

EXPLANATORY NOTES

(A) GENERAL

1. This form is to be used for new installation, re-commissioning and renewal of Permit to Operate for escalator(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 escalator, only escalators in the same address will be considered in a single form.
3. If escalator ID(s) has/have been allocated, please fill in the escalator ID(s) in this application form.
4. Where escalator ID(s) has/have not been allocated, please fill in the escalator numbering(s) in this application form. The escalator numbering(s) of the escalator(s) should be numerical eg 1, 2, 3, etc or alphabetical eg A, B, C, etc or alpha-numerical eg E1, E2, E3, etc.
5. Please use separate forms for escalator(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 Escalator Examination, Inspection and Testing (EMEG_C2);
- (b) One copy of escalator location plan showing the location(s) and the numbering of escalator(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_C4 - Certificate of Supervision of Major Alteration or Replacement Works of Escalator(s) (applicable for re-commissioning of escalator(s) after major alternation and replacement works);

NOTE:

- All escalator location plans must be in either A3 or A4 size.

(C) APPLICATION FEE

Each application of escalator(s) in the same address shall be accompanied by the following fees:-

- (a) where the total number of escalators to which the application relates is 10 or fewer, \$20 per escalator;
- (b) where the total number of escalators to which the application relates is more than 10, an amount equal to —
 - (i) \$200; plus
 - (ii) \$10 per escalator in excess of 10.

(D) CLASSIFICATION OF DEVELOPMENTS

(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, hawkker 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