

1.0 Guidelines for Renovation Works

1.1 Introduction

The Renovation Guidelines for Natura Loft under the Design, Build and Sell Scheme (DBSS) are intended to maintain the distinctive architectural design and special features unique and exclusive to the project.

The preservation of the distinctive aesthetic appearance of the building shall enhance the image of Natura Loft.

These renovation guidelines are also intended to assist home owners in their renovation works by providing the necessary information on the nature and extent of renovation works.

1.2 Renovation

- (a) Home 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. Home owners shall engage their own HDB Registered Renovation Contractor for the approved Works and pay all charges and cost thereof.
- (b) To check if the contractor is an HDB Registered Renovation Contractor, visit HDB InfoWEB at www.hdb.gov.sg under “Living in HDB flats>Home Renovation>Looking for Contractors”. Alternatively, you can call HDB Branch Office Toll-Free Service Line at **1800-2255432** or via Short Message Services (SMS) to **90112222** as shown below to verify their registration.

Enquiry by contractor’s company registration number		Enquiry by contractor’s company name	
Step 1 Enter keyword <RRC> with a space after that and enter the registration number	RRC <HB-xx-xxxxx> Eg. RRC HB-008-9999B	Step 1 Enter keyword <RRC> with a space after that and enter the company name	RRC_<company name> Eg. RRC ABC Renovation Contractor
Step 2 Send SMS message to Tel No. 90112222	RRC HB-08-9999B	Step 2 Send SMS message to Tel No. 90112222	RRC ABC Renovation Contractor
Step 3 If detail is found, you will receive the following message	<registration number> + <company name> is a HDB Registered Renovation Contractor. Eg. RRC HB-08-9999B ABC Renovation Contractor is a HDB Registered Renovation Contractor.	Step 3 If detail is found, you will receive the following message	<company name> is a HDB Registered Renovation Contractor. Eg. ABC Renovation Contractor is a HDB Registered Renovation Contractor.

- (c) In order not to jeopardize the issuance of the Certificate of Statutory Completion (CSC) for Natura Loft, the validity of the various warranties and performance criteria established for the mechanical and electrical installations and 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 requires HDB's prior approval.)
- (e) It is an offence under the Housing & Development (Renovation Control) Rules 2006 if home owner fails to engage an HDB registered renovation contractor or obtain a renovation permit from HDB, (if applicable) or comply with renovation. On conviction, the home owner can be subject to a court fine of up to \$5,000. In addition to the payment of the court fine, the unauthorized structure must be removed and reinstate your premises to its original condition or in accordance with the guidelines / conditions stated.
- (f) Where a permit is not required for the proposed renovation item, home owners are still required to comply with the guidelines / conditions governing the items as set out in the guidelines for building and sanitary works in HDB flats.

1.3 Application for Renovation Permit

- (a) Home owners are required to authorize his / her HDB Registered Renovation Contractor to submit the renovation application on their behalf for renovation / electrical 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 Bishan Branch Office managing your Unit.

- (c) Types of renovation works such as demolition or construction of non-structural walls require evaluation by HDB's Technical Department. Home owners are therefore required to submit the floor plan of their Unit showing the proposed renovation works. This floor plan has to be scanned together with the application for renovation works submitted electronically to HDB. Home owners can use the floor plan for their Unit types provided in the handing over package given to all owners.
- (d) Home owners or their HDB registered renovation contractors shall also 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 & SP Services Limited, as required by HDB.
- (e) Home owners are also required to open a Utilities Account (ie. Water & Electricity) with SP Services Ltd for their Units before a renovation permit can be granted by HDB.

1.4 Terms of Renovation Approval

- (a) The approved renovation works must be completed within four (4) months from the date of the permit.
- (b) The home owner and his / her registered renovation contractor must display the Notice of Renovation Works outside the Unit for the entire duration of the renovation works.
- (c) 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 eg. relaxed renovation items, any carpentry works] by serving them a notice. Such notice must be served at least three (3) days in advance before commencing any renovation works.
- (d) The home owner is advised to exercise due care and caution to ensure that no disturbance, nuisance or annoyance is caused to other owners in the housing estate.
- (e) The home owner 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.
- (f) The working hours for general renovation Works shall be:
Monday to Sunday: 8:00 am to 6:00 pm

- (g) Noisy works, eg. cutting of tiles, demolition of walls and removal of floor / wall finishes shall be restricted from:
Monday to Friday: 9:00 am to 5:00 pm
- Such works are strictly not allowed to be carried out on Saturdays, Sundays and Public Holidays.**
- (h) At any one time, only two of the approved hand-held power tools or their approved equivalents are allowed to be used for demolition of walls and / or removal of wall / floor finishes. Such works are not allowed to take more than three (3) consecutive days.
- (i) Home owners are responsible for the renovation works in his / her Unit. He / She must ensure that the works carried out by the HDB registered renovation contractor are in accordance with HDB's requirements and in good workmanlike manner.
- (j) The registered renovation contractor is required to pack the renovation debris into bags and place them into lorry for disposal to the approved dumping ground and in accordance with NEA's guidelines.
- (k) Upon the completion of the renovation works, home owners are required to inform the HDB Bishan Branch Office immediately.

1.5 Approval and Supervision by Other Authorities

- (a) Prior approval must be obtained from PowerGas Ltd / City Gas Pte Ltd and SP Services Ltd for any alterations or extensions of the gas service pipes and for electrical installations and alterations respectively.
- (b) Home owners and their HDB registered renovation contractor 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 sanitary works, a **Singapore Plumbing Society's (SPS)** registered plumber.
- (c) For renovation works that require the engagement of a QP, home owners and their HDB Registered Renovation Contractor can engage a QP via the Professional Engineers (PE) Board Web site at www.peb.gov.sg under the heading "Finding a Professional Engineer".

- (d) Home Owners shall at all times comply with any law, by-law, rule and regulation governing the Works and any other related matters.

3.6 Do's and Don'ts for Renovation Works

Home 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 contractor comply with HDB's requirements.

Home owners must ensure that the renovation works do not affect or invalidate any of the warranties for the Unit and / or common property of the building in which the Unit is comprised and do not jeopardize the issuance of CSC.

All renovation works must be carried out by HDB Registered Renovation Contractors.

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

- Overloading the structure which may affect the structure integrity and safety of the building.
- Affecting the external façade / 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.

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

The bathrooms in the Unit are provided with wall and / or 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 affect the interior of the Unit below.

Hence, all home owners are not allowed to replace the floor and wall tiles provided at the bathrooms for a period of 3 years. Home 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 Temporary Occupation Permit (T.O.P).

A) Renovation works that are NOT ALLOWED

The list of renovation works is not exhaustive and includes but not limited to the following are NOT ALLOWED before or after issuance of CSC.

- (a) Hacking, alterations or removal of reinforced concrete wall, columns, beams, slabs, etc.

- (b) Excessive overloading of the floor slab with a load greater than 150 kg for every meter square of floor area.
- (c) Plastering of ceilings.
- (d) Partitioning with combustible or toxic emission materials (e.g. plywood, plastic, asbestos, etc).
- (e) Raising of floor level exceeding the allowable thickness of 50mm (inclusive of floor tiles) using concrete.
- (f) Constructing water tank in bathroom except ready-made fiberglass bathtub.
- (g) Painting external part of building. (e.g. common corridor walls and ceilings).
- (h) Installing awning or other fixtures outside the Unit.
- (i) Laying floor finishes outside entrance door without having recess area or step.
- (j) Replacement of existing full height windows, including $\frac{3}{4}$ height windows and bay Windows.
- (k) Removal / modification of railings at the balcony.
- (l) Partial or total enclosure including installation of external grilles at air-conditioner ledge and planter box.
- (m) Permanent sealing of planter box to convert into livable area.
- (n) Change of use of planter box and air-conditioner ledge.
- (o) Placement of reflective film (exceeding 20% reflectance) over existing window's glass panel.
- (p) Painting of the external wall / railing of the balcony & planter box with color that is different from the original.
- (q) Installation of windows, wall, screen and / or structure of any form to enclose the balcony area. Only grilles of approved designs are allowed to be installed.
- (r) Erection of additional one layer of wall behind existing railing of balcony.
- (s) Installation of window unit air-conditioners.
- (t) Replacement of glazing of windows with color that is different from the original.
- (u) Sealing up existing window, main door and household shelter openings.
- (v) Drilling of holes through beams, columns and other structure members.

- (w) Provide openings in existing external walls.
- (x) Anything that affects the external walls.
- (y) Relocation of sliding door at balcony is not allowed.

B) Renovation works that do not require a Permit but are subject to HDB's renovation conditions.

- (a) Replacement of main gate to Unit. (Note: There should be no change to the existing leaves, size and shape of the gate)
- (b) Installation of internal grilles behind windows and sliding doors.
- (c) Installation of false ceiling and / or wallpaper.
- (d) Installation of light fittings.
- (e) Laying of floor finishes to balcony and bathrooms over existing finishes using adhesive only, thickness of floor tiles inclusive of adhesive must not exceed 13mm.
- (f) Installation of cornices and palmet.
- (g) Replacement and / or installation of box-up and false ceiling, where applicable. (Note: Care must be taken to ensure the concealed air-condition piping is not damaged while replacing and /or installing the cornices and false ceilings).
- (h) Replacement of existing water closet, basin and shower screen. (Note: Warranty for the floor and wall finishes will be void 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).
- (i) Minor drilling works. (Note: Care must be taken when drilling at areas near to concealed water / sanitary / gas pipe / electrical wiring).

For renovation works that do not require a permit, home owners are required to comply with the guidelines / conditions governing the renovation works. Please refer to the HDB InfoWEB at www.hdb.gov.sg under Living in HDB flats> Home Renovation>Knowing the Guidelines.

C) Renovation works that require HDB's prior approval

- (a) Replacement of existing wall and / or floor finishes. (Note: Where water proofing system is provided, warranty will be void upon any replacement of the existing floor/ wall finishes).
- (b) Replacement of sliding door at balcony.
- (c) Replacement of main door of non-similar detail.
- (d) Installation of grilles of approved designs at balcony.

- (e) Hacking and / or demolition of existing internal partition wall(s).
- (f) Erection of new partition wall(s).

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

3.7 Injury of Persons and Damage to Building's Property

- (a) Home owners and their 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) Home owners shall indemnify and keep Qingjian Realty Pte Ltd and their Main Contractor, HDB and Bishan-Toa Payoh Town Council (Bishan Office) 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 expense; and
 - ii. all losses, costs, charges, expenses and damages which may be incurred or payable by Qingjian Realty Pte Ltd and their Main Contractor, HDB and Bishan-Toa Payoh Town Council (Bishan Office)

whether or not any of the above is due to any act neglect or default of the home owner and howsoever arising from, in connection with or consequent to the execution of the renovation works.

3.8 Common Properties & Equipment

- (a) Home owners must ensure that their contractor take full responsibility for the care of the common properties and equipment. The contractor must remove all dirt and stains such as oil drops, paint works, sealant, etc. to the satisfaction of the Bishan-Toa Payoh Town Council (Bishan Office).
- (b) The home owner must ensure that their contractor provides adequate protective coverings e.g. plywood, Perspex or canvas at all times to the common area, including but not limited to lifts, lift lobbies, walk ways leading from the lift to the Units, walls and doors at the common area etc.
- (c) The Town Council may deploy other contractors to make good the damages and / or defects at the cost of the contractor. The cost incurred by the Town Council shall be forthwith recovered from the contractor as a debt.
- (d) Renovation works must be carried out within the home owner's Unit. Under no circumstances will any works be allowed to be carried out on the common areas. No storage space will be provided at the common

areas. All equipment and materials must be strictly stored within the home owner's Unit.

- (e) The workers employed by the contractor are not allowed to use heavy-duty hacker or concrete breaker in the course of their work.

3.9 Disposal of Debris

- (a) No debris is allowed to be placed along the common area 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 Bishan-Toa Payoh Town Council (Bishan Office).
- (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) Only the designated lift, if any, may be used for removal purposes.
- (e) Disposal of debris through the waste pipe or rubbish chute is strictly prohibited.
- (f) No discharge of waste water, terrazzo slime or any building debris into the sewage system.

Home owners can visit the Bishan-Toa Payoh Town Council's website at www.btptc.org.sg for other services provided by the Bishan-Toa Payoh Town Council (Bishan Office).

3.10 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 home owners during a war or an emergency. It has strengthened walls, floor, ceiling and a specially 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.

A) Permitted Works in HS that do not require a Permit but are subject to HDB's renovation conditions.

- (a) Laying of vinyl or linoleum flooring.
- (b) Where false ceiling, which are provided on the exterior of the HS, are to be installed at a level below the ventilation sleeves, there shall be one access panel of a minimum size of 600mm×600mm provided directly below each ventilation sleeve.
- (c) Power driven nails are allowed only on external face of the HS walls to facilitate flexibility in mounting of peacetime features / fixtures by owners.

- (d) Laying of floor tiles bonded to wet cement mortar.
- (e) Laying of floor skirting tiles (up to a maximum of 100mm high) by bonding them with wet cement mortar to HS walls.
- (f) Painting of walls, ceiling or door. In the case of HS door, home owners cannot cover up or paint over the HS door notice or door seal.
- (g) Fixing of removable screws with non-metallic inserts not exceeding 50mm deep 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 home owners within 48 hours of notification.
- (h) Removal of the fragmentation plates covering the ventilation openings may be carried out subject to the following conditions:
 - i. The plates (after removal) shall be securely mounted with removable screws on non-metallic inserts not exceeding 50mm deep on one of the internal face of HS walls.
 - ii. After the removal of plates, bolts and nuts shall be installed back to their original positions on the ventilation sleeves.
 - iii. 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 openings shall be left uncovered for the ventilation purposes during peacetime.

B) Not Permitted Works in HS

- (a) Laying of wall tiles or spray of rock tone 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) Installation of cornices within the HS.
- (e) Installation works with fixing 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 insert 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 or eight numbers of stainless steel bolts, which hold the steel plate to the sleeve.

In addition to the information in this booklet, 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 Qingjian Realty Pte Ltd reserve their respective rights to vary the terms and conditions herein contained as and when they deemed fit.

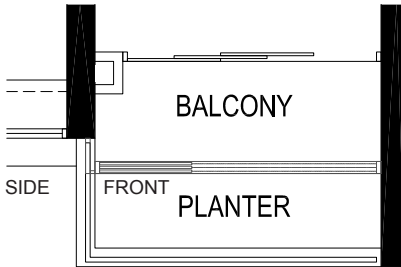
Any approval granted shall be subject to the terms and conditions prevailing at the time of application for approval to HDB.

The home owner shall observe and comply with such other rules and regulations as HDB and the Town Council may from time to time implement in relation to the execution of the renovation work in the Units.

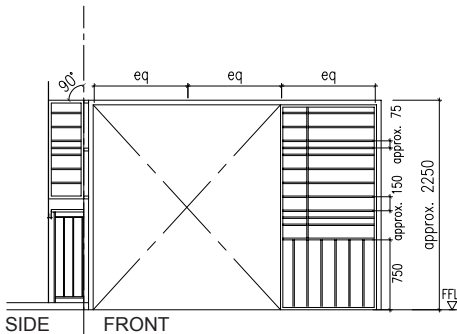
Guideline for Balcony Grille Designs

APPENDIX 1

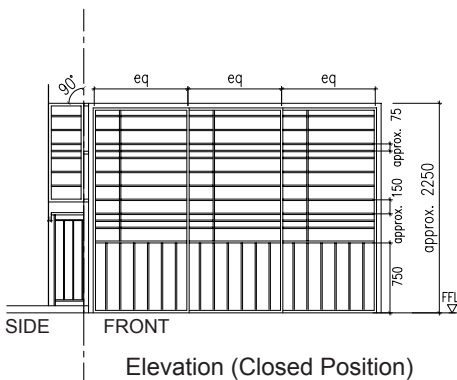
3 Panel Balcony Sliding Grille For Unit Type 4A/4A1



Layout Plan



Elevation (Open Position)



Elevation (Closed Position)

Notes:

- Sliding Grilles to be square hollow section and similar colour as unit's aluminum frame.
- Side Grille Panel to be side and top mounted, detached from planter railing.
- Sliding Grilles to be installed on Balcony, not within planter.
- Width of each grille panel to be equal.
- The drawings are not to scale.

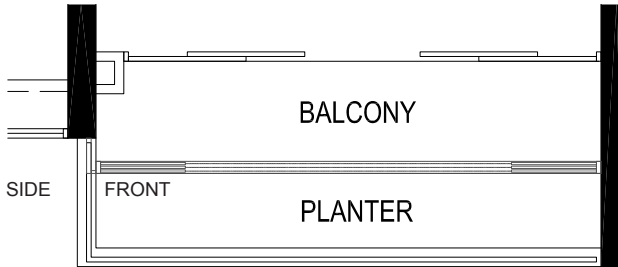
Date of publication: 1st September 2011

Guideline for Balcony Grille Designs

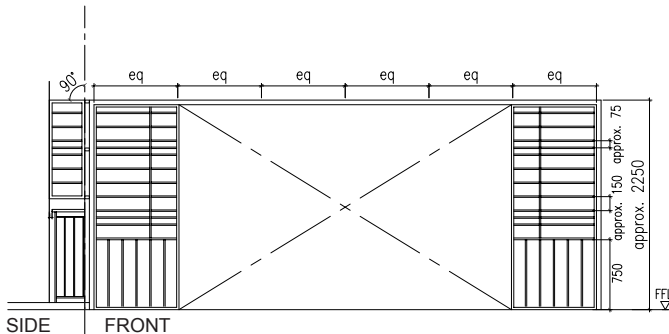
APPENDIX 1

6 Panel Balcony Sliding Grille

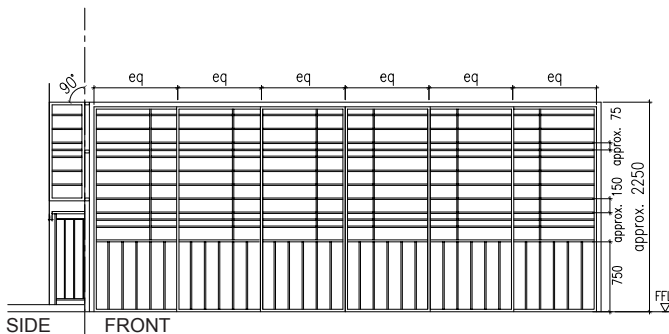
For Unit Type 5A/5A1/5B/5B1



Layout Plan



Elevation (Open Position)



Elevation (Closed Position)

Notes:

- Sliding Grilles to be square hollow section and similar colour as unit's aluminum frame.
- Side Grille Panel to be side and top mounted, detached from planter railing.
- Sliding Grilles to be installed on Balcony, not within planter.
- Width of each grille panel to be equal.
- The drawings are not to scale.