

BOOKLET 1

DEVELOPMENT INTRODUCTION & OVERVIEW





Project	Diyar Al Muharraq	
Document	Booklet 1	
Revision No.	Date Issued	Summary of revision
01	23.03.2016	NFA definition added to Glossary.
02	10.08.2016	Basement, building zone, GFA and setback definitions updated in the Glossary.

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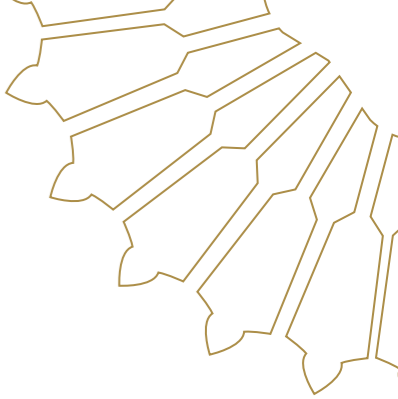
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Purpose &
Objectives

1.1 Purpose and Objectives



The purpose of the Development Regulations & Guidelines (DRG) is to outline relevant requirements relating to the design and construction of all development undertaken within Diyar Al Muharraq (DAM). The DRG is binding for any person or entity that intends to develop land within DAM. This document establishes an overall development strategy for the site and framework that promotes visual continuity and cohesion, while also supporting varied styles that help enrich the built environment, add to the texture of the urban fabric and are responsive to the local climate.

The DRG reflects local and internationally recognized standards. The best practice approaches shown are intended to be used as a tool for land owners, developers, design and engineering consultants to guide designs and outline the Technical Interface Office's (TIO) expectations, in terms of quality and the standard of development that is required within DAM.

The DRG provides an objective basis for the decisions made by TIO during the design review process. Plans of development should therefore be prepared using the criteria set out in the DRG as a base, ensuring that the character and design intent of the Asset / parcel / plot is achieved.

The DRG extends beyond the general design intent for the overall masterplan area, by providing more specific parameters, architectural and landscape based criteria, relating to the character, form and function of individual Assets and parcels. Architectural and landscape based design criteria is intended to be flexible enough to encourage original design expression through its interpretation, in order to avoid being too restrictive or stifle the evolution of a complex and organic community fabric.

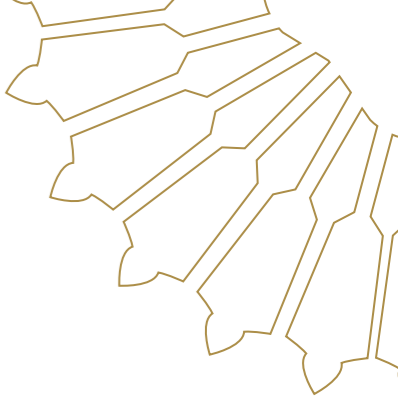
The DRG and its enforcement will serve to protect the property values and the personal investment of land owners within DAM by ensuring quality and consistency of design, continuity, a sense of order, and the creation of community spirit.

The DRG is considered to be a living document with periodic updates as district concepts are revised and refined. A copy of the DRG can be found on the DAM website at www.diyar.bh



Structure of Document

1.2 Structure of the Document



The DEVELOPMENT REGULATIONS & GUIDELINES (DRG) is organized into three booklets.

The structure of the three booklets is as follows:

Booklet One - Development Introduction & Overview

- 1.1 Purpose and Objectives – a brief description of the document and its purpose
- 1.2 Structure of the Document – a brief description of the document structure and contents
- 1.3 DAM TIO – a brief description of the TIO at DAM, contact details and important information
- 1.4 Development Application Process & Approvals – an explanation of the design review process, steps and requirements each project must follow in order to gain approval for building within DAM
- 1.5 Glossary
- 1.6 Standard Forms – standard forms and checklists used for different TIO applications

Booklet Two - Design Regulations & Guidelines

- 2.1 Diyar Al Muharraq Overview – a brief description of the DAM masterplan
- 2.2 Development Regulations – a summary of the development regulations for each plot / parcel within each Asset contained in DAM
 - 2.3.1 Urban Planning Guidelines – the guidelines related to planning for each Asset masterplan
 - 2.3.2 Architectural Guidelines – guidance on architectural solutions for each building typology
 - 2.3.2 Landscape Guidelines – guidance on landscape design within each Asset
- 2.4 Infrastructure Regulations and Guidelines
- 2.5 Marine Regulations and Guidelines

Booklet Three - Construction & Environmental Regulations

- 3.1 Environmental Management Plan (EMP) – environmental regulations and requirements applicable to all construction other than the construction of an individual residential house
- 3.2 Construction Regulations – the regulations and processes to be followed during construction



Technical Interface
Office

1.3 Diyar Al Muharraq Technical Interface Office



Diyar has established the TIO to safeguard Diyar's planning principles by guiding TPD's, their consultants and contractors through the design approvals process, supporting them in obtaining the relevant Government approvals and monitoring the safe and compliant construction of buildings on site; as prescribed in the DRG's. The TIO is committed to supporting its valued partners through its professional team and user-friendly processes.

Our Services

- Management of DAM's DRG and Environmental & Construction regulations.
- Review TPD's design proposals to ensure compliance of design drawings to DAM's DRG's.
- Issuance of NOCs and completion certificates for TPD consultants to obtain the relevant concerned Government approvals.
- Issuance of General Approvals required for the work on site.
- Facilitate communication and assist TPD consultants with relevant Government Authorities in order to obtain final approvals.
- Provide Technical assistance to TPD, their consultants and contractors.
- Monitor construction activities to ensure Compliance to approved design drawings and encourage safe working practices and minimize the impact of construction on surrounding properties and environment


Courier Address

Diyar Al Muharraq W.L.L.
Bahrain World Trade Center
West Tower, 6th Floor
Manama
Kingdom of Bahrain


Postal Address

Technical Interface Office
Diyar Al Muharraq W.L.L.
P.O. Box 75777
Manama
Kingdom of Bahrain

For General Enquiries & Application Approvals

 +973 77556600

 TIO@diyar.bh

 +973 77055555

 www.diyar.bh

Office Hours

Sunday to Wednesday: 8:00 AM to 4:00 PM

Thursday and Saturday: 8:00 AM to 3:30 PM



Process &
Approvals

1.4 Development Application Process & Approvals

In DAM, the design of any buildings, infrastructure, landscaping etc. on all plots and parcels must be approved by the TIO. It is to be expressly understood that any TIO approval does not imply the approval of technical aspects related to engineering such as Structural Design, Light and Ventilation Design, Health and Safety aspects, Fire Protection, etc. These aspects will be the responsibility of the Third Party Developer (TPD) and their consultants. The TIO will only approve design of each individual plot / parcel based on conformity to the DRG.

Land is sold as either parcels or plots where:

1. Parcels are areas of land sold to TPDs on the basis of subdivision into smaller plots to sell to end users or other TPDs. This would involve developing secondary infrastructure;
2. Plots are areas of lands sold to end users or TPDs. Plots can't be subdivided. A typical plot will contain a small number of buildings, a school or a house.

All regulations related to Construction, Codes, Professional Practices (COEPP), Health and Safety remain the same as specified by the government of Bahrain. It is the responsibility of the TPD to obtain separate approval from all governmental authorities in addition to the TIO's approval. Please note that all information provided herein could be subject to changes due to new requirements and regulations by local authorities or unforeseen technical issues. Compliance by TPD with DRG does not relieve the TPD from the need to comply with the laws of the Kingdom of Bahrain.

1.4.1 Post Sales Process

Once the land sale transaction is finalized, the TPD will receive a signed Sale Agreement which includes a copy of the three Booklets forming this DRGs. The TPD will be contacted by TIO for a brief presentation describing the DRGs to the TPDs clarifying procedures and regulations concerning the design application process, submissions and other requirements. Shall the TPD require any farther information; he/she may contact the TIO.

TPD shall appoint an engineering consultant to handle all design work for the concerned plot / parcel. Any communications regarding the design approval process, application procedures and processes shall be between the TPD Consultant and the TIO as represented in Figure 1.4.1.

1.4.2 Merging Plots

TPD shall apply at TIO to merge plots before applying at concerned authorities; TPD must complete Form 2 and submit to the TIO with all other required documents. Merging plots will include fees which will be invoiced to the TPD at time of application.

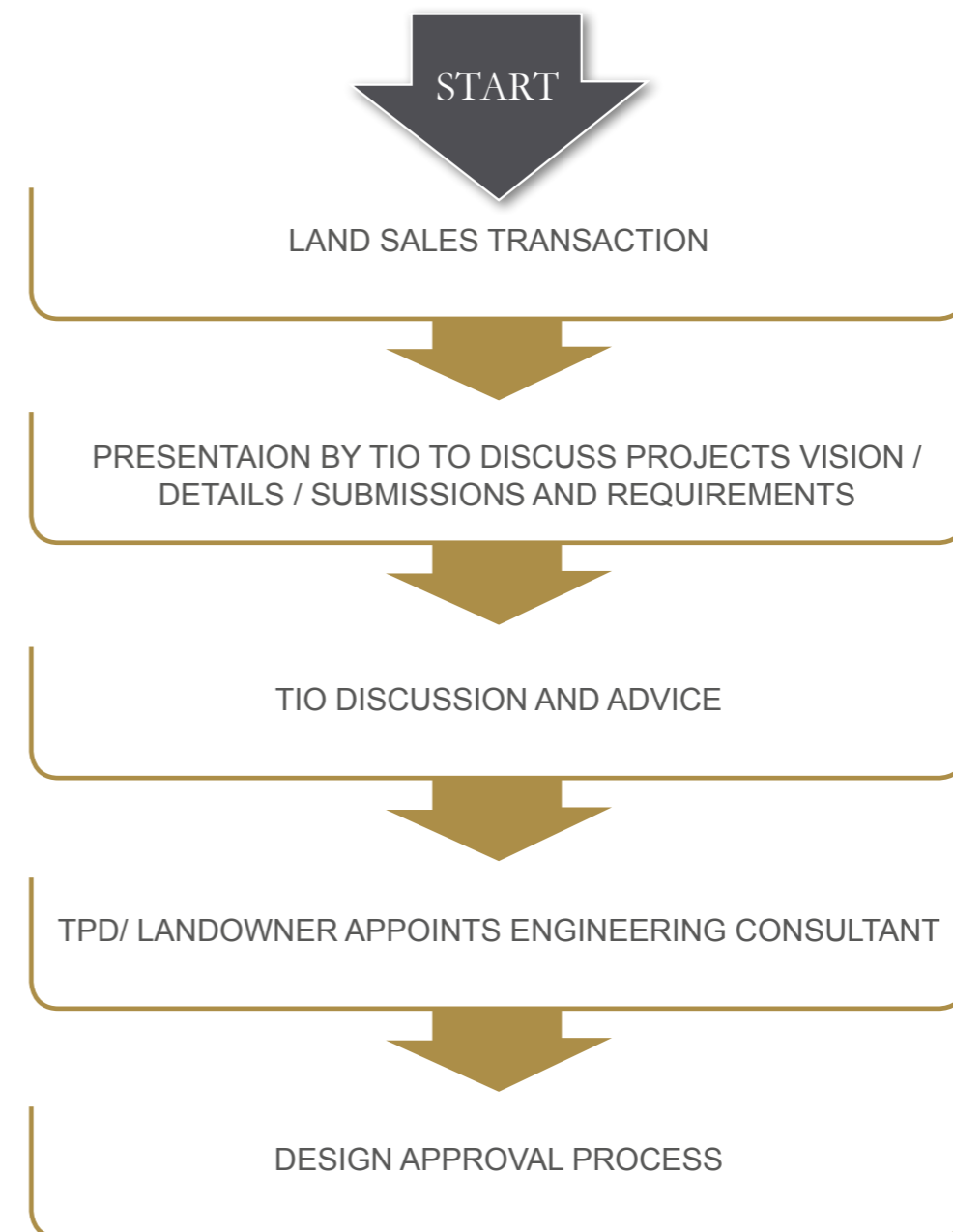


Figure 1.4.1

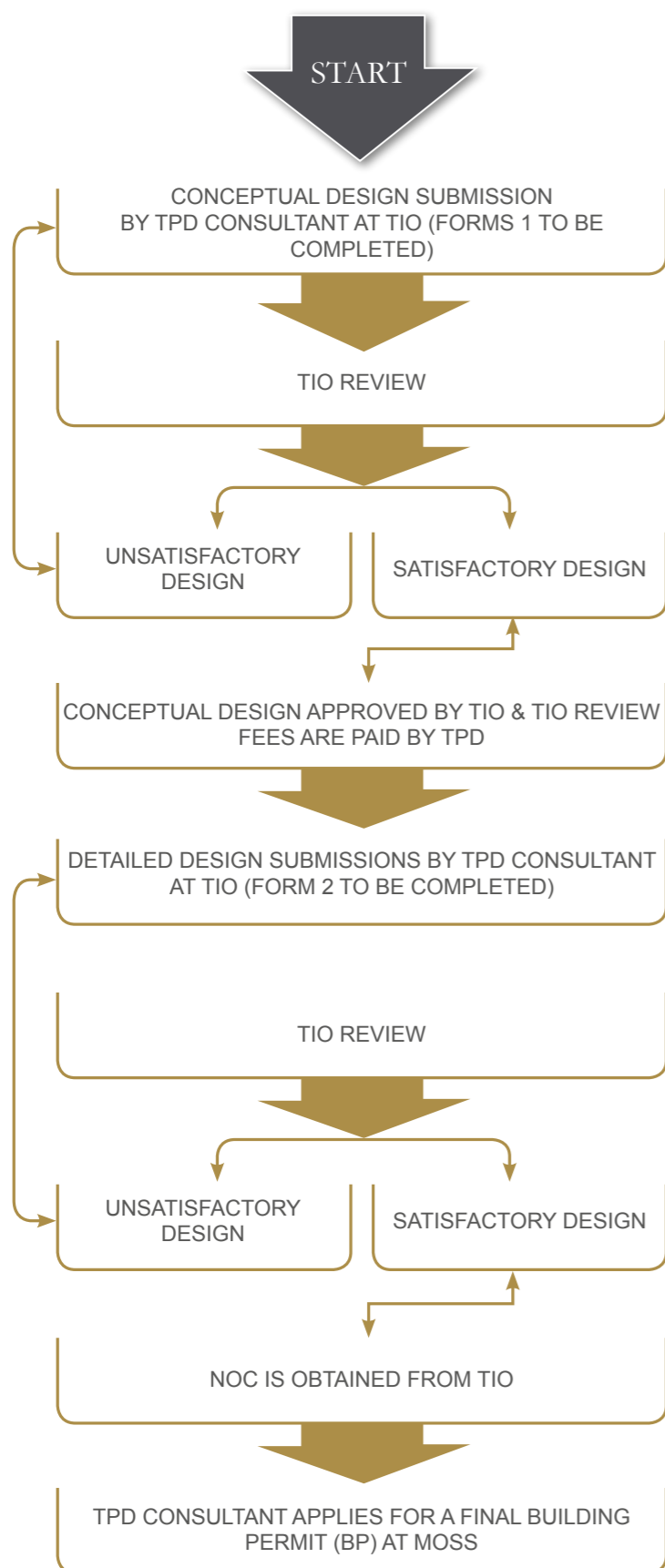


Figure 1.4.2

1.4.3 Design Approval Process

Prior to commencement of any work on site, including new construction, modification, addition to existing building/villa or renovation work, the TPD Consultant must apply to receive the TIO approval on the relevant design drawings. The TIO's approval is a mandatory requirement before the TPD can apply for Planning Permissions, Subdivisions or final Building Permits.

In all submittals, the outcome of the TIO review could either be approved to proceed or request for amendments as commented on the drawings. Once the submitted design is approved, an NOC will be issued by TIO to TPD Consultant. The NOC is valid for one year, during which an application must be made at the concerned authority.

Master Plan, Subdivision & Planning Permission Approval process (Parcels)

For Parcels, the TPD requires TIO's NOC on the master plan and Subdivision. TPD Consultants are responsible for obtaining these approvals.

In addition, TPD Consultants are responsible for applying for a Planning Permission from Central Planning Office at Ministry of Works & Municipality Affairs, which should be obtained before applying for a final Building Permit. The TPD requires a No Objection Certificate (NOC) and stamped drawings by TIO to be submitted along with the Planning Permission application.

TPD Consultants shall also apply for and obtain all other required Authorities approvals including Wayleaves. TPD consultant must complete Form 2 and submit to the TIO with all other requested documents. A copy of the Planning Permission and Wayleaves along with the TIO NOC must be placed with the Contractor on site.

Building Permit Approval Process (Plots & Parcels)

The TIO has a 2-step approval process as depicted in Figure 1.4.2 whereby the TPD first obtains approval on the 'Concept Design' (Forms 1). The detailed drawings should be developed from the approved Concept whereupon the 'Detailed Design' is submitted to the TIO for review and approval (Form 2).

Once detailed design submittals are approved, an NOC will be issued by TIO to TPD Consultant. The NOC is valid for one year during which an application must be made for a final Building Permit (BP) at Municipal One Stop Shop (MOSS) by the TPD Consultant. Expired NOC must be renewed at TIO.

The design review process will involve TIO's fees which will be charged to the TPD once concept design is approved.

The design review fees will be specified at the sales agreement and will include any design amendments to the buildings.

A copy of the Building Permit (BP) along with the TIO NOC must be placed with the Contractor on site.

Community Centres Shop design approval process

Prior to commencement on any interior/signage work on any shop, the TPD must apply to receive TIO approval on the relevant design drawings. The detailed design is submitted to the TIO for review and approval (Form 2). A copy of the TIO NOC must be placed with the contractor on site. Once the approval is granted the TPD must apply for TIO approval before commencing work on site.

1.4.4 Conditions of Approval

The only conditions to which approval of an application can be subjected are:

- A. Conditions specifically authorized by, contemplated by or consistent with the DRG;
- B. Conditions relevant to, and reasonably required by, DAM;
- C. Conditions for the purpose of general quality control, safety and to ensure early detection and rectification of errors;
- D. Conditions specifying interim and final inspection by the TIO.

1.4.5 Reconsideration of Application

- A. An applicant may request the TIO to reconsider a decision in an approval. The applicant must complete Form 2 and submit to the TIO with all other documents required, stating the grounds upon which the decision should be reviewed. An NOC will be issued by the TIO for the required design drawings. The NOC is valid for one year during which an application must be made at MOSS for a final BP.
- B. The TIO may only vary a decision or condition where:
 - i. There has been an error made by the TIO; or
 - ii. Strict compliance with the provisions of the DRG will in the opinion of the TIO create an outcome inconsistent with the spirit and intent of the DRG;
 - iii. There will be no adverse impact to amenity, the environment, or the health and safety of occupiers of DAM; and
 - iv. The decision is not likely to create a precedent.

The TIO's approval is required wherever the design of any regulated (by the DRG) element of the building is changed, even in cases where a building permit is not required. Examples include changes to parking provisions, additional or altered external signage (e.g. retail shop signs) or new equipment installed or visible externally. It may also include changes to paint or cladding colours, changes to windows or openings and the like.

1.4.6 Design Modifications & Additions

No modifications or additions are allowed to the approved design drawings or existing building / villas without prior approval from TIO which is conditional to MOSS final approval. The TPD Consultant must complete Form 2 and submit to the TIO with all other required documents for final approval. NOC will be issued by the TIO for the required modifications / additions. The NOC is valid for one year during which an application must be made at MOSS for a final BP. Expired NOCs must be renewed at TIO. A copy of the NOC must be placed with the contractor on site.

1.4.7 Commencing Work on Site

TIO approval is required prior to commencing the following work on site:

1. Building or demolition of any structure, this includes new, modifications or additions to existing buildings (BP is also required from MOSS)
2. Construction and digging to install or remove any infrastructure (Approvals from concerned government authorities are required)
3. Renovation of an existing building (BP is also required from MOSS)
4. Fencing
5. Site Formation (site leveling) .

Upon completion of site formation, TPD Consultant must submit a certificate from a Certified surveyer to prove that level formation is done according to road levels provided by TIO. TPD Consultant must complete Form 3 for the work intended and submit to the TIO with all other required documents for final approval. NOC will be issued by the TIO for the intended work. The NOC is valid for one year and must be renewed at TIO once expired.

TIO approval must also be obtained by TPD Consultant if any of the following will be carried out during construction on site:

1. Working / delivering outside working hours
2. Working outside plot / parcel boundary
3. Removal of site facilities
4. Exceptional access to site
5. Material Delivery / Hauling Away

1. Handling of Hazardous Material
2. Film Shooting

Advertising Projects The TPD Consultant or applicant must complete and submit form 5 with all other required documents to the TIO.

1.4.8 Signage & Road Occupation

Any construction work on site will require an information sign to be erected within the construction site boundary, the information sign should contain the following:

1. The Building Permit number.
2. TPD Engineering / Supervisor (if different) name
3. Contractor's name

Information sign size to be 2800 mm width by 6500 mm height. TIO approval must be obtained before erecting the information signage on site. TPD consultant must complete and submit form 4 with all other required documents to the TIO.

Similarly, for commercial signage (including street light, building or instructional signage) TIO approval must be obtained before fixing the signage on site. The TPD Consultant must fill in Form 4 and submit all required documents to the TIO.

For any construction work requiring road occupation, the TPD Consultant must complete Form 4 and submit with all other required documents to the TIO prior to commencement of work on site.

1.4.9 Exemptions

The following works are exempt from the requirement to obtain an approval from the TIO:

- Development which involves only interior work, not affecting the building's structural integrity or the external appearance of the building.

- Carrying out urgent necessary works required in the event of an emergency where there is a threat to public health and safety or the environment, provided the approval request is lodged with the TIO as soon as possible after the event.

1.4.10 Building Compliance Procedures

In order to promote the highest standard and quality of development, the TIO adopted procedures for site follow-up and building compliance inspections as represented in Figure 1.4.3. In accordance with the terms of the Sale Agreement, the TIO has the authority to inspect any construction on any site, building/villa or structure and take enforcement action to remedy breaches if and when they arise. The TIO will inspect for:

1. Compliance with the DRG, Sale Agreement conditions, HSE and construction regulations.
2. Unauthorised building work that has either not been approved or does not comply with the approved design drawings.
3. Dangerous or hazardous construction activities.



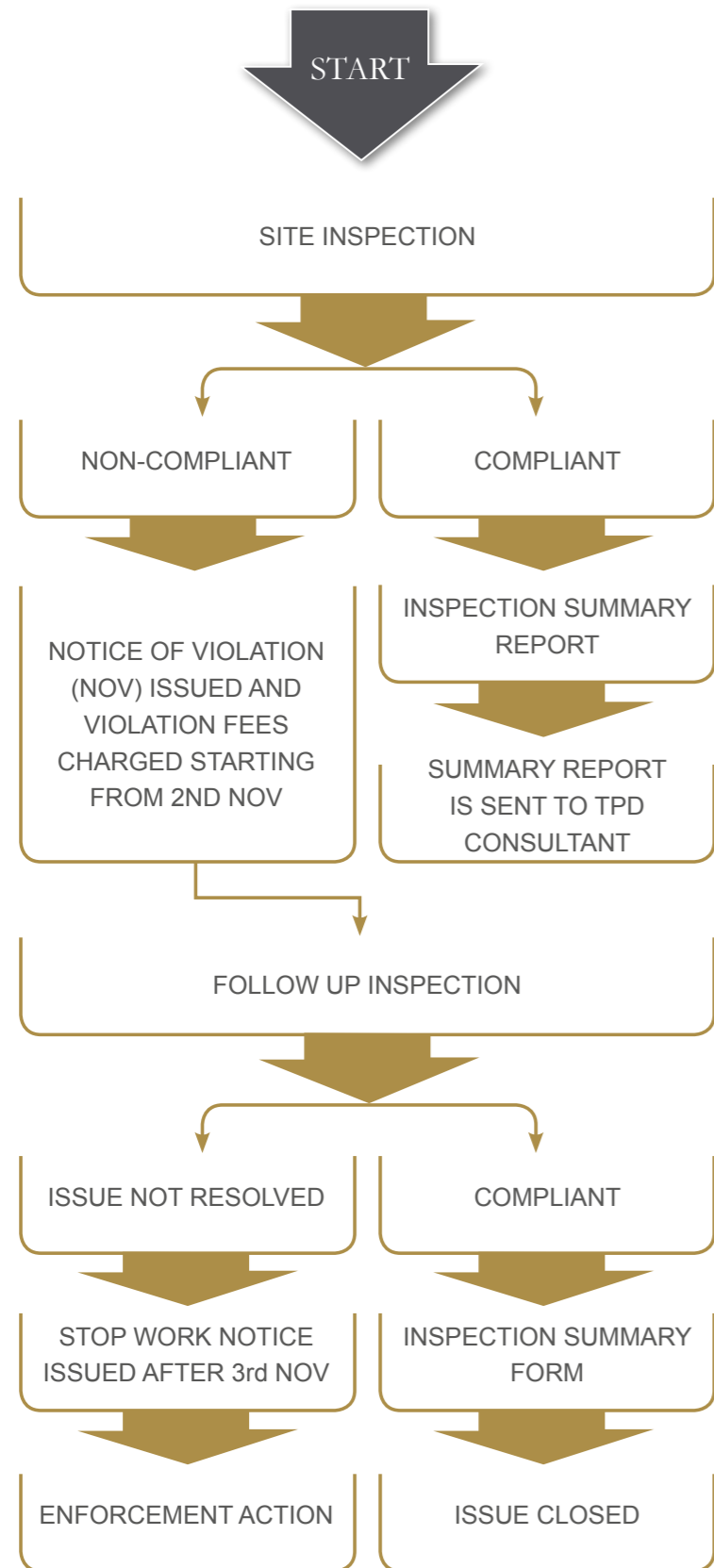


Figure 1.4.3

1.4.11 Notification Procedures

The following inspections will be carried out during the construction period for all projects within DAM (refer also to Booklet 3):

1. Pre-construction/ Site Establishment Inspection: carried out at the site establishment phase when construction fencing, site offices, access and other facilities are being installed.
2. Periodic Inspection: weekly inspections will be conducted throughout the construction, modification or addition works.
3. Stage Inspections: mandatory inspections carried out at two stages: (1) before laying of foundation, and (2) upon completion of 50% of the building works. The TPD Consultant is responsible to submit Form 8 to the TIO in order to arrange this inspections at the correct stage. Failure to apply for TIO's inspection will result in a violation charged to the TPD as per table 1.4.11.
4. Final Inspection: mandatory inspection carried out on completion of building, civil and landscaping works on site. The TPD Consultant is responsible to submit Form 8 to the TIO in order to arrange this inspection. Failure to apply for TIO's inspection will result in a violation charged to the TPD as per table 1.4.11.
5. Other/ Special Purpose Inspection: follow-up inspections carried out as required e.g. in response to a violation of non-compliance or due to a complaint from another party.

After all inspections, the TIO will issue a formal notice of the inspection to the TPD Consultant. In the event that a violation is identified the TIO may first discuss the matter with the TPD Contractor on site, or the TPD Consultant. Where any development is in conflict with approved drawings, approval conditions, the Construction or site safety & regulations, etc. a Notice Of Violation (NOV) will be issued to the consultant. A follow-up inspection will be carried out within specified working days. If the identified same issue(s) is not resolved, a second NOV will be issued and a violation fees will be charged to the TPD according to the type of violation as shown in table 1.4.11. A maximum of three NOV's will be issued after which a 'Stop Work Notice' in cases where the issue(s) has not been resolved to the full satisfaction of the TIO.

A "Stop Work Notice" will also be issued where a major violation is noticed which, in the opinion of the TIO, could significantly affect the health & safety of the residents or public, damage the environment, affect other projects or represents a significant departure from the approved drawings and documents. If the TPD continues to carry out work contrary to the (SWN) or fails to comply or rectify the breach within the set time frame, formal

enforcement action may be taken by TIO on collaboration with Concerned Government authorities and any costs incurred to rectify the violation or enforce compliance will be charged to the TPD.

1.4.12 Compliance Enforcement

The TIO has the authority to take enforcement action to remedy breaches if and when they arise. To facilitate enforcement, the TIO will collect a Security Deposit from the TPD at the time of issuing commencing work on site.

The Security Deposit will be held by the TIO and violation charges and other costs incurred shall be deducted therefrom.

The TPD will be required to replenish the security deposit if it is exhausted during the construction period. The remaining balance will be refunded to the TPD on issuance of the Completion Certificate.

The security deposit amount is:

Security Deposit	Amount (BD)
Villa Landscaping work	50
Residential plots including alterations/addition	300
Commercial plots including alterations/addition	1000
All parcels including alterations/addition	2000

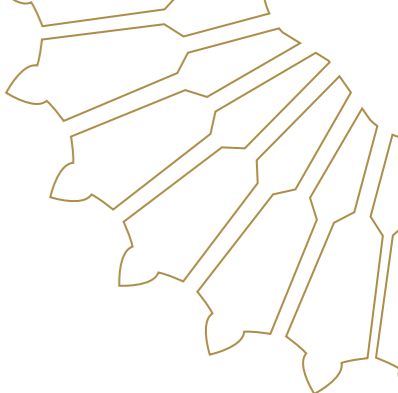
A violation fee will be charged to the TPD starting from the second violation issued. The amount of the violation will be as follows:

Type of Violation	Amount (BD)
Design Drawings / Skipped inspection request	100
Construction Regulations & HSE	100
Road occupation / Signage	50
Garbage/Construction waste	50

Table 1.4.11

1.4.13 As-Built Drawings

The TPD Consultant shall submit as-built drawings to the TIO on completion of Construction. The as-built drawings shall be in the form required by the TIO and include all elements of the works including infrastructure works.



1.4.14 Connections to Permanent Utilities

Unless and until a completion certificate is issued by the concerned Municipality, it is unlawful for the development to be used or occupied by any person. The TIO approved completion certificate must be submitted to the concerned Municipality with all other required documents in order to obtain the Municipality completion and occupation certificates. The Municipality completion certificate must be submitted to the concerned authorities to obtain the electricity, water, and sewerage connections.

1.4.15 Customer Enquiry/Suggestion/Complaint

If you wish to inquire, suggest or complain about any site misuse or act by any other party, please fill in Form 9 and return to the TIO office using the contact details below:

-  +973 77556600
-  TIO@diyar.bh
-  +973 77055555
-  www.diyar.bh

1.4.16 Responsibility for Design

The Master Developer and/or TIO in exercising any of its functions under this DRG does not have any responsibility for design or compliance with standards, design codes or statutory guidelines for any part of any structure or building and the responsibility and liability therefore rests with the TPD.

1.4.17 Amendment to DRG

- A. The DRG and any controls made under it may at any time be amended by the TIO.
- B. Any amendment to the DRG must:
 - i. Be consistent with the spirit and intent of this DRG;

- ii. Not be contrary to the fundamental principles of this DRG;
 - iii. Not reduce any rights or entitlements of any land owner existing at the time of making the amendment;
 - iv. Not affect or negate any existing works;
 - v. Not affect or negate any approval issued by the TIO whether such approval has been acted upon or not.
- C. Any inconsistency or ambiguity in the DRG, will be resolved by the TIO whose decision will be final.
 - D. The TIO must notify each registered TPD of all amendments to this DRG, within fourteen (14) days of such amendments having been made.

1.4.18 TPD DRG

Any TPD developing a Parcel in order to sell Plots must create Development Regulations & Guidelines (Booklet 2) including architectural, landscape and infrastructure sections ('TPD DRG'). The TPD DRG must be included in the Sale Agreement developed by the TPD and entered into between the TPD (as Seller) and its subsequent Buyers. The TPD DRG is to be submitted to TIO for approval as part of the conceptual design submission.

The TIO will not grant permission to sell land plots, nor grant a No Objection Certificate (NOC) for the final Building Permit (BP) until the TPD DRG has been approved.

TIO will utilize the TPD DRG to administer applications for new construction, modification, addition to existing building or renovation work.

1.4.19 Application Time Frame

The time frames required by TIO to assess any application are indicated in the table 1.4.19

These time frames are subject to the following:

- 1. All required documents and drawings are submitted in full at the time the application is made. For incomplete submittals the TPD Consultant is required to resubmit, at which the timeline will be stopped until such amendments are received from the TPD Consultant. In the receipt of any amendments, the timeline will be re-set.

- 2. When the TIO sends a notice that an application form is not approved or incomplete the timeline is automatically re-set. The time frame doesn't include the time required to obtain a final building permit from MOSS.

Applications	Plots Time Periods (Working Days)	Parcels Time Periods (Working Days)
NOC for Masterplan or Planning Permissions	-	5
Conceptual Design Review	3	7
NOC for Design Drawing for New Construction, Modification, Addition, Renovation or Reconsideration	5	7
NOC for Commencing Work on site	3	3
NOC for Signage & Road Occupation	3	3
Inspection request	3	3
Completion Certificate	5	5
All other Approvals	3	3

Table 1.4.19

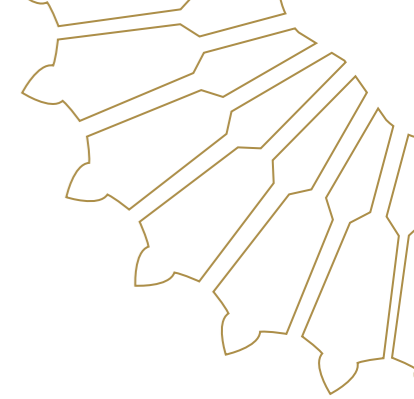
1.4.20 Change Ownership Registration (consultant / contractor)

The TPD is obliged to notify the TIO of any change of ownership. Such notice shall include contact information of the new land owner(s). TPD shall also inform TIO incase of consultant / contractor change of contact / details. TPD must complete & submit Form 6 with all other required documents to TIO.



Glossary

1.5 Glossary



Abbreviations and Glossary

Each parcel / plot within the development is governed by specific regulations that relate to form, massing, architectural elements, setbacks, and layout. The requirements for each parcel / plot are defined in the Development Controls and accompanying Parcel / Plot Plan.

Certain terms, abbreviations and acronyms are used throughout the DRG. The definitions below describe the terms used throughout the DRG and associated documents.

Land Use Glossary

Single Family Residence	A house designed for use by a single family,
Residential Apartments	A building containing three or more units 'flats'; each designed for use by a single family.
Labour Accomodation	A building or part of a building, set up to provide accomodation for workers and containing one or more units of living. Occupants can be members of more than one household.
Retail and Leisure	<p>Goods-orientated retail, service-orientated retail, food and beverage and family entertainment centres.</p> <p>Goods orientated retail includes grocery stores, local and neighbourhood retail shopping centres, department stores, general goods shops,</p> <p>Service-orientated retail includes, banks, real-estate agents, travel agencies, dry cleaners, post offices, hairdressers and salons, gymnasium, domestic hire shops, financial and business services.</p> <p>Food and Beverage includes restaurants, hot food takeaways, and coffee shops.</p> <p>Family entertainment centres include, bowling alleys, cinemas, games arcades and indoor children's activity centres.</p>
Recreation	Small scale recreation facilities such as fitness centres, sports clubs, community halls, gymnasiums, outdoor activity areas, exercise facilities and outdoor and indoor sports courts.
Office	<p>Land use primarily for conducting non-manual work such as administration, clerical, professional or other business-like activities.</p> <p>Small scale medical centres, clinics and dental surgeries may be included within office land use.</p> <p>Storage of large wholesale goods and the manufacturing of materials will not be permitted.</p>

Light Industry	<p>Light industry (LI) is the manufacture, assembly or processing of small or light articles, usually for end-users (consumer goods). LI has lower utility demands, creates low levels of noise and air pollution and the inputs and outputs are easy to transport. Examples of light industry include manufacturing of clothes, shoes, textiles, furniture, consumer electronics, carbon fibre components and home appliances; and food packaging and processing; and selected recycling processes.</p> <p>A showroom, maintenance & repair facility and/ or labour accommodation – provided only in relation to the goods manufactured, assembled or warehoused on site – is permitted; subject to the GFA limits set in Booklet 2.</p> <p>A warehousing (stores) & distribution facility is permitted.</p> <p>A service workshop is permitted subject to all activities – servicing, storing, queuing, circulation, washing, etc. – being accommodated within the building or within the plot subject to suitable screening and separation.</p>
Commercial Showroom	<p>A building designed to accommodate larger goods-orientated retail.</p> <p>Types of tenant include: department stores, kitchen and sanitary stores, outlet shops, boat and car showrooms, outdoor leisure retail, large scale furniture stores, hardware and construction sales, larger gymnasiums and leisure centres.</p>
Hotel	<p>Establishment offering lodging to transient patrons. These establishments may provide additional services, such as conference and meeting rooms, restaurants, bars, or recreation facilities available to guests or to the general public.</p> <p>Hotels include short and long stays (up to 6 months), commonly referred to as Serviced Apartments.</p>

The above glossary of land uses is not definitive and will be considered on a case by case basis by the TIO

General Glossary

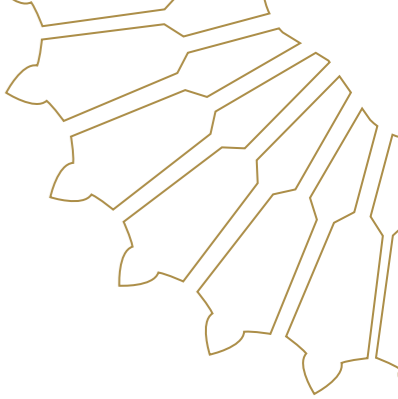
Nursery	A small scale facility for the purpose of day care or schooling of young children
Schools	An educational institute such as a primary or secondary school
Higher Education	An education facility such as a college or university.
Mosque	Land use for specifically allocated Islamic prayer and worship. It includes Jame'e and Local Mosques.
Medical Centre / Hospital	An institute providing medical and surgical treatment, general health care or nursing for sick and injured people.

Abbreviations

DAM	Diyar Al Muharraq
TIO	Technical Interface Office
TPD	Third Party Developer
MMUP	Ministry of Municipalities Affairs and Urban Planning
MOW	Ministry of Works
NOV	Notice of Violations
BP	Building Permit
MOSS	Municipal One Stop Shop
NOC	No Objection Certificate
GFA	Gross Floor Area
NFA	Net Floor Area
FAR	Floor Area Ratio
MD	Master Developer
RPDD	Roads Planning and Design Directorate

General Glossary

Access Point	Place or way by which pedestrians and / or vehicles have a safe ingress and egress to a parcel or plot
Arterial Road	A high-capacity urban road whose primary function is to deliver traffic from collector roads to district centres and neighborhoods at the highest level of service possible.
Articulation	An expression given to architectural elements (such as windows, balconies, entrances, façade and roof treatments etc.) brought together to create a complementary form which defines the object within its surrounding environment. This can be done through variations in landscape, building height, scale / mass, architectural style, rhythm and modulation.
Basement	Basement refers to the floor of a building which is below or raised no more than 1.5 meters above the established base of the ground floor level. Setbacks apply to the basement, unless otherwise stated.
Block	An area of land bounded on all sides by features such as streets, public rights of way, canals, waterfronts and parks.
Boundary	A border or line that indicates the farthest limit or confines of an area.
Buffer	A portion of land, could be landscaped, designed to separate between pedestrian and traffic routes, utilities, land uses and open space.
Build To Line	A boundary line, usually parallel to the right of way, which establishes a consistent building line along an edge of a parcel or setback dimension. Most build to lines will contain a maximum and / or minimum percentage of primary frontage or facade which must cover the build to line.
Building	A permanent structure supported by either walls or columns and enclosed by a roof. This includes all attached elements, equipment, and fixtures that cannot be removed without cutting into ceiling, floors, or walls. No form of fabric, tent or pergola will be considered as a building.
Building Appurtenances	A permanent object or structure which is attached or connected to a building such as an enclosure for storage, elevators, stairwells, mechanical and plumbing equipment or similar.
Building Facilities or Utilities	Utilities that serve a building (such as a residential, commercial or similar) and includes the watchman's room, MEP utilities, stores and similar facilities whether connected to the main building or separate therefrom.
Building Envelope	The total 3-dimensional area in which the buildings are permitted and defined by the minimum setback lines and the maximum building height restrictions.
Building Footprint	The total area of a plot or parcel covered by the ground floor area of a structure or building, measured from the outside of the exterior walls. The building footprint does not include internal courtyards in excess of 400m ² or parking podiums. Refer also to Site Coverage.

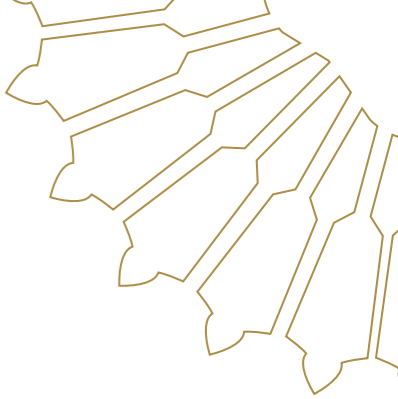


Building Height	The vertical distance measured from the established grade level to the top of a building. A maximum building height will include all roof appurtenances such as enclosures for elevators, stairwells, mechanical and plumbing equipment, screening or aerials.
Building Line	A line defining the extents of an area in which a building is permitted on the ground floor level inside a parcel of land. It may be setback from the plot boundary.
Building Zone	The area of the parcel or plot which can be built upon based on the permissible limits of setbacks.
Centre Line	A line specifying the middle of the road width.
Character	The impression or appearance of a place, which is comprised of typical and distinguished features that give it a sense of unique identity.
Circulation	The orderly movement by people or vehicles through a system, such as a building, street / pedestrian network or car park.
Clustering	Grouping of several buildings together to form a collection of buildings contained within a similar urban fabric. A cluster may consist of buildings, voids, water bodies, open spaces, utilities and roads.
Collector Road	Primary road which serves as the main artery in a network of roads, distributing traffic to neighbourhoods.
Concept Master Plan	The overarching plan for the development produced for the Master Developer to guide the conceptual design intent, layout and form of assets, parcels, roads / streets, water bodies, open spaces and land uses.
Construction	The process of building, preparation for building, land reclamation, excavation or carrying out any operation above or underground that makes significant change in the use and look of buildings, land areas or spaces inside a parcel of land.
Contractor	Means any person or firm engaged in carrying out Construction work. Includes sub-contractors.
Consultant	Any person or firm engaged in carrying out the design of a Building and/ or supervision of Construction.
Coordinate Point / Datum	A geometric location element used in the Master Plan Site Area for parcel / asset dimensioning and profile determination by survey.
Covered Car Parks	Areas intended as car parks provided with covers to protect vehicles from all external elements
Development Regulations & Guidelines (DRG)	This document and all amendments of it (including all policies, regulations, controls, figures, images, tables, schedules and appendices) is intended to govern and guide the design, planning, construction and quantum of development and other features (such as car parking, landscape and utilities) within each parcel and asset across the master plan.

Design Guidelines	Criteria established to guide development toward a desired level of quality through the design of the physical environment. The guidelines outline the key aims and principles relating to urban planning, architecture, landscape, infrastructure and marine engineering. The development guidelines are non-mandatory and will be used only as a guidance tool for third party developers and by the TIO when reviewing and approving the Conceptual Design of each element with the parcel / asset at their discretion.
Distributor Road	Secondary road of moderate capacity supplementing the main Arterial Road; usually connects between Local and Collector Roads.
District	A group of parcels, assets, local centres and neighbourhoods within an urban area containing a geographic focus and sharing similar design characteristics.
Driveway	The connection provided for vehicles between a road and the edge of a plot providing vehicular access to a site.
Elevation	An exterior vertical wall plane of a structure / building (façade), depicted as a two dimensional drawing.
Easement	A right given to use land owned by another person, company or organization. Easements are generally used for pedestrian / emergency access, open space, landscape buffers and utilities.
Established Grade Level (EGL)	The set datum defined at the point of construction for the ground level for a plot / parcel. It is expressed as the vertical elevation of the finished ground surface and is used as the basis for setting-out all buildings and structure levels on a plot / parcel.
Façade	The exterior walls of a building or structure fronting a street, public open space or important landmark. The façade of a building will often be referred to as the most important aspect of a building and will be required to assimilate with its surroundings in order to maintain a strong cohesion with adjacent properties.
Flat	Every part of a floor constituting a residential unit that is separate from the remaining floors and consisting of one room or more. It includes a minimum of a kitchen and bathroom.
Floor Area Ratio (FAR) or Maximum Gross FAR	This is the ratio of the gross floor area (GFA) of a building or number of buildings in relation to the area of the parcel or plot. Multiplying the total land area for each parcel (or plot) by the floor area ratio will output the Maximum Gross Floor Area permitted for a parcel (or plot).
Frontage	The portion of a building that addresses a road, waterfront or public open space with a façade treatment accessible to pedestrians.
Glare	An interface with visual performance caused by direct or reflected light.

Gross Floor Area (GFA)	<p>The sum of the total area of buildings to be constructed on a Plot or Parcel, measured from the exterior faces of the external walls or from the centerline of common walls of adjoining areas.</p> <p>GFA will include all of the following:</p> <ul style="list-style-type: none"> All lobby spaces and public corridors; majlis, mezzanines, basement; attic space with a headroom of 2.15 meters (7 feet) or more; internal / enclosed balconies (enclosed on more than 3no. sides); enclosed porches (enclosed on more than 3no. sides); floor area devoted to access and stairwells; enclosed amenity spaces (e.g. gymnasiums and other shared spaces); and all corridors accessing spaces falling outside the foregoing limbs of this definition. <p>GFA will NOT include the following:</p> <ul style="list-style-type: none"> mechanical, electrical, plumbing, gas, telecommunication and similar services; storage spaces for mechanical, electrical, plumbing, gas and telecommunication equipment; garbage collection rooms; all service ducts or shafts (including for running electrical, plumbing, gas and telecommunication equipment); garbage shafts, elevator shafts; all parking areas including loading and unloading bays; external balconies, external arcades; covered walkways; external roofed over areas which are open on all sides; open porch; and roof overhangs. <p>All other specific inclusions and exclusions are included in the Plot Plans. Construction of a basement or mezzanine floor is permitted where specified. Areas of the basement and mezzanine that count as GFA will be included in the total GFA calculation.</p>
Hard Landscape	Elements within the landscape constructed of hard materials including structures, retaining walls, paving, railings, fences, street furniture such as lighting, seats and bollards.

Infrastructure	Facilities and services needed to sustain land use activities, including utilities, roads and public rights of ways.
Landscape Buffer	Portion of plot setback located along property boundary which in its' entirety contains soft landscaping.
Land Use	The category that refers to the type of activity, occupation, business or operation which is conducted on a Parcel or Plot. The terms that define each land use are defined in the Land Use Glossary'
Local Road / Street	A street that is primarily used to gain access to parcels bordering it and should contain limited through-traffic.
Massing	The relationship of parts of a building or series of buildings to each other, especially in terms of their size, bulk, shape and distance from each other.
Master Developer	Diyar Al Muharraq, the developer of the Master Development and initial Seller of land to TPD's.
Mezzanine Floor	A floor that usually lies between the base of the ground floor and main upper floors of a building, often extending in the form of a balcony.
Net Floor Area	The useable floor area of a building, for the function intended, often considered the leasable or saleable area. It is the Gross Floor Area minus public corridors, lobbies and amenities; and service corridors and stairwells.
Open Space Easements	Open space easements shall be open and unobstructed from EGL to the sky in their entirety, except for permitted obstructions, and accessible and usable by all persons. Balconies, terraces, loggia, shade structures and awnings may extend into Open Space Easements.
Orientation	The directional placement of a structure or element in relation to the setting, street, and other structures.
Parapet	A low guarding wall at the edge of a point of sudden drop, such as roof, terrace, balcony, or a bridge.
Parcel	Units of land sold to third party developers where it is the expectation of both parties that the TPD will further subdivide the land prior to selling smaller plots to end users or other TPD's. This would usually involve developing secondary infrastructure to service the smaller plots, in accordance with their master plan e.g. a housing subdivision.
Passive Design	An approach to architectural and site design that aims to minimize heat gain in summer and heat loss in winter and use natural light and ventilation efficiently without relying on mechanical or electrical systems
Pedestrian / Emergency Access Easements	Provides for the passage of members of the public on foot, and bicycle, and for the access of emergency vehicles around buildings. These Easements vary in width depending on the Parcel.
Perimeter / Privacy Fence	Structure(s) sitting either directly on or within the parcel boundary to prevent access and where appropriate restrict overlooking.



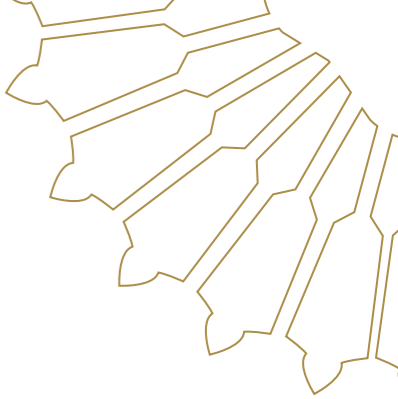
Permissible Vehicular Access Zone / Point	The linear dimensions of a Plot perimeter within which a curb could be cut to allow for a car access from the street.
Plot	Units of land sold for a specified end use. TPD's are not permitted to subdivide plots and a typical plot will usually contain a single building or a number of buildings controlled by one entity.
Plot / Parcel Area	Total site area within the property lines / boundaries.
Podium	An elevated platform contained on a parcel or plot which forms the base of a building. The podium should adhere to the setback constraints outlined in the Plot Plans.
Podium Level	The top of the Podium, it is expressed as a datum as the vertical elevation of the finished surface for the top of the Podium.
Primary Infrastructure	All utility networks, main road networks and landscape which fall outside of plots or parcels offered for sale i.e. located on public land.
Property Line	The Boundary line of a Plot or Parcel.
Right of Way (ROW)	Land that is granted through an easement or other designation for primarily transportation purposes, both vehicular and pedestrian, and utilities provision. A right-of-way is reserved for the purposes of maintenance and future expansion of existing services or pedestrian and vehicular uses.
Rhythm	The pattern or repetition of elements which have a relationship to each other through architectural or landscape detailing. Examples of this may include the cohesion of architectural features such as windows, colonnades, balconies and other details; especially within the façade of a building.
Sale Agreement	The Sale and Development Agreement entered into between the Master Developer (Seller) and a Third Party Developer (Buyer).
Secondary Infrastructure	All utility networks, road networks and landscape to be developed by Third Party Developer in coordination with the Primary Infrastructure requirements.
Setback	The distance from the property line or parcel limit within which a building at all levels is prohibited. The setback distance designated along any side of a parcel will usually, unless stated otherwise, run parallel to the parcel boundary. The podium setback, if applicable and stated on the Plot Plan, is a specific setback line where no part of any parking podium structure may encroach.
Special Requirements	Are designations or development controls which are a requirement for developers to adhere to in order to acquire full planning permission and the appropriate building permits; these are designated within the parcel summaries.
Site	The term used to describe the TPD's plot or parcel during the time when Construction work is planned or in progress up until the time of final completion. It includes any additional areas approved for the storage of materials or plant or otherwise used in connection with Construction.
Site Boundary	The boundary of a plot, parcel or asset which beyond is the limits of the area owned, controlled or leased by a person or company.

Site Coverage	The percentage of the plot / parcel land area occupied by the Building Footprint.
Soft Landscape	All elements within the landscape consisting of vegetative matter including such elements as aquatic plants, semi-aquatic plants, field layer plants (including grasses and herbaceous plants) shrubs and trees.
Storey	Part of a Building between the surface of one floor (usually the top of the structural slab) and the ceiling immediately above (the bottom of the structural slab above).
Structure	Any building, building element, boundary element that has been constructed or anything affixed to or projecting from these objects.
Third Party Developer (TPD)	Any owner of a villa plot or a parcel other than the Master Developer
Total Built-up Area (BUA)	The total sum of the Gross Floor Area and covered Parking Area(s).
Technical Interface Office (TIO)	Approval authority for all TPD applications within the Development.
Tower	The vertical portion of a building rising above the ground or podium.
Tower Zone	The part of the parcel on which the tower could be located. The Tower Zone is determined through the application of regulations relating to maximum GFA, setbacks and parcel and tower coverage.
Upper Projection	The horizontal projection of a building or structure, including all fixtures, from all floors above the ground floor. Upper projections will be permitted to extend into the area designated as a setback but will be limited to the distance outlined in the Plot Plans.
Urban District	This is a group of landuse typologies providing a district level destination for the wider communities. This will include facilities such as district retail, office and other commercial activities.
Utilities	Infrastructure that includes natural gas, electricity, telecommunications, cable communications, water supply, sewer lines, stormwater drainage, district cooling, treated sewage effluent in their respective facilities, lines, pipes, stations and equipment.
Utilities Connection Zone	The area of a parcel parameter within which connections to the various utility / infrastructure systems will be made.
Villa (Residential House)	A separate or connected building comprising of habitable rooms, sanitary utilities, closed and open spaces. It will have its own entrances and internal staircase (if any) separate from any other building.
Vista	A line of vision, contained by buildings or/and landscaping, to a building or other feature which terminates the view.
Walkway	Pedestrian path or trail not next to a road, i.e. through an easement or park



Standard Forms

1.6 Standard Forms



Relevant application forms are attached herein. These forms are designed to streamline the design review process and provide the necessary information to TPD Consultants in terms of documents needed. An application form must be completed and submitted with all required documents to obtain TIO approval.

For all enquiries relating to application procedures and processes, please contact the TIO.

Soft copies of these TIO forms can be found on the DAM website at www.diyar.bh

Table of TIO Forms

Form	Page	Title
01	24 and 25	Concept Design Review Submission
02	25 and 26	Detailed Design Review Submission
03	27 and 28	Commencing Work on Site
04	28	Sinage / Road Occupation
05	29	Special Request Approval
06	30	Change of Contacts Form
07	31	Incident Report
08	32	Inspection Reuest
09	32	Enquiry / Suggestion / Complaint Form
10	33 and 34	Site Access Passes

التقديم لمراجعة التصميمات المقترحة CONCEPT DESIGN REVIEW SUBMISSION

FORM 1
APPLICATION NO. CD _____ Submission Date _____ تاريخ تقديم الطلب _____ رقم الطلب _____

قائمة التقديم للطلب

- Document List:
One hard copy and a soft copy of the following:
- A valid TPD CPR or CR (for a company)
 - A valid Survey Certificate of Plot / Parcel
 - A signed letter from TPD appointing Consultant
 - A valid engineering consultant/supervisor (if different) COEPP License

Drawing List :
Three hard copies and a soft copy of the following in AutoCAD DWF format ordered as below :

- Site plan, including Roof Floor & Roof Top Plan
- Plans showing building location & heights, setback, landscape, access from road & boundary & parking
- All elevations
- Boundary wall proposal
- External Rendered perspective (minimum 2)
- Plans and sections showing various levels of roads, plot & ground floor landscape.
- Plot / Parcel Concept Design Summary (in table format):
 - Plot / Parcel Area
 - Plot Coverage
 - Proposed Gross Floor Area (GFA)
 - Floor Area Ratio (FAR)
 - Heights
 - Land Use
 - Parking Provided / Layout / Number
 - Development Setbacks
 - Allowable Access from main road
 - Basement Setbacks / Use/ Access
 - Signages elevations and details
 - Angle of vision
 - Jetty Design

For Parcels Only:

- DRGs including Architectural, Landscape, Infrastructure, and Marine life.
- Copy of approved subdivision.
- Approved Planning Permission.
- Copy of approved Masterplan.

- قائمة المستندات:
نسخة واحدة ورقية ونسخة إلكترونية من الآتي:
- البطاقة الذكية لمطور الطرف الثالث سارية الصلاحية أو سجل تجاري ساري الصلاحية (في حالة الشركات)
 - شهادة مسح سارية لصلاحية للعقار
 - خطاب تعيين الاستشاري من قبل مطور الطرف الثالث
 - نسخة سارية الصلاحية من سجل مؤهلة المهن الهندسية للاستشاري /المشرف (في حالة اختلافه)

قائمة الرسومات :
ثلاث نسخ ورقية ونسخة إلكترونية في شكل AutoCAD DWF مرتبة كالآتي :

- خريطة الموقع العام ودور السطح وخريطة السطح العلوي
- الخرائط التي توضح موقع المبنى وإرتفاعه والإرتدادات والمساحات الخضراء وكذا مداخل الطرق ومواقف السيارات
- كافة الواجهات
- التصميم المقترح للسور
- منظور خارجي للمبنى ملون بالكمبيوتر (على الأقل إثنان)
- الخرائط والمقاطع التي توضح المستويات المختلفة للطرق والمساحات الخضراء للعقار والدور الأرضي.
- ملخص التصميم المبدئي للعقار (في شكل جدول) :
 - مساحة العقار
 - تغطية العقار
 - المساحة الإجمالية المقترحة للبناء
 - نسبة البناء
 - الإرتفاعات
 - نوع الاستخدام
 - مواقف السيارات / المخطط / العدد
 - الإرتدادات
 - المدخل المسموح من الشارع الرئيسي
 - إرتدادات السرداب / استعماله/ مدخله
 - واجهات الاعلانات و تفاصيل تصميمها
 - زاوية الرؤية
 - تصميم الرسيف السفن

للمخططات فقط:

- كتيب إشراف لطات البناء الخاصة بالتصميم المعماري والطبيعي والبيئة التحتية والحياة البحرية.
- نسخة المخطط المعتمد.
- موافقات البنية التحتية
- نسخة من المخطط العام المعتمد.

التقديم لمراجعة التصميمات المقترحة CONCEPT DESIGN REVIEW SUBMISSION

FORM 1
APPLICATION NO. CD _____ Submission Date _____ تاريخ تقديم الطلب _____ رقم الطلب _____

PLOT / PARCEL DETAILS		تفاصيل العقار	
Plot / Parcel No.	_____	رقم العقار	_____
Address	Asset _____ Bldg _____ Road _____ Block _____	العنوان	مخطط _____ بناية _____ طريق _____ مجمع _____

REQUEST		الطلب	
Application Type	<input type="checkbox"/> New Submission <input type="checkbox"/> Addition <input type="checkbox"/> Modification <input type="checkbox"/> Renovation <input type="checkbox"/> Reconsideration	نوع الطلب	<input type="checkbox"/> طلب جديد <input type="checkbox"/> إضافة <input type="checkbox"/> تعديلات <input type="checkbox"/> تجديد <input type="checkbox"/> إعادة نظر

THIRD PARTY DEVELOPER DETAILS		تفاصيل مطور الطرف الثالث	
Name / Company	_____	الإسم / الشركة	_____
Address	P.O. Box _____ Bldg _____ Road _____ Block _____	العنوان	صندوق البريد _____ بناية _____ طريق _____ مجمع _____
Contact Numbers	Tel _____ Mob _____ Fax _____ Email _____	أرقام الإتصال	هاتف _____ نقال _____ فاكس _____ إلكتروني _____
Authorized Person	Name _____ Tel _____ Signature _____ Mob _____ Email _____	الشخص المصرح له	الإسم _____ هاتف _____ التوقيع _____ نقال _____ بريد إلكتروني _____

ENGINEERING CONSULTANT DETAILS		تفاصيل الاستشاري الهندسي	
Name / Company	_____	إسم المكتب	_____
Address	P.O. Box _____ Bldg _____ Road _____ Block _____	العنوان	صندوق البريد _____ بناية _____ طريق _____ مجمع _____
Contact Numbers	Tel _____ Mob _____ Fax _____ Email _____	أرقام الإتصال	هاتف _____ نقال _____ فاكس _____ إلكتروني _____
Authorized Person	Name _____ Tel _____ Signature _____ Mob _____ Email _____	الشخص المصرح له	الإسم _____ هاتف _____ التوقيع _____ نقال _____ بريد إلكتروني _____

SUPERVISOR CONSULTANT DETAILS (if different than design consultant)		تفاصيل المشرف (إذا لم يكن هو استشاري التصميم)	
Name / Company	_____	إسم المكتب	_____
Address	P.O. Box _____ Bldg _____ Road _____ Block _____	العنوان	صندوق البريد _____ بناية _____ طريق _____ مجمع _____
Contact Numbers	Tel _____ Mob _____ Fax _____ Email _____	أرقام الإتصال	هاتف _____ نقال _____ فاكس _____ إلكتروني _____
Others	_____	أخرى	_____
Authorized Person	Name _____ Tel _____ Signature _____ Mob _____ Email _____	الشخص المصرح له	الإسم _____ هاتف _____ التوقيع _____ نقال _____ بريد إلكتروني _____

التقديم لمراجعة التصميمات التفصيلية DETAILED DESIGN REVIEW SUBMISSION

إستمارة رقم ٢
رقم الطلب تاريخ تقديم الطلب Submission Date
FORM 2 APPLICATION NO. DD/

PLOT / PARCEL DETAILS		تفاصيل العقار	
Plot / Parcel No.		رقم العقار	
Address	Asset Bldg Road Block	العنوان	مخطط طريق بنية مجمع

REQUEST		الطلب	
Application Type	<input type="checkbox"/> New Submission <input type="checkbox"/> Addition <input type="checkbox"/> Marging Plots <input type="checkbox"/> Modification <input type="checkbox"/> Renovation <input type="checkbox"/> Reconsideration	نوع الطلب	<input type="checkbox"/> طلب جديد <input type="checkbox"/> إضافة <input type="checkbox"/> دمج اراضي <input type="checkbox"/> تعديلات <input type="checkbox"/> تجديد <input type="checkbox"/> إعادة نظر

THIRD PARTY DEVELOPER DETAILS		تفاصيل مطور الطرف الثالث	
Name / Company		الإسم / الشركة	
Address	P.O. Box Bldg Road Block	العنوان	صندوق البريد طريق بنية مجمع
Contact Numbers	Tel Mob Fax Email	أرقام الإتصال	هاتف فاكس نقال
Authorized Person	Name Tel Signature Mob	الشخص المصرح له	الإسم التوقيع هاتف نقال بريد إلكتروني

ENGINEERING CONSULTANT DETAILS		تفاصيل الإستشاري الهندسي	
Name / Company		إسم المكتب	
Address	P.O. Box Bldg Road Block	العنوان	صندوق البريد طريق بنية مجمع
Contact Numbers	Tel Mob Fax Email	أرقام الإتصال	هاتف فاكس نقال
Authorized Person	Name Tel Signature Mob	الشخص المصرح له	الإسم التوقيع هاتف نقال بريد إلكتروني

SUBMISSION CHECKLIST		قائمة التقديم للطلب	
Document List :	One hard copy and a soft copy of the following :	قائمة المستندات:	نسخة واحدة ورقية ونسخة إلكترونية من الآتي :
<input type="checkbox"/> A valid Survey Certificate of Plot / Parcel	<input type="checkbox"/> Title deed of plot / parcel.	<input type="checkbox"/> شهادة مسح سارية الصلاحية للعقار	<input type="checkbox"/> وثيقة العقار / المخطط
<input type="checkbox"/> A signed letter from TPD appointing Consultant	<input type="checkbox"/> A valid engineering consultant / supervisor (If different) COEPP License	<input type="checkbox"/> خطاب تعيين الإستشاري من قبل مطور الطرف الثالث	<input type="checkbox"/> نسخة سارية الصلاحية من سجل مزاوله المهن الهندسية للإستشاري / المشرف (في حالة إختلافه)
<input type="checkbox"/> A valid TPD CPR or CR (for a company)	<input type="checkbox"/> Review fees amount.	<input type="checkbox"/> البطاقة الذكية لمطور الطرف الثالث سارية الصلاحية أو سجل تجاري ساري الصلاحية (في حالة الشركات)	<input type="checkbox"/> مبلغ دراسة الخرائط

مكتب التنسيق الفني
Diyar Al Muharraq WLL | Bahrain World Trade Center | West Tower | 6th Floor | Manama | Kingdom of Bahrain
ص.ب. 75777
Manama, Kingdom of Bahrain

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فاكس
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التقديم لمراجعة التصميمات المقترحة CONCEPT DESIGN REVIEW SUBMISSION

إستمارة رقم 1
رقم الطلب
FORM 1 APPLICATION NO. CD

For DAM-TIO use only
خاص بإستخدام مكتب التنسيق الفني - ديار المحرق

REMARKS		ملاحظات	

DAM - TIO		ديار المحرق - مكتب التنسيق الفني	
Status	<input type="checkbox"/> Approved, please proceed as per remarks above if any. <input type="checkbox"/> Not Approved, please review the above comments.	تمت الموافقة الرجاء إتخاذ الإجراءات اللازمة حسب الملاحظات أعلاه إن وجدت.	الحالة
	Reviewed by: Signature: التوقي	تمت المراجعة من قبل،	
	Checked by: Signature: التوقي	تم التأكد من قبل،	
Diyar Al Muharraq Technical Interface Office	Approved by: Signature: التوقي	تم الإعتماد من قبل،	ديار المحرق مكتب التنسيق الفني
	Date: التاريخ		
	Stamp: الختم		

مكتب التنسيق الفني
Diyar Al Muharraq WLL | Bahrain World Trade Center | West Tower | 6th Floor | Manama | Kingdom of Bahrain
ص.ب. 75777
Manama, Kingdom of Bahrain

بريد إلكتروني
TIO@diyar.bh
www.diyar.bh

هاتف
+973 77400400
فاكس
+973 77055555

التقديم لمراجعة التصميمات التفصيلية DETAILED DESIGN REVIEW SUBMISSION

إستمارة رقم ٢
رقم الطلب

FORM 2
APPLICATION NO. DD/ _____

For DAM-TIO use only

خاص بإستخدام مكتب التنسيق الفني - ديار المحرق

SUBMISSION CHECKLIST		قائمة التقديم للطلب
<input type="checkbox"/>	Electrical network showing secondary substation's locations, cable layout & sizes	شبكة تغذية الكهرباء التي توضح مواقع المحطات الفرعية وكابلات التغذية وأقطارها
<input type="checkbox"/>	Telecommunications	شبكة الاتصالات
<input type="checkbox"/>	Solid waste collection	تجميع النفايات الصلبة
<input type="checkbox"/>	Traffic Impact Study (TIS)	دراسة التأثيرات المرورية
Other Submittals:		مستندات أخرى تم تقديمها:
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

REMARKS		ملاحظات

ديار المحرق - مكتب التنسيق الفني			
DAM - TIO	Status	<input type="checkbox"/> Approved, please proceed as per remarks above if any.	تمت الموافقة، الرجاء إتخاذ الإجراءات اللازمة حسب الملاحظات أعلاه إن وجدت.
		<input type="checkbox"/> Not Approved, please review the above comments.	تم الرفض، الرجاء مراجعة الملاحظات المذكورة أعلاه.
Diyar Al Muharraq Technical Interface Office	Name :		الإسم،
	Date :		التاريخ،
	Signature :	Stamp :	التوقيع،

التقديم لمراجعة التصميمات التفصيلية DETAILED DESIGN REVIEW SUBMISSION

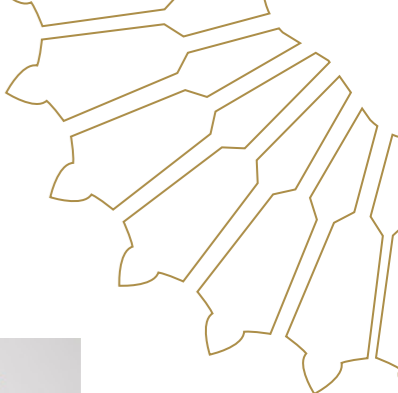
إستمارة رقم ٢
رقم الطلب

FORM 2
APPLICATION NO. DD/ _____

For DAM-TIO use only

خاص بإستخدام مكتب التنسيق الفني - ديار المحرق

SUBMISSION CHECKLIST		قائمة التقديم للطلب
Drawing List :		
Three hard copies and a soft copy of the following in AutoCAD DWF format ordered as below :		
<input type="checkbox"/>	Site plan, including Roof Floor & Roof Top Plan	خريطة الموقع العام ودور السطح وخريطة السطح العلوي
<input type="checkbox"/>	Plans showing building location & heights, setback, landscape, access from road & boundary & parking	الخرائط التي توضح موقع المبنى وإرتفاعه والإرتدادات والمساحات الخضراء وكذلك مداخل الطرق ومواقف السيارات
<input type="checkbox"/>	Building sections	مقاطع المباني
<input type="checkbox"/>	All elevations	خافة الواجهات
<input type="checkbox"/>	Boundary wall final design (elevations & sections)	التصميم النهائي للصور (الواجهات والمقاطع)
<input type="checkbox"/>	Summary of specifications	ملخص المواصفات
<input type="checkbox"/>	Plans and sections showing various levels of roads, plot & ground floor landscape.	الخرائط والمقاطع التي توضح المستويات المختلفة للطرق والمساحات الخضراء للعقار والطابق الأرضي
Final Plot / Parcel Detailed Design Summary (in table format):		
<input type="checkbox"/>	Plot / Parcel Area	• ملخص التصميم النهائي للعقار (في شكل جدول)،
<input type="checkbox"/>	Plot / Parcel Coverage	• مساحة العقار
<input type="checkbox"/>	Proposed Gross Floor Area (GFA)	• تغطية العقار
<input type="checkbox"/>	Floor Area Ratio (FAR)	• المساحة الإجمالية المقترحة للبناء
<input type="checkbox"/>	Heights	• نسبة البناء
<input type="checkbox"/>	Land Use	• الإرتفاعات
<input type="checkbox"/>	Parking Provided	• نوع الإستخدام
<input type="checkbox"/>	Electrical Maximum Utility Demand (MUD)	• مواقف السيارات التي تم توفيرها
<input type="checkbox"/>	Potable Water MUD	• الحد الأقصى للطاقة الكهربائية المطلوبة
<input type="checkbox"/>	Sewerage MUD	• الحد الأقصى للمياه الصالحة للشرب المطلوبة
<input type="checkbox"/>	Development Setbacks	• الحد الأقصى للصرف الصحي
<input type="checkbox"/>	Coordinate points	• الإرتدادات
<input type="checkbox"/>	Coordinate points	• الإحداثيات
Mechanical, Electrical, & Plumbing (MEP) Drawings:		
<input type="checkbox"/>	Final locations of services & equipment incl. location of incoming electrical rooms, water tanks, AC equipments, & DB schedule	الرسومات الميكانيكية والكهربائية وأعمال السباكة:
<input type="checkbox"/>	Internal and External lighting drawings	□ المواقع النهائي للخدمات والمعدات بما في ذلك غرف الكهرباء وخزانات المياه وأجهزة التكييف وجدول DB
<input type="checkbox"/>	Summary of specifications	□ رسومات إنارة الداخلية والخارجية
Infrastructure Drawings for Parcels only		
<input type="checkbox"/>	Road network & service corridors showing junctions, cross & long sections	ملخص المواصفات
<input type="checkbox"/>	Storm Water network showing layouts, long sections, & pipe sizes	رسومات البنية التحتية للمخططات فقط
<input type="checkbox"/>	Potable Water showing layouts, long sections & pipe sizes	□ شبكة الطرق وممرات الخدمات مع توضيح التقاطعات والمقاطع الطولية والعرضية
<input type="checkbox"/>	Sewerage networks showing layouts, long sections & pipe sizes	□ شبكة تصريف مياه الأمطار مع توضيح التوزيع والمقاطع الطولية وأقطار المواسير
<input type="checkbox"/>	Irrigation network showing layouts, long sections & pipe sizes	□ شبكة التغذية بالمياه مع توضيح التوزيع والمقاطع الطولية وأقطار المواسير
<input type="checkbox"/>	Firefighting system	□ شبكة الصرف الصحي مع توضيح التوزيع والمقاطع الطولية وأقطار المواسير
<input type="checkbox"/>	Firefighting system	□ شبكة الري مع توضيح التوزيع والمقاطع الطولية وأقطار المواسير
<input type="checkbox"/>	Firefighting system	□ نظام مكافحة الحريق






بدء العمل في الموقع COMMENCING WORK ON SITE

FORM 3
APPLICATION NO. CW/ _____ Submission Date _____ تاريخ تقديم الطلب _____ إستمارة رقم 3
رقم الطلب _____

PLOT / PARCEL DETAILS		تفاصيل العقار	
Plot / Parcel No.	_____	رقم العقار	_____

SITE WORK DETAILS		تفاصيل العمل على الموقع	
Type of Work	<input type="checkbox"/> New Construction	<input type="checkbox"/> Fencing	<input type="checkbox"/> بناء جديد
	<input type="checkbox"/> Renovation	<input type="checkbox"/> Site Formation	<input type="checkbox"/> تجديدات
	<input type="checkbox"/> Demolition / Modification /	<input type="checkbox"/> Digging	<input type="checkbox"/> هدم / تعديلات / أعمال الحفر
	<input type="checkbox"/> Addition		<input type="checkbox"/> إضافة
	<input type="checkbox"/> Other		<input type="checkbox"/> أخرى
Duration of Work	Start date _____	تاريخ بدء العمل _____	الفترة الزمنية للعمل _____
	End date _____	تاريخ انتهاء العمل _____	

THIRD PARTY DEVELOPER DETAILS		تفاصيل مطور الطرف الثالث	
Name / Company _____		الإسم / الشركة	
Address	P.O. Box _____	Bldg _____	صندوق البريد _____
	Road _____	Block _____	طريق مجمع _____
Contact Numbers	Tel _____	Mob _____	هاتف نقال _____
	Fax _____	Email _____	فاكس _____
Authorized Person	Name _____	Tel _____	الإسم _____
	Signature _____	Mob _____	التوقيع _____
	Email _____		بريد إلكتروني _____

ENGINEERING CONSULTANT DETAILS		تفاصيل الإستشاري الهندسي	
Name / Company _____		إسم المكتب	
Address	P.O. Box _____	Bldg _____	صندوق البريد _____
	Road _____	Block _____	طريق مجمع _____
Site Engineer	Name _____	Tel _____	الإسم _____
	Signature _____	Mob _____	التوقيع _____
	Email _____		بريد إلكتروني _____
Site Supervisor	Name _____	Tel _____	الإسم _____
	Signature _____	Mob _____	التوقيع _____
	Email _____		بريد إلكتروني _____

SUPERVISOR CONSULTANT DETAILS (If different than design consultant)		تفاصيل الإستشاري المشرف (إذا لم يكن هو إستشاري التصميم)	
Name / Company _____		إسم المكتب	
Address	P.O. Box _____	Bldg _____	صندوق البريد _____
	Road _____	Block _____	طريق مجمع _____

مكتب التنسيق الفني
Diyar Al Muharraq WLL | Bahrain World Trade Center | West Tower | 4th Floor | Manama | Kingdom of Bahrain | المملكة البحرين | برج العالمي | مركز البحرين التجاري العالمي | برج الغربي | الطابق الخامس | المنطقة | مدينة البحرين | Manama | Kingdom of Bahrain | المملكة البحرين | P.O. Box 75777 | ص.ب. 75777 | هاتف +973 77400400 | فاكس +973 77055555 | بريد إلكتروني TIO@diyar.bh | الموقع www.diyar.bh




بدء العمل في الموقع COMMENCING WORK ON SITE

FORM 3
APPLICATION NO. CW/ _____ Submission Date _____ تاريخ تقديم الطلب _____ إستمارة رقم 3
رقم الطلب _____

Site Engineer	Name _____ Signature _____ Email _____	Tel _____ Mob _____	هاتف نقال _____ بريد إلكتروني _____	مهندس الموقع
Site Supervisor	Name _____ Signature _____ Email _____	Tel _____ Mob _____	هاتف نقال _____ بريد إلكتروني _____	مشرف الموقع

MAIN CONTRACTOR DETAILS		تفاصيل المقاول الأساسي	
Name / Company _____		الإسم / الشركة	
Address	P.O. Box _____	Bldg _____	صندوق البريد _____
	Road _____	Block _____	طريق مجمع _____
Contact Numbers	Tel _____	Mob _____	هاتف نقال _____
	Fax _____	Email _____	فاكس _____
Project Manager	Name _____	Tel _____	الإسم _____
	Signature _____	Mob _____	التوقيع _____
	Email _____		بريد إلكتروني _____
Safety Engineer	Name _____	Tel _____	الإسم _____
	Signature _____	Mob _____	التوقيع _____
	Email _____		بريد إلكتروني _____

SUBMISSION CHECKLIST		قائمة التقديم للطلب	
<p>Document List</p> <p>One hard copy and a soft copy of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> TIO Approved Design Drawing NOC of work Intended (new construction, addition, modification, renovation) <input type="checkbox"/> A valid Survey Certificate except for demolition work <input type="checkbox"/> Plot / Parcel Title Deed. <input type="checkbox"/> A valid Engineering Consultant / Supervisor (If different) COEPP License <input type="checkbox"/> A valid copy of Contractor's CR <input type="checkbox"/> A signed letter from TPD appointing Consultant <input type="checkbox"/> Site plan showing all site facilities <input type="checkbox"/> A drawing showing location, type and size of all site facilities <input type="checkbox"/> CPRs of all site workers including Engineers, Foremen & Supervisors Please fill in Form 10 <input type="checkbox"/> Waste disposal plan details : location, type <input type="checkbox"/> Approved Building Permit and drawings from Municipality/ Declaration form for approved drawings. <input type="checkbox"/> Contractor's work schedule <input type="checkbox"/> Health & Safety policy / plan OSH. <input type="checkbox"/> Receipt for waste disposal container to be used on site <input type="checkbox"/> Security deposit amount. 		<p>قائمة المستندات:</p> <ul style="list-style-type: none"> <input type="checkbox"/> نسخة واحدة ورقية ونسخة إلكترونية من الآتي ، <input type="checkbox"/> شهادة عدم الممانعة المعتمدة لرسومات العمل المطلوب (بناء جديد، إضافة، تعديل، تجديد) <input type="checkbox"/> شهادة مسح سارية الصلاحية ما عدا في حالة الهدم <input type="checkbox"/> وثيقة العقار / المخطط. <input type="checkbox"/> نسخة سارية الصلاحية من سجل مزاولة المهنة الهندسية للإستشاري / المشرف (في حالة إختلافه) <input type="checkbox"/> نسخة من السجل التجاري الخاص بالمقاول على أن يكون ساري الصلاحية <input type="checkbox"/> خطاب تعيين الإستشاري من قبل مطور الطرف الثالث <input type="checkbox"/> خريطة الموقع موضحاً عليها كل المرافق المطلوبة على الموقع <input type="checkbox"/> الرسومات التي توضح موقع ونوع وحجم خاتمة مرافق الموقع <input type="checkbox"/> البطاقات الذكية لجميع العاملين في الموقع ويشمل المهندسين والملاحظين والمشرفين الرجاء ملئ إستمارة رقم 10 <input type="checkbox"/> تفاصيل خطة التخلص من النفايات من حيث الموقع والنوع <input type="checkbox"/> رخصة البناء والرسومات المعتمدة من البلدية/إستمارة أقرار الرسومات المعتمدة. <input type="checkbox"/> جدول العمل للمقاول <input type="checkbox"/> خطة الأمن و السلامة في الموقع <input type="checkbox"/> رصيد الحاوية المستخدمة في الموقع <input type="checkbox"/> مبلغ التأمين المطلوب 	

مكتب التنسيق الفني
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اليافطة/ إشغال طريق
SIGNAGE/ROAD OCCUPATION

FORM 4
APPLICATION NO. SR/ Submission Date تاريخ تقديم الطلب رقم الطلب رقم ٤

PLOT / PARCEL تفاصيل العقار	
Plot / Parcel No.	رقم العقار
Third Party Developer	مطور الطرف الثالث

Applicant	Name	الإسم
P.O. Box	صندوق البريد	
Tel	هاتف	
	Email	نقال
	Mob	فاكس
	Fax	

Main Contractor	Name	الإسم
P.O. Box	صندوق البريد	
Tel	هاتف	
	Email	نقال
	Mob	فاكس
	Fax	

Signage Company	Name	الإسم
P.O. Box	صندوق البريد	
Tel	هاتف	
	Email	نقال
	Mob	فاكس
	Fax	

APPLICATION DETAILS تفاصيل الطلب	
Request Type	<input type="checkbox"/> Construction Sign <input type="checkbox"/> Commercial Sign <input type="checkbox"/> Road Occupation <input type="checkbox"/> إشغال طريق <input type="checkbox"/> يافطة تجارية <input type="checkbox"/> يافطة إنشاء
Location	Bldg _____ Road _____ Block _____ مجمع _____ طريق _____ بناية _____
Signage Dimensions	Length _____ Width _____ العرض _____ الطول _____
Area of Road Occupation	Length _____ Width _____ العرض _____ الطول _____ مساحة إشغال الطريق _____
Duration	Start Date _____ End Date _____ تاريخ البدء _____ تاريخ الانتهاء _____

SUBMISSION CHECKLIST	REMARKS	ملاحظات	فائمة التقديم للطلب
Document List: One hard and a soft copy of the following: <input type="checkbox"/> Site plan showing location of signage/road occupation needed. <input type="checkbox"/> A drawing showing the proposed signage with dimensions. <input type="checkbox"/> Front and Side Elevations. <input type="checkbox"/> A copy of signage company CR.			قائمة المستندات، نسخة ورقية و إلكترونية من التالي: <input type="checkbox"/> مخطط الموقع موضحاً موقع اليافطة/ إشغال الطريق المطلوب <input type="checkbox"/> رسم موضحاً اليافطة المقترحة مع الأبعاد <input type="checkbox"/> كواجهة الأمامية و الجانبية. <input type="checkbox"/> نسخة من سجل التجاري للشركة المعنية باليافطة

For DAM-TIO use only خاص بإستخدام مكتب التنسيق الفني - ديار المحرق

DAM - TIO		ديار المحرق - مكتب التنسيق الفني	
Status	<input type="checkbox"/> Approved, please proceed as per remarks above if any. <input type="checkbox"/> Not Approved, please review the above comments.	<input type="checkbox"/> تمت الموافقة، الرجاء إتخاذ الإجراءات اللازمة حسب الملاحظات أعلاه إن وجدت. <input type="checkbox"/> تم الرفض، الرجاء مراجعة الملاحظات المذكورة أعلاه.	الحالة
Diyar Al Muharraq Technical Interface Office	Reviewed by:	Signature:	التوقي
	Checked by:	Signature:	التوقي
	Approved by:	Signature:	التوقي
Date:		التاريخ	
Stamp:		الختم	

Technical Interface Office
Diyar Al Muharraq WLL | Bahrain World Trade Center | West Tower | 6th Floor | Manama | Kingdom of Bahrain | المملكة العربية البحرين | ديار المحرق
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بدء العمل في الموقع
COMMENCING WORK ON SITE

FORM 3
APPLICATION NO. CW/

إستمارة رقم ٣
رقم الطلب

SUBMISSION CHECKLIST	فائمة التقديم للطلب
For site formation applications: <input type="checkbox"/> Source of site filling material & result of sample test <input type="checkbox"/> Signed declaration from the owner that his drawings matches the drawings approved by TIO. Please answer the following questions: - Is any <input type="checkbox"/> construction signage or road occupation needed (Form 4) <input type="checkbox"/> Will any hazardous material be handled on site? (Form 5) <input type="checkbox"/> material delivery / hauling away (Form 5)	لطلبات تعديل مستوى الموقع: <input type="checkbox"/> مصدر المواد المستخدمة لتعديل مستوى الموقع ونتائج العينات <input type="checkbox"/> إقرار المالك بتطابق خرائط البناء مع الخرائط الصادرة من مكتب التنسيق الفني. الرجاء الإجابة على الأسئلة التالية: - هل يستلزم العمل، <input type="checkbox"/> لافتات أو إشغال طريق (استمارة رقم ٤) <input type="checkbox"/> مواد خطيرة موجودة في الموقع (استمارة رقم ٥) <input type="checkbox"/> نقل أي مواد من وإلى الموقع (استمارة رقم ٥)

For DAM-TIO use only خاص بإستخدام مكتب التنسيق الفني - ديار المحرق

REMARKS	ملاحظات

DAM - TIO		ديار المحرق - مكتب التنسيق الفني	
Status	<input type="checkbox"/> Approved, please proceed as per remarks above if any. <input type="checkbox"/> Not Approved, please review the above comments.	<input type="checkbox"/> تمت الموافقة، الرجاء إتخاذ الإجراءات اللازمة حسب الملاحظات أعلاه إن وجدت. <input type="checkbox"/> تم الرفض، الرجاء مراجعة الملاحظات المذكورة أعلاه.	الحالة
Diyar Al Muharraq Technical Interface Office	Reviewed by:	Signature:	التوقي
	Checked by:	Signature:	التوقي
	Approved by:	Signature:	التوقي
Date:		التاريخ	
Stamp:		الختم	

Technical Interface Office
Diyar Al Muharraq WLL | Bahrain World Trade Center | West Tower | 6th Floor | Manama | Kingdom of Bahrain | المملكة العربية البحرين | ديار المحرق
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موافقة طلب خاص SPECIAL REQUEST APPROVAL

FORM 5
APPLICATION NO. SRA/ _____ Submission Date _____ تاريخ تقديم الطلب _____ إستمارة رقم هـ
رقم الطلب _____

MATERIAL DELIVERY / HAULING AWAY DETAILS		تفاصيل تسليم/نقل مواد	
Items (material, plant, etc.)		المواد (الخامات والآلات، إلخ)	
Dimensions of Shipment		حجم المولد	
Delivery Person	Name _____ Mob _____ CPR No _____	الإسم _____ رقم البطاقة الشخصية _____	مسؤول التسليم

FILM SHOOTING DETAILS / ADVERTISEMENT DETAILS		تفاصيل تصوير الفيلم / تفاصيل الإعلان	
Name / Company _____		الإسم / الشركة	
Company CR NO. _____		رقم السجل التجاري للشركة	
Address	P.O. Box _____ Bldg _____ Road _____ Block _____	صندوق البريد _____ طريق _____ مجمع _____	العنوان
Contact Numbers	Tel _____ Mob _____ Fax _____ Email _____	هاتف _____ فاكس _____	أرقام الإتصال
Authorized Person	Name _____ Tel _____ Signature _____ Mob _____ Email _____	الإسم _____ التوقيع _____ بريد إلكتروني _____	الشخص المصرح له

FILM SHOOTING DETAILS		تفاصيل تصوير الفيلم	
Shooting Duration	Start Date _____ End Date _____	تاريخ البدء _____ تاريخ الانتهاء _____	الفترة الزمنية للتصوير
	Asset No. _____	رقم المنطقة _____	

ADVERTISEMENT DETAILS		تفاصيل الإعلان	
Dimensions of AD	Length _____ Width _____	العرض _____ الطول _____	حجم الإعلان
Duration	Start Date _____ End Date _____	تاريخ البدء _____ تاريخ الانتهاء _____	الفترة الزمنية

For DAM-TIO use only خاص باستخدام مكتب التنسيق الفني - ديار المحرق

REMARKS	ملاحظات

DIYAR AL MUHARRAQ - مكتب التنسيق الفني	
Status	<input type="checkbox"/> Approved, please proceed as per remarks above if any. <input type="checkbox"/> Not Approved, please review the above comments.
الحالة	<input type="checkbox"/> تمت الموافقة، الرجاء اتخاذ الإجراءات اللازمة حسب الملاحظات أعلاه إن وجدت. <input type="checkbox"/> لم يوافق، الرجاء مراجعة الملاحظات المذكورة أعلاه.
Diyar Al Muharraq Technical Interface Office	Name : _____ الإسم Date : _____ التاريخ Signature : _____ الختم Stamp : _____

مكتب التنسيق الفني
Diyar Al Muharraq WLL | Bahrain World Trade Center | West Tower | 4th Floor | Manama | Kingdom of Bahrain
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موافقة طلب خاص SPECIAL REQUEST APPROVAL

FORM 5
APPLICATION NO. SRA/ _____ Submission Date _____ تاريخ تقديم الطلب _____ إستمارة رقم هـ
رقم الطلب _____

PLOT / PARCEL DETAILS		تفاصيل العقار	
Plot / Parcel No		رقم العقار	
Address	P.O. Box _____ Bldg _____ Road _____ Block _____	صندوق البريد _____ طريق _____ مجمع _____	العنوان

APPLICATION TYPE		نوع الطلب	
<input type="checkbox"/> General Approval		<input type="checkbox"/> موافقة عامة	
<input type="checkbox"/> Hazardous Material Approval		<input type="checkbox"/> موافقة المواد الخطرة	
<input type="checkbox"/> Material Delivery/ Hauling Away Approval		<input type="checkbox"/> موافقة تسليم/ نقل مواد	
<input type="checkbox"/> Film Shooting Approval		<input type="checkbox"/> موافقة طلب تصوير فيلم	
<input type="checkbox"/> Advertising Project Approval		<input type="checkbox"/> موافقة مشاريع الدعاية و الإعلان	

SPECIAL REQUEST DETAILS		تفاصيل الطلب	
Name / Company _____		الإسم / الشركة	
Address	P.O. Box _____ Bldg _____ Road _____ Block _____	صندوق البريد _____ طريق _____ مجمع _____	العنوان
Contact Numbers	Tel _____ Mob _____ Fax _____ Email _____	هاتف _____ فاكس _____	أرقام الإتصال
Authorized Person	Name _____ Tel _____ Signature _____ Mob _____ Email _____	الإسم _____ التوقيع _____ بريد إلكتروني _____	الشخص المصرح له

GENERAL APPROVAL		موافقة عامة	
<input type="checkbox"/> Working Outside Normal Hours	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	الأحد <input type="checkbox"/> الاثنين <input type="checkbox"/> الثلاثاء الأربعاء <input type="checkbox"/> الخميس <input type="checkbox"/> الجمعة <input type="checkbox"/> السبت	العمل بعد إنتهاء أوقات العمل الرسمية
<input type="checkbox"/> Delivery Outside Normal Hours	Expected Time In _____ Expected Time Out _____	الوقت المتوقع للمغادرة _____ الوقت المتوقع للوصول _____	التوصيل بعد ساعات العمل الرسمية
<input type="checkbox"/> Working Outside Site Boundary	If yes, please submit a drawing showing the site & work requested.	ان كنت الاجابة نعم يرجى تقديم رسم توضيحي للموقع و الأعمال المطلوبه.	العمل خارج حدود الموقع
<input type="checkbox"/> Removal of Facility	If yes, please submit a copy of a valid Survey Certificate	ان كنت الاجابة نعم يرجى تقديم رسم توضيحي للمرافق المرغوب إزالتها	إزالة المرافق
<input type="checkbox"/> Exceptional Access to Site	Expected Time In _____ Expected Time Out _____	الوقت المتوقع للمغادرة _____ الوقت المتوقع للوصول _____	ترخيص استثنائي لدخول الموقع

HAZARDOUS MATERIAL DETAILS		تفاصيل المواد الخطرة	
Material	Type _____ Use _____	النوع _____ الكمية _____	المولد
	Amount (STD Units) _____ Storage Area _____	مكان التخزين _____ (وحدات اس تي دي)	

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تغيير جهة الإتصال CHANGE OF CONTACTS FORM

إستمارة رقم ٦
رقم الطلب

FORM 6
APPLICATION NO. CHC/_____ Submission Date _____ تاريخ تقديم الطلب

تفاصيل المقاول الأساسي		MAIN CONTRACTOR DETAILS	
هل هناك أي تغييرات؟	<input type="checkbox"/> نعم <input type="checkbox"/> لا	Are there any changes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
إذا كانت الإجابة بنعم، يرجى الإجابة أدناه		If yes, please fill in the box below	
الإسم / الشركة		Name / Company	
العنوان	صندوق البريد طريق مجمع	Address	P.O. Box Road
أرقام الإتصال	هاتف فاكس	Contact Numbers	Tel Fax
مدير المشروع	الإسم التوقيع بريد إلكتروني	Project Manager	Name Signature Email
مهندس السلامة	الإسم التوقيع بريد إلكتروني	Safety Engineer	Name Signature Email

خاص إستخدام مكتب التنسيق الفني - ديار المحرق

قائمة التقديم للطلب	SUBMISSIONS CHECKLIST
قائمة المستندات: نسخة ورقية من التالي: <input type="checkbox"/> نسخة سارية الصلاحية من سجل مزاولة المهن الهندسية للإستشاري/المشرف (في حال اختلافه) الجديد. <input type="checkbox"/> سجل تجاري ساري الصلاحية للمقاول الجديد. <input type="checkbox"/> خطاب تعيين الإستشاري من قبل مطور الطرف الثالث. <input type="checkbox"/> خطة الأمن والسلامة في الموقع.	Document List: One hard copy of the following: <input type="checkbox"/> New Engineering Consultant / Supervisor (if different) valid COEPP license. <input type="checkbox"/> New contractor's valid CR. <input type="checkbox"/> A signed letter from TPD appointing consultant/contractor. <input type="checkbox"/> Health & Safety policy OSH.

ملاحظات	REMARKS

ديار المحرق - مكتب التنسيق لأفني		DAM - TIO	
الحالة	<input type="checkbox"/> تمت الموافقة، الرجاء إتخاذ الإجراءات اللازمة حسب الملاحظات أعلاه إن وجدت. <input type="checkbox"/> تم الرضا، الرجاء مؤجلة الملاحظات المذكورة أعلاه.	Status	<input type="checkbox"/> Approved, please proceed as per remarks above if any. <input type="checkbox"/> Not Approved, please review the above comments.
ديار المحرق مكتب التنسيق الأفني	الإسم: التاريخ: التوقيع:	Diyar Al Muharraq Technical Interface Office	Name: Date: Signature: Stamp:

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تغيير جهة الإتصال CHANGE OF CONTACTS FORM

إستمارة رقم ٦
رقم الطلب

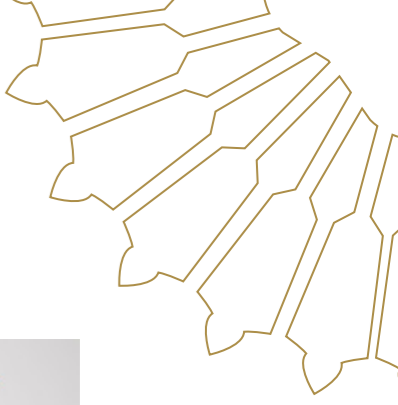
FORM 6
APPLICATION NO. CHC/_____ Submission Date _____ تاريخ تقديم الطلب

تفاصيل مطور الطرف الثالث		THIRD PARTY DEVELOPER DETAILS	
هل هناك أي تغييرات؟	<input type="checkbox"/> نعم <input type="checkbox"/> لا	Are there any changes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
إذا كانت الإجابة بنعم، يرجى الإجابة أدناه		If yes, please fill in the box below	
الإسم / الشركة		Name / Company	
العنوان	صندوق البريد طريق مجمع	Address	P.O. Box Road
أرقام الإتصال	هاتف فاكس بريد إلكتروني	Contact Numbers	Tel Fax Email
الشخص المصرح له	الإسم التوقيع بريد إلكتروني	Authorized Person	Name Signature Email

تفاصيل الإستشاري الهندسي		ENGINEERING CONSULTANT DETAILS	
هل هناك أي تغييرات؟	<input type="checkbox"/> نعم <input type="checkbox"/> لا	Are there any changes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
إذا كانت الإجابة بنعم، يرجى الإجابة أدناه		If yes, please fill in the box below	
الإسم / الشركة		Name / Company	
العنوان	صندوق البريد طريق مجمع	Address	P.O. Box Road
أرقام الإتصال	هاتف فاكس بريد إلكتروني	Contact Numbers	Tel Fax Email
الشخص المصرح له	الإسم التوقيع بريد إلكتروني	Authorized Person	Name Signature Email

تفاصيل الإستشاري المشرف (إذا لم يكن هو إستشاري التصميم)		SUPERVISOR CONSULTANT DETAILS (if different than design consultant)	
هل هناك أي تغييرات؟	<input type="checkbox"/> نعم <input type="checkbox"/> لا	Are there any changes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
إذا كانت الإجابة بنعم، يرجى الإجابة أدناه		If yes, please fill in the box below	
الإسم / الشركة		Name / Company	
العنوان	صندوق البريد طريق مجمع	Address	P.O. Box Road
أرقام الإتصال	هاتف فاكس بريد إلكتروني	Contact Numbers	Tel Fax Email
الشخص المصرح له	الإسم التوقيع بريد إلكتروني	Authorized Person	Name Signature Email

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**تقرير الحوادث
INCIDENT REPORT**

FORM 7
APPLICATION NO. IR/ _____ Submission Date _____ تاريخ التقديم _____ إستمارة رقم ٧
رقم الإستمارة _____

INCIDENT DETAILS		تفاصيل الحادث	
Incident Type	<input type="checkbox"/> Accident <input type="checkbox"/> Incident	النوع	<input type="checkbox"/> حادث <input type="checkbox"/> واقعة
Date of Incident	Date _____ Time _____	تاريخ الحادث	التاريخ _____ الوقت _____
Party Concerned		الجهة المعنية	
Project		المشروع	
Location		الموقع	
Project Manager	Name _____ Email _____ Tel _____ Mob _____ Fax _____ Other _____	الإسم بريد إلكتروني هاتف وسلأل اتصال أخرى	مدير المشروع

MULTIPLE INJURED PERSONS		الأشخاص المصابين	
1	Injured Person	Name _____ Age _____ Nationality _____	الإسم العمر الجنسية
	Employing Company	Name _____ Trade / Profession _____ Contracted to _____	الإسم طبيعة العمل متعاقد مع
2	Injured Person	Name _____ Age _____ Nationality _____	الإسم العمر الجنسية
	Employing Company	Name _____ Trade / Profession _____ Contracted to _____	الإسم طبيعة العمل متعاقد مع

DETAILS OF INCIDENT/INJURY (be clear and factual) تفاصيل عن الحادث /الإصابة

ENFORCING AUTHORITIES السلطات التنفيذية

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the accident notifiable to the enforcing authorities?	هل يستلزم الحادث تليغ الجهات الرسمية؟	<input type="checkbox"/> نعم	<input type="checkbox"/> لا
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If required have they been notified?	إن كان الجواب نعم هل تم التليغ؟	<input type="checkbox"/> نعم	<input type="checkbox"/> لا
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have the enforcing authorities taken any action (if yes, describe the actions taken in the space below)	هل تم اتخاذ أي إجراء من قبل الجهات الرسمية إن كان الجواب نعم يرجى شرح الإجراءات في المساحة أدناها	<input type="checkbox"/> نعم	<input type="checkbox"/> لا

Technical Interface Office
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مكتب التنسيق الفني
ديار المحرق، مركز البحرين العالمي | برج الغربي للطابق السادس | الجناحة 4 | عمارة البحرين | المنامة، مملكة البحرين

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**تقرير الحوادث
INCIDENT REPORT**

FORM 7
APPLICATION NO. IR/ _____ Submission Date _____ تاريخ التقديم _____ إستمارة رقم ٧
رقم الإستمارة _____

DETAILS OF INCIDENT/INJURY (be clear and factual) تفاصيل عن الحادث /الإصابة

ENFORCING AUTHORITIES السلطات التنفيذية

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the accident notifiable to the enforcing authorities?	هل يستلزم الحادث تليغ الجهات الرسمية؟	<input type="checkbox"/> نعم	<input type="checkbox"/> لا
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If required have they been notified?	إن كان الجواب نعم هل تم التليغ؟	<input type="checkbox"/> نعم	<input type="checkbox"/> لا
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have the enforcing authorities taken any action (if yes, describe the actions taken in the space below)	هل تم اتخاذ أي إجراء من قبل الجهات الرسمية إن كان الجواب نعم يرجى شرح الإجراءات في المساحة أدناها	<input type="checkbox"/> نعم	<input type="checkbox"/> لا

Technical Interface Office
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مكتب التنسيق الفني
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تقرير الحوادث INCIDENT REPORT

FORM 7
APPLICATION NO. IR/ _____ Submission Date _____ تاريخ التقديم _____ رقم الإستمارة رقم ٧
رقم الإستمارة رقم ٧
خاص بإستخدام مكتب التنسيق الفني - ديار المحرق

IMMEDIATE CAUSES	الأسباب المباشرة	UNDERLYING CAUSES	الأسباب الكامنة

CONCLUSION & RECOMENDATIONS الخاتمة و الإقتراحات


Forwarded to	إرسال التقرير إلى
Signature of person making report	توقيع معد التقرير
Action to be taken	إجراءات يجب إتخاذها
Copies to	<input type="checkbox"/> CEO <input type="checkbox"/> CDO <input type="checkbox"/> TIO Manager
Stamp	الختم

مكتب التنسيق الفني
Diyar Al Muharraq Technical Interface Office
P.O. Box 75777 Manama, Kingdom of Bahrain

ص.ب. 75777 المنامة، مملكة البحرين

هاتف: +973 77400400
فاكس: +973 77055555

بريد إلكتروني: TIO@diyar.bh
الموقع: www.diyar.bh




طلب تفتيش INSPECTION REQUEST

FORM 8
APPLICATION NO. INR/ _____ Submission Date _____ تاريخ تقديم الطلب _____ رقم الطلب رقم ٨
رقم الطلب رقم ٨
خاص بإستخدام مكتب التنسيق الفني - ديار المحرق

PLOT / PARCEL DETAILS		تفاصيل العقار	
Plot / Parcel No		رقم العقار	
Address	Asset Road	Bldg Block	مخطط طريق بنائة مجمع

THIRD PARTY DEVELOPER DETAILS		تفاصيل مطور الطرف الثالث	
Name / Company	الإسم / الشركة		

ENGINEERING CONSULTANT DETAILS		تفاصيل الاستشاري الهندسي	
Name / Company	الإسم / الشركة		
Address	P.O. Box Road	Bldg Block	صندوق البريد طريق بنائة مجمع
Contact Numbers	Tel Fax	Mob Email	هاتف فاكس نقال
Authorized Person	Name Signature Email	Tel Mob Other	الإسم التوقيع بريد إلكتروني هاتف نقال أخرى

SUBMISSION CHECKLIST قائمة التقديم للطلب

Document List:
One hard copy & a soft copy of the following:

- On first inspection, land formation and levels certification is required from an approved surveyor
- TIO NOC of work intended & Drawings (new construction, addition, modification, renovation).
- Approved Building Permit (BP) & approved drawings from Municipality.
- As-built drawings of the development.

قائمة المستندات:
نسخة واحدة ورقية ونسخة إلكترونية من الأتي:

- في حالة التفتيش الأول للموقع مطلوب نسخة من مساح معتمد تثبت تطابق ارتفاعات الأرض مع الارتفاعات المعتمدة.
- شهادة عدم ممانعة على الأعمال (بناء جديد، إضافة، تغيير، ترميم)
- رخصة البناء والتصاريح المعتمدة من البلدية
- الرسومات الفعلية للمشروع

For DAM-TIO use only خاص بإستخدام مكتب التنسيق الفني - ديار المحرق

INSPECTION DETAILS		تفاصيل الزيارة التفتيشية	
Type of Inspection	<input type="checkbox"/> Stage Completion <input type="checkbox"/> Final Completion	نوع الزيارة	<input type="checkbox"/> احتمال مرحلة <input type="checkbox"/> احتمال نهائي
Scheduled Inspection	Date _____ Time _____	موعد الزيارة	التاريخ الوقت
Inspector's Name	Name _____ Mob _____	إسم المفتش	الإسم نقال
Remarks	ملاحظات		

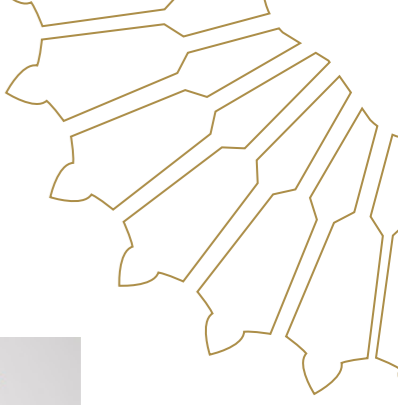
DAM - TIO		ديار المحرق - مكتب التنسيق الفني	
Status	<input type="checkbox"/> Approved, please proceed as per remarks above if any. <input type="checkbox"/> Not Approved, please review the above comments.	الحالة	<input type="checkbox"/> تمت الموافقة، الرجاء إتخاذ الإجراءات اللازمة حسب الملاحظات أعلاه إن وجدت. <input type="checkbox"/> تم الرفض، الرجاء مراجعة الملاحظات المذكورة أعلاه.
Diyar Al Muharraq Technical Interface Office	Name : _____ Date : _____ Signature : _____	ديار المحرق مكتب التنسيق الفني	الإسم : _____ التاريخ : _____ الختم : _____ التوقيع : _____

مكتب التنسيق الفني
Diyar Al Muharraq Technical Interface Office
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الموقع: www.diyar.bh







إستمارة إستفسار / إقتراح / شكوي

ENQUIRY/SUGGESTION/COMPLAINT FORM

FORM 9
APPLICATION NO. CF/ _____ Submission Date _____ تاريخ تقديم الطلب _____ رقم الطلب ٩

المعلومات الأساسية		BASIC INFORMATION	
الإسم	Applicant Name		
أرقام الإتصال	هاتف	فاكس	رقم الهاتف
التاريخ	Date		

ملخص الإستفسار / الإقتراح / الشكوي		SUMMARY OF ENQUIRY / SUGGESTION / COMPLAINT	

دليل علي صحة ما تم ذكره (إن وجد)		EVIDENCE OF ISSUE SUBMITTED (if any)	

خاص إستخدام مكتب التنسيق الفني - ديار المحرق

ملاحظات		REMARKS	

ديار المحرق - مكتب التنسيق الفني		DAM - TIO	
الحالة	<input type="checkbox"/> تم الإتصال بالعميل <input type="checkbox"/> تم حل الإستفسار / الشكوي / الإقتراح <input type="checkbox"/> تم تأجيل الإستفسار / الشكوي / الإقتراح <input type="checkbox"/> أخطأ	Status	<input type="checkbox"/> Client has been contacted <input type="checkbox"/> Enquiry/Complaint/Suggestion has been resolved <input type="checkbox"/> Enquiry/Complaint/Suggestion has been postponed <input type="checkbox"/> Other:
ديار المحرق	الإسم	ديار المحرق	الإسم
مكتب التنسيق الفني	التاريخ	مكتب التنسيق الفني	التاريخ
	التوقيع		التوقيع
	الختم		الختم

مكتب التنسيق الفني
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ترخيص دخول الموقع

SITE ACCESS PASSES

FORM 10
APPLICATION NO. SP/ _____ Submission Date _____ تاريخ تقديم الطلب _____ رقم الطلب ١٠

معلومات أساسية		BASIC INFORMATION	
رقم العقار	Plot / Parcel No		
تفاصيل مطور الطرف الثالث	Third Party Developer		

تفاصيل ترخيص دخول الموقع		SITE ACCESS PASSES DETAILS	
نوعية الترخيص	<input type="checkbox"/> جديد <input type="checkbox"/> تمديد <input type="checkbox"/> استبدال	Type of Site Access Passes	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Replacement
الهدف	<input type="checkbox"/> سيارة <input type="checkbox"/> موظفون	Purpose	<input type="checkbox"/> Car <input type="checkbox"/> Staff



الأعمال في الموقع		WORK ON SITE	
طبيعة الأعمال	<input type="checkbox"/> بناء جديد <input type="checkbox"/> تسييح <input type="checkbox"/> تجديد <input type="checkbox"/> تهيئة الموقع	Type of Work	<input type="checkbox"/> New Construction <input type="checkbox"/> Demolition <input type="checkbox"/> Modification / Addition <input type="checkbox"/> Digging <input type="checkbox"/> Other (please specify below)
الفترة الزمنية	تاريخ البدء تاريخ الانتهاء	Duration	Start Date End Date
المستشار المسؤول	الإسم هاتف التوقيع نقال بريد إلكتروني أخرى	Supervising Consultant	Name Tel Signature Mob Email Other

تفاصيل المقاول / المكتب الإستشاري الرئيسي		MAIN CONTRACTOR / CONSULTANT DETAILS	
الإسم / الشركة	Name / Company		
العنوان	صندوق البريد	بنية	Address
أرقام الإتصال	هاتف	فاكس	Contact Numbers
مدير المشروع	الإسم	التوقيع	Project Manager
مهندس السلامة	الإسم	التوقيع	Safety Engineer

قائمة التقديم للطلب		SUBMISSION CHECKLIST	
قائمة المستندات	<input type="checkbox"/> نسخة واحدة ورقية ونسخة إلكترونية من التي <input type="checkbox"/> البطاقة الذكية لمقدم الطلب وشهادة تسجيل المركبة <input type="checkbox"/> شهادة عدم مصادقة على الأعمال لشركة المقاولات <input type="checkbox"/> سجل تجاري ساري المفعول لشركة المقاول <input type="checkbox"/> لتجديد رخصة دخول الموقع <input type="checkbox"/> نسخة عن جدول الأعمال الجديد للمقاول	Document List:	<input type="checkbox"/> One hard copy & a soft copy of the following: <input type="checkbox"/> CPRs of applicants & Vehicle ownership certificate. <input type="checkbox"/> Approved N.O.C for work intended. <input type="checkbox"/> Contractor's valid CR. For renewal of site passes: <input type="checkbox"/> A copy of contractor's new schedule.

مكتب التنسيق الفني
Diyar Al Muharraq W.L.L. | Bahrain World Trade Center | West Tower | 4th Floor | Manama | Kingdom of Bahrain

ص.ب. 75777 | هاتف +973 77400400 | بريد إلكتروني TIO@diyarbh | الموقع www.diyarbh

ترخيص دخول الموقع
SITE ACCESS PASSES

FORM 10
APPLICATION NO. SP/ _____

إستمارة رقم 10
رقم الطلب _____ تاريخ تقديم الطلب _____

SITE ACCESS PASSES (personnel list)		ترخيص دخول الموقع (لائحة الموظفين)
الإسم/نوع المركبة Name / Type of Vehicle	الوظيفة Role	رقم البطاقة الذكية/رقم لوحة السيارة CPR No. / Car Plate No.

ملاحظة
NOTE في حال نقل الرمل الرجاء تحديد الكمية..... In case of sand removal please specify the amount.....

خاص باستخدام مكتب التنسيق الفني - ديار المحرق

ديار المحرق - مكتب التنسيق الفني							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Status</td> <td> <input type="checkbox"/> Approved, please proceed as per remarks above if any. <input type="checkbox"/> A total of ____ car and ____ staff site passes has been issued. <input type="checkbox"/> Not Approved, please review the above comments. </td> </tr> </table>	Status	<input type="checkbox"/> Approved, please proceed as per remarks above if any. <input type="checkbox"/> A total of ____ car and ____ staff site passes has been issued. <input type="checkbox"/> Not Approved, please review the above comments.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">الحالة</td> <td> <input type="checkbox"/> تمت الموافقة الرجاء اتخاذ الإجراءات اللازمة حسب الملاحظات أعلاه إن وجدت. <input type="checkbox"/> تم إصدار عدد ____ ترخيص لسيارة و ____ ترخيص لموظفين. <input type="checkbox"/> تم لرفض الرجاء مراجعة الملاحظات المذكورة أعلاه. </td> </tr> </table>	الحالة	<input type="checkbox"/> تمت الموافقة الرجاء اتخاذ الإجراءات اللازمة حسب الملاحظات أعلاه إن وجدت. <input type="checkbox"/> تم إصدار عدد ____ ترخيص لسيارة و ____ ترخيص لموظفين. <input type="checkbox"/> تم لرفض الرجاء مراجعة الملاحظات المذكورة أعلاه.		
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<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">ديار المحرق مكتب التنسيق الفني</td> <td style="width: 30%; border-bottom: 1px solid black;"> الاسم: _____ </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> التاريخ: _____ </td> <td style="border-bottom: 1px solid black;"> التوقيع: _____ </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> Stamp: _____ </td> <td style="border-bottom: 1px solid black;"> الختم: _____ </td> </tr> </table>	ديار المحرق مكتب التنسيق الفني	الاسم: _____	التاريخ: _____	التوقيع: _____	Stamp: _____	الختم: _____	ديار المحرق مكتب التنسيق الفني
ديار المحرق مكتب التنسيق الفني	الاسم: _____						
التاريخ: _____	التوقيع: _____						
Stamp: _____	الختم: _____						

Technical Interface Office | Diyar Al Muharraq WLL | Bahrain World Trade Center | West Tower | 4th Floor | Manama | Kingdom of Bahrain | البحرين | المملكة العربية السعودية | برج التجارة العالمي | مركز البحرين التجاري العالمي | الطابق الرابع | البرج الغربي | الجناح 4 | المبنى 4 | البحرين | مملكة البحرين

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Booklet 1

