

| Regulation 20 of the Building Maintenance and Strata Management (Lift. Escalator & Building Maintenance) Regulations 2016 Commissioner of Buildings Construction Authority Construction C | APPLICATIO | ON FOR PERMIT TO OPERATE FOR ESCALATORS | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Building & Construction Authority 52 Juring (stateway Road #1)-10 Singapore 608550 Website: http://www.bea.gov.sg/ Website: ht | [Regulation 20 of the Building Ma | [Regulation 20 of the Building Maintenance and Strata Management (Lift, Escalator & Building Maintenance) Regulations 2016] | | | | | | | | | | | |
| NEW SCALATOR(S) Gafter major alteration or replacement works or other reasons) T PARTICULARS OF BUILDING/STRUCTURE | Building & Construction Authority 52 Jurong Gateway Road #11-01 Singapore 608550 | (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: • Particulars of Building/Structure (I) • Particulars of Escalator Owner (II) • Particulars of Escalator(s) (III) • Particulars of Escalator Service Contractor (IV) | | | | | | | | | | | |
| ESCALATOR(S) ESCALATOR(S) (after major alteration or replacement works or other reasons) PARTICULARS OF BUILDING/STRUCTURE | (Tick the appropriate box) | | | | | | | | | | | | |
| 1) Name of Building/Structure (if any): | ESCALATOR(S) ESCALATOR (after major | OR(S) ESCALATOR(S) or alteration or replacement | | | | | | | | | | | |
| 2) Official Address (as approved by Inland Revenue Authority of Singapore): *Hse/Blk No.: *Road Name: *Postal Code: 3) *Development Type(D): (Tick the appropriate box) Residential Landed (Private) Residential Non-landed (Private) Residential Non-landed (Private) Residential Non-landed (HDB) Sports & Recreation Commercial Health & Medical Care Industrial (Light-Business 1) Industrial (Heavy-Business 2) Transport Facilities Educational Institutions Others (Please Specify:) | I PARTICULARS OF BUILDING | /STRUCTURE | | | | | | | | | | | |
| Residential Landed (Private) Residential Non-landed (Private) Residential Non-landed (Private) Residential Non-landed (HDB) Sports & Recreation Commercial Health & Medical Care Industrial (Light-Business 1) Industrial (Heavy-Business 2) Educational Institutions To Office Use | 2) Official Address (as approved by In *Hse/Blk No.: *Road Name: | | | | | | | | | | | | |
| Residential Non-landed (Private) Residential Non-landed (HDB) Sports & Recreation Commercial Health & Medical Care Industrial (Light-Business 1) Industrial (Heavy-Business 2) Transport Facilities Educational Institutions Others (Please Specify:) | 3) * $\underline{\text{Development Type}^{(D)}}$: (Tick the ap | ppropriate box) | | | | | | | | | | | |
| | Residential Non-landed (Private Residential Non-landed (HDB) Commercial Industrial (Light-Business 1) Industrial (Heavy-Business 2) Educational Institutions For Office Use | Places of Worship Sports & Recreation Health & Medical Care Hotels Transport Facilities Others (Please Specify:) | | | | | | | | | | | |

^{*} Mandatory Field # Use separate sheet if necessary ^ Delete whichever is inapplicable EMEG_A2_ver3 [Nov 2024]

| II | PARTICULARS OF ESCALATOR OWNER | | | | | | | | | | | |
|-------|--|--|--|--|--|--|--|--|--|--|--|--|
| 1) | *Name of escalator owner: | | | | | | | | | | | |
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| | | | | | | | | | | | | |
| 2) | ^UEN/NRIC/FIN No. : | | | | | | | | | | | |
| 3) | Postal Address: | | | | | | | | | | | |
| | *Hse/Blk No. : | | | | | | | | | | | |
| | *Road Name : | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | Building/Structure Name (if any): | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | * Level/Unit No. : | | | | | | | | | | | |
| | *Postal Code: | | | | | | | | | | | |
| 4) | * Telephone No. : Or Mobile No. : | | | | | | | | | | | |
| 5) | Fax No.: | | | | | | | | | | | |
| 6) | *Email Address : | | | | | | | | | | | |
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| III | II PARTICULARS OF ESCALATOR(S)# | | | | | | | | | | | |
| 1) *S | ize of Escalator (Length of Travel x Width x Vertical Displacement) : mm mm mm | | | | | | | | | | | |
| | Type and Escalator $ID^{(A)3}$ or numbering of the escalator(s) $^{(A)4}$: (Tick the appropriate box and insert the corresponding escalator(s) ID imbering) | | | | | | | | | | | |
| | Escalator that is not a passenger conveyor / No. : Passenger Conveyor / No. : | | | | | | | | | | | |
| 3) *N | 3) *Manufacturer of escalator(s) ⁵ : | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| 4) *N | 4) *Model of escalator(s) ⁵ : | | | | | | | | | | | |
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^{*} Mandatory Field # Use separate sheet if necessary ^ Delete whichever is inapplicable EMEG_A2_ver3 [Nov 2024]

| IV PARTICULARS OF ESCALATOR SERVICE CONTRA | | | | | | | | | | ACT | OF | R (E) | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|------------------------------|-----------------------------|------------------------------|------------------------|--|-----------------------------------|-----------------------|--------------------------------|-----------------------|------------------------------|-------------|-------------------------------|-------------------|---------------------------|----------------------|----------------------|------------------------|--------------------|----------------------|------------------|---------------------|--------------------|-------------------|---------------------|---------------------|--------------------|---------------------|---------------------|-------------------------------|-------------|------------------|----------------------|----------------|
| (2) | we we esc we and | are a are e alato will l Stra | enga r(s) car ata l | ageo list ry o Man | l by ed i ut tl age | the in P he n | rvice e esca Part (I maint nt (L ded ir | llaton II) o enan ift, E | f th | vner is ap work lator | men plic cs fo | tioi atio r th l Bu | ned in fore | in Pa rm; calat ng M | art or(Iai | (II) o (s) in ntena | of the | his a | appli danc legu | cat e w lati | ion : vith ton 2 | fori he | m to req б; а | o ca uire nd | rry | out | | | | | | | | | ance |
| | *Name of Escalator Service Contractor | | | | | | | | | 1 | | | | | | | | | | | | 1 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2) *Frequency of periodic maintenance : (Tick the and Weekly | | | | | | | | | | | | | 1 | | nth] | - | | | | | | | | | | | | | | | | | | |
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| | 4) | | * | UEN | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I/We subdata in reconsent tall other discharg sector. | espector the publ | et of ne Co ic se | and omr cto: | l in o niss r ago | coni ione enci | nect er of ies a | tion v f Bui and a | with lding utho | the gs to ritie | esca o dis es in | lator clos Sing | r wh e ar gapo | nethory or | er su all who | bn suc m | nitted th intage | l no forr se s | ow o mati such | or in ion a info | the nd orm | futi data atio | ire to n a | , to the nd o | the Bu lata | Co ildi foi | mm ng a :: (a | issi and) ex | one Cor erci | r of nstr sin | Bu: ucti g th | ildin on <i>A</i> eir p | igs. Aut | , and horwers | d I/ ity, ; (b | we and) |
| *Name | and 1 | JEN | of | Esc | alato | or S | Servio | ce Co | ontr | racto | r (co | omp | any | nam | ie): | | *Co | omp | any | Sta | ımp | | | | | | | | | | | | | | |
| *Name a | and N | IRIC | '/FI | N o | f Au | itho | orised | Rep | ores | enta | tive | | | | | ; | *Siş | gna | ture | of . | Auth | nori | ised | Re | pre | sent | cativ | ve . | | | | | | | |
| *Date : | | | | | | | | | | | | | | | | | Con | ıtac | t No | . : | | | | | | | | | | | | | | | |

^{*} Mandatory Field # Use separate sheet if necessary ^ Delete whichever is inapplicable EMEG_A2_ver3 [Nov 2024]

| V | APPLICATION FOR A PERMIT TO OPERATE FOR ESC. | ALATORS: | | | | | | | | | |
|----------------------|---|---|--|--|--|--|--|--|--|--|--|
| ΔΙ/11 | ve 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 | | | | | | | | | | |
| (3) | tested; confirm that the information provided above are true and accurate to | o the best of my knowledge: | | | | | | | | | |
| (4) | confirm that 'I/we have engaged the registered escalator service con | | | | | | | | | | |
| (.) | the escalator(s) listed in Part (III) of this application form in accordance Strata Management (Lift, Escalator and Building Maintenance) Reg | ance with the requirements under the Building Maintenance and | | | | | | | | | |
| (5) | 5) attach the following documents together with this application: | | | | | | | | | | |
| (Tio | ek the appropriate box) | | | | | | | | | | |
| 1) | Certificate of Escalator Examination, Inspection & Testing (EMEC | G_C3) | | | | | | | | | |
| 2) | Certificate of Supervision of Installation of Lift(s)/Escalator(s) (B | 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\$ | | | | | | | | | | |
| con all d disc | in respect of and in connection with the escalator whether submitted sent for the Commissioner of Buildings to disclose any or all such into other public sector agencies and authorities in Singapore, who may us charging their functions; and/or (c) developing and/or promoting the tironment sector. | formation and data to the Building and Construction Authority, and se such information and data for: (a) exercising their powers; (b) | | | | | | | | | |
| | ne and ^NRIC/UEN of ^Building/Structure Owner (includes vidual/company): | Name and NRIC of authorized representative (if Building/Structure Owner is a company): | | | | | | | | | |
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| | 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 escalator(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 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 | 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. |
| 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 |

^{*} Mandatory Field

[#] Use separate sheet if necessary

[^] Delete whichever is inapplicable EMEG_A2_ver3 [Nov 2024]

EXPLANATORY NOTES

| S/N | Development Types | Building Types |
|-----|--------------------------|---|
| 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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