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 **INSTRUCTIONS: Building & Construction Authority** (1) Please read the attached Explanatory Notes before completing this form. (2) Use **CAPITAL LETTERS** only to fill in all of the fields. 52 Jurong Gateway Road #11-01 Singapore 608550 (3) You will need the following information to fill in the form: Website: http://www.bca.gov.sg/ 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) RENEWAL OF PERMIT TO OPERATE FOR LIFT(S) (after major alteration or replacement works or other reasons) 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) * $\underline{\text{Development Type}^{(D)}}$: (Tick the appropriate box) Residential Landed (Private) Civic & Community Institutions Residential Non-landed (Private) Places of Worship Residential Non-landed (HDB) Sports & Recreation Commercial Health & Medical Care Industrial (Light-Business 1) Hotels Industrial (Heavy-Business 2) Transport Facilities **Educational Institutions** Others (Please Specify: For Official Use File Ref. No.: Appln No .:

^{*} Mandatory Field

[#] Use separate sheet if necessary

[^] Delete whichever is inapplicable EMEG_A1_ver3 [Nov 2024]

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 EMEG_A1_ver3 [Nov 2024]

III PARTICULARS OF LIFT(S)#
1) *Size of Lift Car (LxBxH): 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. : Goods Lift / No. :
Passenger (Accessible) Lift / No: Service Lift / No. :
Home Lift / No.: Car Lift with passenger(s) / No. :
Stairlift/Chairlift / No.: Fire Lift / No. :
Vertical platform Lift / No. : Fire (Accessible) Lift / No. :
Any other lift / No. : Observation Lift (Bubble lift) / No.:
() *M
6) *Manufacturer of lift(s) ⁵ :
7) *Model of lift(s) ⁵ :

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IV P	AR	ГIC	UL	ARS	oF	LI	FT S	SEF	RVI	CE (CON	NTR	RAC'	TO	R ^{(E})																	
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	2) *Frequency of periodic maintenance : (Tick the appropriate box) Weekly Fortnightly Monthly Others (Please specify) *Registration Workhead and Financial Grade of Lift Service Contractor																																
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V	APPLICATION FOR A PERMIT TO OPERATE FOR LIF	TS:
^]/v	ve hereby:	
(1)	apply for Permit to Operate for lift(s) listed in Part III of this applie	eation form;
(2)	declare that this application is made within 3 months from the date	
(3)	confirm that the information provided above are true and accurate	
(4)	confirm that ^I/we have engaged the registered lift service contract the lift(s) listed in Part (III) of this application form in accordance Management (Lift, Escalator and Building Maintenance) Regulation	with the requirements under the Building Maintenance and Strata
(5)	attach the following documents together with this application:	
(Ti	k the appropriate box)	
1)	Certificate of Lift Examination, Inspection & Testing (EMEG_C1	
1)	Certificate of Lift Examination, hispection & Testing (EMEG_C)	
2)	Certificate of Supervision of Installation of Lift(s)/Escalator(s) (Escalator(s))	SPD_CSC04)
3)	Certificate of Supervision of Major Alteration or Replacement Wo	orks of Lift(s) (EMEG_C2)
4)	Lift Location Plan ^(B)	
5)	Application Fee ^(C) : S\$	
for othe disc	espect of and in connection with the lift whether submitted now or in the Commissioner of Buildings to disclose any or all such informated public sector agencies and authorities in Singapore, who may use that their functions; and/or (c) developing and/or promoting ironment sector.	ion and data to the Building and Construction Authority, and all e such information and data for: (a) exercising their powers; (b)
	ne and ^NRIC/UEN of ^Building/Structure Owner (includes	Name and NRIC of authorized representative (if
	vidual/company):	Building/Structure Owner is a company):
	nature of ^Building/Structure Owner or authorized representative Building/Structure Owner is a company)	Company Stamp (if applicable)
Dat	e:	Contact No. :

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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 Lifts and Escalators Application (LEAP) Portal at https://www2.bca.gov.sg/leap/LandingPage/Index.
- 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	Residential Landed (Private)	Bungalows, Detached Houses, Semi-detached Houses, Terrace Houses, Strata Landed Housing
2	Residential Non-landed (Private)	Condominiums, Private flats and apartments
3	Residential Non-landed (HDB)	Public residential buildings (e.g. HDB Housing Flats, Multi-storey Carparks in HDB estates)
4	Commercial	Office buildings (including government office buildings), shopping malls, convention/exhibition centres, commercial schools/banks, market and food centres/restaurants, cinemas, entertainment and trade missions
5	Industrial (Light-Business 1)	Factories involved in light manufacturing, warehouses, telecommunication and utility buildings, businesses engaged in high-technology, research and development (R&D), high value-added and knowledge intensive activities.
6	Industrial (Heavy-Business 2)	Factories involved in heavy manufacturing, Refineries, Fertilizer Plant, Power Station, metal rolling mill, petro-chemical plant, storage complex, agriculture facilities.
7	Educational Institutions	Kindergartens, primary/secondary schools, polytechnics, junior colleges, institutes of technical education, training institutes, universities, foreign and special schools.

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EXPLANATORY NOTES

S/N	Development Types	Building Types
8	Civic & Community	Civic: Courts, Police Stations, Fire Stations, Prisons, Army Camps
	Institutions	Community: Association/Clan Buildings, Community Clubs/Centres, Welfare Homes, Home for the
		Aged, Funeral Parlours, Childcare Centres, Rehabilitation Centres.
		Cultural: Performing Arts Centre, Library, Museum, Arts/Science Centre, Art Gallery, Auditorium
9	Places of Worship	Mosques, churches and temples.
10	Sports & Recreation	Sports complexes, water sports centres, stadiums, golf courses, recreation clubs, resorts, marinas, parks.
11	Health & Medical Care	Hospitals, polyclinics and nursing homes.
12	Hotels	Hotel developments, holiday resorts and backpackers' hostels
13	Transport Facilities	Bus depots, MRT depots, petrol stations, CNG depots, MRT station, Pedestrian Overhead Bridges & Underpass, Rail Depot / Rail Facility Building, Airports. Seaport Terminals
14	Others	For non-classified use.

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