



Ports, Customs & Free Zone Corporation

Civil Engineering Department

Tel: 04-8819444

Circular – 19432/2007/sk

To: **All Business Units, Consultants, Project Managers, Engineers and Contractors.**

Subject: **Marinas - Submission of Application for Marina Permit.**

Date: **22 July 2007**

Please note below the new procedure to be followed by consultants for obtaining a Marina Permit for any Marinas or Small Craft Harbour development with effect from 01 September 2007. Please note that this requirement is specific to the marine side of developments and is over and above the standard requirements for Building Permits. The Application Process is comprised of three steps:

1. Pre-application meeting.
2. Preliminary / concept drawings to be submitted to CED for approval.
3. After receiving the concept approval from CED, the consultant shall obtain NOC from Marine Department by submitting documents as per their requirement(s). Simultaneously the consultant shall obtain NOCs from relevant service authorities. These Certificates can be common with the general Building Permit Application for the development but should refer specifically to areas earmarked for marina development.
4. Apply to CED for a Marina Permit by submitting documents as per the attached submission requirements.

Permit fees and methods of assessing the fees are as per the schedule below.

MARINAS CLASSIFICATION AND PERMIT FEES

Permit Fees:	Marine Works	
	No of boats	AED/berth
One Star Marina	<= 10	10,000
Two Star Marina	> 10 , <= 20	9,000
Three Star Marina	> 20, <= 60	6,000
Four Star Marina	> 60, <= 200	4,000
Five Star Marina	> 200	3,000

All consultants are advised to approach Marine and Service Authorities well in advance to avoid delays.

Looking forward to your cooperation in implementation of the above.

NAZEK H. AL SABBAGH
CHIEF CIVIL ENGINEERING OFFICER,
CIVIL ENGINEERING DEPARTMENT

Encl: Submission Requirement.

cc: M-file

Details of Pre-Application Meeting

- 1 - The applicant will forward a formal request on the development to the Authority via e-mail.
- 2 - CED will arrange for a meeting with the applicant to:
 - Discuss the project concepts, regulations and related requirements which could have an impact on the project/development.
 - Allow the Applicant to make a general presentation about the proposed development
- 3 - Once the applicant's request for the project/development is approved, the concept plan proposal can be submitted for evaluation.

LIST OF DOCUMENTS TO BE SUBMITTED TO OBTAIN MARINA PRELIMINARY / CONCEPT APPROVAL

The consultant shall submit the following documents and drawings for a Marina Preliminary / Concept approval at Civil Engineering Reception: *(Electronic copies of the documents shall be submitted in CD, as PDF, with list of documents in Excel sheet, hyperlinked between list and respective document).*

- a) Letter of appointment of the consultant stating responsibility of consultant.
- b) Lease Drawing/ Affection Pan, Land Use Agreement from Business Unit.
- c) Soil Investigation Report.
- d) Drawings as follows:
 - **Layout Plan indicating:** the location of the proposed marina development and any existing neighboring developments.
 - Property boundaries (Affection Plan or equivalent).
 - **Site Marina(s) Plan indicating:** topographic and bathymetric survey.
 - DMD datum reference with coordinates' information.
 - Existing and proposed land and water-use plan.
 - Location and setting out of floating docks and associated facilities in water.
 - The location and setting out of all proposed buildings and services on land.
 - Location of land and waterways access.
 - Location of boreholes and soil investigation report including all relevant data.
 - **Schematic Site Plan indicating:** seabed level and elevations of the marina development (showing dredging and filling areas).
 - Layout showing required water depths within floating docks and marina entrance.
 - Typical cross and longitudinal sections.
 - Location and dimensions of all structures including floating docks and access bridges, access channels.
 - Proposed water edge conditions, bulkheads, breakwaters or revetments (if any).
 - Plaza (if any).
 - Services and utilities.

SUBMISSION REQUIREMENTS FOR A MARINA PERMIT

The consultant shall submit the following documents and drawings for a **MARINA PERMIT** at Civil Engineering reception on receipt of E-mail from ePermit site advising appraisal fee payment.

Electronic copies of the documents shall be submitted in CD, as PDF, with list of documents in Excel sheet, hyperlinked between list and respective document.

- a) Letter of appointment of the consultant Stating responsibility of consultant.
- b) Lease drawing/ affection plan,
- c) Following No Objection Certificates are to be submitted in original.
 - PCFC Marine Department
 - DEWA (Electricity)
 - DEWA (Water)
 - Telecommunications (Etisalat / du or TECOM) (if relevant)
 - Receipt of bank advice for the appraisal fee payment.
- d) Application for Marina Permit
- e) The applicant to submit the following in metric system with levels in accordance with Dubai Municipality Datum (DMD) in 1 electronic copy in PDF format. Coordinates shall also be in accordance with Dubai DMTL grid:
 - A drawing with all plans outlining the areas of all the floors for area calculation for:
 - Site Marina Plan
 - Auxiliary Buildings and Installations
 - Utility Layout Plan

(Detailed description of application process and items to be included in these drawings is available in CED Red Code: Marinas and Small Craft Harbour Regulations and Design Guidelines; Section 7).

 - Specifications
 - Structural calculations for all floating pontoon elements and overall systems, mooring facilities, access bridge and breakwaters.
 - Support Service Plan
 - Emergency Plan
 - Dredging Environmental Impact Plan
 - A General Description of the Proposed Methods of Construction.