

ONLINE APPLICATION FOR TEMPORARY CHANGE OF USE PERMIT (w.e.f 4 April 2016)

The screenshot shows the LicenceOne website interface. At the top, there is a navigation bar with the LicenceOne logo and the Singapore Government logo. Below the navigation bar, there is a main content area with a search bar and several service links. The search bar is labeled "Find licence(s) by Keyword" and has a "Go" button. Below the search bar, there are three columns of service links: "Choose licence(s) by Government Agency", "Recommend licence(s) by Business Intent", and "Login via SingPass". The SingPass login section includes a link for "Login for Foreigners without SingPass". There are also sections for "ANNOUNCEMENT", "HELP VIDEOS", and "HOW IT WORKS". The bottom of the page features a "Joint effort by" section with logos of various government agencies and a footer with "Rate this Site | Privacy Statement | Terms of Use" and "Copyright 2016 © Government of Singapore".

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, 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 Civil Defence Force, Singapore Police Force, Urban Redevelopment Authority

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1. Alternative submission via duplicate method
2. Retrieve the previous case

The screenshot displays the LicenceOne web application interface. At the top left is the LicenceOne logo, and 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 'All Items' section is active, showing a search bar with 'Select Type' and 'Select Agency' dropdowns, a 'Search' button, and an 'Advanced' filter icon. Below the search bar is a table with the following data:

Date	Information Type	Agency	Details	Action
07 Mar 2016 16:19:41	Payment	Singapore Civil Defence Force	Your payment is successful.(PA1610202584)	View
07 Mar 2016 16:19:03	Payment	Singapore Civil Defence Force	Your payment is successful.(PA1610201830)	View
01 Mar 2016 15:20:43	Payment	Singapore Civil Defence Force	Your payment is successful.(PA1610201831)	View
01 Mar 2016 11:51:03	Payment	Singapore Civil Defence Force	Your payment is successful.(PA1610201810)	View
01 Mar 2016 11:39:42	Payment	Singapore Civil Defence Force	Your payment is successful.(PA1610201806)	View
01 Mar 2016 08:14:10	Payment	Singapore Civil Defence Force	Your payment is successful.(PA1610201787)	View

A green box labeled 'Previous cases list' has an arrow pointing to the first row of the table.

3. Click on My Portfolio
4. Then, click on Application.

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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

All Items

Select Type Select Agency Search Advanced

Date	Information Type	Agency	Details	Action
07 Mar 2016 16:19:41	Payment	Singapore Civil Defence Force	Your payment is successful.(PA1610202584)	View
07 Mar 2016 16:19:03	Payment	Singapore Civil Defence Force	Your payment is successful.(PA1610201830)	View
01 Mar 2016 15:20:43	Payment	Singapore Civil Defence Force	Your payment is successful.(PA1610201831)	View
01 Mar 2016 11:51:03	Payment	Singapore Civil Defence Force	Your payment is successful.(PA1610201810)	View
01 Mar 2016 11:39:42	Payment	Singapore Civil Defence Force	Your payment is successful.(PA1610201806)	View
01 Mar 2016 09:14:10	Payment	Singapore Civil Defence Force	Your payment is successful.(PA1610201787)	View

5. Click on Actions
6. Click on Duplicate

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

All Items Applications Licences Request for Action Correspondences Payments Managed Returns

Applications

Applications Drafts

Application Number Select Licence ▾ Select Status ▾ Search > ⚙️ Advanced ▾

Application Number	Licence Name	Application Status	Submission Name	Submission Date	Action
C1620047811	Application for Temporary Change of Use Permit	Pending Agency Action	B1620143629		Duplicate Withdraw ▾ Actions
C1620046977	Application for Temporary Change of Use Permit	Pending Agency Action	B1620141804	07 Mar 2016 16:19:10	▾ Actions
C1620046979	Application for Temporary Change of Use Permit	Pending Agency Action	B1620141806	01 Mar 2016 15:20:45	▾ Actions
C1620046955	Application for Temporary Change of	Pending Agency	B1620141750	01 Mar 2016	▾ Actions

7. Click on the Draft Reference Number

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

All Items Applications Licences Request for Action Correspondences Payments Managed Returns

Applications

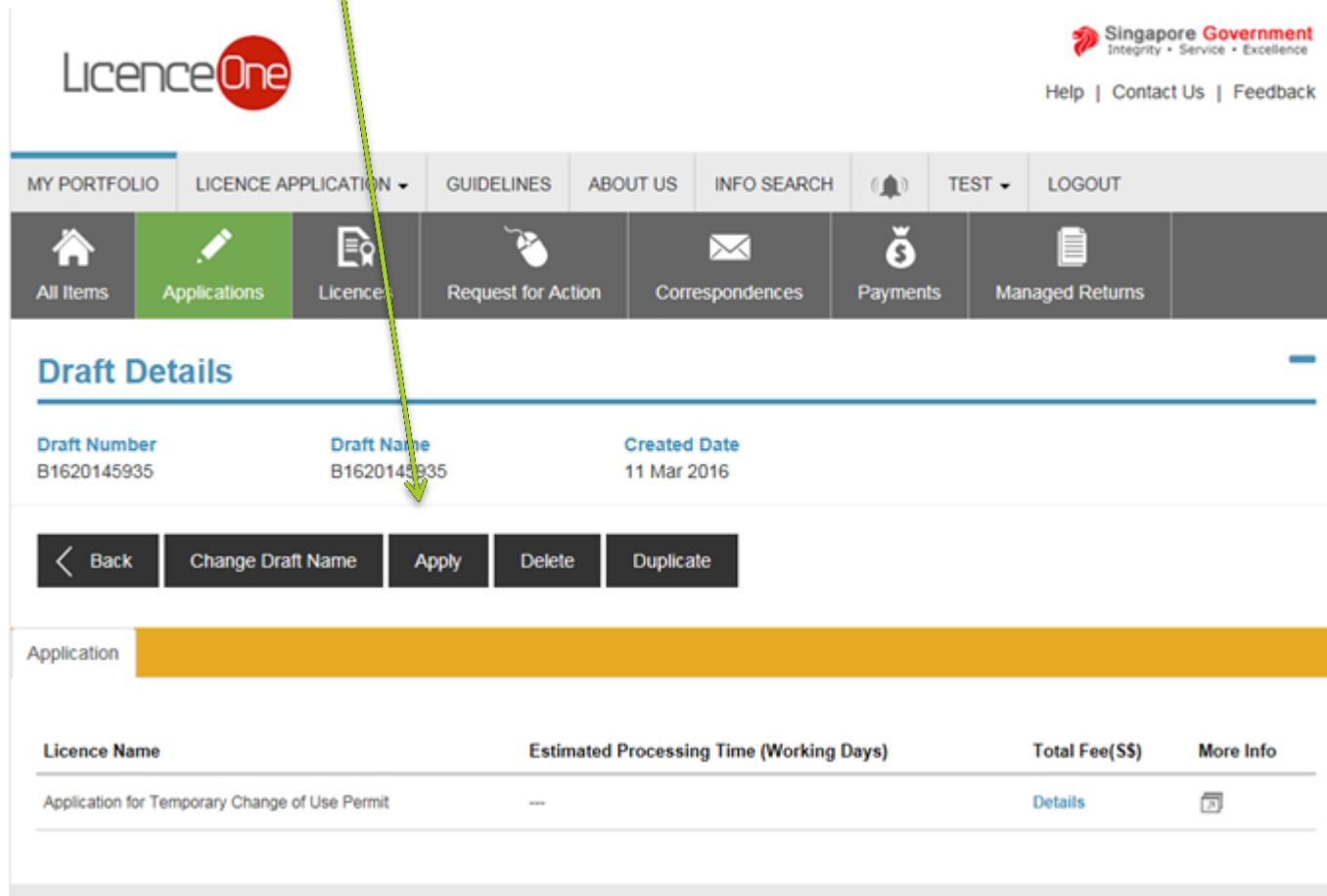
Applications Drafts

Application Number Select Licence ▾ Select Status ▾ Search > ⚙️ Advanced ▾

Application was successfully duplicated with draft number [B1620145935](#)

Application Number	Licence Name	Application Status	Submission Name	Submission Date	Action
C1620047811	Application for Temporary Change of Use Permit	Pending Agency Action	B1620143629	07 Mar 2016 16:19:48	Actions
C1620046977	Application for Temporary Change of Use Permit	Pending Agency Action	B1620141804	07 Mar 2016 16:19:10	Actions
C1620046979	Application for Temporary Change of	Pending Agency	B1620141806	01 Mar 2016	Actions

Click on Apply



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All Items Applications Licences Request for Action Correspondences Payments Managed Returns

Draft Details

Draft Number B1620145935	Draft Name B1620145935	Created Date 11 Mar 2016
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← Back Change Draft Name **Apply** Delete Duplicate

Application

Licence Name	Estimated Processing Time (Working Days)	Total Fee(S\$)	More Info
Application for Temporary Change of Use Permit	---	---	Details 

This will bring back to the previous applications.
Here you can fill in the new information and documents.

Applicant's Address

Address Type *	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	Street Name *	SCIENCE PARK ROAD
Type of Premises *	Residential <input type="button" value="v"/>	Level	
Postal Code *	117611 <input type="button" value="Retrieve Address"/>	Unit Number	
	Please enter your postal code and click "Retrieve Address".	Building Name	CRIMSON, THE
Block / House Number *	31 <input type="button" value="v"/>		

Mailing Address

Address Type *	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	Street Name *	
Type of Premises *	Residential <input type="button" value="v"/>	Level	
Postal Code *	<input type="button" value="Retrieve Address"/>	Unit Number	
	Please enter your postal code and click "Retrieve Address".	Building Name	
Block / House Number	Please Select <input type="button" value="v"/>		