

How to Submit

# Change of Use Application



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 – Formal Change of Use

5

## Provide Application Details

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

6

## Provide Supporting Documents (if any)

Consent from property owner, landowner (e.g. JTC, HDB, SLA), location/floor plan, clearances from technical agencies

7

## Make E-payment

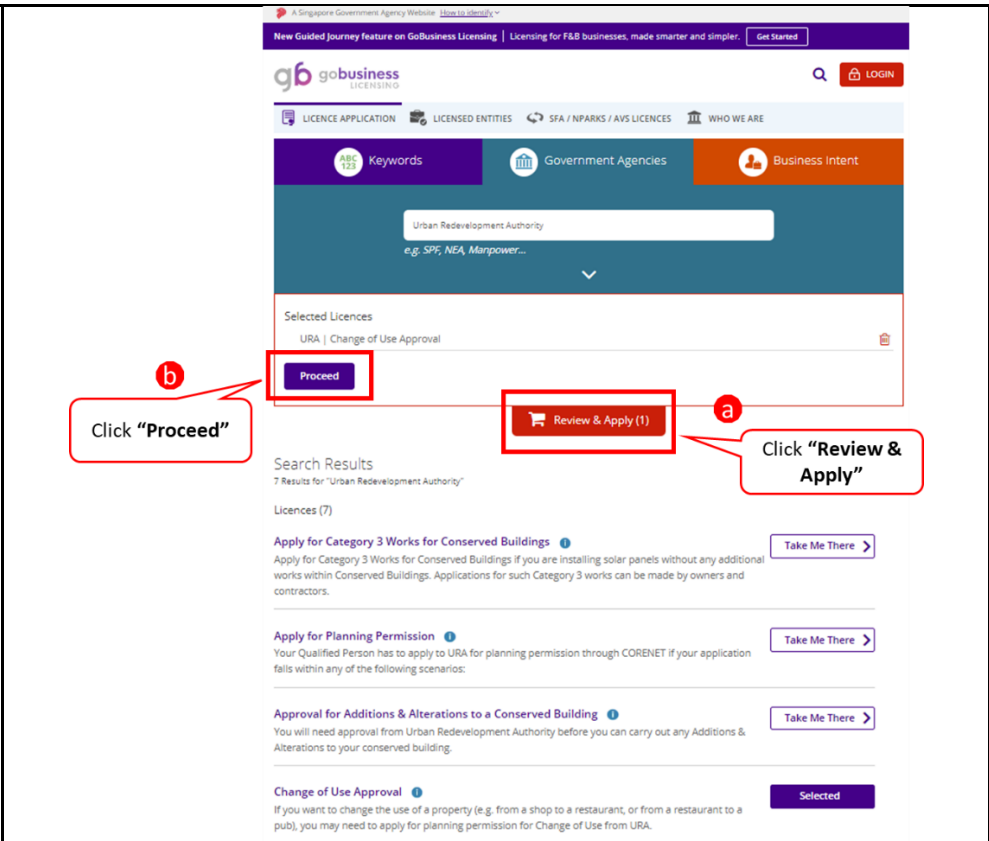
Pay processing fees of \$500 to complete the application.

# STEP-BY-STEP GUIDE

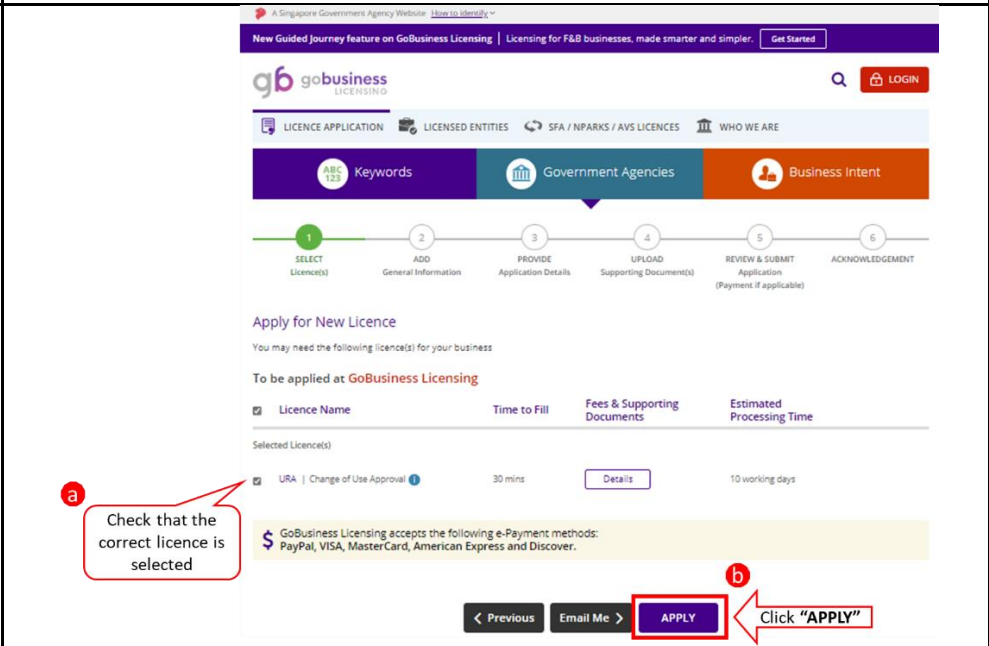
## APPLY FOR NEW CHANGE OF USE APPLICATION

| 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. 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”**

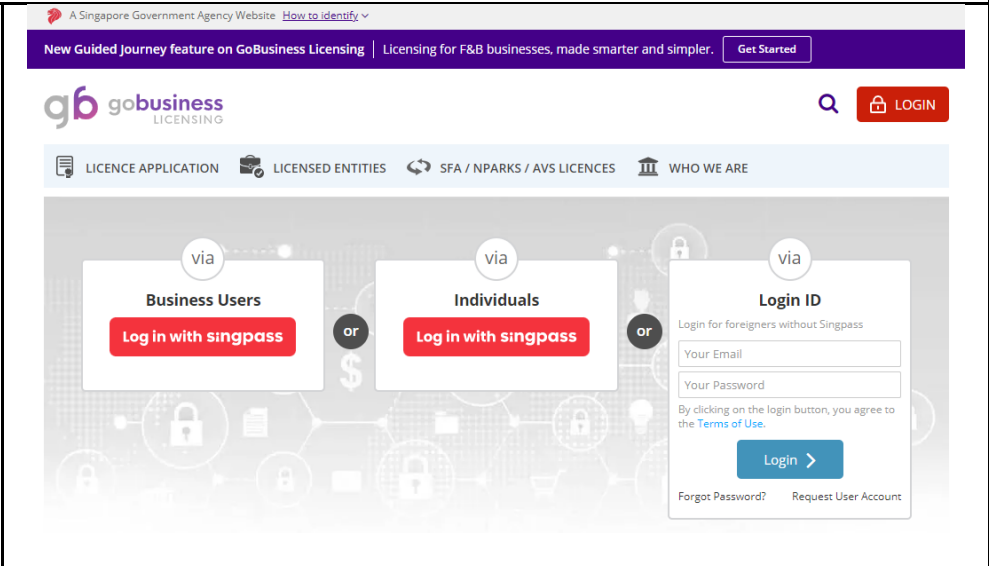


1.5 a. Check Selected Licence(s)  
 b. Click **“APPLY”**



**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*

- 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”**

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

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

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

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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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**

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.

[Take Me There](#)

**Apply for Planning Permission**

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

[Take Me There](#)

**Approval for Additions & Alterations to a Conserved Building**

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

[Take Me There](#)

**Change of Use Approval**

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.

[Add to Selection](#)

## 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**”

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1 SELECT Licences 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

Terms of Use

**I. Agreement**

- Access this services is governed by the terms and conditions as stated below (“Terms of Use”). By accessing and using the Website, you shall be deemed to have accepted and agreed to be legally bound by these Terms of Use. If you do not accept any of these Terms of Use, please leave the Website.
- In these Terms of Use, the words “we”, “our” and “us” refer to the Government of Singapore and all Statutory Boards. “Statutory Board” means any body corporate established by or under written law from time to time to perform or discharge any public function.
- These Terms of Use may be changed from time to time. Changes will be posted on this page. Your use of the Website after changes have been posted on the Website will constitute your agreement to the modified Terms of Use and all of the changes.
- We may modify or discontinue any information or features that form part of the Website at any time, with or without notice to you, and without liability.

**II. Access To the Website**

By clicking on the checkbox, I agree to be bound by the Terms of Use.

Profile

I am applying  as an Applicant  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*

MyInfo

Retrieve MyInfo with Singpass

Please click [here](#) for MyInfo details

**Applicant's Particulars**

Salutation \* Miss [v] Designation [Managing Director v]

Name \* [ ] Office Tel Number [ ]

Citizenship \* [Please Select v] Home Tel Number [ ]

Gender \*  Male  Female Fax Number [ ]

Date Of Birth \* [ ] Mobile Number \* [ ]

Primary Contact Mode \*  Office Tel Number  Home Tel Number  Mobile Number

Email \* [ ]

Alternative Email [ ]

Tick if you prefer to receive status updates of licence application via SMS

**Applicant's Address**

Address Type \*  Local  Foreign Street Name \* [ ]

Type of Premises \* [Residential v] Level [ ]

Postal Code \* [ ] [Retrieve Address](#) [ ]

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

Unit Number [ ]

Block / House Number \* [Please Select v] Building Name [ ]

E.g. 05-01 Key in05

E.g. 05-01 Key in01

**Mailing Address**

Applicant Address [Copy](#) Street Name \* [ ]

Address Type \*  Local  Foreign Level [ ]

Type of Premises \* [Residential v] E.g. 05-01 Key in05

Postal Code \* [ ] [Retrieve Address](#) [ ]

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

Unit Number [ ]

Block / House Number [Please Select v] Building Name [ ]

E.g. 05-01 Key in01

**Next** [Save as Draft](#) [Save as Draft & Exit](#)

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

**a** Licence Category

Licence Type \* Formal Change of Use

Submission Type \* New Submission

**b** Property Address for New Change of Use

Postal Code \* [Retrieve Address](#) Building Name

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

Block / House No \* Description of the use

Street Name \* No. of Workers (e.g. 20)

Level No \* E.g. 05-01 Key in 05

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

Unit's Floor Area \* (E.g. 100.00)Sq. m

Please select your intended use of the premises? \* Please Select [Definition Of Uses](#)

**c** Add

Please click on the "Add" button after you have entered Property Address details on the "Add" button [to amend the Property Address](#)

| SI.No | Postal Code | Block / House No | Street Name | Building Name | Level No | Unit No | Unit's Floor Area | use of the premises? | No. Of Workers |
|-------|-------------|------------------|-------------|---------------|----------|---------|-------------------|----------------------|----------------|
|-------|-------------|------------------|-------------|---------------|----------|---------|-------------------|----------------------|----------------|

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

5.3 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)

5.4 If you did not select "Owner" in Step 5.3:

- Fill in Owner/Co-Owner Particulars
- Click "Add" after entering details

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

**a** 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"

Telephone No [ ]

Block / House No\* [ Please Select ] Telephone Extension [ ]

Street Name\* [ ] Mobile Number [ ]

Level No [ ] Email\* [ ]

E.g. 05-01 Key In:05

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.

**b** Add

Click "Add" after you have entered Owner/Co-Owner Particulars details

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

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

5.5

Optional

- Fill in additional contact details (if any)
- Click "Add" after entering details

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

**a** 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"

Mobile Number [ ]

Block / House No\* [ Please Select ] Email\* [ ]

Street Name\* [ ] Interest in Application\* [ ]

Level No [ ]

E.g. 05-01 Key In:05

Unit No [ ]

E.g. 05-01 Key In:01

Building Name [ ]

Interest in Application\* [ ]

Agent

Architect

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.

**b** Add

Click "Add" after you have entered details

| Sl.No | Name | Address | Telephone No/ Mobile No | Interest in Application |
|-------|------|---------|-------------------------|-------------------------|
|-------|------|---------|-------------------------|-------------------------|

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

5.6

- Click "Refresh List" to show payer list
- Select the Payer
- 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.

**a** 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 Jiayi  | <input type="radio"/> |

**b** Select the Payer

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

Payer's Email\* [ ]

Confirm Payer's Email\* [ ]

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

5.7

- Select the appropriate declaration
- Click "Proceed"

Declarations

I hereby declare that:\*

**a**  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 22:1998 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.

- The particulars given in this application are true and correct.
- The submission is in accordance with the planning/conservation submission requirements.

**b** Click "Proceed"

Previous [ Proceed ] Save as Draft Save as Draft & Exit



## 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”

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Apply for New Licence

Change of Use Approval

| Document Name   | Type | Attachment  | Action                                |
|---|------|---|---------------------------------------|
| <b>Landowner's Consent</b><br>You are required to obtain land owner's prior consent for your change of use proposal before you submit the application. If the subject property is under the ownership of government agencies (such as JTC, HDD), please liaise with them and provide a copy of their consent in your application.<br>Acceptable File Format: DWG, DGN, BMP, JIK, JPG, PDF, GIF, DOC, DOCX<br>Acceptable File Size: maximum : 2 MB |      | ONLINE UPLOAD   | <input type="button" value="Upload"/> |
| <b>Location Plan</b><br>For multi unit developments (e.g. shopping centre, flatbed factory), please attach a location plan indicating the location of your premises (see sample attached).<br>Acceptable File Format: BMP, JIK, JPG, PDF, GIF, DOC, DOCX<br>Acceptable File Size: maximum : 2 MB  |      | OFFLINE SUBMISSION<br>ONLINE UPLOAD<br>OFFLINE SUBMISSION | <input type="button" value="Upload"/> |
| <b>Floor Plan</b><br>A Floor plan showing the proposed layout and usage of the premises (e.g. for restaurant proposals in shophouses, see sample attached).<br>Acceptable File Format: BMP, JIK, JPG, PDF, GIF, DOC, DOCX<br>Acceptable File Size: maximum : 2 MB   |      | ONLINE UPLOAD   | <input type="button" value="Upload"/> |
| <b>Other Supporting Documents</b><br>These include a cover letter and clearances from other Government agencies (e.g. SCDF, LTA, NCA, PUB) relevant to your proposed use.<br>Acceptable File Format: BMP, JIK, JPG, PDF, GIF, DOC, DOCX<br>Acceptable File Size: maximum : 2 MB   |      | ONLINE UPLOAD   | <input type="button" value="Upload"/> |

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 and acknowledge the declarations, then click on the **checkbox**
- c. Click “Submit”

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Apply for New Licence

Information Review

Applicant's Particulars

|                          |                   |                   |                   |
|--------------------------|-------------------|-------------------|-------------------|
| Agree to Use Myinfo Data | Yes               | Designation       | Managing Director |
| Salutation               | Miss              | Office Tel Number |                   |
| Name                     | CHEW JIAHUI       | Home Tel Number   |                   |
| Citizenship              | SINGAPORE CITIZEN | Fax Number        |                   |
|                          |                   | Mobile Number     | +6598767031       |

Declaration

General Declaration

1. I declare that all the information given in this application form is true and correct. I am aware that legal action may be taken against me if I had knowingly provided false information. I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

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

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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            | Payment Due Date | Sub Total       |
|------------------------------|----------------|----------|----------------|------------------|-----------------|
| PA2210885350                 |                |          |                |                  |                 |
| URA - Change of Use Approval | Processing Fee | \$535.00 | Not applicable | 27/01/2023       | \$535.00        |
| C2220165654                  |                |          |                |                  |                 |
| <b>Grand Total</b>           |                |          |                |                  | <b>\$535.00</b> |

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

**PROCEED WITH PAYMENT** ← Click **“PROCEED WITH PAYMENT”**

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

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**PayPal** 🛒 \$535.00 SGD

Have a PayPal account? [Log In](#)

or

**Pay with debit or credit card**

Your financial details won't be shared with the seller.

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

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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**

**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<br>STAGE2: N.A |
| Submission Number  | B18200240560           | Payment Amount(SGD)       | \$535.00                    |
| Submission Date    | 25 Jul 2018 14:13:14   | Estimated Processing Time | 10 working days             |
| Submission Name    | B18200240560           |                           |                             |

[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.

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