

Annexure – 6.2.1

APPLICATION FOR CARRYING OUT MAJOR RENOVATION WORK

DATE: _____
Name of the Owner: _____
Building & Flat No. _____
Contact No. _____

To:

The Chief Estates Manager
Seawoods Estates Ltd.
NRI Complex, Nerul,
Navi Mumbai – 400 706.

Dear Sir,

We intend to carry out repair/renovation in our Flat No._____, Bldg. No.__. We request you to kindly grant us the permission for the same. Details of repairs/renovation are as given below.

	YES /
NO	
Plumbing Work: 1) Replacing GI water pipes & fitting in bathroom/toilet	<input type="checkbox"/>
2) Replacing: a) W.C.	<input type="checkbox"/>
b) Sink / Wash Basin.	<input type="checkbox"/>
3) Replacing drainage pipes/ Nahani traps / floor traps.	<input type="checkbox"/>
Civil Work: 1) Retiling of a) Toilet	<input type="checkbox"/>
b) Kitchen	<input type="checkbox"/>
c) Bedroom.	<input type="checkbox"/>
d) Hall	<input type="checkbox"/>
e) Passage	<input type="checkbox"/>
f) Terraces and balconies	<input type="checkbox"/>
g) Any other areas	<input type="checkbox"/>

Address

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- | | |
|---|--------------------------|
| 2) Waterproofing of flooring of bathroom/
below kitchen sink | <input type="checkbox"/> |
| 3) Plastering of walls. | <input type="checkbox"/> |
| 4) Breaking of any walls. | <input type="checkbox"/> |
| Electrical work: 1) Internal electrical wiring. | <input type="checkbox"/> |
| 2) Installation of Air conditioners. | <input type="checkbox"/> |
| 3) New Electrical cable. | <input type="checkbox"/> |
| 4) New Telephone cable. | <input type="checkbox"/> |
| 5) New Computer cable. | <input type="checkbox"/> |
| Miscellaneous: 1) Furniture / Carpentry work. | <input type="checkbox"/> |
| 2) Painting / Polishing. | <input type="checkbox"/> |

Others (Please Specify): _____

Expected time for Completion: _____

1. We agree to allow your Maintenance Manager/Security personnel to periodically inspect the work being carried out by us during working hours and take photographs. SEL staff will carry out inspection of work in progress of waterproofing of the flooring of toilet / pantry area before retiling work. No prior intimation will be insisted for such routine inspection.
2. We agree to follow the rules & regulations laid down by the Seawoods Estates Ltd.
3. Copy of the Plan / drawing / sketch is attached duly signed by an Architect with his registration no.
4. We agree to pay the interest free security deposit of Rs.50000/- cheque for carrying out major repair works in the flat in favour of **Seawoods Estates Ltd.**
5. We agree to pay Rs.4000/- per month for first 6 months, Rs.6000/- for next 6 months and Rs.8000/- for every subsequent month towards service charges which will be billed in the M&R bill. If work exceeds 7 days full month will be treated. GST will be charged extra;
6. We shall take prior permission of SEL (Maintenance) to bring grills, sliding, A.C. grills and M.S. channels inside the Complex. Permission for bringing such materials on Mondays and holidays is not given.

Address

NRI Complex, Sector 54, 56 & 58, Nerul, Navi Mumbai-400 706.

7. We will officially inform to the Maintenance Manager about the completion of the interior work.
8. No work other than mentioned above or shown in the drawing submitted to SEL including structural demolition or addition or enclosing balcony, terrace etc. will be taken up by us
9. We have appointed M/s. _____ as our contractor for carrying out the above works. The address and telephone nos. are given below:

Name of Flat Owner: _____

Signature of Flat Owner: _____

Note: Please note that the application must be signed by flat owner

Name of Contractor : _____

Contact No. : _____



FOR OFFICE USE

Application received on: _____

Remarks by Accounts Office about dues (if any)

Address

NRI Complex, Sector 54, 56 & 58, Nerul, Navi Mumbai-400 706.

Remarks after initial survey

Signature _____

Inspection on: _____

By (Maintenance Manager):

Signature _____

Approved by Chief Estate Manager:

Signature: _____

Work Completed on: _____

Final Inspection on: _____

Address

NRI Complex, Sector 54, 56 & 58, Nerul, Navi Mumbai-400 706.

Remarks after final survey:

By (Maintenance Manager):

Signature _____

Amount to be refunded after deduction Rs. _____

Remarks by Chief Estate Manager:

Signature _____

Annexure – 6.2.2

Undertaking By Owner For Major Renovation Works

We, Mr. _____, Owner of Bldg. /Flat No. _____ of M/s. _____ the contractor engaged for the interior work in this flat hereby undertakes that:

1. We will not undertake any work apart from that mentioned in our application for interior work and specifically shown in the drawing attached.
2. **Grills installed, if any, will not protrude more than 6 inch from the line of building (i.e. we will not fix box type grills).**
3. **We will not undertake any work, which has got adverse effect on structural members (beams, columns and slabs) and waterproofing. We also undertake that our workers will not touch or break any RCC member / walls of any open shaft or duct for extension purpose.** The architectural elevation of the building by increasing sizes (length, width, depth) of the windows or any other architectural features on external side will not be disturbed by us.
4. Debris accumulated as a result of addition / alteration / renovation will be kept in the flat itself. We agree that no debris / furniture items /household articles / doors / windows / or any wooden fixture / fitment item will be placed in the staircase / stilt parking area or common areas. All debris will be filled and kept in gunny bags at the back of building. The debris will be lifted within 3 days by us. In case debris are not lifted within 3 days Seawoods Estates Ltd. (SEL) can stop the contract or from carrying at the work. Alternatively, SEL will get the debris lifted and charge to the owner every time Rs. 4000/- for bagged debris, Rs.5000/- for debris not bagged and Rs.6000/- for those kept in staircase, lobby, car parking or around the building.
5. Whenever any renovation/repair work is undertaken, no material such as tiles, sandstone, granite, marble furniture etc. will be placed anywhere outside the building, e.g. in staircase or cover stilt parking space or common areas. In case any such items are found, the Seawoods Estates Ltd. will ask the contractor to stop the work immediately and clear all the unauthorised items placed in the common areas or SEL will get the same removed and debit Rs.6000/- from the applicant.

6. Item like sand can be unloaded and kept in the open for a maximum of two days. The unloaded loose sand has to be repacked and kept in sand bags within two days failing which SEL will either get the same lifted and charge the resident Rs.2000/- (which will be charged in M&R bill) or stop the contractor from carrying out any work in the said flat, until all the sand is replaced in gunny bags.
7. We will officially inform to the Maintenance Manager on completion of our work for inspection of the work area.
8. Any office staff responsible for this work can inspect the work in progress and take photograph of the flat under renovation any time without prior intimation of the owner. We do not have any objection for it.
9. We will use only one lift i.e. left side lift for shifting of any debris or construction / furniture material or any other material required for renovation / repair. We also agree that no heavy or bulky material will be shifted / lifted in any of the lifts. Any damage to the lift can attract recovery of heavy repair charges from the applicant.
10. Lift lobby of ground floor and the floor on which work is going and whole staircase area will be maintained clean all the time. In case polish of the marble flooring gets damaged, we shall pay for repolishing / repair of damage if any. And in case if the floor gets dirty we will do cleaning / repolishing if any.
11. If any flat adjacent, above, below to the above flat is adversely affected, due to work carried on in the flat, we undertake to rectify the same at our own cost immediately failing which we agree to pay the charges for the same.
12. No debris / garbage etc. will be dumped on mangroves and along pond near Gate No. 2.
13. The contractor will make sure that work in the flat does not commence before 8.00 am and will cease at 7.00 pm and no work on Sundays / National Holidays.
14. "Nobody will cut the marble in common area". If any contractor found cutting the marble in common area will be fined Rs. 10,000/-.
15. We undertake that none of our workers will stay in SEL Complex between 7:30 pm to 8:00 am during the renovation of flat.

16. We undertake to comply with all rules and regulations laid by Seawoods Estates Ltd. for security, fire safety and structural integrity of the buildings.
17. We undertake to comply that following changes will not be made in our flat:
 - (i) Extension / increment of existing floor space by demolishing walls of lift / plumbing ducts or such other shaft adjacent to the said flat.
 - (ii) Construction of any wall on the RCC slab, as we understand this will alter structural behaviour and soundness of the building adversely.
 - (iii) Alteration/modification to existing staircase (in case of duplex/penthouse) of any kind.
 - (iv) Covering and enclosing of terrace by heavy structural member is prohibited, only temporary light weight shed will be permissible with prior approval.
18. We understand that in case of any defaults by us in the said work during execution or after completion, Seawoods Estates Ltd., is free to take any legal action or such other actions including informing appropriate authority as it may deem fit.
19. We agree to indemnify SEL, employees, officers, directors and service providers from any and all claims, losses, damages, and liabilities, costs and expenses, including without limitation legal fees and expenses arising out of or related to permission given in connection with work relating to interior renovation.
20. **Refund of security deposit is subject to final inspection and approval by SEL's Maintenance Manager as well as residents of adjoining flats and also flats on the next upper and lower floors not having made any complaint. We understand, agree and confirm that for non - compliance of any of the terms mentioned herein before, the deposit is liable to be forfeited and the work may be stopped by SEL. Further, we agree to pay charges and penalties as decided by Seawoods Estates Ltd. without any protest.**
21. Refund will also be subject to resident having complied with any other direction and/or observation made by the SEL which may or may not necessarily relate to the interior work under reference.

We hereby undertake to indemnify Seawoods Estates Ltd. or the Board of Directors for all liabilities and damages that may arise by reason of the interior works carried out by us.

Date: _____
Owner

Signature of Flat

Name: _____
No. _____

Flat

Contact No. _____

Address

NRI Complex, Sector 54, 56 & 58, Nerul, Navi Mumbai-400 706.

Annexure – 6.2.3

NOC FOR MAJOR RENOVATION WORK

Date: _____

Name of Flat Owner: _____

Approval

No.

Flat No. _____, Bldg. No. _____

Sub: NOC for Renovation Work in Flat No. _____ Bldg. No. _____

Dear Sir,

Validity of the permission: from _____ to _____

This has reference to your application dated _____ along with Cheque No. _____ dated _____ drawn on _____ for Rs. _____ (Rupees _____), as interest free Security Deposit, requesting for NOC to carry out the above work through the contractor Mr. _____

Contact No. _____, Architect Mr. / M/s.

_____ Contact No. _____.

We have no objection to your carrying out the said work subject to the following conditions: -

- 1) Arrears of maintenance & repair charges, if any, to be cleared before commencement of work.
- 2) SEL reserves the right to revoke the NOC without assigning any reason and stop the work and to stop the material and workers from entering the complex in the event of any relevant complains, default or violation of the guidelines or any other law, rules and regulations or any bye-laws of the SEL or disobedience of any instruction of the SEL.
- 3) To deposit security amount of Rs.50000/- (interest free) favouring “**Seawoods Estates Ltd.**” by cheque for carrying out major renovation work and it will be deposited in bank.
- 4) For the period of renovation, monthly service charge of Rs.4000/- for first 6 months, Rs.6000/- for next 6 months and Rs.8000/- for every subsequent month will be billed in the M&R bill. If work exceeds 7 days full month will be treated. GST will be charged extra;

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- 5) The work to be carried out smoothly during the working time between 8 am to 7 pm. No work will be allowed on Sundays & National Holidays.
- 6) The contractor, supervisor and their workers will have to immediately take temporary entry passes on payment of Rs.100/- per entry pass, from the Seawoods office valid for one month only. They have to submit two passport size photographs for each person along with name and address of their workers.
- 7) The general plan of the flat can be obtained from the SEL office. Owner is advised to indicate his proposal for additions / alterations etc. thereon.
- 8) To submit papers for approval 7 days in advance.**
- 9) To submit an undertaking that no work other than that approved in letter will be carried out. Structural changes involving integrity of the columns, beams and slab are prohibited under this approval.
- 14) Not to disturb the outside elevation features of the building by increasing sizes (length, width, depth) of the windows or any other architectural features on external side.
- 10) Not allowed to cover and include the plumbing duct or any other duct in the building into any portion of the flat. No structure or supporting system is allowed to cover any duct including plumbing duct. In case the same is noticed, SEL will stop the work in progress in the flat.
- 11) Not allowed to cover the open terrace of the flat with heavy structural steels or any concrete structures. If any structural modifications are observed during renovation work, the work permission will be cancelled and SEL will be constrained to stop the work.
- 12) Utmost care should be taken while carrying out renovation/repairs. If any damage is caused to the building, the same will be repaired/ rectified by the SEL at Owner's cost, risk and consequences.
- 13) Refund of security deposit is subject to final inspection and approval by SEL's Maintenance Manager as also by residents of adjoining flats and also flats on the next upper and lower floors.
- 14) If Owner is repairing his bathroom or toilet, he has to do water proofing of floor and wall (up to 3 feet height). On the water proofed floor of toilet / bathroom, to keep water for 4 days and show it to the Maintenance Manager of SEL. Only after certification by SEL's Maintenance Manager, claim for refund will be considered.
- 15) If there is any leakage due to Owner's repairing, he has to stop the leakage immediately at his cost and further due to the leakage if there are damages to other

flat or to the property of the Seawoods Estates Ltd. then he will be required to restore it to original status.

- 16) Owner will have to give an undertaking on Rs.100/- stamp paper regarding the precautionary measures to be taken during renovation work in the flat. An illustrative list of (a) common violations observed (b) Residents' issues and complaints and (c) Best practices suggestions is attached for ready reference.
- 17) The work must be carried out through experienced work staff / personnel having, wherever necessary, necessary license / certificate in the category of work. SEL reserves the right to call for such licenses for inspection.
- 18) SEL will not be responsible for any compensation whatsoever happens to any workmen / interior designer / contractor / sub – contractor in any case.
- 19) Contractor will clean up the drainage chambers in case it has been choked due to the repair / renovation work.
- 20) After finishing the renovation works, the respective owner has to make sure for proper cleaning of debris and waste material from staircases, lobby area, parking plots & any unauthorized area within 3 days otherwise SEL will charge cost of clearance along with administrative charges.
- 21) To abide by the noise pollution norms laid down by the Govt. for the residential areas.

**Acknowledged and accepted by the
flat owner / occupant**

For Seawoods Estates Ltd.

Signature of Flat Owner

(Maintenance Manager) Chief Estates Manager

Name of the Flat Owner: _____

Tel / Contact No. : _____

Email ID : _____

- CC:
1. Flat Owner.
 2. Security Officer. For maintaining the validity of permission and entry of the contractor on daily basis till the permission is valid.
 3. For information of residents of adjoining flats and flats on next upper and lower floors. SEL management does not take any responsibility for any kind of dispute between the parties or third parties including residents.

Address

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**Attachment to
Annexure 6.2.3**

Illustrative List as stated in item 8 of permission letter

A. Some observed Violations of SEL Renovations Guidelines

- 1) Use of hammer/hydraulic drill
- 2) Not respecting silence zone timings
- 3) Not using safety nets on every window/balcony.
- 4) Using temporary labourers for extended periods of time without permanent passes and police background/verification checks.
- 5) Keeping material in stair case landing in violation of NNMC (Fire) and SEL guidelines
- 6) Working in staircase area and full passage blocking - in violation of NNMC (Fire) and SEL guidelines
- 7) Cutting/Drilling into Column/Slab.
- 8) Using both elevators for moving material.
- 9) Doing civil work while approval given for painting work.
- 10) Doing civil work or other work with no permissions by using labourers from other floors or ferrying them in owner vehicles.

B. Resident Issues/Complaints

- 1) Working with main door open/ajar resulting in noise and dust pollution on floor.
- 2) Messing up lifts with dirt and debris and leaving them unclean overnight.
- 3) Moving material during silence zones and causing indirect noise especially when keeping material on floor with a big thud.
- 4) Dust on lobby area of floor and ground floor.
- 5) Changing clothes in open outside common bathroom are in full visibility to children and ladies.
- 6) Water tap left on by labourers resulting in flooding and leakage to lower floors
- 7) Cement curing process, resulting of water seeping into lobby area.

C. Best Practice Suggestions

1. Keep a small strip of wood/stone strip fixed at and across base of main door to ensure no stray dust and noise is contained.
2. During internal wall demolition, first strip away plaster/tiles on either side, loosen inter brick cement before brick demolition. This results in lesser energy and lesser vibrations.
3. Sharpen tools such as Chisel. Blunt tools require more force resulting in more noise and vibration.
4. While using grinder to cut pathways in brick/cemented wall, use water from tube, spray as done similar to when granite is cut to minimize fine dust pollution. (This has been done and demonstrated to a couple of contractors and we have dust pollution reduced to zero)
5. All debris to be packed and not thrown from lower floors directly to trucks.

Name and Signature of Owner with date

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Address

NRI Complex, Sector 54, 56 & 58, Nerul, Navi Mumbai-400 706.

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Address

NRI Complex, Sector 54, 56 & 58, Nerul, Navi Mumbai-400 706.