

How to Submit **Renewal Application**



20 mins

On GoBusiness

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

1 Log In using Singpass/Login ID

2 Choose Licence

Click "Licence Application" > "Renew expiring licence" > "Government Agencies" > "URA" > "Change of Use Approval"

3 Key in Decision Number

4 Provide Application Details

Filer, Applicant & Owner's particulars

5 Provide Supporting Documents (if any)

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

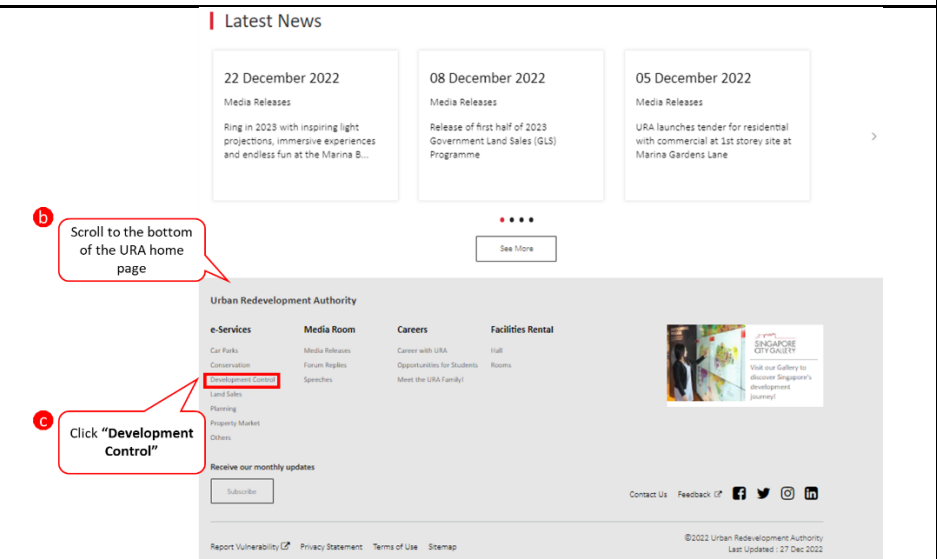
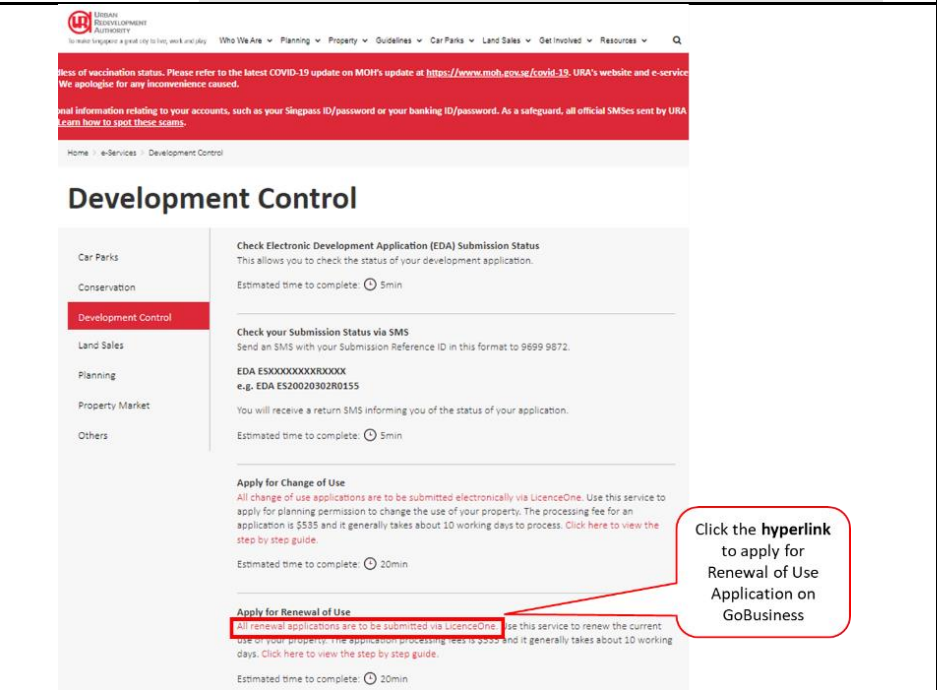
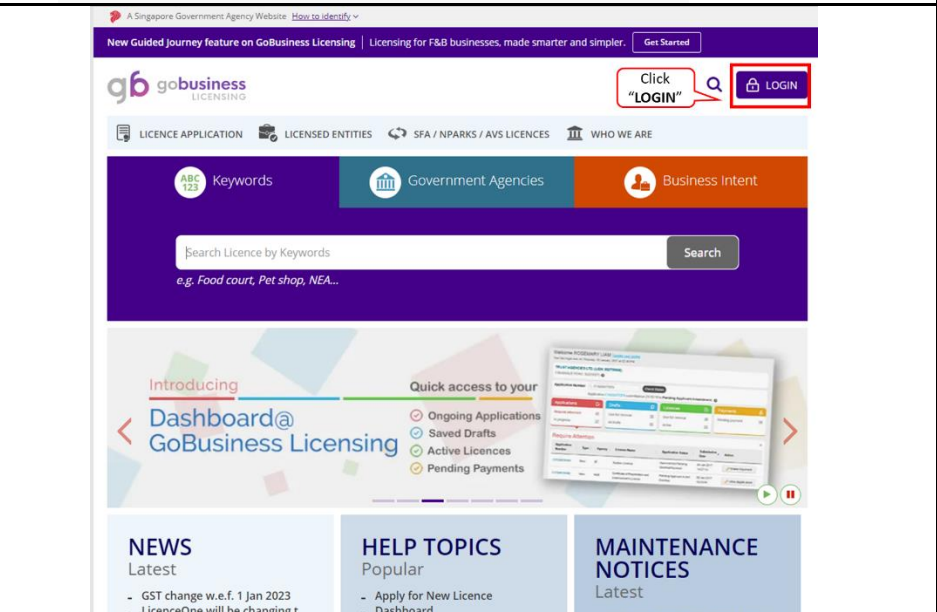
6 Make E-payment

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

STEP-BY-STEP GUIDE

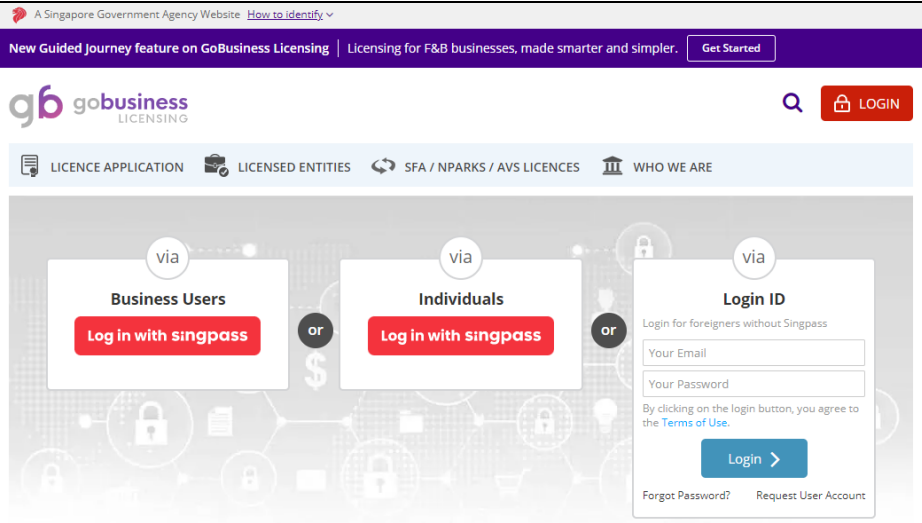
RENEW TEMPORARY PERMISSION TO CONTINUE AN APPROVED USE

Step 1: Choose Licence and log in using Singpass/Login ID

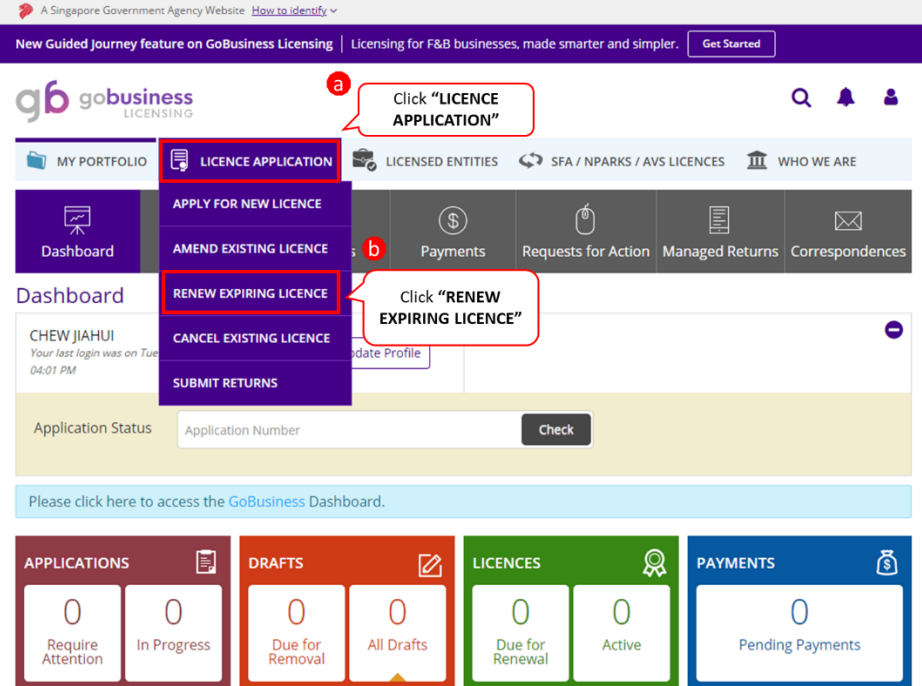
SN	Procedures	Screenshot
1.1	<p>a. Go to URA Website (www.ura.gov.sg/corporate)</p> <p>b. Scroll to the bottom of the page</p> <p>c. Under “e-Services”, click “Development Control”</p>	
1.2	<p>Under “Apply for Renewal of Use”, click “All renewal applications are to be submitted via LicenceOne”</p>	
1.3	<p>The GoBusiness Portal will open in a new tab</p> <p>Click “LOGIN”</p>	

1.4 **Log in using Singpass, or GoBusiness Login ID**

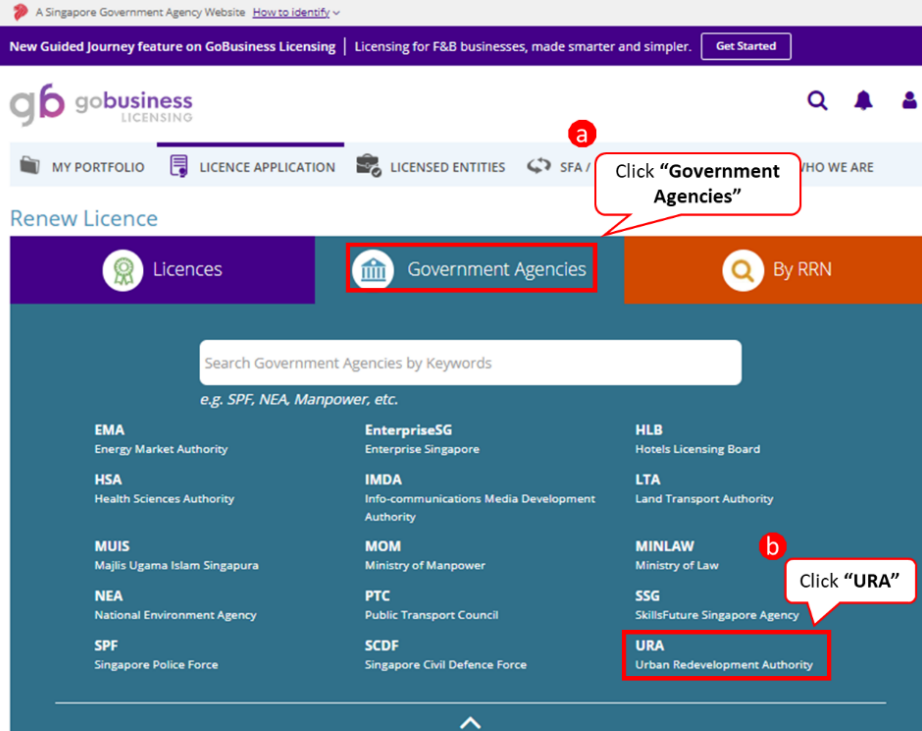
(For new users, after logging in with Singpass, you will be directed to register an account with GoBusiness Licensing)



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



- a. Click **“Government Agencies”**
- b. Click **“URA”**



1.7 Click "Change of Use Approval"

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

Renew Licence

Licences Government Agencies **By RRN**

Urban Redevelopment Authority
e.g. SPF, NEA, Manpower, etc.

URA
Urban Redevelopment Authority

- 1 SELECT Licence(S)
- 2 RENEW Profile
- 3 ADD General Information
- 4 PROVIDE Application Details
- 5 UPLOAD Supporting Document(S)
- 6 REVIEW & SUBMIT Application (Payment If Applicable)
- 7 ACKNOWLEDGEMENT

Urban Redevelopment Authority

Change of Use Approval Click "Change of Use Approval"

Step 2: Key in Decision No.

- 2.1
- Select Submission Type: **New Submission**
 - Key in **Decision No.** (can be found in earlier approval granted or TP invitation letter)
 - Click "NEXT"

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Urban Redevelopment Authority
Change of Use Approval

Application Type Fees & Supporting Documents (if required)

Change of Use Approval [Details](#)

a Select Submission Type: **New Submission**

b Key in Decision no.

Submission Type * New Submission
New Submission

Decision No. * Enter the Decision No. Please provide the latest Decision No. from WP such that the licence form can be pre-populated.
[Text Field] (e.g. Decision No.P190505-0321-2000)

Re-Submission
Enter either the DC Reference No. or Submission Reference No.
DC Reference No. [Text Field] (e.g. DC Ref. No.E52005051BR0174)

Submission No. [Text Field] (e.g. Subm No.190505-0321-2000)

[BACK](#) [NEXT](#) Click "NEXT"

Step 3: Provide application details

3.1 Read the “Terms of Use”, then click on the **checkbox**

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Renew Expiring 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.

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

Next > Save as Draft Save as Draft & Exit

3.2 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

Filer's Particulars

Note: Name, Citizenship, Gender, Date Of Birth, Home Tel Number, Mobile Number and Email are taken from MyInfo for your convenience.

Salutation * Miss

Name * CHEW JIAHUI

Citizenship * SINGAPORE CITIZEN

Gender * Male Female

Date Of Birth * []

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

Designation * Managing Director

Office Tel Number []

Home Tel Number []

Fax Number []

Mobile Number * []

Email * []

Alternative Email []

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

Click “Next”

Next > Save as Draft Save as Draft & Exit

All fields marked with an asterisk (*) are compulsory

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

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Renew Expiring 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,LT,NEA,PUB) relevant to your proposed use.

Read and acknowledge our requirements, then click on the checkboxes

3.4 View details of the current renewal application

View the Application Details

URA Approval for Change of Use of Premises - Renewal - License Category

Decision No P140116-23B1-E021
 DC Reference No ES20191216R0189
 Submission No 140116-23B1-E021
 Proposal Description CONTINUED USE OF 1ST STOREY PREMISES AS MASSAGE ESTABLISHMENT

Property Address

Property Address : 1
 Postal Code 436995 Street Name TANJONG KATONG ROAD
 Building Name Block / House No 194
 Level No 01 Unit No

Property Address : 2
 Postal Code 436995 Street Name TANJONG KATONG ROAD
 Building Name Block / House No 192
 Level No 01 Unit No

Property Address : 3
 Postal Code 436995 Street Name TANJONG KATONG ROAD
 Building Name Block / House No 196
 Level No 01 Unit No

Temporary Permission Details

Date of Approval of Temporary Permission? 20/12/2019
 Date of Expiry of Temporary Permission? 27/01/2023

3.5 Indicate whether **Applicant** is the **same as Filer** (the one who fills in the form)

a. If 'Yes', details will be auto-populated

b. If 'No', please fill up applicant details

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

Applicant's Particulars

a Select if the Applicant is the same as Filer

Is Applicant Same As Filer?* Yes No

Name* Telephone No

Postal Code* Retrieve Address Telephone Extension

Block / House No* Please Select Mobile Number

Street Name* Email*

Level No

Unit No

E.g. 05-01 Key in:01

Building Name

b If not, fill up all the compulsory fields

Interest in Application*

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

All fields marked with an asterisk (*) are compulsory

3.6 In Step 3.5, under "Interest in Application", if you did not select "Owner":

a. **Fill in** Owner/Co-Owner Particulars

b. 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"

No need to fill in if you have selected "Owner" in the above step 3.5

Name* Unit No

Postal Code* Retrieve Address Building Name

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

Block / House No* Please Select 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.

b Add

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

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

View all records

Sl.No	Address	Telephone No/ Mobile No	Interest in Application
1	Chew Jayi 193 BUKIT BATOK WEST AVENUE 6- 650193	+6564729475	Owner <input checked="" type="checkbox"/> <input type="checkbox"/>

3.7

Optional

a. **Fill in** Additional Person Particulars

b. 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)

b Add

Click **“Add”** after you have entered details

SI.No	Name	Address	Telephone No/ Mobile No	Interest in Application

All fields marked with an asterisk (*) are compulsory

3.8

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*

Refresh List

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

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

a Refresh List

Click on **“Refresh List”** to show the payer list

b Select the Payer

Who is Payer?

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

Payer’s Email *

Confirm Payer’s Email *

All fields marked with an asterisk (*) are compulsory

3.9

a. **Select** the appropriate declaration

b. Click **“Proceed”**

a Select the appropriate declaration by clicking one of the checkboxes

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 233:1998 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 4: Provide supporting documents (if any)

- 4.1 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”**

- 4.2 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”**

a Ensure the information provided is true and correct

b Read and acknowledge the declarations, then click the checkbox

c Click **“Submit”**

Filer'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

Step 5: Make E-payment

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

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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					
Grand Total					\$535.00

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

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

For assistance on refund please contact the respective licensing agencies. Details can be found at Contact Us page

5.2 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.

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

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Renew Expiring 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	R1820013969	Payment Advice Number	PA1810267914
Application Status	Submitted with Payment	Payment Status	STAGE1 : PAID STAGE2 : N.A
Submission Number	B1820240578	Payment Amount(SGD)	\$535.00
Submission Date	25 Jul 2018 15:57:15		
Submission Name	B1820240578		

[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](#)