

V APPLICATION FOR A PERMIT TO OPERATE FIXED INSTALLATION(S):	
<p>^I/we hereby:</p> <ol style="list-style-type: none"> (1) apply for a Permit to Operate the fixed installation(s) listed in Part IV of this application form; (2) declare that this application is made within 3 months from the date in respect of which the fixed installation(s) was examined, inspected and tested; (3) confirm that the information provided above are true and accurate to the best of my knowledge; (4) confirm that ^I/we have engaged the fixed installation service contractor mentioned in Part (IV) of this application form to maintain the fixed installation(s) listed in Part (III) of this application form in accordance with the requirements under the Building Control (Fixed Installations) Regulations 2025; and (5) attach the following documents together with this application: <p>(Tick the appropriate box)</p> <ol style="list-style-type: none"> 1) Certificate of Fixed Installation Examination, Inspection, Testing & Commissioning of Fixed Installation(s) (BPMG_EMED_C3) <input type="checkbox"/> 2) Certificate of Supervision of Installation of Fixed Installation(s)(BPD_CSC04) <input type="checkbox"/> 3) Certificate of Supervision of Major Alteration or Replacement Works of Fixed Installation(s)(BPMG_EMED_C4) <input type="checkbox"/> 4) Fixed Installation Location Plan^(B) <input type="checkbox"/> 5) Application Fee[©] : S\$ _____ 	
<p>Name and ^NRIC/UEN of ^Fixed Installation Owner (includes individual/company):</p>	<p>Name and NRIC of authorized representative (if Fixed Installation Owner is a company):</p>
<p>Signature of ^ Fixed Installation Owner or authorized representative (if Fixed Installation Owner is a company)</p>	<p>Company Stamp (if applicable)</p>
<p>Date:</p>	<p>Contact No. :</p>

* Mandatory Field

Use separate sheet if necessary

^ Delete whichever is inapplicable

BPMG_EMED_A2_ver3 [June 2026]

EXPLANATORY NOTES

(A) GENERAL

1. This form is to be used for the application of the following:
 - (a) a permit to operate fixed installation(s), which has/have been newly installed and has/have not been issued a permit to operate before;
 - (b) to resume the operation of an existing permit to operate the fixed installation(s); or
 - (c) to renew an existing permit to operate the fixed installation(s).
2. For application of a permit to operate for more than one fixed installation, only fixed installations in the same address will be considered in a single form.
3. If fixed installation ID(s) has/have been allocated, please fill in the fixed installation ID(s) in this application form.
4. Where fixed installation ID(s) has/have not been allocated, please fill in the fixed installation numbering(s) in this application form. The fixed installation numbering(s) of the fixed installation(s) should be numerical eg 1, 2, 3, etc or alphabetical eg A, B, C, etc or alpha-numerical eg FI1, FI2, FI3, etc.
5. Please use separate forms for fixed installation(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 Fixed Installation Examination, Inspection and Testing (BPMG_EMED_C2);
- (b) One copy of fixed installation location plan showing the location(s) and the numbering of fixed installation(s) (applicable to new application);
- (c) One copy of Certificate BPD_CSC04 – Certificate of Fixed Installation Examination, Inspection, Testing & Commissioning of Fixed Installation(s) (applicable for new application);
- (d) One copy of Certificate BPMG_EMED_C4 – Certificate of Supervision of Major Alteration or Replacement Works of Fixed Installation(s) (applicable for re-commissioning of fixed installation(s) after major alternation and replacement works);

NOTE:

- All fixed installation location plans must be in either A3 or A4 size.

(C) APPLICATION FEE

Each application of a permit to operate fixed installation(s) in the same address shall be accompanied by the following fees:-

- (a) Where the application relates to 10 or less fixed installations of the same class — \$20 x A for each class of fixed installations in the application, where A is the number of fixed installations in that class; or
- (b) If the application relates to more than 10 fixed installations of the same class — \$200 + (\$10 x B) for each class of fixed installations in the application, where B is the number of fixed installations in excess of 10 in that class.

(D) CLASSIFICATION OF DEVELOPMENTS

- (a) Developments may be classified as shown in the table below:

S/N	Development Types	Building Types
1	Commercial	Shophouse, shopping complex, hotel, boarding house, chalet, backpacker's hotel, hotels, restaurant, eating establishment, market, hawkker or food centres and etc
2	Industrial	Factory, power station, power plant, workshop, warehouse and etc
3	Institutions	Government building, sports complex, hospital, clinic, nursing home, home for the aged, welfare home, pre-school, school, college, polytechnic, university, institute of learning and etc
4	Residential (HDB)	Housing Development Board estates
5	Residential (Private, Non-landed)	Private non-landed property, dormitory and etc
6	Residential (Landed)	Landed residential property and etc
7	Office buildings	office tower, office building and etc
8	Transport stations and terminals	Transport station, interchange, passenger terminal including airports and ferry terminal and etc
9	Mixed development	Multi-purpose complex
10	Others	Structure such as overhead bridge, vehicle parking building and etc.

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BPMG_EMED_A2_ver3 [June 2026]

(E) PERIODIC MAINTENANCE OF FIXED INSTALLATION

(a) Fixed Installation Works Contractors have to maintain the fixed installation(s) in accordance with requirements as stated below:

Requirements	Periodic maintenance frequency	Periodic maintenance program
Fixed installation		
All Installation	Once every month	The provisions for periodic maintenance in SS CP15:2004 ¹

¹ SS CP 15:2004 means the Code of Practice for the Installation, Operation and Maintenance of Escalators and Passenger Conveyors

* Mandatory Field

Use separate sheet if necessary

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BPMG_EMED_A2_ver3 [June 2026]