

**NOTIFICATION OF MAJOR ALTERATION OR REPLACEMENT WORKS ON ESCALATOR(S)**

[Regulation 29(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 escalator(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 escalator(s):

Escalator(s) ID	
Escalator(s) address / location	
Name of escalator 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 escalator(s):

Escalator 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 escalator(s) owner to notify Commissioner of the intended major alteration or replacement works that are to be carried out by the registered escalator 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](mailto: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](mailto: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](mailto:BCA_PTO@bca.gov.sg).
- (4) According to Regulation 29(2) of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016, major alteration or replacement works on an escalator include, but is not limited to, changing the speed, drive, control, safety device, braking system or step band of an escalator.
- (5) There are no fees associated with this notification of major alteration or replacement works on an escalator.