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BUILDING WORKS PROPOSAL FORM

Owners or residents must complete all details below in relation to their proposed Building Works (as defined in the Home Owners' Manual) and await approval of TECOM Commercial Department to the Building Works prior to commencement of any works.

Villa Number:

Name of Owner/Resident:

Contact numbers:

Home: **Mobile:**

E-mail Address:

Type of Building Works to be carried out:

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Estimated Duration of Works to be carried out:

Will any Villa Lantana Precinct Common Areas be affected?

Documents Required:

Kindly submit your application with the required documents (see list below) to TECOM Commercial Department with this form:

- completed Contractor/Service Provider Approval and Registration Form (with attachments);
- Plans and specifications for the proposed Building Works;
- consent letter from the registered owner if the works are to be carried out by a registered tenant;
- Building Works Assessment Fee as determined by TCM.

Please note:

- The following works are strictly prohibited and will not be permitted to be undertaken:
 - any structural alterations or improvements which affect the external elevation and structural walls of a Villa;
 - any alterations which prevent access to utility meters;
 - the installation of a satellite
 - the temporary or permanent closure or installation of garage doors to a garage;
 - any alterations to the setback and maximum GFA set by the relevant authorities;
 - any alteration to the boundary of a property; or
 - the enclosure of any balcony.
- Your application will be evaluated by TECOM Commercial Department and we will respond to you as soon as reasonably practicable.
- Once your application is accepted, you shall receive written consent which can be collected from TECOM Commercial Department.
- If you decide to vary the approved works, you must tell us and submit all details of the proposed variation and not carry out the proposed variation until you have received TECOM Commercial Department's consent to that variation.
- TECOM Commercial Department may require the payment of a security deposit for the Building Works which shall be notified to you following consideration of your application. The security deposit shall be refunded to you following completion of the Building Works, provided that you have complied with the terms of the Home Owners' Manual in relation to the Building Works.

Owner/Resident's

Signature(s): _____

Date: _____

