

## Client Procedure for obtaining Change of Consultant / Contractor NOC

PCFC- Entity (Business Unit) Name : Trakhees – Ports, Customs & Free Zone Corporation

Department Name : Civil Engineering Department (CED)

Section Name : Permit Section

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## Table of Contents

1. Purpose and Objectives.....	3
For Contractors:.....	3
2. Scope .....	5
3. Definitions and Abbreviations .....	6
4. Procedure .....	6
5. Process Measurements .....	8
6. Service Fees.....	9
7. Documents/ Forms .....	9
8. Applicable References and Regulations .....	9
9. Workflow .....	10

## 1. Purpose and Objectives

The purpose for this procedure is to attend to the client's request to change their Consultant/Contractor, whether the reason for change is normal or due to a dispute. This service aims to ensure smooth progress in the construction process in cases of conflicts between parties.

Accordingly, this service gets provided when the Consultant/ Contractor is not capable/ does not wish to continue with their Contracts up to completion, either due to financial/ contractual issues affecting their performance. (Trakhees CED, herein referred to as regularity 'Authority', shall not interfere with any financial or contractual issues. Any contractual matters shall be resolved between contracted parties without involving the Authority).

This process also includes issuing of an amended Building Permit/NOC with the new Consultant/Contractor name after checking their documentation, services NOC's and revalidation (if required). In some cases, change of Consultant/Contractor NOC might be issued only if the BP is not issued yet or if the desire of the client is to obtain only the Change NOC, without BP amendment.

### For Contractors:

In cases of change of Contractor, the BP amendment or either the Change of Contractor NOC shall be conditional, regarding the old mobilization, which shall be turned to the new Contractor's name asking for applying for any revision (if required). The procedure is applicable only if the mobilization NOC is issued to the old Contractor within the plot limits.

In case of Contractor change, the procedures of site mobilization shall be as follows:

#### 1.1 If Mobilization NOC only was issued to the old Contractor (Building permit not issued):

##### 1.1.1 Change of Contractor NOC shall be issued with below condition:

*“Mobilization NOC/layout/fencing arrangement issued to the old Contractor is valid and shall be strictly complied with by the new Contractor. It is the sole responsibility of the new Contractor to place his name on the construction signboard instead of the old Contractor under the direction of the Consultant. Should any change be necessary to the approved mobilization layout, the Consultant shall apply and obtain CED approval for any required revision.”*

- 1.1.2 The Structural Engineer shall consider to add mobilization fees according to the project specification for new NOC in addition to the applicable refundable deposit, as well as Site Lab fees (if applicable according to the project description).

The Engineer shall also check the CAR insurance policy as per the Executive Council Resolution No. (28) Of 2022 / DM circular.

**1.2 If Building Permit and Mobilization NOC were already issued to the old Contractor:**

- 1.2.1 Amended BP shall be issued with below condition:

*“Mobilization NOC/layout/fencing arrangement issued to the old Contractor is valid and shall be strictly complied with by the new Contractor. It is the sole responsibility of the new Contractor to place his name on the construction signboard instead of the old Contractor under the direction of the Consultant. Should any change be necessary to the approved mobilization layout, the Consultant shall apply and obtain CED approval for any required revision.”*

- 1.2.2 The Structural Engineer shall consider to add mobilization fees according to the project specification for new NOC in addition to the applicable refundable deposit, as well as Site Lab fees. (if applicable according to the project description).

The Engineer shall also check the CAR insurance policy as per the Executive Council Resolution No. (28) Of 2022 / DM circular.

**1.3 If Building permit was issued only (Mobilization NOC not issued):**

Amended BP shall be issued with below condition:

*“The Consultant shall apply and obtain Mobilization NOC”*

#### 1.4 In case of fence extension or 'Temporary usage of plot' issued to the old Contractor"

Amended BP shall be issued with below condition:

*"Mobilization NOC/ Layout /Fencing arrangement (or Temporary plot usage) issued to the old Contractor is expired / invalid, the Consultant is requested to obtain new Mobilization NOC under the new Contractor name, as per procedures."*

## 2. Scope

The scope of the process is from receipt of the Change of Consultant/ Contractor application (online submission) to the issuance of the change to the amendment of Building Permit/ NOC to hold the new Consultant/ Contractor.

CED would only check for administrative matters, holding meetings between parties in case of disputes, progress in relation to Building Permit issued and Site status observations, to ensure that the relevant works are transitioned smoothly between the new and old party.

#### Note:

Trakhees/CED Engineers will handle reviewing submitted documentation in compliance to relevant Codes and applicable Regulations and other requirements. However, customer's Consultants and his Contractors shall remain entirely responsible for design, accuracy of design and drawings for stability and safety.

There is an online submission for 'change of Consultant/ Contractor' that can be applied for, applicable to all Consultants/ Contractors operating within Trakhees' jurisdiction:

### 1) Change of Consultant/ Contractor - New:

New permit for a new Consultant/ Contractor, not applied for before (as documented in client procedure on website: (PCFC-TRK-CED-PS-CP-02, this procedure).

The applicant for this service is as per below:

Applicant:	Requests for:
New Consultant	Change of Consultant
Existing / Current Consultant	Change of Contractor

**Note:**

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

### 3. Definitions and Abbreviations

- Building Permit: Approval from Trakhees (hereby referred to as 'Authority') issued to permit Construction work to proceed on a specific piece of land, in accordance with approved drawings, specifications and conditions, under full responsibility of the appointed Consultant and Contractor.
- Appraisal Fees (Initial Payment): Appraisal 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 ([refer section 8](#)).  
Payments can be made via channels such as Online payments / Al Ansari Exchanges / Bank Transfers
- SVR: Site Visit Report
- BU: Business Unit of PCFC

For acronyms, kindly refer to [APPENDIX – Acronyms](#)

### 4. Procedure



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



**4.1 INFORMATION & PREPARATION:** For identification of Change of Consultant/ Contractor submission requirements, the Applicant has to visit the website (<https://www.trakhees.ae/en/ced/Pages/Client-Procedures.aspx>) and refer client procedure PCFC-TRK-CED-PS-CP-02 (this procedure) with related forms (refer [section 7.0](#))

**4.2 APPLICATION:**

The following applications can applied online via link <http://online.Trakhees.ae> by attaching all requirements as set in '[Application Form for Change of Consultant / Contractor](#)' (TRK-CED-PS-CF02a) using the applicable folder codes as per the requested application and including all necessary documents ([refer section 7](#)).

**4.3 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 as ok, the customer is notified to proceed to pay for the appraisal.

**NOTE:** CED will not begin processing of applications, unless the applicable appraisal fees are paid. Further, if the fees are not paid in time, the submission will be cancelled.

4.3.1 The appraisal fee receipt is essential to proceed with CED review and approval. Thereby, payment shall be made via below channels:

- Online payments
- Al Ansari Exchanges
- Bank Transfers

**4.4 REVIEW & APPROVAL:**

After the payment and within 10 working days, CED shall then notify customers on the below review outcomes.

**APPROVED -**

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

#### NOT APPROVED -

In the event where any major problems have been identified, the applicant shall be informed via system, for correction prior to resubmitting the application.

#### 4.5 FINAL PAYMENT:

Upon receiving notification of successful approval, Applicant ensures that additional\*\* calculated fees (if any) are fully paid for, prior to receiving documents.

**NOTE:** BP Amendment/ NOC documents are released via System, only after Applicant completes payments of all fees.

#### 4.6 DOCUMENT DELIVERY:

Finally, applicant receives a download link to the Change of Consultant/ Contractor Or Building Permit Amendment / Amendment and Revalidation, and all approved documents/ NOC, immediately after completion of additional 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)

## 5. Process Measurements

No.	Process	Target (Working days)
5.1	Change of Consultant (New)	10 WDs
5.2	Change of Contractor (New)	10 WDs

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 documents
- Clarification regarding Valid services NOC's as well as BU developer Valid NOC.
- CPR System issue.
- Internal Sections clarification.
- Meetings with parties, in case of change due to dispute cases.
- Special approval from higher management
- Pre-requisites not met by client (if any)

## 6. Service Fees

Type of Service		Service Description		Parameter	Service Fee CODE	Fees* (AED)
Appraisal (Initial Fees)						
6.1	New	Change of Consultant			EBBP027	AED 1000
6.2	New	Change of Contractor			EBBP027	AED 1000
6.3	NEW	CED - Status Report	Lumpsum	EIIN004	AED 500/-	
Additional Fees OR Final Fees (wherever applicable)						
6.4	Revalidation	Based on the Built up area and number of revalidation required	TOTAL CED FEES	EBBP099	31% OF CED FEES, MIN. OF AED. 500/-	
6.5	Amendment	COC 1, COC 2 & COC 3 for Change of Contractor	Fixed	HCCS018H CCS020 HCCS022	AED 1000/- AED 1200/- AED 1500/-	

\*The above fees might be subjective to 5% VAT.

\* 10 AED Innovation fees and 10 AED for knowledge fees are to be added for each service.

## 7. Documents/ Forms

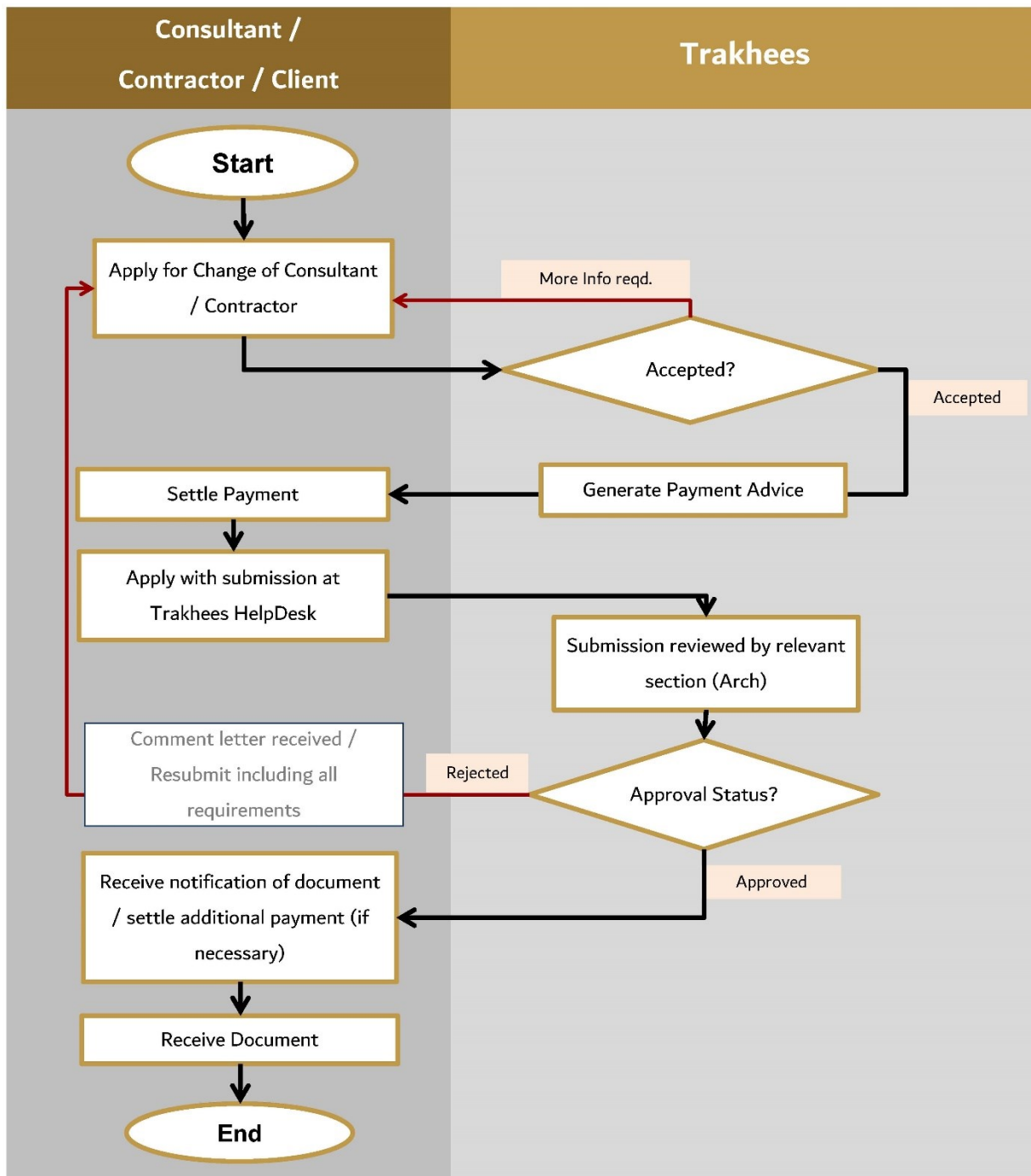
7.1 [Application for Change of Consultant / Contractor](#)

[TRK-CED-PS-CF02a](#)

## 8. Applicable References and Regulations

- Dubai Building Code (DBC)
- DM Administration Resolution No. (10) of 2019
- [Accreditation Circular Ref. CEDGR – 44 dated 10<sup>th</sup> May 2017](#)

## 9. Workflow



## APPENDIX 1 – ACRONYMS

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

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