

Advisory Note on Process for Pivoting to Permissible Activities

1. We understand that nightlife operators may be concerned that pivoting their business may entail several regulatory processes. This note clarifies and summarises the key processes involved. The various regulatory agencies will prioritise the processing of the applications of affected nightlife operators.
2. Notwithstanding the pivot to a new business activity, some operators may wish to revert to their original nightlife operations subsequently when the public health situation improves. Hence, for applications to change to F&B establishments from now till 31 March 2021, the Urban Redevelopment Authority (URA) will allow nightlife operators to revert to their original nightlife operations, if the prevailing COVID-19 regulations allow and the premises are not located within exclusion areas (see Appendix) where this temporary conversion does not apply. Operators are to ensure that the premises have valid approvals/licences for the last approved use as a nightlife establishment before converting operations back to their original business activity.
3. For nightlife establishments that intend to pivot to commercial uses other than F&B, URA will also consider the following as possible uses of the space on a case-by-case basis: office, amusement centre, shop, gym/fitness centre, vet clinic or pet-related services, commercial school, self-service laundry, hair salon, and minimart etc. Applicants may refer to the 'Considerations for Property Use' on URA's [website](#) to learn more about the different uses and guidelines. Applicants will need to seek their landlord's prior consent in applying for a change of use. Should planning approval be granted for the change of use of the premises, a subsequent application to revert to the last approved use as a nightlife establishment would be assessed based on the prevailing guidelines and site context at that point in time.
4. The next segment provides more details on the process to change the use of premises.

For change of use to F&B establishments

5. Applicants should take note of the following Dos and Don'ts:

Dos	DON'Ts
a. There must be a kitchen or food preparation area located within the premises to prepare and serve food.	a. There should not be any prominent display of alcohol, e.g., transparent alcohol shelves or cabinets
b. The premises will be operated as a F&B establishment for the sale and consumption of food at all times.	b. There should not be any bar-related signages or paraphernalia that would give public the idea or perception that it is a place primarily for liquor or alcoholic drinking.

<p>c. There is adequate indoor dining area for customers to be seated to consume their food/meals.</p> <p>d. There is no live entertainment provided at the premises.</p> <p>e. The Safe Management Measures (SMMs) and regulations for F&B establishments under the COVID-19 (Temporary Measures) (Control Order) Regulations 2020 are complied with at all times.</p>	<p>c. Smoking rooms are not allowed within the F&B establishment. Existing smoking rooms must remain closed.</p> <p>d. The sale and consumption of alcoholic beverages is prohibited after 10.30pm daily under the COVID-19 (Temporary Measures) (Control Order) Regulations 2020.</p> <p>e. There must not be loud music playing on the premises that exceeds 60 decibels, as stipulated in the COVID-19 (Temporary Measures) (Control Order) Regulations 2020.</p>
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6. Nightlife establishments that wish to change to a F&B establishment should first register their interest with the Ministry of Trade and Industry (MTI) via the Singapore Nightlife Business Association (SNBA) at helpdesk@snba.org.sg, to ensure that your subsequent regulatory submission will be prioritised.

Please prepare the following documents for submission:

- i. A copy of any existing SFA foodshop licence; and
 - ii. A copy of URA's planning permission for the nightlife establishment (if available)
7. Upon receiving an acknowledgement email from MTI, applicants will be directed to submit a form to URA, declaring their compliance with a set of requirements before receiving URA's endorsement to temporarily convert their premises into a F&B establishment, which is valid for one year.
8. Upon receiving URA's endorsement, the applicant must apply to the following agencies, where necessary, to obtain additional and/or new licences/approvals:
- a. Singapore Food Agency ("SFA") – A new application must be made for a restaurant or snack counter foodshop licence. Requests to amend existing licences will not be accepted.

Please prepare the following documents for submission:

- i. Safe management measures to be implemented at the outlet;
- ii. Copies of existing SFA foodshop licence, SPF's public entertainment and liquor licences;
- iii. Copy of MTI's acknowledgment email; and
- iv. Copy of URA's endorsement upon submission of declaration form

- v. **[Only if there are changes to the layout]** Scaled layout plan, which includes the following:
- Food preparation area, including proposed areas (if renovation has not commenced); and
 - Indication of all equipment such as the sinks, food equipment for the preparation of food, exhaust hood, air-cleaner and dishwasher, if any.

Note: For existing bar and pub operators, the current bar counter would already comply with the design requirement of a food preparation area to obtain a snack counter licence. However, the bar counter has to be repurposed for the serving or preparation of food and drinks for patrons to dine in.

- b. Singapore Civil Defence Force (“SCDF”) – to seek approval for plans to commence fire safety works, if required.

Please note that venues that convert to a restaurant do not need a public entertainment (PE) licence to play soft recorded music in the premises. PE licences which have been issued to operators will remain valid until their expiry date.

9. MTI’s approval for applicants to commence operations will be contingent upon receiving approval from SFA on the new application for a restaurant or snack counter foodshop licence and applicant’s change in SSIC code to reflect the correct business activity¹.
10. **As a temporary F&B establishment, successful applicants are reminded to comply with agencies’ respective requirements and the prevailing [F&B establishments safe management measures](#) under the COVID-19 (Temporary Measures) Act.** Failing which, URA’s endorsement and SFA’s foodshop licence for the F&B establishment will be revoked, and the business operation is to cease.
11. For premises that are located within exclusion areas where this temporary conversion **does not apply** (see Appendix), operators are required to submit a change of use application for a more permanent conversion to restaurant or other suitable commercial uses directly at <https://www.gobusiness.gov.sg/licences>.

For establishments changing to commercial uses (other than F&B establishments)

12. In addition to the examples of possible property uses other than F&B establishments, as mentioned in paragraph 3, applicants may refer to the ‘Considerations for Property Use’ on URA’s [website](#) to learn more about the different uses and guidelines.

¹ Applicants need not make a separate application to MTI to obtain approval to operate.

13. Operators who wish to pivot to commercial uses other than F&B establishments may submit their change of use application directly at <https://www.gobusiness.gov.sg/licences>. Please note that the one-year temporary conversion is limited to changes to F&B establishments and will not apply to changes to other commercial uses.

14. Applicants should also reach out to the following agencies to obtain the necessary licences and comply with the prevailing SMMs of the respective sector:

Business Activity	Agency
Movie screening	IMDA (Film Exhibition Licence^)
Amusement centre, LAN or computer gaming centre, billiard saloon, paintball games centre, axe-throwing centre	SPF (Public Entertainment Licence)

^Film exhibition restricted licence is required for age-restricted films above PG13

15. MTI's approval for applicants to commence operations will be contingent upon receiving approval from URA and/or the relevant regulatory agencies for any licensing changes and applicant's change in SSIC code to reflect the correct business activity.

16. For more information, please reach out to the SNBA at helpdesk@snba.org.sg.

Appendix: Areas where URA's allowance for a one-year temporary conversion to F&B establishments WOULD NOT apply

These are locations with a high concentration of nightlife establishments and where there has been adverse feedback from surrounding residents or neighbours on resulting disamenities. These locations are:

- Orchard Towers
- Riverside Piazza
- Kampong Bahru Road
- Boat Quay Conservation Area

Businesses may consider converting on a more permanent basis to a restaurant or other commercial uses such as office, escape or game room, amusement centres, shop, gym/fitness centre, vet clinic or pet-related services, commercial school, self-service laundry, hair salon, and minimart, and submit a change of use application at <https://www.gobusiness.gov.sg/licences> for URA's assessment.

Should approval for conversion to other uses be granted, subsequent reversion of the premises to a bar, pub, nightclub or karaoke outlet will require a new application for the change of use for the premises. The change of use application will be evaluated based on prevailing guidelines and site context. In areas where there is already a cluster of nightclubs or bars and there were disamenities caused by these uses to the surrounding residents or neighbours, the proposed change of use back to a bar, pub, nightclub, discotheque or karaoke establishment is unlikely to be supported, unless the ground situation has improved at that point.