

How to Submit Renewal Application



20 mins

On GoBusiness

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

- 1 Click "Apply on GoBusiness"
- 2 Login with Singpass or Corppass
- 3 Select Profile & Fill in Applicant Details
- 4 Select Submission Type – New Submission
- 5 Key in Decision Number
- 6 Check Application Details & Property Address for renewal
- 7 Provide property owner and payer's particular
- 8 **Provide Supporting Documents (if any)**
(such as JTC landowner consent for JTC premises, location plan, floor plan showing layout and proposed usage of unit, clearances from technical agencies such as SCDF)
- 9 **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		
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”	Shaping Singapore together Discover URA's role in making Singapore a great city to live, work and play. About URA Stay Connected Urban Redevelopment Authority (URA) Land Planning Conservation Infrastructure Planning Place Management News Guidelines Get Involved About URA e-Services Property Data Land Sales Car Parks Facilities Rental Reach us Contact Feedback © 2026 Government of Singapore, last updated 23 July 2026 Report Vulnerability Privacy Statement Terms of Use REACH Made with isomer Built by OPEN GOVERNMENT PRODUCTS
1.2	a. Click checkbox for “Development Control” b. Scroll down c. Click “Apply for Renewal of Use”	URA URBAN REDEVELOPMENT AUTHORITY Land Planning Conservation Infrastructure Planning Place Management News Guidelines Get Involved Home > e-Services e-Services Access URA's e-Services all in one place for parking, conserved buildings, property-related matters, and more. Start typing to search Filters Clear all filters Category Car Parks (5) Conservation (6) ☒ Development Control (20) Infrastructure Network Planning and Alignment Clearance (1) One-Stop Developers' Portal (11) Others (2) Planning (12) Property Market (13) Back to top 20 articles Apply for Change of Use To change the use of your property, submit a change of use application via GoBusiness Singapore. Development Control Apply for Extension of Provisional Permission or Written Permission This allows you to seek permission to extend a Provisional Permission (PP) or Written Permission (WP) granted earlier. Development Control Apply for Gross Floor Area (GFA) Verification service This service allows you to apply for the verification of the Gross Floor Area (GFA) of your proposed or existing development. Development Control Apply for Legal Requisition This allows you to obtain information on the latest planning decision and the current Master Plan zoning for properties. Apply for Renewal of Use To renew the temporary permission for the current use of your property, submit a renewal application via GoBusiness Singapore. Development Control

1.3

The GoBusiness Portal will open in a new tab

Click “**Apply on GoBusiness**”

gbgobusinessGOVERNANCE

LicensingGrants & Supporte-ServicesOther ResourcesHelp Centre

LicensingApply NewRenew and ManageLicence e-ServicesFAQ

Licence DirectoryRenew Change of Use Approval

URBAN REDEVELOPMENT AUTHORITY (URA)

Renew Change of Use Approval

🔗 Applicable for Individual, Business users only

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

This applies to existing uses that were approved on Temporary Permission (TP). If you wish to continue the existing approved use, you are required to submit a renewal application at least three months before the TP expires. 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

URAUrban Redevelopment Authority

About

📅 Estimated processing time is 10 working days

🕒 30 minutes to complete

📖 View submission guide

Apply on GoBusiness

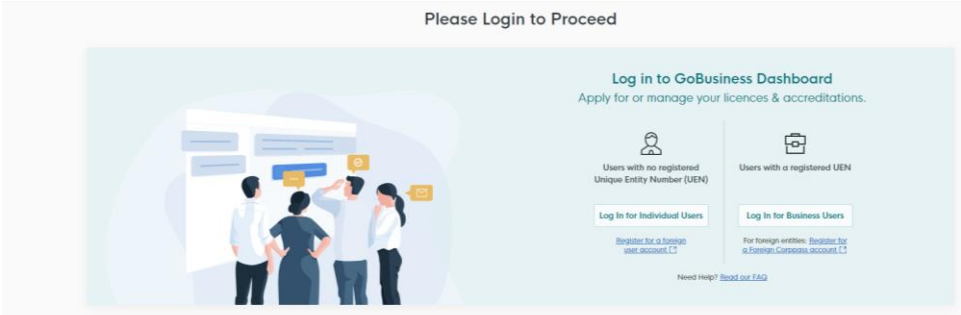
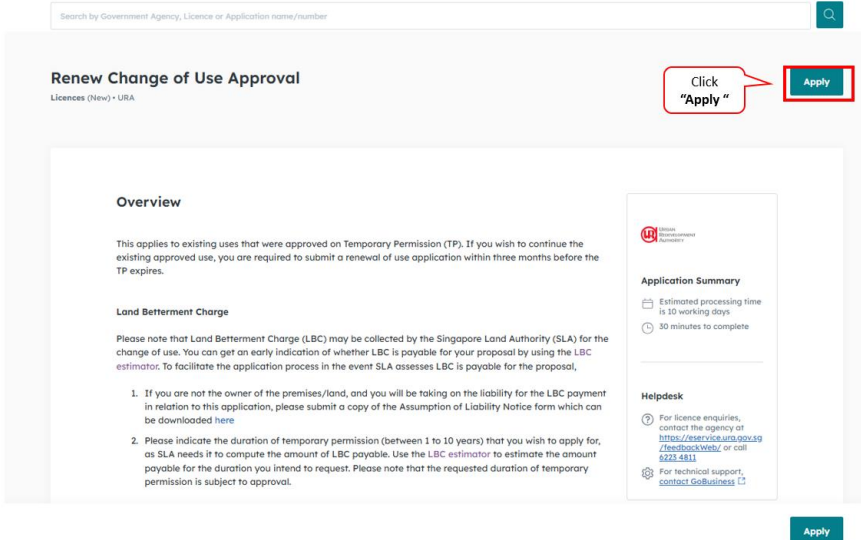
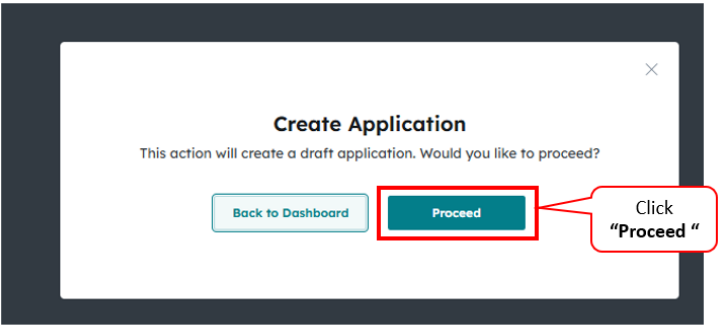
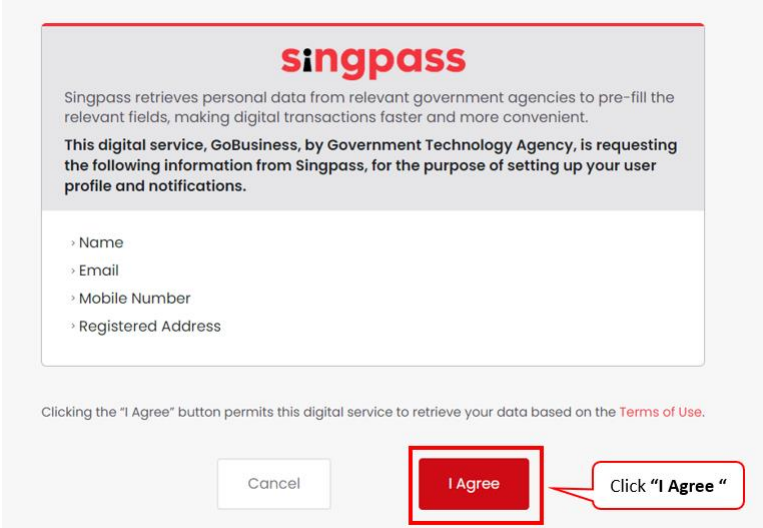
Agency Helpdesk

📞 For enquiries, contact the agency at <https://eservice.ura.gov.sg/feedback-web/> or call 6223 4811

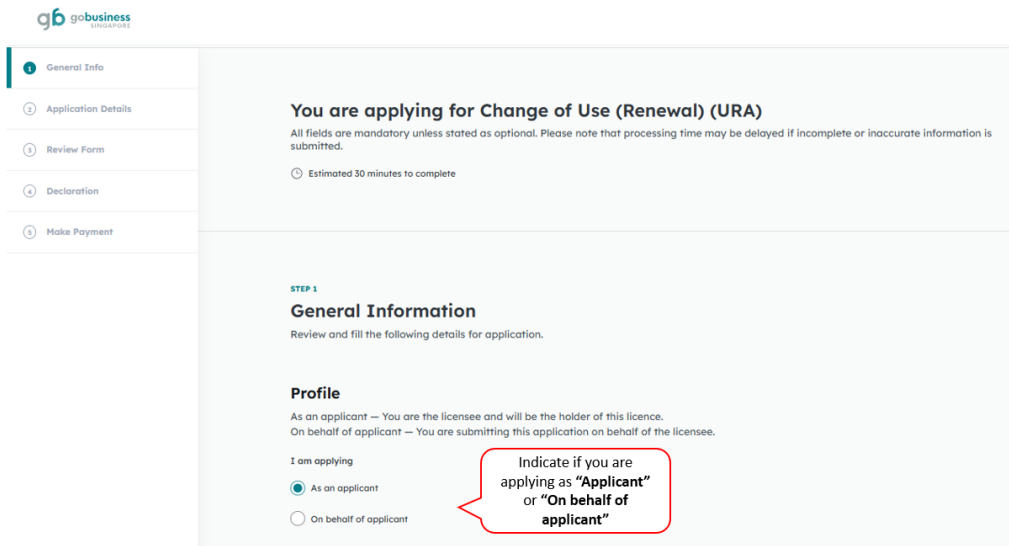
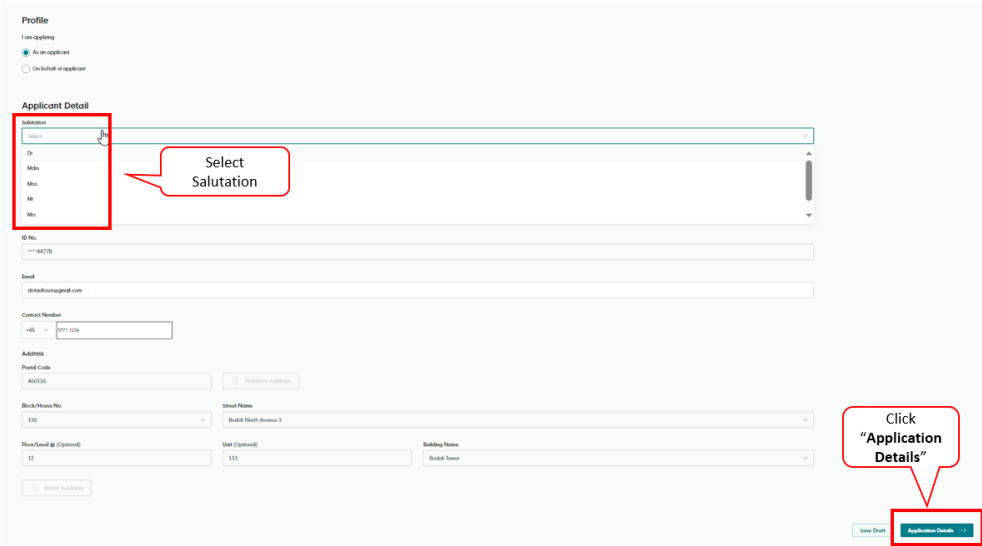
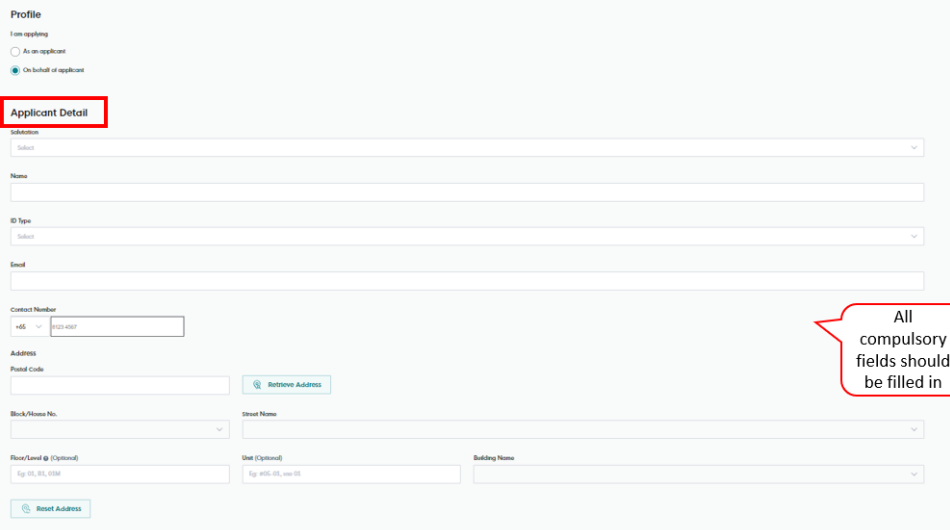
📧 For technical support, [contact GoBusiness](#)

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. a. Select Applicant’s Salutation b. Click “Application Details”	
3.3 If “On behalf of applicant” is selected, a. Fill in all fields under Applicant Detail b. Filer details will be auto-populated from SingPass c. Select Filer’s Salutation d. Click “Application Details”	

		Filer Detail Salutation Mr Ms Mrs Ms Ms Select Salutation ID No. 44778 Email data@honing.com Contact Number 44778 Save Draft Application Details Click "Application Details"
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Step 4: Provide Application Details

4.1	Select Submission Type: <i>New submission</i>	qb gobusiness 1 General Info 2 Application Details 3 Review Form 4 Declaration 5 Make Payment STEP 2 Application Details for Change of Use (Renewal) (URA) Fill in the following details. Change of Use Approval Submission Type New Submission Select Submission Type: <i>New Submission</i>
4.2	a. Key in Decision Number (can be found in earlier approval granted or TP invitation letter) b. Click "Retrieve"	New Submission Enter the latest Decision Number from WP such that the form can be pre-populated. Decision Number (e.g. P190505-0321-Z00) 0/20 Key in Decision No Retrieve Click "Retrieve"
4.3	Temporary permission details will be auto-populated	URA Approval for Change of Use of Premises - Renewal - Licence Category Decision Number P021024-0611-Z000 17/20 DC Reference No ES20241002R0161 15/20 Submission No 021024-0611-Z000 14/20 Proposal Description PROPOSED CHANGE OF USE TO SHOP 74/1000 Date of Approval of Temporary Permission 02/10/2024 Date of Expiry of Temporary Permission 02/12/2024 Temporary Permission details populated

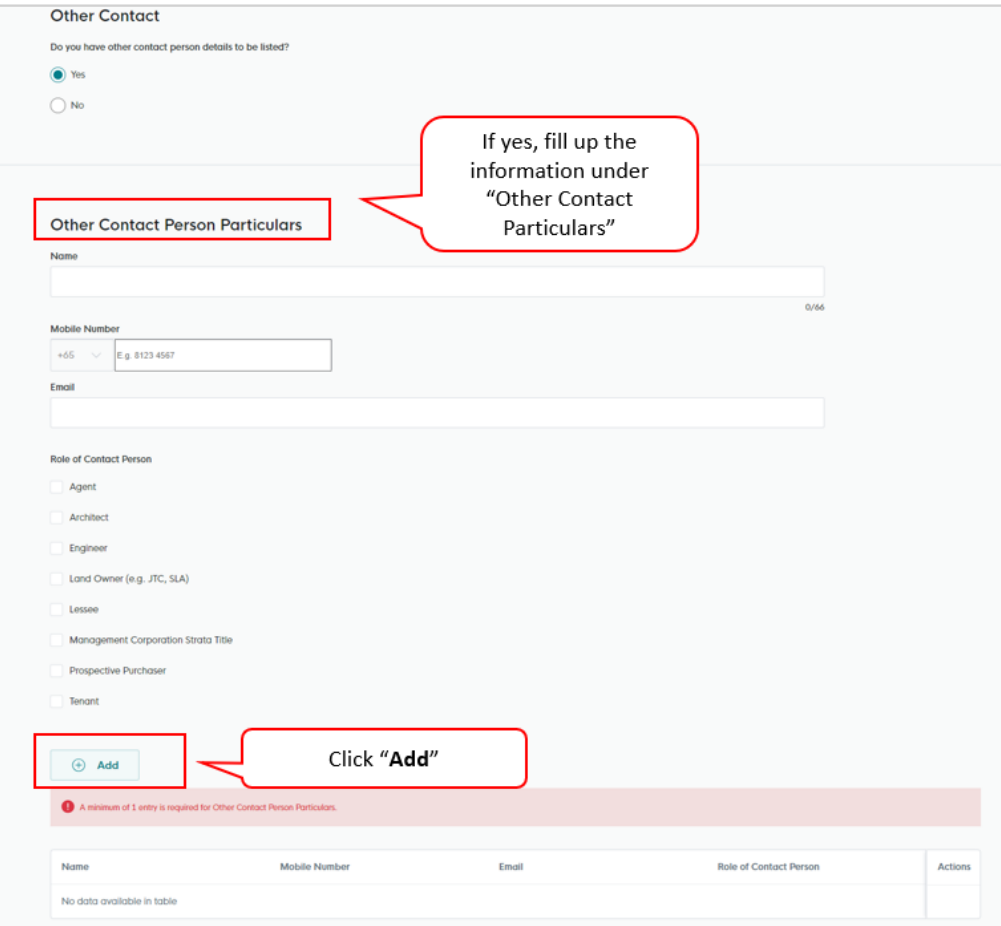
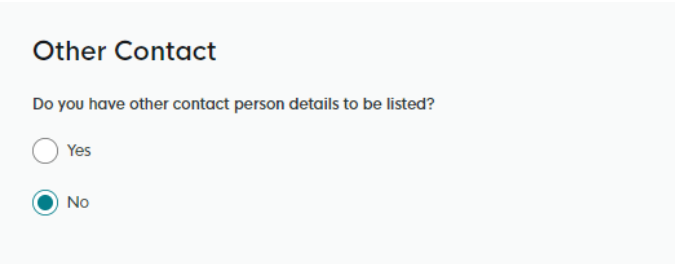
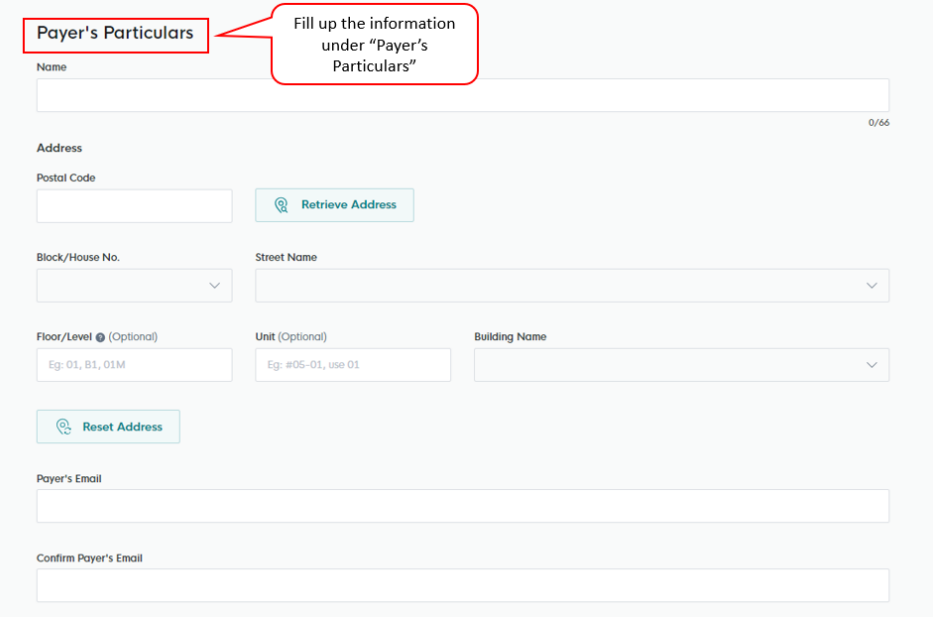
4.4	Property address for the renewal will be auto-populated Use the "bin" icon to delete an address/unit if there is a reduction in this renewal	Property Address Property Address Postal Code Retrieve Address Block/House No. Street Name Floor/Level (Optional) Unit (Optional) Building Name (Optional) Reset Address Add Property Address 180 KITCHENER ROAD, #01-19 CITY SQUARE MALL, Singapore 208539 180 KITCHENER ROAD, #01-24 CITY SQUARE MALL, Singapore 208539 180 KITCHENER ROAD, #01-26 CITY SQUARE MALL, Singapore 208539 180 KITCHENER ROAD, #01-29 CITY SQUARE MALL, Singapore 208539 180 KITCHENER ROAD, #01-63 CITY SQUARE MALL, Singapore 208539 Actions ✕ ✕ ✕ ✕ ✕ Property Address for the renewal is also populated Use the "bin" icon to delete an address/unit if there is a reduction in this renewal Note: You will not be able to add more addresses/units. If there are new addresses/unit, please submit a new change of use application.
4.5	Select applicant's role in the application	Additional Applicant Particulars Role of applicant ☒ Agent ☐ Architect ☐ Engineer ☐ Lessee/Tenant

☐☐☐☐

Please fill in required field.

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

4.7	If you are the property owner: a. Fill in whether there are Co-Owner b. If Yes (i.e. there is Co-Owner), fill in Property Co-Owner Particulars Click “Add”	Property Owner Particulars Are you the owner? ☒ Yes ☐ No Are there Co-Owner? ☒ Yes ☐ No Property Co-Owner Particulars Name Contact Number Email + Add A minimum of 1 entry is required for Property Co-Owner Particulars. <table><thead><tr><th>Name</th><th>Contact Number</th><th>Email</th><th>Actions</th></tr></thead><tbody><tr><td colspan="4">No data available in table</td></tr></tbody></table> Select whether you are the Owner If yes, select whether are there co-owner and fill in Co-Owner Particulars accordingly Fill up the information under “Property Co-Owner Particulars” Click “Add”	Name	Contact Number	Email	Actions	No data available in table			
Name	Contact Number	Email	Actions							
No data available in table										
4.8	If you are not the property owner: a. Fill in Property Co-Owner Particulars b. Click “Add”	Property Owner Particulars Are you the owner? ☐ Yes ☒ No Property Owner/Co-Owner Particulars Name Mobile Number Email + 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> Select whether you are the Owner If No, Fill up the information under “Property Co-Owner Particulars” Click “Add”	Name	Mobile Number	Email	Actions	No data available in table			
Name	Mobile Number	Email	Actions							
No data available in table										
4.9	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								

4.10	If there are other contact person details, choose “Yes” - Fill in Other Contact Person Particulars - Choose role of contact person - Click “Add”	
4.11	If there are no other contact person details, choose “No”	
4.12	Fill in Payer’s Particulars	

4.13 **Upload Supporting Documents**

Supporting Documents

Landowner's Consent (Optional)
Only 1 file or 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

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 provide a copy of their consent in your application)

Location Plan (Optional)
Only 1 file or 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.
Drop a file here or click to upload

For multi-unit developments (e.g shopping centre,flatted factory), please attach a location plan indicating the location of your premises (see [sample](#) attached).

Floor Plan (Optional)
Only 1 file or 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.
Drop a file here or click to upload

A Floor plan showing the proposed layout and usage of the premises (e.g. for restaurant proposals in shophouses, see [sample](#) attached).

Other Supporting Documents (Optional)
Only 1 file or 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

* E.g. cover letter, details of proposed business operations (if any)

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.

- 4.14
- a. **Select the appropriate declaration**
 - b. **Read and acknowledge the declaration**
 - c. **Click “Review form”**

Declaration

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 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.

☐ 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.

- The particulars given in this application are true and correct.
- The submission is in accordance with the planning/conservation submission requirements.

Declaration

☐ hereby declare that all of the above is true.

Click “Review Form”

← General Information Save Draft **Review Form** →

Select the appropriate declaration by clicking one of the checkboxes

Read and acknowledge the declarations, then click the checkbox

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
Salutation
Dr
Name
ID Type & ID Number
NRIC
Email
Contact Number
Address

Declaration
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 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
- The particulars given in this application are true and correct.
- The submission is in accordance with the planning/conservation submission requirements.

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

← Back to Edit **Declaration** →

Step 6: Declaration

6.1

a. Read and acknowledge the declaration

b. Click **“Make payment”**

go-business
powered by

1 General Info
2 Application Details
3 Review Form
4 **Declaration**
5 Make Payment

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.

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.

Choose payment method and pay accordingly



Credit/Debit Card →



PayNow QR →

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

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 (Renewal)		
Application Fee	-	\$500.00
	Subtotal	\$500.00
	Total Paid	\$500.00



Download Tax Invoice

Receipt No.

TN241113000058

Next Steps

We will send you an email notification when there are changes to your application status. Alternatively, you may log in to track your status via the dashboard below.
For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@govsionlogic.com.sg.

Return to Dashboard →