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## 1. Introduction

Participating licensing agencies will be upgrading their licensing services to deliver a more user-friendly and efficient licensing experience for businesses. The improved services enhance the licence application process and payment of licence-related fees.

Other features include the amendment, renewal and cancellation of licences.

### What's New?

Enhanced process to connect your business with licensing agencies

Complete tracking of your current/past transactions

360 view of your licences with other Government agencies

One-stop communication with licensing officers during application process

Please visit the website - <https://licence1.business.gov.sg/>

# ONLINE SUBMISSION TEMPORARY CHANGE OF USE PERMIT (w.e.f 4 April 2016)

LicenceOne - Internet Explorer  
Certificate error  
FISOPS  
LicenceOne

Singapore Government  
Integrity • Service • Excellence  
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HOME LICENCE APPLICATION GUIDELINES ABOUT US INFO SEARCH

Licence Management at your fingertips..

Find licence(s) by Keyword  
Choose licence(s) by Government Agency  
Recommend licence(s) by Business Intent

Go

e.g. Food court, Petshop, NEA.

Joint effort by

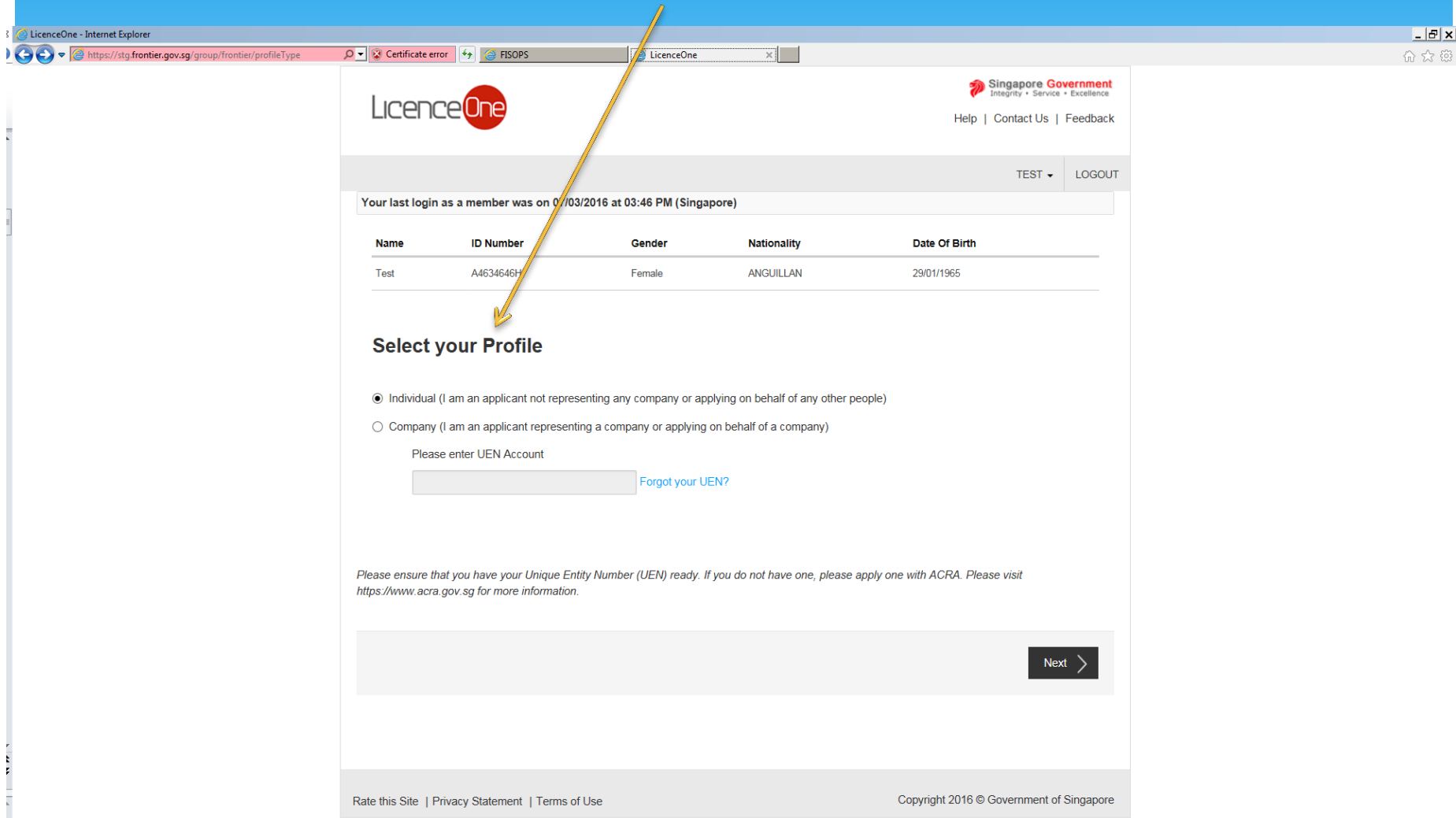
AVA, Ministry of Education, Ministry of Health, HSA, HOUSING & DEVELOPMENT BOARD, iDA, mda, MINISTRY OF LAW, MINISTRY OF MANPOWER, MOF, MTI, National Environment Agency, PUB, SCDF, Singapore Civil Defence Force, Singapore Environment Council, Urban Redevelopment Authority

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1. Access the website : <https://licence1.business.gov.sg/>
2. Log-in via SingPass

The screenshot shows the LicenceOne website interface. At the top left is the LicenceOne logo. To the right is the Singapore Government logo with the tagline 'Integrity • Service • Excellence' and links for 'Help | Contact Us | Feedback'. Below this is a navigation bar with 'HOME', 'LICENCE APPLICATION', and 'ABOUT US'. The main content area features a banner with the text 'Licence Management at your fingertips...' and an image of two women looking at a laptop. Below the banner are two search options: 'Find licence(s) by Keyword' and 'Choose licence(s) by Government Agency', with a search input field and a 'Go' button. To the right of the banner is a 'Login via SingPass' button, which is highlighted by a yellow arrow from the instruction above. Below the login button are links for 'Login for Foreigners without SingPass', 'ANNOUNCEMENT' (with sub-links for System Maintenance, HSA Tobacco Retail Licence, and Launch of Licensing e-Ser...), 'HELP VIDEOS' (with sub-links for Apply for New Licence), and 'HOW IT WORKS' (with sub-links for Introduction, End Users Function, and System Requirements). At the bottom, there is a 'Joint effort by' section with logos for various government agencies including AVA, Council for Private Education Singapore, epe, Early Childhood Development Agency, HSA, HOUSING & DEVELOPMENT BOARD, iDA, mda, MINISTRY OF LAW, MINISTRY OF MANPOWER, MOF, MTI, National Environment Agency, PUB, SCDF, Singapore Food Agency, and URBAN REDEVELOPMENT AUTHORITY. The footer contains 'Rate this Site | Privacy Statement | Terms of Use' and 'Copyright 2016 © Government of Singapore'.

### 3. Select the Profile as Individual or Company (with UEN Acct)



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https://stg.frontier.gov.sg/group/frontier/profileType

Certificate error

FISOPS

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TEST | LOGOUT

Your last login as a member was on 07/03/2016 at 03:46 PM (Singapore)

Name	ID Number	Gender	Nationality	Date Of Birth
Test	A4634646H	Female	ANGUILLAN	29/01/1965

#### Select your Profile

Individual (I am an applicant not representing any company or applying on behalf of any other people)

Company (I am an applicant representing a company or applying on behalf of a company)

Please enter UEN Account

[Forgot your UEN?](#)

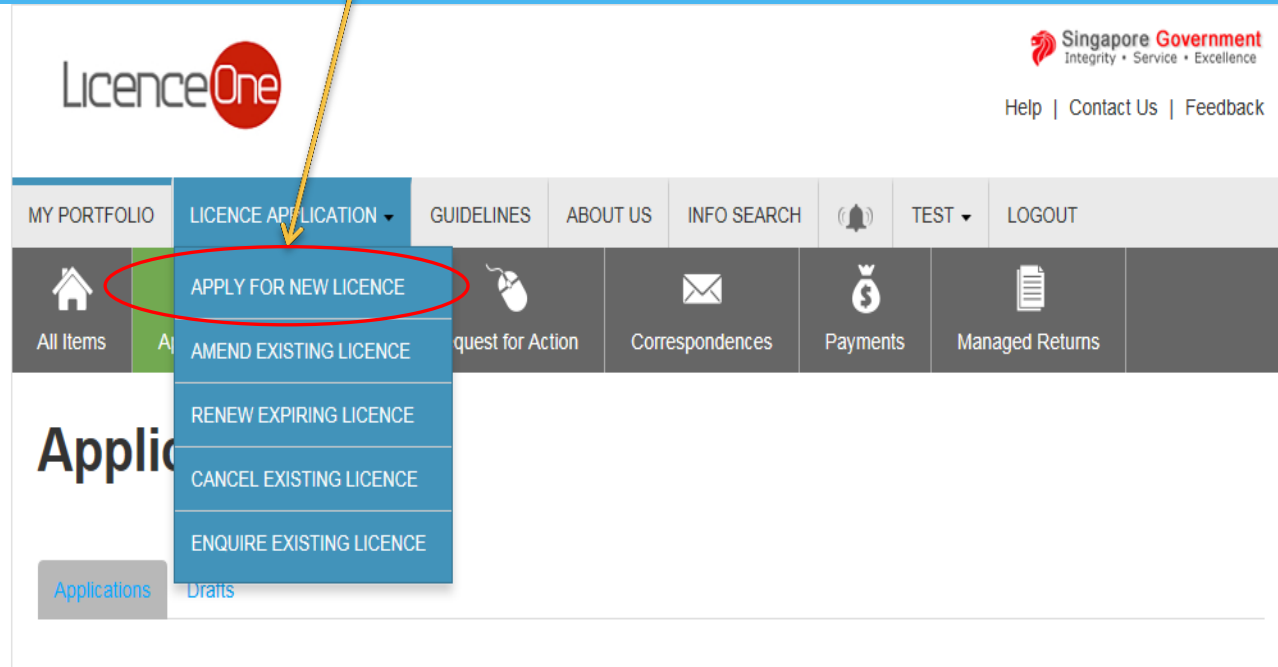
Please ensure that you have your Unique Entity Number (UEN) ready. If you do not have one, please apply one with ACRA. Please visit <https://www.acra.gov.sg> for more information.

Next >

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## 4. Select License Application and click on Apply New License



The screenshot displays the LicenceOne portal interface. At the top left is the LicenceOne logo. At the top right is the Singapore Government logo with the tagline 'Integrity • Service • Excellence' and links for 'Help | Contact Us | Feedback'. Below the header is a navigation bar with the following items: MY PORTFOLIO, LICENCE APPLICATION (with a dropdown arrow), GUIDELINES, ABOUT US, INFO SEARCH, a notification bell icon, TEST (with a dropdown arrow), and LOGOUT. A secondary navigation bar contains icons and labels for: All Items (home icon), a green bar with 'A', request for Action (mouse icon), Correspondences (envelope icon), Payments (money bag icon), and Managed Returns (document icon). A dropdown menu is open under 'LICENCE APPLICATION', listing: APPLY FOR NEW LICENCE (circled in red), AMEND EXISTING LICENCE, RENEW EXPIRING LICENCE, CANCEL EXISTING LICENCE, and ENQUIRE EXISTING LICENCE. A yellow arrow points from the text 'Select License Application and click on Apply New License' to the 'LICENCE APPLICATION' dropdown. Below the dropdown, the word 'Applications' is partially visible, and 'Drafts' is visible in a grey box.

# 5. Select the Government Agency and click on SCDF.

The screenshot shows the LicenceOne website interface. At the top left is the LicenceOne logo. At the top right is the Singapore Government logo with the tagline 'Integrity • Service • Excellence' and links for 'Help | Contact Us | Feedback'. Below the header is a navigation bar with tabs: 'MY PORTFOLIO', 'LICENCE APPLICATION', 'GUIDELINES', 'ABOUT US', 'INFO SEARCH', 'TEST', and 'LOGOUT'. The 'LICENCE APPLICATION' tab is active. Below the navigation bar are three main sections: 'Find licence(s) by Keyword', 'Choose licence(s) by Government Agency', and 'Recommend licence(s) by Business Intent'. The 'Choose licence(s) by Government Agency' section is expanded, showing a list of government agencies. The agency 'SCDF - Singapore Civil Defence Force' is circled in red, and a yellow arrow points to it from the top of the slide.

Government Agency
AVA - Agri-Food and Veterinary Authority
CPE - Council for Private Education
ECDA - Early Childhood Development Agency
HSA - Health Sciences Authority
HLB - Hotels Licensing Board
HDB - Housing & Development Board
IDA - Infocomm Development Authority of Singapore
IE - International Enterprise Singapore
MDA - Media Development Authority
MOE - Ministry of Education
MINLAW - Ministry of Law
MOM - Ministry of Manpower
NEA - National Environment Agency
PUB - Public Utilities Board
<b>SCDF - Singapore Civil Defence Force</b>
SPF - Singapore Police Force
STB - Singapore Tourism Board
URA - Urban Redevelopment Authority

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# 6. Click the select button for the Application for Temporary Change of Use Permit, then click Next

The image displays two screenshots of the LicenceOne web application interface. The top screenshot shows the 'Choose licence' step of a three-step process. The 'Application for Temporary Change of Use Permit' is selected and circled in red. The bottom screenshot shows the same interface after selection, with the 'Next' button in the navigation bar also circled in red. The interface includes a navigation menu at the top with options like 'MY PORTFOLIO', 'LICENCE APPLICATION', 'GUIDELINES', 'ABOUT US', 'INFO SEARCH', 'TEST', and 'LOGOUT'. Below the navigation, there are search filters for 'Find licence(s) by Keyword', 'Choose licence(s) by Government Agency', and 'Recommend licence(s) by Business Intent'. The main content area lists three license options, each with a 'select' button. The 'Selected licences' panel on the right shows the chosen license with a 'remove' button. At the bottom, there are navigation buttons for 'Previous' and 'Next', with 'Next' being the focus of the instruction.

MY PORTFOLIO LICENCE APPLICATION GUIDELINES ABOUT US INFO SEARCH TEST LOGOUT

Find licence(s) by Keyword Choose licence(s) by Government Agency Recommend licence(s) by Business Intent

1 Choose agency 2 Choose licence 3 Review selection

SCDF - Singapore Civil Defence Force

**Application for Temporary Change of Use Permit**  Selected licences

Under Fire Safety Act Section 30, a Temporary Change of Use approval is required for the following events when temporary structures are erected: ... [ Read more ... ]

**Petroleum / Flammable Materials Storage Licence**

The Fire Safety Act (FSA) regulates the storage of petroleum and flammable materials. A licence is required for storage of highly flammable petroleum and flammable materials products with a flash point below 93 degree celsius. The regulatory control will ensure that proper fire safety measures and procedures are ... [ Read more ... ]

**Petroleum / Flammable Materials Transportation Licence**

The Fire Safety Act (FSA) regulates the transportation of petroleum and flammable materials. The petroleum and flammable materials transportation licence is to ensure that the transportation is carried out in a safe manner and that proper fire safety measures / procedures are undertaken by the licensee to ensure safety environment. In general, the FSA requires the transportation vehicle used to be certified, the transportation emergency response plan been approved and the drivers of road vehicles transporting any class of petroleum and flammable materials to hold a valid Hazardous Material Transportation Driver Permit (HTDP) to drive the vehicle. However, you will be exempted from applying a transportation licence if you are transporting petroleum less than: ... [ Read more ... ]

Showing 1 to 3 of 3 entries

1 Choose agency 2 Choose licence 3 Review selection

SCDF - Singapore Civil Defence Force

**Application for Temporary Change of Use Permit**  Selected licences

Under Fire Safety Act Section 30, a Temporary Change of Use approval is required for the following events when temporary structures are erected: ... [ Read more ... ]

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Showing 1 to 3 of 3 entries

Previous 1 Next

External Agency Website

Previous Next

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# 7. At this page, click on the Next button to proceed.

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MY PORTFOLIO LICENCE APPLICATION ▾ GUIDELINES ABOUT US INFO SEARCH (🔔) TEST ▾ LOGOUT

Find licence(s) by Keyword Choose licence(s) by Government Agency Recommend licence(s) by Business Intent

1 Choose agency 2 Choose licence 3 Review selection

## Selected Licence

You may need the following licence(s) for your business

<input type="checkbox"/> Licence Name	Agency	Estimated Processing Time	Total Fees (S\$)	More Info
<input checked="" type="checkbox"/> Application for Temporary Change of Use Permit	SCDF	---	Details	

[Explanation Note](#) [External Agency Website](#)

[Previous](#) [Next](#)

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# 8. At this page, please read and prepare the required documents, then click Apply

MY PORTFOLIO LICENCE APPLICATION GUIDELINES ABOUT US INFO SEARCH TEST LOGOUT

Find licence(s) by Keyword Choose licence(s) by Government Agency Recommend licence(s) by Business Intent

1 Choose agency 2 Choose licence 3 Review selection

## Review Selection

Licence Name	Agency	Estimated Processing Time	Total Fees (\$)
Application for Temporary Change of Use Permit	SCDF	---	Details

## Supporting document(s) required

### Application for Temporary Change of Use Permit

- Layout Plans**  
Layout plans to be endorsed by landowner/building management.  
Acceptable file format: (pdf, doc, docx, tif, jpg)  
Acceptable file size: (2 MB)
- Land owner's approval letter**  
Acceptable file format: (pdf, doc, docx, tif, jpg)  
Acceptable file size: (2 MB)
- Photo of the Venue/Location**  
Acceptable file format: (pdf, doc, docx, tif, jpg)  
Acceptable file size: (2 MB)

LicenseOne - Internet Explorer

Review Selection

Licence Name	Agency	Estimated Processing Time	Total Fees (\$)
Application for Temporary Change of Use Permit	SCDF	---	Details

## Supporting document(s) required

### Application for Temporary Change of Use Permit

- Layout Plans**  
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Acceptable file size: (2 MB)
- Photo of the Venue/Location**  
Acceptable file format: (pdf, doc, tif, jpg)  
Acceptable file size: (2 MB)

## Submission Notes

### Estimated time for application submission

Application for Temporary Change of Use Permit - 15 mins

< Previous **Apply** >

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9. At this page, select as Applicant or on behalf of applicant
10. Click the checkbox to agree on the Terms of Use

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1 General Information 2 Application Details 3 Supporting Document(s) 4 Declaration

### Profile

I am applying as a  Applicant  On behalf of applicant

### Terms of Use

2. In these Terms of Use, the words "we", "our" and "us" refer to the Government of Singapore and all Statutory Boards. "Statutory Board" means any body corporate established by or under written law from time to time to perform or discharge any public function.

3. These Terms of Use may be changed from time to time. Changes will be posted on this page. Your use of the Website after changes have been posted on the Website will constitute your agreement to the modified Terms of Use and all of the changes.

4. We may modify or discontinue any information or features that form part of the Website at any time, with or without notice to you, and without liability.

**II. Access To the Website**

1. The accessibility and operation of the Website relies on technologies which are not under our control. We do not guarantee continuous accessibility or uninterrupted operation of the Website.

2. We reserve all rights to deny or restrict access to this Website by any particular person or to block access from any Internet address to this Website, at any time, without ascribing any reasons whatsoever.

**III. Communication With You**

1. Where appropriate we may contact you via telephone, e-mail, or text messages for additional information and clarification.

**IV. Security**

By clicking on the checkbox, I agree to be bound by the Terms of Use.

# 11. Please complete the Applicant's Particulars

## Applicant's Particulars

<b>Salutation *</b>	<input type="text" value="Mrs"/>	<b>Designation</b>	<input type="text" value="Managing Director"/>
<b>Name *</b>	<input type="text" value="Test"/>	<b>Office Tel Number</b>	<input type="text"/>
<b>ID Type *</b>	<input type="radio"/> NRIC <input type="radio"/> FIN <input checked="" type="radio"/> Passport	<b>Home Tel Number *</b>	<input type="text" value="60000000"/>
<b>ID Number *</b>	<input type="text" value="A4634646H"/>	<b>Fax Number</b>	<input type="text"/>
<b>Passport Issuing Country</b>	<input type="text" value="Please Select"/>	<b>Mobile Number</b>	<input type="text"/>
<b>Nationality *</b>	<input type="text" value="ANGUILLAN"/>	<b>Email *</b>	<input type="text" value="publicuser1014@ffetestuser.com"/>
<b>Gender *</b>	<input type="radio"/> Male <input checked="" type="radio"/> Female	<b>Alternative Email</b>	<input type="text"/>
<b>Date Of Birth *</b>	<input type="text" value="29/01/1965"/> <input type="button" value="📅"/>	<b>Tick if you prefer to be notified via SMS</b>	<input type="checkbox"/> SMS
<b>Primary Contact Mode *</b>	<input type="radio"/> Office Tel Number <input checked="" type="radio"/> Home Tel Number <input type="radio"/> Mobile Number		

# 12. Please complete the Applicant's Address and Mailing Address

## Applicant's Address

Address Type *	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	Street Name *	SCIENCE PARK ROAD
Type of Premises *	Residential	Level	
Postal Code *	117611 <span>Retrieve Address</span>	E.g. 05-01 Key in:05	
Please enter your postal code and click "Retrieve Address".		Unit Number	
Block / House Number *	31	E.g. 05-01 Key in:01	
		Building Name	CRIMSON, THE

## Mailing Address

Address Type *	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	Street Name *	
Type of Premises *	Residential	Level	
Postal Code *	<span>Retrieve Address</span>	E.g. 05-01 Key in:05	
Please enter your postal code and click "Retrieve Address".		Unit Number	
Block / House Number	Please Select	E.g. 05-01 Key in:01	
		Building Name	

# 13. Select the Type of Event and complete the details of the event

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MY PORTFOLIO LICENCE APPLICATION ▾ GUIDELINES ABOUT US INFO SEARCH (🔔) TEST ▾ LOGOUT

① General Information ② Application Details ③ Supporting Document(s) ④ Declaration

### Type of Event

Type of Event \*  Indoor  Outdoor



### Details of Event



Name/Title of Event \*

Brief description of event

14. Complete the Duration and Location the Event
15. Then click proceed button

**Duration of Event**

**Start Date** (DD/MM/YYYY)\* 08/03/2016  **Start Time**\* 08:00 AM 

**End Date** (DD/MM/YYYY)\* 06/05/2016  **End Time**\* 11:59 PM 


---

**Address/Location of Event**

**Address Type**\*  With Postal Code  Without Postal Code


**Postal Code**\* 510736 **Retrieve Address** **Level**\*


please enter Postal Code and click on "Retrieve Address" button

**Block / House Number** 736  **Building Name**

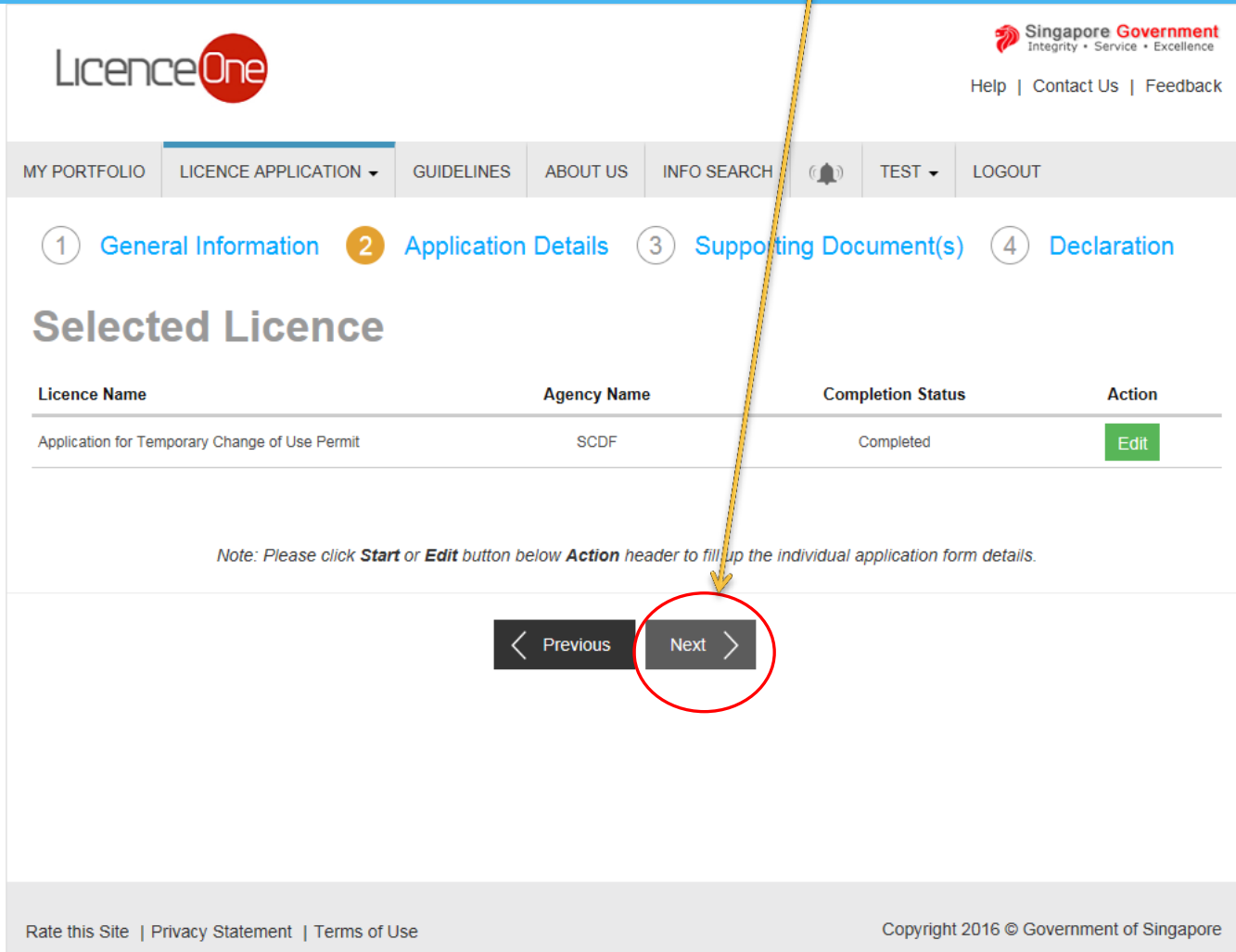
**Street Name** PASIR RIS DRIVE 10 **Location of Event**\*

**Street Name (Non-Postal Code)**

**Click proceed** 

**Proceed**  **Save**

# 16. At this page, click the next button



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MY PORTFOLIO LICENCE APPLICATION ▾ GUIDELINES ABOUT US INFO SEARCH (🔔) TEST ▾ LOGOUT

① General Information ② Application Details ③ Supporting Document(s) ④ Declaration

## Selected Licence

Licence Name	Agency Name	Completion Status	Action
Application for Temporary Change of Use Permit	SCDF	Completed	<a href="#">Edit</a>

*Note: Please click **Start** or **Edit** button below **Action** header to fill up the individual application form details.*

[< Previous](#) [Next >](#)

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# 17. Please upload the supporting document as required (The endorsed layout plans and photo of venue/location is compulsory)

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① General Information ② Application Details ③ Supporting Document(s) ④ Declaration

## Upload Supporting Documents

### Application for Temporary Change of Use Permit

Document Name	Type	Attachment	Action
<b>Layout Plans *</b> Layout plans to be endorsed by landowner/building management. Acceptable File Format: pdf, doc, docx,tif, jpg Acceptable File Size: maximum : 2 MB	ONLINE UPLOAD ▾	Koala.jpg ✕	<b>Upload</b>
<b>Land owner's approval letter</b> Acceptable File Format: pdf, doc, docx,tif, jpg Acceptable File Size: maximum : 2 MB	OFFLINE SUBMISSION ▾		
<b>Photo of the Venue/Location *</b> Acceptable File Format: pdf, doc, docx, tif, jpg Acceptable File Size: maximum : 2 MB	ONLINE UPLOAD ▾	Penguins.jpg ✕	<b>Upload</b>

**Click Next** →

< Previous **Next** > Save Save & Exit

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# 18. Please read and review the information summary

## Review and Declare

### Information Review



#### Applicant's Address

Address Type	Local	Street Name	SCIENCE PARK ROAD
Type of Premises	Residential	Level	
Postal Code	117611	Unit Number	

19. Please click the checkbox for the declaration
20. Then click the submit button

## Declaration

### General Declaration

1. I declare that all the information given in this application form is true and correct.  
I am aware that legal action may be taken against me if I had knowingly provided false information.  
I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

### Application for Temporary Change of Use Permit

1. Outdoor tentage shall be placed at least 3 m away from the building facades.  
2. All escape routes / passageways must be free of obstruction.  
3. 2.5kg ABC dry chemical powder fire extinguisher (PSB approved type) shall be provided such that no person needs to travel more than 15m to reach them.  
4. No activity shall be carried out on the fire engine access way / fire engine hard standing (parking space).  
5. Any activity involving the use LPG or flammable liquids / gases is not permitted.

please click [here](#) for detail fire safety requirement.

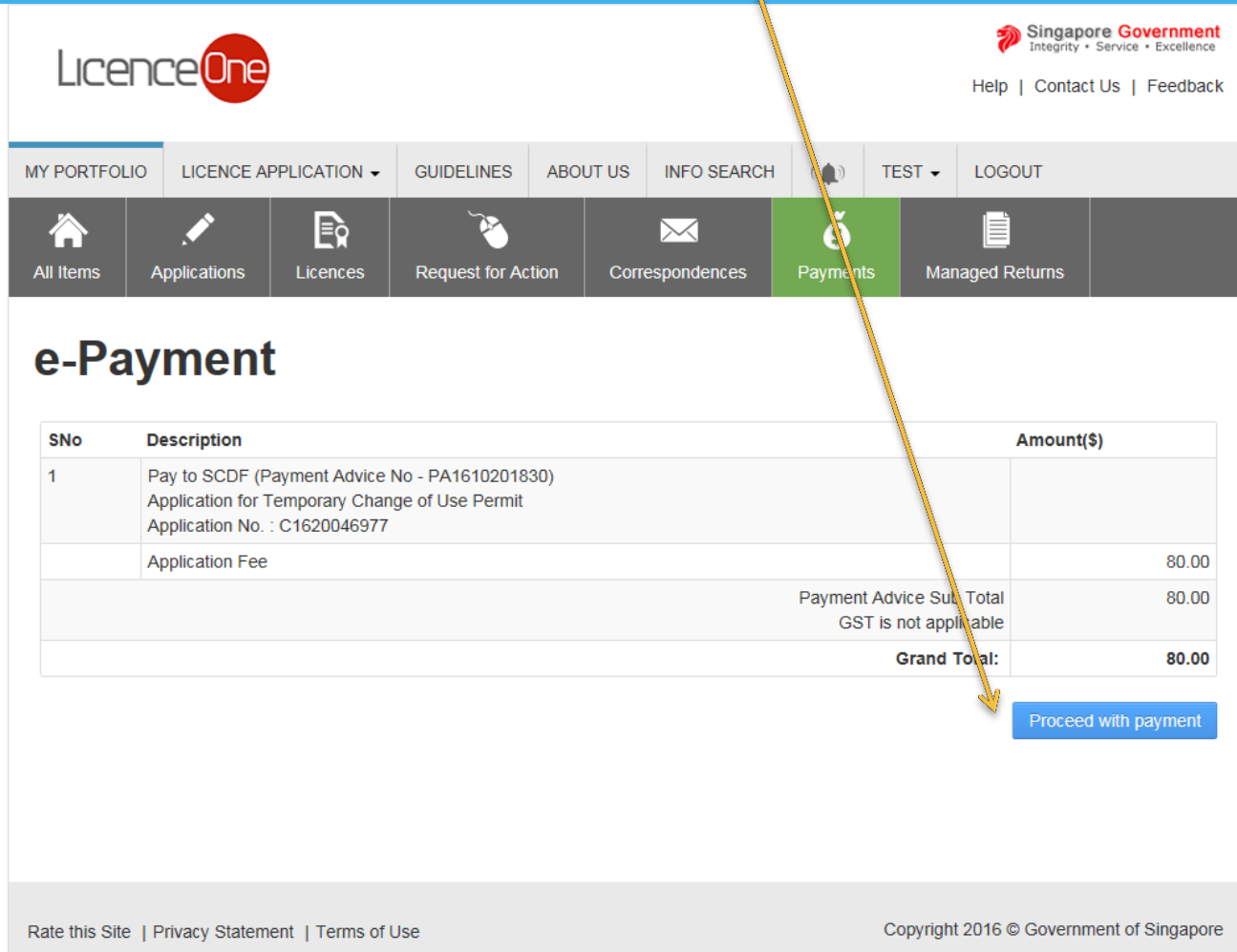
**Application Fee :**  
**There will be no refund of fee after the application is submitted.**

< Previous **Submit**

Pleas read

Click Submit

# 21. Please proceed with the payment



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MY PORTFOLIO LICENCE APPLICATION ▾ GUIDELINES ABOUT US INFO SEARCH 🔔 TEST ▾ LOGOUT

All Items Applications Licences Request for Action Correspondences **Payments** Managed Returns

## e-Payment

SNo	Description	Amount(\$)
1	Pay to SCDF (Payment Advice No - PA1610201830) Application for Temporary Change of Use Permit Application No. : C1620046977	
	Application Fee	80.00
	Payment Advice Sub Total GST is not applicable	80.00
	<b>Grand Total:</b>	<b>80.00</b>

[Proceed with payment](#)

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## 22. Please view the receipt and click the next button

The screenshot displays the LicenceOne web application interface. At the top left is the LicenceOne logo. At the top right is the Singapore Government logo with the tagline 'Integrity • Service • Excellence' and links for 'Help | Contact Us | Feedback'. Below the header is a navigation bar with tabs: 'MY PORTFOLIO', 'LICENCE APPLICATION', 'GUIDELINES', 'ABOUT US', 'INFO SEARCH', 'TEST', and 'LOGOUT'. A secondary navigation bar contains icons and labels for 'All Items', 'Applications', 'Licences', 'Request for Action', 'Correspondences', 'Payments', and 'Managed Returns'. The main content area features a large heading 'e-Payment' and a green success message: 'Payment is successful and the receipt is generating.' Below this message is the text: 'If the receipt does not appear, please click on View Receipt button below.' At the bottom of the message area are two buttons: 'View Receipt' and 'Next'. The footer contains links for 'Rate this Site | Privacy Statement | Terms of Use' and the copyright notice 'Copyright 2016 © Government of Singapore'.

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MY PORTFOLIO LICENCE APPLICATION GUIDELINES ABOUT US INFO SEARCH TEST LOGOUT

All Items Applications Licences Request for Action Correspondences Payments Managed Returns

### e-Payment

Payment is successful and the receipt is generating.

If the receipt does not appear, please click on View Receipt button below.

View Receipt Next

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## 23. Sample on the Payment Transaction

### Payment Transaction

**Payment Transaction No**

TX1610045817

**Transaction Date**

01/03/2016 15:20:41

**Amount Paid (\$)**

80.00

**Payment Method**

e-Payment

**Status**

Success

**EP Reference No**

CC15120162001032041

S/No.	Description	Amount(\$)
1	Pay to SCDF ( Payment Advice - PA1610201831 ) Application No.: C1620046979 Application Fee	80.00
	<b>Sub Total</b>	<b>80.00</b>
		<b>Grand Total: 80.00</b>

[Print](#)[Close](#)

## 24. After the payment is completed, applicant will receive the Acknowledgement Notice

The screenshot displays a web application interface with a navigation menu at the top. The menu includes options like 'MY PORTFOLIO', 'LICENCE APPLICATION', 'GUIDELINES', 'ABOUT US', 'INFO SEARCH', 'TEST', and 'LOGOUT'. Below the menu is a row of icons representing different sections: 'All Items', 'Applications', 'Licences', 'Request for Action', 'Correspondences', 'Payments' (highlighted in green), and 'Managed Returns'. The main content area is titled 'Acknowledgement' and shows details for a submission:

- Submission Number: B1620141806
- Submission Date: 01/03/2016 15:20:45
- Submission Name: B1620141806 (with an 'Edit' button)

Below this information is a table with the following data:

Licence Name	Application Number	Agency	Application Status	Payment Status
Application for Temporary Change of Use Permit	C1620046979	SCDF	Pending Agency Action	Stage1 : Paid Stage2 : N.A

A **Note** follows, stating: 'Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column. Please note that the "Submission Name" is for your personal reference only. You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.'

At the bottom, there are two buttons: 'Print' and 'Close'.

# 25. For enquiries, please contact the customer service as listed



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[MY PORTFOLIO](#)

[LICENCE APPLICATION](#) ▾

[GUIDELINES](#)

[ABOUT US](#)

[INFO SEARCH](#)



[TEST](#) ▾

[LOGOUT](#)

LicenceOne is a business licensing portal that aims to deliver a more user-friendly and efficient licensing experience for businesses.

The one-stop portal will simplify the application and payment of licence-related fees and allow businesses to apply for multiple licences simultaneously. Other features include the updating, renewal and termination of licences.

For more details, please visit <https://licence1.business.gov.sg>.

For enquiries, please contact us at 6774 1430 during our operating hours from 8am-8pm on Mondays to Fridays and 8am-2pm on Saturdays. Alternatively, you can also request for assistance via email at [licences-helpdesk@crimsonlogic.com](mailto:licences-helpdesk@crimsonlogic.com).

Joint effort by

