

# How to Submit **Renewal Application**



20 mins

On GoBusiness

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

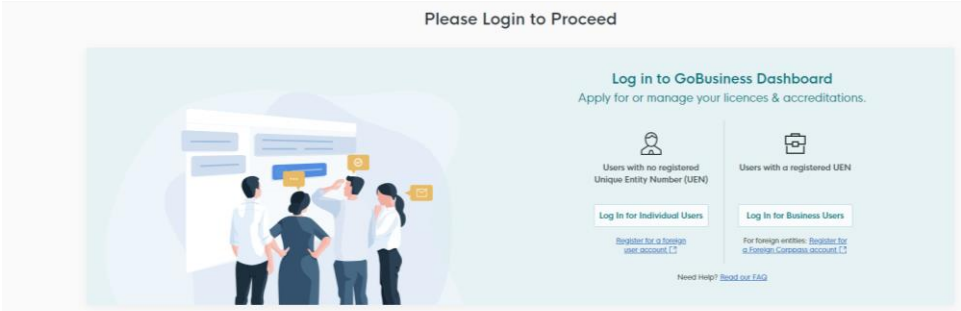
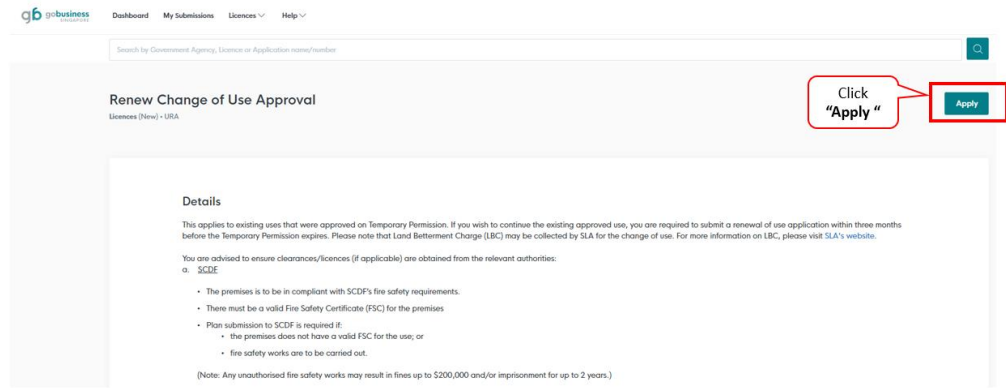
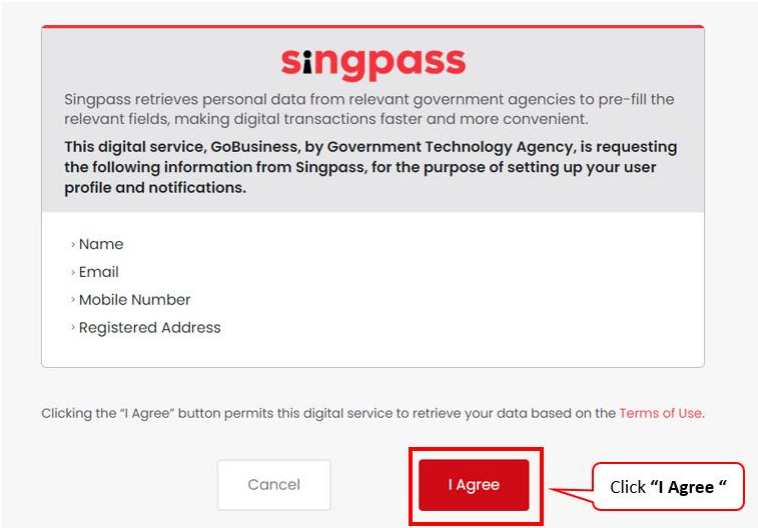
- 1 Click “Apply on GoBusiness”**
- 2 Login with Singpass or Corppass**
- 3 Select Profile & Fill in Applicant Details**
- 4 Select Submission Type – New Submission**
- 5 Key in Decision Number**
- 6 Check Application Details & Property Address for renewal**
- 7 Provide property owner and payer’s particular**
- 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

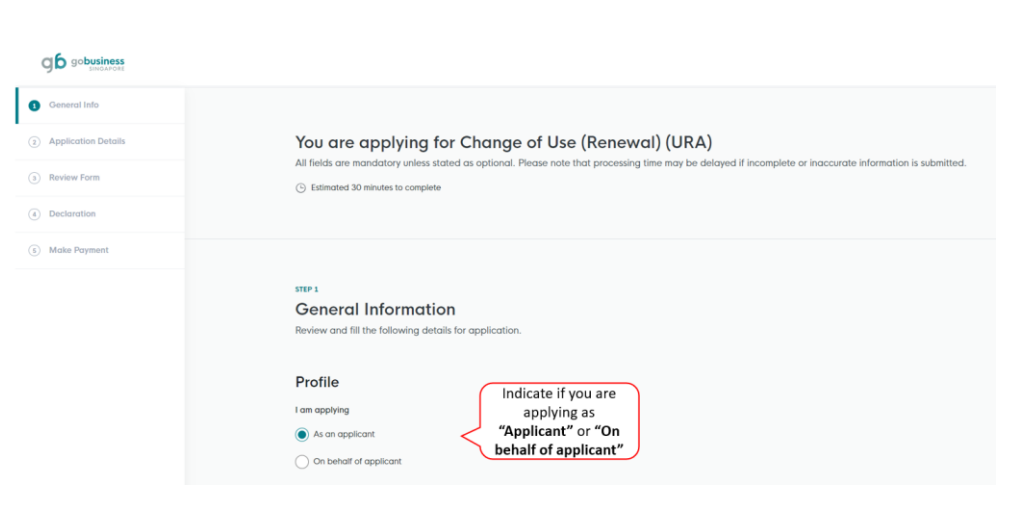
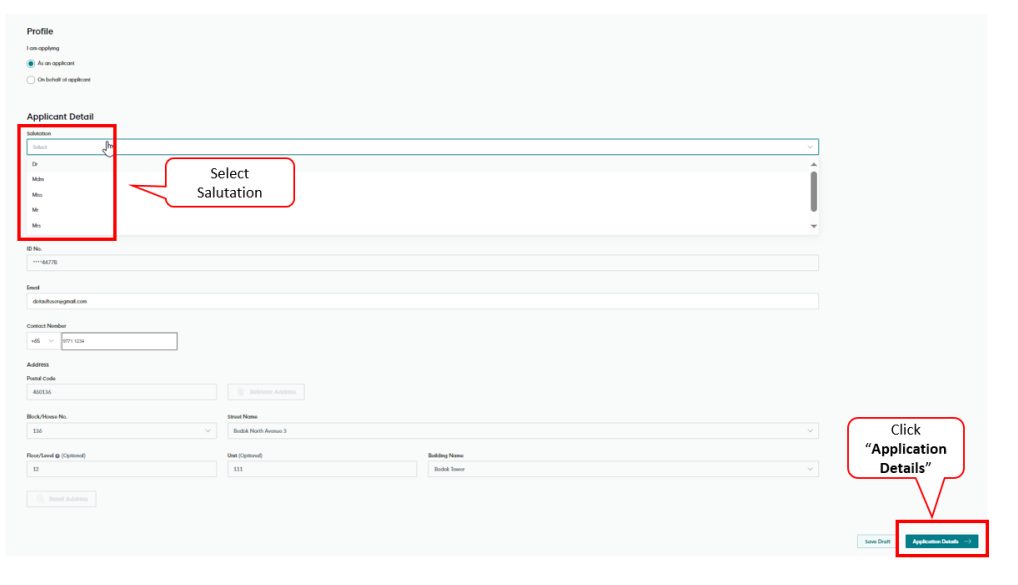
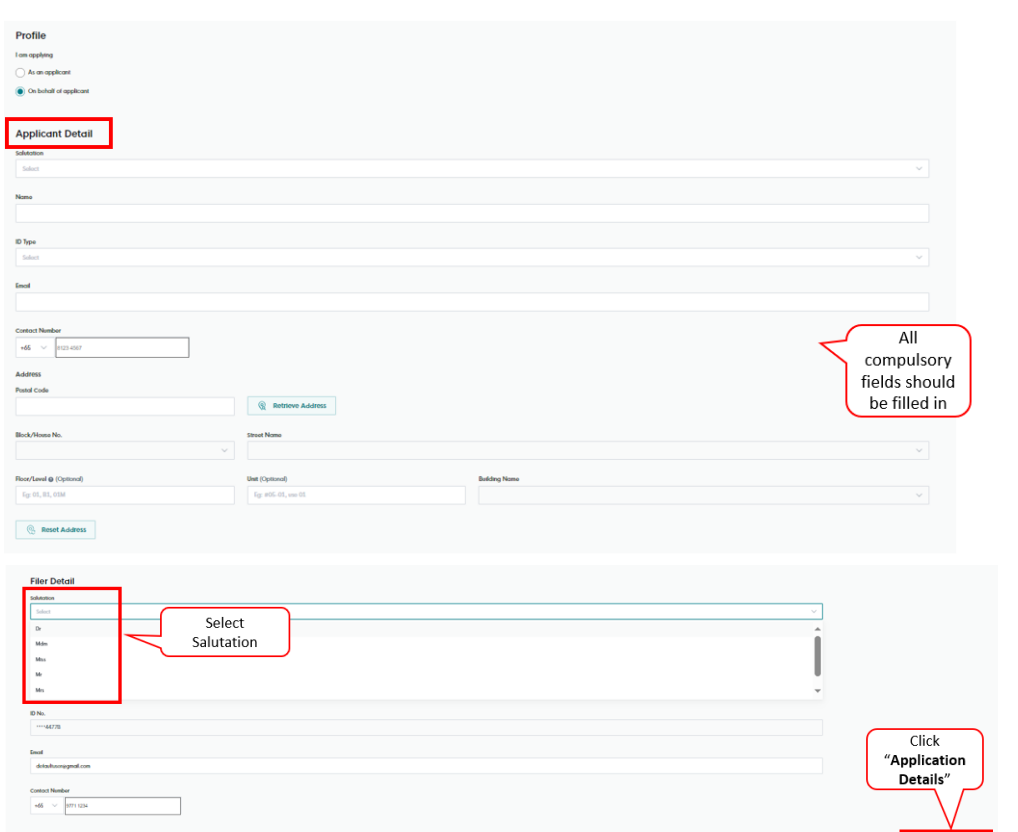
## RENEW TEMPORARY PERMISSION TO CONTINUE AN APPROVED USE

Step 1: Choose Licence		
SN	Procedures	Screenshot
1.1	<p>a. Go to URA Website (<a href="http://www.ura.gov.sg/corporate">www.ura.gov.sg/corporate</a>)</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 Renewal of Use”, click “All renewal applications are to be submitted 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

<p>2.1</p> <p>Click <b>“Log In for Individual Users”</b> or <b>“Log In for Business Users”</b> then <b>Log in with Singpass</b></p>	
<p>2.2</p> <p>Click <b>“Apply”</b></p>	
<p>2.3</p> <p>Click <b>“I Agree”</b></p>	

## Step 3: Fill in General Information of applicant

<p>3.1</p>	<p>Indicate if you are applying <b>“As an applicant”</b> or <b>“On behalf of applicant”</b></p>	
<p>3.2</p>	<p>If <b>“As an applicant”</b> is selected, Applicant Details will be auto-populated from SingPass.</p> <ol style="list-style-type: none"> <li>Select Applicant’s Salutation</li> <li>Click <b>“Application Details”</b></li> </ol>	
<p>3.3</p>	<p>If <b>“On behalf of applicant”</b> is selected,</p> <ol style="list-style-type: none"> <li>Fill in all fields under Applicant Detail</li> <li>Filer details will be auto-populated from SingPass</li> <li>Select Filer’s Salutation</li> <li>Click <b>“Application Details”</b></li> </ol>	

## Step 4: Provide Application Details

4.1 Select Submission Type:  
*New submission*

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:  
*New Submission*

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. P190505-03Z1-Z00)

0/20

Retrieve

Key in Decision No

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  
E520241002R0161 15/20

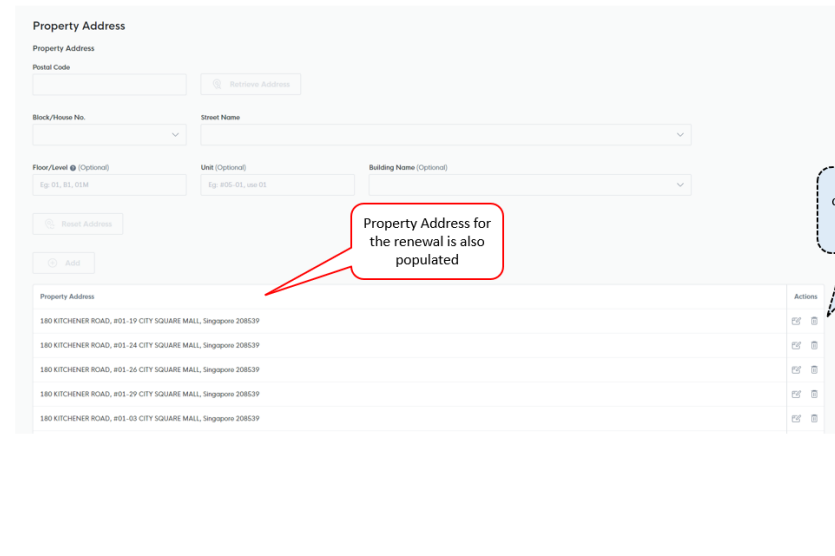

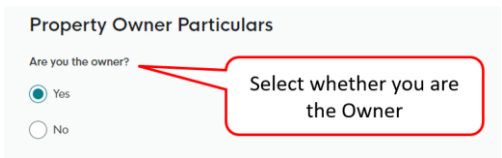
Submission No  
021024-0611-Z000 16/20

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

<p>4.4</p>	<p>Property address for the renewal will be auto-populated</p> <p>Use the "bin" icon to delete an address/unit if there is a reduction in this renewal</p>	 <p>Property Address</p> <p>Postal Code <input type="text"/> <input type="button" value="Retrieve Address"/></p> <p>Block/House No. <input type="text"/> Street Name <input type="text"/></p> <p>Floor/Level # (Optional) <input type="text"/> Unit (Optional) <input type="text"/> Building Name (Optional) <input type="text"/></p> <p><input type="button" value="Reset Address"/> <input type="button" value="Add"/></p> <p>Property Address</p> <ul style="list-style-type: none"> <li>180 KITCHENER ROAD, #01-19 CITY SQUARE MALL, Singapore 208539</li> <li>180 KITCHENER ROAD, #01-24 CITY SQUARE MALL, Singapore 208539</li> <li>180 KITCHENER ROAD, #01-26 CITY SQUARE MALL, Singapore 208539</li> <li>180 KITCHENER ROAD, #01-29 CITY SQUARE MALL, Singapore 208539</li> <li>180 KITCHENER ROAD, #01-03 CITY SQUARE MALL, Singapore 208539</li> </ul> <p>Actions</p> <p>Use the "bin" icon to delete an address/unit if there is a reduction in this renewal</p> <p>Property Address for the renewal is also populated</p> <p>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.</p>
<p>4.5</p>	<p>Select applicant's role in the application</p>	 <p>Additional Applicant Particulars</p> <p>Role of applicant</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Agent</li> <li><input type="checkbox"/> Architect</li> <li><input type="checkbox"/> Engineer</li> <li><input type="checkbox"/> Lessee/Tenant</li> <li><input type="checkbox"/> Management Corporation Strata Title</li> <li><input type="checkbox"/> Property Owner</li> <li><input type="checkbox"/> Prospective Purchaser</li> <li><input type="checkbox"/> Land Owner (e.g. JTC, SLA)</li> </ul> <p>Please fill in required field.</p> <p>If Applicant has more than one role in the application, he/she may choose more than one option (if applicable)</p>
<p>4.6</p>	<p>Select whether you are the Property Owner</p>	 <p>Property Owner Particulars</p> <p>Are you the owner?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No</li> </ul> <p>Select whether you are the Owner</p>

4.7 If you are the property owner:

- Fill in whether there are 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

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**Property Co-Owner Particulars** Fill up the information under “Property Co-Owner Particulars”

Name

Contact Number

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			

4.8 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

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**Property Owner/Co-Owner Particulars** If No, Fill up the information under “Property Co-Owner Particulars”

Name

Mobile Number

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			

4.9 **Select** whether you have Other Contact Person details to be added

**Other Contact**

Do you have other contact person details to be listed?

Yes Select whether you have other contact person details to be listed

No

4.10 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**

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				

4.11 If there are no other contact person details, choose "No"

**Other Contact**

Do you have other contact person details to be listed?

Yes  
 No

4.12 Fill in Payer's Particulars

**Payer's Particulars**

Name 0/66

Address

Postal Code

Block/House No.  Street Name

Floor/Level (Optional)  Unit (Optional)  Building Name

Payer's Email

Confirm Payer's Email

4.13	<h3>Upload Supporting Documents</h3>	<div style="border: 1px solid #ccc; padding: 10px;"> <h4>Supporting Documents</h4> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Landowner's Consent (Optional)</b>  <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 offline submission.</small></p> <p>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 to provide a copy of their consent in your application.</small></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Location Plan (Optional)</b>  <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>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 <a href="#">sample</a> attached).</small></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Floor Plan (Optional)</b>  <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>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 <a href="#">sample</a> attached).</small></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Other Supporting Documents (Optional)</b>  <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 offline submission.</small></p> <p>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>
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**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	<ol style="list-style-type: none"> <li>Select the appropriate declaration</li> <li>Read and acknowledge the declaration</li> <li>Click <b>“Review form”</b></li> </ol>	<div style="border: 1px solid #ccc; padding: 10px;"> <h4>Declaration</h4> <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 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><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> <ul style="list-style-type: none"> <li>- The particulars given in this application are true and correct.</li> <li>- The submission is in accordance with the planning/conservation submission requirements.</li> </ul> <p>Declaration</p> <p><input type="checkbox"/> hereby declare that all of the above is true.</p> <div style="text-align: right; margin-top: 20px;"> <p>Click <b>“Review Form”</b></p> <p>← General Information   Save Draft   <b>Review Form</b> →</p> </div> </div>
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Select the appropriate declaration by clicking one of the checkboxes

Read and 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**

Salutation  
Dr

Name

ID Type & ID Number  
NRIC: \*

Email  
I

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”**

qb go-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.

I 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	GST	AMOUNT
Change of Use (Renewal)		
Application Fee	-	\$500.00
	Subtotal	\$500.00
	Amount Payable	\$500.00

### Payment method

Please choose a payment method.

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

Use A Different Card

We Accept  

Add Card Details

What is a CVV?

Save as my new default card

**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	GST	AMOUNT
Change of Use (Renewal)		
Application Fee	-	\$500.00
	Subtotal	\$500.00
	Total Paid	\$500.00

Receipt No: TN24113000058

### 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 AskGo@biztronicsonline.com.sg.