

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

**PLANNING (CHANGES IN USE — LODGMENT
AUTHORISATION) NOTIFICATION**

ARRANGEMENT OF PARAGRAPHS

Paragraph

1. Citation
2. Definitions
3. Authorisation of change in use
4. Conditions of authorisation
- 4A. Expiry of authorisation
5. Authorisation to cease to apply
- 5A. Authorisation not to apply
6. Saving
The Schedules

[1st August 2002]

Citation

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

Definitions

2. In this Notification —

[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]

[Deleted by S 12/2026 wef 14/01/2026]

“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 meaning given by the Planning (Development) Rules 2008 (G.N. No. S 113/2008);

[S 626/2022 wef 01/08/2022]

“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]

[Deleted by S 12/2026 wef 14/01/2026]

“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]

[Deleted by S 12/2026 wef 14/01/2026]

“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).

[S 12/2026 wef 14/01/2026]

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) *[Deleted by S 12/2026 wef 14/01/2026]*

(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) *[Deleted by S 12/2026 wef 14/01/2026]*

(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) *[Deleted by S 12/2026 wef 14/01/2026]*

(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; and

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

[S 12/2026 wef 14/01/2026]

(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 \$150:

- (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);

[S 12/2026 wef 14/01/2026]

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

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

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

[S 12/2026 wef 14/01/2026]

(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]

[S 82/2024 wef 14/02/2024]

(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 ¹for the use specified in the second column of that 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

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

FIRST SCHEDULE — *continued*

<i>First column</i>	<i>Second column</i>
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
(ii) hotel,	Use as a laundromat
but is not a shophouse and not a pedestrian link	
3. Any pedestrian link leading to any building specified in item 1 or 2	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
4. The first storey of any shophouse that is —	Class II: Use as an office
(a) a non-designated building; and	Class XIII: Use as a community building
(b) on land zoned for the purpose of Commercial, Commercial and Residential, or White Site in the Master Plan	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>
5. The first storey of any shophouse that is —	Class XIII: Use as a community building
(a) a designated building; and	Class XVI: Use as a pet shop
(b) on land zoned for the purpose of Commercial, Commercial and Residential, or White Site in the Master Plan	Class XVIII: Use as a commercial school Use as a fitness centre or gymnasium Use as a laundromat Use as a showroom
6. Any building (excluding any pedestrian link) approved as a business park building (other than a JTC business park building within the meaning given by the Planning (Change in Use Authorisation for Jurong Town Corporation Business Park Buildings) Notification 2026 (G.N. No. S 10/2026)) 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. [<i>Deleted by S 12/2026 wef 14/01/2026</i>]	

[*S 12/2026 wef 14/01/2026*]

[*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)

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

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

Date of commencement : 1 August 2022

18. G.N. No. S 82/2024 — Planning (Changes in Use â Lodgment Authorisation) (Amendment) Notification 2024

Date of commencement : 14 February 2024

**19. G.N. No. S 12/2026 — Planning (Changes in Use & Lodgment
Authorisation) (Amendment) Notification 2026**

Date of commencement : 14 January 2026