

How to Submit **Change of Use Lodgment**



20 mins

On GoBusiness

<https://licensing.gobusiness.gov.sg/licence-directory/ura/change-of-use-approval>

- 1 Click “Apply on GoBusiness”**
- 2 Login with Singpass or Corppass**
- 3 Select Profile & Fill in Applicant Details**
- 4 Select Licence Type – Change of Use Lodgment**
Select relevant Category Type
- 5 Provide Application Details**
(such as proposed use, unit address, property owner & payer’s particulars)
- 6 Provide Supporting Documents (if any)**
(such as JTC landowner consent for JTC premises, location plan, floor plan showing layout and proposed usage of unit)
- 7 Make E-payment**
Pay processing fees of \$150 to complete the application

STEP-BY-STEP GUIDE

APPLY FOR CHANGE OF USE LODGMENT

Step 1: Choose Licence		
SN	Procedures	Screenshot
1.1	a. Go to URA Website (https://www.ura.gov.sg/) b. Scroll to the bottom of the page c. Click “e-Services”	
1.2	a. Click checkbox for “Development Control” b. Click “Apply for Change of Use”	

1.3 The GoBusiness Portal will open in a new tab

Click “Apply on GoBusiness”

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Licence Directory

Change of Use Approval

URBAN REDEVELOPMENT AUTHORITY (URA)

Change of Use Approval

📌 Applicable for Individual, Business users only

📌 Application is available for third party filers (Individual, Business)

If you want to change the use of a property (e.g. shop to restaurant, restaurant to pub), you may need URA's change of use approval. Check that the intended use can be allowed before signing any tenancy or purchase agreement. Land Betterment Charge (LBC) may be collected by the Singapore Land Authority (SLA) for the change of use.

In this page:

→ Overview

→ Who Can Apply

→ Validity, Fees, and Payment

→ Documents to Prepare

→ FAQ

URA

Urban Redevelopment Authority

About

📅 Estimated processing time is 10 working days

🕒 30 minutes to complete

📄 [View submission guide](#)

Apply on GoBusiness

Agency Helpdesk

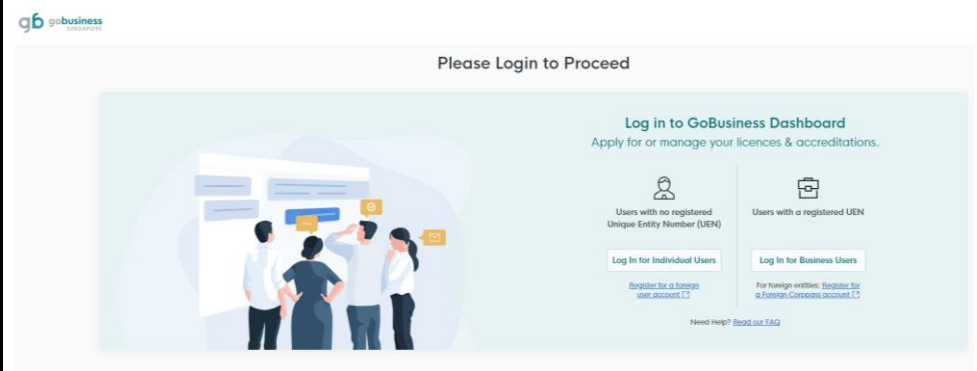
🗉 For enquiries, contact the agency at <https://services.ura.gov.sg/feedback> Web or call 6223 4811

🗉 For technical support, [contact GoBusiness](#)

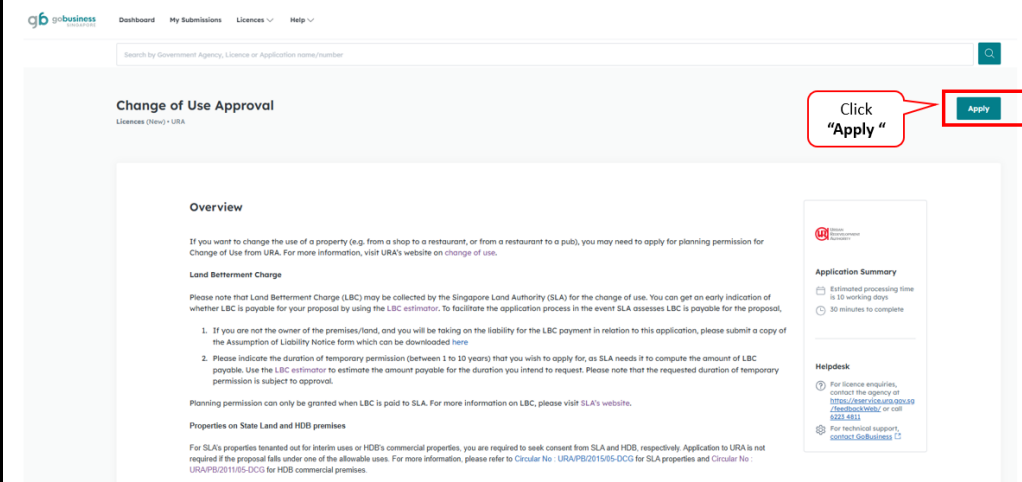
Click “Apply on GoBusiness”

Step 2: Log in with Singpass

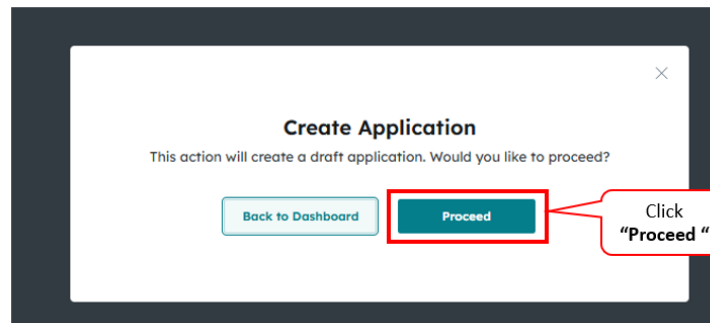
2.1 Click
“Log In for Individual
Users”
or
“Log In for Business
Users”
then
Log in with Singpass



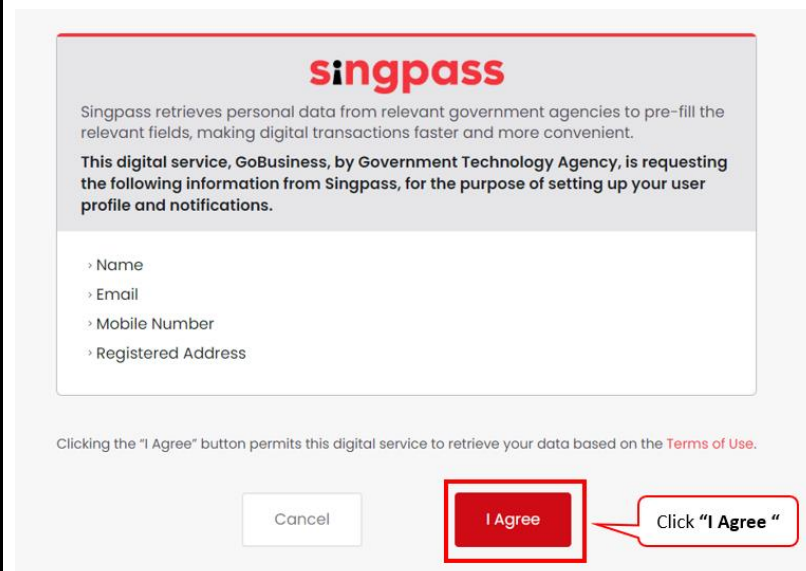
2.2 Click “Apply”



2.3 Click “Proceed”



2.4 Click “I Agree”



Step 3: Fill in General Information of applicant

3.1 Indicate if you are applying
“As an applicant”
or
“On behalf of applicant”

3.2 If “As an applicant” is selected, Applicant Details will be auto-populated from SingPass.

- Select Applicant’s Salutation
- Click “**Application Details**”

3.3 If “On behalf of applicant” is selected,

- Fill in all fields under Applicant Detail
- Filer details will be auto-populated from SingPass
- Select Filer’s Salutation
- Click “**Application Details**”

Step 4: Provide Application Details

4.1	a. Select Licence Type: <i>Change of use Lodgment</i> b. Select relevant Category Type* *For more info on the Lodgment Categories and conditions, visit the URA Website here	STEP 2 Application Details for Change of use approval (URA) Fill in the following details. Licence Category Licence Type Change of Use Lodgment Submission Type New submission Category Type Select Please fill in required fields. 1. Select Licence Type: <i>Change of use Lodgment</i> 2. Select relevant Category Type
4.2a	For Category - Business Park a. Enter Postal Code, click “Retrieve Address” b. Enter Floor/Unit no c. Enter Unit’s floor area d. Click “Add” e. Select “Intended use” Do add multiple records if you have more than 1 unit. Please ensure that the address/postal code is the same. If you have multiple addresses, please submit separate lodgment application for each address.	Change of Use Lodgment Business Park Address Postal Code Retrieve Address Block/House No. Street Name Floor/Level Unit Building Name Reset Address Enter Floor/Unit no Unit's Floor Area (in sqm) Enter Unit's Floor Area Add Click “Add” A minimum of 1 entry is required for Change of Use Lodgment Business Park. Address Unit's Floor Area (in sqm) No data available in table. Intended Use of Business Park Please select your intended use of the premises? Select “Intended use of the premises” Add multiple records if you have more than 1 unit Please ensure that the address/postal code is the same. If you have multiple addresses, please submit separate lodgment application for each address. Use the buttons to edit or delete Address/units

4.2b For Category –
Commercial Building

- Enter Postal Code,
- Enter Level No
- Enter Unit no
- Click **“Retrieve Address”**
- Select Address from drop-down list
- Select **“Intended use”**
- Enter Unit’s floor area
- Click **“Add”**

Do add multiple records if you have more than 1 unit.

Please ensure that the address/postal code/intended uses are the same. If you have multiple addresses or intended uses, please submit separate lodgment application for each address/intended use.

The screenshot shows the 'Change of Use Lodgment Commercial Building' form. It includes fields for Postal Code, Level No. (e.g., #05-01, enter 05), Unit No. (e.g., #05-01, enter 01), a 'Retrieve Address' button, a 'Select Address' dropdown, a 'Please select your intended use of the premises?' dropdown, and a 'Unit's Floor Area (in sqm)' field. An 'Add' button is at the bottom. A table below the form shows columns for Postal Code, Level No., Unit No., Select Address, Please select your intended use of the premises?, Unit's Floor Area (in sqm), and Actions. A red error message states: 'A minimum of 1 entry is required for Change of Use Lodgment Commercial Building.' Annotations include: 'Enter Postal Code', 'Enter Level No (E.g. #05-01, enter 05)', 'Enter Unit No (E.g. #05-01, enter 01)', 'Click “Retrieve Address”', 'Select Address from drop-down list', 'Select “Intended use of the premises”', 'Enter Unit’s Floor Area', 'Click “Add”', 'Add multiple records if you have more than 1 unit', 'Please ensure that the address/postal code/intended uses are the same. If you have multiple addresses or intended uses, please submit separate lodgment application for each address/intended use.', and 'Use the buttons to edit or delete Address/units'.

4.2c For Category –
Shophouses

- Enter Postal Code
- Click **“Retrieve Address”**
- Select Address from drop-down list
- Enter Unit no, if applicable
- Select **“Intended use”**
- Enter Unit’s floor area
- Click **“Add”**

Lodgment scheme is applicable only to 1st storey shophouses on sites zoned Commercial, Commercial & Residential or White in the Master Plan.

Do add multiple records if you have more than 1 unit.

Please ensure that the address/postal code/intended uses are the same. If you have

The screenshot shows the 'Change of Use Lodgment Shophouses' form. It includes fields for Postal Code, a 'Retrieve Address' button, a 'Select Address' dropdown, Level No. (01), Unit No. (Optional), 'Please select your intended use of the premises?' dropdown, and a 'Unit's Floor Area (in sqm)' field. An 'Add' button is at the bottom. A table below the form shows columns for Postal Code, Select Address, Unit No., Please select your intended use of the premises?, Unit's Floor Area (in sqm), and Actions. A red error message states: 'A minimum of 1 entry is required for Change of Use Lodgment Shophouses.' Annotations include: 'Enter Postal Code', 'Click “Retrieve Address”', 'Select Address from drop-down list', 'Enter Unit’s No, if applicable', 'Select “Intended use of the premises”', 'Enter Unit’s Floor Area', 'Click “Add”', 'Add multiple records if you have more than 1 unit', 'Please ensure that the intended use is the same. If you have multiple intended uses for a unit, please submit a change of use application.', and 'Use the buttons to edit or delete Address'.

	multiple addresses or intended uses, please submit separate lodgment application for each address/intended use	
4.3	Select applicant's role in the application	Additional Applicant Particulars Role of applicant ☐ Agent ☐ Architect ☐ Engineer ☐ Lessee/Tenant

☐☐☐☐

If Applicant has more than one role in the application, he/she may choose more than one option (if applicable)

Please fill in required field.

4.6	If you are <u>not</u> the property owner: a. Fill in Property Co-Owner Particulars b. Click “Add”	Property Owner Particulars Are you the owner? ☐ Yes ☒ No Select whether you are the Owner Property Owner/Co-Owner Particulars If No, Fill up the information under “Property Co-Owner Particulars” Name 0/66 Mobile Number +65 E.g. 8123 4567 Email + Add Click “Add” A minimum of 1 entry is required for Property Owner/Co-Owner Particulars. <table><thead><tr><th>Name</th><th>Mobile Number</th><th>Email</th><th>Actions</th></tr></thead><tbody><tr><td colspan="4">No data available in table</td></tr></tbody></table>	Name	Mobile Number	Email	Actions	No data available in table					
Name	Mobile Number	Email	Actions									
No data available in table												
4.7	Select whether you have Other Contact Person details to be added	Other Contact Do you have other contact person details to be listed? ☐ Yes ☐ No Select whether you have other contact person details to be listed										
4.8	If there are other contact person details, choose “Yes” a. Fill in Other Contact Person Particulars b. Choose role of contact person c. Click “Add”	Other Contact Do you have other contact person details to be listed? ☒ Yes ☐ No Other Contact Person Particulars If yes, fill up the information under “Other Contact Particulars” Name 0/66 Mobile Number +65 E.g. 8123 4567 Email Role of Contact Person ☐ Agent ☐ Architect ☐ Engineer ☐ Land Owner (e.g. JTC, SLA) ☐ Lessee ☐ Management Corporation Strata Title ☐ Prospective Purchaser ☐ Tenant + Add Click “Add” A minimum of 1 entry is required for Other Contact Person Particulars. <table><thead><tr><th>Name</th><th>Mobile Number</th><th>Email</th><th>Role of Contact Person</th><th>Actions</th></tr></thead><tbody><tr><td colspan="5">No data available in table</td></tr></tbody></table>	Name	Mobile Number	Email	Role of Contact Person	Actions	No data available in table				
Name	Mobile Number	Email	Role of Contact Person	Actions								
No data available in table												
4.9	If there are no other contact person details, choose “No”	Other Contact Do you have other contact person details to be listed? ☐ Yes ☒ No										

4.10	Fill in Payer's Particulars	Payer's Particulars Fill up the information under "Payer's Particulars" Name 0/66 Address Postal Code Retrieve Address Block/House No. Street Name Floor/Level (Optional) Unit (Optional) Building Name Eg: 01, B1, 01M Eg: #05-01, use 01 Reset Address Payer's Email Confirm Payer's Email
4.11	Upload Supporting Documents	Supporting Documents Landowner's Consent (Optional) Only 1 file at 1 MB or less. File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed. To allow offline submission. Drop a file here or click to upload Location Plan (Optional) Only 1 file at 1 MB or less. File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed. To allow offline submission. Drop a file here or click to upload Floor Plan (Optional) Only 1 file at 1 MB or less. File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed. To allow offline submission. Drop a file here or click to upload Other Supporting Documents (Optional) Only 1 file at 1 MB or less. File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed. To allow offline submission. Drop a file here or click to upload Upload supporting documents by: 1. Dropping the file, or 2. Clicking to upload You may skip this step if you have no documents to submit. 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, HDB, please liaise with them to obtain a copy of their consent in your application. For multi-unit developments (e.g shopping centre,flatted factory), please attach a location plan indicating the location of your premises (see sample attached). A Floor plan showing the proposed layout and usage of the premises (e.g. for restaurant proposals in shophouses, see sample attached). * E.g. cover letter, details of proposed business operations (if any)
4.12	a. Select the appropriate declaration b. Read and ensure that the proposal fulfils the conditions for the selected lodgment category c. Acknowledge the declaration d. Click "Review form"	Declaration - Lodgment (Business Park) 1. 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 232:1998 Ed), I have obtained the consent of the owner in writing of the land to make this application to the Competent Authority under the Planning Act. If and when requested, I will produce the original copy of the owner's consent in writing for the Competent Authority's verification. 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 in writing of the owner of the land to make this application to the Competent Authority under the Planning Act. If and when requested, I will produce the original copy of the owner's consent in writing for the Competent Authority's verification. 2. I also hereby declare that a. the proposed change in the use shown in the submitted forms and plans have complied with all relevant planning guidelines and I remain fully liable and responsible for any omission in the form/plan which are not in compliance with all planning requirements. b. the proposed change of use does not involve any basic conversion of the development c. the premises is presently authorised to be used for: i. a commercial use; or ii. the premises is not located within the car park of the building (including the ancillary areas of the car park), an approved 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 d. the change in use of the premises does not result in an increase in the floor area of the building where the premises is located e. the proposed use has not started f. no part of the premises comprises work that are unauthorised under the Planning Act (Cap 232) g. the change in use and use of the premises shall not create any nuisance, annoyance or inconvenience to the amenities of the development and of the surrounding locality h. prior written approval from the JTC (Land Planning Division) has been obtained for the proposed change in use located in the business park building or science parking building and is purchased or leased from JTC. 3. I declare and undertake to ensure that any approval required from any other relevant authority for the change in use of the premises shall be obtained before making the change in use of the premises. 4. I understand that nothing shall be constructed to exempt any person from otherwise complying with the provisions of the Planning Act (Cap 232:1998 Ed), the rules made there under and all other written laws for the time being in force. Declaration ☐ I hereby declare that all of the above is true. General Information Save Draft Review Form Select the appropriate declaration by clicking one of the checkboxes Read and ensure that the proposal fulfils the conditions for the selected lodgment category Acknowledge the declarations, then click the checkbox Click "Review Form"

Step 5: Review Form

5.1

- Review application details to ensure information provided is true and correct
- Click **“Declaration”**

STEP 3
Review Form
Please review the following details carefully. You will not be able to edit these details when you proceed to the next step.

General Information

Profile
I am applying
As an applicant

Applicant Detail
Substation
Name
ID Type & ID Number
NRIC
Email
Contact Number
Address

Declaration - Lodgment (Business Park)

1. 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 232, 1998 Ed), I have obtained the consent of the owner in writing of the land to make this application to the Competent Authority under the Planning Act. If and when requested, I will produce the original copy of the owner's consent in writing for the Competent Authority's verification.

2. I also hereby declare that:
a. the proposed change in the use shown in the submitted forms and plans have complied with all relevant planning guidelines and I remain fully liable and responsible for any omission in the form/plan which are not in compliance with all planning requirements.
b. the proposed change of use does not involve en-bloc conversion of the development
c. the premises is presently authorised to be used for:
i. a commercial use; or
ii. the premises is not located within the car park of the building (including the ancillary areas of the car park), an approved 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
d. the change in use of the premises does not result in an increase in the floor area of the building where the premises is located
e. the proposed use has not started
f. no part of the premises comprises work that are unauthorised under the Planning Act (Cap 232)
g. the change in use and use of the premises shall not create any nuisance, annoyance or inconvenience to the amenities of the development and of the surrounding locality
h. prior written approval from the JTC (Land Planning Division) has been obtained for the proposed change in use located in the business park building or science parking building and is purchased or leased from JTC

3. I declare and undertake to ensure that any approval required from any other relevant authority for the change in use of the premises shall be obtained before making the change in use of the premises.

4. I understand that nothing shall be constructed to exempt any person from otherwise complying with the provisions of the Planning Act (Cap 232, 1998 Ed), the rules made there under and all other written laws for the time being in force.

Declaration
☐ I hereby declare that all of the above is true.

[Back to Edit](#) [Declaration](#)

Step 6: Declaration

6.1

- Read and acknowledge the declaration
- Click **“Make payment”**

qb business
CORPORATE

STEP 4
Declaration
Please scroll to read and acknowledge the following clauses.

General Declaration
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.

☐ I hereby declare that all of the above is true.

[Review Form](#) [Make Payment](#)

Click **“Make Payment”**

Step 7: Make Payment

7.1 Choose and Click payment method accordingly

Payment

Please review your fees and make payment.

DESCRIPTION	GST	AMOUNT
Change of use approval		
Application Fee	-	\$500.00
	Subtotal	\$500.00
	Amount Payable	\$500.00

Payment method

Please choose a payment method.


Credit/Debit Card →


PayNow QR →

*Note: Payment must be made before the application can be submitted

Choose payment method and pay accordingly

7.2 Application submitted.

Download Tax Invoice, if necessary



We have received your application

Thank you for your application. You will receive updates on it via email.

Payment Summary

DESCRIPTION	GST	AMOUNT
Change of use approval		
Application Fee	-	\$150.00
	Subtotal	\$150.00
	Total Paid	\$150.00

 Download Tax Invoice

Receipt No.
TN241113000096