Client Procedure for

Obtaining Modification Mobilization & Signboard NOC

PCFC- Entity (Business Unit) Name	:	Trakhees – Ports, Customs & Free Zone Corporation
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1. Purpose and Objectives

Mobilization & Signboard NOC process is a stage which can be applied during application or after acquiring Modification NOC in order, and enable the appointed contractor with respect to the project description to occupy the site and install the mobilization facilities within the permitted area, prior to commencing work of the permitted activities as per the relevant NOC.

The Mobilization & Signboard NOC approval allows the applicant to prepare site, prior construction, to ensure that the proposed fencing is within the plot limit, to ensure signboard details are as per Trakhees-CED Guidelines and Building Regulations and for checking the category for both main Consultant and Contractor, with respect to the project type.

Mobilization NOC comprises towards the following:

1) Mobilization
2) Fencing/Hoarding Layout and Material
3) Signboard details
4) Facilities (Site Office, toilet, etc. Ground floor only) to be approved by client/business unit
5) Fencing/ Hoarding Layout and Material (Outside the plot limit)

Although Mobilization will be permitted within plot limit and the mobilization fence could be extended outside plot limits from the public area side (i.e. Road, Sikka), but in such cases, valid main developer NOC with period (date) / duration and other related applicable NOCs, i.e. Authority's NOC/s shall be provided. In case the mobilization is proposed outside the plot limit but using neighbouring plot limits, an NOC from the Business Unit as well as the neighbouring plot owner's NOC will be required.

Accordingly, TRAKHEES, as Department of Planning and Development of PCFC (hereby referred to as 'Authority'), takes the role of reviewing and approving Mobilization NOCs within Trakhees jurisdiction, to ensure that the designs for the above disciplines are in line with minimum regulatory requirements stipulated in:

- Dubai Building Code (DBC)
- Construction Materials Quality Control & Structural Inspection Guidelines (link)
- Dubai municipality circular No. 211 issued in 17-01-2016 regarding the temporary fencing material.

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- International Codes, good engineering practices and other relevant Regulations, such as safeguarding of life or limb, environment, property and public welfare.

2. Scope

The scope of this process, within Trakhees' jurisdiction, is from receipt of the Mobilization & Signboard NOC application (online submission) to the issuance of the Mobilization NOC. This also includes Mobilization temporary fencing layout & details and signboard details, usage site plan.

Types of Permits in this Scope:

Below are the types of Mobilization & Signboard NOC online submissions that can be applied for, by appointed client's Consultant / Contractor:

1) **Mobilization NOC - New:** New permit for a new project, not applied for before.
2) **Mobilization - Revision:** for any revision on the approved mobilization drawings or documents that occurs after issuing the Mobilization NOC such as and not limited to:
    - Revision to extend the temporary fencing outside of the plot limit from the public area side.
    - Revision to adjust the temporary fencing at the plot limit upon the expiry of the permitted fence extension.
    - Revision to update the consultant or contractor name based on issued change of consultant or contractor.
    - Revision due to the new location of the mobilization facilities within the permitted area.
    - Any changes of contractor's site set-out or extending the temporary fencing beyond the plot limit i.e. R.O.W./service corridor/sikka/open space/adjacent plot.

3) **Mobilization - Revalidation:** Required, where,
    - The permitted mobilization activities on site has not commenced within 6 months from date of Mobilization NOC issuance.
    - To revalidate the expired approval for fence extension supported with the proper documents.

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Note: The maximum permitted revalidation times is 3 times, otherwise a new Mobilization NOC shall be applied. However, an exception may be accepted/permitted (applicable only for the case where the permitted mobilization activities on site has not commenced within 6 months from date of Mobilization NOC issuance)

Note:

Resubmission implies that applicant resubmits after complying with Trakhees comments/ concerns

3. Definitions and Abbreviations

Mobilization NOC	Comprises approval towards the following: 1) Mobilization 2) Fencing/ Hoarding Layout and Material 3) Signboard details 4) Facilities (Site Office, toilet, etc. Ground floor only) to be approved by client/business unit 5) Fencing/ Hoarding Layout and Material (Outside the plot limit)
Exception / Special Approval	Approval granted by parties empowered by the Law to authorize exemption from these Regulations, or from any other legislation related to Construction works. Special approvals are an important part of the Mobilization NOC (e.g. Applicable for accepting Contactor without matching category of the building height, accepting the signboard without matching the relevant circular etc.)
Payments:	Initial fees do not indicate the final fees for the submission, but is only to begin CED's processing of the submission, during which any additional/ revision fees shall be added as final fees. Payments can be made via channels such as • Online payments • Al Ansari Exchanges • Bank Transfers

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For acronyms, kindly refer to APPENDIX – 1: Definitions & Acronyms

4. Responsibilities

4.1 Consultants / Contractors / Applicant*

The Client's Main Consultant / Main Contractor shall remain entirely responsible for mobilization documents' correctness, adequacy, and sufficiency of the signboard and fencing design, as well as foundations, while ensuring that all requirements set by Trakhees have been complied and submitted for approval.

5. Procedure

For quick procedural info, please refer to the Workflow on last page.
For a more detailed approach, please read below.

5.1 INFORMATION & PREPARATION:

For identification of submission requirements, the Applicant has to visit the website:
PCFC.ae ☞ Services ☞ Trakhees ☞ Department (Civil Engineering) ☞ Section (Accreditation and compliance), and search for the service required *(Eg. "Mobilization" or "Signboard")*

Link: Modification Mobilization & Signboard NOC

Refer client procedure PCFC-TRK-CED-MF-CP-08 (this procedure) with related Forms (refer section 8)

5.1.1 Classification of Construction Signboards:

5.1.1.1 Villas / Industrial – Signboard *(as per APPENDIX 2)*

5.1.1.2 Commercial Shops/Offices – Signboard *(as per APPENDIX 2)*

5.1.2 General Conditions for Construction signboards:

- All project signboards shall be located within the Developer's Plot boundaries.
- The appointed contractor shall maintain Construction signboards on prominent areas and with legible letters during construction period.

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- ❖ The construction signboard shall be located at the main access of the construction site.
- ❖ The appointed Contractor shall remove the signboards along with all foundations on completion of works.

5.2 APPLICATION:

The following applications can applied online via link http://online.Trakhees.ae by attaching all requirements as set in (Modification) Mobilization NOC Application Form (TRK-CED-MF-CF01h) using the applicable folder codes as per the requested application and including all necessary documents.

5.2.1 For New Mobilization applications:

Mobilization request can be applied by attaching all requirements, as set in Mobilization (Modification) NOC Application Form (TRK-CED-MF-CF01h), using folder codes (viz. GD, MOD, and PLN) Consultants/ Contractors shall require to submit the new signboard design (APPENDIX 2) as a requirement for approval.

5.2.2 For Revised Mobilization (Revision) applications:

Mobilization revision request can be applied after obtaining the Mobilization NOC.

5.2.3 For Revalidation and Amendment applications:

A revalidation request can be applied after obtaining the Mobilization NOC. The Mobilization NOC revalidation is required to revalidate the expired issued Mobilization NOC, or to extend the validity of the fence extension outside of the plot.

5.3 SECTION ADMIN / HELPDESK:

Upon receiving online submissions, CED Section Admin/ Helpdesk validates all requirements and accordingly advises customer if MORE INFO required (via system). Once all requirements are validated and accepted, the customer is notified of acceptance.

Applicant shall be notified by system for the settlement of the initial payment. After paying the initial payment the submission shall be proceeded with.

5.4 REVIEW & APPROVAL:

After the acceptance by Helpdesk, CED shall then notify customers on the below review outcomes.

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APPROVED - If submission is approved and complete, while complying with all Regulations and Guidelines set by Trakhees, the CED Engineers stamp relevant drawings. (Additional** calculated fees, if applicable, may be set here)

NOT APPROVED - In the event where any comments have been identified, the applicant shall be informed via system, for correction prior to resubmitting the application.

5.5 FINAL PAYMENT:

Upon receiving notification of successful approval, Applicant should ensure that imposed required fees (if any) are fully paid for, prior to receiving documents.

NOTE:	Mobilization NOC documents are released via System, only after Applicant completes payments of all fees.

5.6 DOCUMENT DELIVERY:

Finally, applicant receives a download link to the Mobilization NOC and all approved drawings, immediately after completion of required payments (if any).

NOTE:

1) For non-payments, Applicant receives a system notification/ reminder to settle payment, prior to being blocked in system.
2) The download link is valid for a month. If applicant fails to download within the validity period, the link expires, and applicant requires to apply for 'Request for Copy of documents, refer PCFC-TRK-CED-DC-CP-01)
3) Applicant / Customer's consultant/ Contractor shall comply with all conditions (if any) listed in issued Mobilization NOC and ensure compliance towards all recommendations are completed.

6. Process Measurements

No.	Process	Target
6.1	New Mobilization NOC	6 WDs
6.2	Revision of Mobilization NOC	6 WDs
6.3	Revalidation of Mobilization NOC	6 WDs

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For all submission types, Trakhees/CED is committed to complete review process within the above mentioned targets, however delays can occur due to the following:

- Missing drawings. Or documents
- Details clarification or calculations
- CPR System issue.
- Internal Sections clarification.
- Special approval from higher management
- Pre-requisites not met by client

7. Service Fees

As per Project specifications

8. Documents/ Forms

8.1 Application Form for (Modification) Mobilization NOC (TRK-CED-MF-CF01h)

8.2 **APPENDIX – 1** - Acronyms

8.3 **APPENDIX – 2** - Layouts

(i) Villas / Industrial – Signboard

(ii) Commercial Shops/Offices – Signboard

8.4 **APPENDIX – 3** - Trakhees Signboard Branding Guidelines

9. Applicable References and Regulations

- Dubai Building Code (DBC)
- BS 8110, Part 1: 1997 Structural use of concrete
- BS 5950: 'Structural Use of Steelwork in Buildings'
- Dubai Municipality Circular No.211 issued in 17-01-2016 regarding temporary fencing material.

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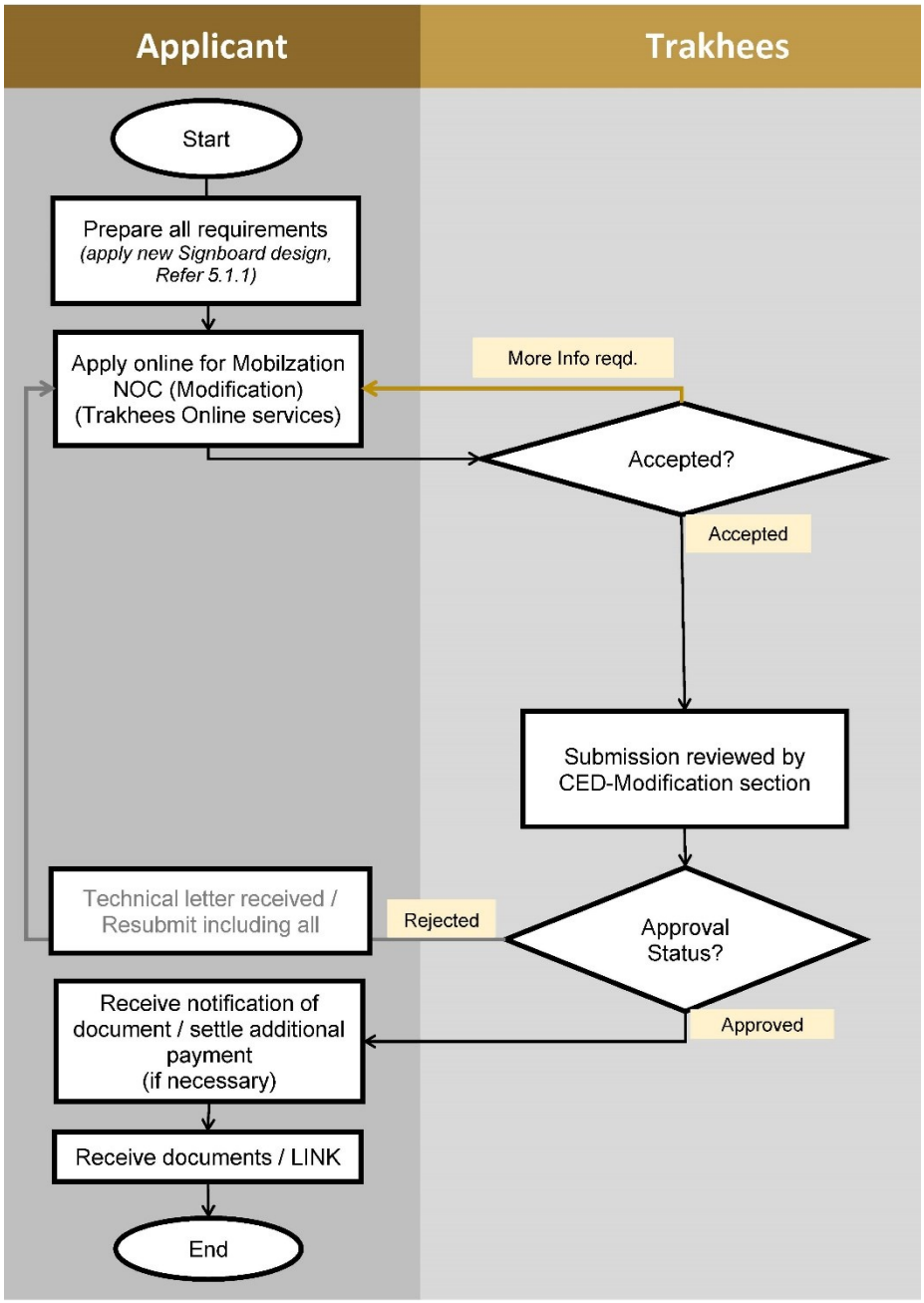
10. Workflow



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APPENDIX 1 – ACRONYMS

AMF	Administrator - MF Section
ASHRAE	American Society of Heating, Refrigeration and Air Conditioning Engineers
Authority	Trakhees
BP	Building Permit
BP number	Building permit application number
BRDG	Building Regulations and Design Guidelines
BU	Business Unit, entities and establishments under the PCFC umbrella (marked **).
CCTV	Closed Circuit Television
CDA	Concept Design Approval
CEDSR (- *)**	CPR Submission Number
CEDPR (- *)**	CPR Project Registration Submission No.
CED	Civil Engineering Department
CE	Civil Engineer
CPR	CED Process Register
COC	Certificate of Conformity
DC	Document Controller
DCD	Dubai Civil Defence
DCR	Development Control Regulation
DED	Department of Economic Development
DLTM	Dubai Local Transverse Mercator
DM	Dubai Municipality
DMA **	Dubai Maritime Authority
DO	Drawing Office
DPA **	Dubai Ports Authority
DPS	Drawing Production System
DPW**	Dubai Ports World
DUCAMZ **	Dubai Customs Automobile Zone
EIA	Environment Impact Assessment
EZW **	Economic Zones World
FP	Facility Permits section of CED
FRE	Final Review Engineer
FREECOM	An Oracle based system used by **EZW** in managing facilities
GB	Green Buildings
GIS	Geographical Information System
GISE	GIS Engineer
HD	Help Desk
HVAC	Heating, Ventilation, and Air-conditioning
ID	Inspection Department
JAFZA **	Jebel Ali Free Zone Authority
JGE	Jumeirah Golf Estate
MCC	Modification Completion Certificate
MEP	Mechanical, Electrical, Plumbing
MF	Modification Permit Section (CED)
MPS	Modification Permit System
MPC	Modification Permit Cancellation
MSI	Modification Structural Inspection
NAKHEEL **	Nakheel Properties
NOC	No Objection Certificate
PA	Payment advise
PCFC **	Ports, Customs & Free Zone Corporation
PL	Planning Section (CED)
PROCESS OWNER	Section in Civil Engineering Department, as Main owner of process/ Project registration, and accordingly distributes to different sections for coordinated review/approval.
RA	Risk Assessment
RE	Review Engineer
REV	Revision
ROW	Right-of-way
RTA	Road and Transport Authority
SC	Section coordinator
SE	Survey Engineer
SMACNA	Sheet Metal & Air Conditioning Contractors National Association
SM	Senior Manager
SNO	Submission Number
TIS	Traffic Impact Study

** *Business Unit / entities and establishments under the PCFC umbrella*

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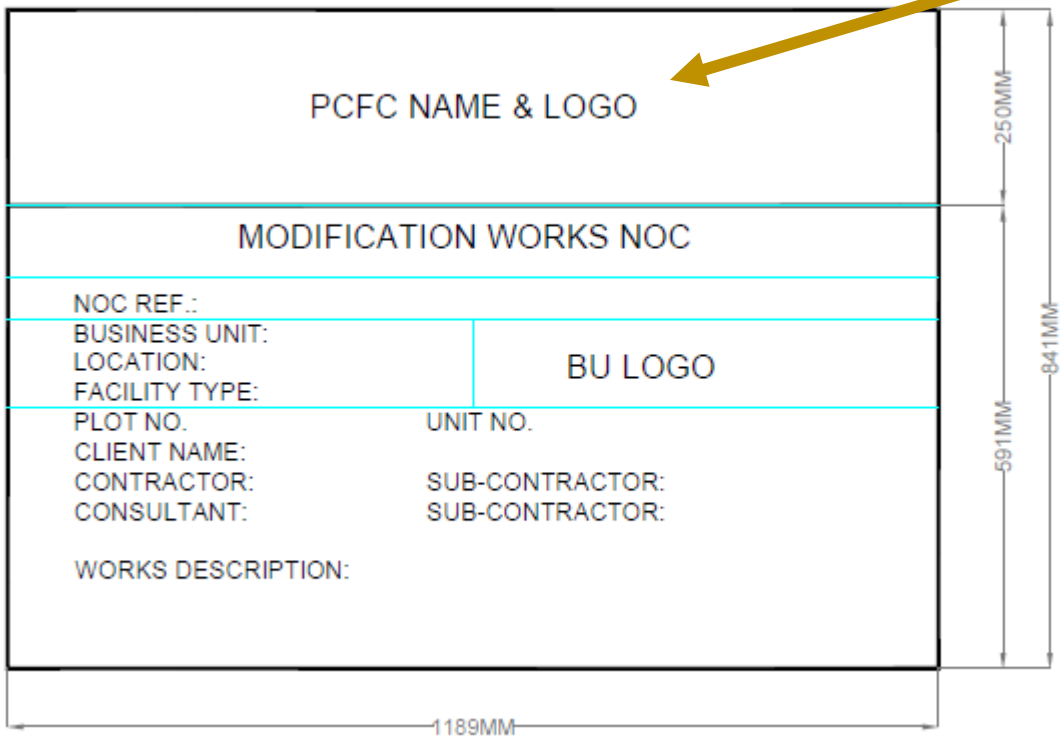
APPENDIX 2 – LAYOUTS

(i) Villas / Industrial – Signboard

Refer Appendix 3

(Signboard branding Guidelines)



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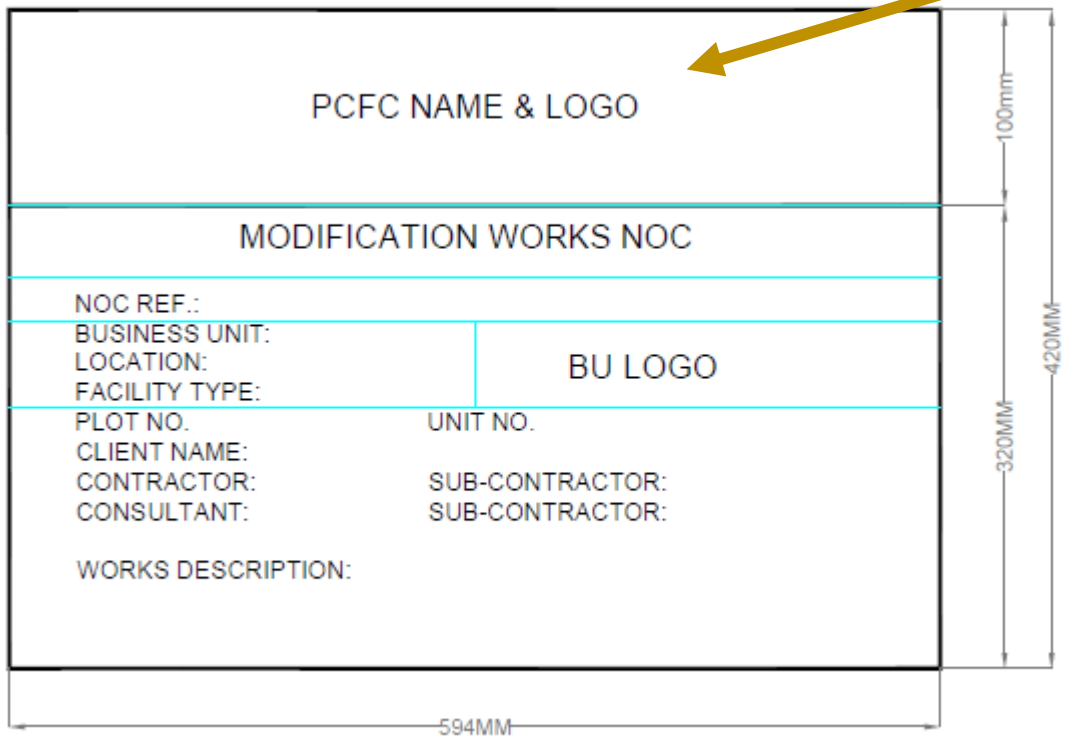
APPENDIX 2 – LAYOUTS

(ii) Commercial Shops/Offices – Signboard

Refer Appendix 3

(Signboard branding Guidelines)



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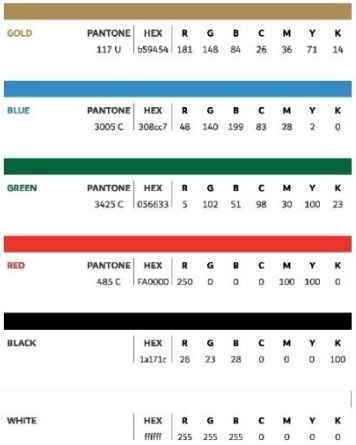
APPENDIX 3 – TRAKHEES SIGNBOARD BRANDING GUIDELINES

NOTE that this is the minimum size. **DO NOT** decrease the sizes; if needed, increase them on both logos simultaneously in Ratio proportion.











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