

MINOR INTERIOR WORK APPLICATION FOR NOC

Bldg. /Flat No: _____

Date: _____

Sr. No.	Particulars	Clean	Unclean	Debris
1	Staircase			
2	Covered Parking			
3	Backyard/Walkway			
4	Lift Lobby at concerned floor			
5	Any Damages to Seawoods Property			

Deductions

Whether work is completed within 7 days of as per the period of Interior Works	
Debris Clearance Charges	

Remarks & Signature of flat owners regarding any damages or leakage

		Start of Work Date	Completion of Work Date
Checked by: Supervisor			
NOC from Housekeeping Supervisor			
Receipt & Particular No. _____ Date: _____ Rs. _____			
Confirmation from Security & Building Attendant on Completion			

Remark By
Maintenance Manager:

Signature/Remarks of Flat Owner for
Deduction of:

- a) Service Charges: Rs. _____
- b) GST: Rs. _____
- c) Debris Charges: Rs. _____
- d) Total Deductions: Rs. _____
- e) Refundable Amount: Rs. _____

Approval by Chief Estates Manager

APPLICATION FOR CARRYING OUT MINOR WORKS

DATE: _____

Name of Owner: _____

Building & Flat No. _____

Contact No. _____

To:

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

Dear Sir,

We intend to carry out minor renovation to our flat. We request you to kindly grant us the permission for the same. Details of minor renovation are as given below.

YES / NO

- Miscellaneous:**
- 1) Furniture/ Carpentry work.
 - 2) Painting/ Polishing.
 - 3) Others (Please Specify) _____

Expected time for Completion: _____

1. I/We agree to allow your Maintenance/Security personnel to periodically inspect the work in progress. No prior intimation will be asked for such routine inspection.
2. I/We agree to follow the rules & regulations laid down by the Seawoods Estates Ltd. in this regard, and I/we follow silent zone between 2.00PM to 4.00PM.
3. I/We agree to make the interest free security deposit of Rs.20,000/- for Minor Repair & period upto 2 months by way of cheque for carrying out minor work in the flat in favour of **“Seawoods Estates Ltd.”**
4. I/We agree to pay Rs.5000/- per month for period of 2 months onwards for every subsequent month towards service charges to be deducted from security deposit. For work completed within 7 days once a month, there is no charge. If work exceeds 7 days, full month charge will be recovered. GST-18% will be charged extra;
5. I/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.
6. I/We will officially inform to the Maintenance Manager about the completion of the work.
7. No work other than mentioned above will be carried out by us.
8. I/We have appointed M/s. _____ as contractor for carrying out the above works. The address and telephone nos. are given below:

Signature of flat owner _____

Name of Contractor: _____

Signature of Contractor _____

Contact No. _____



FOR OFFICE USE

Application received on: _____

Remarks by Accounts Office about dues (if any)

Remarks after initial survey _____ **Signature** _____

Inspection on
By Manager Maintenance

Singature: _____

Final Inspection on: _____

Remarks after final survey:

By Asst. Manager (Maintenance):

Signature _____

Amount to be refunded after deduction Rs. _____

Joint Undertaking by Owner and Contractor for Minor Work

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

- 1) Debris accumulated as a result of addition / alteration will be kept in the flat itself. Any additional debris will be filled and kept in gunny bags on the back of building. These debris will be lifted within 3 days by us otherwise we are ready to pay Rs.4,000/- (Rupees Four Thousand Only) every time to SEL as mentioned in work permission form for lifting the debris in gunny bags by SEL (The cost of lifting such debris will be deducted from my security deposit).
- 2) I/We agree that no debris will be dumped loose around the building and if any loose debris dumped by our workers, then we are ready to pay Rs.5000/- (Rupees Five Thousand Only) every time to SEL as mentioned in work permission form for lifting loose debris by SEL (The cost of lifting such debris will be deducted from my security deposit).
- 3) I/We agree that no debris / garbage / household articles will be dumped or stored in the common lobby or staircase areas of the building. If any materials dumped or stored by our workers in the common lobby or staircase areas, then we are ready to pay Rs.6,000/- (Rupees Six Thousand Only) to SEL as mentioned in work permission form signed by us for lifting such materials by SEL. (The cost of lifting such debris will be deducted from my security deposit).

- 4) I/We will officially inform to the Maintenance Manager on completion of our work for inspection of the work area.
- 5) SEL staff responsible to oversee the work can inspect the flat under renovation any time without prior intimation to us. It would be mandatory on the part of flat owners who have their bathrooms repaired/renovated by outside parties, to allow the SEL staff to inspect the same as and when Admin Office deems fit.
- 6) I/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. I/We also agree that no heavy or bulky material will be shifted / lifted in any of the lifts.
- 7) 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 re-polishing / repair of damage if any.
- 8) 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 and penalty as decided by the SEL.
- 9) 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. Noisy work, such as breaking, banging and floor/furniture polishing by machines, is not permitted between 2.00 pm to 4.00 p.m.
- 10) No debris / garbage etc. will be dumped on mangroves and along pond near Gate No. 2.
- 11) We undertake that none of our workers will stay in NRI Complex between 6:00 pm to 8:00 am during the renovation of flat. And we follow silent zone between 2.00PM to 4.00PM
- 12) We undertake to comply with all rules and regulations laid by SEL for security reasons.
- 13) We understand that in case of any defaults by us in the said work during execution or after completion, SEL is free to take any legal action or such other actions including informing appropriate authority as they may deem fit.
- 14) The work must be carried out through experienced staff / personnel having, wherever necessary, necessary license certificate / staff medical insurance / vaccination certificate of the workers in the category of work. Seawoods Estates Ltd. reserves the right to call for such licenses for inspection.

I/We understand, agree and confirm that for non - compliance with any of the terms mentioned herein before, the deposit is liable to be forfeited and the work may be forcibly stopped by Seawoods Estates Ltd. Further, a penalty as decided by SEL will be payable by us including blacklisting of the contractor involved from entering the Complex. We undertake not to contest, legally or otherwise, the decision of Seawoods Estates Ltd.

Signature of Contractor

Name: _____

Address; _____

Contact No. _____

Contractors Name with Seal _____

Signature of Flat Owner

Name: _____

Flat No. _____

Contact No. _____

NOC/WORK PERMISSION FOR MINOR WORKS IN FLAT

Date: _____

Name of Flat Owner: _____

Approval No. _____

Flat No. _____ Bldg. No. _____

Sub: NOC / Work Permission for Minor 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 all the conditions stated in the Application and Joint Undertaking. You will also comply with the undernoted conditions: -

- 1) Arrears of maintenance and repair charges, if any, to be cleared before commencement of work.
- 2) Necessary permission to be obtained from the local municipal authorities. Seawoods Estates Ltd. will not be responsible for any violation.
- 3) Any works such as internal painting / carpentry / polishing etc. will be considered as minor works.
- 4) The Contractor and Supervisor will have to immediately take temporary entry pass from the Seawoods office on payment of Rs.100/- per person. They must submit their two passport size photographs along with their workers photographs along with their name and address for getting temporary entry pass.
- 5) Papers are to be submitted for approval one day in advance. And we follow silent zone between 2.00PM to 4.00PM.
- 6) To submit an undertaking that no work other than that approved in letter will be undertaken.
- 7) **Refund of security deposit is subject to final inspection and approval by SEL's Maintenance Manager and also residents of adjoining flats and also flats on the next upper and lower floors.**
- 8) To give an undertaking 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.
- 9) Seawoods Estates Ltd. will not be responsible for any compensation whatsoever happens to any workmen / staff of the interior designer / contractor / sub – contractor in any case.
- 10) Contractor can be asked to clean up the drainage chambers if chocking are due to his work. List as stated in item 8 above is attached.

- 11) The work must be carried out through experienced staff / personnel having, wherever necessary, necessary license certificate / staff medical insurance / vaccination certificate of the workers in the category of work. Seawoods Estates Ltd. reserves the right to call for such licenses for inspection.

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 and Contractor with date

**Acknowledged and accepted by the
Flat Owner / Occupant**

For Seawoods Estates Ltd.

Signature of Flat Owner
Name of the flat Owner / Occupant _____
Tel / Contact No. _____

Manager Maintenance/Project

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 but will extend all lawful help to the aggrieved resident.