How To Submit

Renewal Application
On LicenceOne

20 mins

Step 1: Select “I Don’t Have RRN”

RRN – Renewal Request Number
Not applicable for URA applications

Step 2: Select “URA”

Select “Change of Use Approval”

Step 3: Login With SingPass

Step 4: Select “New Submission”

Key in the decision no. (e.g. P221210-10a1-E011) which can also be found in the TP invitation letter

Step 5: Provide Application Details

Key in NRIC/ID no., address, email and contact no. of filer, applicant and owner

Step 6: Provide Supporting Documents (If Any)

Consent letter from landowner (e.g. JTC, HDB) and clearances from technical agencies, etc.

Step 7: Make E-payment

Pay processing fees of $535 to complete the application

https://licence1.business.gov.sg
# STEP-BY-STEP GUIDE

## RENEW TEMPORARY PERMISSION TO CONTINUE AN APPROVED USE

### Step 1: Choose licence, Select “I don’t have RRN”

<table>
<thead>
<tr>
<th>SN</th>
<th>Procedures</th>
<th>Screenshot</th>
</tr>
</thead>
</table>
| 1.1 | a. Go to URA Website ([www.ura.gov.sg](http://www.ura.gov.sg))  
b. Select “E-Services”  
c. Click “Development Control”  
d. Click “LAUNCH E-SERVICE” under Renew Temporary Permission to Continue an Approved Use | ![Screenshot of URA website](image1.png) |

**Note:** RRN (Request for Renewal Number) is not applicable to URA’s Change of Use applications

### Step 2: Select “URA”

| 2.1 | Select and click “URA – Urban Redevelopment Authority” | ![Screenshot of URA selection](image2.png) |

Please login to "LicenseOne" and go to My Portfolio >Licences to renew NULL licences.
2.2
a. Click button for “Change of Use Approval”
b. Click “Next” to proceed

Step 3: Log in with Singpass

3.1
Log in to using SingPass, CorpPass or LicenseOne User ID

Step 4: Select “New Submission”

4.1
a. Select Submission Type: New Submission
b. Key in Decision No. (can be found in earlier approval granted or TP invitation letter)
c. Click “Search” to proceed
**Step 5: Provide application details**

| 5.1 | a. Read and click on the “Terms of Use” checkbox  
|     | b. Fill in “Filer’s Particulars”  
|     | c. Click “Next” to proceed  
|     | Note: All field marked with an asterisk (*) are compulsory |

| 5.2 | Read our requirements and click on all checkboxes |

| 5.3 | View details of the current renewal application |
5.4 a. Indicate whether Applicant is the same as Filer (the one who fills in the form)
   b. If ‘Yes’, details will be auto-populated
   c. If ‘No’, please fill up applicant details

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

5.5 a. Fill in Owner/Co-Owner Particulars
   b. Click “Add” after entering details

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

5.6 Optional
   a. Fill in Additional Person Particulars
   b. Click “Add” after entering details

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

5.7 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
5.8  

a. Select appropriate declaration  
b. Click “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” 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
### 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

![PayPal payment portal](image)

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

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

![PayPal login screen](image)

PayPal is the safer, faster way to pay.

#### 7.3 Click “Next” to view your application acknowledgment slip

![Application acknowledgment](image)

Click “Next” to proceed.
7.4 View and print the acknowledgement slip, if necessary