

# PERMIT TO WORK (for adhoc work)

Page 1 of 2

Property/Site:

To submit at least 3 working days in advance

Serial No.

A) PARTICULARS OF APPLICANT			
Name & Address of Applicant / Tenant :		Name & Address of Applicant / Contractor :	
Contact person:		Contact person:	
Contact nos.: (O) (HP)		Contact nos.: (O) (HP)	
E-mail address:		E-mail address:	
B) DETAILS OF WORK			
Nature of work:		Duration of work:	
		Date: From: _____ to _____ (inclusive)	
		Time: From: _____ to _____ (inclusive)	
Location of work: (please tick the appropriate box)		Documents to be submitted before commencement of works: (Tick those necessary)	
<input type="checkbox"/>	Level	i. Worker's List (A1)	<input type="checkbox"/>
<input type="checkbox"/>	Others, specify	ii. Risk Assessment for Environmental, Safety and Health	<input type="checkbox"/>
		iii. Method Of Statement with drawing indicating cable route etc.	<input type="checkbox"/>
<b>For work inside MDF Room (only):</b> Pictures submission to Building Management indicating the completed cable work routing to main distribution frame is required.  <b>(Access to MDF Room required to submit authorised letter from respective telco)</b>  Type of key(s) required :  MDF Room <input type="checkbox"/> Riser <input type="checkbox"/> AHU <input type="checkbox"/> Roof <input type="checkbox"/> Others <input type="checkbox"/>		iv. Authorisation letter	<input type="checkbox"/>
		v. Work Schedule & Emergency Plan / Contact List	<input type="checkbox"/>
		vi. P.E. / QP Endorsement	<input type="checkbox"/>
		vii. Public Liability Insurance (1 mil- to indemnify Managing Agent and Landlord)	<input type="checkbox"/>
		viii. Connection to Landlord Power Supply	<input type="checkbox"/>
		ix. Fire Alarm Isolation	<input type="checkbox"/>
		x. Hot Work Permit (A2)	<input type="checkbox"/>
		xi. Confined Spaces Permit attached	<input type="checkbox"/>
		xii. Working At Height Permit attached	<input type="checkbox"/>
		Lockout-Tag out: (Location) (Equipment) Period for the LOTO	
C) DECLARATIONS			
<b>TO BE COMPLETED BY APPLICANT – TENANT</b> I declare that I have duly authorised that said contractor to carry out the above works and fully agree to abide by all terms and conditions stated under Section E.  Signature: _____ Company Stamp: _____  Name: _____ Date: _____			
<b>TO BE COMPLETED BY APPLICANT – CONTRACTOR:</b> I declare that the information given by me is true and accurate. I fully agree to abide by all terms & conditions stated, and further undertake to be fully responsible for the fire safety of the area which has been isolated as a result of the above-mentioned work.  Signature: _____ Date: _____ HP No.: _____  Name (as in NRIC / Passport) : _____ NRIC / Passport No (last 4 alphanumeric characters) : _____			
D) FOR OFFICIAL USE ONLY			
Management Office <input type="checkbox"/> Authorised <input type="checkbox"/> Not Authorised  Name: _____ Signature / Date: _____ Special Instruction to Contractor:			

E) TERMS & CONDITIONS																													
1.	The <b>Permit to Work</b> form must be submitted at least 3 working days in advance for approval and is valid only for the duration of work specified.																												
2.	The <b>Worker's List</b> must be completed and submitted together with this <b>Permit to Work</b> before the commencement of works. The contractor shall ensure that no illegal workers are working in the building. The landlord and/or its representatives reserve the right to remove workers or refuse entry to any worker at its discretion.																												
3.	The Applicant shall ensure full and strict compliance of the local regulations, such as Workplace Safety and Health (Risk Management) Regulations, Workplace Safety and Health Act (WHSa), code of practice on environmental, health and safety etc. The Applicant shall hereby agree and undertake to reimburse <b>HDB</b> and <b>JONES LANG LASALLE PROPERTY CONSULTANTS PTE LTD</b> , for all claims and expenses plus a 15% admin fee that may arise as a result of the Applicant's non-compliance of the said ACT and its regulations including any damages to the Landlord's property.																												
4.	The <b>Permit to Work</b> does not constitute approvals to design, method statements, submitted risk assessment, usage of materials / equipment or approvals from relevant authorities whatsoever. The applicant shall be solely responsible for compliance with all the statutory requirements and regulations set out by all relevant authorities, including but not limited to FSSD, BCA, URA, NEA & LTA																												
5.	In the event of an emergency, e.g. fire alarm activation, all works shall cease immediately and Fire Command Centre be notified without delay.																												
6.	All work areas shall be property barricaded and standard safety / warning signs shall be displayed at all times. (For renovation / event work, a copy of the approved <b>Permit to Work</b> must be displayed at the site entrance).																												
7.	Approved site protections of the common areas including the Service lift and washable Filter protection for air-condition equipment (if applicable) must be in place before commencement of works.																												
8.	All works shall be confined to within the approved premises and no workers shall permitted to loiter in other areas, or eat, smoke, litter in the building. They are to comply with instructions given by the Managing Agent and/or its appointed security officer(s). Any Power Supply connection to the building power supply is to be done with an 13A portable ELCB (no direct connection). This is to avoid tripping of building electrical power supply.																												
9.	Duplication of keys drawn is strictly prohibited. Upon demand, keys must be returned immediately to the FCC or BMO. No keys shall be kept overnight by any external parties.																												
10.	All noisy works (e.g. drilling & knocking etc), work creating smell (e.g. painting, carpet gluing etc) and work that will affect the operation of common area are not allowed between 1000 to 2200.																												
11.	All doors to area of work shall be locked after completion of work or when leaving the work area.																												
12.	The workplace shall be kept clean, free of hazardous materials, and all debris shall be cleared at the end of the day.																												
13.	<table border="1"> <tr> <td>An administrative fee shall be charged to the applicant on the following:</td><td></td></tr> <tr> <td>a) Failure to register and sign in for Security Pass</td><td>\$100/-</td></tr> <tr> <td>b) Failure to display Security Pass</td><td>\$100/-</td></tr> <tr> <td>c) Failure to use designated toilet</td><td>\$100/-</td></tr> <tr> <td>d) Failure to use designated Lifts/Vertical Transportation</td><td>\$100/-</td></tr> <tr> <td>e) Failure to comply/observe safety requirement</td><td>\$500/-</td></tr> <tr> <td>f) Working during restricted hour</td><td>\$200/-</td></tr> <tr> <td>g) Failure to remove bulky debris</td><td>\$500/-</td></tr> <tr> <td>h) Failure to dispose of rubbish at proper designed area</td><td>\$200/-</td></tr> <tr> <td>i) Failure to comply with Mall's House Rules</td><td>\$100/-</td></tr> <tr> <td>j) Failure to inform Management on any works carried out in the Building</td><td>\$100/- per day</td></tr> <tr> <td>k) Smoking in Shopping Mall</td><td>Refer to ENV</td></tr> <tr> <td>l) Employment of illegal Worker or worker without valid work permit</td><td>Police Case</td></tr> <tr> <td>m) Illegal Acts/Action under law of Singapore</td><td>Police Case</td></tr> </table>	An administrative fee shall be charged to the applicant on the following:		a) Failure to register and sign in for Security Pass	\$100/-	b) Failure to display Security Pass	\$100/-	c) Failure to use designated toilet	\$100/-	d) Failure to use designated Lifts/Vertical Transportation	\$100/-	e) Failure to comply/observe safety requirement	\$500/-	f) Working during restricted hour	\$200/-	g) Failure to remove bulky debris	\$500/-	h) Failure to dispose of rubbish at proper designed area	\$200/-	i) Failure to comply with Mall's House Rules	\$100/-	j) Failure to inform Management on any works carried out in the Building	\$100/- per day	k) Smoking in Shopping Mall	Refer to ENV	l) Employment of illegal Worker or worker without valid work permit	Police Case	m) Illegal Acts/Action under law of Singapore	Police Case
An administrative fee shall be charged to the applicant on the following:																													
a) Failure to register and sign in for Security Pass	\$100/-																												
b) Failure to display Security Pass	\$100/-																												
c) Failure to use designated toilet	\$100/-																												
d) Failure to use designated Lifts/Vertical Transportation	\$100/-																												
e) Failure to comply/observe safety requirement	\$500/-																												
f) Working during restricted hour	\$200/-																												
g) Failure to remove bulky debris	\$500/-																												
h) Failure to dispose of rubbish at proper designed area	\$200/-																												
i) Failure to comply with Mall's House Rules	\$100/-																												
j) Failure to inform Management on any works carried out in the Building	\$100/- per day																												
k) Smoking in Shopping Mall	Refer to ENV																												
l) Employment of illegal Worker or worker without valid work permit	Police Case																												
m) Illegal Acts/Action under law of Singapore	Police Case																												
14.	The applicant shall be agree to indemnify <b>HDB</b> and <b>JONES LANG LASALLE PROPERTY CONSULTANTS PTE LTD</b> on all incidents when submitting this application.																												
15.	Action will be taken against any non-compliance of this permit.																												

## HANDING OVER OF EVENT/ADVERTISEMENT\* SPACE AT HDB SECTOR 1 & 4 MALLS

1. Name of Licensee : \_\_\_\_\_
2. Location of Event /  
Advertisement Space\* : \_\_\_\_\_
3. Date of License Period : \_\_\_\_\_
4. State and Condition of  
Advertising Space  
(Good/Requires Rectification) : \_\_\_\_\_
5. Remarks (if any) :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We, the Licensee, has agreed to hand over the premises in the state and condition stated above. We are aware that we are required to re-instate the Premises to the same state and condition upon expiry or earlier termination of this Temporary Occupation Licence Agreement. Any variation to the above shall be at the Licensee's Expense.

.....  
Signatory for Licensee

.....  
Signatory for Managing Agent

.....  
Name / Designation of Authorised  
Signatory

.....  
Name/Designation of Authorised  
Signatory

.....  
Date

.....  
Date

Jones Lang LaSalle Property Consultants Pte Ltd  
1 Paya Lebar Link  
#10-08 Paya Lebar Quarter, Tower 2  
Singapore 408533  
Company Reg No. 198004794D CEA Licence No. L3007326E

T +65 6220 3888

[jll.com](http://jll.com)