

Circular No : URA/PB/2020/03-DCG
Our Ref : DC/ADMIN/CIRCULAR/PB_20
Date : 01 Jun 2020

CIRCULAR TO PROFESSIONAL INSTITUTES

Who should know

Business operators, Building owners, Qualified Persons

Effective Date

With effect from 01 Jun 2020

REVISED CHANGE OF USE LODGMENT SCHEME FOR SHOPHOUSES

1. URA has revised the Change of Use Lodgment Scheme to allow more shophouses and uses to qualify for the scheme.

Existing Change of Use Lodgment Scheme

2. Currently, selected uses within the 1st storey of a list of pre-identified shophouses can be granted instant approval upon a lodgment application under the existing Change of Use Lodgment Scheme.

Revised Scheme to allow lodgment for more shophouses and uses

3. Beyond the list of pre-identified shophouses, the Change of Use Lodgment Scheme will be extended to 1st storey premises approved for commercial use within all shophouses on sites zoned Commercial, Commercial & Residential or White in the Master Plan. URA has also included more uses that could qualify for lodgment.
4. The revision is part of continual efforts to improve the planning application process, and to facilitate more efficient change of use for business operators. URA expects the revised scheme to benefit more business owners and operators within shophouses. See [Appendix 1](#) for the detailed set of criteria under the revised scheme. Business owners and operators can also visit “Allowable Use for Shophouses” tab on [URA SPACE](#) to find out if their change of use proposal is eligible for lodgment and make an instant lodgment application.
5. I would appreciate it if you could convey the contents of this circular to the relevant members of your organisation. You are advised to refer to the [Development Control Handbooks](#) for the most updated guidelines and procedures instead of referring to past circulars.

6. For other information on the master plan, urban design guidelines, private property use and approval, car park locations and availability, private residential property transactions, and conservation areas and buildings, use [URA SPACE](#) (Service Portal and Community e-Services). This is an online portal packed with useful data and visualisation to help building professionals, business operators and the general public in their decision-making. It consolidates detailed information on land use and private property into a one-stop platform presented on geospatial maps. For feedback or enquiries, please [email](#) us.

Thank you.

GOH CHIN CHIN (MS)
GROUP DIRECTOR (DEVELOPMENT CONTROL)
for CHIEF EXECUTIVE OFFICER
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Appendix 1

Appendix

Master Plan zone	Uses that are eligible for lodgment at the 1 st storey of shophouse	Conditions for Lodgment
<div><div>- Commercial</div><div>- Commercial & Residential</div><div>- White</div></div>	<div><div><div><div>Gym/Fitness Centre</div><div>Pet Shop</div><div>Laundromat</div><div>Commercial School</div><div>Community Use</div><div>Office*¹</div></div><div><div><div>Example: 4-storey shophouse</div><div><div><div>4th storey</div><div>3rd storey</div><div>2nd storey</div><div>1st storey</div></div><div><div>✓ Gym/Fitness Centre</div><div>✓ Pet Shop</div><div>✓ Laundromat</div><div>✓ Commercial School</div><div>✓ Community Use</div><div>✓ Office*¹</div></div></div></div><div><div>*Note: Office use is not eligible for lodgment in locations that require activity-generating uses on the first storey of the building. Find out more about such locations on URA SPACE under “Urban Design Guidelines” tab.</div></div></div></div></div>	<div><div>1) The premises is approved for commercial use on permanent basis and computed as commercial Gross Floor Area (GFA);</div><div>2) The premises cannot be located within a carpark of the building, 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;</div><div>3) The change in use of the premises does not result in an increase in the floor area of the development;</div><div>4) The site is not affected by any special planning controls (e.g. use restrictions, retail quantum cap)²;</div><div>5) The building is not a gazetted monument.</div><div>6) The property/premises is not a conserved building within the Historic Conservation Areas³;</div><div>7) The change in use and use of the relevant premises do not create any nuisance, annoyance or inconvenience to the surrounding users;</div><div>8) The written consent of the owner must be obtained prior to the lodgment application;</div><div>9) Any approvals required from other relevant authorities, such as Land Transport Authority (LTA), SCDF Fire Safety Department (FSD), must be obtained before commencing the use;</div></div>

¹ Office excludes car trading office (which is considered motor vehicle showroom use)

² You can approach your building owner to find out if there are use restrictions for the developments. Alternatively, you can visit URA SPACE at <https://www.ura.gov.sg/maps> and refer to “Allowable Use for Shophouses” tab to find out if your premises qualifies for lodgment. The Written Permission granted for the development can also be downloaded to find out if there are planning controls and conditions imposed for the site.

³ Historic Conservation Areas refer to Kampong Glam, Chinatown, Little India, Boat Quay, Blair Plain, Emerald Hill and Cairnhill. For more details, refer to <https://www.ura.gov.sg/Corporate/Get-Involved/Conserve-Built-Heritage/Explore-Our-Built-Heritage/Conservation-Areas>

Master zone	Plan	Uses that are eligible for lodgment at the 1 st storey of shophouse	Conditions for Lodgment
			<p>10) The lodgment is only applicable to unit level conversion and does not apply to en-bloc conversion of the building;</p> <p>11) No part of the premises comprises works that are unauthorised under the Planning Act (Cap 232); and</p> <p>12) The proposed use has not commenced on ground.</p>

Note: The Lodgment Scheme does not apply to the premises in the upper storeys of shophouses. A change of use application is required for change in uses at the upper storeys.