

REQUIREMENTS TO OBTAIN TRAKHEES-EHS APPROVAL

Project Details									
License Type		Service/Professional		Trading/Commercial		Industrial		Branch/Office	
Location		Shop Nos.		Bldg. Ref.					
Applicant Name; Date & Time of Application									
Mob:		Fax		Email					
Activities									

New License Application and Renewal Requirements	Group Other Health Services Activity	Includes: 9241-09 Gents Gym; 9241-13 Ladies Gym; 5122-01 Health Food Trading; Recreational Massage & Spa; 9302-03 Beauty Salon and 9302-01 Gents' Barber Shop; 9302-04 Henna Saloon; 9302-12 Children Mobile Hairdresser
	Activity Description	[DETAILS: As mentioned activity-specific in DED definition of activities]
	Objective	Other Health services (which may include health & similar products trading or services: e.i. Ladies Oriental Bath, Hair Fixing Center, Henna, etc.)
	Requirements	1. Compliance with the Dubai World Community Regulations.
		2. Compliance with the UAE laws and regulations pertaining to the Activity including the regulations and requirements of Environment, Health & Safety and other relevant Authorities.
	3. Valid license as issued by the Trakhees / Department of Economic Development in Dubai.	
	4. A. For New License Application:	Attached: Yes NO
	(a) License Application Form	[] []
	(b) NAMAD NOC (For Facility Use)	[] []
	(c) General Floor Lay-out Plan with Area Sizes	[] []
	(d) Passport Copies & Similar Documents	[] []
	(e) Lease Agreement with declared internal floor area size	[] []
	(f) Undertaking Letter (If required)	[] []
	B. License Renewal	
	(a) EHS Clearance	
	Minimum Total Internal Floor (Net Area) Requirements	(1) Beauty Salon & Gents Barber Shop: 37.2 sq.m. (400 sq.ft.) or larger (2) Fitness Club or Gym 139.35 sq.m. (1, 500 sq.f.t.) or larger (3) Massage & Relaxation Center (for Recreation) Or Spa 93 sq.m. (1, 000 sq.ft.) or larger (4) Pet Shop 93 sq.m. (1, 000 sq.ft.) or larger (depends on No.& animal type) (5) Pet Grooming 46.5 sq.m. (500 sq.ft.) (6) Veterinary Clinic 69.70 sq.m. (750 sq.ft.)
	Permissible Activities	Permissible activities shall only and strictly include the following:

		<p>1. To provide service to one gender only (Male staff to Male clients); within the facility, otherwise different time schedule can be provided for the use of the same facility for Female or Male having different time of operation.</p> <p>2. To provide separate salon service separate for male and female within the same location (under one license with 2 activities); but having complete separation from floor to ceiling; access points and service to customer as per their gender (male staff for male clients OR female staff to female clients)</p> <p>3. Clients receiving any form of massage, slimming program etc.; must have appropriate client consent/consultation form before receiving the service</p> <p>4. Allowed for the use of oils and creams for non-therapeutic massage and similar activities; Cosmetics & Personal Care products must have DM Clinic approval (for product & label) prior to its sale or use within the shop</p> <p>5. For Health-related services: the owner operator of the said health establishment [e.i. salon, massage & relaxation center for leisure purposes; gym, etc.] must have approvals from relevant Local/Federal Authorities governing the scope of their practice and offered services, prior to the EHS approval & subsequent operations (which will adhere as well to their stipulated facility requirements)</p> <p>6. For Pet Shop, Pet grooming & Veterinary Clinic-</p> <ul style="list-style-type: none"> • Control of Odor and related pest or other significant nuisance to the community as part of the Pet Shop's daily operation shall be managed and controlled by the applicant by having appropriate measures in place to minimize or eradicate its ill-effects to the community as advised by EHS F&H and DM Veterinary Clinic. • The Doctor In-Charge shall pass and be a registered doctor of veterinary medicine by relevant authorities (for Veterinary Clinic) • Animal handling & operations shall be under close supervision of relevant authorities & subject to their existing guidelines. • Animal Control & Escape Plan must be in place to fully secure that the neighboring communities shall be protected from any possible escape of any quarantined or caged animals in the shop's care or treatment. • Must adhere to the stipulated requirements of EHS F&H Petshop and Veterinary Guidelines 2008 <p>7. For Any Food Trading/ Coffee Shop or Kiosk within the premises- this activity can be permitted with appropriate valid license activity and meeting the EHS facility requirement as per the type of food-related services/trading</p> <p>8. For Gym/Fitness Facility: Must have adequate safety measures or warnings conspicuously displayed, or instructions on how to use any equipment or movable parts of any gym device, including free weights; with provision of qualified/certified technical fitness instructor to assist/educate clients while using any of the available equipments, safely.</p>
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	Non-Permissible Activities	

Facility Requirements for Fit-out/Modification Works

Application for Modification Permit	1. TRAKHEES Modification Permit must be obtained by the client before carrying out any need for modification/fit-out works.	
	2. Steps to Apply for TRAKHEES Modification Permit: (a) In 2 CD (with correct CD Label); include the: Covering letter + Projection Description with details of the proposed Fit-out/modifications with: (a) Valid License Copy (b) Cover letter from Contractor requesting NOC for proposed Modifications (c) Copy of Contractor's License (issued by Dubai, suitable for proposed activities to be done) (d) NOC from Owner, if modification is for tenant, (e) Signage Contractor License Copy (can be submitted separately at a later stage **) (f) Signage Details- Fixing Method, etc. ** complete set of drawings in PDF format only; Covering letter from the company and submit to EHS TRAKHEES Dragon Mart Office	
	3. Reply and modify according to the Drawing Review report provided by TRAKHEES to the drawings submitted for review in CD (for re-submission), until TRAKHEES Modification Permit has been issued (including CED, EHS and EHS Fire Approval); then client can start Modification Work.	
Special Conditions	Additional Requirements	For Salon/Barber Shop: 13.94 sq.m (150 sq.ft.) to fit in at least 2 beauty chairs; additional chair would need more space with a distance of 1m (3.2ft) between chairs; Hair wash basin must have a surrounding ceramic tile extending for a distance not less than 0.5m (1.6 ft.)
	Additional Space Requirement per added activity	For GYM: With Sauna/Steam- must be provided separately for gents & ladies; Observe at least One (1) shower per six (6) clients For Salon/Barber: must have additional 4 sq.m. (44 sq.ft.) per added activity; and will be separate; Provide storage spaces/cabinets for clean towels, beauty products; cleaning materials, etc.
	Internal Height	a- Ground floor: Minimum 3 meter. And in case of additional half mezzanine floor, it shall be 2.4 meter. Maximum 4 meter b- Full mezzanine: Minimum 2.6 meter. Maximum 3 meter.
	Minimum Dimensions/ Areas	1. Minimum floor area should comply with the Minimum Total Internal Floor (Net Area) Requirements mentioned above, however minimum dimension -2.4 meter 2. Water closet minimum Floor Area : 2.0 meter and minimum dimension : 1.2 meter 3. Minimum door opening width 1.2 meter, as a part of the glass frontage. Office- 0.9 meter, Toiler-0.8 meter 4. Internal corridor minimum width 1.2 meter 5. Any additional door on the external face/elevation should match the existing one in design, color, finish etc
	General Conditions	1. All works shall be within the leased area 2. Existing structural elements such as column, beam, slab etc shall not be disturbed. The services may be suitable rerouted to comply with this condition.

	<ol style="list-style-type: none"> 3. It is the responsibility of contractor to ensure that the modification works does not affect the main structural elements. 4. Finishing floor/carpet levels inside office shall not be greater than the corridor level 5. All Electrical works shall be carried out by DEWA approved contractor complying with DEWA regulations 6. All existing services within the partition walls shall be properly terminated prior to demolition/removal of partitions 7. The work should not be commenced without obtaining approval from TRAKHEES CED 8. Furniture / equipment layout shall not affect fire escape route 9. The modification shall be used/occupied only after obtaining the completion certificate from CED
Special Conditions	Applicable community regulations and guidelines should be complied with.
Furniture & General Premises	Must be clean, hygienic & well-maintained
Minimum # of W.C. (with Double-door)	No. of WC as needed based on the floor size area and # of staff/customers (location to be assessed during review); with Hand Wash facility
Pipeline Connection (potable water)	No cross-connection to any non-potable pipeline; color-coding for identification highly desirable; with device preventing back-flow
Waste Water	Waste water must be adequately collected, stored and disposed off properly; it highly recommended to device schemes of generating minimal waste water for SPA and similar activities
Waste Management	Must be adequate and proven sufficient, separate from community waste disposal system
General HVAC	<ol style="list-style-type: none"> 1. HVAC (Heating, Ventilation and Air Conditioning) layout showing the type and location of the AC units (like supply diffusers, return diffusers, grills, Fan coil units, Split units, exhaust fans etc) shall be submitted. 2. Toilet/Pantry shall be provided with exhaust ventilation @ 10-12 air changes per hour. 3. If a split system is proposed to use, reference to the location of all indoor & out door units shall be clarified(Submit the photograph showing the same)
Specific HVAC	Air inlet and outlet flow velocity (air balance schedule) must be calculated and specified to address problems of chemical fumes from any hair or beauty care product/chemicals; or for the area where steam room is operational
Insect-Killers & Pest Control	# of insect killer: depends on the type, capacity and covered area; Doors with Auto-closer device; Pest Control System & Management: Required

Electrical Load Schedule & Gas Cylinder Details	<ol style="list-style-type: none"> All electrical wiring in the premises should be done by DEWA approved licensed electrician / contractor. Light Lay-out: Adequate intensity at Inspection Points (delivery, receiving area 550 Lux); the rest of the areas 220 Lux; with cover for areas where food is exposed (like preparation area, display, etc.- if applicable). The D.B reference number shall also be included in the layout. An electrical load schedule specifying the proposed kilowatts required for each electrical appliance and the overall electrical load required shall be submitted. Power layout showing the location and quantity of existing and proposed electrical utilities (Such lights, fans, floor mounted power sockets, telephone sockets, A/C's, small electrical equipments, etc.) shall be submitted. The routing of cable/wires shall be shown in the power layout. Cross sectional view of the proposed partition with material specification shall be submitted. Ceiling plan & flooring plan showing the type, material and size shall be submitted. Must be adequate as per the needed power supply as per proposed equipment/s with all its Safety requirements/ features met; Gas Cylinder and piping connections must adequately satisfy the requirements as per Appendix 1 of EHS Food Safety Regulations & Standards, 2008
Finishing Details	Floor/ Walls/ Ceiling: Washable, nonabsorbent, fire proof, light-coloured, smooth, non-toxic & durable
Equipment Details and Other Services	Must offer the use of clean towel per person; For Gym: Adequate spaces between each equipment and away from the walls must be provided; For Salon/Barber Shop must have: (a) Sterilizer Equipment & (b) Hair wash facility specifications must be adequately meet EHS Standards
EHS Fire Requirements	<p>AUTOMATIC DETECTION SYSTEM:</p> <ol style="list-style-type: none"> Smoke detectors shall be installed inside every partitioned area(s). All smoke detectors should be of optical type. The partition(s) for office cubicles shall be placed/ constructed so as not to block / obstruction any of the existing smoke detector. Additional detector(s) shall be installed where the coverage is under question and the area is unprotected due to partition. Additional Smoke detectors that need to be installed should be compatible with the existing system(s). Additional smoke detectors must be programmed to the existing main fire alarm panel and Test Certificate from the EHS Registered Fire Contractor should be submitted. Ceiling voids exceeding 800mm shall be installed with smoke detector. <p>FIRE PROTECTION SYSTEM</p> <ol style="list-style-type: none"> Fire point consisting 9 liters water type fire extinguisher and 5lbs capacity carbon dioxide type fire extinguisher shall be established at strategic points. If a Sprinkler system is installed in the building than all extended sprinkler piping network must be subjected to Hydraulic/pressure testing and certificates to that effect must be furnished for Fire Dept approval and

			<p>records.</p> <p>3. The proposed partitions shall be placed/ constructed so that they do not block or distort (i) any of the existing smoke detectors & (ii) the water spray discharge of sprinklers originally designed spray pattern</p> <p>4. Construction material of internal partition must comply with NFPA 500, most preferably with Gypsum Board of minimum 1 hour fire rating material.</p>
			<p>5. All cabins /store rooms, with full height partitions, must be installed with optical smoke detectors.</p>
		Other Areas	<p>Additional food activity will require additional 9.3 Sq.M. (100 sq.ft.) per (minimum) added activity;</p>
TRAKHEES Completion Certificate	Application for TRAKHEES-Modification Completion Certificate		<p>1. Client must apply for TRAKHEES-Modification Completion Certificate Inspection as soon as modification work is about to complete as per the Approved Drawings. A minimum of 2 days before inspection can be scheduled; while client can operate from the day of inspection.</p>
			<p>2. Steps to Apply for TRAKHEES-Modification Completion Certificate:</p> <p>(a) send an email to Modification Helpdesk the Contractor's Cover Letter/ Application for Obtaining Modification Completion Certificate; (Contractor must ensure all parties will be present at the time of inspection)</p>
			<p>(b) Confirmation from Inspection Helpdesk goes to client;</p> <p>The following documents must be made available at the time of Modification Completion Certificate Inspection at the facility:</p> <ul style="list-style-type: none"> • TRAKHEES Modification Permit • TRAKHEES Approved Drawings (As Built) • Test Certificates for Fire Protection & Fire Alarm Systems • Test Certificates for Gas Distribution system (from the Gas Installation Company- if Gas has been installed) <p>The following are required trainings and documents before starting the business operations (will be checked during Routine Inspection):</p> <ul style="list-style-type: none"> • Valid Basic Food Hygiene Training (to all food handlers) • Valid TRAKHEES Occupational Health Card (to all food handlers) • TRAKHEES Food Supplier Pass (for all food transport vehicles) • Fire Training and Basic First Aid Training Certificates from approved training companies; <p>* The Contractor must confirm to the Inspection helpdesk the provided Inspection Schedule;</p> <p>* Inspectors will conduct the inspection at the client's facility/location;</p> <p>* TRAKHEES will send report by email (with or without the Certificate)</p>

		(c) Reply according to the Modification Inspection report provided by TRAKHEES (for re-submission), until TRAKHEES-Modification Completion Certificate has been issued (including CED, EHS and EHS Fire Approval).
TRAKHEES- EHS Operational Requirements	<i>Applicable Operational Requirements</i>	1. (a) Test certificates for fire protection and fire alarm system(s) shall be furnished, (b) Telephone No. 997/8833111 of Civil Defense must be located in Conspicuous locations all through the building; (c) Fire Extinguishers and fire alarm systems should be tested annually by an EHS registered third party and the valid Test Certificates shall be furnished prior to renewal of License. (d) Good housekeeping in Fire Safety perspective, at all times within the area.
		2. Smoking is not permitted inside the Facility. "No Smoking" signs/signboards should be displayed and no smoking policy should be strictly enforced.
		3. Company must adhere and commit towards high Food & Health Safety Standards through proper food temperature control procedures, food & facility sanitation, hygienic practices and prevention of cross-contamination.
		4. A medical first aid box should be provided in the facility.
		5. Appropriate Employee Uniforms, Personal Protective Equipments (like hair net, hand gloves, etc.- as and when applicable) and Good Personal Hygiene is a must at all times during operation.
		6. Company must document and demonstrate effective cleaning & sanitation program as well as Pest Control System & Waste Management.
		7. Company must have an effective and regular preventive maintenance schedule for all equipments (for gym).
	<i>Violation of the Guidelines</i>	Any violation of these Guidelines will subject the Group Other Health Services Activities to penalties as shall be imposed by the Authority. Persistent breach or repetitions may result in suspension and subsequently cancellation of a License.

Definitions:

For the purposes of these Guidelines, the following defined terms shall have the meaning assigned to them below:

Authority:

The Trakhees; EHS, CED

Community Manager

Nakheel (NAMAD)

Master Developer

Nakheel

License:

As Salon/ Barber Shop/ Spa/ Gym, etc.; license in Dubai World Community issued by Trakhees.

ACKNOWLEDGEMENT & UNDERTAKING

I, (Client's Name)..... have read, fully understood and undertake to comply with all the above EHS conditions/requirements and assure that the operations carried out under JAFZA/TRAKHEES license will be within the scope of the approved activity/activities only. I accept that EHS has the absolute discretion to approve or reject any license application and correct any non-compliance with the above furnished details applicable to the license activity I am applying for.

Name of Company

Designation Date Signature

FOR EHS USE ONLY

EHS Department/Section			
EHS Approved Stamp	Approving EHS Officer		
	Date	Signature	