

Client Procedure (CP) for Amendment of NOC for Marine Projects/ Activities

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1. Purpose and Objectives

This procedure defines the steps and responsibilities for issuing NOC for Marine Projects/ Activities.

The objective of this process is to monitor Dubai waters for new Projects/ Activities, update (as required) in the nautical charts & publication for safety of Marine traffics and Monitor Dubai waters for Navigational hindrances.

2. Scope

This procedure covers applications requests for amendment of NOC Marine projects/ Marine activities within Dubai waters submitted by companies Licensed by Dubai Authorities.

Also will cover all UAE nationals who need to apply for Fish Heaven within Dubai waters.

3. Definitions and Abbreviations

- 3.1 DMA - Dubai Maritime Authority
- 3.2 HOD - Head of Department
- 3.3 MTM - Marine Traffic Management Department
- 3.4 RAL - Registration & Licensing department
- 3.5 NOC - No Objection Certificate

4. Procedure

4.1. Applying for a NOC

4.1.1. Customer shall fill the required application form as below:

- For Projects: Application Form for Near or Offshore Project (DMA-MO-VTN-CF01a).
- For Activities: Application Form for Organizing Marine Activity/ Events (DMA- MO-VTN-CF01b).

And then submit the application form with the below required documents in the DMA offices or to MTM.DMCA@DMA.ae

- Previous issued certificate

- Letter from the owner contractor stating the required changes
- Detailed Maps of amendment required
- Valid Dubai municipality NOC for the project.

4.1.2. DMA will review if submitted trade license is valid and that there are no suspension/remark on the submitted license and accordingly:

- In case any of the above issues: DMA will request from customer for resolve the faces issue (by email or physically depend on the submission channels).
- In case no issues found, DMA will issue a payment advice for the customer to pay (in case application is submitted through email, the payment advice will be received by email as well with the payment link while customer may settle the payment online).

4.1.3. Customer need to settle the payment and send a copy of the payment receipt in case email submission only

4.2. Application Review

4.2.1. Once the payment is settled for the manual submission OR once the payment receipt is sent to DMA for email submission, DMA will review the application.

Note: a site visit might be required for proper evaluation of the application.

4.2.2. According to the performed revision, DMA will:

- Approve: once the application complies with all requirements, DMA will send the copy of the No Objection Certificate (DMA-MO-VTN-SF01a) to customers' email.
- Reject: in case of non-compliance, DMA will send email to customer explaining the reason for rejection.
- Request for more information: in case missing of any of the required documents, DMA will send email to customer with recommendation of the missing/addition documents required. Customer shall send the missing/ additional documents for another review.

4.2.3. Once the NOC is issued, customer can proceed with the requested project/ activity.

5. Service Completion Time

	Service	Completion Time
5.1	Generate the payment advice/ request for remarks closure (from the time of receiving the application)	1 Working day
5.2	issue the NOC/ reject application/ request for more information (from the date of payment settlement)	5 Working days

6. Service Fees*

	Service	Fees (AED)
6.1	Issuing a Marine Craft Race/ Procession Participation or any Maritime Activity Permit	1,000
6.2	Issuing NOC for fish heaven	Free of Charge

* Extra 10 AED for innovation fees and 10 AED Knowledge fees will be required.

7. Related Forms

- 7.1 DMA- MO-VTN-CF01a, Application form for Near and Off-Shore Project.
- 7.2 DMA- MO-VTN-CF01b, Organizing Marine Activity/ Events.
- 7.3 DMA- MO-VTN-SF01a No Objection Certificate References.

8. Applicable References and Regulations

- 8.1 Law No (11) of 2010 Concerning Licensing of Maritime Vessels in the Emirate of Dubai.

9. Process Workflow

