

GUIDANCE FOR OBTAINING DEVELOPMENT PERMITS AND NOC

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1. Purpose

This document aims to ensure that client needs are met with optimal flexibility and efficiency in design and development while maintaining firm standards for Health, Safety, and Environmental considerations. This will be achieved without impacting utility services or conflicting with RAKEZ's future infrastructure development plans.

2. Scope

This scope is applied to clients operating in RAKEZ jurisdiction in the free zone and non-free zone areas.

3. Definitions

- TSS – Technical Support Services Department
- HS&E – Health, Safety and Environment Department
- RAKEZ – Ras Al Khaimah Economic Zone – Government of Ras Al Khaimah

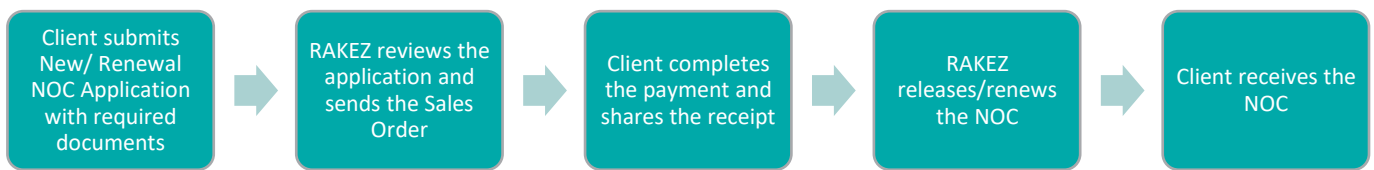
4. Procedure

4.1. NOC for Outdoor Installation

A. Steps for NOC Issuance Process

- a. NOC application shall be submitted to by clicking [here](#), along with the supporting documents below:
 - Brochures/Specifications (for equipment)
 - Detailed layout out plan showing the area of installations with dimensions
 - Structure drawing (for foundations)
 - Authority approvals (as applicable)
 - Risk assessment – installation & operation
 - Signed undertaking letter
- b. The client shall be notified within eight (8) working days of the area available for the proposed installation.
- c. Upon satisfactorily completing the submission of the documents and confirmation of available area, the client shall be notified of any deficiencies/clarifications and/or requirements to be submitted for further review within two (2) working days.
- d. If the client fails to provide the clarification within 15 calendar days of the email notification for clarification, the application will be dropped.
- e. Approval/rejection of the application shall be based on the compliance of the application with all RAKEZ regulations.
- f. Upon verification, if all requirements are satisfactory, a sales order with service fees will be issued for issuance of NOC as per the RAKEZ permit service fees.
- g. Upon confirming the payment, the NOC shall be issued within two (2) working days. The NOC will be valid for one year from the date of issuance.

- h. If the client fails to complete the registration payment within 60 calendar days from the issuance of the sales order, the application will be dropped.
- i. The client has the complete responsibility to hand over the area in its original condition.
- j. RAKEZ has the right to request additional documents other than those mentioned above for verification at any time.
- k. RAKEZ reserves the right to revise, change, amend, remove, or cancel any or all of the provisions contained in this guidance at any time with or without prior notice.



- l. NOC application for renewal, shall be submitted by clicking [here](#).
- m. Upon completion of the application and if the submitted renewal application is in line with the existing NOC, a sales order with non-refundable service fees will be issued for renewal as per the RAKEZ Permit Service fees.
- n. Upon confirming the payment, the NOC shall be issued within two (2) working days. The NOC will be valid for one year from the date of issuance.

B. List of Approved Equipment

In general, most of the equipment can be accepted to be installed outside the facility. However, all outdoor installation requests will be assessed case by case, and approval might be granted based on the availability of the safe area, adequacy of risk mitigation measures, and compliance with applicable authorities' requirements.

Below is a list of examples of installations that might be accepted:

- Compressor units
- Generators & diesel tanks
- Chiller and condenser units
- LPG cylinders
- Oil tanks
- Water tanks
- Underground tanks
- Parking shed
- Ramps
- Boilers
- Chimney and dust collector
- Temporary structure
- Compressed gas tanks

C. List of Non-Approved Equipment

Certain installations mentioned below are examples that may not receive automatic approval. However, each outdoor installation request will undergo individual assessment, and approval may be granted contingent upon the implementation of effective risk management measures and strict compliance with relevant regulatory requirements.

- Oil tank farms
- Above-ground LPG tanks
- Furnaces
- Paint booths
- Production activities
- Hot work activities

4.2. NOC for Signboard Installation

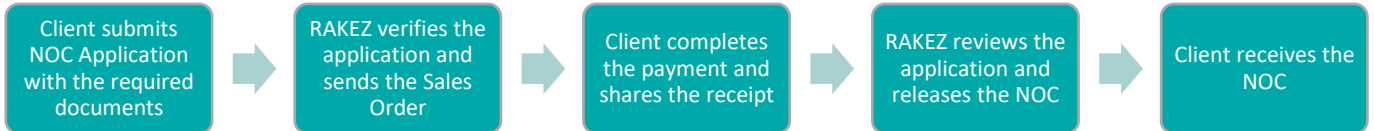
Steps for NOC Issuance Process

- a. This applies to all signboard installations within the RAKEZ jurisdiction as mentioned in the RAKEZ Signboard Standards.
- b. NOC application shall be submitted to by clicking [here](#), along with the supporting documents depending on the type of signboard as mentioned below:

Customer-Specific Permanent Signboard (Land Facility/Warehouse/Retail/Projected Wall Signboards)

- Detailed layout out plan showing the area of installation with dimensions.
 - Coloured and scaled drawing of the proposed sign/artwork including dimensions (height, width and depth), cross-section and material specifications.
 - Contractor's appointment letter from the Client for the installation of the signboard
 - Copy of company trade licence (for the signboard installation contractor)
 - Risk Assessment and method statement covering all activities (applicable if the signboard contractor is not registered with RAKEZ) duly signed and stamped by the contractor.
- c. Upon receipt of the application, a sales order will be issued with service fees as per the RAKEZ Permit fees.
 - d. If the Client fails to complete the payment within thirty (30) calendar days from the issuance of the sales order, the application will be dropped.
 - e. Upon confirming the payment, the documents will be reviewed, and the Client shall be notified of any deficiencies/clarifications and/or requirements to be submitted for further review within five (5) working days.
 - f. If the Client fails to provide the clarification within fifteen (15) calendar days of the email notification for clarification, the application will be dropped. Approval/rejection of the application shall be based on the compliance of the application with all RAKEZ regulations and RAKEZ Signboard Standards.
 - g. RAKEZ has the right to request additional documents other than those mentioned above for verification at any time.
 - h. Upon verification, if all the requirements are satisfactory, the NOC shall be issued within two (2) working days.

- i. RAKEZ reserves the right to revise, change, amend, remove, or cancel any or all of the provisions contained in this guidance at any time with or without prior notice.



- j. NOC application for renewal, shall be submitted by clicking [here](#).
- k. Upon completion of the application and if the submitted renewal application is in line with the existing NOC, a sales order with non-refundable service fees will be issued for renewal as per the RAKEZ Permit Service fees.
- l. Upon confirming the payment, the NOC shall be issued within two (2) working days. The NOC will be valid for 30 days from the date of issuance.
- m. NOC application for any amendment, shall be submitted by clicking [here](#).

5. Regularisation Process for Existing Installations

Any existing installations not compliant with RAKEZ regulations or standards must be regularized in accordance with the new NOC process from the date of its implementation.

6. Related Forms

- NOC APPLICATION FOR OUTDOOR INSTALLATION – (DEV-PR-GU01.F01) – Click [here](#)
- NOC APPLICATION FOR SIGNBOARD INSTALLATION – (DEV-PR-GU01.F10) – Click [here](#)

7. Applicable Regulations/References

- RAKEZ Rules & Regulations
- RAKEZ Signboard Standards