

NOTIFICATION OF MAJOR ALTERATION OR REPLACEMENT WORKS ON LIFT(S)

[Regulation 17(1) 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) One copy of this form is to be submitted.
- (3) If an item is not applicable, it is to be indicated as "N/A".
- (4) Please tick (√) in the appropriate boxes.
- (5) *Delete whichever is inapplicable.
- (6) Please use separate forms for lift(s) of separate model(s) or by different manufacturer(s) or installed at different address(s) / location(s).
- (7) ^ use separate sheet if necessary

To be completed by building/structure owner

- (1) *I/We hereby notify the Commissioner of the intended **major alteration or replacement works** that are to be carried out on the following lift(s):

Lift(s) ID	
Lift(s) address / location	
Name of lift service contractor to carry out the major alteration or replacement works	
Name and PE Reg. No. of Specialist Professional Engineer to supervise the major alteration or replacement works	

- (2) ^Description(s) and expected date of commencement of intended major alteration or replacement works on the lift(s):

Lift ID	List of major alteration or replacement works	Commencement date of major alteration or replacement works

Name *NRIC/FIN/UEN of *Building/Structure Owner (includes individual/company)	Name and NRIC/FIN of authorised representative (if Building/Structure Owner is a company)
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Signature of *Building/Structure Owner or authorised representative (if Building/Structure Owner is a company)	Company Stamp (if applicable)
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Office No. :	Mobile No. :	Email :	Date :
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EXPLANATORY NOTES

- (1) This form is to be filled up by the lift(s) owner to notify Commissioner of the intended major alteration or replacement works that are to be carried out by the registered lift service contractor.
- (2) This form shall be submitted before the date on which the major alteration or replacement works are to commence.
- (3) Submission is to be done via one of the following means:
 - (i) Email a scanned copy of the form to BCA_PTO@bca.gov.sg;
 - (ii) Fax to (65) 6334 4031, followed by a confirmation phone call to (65) 6334 2527 or confirmation email to BCA_PTO@bca.gov.sg; or
 - (iii) Hardcopy submission by hand or by post. If by post, to be followed by a confirmation phone call to (65) 6334 2527 or confirmation email to BCA_PTO@bca.gov.sg.
- (4) According to Regulation 17(2) of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016, major alteration or replacement works on a lift includes, but is not limited to, any of the following:
 - (a) changing, removing or adding any safety device of a lift;
 - (b) changing the mass of a lift car, including lift car finishing;
 - (c) changing the rated load or speed of a lift;
 - (d) changing the travel distance of a lift;
 - (e) changing the lift control operation (including changing the software or type of driving machine or brakes);
 - (f) changing the number, type or size of the hoisting ropes supporting a lift car or its counterweight;
 - (g) changing the size of the guide rails of a lift;
 - (h) changing the type of safety gear;
 - (i) changing the lift landing door, lift car door and lift car door drive and control.
- (5) There are no fees associated with this notification of major alteration or replacement works on a lift.