

**NOTIFICATION OF MAJOR ALTERATION OR REPLACEMENT WORKS ON FIXED INSTALLATION(S)
[REGULATION 21(4) OF THE BUILDING CONTROL (FIXED INSTALLATIONS) REGULATIONS 2025]**

Commissioner of Building Control
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 lift(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 Building Control of the intended **major alteration or replacement works** that are to be carried out on the following lift(s):

Fixed Installation(s) ID	
Fixed Installation(s) address / location	
Name of Fixed Installation(s) service contractor to carry out the major alteration or replacement works	
Name and Supervisor QP 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 Fixed Installation(s):

Fixed Installation(s) ID	List of major alteration or replacement works	Commencement date of major alteration or replacement works

I/We submit all information and data in the Notification of Major Alteration or Replacement Works on Fixed Installation(s) (the "Notification"), and all information and data in respect of and in connection with the Fixed Installation(s) whether submitted now or in the future, to the Commissioner of Building Control, and I/we consent for the Commissioner of Building Control to disclose any or all such information and data to the Building and Construction Authority, and all other public sector agencies and authorities in Singapore, who may use such information and data for: (a) exercising their powers; (b) discharging their functions; and/or (c) developing and/or promoting the built environment in Singapore and persons in the built environment sector.

Name *NRIC/FIN/UEN of *Fixed Installation Owner (includes individual/company)	Name and NRIC/FIN of authorised representative (if Fixed Installation Owner is a company)
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Signature of *Fixed Installation Owner or authorised representative (if Fixed Installation Owner is a company)		Company Stamp (if applicable)	
Office No. :	Mobile No. :	Email :	Date :

EXPLANATORY NOTES

- (1) This form is to be filled up by the Fixed Installation Owner to notify Commissioner of Building Control of the intended major alteration or replacement works that are to be carried out by the registered Fixed Installation 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) Submit electronically via Lifts and Escalators Application (LEAP) Portal at <https://www2.bca.gov.sg/leap/LandingPage/Index>; or
 - (ii) In the event that LEAP services are not available, submit a scanned copy of the form via BCA Customer Feedback system.
- (4) According to Regulation 27 of the Building Control (Fixed Installations) Regulations 2025 (FI Regs), Fixed Installation Owners must notify the Commissioner of Building Control in writing before carrying out specified major alteration or replacement works, the works of which may only be performed by licensed fixed installation works contractors. Contravention of Regulation 27 carries penalties of up to \$20,000 fine or 12 months imprisonment.

According to Regulation 9 of the FI Regs, developers must submit **to the Commissioner of Building Control** for approval plans for any fixed installation works, certificates issued by the plan submission QP, type testing certificates for lifts, and any other supporting documents as specified in the FI Regs.

According to Regulation 3 of the FI Regs, major alteration or replacement works are defined in the First Schedule of the FI Regs, but replacing parts of a Fixed Installation with parts that have identical specifications does not constitute major alteration or replacement works. You may refer to the First Schedule of the FI Regs for the complete list of major alteration/replacement works that require and do not require fixed installation works plan submission.

- (5) There are no fees associated with this notification of major alteration or replacement works in relation to Fixed Installations .