APPLICATION FOR PERMIT TO OPERATE FOR ESCALATORS									
[Regulation 20 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 608550INSTRUCTIONS: (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: 									
(Tick the appropriate box)									
NEW RE-COMMISSIONING OF RENEWAL OF PERMIT TO OPERATE FOR ESCALATOR(S) ESCALATOR(S) ESCALATOR(S) (after major alteration or replacement works or other reasons) works or other reasons)									
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) * <u>Development Type^(D)</u> : (<i>Tick the appropriate box</i>)									
CommercialTransport stations and terminalsIndustrialResidential (Landed)Institutional (include government buildings)Residential (HDB)Mixed developmentResidential (Private, Non-Landed)Office buildingsOthers (Please Specify)									
For Office Use									
File Ref. No. : Appln No. :									

Mandatory Field
 # Use separate sheet if necessary
 ^ Delete whichever is inapplicable
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II	PARTICULARS OF ESCALATOR OWNER									
1)	*Name of escalator owner:									
2)	^UEN/NRIC/FIN No. :									
3)	Postal Address :									
,	*Hse/Blk No. :									
	*D d N									
	*Road Name :									
	Building/Structure Name (if any) :									
	* Level/Unit No. :									
	*Postal Code:									
4)	* Telephone No. : Or Mobile No. :									
5)	Fax No. :									
6)	*Email Address :									
III	III PARTICULARS OF ESCALATOR(S) [#]									
	III PAKTICULAKS OF ESCALATOK(S)"									
1) *S	1) *Size of Escalator (Length of Travel x Width x Vertical Displacement) : mm mm mm									
	Sype and Escalator $ID^{(A)3}$ or numbering of the escalator(s) $^{(A)4}$: (<i>Tick the appropriate box and insert the corresponding escalator(s) ID mbering</i>)									
	Escalator that is not a passenger conveyor / No. : Passenger Conveyor / No. :									
3) *N	3) *Manufacturer of escalator(s) ⁵ :									
4) *N	Nodel of $escalator(s)^5$:									
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* Mandatory Field [#] Use separate sheet if necessary ^ Delete whichever is inapplicable EMEG_A2_ver2 [Jan 2019]

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Contact No. :

*Date :

V APPLICATION FOR A PERMIT TO OPERATE FOR ESC.	ALATORS:
^I/we hereby:	
(1) apply for Permit to Operate for escalator(s) listed in Part III of this a	application form;
(2) declare that this application is made within 3 months from the date is tested;	in respect of which the escalator was examined, inspected and
(3) confirm that the information provided above are true and accurate to	o the best of my knowledge;
(4) confirm that ^A I/we have engaged the registered escalator service con the escalator(s) listed in Part (III) of this application form in accorda Strata Management (Lift, Escalator and Building Maintenance) Reg	ance with the requirements under the Building Maintenance and
(5) attach the following documents together with this application:	
(Tick the appropriate box)	
1) Certificate of Escalator Examination, Inspection & Testing (EMEC	G_C3)
2) Certificate of Supervision of Installation of Lift(s)/Escalator(s) (Bl	PD_CSC04)
3) Certificate of Supervision of Major Alteration or Replacement Wo	rks of Escalator(s) (EMEG_C4)
4) Escalator 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. :

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 alphanumerical 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 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,	Private non-landed property, dormitory and etc
	Non-landed)	
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.

[^] Delete whichever is inapplicable EMEG_A2_ver2 [Jan 2019]