

Circular No : URA/PB/2003/02-DCD
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CIRCULAR TO PROFESSIONAL INSTITUTES

LODGMET SUBMISSIONS FOR CHANGE OF USE OF COMMERCIAL PREMISES SOLD OR TENANTED BY HDB

- 1 On 1 Aug 2001, URA introduced a Change of Use Lodgment scheme, which covers HDB commercial premises. To facilitate such lodgment submissions by HDB's tenants and lessees, URA has arranged for HDB to collect the submissions on URA's behalf. This would allow an applicant to submit a change of trade proposal to HDB and a change of use lodgment to URA at the same time at the HDB submission counters.

- 2 The following documents are required for the change-of-use lodgment applications:
 - a copy of the lodgment form (DC 27) duly signed;
 - a floor plan; and
 - a crossed cheque of \$520 payable to 'Urban Redevelopment Authority' for lodgment fee.

- 3 The types of change of use lodgment that can be submitted through HDB and the conditions for lodgment are listed in Appendices [A](#) and [B](#) respectively. In addition, some common Questions & Answers are attached in Appendix [C](#).

- 4 Upon HDB's approval of the change of trade proposal, the change of use lodgment would be automatically authorized. HDB will issue an approval letter for the change of trade and an authorization letter for the change of use to the applicant. Upon receipt of these letters, the applicant can proceed with the new use.

- 5 However, if the applicant prefers to submit a change of use lodgment to URA directly, he can still do so at the URA submission counters. Alternatively, he can submit the lodgment electronically to URA via our website @ <http://www.ura.gov.sg>.

- 6 I would appreciate it if you could convey the contents of this circular to relevant members of your organisation. If you or your members have any queries concerning this circular, please do not hesitate to call our Customer Service Hotline at Tel : 6223 4811 or e-mail us at URA_CSO@ura.gov.sg. We would be pleased to answer queries on this, and any other development control matter. For your information, the past circulars to the professional institutes are available from our website <http://www.ura.gov.sg>.

- 7 Thank you.

FOO CHEE SEE
DIRECTOR (DEVELOPMENT CONTROL)
For CHIEF EXECUTIVE OFFICER
URBAN REDEVELOPMENT AUTHORITY

APPENDIX A

TYPE OF PREMISES	PROPOSED USE	
Any building or any part of a building sold or leased by the HDB for commercial use or purpose	1	a shop
	2	an office or a commercial school
	3	a childcare centre
	4	a community building
	5	a sports and recreation building
	6	a confectionery
	7	a showroom
	8	a restaurant*
	9	a health centre or amusement centre *
	10	a nightclub *
	11	a pet shop *
	12	a bar or pub *

* Lodgment for these uses also require HDB's approval and the validity period is 36 months only.

DEFINITION OF USES

S/NO	USE	DEFINITION	EXAMPLES
1	Shop	<p>“shop” —</p> <p>(a) means a building used for the carrying on of any trade or business where the primary purpose is the sale of goods or foodstuff by retail or the provision of services; and</p> <p>(b) includes a building used as a furniture shop, department store, pawnshop, dispensary, medical clinic, dental clinic, beauty salon, ticket agency or travel agency,</p> <p>but does not include —</p> <p>(i) a building used for the preparation of food, wholesale of goods and foodstuff, sale of coffins, sale of motor vehicle parts and accessories or repair and servicing of motor vehicles; or</p> <p>(ii) a building used as a petrol station, confectionery, laundry shop, dry cleaner’s shop, funfair, market, nightclub, bar, pet shop, amusement centre, health centre, betting outlet or office.</p>	<p>Retail shops: Departmental store, Supermarket, Provision shop, Minimart, Fashion boutiques, Florist, Gift shop, Electrical appliances / equipment, Computers & Accessories, Chinese medical hall, Furniture shop, Home Furnishings & Textile shop, Stationery, Aquarium, Shops selling takeaway food and drinks/beverages with no consumption on the premises.</p> <p>Services: Barber Shop, Beauty Salon, Hairdressing Salon, Photo Studio, Tailor Shop, Foot Reflexology, Chinese Physician/ Acupuncturist, Medical Clinic, Dental Clinic, Receiving Agency, Launderette (collection of goods to be washed/ cleaned elsewhere) and Travel/Ticket Agency.</p>
2	Offices, commercial schools	<p>“office” —</p> <p>(a) means a building used as a place of business and for conducting administrative work; and</p> <p>(b) includes a bank,</p> <p>but does not include a shop.</p> <p>“commercial school” —</p> <p>(a) means a building used for the purpose of teaching, training or imparting of knowledge or skill; and</p> <p>(b) includes a tuition centre, language school, computer school, art school, music school, dance school, acting school, speech and drama</p>	<p>Offices: Finance Office, Bank, Insurance Company, Stock Exchange, Real Estate Housing Agency, Contractors, Transport Office, Professional/ Consultant/ Architect/ Engineer/ Lawyer / Accountant, Advertising, Political Party Office, Employment Agency, Secretarial Services, Astrologers/ Palmists, Security Office, Research & Marketing office.</p> <p>Commercial School: Tuition Centre Language School Computer School Dressmaking School Baking and Cooking School Music/ Dancing School</p>

S/NO	USE	DEFINITION	EXAMPLES
		<p>school, child development centre or play school</p> <p>but does not include a primary school, secondary school, junior college, vocational and technical institution, polytechnic or university.</p>	<p>Child Development School Children Playgroup Art School</p>
3	<p>Child Care Centre, Students Care Centre, Kindergarten</p>	<p>“child care centre” means —</p> <p>(a) a building that is licensed as a child care centre under section 4 of the Child Care Centres Act (Cap.37A);</p> <p>(b) a building used as a centre at which 5 or more school-going children who are between the ages of 7 and 14 years are habitually received for the purposes of care and supervision before or after school hours; or</p> <p>(c) a kindergarten registered as a kindergarten under section 23 of the Education Act (Cap.87).</p> <p><i>(Refer to the circular to Professional Bodies URA/PB/00/06 dated 28 Jan 2000)</i></p>	-
4	<p>Community Building</p>	<p>“community building” means —</p> <p>(a) a building used for community-based activities; and</p> <p>(b) includes an office of an association or a society, a community centre, community club, family service centre or resident’s committee centre,</p> <p>but does not include a building used as a funeral parlour, welfare home, child care centre, a home for the aged or a home for the disabled.</p>	<p>Association e.g. Clan/ Dialect/ Mutual Aid/ Trades/ Professional/ Old Boys Community Club/ Centre Residents’ Committee Centre Senior Citizens’ Corner Study Corner Counseling centre Family service centre Youth centre Day activity centre</p>
5	<p>Sports & Recreation Use</p>	<p>“sports and recreation building” —</p> <p>(a) means a building used for sports and recreational activities; and</p> <p>(b) includes a building used as a sports club, sports complex, recreation club, clubhouse, fitness centre or gymnasium.</p>	<p>Sports & Recreation Club, Clubhouse, Fitness Centre, Gymnasium</p>

S/NO	USE	DEFINITION	EXAMPLES
6	Confectionery	“confectionery” means a building, with ancillary baking and preparation area, where the primary purpose is the sale of cakes, pastries, bread and sweets for consumption away from the premises;”;	
7	Showroom	“Showroom” means a building used for the display of goods with no retail sales but does not include a shop or motor vehicle showroom.	Computers, Electrical/ Electronic Appliances, Building Materials, Art Pieces/Paintings, Photocopiers/ Printing Equipment, Musical Instruments, Sports Equipment
8	Restaurant	“restaurant” — (a) means a building used for the carrying on of any trade or business where the primary purpose is the sale of foodstuff for consumption on the premises without performance of live music or live entertainment; and (b) includes a coffee shop, eating house, snack bar, cafeteria or foodcourt, but does not include a canteen, bar or pub.	Fast-food Restaurant, Foodcourt, Coffee Shop, Eating-House, Snack-bar, Teahouse, Cafeteria.
9	Health Centre, Amusement Centre	“health centre” — (a) means a building used for physical exercise and fitness activities; and (b) includes a building used as a fitness centre, gymnasium, massage establishment and spa; “amusement centre” — (a) means a building where jackpot machines, pin-ball machines, video game machines or any other similar game machines are provided for entertainment; and (c) includes a video games arcade, computer gaming centre, billiard saloon or bowling alley.	-
10	Nightclubs	“nightclub” — (a) means a building used for the carrying on of any trade or business where the primary purpose is the sale of alcoholic	-

S/NO	USE	DEFINITION	EXAMPLES
		drinks (with or without sale of foodstuff) for consumption on the premises with singing, dancing or performance of live music or live entertainment; and (b) includes a building used as a karaoke lounge or discotheque.	
11	Pet Shop	“pet shop” means a building used for the sale of live animals or birds normally kept as domestic pets and includes a veterinary clinic, but does not include a building or aquarium used for the sale of ornamental fish.	-
12	Bar/Pub	“bar” or “pub” means a building used for the carrying on of any trade or business where the primary purpose is the sale of alcoholic drinks for consumption on the premises without dancing, singing or performance of live music or live entertainment.	-

APPENDIX B**CONDITIONS FOR LODGMENT**

The lodgment must satisfy the following criteria:

- a) the premises must be located within a building eligible for change of use lodgment;
- b) the proposed use(s) must comply with the uses allowed for lodgment under the respective buildings

(Please refer to the list of Lodgeable Uses in Appendix A)

- c) the premises must be originally approved for commercial purpose and computed as commercial GFA.
- d) the written consent of the owner of the relevant premises where the person making the lodgment is not the owner;
- e) prior written approval from the HDB (Commercial Properties Department for the proposed change of use is required.
- f) the premises are 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 Act for public use;
- g) the change in use of the relevant premises does not result in an increase in the floor area of the building;
- h) where the building eligible for lodgment is within a conservation area and is required to be conserved, the conservation of the building is in accordance with the conservation permission granted for that purpose and all relevant conservation guidelines have been completed prior to the lodgment for change of use.
- i) all approvals required from relevant authorities for the change in use of the relevant premises shall be obtained before making the change in use of the relevant premises;
- j) no part of the premises comprises works that are unauthorised under the Act
- k) the proposed use has not started; and
- l) submission of a declaration and plans (for record) to DCD that the lodgment has complied with all the above requirements.

APPENDIX C**QUESTIONS & ANSWERS ON SUBMISSION OF CHANGE OF USE LODGMENT THROUGH HDB****1 Where can I obtain the Change of Use Lodgment form?**

Applicants can obtain a copy of the Change of Use Lodgment form (DC 27) from the HDB Commercial Properties Department (at the Atrium 3rd storey of HDB Hub) or at the URA Centre (1st-storey Customer Service Centre). Alternatively, the form can be downloaded from the URA website <http://www.ura.gov.sg> under Development Control.

2 What documents/forms do I need to submit?

The applicant is to submit a Change of Trade Application and Change of Use Lodgment form (DC 27) duly filled and signed and a floor plan to HDB (Commercial Properties Department). Applications can be also submitted by post to the following address:

Commercial Properties Department
HDB Hub
480 Lorong 6 Toa Payoh
Singapore 310480

3 How much are the fees payable? How are payments made?

The URA Change of Use lodgment fee is \$500 (subj. to 4% GST). The lodgment fee of \$520 (incl. of GST) is to be made by cheque payable to the Urban Redevelopment Authority. The cheque is to be attached with the lodgment form and submitted together with the Change of Trade Application to HDB (Commercial Properties Department). Upon successful lodgment and URA's receipt of the lodgment fees, URA will issue the payment receipt to the applicants.

The administrative fee for HDB's Change of Trade is \$100 (subj. to 4% GST).

4 What is the processing time required?

If the proposed trade or use falls within the list of allowable trades of HDB's Notification Scheme, the processing time for the change of use lodgment is 1 day.

If the proposed trade or use is not within the list of HDB's Notification Scheme, HDB will evaluate the request under its current processing time. Upon HDB's approval of the change of trade proposal, the change of use lodgment would be automatically authorized.

5 Can change of use of living quarters (LQ) above HDB shop units be lodged?

No. Only premises approved for commercial uses can qualify for lodgment. The living quarters above the shop units are approved for residential use and thus do not qualify for the lodgment scheme. A normal application has to be submitted to URA for the change of use of the LQ subject to HDB's prior consent.

6 Can the proposal be lodged if HDB does not support the change of use?

No. HDB's prior consent is one of the conditions of lodgment. If the change of use is not supported by HDB, the lodgment forms and lodgment fees will be returned to the applicants by post.