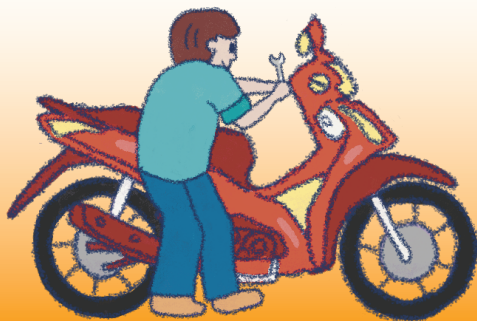




SENGKANG
TOWN COUNCIL

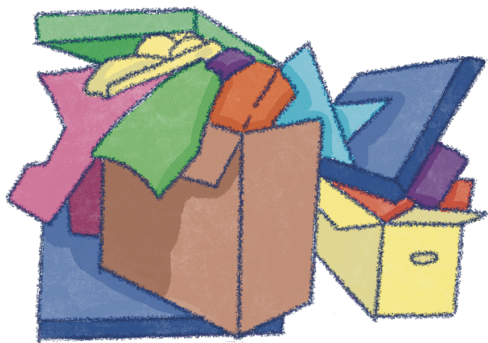
THE HANDBOOK OF SKTC BY-LAWS



THE TOWN COUNCIL OF SENGKANG (COMMON PROPERTY AND OPEN SPACES)

BY-LAWS 2021

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PREFACE

Welcome to your new home in Sengkang Town! While you get settled into your living space, it is essential that we let you in on the ways in which you can contribute towards a vibrant neighbourhood.

The Town Council's by-laws have been enacted to ensure that the management of your estate can be carried out effectively and efficiently. From the illegal dumping of items to cases of obstruction and fires at common areas, the Town Council is front and centre when it comes to the mitigation of issues that hinder gracious living.

This booklet seeks to share with YOU, our new residents on the Town Council's by-laws, and how you can play your part to make Sengkang Town the place to be!

Coupled with detailed examples and illustrations that highlight the DO's and DON'Ts pertaining to each of the by-laws, we hope that this booklet can serve as a friendly guide to remind you that estate issues can be easily resolved or even avoided, when you put the art of gracious living into practice.

Happy reading!

Sengkang Town Council

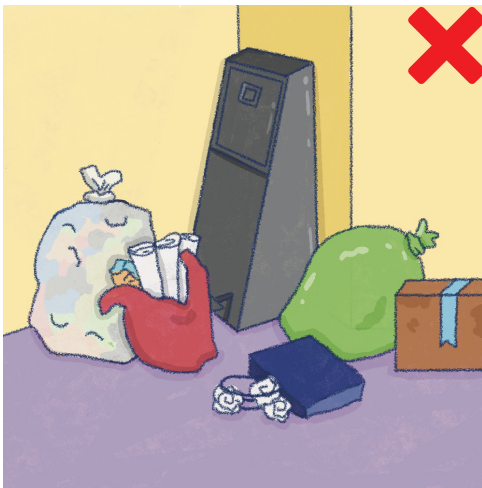


By-Law #3 – Dumping and Renovation Debris

A person must not – place, deposit, keep or leave (or cause or permit to be placed, deposited, kept or left) any material, article, object, or thing on any common property or in an open space not designated by the Town Council for that purpose; or transport renovation debris or other building material in a lift in a building, or over any other common property or an open space, without the prior written permission of the Town Council.

ILLEGAL DUMPING OF LARGE/BULKY WASTE REFUSE AND RENOVATION DEBRIS

Gracious living begins with the proper disposal of our personal items. It is on every individual to ensure that shared spaces are free of bulky waste refuse such as faulty electrical appliances, large trash bags and packaging from the delivery of online shopping etc.



As these items may not always fit into the centralised refuse hoppers located at the lift lobby area, they are often left strewn across the floor around the hopper, thus creating an unpleasant living space. The Town Council would like to encourage residents to do their part in the proper disposing of large items by leaving them beside the centralised refuse shutter located at the ground level of each residential block for collection.

Besides the illegal dumping of large/bulky waste refuse, the improper placement of renovation materials and debris can also be an **eyesore**. These may take the form of tiles, paint cans, cement packages and wooden crates, to name a few.

Homeowners and renovation contractors are advised to arrange for the proper disposal of the renovation debris. Such materials and debris should not be left behind at the residential areas that fall under the purview of the Town Council at all times. The illegal disposal of bulky items and renovation debris carries a maximum fine of up to **S\$500.00**.

By-Law #4 – Obstruction of Common Property

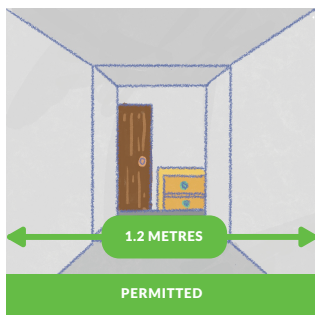
A person must not –

with an object, a fixture or a thing, obstruct, or cause or permit the obstruction of, the lawful use of any common property. The Town Council may remove and detain any object, fixture or thing obstructing the lawful use of any common property.

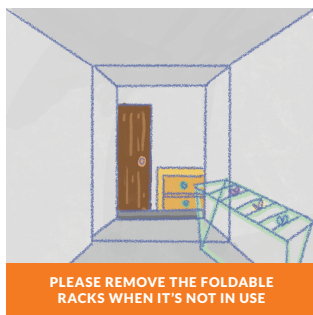
LET'S KEEP OUR CORRIDORS AND STAIRCASES FREE OF OBSTRUCTION!

Although it is common to see shoe cabinets, rows of plants and other personal items placed along the common corridor walkway, residents have to ensure that the pathway of HDB corridors has to maintain a clearance of at least 1.2 metres from the placement of foldable / removable clothing racks and small shoe racks for the access of ambulance crew & wheel chair bounded person at all times.

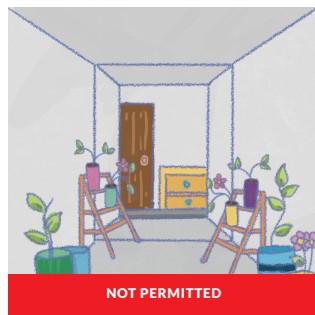
Excessive storage will obstruct the escape routes during emergency evacuation and danger the life of others in the event of fire outbreak. In order to uphold the good spirit of communal living in Sengkang Estate, the Town Council raised awareness with the residents by educating the public on the various platforms such as newsletter, website, notice boards and digital display panels on the proper usage of common property areas.



- Always keep a clear width of 1.2M in the corridor walkway in case of any emergencies.



- Remove your foldable clothing racks when it is not in use.



- Do not store items along the staircase and lift landing areas.
- Do not use HDB Risers as personal storage at all times.
- Do not install any fixed items along the common corridors.
- Do not store any items within the dry/wet riser and hose reel compartments.

Such items are potential fire hazards. You may recall recent fires at common areas where residents' personal belongings were set ablaze. To mitigate such issues, the Town Council's Property Officers are trained to carry out enforcement actions against errant residents, in accordance with SCDF's guidelines. For more information on SCDF fire safety guidelines, please visit their website at <https://www.scdf.gov.sg/>.

By-Law #5 – Damage to Common Property

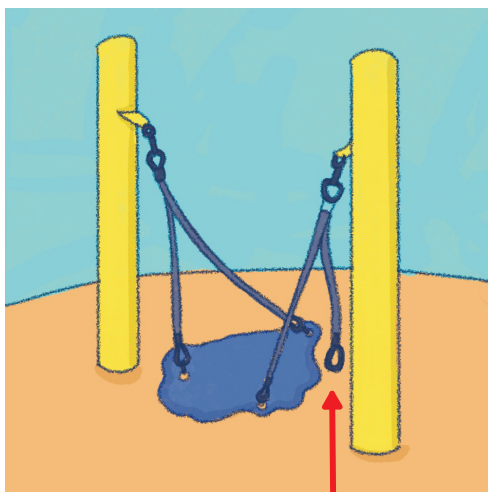
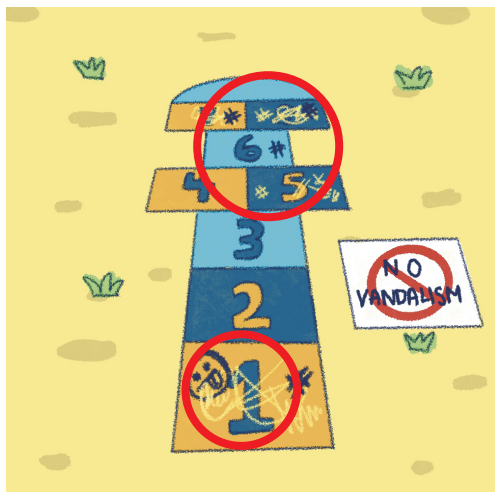
A person must not –

remove, destroy, damage or deface any common property; or remove any earth, soil or property from any common property.

CARING OVER SHARED AMENITIES

Amenities within our neighbourhood are provided for residents' shared use.

These include playgrounds, fitness corners, hardcourts and barbeque pits, to name a few. Creating a gracious and friendly neighbourhood begins with every individual.



Dislodged Chain

However, damage to common property may result in the environment becoming aesthetically unattractive in a hurry. Damages to our shared spaces can take on many forms. From vandalism of walls, to the defacing of floor tiles and inconsiderate actions such as urination and defecation at open areas etc.

In addition to contributing to an unpleasant living space, vandalism to common property also requires extensive effort on the part of the Town Council to allocate additional time and manpower resources in the remedying of the damages, which in turn, impedes our efforts to efficiently serve residents.

Individuals found to be in violation of this by-law could be fined up to a maximum of **\$500.00**.

By-Law #6 – Damage to turf, plant, shrub or tree

A person must not –
without the prior written permission of the Town Council

- a) remove, cut, damage or dispose of any (or part of any) turf, plant, shrub or tree, situated on any common property or in an open space; or
- b) pick any (or part of any) shrub or plant situated on any common property or in an open space.

PRESERVATION OF PLANT LIFE AND VEGETATION



The plethora of plant species found within Sengkang Town vastly contributes to the vibrancy of our estates. However, the existence of plants in our common spaces are often overlooked.

Plants co-exist with wildlife and of course, humans, as part of our ecosystem. It is thus on the onus of every individual to cultivate good habits to ensure that our floral friends are given proper care.

With the long-term preservation of plants in mind, the Town Council's by-laws have been gazetted to deter individuals from destroying any turf, plant, shrub or tree, situated on any common property or in an open space.

Plucking fruit from a tree, burning of joss papers on a turf or tying of banners between trees are some examples of ways that could cause damage to the plants within our neighbourhood.

Besides enacting laws to preserve plant life, the Town Council also works towards sprucing up our town with the addition of new plant species at the annual "Tree-Planting Day" event, traditionally held in November every year!

Residents are, however, not encouraged to plant their own species of plants on the common turf areas as such actions constitute to illegal planting, which is unauthorised by the Town Council.

Community gardens across Sengkang Town provide bonding opportunities between residents and their families. Gardening enthusiasts may find out more about allotment gardening by contacting their nearest Residents' Committee (RC).

By-Law #7 - Throwing items from buildings

A person must not -
endanger the life of, or cause injury to, another person; cause damage to any property in the Town; or cause any nuisance, annoyance or inconvenience to another person by throwing an item, or allowing an item to fall, from his flat or any part of a building onto any common property or an open space.

STOP HIGH RISE LITTERING



For the safety of everyone in the community, the Town Council would like to remind all residents to refrain from feeding the pigeons by throwing food and litter outside of the windows.

Did you also know that pigeon feeding is an offence and carries a fine of up to \$500? By feeding the pigeons, this adds on to the unhygienic practice of high-rise littering has affected the cleanliness of the estate and may also attract pests such as ants, birds, cockroaches and flies, making the environment susceptible to a variety of different health risks.

Should you find your bagged refuse too bulky to fit into the common refuse hopper, please bring them down and deposit them into the bulk bins provided at the ground floor outside of the Central Refuse Chute.

Let us work together to create a safer, healthier and socially gracious town!

By-Law #8 - Dangerously positioned items

A person must not –

place an item on or at a window-sill, corridor or other part of the common property in a way that is likely to endanger the life of any person; cause injury to any person; or cause damage to any common property or the property of another person.

POTENTIAL KILLER LITTERS IN SENGKANG TOWN

Following analysis from inspections carried out by the Ministry of National Development (MND) in 2021, the threat of killer litter remains a pressing issue in Sengkang Town. Dangerously-placed items such as flower pots may fall on to the common areas of your HDB estate and ruin the aesthetics of Sengkang Town in the process. In consideration of public safety in our estate, the Town Council's enforcement team will be deployed to educate the public on the dangers of killer litter through the creation of advisory messages. If you witness any potential killer litter items in the estate, kindly contact the Town Council at 6590-9700 or email us at enquiry@sktc.sg.

- 1st Offence - \$200
- 2nd Offence - \$500
- and subsequent Offences - \$500

Here are some recommended safety tips to note:



DO NOT install any fixtures on parapet walls or window ledges. Hanging fixtures along the common corridors and outside windows are also prohibited.



DO NOT place potted plants and other belongings on parapet walls, window ledges or air-con ledges.



DO NOT place, tie or hang objects over the railings.

If you require assistance in removing unwanted bulky items that is taking up space consumption in your home, you may arrange for the complimentary removal service provided by the Town Council.

Each household is limited to three (3) bulky item(s) per month by sending in your enquiry to <https://sktc.sg/contact-us/> at least three working days in advance.

By keeping our common areas tidy, we can provide a safe and clean environment for our residents to live in.

By-Law #9(1) - Unlawful parking, etc

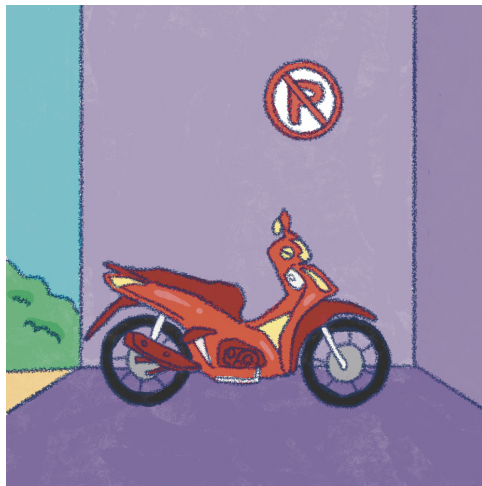
A person must not –
without the prior written permission of the Town Council

- a) park a vehicle on any common property or in an open space that is not a parking place; or
- b) use, ride or drive a vehicle on any common property or in an open space.

By-Laws #10 - Power to detain or remove vehicles

The Town Council may remove a vehicle and detain it at a place of safety or any other suitable place; or immobilise a vehicle by an immobilisation device to the vehicle that is parked on any common property or in an open space in contravention to by-law 9(1)(a) or appears to have been abandoned.

ILLEGAL & UNLAWFUL PARKING



For the convenience and safety of all residents, we appreciate your cooperation to park your bicycles / motor vehicles at the designated parking facilities! Parking of any motor vehicles at the void decks or any other common property area is not allowed.

Any person(s) found guilty may be fined **S\$150.00** per offence.

From 1 Sept 2021, the use of vehicles such as PMDs, bicycles or power-assisted bicycles (PABs) will be banned at the common property under the management of Sengkang Town Council. The parking of any wheelchairs or Personal Mobility Aids (PMA) by the railings at the common corridor area will cause inconvenience for the public by obstructing the passageway. Other than wheelchair users, bicycles and PMD riders are required to **DISMOUNT AND PUSH** their vehicles at any common property area. *Summons will be issued after 3rd reminders for compliance.

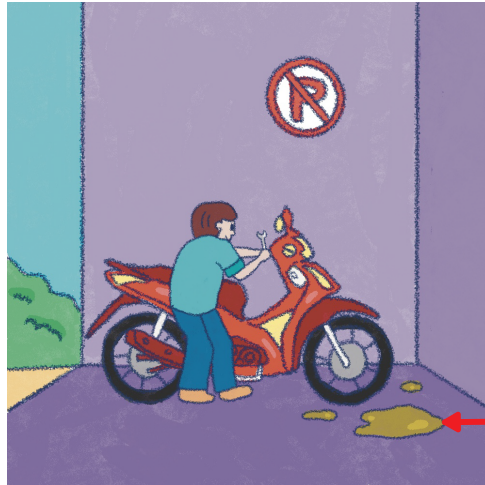
If you spot any illegal parking, you may use the OneService app to make a report of contact the following hotlines:

Sengkang Town Council	6590-9700
Essential Maintenance Services Unit (EMSU)	1800-325-8888 (For residents living in Buangkok, Compassvale, and Rivervale)
	1800-241-7711 (For residents living in Anchorvale)

By-Law #11 – Repairing, painting, etc., of vehicles

A person must not –
repair, paint, spray, test or service; or cause or permit to be repaired, painted, sprayed, tested or serviced, a vehicle on any common property or in an open space.

REPAIR AND SERVICING OF VEHICLES AT COMMON AREAS



Oil Spillage

The repair and servicing of vehicles such as motorbikes, scooters and bicycles are not permitted at common areas such as corridors and void decks. Such repairs commonly involve the dismantling of vehicle parts and/or spray painting, which could cause damage to the walls and flooring of our shared spaces.

To ensure that our estates remain aesthetically pleasant in the long term, the repair and servicing of vehicles should only be conducted at venues such as vehicles workshop, or within the confines of one's own home (for bicycles, Personal Mobility Devices etc.).

Individuals found to be in violation of this by-law could be fined up to a maximum of **\$500.00**.

By-Law #12 - Playing of games, etc

A person must not –
roller skate, ride a skateboard, or play or take part in any game, on any common property or in an open space, except in an area designated for that activity.

BE A CONSIDERATE NEIGHBOUR

Be considerate with your noise level when you are taking part in any community activities organised at the void deck or at the playground as exposure to loud noises and music is a common source of disturbance to our neighbours.



Here's some tips on how to reduce noise pollution:

- Keep the noise level from music speakers' volume down at all times.
- If you are planning any dinner gatherings, respect your neighbours by limiting the number of guests.
- Be a responsible pet owner by making sure that your dog(s) refrain from creating a noise disturbance at common areas especially during the late evenings and early mornings.

If you find your neighbours getting a little too noisy after 10:30PM, Identify the appropriate time to approach your neighbour to sort out the conflicts. Connect with your neighbours by promoting simple act of care and support to one another. If you know someone in our estate who needs help to resolve any neighbour dispute, the Community Mediation Centre (CMC) provides mediation service to residents in Singapore.

By-Law #13 - Entertainment and sale of goods or services on common property and open spaces

A person must not –
without the prior written permission of the Town Council

a) hold or stage, or cause the holding or staging, of, any show, play, wayang or other entertainment, or any reception or formal party on any common property or in an open space; or

b) sell, or offer or exhibit for sale, goods or services on any common property or in an open space.

ENTERTAINMENT AND SALE OF GOODS OR SERVICES ON COMMON PROPERTY AND OPEN SPACES



Oil Spillage

The Town Council common property and open spaces are great to host a small or large scale event for your birthday parties and other celebrations.

Prior approval and Advance booking is required If you're looking to use the following venues in Sengkang Town void deck / communal hall / link building / facilities / open spaces in Sengkang Town for your Social Events, Bereavement, Religious, Grassroots Activities or Non-Grassroots Activities / Others.

Please contact us via email at **enquiry@sktc.sg** with your preferred date and time.

Selling of food is prohibited at void deck areas.

Please visit our website by scanning the QR code for the Temporary Occupational Licence (TOL) charges.



By-Law #14 - Display of Signs

A person must not –
without the prior written permission of the Town Council, display, or cause or permit to be displayed, a sign on any common property or in an open space.

DISPLAY OF SIGNAGES, NOTICES AND BANNERS AT COMMON AREAS / OPEN SPACES



Signages and notices serve as methods of communication between the Town Council and residents of the Town. The Town Council may produce signages and notices to inform and update residents of important municipal issues that enforce the management and upkeep of the Town, as well as to engage residents by way of its ongoing public outreach efforts.

These communication materials are largely presented in a vast array of formats such as signages which are erected at open spaces, notices in lift cars and notice boards, announcements on Digital Display Panels (DDP) and festive banners installed at various locations within the Town.

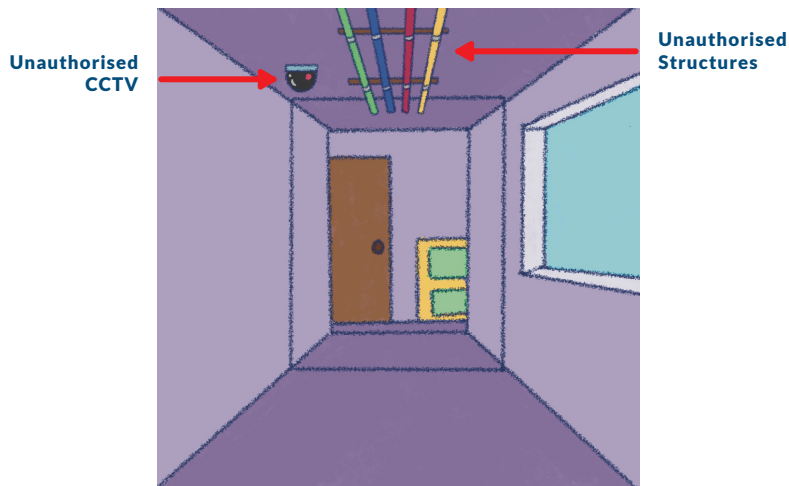
Individuals intending to make use of the Town Council's channels for publicity purposes are to obtain written-permission from the Town Council prior to the display of their materials.

Interested parties make contact the Town Council at 6590 9700 or send an email to enquiry@sktc.sg for more information regarding the display of public content.

By-Law #15 - Unauthorised Structures

A person must not – without the prior written permission of the Town Council, erect or install a fixture, structure or thing on any common property or in an open space.

INSTALLATION OF UNAUTHORISED STRUCTURES ARE PROHIBITED



The installation of unauthorised structures at common areas is not allowed at the common property and/or open spaces without the prior written permission of the Town Council. Examples of such installations include decorative lights, bicycle racks, clothes drying racks, and wall-mounted fans etc.

The unauthorised electrical installations can pose safety threats to human life, should the electrical work not be completed according to the relevant code of practices and regulations by accredited electrical work professionals in Singapore.

Such installations should only be carried out within the confines of residents' flats by certified contractors. The Town Council will proceed to remove any unauthorised installations at the common area, with prior notices and warnings issued to residents found to be in violation of the By-law.

The installation of unauthorised structures at common areas/open spaces carries a fine of up to **S\$500.00**.

By-Law #16 - Diversion of Water and Electricity

A person must not –

without the prior written permission of the Town Council, draw, divert or take

a) water from a tap, pipe or water service installation for the supply of water, situated on any common property; or

b) electricity from a socket or an electrical supply line or electrical installation for the supply of electricity, situated on any common property.

USE OF WATER AND ELECTRICITY AT COMMON SPACES



Water taps and electrical sockets are widely found within the estates at areas including Void decks, Multi-Purpose Halls (MPH), Multi-Storey Carparks (MSCP), Central Refuse Chute (CRC) compactor rooms and common corridors.

The unauthorised use of water and electricity at these areas is prohibited. Taps and sockets at the MPH are provided to supply necessities to residents during the hosting of events/functions, which have to be pre-booked with the Town Council.

The Town Council also provides coin-operated water dispensers, which are progressively installed at the MSCPs to allow drivers greater convenience in the washing of their automobiles.

Such facilities located at the MPHs and MSCPs are provided on a pay-per-use basis and are not to be tampered with.

Besides providing convenience, the water taps and electrical sockets also serve to provide water and electricity to residents during times of a temporary shutdown resulting from the carrying out of maintenance works.

By-Law #17 - Bathing, etc., in fountains

A person must not – bathe, wade or wash in; or cause or permit any animal belonging to him or her or in his or her charge to enter or remove anything from, any pond or fountain which is within the Town and maintained by the Town Council.

BY-LAWS GOVERNING OUR RIVERS AND WETLANDS



Rivers and wetlands in Sengkang Town are popular sites that provide for scenic photo-taking opportunities and offer residents serenity amidst the hustle and bustle of everyday life. While such areas are not residential areas, rivers and wetlands are also areas which fall within the management of the Town Council.

To protect life forms which inhabit such areas, By laws are enacted to prevent individuals from bathing, wading and/or carrying out washing activities etc. In addition, pet owners should also be mindful and refrain from permitting pets from entering and/or discharging pet waste into the rivers and wetlands.

The discharging of foreign substances into rivers and wetlands are against the Town Council's By laws. Anglers are also advised from fishing at our rivers and wetlands.

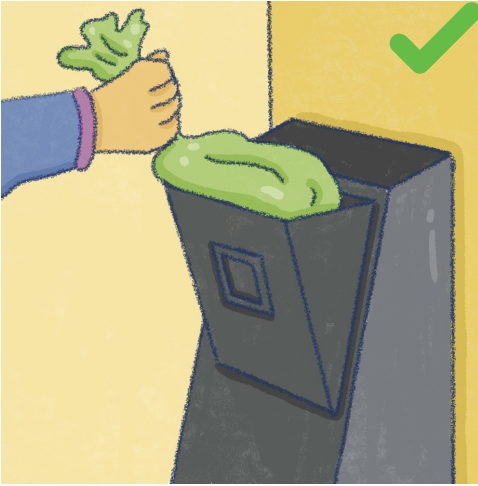
Violation of the above by-law carries a fine of up to **S\$500.00**.

By-Law #18 - Obstruction of Refuse Chutes

A person must not –

Throw or deposit, or cause or permit to be thrown or deposited, into a refuse chute in a building any object material, thing, article or substance that will or is likely to choke or clog the refuse chute; obstruct the free fall of refuse in the refuse chute; or cause nuisance, annoyance or inconvenience to other occupiers of the building.

BAG YOUR REFUSE



DO'S

- Always bag your trash tightly before throwing into the hopper.

DONT'S

- Throw Flammable Items.
- Heavy objects and bulky items that do not fit.

The Town Council would like to encourage our residents to dispose of your e-waste items at Alba's collection drives which are held at the housing estates; or at the designated recycling points located within your neighbourhood.

You may discard unwanted items such as Information and Communication Equipments, Large Household Appliances, Electric Mobility Devices, Household Batteries, Lithium Ion Portable Batteries, Consumer Electric Vehicle Batteries and Consumer Lamps etc.

Should your bulky e-waste not fit into the bins provided, please place them beside the bins instead. Batteries are to be disposed of into the general bins or blue recycling bins only.

We would like to remind all residents that bulky items should only be discarded at designated spot of the ground level of each residential block. You may deposit recycling items into recycling chutes or blue recycling bins found within your estate.

By-Law #19 - Trespassing onto lift motor rooms

A person must not –
without the prior written permission of the Town Council, enter

- a) lift motor room, pump room, switch room or roof top; or
- b) any common property that is a fenced enclosure, building or room; and contains an installation for the use or supply of water or electricity.

TRESPASSING ONTO LIFT MOTOR ROOMS



The Town Council manages and maintains common properties of residential flats and commercial properties under HDB.

All electrical works are carried out by a Town Council appointed electrical worker for any maintenance of mechanical and electrical installations in common property such as lifts, water pumps / pipes / tanks, switch rooms and lightings.

These includes non-accessible area such as the lift motor rooms, pump rooms, switch rooms, rooftops or any access that is out of bound to members of the public.

Any person found of trespassing will be fined up to a maximum of **\$S500.00**.



SENGKANG
TOWN COUNCIL

Operating Hours

Mondays to Fridays: 8:00am to 5:00pm

Payment Collection Hours

Mondays to Fridays: 8:00am to 4:30pm

Weekends and Public Holidays: **CLOSED**

Tel: 6590 9700

Main Office: Blk 266 Compassvale Bow #01-06 Singapore 540266

Branch Office: Blk 156A Rivervale Crescent #01-01 Singapore 541156

Branch Office: Blk 323C Sengkang East Way #01-589 Singapore 543323

