

Non-Standard Procedure (Built form)

Non-Standard proposals are generally not permitted. However, where it can be demonstrated that there would be no material harm, particularly in relation to the Core Development Principles, or there may be wider benefits resulting, occasionally designs that breach the Standards set out in this document may be permitted. The merits and justifications for these should be discussed with DCUP first before making any formal submission.

Decisions on Non-Standard Submissions can only be made by the Director of DCUP (if the proposals fall within such delegated scope) or the Development Review Board (DRB). Therefore, if advised to make such submission, this is done so on a without prejudice basis as the Director of DCUP or the DRB may not support the non-standard proposal, contrary to any presented recommendation.

On making your submission, your application will be initially acknowledged by DCUP. However, it will not be registered until it has been examined for completeness. If your application is deemed complete, you will be notified in writing that it has been registered within **5 working days** from the date of acknowledgement, and you can expect a decision within **30 working days** from the date of registration. This is to reflect the fact that if the proposal needs to be considered by DRB, it meets only once every month.

If the submission is deemed incomplete, the missing item(s) will be brought to your attention in writing within **5 working days** of the date of acknowledgement, and the submission will remain unregistered until the requested item(s) have been submitted. In such cases, a timeframe of responding within **5 working days** will be attached, after which, if you have not responded, your application will be returned. A longer period can be negotiated depending upon the nature of missing information and any personal circumstances.

If approved, you will be eligible to make a standard Modification Submission that incorporates the approved design breaches. In case of refusal, you will be required to re-design the proposal to be compliant should you wish to proceed.

Required documents

1. Filled in [NSA](#) form (where applicable).
2. Cover letter to brief the case of NSA, addressed to Development Control & Urban Planning (DCUP), Dr. Ahmed Ragab: Head of planning approvals.
3. Copy of purchase agreement with Nakheel if applicable (particulars page only).
4. Copy of appointment letter to consultant/contractor
5. Copy of affection plan / title deed.
6. Copy of VDC page showing the correspondent NSA item(s).
7. Copy of property purchaser's passport.

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