

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 DEVELOPMENTS

(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.

* Mandatory Field

Use separate sheet if necessary

^ Delete whichever is inapplicable

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S/N	Development Types	Building Types
8	Civic & Community Institutions	Civic: Courts, Police Stations, Fire Stations, Prisons, Army Camps 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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^ Delete whichever is inapplicable

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