

SECTION A: Necessary Documents to be Enclosed

This form may take you about 10 minutes to fill in. You will need the following information to fill in the form:

- (1) ROB/ROC/NRIC/PASSPORT no. of owner & developer
- (2) Land description and property tax account no.
- (3) Date of demolition of former building
- (4) Expected date of completion of new project
- (5) Date of submission of Written Permission (WP) application to Urban Redevelopment Authority (URA)
- (6) The URA WP submission reference ID (This reference ID can be found on your transaction reply slip from URA e.g. ES 20060331R0155)

To help us to process your form, we need you to attach the following:

- (1) **ONE** copy of Provisional Permission (PP) from URA.
- (2) **FIVE** copies of site and location plan (You should indicate the neighbouring house numbers on **ONE** copy of the plan)
- (3) **TWO** sets of approved floor plan in A1 and A3 size (You should attach **ONE** copy if allocation of Unit numbers is **NOT** required)

IMPORTANT:

- (1) This form should preferably be submitted to us immediately after the submission of WP application to URA. Generally, we would take about three weeks to process your application.
- (2) Please fax or send us a copy of the WP upon approval from URA. We would release the Certificate of Numbering upon receipt of the WP.
- (3) Please note that this application will be rejected if the information provided is incomplete or unclear.

SECTION B: Particulars of Project

Name(s) of road / street that subject building face(s)							
Approved building / estate name (if any)							
Use of property (You may tick more than one)							
<input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Others, please specify _____							
Number of house numbers required: -	Number of unit numbers required: -						
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Expected date of completion (Day/Month/Year)							
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SECTION C: Particulars of Land / Former Building

# LAND DESCRIPTION	# FORMER BUILDING (if any)										
MK or TS	House / unit number of former building on site										
MK / TS no.											
Lot no.	Property tax account no.										
Plot/Part/Parcel no. (if any)	DATE OF DEMOLITION (Day / Month / Year)										
Property tax account no. (if subject land is assessed)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										

House Numbering Unit
 The Comptroller of Property Tax
 Inland Revenue Authority of Singapore
 55 Newton Road, Revenue House
 Singapore 307987
 Tel: 6351 2464 or 6351 2461
 Fax: 63512455

**APPLICATION HOUSE NUMBER
 AND UNIT NUMBER**



INLAND REVENUE
 AUTHORITY
 OF SINGAPORE

The Property Tax Act (Cap.254) Section 51

SECTION D: Particulars of Owner of Land / Developer

Particulars	Owner of Land	Developer (if different from owner of land)
Name (if land is owned by two or more owners, provide name of any ONE owner)		
* ROB / ROC no.		
* Business / residential address		

SECTION E: Particulars of Authorized Person

Name		Telephone no.	
Designation			
Address		Fax no.	

SECTION F: Confirmation of Application

• I, certify that the information given in this form is true, correct and complete.

• I, confirm that we have made an application to URA for Written Permission on

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dd / mm / yyyy

The URA Written Permission
 Submission Reference ID No.

E	S																		
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Name: - _____ **Designation: -** _____

Signature: - _____ **Date:-** _____

Please attach separate sheet if the space provided is insufficient

*Delete where not applicable

If you are using thermal paper for your fax machine, please make a photocopy of the form and complete the photocopy for submission.