

How to Submit

Change of Use Lodgment



20 mins

On GoBusiness

(<https://licence1.business.gov.sg/feportal/web/frontier/home>)

1

Choose Licence

Click "Government Agencies" > "URA" > "Change of Use Approval"

2

Login with Singpass / Login ID

3

Fill in Applicant's General Information

Provide email & mailing address

4

Select Licence Type – Lodgment and relevant Category Type

5

Provide Application Details

Property address of change of use lodgment, intended use, owner's particulars, payer's email

6

Provide Supporting Documents (if any)

Consent letter from property owner or landowner (e.g. JTC, HDB, SLA), location/floor plan

7

Make E-payment

Pay processing fees of \$150 to complete the application

STEP-BY-STEP GUIDE

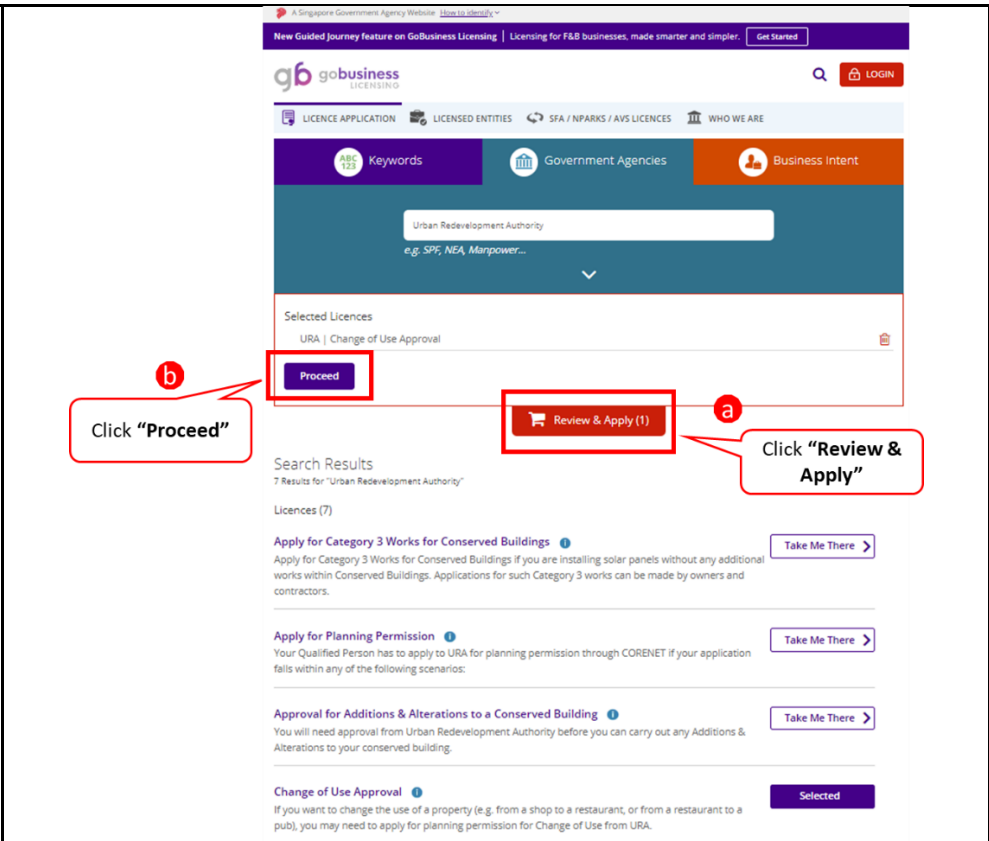
APPLY FOR CHANGE OF USE LODGMENT

Step 1: Choose Licence		
SN	Procedures	Screenshot
1.1	<p>a. Go to URA Website (www.ura.gov.sg/corporate)</p> <p>b. Scroll to the bottom of the page</p> <p>c. Under “e-Services”, click “Development Control”</p>	
1.2	<p>Under “Apply for Change of Use”, click “All change of use applications are to be submitted electronically via LicenceOne”</p>	
1.3	<p>The GoBusiness Portal will open in a new tab</p> <p>a. “Urban Redevelopment Authority” should already be typed into the search bar (if not, refer to Steps 3.3 to 3.5, then return to this step)</p> <p>b. Under the Search Results, look for “Change of Use Approval”, and click the “Add to Selection” button on its right</p>	

1.4

a. Click **“Review & Apply”**

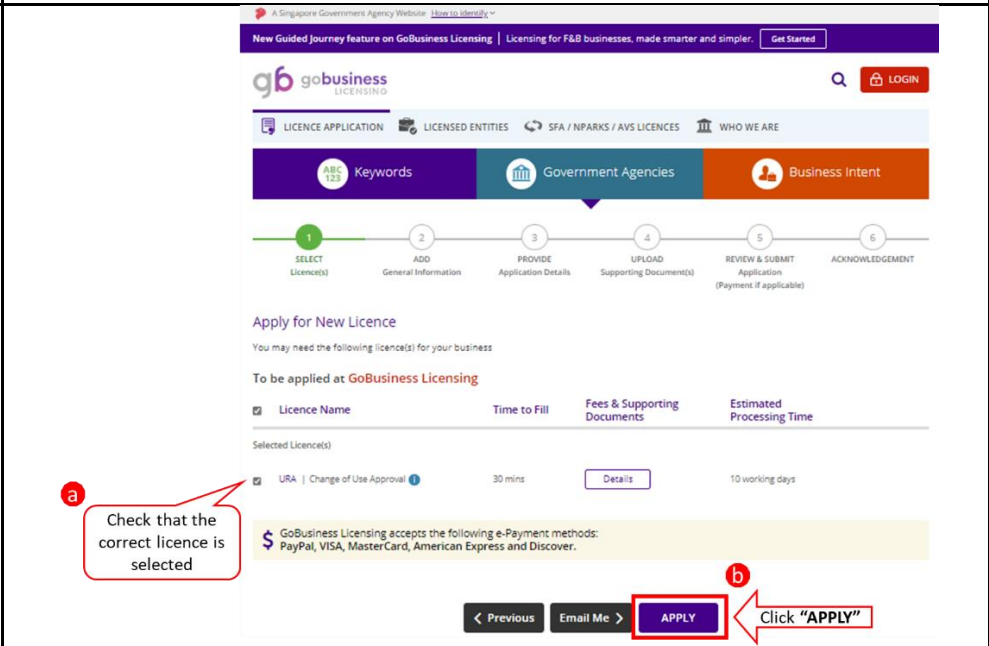
b. Click **“Proceed”**



1.5

a. Check Selected Licence(s)

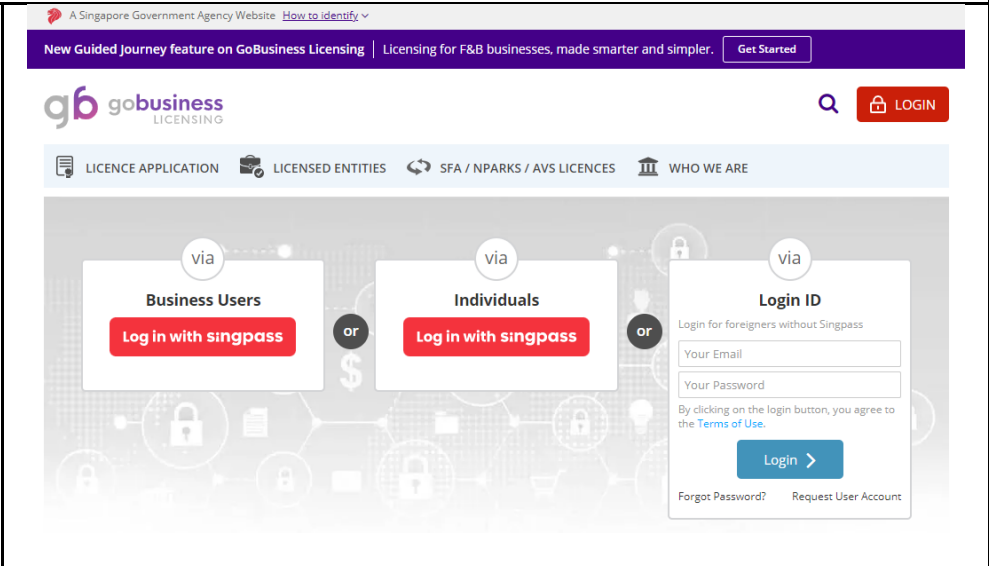
b. Click **“APPLY”**



Step 2: Log in with Singpass/Login ID

2.1

Log in using Singpass, or GoBusiness Login ID



Step 3: Register with GoBusiness Licensing (for new users only)

- 3.1 a. Click on the **checkbox** if you would like to populate your details from MyInfo. Otherwise, fill in the details manually
- b. Ensure all compulsory fields are filled up
- c. Click **“Proceed”**

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

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

b All compulsory fields should be filled in

c Click **“Proceed”**

All fields marked with an asterisk (*) are compulsory

- 3.2 After creating a profile, you might be redirected to the Dashboard page (as shown here)
- (If redirected to the License Application page instead, skip to Step 4.1)

- a. At the header, click **“LICENCE APPLICATION”**
- b. In the drop-down menu that appears, click **“APPLY FOR NEW LICENCE”**

a Click **“LICENCE APPLICATION”**

b Click **“APPLY FOR NEW LICENCE”**

- 3.3 a. In the search bar, type **“Urban Redevelopment Authority”**
- b. Click **“Search”**

a Type **“Urban Redevelopment Authority”** into the search bar

b Click **“Search”**

3.4 In the Search Results that appear, click “URA - Urban Redevelopment Authority”

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gobusiness LICENSING

MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES SFA / NPARKS / AVS LICENCES WHO WE ARE

ABC 123 Keywords Government Agencies Business Intent

Urban Redevelopment Authority [Search](#)

e.g. Food court, Pet shop, NEA...

[Review & Apply \(0\)](#)

Search Results

13 results for Keyword "Urban Redevelopment Authority"

Agency (13)

URA - Urban Redevelopment Authority

HSA - Health Sciences Authority

IMDA - Info-communications Media Development Authority

3.5 a. Search Results appear
b. Follow Steps 1.3 to 1.5

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LICENCE APPLICATION LICENSED ENTITIES SFA / NPARKS / AVS LICENCES WHO WE ARE

ABC 123 Keywords Government Agencies Business Intent

Urban Redevelopment Authority [Search](#)

e.g. SPF, NEA, Manpower...

[Review & Apply \(0\)](#)

Search Results

7 Results for "Urban Redevelopment Authority"

Licences (7)

Apply for Category 3 Works for Conserved Buildings [Take Me There >](#)

Apply for Category 3 Works for Conserved Buildings if you are installing solar panels without any additional works within Conserved Buildings. Applications for such Category 3 works can be made by owners and contractors.

Apply for Planning Permission [Take Me There >](#)

Your Qualified Person has to apply to URA for planning permission through CORENET if your application falls within any of the following scenarios:

Approval for Additions & Alterations to a Conserved Building [Take Me There >](#)

You will need approval from Urban Redevelopment Authority before you can carry out any Additions & Alterations to your conserved building.

Change of Use Approval [Add to Selection >](#)

If you want to change the use of a property (e.g. from a shop to a restaurant, or from a restaurant to a pub), you may need to apply for planning permission for Change of Use from URA.

a Search Results are the same as in Step 1.3

b To proceed, follow Steps 1.3 to 1.5 (the steps are exactly the same)

Step 4: Fill in general information of applicant

- 4.1 a. Read the “Terms of Use” and click on the **checkbox**
- b. Indicate if you are applying as “**Applicant**” or “**On behalf of applicant**”

a Read and agree to the “Terms of Use”, then click on the checkbox

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

- 4.2 a. Click on the **checkbox** if you would like to populate your details from MyInfo. Otherwise, fill in the details manually
- b. Ensure all compulsory fields are filled up
- c. Click “Next”

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

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

b All compulsory fields should be filled in

c Click “Next”

All fields marked with an asterisk (*) are compulsory

Step 5: Provide application details

5.1 Read our requirements and click on all **checkboxes**

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gb **gobusiness**
LICENSING

MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES SFA / NPARKS / AVS LICENCES WHO WE ARE

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

Change of Use Approval (URA)

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,flatted factory),please attach a location plan indicating the location of your premises.
- 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.
- 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.

5.2 a. Select License Type:
Lodgment

b. Select relevant building
Category Type

Licence Category

Licence Type* Lodgment

Category

Category Type*

- Please Select
- Please Select
- Business Park
- Commercial Building
- Community Centre
- Shophouses

5.3 a. **Fill in** the fields under
Change of Use Details

b. Click **"Add"** after entering
the details

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

Change of Use Details (Change of Use Lodgment: Shophouses)

Select Location* Search
Please ensure that the Street Name and Block/House No. tallies with the selected location

Postal Code* [Retrieve Address](#) Street Name*
Please enter your postal code and click on "Retrieve Address"

Block / House No* Unit's Floor Area*
(E.g. 100.00)Sq m

Level No* First Storey Please select your intended use of the premises?* Please Select
[Refresh List](#) [Definition Of Uses](#)
Please click on "Refresh List" button to view / refresh the allowable uses.

Unit No E.g. 05-01 Key in:01

Please click on the "Add" button after you have entered Change of Use Details(Change of Use Lodgment: Shophouses) details.
Please click on the "Edit" button () to amend the Change of Use Details(Change of Use Lodgment: Shophouses) details, and click "Add" again after you have made your amendments.

Add **Click "Add" after entering the details**

All fields marked with an asterisk (*) are compulsory

Sl.No	Block / House No	Postal Code	Street Name	Level No	Unit No	Unit's Floor Area	Intended use of the premises?
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5.4 Select applicant's interest in the application

Additional Applicant Particulars

Name **CHEW JIAHUI**

Interest in Application *

- Agent
- Applicant
- Architect
- Engineer
- Lessee
- Management Corporation Strata Title
- Owner
- Prospective Purchaser
- Tenant

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

5.5 If you did not select "Owner" in Step 5.4:

a. Fill in Owner/Co-Owner Particulars

b. Click "Add" after entering details

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

Owner/Co-Owner Particulars

Fill up the information under "Owner/Co-Owner Particulars"

Name* Unit No

Postal Code* Retrieve Address Building Name

Please enter your postal code and click on "Retrieve Address"

Block / House No* Telephone No

Street Name* Telephone Extension

Level No Mobile Number

E.g. 05-01 Key in:05

Email*

Interest in Application* Owner

Please click on the "Add" button after you have entered Owner/Co-Owner Particulars details.
Please click on the "Edit" button () to amend the Owner/Co-Owner Particulars details, and click "Add" again after you have made your amendments.

Add Add Add

Sl.No	Name	Address	Telephone No/ Mobile No	Interest in Application
1	Chew Jiahui	193 BUKIT BATOK WEST AVENUE 6-650193	+6564729475	Owner

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

No need to fill in if you have selected "owner" in the above step 5.4

5.6 Optional

a. Fill in additional contact details (if any)

b. Click "Add" after entering details

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

Additional Person Particulars

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

Name*

Postal Code* Retrieve Address Telephone Extension

Please enter your postal code and click on "Retrieve Address"

Block / House No* Mobile Number

Street Name* Email*

Level No Interest in Application *

E.g. 05-01 Key in:05

Unit No Agent

E.g. 05-01 Key in:01 Architect

Building Name Engineer

Lessee

Management Corporation Strata Title

Prospective Purchaser

Tenant

Please click on the "Add" button after you have entered Additional Person Particulars details.
Please click on the "Edit" button () to amend the Additional Person Particulars details, and click "Add" again after you have made your amendments.

Add Add Add

Sl.No	Name	Address	Telephone No/ Mobile No	Interest in Application
<small>All fields marked with an asterisk (*) are compulsory</small>				

5.7

a. Click **“Refresh List”** to show payer list

b. **Select** the Payer

c. Enter and confirm Payer’s email

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

Payer

In the event of a refund, an email notification will be sent to the payer identified below.

Refresh List Please click on 'Refresh List' button to refresh the payer list.

Sl.No	Name	Who is Payer?
1	CHEW JIAHUI	<input type="radio"/>
2	Chew Jiyai	<input type="radio"/>

Payer's Email*

Confirm Payer's Email*

All fields marked with an asterisk (*) are compulsory

5.8

a. **Select** the appropriate declaration

b. Click **“Proceed”**

Declarations

I hereby declare that:*

Where I am the applicant but not the owner of the land within the meaning of the term owner as defined in Section 2 of the Planning Act (Cap 232:1998 ED), I have obtained the consent of the owner of the land to make this application to the Competent Authority under the Planning Act.

Where I am making the application on behalf of the applicant, I have been authorised by the applicant to make this submission on his behalf. Further, if the applicant is not the owner of the land, the applicant has obtained the consent of the owner of the land to make this application to the Competent Authority under the Planning Act. If and when requested, I will produce the original copy of the owner's consent in writing for the Competent Authority's verification.

1. I hereby declare that the proposed change in the use shown in the submitted forms and plans have complied With all relevant planning guidelines and I remain fully liable and responsible for any omission in the form / plan which are not in compliance with all planning requirements.

2. I also here by declare that:

a) the proposed change of use does not involve en-bloc conversion of the development

b) the premises is presently authorised to be used for:

i. a commercial use; or

ii. the premises is not located within the car park of the building (including the ancillary areas of the car park), an approved covered or open walkway, a walkway within a pedestrian link, a public plaza or any other areas approved or authorised under the planning Act for public use

c) the change in use of the premises does not result in an increase in the floor area of the building where the premises is located

d) the proposed use has not started

e) no part of the premises comprises work that are unauthorised under the Planning Act (Cap 232)

f) the change in use and use of the premises shall not create any nuisance, annoyance or inconvenience to the amenities of the development and of the surrounding locality.

g) the use shall be confined within the relevant premises and is not allowed to spill outside the premises

h) The site is not affected by any special planning controls (e.g. use restrictions, retail quantum cap);

i) The building is not a gazetted monument.

j) The property/premises is not a conserved building within the Historic Conservation Areas. They refer to Kampong Glam, Chinatown, Little India, Boat Quay, Blair Plain, Emerald Hill and Cairnhill

k) Any approvals required from other relevant authorities, such as Land Transport Authority (LTA), Fire Safety and Shelter Department (FSSB), must be obtained before commencing the use;

3. I declare and undertake to ensure that any approval required from any other relevant authority for the change in use of the premises shall be obtained before making the change in use of the premises.

4. I understand that nothing shall be constructed to exempt any person from otherwise complying with the provisions of the Planning Act (Cap 232 1998 Ed), the rules made there under and all other written laws for the time being in force.

Proceed

Step 6: Provide supporting documents (if any)

- 6.1 a. **Upload** the supporting documents
- b. 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”**

a Upload the supporting documents

b Otherwise, select the option **“OFFLINE SUBMISSION”** to submit the documents to us separately, or if you have no documents to submit

c Click **“Next”**

- 6.2 a. Review application details to ensure information provided is true and correct
- b. Read the declarations, then click on the **checkbox**
- c. Click **“Submit”**

a Ensure the information provided is true and correct

b Read and acknowledge the declarations, then click the checkbox

c Click **“Submit”**

Step 7: Make E-payment

7.1 Click **“PROCEED WITH PAYMENT”**. You will be directed to PayPal payment portal to make payment accordingly

Description	Fee Type	Fee	GST	Payment Due Date	Sub Total
PA2210885350					
URA - Change of Use Approval	Processing Fee	\$535.00	Not applicable	27/01/2023	\$160.50
C2220165654					
Grand Total					\$160.50

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

PROCEED WITH PAYMENT (highlighted in a red box)

Click **“PROCEED WITH PAYMENT”** (indicated by a red arrow)

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

Country/region: Singapore

Card number

MM / YY

CVV

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

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)	\$160.50
Submission Date	25 Jul 2018 14:13:14	Estimated Processing Time	10 working days
Submission Name	B1820240560		

VIEW RECEIPT **PRINT** **CLOSE**