

Circular No : URA/PB/2015/05-DCG  
Our Ref : DC/ADMIN/CIRCULAR/PB\_15;  
SLA/BPD/260.3.100BB  
Date : 01 July 2015

Fax: 6227 4792 (URA)  
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## **CIRCULAR TO PROFESSIONAL INSTITUTES**

### **Who Should Know**

Tenants, business operators, real estate agents and Qualified Persons

## **PLANNING AUTHORISATION FOR CHANGE OF USE AND MINOR ADDITIONS & ALTERATIONS (A&A) WORKS FOR STATE PROPERTIES RENTED OUT BY SLA**

### **Existing Requirements**

1. Currently, tenants renting State properties<sup>1</sup> from the Singapore Land Authority (SLA) for interim uses on short term tenancies are required to obtain Temporary Permission from the Urban Redevelopment Authority (URA) for the change of use of the premises and/or to carry out minor Additions & Alterations (A&A) works. As a pre-requisite, tenants must seek SLA's prior consent as the Landlord before submitting the planning application to URA.

### **Planning Authorisation for State properties rented out by SLA**

2. As part of SLA and URA's efforts to simplify the planning application process and reduce business costs, tenants will only need to seek SLA's consent for the change of use and minor A&A works<sup>2</sup> for State properties listed in Appendix A with immediate effect. They will no longer need to submit planning applications to URA. The uses and minor A&A works listed are deemed authorised provided they comply with the conditions set out in Appendix A.
3. The authorisation does not apply to gazetted conserved buildings and monuments, as well as selected sites that are subject to special planning controls which will be made known in SLA's tender and tenancy conditions. For such cases, URA still requires a planning application for all proposed uses and A&A works to be submitted for approval.

### **Clearance from other Government agencies**

4. The tenants of State properties are still required to seek clearance from relevant government agencies (e.g. Fire Safety and Shelter Department, Building & Construction Authority, National Environment Agency, Land Transport Authority, Agri-food and Veterinary Authority

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<sup>1</sup> State properties are any land/building or any part of a building tenanted by the SLA for interim uses and for a tenure of less than 10 years.

<sup>2</sup> Additions & Alterations (A&A) refers to the addition or enlargement, alteration or improvement of the State buildings, and includes the erection of any temporary structures in connection to the authorised use.

Singapore) for their proposals. No change of use and A/A works shall commence without SLA's prior approval and clearances from the relevant technical agencies.

5. For future requests or queries on change of use proposals and A&A works for State properties, tenants can liaise directly with SLA.
6. We would appreciate it if you could convey the contents of this circular to the relevant members of your organisation. If you or your members have any queries concerning this circular, please contact the following:
  - a. URA's Development Control Group  
[ura\\_dcd@ura.gov.sg](mailto:ura_dcd@ura.gov.sg)  
Tel: 6223 4811
  - b. SLA  
[sla\\_enquiry@sla.gov.sg](mailto:sla_enquiry@sla.gov.sg)  
Tel: 1800 323 9829

For your information, our past circulars to the professional institutes are available at <http://www.ura.gov.sg> and <http://www.sla.gov.sg>.

Thank you.

HAN YONG HOE  
GROUP DIRECTOR (DEVELOPMENT CONTROL)  
for CHIEF EXECUTIVE OFFICER  
URBAN REDEVELOPMENT AUTHORITY

LEE SENG LAI  
DIRECTOR, LAND OPERATIONS (PRIVATE)  
for CHIEF EXECUTIVE OFFICER  
SINGAPORE LAND AUTHORITY

**APPENDIX A**

**List of Authorised Uses and minor A&A works for State properties rented out by SLA on short term tenancy**

The following minor A&A works and proposed uses are authorised if they comply with the conditions in column 3		(3) <b>Conditions for Authorisation</b>
(1) <b>Minor A&amp;A Works</b>	(2) <b>Proposed Uses</b>	
The addition or enlargement, alteration or improvement of State buildings, and includes the erection of any temporary structures in connection to the authorised uses listed in column 2 under Proposed Uses.	1) Adventure camp 2) Agriculture use/Farming 3) Amusement centre 4) Art/Drama/Dance school 5) Art Gallery use 6) Bar 7) Chalet/Resort 8) Childcare centre/Students' care centre/Kindergarten 9) Commercial school 10) Community institution uses/Welfare home/Counselling centre/Maids dormitory 11) Corporate training 12) Elderly day care 13) Equestrian use 14) Hotel 15) Heavy vehicle park 16) Industrial Training 17) Motor vehicle showroom 18) Nightclub 19) Nursing home 20) Office 21) Pet boarding/pet hotel 22) Pet shop/Pet day care 23) Plant nursery 24) Residential dwelling 25) Restaurant 26) Serviced apartment 27) Shop 28) Showroom 29) Spa/Health centre 30) Sports facility 31) Students' hostel 32) Vet clinic/Animal hospital 33) Warehouse/Storage	a. SLA's prior approval is obtained for the change of use and the A&A works. b. The resulting increase in GFA for the A&A works shall not exceed 10% of the total existing floor area of the applicable State property or, in the case of vacant land, shall not exceed 10% of the existing land area. c. Applicant is to obtain approvals from the relevant government agencies (e.g. FSSD, LTA, SPF) for the change of use works. d. The building is not a gazette conservation building, monument, or and sites that are subject to special planning controls. e. 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. f. Breach of any condition shall cause the authorisation to cease. In such situations, the change in use/use of the premises shall cease and A&A Works shall be demolished.