



14 STRATA MANAGEMENT GUIDE

Carrying Out Works in Lots –
What You Should Know



Preamble

This series of Strata Management Guides, published by the Building and Construction Authority (“**BCA**”), is intended to help councils of the management corporations (“**MCs**”), subsidiary proprietors (“**SPs**”), council members and managing agents (“**MA**s”) better manage their estates.

The guide sets out recommended procedures and good practices to address common issues (e.g. how to conduct a general meeting, how to make requisitions of motions).

The guide is aimed at providing a consistent approach and standard for the strata community to facilitate better self-regulation.

Disclaimer

This guide has been prepared to provide practical information on the Building Maintenance and Strata Management Act (“**BMSMA**”) and regulations made under the BMSMA (“**BM(SM) Regulations**”).

This guide:

- Does not provide a legal interpretation of provisions in the BMSMA or BM(SM) Regulations; and
- Is not a substitute for independent legal advice.

Readers should seek professional legal advice if they need to determine specific legal rights and duties applicable to them. The Commissioner of Buildings, BCA or any agency stated in this guide shall not be liable for any reliance on any information contained in this guide by any person.

Copyright

The contents of this guide are protected by copyright and other forms of proprietary rights, and are the property of the BCA, or the party credited as the provider of the contents. You shall not copy, reproduce, upload, distribute, publish, post, modify, create derivative works, transmit or in any way exploit the contents of this guide. If you wish to use the contents for any purpose other than for your own reference, please seek BCA’s prior written consent.

Important Notice: Readers must not rely on this guide for legal advice.

First published in November 2023

Content

Preamble	
1. Introduction	4
2. Relevant Legislations to Take Note Of	5
• By-laws on carrying out works in a lot	
• Exclusive use by-laws in respect of common property	
• Works affecting the appearance and structural integrity of the buildings	
• Works affecting the gross floor area of the developmen	
• Safety equipment	
• Structures or devices to prevent harm to children	
3. Common Scenarios Relating to Carrying Out of Works within Lots	7
4. Design Guidelines — What You Should Know	10
5. Useful Materials on Renovation Works	11

Icons in this guide



Good Practice



Example

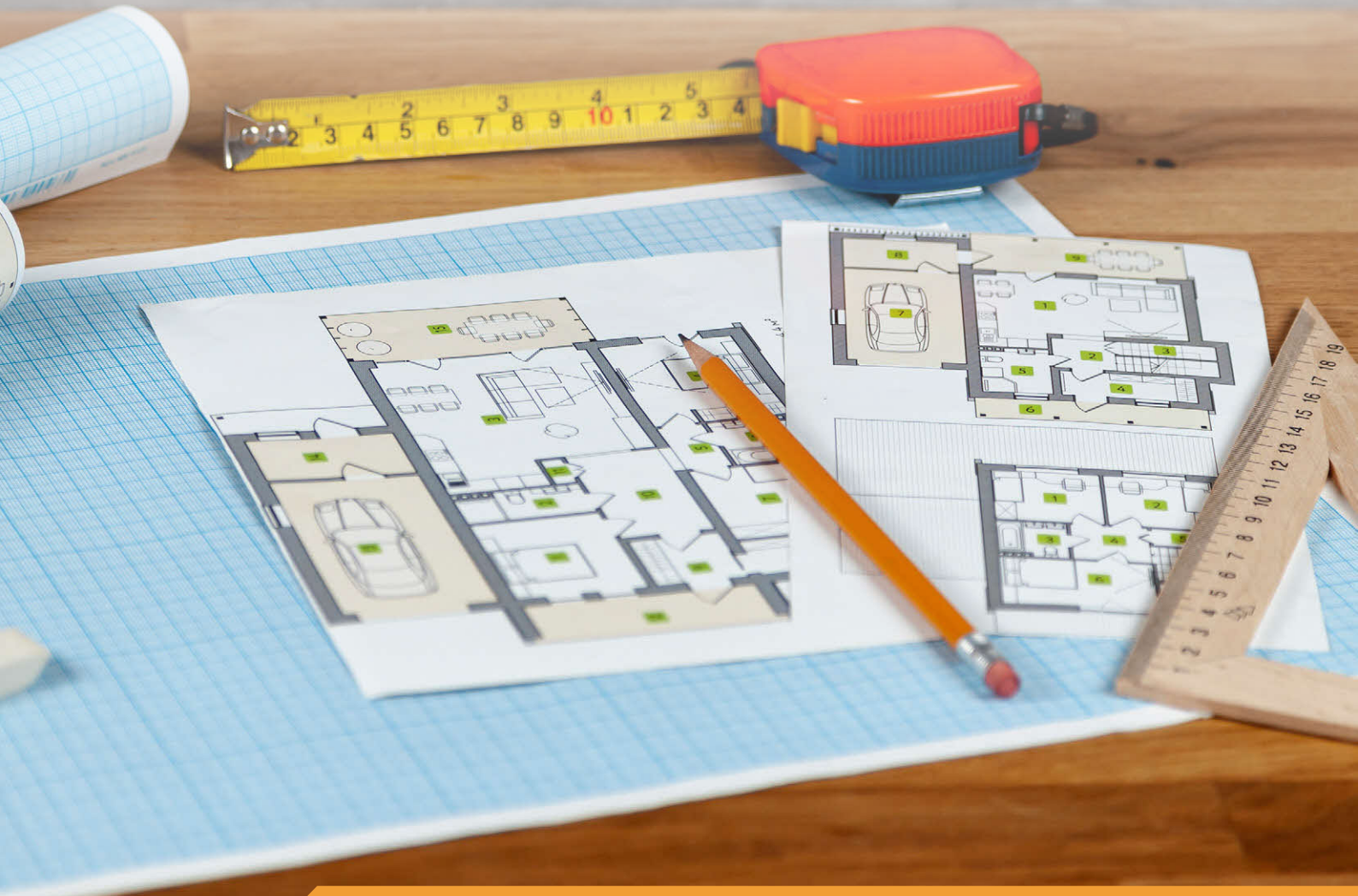
Abbreviations

AGM -----	Annual General Meeting
BMSMA -----	Building Maintenance and Strata Management Act 2004
BM(SM) Regulations -----	Building Maintenance (Strata Management) Regulations 2005
MA -----	Managing Agent
MCST -----	Management Corporation Strata Title
MC -----	Management Corporation
SP -----	Subsidiary Proprietor



01 Introduction

- 1.1 New or existing SPs may carry out works to their unit or lot from time to time. These works may include installing a covering in the private enclosed space, replacing grilles for external windows and putting up blinds on the balcony.
- 1.2 In strata-titled developments such as condominiums, SPs should note that there are requirements which they are bound to comply with.





02 Relevant Legislations to Take Note Of

There are relevant requirements in the BMSMA to consider when carrying out works in lots. An SP should take note of the following legislations:

2.1 By-laws on carrying out works in a lot (Section 32 of the BMSMA)

- 2.1.1 The MC may make by-laws on guidelines to be observed by all SPs and occupiers in the development when carrying out works in their lots to ensure uniformity of the appearance of the building. These architectural guidelines may cover the design, colour, material, size, dimension, etc., of the works.
- 2.1.2 The MC may also make by-laws requiring an SP to fulfil certain requirements and obtain the MC's approval prior to carrying out the works in a lot. These requirements may include requiring the SP to seek endorsement from a professional engineer on structural works and obtain approval from the relevant authorities, such as the Urban Redevelopment Authority (URA) on planning requirements, the Singapore Civil Defence Force (SCDF) on fire safety-related rules and the Commissioner of Building Control (CBC).

2.2 Exclusive use by-laws in respect of common property (Section 33 of the BMSMA)

- 2.2.1 If the SP's proposed work inevitably involves the use of the common property (e.g. the anchor points of a covering are mounted onto the external wall which is part of the common property), the SP has to obtain approval from the MC to carry out such works on the common property.
- 2.2.2 The MC can make exclusive use by-laws to confer on an SP the exclusive rights to use and enjoy the whole or a part of the common property upon conditions (including the payment of money at the specified time) specified in the by-laws. Please refer to Guide 10 on "By-Laws" for more information.

2.3 Works affecting the appearance and structural integrity of the buildings (Section 37(4) of the BMSMA)

- 2.3.1 If the SP's proposed works will affect the appearance and structural integrity of the buildings, the SP is required to obtain authorisation from the MC before such works are carried out. As stated above, the MC may make by-laws on design guidelines for the works to ensure uniformity of the building's appearance.



2.4 [Works affecting the gross floor area of the development](#)
(Section 37 of the BMSMA)

2.4.1 If the SP's proposed works will affect the gross floor area of the development, the SP needs to obtain MC's authorisation through a 90% resolution in a general meeting.

[* - To pass a motion by 90% resolution, SPs comprising at least 90% of the aggregate share value of all SPs present in person or by proxy at the general meeting need to vote in favour of the motion.]

2.5 [Safety equipment](#)
(Section 37A of the BMSMA)

2.5.1 An SP may install safety equipment in his lot, or on a part of any window, door or opening on the lot which is facing outdoors. Whilst the MC shall not prevent the SP from installing the safety equipment, the SP must comply with the MC's by-laws on design guidelines relating to the safety equipment, if any.

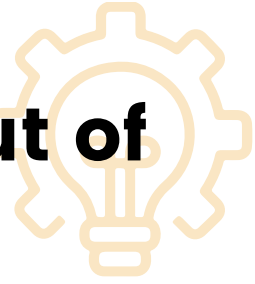
2.5.2 Safety equipment generally refers to features that prevent people from falling over the edge of an outdoor-facing balcony, terrace, window, door or opening.

2.6 [Structure or device to prevent harm to children](#)
(Paragraph 5(3) of the prescribed by-laws)

2.6.1 The MC shall not prevent an SP from installing any structure or device on his lot to prevent harm to children. Nonetheless, the SP has to comply with the MC's by-laws on design guidelines relating to the structure or device, if any. Where necessary, the SP may provide to the MC documents or records (e.g. photographs) supporting the installation of such a structure or device.



03 Common Scenarios Relating to Carrying Out of Works within Lots



The following are some common scenarios relating to carrying out of works within lots and suggested approaches on what the SP and the MC should do in each scenario.



Example 1: Installation of awning over private enclosed space (PES)

An SP wishes to erect an awning over his/her private enclosed space (PES) within his/her lot.

What can the SP / homeowner do?

- ✓ The SP should install the awning according to the guidelines that the MC may prescribe, and ensure that the awning does not detract from the appearance of the buildings.
- ✓ The SP should ensure that the awning is installed in a structurally competent manner by getting a Qualified Person (QP) or a Professional Engineer (PE) to certify the installation work. The PE should ensure that all necessary approvals are obtained from the relevant authorities, e.g. BCA, URA.

What should the MC do?

- ✓ The MC should advise the SP on the requirements or guidelines that should be complied with regarding the application for the installation of the awning in the PES (e.g. to seek URA's approval if any proposed installation of the awning will increase the gross floor area of the development) and also to obtain a 90% resolution in a general meeting¹ where applicable. The MC can suggest to the SP to consult a PE on whether the proposed installation of the awning requires any submission to the relevant authorities.
- ✓ The MC should ensure that their guidelines comply with the statutory requirements of the relevant government agencies. If there are no such guidelines in place, the MC can decide the matter on a case-by-case basis.

* For more information on Balconies, Private Enclosed Spaces, Private Roof Terraces and Indoor Recreation Spaces, please refer to [URA's website](#).

¹ The 90% resolution may be applicable depending on the design and connection of the awning. Refer to 2.2 for further details.



Example 2: Installation of window / balcony grilles for safety reasons

An SP who has young children wishes to install window / balcony grilles to enhance safety and to prevent his / her children from falling from height. What can he / she do?

What can the SP / homeowner do?

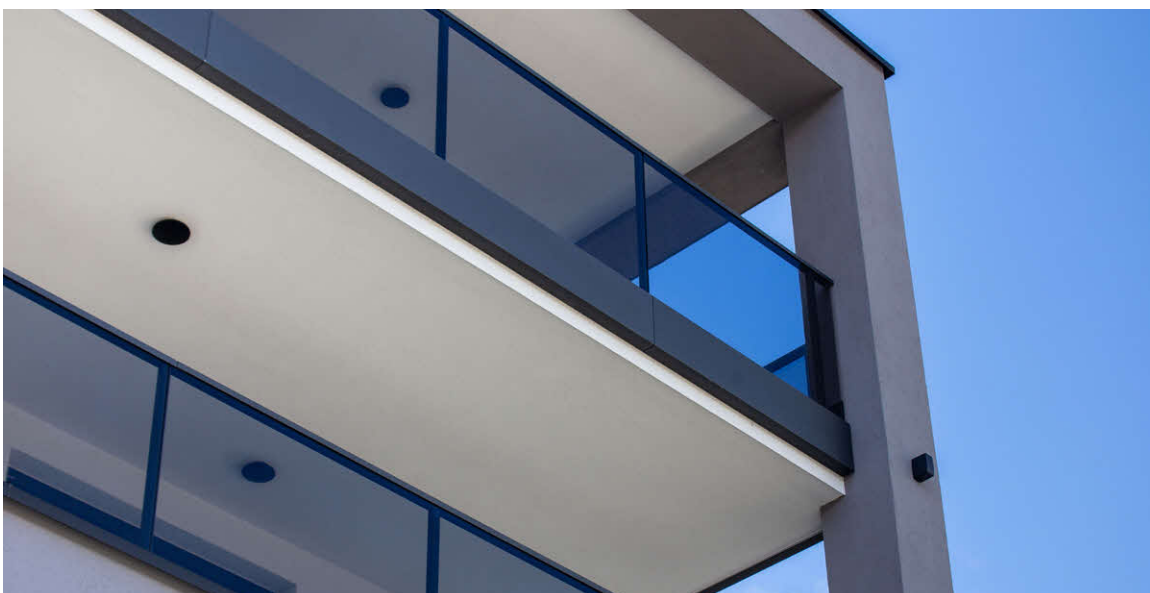
- ✓ The SP should check with the MC if there are any approved design guidelines to follow. If yes, the SP should comply.
- ✓ If the SP wishes to have an alternative design, the SP may make a written request for the MC's consideration or table the matter for discussion at the next general meeting.

What should the MC do?

- ✓ The MC cannot prevent the SP from installing safety devices (section 37A of the BMSMA).
- ✓ The MC can introduce design guidelines to ensure the grilles are uniform in appearance.

If the SP and MC are unable to reach a consensus on this matter, either or both parties may apply to the Strata Titles Boards (STB) (www.stratatb.gov.sg) for a resolution.

For more information on dispute resolution, please refer to Guide 9 on “**Dispute Resolution: Common Disputes and Courses of Actions**”.





Example 3: Different approved design guidelines

The MC already has design guidelines to allow the installation of Venetian blinds, but the SP wishes to install bamboo blinds instead. What can the SP / MC do?

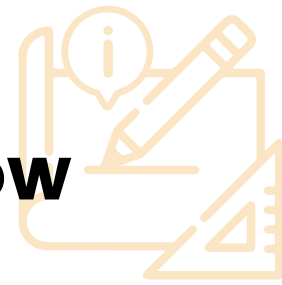
What can the SP do?

- The SP should check with the MC if there are any approved design guidelines to follow. If yes, the SP should comply.
- The SP may make a written request to the MC to consider if bamboo blinds are permitted.

What can the MC do?

- The MC may consider allowing the SP to install bamboo blinds on the merits of the matter (e.g. the design of the bamboo blinds did not affect the appearance of the building significantly). The MC may consider revising the design guidelines to allow for bamboo blinds.





04 Design Guidelines – What You Should Know

- 4.1 There could be different types of design guidelines for ziptrack, grilles, blinds, screens / coverings the MC would want to adopt. **The design guidelines should cover relevant specifications like the materials / colour of the fixture and the dimensions to be adopted.** The MC could consult its consultant / building specialist / lawyer to draft the requirements and ensure the design guidelines are what the MC wants. Once the MC has the design guidelines / specifications, the MC can consider passing it as a by-law in a general meeting.



Good Practice: How does the MC ensure that design guidelines for grilles are consistently followed?

It is important to ensure that all SPs are aware of design guidelines approved by the MC to avoid disputes and inconsistencies on the ground with respect to design.

What should the MC do?



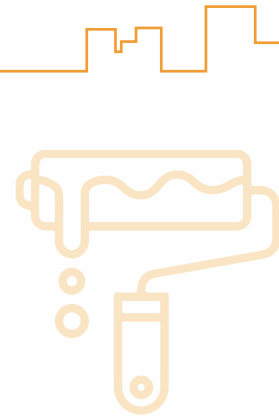
The MC may refer to the sample mock-ups of materials and designs left by the developer, if any. During the initial period, the developer may display sample mock-ups of materials and design (for window grilles), and / or compile the information as factsheets. After the handover, the MC / MA may keep a master list of warranties so they can refer back to the sub-contractor vendor to give them a mock-up, if necessary.



The MC can convert existing design guidelines, e.g. guidelines provided by developers as house rules, **to by-laws**. By-laws pertaining to design guidelines can be made by passing a special resolution in a general meeting.



The MC can issue a circular informing SPs that there are existing design guidelines for grilles / awnings for transparency so that SPs can adhere to them, and avoid conflicts and inconsistencies downstream.



05 Useful Reference Materials on Renovation Works

There are other materials published by BCA to provide guidance on renovation works for private homes. Please refer to the following:

- 5.1 The [guide on BCA's website](#) on the authority approval process for renovation for works for private homes. The website provides private homeowners who wish to carry out renovation works, a step-by-step guide on the authority approval process. The website also includes infographics on the insignificant building works not requiring BCA's approval.
- 5.2 The [educational video](#) on BCA's YouTube channel titled "Ensure Structural Safety During Renovation Works". The video educates homeowners who wish to carry out renovation works, on engaging a professional engineer to advise on the proposed works and obtaining authority approval, where required.

References:

BMSMA 2004 – Sections 32, 33, 37(4), 37(A)
Second Schedule to the BMSMA 2004





Building and Construction  Authority

52 Jurong Gateway Road #11-01,
Singapore 608550