

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
03	04.02.2018	GFA definition updated
04	21.05.2018	GFA definition updated/Contact update
05	30.12.2020	Layout & Minor changes



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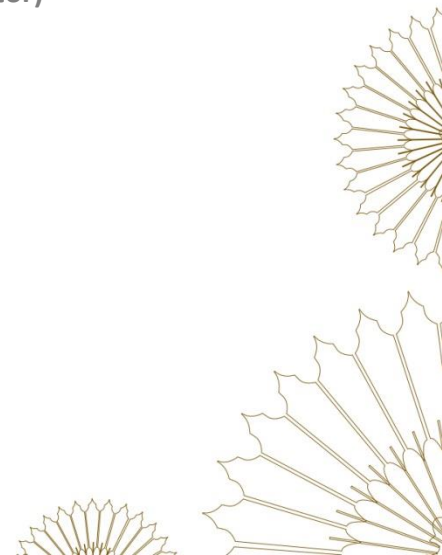
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1.1 Purpose and Objectives

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.

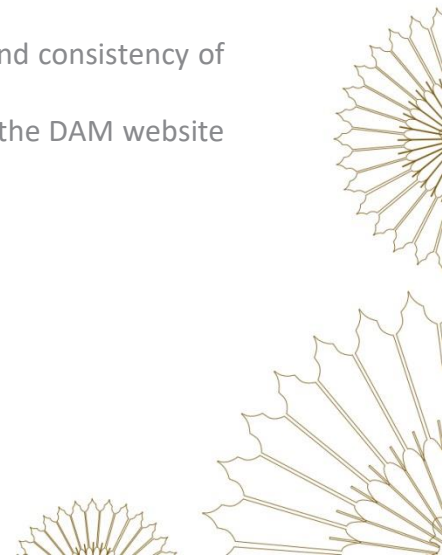
The DRG reflects local and internationally recognized standards. The best practice approaches shown are intended to be used as a tool for land owners, developers, design and engineering consultants to guide designs and outline the Technical Interface Office's (TIO) expectations, in terms of quality and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



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 Construction Regulations
- 3.2 Health, Safety, and Environment (HSE) Policy



1.3 Diyar Al Muharraq Technical Interface Office



Diyar has established the Technical Interface Office (TIO) to safeguard Diyar’s planning principles by guiding Third party developer (TPD), Plot, Parcels, Villa and Landowners, 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, Health, Safety & Environmental & Construction regulations.

Review TPD’s and Landowners design proposals to ensure compliance of design drawings to DAM’s DRG.

Issuance of NOCs and completion certificates for TPD and Landowners consultants to obtain relevant concerned Government authorities approvals.

Issuance of General Approvals required for the work on site.

Provide Technical assistance to TPD, Land & Villa owners, 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

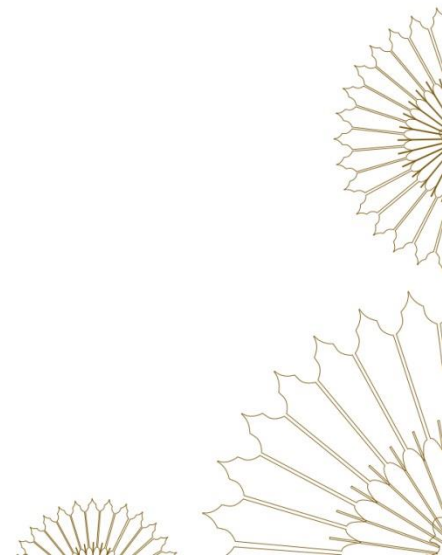
✉ tio@diyar.bh

☎ +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 and 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 / villa based on conformity to DAM's Regulations & Guidelines (DRG).

Land is sold as either parcels or plots where:

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;

Plots are areas of lands sold to end users or TPDs. Plots can't be subdivided. A typical plot will contain a small buildings, a school or a house.

All regulations related to Committee for Organizing Engineering Professional Practice (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.

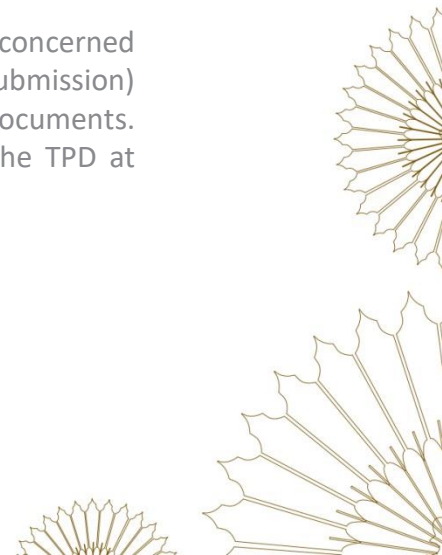
1.4.1 Post Sales Process

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 (Detailed Design Review Submission) form 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.



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 from concerned authority.

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, a No Objection Certificate (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 Only)

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 (Detailed Design Review Submission Form) 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' (Concept Design Review Submission Form). The detailed drawings should be developed from the approved Concept whereupon the 'Detailed Design' is submitted to the TIO for review and approval (Detailed Design Review Submission Form).

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 are specified in table 1.4.3 on page 13, which includes the fees for design amendment.

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

Community Centres Shop Design Approval Process

Prior to commencement of any interior/signage work on any shop, the tenant must apply to receive TIO approval on the relevant design drawings. The detailed design is submitted to the TIO for review and approval (Detailed Design Review Submission Form).

A copy of the TIO NOC must be placed with the contractor and his subs 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.

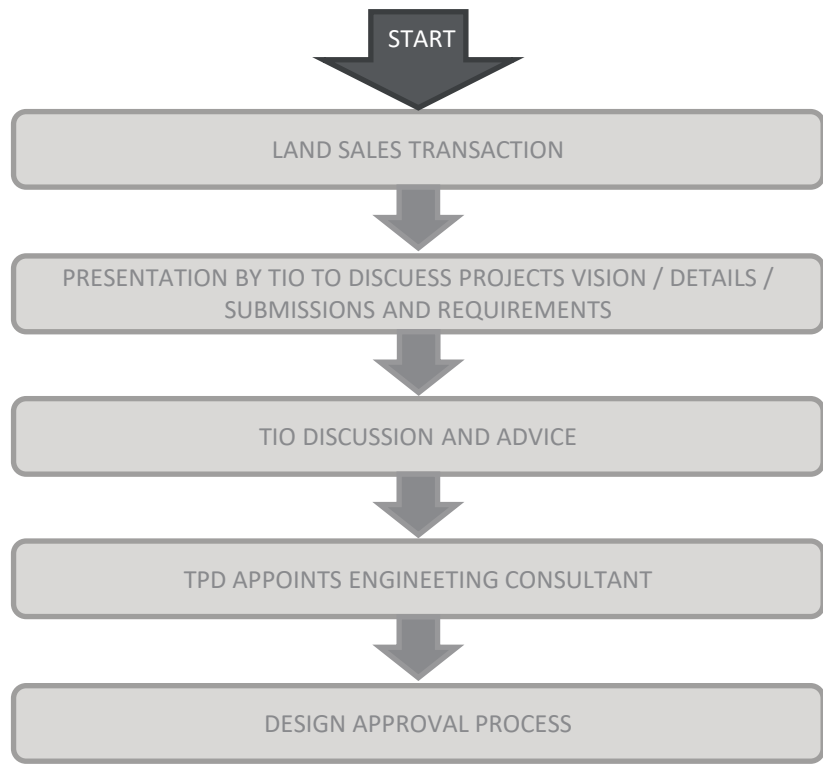


Figure 1.4.1: Post Sales Process

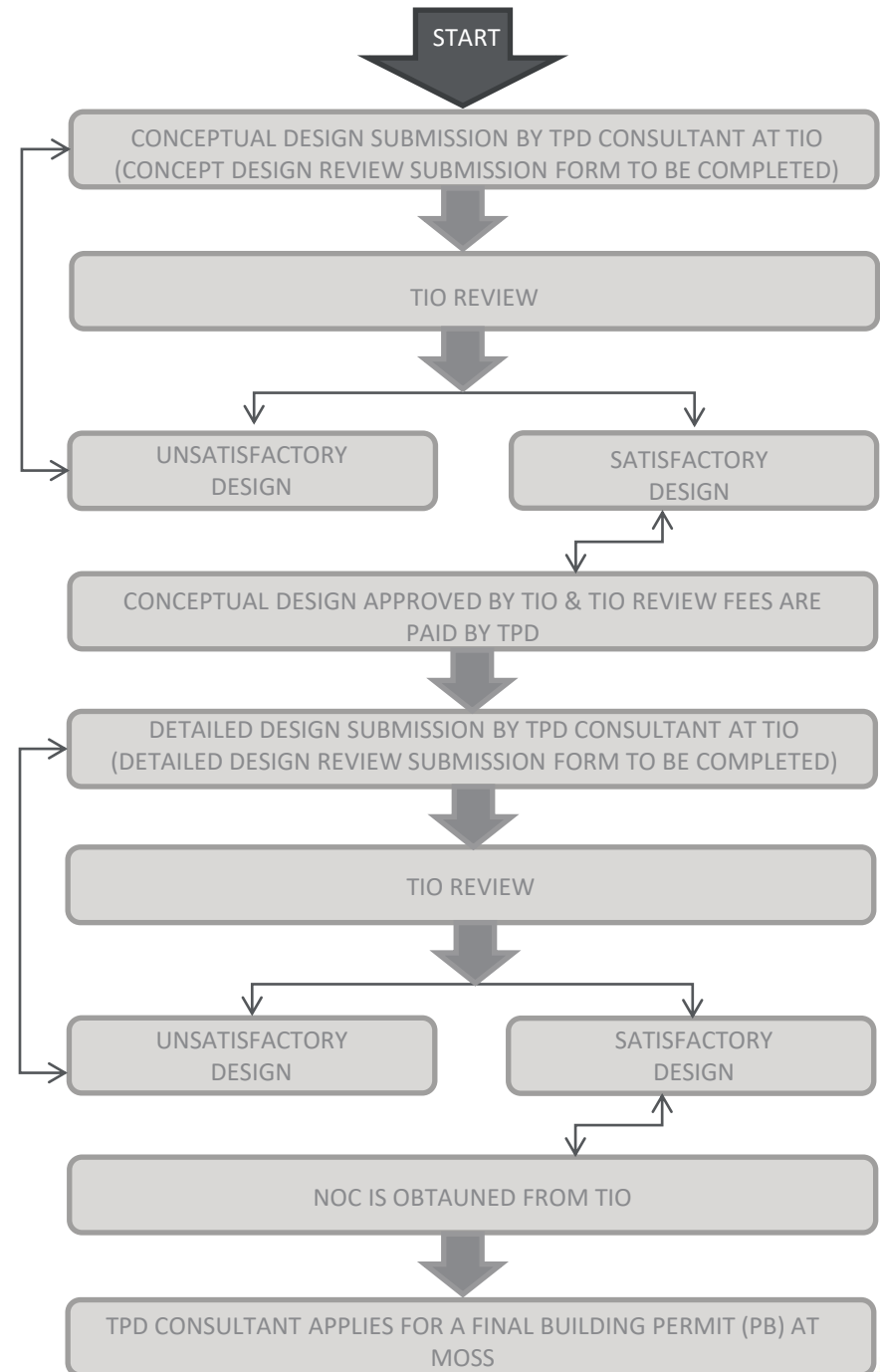


Figure 1.4.2: Building Permit Approval Process



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:
- There has been an error made by the TIO; or
 - 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;
 - There will be no adverse impact to amenity, the environment, or the health and safety of occupiers of DAM; and
 - 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 (Detailed Design Review Submission Form) 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:

- Building or demolition of any structure, this includes new, modifications or additions to existing buildings (BP is also required from MOSS)
- Construction and digging to install or remove any infrastructure (Approvals from concerned government authorities are required)
- Renovation of an existing building (BP is also required from MOSS)
- Site Formation (site levelling)
- Interior modifications work including (demolishing/adding internal walls, external Majlis door and all works that include block material)
- Building the additional room permitted by Technical Interface Office (TIO)
- Landscaping works that include block material
- Shading installation
- Pools and Jacuzzis
- Villa external wall painting
- Raising villa boundary wall

TPD Consultant must complete (Commencing Work On Site Form) 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. A copy of the NOC must be placed with the contractor on site.

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

- Working outside working hours
- Working outside site boundary
- Land / Road occupation
- Material Delivery / Hauling Away

The TPD Consultant or applicant must complete and submit (SPECIAL REQUEST APPROVAL Form) with all other required documents to the TIO.



1.4.8 Signage

For commercial signage (including retail shops, building names, etc..) TIO approval must be obtained before fixing the signage on site. The TPD Consultant must fill in (Signage Request Form) and submit all required documents to the TIO.

No signage to be erected on empty plots / parcels.

1.4.9 Exemptions

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

- Interior works including (furniture loading/unloading, internal painting, electrical/plumbing works, gypsum works, fixing all types of tiles, A/C installation, regular cleaning of swimming pools, Jacuzzies & gardens,, etc.)
- Agricultural works, including: (agricultural sand, fixing interlock, natural and artificial grass, trees, etc.)
- Villa porch glass installation
- Installing plastic/glass sheet on the following locations:
 - Behind the villa main door for privacy
 - Above water tank room in the ground floor
 - Above pergola located on the ground floor
 - Above pergola located in the Balcony
 - Behind Balcony bars
- For Sale/Rent advertisement signboards
- Installing outdoor CCTV cameras
- 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.

Engineering Design Review Fees	
Plots less than 1,500 sqm	BD 585
Plots between 1,500 and 5,000 sqm	BD 715
Plots between 5,000 and 10,000 sqm	BD 767
Plots between 10,000 and 25,000 sqm	BD 936
Plots between 25,000 and 50,000 sqm	BD 1,235
Plots more than 50,000 sqm	BD 1,625
Parcels less than 50,000 sqm	BD 4,225
Plots more than 50,000 sqm	BD 6,435
Jetty Design	BD 618
Sundeck Review Only	BD 358

Table 1.4.3

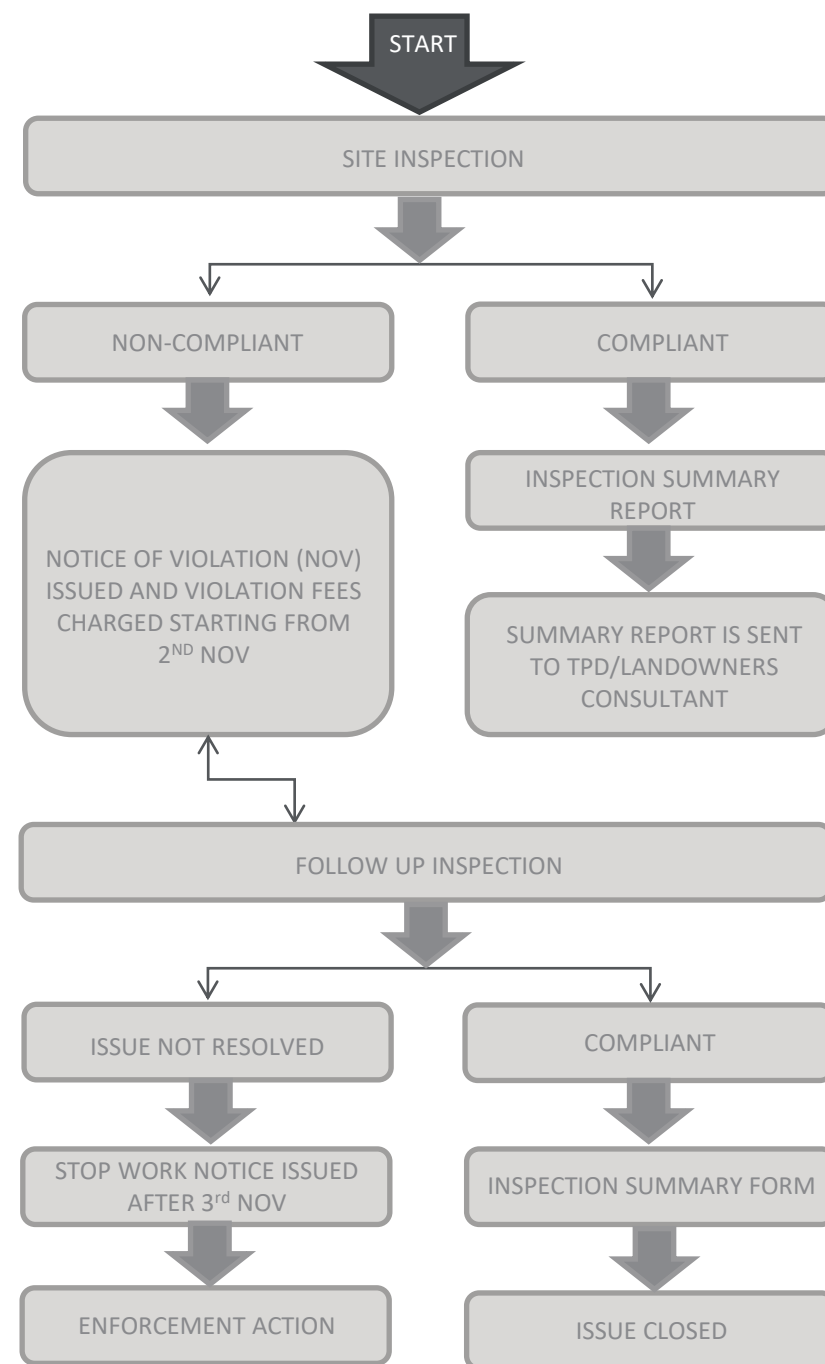


Figure 1.4.3: Building Compliance Procedures

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):

Pre-construction/ Site Establishment Inspection: carried out at the site establishment phase when construction fencing, site offices, access and other facilities are being installed.

Routine Inspection: Unplanned inspections carried out on daily basis to observe any non-compliance to HSE or construction regulations in all sites and to ensure full monitoring of ongoing project at site.

Periodic Inspection: weekly inspections will be conducted throughout the construction, modification or addition works.

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 and Landowners Consultant is responsible to submit Inspection Request Form 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 and Landowners as per table 1.4.11.

Final Inspection: mandatory inspection carried out on completion of building, civil and landscaping works on site. The TPD's Consultant is responsible to submit Inspection Request Form 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.

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 and Landowners Consultant. In the event that a violation is identified the TIO may first discuss the matter with the TPD and Landowners Contractor on site, or the TPD and Landowners 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 'Stop Work Notice' will be issued and a violation fees will be charged to the TPD and landowners according to the type of violations as shown in table 1.4.11 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 and Landowners 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 and Landowners.

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 and Landowners 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 and Landowners 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 and Landowners on issuance of the Completion Certificate.

The security deposit amount is:

Security Deposit	Amount (BD)
Villa Landscaping work	50
Residential plots (Alterations/Addition)	200
Residential plots (New Construction)	300
Commercial plots including alterations/addition	1000
All parcels including alterations/addition	2000

Table 1.4.12.1

A violation fee will be charged to the TPD and Landowners at the issuing of a stop work notice. The amount of the violation will be as follows:

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

Table 1.4.12.2

1.4.13 As-Built Drawings

The TPD and Landowners 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. The TPD consultant is responsible for applying for final completion certificate, inspection request form must be filled with all other required documents and submitted at TIO.

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 contact 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 and Landowners.

1.4.17 Amendment to Development Regulations & Guidelines

- 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 landowner 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 and Landowners of all amendments to this DRG, within fourteen (14) days of such amendments having been made.

1.4.18 TPD Development Regulations & Guidelines For Parcels

Any TPD developing a Parcel in order to sell Plots must create Development Regulations & Guidelines including architectural, landscape and infrastructure sections. The TPD DRG must be included in the Sale Agreement developed by the TPD and Landowners 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.

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:

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

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 Municipal One Stop Shop (MOSS).

Applications	Plots Time Periods (Working Days)		Parcels Time Periods (Working Days)	Jetty
	Plot < 600	Plot > 600		
Conceptual Design Review	3	5	10	7
NOC for Design Drawing for New Construction, Modification, Addition, Renovation or Reconsideration	7	10	10	7
NOC for Commencing Work on site & Other Approvals	3		3	-
Completion Certificate / Stage Site Inspection	3		3	-
Post Site Inspection	3		3	-
Answering Inquires Online / Phone / Email	3		3	-

Table 1.4.19

1.4.20 Change Ownership Registration (consultant / contractor)

The TPD and Landowners is obliged to notify the TIO of any change of ownership. Such notice shall include contact information of the new landowner(s). TPD shall also inform TIO in case of consultant / contractor change of contact / details. TPD and must complete & submit (Change of Contacts Form) with all other required documents to TIO.



Glossary

1.5 Glossary

Abbreviations and Glossary

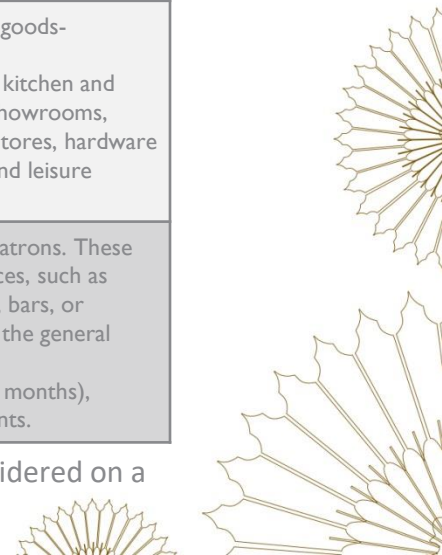
Each parcel / plot within the development is governed by specific regulations that relate to form, massing, architectural elements, setbacks, and layout. The requirements for each parcel / plot are defined in the Development Controls and accompanying Parcel / Plot Plan.

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 Accommodation	A building or part of a building, set up to provide accommodation for workers and containing one or more units of living. Occupants can be members of more than one household.
Retail and Leisure	Goods-orientated retail, service-orientated retail, food and beverage and family entertainment centers. Goods orientated retail includes grocery stores, local and neighborhood retail shopping centers, department stores, general goods shops, 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. Food and Beverage includes restaurants, hot food takeaways, and coffee shops. Family entertainment centers include, bowling alleys, cinemas, games arcades and indoor children's activity centers.
Recreation	Small scale recreation facilities such as fitness centers, sports clubs, community halls, gymnasiums, outdoor activity areas, exercise facilities and outdoor and indoor sports courts.

Office	Land use primarily for conducting non-manual work such as administration, clerical, professional or other business-like activities. Small scale medical centers, clinics and dental surgeries may be included within office land use. Storage of large wholesale goods and the manufacturing of materials will not be permitted.
Light Industry	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 fiber components and home appliances; and food packaging and processing; and selected recycling processes. A showroom, maintenance & repair facility and/ or labor 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. A warehousing (stores) & distribution facility is permitted. 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.
Commercial Showroom	A building designed to accommodate larger goods-orientated retail. 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 centers.
Hotel	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. Hotels include short and long stays (up to 6 months), commonly referred to as Serviced Apartments.

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

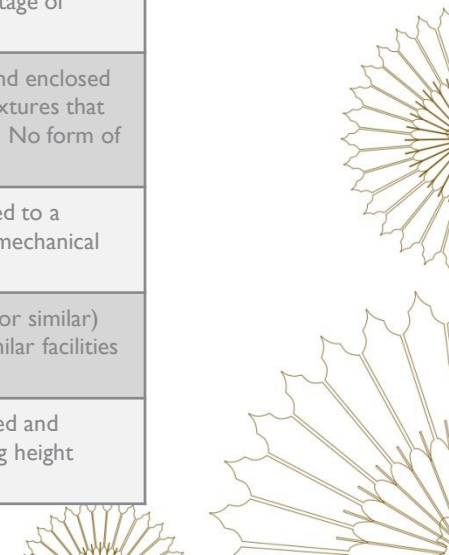


Nursery	A small scale facility for the purpose of day care or schooling of young children.
Schools	An educational institute such as a primary or secondary school.
Higher Education	An education facility such as a college of university
Mosque	Land use for specifically allocated Islamic prayer and worship,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

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

Abbreviations	
DAM	Diyar Al Muharraaq
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 centers 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 bended 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.



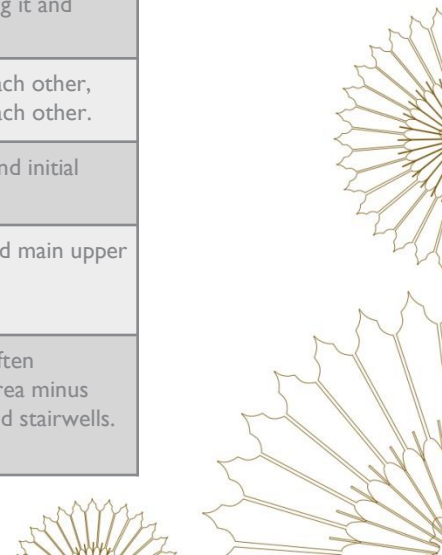
Building Footprint	The total area of a plot or parcel covered by the ground floor area of a structure or building, measured from the outside of the exterior walls. The building footprint does not include internal courtyards in excess of 400m ² or parking podiums. Refer also to Site Coverage.
Building Height	The vertical distance measured from the established grade level to the top of a building 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 Roof 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.
Center 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 neighborhoods.
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 and 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 centers and neighborhoods within an urban area containing 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.



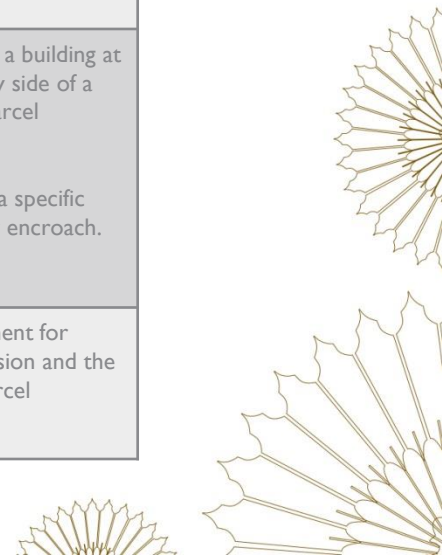
Façade	The exterior walls of a building or structure fronting a street, public open space or important landmark. The façade of a building will often be referred to as the most important aspect of a building and will be required to assimilate with its surroundings in order to maintain a strong cohesion 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"> • Internal / enclosed balconies enclosed on more than 3no. sides. • majlis, mezzanines, basement (if not used for parking): • attic space with a headroom of 2.15 meters (7 feet) or more, • enclosed porches (enclosed on more than 3no. sides); • 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"> • All lobby spaces, public corridors and public rest rooms; (for commercial plots) • Internal / enclosed balconies enclosed on no more than 3no. sides, provided that the total area of the balconies does not exceed 12% of the total building GFA) • mechanical, electrical, plumbing, gas, telecommunication and similar services; • storage spaces for mechanical, electrical, plumbing, gas and telecommunication equipment; • garbage collection rooms;

	<ul style="list-style-type: none"> • all service ducts or shafts (including for running electrical, plumbing, gas and telecommunication equipment); • Stairwells, elevator shafts and garbage 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/Landowners.
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/Landowners will further subdivide the land prior to selling smaller plots to end users or other TPD's/Landowners. 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. 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.
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/Landowners 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 ie. 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/Landowners 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/Landowners 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 land use 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, storm water 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 Houses)	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 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 and Landowners 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
Title
Basic Information Form
Concept Design Review Submission
Detailed Design Review Submission
Commencing Work on Site
Signage Request
Special Request Approval
Change of Contacts Form
Incident Report
Inspection Request
Enquiry / Suggestion / Complaint Form
Form of Authorization