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CIRCULAR TO PROFESSIONAL INSTITUTES

PLANNING AUTHORISATION FOR CHANGE OF USE IN HDB COMMERCIAL PREMISES AND HDB LIVING QUARTERS

Who should know

Lessees, tenants, business operators, real estate agents and Qualified Persons

Effective date

With effect from 23 February 2011

Existing Requirements

1. Currently, lessees and tenants of HDB commercial premises, including the HDB LQs, are required to lodge their proposals with the URA to change the use of their premises. As a prerequisite, HDB's approval is required for the proposed change of use and a lodgment fee of \$300 (subject to GST) is payable to the URA.

Planning Authorisation for HDB Commercial Premises

2. As part of the URA's continuous efforts to simplify the change of use approval process and reduce business costs, we will henceforth cease the requirement for commercial premises leased and sold by the HDB to lodge plans with the URA for the change in uses listed in [Table 1 of Appendix A](#). The uses listed, are deemed authorised and will be subject to the conditions set out in [Table 1](#). Uses that fall outside this list will continue to require planning permission from the URA before the new use can commence.

Planning Authorisation for HDB Living Quarters (LQs)

3. HDB LQs were originally intended for residential use and hence, uses that may cause amenity problems are not encouraged. We will also cease the requirement to lodge plans with the URA for the proposed change in use outside the non-allowable uses in [Table 2 of Appendix A](#). Uses that fall outside the list of non-allowable uses are deemed authorised and will be subject to the conditions set out in [Table 3](#). Examples of allowable uses in HDB LQs are listed in [Table 3 of Appendix A](#) for reference.

HDB's Approval and Clearance from Other Government Agencies

4. Notwithstanding the above, lessees and tenants of HDB commercial premises and HDB LQs should seek HDB's approval and clearance from other government agencies. No change of use shall commence without HDB's prior approval and clearances from the relevant technical agencies (e.g. NEA, SPF, FSSD, LTA, AVA).
5. The above changes apply to individual unit / premises within the buildings and exclude en-bloc conversions.
6. I would appreciate it if you could convey the contents of this circular to the relevant members of your organisation. If you or your members have any queries concerning this circular, please do not hesitate to call our Development Control Group (DCG) Enquiry Line at Tel: 6223 4811 or e-mail us at ura_dcd@ura.gov.sg. We will be pleased to answer queries on this subject and any other development control matters. For your information, our past circulars to the professional institutes are available from our website <http://www.ura.gov.sg>

Thank you.

HAN YONG HOE
GROUP DIRECTOR (DEVELOPMENT CONTROL)
for CHIEF EXECUTIVE OFFICER
URBAN REDEVELOPMENT AUTHORITY

Table 1 – List of Authorised Uses in Commercial Premises and Shops Leased or Sold by HDB

<p style="text-align: center;">[1]</p> <p>The following proposed uses are authorised subject to compliance with the conditions in column 2</p>	<p style="text-align: center;">[2]</p> <p style="text-align: center;">Conditions for Authorisation</p>
<ol style="list-style-type: none"> 1. Shop, Clinic 2. Office, commercial school, tuition centre 3. Restaurant 4. Health centre or amusement centre 5. Showroom/ motor vehicle Showroom 6. Childcare centre, kindergarten, student care centre 7. Community institution uses (e.g. association, family service centre) 8. Sports and recreation club, Fitness Centre, Gymnasium 9. Pet shop, pet grooming veterinary clinics 10. Karaoke lounge 11. Bar or pub 	<ol style="list-style-type: none"> 1. HDB's prior approval is obtained for the change of use; 2. The HDB commercial premises are approved for commercial use and counted as commercial Gross Floor Area (GFA); 3. The applicant should obtain approvals from the relevant government agencies such as NEA for restaurant, Police Licensing for health centre, bar and karaoke lounge, AVA for pet shop and FSSD; 4. No part of the HDB commercial premises should comprise works that are not authorised under the Planning Act; 5. The change in use of the HDB commercial premises does not result in an increase in the floor area of the HDB commercial premises; and 6. Where the change in use is to child care centre, the aggregate total floor area of the HDB commercial premises and any other floor area used for the same purpose (within the building) shall be less than 50% of the total floor area of the building.

Table 2 – List of Non-Allowable Uses [i.e. Uses that may cause amenity problems] for HDB Living Quarters

<ol style="list-style-type: none"> 1. Restaurant 2. Industrial uses 3. Warehouse or storage 4. Nightclub, KTV lounge 5. Pet shop, pet grooming, veterinary clinic 6. Bar or pub 7. Wet Market /Sale of market produce 8. Sale of motor vehicle parts and accessories 9. Sale of marine vessel parts 10. Place of worship 11. Sale or storage of coffins 12. Funeral parlour 13. Workers' dormitory

Table 3 – Examples of Uses Allowed in HDB Living Quarters

[1] The following uses are deemed authorised and subject to compliance with the conditions in column 2	[2] Conditions for Authorisation
<ol style="list-style-type: none"> 1. Shop, Clinic 2. Office, commercial school, tuition centre 3. Childcare centre, kindergarten, student care centre 4. Community institution uses (e.g. association, family service centre) 5. Sports and recreation club, Fitness Centre, Gymnasium 	<ol style="list-style-type: none"> 1. HDB's prior approval is obtained for the change of use; 2. The applicant should obtain approvals from the relevant government agencies such as NEA for take-away foodshop, Police Licensing for health centre, MCYS for childcare centre, MOE for kindergarten and FSSD; 3. No part of the HDB LQ premises should comprise works that are not authorised under the Planning Act; and 4. The change in use of the HDB LQ does not result in an increase in the floor area of the HDB LQ.

"HDB living quarters" refers to the part of any shop premises sold or leased by the HDB, which was originally constructed with permission granted under the Planning Act for the purpose of providing residential living quarters within the shop premises.