

Client Procedure Green Building Submissions [NOC-BCC]

(Applicable to projects following Regulation GB 6)

Warehouse & Industrial Developments

1. PURPOSE

The purpose of this document is to assist the stakeholders in planning and collating the Green Building submission required by the sustainability department as part of building completion process.

The development of facilities within the jurisdiction of PCFC Trakhees necessitates approval from the Green Building department (Sustainability Department) to facilitate the issuance of building completion certificate. This approval follows the review of the Green Building Project Report (GBPR) and the other supporting documents mentioned therein that are instrumental to the submission process.

The clearance from the green building department may be conditional subject to compliance to specific comments of the department and letter of commitment /undertakings issued by the developer in response to those. It remains the developer's responsibility to ensure that all the comments are addressed and complied within the specified timeframe mentioned therein. Any nonconformity with this requirement may lead to delays in approval of the Building Completion Certificate.

It should be noted that projects that are voluntarily opting for the USGBC (LEED Rating system in line with Regulation EHS-GB-4.0) certification of their proposed facility should follow the procedure EHS-GBP-06 and make submissions in line with the conditions and requirements stated within.

2. SCOPE:

This procedure is applicable to all warehouse development projects (of Trakhees Jurisdiction) that fall under the "Green building Regulations and being assessed through Regulation GB-6.0".

Accreditation: Please note that it is the requirement of the regulation and the procedure that that the relevant individuals working on the project have successfully obtained the accreditation for the warehouse green building regulations that is offered by the sustainability department. Please note that accreditation is mandatory and helps in clear understanding of the regulations and proper implementation of those principles into the project.

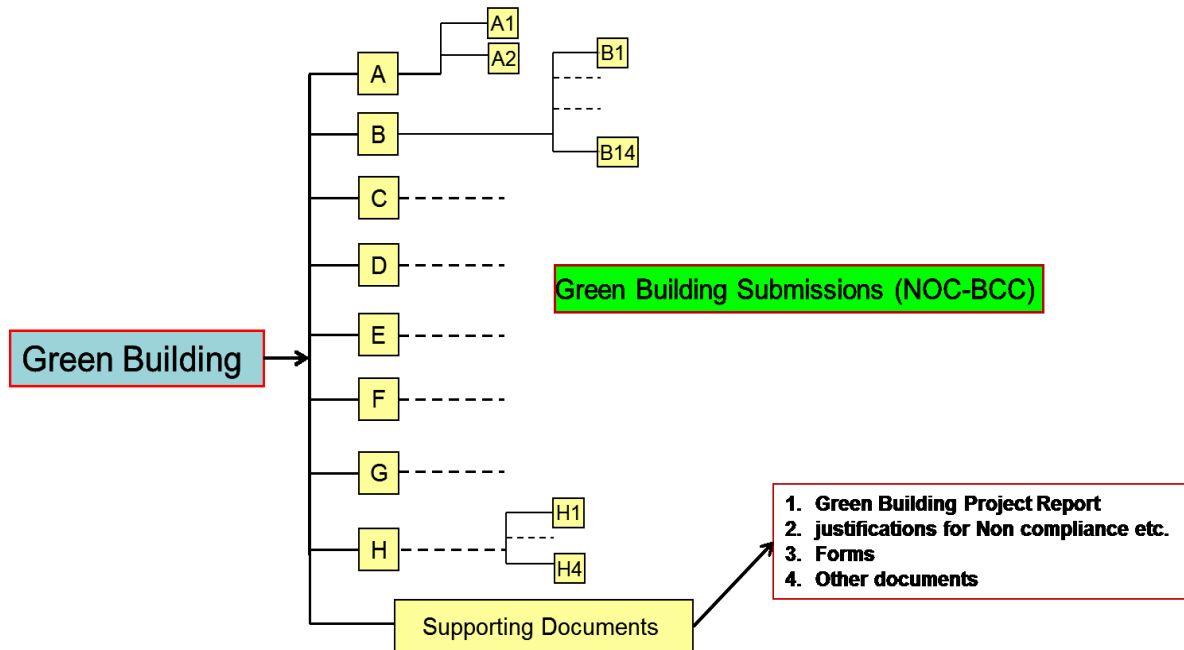
It is also important that the consultant's site team / contractor's team is well geared to comply with the requirements on site. In this regards, contractor's project representative / team leader should be advised to contact the accreditation department (at EHS.accreditation@trakhees.ae or phone 04-8068888) for completing the above program as understanding the regulations is key to proper compliance on site. This would significantly enhance the quality of NOC-BCC submissions and ease up the overall regulatory process.

3. PROCEDURE:

3.1 Green Building Consultant Submission:

This submission shall be part of Trakhees Integrated joint BCC process and shall be made online. The link is <https://www.online.trakhees.ae>. The green building submission should be administered only by the appointed green building consultant. The green building consultant shall submit to the main consultant, the green building project report (GBPR) along with the other documents to demonstrate compliance to the requirements.

A **suggested** folder format for green building submission is outlined below wherein several documents that are part of the green building submissions can be segregated under different heads. It consists of a main folder called “Green Buildings” under which several sub folders each representing a category have been created. Relevant documents demonstrating compliance to the categories are filed under these subfolders.



3.2 Submission of Required Documents:

The submission should be able to demonstrate that the project has fulfilled the criteria required in the design and construction stage and is well geared to carry it forward towards sustainable operations. It comprises all of but not limited to the following

- Covering letter from consultant/contractor/client (whoever has obtained the BP)
- GBF-10 Submission Booklet
- Supporting documents referred to in the above booklet.

Important Note

1. The submission should be precise and focused, clearly attaching **ONLY** relevant excerpts / extracts.
2. Please do not submit irrelevant / large size documents as evidence. Instead submit the correct section of the document / relevant drawing/specific photograph/ for review.
3. Please note that large capacity documents may not be accepted by the system.

3.3 Review / Inspection Charges:

Currently there are NO appraisal fees for NOC-BCC stage for review of Green Building documents and inspections

3.4 Review / Inspection Process:

Upon receipt of letter from consultant with relevant attachments/drawings as mentioned elsewhere in the procedure, EHS Green Building department will undertake a thorough review of the green building submission in relation to its requirements and issue a review report that is transmitted electronically Within 5 working days from the date of submission.

The key element of this exercise is to ascertain if the original green building project plan (GBPP) reviewed and approved during building permit stage has been successfully implemented at site.

For specific clarifications on the review comments, the Green Building consultant shall coordinate with the department on the pending issues and seek further advice if required.

Although site inspection is not part of the process, the sustainability department may call for it if situation necessitates. During the inspection, the presence of representatives of the Green Building consultant, contractor and (if required) the client shall be ensured.

3.5 Re Submission /Re-Inspections:

If the facility inspection report issued indicates approval status as “Re-inspection/Awaiting Clarification”, it implies additional clarification is required on the green building. Accordingly the green building consultant/ contractor/ client is advised to comply with the comments raised by the department and submit point by point compliance statement.

3.6 Clearance:

The Green building department would provide clearance to the project upon ascertaining that that the comments / concerns raised in the review reports have been reasonably and satisfactorily addressed by

the stakeholders. The approved review comments, which form part of the combined inspection report / technical report, would be transmitted electronically to the applicant's e-mail indicated in the submission. The approval may be conditional subject to certain time bound commitments and undertakings of the stakeholders.

3.7 Clarifications/Meetings:

Clarifications on the EHS- Green Building Section comments shall be entertained through scheduled meetings at EHS main Building from 9AM-12Noon (EHS) on all working days by prior appointment.

4. TARIFF:

REVIEW (EHS- NOC For Building Permit) Charges	Unit	Green Building Project Report (GBPR) / Study Report Review Charges (AED) where applicable
Standard Charges, per sq. mts of Total Built Up Area	per sq. mt	NIL

5. APPLICABLE REGULATIONS:

Regulation **GB-6** Green Building Regulation– Warehouse Development

6. APPLICABLE FORMS /ATTACHMENTS/CHECKLISTS:

The following forms (Checklists, Annexure etc.) are required to be used as per the requirement and nature of submission and have to be submitted along with the Green Building Project Plan (GBPP).

GBF-12 Submission Booklet [NOC-BCC] -Warehouse

Note

- The above procedure relate purely to Green building related submissions as required by the Green Building department.
- This procedure is valid ONLY for Warehouse developments following Regulations GB 6
- This procedure is not applicable to projects following the LEED rating system.

7. EHS-GB DEPARTMENT'S CONTACTS:

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