

Circular No : URA/PB/2026/01-DCG  
Our Ref : DC/ADMIN/CIRCULAR/PB\_26  
Date : 2 February 2026

## **CIRCULAR TO PROFESSIONAL INSTITUTES**

### **Who should know**

Business operators, real estate agents, architects and engineers

### **Effective date**

With immediate effect

## **PLANNING AUTHORISATION FOR CHANGE OF USE OF COMMERCIAL PREMISES IN BUSINESS PARK DEVELOPMENTS ON JTC'S LAND AND PA'S COMMUNITY CENTRES/CLUBS**

1. This circular sets out the new change of use authorisation scheme for commercial premises in Business Park (BP) developments on land owned or leased by JTC and in Community Centres/Clubs (CCs) managed by People's Association (PA).

### **Background**

2. Previously, changes in commercial uses within approved commercial premises of BP developments on land owned or leased by JTC and within standalone CCs managed by PA require planning applications and approvals. Some selected commercial uses could also be granted instant approval upon a change of use lodgment application with the URA. Prior written consent from JTC or PA as landowner/landlord is required to submit the planning application for the change in use within their respective premises.

### **New authorisation schemes**

3. As part of URA's continuous efforts to simplify the change of use approval process and reduce business cost for the industry, business operators proposing changes in commercial uses (e.g. change from shop to restaurant use) within approved commercial premises in BPs on land owned or leased by JTC<sup>1</sup> and in CCs managed by PA no longer need to submit a change of use application to URA. These business operators will only need to obtain prior consent from JTC or PA as landowner/landlord, fulfil the necessary authorisation conditions set out in Tables 1 and 2, and obtain clearances/licences from relevant agencies before commencing the use. This simplification will also apply to specific community uses (such as family service

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<sup>1</sup> This applies to Business Parks directly managed by JTC, and those leased by JTC to another entity.

centres and childcare centres) proposed within commercial premises in BPs on land owned or leased by JTC.

4. Applications seeking JTC's consent may be submitted through Corenet<sup>2</sup>. Requests seeking PA's consent may be submitted through the CC where the business operator is/will be operating, or the online enquiry form on [PA's website](#).

### **Implementation**

5. The authorisation schemes outlined in paragraph 3 and Tables 1 and 2 will apply with immediate effect.
6. Kindly convey the contents of this circular to the relevant members of your organisation. You are advised to refer to the "Considerations for Property Use" page on the [URA website](#) for the most updated guidelines and procedures. For feedback or enquiries, please [email](#) us.

Thank you.

GOH CHIN CHIN (MS)  
GROUP DIRECTOR (DEVELOPMENT CONTROL GROUP)  
for CHIEF EXECUTIVE OFFICER  
URBAN REDEVELOPMENT AUTHORITY

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<sup>2</sup> You may refer to the guide on applying for plan consent through Corenet on [JTC's website](#). For further information, please [contact JTC](#).

**TABLE 1: Uses that can be authorised in BP developments on land owned or leased by JTC and the conditions for authorisation**

<b>Premises</b>	<b>Uses that can be authorised</b>	<b>Conditions for authorisation</b>
Business Parks on land owned or leased by JTC	<ul style="list-style-type: none"> <li>i. All commercial uses</li> <li>ii. Childcare centre</li> <li>iii. Community building (such as family service centre)</li> </ul>	<ul style="list-style-type: none"> <li>1. JTC's prior approval is obtained for the change of use;</li> <li>2. The premises is approved for commercial use on permanent permission and form part of the permissible commercial Gross Floor Area (GFA) of the development;</li> <li>3. The proposal does not involve any increase in GFA;</li> <li>4. Applicant is to obtain clearances or licences from the relevant government agencies (e.g. Fire Safety) before commencing the use;</li> <li>5. The change in use and use of the relevant premises do not create any nuisance, annoyance, or inconvenience to the other users of the building and of the surrounding locality.</li> </ul>

**TABLE 2: Uses that can be authorised in PA’s CCs and the conditions for authorisation**

Premises	Uses that can be authorised <sup>3</sup>	Conditions for authorisation
Community Centres managed by PA	All commercial uses	<ol style="list-style-type: none"> <li>1. PA’s prior approval is obtained for the change of use;</li> <li>2. The total commercial GFA does not exceed 20 per cent of the total Gross Floor Area (GFA) of the development;</li> <li>3. The proposal does not involve any increase in GFA;</li> <li>4. Applicant is to obtain clearances or licences from the relevant government agencies (e.g. Fire Safety) before commencing the use;</li> <li>5. The change in use and use of the relevant premises do not create any nuisance, annoyance, or inconvenience to the other users of the building and of the surrounding locality.</li> </ol>

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<sup>3</sup> Community (such as association, family service centre) and childcare centre uses are already authorised in CCs managed by PA. Please refer to “Considerations for Property Use” page on URA’s website for more information on the authorisation conditions for childcare centres in CCs.