) concerned, or arising from failure to abide by the rules.

**PART D**

**EXTRACTS FROM THE LAND TITLES (STRATA) ACT**

1. The Chairman, Secretary and Treasurer of the Council shall also be respectively the Chairman, Secretary and Treasurer of the Management Corporation.
2. A Council may employ for and on behalf of the Management Corporation such agents and employees as it thinks fit in connection with the exercise and performance of the powers, duties and functions of the Management Corporation.
3. A Council shall cause a notice-board to be affixed to some part of the common property.
4. The powers and duties of a Secretary of a Management Corporation shall include:-
  - a) the preparation and distribution of minutes of meetings of the Management Corporation;
  - b) the giving on behalf of the Management Corporation of the notices required to be given under this Act;
  - c) the maintenance of the strata roll;
  - d) the supply of information on behalf of the Management Corporation in accordance with Section 54(1) (a) (b);
  - e) the answering of communications addressed to the Management Corporation; and
  - f) the calling of nominations of candidates for election as members of the Council.
5. The powers and duties of a Treasurer of a Management Corporation shall include:-
  - a) the notifying of subsidiary proprietors of any contributions levied pursuant to this Act;
  - b) the receipt, acknowledgement and banking of and the accounting for any money paid to the Management Corporation;
  - c) the preparation of any certificate applied for under Section 54(1)(c); and
  - d) the keeping of the books of account referred to in Section 48(1)(j) and the preparation of the statement of accounts referred to in Section 48(1)(k).

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6. Any member of the Council shall furnish the Commissioner or any person authorised by him to act on his behalf such information as the member possesses which the Commissioner or any such duly authorised person considers necessary for the purpose of discharging the functions of the Commissioner under this Act or the Buildings and Common Property (Maintenance and Management) Act.
7. A subsidiary proprietor or occupier of a lot shall not create any noise likely to interfere with the peaceful enjoyment of the subsidiary proprietor or occupier of another lot or of any person lawfully using the common property.
8. A subsidiary proprietor or occupier of a lot shall not park or leave any motor vehicle or other vehicle upon the common property except with the approval of the Management Corporation.
9. A subsidiary proprietor or occupier of a lot shall not obstruct the lawful use of the common property by any person.
10. A subsidiary proprietor or occupier of a lot shall not:-
  - a) damage any lawn, garden, trees, shrub, plant or flower being part of, or situated upon, the common property; or
  - b) use for his own purposes as a garden any portion of the common property.
11. A subsidiary proprietor or occupier of a lot shall not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that forms part of the common property without the approval in writing of the Management Corporation, but this by-law shall not prevent a subsidiary proprietor or person authorised by him from installing:-
  - a) any locking or other safety device for the protection of his lot against intruders; or
  - b) any screen or other device to prevent entry of animals or insects upon his lot.
12. A subsidiary proprietor or occupier shall not make any alteration to the windows installed in the external walls of the subdivided building without having obtained the approval in writing of the Management Corporation.
13. A subsidiary proprietor or occupier of a lot shall not make any alteration or additions to any balcony of his lot without the written approval of the Management Corporation.

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14. A subsidiary proprietor or occupier of a lot when upon the common property shall be adequately clothed and shall not use language or behave in a manner likely to cause offence or embarrassment to the subsidiary proprietor or occupier of another lot or to any person lawfully using the common property.
15. A subsidiary proprietor or occupier of a lot shall take all reasonable steps to ensure that any child, of whom he has control when playing upon the common property, shall not:-
  - a) cause any damage to the common property; and
  - b) create any nuisance to interfere with the peaceful enjoyment of the subsidiary proprietor or occupier of another lot.
16. A subsidiary proprietor or occupier of a lot shall take all reasonable steps to ensure that his invitees do not behave in a manner likely to interfere with the peaceful enjoyment of the subsidiary proprietor or occupier of another lot or to any person lawfully using the common property.
17. A subsidiary proprietor or occupier of a lot shall not deposit or throw upon the common property any rubbish, dirt, dust or other material likely to interfere with the peaceful enjoyment of the subsidiary proprietor or occupier of another lot or to any person lawfully using the common property.
18. A subsidiary proprietor or occupier of a lot shall not, except with the consent in writing of the Management Corporation, hang any washing, towel, bedding, clothing or other article on any part of the parcel in such a way as to be visible from outside the subdivided building, other than on any lines provided for the purpose and there only for a reasonable period.
19. A subsidiary proprietor or occupier of a lot who carries out any pounding of chillies or other substances for cooking purposes shall ensure that the part of the floor on which the activity is carried out is covered to an extent sufficient to prevent the transmission, therefrom of noise likely to disturb the peaceful enjoyment of the subsidiary proprietor or occupier of another lot.
20.
  - i) A subsidiary proprietor or occupier of a lot shall not use or store upon his lot or upon the common property any flammable chemical, liquid, gas or other flammable material, other than chemicals, liquids, gases or other material used or intended to be used for domestic purposes, or any such chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.
  - ii) This by-law shall not apply to any lot where the subsidiary proprietor or occupier thereof has obtained a licence issued under Section 14 of the Building Control Act authorising the use of a lot for a trade or other purpose specified in that section.

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21. i) A subsidiary proprietor or occupier of a lot in a multi-storeyed subdivided building provided with chutes for the disposal of refuse shall:-
- (a) ensure that before any refuse is thrown into the chutes it is securely wrapped in plastic bags or other similar materials; and
  - (b) not dispose of any large objects into the chutes which may obstruct the free fall of refuse in the chutes.
- ii) A subsidiary proprietor or occupier of a lot which is not provided with any chute for the disposal of refuse:-
- (a) shall maintain within his lot, or on such part of the common property as may be authorised by the Management Corporation, in clean and dry condition, an adequately covered receptacle for the disposal of refuse;
  - (b) shall ensure that before refuse is placed in the receptacle it is securely wrapped or, in the case of tins or other containers, completely drained;
  - (c) for the purpose of having the refuse collected, shall, not more than one hour before the time at which refuse is normally collected, place the receptacle within an area designated for that purpose by the Management Corporation;
  - (d) when the refuse has been collected shall promptly return the receptacle to his lot or other area referred to in sub-paragraph (a);
  - (e) shall not place anything in the receptacle of the subsidiary proprietor or occupier of any other lot except with the permission of that subsidiary proprietor or occupier; and
  - (f) shall promptly remove anything which he or the refuse collector may have spilled from the receptacle and shall take such action as may be necessary to clean the area within which that thing was so spilled.
22. A subsidiary proprietor or occupier of a lot shall not keep any animal upon his lot or the common property which may cause annoyance to the subsidiary proprietors or occupiers of other lots.
23. A subsidiary proprietor or occupier of a lot shall maintain his lot including all sanitary fittings, water, gas, electrical and air-conditioning pipes and apparatus thereof in a good condition so as not to cause annoyance to the subsidiary proprietors or occupiers of other lots.

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24. A subsidiary proprietor or occupier of a lot shall not use his lot for any purpose (illegal or otherwise) which may be injurious to the reputation of the subdivided building.
25. Installation of air-conditioning should be at designated areas and a subsidiary proprietor or occupier should consult the Site Supervisor before doing so. The Management Corporation serves the right to request a subsidiary proprietor or occupier to remove such installations if they are placed at unauthorised areas.

**APPLICATION FOR PERMIT FOR CONTRACTORS**

Applicant's Name Mr/Mrs \_\_\_\_\_  
 Approval No. \_\_\_\_\_

**JOB PARTICULARS**

Apartment Unit to be renovated \_\_\_\_\_

Contractors' Name/Company \_\_\_\_\_

Business Address \_\_\_\_\_

Tel No. \_\_\_\_\_

Approximate Cost of Project \_\_\_\_\_

Proposed Date of Commencement \_\_\_\_\_

Estimated Date of Completion \_\_\_\_\_

**UNDERTAKING**

I hereby confirm that the above particulars are correct.

I will abide by the Renovation Rules laid down by the Management Corporation for renovation works. Enclosed is my cheque/cash for S\$\_\_\_\_\_ being refundable deposit as surety for this undertaking. I fully agree that part or whole of the deposit will be forfeited to pay for penalty as decided by the Management Corporation for any nuisance or damages caused by my contractors, their workmen or agents. I further agree to compensate the Management Corporation in the event the whole deposit is insufficient to cover the damage caused by the contractors or their agents.

\_\_\_\_\_  
 Applicant's Signature Date

For Official Use :     Approved                       Rejected

Permit No. \_\_\_\_\_ Expiry Date \_\_\_\_\_

Joint inspection on \_\_\_\_\_ by \_\_\_\_\_

Cheque/Cash received on \_\_\_\_\_ by \_\_\_\_\_ Receipt No. \_\_\_\_\_

**NOTE:**

1. Please issue your cheque made payable to Management Corporation - Strata Title No. 431.
2. Applicant would be rejected if a particulars above are not completed.
3. If more than one contractor is involved in your renovations, please use additional forms for Application for Permit for each contractor, and submit to the guard or the Managing Agent.

**APPLICATION FOR APPROVAL TO RENOVATE**

Applicant's Name Mr/Mrs \_\_\_\_\_

NRIC No. \_\_\_\_\_ Tel No. \_\_\_\_\_

Address \_\_\_\_\_

Apartment Unit to be renovated \_\_\_\_\_

Description of Renovation Works (Please attach renovation plans, if any):

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

I hereby confirm that the above description of the renovation works which I intended to undertake are correct. I agree to reimburse the Management Corporation - Strata Title No. 431 for any consultation fees incurred to the sum of \$1,000, if necessary.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Appendix II

**APPROVAL TO RENOVATE**

Dear Mr/Mrs/Ms \_\_\_\_\_ Unit No. \_\_\_\_\_

This is to inform you that your application dated \_\_\_\_\_ has been

[  ] Approved

[  ] Rejected

Please quote Approval No. \_\_\_\_\_ when applying for Permit for your contractors to carry out the job.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

To: The Management Corporation - Strata Title No. 431

**LETTER OF INDEMNITY**

**RE : RENOVATION/CONSTRUCTION WORKS AT \_\_\_\_\_**

We, \_\_\_\_\_  
have been engaged by \*Mr/Mrs \_\_\_\_\_  
of unit no. \_\_\_\_\_ to carry out renovation/construction works to their above-  
mentioned apartment unit. We undertake to indemnify the Management Corporation - Strata  
Title No. 431 against any form of claims ensuing from our works during the course of the  
contract with Mr/Mrs \_\_\_\_\_

We agree not to deposit any building materials on the floor of the staircase or void decks. All  
debris deposited at the common area will be removed at the end of the day's work.

We agree to have the surrounding areas free from damage and building debris, and to control our  
workers from unruly behaviour in the estate. We hereby place a deposit of \$2,000 as surety for  
this undertaking. We fully agree that part or whole of the deposit will be forfeited for repair cost  
and/or cleaning cost of the surrounding areas.

Scope of renovation works:

Address & Contact Telephone  
of renovation Company :

\_\_\_\_\_  
Chop & Sign

Name:  
Designation:  
Date: