



PROGRAMME IN BUILDING SURVEYING
DEPARTMENT OF BUILT ENVIRONMENT STUDIES AND TECNOLOGY
FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING
UNIVERSITI TEKNOLOGI MARA
PERAK BRANCH
SERI ISKANDAR CAMPUS

**BUILDING PLAN APPROVAL PROCESS: TWO STOREY TERRACE
HOUSE AT TAMAN BEAUTY, MUKIM SIMPANG, TAIPING, PERAK**

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BACHELOR OF BUILDING SURVEYING (HONS.)

PRACTICAL TRAINING REPORT

FEBRUARY 2021

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This practical training report is fulfilment of the practical training course.

PREPARED BY

NAME : NURULHUDA BINTI MOHAMAD ANIZAN

SIGNATURE :

SUPERVISING LECTURER

NAME : NUR FADHILAH BAHARDIN

SIGNATURE :

DATE :

ACKNOWLEDGEMENT

In the name of Allah, the Most Gracious and the Most Merciful Alhamdulillah, all praise to Allah for the strength and His blessing in completing this studies. I also would like to expand deepest gratitude to all those who have directly and indirectly guided me in writing this report.

In performing my practical training report, I had to take the help and guideline of some respected persons, who deserve greatest gratitude. The completion practical training gives me much pleasure. I would like to show gratitude to staff at building department and Taiping Municipal Council for giving me oppurtunities to finish my practical training.

I would like to express our appreciation to my supervisor lecturer Sr. Nur Fadhilah Bahardin by guiding me and help to finish this practical training report.

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CHAPTER ONE: INTRODUCTION TO COMPANY

1.1 Taiping Municipal Council

Taiping Municipal Council (TMC) was established on 1 September 1979, when Act 1714, Local Government Act 1976 was written. TMC, with the area of 186.46 sq km, is a combination of eight Local Government Administration Boards. This area encompasses the town centre and fringes.

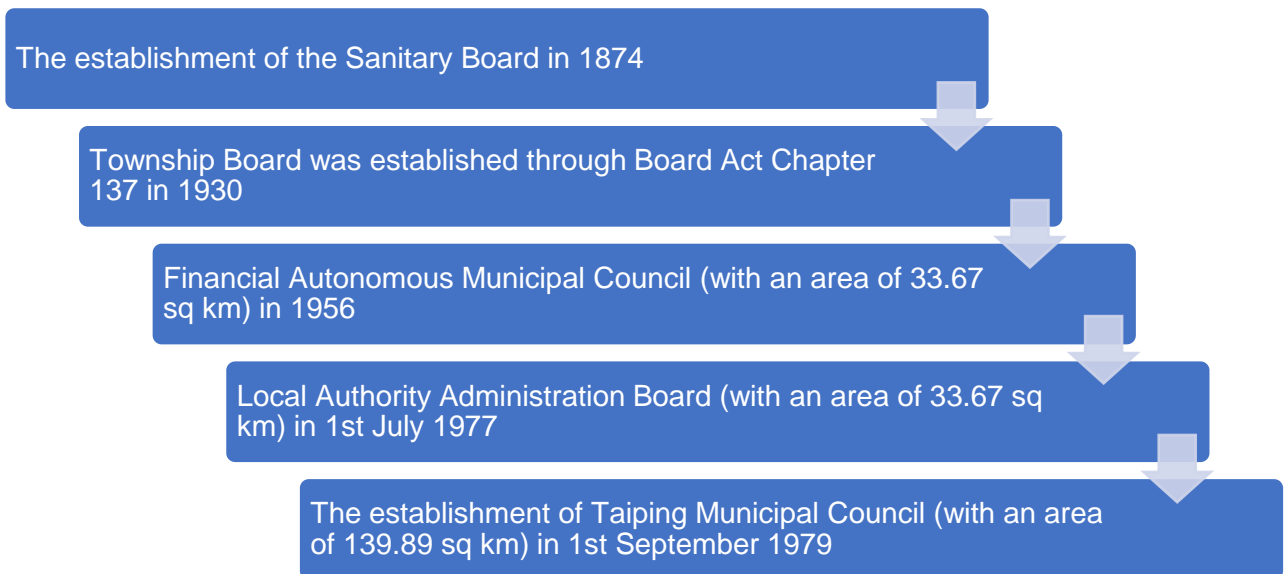


Figure 1: Development history of Taiping administration

Taiping Municipal Council role is to plan and pattern the future of the council area in providing the municipal services to fulfil the basic requirements of the community in the area. To achieve this aspiration, TMC has formulated its vision, that is to make Taiping Municipal Council area a peaceful, beautiful, organized and dynamic area.

1.3 Organization Chart

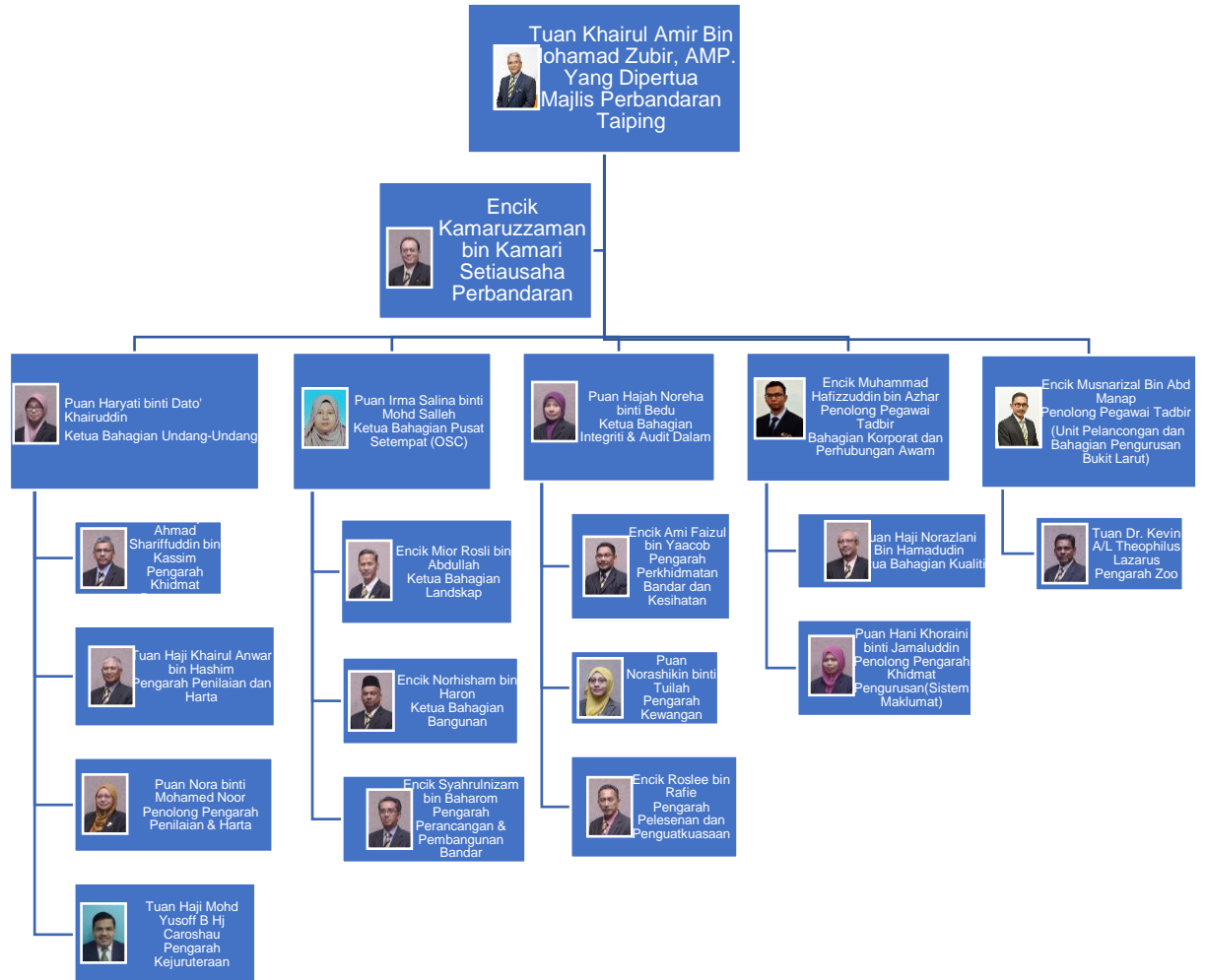


Figure 3: Taiping Municipal Council organization chart

1.4 Aim and Objectives

i) Aim

Ensuring the Taiping Municipal Council community comfort by the enhancement of the service quality, planning and control, as required, in line with the current government policies.

ii) Objective

- To improve the quality of life by providing the best and quality services and municipal amenities.
- Plays a role as the government vehicle to achieve the National Development Policy aim.
- Controlling and planning all developments within the judiciary area of Taiping Municipal Council according to the Council's policies.
- Promoting social, physical and economic development as well as an organized, efficient and economical land usage development.
- Providing and implementing infrastructure facilities, as well as proper level of maintenance.
- Carrying out landscaping and beautifying projects, as well as maintaining the recreational facilities, public gardens to create a harmony environment.
- Ensuring the Council departments' management and administration runs efficiently, effectively and systematic.
- Creating good relationships with other departments and agencies pertaining to Council matters.
- Controlling and ensuring good sanitation within the Council area.
- Providing and holding community programmes in achieving tranquillity and a high and sustainable quality of life.

1.5 Administration Area

i) TMC administration area covers an area of 186.46 sq km (i.e. 18,646 hectares, 16.46 sq km comprises of 12 areas):



Batu Kurau	Kamunting	Assam Kumbang	Jebong
Tupai	Bandar Taiping	Pengkalan Aor	Simpang
Sungai Limau	Bukit Gantang	Trong	Sungai Tinggi

Figure 4: Taiping Municipal Council cover area

ii) 111.47 sq km of the area is the operation area. The area that receives the municipal services and is charged the annual assessment tax. 74.99 sq km is a control area. The area that is not provided with the municipal services, but with controlled development.

1.6 Taiping Municipal Council Function

Organizational Functions – TMC

1. Planning and controlling the development, including approving the Layout Plan, Site Plan and Restructuring Planning Plan.
2. Controlling the buildings, including approving the Building Plan.
3. Permit Application and issuing Certificate of Fitness for Occupation.
4. Licensing and controlling business premises, temporary permits, hawkers and advertisements licenses.
5. Providing services, food quality control, food sale centres hygiene and contagious diseases control.
6. Monitoring and maintaining the town and interesting landscapes.
7. Constructing and maintaining the drainage and traffic systems.
8. Providing and maintaining the public facilities such as the markets, halls, sports complexes, swimming pool, children playground, bus stops and others recreational facilities.
9. Managing and maintaining the zoo.
10. Continuously upgrading the basic facilities and community socioeconomic to a higher level.

1.7 Building Department

1.7.1 Introduction

The department functionally as gives approval to the developer for new construction, customer advisor regarding building plan approval and permit.

1.8 Organization Chart

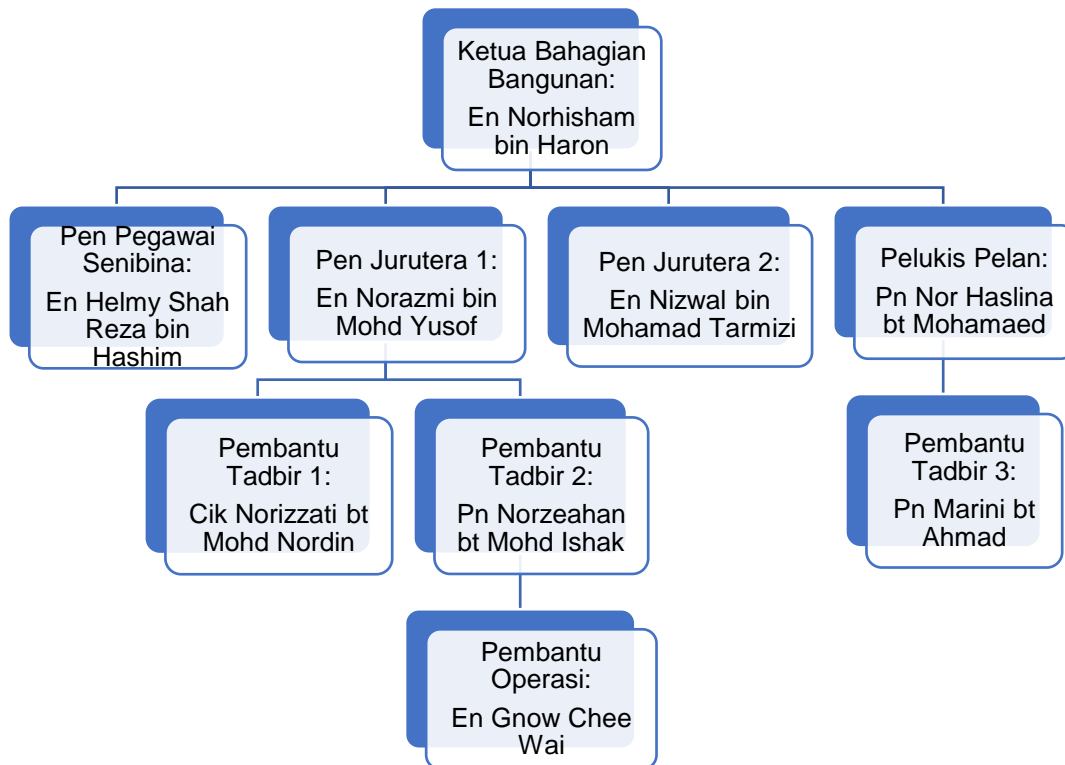


Figure 6: Building Department Organization Chart

1.9 Building Department Activities

1. Building Plan Approval Process
 - a) House scheme
 - b) Renovation

} MAJOR

 - c) Renovation
 - d) Temporary work permit

} MINOR
2. G12 (CCC) Supportive Letter process
3. Certification of Compliance process
4. Permission
5. Permit process for any work that include construction work
6. Law enforcement of Uniform Building by Law
7. Take action on illegal construction or building
- 8.

1.10 Practical Training

My practical training at Taiping Municipal Council start on 11 October 2021 until 30 January 2022. I got placed at building department. As a practical student I was given task by their staff to handle the registration for building plan approval. Based on this experience I studied the process before the construction start. I questioned myself, "Why they need an approval to built a house or any others building?". Now I understand, it stated in Act 133 Street, Drainage and Building 1974 section 70, written that any new building needs to submit plans to the local authority. While practical training, I get to know other process after file registration, they are several phases before the plan got approved. The phase include documentation and drawing plan checking by responsible staff. In Taiping Municipal Council, building department, they separated each type of building by code, for example G1 refer to house scheme or G2 refer to bungalow. It will be easier to search file to update the status.

CHAPTER TWO: INTRODUCTION TO BUILDING PLAN APPROVAL

2.1 Building Plan Approval

Building plan approval refer to process of giving permission to start a construction by local authority. It stated in Uniform Building by Law 1984, Street, Drainage and Building Act 1974 (Act 133).

Objective of building plan approval

- Control any development in the area to make sure it suitable, safe, suitable development area including working area and follows building by laws.
- Any development must follow standard by local authority

2.2 Building plan drawing detail

According to UBBL, By-laws 9 stated about scale of plans that must be follow by the applicant before submit to local authority. The important part on plan that need to fit to its scale is site plan, key plans or location plans and building plans. Stated in UBBL, By-laws 10, the plans required site plans showing:

- The building lot along with lot number
- Road access to the building
- Dimensions of the lot
- Show complete lines of drainage and proposed drains
- North point
- Shows boundaries between the proposed building
- Shows any adjustment regarding street, river or drainage improvements

Next, for building plan need to show floor plan that include dimension of rooms and thickness of walls, dimension of door and window openings, show permanent drainage with arrows flow and shows rooms names and uses. Building plan need to be detail, if there any additional level must show, height of storeys, staircases, any ventilation or openings and roof detail. By-laws 10 stated building plan need to show front, rear and elevation side.

These documentation needs to submit at local authority through One Stop Centre (OSC). Documentation needs to prepare by Professional Architect or Principal Submitting Person (PSP).

2.3 Building Plan Approval Process

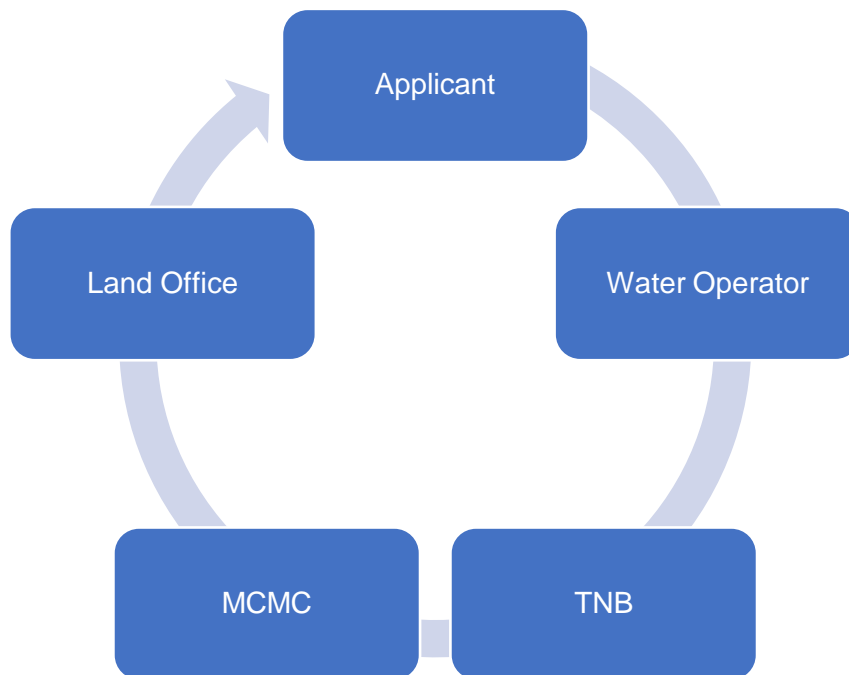


Figure 7: Process 1

Process 1: Pre-Consultation

This graphic show the process of applicant prepare required documentation approve by technical agencies which is water operator of the state, Tenaga Nasional Berhad (TNB) regarding electric supply, MCMC for Network Facilities Provider (NFP) and land office to approve the types of land use. This process need to be done before submit any construction work to the OSC.

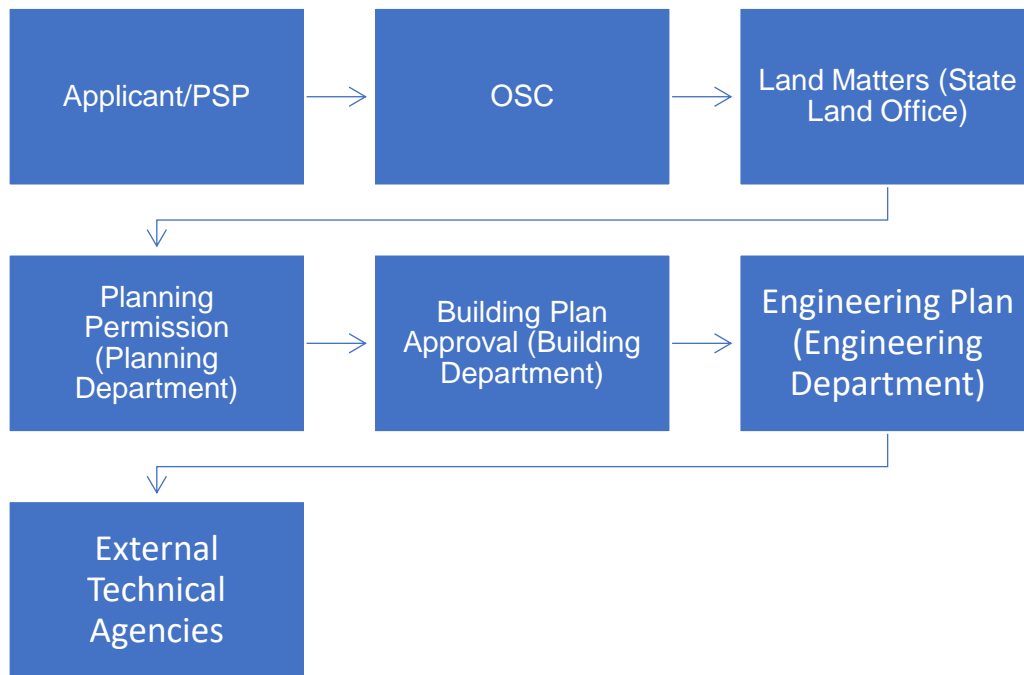


Figure 8: Process 2 (i)

Process 2: Plan Approval

After the Principal Submitting Person (PSP) complete all documentation from the agencies, they can submit the project to the local authority for an approval. Plan approval process have 15 step to get approve by local authority.

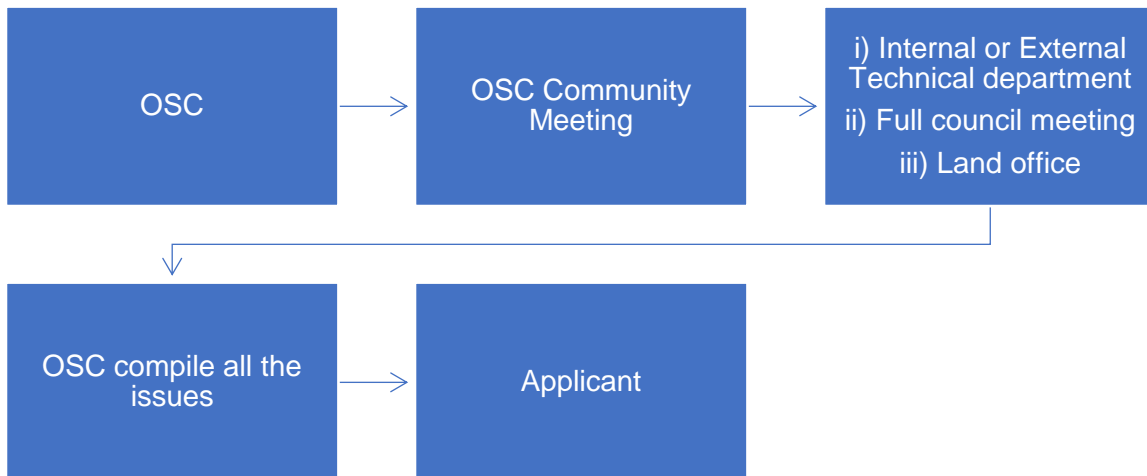


Figure 9: Process 2 (ii)

Next step, One Stop Centre (OSC) held a community meeting that include all council and land office to identify any problems or issues. OSC department will compile all the issues and inform to applicant.

Continue:

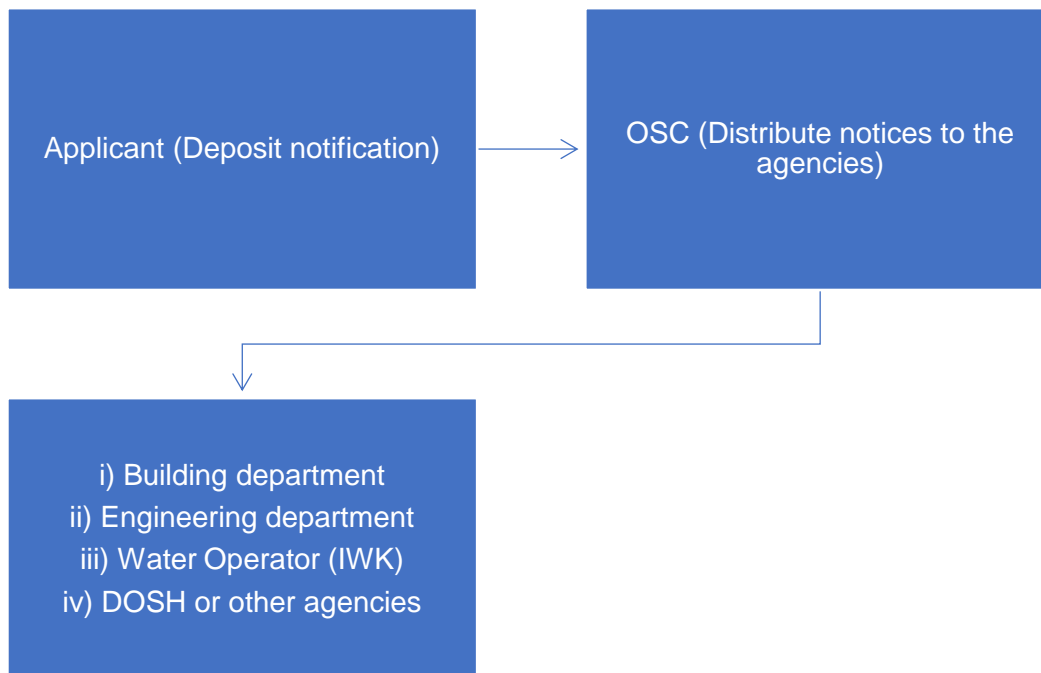


Figure 10: Process 2 (iii)

Final process before building plan got approve, the applicant must prepare letter to declare start construction work to OSC. OSC will inform all the agencies including building department, engineering department, water operator which is Indah Water Konsortium (IWK) and other agencies that related to start the construction.

CHAPTER THREE: CASE STUDY OF TERRACE HOUSE AT TAMAN BEAUTY, MUKIM SIMPANG, TAIPING, PERAK

3.1 Introduction to case study

The case study located at Taman Beauty, Mukim Pekan Simpang, Daerah Larut dan Matang, Taiping, Perak. The house type is a two-storey terrace house. The ground floor have lounge area, one bedroom, kitchen and toilet, meanwhile the first floor have three bedrooms, family area and three toilets for each bedroom. The architect that responsible to design the house is Choy Kee Foong.

UNDANG-UNDANG KECIL BANGUNAN SERAGAM 1984



BORANG A

PERAKUAN PELAN-PELAN BANGUNAN/STRUKTUR
(Bagi Endorsemen Atas Pelan-Pelan Untuk Dikemukakan Untuk Kelulusan)
(Undang-Undang Kecil 3(1) (c) dan 16(2))

Tarikh : 24 / 5 / 2019

Memperakui bahawa detail-detail dalam pelan-pelan iaitu
CADANGAN MEMBINA SEBUAH RUMAH TERES 2 TINGKAT,
DIATAS PT 120, JALAN TAMAN BEAUTY, TAMAN BEAUTY,
MUKIM PEKAN SIMPANG, DAERAH LARUT DAN MATANG,
PERAK DARUL RIDZUAN.

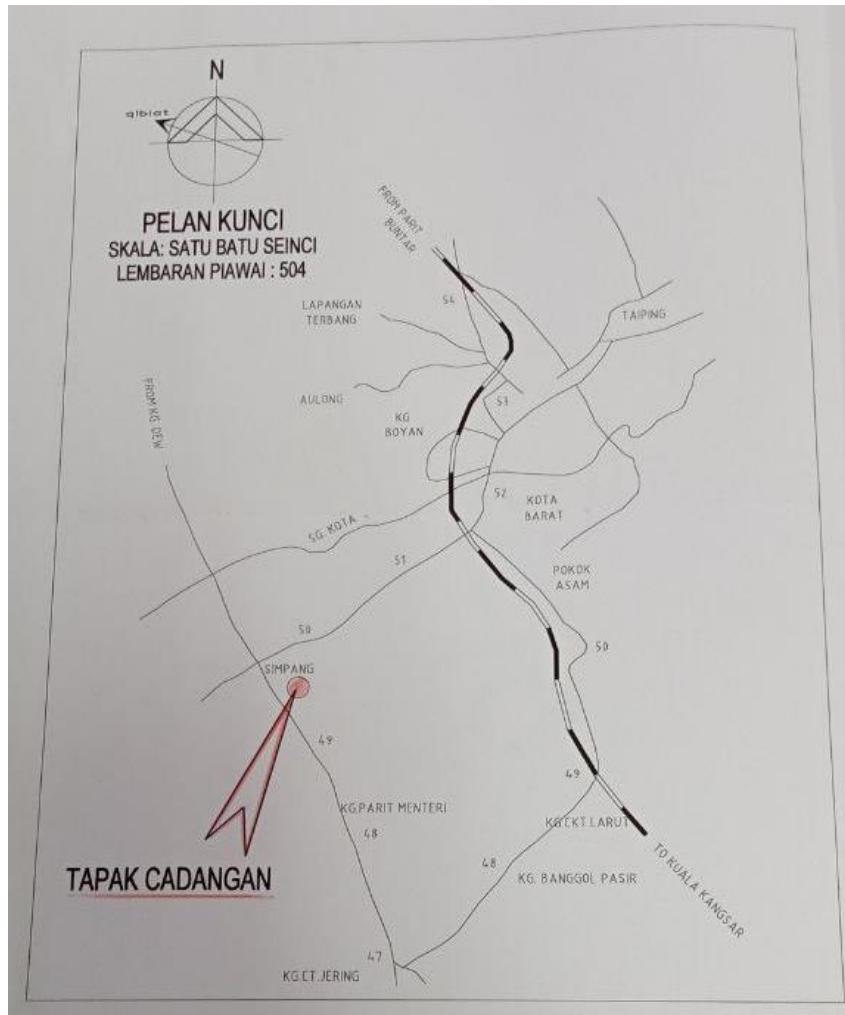
bagi TAN KHOON HEANG
adalah menurut kehendak-kehendak Undang-Undang Kecil Bangunan Seragam 1984
saya setuju terima tanggungjawab penuh dengan sewajarnya.

 
Yang Mengundak-Undangi
PELUKIS PELAN BANGUNAN
No. Pendaftaran LAM : BD/C13

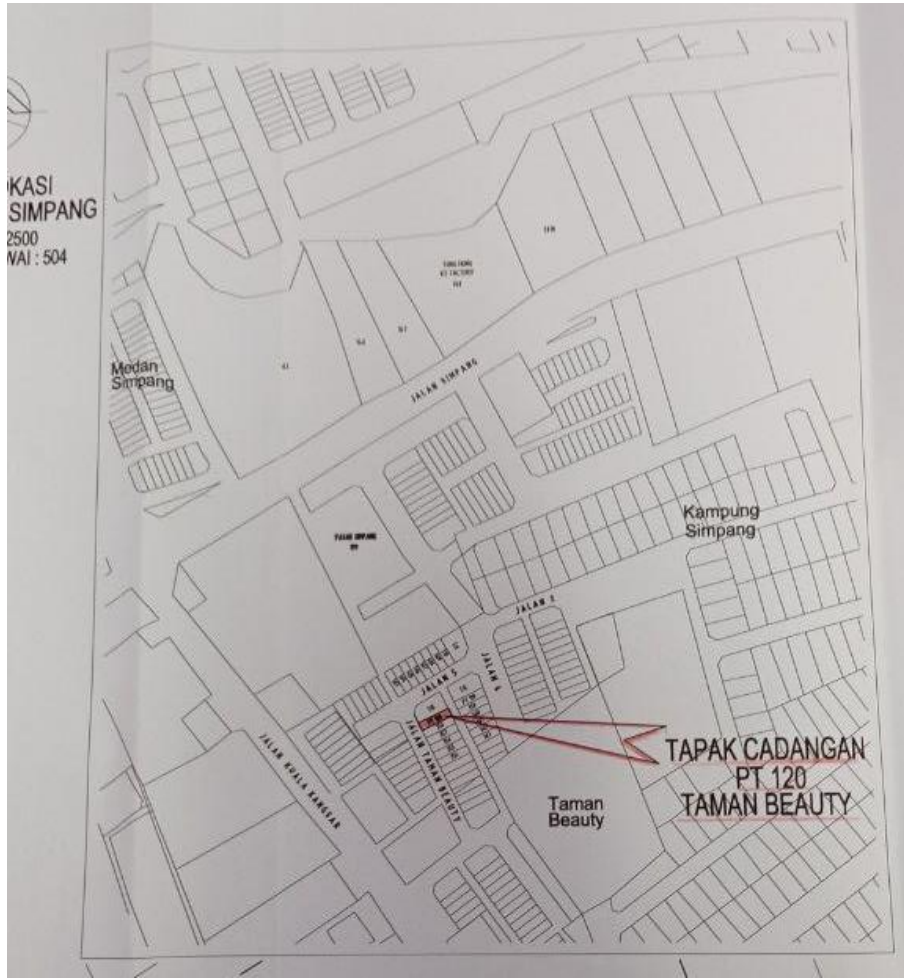
Nama Penuh: **CHOY KEE FOONG**
Alamat: **NO. 47, JALAN STESEN,
34000 TAIPING,
PERAK DARUL RIDZUAN.**

No. Pendaftaran: **BD / C13**
Kelas: **PELUKIS PELAN BANGUNAN**

Picture 1: Form A



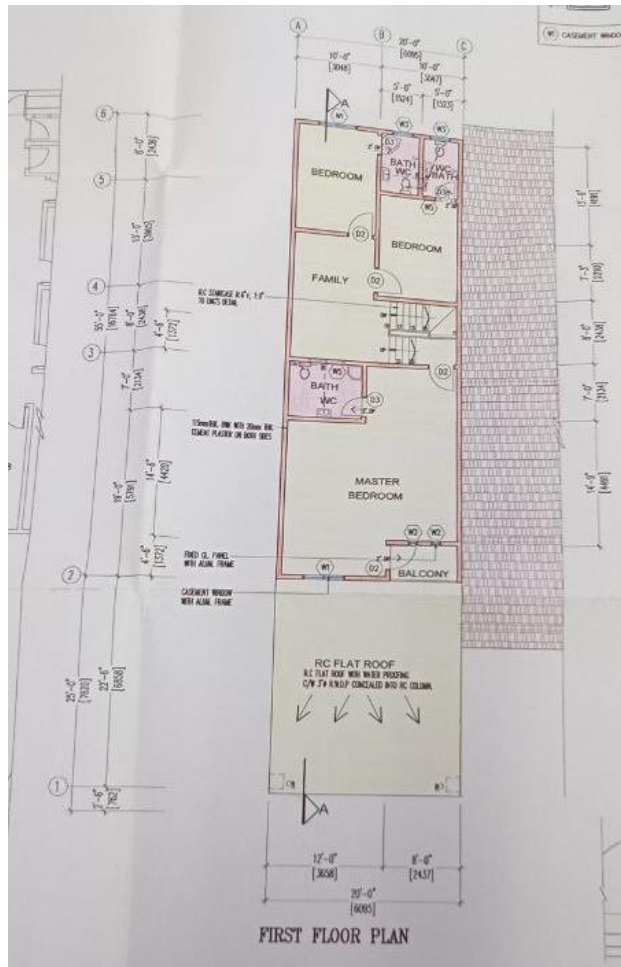
Picture 2: Key Plan



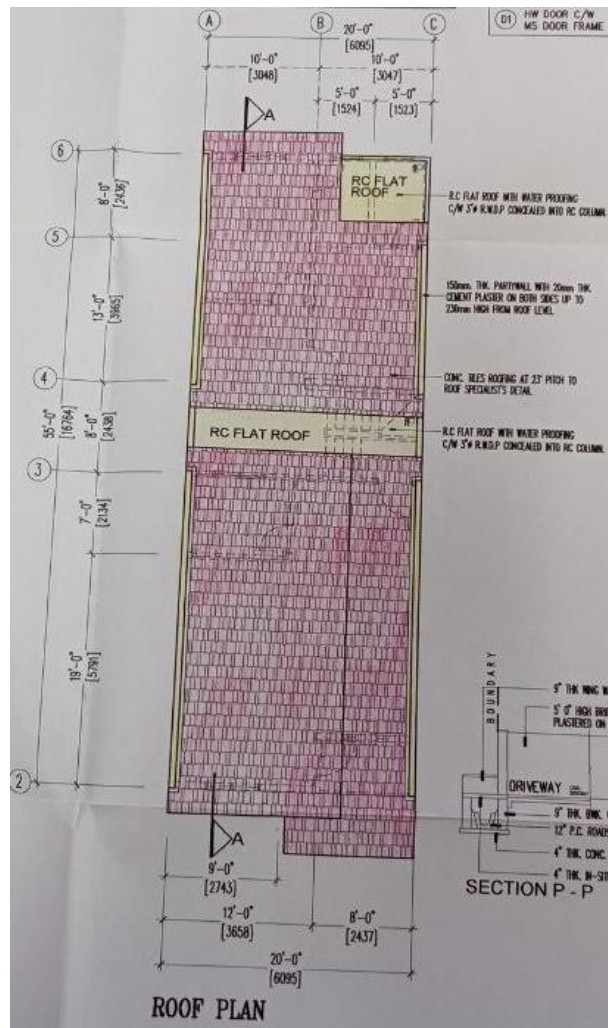
Picture 3: Site Plan I



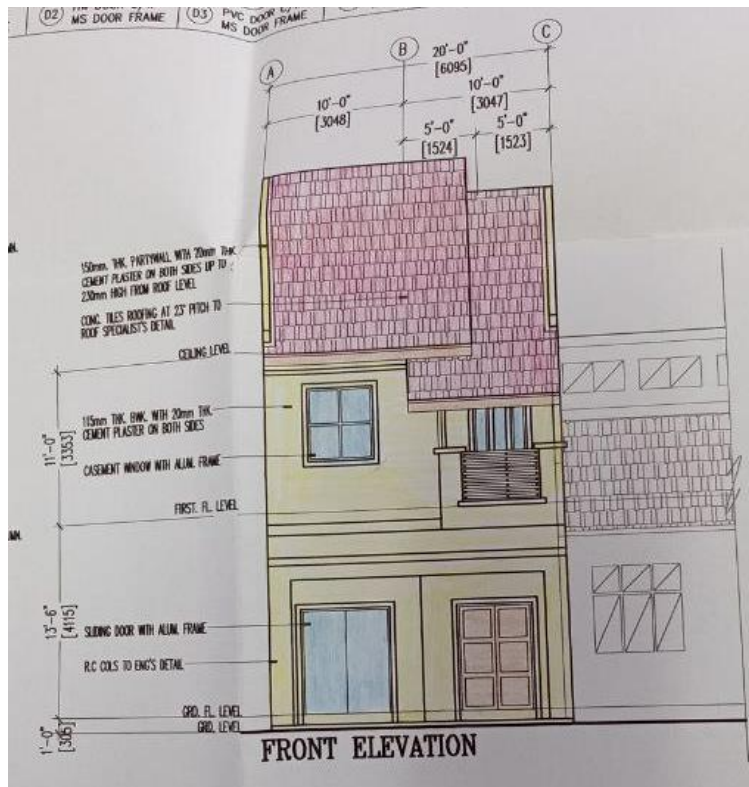
Picture 4: Site Plan II



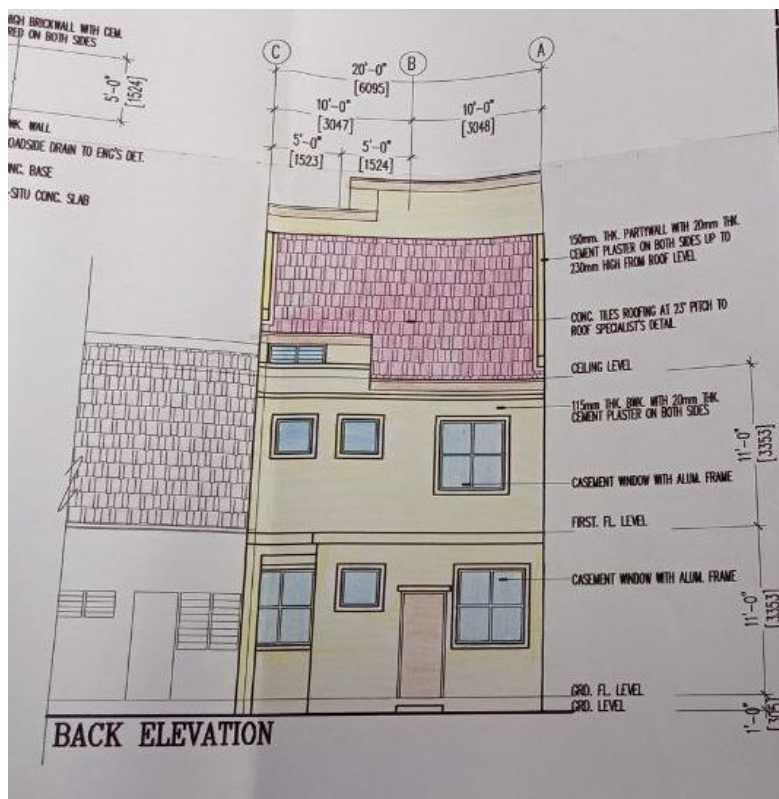
Picture 6: First Floor Plan



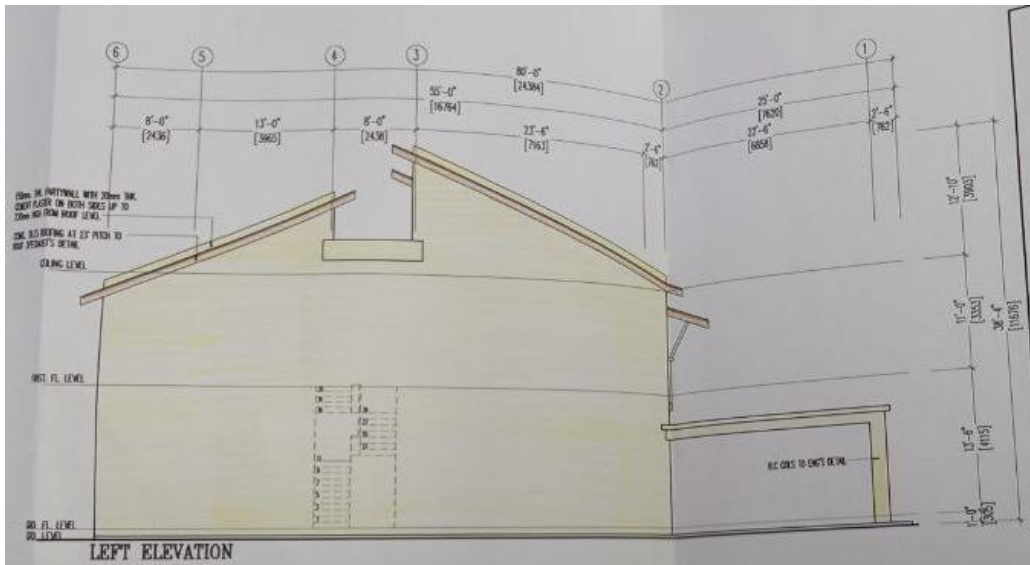
Picture 7: Roof Plan



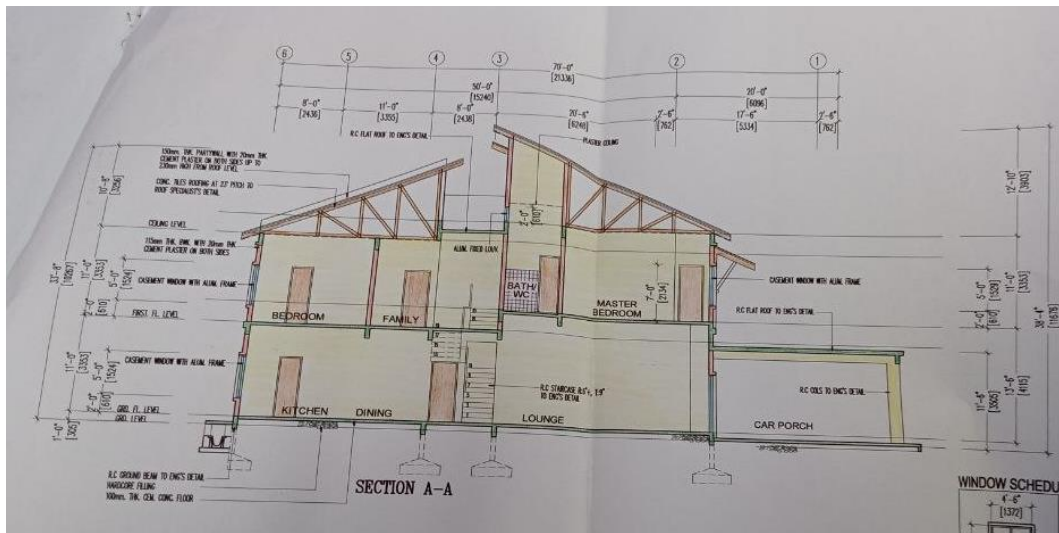
Picture 8: Front Elevation



Picture 9: Back Elevation



Picture 10: Left Elevation



Picture 11: Section A-A

CHAPTER 4: PROCESS AND PROBLEMS IDENTIFY OF TERRACE HOUSE AT TAMAN BEAUTY, MUKIM SIMPANG, TAIPING, PERAK

4.1 The process of building plan approval

Process 1: Pre- consultation

The Principal Submitting Person (PSP) or Professional Architect, gather all documentation from agencies which is TNB, Lembaga Air Perak, submit all documentation to the One Stop Centre (OSC) department at Taiping Municipal Council.

Process 2: Plan approval

After submit to One Stop Centre (OSC) department at Taiping Municipal Council, the process continued in local authority. OSC department sent the documentation to planning department, building department and engineering department. In building department, the responsible secretary or *Pembantu Tadbir* will process to registered the file to update in system call e-bangunan. There are several forms use for registration which known as Form G04.

MAJLIS PERBANDARAN TAIPING
JALAN TAMING SARI, 34000 TAIPING,
PERAK DARUL RIDZUAN.

JABATAN BANGUNAN **SEMAKAN KELULUSAN PELAN**

NO. RUJUKAN: *92/2024*

JENIS BANGUNAN: Menara / Struktur Pemancar Telekomunikasi
 Skim Penumahan / Industri / Komersial Kediaman Baru Ubaheusi Bangunan

No.	Item	Penuhi	Tidak Penuhi	Tidak Berkaitan
1	Pemilikan tanah sah dan sempurna. Menunjukkan KB DA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Perunding yang berdaftar.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Bayaran Tempoh Letak Kenderaan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Bayaran Kompaun.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Jeda Papan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Jeda Bangunan dan bilangan tingkat ditetapkan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Ketepatan dimensi.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Jumlah bilik.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Aras parkir.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Aras jalan masuk dan jalan utama.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Ciri-ciri bangunan dan lot.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Garisan bangunan hadapan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Aras bundar atas jalan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Picture 12: Form G04

4.2 Problem and issues

Submission of building plan approval for this project is in 2017. The project delayed almost a year due to. The project starts on 31st July 2019 and finish in early 2020. The project faces several issues which is incomplete drawing plan. The architect unable to submit seven drawing plan to the local authority with full requirement.

The issues:

- i) The height of building not more than 45ft
- ii) Not shown complete amounts of stairs on plan
- iii) Not shown stairs elevation
- iv) Gate elevation not relevant with the plan
- v) Not shown the other section for other building nearest the house

MAJLIS PERBANDARAN TAIPING
JALAN TAMING SARI,
34000 TAIPING.

JABATAN BANGUNAN | **PENGEMBALIAN PERMOHONAN**

Ruj. Kami : 56 (3) din. MPT. G3F/2/2017

03 Februari, 2017
06 J.Awal. 1438

Pemohon
Chey Kee Fong,
No.47, Jalan Seoon,
34000 Taiping, Perak.

Tuan,

PENGEMBALIAN PERMOHONAN UNTUK TUJUAN MENDAPATKAN KELULUSAN PELAN BAGI CADANGAN BERIKUT :-

Cadangan : MEMBINA SEBUAH RUMAH TERES 2 TINGKAT.
P.T / Lot : PT 120.
Mukim : PEKAN SIMPANG.

Menjika perkara di atas, bersama-sama ini dimaklumkan bahawa pihak tuan diminta mematuhi perkara-perkara berikut :-

Dikembalikan 5 set pelan bangunan. Sila kembalikan semula 6 set pelan kepada jabatan ini untuk diproses.

- Tunjukkan Tinggi Keseluruhan Bangunan Tidak Melebihi 45 Kaki.
- Bilangan Anak Tangga Tidak Mencukupi.
- Elevation Tangga (Sila Semak).
- Elevation Pagar Tidak Selaras Dengan Pelan.
- Tunjukkan Pandangan Bangunan Bersebelahan (Kediaman Teres).

Kerjasama tuan berhubung perkara di atas adalah diharapkan untuk kemukakan semula pelan bangunan dalam masa 14 hari daripada tarikh surat ini bagi mempercepatkan proses kelulusan pelan yang dikemukakan kepada pihak Majlis.

Sekian dimaklumkan.

"BERKHIDMAT UNTUK NEGARA"
"MPT CEMERLANG SERANJANG MASA"

Saya yang menurut perintah,

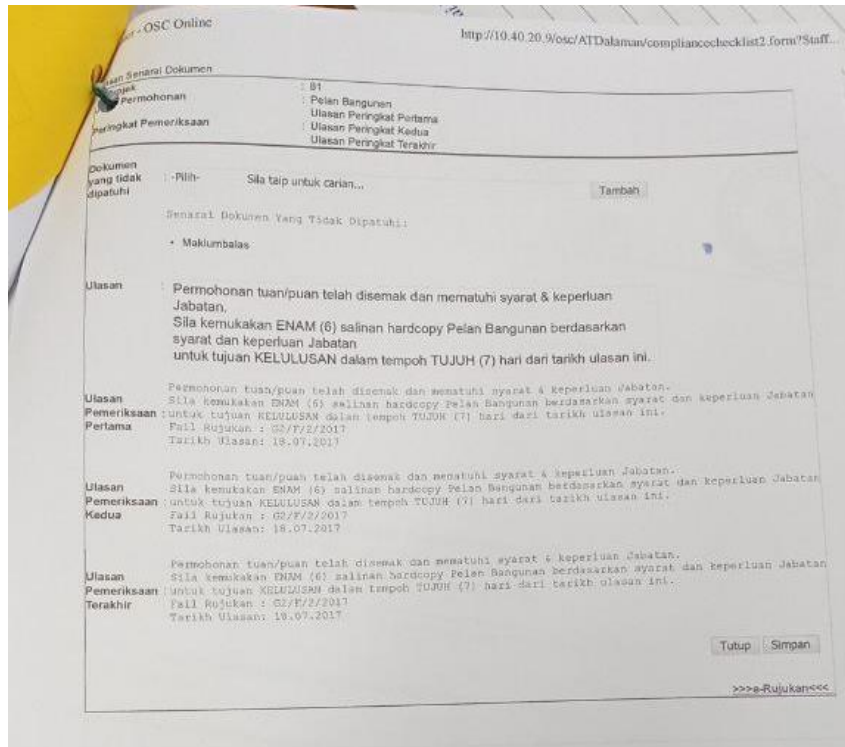
(HELMY SHAH REZA BIN HASHIM)
b.p. Yang Dipertua,
Majlis Perbandaran Taiping.

s.k. i. Tan Khoo Heang,
No.2, Jalan Taman Simpang Baru,
34700 Simpang, Perak.

ii. Faii Timbul.

"LESTARIKAN INOVASI LUHURKAN INTEGRITI"

Picture 14: Form G05 - Comment from the head of building department



Picture 15: Comment from OSC meeting

CHAPTER FIVE: RESULTS AND DISCUSSIONS

5.1 Results and discussion

The problem that usually face by owner for their house construction is delay. It can happen anytime during construction phase. It can happen during building plan approval process or it can happen at construction site. For this case study at Taman Beauty, Simpang Taiping, Perak, the house construction delay for a year because of several mistake on drawing plan and other problems that confidential to explain. The applicant took time redo correction for drawing plan to resubmit to local authority.

From the issue, we notice that it is important to have double check on drawing plan to avoid any mistake. Every tiny detail that missed turn into delay that can waste money and time to complete the construction.

5.2 Conclusion

Development happens every decade to improve people live in the future. What we learn from it is every development have its own function to the community. This is why important to have laws and proper legislation before start develop new building which to have safe and strong structure to the occupant safety.

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