

1. Guidelines for Renovation Works

1.1 Introduction

The renovation guidelines are intended to assist house owners in their renovation works by providing the necessary information on the nature and extent of such works. They are also to preserve the distinctive aesthetic appearance of the building which shall enhance the image of Adora Green.

1.2 Renovation

- a. House owners are required under the Housing & Development (Renovation Control) Rules 2006 to engage an HDB Registered Renovation Contractor to carry out renovation works which shall be taken to mean alteration and addition work (Works) to the Unit. House owners shall engage their own HDB Registered Renovation Contractors for the approved Works and pay all charges and costs thereof.
- b. To check if the contractor is a HDB Registered Renovation Contractor, you may visit HDB InfoWEB at www.hdb.gov.sg under Living in HDB flats > Home Renovation > “Looking For Contractors” or via Mobile@HDB using a smartphone. Alternatively, you can call the toll-free HDB Branch Service Line at 1800 225 5432 or send a Short Message Service (SMS) to 9011 2222 to verify their registration as shown below:

Enquiry by Contractor's Company Registration Number		Enquiry by Contractor's Company Name	
Step 1 Enter keyword <RRC> with a space and enter the registration number	RRC_<HB-xx-xxxxX> E.g. RRC HB-08-9999B	Step 1 Enter keyword <RRC> with a space and enter the company name	RRC_<company name> E.g. RRC ABC Renovation Contractor
Step 2 Send SMS message to Tel No. 9011 2222	E.g. RRC HB-08-9999B	Step 2 Send SMS message to Tel No. 9011 2222	E.g. RRC ABC Renovation Contractor
Step 3 If detail is found, you will receive the following message	<registration number> + <company name> is an HDB Registered Renovation Contractor E.g. HB-08-9999B ABC Renovation Contractor is an HDB Registered Renovation Contractor	Step 3 If detail is found, you will receive the following message	<company name> is an HDB Registered Renovation Contractor E.g. ABC Renovation Contractor is an HDB Registered Renovation Contractor

- c. In order not to jeopardise - i) the issuance of the Certificate of Statutory Completion (CSC) for Adora Green; ii) the validity of the various Warranties; and iii) performance criteria established for the Mechanical/Electrical installations; all Works carried out should be in accordance with HDB's renovation guidelines. (Please refer to paragraph 3.6(A) of this Handbook for a list of renovation works that are not allowed.)
- d. Certain types of Works to the Unit can only be carried out with prior written approval from HDB. HDB will issue a permit for such Works before the HDB Registered Renovation Contractor can commence the Works. (Please refer to paragraph 3.6(C) of this Handbook for a list of renovation works that require HDB's prior approval.)
- e. It is an offence under the Housing & Development (Renovation Control) Rules 2006 if house owners fail to engage an HDB Registered Renovation Contractor or obtain a renovation permit from HDB, (if applicable) or comply with renovation rules. On conviction, the house owners can be subject to a court fine of up to \$5,000. In addition to the payment of the court fine, the unauthorised Works must be removed and reinstated to its original condition.
- f. Where a permit is not required for the proposed renovation item, house owners are still required to comply with the guidelines/conditions governing the items as set out in the guidelines.

1.3 Application for Renovation Permit

- a. House owners are required to authorise their HDB Registered Renovation Contractor to submit the renovation application on their behalf for renovation works that require HDB's prior approval.
- b. The HDB Registered Renovation Contractor is required to submit the application electronically via the HDB InfoWEB at www.hdb.gov.sg. The HDB Registered Renovation Contractor needs to login to "My HDBPage" under "My Business > Flat Renovation (For Contractors)" to apply for the renovation permit. In the event that electronic submission of the application is not available, the HDB Registered Renovation Contractor will have to download the application form and submit the application to the HDB Yishun Branch.
- c. For renovation works such as demolition of walls, the HDB Registered Renovation Contractor is required to submit the floor plan of the Unit showing the proposed renovation works for HDB's evaluation. This floor plan has to be scanned together with the application for renovation works submitted electronically to HDB. House owners can use the floor plan for their Unit types provided in the handing-over package given to all owners.
- d. House owners or their HDB Registered Renovation Contractors shall do all necessary submissions to the relevant authorities, including but not limited to the Building & Construction Authority, Urban Redevelopment Authority, Energy Market Authority, Public Utilities Board and SP Services Ltd, as required by HDB.

- e. In addition to consent from HDB, house owners are required to seek Developer's consent for the proposed renovation works which affect the facade of the building, if the Works are to be carried out before the issuance of the CSC or Legal Completion, whichever is earlier.

1.4 Terms of Renovation Approval

- a. The approved renovation works must be completed within four (4) months from the approved renovation period date of the permit.
- b. It is important for house owners and their appointed HDB Registered Renovation Contractors to ensure that HDB's prior approval is obtained before commencement of the demolition/hacking of walls (be it partially or fully). This strict compliance is necessary as any unauthorised demolition/hacking may affect the structural integrity of the building and compromise the safety of occupants in the block.
- c. The HDB Registered Renovation Contractors must display the Notice of Renovation Works outside the Unit for the entire duration of the renovation works.
- d. The HDB Registered Renovation Contractor is also required to keep the immediate neighbours informed of the renovation works (including Works which do not require a renovation permit e.g.: relaxed renovation items, any carpentry works) by serving them a notice. Such notice must be served at least three (3) days in advance before the commencement of any renovation works.
- e. The house owners are advised to exercise due care and caution to ensure that no disturbance, nuisance or annoyance is caused to others in the housing estate.
- f. The house owners should avoid carrying out noisy Do-It-Yourself (DIY) household installations during early hours or late at night so as not to cause disturbance to your neighbours.
- g. Please note that general renovation works can be carried out only between 8.00 am and 6.00 pm daily.
- h. Noisy renovation works such as demolition of walls, removing wall/floor finishes, cutting of tiles and drilling works, etc. are restricted from 9.00 am to 5.00 pm daily during weekdays.
- i. Noisy renovation works are not allowed to be carried out on Saturdays, Sundays and Public Holidays.
- j. At any one time, only two (2) of the approved hand-held power tools or the equivalents are allowed to be used for the demolition of walls and/or removal of wall/floor finishes. Such Works are not allowed to take more than three (3) consecutive days.
- k. House owners are responsible for the renovation works in their Unit. They must ensure that the Works carried out by the HDB Registered Renovation Contractors are in accordance with HDB's requirements and in good workman-like manner.
- l. The HDB Registered Renovation Contractors are required to pack the renovation debris into bags and place them into lorry for disposal at approved dumping ground and in accordance with National Environment Agency's (NEA) guidelines.

- m. Upon completion of the renovation works, house owners are required to inform HDB Yishun Branch immediately.

1.5 Approval and Supervision by Other Authorities

- a. Prior approval must be obtained from Power Gas Pte Ltd and SP Services Ltd for any alterations or extensions of the gas service pipes and for electrical installation and alterations respectively.
- b. House owners and their HDB Registered Renovation Contractors are to engage:
- i. For water pipe services, a Public Utilities Board (PUB) Water Department's licensed water service plumber.
 - ii. For gas service works, an Energy Market Authority's (EMA) licensed gas service worker.
 - iii. For electrical works, an Energy Market Authority's (EMA) licensed electrical worker.
 - iv. For sanitary works, a Singapore Plumbing Society's (SPS) registered plumber.
 - v. For window works, a Building & Construction Authority's (BCA) approved window contractor registered with HDB.
- c. For renovation works that require the engagement of a Qualified Person (QP), house owners and their HDB Registered Renovation Contractors can engage a QP via the Professional Engineers (PE) Board website at www.peb.gov.sg under the heading "Finding a Professional Engineer".
- d. House owners shall at all times comply with any law, by-law, rule and regulation governing the Works and any other related matters.

1.6 Do's and Don'ts for Renovation Works

House owners are responsible for the renovation works carried out in their Units and to ensure that the Works carried out by their HDB Registered Renovation Contractors comply with HDB's requirements.

Certain types of renovation work need a permit from HDB before such Works are allowed to be carried out.

However, some renovation works are not allowed to be carried out due to the following reasons:

- Overloading the structure which may affect the structural integrity and safety of the building.
- Affecting the external facade/form of the building or public safety.

- Creating public nuisance, posing fire hazard or encroachment to public area.
- Infringing lease agreement, relevant statutory regulations or requirements, etc.

A 3-year restriction period on removal of wall and floor tiles provided at Bathrooms

The bathrooms in the Unit are provided with wall and floor tiles. As these areas are designed to be wet areas, a waterproofing membrane has been laid on the cement screed before laying the floor tiles. This is to prevent water from leaking through the flooring of the Unit and affecting the interior of the Unit below.

Hence, all house owners are not allowed to replace the wall and floor tiles provided at the bathrooms for a period of three (3) years. House owners may lay new floor finishes over the existing floor finishes using adhesives subject to HDB's prevailing guidelines.

The 3-year restriction period will commence from the issuance of the TOP.

A. Renovation Works that are NOT ALLOWED

The list of renovation works that are not allowed is as follows:

- Hacking, alterations or removal of reinforced concrete wall, columns, beams, slabs, etc.
- Excessive overloading of the floor slab with a load greater than 150kg for every metre square of floor area.
- Plastering of ceilings.
- Partitioning with combustible or toxic emission materials (e.g. plywood, plastics, asbestos etc.).
- Raising of floor level exceeding the allowable thickness of 50mm (inclusive of floor tiles) using concrete.
- Constructing water tank in bathroom except ready-made fibreglass bathtub.
- Painting external part of building (e.g. common corridor walls and ceilings).
- Installing awning or other fixtures outside Unit.
- Laying floor finishes outside entrance door without having recess area or step.
- Replacement of existing full height windows, including 3/4 height windows and bay windows.
- Removal or modification of railings at the balcony.
- Partial or total enclosure including installation of external grilles on air-conditioner ledge. Only grilles already installed by the Developer are allowed.

- Installation of overhead grilles (i.e. caging up) at the balcony, where applicable.
- Change of use of planter box and air-conditioner ledge.
- Placement of reflective film (exceeding 20% reflectance) over existing window's glass panel.
- Installation of windows, wall, full height sliding door, screen and/or structure of any form to enclose the balcony area. Only grilles with approved designs are allowed to be installed.
- Erection of additional one layer of wall behind existing railing of balcony.
- Installing of window unit air-conditioners.
- Replacement of glazing of windows with colour that is different from the original.
- Sealing up existing window, main door and Household Shelter openings.
- Drilling of holes through beams, columns and other structure members.
- Provide opening in existing external walls.
- Anything that affects external walls.
- Relocation of sliding door at balcony.
- Painting external wall/railing of the balcony with colour that is different from the original.
- Covering up the gas louver above the kitchen cabinet.
- Sealing up the access panel to the Household Shelter vent behind the kitchen cabinet.
- Sealing up of all access panels.

Note: The above list is not exhaustive.

B. Renovation Works that DO NOT REQUIRE A PERMIT but are subject to HDB's Renovation Guidelines/Conditions governing the respective items

Please refer to the HDB InfoWEB at www.hdb.gov.sg under Living in HDB flats > Home Renovation > Knowing the Guidelines.

- Replacement of main gate to Unit.
(Note: There should be no change to the existing size and shape of the gate.)
- Installation of internal grilles behind windows and sliding doors.
- Installation of false ceiling and/or wallpaper.
- Installation of light fittings.
- Laying of floor finishes to balcony and bathrooms over existing finishes using adhesive only. The thickness of floor tiles inclusive of adhesive must not exceed 13mm.

- Installation of cornices and pelmet.
- Replacement and/or installation of boxed-up and false ceiling.
(Note: Care must be taken to ensure that the concealed air-condition piping is not damaged while replacing and/or installing the cornices and false ceilings.)
- Replacement of existing water closet basin and shower screen.
(Note: Warranty for the floor and wall finishes will be voided if there is any hacking to the floor/wall or any replacement of floor/wall finishes during the course of removing any of the sanitary items.)
- Minor drilling works.
(Note: Care must be taken when drilling at areas near to concealed water/sanitary/gas pipe/electrical wiring.)

C. Renovation Works that Require HDB's Prior Approval

- Replacement of existing wall and/or floor tiles.
(Note: Where water proofing system is provided, warranty will be voided upon any replacement of the existing wall and/or floor tiles.)
- Replacement of sliding door at balcony.
- Replacement of fire-rated main door.
- Installation of grilles of approved design at balcony. Refer to Appendix 1.
- Hacking/demolition (be it partially or fully) of existing internal partition wall(s).

When renovation works are not reflected in this Handbook/HDB InfoWEB or where measurements and technical details of the proposed Works deviate from the requirements, home owners are required to seek HDB's prior approval before commencement of Works.

D. Permitted and Not Permitted Works for Household Shelters (HS)

General

There is a Household Shelter (HS) in each Unit. It is designed to protect the house owners during a war or an emergency. It has strengthened walls, floor, ceiling and a specifically designed door. They must not be hacked or drilled. Certain finishes and fixtures are not permitted in the HS as they are not easily removable and may become hazards during a war or emergency. Power point, telephone point and SCV outlet points are also provided in the HS to facilitate communications with external parties.

i) Permitted Works in HS that DO NOT REQUIRE A PERMIT but are subject to Guidelines/Conditions set out by Singapore Civil Defence Force

- Laying of vinyl or linoleum flooring.
- Where false ceiling, which is provided on the exterior of the HS, is to be installed at a level below the ventilation sleeves, there shall be one access panel of a minimum size of 600mm x 600mm provided directly below each ventilation sleeve.
- Power driven nails are allowed only on external face of the HS walls to facilitate flexibility in mounting of peacetime features/fixtures by owners.
- Laying of floor tiles with cement mortar.
- Laying of floor skirting tiles (up to a maximum of 100mm high) by bonding them with wet cement mortar to HS walls.
- Painting of walls, ceiling or door, in the case of HS door, house owners cannot cover up or paint over the HS door notice or door seal.
- Fixing of removable screws with non-metallic inserts not exceeding 50mm depth for fixtures and equipment e.g. pictures, posters, cabinets or shelves etc. Such fixtures that are installed inside the HS will have to be removed by the house owners within 48 hours of notification.
- Removing of the fragmentation plates covering the ventilation openings may be carried out subject to the following conditions:
 - a. The plates (after removal) shall be securely mounted with removable screws in non-metallic inserts not exceeding 50mm depth on one of the internal face of HS walls.
 - b. After the removal of plates, bolts and nuts shall be installed back to their original positions on the ventilation sleeves.
 - c. Closing or covering up of ventilation openings by removable aesthetic or architectural finishes is allowed provided that at least 25% of the total area, of the two (2) openings shall be left uncovered for the ventilation purposes during peacetime.

ii) Not Permitted Works in HS

- a. Laying of wall tiles or spraying of rockstone finish, cement sand finish and gypsum plastering on the internal faces of HS walls including ceiling.
- b. Laying of floor tiles using adhesive materials.

- c. Laying of 2nd layer of tiles on floor or skirting tiles.
- d. Installing of cornices within the HS.
- e. Installing works with fixings using power driven nails into the internal HS walls.
- f. Tampering with, removing or covering up of the HS door notice. The HS door notice provides important information to the occupants on the proper use of the HS.
- g. Indiscriminate hacking and drilling of the HS walls, floor slabs and ceiling slabs, other than drilling into HS walls and ceiling slabs to affix removable screws on inserts, provided the depth of the inserts shall not exceed 50mm.
- h. Hacking to both internal and external face of the Household Shelter walls to form key for tiling.
- i. Hacking or indiscriminate drilling on external face of HS wall for mounting of feature wall panels or wall tiles installation.
- j. Modifying, changing, removing or tampering of HS door.
- k. Modifying, altering or tampering with any part of the ventilation openings, plates and the mounting devices such as bolts and nuts.
- l. Painting to the interior face of the 6mm fragmentation stainless steel plate of the ventilation sleeve, the ventilation sleeve "O" ring rubber gasket and the four (4) or eight (8) numbers of stainless steel bolts, which hold the steel plate to the sleeve.

In addition to the information in this Handbook, you are advised to refer to the HDB InfoWEB at www.hdb.gov.sg under Living in HDB flats > Home Renovation for more information on home renovation in HDB flats.

HDB and the Developer reserve their respective rights to vary the terms and conditions herein contained as and when they deemed fit.

Any approval granted shall subject to the terms and conditions prevailing at the time of application approval from HDB.

The house owners shall observe and comply with such other rules and regulations where HDB and the Town Council may from time to time implement in relation to the execution of the renovation works in the Units.

1.7 Injury of Persons and Damage to Building's Property

- a. House owners and their HDB Registered Renovation Contractors shall be liable for any losses and/or damages arising out of or in the course of or by reason of carrying out the renovation works.
- b. House owners shall keep the Developer, their Main Contractor, HDB and Nee Soon Town Council indemnified at all times against:

- i. all claims and proceedings for any damage to or destruction of property, injury or death of any person, costs and expenses; and
- ii. all losses, costs, charges, expenses and damages which may be incurred or payable by Guthrie SK Land Pte Ltd, their Main Contractor, HDB and Nee Soon Town Council, whether or not any of the above is due to any act of negligence or default of the house owners and howsoever arising from, in connection with or consequent to the execution of the renovation works.

1.8 Common Properties and Equipment

- a. The common areas and equipment are the property of HDB and provided mostly for your convenience and responsible use.
- b. House owners must ensure that their HDB Registered Renovation Contractors takes full responsibility for the care of the common properties and equipment. The Contractors must remove all dirt and stains such as oil drops, paint works, sealant, etc. to the satisfaction of the Nee Soon Town Council.
- c. House owners must ensure that their HDB Registered Renovation Contractors provides adequate protective coverings e.g. plywood, perspex or canvas at all times to the common properties such as the lifts.
- d. Renovation works must be carried out within the house owner's Unit. Under no circumstances will any Works be allowed to be carried out at the common areas. All equipment and materials must be strictly stored within the house owner's Unit and no storage space will be provided at the common areas.

1.9 Disposal of Debris

- a. No debris is allowed to be placed along the common areas or staircase.
- b. All debris and surplus materials arising from the renovation works shall be disposed offsite and all surfaces must be cleaned to the satisfaction of the Nee Soon Town Council.
- c. All common areas are to be kept clean at all times. All dirt and stains at common areas are to be removed immediately by the Contractor.
- d. Disposal of debris through the waste pipe or rubbish chute is strictly prohibited.
- e. No discharge of waste water, terrazzo slime or any building debris into the sewage system.

House owners can visit the Nee Soon Town Council's website www.nstc.org.sg for other services.

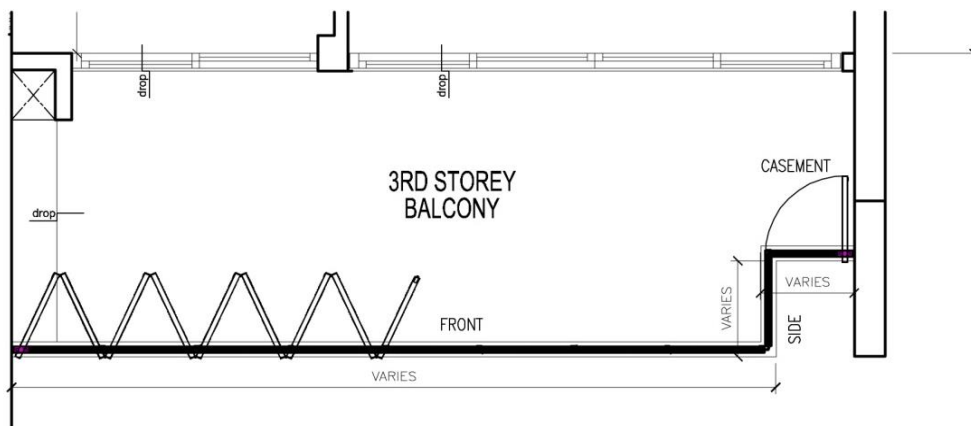
Appendix 1

Approved Grille Designs for Balcony

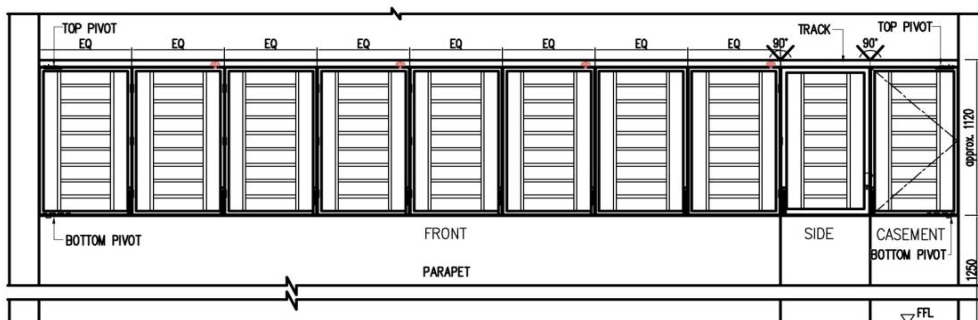
The grilles are not fixed but retractable and the same grille design will be adopted whether it is parapet or railing.

i. Sample of grille drawings in balcony with parapet wall.

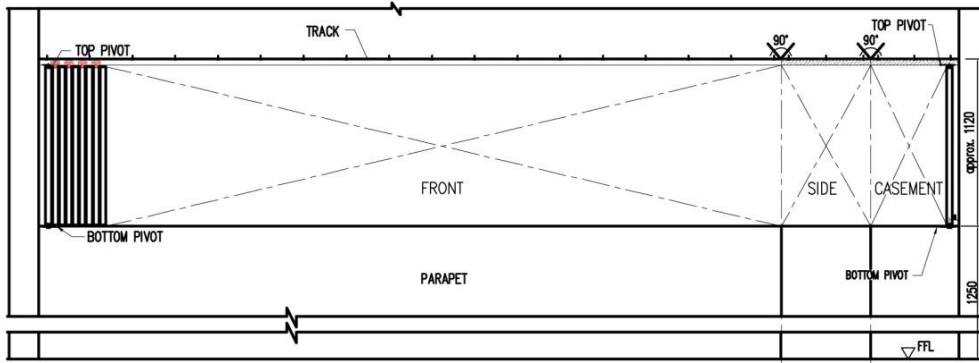
Typical Plan



Typical Elevation (closed position)



Typical Elevation (open position)

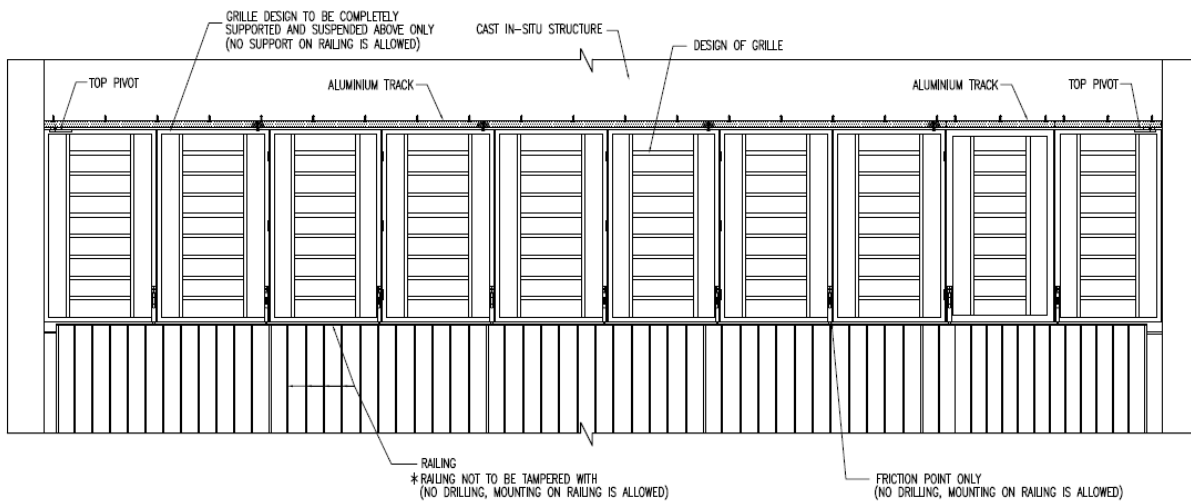


Notes:

- Sliding-folding Grilles to be hollow section and similar colour as unit's balcony railing.
- Sliding-folding Grilles to be top mounted.
- The "Casement" and the first "Front" panel to be top and bottom pivot mounted.
- Drawings are not to scale.

ii. Sample of grille drawings in balcony with railings.

Typical Elevation (closed position)



Notes:

- Grille design to be completely supported and suspended above only – No support on railing is allowed.
- The Balcony railings are not to be tampered with

Residents of Adora Green

17 September 2013

Blocks 347A, 347B, 348A, 348B, 348C, 348D
Yishun Avenue 11
Singapore

Dear Residents,

RESTRICTION ON ENCLOSURE AT BALCONY

1 The balcony space in the flat is approved as an outdoor space. It has to remain naturally ventilated at all times and cannot be enclosed. The installation of windows or full height glass panels at the balconies is thus not allowed.

2 This restriction on the enclosure of the balcony has been clearly conveyed to all flat owners at various stages of the flat purchase viz. during the booking of the flat, in the sales and purchase agreement and near the collection of keys, where flat owners have acknowledged to abide by this restriction. This restriction is also reflected in the Residents' Handbook issued to flat owners during the collection of keys.

3 In the event that flat owner is found to have installed unauthorised windows or full height glass panels at the balcony, it would constitute a breach of the conditions in the sales and purchase agreement and the flat owner will have to remove these installations to avert legal action.

4 HDB recognises that some flat owners may wish to enclose their balcony for safety reasons. For this purpose, flat owners may consider installing invisible grilles or the approved balcony grille design indicated in the Residents' Handbook.

5 For further clarifications, you may contact HDB's officer in charge, Senior Estate Executive Ms Wong Mei Ling at 6398 5968 or Principal Estate Executive Ms Goh Choi Khim at 6398 5929.