

## Supporting Documents for Change of Use or Trade in HDB Commercial Properties

- a) Tenants of HDB's rental commercial properties must apply for changes in trade/use via [GoBusiness](#). The request may involve adjustment in rental rates.
- b) All applications are subject to HDB's approval and will be evaluated only upon submission of complete set of required documents.
- c) The business operations must be carried out based on the approved electrical loading of the subject premises
- d) If proposed trade is operated at only part of the shop, please indicate the trades in the remaining portion of the shop (including living quarters, if any)

Use/trade	Required Documents/Information	Conditions
<b>Family Restaurant /Café</b>	<ul style="list-style-type: none"> <li>• Plan showing proposed layout for the whole shop</li> <li>• Name of proposed operator and addresses of other outlets, if any</li> <li>• Proposed menu</li> <li>• Confirmation if air-conditioning will be provided</li> <li>• Confirmation if exhaust ducting system will be installed. If yes, please provide details of the proposed system.</li> <li>• Proposed operating hours</li> </ul>	<ul style="list-style-type: none"> <li>• Use of common area as an Outdoor Refreshment Area is not allowed</li> <li>• At least 60% of the trading area must be used as internal refreshment area – to indicate computation in layout plan</li> <li>• Shops in high rise blocks (more than 4 storeys) are not allowed to be used as family restaurants</li> </ul>
<b>Sale of takeaway food/drinks</b>	<ul style="list-style-type: none"> <li>• Name of proposed operator and addresses of other outlets, if any</li> <li>• Proposed menu</li> </ul>	<ul style="list-style-type: none"> <li>• Dining-in is not allowed</li> <li>• Queuing area must be confined within the shop</li> <li>• Industrial cooking or any form of food preparation that requires installation of an exhaust ducting system is not allowed</li> </ul>
<b>Pet Shop/ Vet Clinic/ Pet Grooming Centre</b>	<ul style="list-style-type: none"> <li>• Name of proposed operator and addresses of other outlets, if any</li> <li>• For pet shops, to provide type of pets sold and estimated number that will be kept in the shop</li> </ul>	<ul style="list-style-type: none"> <li>• Premises must be airconditioned</li> <li>• Sound-proofing facilities must be provided</li> <li>• Overnight boarding of pets will not be allowed if HDB receives any complaints of noise nuisance</li> </ul>

Use/trade	Required Documents/Information	Conditions
<b>TCM Clinic</b>	<ul style="list-style-type: none"> <li>Name of proposed operator and addresses of other outlets, if any</li> <li>Confirmation if there is provision of massage services. If yes, to submit copies of the Certificates of TCM practitioners administering the service</li> </ul>	<p>If massage services are administered by non-TCM practitioner(s):</p> <ul style="list-style-type: none"> <li>(i) SPF's approval for Category 1 Massage Establishment Licence must be obtained;</li> <li>(ii) The subject premises must be at least 100sm</li> </ul>
<b>Massage Establishment (ME)</b>	<ul style="list-style-type: none"> <li>Name of proposed operator and addresses of other outlets, if any</li> <li>Proposed layout plan</li> <li>Application ID to SPF</li> </ul>	<ul style="list-style-type: none"> <li>Trading area must be at least 100sm</li> <li>SPF's licence must be obtained before the commencement of business operations</li> <li>Change of use for the use of living quarters, if any, as part of the ME must be approved by HDB and SCDF</li> </ul>
<b>Foot Reflexology Service</b>	<ul style="list-style-type: none"> <li>Name of proposed operator and addresses of other outlets, if any</li> <li>Proposed layout plan</li> </ul>	<ul style="list-style-type: none"> <li>Services must be provided in full public view (i.e. Open Concept)</li> </ul>

## Change of Use in Living Quarters (LQ)

The living quarters let/ sold together with HDB shops are designed and built for residential use. Requests to convert them to commercial use will be subject to the following conditions:

- The structural loading of the LQ must be able to support the proposed use
- Fire safety requirements for the change of use at the LQ for the proposed use must be complied with (e.g. if the LQ is to be used as a commercial school, it must be supported by at least 2 fire-escape staircases leading occupants out of the building if there is a fire)

### Documents to be submitted for Preliminary Assessment

- (i) The proposed use at the LQ as well as trading area;
- (ii) Name of operator and addresses of their other outlets, if any; and
- (iii) Plan showing the proposed layout of the LQ.