



## Client Procedure for Obtaining Marine NOC

PCFC- Entity (Business Unit) Name	:	Trakhees – Ports, Customs & Free Zone Corporation
Department Name	:	Civil Engineering Department (CED)
Section Name	:	Permit Section
Document Reference Number	:	PCFC-TRK-CED-PS-CP-17
Revision Number	:	02
Revision Date	:	September 2021
Classification	:	Public





## Table of Contents

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



## 1. Purpose and Objectives

The purpose of Marine NOC procedure is to ensure that the designs are in line with minimum requirements as set in Marinas & Small Craft Harbour Regulations and Design Guidelines, International Codes, Good Engineering Practices and as per Trakhees-CED Guidelines, to safeguard life or limb, environment, property and public welfare.

Accordingly, TRAKHEES, as Department of Planning and Development of PCFC (hereby referred to as 'Authority'), takes the role of reviewing and approving Marine NOC within Trakhees jurisdiction.

The Marine NOC obtained will enable applicant to initiate Construction on site.

## 2. Scope

All Customers/Business Units operating within Trakhees jurisdiction area.

The scope of the process is from receipt of the application (online submission) to the issuance of Marine NOC, within Trakhees' jurisdiction, concerning the types of NOCs mentioned below:

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

### Types of Permits in Scope:

There are five types of marine NOC applications/submission that can be applied for, by appointed customer's Consultant:

- New Marine NOC.
- Revision of Marine NOC
- Amendment of Marine NOC
- Revalidation of Marine NOC
- As-Built Marine NOC

**Note:**

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

## 3. Definitions and Abbreviations

- |     |     |                              |
|-----|-----|------------------------------|
| 3.1 | CED | Civil Engineering Department |
| 3.2 | TRK | Trakhees (abbreviation)      |

3.3	DEWA	Dubai Electricity & Water Authority
3.4	Etisalat / DU	Telecommunication provider
3.5	CDA	Concept Design Approval, (the first stage in development approval)
3.6	BP	Building Permit (Application Process at detailed design stage)
3.7	REV	Revision (to Marine NOC Application)
3.8	BRDG	Building Regulations and Design Guidelines issued by CED
3.9	DCD	Dubai Civil Defense
3.10	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 6).

Payments can be made via channels such as Online payments / Al Ansari Exchanges / Bank Transfers

For more acronyms, kindly refer to [APPENDIX – 1: Definitions & 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 Marine NOC stages and 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-17 (this procedure) with related forms (refer [section 7.0](#))

### 4.2 APPLICATION:

To initiate the process, the following applications can applied online via link <http://online.Trakhees.ae> by attaching all requirements as set in [Marine NOC Application Form \(TRK-CED-PS-CF17a\)](#) attached along with other necessary documents ([refer section 7](#))/ submission requirements depending on submission type (i.e. New, Resubmission).

#### 4.2.1 For New Marine applications:

New Marine NOCs can be applied online via link: <http://online.Trakhees.ae> by attaching all requirements, as set in Marine NOC Application Form ([TRK-CED-PS-CF17a](#)) using folder codes (viz. GD, MAR, etc.), as indicated in the Forms, together with other submission requirements depending on submission type (i.e. New, Resubmission).



#### 4.2.2 For Revision of Marine NOC applications:

For this stage, submittal of soft copy (in PDF formats) of revised drawings along with previous approved drawings / documents and required NOCs are sufficient for approval, as per Revision procedures applicable in Trakhees website link: <http://www.trakhees.ae/en/ced/Pages/Client-Procedures.aspx>

#### 4.2.3 For Revalidation and Amendment applications:

An amendment and revalidation request can be applied after obtaining the Marine NOC. The amendment is required to obtain the approval for any revision on the issued Marine NOC and the NOC revalidation is required to revalidate an expired issued Marine NOC

### 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 with a submission serial number and to proceed to pay for the Marine NOC appraisal.

**NOTE:** CED Helpdesk reserves the right to Accept/ Reject the submission, if the received applicant is not complete as per checklist requirements. Incomplete applications that are rejected can be resubmitted.

4.3.1 The Marine NOC appraisal fee receipt is essential to proceed with the Marine NOC 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 9 working days, CED shall then notify customers on the below review outcomes.

**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 major problems have been identified, the applicant shall be informed via system, for correction prior to resubmitting the Marine NOC 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:** Marine-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 **Marine NOC** and all approved drawings/ 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 CED-CDC-P01)
- 3) Applicant / Customer's consultant/ Contractor shall comply with all conditions (if any) listed in issued Marine-NOC and ensure compliance towards all recommendations are completed.

## 5. Process Measurements

No.	Process	Target
7.1	Marine NOC (New)	9 WDs
7.2	Marine NOC (Revision)	9 WDs
7.3	Marine NOC (Amendment)	9 WDs
7.4	Marine NOC (Revalidation)	9 WDs
7.5	As-Built Marine NOC	9 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 drawings. Or documents
- Details clarification or calculations
- CPR System issue.
- Internal Sections clarification.
- Special approval from higher management
- Pre-requisites not met by client

## 6. Service Fees

Applicable as per Project Specifications

## 7. Documents/ Forms

7.1 Application for Marine NOC

TRK-CED-PS-CF17a

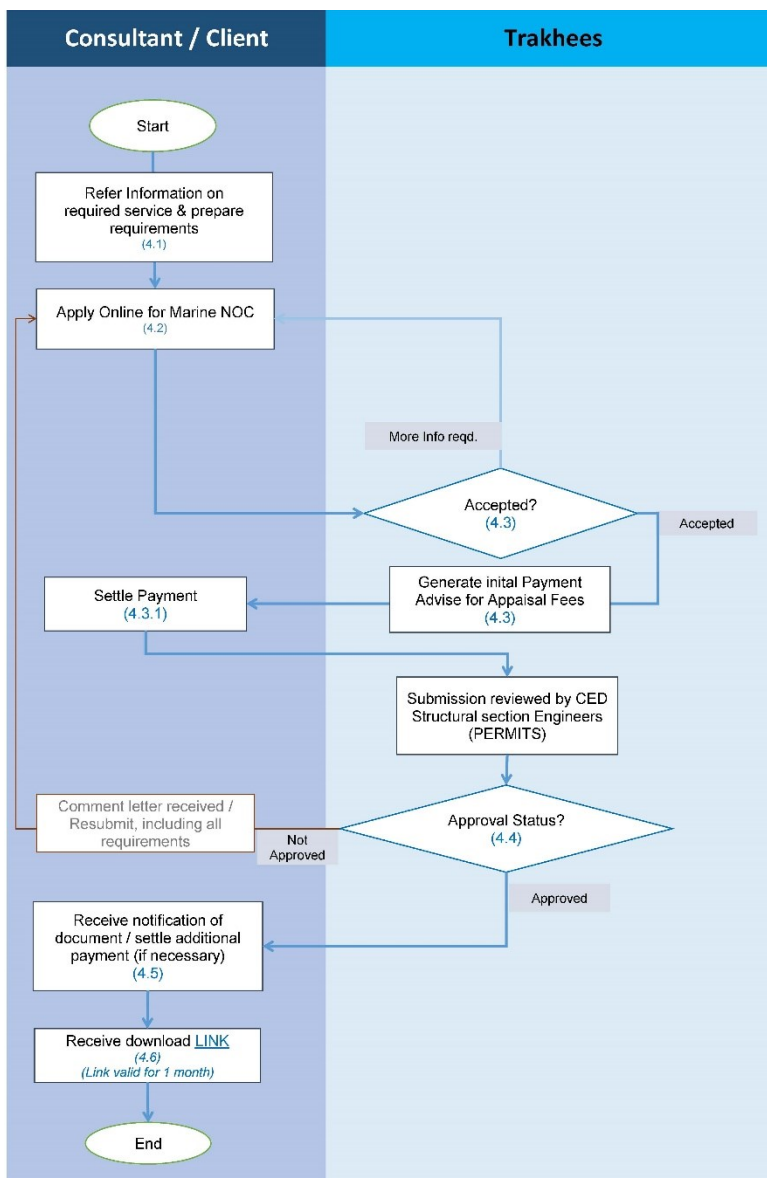
7.2 Certificate of Conformity for Marine Form (COC Marine)

## 8. Applicable References and Regulations

- Marinas & Small Craft Harbour Regulations and Design Guidelines.
- AS 3962-2001 Guidelines for design of marinas
- ASTM C33
- ASTM C330
- ASTM C127
- ASTM 128
- ASTM C 88
- ASTM A1035-04 Low-carbon, chromium steel bars for concrete reinforcement.
- ASTM A1035/A 1035M-06 Standard specification for deformed and plain low-carbon, chromium, steel bars for concrete reinforcement.
- ACI 318:2005 Building code requirements for structural concrete.
- ACI Manual of concrete practice – the latest edition.
- UBC 1997, Volume 2, Structural engineering design provisions.
- BS 5950:2000 Structural use of steelwork in building.
- BS 8004:1986 Foundations.
- BS 8007:1987 Design of concrete structures for retaining aqueous liquids.
- BS 5628:1992 Code of practice for use of masonry.
- BS 5400 Steel, concrete and composite bridges.
- BS 8500 Methods for specifying concrete including ready-mixed concrete.
- BS 8110 Structural use of concrete.
- BS 4466 Bending dimensions and scheduling of reinforcement.
- BS 6031 Code of Practice for earthworks.
- BS 6349 Code of Practice for maritime structures Part 1-1984 General criteria.
- BS 6349 Code of Practice for maritime structures Part 2-1988 Design of quay walls, jetties and dolphins.
- BS 6349 Code of Practice for maritime structures Part 3 Design of dry docks, locks, shipways, ship lifts and docks.
- BS 6349 Code of Practice for maritime structures Part 4 1985-Design of fendering and mooring system
- BS 6349 Code of Practice for maritime structures Part 5 Recommendations for dredging of waterways and for land reclamation.
- BS 6349 Code of Practice for maritime structures Part 6 Design of buoy moorings floating and buoyant structures.
- BS 6399-2 1997 Loading of buildings – Code of Practice for wind loads.
- BS CP 3-Code of Practice for wind loads.
- BS 8004 Foundations 1986.
- BS 4360 Weldable structural steels 1972.
- BS 882 1201
- ISO 8501
- European EN 755-2-1997 for aluminium alloy.
- DIN 4102
- EN1097-6
- European standard EN 573-3-1994 for aluminium alloy.
- European standard EN 755-2-1997 for aluminium alloy.

- ACI 357 Guide for the design and construction of fixed offshore concrete structure.
- CIRIA Special Publication no.31 'The CIRIA Guide to concrete construction in the gulf region'.
- Port Engineering, planning construction, maintenance and security, edited by Gregory P. Tsinker.
- Military Handbook MIL-HDBK 1025/1.
- Permanent International Association of Navigation Congresses (PIANC 2002).
- Port Engineering – Per Bruun
- Pile design and construction practice – M.D. Tomlinson.
- Recommendations of the committee for waterfront structures UAE 198

## 9. Workflow





## APPENDIX 1 – ACRONYMS

<b>ABP</b>	Administrator - BP Section	<b>GIS</b>	Geographical Information System
<b>ASHRAE</b>	American Society of Heating, Refrigeration and Air Conditioning Engineers	<b>GISE</b>	GIS Engineer
<b>Authority</b>	Trakhees	<b>HD</b>	Help Desk
<b>BP</b>	Building Permit	<b>HVAC</b>	Heating, Ventilation, and Air-conditioning
<b>BP number</b>	Building permit application number	<b>ID</b>	Inspection Department
<b>BRDG</b>	Building Regulations and Design Guidelines	<b>JAFZA **</b>	Jebel Ali Free Zone Authority
<b>BU</b>	Business Unit, entities and establishments under the PCFC umbrella (marked **).	<b>JGE</b>	Jumeirah Golf Estate
<b>CCTV</b>	Closed Circuit Television	<b>MEP</b>	Mechanical, Electrical, Plumbing
<b>CDA</b>	Concept Design Approval	<b>NAKHEEL **</b>	Nakheel Properties
<b>CEDSR (- ***)</b>	CPR Submission Number	<b>NOC</b>	No Objection Certificate
<b>CEDPR (- ***)</b>	CPR Project Registration Submission No.	<b>PA</b>	Payment advise
<b>CED</b>	Civil Engineering Department	<b>PCFC **</b>	Ports, Customs & Free Zone Corporation
<b>CPR</b>	CED Process Register	<b>PLE</b>	Planning Engineer
<b>COC</b>	Certificate of Conformity	<b>PLNG</b>	Planning Section
<b>DC</b>	Document Controller	<b>PM</b>	Planning Manager
<b>DCD</b>	Dubai Civil Defence	<b>PROCESS OWNER</b>	Section in Civil Engineering Department, as 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		

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