

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

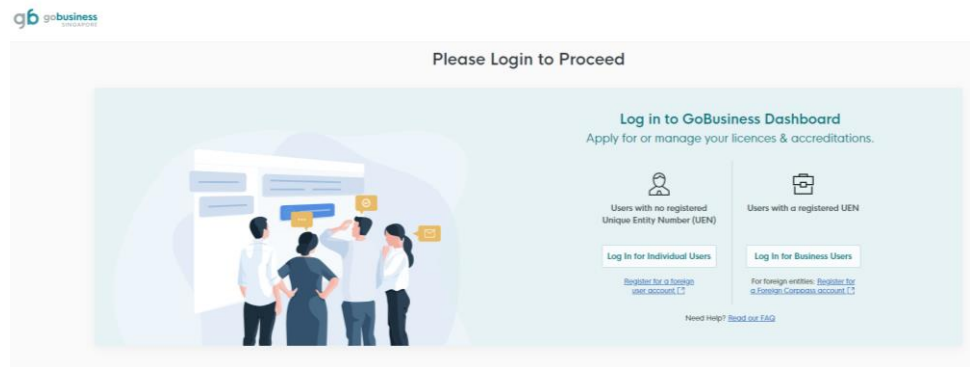
STEP-BY-STEP GUIDE

APPLY FOR CHANGE OF USE LODGMENT

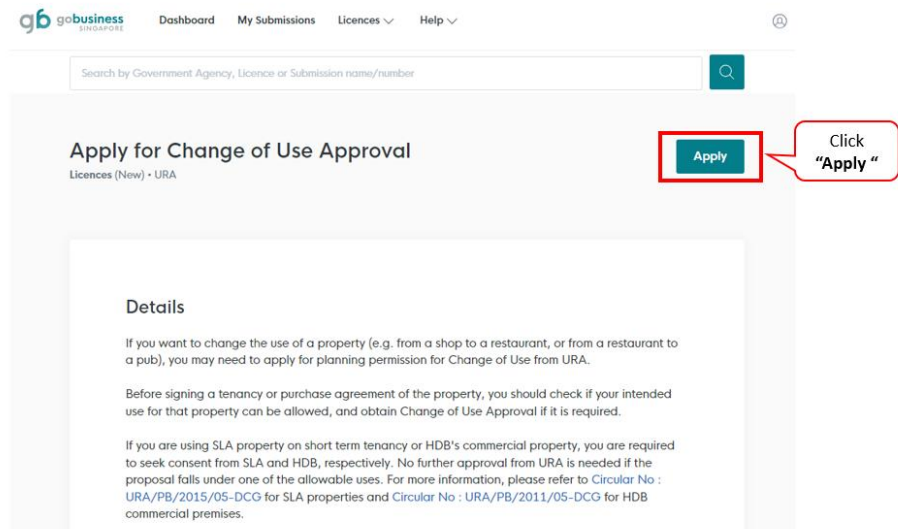
Step 1: Choose Licence		
SN	Procedures	Screenshot
1.1	<p>a. Go to URA Website (www.ura.gov.sg/corporate)</p> <p>b. Scroll to the bottom of the page</p> <p>c. Under “e-Services”, click “Development Control”</p>	
1.2	<p>Under “Apply for Change of Use”, click “All change of use applications are to be submitted electronically via GoBusiness Singapore”</p>	
1.3	<p>The GoBusiness Portal will open in a new tab</p> <p>Click “Apply on GoBusiness”</p>	

Step 2: Log in with Singpass

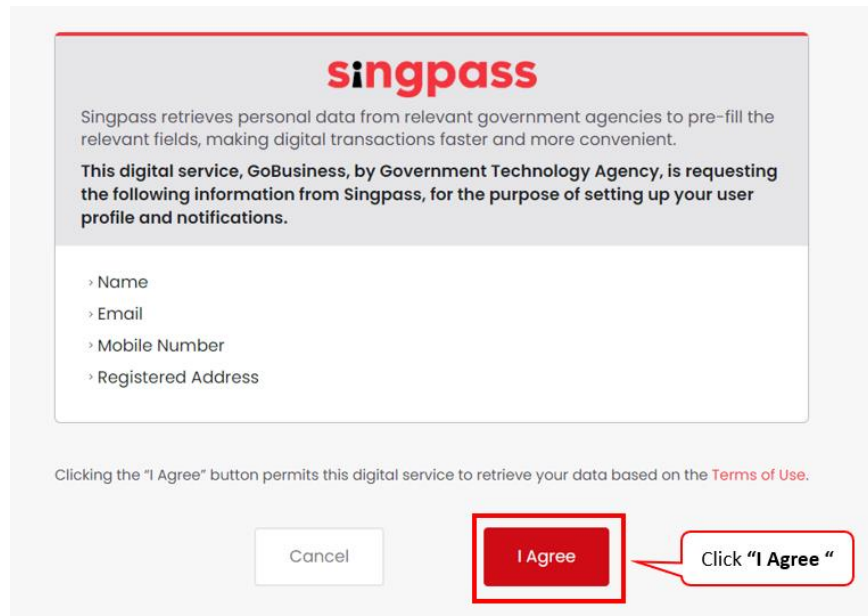
2.1 Click
“Log In for Individual
Users”
or
“Log In for Business
Users”
then
Log in with Singpass



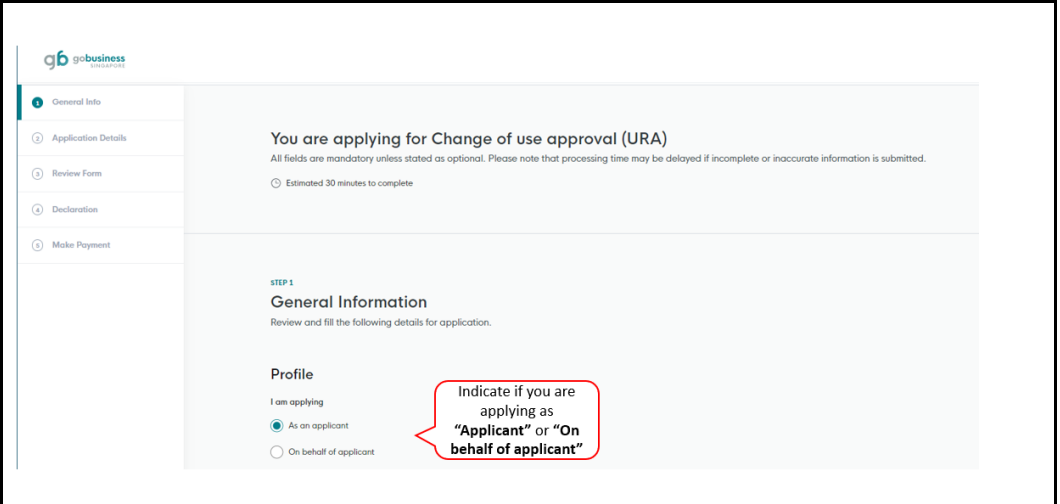
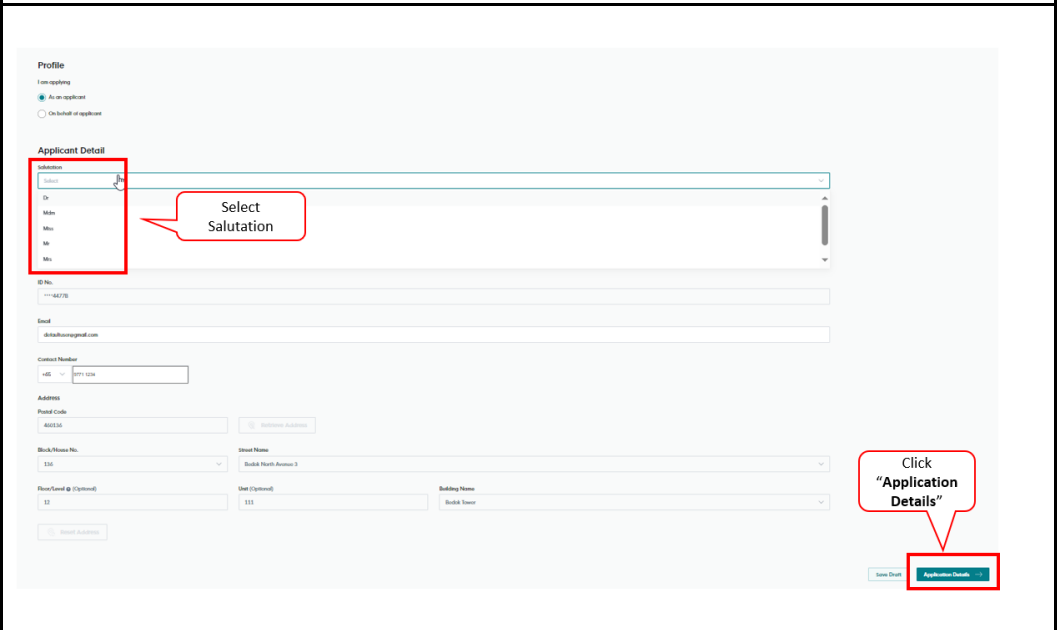
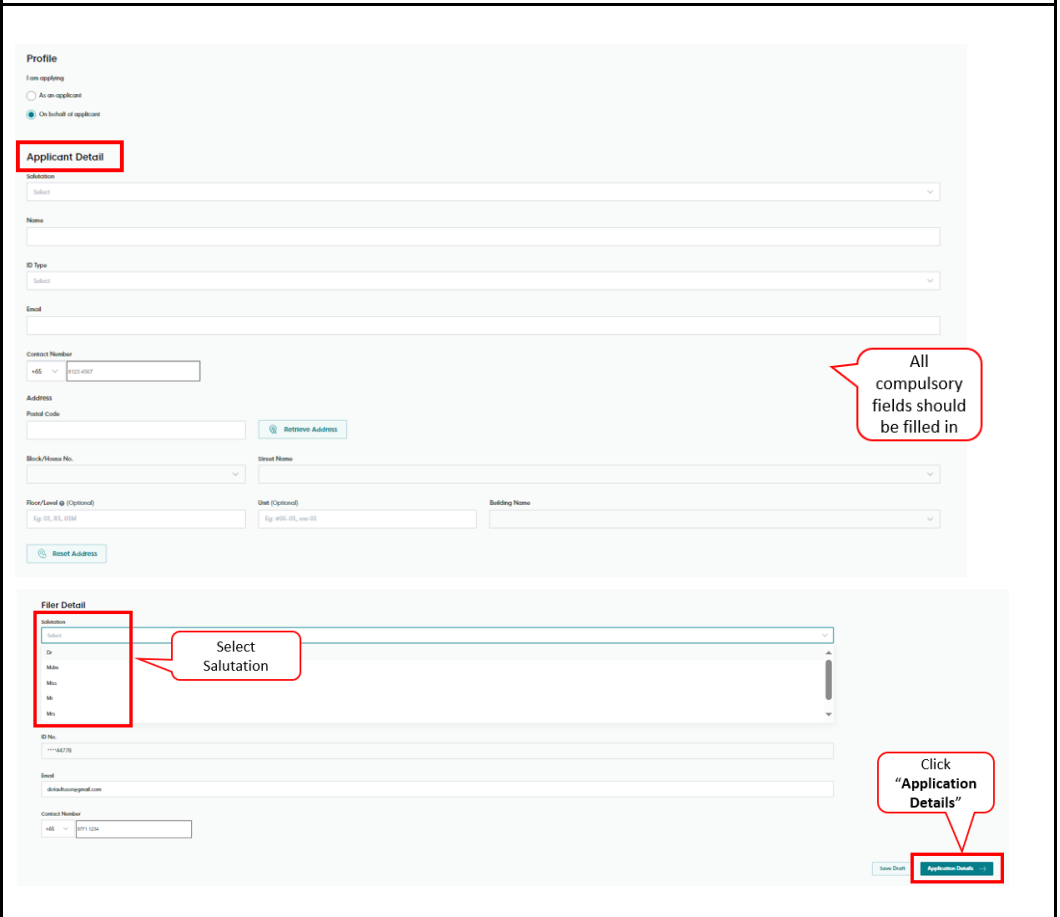
2.2 Click “Apply”



2.3 Click “I Agree”



Step 3: Fill in General Information of applicant

<p>3.1</p>	<p>Indicate if you are applying “As an applicant” or “On behalf of applicant”</p>	
<p>3.2</p>	<p>If “As an applicant” is selected, Applicant Details will be auto-populated from SingPass.</p> <ol style="list-style-type: none"> Select Applicant’s Salutation Click “Application Details” 	
<p>3.3</p>	<p>If “On behalf of applicant” is selected,</p> <ol style="list-style-type: none"> 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:
Change of use Lodgment
- b. Select relevant Category Type*

*For more info on the Lodgment Categories and conditions, visit the URA Website [here](#)

- 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.

4.2b For Category – **Commercial Building**

- a. Enter Postal Code,
- b. Enter Level No
- c. Enter Unit no
- d. Click **“Retrieve Address”**
- e. Select Address from drop-down list
- f. Select **“Intended use”**
- g. Enter Unit’s floor area
- h. 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.

Change of Use Lodgment Commercial Building

Postal Code: Enter Postal Code

Level No. (E.g. #05-01, enter 05): Enter Level No (E.g. #05-01, enter 05)

Unit No. (E.g. #05-01, enter 01): Enter Unit No (E.g. #05-01, enter 01)

Retrieve Address: Click **“Retrieve Address”**

Select Address: Select Address from drop-down list

Please select your intended use of the premises?: Select **“Intended use of the premises”**

Unit's Floor Area (in sqm): Enter Unit's Floor Area

Add: 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.

Use the buttons to edit or delete Address/units

Postal Code	Level No.	Unit No.	Select Address	Please select your intended use of the premises?	Unit's Floor Area (in sqm)	Actions
No data available in table						

4.2c For Category – **Community Centre**

- 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 Community Centre

Address: Enter Postal Code, Click **“Retrieve Address”**

Block/House No. Street Name

Floor/Level (E.g. 01, B1, 01M) Unit (E.g. #05-01, use 01) Building Name: Enter Floor/Unit no

Reset Address

Unit's Floor Area (in sqm): Enter Unit's Floor Area

Add: Click **“Add”**

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

Address	Unit's Floor Area (in sqm)	Actions
No data available in table		

Intended Use of Community Centre

Please select your intended use of the premises?: Select **“Intended use of the premises”**

- 4.2d 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 multiple addresses or intended uses, please submit separate lodgment application for each address/intended use

The screenshot shows the 'Change of Use Lodgment Shophouses' form. It includes fields for Postal Code, Retrieve Address, Select Address (drop-down), Unit No (Optional), Intended use of the premises, and Unit's Floor Area (in sqm). A red callout box points to the 'Add' button. A blue box contains the instruction: '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.' Another blue callout box points to the 'Retrieve Address' button with the text 'Use the buttons to edit or delete Address'.

- 4.3 **Select** applicant’s role in the application

The screenshot shows the 'Additional Applicant Particulars' form. Under the heading 'Role of applicant', there is a list of roles with checkboxes: Agent, Architect, Engineer, Lessee/Tenant, Management Corporation Strata Title, Property Owner, Prospective Purchaser, and Land Owner (e.g. JTC, SLA). A red callout box points to the checkboxes with the text: 'If Applicant has more than one role in the application, he/she may choose more than one option (if applicable)'. A red note at the bottom says 'Please fill in required field.'

- 4.4 **Select** whether you are the Property Owner

The screenshot shows the 'Property Owner Particulars' form. It asks 'Are you the owner?' with two radio button options: 'Yes' (selected) and 'No'. A red callout box points to the 'Yes' radio button with the text: 'Select whether you are the Owner'.

- 4.5 If you are the property owner:
- Fill in whether there is Co-Owner
 - If Yes (i.e. there is Co-Owner), fill in Property Co-Owner Particulars
 - Click **"Add"**

Property Owner Particulars

Are you the owner?

Yes Select whether you are the Owner

No

Are there Co-Owner?

Yes If yes, select whether are there co-owner and fill in Co-Owner Particulars accordingly

No

Property Co-Owner Particulars Fill up the information under "Property Co-Owner Particulars"

Name 0/66

Contact Number

+65

Email

+ Add Click "Add"

! A minimum of 1 entry is required for Property Co-Owner Particulars.

Name	Contact Number	Email	Actions
No data available in table			

- 4.6 If you are **not** the property owner:
- Fill in Property Co-Owner Particulars
 - Click **"Add"**

Property Owner Particulars

Are you the owner?

Yes Select whether you are the Owner

No

Property Owner/Co-Owner Particulars If No, Fill up the information under "Property Co-Owner Particulars"

Name 0/66

Mobile Number

+65

Email

+ Add Click "Add"

! A minimum of 1 entry is required for Property Owner/Co-Owner Particulars.

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"

- Fill in Other Contact Person Particulars
- Choose role of contact person
- Click "Add"

Other Contact

Do you have other contact person details to be listed?

Yes

No

Other Contact Person Particulars

Name 0/66

Mobile Number 0/66

+65

Email

Role of Contact Person

Agent

Architect

Engineer

Land Owner (e.g. JTC, SLA)

Lessee

Management Corporation Strata Title

Prospective Purchaser

Tenant

A minimum of 1 entry is required for Other Contact Person Particulars.

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	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-bottom: 5px;">Payer's Particulars</div> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-left: 10px;">Fill up the information under "Payer's Particulars"</div> </div> <p>Name 0/66</p> <p>Address</p> <p>Postal Code Retrieve Address</p> <p>Block/House No. Street Name</p> <p>Floor/Level Unit (Optional) Building Name</p> <p>Eg: 01, B1, 01M Eg: #05-01, use 01</p> <p style="text-align: center;">Reset Address</p> <p>Payer's Email</p> <p>Confirm Payer's Email</p>
------	-----------------------------	--

4.11	Upload Supporting Documents	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Supporting Documents</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Landowner's Consent (Optional) <small>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 other submission.</small></p> <p style="text-align: center;">Drop a file here or click to upload</p> </div> <p><small>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 on provide a copy of their consent in your application.</small></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Location Plan (Optional) <small>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.</small></p> <p style="text-align: center;">Drop a file here or click to upload</p> </div> <p><small>For multi-unit developments (e.g shopping centre,flatted factory), please attach a location plan indicating the location of your premises (see sample attached).</small></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Floor Plan (Optional) <small>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.</small></p> <p style="text-align: center;">Drop a file here or click to upload</p> </div> <p><small>A Floor plan showing the proposed layout and usage of the premises (e.g. for restaurant proposals in shophouses, see sample attached).</small></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Other Supporting Documents (Optional) <small>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 other submission.</small></p> <p style="text-align: center;">Drop a file here or click to upload</p> </div> <p><small>* E.g. cover letter, details of proposed business operations (if any)</small></p> </div> <div style="border: 2px solid red; padding: 5px; margin-top: 10px; width: fit-content;"> <p>Upload supporting documents by:</p> <ol style="list-style-type: none"> 1. Dropping the file, or 2. Clicking to upload <p>You may skip this step if you have no documents to submit.</p> </div>
------	-----------------------------	--

4.12	<p>a. Select the appropriate declaration</p> <p>b. Read and ensure that the proposal fulfils the conditions for the selected lodgment category</p> <p>c. Acknowledge the declaration</p> <p>d. Click "Review form"</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">Declaration - Lodgment (Business Park)</p> <p>1. I hereby declare that:</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p>2. I also hereby declare that</p> <p>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.</p> <p>b. the proposed change of use does not involve sit-back conversion of the development</p> <p>c. the premises is presently authorised to be used for:</p> <p style="margin-left: 20px;">1. a commercial use; or</p> <p style="margin-left: 20px;">2. 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</p> <p>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</p> <p>e. the proposed use has not started</p> <p>f. no part of the premises comprises work that are unauthorised under the Planning Act (Cap 232)</p> <p>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</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Declaration</p> <p><input type="checkbox"/> I hereby declare that all of the above is true.</p> <p style="text-align: right;"> ← General Information Save Draft Review Form → </p> </div> <div style="border: 2px solid red; padding: 5px; margin-top: 10px; width: fit-content;"> <p>Select the appropriate declaration by clicking one of the checkboxes</p> </div> <div style="border: 2px solid red; padding: 5px; margin-top: 10px; width: fit-content;"> <p>Read and ensure that the proposal fulfils the conditions for the selected lodgment category</p> </div> <div style="border: 2px solid red; padding: 5px; margin-top: 10px; width: fit-content;"> <p>Acknowledge the declarations, then click the checkbox</p> </div> <div style="border: 2px solid red; padding: 5px; margin-top: 10px; width: fit-content; float: right;"> <p>Click "Review Form"</p> </div>
------	--	--

Step 5: Review Form

- 5.1 a. Review application details to ensure information provided is true and correct
- b. 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/plans 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 a. Read and acknowledge the declaration
- b. Click **“Make payment”**

qb-business

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

- Fill in credit card or debit card details
- Click **"Make Payment"**




Payment
Please review your fees and make payment.

DESCRIPTION	QST	AMOUNT
Change of use approval		
Application Fee	-	\$150.00
	Subtotal	\$150.00
	Amount Payable	\$150.00

Payment method
Please choose a payment method.

VISA ****4242 Exp: 01/2028 Remove

Use A Different Card

We Accept   

Add Card Details

3639 3639 3639 3639 01/29 123

What is a CVC?

Save as my new default card

[Make Payment →](#)


Fill in credit card details

Click "Make Payment"

*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	QST	AMOUNT
Change of use approval		
Application Fee	-	\$150.00
	Subtotal	\$150.00
	Total Paid	\$150.00

[Download Tax Invoice](#) Receipt No: TN241133000096