

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 No. of the owner and the 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 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.

The above information is intended for better general understanding and is not intended to comprehensively address all possible issues that may arise. While every effort has been made to ensure that the above information is consistent with existing policies and practice, should there be any changes, IRAS reserves the right to vary our position accordingly.

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: - <input style="width: 100px;" type="text"/>	Number of unit numbers required: - <input style="width: 100px;" type="text"/>
Expected date of completion (DD/MM/YYYY)	

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. <input style="width: 100px;" type="text"/>
Plot/Part/Parcel No. (if any)	Date of Demolition (DD/MM/YYYY)
Property Tax Account No. <small>(If subject land is assessed)</small>	

House Numbering Unit
 The Comptroller of Property Tax
 Inland Revenue Authority of Singapore
 55 Newton Road, Revenue House
 Singapore 307987
 Tel: 6351 2442, 6351 2464, 6351 2461
 Email: pvs-hn@iras.gov.sg

**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 of Owner(s)		
* ROB / ROC / NRIC No.		
* Business / Residential Address		

SECTION E: Particulars of Authorized Person

Name		Designation	
Contact No.		Email address	
Address			

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

DD/MM/YYYY

The URA Written Permission
 Submission Reference ID No.

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Name: - _____ Designation: - _____

Signature: - _____ Date:- _____

* Delete where not applicable