

CONSTRUCTION GATE OPERATIONS USER GUIDE - CONSTRUCTION 1&2

I. REGISTRATION FORM

Hand-written forms will not be accepted

Reference No.

Ref. No will be allotted by Dubai South and will be unique to every company. All the transactions will be recognized by the reference number

Material, Tools & Equipment

All materials, tools & equipment, whether already within site or projected, must be registered.

Staff, Labour & Drivers

Digital pictures to be made available on the soft copy

Supporting documents to the registration form

- Copy of trade license
- Copy of the original contract
 - **For main contractor:** copy of the contract between contractor and lease holder
 - **For sub-contractor:** copy of the contract between main contractor and sub-contractor, NOC from the main contractor
- Copy of approved Building Permit or Enabling Work Permit or Mobilization or Soil Investigation Permit
- NOC from the main contractor (for subcontractors)
- Copy of passport along with valid visa page (for staff, labour and drivers) Soft copy must be submitted to info.logistic@dubaidouth.ae in MS Word format only

(PRO/DWC-LD/GP /010/15)



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II. APPLICABLE FEES

Fees for the gate passes must be paid to the Dubai South cashier (ground floor). For one day passes, fees can be paid at Gate 3.

SERVICES		
#	DESCRIPTION	AMOUNT (AED)
1	Application Fees	20 per application less than three months 50 per application more than three months
2	Materials/labor Vehicle Gate Pass	5 per pass for per day 20 per pass for three months 50 per pass six months
3	Sticker for Material/Labour Vehicle	20 per sticker
4	Management/Supervisor/Engineer/ Labour Gate Pass	5 per person per day 20 per person per week 30 per person per 2 weeks 40 per person per month 180 per person per 6 months
5	Repairs & Maintenance - Equipment	20 per entry (2 weeks max.)
6	Administrative Services - Print out/ Photocopy	5 per print/copy
VIOLATIONS		
7	Modification/cancellation of ID cards after confirmation	Additional 40 per card
8	Physical Tampering of ID/Pass	2000
9	Misuse of ID cards/passes	200 per offence
10	Lost ID/Pass	180 per ID/Pass

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III. PASS

VALIDITY OF PASSES

On the basis of :

- Building Permit - Maximum validity of 6 months (passes can be renewed after 6 months)
- Mobilization Permit (before commencement of construction) : maximum validity of 2 months
- Soil Investigation Permit - maximum validity of 2 weeks
- Enabling Work Permit - maximum validity of 6 months

MATERIAL/EQUIPMENT PASS

Please submit Soft copy of the Material Entry/Exit gate pass along with supporting documents as below and sent to sec.ops@dwc.ae and info.logistic@dubaisouth.ae for approval. After approval, hard copy must be submitted to security at 3 Gate 3.

- copy of vehicle registration (front & Back side)
- emirates ID of driver and driving license (front & Back side)
- clear pictures of the vehicle (front & Back side)
- clear pictures of material loaded

Cancellation

Cancellation of contract, labour, vehicle etc. should be immediately notified and the ID should be returned to the Logistics Operations department.