APPLICATION FORM FOR MODIFICATION PERMIT / NOC

Type of Submission

☐ **Retail & Office** ☐ **Landlord Unit** ☐ **Industrial**

☐	**New** ** For Temporary Facility: Use related Application Form (link)*					
☐	**Revision *** *(TRK Modification Ref. No):* ** For Temporary Facility: Use related Application Form (link)*					
☐	**Amendment *** *(TRK Modification Ref. No):* ** For Change of Consultant / Contractor: Use related Application Form (link)*		**No. of Amendments:**			
☐	**Revalidation** *(TRK Modification Ref. No):*		**Expiry Date:**		**No. of Renews:**	
☐	**Cancellation** *(TRK Modification Ref. No):*					

Applicant Information

Requested by : ☐ **Client** ☐ **Contractor** ☐ **Consultant**

Client

Name / Trade or Commercial Name			
Email		**Trade License No.**	
Telephone No.		**Mobile No.**	

Contractor

Trade or Commercial Name			
Email		**Trade License No.**	
Telephone No.		**Mobile No.**	

Consultant (If applicable)

Trade or Commercial Name			
Email		**Trade License No.**	
Telephone No.		**Mobile No.**	

Project Information

Business Unit				**Community Name (as per TKS Site Plan):**			
Plot No. (as per TKS Site Plan):							
Type of Building:	**Residential** ☐		**Commercial** ☐		**Industrial** ☐		**Mixed Use** ☐
Building No.		**Unit No.**			**Modified Area (M^2)**		

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Modification Scope of Work (√ all that apply)			
☐ Boundary Wall / Retaining Wall	☐ Full Height Partitions	☐ External Painting	☐ Car Parking / Shade / Pergola
☐ Paving / Landscaping	☐ Swimming Pools	Machinery Installation : ☐ with Foundation ☐ without Foundation	Racking : ☐ With Mezzanine floor/walkways ☐ Free Standing
☐ Additional Mezzanine Floor	☐ Staircase/ Ramps		
☐ Others (*Specify*):			

Submission Requirements

Relevant documents and drawings from the following table should be submitted online at online.trakhees.ae in PDF format. Printed signed copy of the Application form to be included in the documents. Following is the list of folder codes and corresponding folder names. Relevant drawings must be submitted in A3 size in clear copy and readable.

(GD) General Documents (CIVIL) Civil (FP) Facility Permit

Submission for New			
	Folder Code	Yes	N/A
Copy of Client's valid Trade License	(GD)	☐	☐
Copy of Lease / Ejari / Title Deed /Trakhees Site Plan	(GD)	☐	☐
NOC from Civil Defense (DCD)	(GD)	☐	☐
Landlord/ Developer/ Business Unit NOC	(GD)	☐	☐
COC Certificate of Conformity (Modification Works)	(GD)	☐	☐
All relevant drawings (Key Plan showing location of proposed modified area, Floor Plans, Elevations and Sections, Utilities Layout) - (Existing & Proposed)	(GD)	☐	☐
Design Calculations & Structural Drawings & Models (if Applicable)	(CIVIL)	☐	☐
Master Developer Approved drawings	(GD)	☐	☐
Demolition layout along with method of statement (if any)	(GD)	☐	☐
Latest Trakhees CED Approved drawings	(GD)	☐	☐
Machinery details (machinery list form, catalogue/brochure, and process flow chart)	(FP)	☐	☐
Racking details (loading calculation, section & elevation)	(FP)	☐	☐

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Submission for Revision			
	Folder Code	Yes	N/A
Revised NOC and Approved Drawings from Master Developer	(GD)	☐	☐
Revised Authorities NOCs (If required)	(GD)	☐	☐
Set of Revised Design Calculation Sheets & Drawings highlighting the revision	(CIVIL)	☐	☐
Machinery details (machinery list form, catalogue/brochure, and process flow chart)	(FP)	☐	☐
Racking details (loading calculation, section & elevation)	(FP)	☐	☐

Submission for Amendment			
	Folder Code	Yes	N/A
Cover Letter stating the reason (client name*/unit no.*/ plot no.*/NOC description/etc.)	(GD)	☐	☐
* Copy of Client's valid Trade License	(GD)	☐	☐
* Copy of Lease / Ejari / Title Deed /Trakhees Site Plan	(GD)	☐	☐
* Landlord/ Developer/ Business Unit NOC	(GD)	☐	☐

Submission for Revalidation			
	Folder Code	Yes	N/A
Valid / Re-validated NOC from Master Developer	(GD)	☐	☐

Submission for Cancellation			
	Folder Code	Yes	N/A
Cover Letter stating the reason	(GD)	☐	☐
Clearance Letter from Client - if Cancellation request is submitted by Contractor/ Consultant	(GD)	☐	☐
Clearance Letter from Contractor/ Consultant - if Cancellation request is submitted by Client	(GD)	☐	☐

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Required for Submission:

Client's Appointment of: **Consultant** ☐ **Contractor** ☐

This is to inform you that we have appointed M/S _____ as our Consultant, appointed M/S _____ as our Contractor for the project.

We hereby authorize the Consultant / Contractor to obtain all necessary Authority approvals and work execution at site. Also, this is to inform you that I agree to all submitted designs.

Client	Signature/ Stamp

Undertaking by Client:

We hereby confirm that we accept to take full responsibility in regards to completion of the abovementioned Project by appointing the aforesaid Party, and we are responsible for any Legal obligations which may occur with the involved parties due to this design.

Client	Signature/ Stamp

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The Consultant Undertaking:

We hereby confirm that we accept to take full responsibility/liability in terms of; but not limited to the following conditions:

1) The Consultant practice permit as per DEQ System are active and matched with the assigned activities of this project. Otherwise, DM NOC shall be obtained prior apply this application and accept the additional exceptional fees.
2) The Consultant Accreditation Cards according to the assigned works are valid and as per relevant circulars..
3) To comply with the DCD requirements and any implications might be required by DCD authority for the proposed Modification works.
4) To comply with all resolutions, circulars, regulations and standard codes related to the proposed Modification works.
5) We are the appointed Consultant of this project confirm our acceptance to supervise the assigned Modification Scope of work indicated above and according to the appointment from the client and as per the relevant procedures and regulations and complying with local authority rules and approved drawings.
6) To comply with all requirements listed in the Certificate of Conformity (Modification Works) COC application form and ensure the availability of the signed form during Trakhees Construction Safety Inspection.
7) The current construction status of the project is completed and relevant Building Completion Certificate (BCC)/ Modification Completion Certificate (MCC) has been issued.
8) To comply with the approved drawings during the construction without any disturbance on the other structural elements.

Consultant	Stamp

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The Contractor Undertaking:

We hereby confirm that we accept to take full responsibility/liability in terms of; but not limited to the following conditions:

1) The Contractor practice permit as per DEQ System are active and matched with the assigned activities of this project. Otherwise, DM NOC shall be obtained prior apply this application and accept the additional exceptional fees.
2) The Contractor Accreditation Cards according to the assigned works are valid and as per relevant circulars.
3) We are the appointed Contractor of this project confirm our acceptance to execute the assigned Modification Scope of work indicated above and according to the appointment from the client and as per the relevant procedures and regulations and complying with local authority rules and approved drawings
4) To comply with the DCD requirements and any implications might be required by DCD authority for the proposed Modification works.
5) To comply with all resolutions, circulars, regulations and standard codes related to the proposed Modification works.
6) To comply with all requirements listed in the Certificate of Conformity (Modification Works) COC application form and ensure the availability of the signed form during Trakhees Construction Safety Inspection.
7) The current construction status of the project is completed and relevant Building Completion Certificate (BCC)/ Modification Completion Certificate (MCC) has been issued.
8) To comply with the approved drawings during the construction without any disturbance on the other structural existing elements.

Contractor	Stamp

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Declaration

- We hereby confirm that all data provided in this application / documents comply with Trakhees Regulations & Standards.
- If any delay occurs due to incorrect information provided by us in the submitted application, we hold ourselves solely responsible for the delay.
- We are liable for any legal obligations that may occur due to invalid / tampered documents being submitted along with this application.

Client	Signature / Stamp	Consultant	Signature / Stamp	Contractor	Signature / Stamp

Submitter's Details			
Name		Mobile Number	
ID Type		ID Number	

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