

**EHS REQUIREMENTS TO OBTAIN TRAKHEES LICENSE  
FOR OFFICE FACILITY, GENERAL RETAIL SHOP  
& SMALL BUSINESS - MANUFACTURING & SERVICE ACTIVITIES  
(For Non Food & Health Related Activities)**

<b>Application for</b> (Please Tick one)	<input type="checkbox"/> New License	<input type="checkbox"/> Change Facility Location	<input type="checkbox"/> Add Facility Location
<b>License Required For</b> (Please tick box)	<input type="checkbox"/> Office Facility	<input type="checkbox"/> Retail Shop	<input type="checkbox"/> Small Business- Manufacturing & Service
<b>Location</b>		<b>Shop Nos.</b>	<b>Bldg. No.</b>
<b>Applicant Name; Date &amp; Time of Application</b>			
<b>Mob:</b>		<b>Fax</b>	<b>Email</b>
<b>Activities Required on License</b>			

**LICENSE APPLICATION REQUIREMENTS**

**Group (Non Food & Health Related Activities)**

- Office Facility**
- General Retail Shop (Non food activities)**
- Small Business - Manufacturing and Service (Non food activities) (e.g. furniture shops, electronics & electrical appliances etc.)**

**ACTIVITY DESCRIPTION AND PERMISSIBLE ACTIVITIES**

Provisional Acceptance from respective Asset Management , Mall Management & Community management is required

**Office Facility:**

An office facility means the facility will be used for office related works which will have office furniture for example Table, Chair, Filing cabinets, Computer, Fax & Printing Machine etc. and without storage of any other material. Activities for example; Consultancy Services, Brokers, Real Estate Agents, Banks, Tour and Travel Agents, Money Exchange and Training institute, Typing Centre, Trading Firms for office works without actual storage of material.

**Retail Shop:**

A General Retail Shop is a shop from where various general consumer items/goods are sold. It may consists of the sale of goods such as Electrical & Electronic items, stationary, Garments, tools & Hardware, Home Appliances, Kitchen Equipment, Home/office Furniture, Toys and Games, Mobile Phones, Auto Spare Parts, Book Shop, Jewellery Shop, etc.)

**Small Business-Manufacturing and Service:**

These activities includes small manufacturing/service activities that can be performed from a small outlet shop, which do not produce any kind of industrial waste, do not create vibration & noise above 60dbA, smoke, fumes, odor, any

nuisances, does not require the use of any chemicals and big machines/equipments/motors etc.

It covers activities such as Tailoring, Computer assembling and repair, TV Repair, Washing Machine Repair, Key duplicating, Cloth Pressing (Laundry), Digital Photography Studio, Audio/Video Cassettes Recording, Photo Frame, Shoe Repairing and Optical Repairs etc.

### NON PERMISSIBLE ACTIVITIES

#### Office Facility:

1. Storage of any kind of Goods or material.

#### Retail Shop (General Trading Activity):

2. Trading of Chemicals, Paints, Tyres, Pharmaceuticals, Medicines, Fire Crackers, Explosives, Animals & Birds etc.

#### Small Business Manufacturing and Service Activities:

3. Operation and activities Generating any kind of Industrial waste, Washing & Cleaning of Clothes and Vehicles, Dry Cleaning Services, Carpentry Workshop, Car Garages/workshop, A.C Workshop, Publishing of Newspapers, Magazines & Periodicals, Commercial Publications Printing, Blacksmith & Welding Works, Auto General Repair, Auto Denting and Painting etc.

### GENERAL REQUIREMENTS

1. Compliance with the UAE laws and regulations pertaining to the Activity including the regulations and requirements of Environment, Health & Safety and other relevant Authorities
2. The licensed facility/owner of the shop shall be responsible for safekeeping, collection and disposal of waste generated from construction, modification of their premises/facility.
3. Unleashed area/Outdoor space and/or vicinity areas including the passage of the building shall not be used for any purpose.
4. Operating hours for all Establishments with in the Nakheel developed areas shall be from 7.00AM to 12 Midnight.
5. The activity of "Kids Nursery" shall require pre-approval from Nakheel Asset Management & EHS
6. No Parking reservation is allowed by tenant in the building/facility common parking area.
7. Fixing of posters/signage and wiring installations shall require prior approval from "Nakheel Asset Management".
8. Fixing of satellite dishes is strictly prohibited.
9. All commercial Food establishments shall provide adequate number of waste bins with cover, for collection & disposal of wastes.
10. Trading in "Toys and Games" shall require approval from following authorities if they are to be Imported and Distributed in Dubai and the rest of the Emirates.
  - a. Dubai Municipality: (For Testing & Certification)
  - b. ESMA: (For Conformity Certification)

#### For Manufacturing / Service activities.

11. The client should submit full details (with catalogue/photographs/brochures) and quantity of the machine / equipments that they want to install. All machine/equipment should be provided / fitted with proper safety guards to prevent injury.
12. The total noise level in the facility should not exceed 65dbA.
13. Use and storage of dangerous and flammable chemicals, thinner and Paint etc. shall not be permitted. Client should take prior approval from EHS for the use of any kind of chemicals.
14. General Storage configurations and installation of racking etc. within the facility shall require prior approval from Trakhees-EHS.

## REQUIREMENTS FOR FIT-OUT/ MODIFICATION WORKS

<b>Internal Height</b>	<ol style="list-style-type: none"> <li>1. Ground floor: Minimum 3 meter. And in case of additional half mezzanine floor, it shall be 2.4 meter. Maximum 4 meter</li> <li>2. Full mezzanine: Minimum 2.6 meter. Maximum 3 meter.</li> </ol>
<b>Minimum Dimensions/ Areas</b>	<ol style="list-style-type: none"> <li>1. Minimum floor area should comply with the Minimum Total Internal Floor (Net Area) Requirements mentioned above, however minimum dimension – (Shop 12 sq. mts.), (Office 10 sq. mts.)</li> </ol>
<b>General Conditions</b>	<ol style="list-style-type: none"> <li>1. All works shall be carried out within the leased/owned area</li> <li>2. Existing structural elements such as column, beam, slab etc shall not be disturbed. The services may be suitable rerouted to comply with this condition.</li> <li>3. It is the responsibility of client to ensure that the modification works does not affect the main structural elements.</li> <li>4. Section detail of the proposed partition with material specification shall be submitted. The material used for partition should be Dry Partition Gypsum Boards and Fire rated for min. 1 hour.</li> <li>5. Finishing floor/carpet levels inside office shall not be greater than the corridor level</li> <li>6. All Electrical works shall be carried out by DEWA approved contractor complying with DEWA regulations.</li> <li>7. All existing services within the partition walls shall be properly terminated prior to demolition/removal of partitions</li> <li>8. The work should not be commenced without obtaining approval from TRAKHEES CED.</li> <li>9. The facility shall be used / occupied only after obtaining the “Building Completion Certificate” or “Modification Completion Certificate” from Trakhees – CED .</li> <li>10. Furniture / equipment layout shall not affect fire escape route</li> <li>11. Display units /Furniture shall not obstruct electrical outlets/sockets and fire break glass</li> </ol>
<b>General HVAC</b>	<ol style="list-style-type: none"> <li>1. HVAC (Heating, Ventilation and Air Conditioning) layout showing the type and location of the AC units (like supply diffusers, return diffusers, grills, Fan coil units, Split units, exhaust fans etc) shall be submitted.</li> <li>2. Toilet/Pantry shall be provided with exhaust ventilation @ 10-12 air changes per hour.</li> <li>3. If a split AC system is proposed to use, reference to the location of all indoor &amp; out door units shall be clarified (Submit the photograph showing the same)</li> <li>4. Condensate drain pipe from the A.C shall not be left freely and must be connected to the existing drainage system and if it can be utilised for plants it should be used for irrigation.</li> <li>5. Ensure that air supply grill/diffusers are of correct aerodynamic performance which generates minimal noise level.</li> <li>6. Ensure that accessories for grills and diffusers have low noise generation characteristics and cause</li> </ol>

	<p>minimum disturbance to air flow</p> <p>7. Ensure that Grills and diffusers are fitted in accordance with HVAC air diffusion guide.</p>
<b>Electrical</b>	<p>1. All electrical wiring in the premises should be done by DEWA approved licensed electrician / contractor.</p> <p>2. Lighting layout plan showing the location, type and number of the proposed lighting shall be submitted.</p> <p>3. Power layout showing the location and quantity of existing and proposed electrical utilities (Such lights, fans, floor mounted power sockets, telephone sockets, A/C's, small electrical equipments, etc.) shall be submitted. The routing of cable/wires shall be shown in the power layout.</p> <p>4. Cross sectional view of the proposed partition with material specification shall be submitted. The material used for partition should be Gypsum Boards and Fire rated for min. 1 hour.</p> <p>5. Flooring plan showing the type, material and size shall be submitted.</p>
<b>GAS</b>	<p>1. Gas Cylinder and piping connections shall be installed as per requirement listed in appendix 1 of EHS Food Safety Regulations &amp; Standards, 2008.</p> <p>2. Explosion proof Gas Leak Detectors connected to Auto Solenoid valve/gas detection panel shall be installed in the kitchen to cut off the gas supply to the Food Court in case of gas leakage or Fire in the kitchen.</p> <p>3. Gas Leak detection panel shall be linked with the existing fire Alarm Control Panel.</p> <p>4. Piping shall comply with ANSI or ASME B36.10 or ASTM A53 or ASTM A106 standards.</p> <p>5. All valves, regulators, gas detectors etc. shall be UL approved type, proof of listing shall be furnished for review/scrutiny.</p> <p>6. Pipe hangers and supports shall be confirmed to requirements of ANSI/MSS SP-58</p> <p>7. The enclosure box shall be painted red in color and displayed with warning/cautionary Signs displayed 'FLAMMABLE GAS' 'NO SMOKING' in white color.</p> <p>8. Low level ventilation shall be provided for the box.</p> <p>9. Gas Cylinders should not be stored/located near the Fire Exit, in Corridors and near to source of heat and ignition.</p>
<b>FIRE REQUIREMENTS</b>	<p><b><u>AUTOMATIC DETECTION SYSTEM:</u></b></p> <p>1. Smoke detectors shall be installed inside every partitioned area(s). All smoke detectors should be of optical type.</p> <p>2. The partition(s) for office cubicles shall be placed/ constructed so as not to block / obstruction any of the existing smoke detector.</p> <p>3. Additional detector(s) shall be installed in areas which are not covered by detectors due to existing partition.</p> <p>4. Additional Smoke detectors that need to be installed should be compatible with the existing system(s).</p> <p>5. Additional smoke detectors must be programmed to the existing main fire alarm panel and Test Certificate from the Trakhees - EHS Registered Fire Contractor should be submitted.</p>

	6. Ceiling voids exceeding 800mm shall be installed with smoke detector.
<b>EHS Fire Requirements</b>	<p><b><u>FIRE PROTECTION SYSTEM</u></b></p> <ol style="list-style-type: none"> <li>1. Fire point consisting 9 liters water type fire extinguisher and 5lbs capacity carbon dioxide type fire extinguisher shall be established at strategic points.</li> <li>2. If a Sprinkler system is installed in the building, then all extended sprinkler piping network must be subjected to Hydraulic/pressure testing and certificates to that effect must be furnished for Fire Dept approval and records.</li> <li>3. The proposed partitions shall be placed/ constructed so that they do not block or distort (i) any of the existing smoke detectors &amp; (ii) the water spray discharge of sprinklers originally designed spray pattern.</li> <li>4. Construction material of internal partition must comply with NFPA 500, most preferably with Gypsum Board of minimum 1 hour fire rating material.</li> <li>5. All cabins /store rooms, with full height partitions, must be installed with optical smoke detectors.</li> </ol>
<b>Construction Safety during modification/fit out works</b>	<ol style="list-style-type: none"> <li>1. All workers shall use appropriate PPEs during the modification/fitout works.</li> <li>2. First Aid Box shall be available at the work site.</li> <li>3. Emergency contact/telephone numbers 997 for Civil Defense and 999 for Dubai Police shall be displayed at site.</li> <li>4. Lifting equipment used at site shall have valid Load Test Certification and shall be operated by authorized / licensed operator only.</li> <li>5. Paints materials shall be stored in a safe place, away from possible source of ignition and heat.</li> <li>6. Portable fire fighting equipment shall be provided at site.</li> <li>7. Adequate supervision shall be available at the site.</li> <li>8 For carrying out hot work/welding/cutting activities, Permit from EHS Construction Safety section should be obtained.</li> </ol>

### **FITOUT COMPLETION CERTIFICATE REQUIREMENTS**

1. Client must apply & invite to for TRAKHEES- Fit out / Modification Completion Certificate Inspection as soon as modification work is about to be complete as per the Approved Drawings.

### **TRAKHEES-EHS OPERATIONAL REQUIREMENTS**

1. Fire Safety
  - (a) Test certificates for fire protection and fire alarm system(s) shall be furnished.
  - (b) Telephone No. 997/8833111 of Civil Defense must be displayed at Conspicuous locations in the facility.
  - (c) Fire Extinguishers and fire alarm systems should be tested annually by Trakhees - EHS registered third party and the valid Test Certificates shall be furnished during license renewal.

(d) Adequate precautions for Fire Safety shall be maintained at all times within the facility.
2. Client must ensure good housekeeping from fire prevention view point; As per Part 8, Section 3 of Trakhees EHS Fire Protection, Fire Prevention & Fire / Emergency Control Regulation, employees shall be trained and certified in the use of Fire Fighting Equipment.
3. Smoking is not permitted inside the Facility. "No Smoking" signs/signboards should be displayed and no smoking policy should be strictly enforced.
4. A medical first aid box should be provided in the facility.
5. Appropriate Personal Protective Equipments (like hand gloves, Masks, etc. - as and when applicable) during operation.
6. Any violation of these Guidelines will subject the Group Activities, to penalties as shall be imposed by the Authority. Persistent breach or repetitions may result in suspension and subsequently cancellation of a License
7. Company must document and demonstrate effective cleaning / sanitation program as well as Pest Control System and Waste Management.

### ACKNOWLEDGEMENT & UNDERTAKING

**I/we, the undersigned (Client's Name, authorized signatory) .....,** have read and understood EHS conditions and undertake to comply with all the above mentioned EHS conditions / requirements and assure that all activities / operation at my/our facility (shop/retail outlet/office) will be carried out within the scope of the license activity approved / issued from Trakhees.

I/We accept that Trakhees-EHS has the absolute discretion to approve or reject my activities and furnish documents. The submitted documents shall become part of EHS records for future reference and shall not be returned to me/us.

I/We agree to abide by all Trakhees Rules and Regulations and also adhere with the requirements of other relevant Authorities. Upon obtaining the license, I/we will further apply to obtain EHS NOC for Modification completion by one of the following options:

1. I/We will complete necessary internal modifications / Fit-out works, Racking and furniture installation etc. in my/our firm premises and start my/our business/operation, I/We will apply for Trakhees-EHS approval (EHS-NOC) for Modification completion and Activity verification Inspection within a period of one week (5 working days) in advance prior to commencement of our business / operations and agree to carry out any changes/modifications at my/our own cost as required by Trakhees during inspection of my facility. I/We will be responsible for any incident/accident during modification works at the facility.

**Or**

2. I/We will obtain Trakhees-EHS approval for the Fit-out drawings prior to internal modifications / Fit-out works as per the procedure mentioned in this form and agree to pay the applicable charges. After completion of fit out we will apply for Modification completion and Activity Verification within a maximum period of one month after commencement of our business activity.

I/we agree to comply with the Trakhees- EHS requirements and will follow the Trakhees-EHS emergency procedures and in case of an emergency (Fire / Accident) will report to PCFC Control Room immediately at



04-8833111.

Failure to comply with Trakhees requirements may lead to appropriate sanctions against my/ our Firm as they deemed fit.

**Note: TRAKHEES – CED & EHS's Modification NOC/Permit shall be mandatory prior to carrying out any modification/fit-out works for Restaurants, Cafeteria, Coffee Shop, Bakeries, Catering & any other Food Establishment where the use and installation of LPG Gas, Ducting for heating & Smoke Extraction, Grease Trap, Drainage system and special Fire Protection system are required.**

Name of Establishment / Company: .....

Name & Designation of Signatory: ..... Signature .....

Stamp of Firm:..... Date .....

**Copy of the payment receipt for AED 1,000 plus AED 10.0 Knowledge fee to be attached**

**FOR CLD OFFICE USE ONLY**

**Checked the EHS form and found it to be in order with the client acknowledgment**

Name of CLD Officer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_