



اُنِيْوَرْسِيْٓتِيْ ٓتِيْكَنُوْلُوْٓجِيْ ٓمَارَا
UNIVERSITI
TEKNOLOGI
MARA

**DEPARTMENT OF BUILDING
FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING
UNIVERSITI TEKNOLOGI MARA
(PERAK)**

SEPTEMBER 2014

It is recommended that the report of this practical training provided

By

**Wan Mohamad Shahril Afiq bin Wan Abdul Fatah
2012860462**

entitled

**Building Plan Approval
By Local Authority (MDPM)**

accepted in partial fulfillment of requirement has for obtaining Diploma In Building

Report Supervisor : _____ Pn. Rafizah binti Mohamed Nordin
Practical Training Coordinator : _____ Pn. Wan Nordiana Binti Wan Ali
Faculty Coordinator : _____ Dr. Mohd Rofdzi b. Abdullah

DEPARTMENT OF BUILDING
FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING
UNIVERSITI TEKNOLOGI MARA
(PERAK)

SEPTEMBER 2014

STUDENT'S DECLARATION

I hereby declare that this report is my own work, except for extract and summaries for which the original references stated herein, prepared during a practical training session that I underwent at Pasir Mas District Council for duration of 5 months starting from 12 May and ended 29 September 2014. It is submitted as one of the prerequisite requirements of DBN307 and accepted as a partial fulfillment of the requirements for obtaining the Diploma in Building.

.....

Name : Wan Mohamad Shahril Afiq bin Wan Abdul Fatah

UiTM ID No : 2012860462

Date : 30 September 2014

ACKNOWLEDGEMENT

Praise to Allah for His Grace in helping me in completing my Industrial Training Report. I take this opportunity to express my gratitude and deep regards to my guide Madam Rafizah binti Mohamed Nordin, a supervising lecturer of Faculty of Architecture, Planning and Surveying for her exemplary guidance, monitoring and constant encouragement throughout the course of this report. The blessing, help and guidance given by her time to time shall carry me a long way in my journey in completing this report. I also take this opportunity to express a deep sense of gratitude to my practical training supervisor, Mr. Azizi bin Ismail and Mr. Saidi bin Awang Che Man. I am obliged to staff members of Pasir Mas District Council, for the valuable information provided by them in their respective fields. I am grateful for their cooperation during the period of my assignment. Lastly, I thank almighty, my parents,

and friends for their constant encouragement without which this assignment would not be possible.

Thank you very much.

ABSTRACT

This report briefly describes the process of building plan approval and problem occurred during the application process. It produce according to a five-month experience at a Pasir Mas District Council (MDPM). The objective of the report is to understand the documents required throughout the application for Building Plan Approval, to understand the application required by the Building Department of Pasir Mas District Council and to identify factors of failure in applying building plan approval by both client and MDPM. In this report, there have four method of study. First is internet, examples of work related to the scope of the research that was made as a reference to enable me to complete this report. Secondly is observation, it's helping to see the real situation of the work of doing building plan approval. Thirdly is interview, it is a bit of help in gather information about the research topic of the process of building plan approval by the local authority. Lastly is journal and books, it can obtain a lot of detailed information not only about building plan approval but also the knowledge about construction work. The finding method from this report is applicant apply the building plan approval at One-Stop Centre (OSC). OSC will checking the documents and building plan from applicant and if not complete OSC will return the document and building plan to applicant to make amendment. Building plan will distribute to interior and exterior technical department to make review. When building plan checkup by interior and exterior technical department will give comment for this building plan. OSC meeting will held to discussion about give approval for this building plan. Lastly building unit will produce building plan approval form and sent the form to applicant. The factor of failure in applying building plan approval is letter and document needed in file of building plan approval. Secondly is letter and document applications requirement. Thirdly is drawing format needs. Lastly is drawing without complete. Hope that this report can give a lot of advantages and benefits to the reader on how to apply for building plan approval applied and how to prevent several problem happen throughout the application.

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LIST OF ABBREVIATIONS

UiTM	Universiti Teknologi MARA
OSC	One-Stop Centre
MDPM	Majlis Daerah Pasir Mas
UBBL	Uniform Building by-Law
TNB	Tenaga Nasional Berhad
TM	Telekom Malaysia

CHAPTER 1

1.1 Introduction

I have made a place for applicants for industrial training at Pasir Mas District Council (MDPM). In this company, I was stationed in the Building unit. My supervisor incharged during practical at MDPM is Mr. Azizi bin Ismail and Mr. Saidi bin Awang. They were the manager in this unit. During this training, I was given the opportunity to pursue other Technical Assistant of the building unit, involved in the process of building plan approvals and following some discussions with the client such as a consultant. The knowledge that I get in this training helped me to understand the needs and enhance the understanding of academic work that I learned more clearly and broadly about the ins and outs of construction.

Building approval, also called 'certification' is required for development that involves carrying out building work under the Sustainable Planning Act 2009 (SPA), as well as under specific building legislation Building approvals require assessment against the Building Code of Australia (forming Volumes 1 and 2 of the National Construction Code) and Queensland's Building and Plumbing Regulations. While building approvals are usually only issued once for a specific structure or building, building legislation may require various technical inspections at different stages of the building process, including completion.

Building plan approval is important before starting any construction to according to uniform building by-law 1984 (UBBL) to avoid any problems that will arise during or after construction.

1.2 Objective of the Study

The objective of the study is as follows:

- i) To understand the application process required by the Building Department of Pasir Mas District Council
- ii) To understand the documents required throughout the application for Building Plan Approval
- iii) To identify factors of failure in applying building plan approval by both client and MDPM

1.3 Scope of study

In state of Kelantan, there are many District Council which representative each of the district area. For example, in Tanah Merah is Tanah Merah District Council (MDTM) and in Pasir Mas is Pasir Mas District Council (MDPM). In each District Council, process and method is different between each of District Council.

For example of process is process of building plan approval. The scope of study for this report only focus to building plan approval in Pasir Mas District Council (MDPM). Building plan approval only focus under Pasir Mas District Council (MDPM) and did not involve other district.

Usually, process bulding plan approval in Pasir Mas District Council take time about one month only. The department that involve in this process is interior and exterior of technical department. Interior of technical department is work under Pasir Mas District Council and exterior of technical department is work for outside of Pasir Mas District Council like Tenaga Nasional Berhad (TNB) and Telekom Malaysia (TM).

1.4 Method of Study

Doing a study on the subject carried out, there are a few means carried out to achieve information:

a) Internet

One of the methods used in completing this report is taken from the resources of the internet. Most of the report based on the references on the internet. By using this method, many examples of work related to the scope of the research that was made as a reference to enable me to complete this report.

b) Observation

By using the observation method, it's helping to see the real situation of the work of doing building plan approval. This one of very good method because clearly brief and explained about how the process works and the plan criteria to approve by local authorities.

c) Interview

This method can provide a lot of accurate information by interviewing the technician, architectural assistant and others. They gave a good information to me. Through this method, it is a bit of help to the writer to gather information about the research topic of the process of building plan approval by the local authority method.

d) Journal and Books

By using this method, can obtain a lot of detailed information not only about building plan approval but also the knowledge about construction work.

CHAPTER 2

ORGANIZATION BACKGROUND

2.1 Introduction



Figure 2.1 (i): MDPM logo

Pasir Mas District Council is one of the 12 Local Governments in Kelantan, including the Kota Bharu Municipal Council. It was established on January 1st 1979 under the Local Government Act 1976 (171) with the Government Gazette P.U. 7/79.

The Territories of Pasir Mas cover 577 km² while the entire jurisdiction of the Pasir Mas District Council only covers 139 km². It was formed with the merger of the following :

1. Pasir Mas Municipal Board.
2. Rantau Panjang Local Council.
3. To'Uban Local Council.
4. Gual Periok Local Council.

All these areas and several new growth areas as well from the Pasir Mas District Council and Rantau Panjang Branch.

Pasir Mas District Council is located in the north of Kelantan. It borders tumpat to the north, Tanah Merah to the south, Sungai Kelantan and the Kota Bharu Municipality to the east and Sungai Golok. The area is mostly comprised of flatlands. Pasir Mas town is connected to the main road linking the state capital to Bandar Sungai Golok, Thailand. The road is also the main road link to Kota Bharu for states on the East Coast. (Sources: <http://www.mdpmas.gov.my>)



Figure 2.1 (ii) : Pasir Mas District Council location
(Sources: <http://www.mdpmas.gov.my>)

2.2 Organization Profile

Company's Name : MAJLIS DAERAH PASIR MAS (MDPM).
Date of Incorporation : 1 January 1979
Registered Address : Majlis Daerah Pasir Mas,
Kompleks Apam Putra, Bandar Baru Pasir Mas
Lubok Jong, 17070 Pasir Mas
Kelantan.
Telephone No :
Fax No : 09-7916999
Email : mdpmas@kelantan.gov.my
Web page : www.mdpm.gov.my
YDPM : Tuan Ahmad Robert bin Abdul Rahim
Numbers of Staff : 125

Mission

- i) Guarantee competent, effective and friendly service to each customer
- ii) Strive to make the Pasir Mas District Council jurisdiction more developed, and as clean and beautiful as it can be.

Vision

- i) To make the Pasir Mas District Council jurisdiction more developed, clean and beautiful through competent, effective and friendly service, while the same time ensuring just and fair execution of implementation for all.

Objectives of Pasir Mas District Council (MDPM)

- i) Plan and execute physical and spiritual development with the blessings of Allah SWT.
- ii) Manage and supervise development projects and ensure they are beneficial to all residents and the district council.
- iii) Answerable to the State and Federal Government concerning development projects.
- iv) Plan programs to boost revenue, in order to one day be fully sufficient in terms of funding.
- v) Enforcement of the law and all District Council guidelines.
- vi) Updates and upgrade the management and the administration machine in order to provide effective service and execution of development programs.
- vii) Provide basic facilities, socioeconomic activities, recreation and beautification in line with the concept of a city in the park.
- viii) Raise the quality of life for all district residents.
- ix) Create a perfect District Council jurisdiction worthy of the mercy of Allah SWT.

Functions of Pasir Mas District Council (MDPM)

There are many function of Pasir Mas District Council (MDPM) that can be gained. First is provide infrastructure, amenities like roads, street lighting, and drainage system for residents. Next is systematic and effective waste collection system under Pasir Mas area. Plan the structure of the urban development projects for the council, including building stalls, shops, complexes and markets also one of the function of Pasir Mas District Council (MDPM). Pasir Mas District Council (MDPM) also enforce laws to ensure the area is always clean, beautiful and interesting. Beside that, MDPM also increase the council's administrative and management machinery to ensure the services of the local authority is executed in a trustworthy, efficient and effective manner.

Other function of Pasir Mas District Council (MDPM) to increase revenue from sources allowed under Act 171 and other sources toward the goal of a financially independent district council. Recreational amenities like playgrounds, parks and recreational spaces be provided by MDPM. Maintenance and upkeep of the drainage system, roads, sewerage system and grass trimming can be boost by the MDPM. A structured plan for the council as well as the Rantau Panjang local Plan have been provided by MDPM. Next, MDPM also be functioned to monitor and control the construction of buildings, drainage, roads, and others. Lastly, MDPM also maintain security, health, cleanliness and avoid interruptions and problems.(Source: MDPM Organization Profile)

Organization Department

In Pasir Mas District Council (MDPM), nine departments involved. There are :

- i) Administration Unit
- ii) Finance Unit
- iii) Assessment and Asset Unit
- iv) Engineering and Projects Unit
- v) Health and Urban Services Unit
- vi) Enforcement Unit
- vii) Legal Unit
- viii) One Stop Centre Unit
- ix) Planning and Corporate Development Unit

2.3 Organization Chart

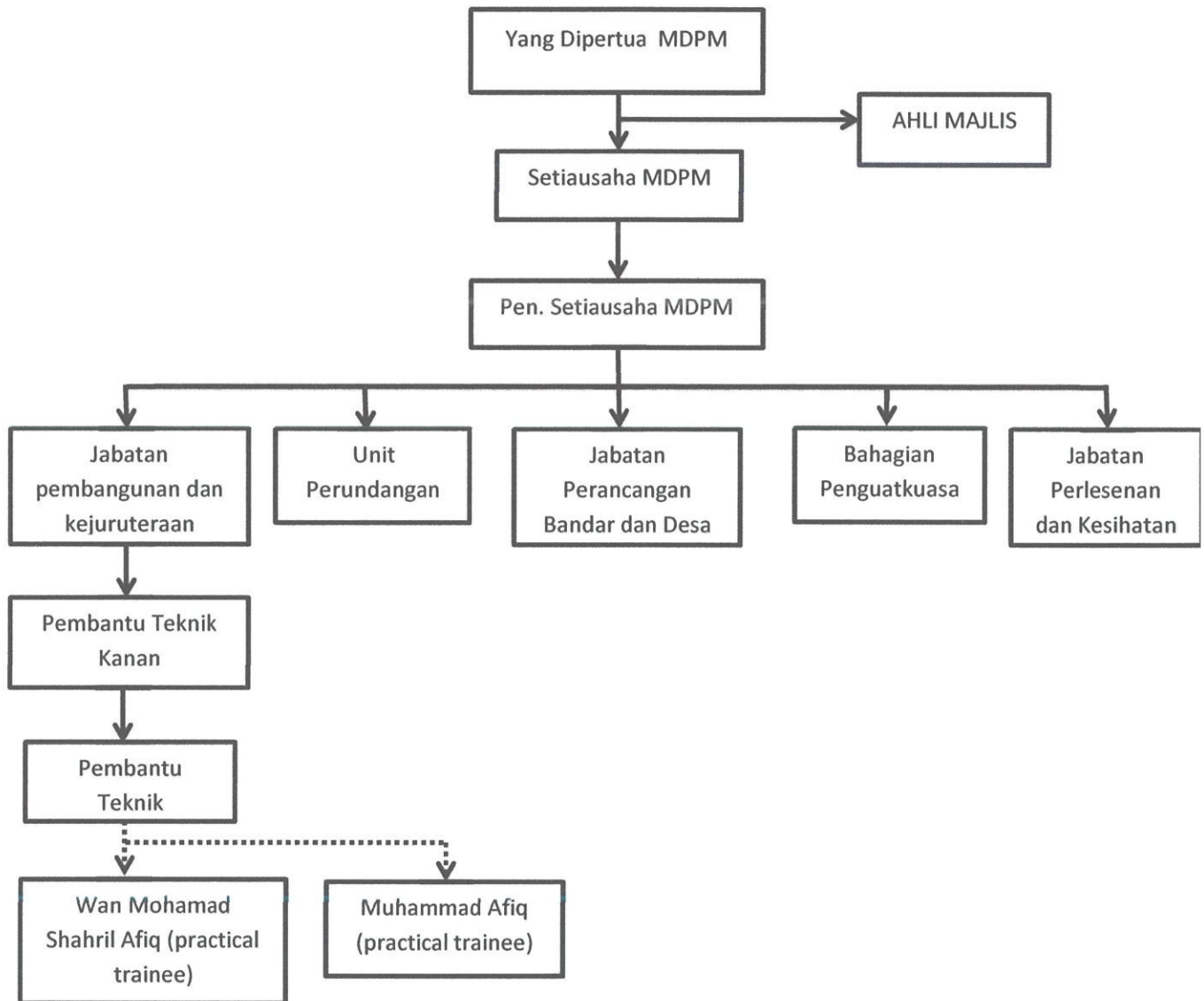


Chart 2.3: Organization chart of MDPM

2.4 List of Projects by MDPM

2.4.1 Completed projects

Project	Price
Pasar Siti Fatimah, Rantau Panjang, Kelantan	RM 14,800,000.00
Komplek Pejabat-pejabat	RM 14,500,000.00
Plaza Serangkai Emas	RM 5,700,000.00
Arkid Gual Nering	RM 175,000.00

2.4.2 Ongoing Project

Project	Price
Bus station at Gual Nering	RM 50,000.00
Bus station at front of SID school	RM 50,000.00
Bus station at Pasar Rantau Panjang	RM 50,000.00

CHAPTER 3

THE PROCESS AND MEASURES TAKEN BY PASIR MAS DISTRICT COUNCIL (MDPM) IN APPROVING THE BUILDING PLAN

3.1 Introduction

This study describes the whole method that the local authority does in the process of plan approval for the new plan project proposals. This study, also describe about the item that the architect and engineer must fulfill in their plan to get approval. There are many building plans in the construction such as Hospital, Factory and other which submitted to MDPM, but in this report will only focused on the method of plans, processes for 13 Units of Two Storey House, where is located at Bandar Baru Pasir Mas, Pasir Mas, Kelantan.

The purpose of a submission plan to the local authority is to ensure the building is safe to use according to the requirement listed under the UBBL. The local authority also help the architect to identified the error or mistake that contains in the plan before it was constructed. After the local authority approve the plan, the developer or contractor can apply their building on the site follow their plan that was approved by the local authority. If the developer or contractor just builds their building without submitting the plan, they will be sued for violating the law contained in the Akta Jalan, Parit dan Bangunan 1974.

3.2 Background of the Project.

Based on the case studies, the project was carried out in practical training is about the processing and give approval to the plan of 13 units of two storey house on lot PT 8627 – PT 8638 and PT 9467 “Mukim Apam, Daerah Gual Periok, Jajahan Pasir Mas, Kelantan Darul Naim”.

The plan was submitted by GM VISTA Sdn. Bhd. The architect who draws a plan is Ar. Muharram bin Adja Radjeman. The architect must follow up the plan until it got the approval from the local authority. Actually, the project to be carried out not on land owned GM VISTA Sdn.Bhd but WAN EZAT AMER BIN WAN MOHD ZAMRI as an authorizer gives the power to GM VISTA Sdn.Bhd as a power recipient into doing this project on the land. NURIE KHAIRUDDIN & CO. As a lawyer that is responsible provide the latter of delegation. This project should pay development charges to the Pasir Mas District Council (MDPM) totaled RM 10,400.00.

3.3 Case of Study

3.3.1 Flow Chart of Plan Approval

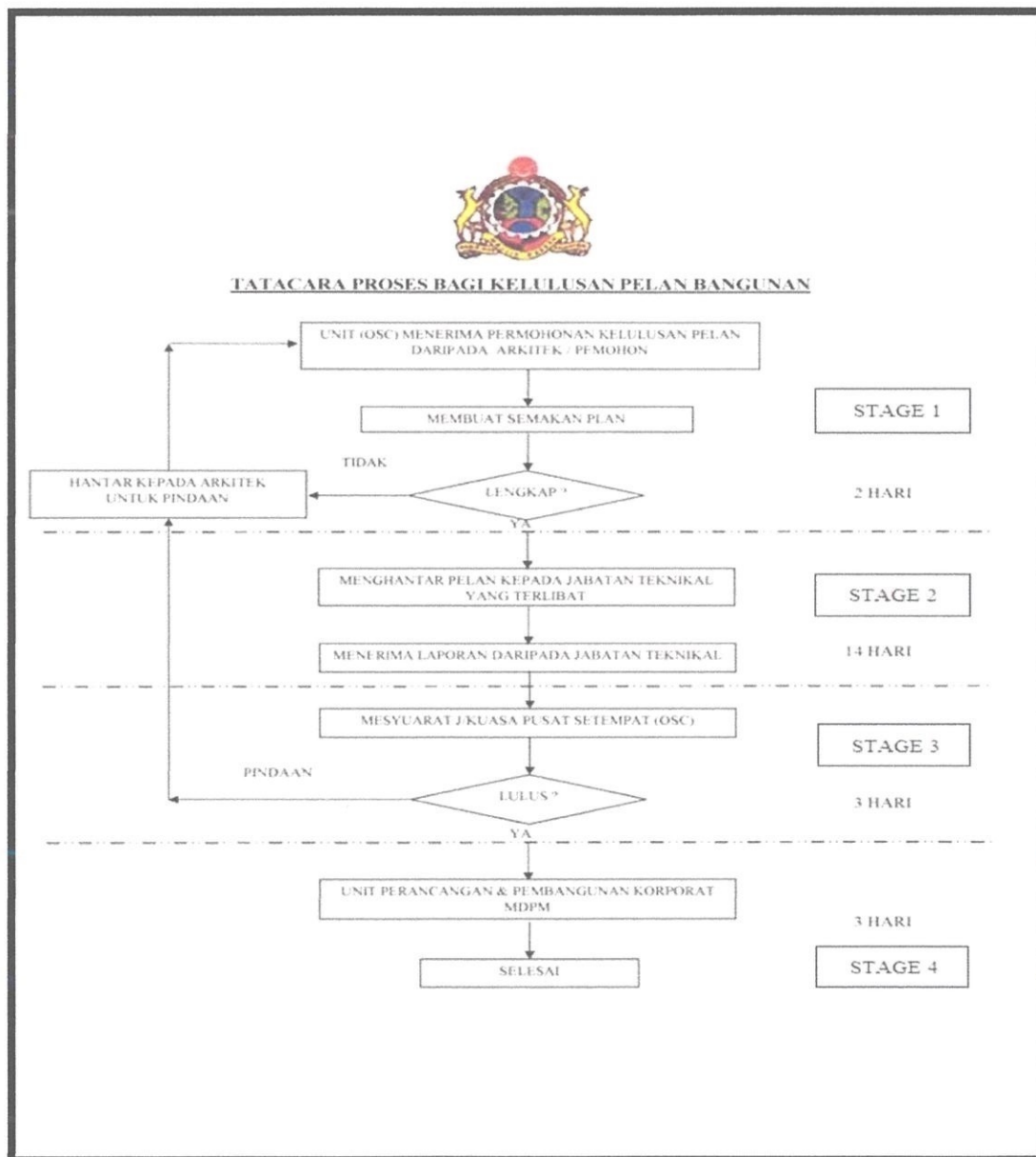


Figure 3.3: Steps of plan approval process
(Sources: MDPM Organization Profile)

3.3.2 The procedure and process of building plan approval

Plan approval process falls in four stages specifically:

1. First Stage

- The Applicant submits the building plan at OSC (One Stop Center)

Consultant, architect or engineer must submit applications that newly made in OSC counter. An Application made must fulfill condition that have been specified by local authorities. The OSC department clerk will ensure the plan approval application made fulfill item that is needed.

- Review the building plan application

The OSC department clerk will ensure the plan approval application that recently accepted have all of the documents that needed and plan that is complete. If application made fulfilling the conditions set or complete with documentation and plan needed, the application will be distributed to internal and external technical department. If application presented in complete, the application will be returned to the applicant to make amends.

Document checklist for building plan application (Project categories) :

- I. A form, certificate of building plans / structure
- II. 2 / 1982 form
- III. Cover letter signed by architect / registered plan painter / engineer
- IV. Plan process payment
- V. A copy of grant
- VI. Plan tittle draw

- VII. The latest land text receipt
- VIII. Landlord testimonial (PA) – if different landlord and applicant
- IX. Plans validated by architect / registered plan painter / engineer
- X. Building Plan – 16 plan set + 3 site plan
- XI. Infra plan (road and drain) – 7 plan set + 2 calculation report
- XII. Pipeline plan (AKSB) – 6 plan set + 2 calculation report
- XIII. Reinforced concrete plan – 4 plan set + 1 calculation report

The basic criteria which needed for building plan approval are :

- i. Key plan
- ii. Location plan
- iii. Site plan
- iv. Floor plan
- v. Section plan
- vi. Elevation plan
- vii. Diagram plan and installation of electrical equipment layout
- viii. Diagram plan and installation of piping and sanitary layout
- ix. Septic plan, central treatment of sewerage plan
- x. BOMBA term and DOSH term

BORANG 'A'
PERAKUAN PELAN-PELAN
BANGUNAN / STRUKTUR

(Bagi endorsement atas pelan-pelan untuk dikemukakan untuk dituluskan)
 (Undang-Undang Kecil 3(19) dan A 6(2))

Bertarikh
 Bersemanan

Kepada
 Pihak Berkemah Tempatan
MAJLIS DAERAH PASIR MAS

Saya memperakui bahawa detail-detil dalam pelan-pelan ini

CADANGAN MEMBINA DAN MENYIAPKAN 13 UNIT KEDAI PEJABAT 2 TINGKAT

atas lot-lot
PT8627 - PT8638 & PT9467 *Mukim / Sekyen : **APAM**

Jalan : **JALAN RANTAU PANJANG** bagi **GM VISTA SDN. BHD. (988351-H)**
 adalah menurut kehendak, kehendak Undang-Undang Kecil Bangunan Stragami
 1984 dan saya setuju terima tanggungjawab sepenuhnya sewajarnya
 ke atas juga akan mematuhi Peraturan dan peraturan yang diterbitkan oleh
 Kementerian dari masa ke semasa.

Nama : **AR. MUHARRAM ADJA RADJEMAN**
 Alamat : **LOT 1384, JALAN BAYAM,**
13200 KOTA BHARU, KELANTAN.
 No. Pendaftaran : **A/M 140**
 Kelas : **ARKITEK PROFESIONAL**

Catitan : *Poting yang tidak berkenan

Horangbu/samb

Figure 3.4: A Form

BORANG 'A'

MAJLIS DAERAH PASIR MAS Untuk Keperluan Pejabat
 Daerah
 Tarikh: Tarikh

Tuan Setiausaha
 Majlis Daerah Pasir Mas,
 13000 Pasir Mas,
 Kelantan

Tuan,

**PELAIN KEBERATAN MEMBUKA / MEMBAHAI / MEMBUAT TAMBAHAN
 MEMBAHAI / MEMBAHAI / MEMBUAT TAMBAHAN
 HALAM KAWASAN MAJLIS DAERAH PASIR MAS, KELANTAN.**

Adalah saya dengan hormatnya memohon kebenaran untuk membuka / membuat /
 membuat tambahan / membuat pindaan **13 UNIT KEDAI PEJABAT 2 TINGKAT**
 Di atas tanah lot, lot tanah Lot PT **PT8627 - PT8638 & PT9467**
 Mukim / Sekyen **APAM** Daerah **QUAL PERIOH**
 Tajalan Pasir Mas

2. Bersemanan sama ini dikemukakan peribawa peribawa

a) Satu setoran rasmi cukai Daerah lot tersebut / bangunan berdaftar no.
 Terletak pada lot no.
 (Rajo) tapak cadangan dibatasi kawasan Bandar Pasir Mas, Rantau panjang Lot
 Urban Dan Kual Perioh.

b) Cakupan hak milik tanah
 c) Pelan perintang
 d) Pelan tapak
 e) Pelan bangunan
 f) Pelan jalan dan longkang / polak
 g) Pelan tandas-cubah / septik tank
 h) Saliran
 i) Saliran
 j) Saliran

Kemudahan Persekitaran
 Kod Pengiraan No.
 Nama Pemilik Persekitaran
 Alamat
 Tarikh
 Tel No.

700122-10-5685
AR. MUHARRAM ADJA RADJEMAN
LOT 1384, JALAN BAYAM,
13200 KOTA BHARU, KELANTAN.

Figure 3.5: 2/1982 Form

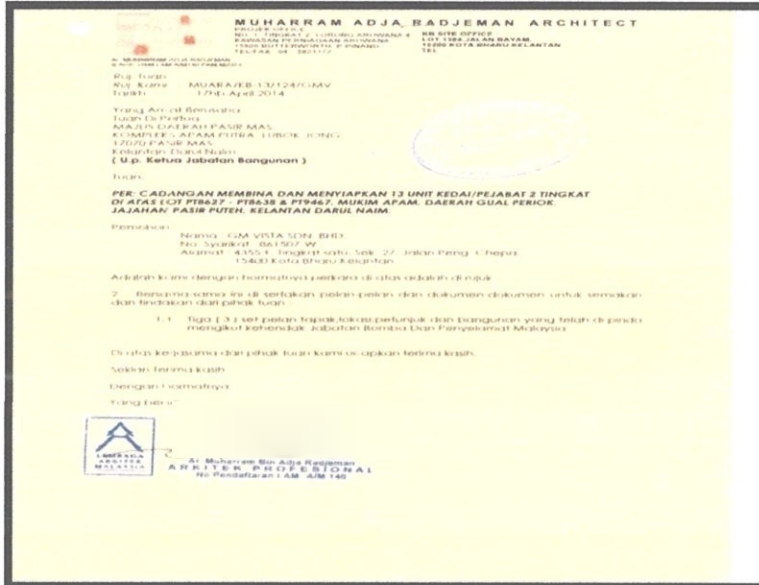


Figure 3.6: Cover letter signed by architect

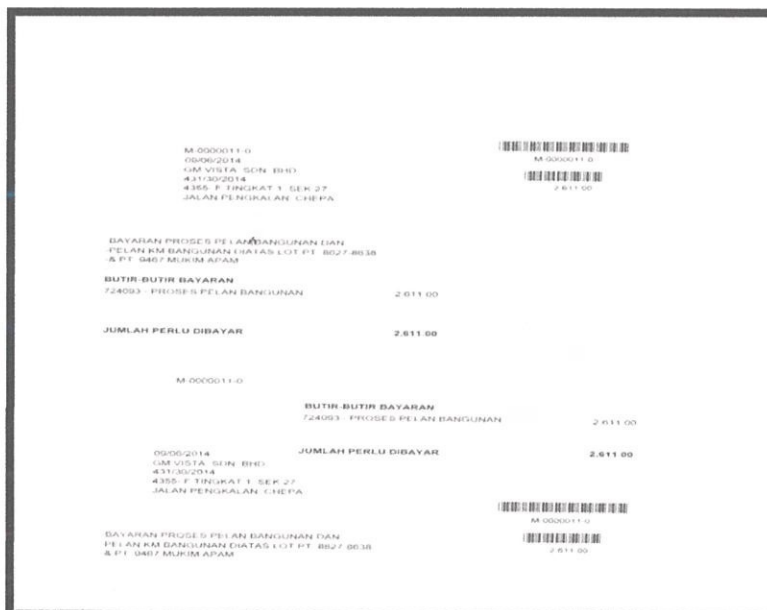


Figure 3.7: Plan process payment

Jedat 4
Kandah 43
KAMPUNG LUBOK JONG
CABUTAN DARI HAKMILIK

Jenis dan No. Hakmilik	HSM 6920	Number Lot	PT 8627
Denda/Pajak/Makim	Makim Apam	Tempat	KAMPUNG LUBOK JONG
Keputusan	149 Meter Persegi	Jajahan	Jajahan Pasir Man
Number Syat Patah	EE-A111	Number Petai Akut	
Jawat Pegangan	Pajakan 99 tahun	Tarikh Isapai Pajakan (Tika Berkesmas)	1 Mei 2107
Kawasan Huzah (Tika Berkesmas)	DI DALAM KAWASAN HIZAH MELAYU		
Tarikh Daftar	2 Mei 2008	Cukai Tanah	RM338.00

Keterangan dalam cabutan ini tidak boleh digunakan bagi maksud yang dinyatakan dalam Sek. 18(2) K.T.N dan tidak boleh diterima sebagai keterangan dibawah sek. 385 K.T.N)

Jenis Kegunaan Tanah: **Rumahan**

Syarat syarat Nyata: **Rancangan Peralagan sabila mengikut plan dan jejis yang dibekalkan oleh Pihak Berkuasa Tempatan**

Sekatan sekatan Kepentingan:

- (a) Tanah yang terkandung dalam hakmilik ini tidak boleh dipindahtemuilah, ditiru, dijual atau dipindah metahkan dengan kelulusan Pihak Berkuasa Negeri
- (b) Tanah yang terkandung dalam hakmilik ini DIBEK UAI L.P.A.N. sekiranya tanah ini boleh dipindahtemuilah kepada pembeli pertama yang terdiri dari pada orang-orang Melayu Peranakan
- (c) Tanah yang terkandung dalam hakmilik ini DIBEK UAI L.P.A.N. bagi gantian kepada Bumi atau Institut Kawangan yang disenaraikan dalam Jadual II Enakumen Hizah Melayu Kelantan 1930 dan Jadual 26A Enakumen Tanah Kelantan 1938 bagi membolehkan tanah tanah mengikut perjanjian sendiri.

Nama Tuan Panya: **WAN EZAT AMER EIN WAN MOHD ZAMRI** No. Kad pengenalan: **880213 03 5417**
Warganegara Malaysia - 1/1 bahagian

Dikemilik
Maklumat
Tarikh: **03/04/2014**

Figure 3.8: Land title

2. Second Stage

- Distribute the building plan application

Next, OSC department will distribute a complete building plan application to technical department two days after application has been submitted. OSC department will send a building plan, including circular letter as an appendix to each department. Every department is responsible to process follow their own criteria. Every technical department will check the plan and bring out their comment. Period given to the technical department to make reviews is seven days. If the technical department did not respond within the time appointed, the OSC department will extend the period of seven days of receipt of feedback, and if there no response within the plan will be brought into the closest OSC meeting and considered no restrictions on the applicant. Technical department fall into two , specific internal and external technical department.

I. Internal technical department :

- a) Building Department
- b) Planning Department
- c) Engineering Department
- d) Health and Environment Department

II. External technical department

- a) JAS
- b) JKR
- c) JPS
- d) PTPM
- e) TELEKOM
- f) MAJAARI SERVICE Sdn.Bhd



مجلس دأیره فاسير مس

MAJLIS DAERAH PASIR MAS
PASIR MAS DISTRICT COUNCIL

Kompleks Apam Putra, Bandar Baru Pasir Mas,
Lubok Jong, 17070 Pasir Mas, Kelantan
Telefon: 09-7916777, 09-7916666 Caw. Rantau Panjang : 09-7950166
Fax : 09-7916999
E-mel : mdpmas@kelantan.gov.my

BORANG B2
PERMOHONAN BAGI KELULUSAN PELAN BANGUNAN

Ruj kami :MDPM D582/04/OSC/431/30/2014(09)
Tankh : (H) 10 Rabiulakhir 1435
(M) 10 Februari 2014

Ke majlis,

Edaran Sebagaimana Lampiran

Tuan,

Bersama-sama ini disertakan satu set permohonan kelulusan Pelan Bangunan dari Syarikat/Pemohon **GM VISTA SDN BHD** Bagi Permohonan Cadangan Membina dan Menyiapkan 13 Unit Kedai / Pejabat (Batu) 2 Tingkat Di Atas Lot PT 8627 – PT 8638 & PT 9467 Mukim Apam, Daerah Gual Perok, Jajahan Pasir Mas.

2. Sila beri ulasan /perakuan dalam tempoh 7 hari dari penerimaan surat permohonan ke pejabat ini untuk tindakan. Jika sekiranya jawapan tidak diterima dalam tempoh tersebut, maka dianggap pihak tuan tiada apa-apa halangan diatas permohonan ini.

Sekian terima kasih.

' ISLAM DIHAYATI, RAJA DITAATI, RAKYAT DINAUNGI'
' MEMBANGUN BERSAMA ISLAM – KELANTAN MENERAJUI PERUBAHAN'

Saya yang menurut perintah,

(MOHD KAMA~~U~~LARIF BIN MOHAMAD NOOR)
Ketua Unit Pusat Setempat (OSC)
b/p : Yang Dipertua
Majlis Daerah Pasir Mas

s.k : Tuan Yang Dipertua MDPM - makluman

"MEMBANGUN DEMI PERPADUAN MASYARAKAT"

(Sila catatkan rujukan Pejabat ini apabila berhubung)

Figure 3.9: Circular letter

- Accept comment or review from the technical department

Next step, after seven days, the technical department will respond to the OSC department. If the plan is approved by the technical department, the plan will be brought into the closest OSC meeting. While if the plan does not meet the required features specified by the technical department, then the OSC department will send the plan to the applicant plans to be amended in accordance with the comment made by each technical department.

Example of comment given by external department :



Figure 3.10: Example of comment given by Telekom Malaysia

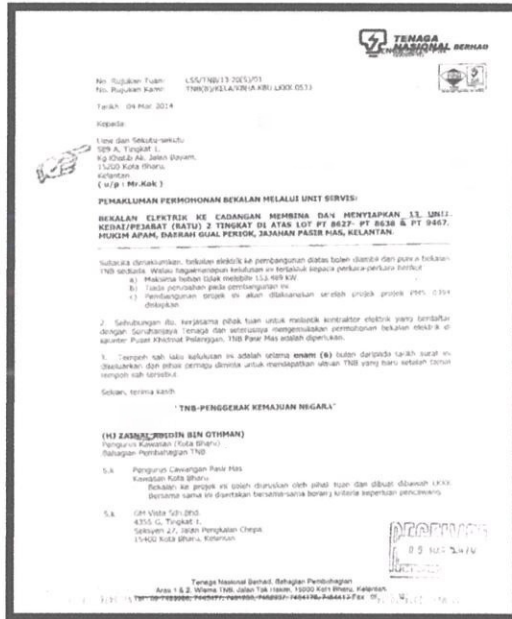


Figure 3.11 : Example of comment given by Tenaga Nasional Berhad

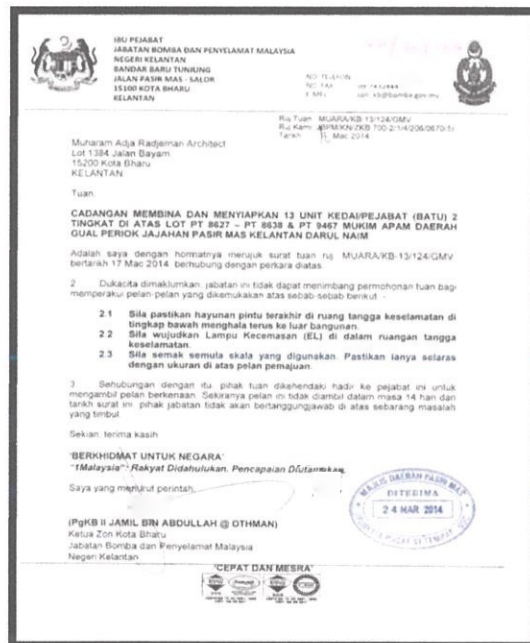


Figure 3.12: Example of comment given by Jabatan Bomba dan Penyelamat

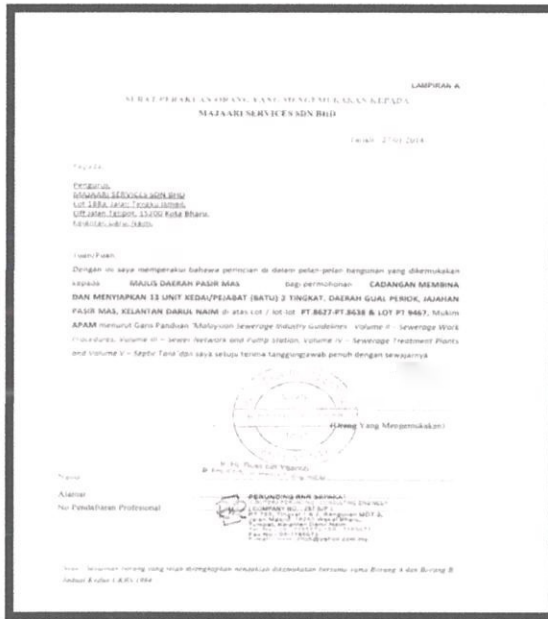


Figure 3.13: Example of comment given by Majaari Service Sdn.Bhd

Example of comment given by the internal technical department:

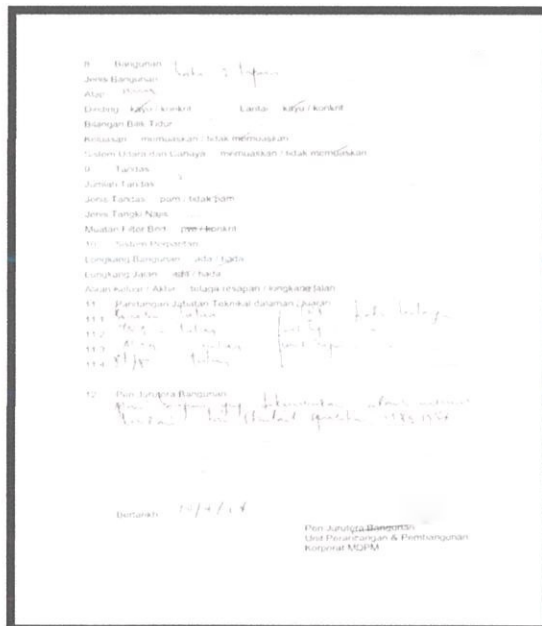


Figure 3.14: Example of comment given by building department

3. Third Stage

- OSC meeting

For the next step, after receiving feedback from technical department, OSC department will call external and internal technical departments to discuss on approval for building plan. Every department will be presenting criteria needed to give approval for certain building plan. After the meeting, OSC department will produce minutes of the meeting and deliver meeting's decision announcement letter to the applicant and architect. Plan approval consists of three which are approved, approved with terms, amendment. If there is an amendment to the plan, a plan will be returned to the applicant to be done amendment according to criteria is wanted. After amendments made, an applicant will send the plan to OSC to be revised to ensure amendment made fulfilling criteria set by OSC department. After check made, the plan will be given approval without brought in to OSC meeting further.

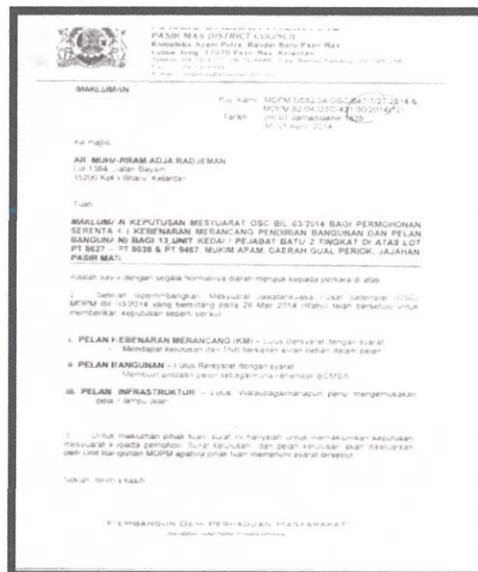


Figure 3.15: Example announcement letter to applicant and architect

4. Fourth stage

- Corporate and development department

After OSC department sent the announcement letter to the applicant and architect, OSC department will hand over the building plan to corporate and development departments to produce the building plan approval letter. Corporate and development departments will contact applicant to hand over the building plan to the applicant. After receiving approval for building plan from corporate and development department, applicant can do development work.

3.3.3 The drawing format needed in applying plan approval

In applying building plan approval must be follow the drawing format.

1. Drawing format needs

- i. Drawing format should be provided at right side of paper on each plan
- ii. In the drawing format, a space should be available at the upper corner in measure 100mmx150mm to stamp approval from council.

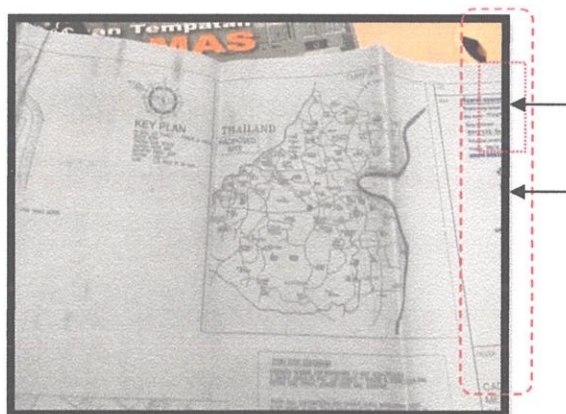


Figure 3.16: Space to stamp approval from council

- iii. In the drawing format, the title of the proposed project should be stated type of building, number of units of building, number of building floor, house number, road name, section, postcode, city, state and owner name.

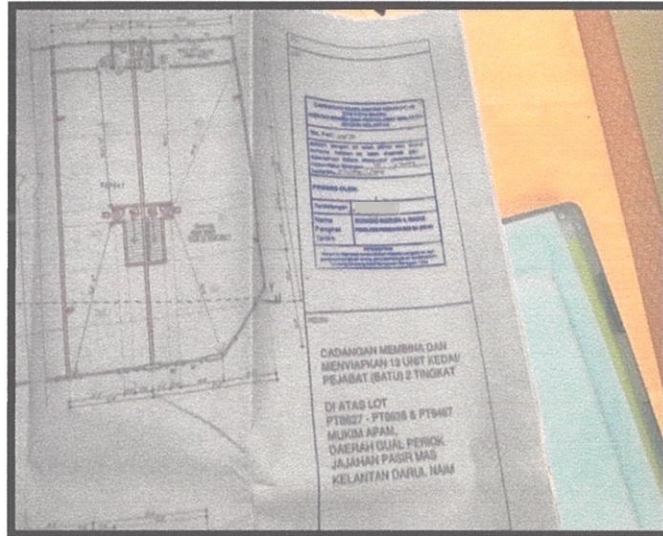


Figure 3.17: Show correct plan tittle

- iv. Fill the owner of the building or land name (must be as stated in the title deed) with original signature and address.

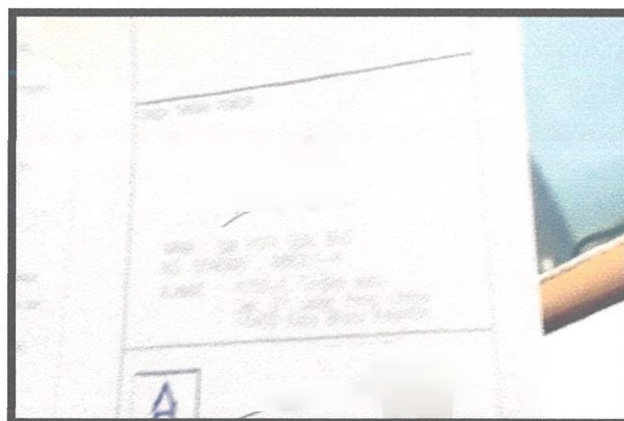


Figure 3.18: Show owner name stated in the plan

- v. Everyplan must have entered certificate with the signature of the qualified person such as architect or engineer.
- vi. Content the name, address, register number and stamper of architect.



Figure 3.19: Show the architect name within his registration number

- vii. Plans must be colored with clear and neat.

2. Drawing should be submitted.

- i. Key plan
 - Colored with red to the proposed site.
 - Should be show the section in the Pasir Mas
- ii. Location plan
 - Should be show the near road name, number of lot and the use of land near the location.
 - Scale should be follow is ethers 1:6000, 1:3000 or 1:1500.
- iii. Floor plan
 - Must be in scale 1:100
- iv. Front elevation, rear elevation and side elevation
 - Must be in scale 1:100 or 1:200 for building over 5 storey.
- v. Section plan
 - Must be in scale 1:100 or 1:200 for building over 5 storey.
- vi. Details drawing for waste chamber, entrance gate and retaining wall
 - Must be in scale 1:25
- vii. Detail drawing for swimming pool
 - Must be in scale 1:50
- viii. Diagrammatic sanitary layout drawing
- ix. Table of specification
 - For type of window and door and also its opening
- x. Table for average of ventilation and lighting
 - Must be 10% from floor area.

(Sources: MDPM Organization Profile)

CHAPTER 4

4.1 Conclusion

During my practical training, I was able to learn a variety of things related to the field of Building as well as ways of Building Plan Approval. I was given the opportunity to follow each stage of the building plan approval from starting until the delivery of the process. In addition, I have an opportunity to meet the internal and external technical department, such as TNB, MAJAARI SERVICE Sdn.Bhd, TM and others. I have a bit of experience in the working world soon. However, the skills and experience of a student actually can be taught through the preparation of this report. Practical Industry Training program, I was exposed to the procedure of preparation of the official report. I have faced many difficulties to complete this report. But I am so lucky to have received training and guidance from the Pasir Mas District Council (MDPM). This is also an opportunity for me to gain new skills to provide a formal report actually.

4.2 Recommendation

Based on the report title, which is building plan approval, I would like to give some recommendations, especially to the building plan approval is able to give more benefits to the student and applicant themselves, which will be involved in the future. Things I want to suggest are OSC a meeting deleted. Every technical department give comment and final decision on the building plan application. This can save on building plan approval process time and save costs to hold a meeting. Besides, every technical department that's responsible to check building plan application give comment or feedback follow time that is already set by Pasir Mas district council.

4.3 Reference

Mohamad Kamarul Ariff bin Mohd Nor, Head of OSC department

Saidi bin Awang Che Man, Assistant of building engineer

Azizi bin Ismail, Assistant of building engineer

Retrieved on 24 August from
<http://www.centrewellington.ca/departments/planning/formandfee/Documents/Site%20Plan%20Approval%20Guidelines.pdf>

<http://www.agc.gov.my/Akta/Vol.%204/Act%20172.pdf>

The Commissioner Of Law Revision (2006).Laws of Malaysia, Act 172, Town And Country Planning Act 1976 Malaysia Law Journal.

4.4 Appendix

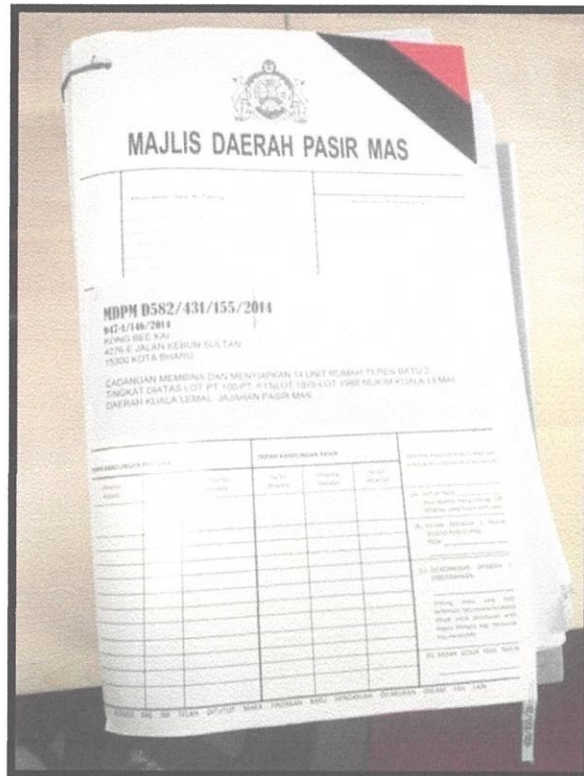


Figure 4.1: File for this project