

PLANNING ACT  
(CHAPTER 232, SECTION 21(6))

PLANNING (CHANGES IN USE — LODGMENT  
AUTHORISATION) NOTIFICATION

ARRANGEMENT OF PARAGRAPHS

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[1st August 2002]

**Citation**

1. This Notification may be cited as the Planning (Changes in Use — Lodgment Authorisation) Notification.

**Definitions**

2. In this Notification, unless the context otherwise requires —

*[Deleted by S 404/2020 wef 01/06/2020]*

“approved”, in relation to any land use, means approved under any written permission (other than written permission granted for a specified period not exceeding 10 years);

*[S 404/2020 wef 01/06/2020]*

“bar” or “pub” has the meaning given by the Planning (Use Classes) Rules (R 2);

*[S 404/2020 wef 01/06/2020]*

“conserved building” has the meaning given by the Planning (Fees) Rules 2014 (G.N. No. S 537/2014);

*[S 404/2020 wef 01/06/2020]*

“designated building” means any building where any part of the building is specified to be used only for activity generating uses in the urban design guidelines and plans published by the competent authority pursuant to the provisions of the written statement of the Master Plan;

*[S 404/2020 wef 01/06/2020]*

“floor area” has the same meaning as in the Planning (Development Charges) Rules (R 5);

“historic conservation area” has the meaning given by the Planning (Fees) Rules 2014;

*[S 404/2020 wef 01/06/2020]*

*[Deleted by S 83/2011 wef 23/02/2011]*

“JTC” means the Jurong Town Corporation established under the Jurong Town Corporation Act 1968;

*[S 626/2022 wef 31/12/2021]*

“laundromat” means a building where washing machines and drying machines are provided for use on a self-service basis;

*[S 404/2020 wef 01/06/2020]*

“massage establishment” has the meaning given by the Planning (Use Classes) Rules;

*[S 404/2020 wef 01/06/2020]*

“monument” has the meaning given by the Planning (Fees) Rules 2014;

*[S 404/2020 wef 01/06/2020]*

“non-designated building” means any building that is not a designated building;

*[S 404/2020 wef 01/06/2020]*

“pedestrian link” means any underground or second or upper storey pedestrian mall or link that is part of a building and

connects that building to another building or to a public facility or street;

*[S 404/2020 wef 01/06/2020]*

“People’s Association” means the People’s Association established under the People’s Association Act 1960;

*[S 626/2022 wef 31/12/2021]*

“relevant date”, in relation to an authorisation under paragraph 3, means the date of lodgment of the plans and documents specified in paragraph 4(1)(k), relating to the authorisation, with the competent authority;

*[S 66/2015 wef 11/02/2015]*

“shophouse” means a 1, 2, 3, 4, 5 or 6-storey terraced building that abuts a five-footway and is approved for commercial use or commercial and residential use;

*[S 404/2020 wef 01/06/2020]*

“showroom” has the meaning given by the Planning (Use Classes) Rules;

*[S 404/2020 wef 01/06/2020]*

“Use Class” means any Use Class as described in the Schedule to the Planning (Use Classes) Rules (R 2).

### **Authorisation of change in use**

**3.** Subject to paragraphs 4, 4A, 5 and 5A and any other written law, any change in use of any part of a building specified in the first column of the First Schedule (referred to in this Notification as the relevant premises) to any purpose in any Use Class or to any use specified in the second column thereof, in relation to that building, is hereby authorised.

*[S 83/2011 wef 23/02/2011]*

*[S 66/2015 wef 11/02/2015]*

*[S 83/2011 wef 23/02/2011]*

*[S 66/2015 wef 11/02/2015]*

*[S 404/2020 wef 01/06/2020]*

### Conditions of authorisation

4.—(1) The authorisation under paragraph 3 shall apply only if —

- (a) the change in use of the relevant premises does not result in an increase in the floor area of the building;
- (aa) the change in use is not in relation to the whole of the building;

*[S 404/2020 wef 01/06/2020]*

(b) where the relevant premises are specified in the first column of items 1 to 6 in the First Schedule, the floor area of the relevant premises is approved or authorised under the Act to be used for —

- (i) a commercial use or purpose; or
- (ii) any purpose in any Use Class or any use specified in the second column of items 1 to 6 in the First Schedule in relation to the relevant premises;

*[S 83/2011 wef 23/02/2011]*

*[S 404/2020 wef 01/06/2020]*

(c) where the relevant premises are specified in the first column of item 7 in the First Schedule, the floor area of the relevant premises is approved or authorised under the Act to be used for —

- (i) any purpose in Use Classes XII and XIII; or
- (ii) any purpose in any Use Class or any use specified in the second column of item 7 in the First Schedule;

*[S 404/2020 wef 01/06/2020]*

(d) no part of the relevant premises comprises works that are unauthorised under the Act;

(e) the relevant 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;

- (f) any approval required from any other relevant authority for the change in use of the relevant premises has been obtained prior to making the change in use of the relevant premises;
- (g) in the case of any building set out in the first column of item 6 of the First Schedule that is sold or leased by JTC, the prior written approval of the JTC has been obtained for the change in use of the relevant premises prior to the lodgment of the plans and other documents under sub-paragraph (k);

*[S 404/2020 wef 01/06/2020]*

- (h) the change in use and use of the relevant premises do not create any nuisance, annoyance or inconvenience to the amenities of the building and of the surrounding locality;

*[S 66/2015 wef 11/02/2015]*

- (i) *[Deleted by S 404/2020 wef 01/06/2020]*

- (ia) in the case of any building set out in the first column of item 7 of the First Schedule —

- (i) where the person making the lodgment is not the People's Association, the prior written approval of the People's Association has been obtained for the change in use of the relevant premises prior to the lodgment of the plans and other documents under sub-paragraph (k); and

- (ii) the total floor area of the part or parts of the building used for any of the purposes in any Use Class or any use specified in the second column of item 7 in the First Schedule does not exceed 20% of the total floor area of the building at the time of the lodgment of the plans and other documents under sub-paragraph (k);

*[S 404/2020 wef 01/06/2020]*

*[S 404/2020 wef 01/06/2020]*

- (ib) in the case of any building set out in the first column of item 1 or 2 of the First Schedule where any part of the building is authorised or approved for residential use, the

relevant premises are within a part of the building (such as a podium) that is —

- (i) not authorised or approved for residential use; and
- (ii) segregated from any other part of the building that is authorised or approved for residential use;

*[S 404/2020 wef 01/06/2020]*

- (j) in the case of any building set out in the first column of item 1, 2, 3, 4, 5 or 6 of the First Schedule, the floor area of the relevant premises, if currently authorised or approved under the Act for Use Class XII or XIII, was previously authorised or approved under the Act for commercial use;

*[S 404/2020 wef 01/06/2020]*

- (k) prior to making the change in use of the relevant premises, the following are lodged with the competent authority at the same time together with a fee of \$160.50, inclusive of goods and services tax chargeable under the Goods and Services Tax Act 1993:

- (i) the plans showing the location of the building, the location of the relevant premises within the building or the layout of the relevant premises as the competent authority may require in such manner and scale as the competent authority may require;

- (ii) the duly completed and signed lodgment form required by the competent authority;

- (iii) a declaration to be signed by the person making the lodgment that the following have been complied with:

- (A) sub-paragraphs (a), (aa), (d) and (e);

*[S 404/2020 wef 01/06/2020]*

- (B) sub-paragraph (b) or (c), as the case may be;

- (C) where applicable, sub-paragraph (g), (ia), (ib) or (j), as the case may be;

*[S 83/2011 wef 23/02/2011]*

*[S 404/2020 wef 01/06/2020]*

- (iv) a declaration and undertaking to be signed by the person making the lodgment that sub-paragraphs (f) and (h) will be complied with;

[S 66/2015 wef 11/02/2015]

- (v) [*Deleted by S 83/2011*]

- (vi) where the person making the lodgment is not the owner, a declaration to be signed by the person making the lodgment that the written consent of the owner of the relevant premises for the change in use has been obtained.

[S 66/2015 wef 11/02/2015]

[S 509/2016 wef 17/10/2016]

[S 626/2022 wef 31/12/2021]

- (2) [*Deleted by S 83/2011*]

### **Expiry of authorisation**

**4A.** The authorisation obtained under paragraph 3 on or after 11 February 2015 shall lapse if the relevant premises is not used for any purpose in any Use Class or any use specified in the second column of the First Schedule within 2 years after the relevant date.

[S 66/2015 wef 11/02/2015]

### **Authorisation to cease to apply**

**5.—(1)** The authorisation under paragraph 3 shall immediately cease to apply if any condition in paragraph 4(1) ceases to be complied with.

[S 83/2011 wef 23/02/2011]

(1A) Where the authorisation under paragraph 3 in respect of any relevant premises ceases to apply under sub-paragraph (1), then with effect from the date of cessation of that authorisation —

- (a) the change in use authorised by that authorisation shall be invalid; and
- (b) paragraph 3 shall cease to apply to the relevant premises.

[S 66/2015 wef 11/02/2015]

(2) Upon any lodgment made in accordance with paragraph 4(1)(k) in respect of any change in use of any relevant premises referred to in paragraph 3, any authorisation previously obtained under paragraph 3 of this Notification or paragraph 2(1)(m) of the cancelled Planning (Development of Land Authorisation) Notification (N 1) in respect of any change in use for the same relevant premises which has not been carried out shall cease to apply.

### **Authorisation not to apply**

**5A.** This Notification does not apply to any change in use —

(a) that is authorised under —

- (i) the Planning (Use Classes) Rules;
- (ii) the Planning (Development of Land Authorisation) Notification (N 1); or
- (iii) the Planning (Housing and Development Board Commercial Premises and Living Quarters Authorisation) Notification 2011 (G.N. No. S 81/2011);

(b) of any part of a building that is a monument;

(c) of any part of a shophouse or a conserved building within a historic conservation area; or

(d) of any part of a building in respect of which the competent authority has imposed any condition on the grant of any written permission under the Act or the repealed Act (whether before, on or after 1 June 2020) expressly restricting the use or extent of use of the land or any building on the land.

*[S 404/2020 wef 01/06/2020]*

### **Saving**

**6.** Where any authorisation under paragraph 3 in force immediately before 10th July 2003 was in effect immediately before that date in respect of any premises specified in the first column of the deleted Third Schedule <sup>1</sup> for the use specified in the second column of that

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<sup>1</sup> The Third Schedule was deleted by S 288/2003 w.e.f 10.7.2003.



Schedule, such authorisation shall continue to apply in accordance with the provisions of this Notification in force immediately before that date as if the Planning (Changes in Use — Lodgment Authorisation) (Amendment) Notification (S 288/2003) has not been made.

## FIRST SCHEDULE

Paragraphs 3, 4(1) and 4A

### PURPOSES AND USES IN RELATION TO RELEVANT PREMISES

<i>First column</i>	<i>Second column</i>
1. Any non-designated building that is —	Class II: Use as an office
(a) on land zoned for the purpose of Commercial, Commercial and Residential, Hotel, or White Site in the Master Plan; and	Class XIII: Use as a community building
(b) within a development authorised or approved for either or both of the following uses (with or without residential use):	Class XVI: Use as a pet shop
(i) commercial;	Class XVIII: Use as a commercial school
(ii) hotel,	Use as a fitness centre or gymnasium
but is not a shophouse and not a pedestrian link	Use as a laundromat
2. Any designated building that is —	Class XIII: Use as a community building
(a) on land zoned for the purpose of Commercial, Commercial and Residential, Hotel, or White Site in the Master Plan; and	Class XVI: Use as a pet shop
(b) within a development authorised or approved for either or both of the following uses (with or without residential use):	Class XVIII: Use as a commercial school
(i) commercial;	Use as a fitness centre or gymnasium
	Use as a laundromat

FIRST SCHEDULE — *continued*

*First column*

*Second column*

- (ii) hotel,  
but is not a shophouse and not a  
pedestrian link
3. Any pedestrian link leading to any  
building specified in item 1 or 2
4. The first storey of any shophouse that  
is —
- (a) a non-designated building; and
- (b) on land zoned for the purpose of  
Commercial, Commercial and  
Residential, or White Site in the  
Master Plan
5. The first storey of any shophouse that  
is —
- (a) a designated building; and
- (b) on land zoned for the purpose of  
Commercial, Commercial and  
Residential, or White Site in the  
Master Plan
- Class XIII: Use as a community  
building
- Class XVI: Use as a pet shop
- Class XVIII: Use as a commercial  
school
- Use as a fitness centre or  
gymnasium
- Use as a laundromat
- Class II: Use as an office
- Class XIII: Use as a community  
building
- Class XVI: Use as a pet shop
- Class XVIII: Use as a commercial  
school
- Use as a fitness centre or  
gymnasium
- Use as a laundromat
- Use as a showroom
- Class XIII: Use as a community  
building
- Class XVI: Use as a pet shop
- Class XVIII: Use as a commercial  
school
- Use as a fitness centre or  
gymnasium
- Use as a laundromat
- Use as a showroom

FIRST SCHEDULE — *continued*

<i>First column</i>	<i>Second column</i>
6. Any building (excluding any pedestrian link) approved as a business park building or science park building	Class I: Use as a shop Class II: Use as an office Class III: Use as a restaurant Class XIII: Use as a community building Class XIV: Use as a sports and recreation building Class XVIII: Use as a commercial school Use as a showroom
7. Any building approved as a community centre or community club on land that is the subject of a State lease, tenancy agreement or Temporary Occupation Licence granted to the People's Association	Class I: Use as a shop Class II: Use as an office Class III: Use as a restaurant Class IV: Use as an amusement centre Class XIV: Use as a sports and recreation building Class XV: Use as a nightclub Class XVI: Use as a pet shop Class XVIII: Use as a commercial school Use as a bar or pub Use as a massage establishment Use as a showroom

*[S 404/2020 wef 01/06/2020]*

*[G.N. Nos. S 382/2002; S 288/2003; S 329/2003;  
S 416/2003; S 437/2003]*

SECOND SCHEDULE

*[Deleted by S 83/2011 wef 23/02/2011]*

THIRD SCHEDULE

*[Deleted by S 288/2003 wef 10/07/2003]*

*(See paragraph 6 on Saving)*

FOURTH SCHEDULE

*[Deleted by S 404/2020 wef 01/06/2020]*

FIFTH SCHEDULE

*[Deleted by S 404/2020 wef 01/06/2020]*

SIXTH SCHEDULE

*[Deleted by S 83/2011 wef 23/02/2011]*

LEGISLATIVE HISTORY  
PLANNING (CHANGES IN USE — LODGMENT  
AUTHORISATION) NOTIFICATION  
(CHAPTER 232, N 5)

This Legislative History is provided for the convenience of users of the Planning (Changes in Use — Lodgment Authorisation) Notification. It is not part of this Notification.

**1. G. N. No. S 382/2002 — Planning (Changes in Use — Lodgment Authorisation) Notification 2002**

Date of commencement : 1 August 2002

**2. G. N. No. S 329/2003 — Planning (Changes in Use — Lodgment Authorisation) (Amendment No. 2) Notification 2003**

Date of commencement : 5 July 2003

**3. G. N. No. S 288/2003 — Planning (Changes in Use — Lodgment Authorisation) (Amendment) Notification 2003**

Date of commencement : 10 July 2003

**4. G. N. No. S 416/2003 — Planning (Changes in Use — Lodgment Authorisation) (Amendment No. 3) Notification 2003**

Date of commencement : 29 August 2003

**5. G. N. No. S 437/2003 — Planning (Changes in Use — Lodgment Authorisation) (Amendment No. 4) Notification 2003**

Date of commencement : 29 August 2003

**6. 2004 Revised Edition — Planning (Changes in Use — Lodgment Authorisation) Notification**

Date of operation : 29 February 2004

**7. G. N. No. S 329/2004 — Planning (Changes in Use — Lodgment Authorisation) (Amendment) Notification 2004**

Date of commencement : 14 June 2004

**8. G. N. No. S 217/2008 — Planning (Changes in Use — Lodgment Authorisation) (Amendment) Notification 2008**

Date of commencement : 18 April 2008

**9. G. N. No. S 705/2008 — Planning (Changes in Use — Lodgment Authorisation) (Amendment No. 2) Notification 2008**

Date of commencement : 1 January 2009

**10. G. N. No. S 337/2009 — Planning (Changes in Use — Lodgment Authorisation) (Amendment) Notification 2009**

Date of commencement : 20 July 2009

**11. G. N. No. S 83/2011 — Planning (Changes in Use — Lodgment Authorisation) (Amendment) Notification 2011**

Date of commencement : 23 February 2011

**12. G. N. No. S 169/2011 — Planning (Changes in Use — Lodgment Authorisation) (Amendment No. 2) Notification 2011**

Date of commencement : 1 April 2011

**13. G. N. No. S 66/2015 — Planning (Changes in Use — Lodgment Authorisation) (Amendment) Notification 2015**

Date of commencement : 11 February 2015

**14. G. N. No. S 509/2016 — Planning (Changes in Use — Lodgment Authorisation) (Amendment) Notification 2016**

Date of commencement : 17 October 2016

**15. G.N. No. S 404/2020 — Planning (Changes in Use â Lodgment Authorisation) (Amendment) Notification 2020**

Date of commencement : 1 June 2020

**16. G.N. No. S 626/2022 — Planning (Lodgment Authorisation â Miscellaneous Amendments) Notification 2022**

Date of commencement : 31 December 2021