

NOTIFICATION OF MAJOR ALTERATION OR REPLACEMENT WORKS ON ESCALATOR(S)
 [Regulation 29(1) of the Building Maintenance and Strata Management (Lift, Escalator & Building Maintenance) Regulations 2016]

Commissioner of Buildings 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 escalator(s) of separate model(s) or by different manufacturer(s) or installed at different address(s) / location(s). (7) ^ use separate sheet if necessary
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To be completed by building/structure owner

(1) *I/We hereby notify the Commissioner of the intended **major alteration or replacement works** that are to be carried out on the following escalator(s):

Escalator(s) ID	
Escalator(s) address / location	
Name of escalator service contractor to carry out the major alteration or replacement works	
Name and PE 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 escalator(s):

Escalator 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 Escalator(s) (the "Notification"), and all information and data in respect of and in connection with the escalator(s) whether submitted now or in the future, to the Commissioner of Buildings, and I/we consent for the Commissioner of Buildings 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 *Building/Structure Owner (includes individual/company)	Name and NRIC/FIN of authorised representative (if Building/Structure Owner is a company)
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Signature of *Building/Structure Owner or authorised representative (if Building/Structure Owner is a company)	Company Stamp (if applicable)
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Office No. :	Mobile No. :	Email :	Date :
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EXPLANATORY NOTES

- (1) This form is to be filled up by the escalator(s) owner to notify Commissioner of the intended major alteration or replacement works that are to be carried out by the registered escalator 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 29(2) of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016, major alteration or replacement works on an escalator include, but is not limited to, changing the speed, drive, control, safety device, braking system or step band of an escalator.
- (5) There are no fees associated with this notification of major alteration or replacement works on an escalator.