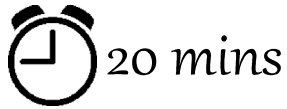


# How To Submit Change of Use Application

On LicenceOne

(<https://licence1.business.gov.sg>)



1

## Choose Licence

Select “URA” & “Change of Use Approval”

2

## Login With SingPass

3

## Select Your Profile

Applying as (i) an individual or (ii) for a company?

For (ii), please get ready your company’s UEN account

4

## Fill In Applicant’s General Information

Provide NRIC/ID no., email and mailing address

5

## Provide Application Details

Property address of change of use proposal,

Owner’s NRIC/ID no., email, contact no., and address

6

## Provide Supporting Documents (If Any)

Consent letter from landowner (e.g. JTC, HDB), location/layout plan, technical clearances from agencies

7

## Make E-payment

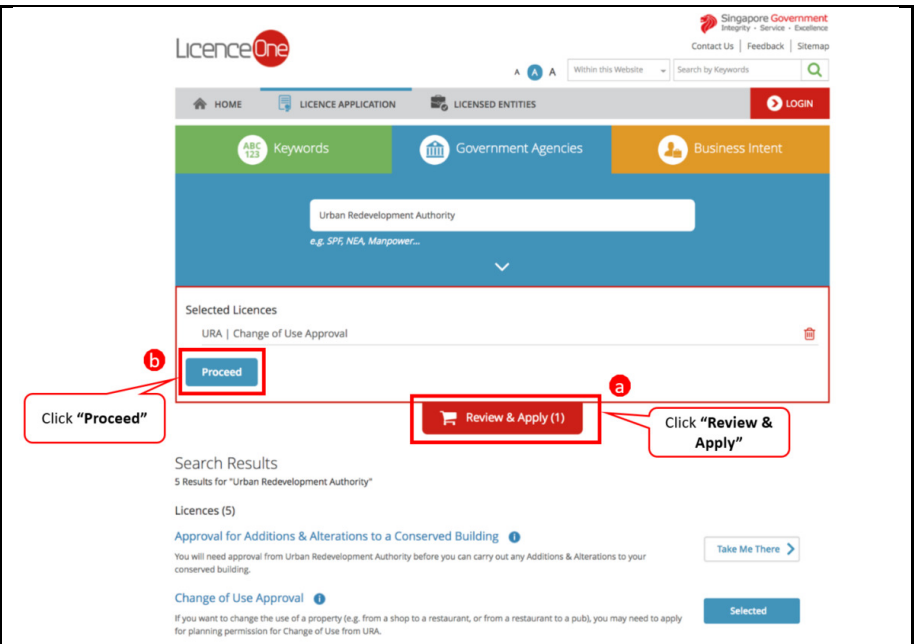
Pay processing fees of \$535 to complete the application

# STEP-BY-STEP GUIDE

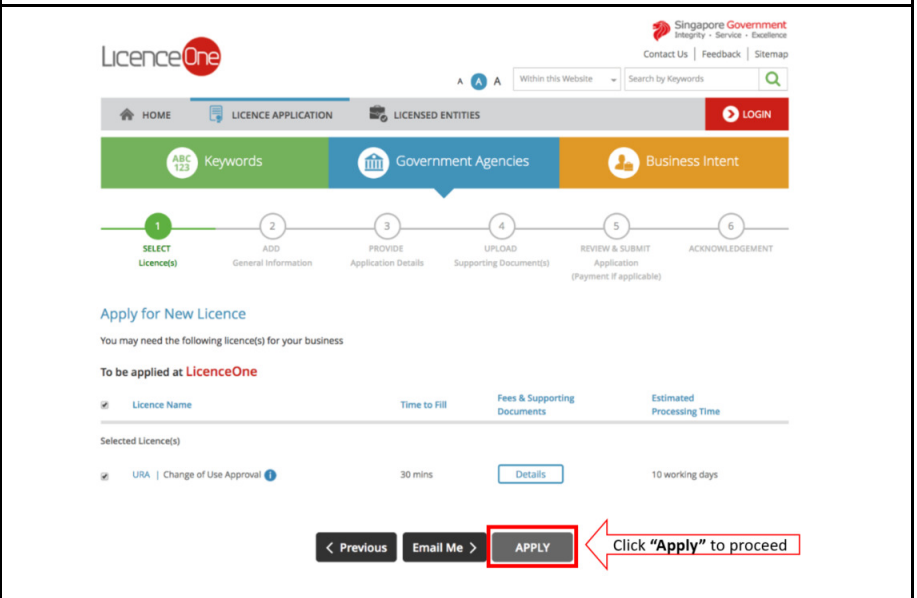
## APPLY FOR NEW CHANGE OF USE APPLICATION

Step 1: Choose Licence		
SN	Procedures	Screenshot
1.1	<p>a. Go to URA Website (<a href="http://www.ura.gov.sg/corporate">www.ura.gov.sg/corporate</a>)</p> <p>b. Select “E-Services”</p> <p>c. Click “Development Control”</p> <p>d. Click “All change of use application are to be submitted electronically via LicenceOne” under Apply for Change of Use</p>	
1.2	<p>a. Select Change of Use Approval</p> <p>b. Click “Add to selection”</p>	

1.3 a. Click "Review & Apply"  
 b. Click "Proceed"

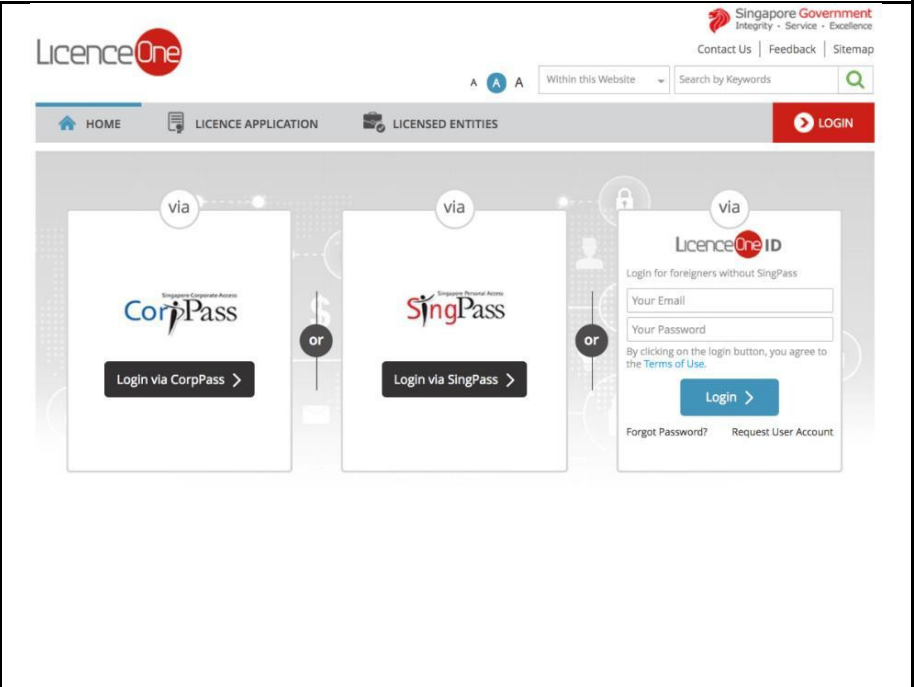


1.4 a. Check Selected Licence  
 b. Click "Apply" to proceed



## Step 2: Log in with Singpass/CorpPass

2.1 Log in using SingPass, CorpPass or LicencelOne User ID



## Step 3: Select your profile

3.1 Only for **SingPass** log in. For users who log in using CorpPass, skip this step

a. Indicate if you are applying as a “Company” or “Individual”

a. If you are applying as a Company, fill in Company’s UEN Account

b. Click “Next” to proceed

\*UEN – Unique Entity Number

Indicate if you are applying as an “Individual” or “Company”  
If you are applying as a Company, fill in Company’s UEN Account accordingly

Click “Next” to proceed

3.2 a. Read the “Terms of Use” and click on the checkbox

Read and agree to the “Terms of Use” by clicking on the checkbox

3.3 a. Indicate if you are applying as “Applicant” or “On behalf of applicant”

b. Click on the checkbox if you would like to populate your details from MyInfo

Indicate if you are applying as “Applicant” or “On behalf of applicant”

Click on the Checkbox if you would like to populate your details from MyInfo

## Step 4: Fill in general information of applicant

4.1 a. Fill in applicant's details

b. Click "Next" to proceed

Note: All field marked with an asterisk (\*) are compulsory

### For SingPass Log In

**a** Fill up the details based on the profile selected (either as Individual or Company)

**Apply as an Individual**

**Applicant's Particulars**

Substitution:  SA  MNC  FTA  Passport

Name:  Designation:

ID Type:  NRIC  FTA  Passport

ID Number:  Home Tel Number:

Championship:  Mobile Number:

Gender:  Male  Female

Date of Birth:  Email:

Primary Contact Mode:  Office Tel Number  Home Tel Number  Mobile Number

**Applicant's Particulars**

Designation:  Managing Director

ID Type:  NRIC  FTA  Passport

ID Number:  Home Tel Number:

Championship:  Mobile Number:

Gender:  Male  Female

Date of Birth:  Email:

Primary Contact Mode:  Office Tel Number  Home Tel Number  Mobile Number

**Applicant's Address**

Address Type:  Local  Foreign

Type of Premises:  Street Name:

Postal Code:  Level:

Block / House Number:  Unit Number:

Building Name:

**Mailing Address**

Address Type:  Local  Foreign

Type of Premises:  Street Name:

Postal Code:  Level:

Block / House Number:  Unit Number:

Building Name:

**Apply on behalf of a Company**

**Organisation Registered Address**

Type of Premises:  Street Name:

Postal Code:  Level:

Block / House Number:  Unit Number:

Building Name:

**Organisation Operating Address**

Type of Premises:  Street Name:

Postal Code:  Level:

Block / House Number:  Unit Number:

Building Name:

**Organisation Contact Details**

Tel Number:

Fax Number:

Business Email:

**Mailing Address**

Organisation Name:  Street Name:

Postal Code:  Level:

Block / House Number:  Unit Number:

Building Name:

**b** Click "Next" to proceed

All fields marked with an asterisk (\*) are compulsory

### For CorpPass Log In

**a** Fill up the details based on the profile selected (either as Individual or Company)

**Applicant's Particulars**

Substitution:  SA  MNC  FTA  Passport

Name:  Designation:

ID Type:  NRIC  FTA  Passport

ID Number:  Home Tel Number:

Championship:  Mobile Number:

Gender:  Male  Female

Date of Birth:  Email:

Primary Contact Mode:  Office Tel Number  Home Tel Number  Mobile Number

**Applicant's Address**

Address Type:  Local  Foreign

Type of Premises:  Street Name:

Postal Code:  Level:

Block / House Number:  Unit Number:

Building Name:

**Organisation Details**

Organisation Name:

URL:

Organisation Type:

SIN of Member Company:

**Organisation Registered Address**

Type of Premises:  Street Name:

Postal Code:  Level:

Block / House Number:  Unit Number:

Building Name:

**Organisation Operating Address**

Type of Premises:  Street Name:

Postal Code:  Level:

Block / House Number:  Unit Number:

Building Name:

**Organisation Contact Details**

Tel Number:

Fax Number:

Business Email:

**Mailing Address**

Organisation Name:  Street Name:

Postal Code:  Level:

Block / House Number:  Unit Number:

Building Name:

**b** Click "Next" to proceed

All fields marked with an asterisk (\*) are compulsory

## Step 5: Provide application details

5.1 Read our requirements and click on all checkboxes

1 SELECT Licences | 2 ADD General information | 3 **PROVIDE Application Details** | 4 UPLOAD Supporting Documents | 5 REVIEW & SUBMIT Application (Payment of Application) | 6 ACKNOWLEDGEMENT

**Apply for New Licence**

Change of Use Approval

Change of Use

You are advised to read the guidelines at [this link](#) before you proceed.

Please ensure that the submission is complete and correct to facilitate prompt processing of application. Otherwise, the application may be delayed.

Documents required for submission.

- Land Owner's Consent** - If the premises is leased from SLA or government agencies (e.g. HDB, JTC). Please provide their letter of consent as the owner.
- Location Plan** - For Multi-unit developments (e.g. shopping center, flat factory), please attach a location plan indicating the location of your premises. See [sample attached](#).
- Floor Plan** - If your premises is located in a multi-unit development, please a floor plan showing the location of your unit. - Please provide a layout plan (with dimensions indicated) of your unit. See [example](#).
- Other supporting documents** - These include a cover letter and clearance from other Government agencies (e.g. SCDF, LTA, NEA, PUB) relevant to your proposed use.

Read and acknowledge our requirements by clicking on the checkboxes

5.2 a. Select License Type: **Formal Change of Use**  
 Select Submission Type: **New Submission**

b. Indicate details of Property Address for New Change of Use

c. Click “Add” after entering Property Address Details

*Note: All field marked with an asterisk (\*) are compulsory*

1. Select Licence Type: **Formal Change of Use**  
 2. Select Submission Type: **New Submission**

Fill in the fields under “Property Address for New Change of Use”

Click “Add” after you have entered Property Address details

All fields marked with an asterisk (\*) are compulsory

5.3 Select applicant’s interest in the application

If the Applicant has more than one role in the application, he/she may choose more than one option (if applicable)

5.4 a. Fill in Owner/Co-Owner Particulars; if owner is a company, fill in “NA” or “-” for NRIC info

b. Click “Add” after entering details

*Note: All field marked with an asterisk (\*) are compulsory*

Fill up the information under “Owner/Co-Owner Particulars”

If owner is a company, fill in “NA” or “-”

Use the buttons to edit or delete Owner/Co-Owner Particulars

Sl No	Name	Passport No.	Citizenship	Address	Telephone No/ Mobile No	Interest in Application
1	LURA	S1234567A	SINGAPORE CITIZEN	45 MAXWELL ROAD, LURA CENTRE, THE	61234567	Owner

5.5 **Optional**

a. Fill in additional contact details (if any)

b. Click “Add” after entering details

*Note: All field marked with an asterisk (\*) are compulsory*

Fill up the information under “Additional Person Particulars” (if needed)

Click “Add” after you have entered details

All fields marked with an asterisk (\*) are compulsory

5.6 a. Click "Refresh List" to show payer list  
 b. Select the Payer  
 c. Enter and confirm Payer's email

*Note: All field marked with an asterisk (\*) are compulsory*

**a** Please click on "Refresh List" to show the payer list

**b** Select the Payer

**c** Enter and Confirm the Payer's Email

All fields marked with an asterisk (\*) are compulsory

5.7 a. Select appropriate declaration  
 b. Click "Proceed"

**a** Select the appropriate declaration by clicking one of the checkboxes

**b** Click "Proceed" to next page

### Step 6: Provide supporting documents (if any)

6.1 a. Upload the supporting documents.  
 b. Select the option "Offline Submission" if you do not have any documents to submit  
 c. Click "Next" to proceed

**a** **b** You may Upload the supporting documents to submit as part of the application. Otherwise, select the option "Offline submission" to submit the documents to us separately, or if you do not have any documents to submit

**c** Click "Next" to proceed

6.2 a. Review application details to ensure information provided is true and correct  
 b. Read and acknowledge the declarations by clicking on the checkbox  
 c. Click "Submit" to submit application

**a** Ensure that the information provided in the General Information and Application Details pages is true and correct

**b** Read and acknowledge the declarations by clicking on the checkbox

**c** Click "Submit" to submit application

## Step 7: Make E-payment

7.1 Click "Proceed with payment". You will be directed to PayPal payment portal for you to make payment accordingly

**LicenceOne** Singapore Government  
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HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES

Dashboard Applications Licences **Payments** Requests for Action Managed Returns Correspondences

1 SELECT Licence(S) 2 ADD General Information 3 PROVIDE Application Details 4 UPLOAD Supporting Document(S) 5 **REVIEW & SUBMIT Application (Payment if Applicable)** 6 ACKNOWLEDGEMENT

### Apply for New Licence

### Make Payment

Description	Fee Type	Fee	GST	Sub Total
PA1810267903				
URA - Change of Use Approval C1820103614	Processing Fee\$	\$500.00	7.00% (\$35.00)	\$535.00
Grand Total				\$535.00

\*Note: Payment has to be made before the application can be submitted

**PROCEED WITH PAYMENT**

Click "Proceed with payment" to pay the processing fees

7.2 Pay through PayPal account or with your debit/credit card

**PayPal** \$535.00 SGD

Have a PayPal account? **Log In**

or

Pay with debit or credit card  
We don't share your financial details with the merchant.

Country: Singapore

Mastercard VISA American Express

Card number

Expiry Date CVV

First name Last name

PayPal is the safer, faster way to pay  
No matter where you shop, we help keep your financial information more secure.



7.3 View and print the acknowledgement slip/receipt, if necessary

The screenshot displays the LicenceOne web interface. At the top right, it features the Singapore Government logo and navigation links for Contact Us, Feedback, and Sitemap. The main navigation bar includes Home, My Portfolio, Licence Application, and Licensed Entities. A secondary menu contains icons for Dashboard, Applications, Licences, Payments, Requests for Action, Managed Returns, and Correspondences. A process flow diagram shows six steps: 1. SELECT Licence(S), 2. ADD General Information, 3. PROVIDE Application Details, 4. UPLOAD Supporting Document(S), 5. REVIEW & SUBMIT Application (Payment If Applicable), and 6. ACKNOWLEDGEMENT. The current step is 6, which is highlighted in green.

### Apply for New Licence

Submitted successfully: 1 application(s)  
You will be notified of the approval of your application via SMS/Email.

Urban Redevelopment Authority  
**Change of Use Approval**

Application Number	C1820103614	Payment Advice Number	PA1810267903
Application Status	Submitted with Payment	Payment Status	STAGE1 : PAID STAGE2 : N.A
Submission Number	B1820240560	Payment Amount(SGD)	\$535.00
Submission Date	25 Jul 2018 14:13:14	Estimated Processing Time	10 working days
Submission Name	B1820240560		

[View your Applications and Status](#)

**NOTE**  
Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column.  
Please note that the "Submission Name" is for your personal reference only.  
You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.

[VIEW RECEIPT](#) [PRINT](#) [CLOSE](#)