

APPENDIX 5.7

SAMPLE

(state company name)
 (state company address)
 Tel No (state No)
 Fax (state No)

Ref

Date

To:

The Resident/Occupier

Dear Residents

**PROPOSED CONSTRUCTION/DEMOLITION/RENOVATION/
 DEVELOPMENT WORKS AT (state location of site)**

We are the Sub-Contractor carrying out the above works. The scope of our works will essentially involve the following:

- a _____
- b _____
- c _____

2 The project is targeted for completion by (state month & Year) and during the construction phase, works may be carried out at night.

3 We are aware that the noise generated from our construction activities may affect you. As such, we will be implementing the following measures to minimise disturbance to the neighbourhood:

- a schedule all noisy works to the day time;
- b repair/replace faulty equipment and tools; and
- c attend to feedback from residents on a 24 hour basis

4 In order for us to ensure that the measures are carried out effectively, we would appreciate it if you could provide us feedback whenever you are disturbed by noise from our works. Your feedback will certainly help us to take positive steps to prevent or mitigate the disturbance.

5 We would therefore welcome you to call the following personnel for assistance if you have any feedback at any time.

Name of Contact Person	Designation	Contact No
eg Peter Tan	eg Site Manager	Handphone/Pager No

6 We would like to assure you that every effort will be made to minimise disturbance to the neighbourhood during the construction period.

7 Thank you for your understanding.

Yours faithfully

Managing Director
(Company's Name)

cc Head
Environmental Health Department
Environment Building
40 Scotts Road #21-00
Singapore 228231