

# How to Submit Change of Use Application



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 – New Change of Use  
Select Submission Type – New Submission**

5

**Provide Change of use 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, clearances from technical agencies such as SCDF)

7

**Make E-payment**

Pay processing fees of \$500 to complete the application

# STEP-BY-STEP GUIDE

## APPLY FOR NEW CHANGE OF USE APPLICATION

| Step 1: Choose Licence |                                                                                                                                                                |            |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| SN                     | Procedures                                                                                                                                                     | Screenshot |
| 1.1                    | a. Go to URA Website ( <a href="https://www.ura.gov.sg/">https://www.ura.gov.sg/</a> )<br><br>b. Scroll to the bottom of the page<br><br>c. Click “e-Services” |            |
| 1.2                    | a. Click checkbox for “Development Control”<br><br>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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LicensingGrants & Supporte-ServiceOther ResourcesHelp Centre

LicensingApply NewRenew and ManageLicence e-ServiceFAQ

Licence DirectoryChange 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

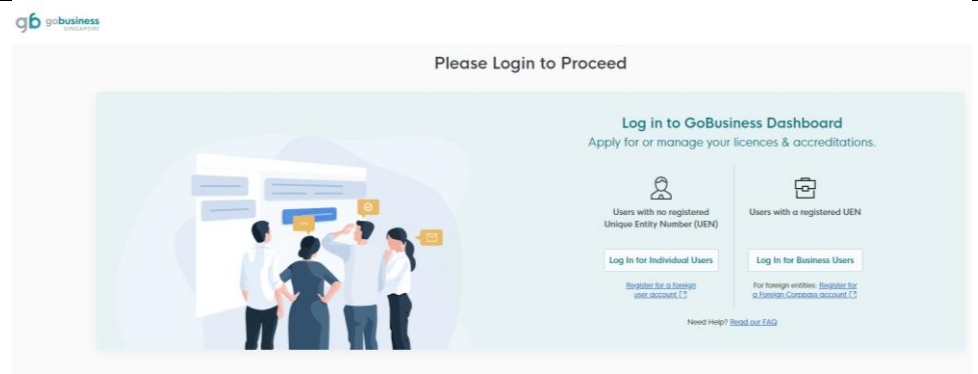
For enquiries, contact the agency at <https://eservices.ura.gov.sg/feedback> Web/ or call 6223 4811

For technical support, [contact GoBusiness](#)

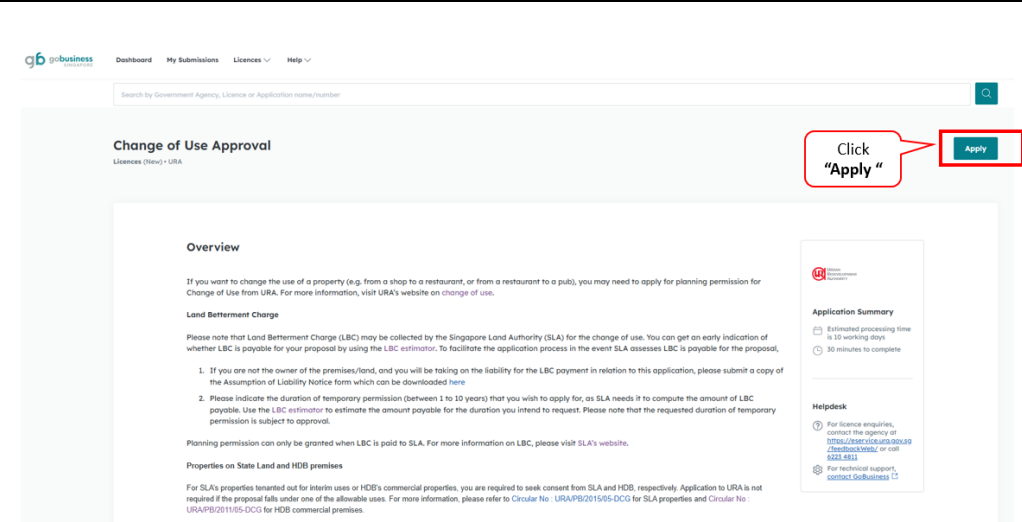
Click “Apply on GoBusiness”

## Step 2: Log in with Singpass

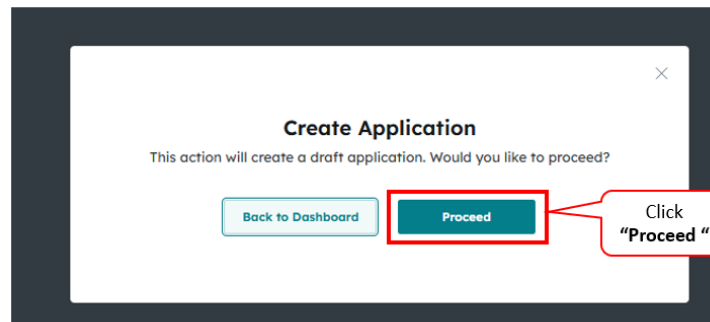
2.1 Click  
“Log In for Individual Users”  
or  
“Log In for Business Users”  
then  
Log in with Singpass



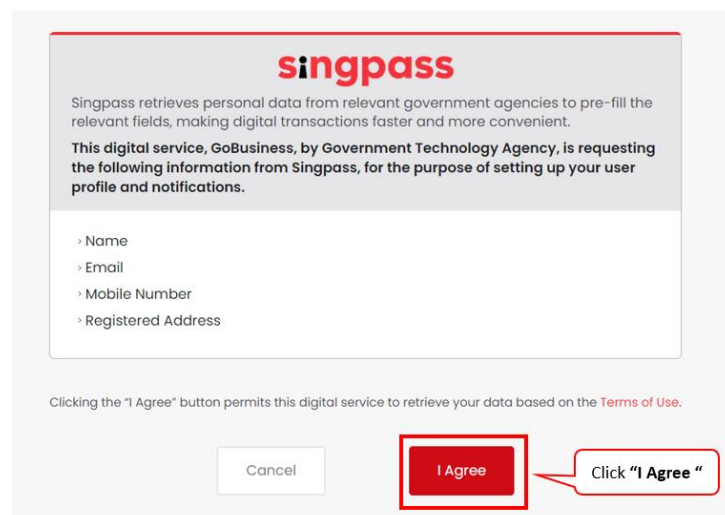
2.2 Click “Apply”



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

Select Licence Type: **New Change of Use**

Select Submission Type: **New submission**

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1 General Info

2 Application Details

3 Review Form

4 Declaration

5 Make Payment

STEP 2

Application Details for Change of use approval (URA)

Fill in the following details.

Licence Category

Licence Type

Select

Submission Type

Select

1. Select Licence Type: **New Change of Use**
2. Select Submission Type: **New Submission**

4.2

Enter property address for change of use and intended use

- a. Enter Postal Code, click **"Retrieve Address"**
- b. Select **"Intended use"**
- c. Enter Unit's floor area
- d. Click **"Add"**

Do add multiple records if you have more than 1 unit

Property Address for New Change of Use

Address

Postal Code



Retrieve Address

Enter Postal Code, Click **"Retrieve Address"**

Block/House No.

Street Name

Floor/Level (Optional)

Eg: 01, B1, 01M

Unit (Optional)

Eg: #05-01, use 01

Building Name (Optional)

Reset Address

Please select your intended use of the premises?

Select

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

Use the buttons to edit or delete Address/intended use

A minimum of 1 entry is required for Property Address for New Change of Use.

| Address                                                            | Please select your intended use of the premises? | Unit's Floor Area (in sqm) | No. of Workers (only for workers' dorm proposals) | Action |
|--------------------------------------------------------------------|--------------------------------------------------|----------------------------|---------------------------------------------------|--------|
| 15 BIDADARI PARK DRIVE, THE WOODLEIGH RESIDENCES, Singapore 367805 | Child Care Centre                                | 100                        |                                                   |        |

4.3

Select applicant's role in the application

Additional Applicant Particulars

Role of applicant

☐

Agent

☐

Architect

☐

Engineer

☐

Lessee/Tenant

☐

Management Corporation Strata Title

☐

Property Owner

☐

Prospective Purchaser

☐

Land Owner (e.g. JTC, SLA)

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.

4.4

Select whether you are the Property Owner

Property Owner Particulars

Are you the owner?

☒ Yes

☐ No

Select whether you are the Owner

4.5

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

c. 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

Add

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

Name

Contact Number

Email

Actions

No data available in table

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

Click “Add”

4.6

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

Add

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

Name

Mobile Number

Email

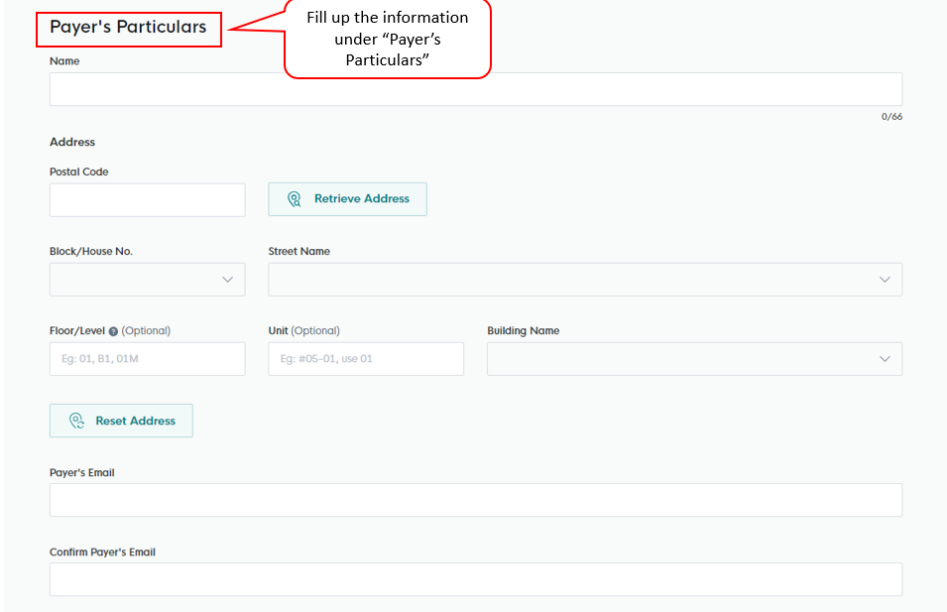
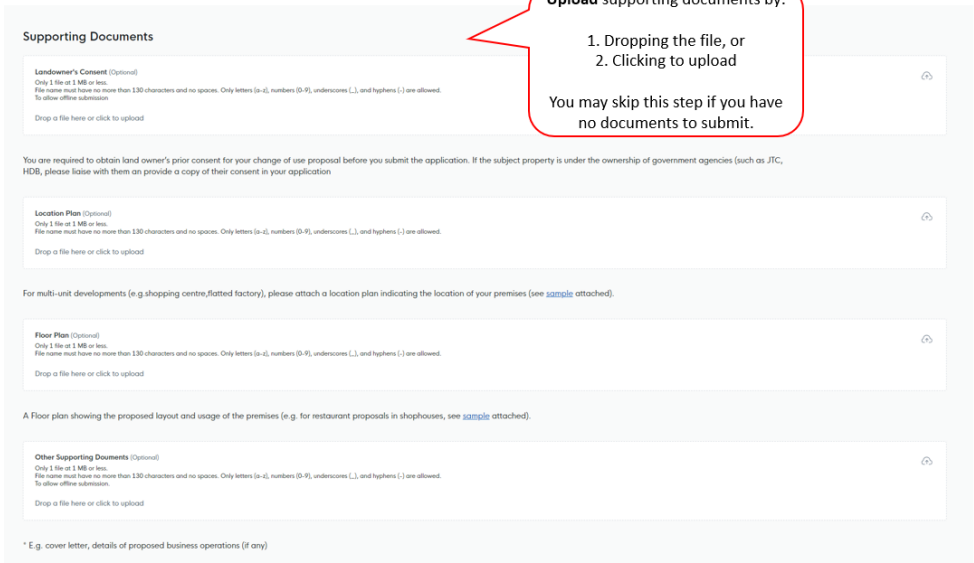
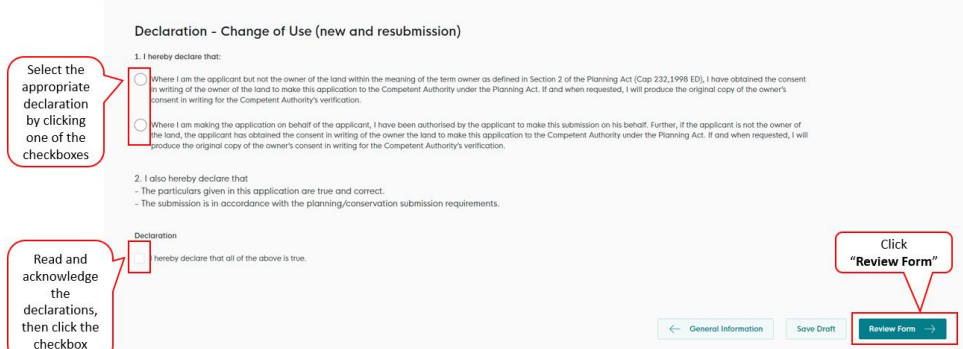
Actions

No data available in table

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

Click “Add”

| 4.7                        | Select whether you have Other Contact Person details to be added                                                                                                                                         | <div><div>Other Contact</div><div>Do you have other contact person details to be listed?</div><div><div><input type="radio"/> Yes</div><div><input type="radio"/> No</div></div></div> <div>Select whether you have other contact person details to be listed</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                        |               |       |                        |         |                            |  |  |  |  |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------|-------|------------------------|---------|----------------------------|--|--|--|--|
| 4.8                        | <div>If there are other contact person details, choose “Yes”</div> <div><div>a. Fill in Other Contact Person Particulars</div><div>b. Choose role of contact person</div><div>c. Click “Add”</div></div> | <div><div>Other Contact</div><div>Do you have other contact person details to be listed?</div><div><div><input checked="" type="radio"/> Yes</div><div><input type="radio"/> No</div></div></div> <div><div>Other Contact Person Particulars</div><div><div>Name</div><div></div></div><div><div>Mobile Number</div><div><div>+65</div><div>E.g. 9123 4567</div></div></div><div><div>Email</div><div></div></div><div><div>Role of Contact Person</div><div><div><input type="checkbox"/> Agent</div><div><input type="checkbox"/> Architect</div><div><input type="checkbox"/> Engineer</div><div><input type="checkbox"/> Land Owner (e.g. JTC, SLA)</div><div><input type="checkbox"/> Lessee</div><div><input type="checkbox"/> Management Corporation Strata Title</div><div><input type="checkbox"/> Prospective Purchaser</div><div><input type="checkbox"/> Tenant</div></div></div><div><div><div>➕ Add</div></div></div><div><div>A minimum of 1 entry is required for Other Contact Person Particulars.</div></div><div><table><tr><th>Name</th><th>Mobile Number</th><th>Email</th><th>Role of Contact Person</th><th>Actions</th></tr><tr><td colspan="5">No data available in table</td></tr></table></div></div> <div>If yes, fill up the information under “Other Contact Particulars”</div> <div>Click “Add”</div> | 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”                                                                                                                                                | <div><div>Other Contact</div><div>Do you have other contact person details to be listed?</div><div><div><input type="radio"/> Yes</div><div><input checked="" type="radio"/> No</div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                        |               |       |                        |         |                            |  |  |  |  |

|      |                                                                                                                                         |                                                                                      |
|------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 4.10 | Fill in Payer's Particulars                                                                                                             |     |
| 4.11 | Upload Supporting Documents                                                                                                             |   |
| 4.12 | <p>a. <b>Select</b> the appropriate declaration</p> <p>b. Read and acknowledge the declaration</p> <p>c. Click <b>“Review form”</b></p> |  |

## Step 5: Review Form

5.1

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

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

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

Submission

Name

ID Type & ID Number  
NRIC

Email

Contact Number

Address

Declaration - Change of Use (new and resubmission)

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 332, 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

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

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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 →

## 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 →

PAY NOW  
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 approval |                   |                 |
| Application Fee        | -                 | \$500.00        |
|                        | Subtotal          | \$500.00        |
|                        | <b>Total Paid</b> | <b>\$500.00</b> |

 **Download Tax Invoice**

Receipt No:  
TN241113000031