

NOTIFICATION OF MAJOR ALTERATION OR REPLACEMENT WORKS ON LIFT(S)

[Regulation 17(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 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 the intended **major alteration or replacement works** that are to be carried out on the following lift(s):

Lift(s) ID	
Lift(s) address / location	
Name of lift 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 lift(s):

Lift 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 Lift(s) (the "Notification"), and all information and data in respect of and in connection with the lift(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 lift(s) owner to notify Commissioner of the intended major alteration or replacement works that are to be carried out by the registered lift 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 17(2) of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016, major alteration or replacement works on a lift includes, but is not limited to, any of the following:
 - (a) changing, removing or adding any safety device of a lift;
 - (b) changing the mass of a lift car, including lift car finishing;
 - (c) changing the rated load or speed of a lift;
 - (d) changing the travel distance of a lift;
 - (e) changing the lift control operation (including changing the software or type of driving machine or brakes);
 - (f) changing the number, type or size of the hoisting ropes supporting a lift car or its counterweight;
 - (g) changing the size of the guide rails of a lift;
 - (h) changing the type of safety gear;
 - (i) changing the lift landing door, lift car door and lift car door drive and control.
- (5) There are no fees associated with this notification of major alteration or replacement works on a lift.