

## Client Procedure for

### Obtaining NOC for Cancellation of Project

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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## 1. Purpose and Objectives

The purpose of this procedure is to outline details for customer requiring an NOC to cancel all permits belonging to a certain plot; due to various valid reasons, such as economic recession, financial disputes or any other reason..

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

## 2. Scope

The scope of the process applies to all clients / Business units operating within PCFC- Trakhees jurisdiction.

### Types of NOCs in this Scope:

There are two types of Cancellation of Project NOC submission that can be applied for, within the scope:

- 1) New Cancellation of Project NOC
- 2) Resubmission of Cancellation of Project NOC: Consultant resubmits complying with Trakhees' concerns.

**Note:**

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

## 3. Definitions and Abbreviations

- |     |      |  |
|-----|------|--|
| 3.1 | TRK  | Trakhees (abbreviation)                                  |
| 3.2 | CED  | Civil Engineering Department (Trakhees)                  |
| 3.3 | BRDG | Building Regulations and Design Guidelines issued by CED |

For 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 **Cancellation of Project NOC** approval stages and submission requirements, the Applicant has to visit the PCFC website ([www.pcfc.ae](http://www.pcfc.ae)), and refer service ([Suspension of Ongoing Works / Cancellation of Project](#)) and refer client procedure PCFC-TRK-CED-PS-CP-10 (this procedure) with related forms (refer [section 7.0](#))

### 4.2 APPLICATION:

4.2.1 The following application can applied online via link <http://online.Trakhees.ae> by attaching all requirements as set in [Application Form for Cancellation of Project NOC \(TRK-CED-PS-CF10a\)](#) using the applicable folder codes as per the requested application and including all necessary documents ([refer section 7](#)).

**NOTE:** The Applicant shall remain entirely responsible to ensure that submitted documents are accurate, correct and adequate, while ensuring that all requirements set by Trakhees have been complied with.

4.2.2 The submission of the 'cancellation of the project' shall be done through the project appointed Consultant, along with clear NOC from the Client, unless no Consultant appointed in the main permit, or there is a clear permission from the Client to the applicant to submit this application.

4.2.3 The applicant shall insure to submit the following documents through application:

- Letter from the owner instructing cancellation of all permits belongs to certain plot.
- NOC from Business Unit accepting the cancellation of project.
- Technical Report from the Consultant on the current status of the project
- Undertaking letter from the applicants that the plot has been vacated from, and left as per its original condition.



#### 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 of acceptance.

**NOTE:**

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

##### 4.3.1 INITIAL PAYMENT:

4.3.1.1 Once all requirements are validated as ok, the customer is notified with a 'submission serial number' and advised to proceed to make the initial payment for **Cancellation of Project NOC** appraisal.

4.3.1.2 Client should ensure that all appraisal fees are paid, of which the receipt of Payment advise is essential for CED to proceed further with the NOC review and approval. The NOC appraisal fee receipt to proceed for approval, thereby, payment can be made via any of the below channels:

- Online payments
- Al Ansari Exchanges
- Bank Transfers

#### 4.4 REVIEW & APPROVAL:

After the appraisal payment, CED shall review the structural drawings, technical reports, method statements, etc., while Site Engineers shall inspect current status of site, to ensure vacated plot is in its original condition.

Within 10 working days, CED shall then notify customers on the below review outcomes.

<b>APPROVED -</b>	If submission is approved and complete, while complying with all Regulations and Guidelines` set by Trakhees.
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<b>NOT APPROVED -</b>	In the event where any major problems have been identified, the applicant shall be informed via system, for correction prior to resubmitting.
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#### 4.5 FINAL PAYMENT:

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

**NOTE:** NOC for 'Cancellation of Project 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 '**NOC for Cancellation of Project**' 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 'Cancellation of Project NOC' and ensure compliance towards all recommendations are completed.

## 5. Process Measurements

No.	Process	Target
5.1	New – Cancellation of Project NOC	10 WDs
5.2	Resubmission - Cancellation of Project NOC	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 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

No.	Service	Description / Parameter	Fees
6.1	New – Cancellation of Project NOC	TOTAL_BUA SQM	TOTAL_BUA * 0.10

## 7. Documents/ Forms

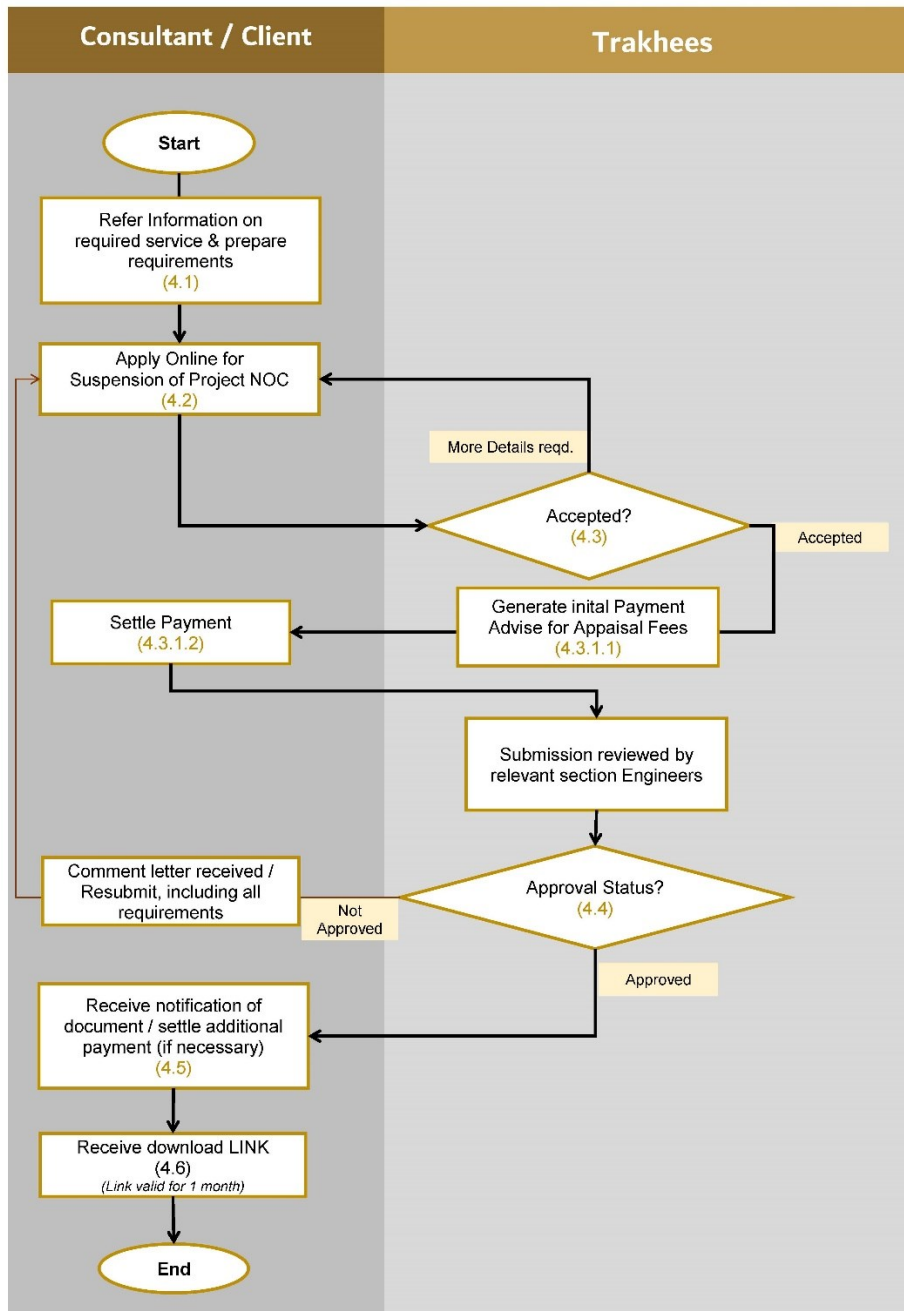
7.1 Application Form for NOC for Cancellation of Project

TRK-CED-PS-CF10a

## 8. Applicable References and Regulations

- [Dubai Building Code](#)
- [Building Regulation & Design Guidelines-Structural](#)
- BS 8110, Part 1: 1997 Structural use of concrete
- BS 5950: 'Structural Use of Steelwork in Buildings'
- [Circular - CEDGR155 dated 01/02/2023- NOC for new Trakhees Logo.](#)

## 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**