Building and Construction Authority

APPLICATION FOR PERMIT TO OPERATE FOR LIFTS

[Regulation 8 of the Building Maintenance and Strata Management (Lift, Escalator & Building Maintenance) Regulations 2016]

Commissioner of Buildings
Building & Construction Authority
52 Jurong Gateway Road #11-01
Singapore 608550
Website: *http://www.bca.gov.sg/*

INSTRUCTIONS:

(1) Please read the attached Explanatory Notes before completing this form.
(2) Use **CAPITAL LETTERS** only to fill in all of the fields.
(3) You will need the following information to fill in the form:

- Particulars of Building/Structure (I)
- Particulars of Lift Owner (II)
- Particulars of Lift(s) (III)
- Particulars of Lift Service Contractor (IV)
- Required Documents for this Application (V)

(Tick the appropriate box)

☐ NEW LIFT(S)

☐ RE-COMMISSIONING OF LIFT(S) (after major alteration or replacement works or other reasons)

☐ RENEWAL OF PERMIT TO OPERATE FOR LIFT(S)

I PARTICULARS OF BUILDING/STRUCTURE

1) Name of Building/Structure (if any) :

2) Official Address (as approved by Inland Revenue Authority of Singapore):

*Hse/Blk No. :

*Road Name :

*Postal Code :

3) *Development Type[(D)] : *(Tick the appropriate box)*

☐ Commercial
☐ Industrial
☐ Institutional (include government buildings)
☐ Mixed development
☐ Office buildings
☐ Transport stations and terminals
☐ Residential (Landed)
☐ Residential (HDB)
☐ Residential (Private, Non-Landed)
☐ Others (Please Specify)_____

For Official Use

File Ref. No. :

Appln No . :

* Mandatory Field
[#] Use separate sheet if necessary
[^] Delete whichever is inapplicable
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II PARTICULARS OF LIFT OWNER

1) *Name of lift owner:

2) ^UEN/NRIC/FIN No. :

3) Postal Address :

*Hse/Blk No. :

*Road Name :

Building Name (if any) :

* Level/Unit No. : -

*Postal Code:

4) *Telephone No. : Or Mobile No. :

5) Fax No. :

6) *Email Address :

* Mandatory Field
# Use separate sheet if necessary
^ Delete whichever is inapplicable
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III PARTICULARS OF LIFT(S)[#]

1) *Size of Lift Car (LxBxH) : _____ mm _____ mm _____ mm

2) *Entrance height of lift : _____mm

3) *Maximum Load : _____ kg

4) *Capacity : _____ persons

5) *Type and Lift ID[(A)3] or numbering of the lift(s) [(A)4]: *(Tick the appropriate box and insert the corresponding lift(s) ID or numbering)*

- ☐ Passenger Lift / No. : _____
- ☐ Passenger (Accessible) Lift / No: _____
- ☐ Home Lift / No.: _____
- ☐ Stairlift/Chairlift / No.: _____
- ☐ Vertical platform Lift / No. : _____
- ☐ Any other lift / No. : _____
- ☐ Goods Lift / No. : _____
- ☐ Service Lift / No. : _____
- ☐ Car Lift with passenger(s) / No. : _____
- ☐ Fire Lift / No. : _____
- ☐ Fire (Accessible) Lift / No. : _____
- ☐ Observation Lift (Bubble lift) / No.: _____

6) *Manufacturer of lift(s)[5] :

7) *Model of lift(s)[5] :

* Mandatory Field
[#] Use separate sheet if necessary
[^] Delete whichever is inapplicable
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IV PARTICULARS OF LIFT SERVICE CONTRACTOR[E]

We confirm that:

(1) we are a lift service contractor registered with the Building and Construction Authority;
(2) we are engaged by the lift owner mentioned in Part (II) of this application form to carry out maintenance works for the lift(s) listed in Part (III) of this application form;
(3) we will carry out the maintenance works for the lift(s) in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016; and
(4) the information provided in this Part (IV) are true and accurate to the best of my knowledge:

1) *Name of Lift Service Contractor

2) *Frequency of periodic maintenance : *(Tick the appropriate box)*

☐ Weekly ☐ Fortnightly ☐ Monthly

☐ Others (Please specify) _____

3) *Registration Workhead and Financial Grade of Lift Service Contractor

4) *UEN

*Name and UEN of Lift Service Contractor (company name):	*Company Stamp
*Name and NRIC/FIN of Authorised Representative	*Signature of Authorised Representative
*Date :	Contact No. :

* Mandatory Field
# Use separate sheet if necessary
^ Delete whichever is inapplicable
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V APPLICATION FOR A PERMIT TO OPERATE FOR LIFTS:

^I/we hereby:

(1) apply for Permit to Operate for lift(s) listed in Part III of this application form;

(2) declare that this application is made within 3 months from the date in respect of which the lift was examined, inspected and tested;

(3) confirm that the information provided above are true and accurate to the best of my knowledge;

(4) confirm that ^I/we have engaged the registered lift service contractor mentioned in Part (IV) of this application form to maintain the lift(s) listed in Part (III) of this application form in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016; and

(5) attach the following documents together with this application:

(Tick the appropriate box)

1) Certificate of Lift Examination, Inspection & Testing (EMEG_C1) ☐

2) Certificate of Supervision of Installation of Lift(s)/Escalator(s) (BPD_CSC04) ☐

3) Certificate of Supervision of Major Alteration or Replacement Works of Lift(s) (EMEG_C2) ☐

4) Lift Location Plan[(B)] ☐

5) Application Fee[(C)] : S$ _____

Name and ^NRIC/UEN of ^Building/Structure Owner (includes individual/company):	Name and NRIC of authorized representative (if Building/Structure Owner is a company):
_____ Signature of ^Building/Structure Owner or authorized representative (if Building/Structure Owner is a company)	_____ Company Stamp (if applicable)
Date:	Contact No. :

* Mandatory Field
# Use separate sheet if necessary
^ Delete whichever is inapplicable
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EXPLANATORY NOTES

(A) GENERAL

1. This form is to be used for new installation, re-commissioning and renewal of Permit to Operate for lift(s). Application can also be made via the Online PTO System at https://eservices.bca.gov.sg/onlinepto/.
2. For application of a Permit to Operate for more than one lift, only lifts in the same address will be considered in a single form.
3. If lift ID(s) has/have been allocated, please fill in the lift ID(s) in this application form.
4. Where lift ID(s) has/have not been allocated, please fill in the lift numbering(s) in this application form. The lift numbering(s) of the lift(s) should be numerical eg 1, 2, 3, etc or alphabetical eg A, B, C, etc or alpha-numerical eg P1, P2, P3, etc.
5. Please use separate forms for lift(s) of separate model(s) or by different manufacturer(s).
6. An acknowledgement of your application will be issued to you.

(B) DOCUMENTS

Please submit the following documents:

(a) Certificate of Lift Examination, Inspection and Testing (EMEG_C1);
(b) One copy of lift location plan showing the location(s) and the numbering of lift(s) (applicable for new installation);
(c) One copy of Certificate BPD_CSC04 - Certificate of Supervision of Installation of Lift(s)/Escalator(s) (applicable for new installation).
(d) One copy of Certificate EMEG_C2 - Certificate of Supervision of Major Alteration or Replacement Works of Lift(s) (applicable for re-commissioning of lift(s) after major alternation or replacement works);

NOTE:
- All lift location plans must be in either A3 or A4 size.

(C) APPLICATION FEE

Each application of lift(s) shall be accompanied by the following fees:-

(a) where the total number of lifts to which the application relates is 10 or fewer, $20 per lift;

(b) where the total number of lifts to which the application relates is more than 10, an amount equal to —

(i) $200; plus

(ii) $10 per lift in excess of 10.

(D) CLASSIFICATION OF DEVLEOPMENTS

(a) Developments may be classified as shown in the table below:

S/N	Development Types	Building Types
1	Commercial	Shophouse, shopping complex, hotel, boarding house, chalet, backpacker's hotel , hotels, restaurant, eating establishment, market, hawker or food centres and etc
2	Industrial	Factory, power station, power plant, workshop, warehouse and etc
3	Institutions	Government building, sports complex, hospital, clinic, nursing home, home for the aged, welfare home, pre-school, school, college, polytechnic, university, institute of learning and etc
4	Residential (HDB)	Housing Development Board estates
5	Residential (Private, Non-landed)	Private non-landed property, dormitory and etc
6	Residential (Landed)	Landed residential property and etc
7	Office buildings	office tower, office building and etc
8	Transport stations and terminals	Transport station, interchange, passenger terminal including airports and ferry terminal and etc
9	Mixed development	Multi-purpose complex
10	Others	Structure such as overhead bridge, vehicle parking building and etc.

* Mandatory Field
# Use separate sheet if necessary
^ Delete whichever is inapplicable
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