

How to Submit

Change of Use Application



20 mins

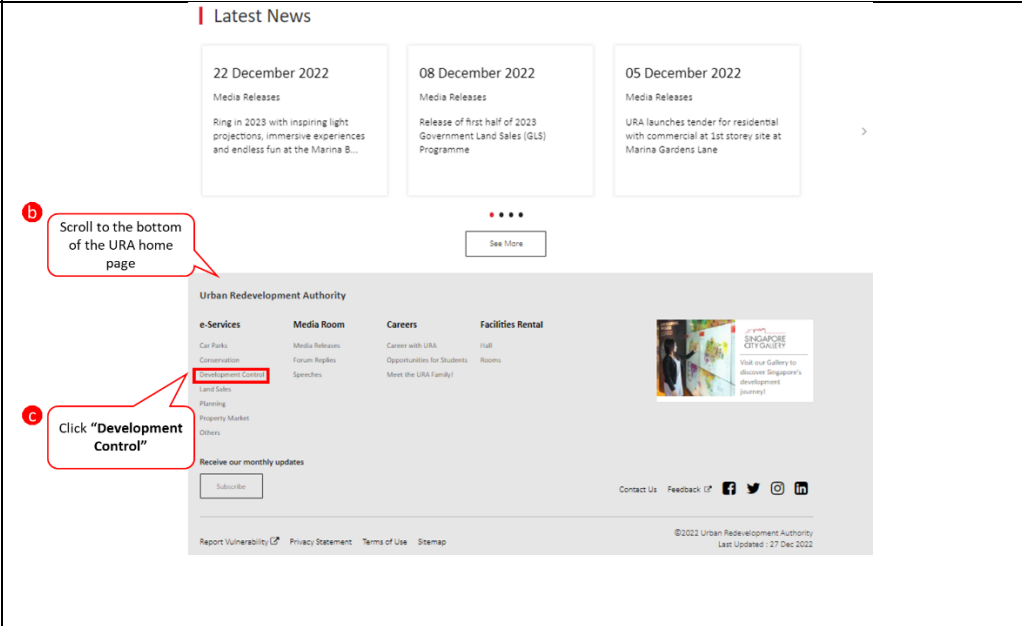
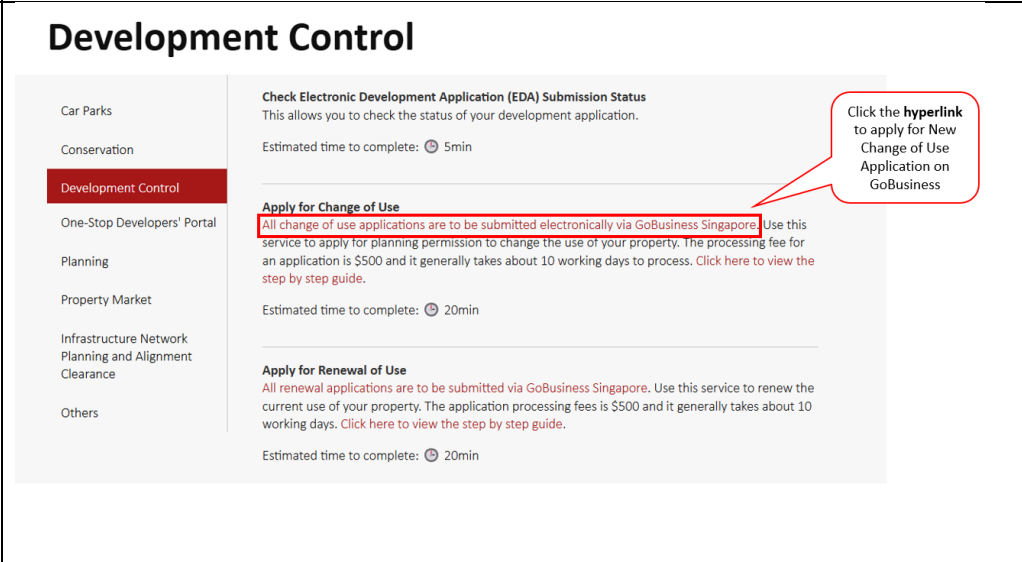
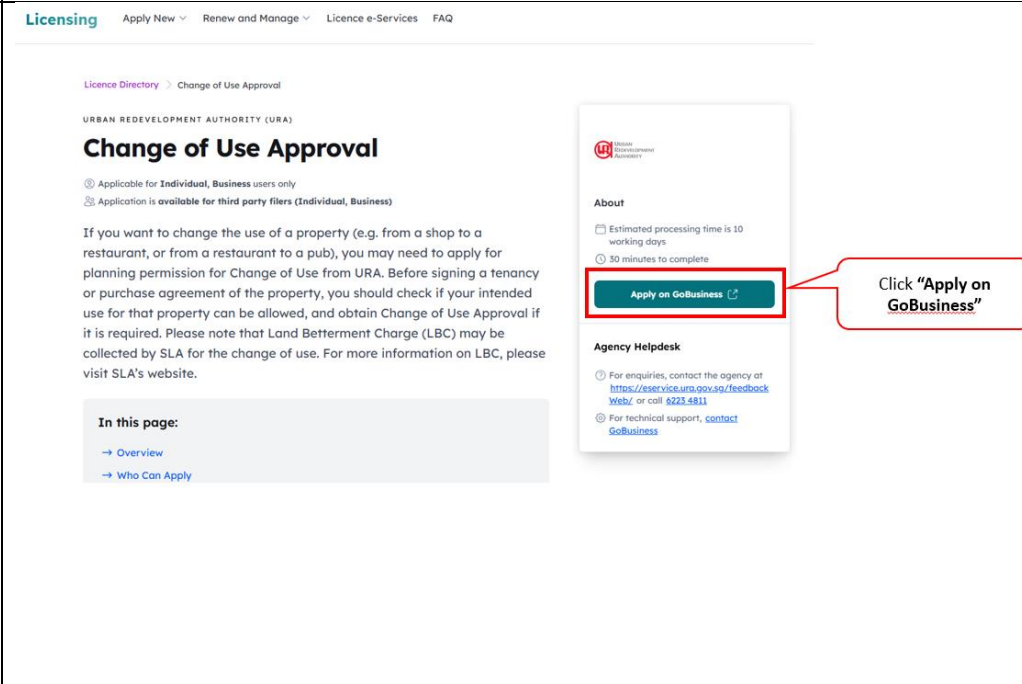
On GoBusiness

<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

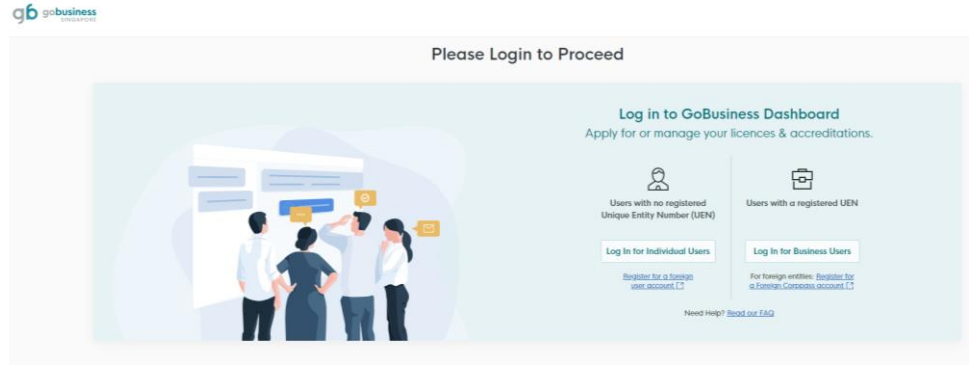
APPLY FOR NEW CHANGE OF USE APPLICATION

Step 1: Choose Licence

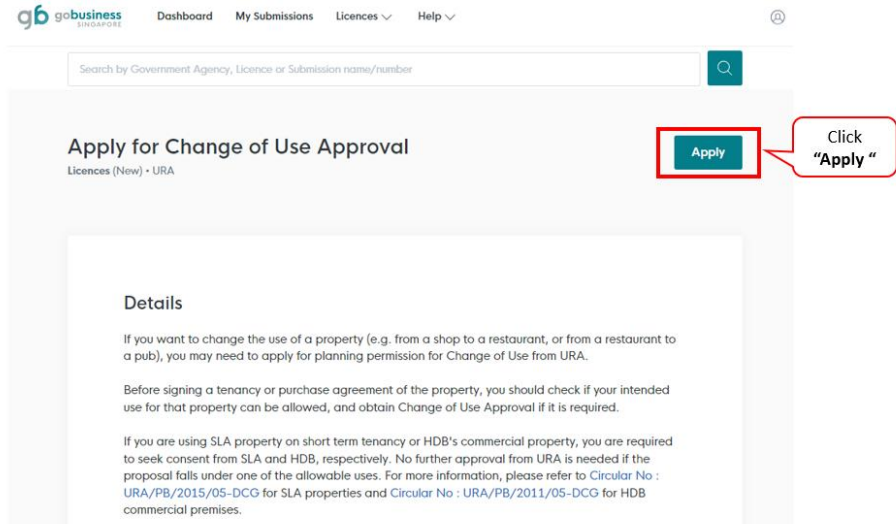
SN	Procedures	Screenshot
1.1	<p>a. Go to URA Website (www.ura.gov.sg/corporate)</p> <p>b. Scroll to the bottom of the page</p> <p>c. Under “e-Services”, click “Development Control”</p>	 <p>Latest News</p> <ul style="list-style-type: none"> 22 December 2022 Media Releases Ring in 2023 with inspiring light projections, immersive experiences and endless fun at the Marina Bay Sands... 08 December 2022 Media Releases Release of first half of 2023 Government Land Sales (GLS) Programme 05 December 2022 Media Releases URA launches tender for residential with commercial at 1st storey site at Marina Gardens Lane <p>See More</p> <p>Urban Redevelopment Authority</p> <p>e-Services: Car Parks, Conservation, Development Control, One-Stop Developers' Portal, Planning, Property Market, Infrastructure Network Planning and Alignment Clearance, Others</p> <p>Media Room: Media Releases, Forum Replies, Speeches</p> <p>Careers: Career with URA, Opportunities for Students, Meet the URA Family!</p> <p>Facilities Rental: Hall, Rooms</p> <p>Receive our monthly updates</p> <p>Subscribe</p> <p>Contact Us Feedback</p> <p>Report Vulnerability Privacy Statement Terms of Use Stamp</p> <p>© 2022 Urban Redevelopment Authority Last Updated: 27 Dec 2022</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>	 <h3>Development Control</h3> <p>Car Parks</p> <p>Conservation</p> <p>Development Control</p> <p>One-Stop Developers' Portal</p> <p>Planning</p> <p>Property Market</p> <p>Infrastructure Network Planning and Alignment Clearance</p> <p>Others</p> <p>Check Electronic Development Application (EDA) Submission Status This allows you to check the status of your development application. Estimated time to complete: 5min</p> <p>Apply for Change of Use All change of use applications are to be submitted electronically via GoBusiness Singapore. Use this service to apply for planning permission to change the use of your property. The processing fee for an application is \$500 and it generally takes about 10 working days to process. Click here to view the step by step guide. Estimated time to complete: 20min</p> <p>Apply for Renewal of Use All renewal applications are to be submitted via GoBusiness Singapore. Use this service to renew the current use of your property. The application processing fees is \$500 and it generally takes about 10 working days. Click here to view the step by step guide. Estimated time to complete: 20min</p> <p>Click the hyperlink to apply for New Change of Use Application on GoBusiness</p>
1.3	<p>The GoBusiness Portal will open in a new tab</p> <p>Click “Apply on GoBusiness”</p>	 <p>Licensing Apply New Renew and Manage Licence e-Services FAQ</p> <p>Licence Directory > Change of Use Approval</p> <p>URBAN REDEVELOPMENT AUTHORITY (URA)</p> <h3>Change of Use Approval</h3> <p>Applicable for Individual, Business users only Application is available for third party filers (Individual, Business)</p> <p>If you want to change the use of a property (e.g. from a shop to a restaurant, or from a restaurant to a pub), you may need to apply for planning permission for Change of Use from URA. Before signing a tenancy or purchase agreement of the property, you should check if your intended use for that property can be allowed, and obtain Change of Use Approval if it is required. Please note that Land Betterment Charge (LBC) may be collected by SLA for the change of use. For more information on LBC, please visit SLA's website.</p> <p>In this page:</p> <ul style="list-style-type: none"> → Overview → Who Can Apply <p>About</p> <p>Estimated processing time is 10 working days 30 minutes to complete</p> <p>Apply on GoBusiness</p> <p>Agency Helpdesk</p> <p>For enquiries, contact the agency at https://eservice.ura.gov.sg/feedback/Web/ or call 6223 4811 For technical support, contact GoBusiness</p> <p>Click “Apply on GoBusiness”</p>

Step 2: Log in with Singpass

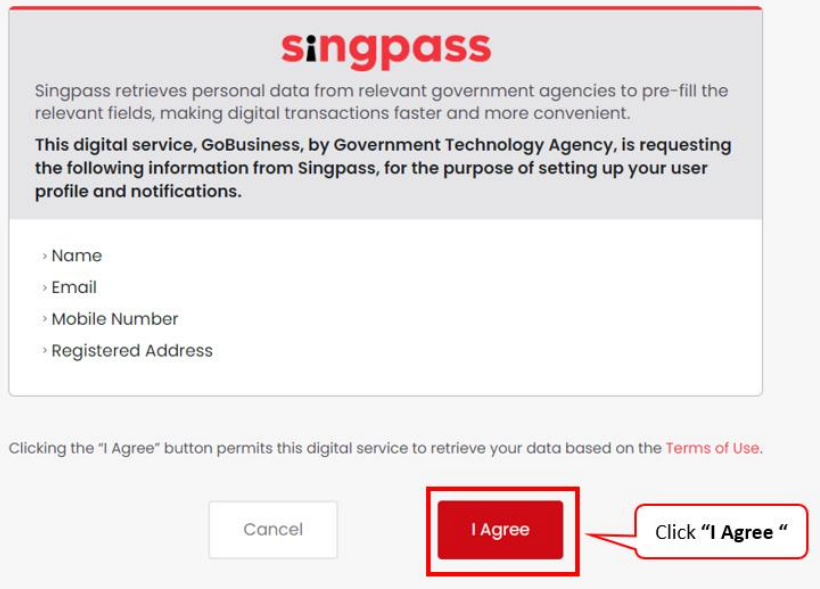
2.1 Click
“Log In for Individual
Users”
or
“Log In for Business
Users”
then
Log in with Singpass



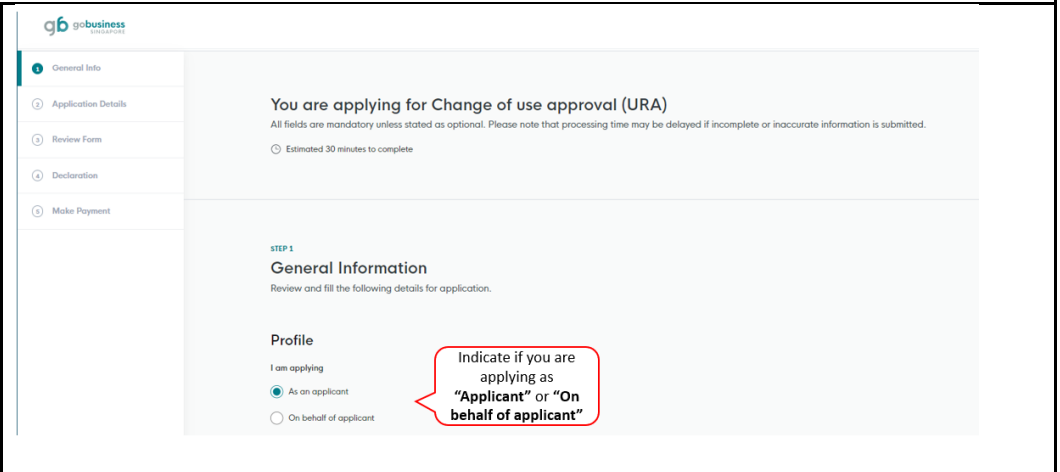
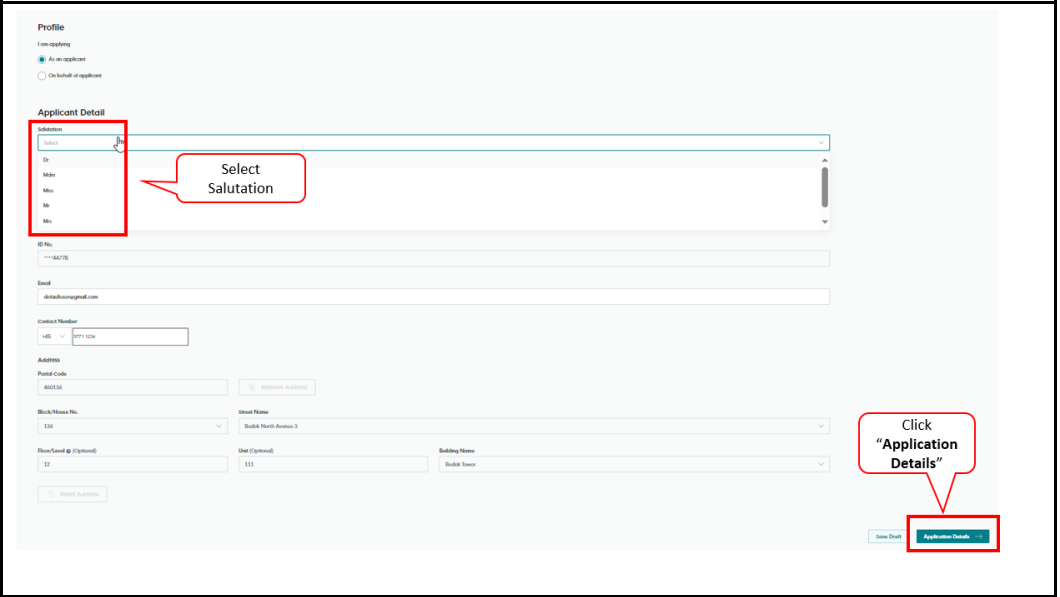
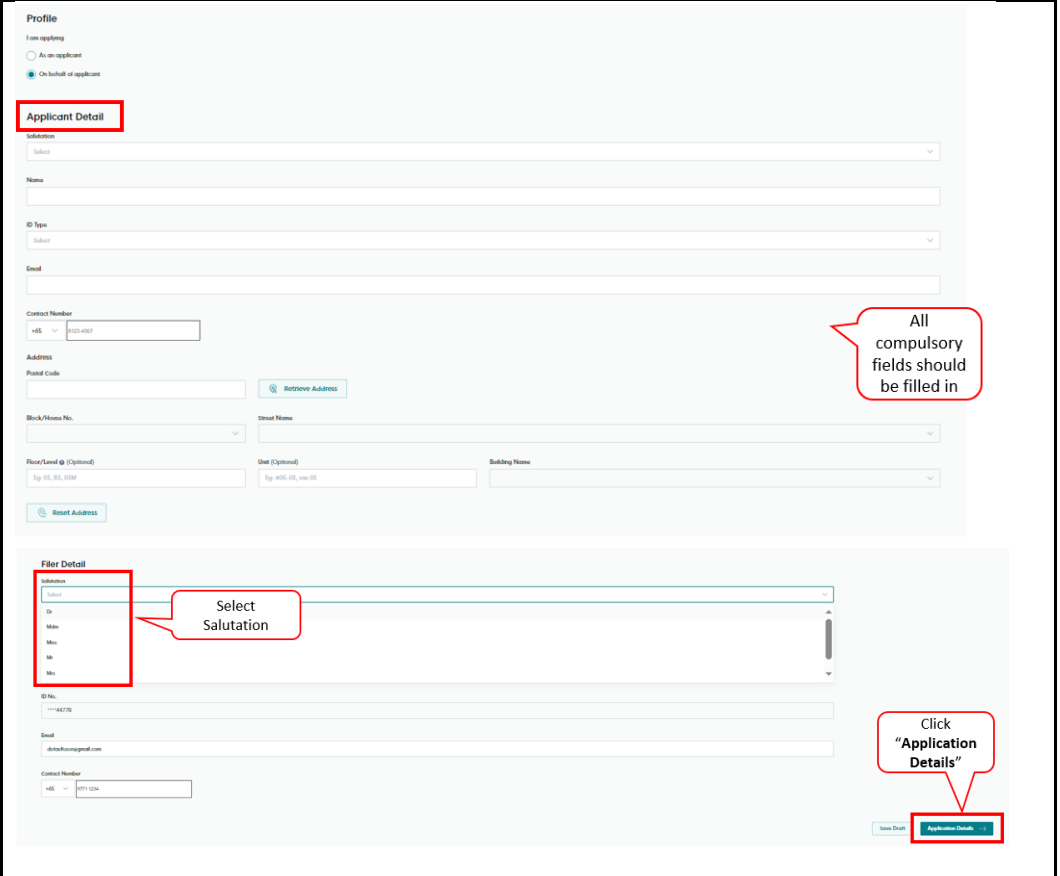
2.2 Click “Apply”



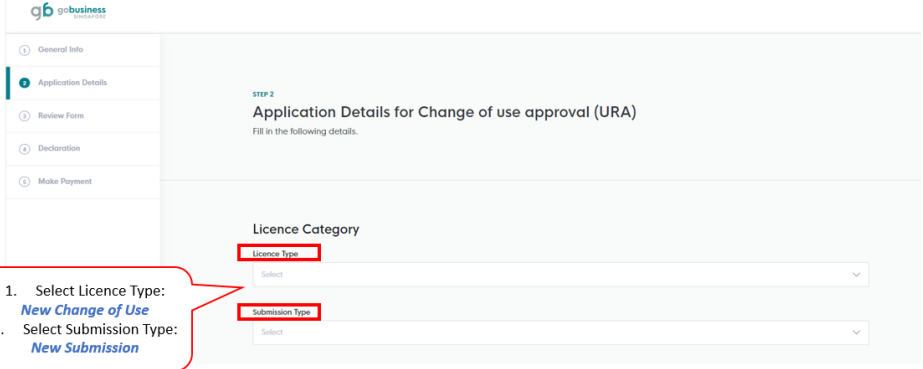
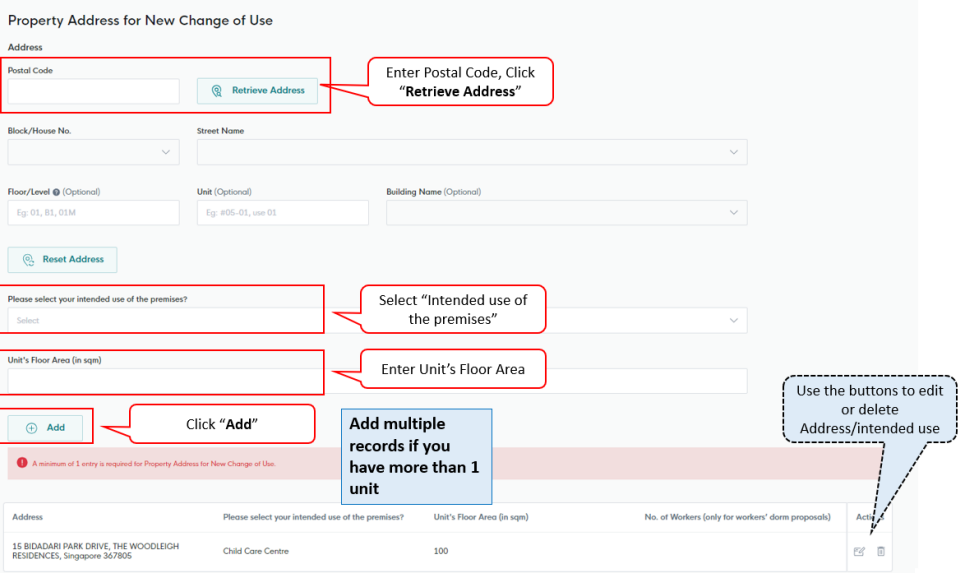
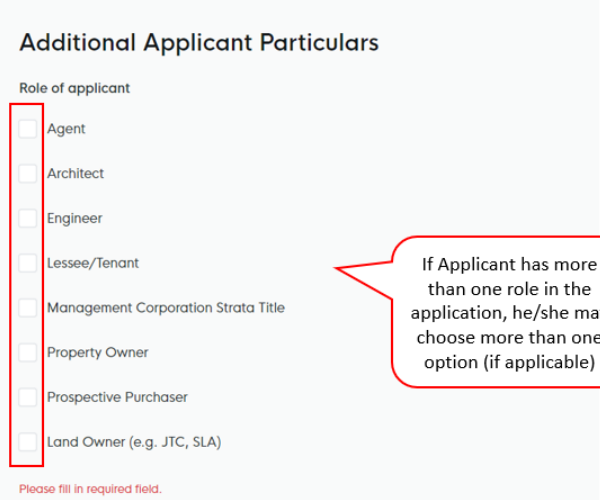
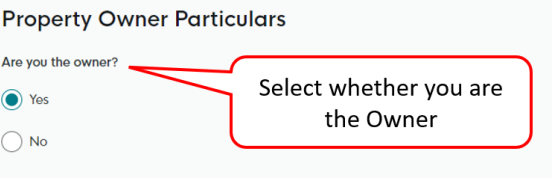
2.3 Click “I Agree”



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

Step 4: Provide Application Details

<p>4.1</p>	<p>Select Licence Type: New Change of Use</p> <p>Select Submission Type: New submission</p>	 <p>1. Select Licence Type: New Change of Use</p> <p>2. Select Submission Type: New Submission</p>
<p>4.2</p>	<p>Enter property address for change of use and intended use</p> <ol style="list-style-type: none"> Enter Postal Code, click “Retrieve Address” Select “Intended use” Enter Unit’s floor area Click “Add” <p>Do add multiple records if you have more than 1 unit</p>	 <p>Enter Postal Code, Click “Retrieve Address”</p> <p>Select “Intended use of the premises”</p> <p>Enter Unit’s Floor Area</p> <p>Click “Add”</p> <p>Add multiple records if you have more than 1 unit</p> <p>Use the buttons to edit or delete Address/intended use</p>
<p>4.3</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"> <input type="checkbox"/> Agent <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Lessee/Tenant <input type="checkbox"/> Management Corporation Strata Title <input type="checkbox"/> Property Owner <input type="checkbox"/> Prospective Purchaser <input type="checkbox"/> Land Owner (e.g. JTC, SLA) <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>4.4</p>	<p>Select whether you are the Property Owner</p>	 <p>Property Owner Particulars</p> <p>Are you the owner?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Select whether you are the Owner</p>

4.5 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"**

4.6 If you are **not** the property owner:

- Fill in Property Co-Owner Particulars
- Click **"Add"**

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

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

Payer's Particulars

Name 0/66

Address 0/66

Postal Code

Block/House No.

Street Name

Floor/Level Eg: 01, B1, 01M

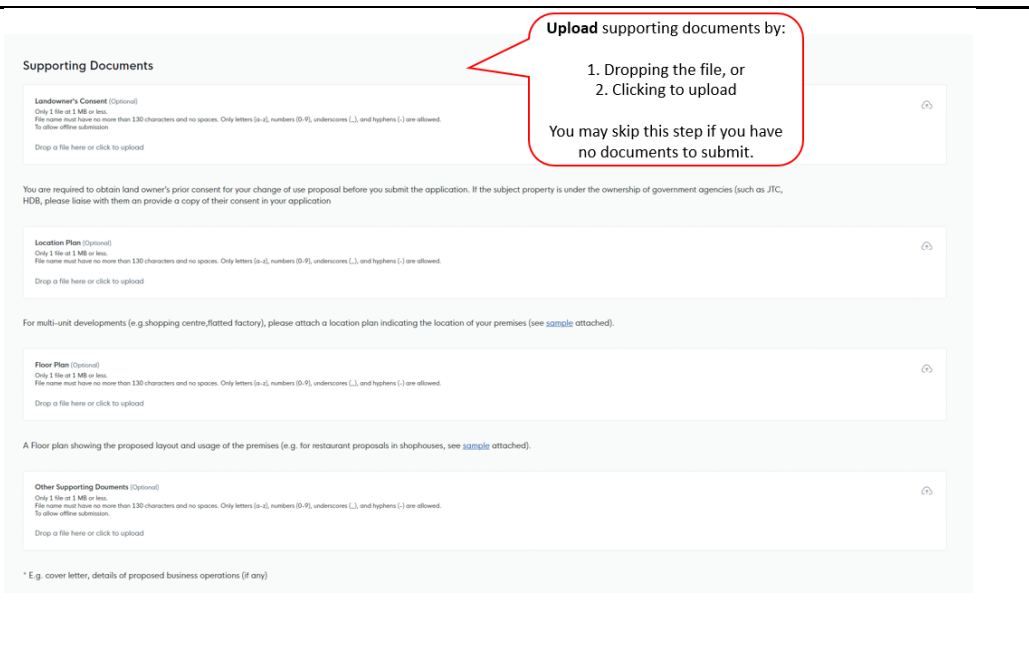
Unit Eg: #05-01, use 01

Building Name

Payer's Email

Confirm Payer's Email

4.11 Upload Supporting Documents



Supporting Documents

Landowner's Consent (Optional)
Only 1 file at 5 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 at 5 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, flatbed factory), please attach a location plan indicating the location of your premises (see [sample](#) attached).

Floor Plan (Optional)
Only 1 file at 5 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 at 5 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

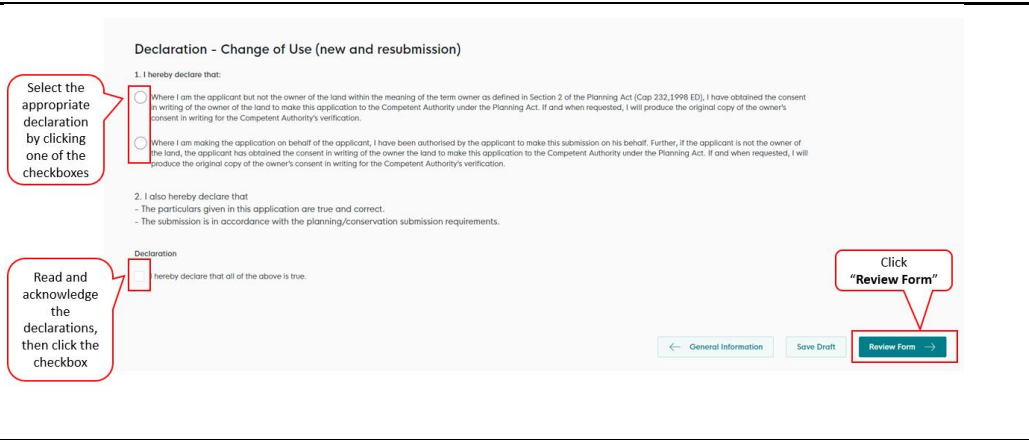
* E.g. cover letter, details of proposed business operations (if any)

4.12

a. **Select the appropriate declaration**

b. **Read and acknowledge the declaration**

c. **Click "Review form"**



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 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

I hereby declare that all of the above is true.

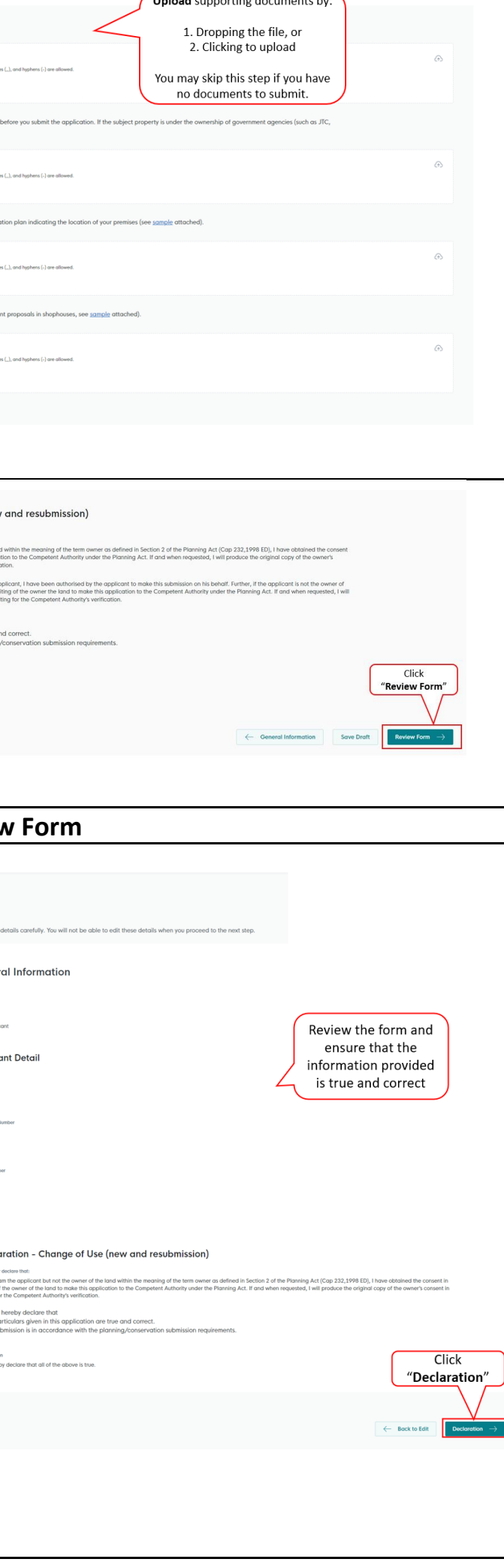
← General Information Save Draft **Review Form** →

Step 5: Review Form

5.1

a. **Review application details to ensure information provided is true and correct**

b. **Click "Declaration"**



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

Solution

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 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”**

g6 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.

hereby declare that all of the above is true.

← Review Form **Make Payment** →

Read and acknowledge the declarations, then click the checkbox

Click **“Make Payment”**

Step 7: Make Payment

- 7.1
- a. Fill in credit card or debit card details
 - b. Click **“Make Payment”**

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.

We Accept
VISA

Add Card Details
3909 10/28 Save with link

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

g6 go:business

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
	Total Paid	\$500.00

[Download Tax Invoice](#) Receipt No. TN24113000033