

Client Procedure for the Issuance and Renewal of Environment Permit / No Objection Certificate (NOC)

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1. Purpose

The purpose of this procedure is to facilitate information to PCFC – EHS clients regarding the control the process of issuing and renewal of environmental permit/ no objection letter.

2. Scope

All projects with significant environmental impacts within the PCFC – EHS jurisdiction areas. See table below for applicability of each type of Environmental Permit or NOC.

#	Type of Permit	Applicability
2.1	Harbor Discharge Permit	For project / activity disposing treated wastewater to harbor
2.2	Irrigation Permit	For project / activity utilizing treated wastewater for irrigation purposes
2.3	Groundwater Discharge Permit	For project / activity which intends to remove and dispose or reuse underground water
2.4	Air Emission Permit	For project / activity utilizing process or fuel burning stacks with possible air emission or air pollution control equipment
2.5	Permit to Cut and/or Relocate Trees	For project / activity which requires to cut / relocate trees
2.6	Marine Mammal Related Activity	For a specific activity, as described by the permit, which involves marine mammal
	2.6.1	Permit to Operate – Captive Marine Mammal Facility
	2.6.2	Permit to Transport – Marine Mammal
	2.6.3	Permit to Conduct Scientific Research – Marine Mammal
	2.6.4	Permit to Export / Import – Marine Mammal

2.7	Aquatic Animal Related Activity		For a specific activity, as described by the permit, which involves aquatic animal
	2.7.1	Permit to Operate – Public Aquarium Facility	
	2.7.2	Permit to Transport – Aquatic Animal	
	2.7.3	Permit to Conduct Scientific Research – Aquatic Animal	
	2.7.4	Permit to Export / Import – Aquatic Animal	
2.8	No Objection Certificate (NOC) – Conditional Environmental Activity		For project which intends to conduct a certain activity, apart from those listed above and specified in other procedures, with significant environmental concern
2.9	Permit to Transport Sand		For activity that will shift sand from a construction site to another construction area / stockpile area

3. Definitions

3.1 NOC - No Objection Certificate

4. Procedure

4.1 Issue a New Environmental Permit – Air Emissions, Irrigation, Harbor Discharge

4.1.1 Submit request for Environment Permit application through the Trakhees Online Service (<https://online.trakhees.ae/oaservices>). Enter relevant login credentials then navigate through the site as per the below:

EHS Customer Service → Environment Permit → Apply for Apply for Environmental Permit → fill-up all the details in the fields provided and attach required documents accordingly, then Submit

Ensure that your PCFC Pre-paid Account has sufficient balance corresponding to the relevant fees as the submission will not push through.

The required documents to be submitted are listed in the online application and shall be as follows:

- Relevant laboratory analysis report (e.g. stack emissions, irrigation water, discharge to harbor) issued by EIAC accredited third party environmental laboratory
- Fuel analysis report – for Air Emissions Permit application with a combustion source
- Other document/s deemed necessary

4.1.2 The online submission shall be reviewed by EHS Environment Section accordingly. If there are any comments and / or documents required for the requested service, a notification shall be received in the Client's registered email address or the current status of the online application can be viewed in the online portal. Client shall respond and / or attach the required document/s through the online portal.

4.1.3 The relevant fees shall be automatically debited from your Pre-paid Account once the submission has been approved. Client may deposit the required amount through any of the following payment channels:

- Finance Online Services (<https://online.trakhees.ae/oaservices>)
- Al Ansari Exchange
- Bank Transfer (PCFC Dubai Islamic Bank Account)

Corresponding Environmental Permit/s shall be issued once the application is approved. Client can view and download the issued permit/s in the online portal.

4.2 Renew Environmental Permit – Air Emissions, Irrigation, Harbor Discharge

- 4.2.1 EHS Environment Section shall initiate the renewal process, regulatory inspection by EHS Environment Section and regulatory monitoring by EHS Central Laboratory shall be conducted.
- 4.2.2 Once the inspection is done, client will receive payment advice for the emissions monitoring, irrigation water and / or discharge to harbor analysis through email together with the inspection findings and other relevant documents that need to be complied. Laboratory analysis report/s shall be issued in the same email trail by EHS Central Laboratory.
- 4.2.3 Client should settle the payment and complete the requirements accordingly.
- 4.2.4 Re- inspection and/or re-testing of the site might be needed, in case re-testing is required, corresponding payment advice will be issued and sent to client for settlement.
- 4.2.5 Once all findings are closed successfully by the client, client will receive the renewed permit through the mail be notified to proceed with the application similar to Section 4.1 of this Procedure.
- 4.2.6 In case the client failed to respond to the inspection/ testing findings, client might be subjected to administrative sanction and / or financial penalty which must be settled prior to permit renewal.
- 4.3 Issue Environmental Permit / NOC (other than Air Emissions, Irrigation, Harbor Discharge)
- 4.3.1 Client should submit the application form as below with other required documents (refer section 7) mentioned in each application to EHS Environment Section through mail to (ID.environment@pcfc.ae).
- ([TRK-EHS-ENV-CF02a](#)) Groundwater Discharge Permit Application Form
 - ([TRK-EHS-ENV-CF02b](#)) Permit to Cut and/or Relocate Trees Application Form

- [\(TRK-EHS-ENV-CF02c\) Permit to Operate Captive Marine Mammal and / or Public Aquarium Facility Application Form](#)
- [\(TRK-EHS-ENV-CF02d\) Permit to Transport Marine Mammal and / or Aquatic Animal Application Form](#)
- [\(TRK-EHS-ENV-CF02e\) Permit to Conduct Scientific Research – Marine Mammal and / or Aquatic Animal Application Form](#)
- [\(TRK-EHS-ENV-CF02f\) Permit to Export / Import Marine Mammal and / or Aquatic Animal Application Form](#)
- [\(TRK-EHS-ENV-CF02g\) No Objection Certificate \(NOC\) – Conditional Environmental Activity Application Form](#)
- [\(TRK-EHS-ENV-CF02h\) Permit to Transport Sand Application Form](#)

4.3.2 EHS Environment Section will review the submitted documents and will send copy of payment advice to clients with the status of the submission as below:

- Approved: once all required documents are available and information complying the requirements of PCFC – EHS. Client should settle the payment and notify EHS Environment Section accordingly.
- More Details: in case of missing of any of submission requirements or more details need to be given by the client. Client should update the required information and settle the payment and send to EHS Environment Section accordingly.
- Reject: in case the applied company does not comply with the PCFC – EHS regulation, environment officer should state clearly in the mail the reason for rejecting the application.

4.3.3 Client should settle the payment and inform EHS Environment Section accordingly.

4.3.4 Site inspection may be conducted as deemed required by the Environment Officer.

- 4.3.5 Once the submission has satisfactorily completed all the relevant requirements, corresponding environmental permit/s shall be issued in the email accordingly.

5. Service Completion Time

#	Service	Completion Time
5.1	Time taken review the submission and provide feedback (e.g. More Info, Reject, Approve)	5 working days
5.2	Conducting regulatory inspection for Environment Permit renewal	once a year for each company
5.3	Send the inspection findings to the client (from the date of inspection)	3 Working Days

6. Service Fees

#	Service	Fees (AED)
6.1	NOC and All Environmental Permits except for the ones listed below	500/-
6.2	Permit to Operate Captive Marine Mammal Facility / Public Aquarium Facility	5,000/-
6.3	Permit to Conduct Scientific Research on Marine Mammal / Aquatic Animal	200/-

Knowledge Dirham and Innovation Dirham fees for a total of AED 20/- shall be added for each of the services mentioned above.

7. Related Forms

- 7.1 [Groundwater Discharge Permit Application Form](#) (TRK-EHS-ENV-CF02a)
- 7.2 [Permit to Cut and/or Relocate Trees Application Form](#) (TRK-EHS-ENV-CF02b)
- 7.3 [Permit to Operate Captive Marine Mammal and / or Public Aquarium Facility Application Form](#) (TRK-EHS-ENV-CF02c)
- 7.4 [Permit to Transport Marine Mammal and / or Aquatic Animal Application Form](#) (TRK-EHS-ENV-CF02d)
- 7.5 [Permit to Conduct Scientific Research – Marine Mammal and / or Aquatic Animal Application Form](#) (TRK-EHS-ENV-CF02e)
- 7.6 [Permit to Export / Import Marine Mammal and / or Aquatic Animal Application Form](#) (TRK-EHS-ENV-CF02f)
- 7.7 [No Objection Certificate \(NOC\) – Conditional Environmental Activity Application Form](#) (TRK-EHS-ENV-CF02g)
- 7.8 [Permit to Transport Sand Application Form](#) (TRK-EHS-ENV-CF02h)

8. Applicable References and Regulations

- 8.1 EHS Regulations
- 8.2 Dubai Municipality (DM) Technical Guidelines