



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

**NEW APPLICATION PROCESS FOR BUNGALOW
HOUSING PROJECT FROM EARLY STAGE UNTIL
ISSUED OF CERTIFICATE OF COMPLETION AND
COMPLIANCE (CCC) AT BATU 7 LEKIR, PERAK**

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PRACTICAL TRAINING REPORT

FEBRUARY 2022

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

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ACKNOWLEDGMENT

First of all, I would like to express my deepest appreciation to Allah S.W.T who provided me the possibility to complete this report. Special thanks to my supervisor, Ts. Mohd Khairul Amri Bin Ramly, which is already guide me since the first day of this report has been made until the last day of submission and who is have invested his full effort in guiding me in order to complete this report.

Furthermore, I would like to acknowledge with much appreciation to staff in Majlis Perbandaran Manjung (MPM) especially staff in Building Department 'Jabatan Bangunan' for giving cooperation, teaching and assisting me in doing work at the office and because of them I have learned something new such as how local authority deal with illegal building in this area and how local authority deal with complain from resident in this area about nuisance at their house also I have learned the process of development project such as residential and commercial from the early process until issue of certificate completion and compliance (CCC).

My special thanks are extended to my supervisor at my workplace, Mohd Fauzan Azim Bin Ahmad Zaihidi (Penolong Pegawai Senibina) and Muhammad Fikri Bin Zainudin (Penolong Jurutera), person who is in charge on me by giving a good commitment to me from the first day until the last day of internship.

Last but not least, a special thanks goes to my parents, family and friend that always give me a positive support and encouragement in order to completing this report.



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**CHAPTER 1.0:
THE DETAIL OF
COMPANY**



1.1 INTRODUCTION

In this chapter, author will explain about the details of workplace, which is Majlis Perbandaran Manjung also known as MPM, which author joined as Industrial Training Student throughout 11 October 2021 until 28 January 2022. In this local authority there have 6 unit and 9 department under MPM administrations.

The List of Unit:

1. One Stop Centre Unit
2. Legal and Integrity Unit
3. Internal Audit Unit
4. Corporate and Public Relations Unit
5. Landscape Unit
6. Commissioner of Building Unit

The List of Department:

1. Management Services Department
 - Human Resource Management Division
 - Administration Division
 - Quality and Innovation Division
 - Occupational Safety and Health Division
 - Information Technology Division
2. Building Department
 - Application and General Division
 - Building Control and Design Division
3. Treasury Department
 - Accounting Division
 - Expenditure Division
 - Contract and Quantity Surveying Unit
4. Engineering and Maintenance Department
 - Project and Electrical / Mechanical Division
 - Maintenance and Infrastructure Division



5. Valuation and Property Management Department
 - Valuation and Property Division
 - Property Management Division
6. Town Planning Department
 - Development and Development Control Division
 - Enforcement and Special Projects Division
 - Geographical Information System Division
7. Licensing and Enforcement Department
 - Licensing Division
 - Enforcement Division
8. Community and Social Development Department
 - Community Division
 - Tourism and Culture Division
 - Sports and Infrastructure Division
9. Department of Environmental Health and Urban Services
 - Public Health Division
 - Urban Services Division
 - Vector Control Division

For the practical training, author was placed under Building Department (Jabatan Bangunan) also known as JBG. There is 2 division that managed by this department.

1.1.1 The List of Division:

1. Building Department
 - Application and General Division
 - Building Control and Design Division

Author was involve under both division but more to handling application for housing project such as bungalow houses and for building control is more to enforcement which is monitor this area to find an illegal building or any illegal renovation that be made and solve all the complaint from public issues. Then take action by giving notice, compound, or demolition work. Then make the owner to do submission plan to make the building or the renovation is legal.



1.2 FUNCTIONS OF BUILDING DEPARTMENT

1. Process approval of all categories of building plan applications.
2. To carry out enforcement duties in accordance with the Uniform Building By-Laws 1984, Drainage and Building Act 1974 and other acts and enactments and related laws.
3. Coordinate and conduct readiness inspections for approved development applications throughout their process of Certificate of Completion and Compliance and Certificate of Fitness for Occupation.
4. Assist in the preparation of building plan concept and design for Council projects.
5. Coordinate and take action on complaints related to the Building Department.

1.2.1 Client Charter

"STRIVES TO CONTROL THE CONSTRUCTION OF BUILDINGS IN COUNCIL AREAS IN ACCORDANCE WITH COUNCIL STANDARDS AND POLICIES".

1. To review plan applications within *fourteen (14) days, working days* for applications for:-
 - i. 'Sekim perumahan'/ Commercial/ Industrial.
 - ii. Telecommunications Construction and Structure.
 - iii. Institutions/ Houses of Worship/ Medical Centres.
 - iv. Temporary Building.
 - v. Individual Residences.
 - vi. Shop Houses/ Shop Offices Individuals
 - vii. Amendments to pass/ existing building plans for category i-vi
 - viii. Additional/Amendment of existing residential buildings in category i - iv.



2. Process and give immediate results on the application of plans for additional awning and fencing as well as minor works of residential buildings in compliance with all prescribed legal requirements.
3. Issuing temporary permits on the reserve road for;
 - i. Works involving the construction of new buildings such as placing building materials, building materials barrels, hording installations and so on;
 - ii. Installation of crowd tents (not involving any business activities) in immediate period from the date of application.
4. To issue a letter of review on license application to the Licensing Department within five (5) days, working days from the date of application.
5. To issue a letter of refund of collateral to the applicant within seven (7) days, working days from the date of application.
6. To take action on complaints within ten (10) days, working days from the date of receipt and the act of issuing notices against buildings erected without permission within fifteen days (15) days, working days after the response to the complainant is issued.



1.3 COMPANY BACKGROUND/ PROFILE



Figure 1: Front elevation of the company

Before 1973, Manjung was known as Dindings District. This area was previously part of the Straits Settlements, which were administered by Penang Island at the time. When Britain signed the Pangkor Treaty with the then-Sultan of Perak, Sultan Abdullah, Dindings District became part of Penang. This pact was formed to prevent bloodshed as a result of two important events: the war for the throne amongst the Perak royals shortly after Sultan Jaafar's death, and the battle in Larut between the Ghee Hin and Hai San tribes to seize the tin mining area in Taiping District.

The Sultan of Perak had to accept a British Resident, Sir JWW Birch, to hand over The Dindings Colony to the British, the appointment of an Assistant Resident in Taiping, Captain Speedy in Matang, and Sultan Ismail's abdication from the throne of Perak as a condition of the agreement.



Dindings District was solely comprised of three primary regions during the British colonial era: Sitiawan Town, Bandar Lumut, and Pangkor Island. However, in 1937, after nearly ten years as Sultan of Perak, Sultan Alang Iskandar petitioned the British to return to Perak's throne, and the British did so in that year. The lack of a beach area in Perak is the main reason for his Majesty's visit. The Perak Government consolidated the territories with respect to Beruas and the southern coastline areas after the handover of Dindings District. Dindings District was renamed Manjung District in 1973, and the name has persisted until now.

The Manjung District Administrative Centre is now located in Bandar Baru Seri Manjung, a new township created in the early 1980s by the Perak State Government through its agency, the Perak State Development Corporation (PKNP).

Sitiawan Town, Lumut Town, Pantai Remis Town, Ayer Tawar Town, Lekir Town, Pekan Pangkor, and Beruas Town are just a few of the municipalities and towns in Manjung District that are bustling with activity. Because of its importance in contributing to the rich marine development along the district's coastline, Manjung District is recognised as Perak's Maritime Town.

Perak's Manjung District Council (MDM) was formed in 1980 when numerous Local Government Management Boards merged (LPKT). MDM is split into the following categories:

- Council Area (266.47 sq km)
- Operating Area (162.81 sq km)
- Control Area (103.66 sq km)

The Council's administrative office, which costs RM4.2 million and was opened on October 20, 1995, is located on Jalan Pinang Raja in Seri Manjung. On November 10, 2001, MDM was renamed Manjung Municipal Council (MPM). Tuan Syamsul Hazeman Bin Md Salleh, Amp is the current President.



1.3.1 Location Plan

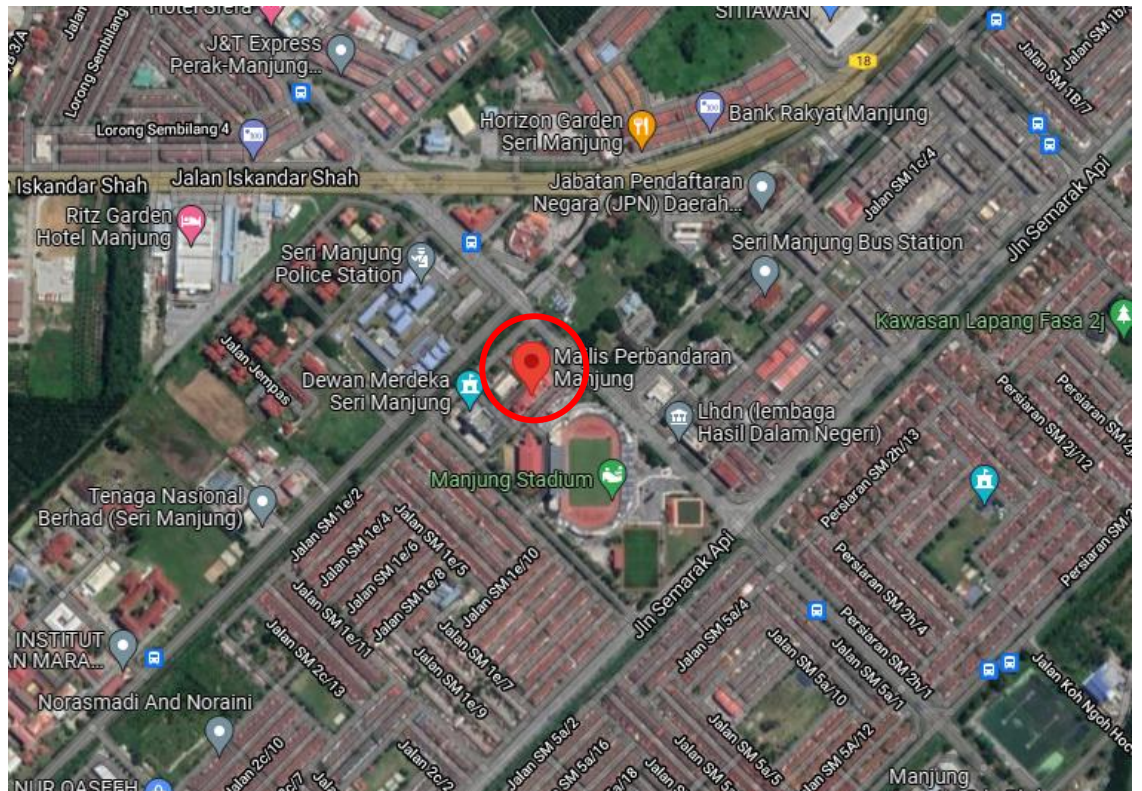


Figure 2: Location plan

Based on the location of Majlis Perbandaran Manjung it is near with other facility such as police station, “Jabatan Pengangkutan Jalan”, “Jabatan Kerja Raya”, BOMBA, and Hospital Seri Manjung. Other than that this is a strategy place because this building also near with shopping mall.



1.4 PRESIDENT BACKGROUND



Figure 3: president picture

1.4.1 Biodata:

Table 1: YDP biodata

NAME	:	TUAN SYAMSUL HAZEMAN BIN MD SALLEH, AMP.
POSITION	:	PRESIDENT OF MANJUNG MUNICIPAL COUNCIL
GRADE	:	M54
DATE OF BIRTH	:	17 JULY 1978
AGE	:	43 YEARS OLD
EMAIL	:	YDP@MPM.GOV.MY



1.4.2 Standard of Education:

Table 2: YDP standard education

BILL.	CREDENTIALS	INSTITUTIONS	YEARS
1.	DIPLOMA VALUATION	UTM	1996 - 1999
2.	BACHELOR OF MASS COMMUNICATION (HONOURS) AT UITM SHAH ALAM	UITM SHAH ALAM	1999 - 2002

1.4.3 Job Info:

Table 3: YDP job information



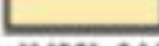
BILL.	TITLE OF POSITION	INSTITUTIONS/DEPARTMENTS	PERIOD
1.	ASSISTANT DIRECTOR	PERLIS LAND AND MINES OFFICE	AUGUST 2005 – DECEMBER 2006
2.	KERIAN DISTRICT SECURITY SECRETARY	NATIONAL SECURITY COUNCIL, PRIME MINISTER'S DEPARTMENT	JANUARY 2007 – DECEMBER 2007



3.	ASSISTANT DISTRICT OFFICER KERIAN	KERIAN DISTRICT AND LAND OFFICE	2008 - 2009
4.	CHIEF ASSISTANT DISTRICT OFFICER OF KERIAN	KERIAN DISTRICT AND LAND OFFICE	2009 - 2011
5.	CHIEF ASSISTANT DISTRICT OFFICER OF MANJUNG	MANJUNG DISTRICT AND LAND OFFICE	2011 - 2017
6.	UNDER SECRETARY, MANAGEMENT SERVICES DIVISION	PERAK STATE SECRETARIAT	JANUARY 2018 - OCTOBER 2018
7.	HEAD OF DIVISION, LAND MANAGEMENT AND LEGAL DIVISION	NATIONAL INSTITUTE OF LAND AND SURVEY (INSTUN)	OCTOBER 2018 - FEBRUARY 2019

1.5 AREA EXPANSION GAZETTE

Cabinet Meeting on 16th May 2012 agreed to expand Majlis Perbandaran Manjung (MPM) operating area to cover the whole Manjung district

	Kawasan Operasi Sediada (16,010.00 Ha)
	Kawasan Operasi Cadangan (77,270.00 Ha)
	Kawasan Kawalan Yang Baru (36,667.22 Ha)
JUMLAH KESELURUHAN KAWASAN MPM = 129,947.22 Ha	



1.5.1 Mission

To strengthen infrastructure development and municipal services to the community in a professional manner based on innovative, competent and insightful thinking.

1.5.2 Vision

Making Manjung Township a thriving, progressive, prosperous and superior Manjung City of Tourism and Maritime.

1.5.3 Customer Service Mission

Commitment to provide quality municipal services transparently and efficiently.

1.5.4 Main Goal

Creating a comfortable, safe and harmonious township through continuous capacity building in various fields.

1.5.5 Quality Policy

Manjung municipal council are committed to deliver efficient, friendly and quality services based on the needs of customers and stakeholders as well as continuous improvement to make Manjung as developed, progressive and prosperous township

1.6 FUNCTIONS OF MANJUNG MUNICIPAL COUNCIL:

1. Responsible for administering council areas which are towns and surrounding areas gazetted under the Local Government Act 1976.
2. Responsible for collecting annual revenues while striving to increase annual revenue through new revenue sources.
3. Establish good relations with all parties (customers, tax payments etc.) that are directly or indirectly related in the context of achieving the goals and objectives of the Council.
4. Plan and implement efficient and quality municipal services to meet the needs of the community towards creating a conducive environment.
5. Responsible for administering council areas through control over business and industrial activities creates an environment conducive to attracting more investment.



6. Control, plan and approve physical development in line with the requirements of the Structure Plan and Local Plan.
7. Plan and implement the development of council areas with a focus on development oriented towards environmental preservation and creating a balanced and harmonious urban community.

1.7 LOGO



Figure 4: MPM logo

- The Oval Shape symbolizes spiritual and physical strength and is always active in creating a dynamic Municipal atmosphere.
- The Paddy Flower symbolizes obedience to the Perak State Government.
- The Blue Stripe symbolises Manjung District as an electric power producer.
- The symbol of the Electronic Circuit symbolizes the progress of the Manjung Municipal Council often with the advancement of ICT.
- The symbol of industrial buildings and ports depicts Manjung District as a District that provides industrial/ shipping infrastructure in Perak in particular and in Malaysia in general.



- The Yacht and Wave Symbol demonstrates the commitment of Manjung Municipal Council to develop the tourism and maritime industries.
- Jawi writing symbolises the commitment of Manjung Municipal Council to involve Religious, Racial and Cultural values.
- The writings of Manjung Municipal Council in Melengkong reflect the commitment and readiness of the Manjung Municipal Council towards progress in all aspects.
- The letter "MAJU PROGRESIF MAKMUR" at the bottom of the logo symbolizes the official procedure of Manjung Municipal Council and always is the priority of the Council to ensure that every employee and municipal community will always be progressive, progressive and live in a prosperity environment.



1.8 ORGANIZATION CHART (MPM)

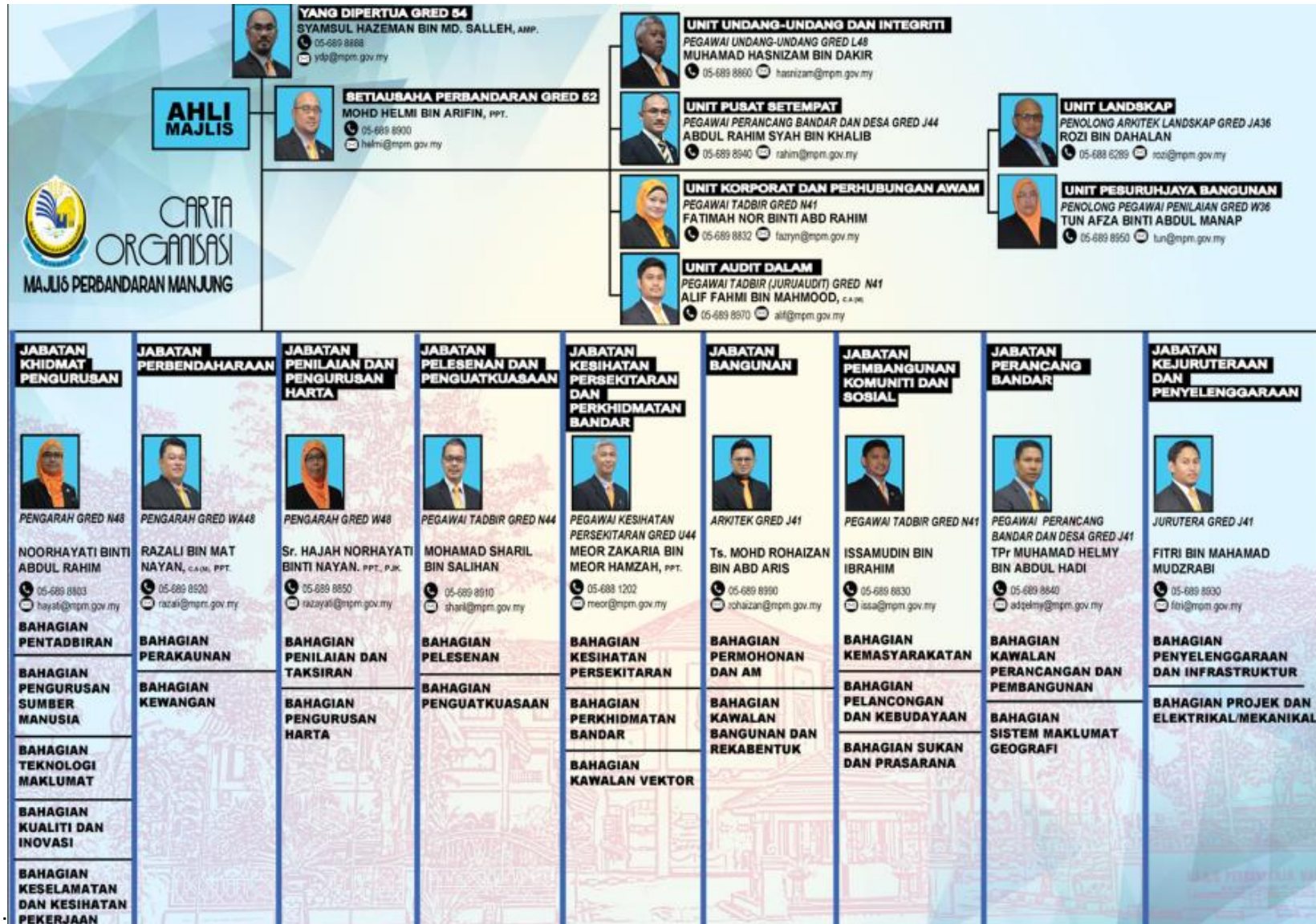


Figure 5: Company organization chart



1.8.1 Organization Chart Building Department

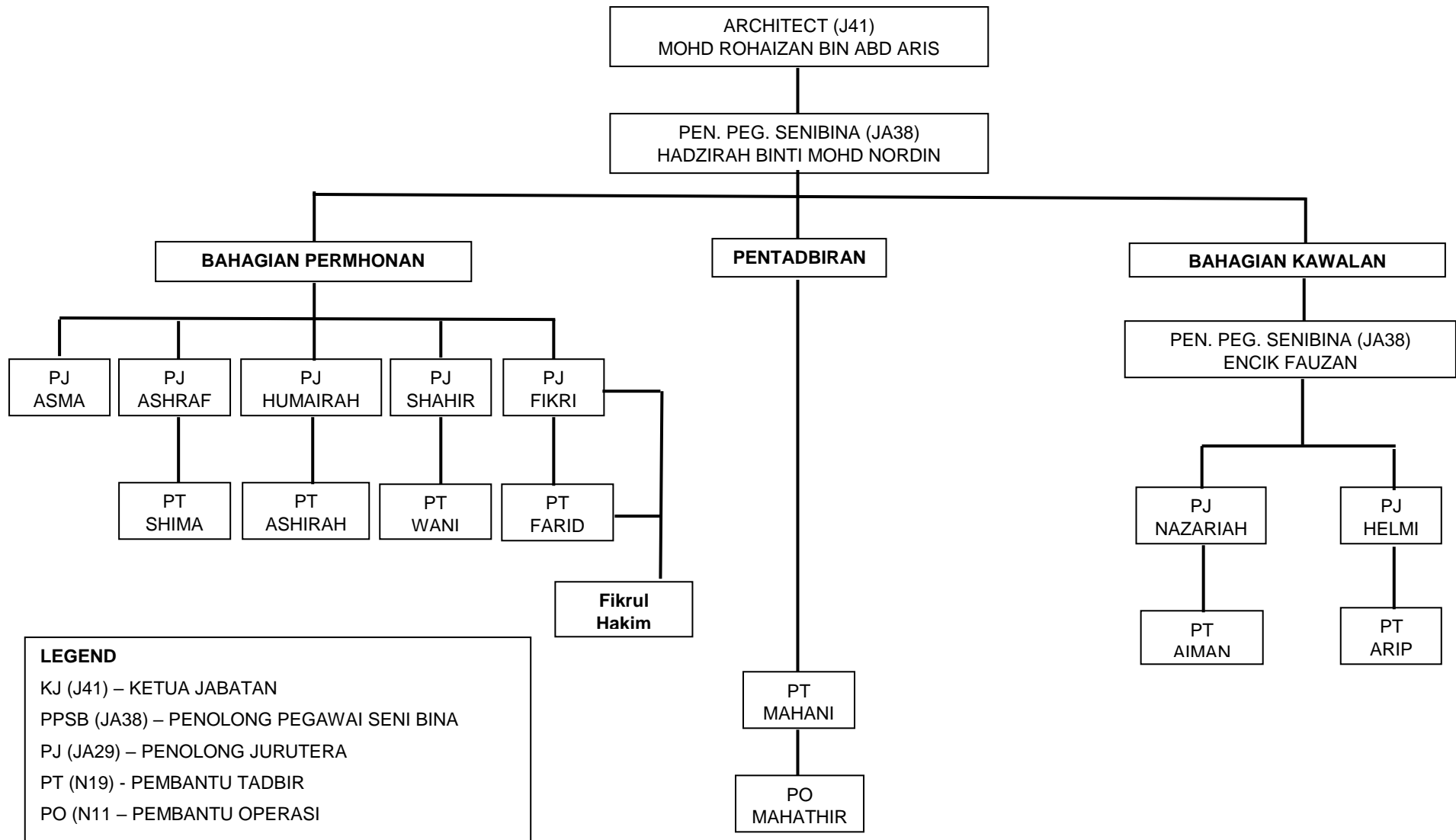


Figure 6: Department organization chart



Majlis Perbandaran Manjung is led by president YDP Tuan Syamsul Hazeman Bin Md Salleh, Amp. Then it has several council members that are under YDP. Then for head of department which is for my department that be placed. The head for building department is Ts. Mohd Rohaizan Bin Abd Aris (Arkitek Jabatan Bangunan) and Hadzirah Bt Mohd Nordin as (Penolong Pegawai Senibina PPSB) and other members such as (Penolong Jurutera, Pembantu Tadbir, draughtsman and Pembantu Operasi). For operating hour is from Monday until Friday is from 8.00 am until 5.00pm

Author was placed under Encik Fauzan for enforcement work but the task that author always participate in handling application for bungalow housing project.



1.9 SUMMARY

From this chapter the author have learn the history of Majlis Perbandaran Manjung (MPM) from the beginning until now. Author also know the function of building department at this local authorities, background of the president at this local authorities.

Next the area that been manage by local authorities such as Lekir, Pantai Remis, Ayer Tawar Segari, Beruas and Area in Manjung. Other than that author also know the location of this local authorities is strategic location where it near with other facilities.

CHAPTER 2.0: LITERATURE REVIEW



2.1 INTRODUCTION

Anyone who want to carry out development must first get planning permission from the local authority and then adhere to the conditions of the authorization. In Malaysia, project development is separated into three (3) stages: predevelopment, construction, and post construction. The completed property is handed over to the owner at the post development stage, as mandated by the Housing Development Act (HDA, 2010).

The flow of procedures and activities, from the beginning to the delivery of a finished property is critical in the planning of property development. A critical assessment of a typical planning process in Malaysia, including the role of the legislature in the planning process, the development plan, and general development plan execution.

2.2 INTERPRETATION OF PLANNING PERMISSION

Planning approval is described as "granted, with or without conditions, to carry out development" under subsection 2 (1) of Act 172. Any act of development, including works requiring approval under the other Act, is referred to as "doing development."

Planning Permission The Essential Referred To Next State Planning Committee to the National Physical Planning Council (NPPC) Pursuant Advice For Getting Subsection 22 (2A) of the Act 172

Before making a judgement on a proposal, local planning authorities will refer it to the State Planning Committee, which will then refer it to the National Physical Planning Council for advice and opinions.

2.3 WHAT REQUIRED FOR SUBMISSION?

- i. Prescribed Plans, Specified Form & Document
- ii. Prescribed Fee
- iii. Development Schedule



2.3.1 Prescribed Plans

- i. Block plan
- ii. Size & position of project building(s) & the nearby buildings & streets
- iii. Key plan (if required)
- iv. Position of site
- v. Floor plans
- vi. Dimension, thickness, position of window etc.
- vii. Elevation plans
- viii. Building elevation, level and width of street etc.
- ix. Section plans
- x. Diagrammatic plan
- xi. Plans regarding projection over street
- xii. Showing the nature & dimension of projection
- xiii. Details plan
- xiv. Site formation plans
- xv. Foundation plans
- xvi. Ground investigation plan (in scheduled areas)
- xvii. Structural plans
- xviii. Drainage plan

2.3.2 Legislature in the Planning Process

In Malaysia, the laws, regulations, and norms governing the property development process are fairly detailed. When it comes to property development, there are over fifty (50) rules and norms that can either initiate or restrain actions.

2.3.3 The Most Pertinent and Crucial Laws to be complied with Planning Process

- i. The National Land Code (NLC 1965, NLC 2008)
- ii. The Town and Country Planning Act, 1976 (Act 172)
- iii. The Government Act 1976 (Act171)
- iv. Uniform Building by Law 1984(UBBL)
- v. The Street, Drainage and Building Act1974 (Act 133)
- vi. The Environmental Quality Act1984.



2.4 THE TOWN AND COUNTRY PLANNING ACT, 1976

Planning control, as defined in Part IV of the Town and Country Planning Act (TCPA), 1976, and planning standards, is a critical tool for managing land development. "No person, other than local authorities, shall commence, undertake, or carry out any development unless planning permission in respect of the development has been granted to him under Section 22 (treatment of application) or extended under Subsection 24 (3) (lapse of planning permission)," according to Section 19 of the TCPA. (According to LOM, 2006).

The approval of planning authorization from the Local Planning Authority is required for all development. The owner of any development carried out without planning permission or in violation of planning approval may be guilty of an offence under Sections 27 and 28 of Act 172. Subsection 26 (1) of the Penal Code stipulates that a fine of not more than 500,000 ringgit or a period of imprisonment of not more than two years, or both, may be imposed.

Under Part III of the TCPA (TCPA, 1976), various development plans (such as the national physical plan, a structural plan, a local plan, and a special area plan) have been established to help decision makers while processing planning licences. These plans will serve as the foundation for future land development regulations and will be used to create zoning and planning criteria for public facilities, roads, open spaces, building setbacks, and the amount of parking spots, among other things.

In general, a submitted layout plan must conform with the national and physical plans, the state structure plan, the local plan, a special area plan, and all other plans approved by the governing state's local authorities.



A pre-determined zoning requirement, strategic policies, and government policies must also be met by the submitting party. In the state of Selangor, for example, any development on land designated as class 3 or class 4 terrain will be denied by the local administration. Similarly, when a mix of low-cost, low-to-medium-cost, and medium-cost housing is required, as well as a quota for a specific race (Bumiputera or indigenous group), the designer must create a layout plan that takes into account government rules, guidelines, and other technical needs.

2.5 PLANNING APPROVALS

Before any physical construction can begin on site or any advertising authorization is issued by the necessary authorities, a developer must first get all planning clearances. The primary submitting person (PSP) might submit all four (4) planning applications for approval at the same time or submit them in stages. The planning applications are (a) a planning permit application (Section 21, Act 172), (b) a building plan application, (c) a road and drainage plan application (Section 9, Act 133), and (d) various "works" plans (Section 9, Act 133). (Section 70A, Act 133).

Local authorities will set conditions based on feedback from their technical department. Any development involving a land area greater than 50 hectares must be accompanied by a study of the potential impact on the surrounding environment (DTCP, 2007).

The environmental impact assessment (EIA) study is a requirement imposed by the authorities on the principal submitting person (PSP), where the submitted plans must pass through various technical departments (DTCP, 2007; MHLG, 2008), such as the department of environment, which handles all environmental matters, the Department of Sewerage, which handles sewerage issues, the Department of Drainage, which handles drainage issues, and the Board of Water Management, which handles water management issues. The building setback line required for different building kinds (housing, industrial, or commercial), density, plot ratios, public facilities, retention ponds, energy supply (by the National Board of Electricity), and road levels are among the other standard compliances.



The planning authorization process, referred to in Section IV of the Town and Country Planning Act, 1976, applies to all planning permissions (Act 172). In most cases, the local government will only grant a conditional approval. The submitting party, the planner (assigned by the developer), must then make the necessary changes in accordance with the requirements mentioned in the various technical departments' conditional permission letters.

2.5.1 One-Stop-Centre (OSC)

The Malaysian government, through the Ministry of Housing and Local Government (MHLG), began a One-Stop-Centre (OSC) clearance process in April 2007 in an effort to enhance the delivery system and procedures across all state municipalities. Its principal goal is to keep Malaysia competitive in the property and real estate markets around the world (MHLG, 2008). It is a non-profit organisation that serves as a facilitator for the planning process and the submission of plans to the local government.

Currently, the OSC is a part of the local government in each of Malaysia's states. Separate and sequential submissions for approval were made. Only after the layout plan has been approved can the building plan and the rest of the drawings be submitted for approval. With the introduction of OSC, consultants can submit all five (5) drawings at the same time, namely the layout plan, building plan, road and drainage plan, earthwork plan, and landscaping plan (DTCP, 2007; MHLG, 2008).

2.5.2 Principal Submitting Person (PSP)

The person (registered person) is the principal submitting person (PSP) hired by the developer or landowner to draught the layout design, and he or she will be the PSP for all planning approvals, primarily at the planning permission stage. The architect serves as the PSP for smaller development projects, completing and obtaining the building plan. The platform design is required by the civil and structural (C and S) engineer for the acceptance of the earthworks plan application by the local authorities.



Mechanical and electrical (M and E) engineers create mechanical and electrical drawings and layouts, which comprise plumbing, electrical supply, and the sewage treatment plant (STP), for submission at the building plan approval stage. The planner is the essential consultant who is in charge of managing the work activities at the early stage of submitting the layout plan to the authorities.

2.5.3 Obligation

The consultant must take into account all of the authorities' needs. When in doubt, consult the guidebook for planning rules and methods for various states.

The developer of a housing project must adhere to the planning standard guideline (DTCP, 2007; MHLG, 2008) of the local government in which the project is located. This is simple to do if you work with the planning professional (registered person).

2.6 PLANNING APPROVING COMMITTEE

The planning approval committee of the local authority where the One-Stop-Centre (OSC) is located makes the decision. The committee is chaired by the mayor of the local government and consists of sixteen (16) representatives from the several technical departments, as well as councillors from the local government (representatives of the local municipalities selected by the state)

2.6.1 Planning Permission or plan approval

The Planning Department of the local authority issues a Development Order, which approves the development of the land. The permission is only valid for a year, after which work must commence.



2.6.2 Approval from the Planning Department (Local Authority)

Building Construction must obtain several approvals from different departments within the local authority.

- 1 Approval from the Engineering Department (local authority)
- 2 Approval from the Town Services Department (local authority)
- 3 Approval from the Drainage and Irrigation Department
- 4 Approval from the Sewerage Services Department
- 5 Approval from the Water Authority
- 6 Approval from the Fire and Rescue Department
- 7 Approval from the TNB (local electricity provider)
- 8 Obtain certificate of occupancy

2.6.3 Construction Process

The developer can proceed to the development stage after receiving approval from the authorities. The construction crew will begin their work and begin to develop the land by constructing buildings and all of the necessary facilities and amenities throughout the development stage.

2.6.4 Selection of suitable contractor

This procedure is known as tender evaluation. This entails determining a suitable contractor and establishing a cost level for later negotiations. The goal is to find a qualified contractor as soon as possible, collaborate with the professional team, and establish a pricing level for future negotiations.

Short listing criteria are usually limited to technical and financial capacity, expertise with similar projects, and the amount of resources available (manpower, plant and equipment). The employer will send a letter of intent or intent letter to the contractor once the tender evaluation procedure is completed, declaring the intention to receive or hire their services for the specific projects. The successful contractor will get a letter of acceptance.



2.6.5 Earthwork Contractors

Earthworks are engineering projects that include moving or processing dirt or unformed rock on the earth's surface. These materials can be transferred to other locations and shaped into any shape for any purpose. Machine excavation and fill or backfill are used in the majority of earthworks. The following are some of the responsibilities of earthwork contractors:

- a) Site preparation
- b) Moving dirt around
- c) Excavation services

2.6.6 Building Contractors

When it comes to the construction of homes or companies, a building contractor has a wide range of duties and obligations. This person has a job that requires a lot of hard effort and a detailed examination of various procedures that are involved in the construction of structures.

- a) Engage in the planning, developing and coordinating of activities which coincide with the building of structures.
- b) Oversee the construction and ensure all necessary measures are taken to result in the completed finished product.
- c) Completing the project in a manner which coincides with all laws, rules and regulations which may be in existence and correlate with construction.

The primary contractor, who has been hired by the developer, can appoint subcontractors through a tendering procedure managed by the main contractor. To employ or appoint subcontractors, the primary contractor can use any sort of tendering process, such as an open tender, a negotiated tender, or a selective tender.

2.6.7 Standard Form of Contract

A standard form contract is a contract between two parties in which one party sets the terms and conditions of the contract and the other party has little or no power to negotiate better terms. There are numerous different forms of standard contracts that are regularly used in Malaysia, including:



- a) Standard Form of Contract to be used where Bill of Quantities form part of the Contract PWD 203A (Revision 2007) published by JKR
- b) Standard Form of Contract to be used where Drawings and Specifications form part of the Contract PWD 203 (Revision 2007) published by JKR
- c) Agreement and Conditions of PAM 2006 with quantities published by Pertubuhan Arkitek Malaysia (PAM)
- d) Agreement and Conditions of PAM 2006 without quantities published by Pertubuhan Arkitek Malaysia (PAM)
- e) CIDB Standard Form of Contract for Building Works 2000 Edition, published by Construction Industry Development Board Malaysia (CIDB) and many more

For bungalow houses, the most suitable standard form of contract to be is Agreement and Conditions of PAM 2006 with quantities published by PAM. This is due to the nature of the project which is private project.

2.7 APPROVAL FROM THE BUILDING CONTROL DEPARTMENT (LOCAL AUTHORITY)

The Building Department conducts a final examination when work is completed before issuing its approval. Approval is awarded only when all approvals from the various departments stated in the development order have been received, and it is intended to ensure that the construction has been completed in accordance with the approved building plan and its specifications.

2.7.1 Issued Of (CCC)

After the Architect issues a Certificate of Completion and Compliance, the defect liability period begins for a specific time or period before the Architect issues a Certificate of Making Good Defect. Following the CMGD, the architect will provide the Certificate of completion and compliance (CCC) if needed.

Only technical aspects will be addressed in the Certificate of Completion and Compliance (CCC). After these requirements have been met and there is no evident harm to the users' health and safety, the CCC can be issued.



Before a PSP can issue a CCC, he must confirm that the work was conducted in accordance with the approved building designs and the contract specifications, and that he supervised the work appropriately. All required forms must be completed and certified, and the PSP must obtain confirmation of supply or connection for the following six key services departments:

- a) Tenaga Nasional Berhad (for electrical supply)
- b) Water Authorities e.g. SYABAS (for water supply)
- c) Jabatan Perkhidmatan Pembentukan or Sewerage Services Department (for connection to sewage treatment plant or mains)
- d) Department of Occupational Safety and Health (for clearance from factories and machinery department for lift (if applicable))
- e) Fire Service Department
- f) Roads and Drainage Department

2.7.2 History Of (CCC)

In 2004, the Prime Minister proposed that local governments replace the issue of Certificates of Fitness for Occupation (CFO) with self-certification by experts. The Ministry of Works (MOW) and the Ministry of Housing and Local Government (MOHLG) convened meetings or conducted an index study with industry participants to obtain their feedback and produce ideas for implementation. The study concluded that the introduction of a new certification system known as Certification of Completion and Compliance (CCC) had numerous advantages and benefits.

The phrase "certificate of completion and compliance" (CCC) is defined under Section 3 of the Street, Drainage and Building Act 1974, as modified in 2007, as the certificate awarded or granted under any by-laws made under that Act. The Uniform Building By-Laws is that by-law (UBBL).

A CFO was issued by the local authority under the previous system once it obtained Form E (UBBL), which is the relevant application form for the issuance of a CFO. The former method, known as CFO, has a number of flaws, including delays in certification by technical agencies or other local authorities, as well as additional criteria imposed at the last minute by the local authority, and a lack of technical officers to process the application.



The CCC system took effect on April 12, 2007, replacing the CFO (Certificate Fitness Occupation) system. The CFO was granted by the local government, but the CCC was issued by the professionals themselves. In other words, the principal submitting person (PSP) for a housing project is a professional architect, professional engineer, or licenced building draughtsman. CCC was created with the following goals in mind:

- a) To improve the efficiency of the building delivery system further and to enhance the competitiveness of Malaysia globally
- b) Enabling house buyers to move in as quickly as possible without compromising their safety

The introduction of CCC has no bearing on the authorities of local governments because the issuing will be based on professional self-certification. The local government might still authorise site inspections to monitor the progress of the project. If any breaches or divergences are not corrected, the local authority can issue a formal notice to PSP not to issue the CCC. Not only that, but local governments have the ability to take all action necessary to correct any ongoing violations or divergences, including reporting to professional boards.

Any architect or engineer who issues a progress certification knowing that the works therein referred to have not been completed in accordance with the provisions of the sale and purchase agreement is guilty of an offence and, on conviction, is liable to a fine of not less than RM10,000 and not more than RM100,000, or to both.

Any person who knowingly and intentionally assists, abets, counsels, procures, or commands the commission of an offence under paragraph 22F (1) is subject to the punishment prescribed for the offence under subsection 22F (2). The Architects (Amendment) Act 2007 makes it illegal for an architect to falsely and negligently certify the CCC, and it can lead to disciplinary action. The defaulting architect faces a fine of up to RM50, 000 and a two-year suspension from practise. Some relevant laws are also updated to reinforce and ensure the effectiveness of the CCC certification system. Other legislation referenced include: the Road, Drainage, and Building Act of 1974 (Act 133) and the Uniform Building Code of 1984.



- i. Housing Development Act 1966 (Controls and Licensing) (Act 188)
- ii. Strata Title Act 1985 (Act 318)
- iii. Registration of Engineers Act 1967 (Act 138)
- iv. Architects Act 1967 (Act 117)

2.7.3 Benefits of (CCC)

The main advantage of the CCC system is that if a notice of vacant possession (VP) can be issued concurrently with the issuance of a CCC that is now under professional control, this will alleviate to some extent the problems faced by house buyers who are unable to occupy their fully paid house due to a delay in the issuance of a CFO. The following are some of the other advantages of learning about CCC:

- a) Self-regulation
- b) Self-certification
- c) Prevent excessive bureaucracy
- d) Speed up housing delivery
- e) Reduce the cost and time spent of doing business with the government.
- f) Professional in their field not only having the knowledge, but also possess the requisite expertise in the building development industry derived from their direct involvement in all phases during the building construction period.
- g) Accountability, liability and responsibilities towards the safety and comfort of the building being erected.
- h) Reduce the accountability held by architect or engineer for certifying the building and fitness.
- i) To ensure the parties involve will take responsibility if any accident or collapse of the house. To easier the insurance process.

The house's CCC will be issued by the housing project's primary submitting person (PSP), who is either a professional architect, professional engineer, or a licenced building draughtsman in this case. The buyers can instantly occupy the house after receiving the CCC because it has been verified as safe and healthy for the users.



2.8 SUMMARY

In order to develop land, it is necessary to guarantee that the owner is aware of the development process and procedures. This is to ensure that the work sequences and progress are not obstructed by any third parties. In truth, the owner must supply criteria that the developer can work with and manage in order for it to become a reality. It is also a mandatory step, since the developer and all other parties involved must adhere to all laws and guidelines established by the authorities in order to meet the requirements and serve the needs of all parties.

Certificate of completion and compliance also play a important role to make sure the building was save and as a guarantee to the owner of the building. For the approval there a lot of law and guidance that local authority need to check before give an development planning at certain land in Malaysia.

CHAPTER 3.0: CASE STUDY



3.1 INTRODUCTION

Any person that want to construct or erect any type of building even a residential, commercial building they must need an approval from the local authorities. So they need to submit the application that will be handle by summiting person (PSP) where the early process until issued of CCC will be handle by submitting person.

For starting the process first of all it will be process at one stop center. Where the meeting will be held to analyses the project for getting planning approval. Local centers have been developed to ensure that improvements to the delivery system may be implemented more efficiently and completely in order to boost the country's economic growth and increase the efficiency of public services. Land development applications (section 124A and 204D NLC), planning approval, and construction plans will all be processed at the same time at the one-stop center (OSC).

3.1.1 Role of One Stop Centre (OSC)

- Coordinate and process application for Planning Permission, Building Plan and application development of land under Section 124A and 204D NLC
- Inform decisions that applications for planning permission and building plans to the applicant.
- Make recommendations to the Land Office land application and
- Provide Application Status Report.

Starting from 2010 OSC Online is being used as new method for submitting all applications for all type of construction and processing applications for development controls. It is also an electronic platform for information gathering and communicating in two ways for information on development controls. Where the form and detail information will be upload at OSC online by registered PSP and staff Majlis Perbandaran Manjung have the ID to log in. With this method the process if quite fast and easy to find any information that we want. After the submission of application, OSC meeting will be held that will be join with other department such as *perancang, bangunan,* and *penilaian* then the process will begin.



3.2 FLOW CHART FOR BUNGALOW HOUSING APPLICATION

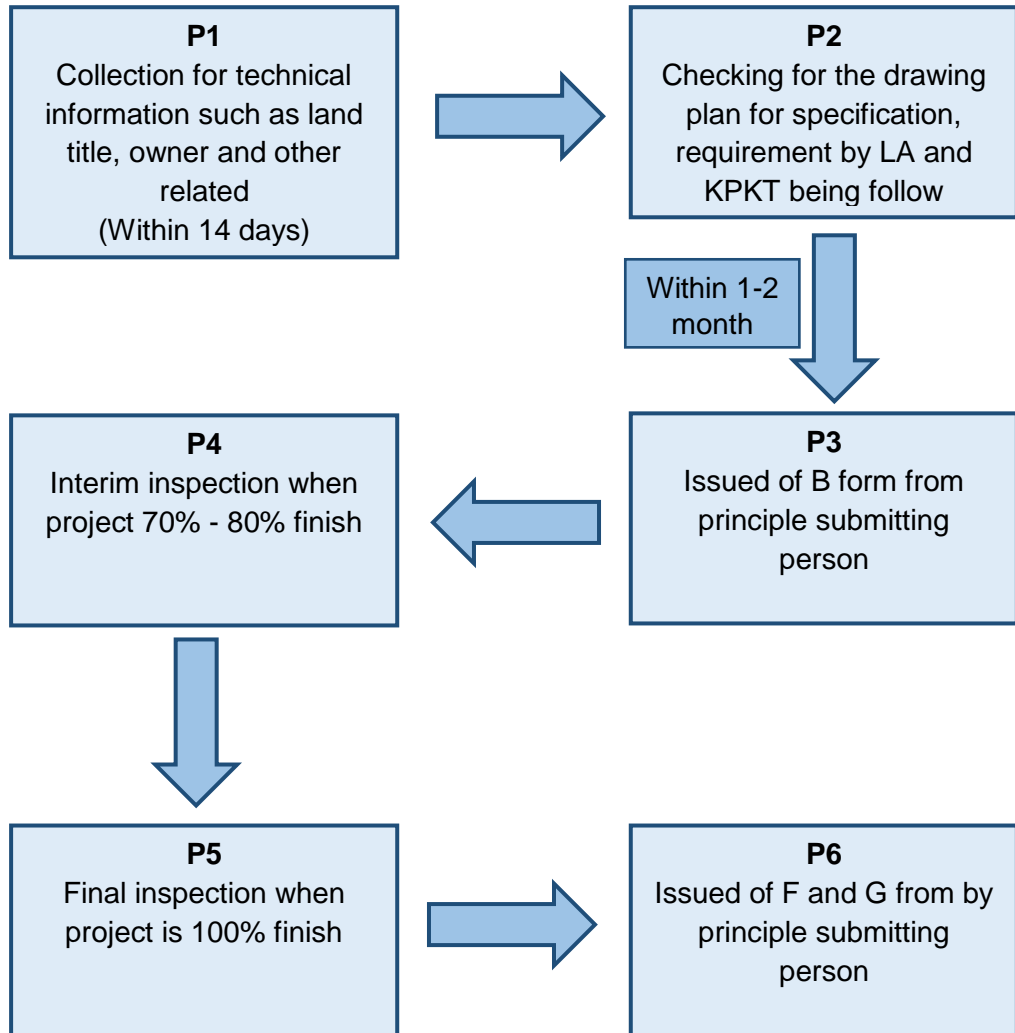


Figure 7: flow chart for bungalow house application

3.3 NEW APPLICATION PROCESS FOR BUNGALOW HOUSING PROJECT UNTIL ISSUED OF CCC.

The case study was located at Lorong Anggerik 2, Batu 7 Lekir which about 15km from the local authority. Also the surrounding of the case study is full with oil palm.

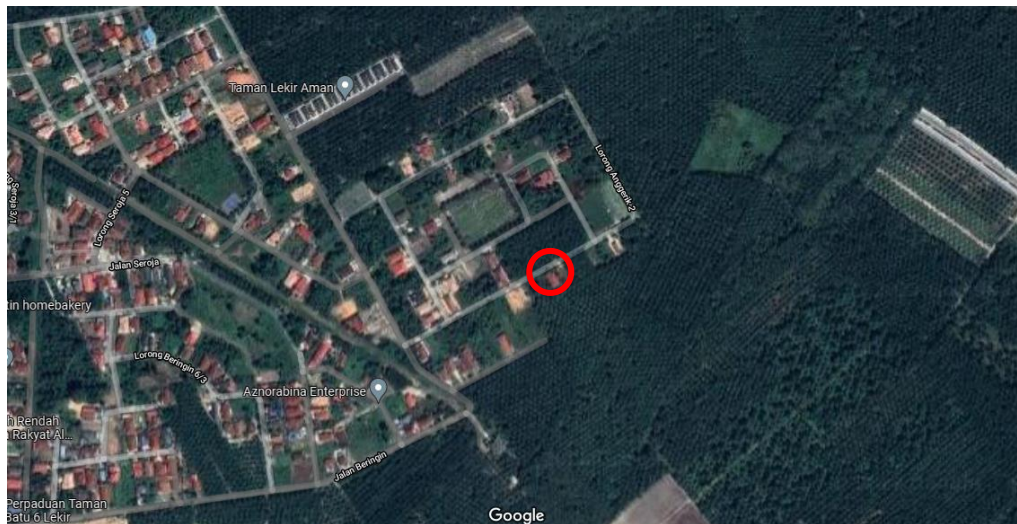


Figure 8: Key Plan

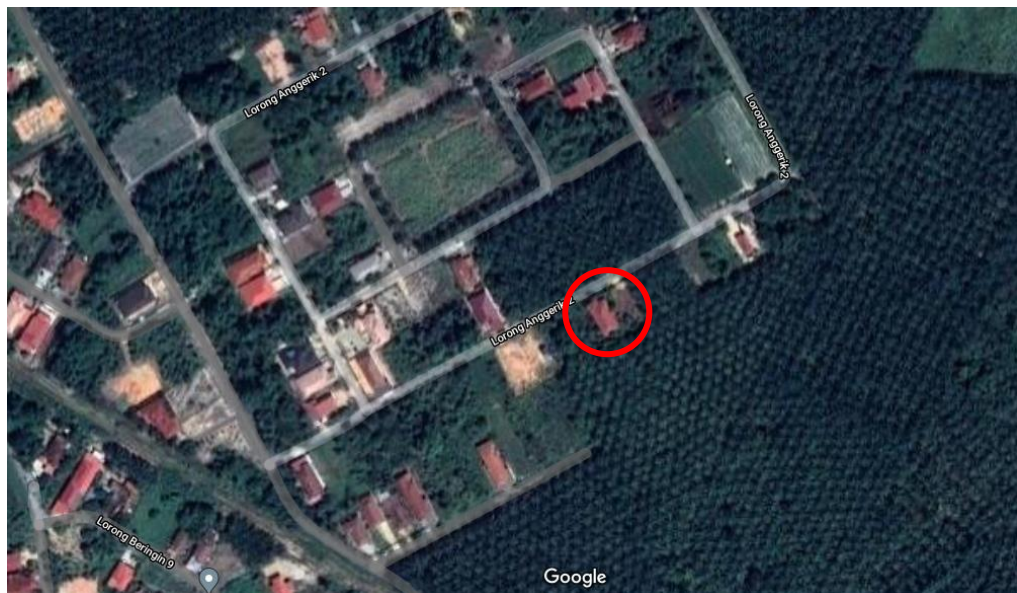


Figure 9: Location Plan



Figure 10: Proposed site

Basically there are 6 stages for housing application project at Majlis Perbandaran Manjung which is P1 until P6 stages this is include early work until issued of Certificate of Completion and Compliance.

Table 4: Property information

Owner	Shamsul Rizal Bin Shaari
Location	Lot 5986, Lorong Angerik 2 Kampung Tersusun Batu 7 Lekir
Type Of House	1 Storey Bungalow Houses
Price Of Project	Rm 305,000.00
Period Time	5 Month
Year Built	2/4/2020
Contractor	Jeram Megah Enterprise
Architect	Yc Lee Architect



3.3.1 Early Stage (P1)

Tarikh Terima	No Permohonan	Tarikh Mula Pemuktiahan	Peringkat	Tindakan
25-01-2022	MPM-PB20220124-001	06-01-2022	Sedang Diproses	Proses
24-01-2022	MPM-PB20220118-001	21-10-2021	Sedang Diproses	Proses
21-01-2022	MPM-PB20220112-004	18-11-2021	Sedang Diproses	Proses
21-01-2022	MPM-PB20211213-003-W01	21-01-2022	Mula Diproses	Proses
20-01-2022	MPM-PB20211105-001-W01	19-01-2022	Mula Diproses	Proses
19-01-2022	MPM-PB20220117-003	13-08-2021	Sedang Diproses	Proses

Figure 11: OSC online

Owner will hire an architect or principal submitting person (PSP) for design the building as owner required, architect will draw the building plan with complete specification that comply with uniform building by laws and other requirement by laws. Then get the sign from registered architect. After that, the principal submitting person will handle all the application from the start until the issue of Certificate of Completion and Compliance (CCC) through the One Stop Centre (OSC).

First of all one stop centre department will receive the application through online system after submission have been made by submitting person (PSP) then they will make a evaluation such as calculation for fees based on the drawing, checking for setback, title of land, owner of the house, title grant, fees for “*cukai pintu*” and “*cukai tanah*” owner information and other than that. After all the information have been checking and no issue then the department will send the application to building department for next process. After the hard copy for the application have been receive at building department as shown below.



UNIT PUSAT SETEMPAT (OSC)
MAJLIS PERBANDARAN MANJUNG
Jalan Pagar Raja, 32040 Seri Manjung,
Perak Darul Ridzuan.
E-mail : osc@mppm.gov.my Web: www.mppm.gov.my

Tel : 05-6898800 (Hunting)
05-6898945 (OSC)
Fax : 05-6882102

SLIP PENGESAHAN PENERIMAAN PERMOHONAN DI OSC

Nama Pemohon : SAMSTYL Tarikh Terima : 6.1.19
No. Tel (H/P) : 016-3664407 Masa Terima : 11.50a
No. Rekod OSC: OSC/ 102880/OSC/P32/2-03/19

Permohonan tuan / puan telah diterima dan akan diadjar ke Jabatan Memproses pada 6.3.19

Proses permohonan tuan / puan diperingkat OSC adalah dalam tempoh piagam 69 hari.
Keputusan akan dimaklumkan oleh OSC atau Jabatan memproses mana yang berkaitan melalui Sistem Pesanan Ringkas (SRAS).
Sebarang pertanyaan kepada status permohonan mestilah dinyatakan no. Rujukan OSC.

Sekian, terima kasih.

Di semak Oleh : M. HAZAN BIN AHMAD
Penolong Jurutera
Unit Pusat Setempat
Majlis Perbandaran Manjung

MAJLIS PERBANDARAN MANJUNG
JABATAN BANGUNAN
06 MAR 2019
MASA : 4:30 AM/PM
OLEH : [Signature]
DITERIMA
(salinan JP/IB)

ID Permohonan : 102880 - 1
Jenis Permohonan : A10-Kebenaran Merancang + Pelan Bangunan
Nama Permohonan : CADANGAN MEMBINA DAN MENYIAPKAN SEBUAH RUMAH BANGUNAN SATU TINGKAT DI ATAS LOT 5986 (PT 1242) LORONG ANGGEK 2 (L/K), KAMPUNG TERSEBUT BATU 7 LEKIR, KAMPUNG BAWAN DI TRAJAN MANJUNG PERAK.
Tarikh Permohonan : 05/03/2019 1.16 AM

KEHENDAK UNTUK PINDAAN DARI URUTAN "ONE STOP CENTRE"

Tarikh ulasan : 05/03/2019

Kesimpulan Ulasa : **SAMPLE**

Tuan,
Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan permohonan tuan telah disemak dan tiada halangan untuk dipanjangkan ke Jabatan yang berkaitan untuk tindakan selanjutnya.

3. Sila ambil perhatian, pihak tuan diminta untuk hadir ke Jabatan Bangunan dan Jabatan Perancang Bandar Majlis Perbandaran Manjung dengan membawa sesalinan cetakan surat ini berserta pengiraan fee proses yang telah diperakukan oleh Perunding Bertauliah untuk tujuan pembayaran.

4. Sila jelaskan bayaran dalam tempoh 3 hari bekerja dari tarikh surat ulasan ini dikeluarkan. Permohonan tuan akan diproses setelah pembayaran dijelaskan dan dikemukakan salinan resit tersebut di kaunter OSC MPM.

Sekian, terima kasih.

BERKHIDMAT UNTUK NEGARA
'MAJU, PROGRESIF, MAKMUR'

One Stop Center (OSC)
www.mppm.gov.my

136 215
14/5/19

Figure 12: Hard Copy New Application

After that person in charge will check the drawing plan based on the checklist requirement by local authorities. Major requirement is to put rain water harvesting for standing alone housing type this is requirement by Kementerian Perumahan Kerajaan Tempatan (KPKT) then bracket for dustbin requirement by local authorities, calculation for ventilation and lighting, set back 10 feet from the boundary at the drawing, show location for septic tank or soak pit, approach road, drop 50mm at toilet and kitchen, sanitary layout, MS grating at drain and other requirement based on checklist show below:



M.P.M. 30/01/2019 JK
PK-MPM-JBG-002/RK01

**JABATAN BANGUNAN,
MAJLIS PERBANDARAN MANJUNG.**
Tel : 05-6898890/91 (MPM) / 05-689894/95 (J.BGN.) Fax : 05-6882102

SENARAI SEMAK SYARAT-SYARAT KELULUSAN PELAN

BORANG PK-MPM-JBG-002/RK01 **CADANGAN BANGUNAN RUMAH KEDIAMAN PERSENDIRIAN**
Rumah Sebatang / Banglo / Rumah Bersempai / Rumah Bersempai / Rumah Teres (Tidak Mempunyai Unit)

TAJUK CADANGAN : ..CADANGAN MEMBINA DAN MENYIAPKAN SEBUAH RUMAH KEDIAMAN SATU LINGKAT DI ATAS
(Nyatakan bil. Unit / ..LOT 5986 (PT-1242) LORONG ANGERIK 2 (LUK); KAMPUNG TERESUSUN BATU 7 LEKIR, MUKIM
No. PT / Lot terbabit) ..SITIAWAN DAERAH MANJUNG PERAK UNTUK : SHAMSUL RIZAL BIN SHAARI

BIL.	PERKARA	DIISI OLEH PSP			UNTUK KEGUNAAN PEJABAT
		YA	DAK	T	
A. DOKUMEN / SYARAT-SYARAT AM					
1)	Menjelaskan bayaran proses pelan tambahan / bayaran fee pelan yang digandakan sebanyak RM.....	/			/
2)	Lukisan - lukisan yang perlu dikemukakan (dalam ukuran dalam metrik diadakan) -				/
i.	Pelan Teknik - Sekil yang bersesuaian	/			/
ii.	Pelan Lokasi - Sekil yang bersesuaian	/			/
iii.	Pelan Tap - Sekil tidak melebihi daripada 1:1000	/			/
iv.	Pelan Lantai - Sekil 1:100	/			/
v.	Pelan Tampak Hadapan, Belakang dan Tepi - Sekil 1:100	/			/
vi.	Pelan Keratan Membujur dan Melintang - Sekil 1:100	/			/
vii.	Lukisan Perincian Pintu Pagar dan Entrance Gate - Sekil 1:25	/			/
viii.	Lukisan Diagrammatic Sanitary Layout	/			/
ix.	Jadual Spesifikasi untuk saiz dan jenis tingkap, pintu dan bukaan lain.	/			/
x.	Jadual perkiraan pengudaraan dan pencahayaan (10% dari keluasan lantai sesuatu ruang)	/			/

1/5

Figure 13: Checklist Requirement

Next staff in building department need to ensure that all the tax have been pay must be the latest year and all the fees for application have been payed. For the drawing if there have comment or amendment, the submitting person need to do a repairing work at the drawing plan. All the respond and paper work that made by person in charge at local authorities the principal submitting person can check the update through OSC online. After the repairing work have been done by PSP they need to submit the hard copy at building department, this is for those application that have issue. For other application does not have issue the application can be proceed for P2 stages which is site visit before approval.

3.3.2 Site Visit before Approval (P2)



Figure 14: Construction Site

For P2 stage, the person in charge for this project will make a site visit by himself to make sure the location on the drawing plan can be read easily and easy to find the construction site. Other than that, to ensure that there is no construction work begin before issued of B form except cleaning work for site, if the contractor have start the construction work local authorities has a right to compound “*gandaan fee*” 20 times from the application fee to the owner of the building.



Figure 15: Roadside Drainage



Next to ensure if the construction site have drainage or not this is to make sure that the water from perimeter drain can be discharge at roadside drainage as show figure above and other thing that need to be check on site.

After settle from site visit, person in charge will make a report for the project based on the information gain from the site visit. Figure below show the example of the site visit report

BIL.	PERKARA	CATATAN/ALASAN
KEADAAN TAPAK 1. Aras tapak <input checked="" type="checkbox"/> Tinggi dan aras berhadade <input type="checkbox"/> Rendah dari aras jalan raya		
2. Struktur tanah (jenis dan keadaan tanah)		
3. Status binaan (bangunan) <input type="checkbox"/> Sudah Anggaran:% <input type="checkbox"/> sedang Anggaran:% <input type="checkbox"/> Belum		
4. Lain-lain binaan yang terdapat dalam perancangan <input type="checkbox"/> Ada <input checked="" type="checkbox"/> Tiada		
JALAN DAN SALIRAN SELENGKAP 1. Jalan masuk ke tapak <input checked="" type="checkbox"/> Ada <input type="checkbox"/> Tiada		
2. Status jalan <input type="checkbox"/> Majlis Perbandaran Manjung <input type="checkbox"/> Jabatan Kerja Raya <input checked="" type="checkbox"/> Kementerian Pembangunan Luar Bandar		
3. Jenis <input checked="" type="checkbox"/> Berturap (Premix) <input type="checkbox"/> Batu (Crusher Run)		
4. Lebar jalan berturap		
5. Jenis permukaan jalan <input checked="" type="checkbox"/> Rata <input type="checkbox"/> Bercerun (Chamber)		
6. Keadaan permukaan jalan <input checked="" type="checkbox"/> Baik <input type="checkbox"/> Rosak		
7. Jenis saliran dan saiz <input checked="" type="checkbox"/> Parit tanah <input type="checkbox"/> Konkrit		

Figure 16: Report for Early Site Visit

Based on this report if there have issued PSP need to repair all the issue or problem that been comment by person in charge. After all the comment be follow by PSP.

Then building plan approval can be process after building department receive plan approval from town planning department and Indah Water Konsortium approval from (IWK) as shown figure below. After receive this form and all the fees have been payed person in charge will make a paper work for the building plan approval.



Figure 17: planning approval



Figure 18: IWK approval

For building plan approval PSP need to submit 4 set hard copy of building plan for approval. Then after the paper work have been sign from head of department and “Yang Di Pertua” then the building plan can get approval with 1 year period as shown in figure below. In this period contractor need to complete the construction work. Next, for P3 stage which is B form.

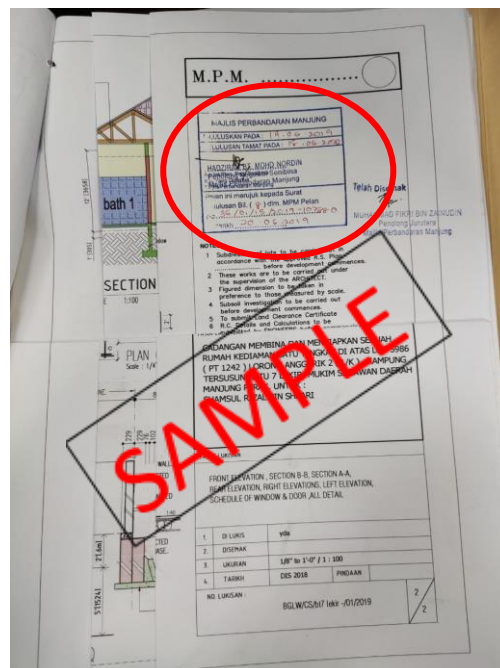


Figure 19: Plan Approval



3.3.3 Issued of B Form (P3)

After get the plan approval and PSP being noticed. The PSP will submit B form as shown below with RC plan at OSC, after OSC receive the submission they will sent the hard copy to building department for further process. Then, technician will notify person in charge for the project to make a site visit this to ensure that the construction work is not more than 30%-40% progress. If after submission of B form and person in charge make site visit and the work progress is more than 40% the owner will be compound "gandaan fee".

Figure 20: B form

Then about 3-4 month and around 85% work construction progress. PSP will issued letter for interim inspection which is P4 stage at building department to call the person in charge to do an inspection for the construction site. Basically early process until issued of B form need at least 2 until 3 month for process at local authorities.



Figure 21: on-going construction

3.3.4 Interim Inspection (P4)

In 3-4 month after issued of B form principal submitting person will issued a letter for interim inspection which is P4. Then person in charge which is “*Penolong Jurutera*” will do an inspection for the construction project with other deparment such as “*penilaian*”. For building department the inspection is based on the building this to ensure the building onsite is comply with the drawing plan and to check the set back this is to give access to the fire fighter to go at backyard area if fire occurs at the house then check the perimeter drain and make sure it been discharge with roadside drainage, then check all the opening such as door and window are exist as stated in drawing plan. For “*penilaian*” they need to measure the floor area to make and calculate tax amount for yearly fees.



Figure 22: Building set back

After finish with the inspection if there is no issued and the construction work is comply with the building plan the process for application goes well and do the report normally, if not person in charge will make a comment and make sure the contractor repair all the issues. For example if the set back is not enough 10 feet local authority will give compound maximum RM 5,000.00 because not comply with the drawing plan. If there make an additional wall they need to demolish it back and so on.



For this case study the comment that been made by person in charges shown below, which is MS grating and bracket for dusk bin is note being installed yet and there have new additional work that not stated in drawing plan which is gazebo.

For the MS grating and dust bin installation will be checked when final inspection is conducted for the new building at backyard the principal submitting person need to amend the drawing plan and put the gazebo plan in the drawing plan and submit new hard copy with gazebo plan.

JABATAN BANGUNAN
MAJLIS PERBANDARAN MANJUNG
Tel: 05-66621021 (MKN) / 05-66624495 (BOM) Fax: 05-6662102

LAPORAN PEMERIKSAAN TAPAK SEBELUM SOKONGAN
BORANG 01-021 & BORANG F

TARIKH LAWATAN: 08 March 2021
MASA: 03.00 p.m.

A. LAPORAN PEMERIKSAAN

Cad Membina Dan Meyapkan Sebuah Rumah Kediaman Satu Tingkat Di Atas Lot 5986 (PT 1242) Lorong Anggerik 21/K, Kg. Tirawan Batu 7 Lekar, Mukim Niawan, Daerah Manjung, Perak Utara Shamsul Rizal Bin Shaari.

CATATAN / UJIAN

- tandakan (S) jika mematuhi spesifikasi dan ukuran
- tandakan (X) jika tidak mematuhi spesifikasi / ukuran

KEADAAN TAPAK

	TAKUT Diduduki	Sesuai	Amat Memuaskan
i. Bangunan "diduduki" / tidak diduduki			
ii. Bahagian Struktur Bangunan (antai, dinding, siling, bumbung)			
iii. Bahagian kerja lengkapan (tingkap, pintu, sink, gas-bath tub)			
iv. Bahagian kerja kemasan (cat, Jubin / lantai, alatan rumah)			
v. Bahagian sekular luar bangunan (pagar, jalan longkang / penutup longkang)			
vi. Bahagian kerja pendawaian elektrik			
vii. Bahagian kerja pemasangan bekalan air			
viii. Seback bagi gara bangunan			
ix. Kebekuan tanah			
xi. Lain-lain (SPAH, OKU)			

B. PERAKUAN DAN UJIAN PEN. PEG. SENIBINA / PEN. JURUTERA

FRSB: M.S Grating dan M.S Dustbin Stand masih belum dipasang. Terdapat binaan tambahan gazebo pada bahagian belakang kediaman. Syor Tangguh sehingga binaan M.S Grating dan Dustbin Stand siap dipasang serta mengemukakan se-buat plan bagi binaan gazebo. Diagkat untuk perimbangan selanjutnya.

Diperiksa oleh Pen. Peg. Senibina / Pen. Jurutera: **MUHAMMAD PIKRI BIN ZAINUDDIN**, Pengerang Jurutera, Majlis Perbandaran Manjung, Tarikh: 4/3/2021

Disahkan oleh Ketua Jabatan / Pen. Peg. Senibina (KB):
Nama: _____
Jawatan: _____
Tarikh: _____

Figure 23: Report for Interim



Figure 24: Additional Gazebo That Not State in Drawing Plan

3.3.5 Final Inspection (P5)

Final inspection is conducted when the project is 100% finished. In a month after the interim inspection is conducted, including a report for the project. The principal submitting person needs to comply with all the comments that have been uploaded by the person in charge at OSC online. Final inspection (P5) is a stage whereby external technical departments such as BOMBA, IWK, LAP and others have given approval to the building because it has reached the standards set by the party. In this process, the Building Control Department (JBG) may present itself to do the final inspection with the PSP. After the process goes smoothly, then the council will issue a letter to get the CCC.

After the project is 100% finished, the PSP will be issued a letter for final inspection at the building department. Then the person in charge and the PSP will do the final inspection based on the comments that have been made and other requirements for the Certificate of Completion and Compliance (CCC). This includes the installation of a SPAH tank as shown below:



Figure 25: SPAH tank

Then check the space in the building where it is the same as the drawing plan, also make an interior inspection to ensure every space in the building has an opening the same as the drawing plan. Check the toilet and kitchen to ensure there are floor traps. Lastly, check the surroundings of the building to ensure there is no construction waste.



Figure 26: Site Condition



Figure 27: MS Grating

After finish with final inspection and there is no issue and all the comment have been follow by contractor then it can proceed to the next stages which is F form and G form (P6).



3.3.6 F and G Form (P6)

Last process for the application is P6 where F and G form need to be issued by PSP. After finish with final inspection and there is no issue PSP can proceed with submission of those form. Basically, most of this form need to be endorse by department involve for example G12 which is building form it need to be endorse by the contractor, for G13 water supply need to be approve by Lembaga Air Perak (LAP) and G14 sewerage tank need to be approve by Indah Water Konsortium and so on.

Form G1 – G21

1. Form G1 – Land Works

Land works refer to the preparation of the base level as required in the prepared site drawings. The same ground level in the prepared site drawings is formed either by cutting or clipping.

2. Form G2 – Marking Plan

Marking plan is a process of determining positioning points using spikes, profiles and other markers where plan measurements are translated into construction areas

3. Form G3 – Site Foundation

In this form, the relevant engineers have made sure the work for the selection of foundation of a building is accurate in accordance with the prescribed standards and law.

4. Form G4 – Structure

In this form, the relevant engineers have made sure the work for the selection of structure of a building is accurate in accordance with the prescribed standards and law.

5. Form G5 – Internal Plumbing

In this form, the relevant engineers have made sure the work for the selection for the internal plumbing system of a building is accurate in accordance with the prescribed standards and law.



6. Form G6 - Internal Sanitary Plumbing

In this form, the relevant engineers have made sure the work for the selection for the internal sanitary plumbing system of a building is accurate in accordance with the prescribed standards and law.

7. Form G7 – Internal Electrical

In this form, the electrical engineers have made sure the work for the selection for the internal electrical system of a building is accurate in accordance with the prescribed standards and law.

8. Form G8 – Passive Fire Protection

Passive fire protection (PFP) is an integral component of the components of structural fire protection and fire safety in a building. PFP attempts to contain fires or slow the spread, such as by fire-resistant walls, floors, and doors. PFP systems must comply with the associated listing and approval use and compliance in order to provide the effectiveness expected by building codes.

9. Form G9 – Active Fire Protection

Active fire protection (AFP) is an integral part of fire protection. AFP is characterized by items and/or systems, which require a certain amount of motion and response in order to work. The example of (AFP) component is sprinkler, fire extinguisher, and etc. The number of these components that should be placed in a building is determined by BOMBA.

10. Form G10 – Mechanical Ventilation

In this form, the engineers have made sure the work for installing the mechanical ventilation system in a building is accurate in accordance with the prescribed standards and law.

11. Form G11 – Lift/Escalator Installation

In this form, the engineers have made sure the work for installing the Lift/Escalator system in a building is accurate in accordance with the prescribed standards and law.



12. Form G12 – Building

In this form, PSP need to make sure the contractor use to build the building is the registered contractor.

13. Form G13 – External Water Supply System

This form is to ensure the water supply system use in the building has been approved by external water supply which is Lembaga Air Perak (LAP).

14. Form G14 – Sewerage Reticulation

This form is to determine what type of sewerage system use for the building. There are two types of sewerage system.

- a. Public sewerage system
- b. The sewer tank system.

15. Form G15 -- External Treatment Plan

This form is to ensure the sewerage system use in the building has been approved by external treatment plan which is Indah Water Konsortium (IWK).

16. Form G16 – External Electrical Supply System

This form is to ensure the electrical system use in the building has been approved by external electrical supply system which is Tenaga Nasional Berhad (TNB).

17. Form G17-- Road and Drainage

In this form, the engineers have made sure the work for road and drainage of a building is accurate in accordance with the prescribed standards and law.

18. Form G18 – Streetlight

In this form, the qualified person has make sure the streetlight has been provide for safety reason.

19. Form G19 – Main External Drainage

20. Form G20 - Telecommunication

21. Form G21 – Land View



Responsible agencies for easy G form

Table 5: G form

G Form	Agencies	Support Document	Approve By
G1 – Land Work	LA	-	lr.
G2 – Marking Plan	LA	-	lr. / Ar.
G3- Site Foundation	LA	-	lr.
G4 – Structure	LA	-	lr.
G5 – Internal Plumbing	LA	-	lr. / Ar.
G6 – Internal Sanitary Plumbing	LA	-	lr. / Ar.
G7 – Internal Electrical	TNB	-	lr.
G8 = Passive Fire Protection	BOMBA	Approval letter	lr. / Ar.
G9 – Active Fire Protection	BOMBA	Approval letter	lr.
G10 – Mechanical Ventilation	LA	-	lr.
G11 – Lift/ Escalator Installation	DOSH	Certification	lr.
G12 – Building	LA	-	lr. / Ar.
G13 – External Water Supply System	LAP	Approval letter	lr.
G14 – Sewerage Reticulation	INDAH WATER	Approval letter	lr.
G15 – External Treatment Plant	INDAH WATER	Approval letter	lr.
G16 – External Electricity Supply System	TNB	Approval letter	lr.
G17 – Road And Drainage	LA / JKR	Approval letter	lr.
G18 – Street Light	LA	-	lr.
G19 – Main External Drainage	LA	-	lr.
G20 – Communication	CMCM	-	lr.
G21 – Land View	LA	-	lr.



While G form in process for endorsement PSP also will issued the Certificate of Completion and Compliance (CCC) to the registered architect or engineer for the approval after all of this form been enforce and approved then owner can occupied the building. The important of (CCC) is to make sure owner of the building is not been betrayed because the responsible parties already sign all the form issued.

UNDANG-UNDANG KECIL BANGUNAN SERAGAM 1988

BORANG F
PERAKUAN SIAP DAN PEMATUHAN
[undang-undang kecil 25]

LAM / Pk / No. 8426
Tarikh : 20 DEC 2017

Kepada : * DIONG YONG SENG
NO.282, SIMPANG LIMA,
32000 SITIAWAN,
PERAK

Saya dengan ini mengeluarkan Perakuan Siap dan Pematuhan untuk bangunan-bangunan-bangunan atas Lot/Lot-Lot/Seksyen/Jalan

CADANGAN MEMBINA DAN MENYIAPKAN SEBUAH RUMAH KEDIAMAN SETINGKAT DI TINGKAT NO.282 (LOT 10055/PT 34372), KAMPUNG BARU SIMPANG LIMA, (SUNGAI WANGI) 32000 SITIAWAN, PERAK UNTUK NAMA DIONG YONG SENG

Saya telah mengawasi pembinaan dan penyiapan bangunan-bangunan-bangunan itu dan sepanjang pengetahuan dan kepercayaan saya kerja/kerja-kerja itu adalah mengikut Akta, Undang-Undang Kecil Bangunan Seragam 1988 dan pelan-pelan yang diluluskan. Saya dengan ini memperakui bahawa bangunan-bangunan-bangunan itu adalah selamat dan layak untuk diduduki.

1. Butir-butir orang utama yang mengemukakan
YAP BON FOH
Nama : NO. 91A, JALAN LEONG SIN NAM,
Alamat : 30300 IPOH,
PERAK DARUL RIDZUAN
No. Pendaftaran LAM : BD/Y10

2. Salinan kepada :
(a) Pihak Berkuasa Tempatan : MAJLIS PERBANDARAN MANJUNG
(Nama Pihak Berkuasa Tempatan)
(b) Lembaga Arkitek Malaysia (LAM)

* Pemaju, jika ia adalah untuk pembangunan selain rumah berasingan yang dibina secara tunggal atau pemunya jika ia adalah untuk rumah berasingan yang dibina secara tunggal

SALINAN PIHAK BERKUASA TEMPATAN

Figure 28: Example of CCC



3.4 SUMMARY

From this chapter the author have learn the process of develop any type of building form the early process until issued of CCC, this is to ensure any building been construct a certain place is in proper planning. This to maximise the use of land under local authority's control. Also the implement of application is to make sure the local authority will give their service such as rubbish collector and other, besides to reduce the illegal building at Manjung.

Building certification is one of the conditions imposed by the government to ensure that structures are built to the proper standards. This was done to protect the interests of all parties concerned, particularly the buyers. Government held a new procedure for new buildings to receive their building certification in order to improve public service delivery while not ignoring the interests of those involved. The new system was known as Certificate Completion and Compliance (CCC), and the appointed professionals were known as Principle Submitting Persons (PSPs), and they were in charge of issuing the building's certificate.

Author also know the function of G form in any construction building to make sure there will be party or agencies that responsible if any issue occurs for the project. For this case study the period time from the beginning until issued of CCC is around 2 years.

**CHAPTER 4.0:
PROBLEM AND
RECOMMENDATION**



4.1 INTRODUCTION

In this chapter, it will explain about the problems and recommendations for this topic which is application process for bungalow houses until get CCC. All the problem that be stated is based on the experience by author while involve in this housing application. Author also will suggest the recommendation for the problem to ensure that the process for housing application at local authorities is more fluent and to make sure Majlis Perbandaran Manjung (MPM) will give a best service for their customer. It is important to make an improvement if they want to achieve their goals.



4.2 PROBLEM AND RECOMMENDATION

No.	Problem	Recommendation
1.	<ul style="list-style-type: none"> Majlis Perbandaran Manjung still used hardcopy for all the document for the application. With this method it will affect the staff for looking the previous project especially for old project. Sometime if there have public that looking for old project this authorities can't find those file 	<ul style="list-style-type: none"> For old document staff need to find and rearrange the file properly. Make a requirement for the PSP to prepare the hard copy and softcopy when do a submission so that local authorities can keep those file in system where it more easy to find and can be keep for a long period time.
2.	<ul style="list-style-type: none"> Lack of staff at building department especially for person in charge that handle for bungalow housing project this is because application for bungalow housing project is more compare to commercial and skim housing project. So that why process for bungalow housing from the beginning until last process is quite long. 	<ul style="list-style-type: none"> Reshuffle the task for example temporary building and renovation work can be combined and handled by 1 person in charge or hire at least 1 more person in charge for handling bungalow housing project so that the process for this application can be shorten.
3.	<ul style="list-style-type: none"> Mostly for bungalow housing project the owner always occupied the building before their obtain the Certificate of Completion and Compliance (CCC). With this action it might harm the occupant if there have an incident occurs such as fire, collapse of building and so on. 	<ul style="list-style-type: none"> To solve this problem local authorities need to change their rule not only compound the owner, beside put compound for the contractor also because hand over the key to the owner before obtain the CCC approval.



4.	<ul style="list-style-type: none"> • PSP always make a same mistake while submit the application. There always have amendment at the drawing even the PSP have submit the difference project before. For example dint put soak way pit for building that not have roadside drainage, not mention the surrounding building at location plan with this it will give trouble to the person in charge to fine the site and other simple mistake. 	<ul style="list-style-type: none"> • Make a statement to the PSP if there keep doing a simple mistake in the drawing plan that more than 3 times the person in charge at local authorities have a right to reject their application, if that happen the PSP need to resubmit the application from the beginning. By doing this PSP will more alert when submit the application.
5.	<ul style="list-style-type: none"> • Mostly for bungalow housing project the owner always make an additional work last minute such as add another building on site that not stated in drawing plan such as gazebo, fish pool and other, because of this it will delay the process to get CCC. 	<ul style="list-style-type: none"> • PSP need to make a confirmation with the owner about the building that want to be erect to avoid any additional work at the end of the project, or final action is compound the owner of the building because make an illegal addition work.



4.3 SUMMARY

In this chapter author have state the problem that occurs and faced by staff at building department and the problem that make the process off bungalow application is quite long. Author also suggest the recommendation to overcome this problem and to ensure the staff at building department can do their job easily and give a good service for their public customer.

**CHAPTER 5.0:
CONCLUSION AND
LESSONS**



5.0 CONCLUSION AND LESSONED

In conclusion from the whole report, for chapter one author have learned about the company background, vision, mission and the specific scopes of work for Building Control Department. Author also learn the history of Majlis Perbandaran Manjung (MPM) from the beginning until the latest status of the building. Author also know the function of building department at this local authorities, background of the president at this local authorities. Next the area that been manage by local authorities such as Lekir, Pantai Remis, Ayer Tawar Segari, Beruas and Area in Manjung.

For chapter two, it contains the theoretical study related to the application process for bungalow housing project and the regulation that being used by local authorities to make sure the building that be construct will follow all the requirement from KPKT and this local authorities.

For chapter three, it tells about the application process for bungalow housing project form the beginning until issued of CCC for my case study that located at Batu 7, Lekir. For the process it have 6 stages which is P1 until P6 where the detail of the process have stated at chapter 3. From this chapter also author learn what situation that need to be compound, what situation that need to be “*gandaan fees*” and what kind of situation that need to be annual permit. Author also learned about the common problem that happen for bungalow housing application.

In chapter four, from observation while taking part in the process author have stated the problems that always occurs in completing bungalow housing project and author also give the recommendations for overcome all the problem that been stated at chapter 4. This is to make sure the work process for the staff at building department is easier, if the work process is easier the then application process might be faster. So, this local authorities need to take action so that their staff can give a good service for their customer.

Lastly the lesson that author learn there’s have a lot of human behaviour in this world especially when it related with enforcement work to avoid from the action will be taken. Next complaint form public related misunderstanding with neighbour and family matters.

CHAPTER 6.0: REFERENCES



6.0 REFERENCES

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Strata Title Act 1985 (Act 318)

Registration of Engineers Act 1967 (Act 138)

Architects Act 1967 (Act 117)

Guideline based on Majlis Perbandaran Manjung (MPM)

CHAPTER 7.0: APPENDICES



**JABATAN BANGUNAN,
MAJLIS PERBANDARAN MANJUNG.**

Tel : 05-6898890/91(MPM)/ 05-6898994/95(J.BGN.) Fax : 05-6882102

**LAPORAN PEMERIKSAAN TAPAK SEBELUM SOKONGAN
BORANG G1-G21 & BORANG F**

TARIKH LAWATAN : 05 March 2021

MASA : 03.00 p.m

A. LAPORAN PEMERIKSAAN				
Cad Membina Dan Meyiapkan Sebuah Rumah Kediaman Satu Tingkat Di Atas Lot 5986 (PT 1242) Lorong Anggerik 2(L/K), Kg Terusun Batu 7 Lekir, Mukim Sitiawan, Daerah Manjung, Perak Untuk Shamsul Rizal Bin Shaari.		CATATAN / ULASAN * tandakan (I) jika mematuhi spesifikasi/ dan lukisan * tandakan (X) jika tidak mematuhi spesifikasi / dan lukisan)		
KEADAAN TAPAK		<i>Tidak Memuaskan</i>	<i>Sederhana</i>	<i>Amat Memuaskan</i>
i.	Bangunan *diduduki / tidak diduduki	Telah Diduduki		
ii.	Bahagian Struktur Bangunan (lantai, dinding, siling, bumbung)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii.	Bahagian kerja lengkapan (tingkap, pintu, sink, wc, bath tub)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv.	Bahagian kerja kemas (cat, Jubin / lepaan, alatan rumah)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v.	Bahagian sekitar/ luar bangunan (pagar, jalan longkang /penutup longkang.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vi.	Bahagian kerja pendawaian letrik	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vii.	Bahagian kerja pemasangan bekalan air	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
viii.	Setback bagi garis bangunan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ix.	Kebersihan tapak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xi.	Lain-lain : SPAH; OKU	SPAH telah dipasang.		
B. PERAKUAN DAN ULASAN PEN. PEG. SENIBINA / PEN. JURUTERA				
PPSB, M.S Grating dan M.S Dustbin Stand masih belum dipasang. Terdapat binaan tambahan gazebo pada bahagian belakang kediaman. Syor Tangguh sehingga binaan M.S Grating dan Dustbin Stand siap dipasang serta mengemukakan 'as-built plan' bagi binaan gazebo. Diangkat untuk pertimbangan selanjutnya.				

Diperiksa oleh Pen. Peg. Senibina / Pen. Jurutera,

Nama :

Jawatan :

Tarikh :

Disahkan oleh Ketua Jabatan / Pen. Peg. Senibina (KB),

Nama :

Jawatan :

Tarikh :



Front Elevation





Right Side



Left Side



Rear



SPAH



**JABATAN BANGUNAN,
MAJLIS PERBANDARAN MANJUNG.**

Tel : 05- 6898890/91 (MPM) / 05-6898994/95 (J. BGN) Fax : 05-6882102.

BORANG PK-MPM-JBG-001/RK04	LAPORAN PEMERIKSAAN TAPAK (SEBELUM LULUS)
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TARIKH LAWATAN	20 Mac 2019 (36/01/15/2019)-(102880)
MASA	10.30 a.m
KATEGORI PERMOHONAN	(A) Baru <input checked="" type="checkbox"/> (B) Sedia ada <input type="checkbox"/>

BIL.	PERKARA	CATATAN / ULASAN
A.	Lot 5986 (PT 1242), Lorong Anggerik 2, Batu 7 Lekir, Mukim Lekir, Daerah Manjung, Perak Untuk En. Shamsul Rizal Bin Shaari (Banglo Setingkat)	<input type="checkbox"/> Di luar kawasan Majlis Perbandaran Manjung <input checked="" type="checkbox"/> Di dalam kawasan Majlis Perbandaran Manjung
KEADAAN TAPAK		
1.	Aras tapak	<input checked="" type="checkbox"/> Tinggi dari aras jalan sediaada <input type="checkbox"/> Rendah dari aras jalan sediaada
2.	Struktur tanah (jenis dan keadaan tanah)	
3.	Status binaan (bangunan)	<input type="checkbox"/> Sudah Anggaran :% <input type="checkbox"/> Sedang Anggaran :% <input checked="" type="checkbox"/> Belum
4.	Lain-lain binaan sedia ada yang tidak tercatat di dalam pelan cadangan	<input type="checkbox"/> Ada <input checked="" type="checkbox"/> Tiada
JALAN DAN SALIRAN SEDIA ADA		
1.	Jalan masuk ketapak	<input checked="" type="checkbox"/> Ada <input type="checkbox"/> Tiada
2.	Status jalan	<input type="checkbox"/> Majlis Perbandaran Manjung <input type="checkbox"/> Jabatan Kerja Raya <input checked="" type="checkbox"/> Kementerian Pembangunan Luar Bandar Lain-lain :.....
3.	Jenis	<input checked="" type="checkbox"/> Berturap (<i>Premix</i>) <input type="checkbox"/> Batu (<i>Crusher Run</i>) Lain-lain :.....
4.	Lebar jalan berturap	
5.	Jenis permukaan jalan	<input checked="" type="checkbox"/> Rata <input type="checkbox"/> Bercerun(<i>Chamber</i>)
6.	Keadaan permukaan jalan	<input checked="" type="checkbox"/> Baik <input type="checkbox"/> Rosak
7.	Jenis saliran dan saiz	<input checked="" type="checkbox"/> Parit tanah <input type="checkbox"/> Konkrit



	Saiz :lebar&dalam
--	-------------------------------

JALAN DAN SALIRAN SEDIA ADA		
8.	Keadaan saliran	<input type="checkbox"/> Baik / Bersih / Mengalir <input checked="" type="checkbox"/> Memuaskan <input type="checkbox"/> Rosak / Kotor / Bertakung
9.	Saliran / parit merentasi tapak cadangan	<input type="checkbox"/> Ada <input type="checkbox"/> Tiada
10.	Tembok penahan bagi longkang	<input type="checkbox"/> Ada <input checked="" type="checkbox"/> Tiada Jenis : Tinggi : Keadaan :
B.		
1.	Lebar lorong belakang	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Tidak Berkaitan</div>
2.	Anjakan hadapan	
3.	Anjakan belakang	
4.	Anjakan kanan	
5.	Anjakan kiri	
6.	Lain-lain binaan sedia ada yang tidak tercatat di dalam pelan cadangan	
PEMASANGAN KEBERSIHAN		
1.	'Outlet' bagi 'effluent water' dari tangki najis	<input type="checkbox"/> Longkang tepi jalan <input type="checkbox"/> 'Soak pit'
2.	Kedudukan tangki najis	<input type="checkbox"/> Hadapan <input type="checkbox"/> Tepi <input type="checkbox"/> Belakang
3.	Arah saluran paip sinki sedia ada	<input type="checkbox"/> Mematuhi garis panduan (<i>manhole</i>) <input type="checkbox"/> Tidak mematuhi garis panduan (longkang terbuka)

PERAKUAN DAN ULASAN PENOLONG PEGAWAI SENIBINA / PENOLONG JURUTERA
Permohonan telah disemak dan tiada halangan tertakluk pematuhan ulasan-ulasan beriku :- a) Menggunakan Borang PK-MPM-JBG-002/RK01 terbaru b) Menunjukkan rekabentuk sistem pemasangan SPAH dalam pelan

Diperiksa oleh * ~~Pen. Peg. Senibina~~ / Pen. Jurutera,

Disahkan oleh * Ketua Jabatan /
Pen.Peg. Senibina (Ketua Bahagian),

.....

.....

Nama :
 Jawatan :
 Tarikh :

Nama :
 Jawatan :
 Tarikh :





**URUSETIA PUSAT SETEMPAT (OSC)
MAJLIS PERBANDARAN MANJUNG.**

Pejabat Majlis Perbandaran Manjung
Jalan Pinang Raja, 32040, Seri Manjung
Perak Darul Ridzuan.

<https://osc3plus.kpkt.gov.my/>

**PANDUAN OSC P2.5
SEMAKAN 12.2021**



PANDUAN : PB - PERMOHONAN PELAN BANGUNAN

BIL	KETERANGAN	WAJIB	SKALA	STANDARD NAMA FAIL	CATATAN
Semua Agensi					
1.	SURAT PERMOHONAN RASMI DAN BORANG A (Perakuan Pelan-pelan Bangunan/ Struktur)	✓	Kecil Sederhana Besar (A) Besar (B)	S_RASMI_BORANG_A_*.PDF	Rujuk Jadual Kedua UKBS 1984
2.	KELULUSAN KEBENARAN MERANCANG YANG MASIH SAH (Kecuali bagi permohonan serentak)	✓	Kecil Sederhana Besar (A) Besar (B)	KELULUSAN_KM_*.PDF	
3.	PELAN TAPAK / SUSUNATUR	✓	Kecil Sederhana Besar (A) Besar (B)	PELAN_TAPAK_*.PDF	
4.	BORANG PENGESAHAN PENGECUALIAN KEBENARAN MERANCANG (EXPA) – Jika Berkaitan		Kecil	LAIN_LAIN_EXPA.PDF	
5.	PELAN BANGUNAN termasuk; i. Pelan Lokasi ii. Pelan Lantai iii. Pelan Keratan Rentas iv. Pelan Pandangan Sisi v. 1 set lukisan perspektif: • Skala Pelan Hendaklah 1:100 atau 1:200 (Skala Lain Dengan Kebenaran) • Diperakui oleh Profesional Berdaftar • Penyediaan Pelan dalam Skala Metrik • Perakuan Menggunakan SPAH (Merujuk kepada UUK 2, 10 dan 115 (UKBS 1984) • Pengiraan OTTV dan/atau RTTV bagi pematuhan kecekapan tenaga di bawah UUK 38A, (UKBS 1984) • Pengiraan IBS [Diperakukan oleh Jurutera Profesional untuk bangunan (bagi projek swasta) RM 50 Juta ke atas yang berkadar dengan 50,000 meter persegi dengan jumlah 50 skor IBS] • Kehendak-kehendak bangunan untuk orang-orang yang kurang keupayaan dibawah UUK34A,(UKBS 1984)	✓	Kecil Sederhana Besar (A) Besar (B)	PELAN_BANGUNAN_*.PDF	Rujuk UKBS 1984

BIL	KETERANGAN	WAJIB	SKALA	STANDARD NAMA FAIL	CATATAN
6.	SURAT PERAKUAN ORANG YANG MENGEMUKAKAN KEPADA JPS, SKMM DAN IWK	✓	Kecil Sederhana Besar (A) Besar (B)	SURAT_PERAKUAN_*.PDF	Rujuk Surat Arahan Pentadbiran dengan No. Rujukan JKT.T.800-3/1Klt.20(52) bertarikh 7 Julai 2011
Jabatan Bomba dan Penyelamat Malaysia					
7.	PELAN BANGUNAN (KEPERLUAN BOMBA) (Senarai Semakan Permohonan Untuk Kelulusan Pelan Arkitektural Jabatan Bomba dan Penyelamat Malaysia)	✓	Sederhana Besar (A) Besar (B)	BOMBA_PELAN_BANGUNAN_*.PDF	Rujuk Keperluan Kebombaaran
Suruhanjaya Komunikasi Dan Multimedia Malaysia					
8.	SALINAN PENERIMAAN SURAT PEMAKLUMAN NFP	✓	Sederhana Besar (A) Besar (B)	SKMM_SURAT_NFP.PDF	
Jabatan Bangunan					
9.	GERAN/ SURAT HAKMILIK/ SURAT PERSETUJUAN BANK/ PERJANJIAN JUAL BELI/ SIJIL CARIAN RASMI (Gadaian Kaveat Atau Perjanjian Penswastaaan)	✓	Kecil Sederhana Besar (A) Besar (B)	GERAN_HAKMILIK_*.PDF	
10.	DOKUMEN DAFTAR TUBUH SYARIKAT [Memorandum dan Artikel (M&A), Form 24 dan Form 49 beserta surat penurunan kuasa menandatangani pelan dan dokumen sekiranya penama yang menandatangani dokumen tiada dalam Form 49A]	✓	Kecil Sederhana Besar (A) Besar (B)	DAFTAR_SYARIKAT.PDF	
11.	RESIT BAYARAN CUKAI TANAH/ CUKAI PETAK (Resit Cukai Semasa)	✓	Kecil Sederhana Besar (A) Besar (B)	RESIT_CUKAI_TANAH.PDF	
12.	RESIT CUKAI TAKSIRAN (Resit Cukai Semasa)	✓	Kecil Sederhana Besar (A) Besar (B)	RESIT_CUKAI_TAKSIRAN.PDF	
13.	RESIT BAYARAN FI PELAN BANGUNAN (Bersama Pengiraan Fi)	✓	Kecil Sederhana Besar (A) Besar (B)	KIRAAAN_RESIT_FI_*.PDF	
14.	GAMBAR TAPAK SEDIA ADA		Kecil Sederhana Besar (A) Besar (B)	GAMBAR_TAPAK_*.PDF	
Jabatan Kejuruteraan					
15.	PELAN KERJA TANAH (jika dikemukakan bersekali)		Kecil Sederhana Besar (A) Besar (B)	PELAN_KT_*.PDF	
16.	PELAN LAMPU JALAN (jika dikemukakan bersekali)		Kecil Sederhana Besar (A) Besar (B)	PELAN_LJ_*.PDF	

BIL	KETERANGAN	WAJIB	SKALA	STANDARD NAMA FAIL	CATATAN
Dokumen Lain					
17.	DOKUMEN TAMBAHAN LAIN-LAIN		Kecil Sederhana Besar (A) Besar (B)	LAIN_LAIN_*.PDF	

Nota:

1. Semua dokumen hendaklah **disediakan dalam format digital iaitu *Portable Document Format (PDF)*** bagi permohonan secara OSC 3.0 Plus Online.
2. **Semua laporan dan pelan perlu disediakan dan diperakui oleh Orang Yang Mengemukakan (*Submitting Person*) / Orang Yang Cekap (*Competent Person*) / Orang Utama Yang Mengemukakan (*Principal Submitting Person*) dan ditandatangani oleh pemilik** sebelum diimbas untuk ditetapkan ke format digital dan memuat naik ke OSC 3.0 Plus Online.
3. Orang Yang Mengemukakan (*Submitting Person*) / Orang Yang Cekap (*Competent Person*) / Orang Utama Yang Mengemukakan (*Principal Submitting Person*) **perlu menamakan dokumen di dalam format pdf mengikut 'Standard Nama Fail' yang ditetapkan.** Sistem OSC 3.0 Plus Online akan menolak fail yang dimuat naik sekiranya nama fail tidak mengikut 'Standard Nama Fail' yang ditetapkan.
4. Nama fail yang mengikut 'Standard nama Fail' tidak perlu memasukkan tanda * seperti yang tertera pada senarai semak. Tanda * bermaksud dokumen/fail yang sama boleh dimuat naik lebih daripada satu dokumen/fail secara berasingan dan perlu menamakan dengan nama lain menggantikan tanda * sebagai contoh:
 - a. Standard Nama Fail yang ditetapkan untuk Borang A Permohonan Pelan Bangunan dan Surat Permohonan Rasmi adalah **S_RASMI_BRG_A_*.PDF**
 - b. Memuat naik dokumen Borang A dinamakan sebagai **S_RASMI_BRG_A_.PDF**
 - c. Memuat naik Lampiran Sokongan Borang A dinamakan sebagai **S_RASMI_BRG_A_Lampiran_Borang_A.PDF**
 - d. Memuat naik surat rasmi Perunding dinamakan sebagai **S_RASMI_BRG_A_Surat_Perunding.PDF**
 - e. Memuat naik surat lantikan perunding dinamakan sebagai **S_RASMI_BRG_A_Lantikan_Perunding.PDF**
5. Dokumen yang ditandakan wajib perlu disediakan oleh Orang Yang Mengemukakan (*Submitting Person*) / Orang Yang Cekap (*Competent Person*) / Orang Utama Yang Mengemukakan (*Principal Submitting Person*) dan mengikut jenis skala pembangunan yang ditetapkan. Sila rujuk Manual OSC 3.0 Plus untuk jenis skala pembangunan yang ditetapkan.
6. Orang Yang Mengemukakan (*Submitting Person*) / Orang Yang Cekap (*Competent Person*) / Orang Utama Yang Mengemukakan (*Principal Submitting Person*) **perlu mengemukakan 2 salinan pelan yang dicetak (*hard copy*) ke kaunter OSC setelah bayaran fi dijelaskan.** Permohonan tidak diproses sekiranya salinan pelan cetakan tersebut tidak dikemukakan walaupun bayaran fi telah dibuat. **Permohonan dikira mula proses apabila bayaran fi dan salinan cetakan pelan dikemukakan dan Kaunter OSC mengeluarkan surat akuan penerimaan permohonan.**
7. Pastikan tajuk ditulis dengan susunan seperti berikut: i. Jenis Permohonan , ii.Perundangan (Jika berkaitan), iii.pindaan dengan memasukkan nombor fail kelulusan lama (jika berkaitan), iv.Jenis Pemajuan, v.Komponen Pemajuan, vi.No. Lot dan No. Hakmilik Tanah atau koordinat atau alamat, vii.Keluasan (Jika perlu), viii.Mukim, ix.Daerah, x.Negeri, xi>Nama Pemaju, xii. Status semasa projek seperti 'Buka Semula Permohonan' atau 'Pemutihan' atau 'Lanjut Tempoh' ditulis di dalam kurungan '(ABC)' (sekiranya berkaitan). Rujuk Jadual Dibawah:

JENIS PERMOHONAN	CONTOH TAJUK
Pelan Bangunan	PERMOHONAN PELAN BANGUNAN* BAGI CADANGAN MEMBINA DAN MENYIAPKAN SKIM PERUMAHAN YANG MENDUNGKI I. 10 UNIT RUMAH TERES 1 TINGKAT (PLOT 1 - 10) JENIS A, II. 15 UNIT RUMAH TERES 1 TINGKAT (PLOT 11 - 25) JENIS B, III. 1 BUAH PENCAWANG ELEKTRIK SATU RUANG (TNB) BERSERTA IV. 1 LOT RUMAH SESEBUAH (PLOT 26) KEPADA KEMAJUAN AKAN DATANG (KAD) DI ATAS LOT 123 & 124, MUKIM LUMUT, DAERAH MANJUNG, PERAK DARUL RIDZUAN UNTUK TETUAN BCD IMPIANA SDN BHD (BUKA SEMULA PERMOHONAN).

***Pastikan ayat yang digariskan wajib ditulis sedemikian keadaannya**

8. Pastikan tajuk di dalam Sistem OSC 3.0 Plus Online ditulis di dalam satu perenggan sahaja secara bersambung sebagai satu ayat tanpa menggunakan papan kekunci 'Enter' bagi menyusun ayat secara horizontal (dari atas ke bawah). Penulisan tajuk pada pelan sahaja dibenarkan menggunakan papan kekunci 'Enter' untuk menyusun ayat secara horizontal. Contoh:

<p>Tajuk Pada Pelan (Bercetak dan PDF) Dibenarkan Secara Horizontal</p>	<p>PERMOHONAN PELAN BAGUNAN BAGI CADANGAN MEMBINA DAN MENYIAPKAN SKIM PERUMAHAN YANG MENGANDUNGI:</p> <p>I. 10 UNIT RUMAH TERES 1 TINGKAT (PLOT 1 - 10) JENIS A, II. 15 UNIT RUMAH TERES 1 TINGKAT (PLOT 11 - 25) JENIS B, III. 1 BUAH PENCAWANG ELEKTRIK SATU RUANG (TNB) BERSERTA IV. 1 LOT RUMAH SESEBUAH (PLOT 26) KEPADA KEMAJUAN AKAN DATANG (KAD)</p> <p>DI ATAS LOT 123 & 124, MUKIM LUMUT, DAERAH MANJUNG, PERAK DARUL RIDZUAN UNTUK TETUAN BCD IMPIANA SDN BHD.</p>
<p>Tajuk Yang Ditaip Pada Sistem OSC 3.0 Plus Online Ditulis Dalam Satu Perenggan Sebagai Satu Ayat. Tidak Dibenarkan Secara Horizontal</p>	<p>PERMOHONAN PELAN BANGUNAN BAGI CADANGAN MEMBINA DAN MENYIAPKAN SKIM PERUMAHAN YANG MENGANDUNGI I. 10 UNIT RUMAH TERES 1 TINGKAT (PLOT 1 - 10) JENIS A, II. 15 UNIT RUMAH TERES 1 TINGKAT (PLOT 11 - 25) JENIS B, III. 1 BUAH PENCAWANG ELEKTRIK SATU RUANG (TNB) BERSERTA IV. 1 LOT RUMAH SESEBUAH (PLOT 26) KEPADA KEMAJUAN AKAN DATANG (KAD) DI ATAS LOT 123 & 124, MUKIM LUMUT, DAERAH MANJUNG, PERAK DARUL RIDZUAN UNTUK TETUAN BCD IMPIANA SDN BHD.</p>

9. Perlu merujuk Jabatan Bangunan sebelum mengemukakan permohonan ke OSC dan mematuhi apa-apa keperluan yang disyor oleh Jabatan tersebut.
10. Permohonan yang dikemukakan melalui Sistem OSC 3.0 Plus Online akan disemak oleh OSC terlebih dahulu dan maklum balas akan dikeluarkan di dalam tempoh 7 hari. Permohonan yang tidak lengkap akan dikembalikan dengan ulasan untuk melengkapkan dokumen yang diperlu dikemukakan. Bagi permohonan yang telah lengkap, permohonan akan dikembalikan dengan ulasan tidak lengkap yang memerlukan bayaran fi dibuat serta mengemukakan pelan bercetak; dan pemohon perlu mengembalikan semula permohonan untuk mengaktifkan pautan bayaran fi sama ada untuk cetakan resit bagi urusan bayaran di kaunter bayaran ataupun bayaran secara atas talian melalui PBTPay. Sekiranya pautan bayaran fi tidak aktif, sila maklumkan kepada OSC untuk mengaktifkan pautan bil bayaran fi proses.

Seksyen 18. Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 [Akta 694], Seseorang melakukan kesalahan jika dia memberi seseorang ejen, atau sebagai seorang ejen dia menggunakan, dengan niat hendak memperdayakan prinsipalnya, apa-apa resit, akaun atau dokumen lain yang berkenaan dengannya prinsipal itu mempunyai kepentingan, dan yang dia mempunyai sebab untuk mempercayai mengandungi apa-apa pernyataan yang palsu atau silap atau tidak lengkap tentang apa-apa butir matan, dan yang dimaksudkan untuk mengelirukan prinsipalnya.

Subseksyen 24 (2) Akta 694, Mana-mana orang yang melakukan kesalahan di bawah seksyen 18 apabila disabitkan boleh—

(a) dipenjarakan selama tempoh tidak melebihi dua puluh tahun; dan

(b) didenda tidak kurang daripada lima kali ganda jumlah atau nilai butir matan yang palsu atau silap itu jika butir matan yang palsu atau silap itu dapat dinilai atau berbentuk wang, atau sepuluh ribu ringgit, mengikut mana-mana yang lebih tinggi.



MAJLIS PERBANDARAN MANJUNG
JALAN PINANG RAJA, 32040, SERI MANJUNG,
PERAK DARUL RIDZUAN

Tel : 05-6898800 / 05-6898891
Faks : 05-6882102

Borang A
PB

RUJUKAN 1- PERMOHONAN PELAN BANGUNAN

JABATAN BANGUNAN, MPM

JADUAL KEDUA
UNDANG-UNDANG KECIL BANGUNAN SERAGAM 1984
BORANG A
PERAKUAN PELAN-PELAN BANGUNAN / STRUKTUR

Tarikh :

Yang Dipertua
MAJLIS PERBANDARAN MANJUNG,
Jalan Pinang Raja, 32040, Seri Manjung,
Perak Darul Ridzuan.

Saya memperakui bahawa detail-detail dalam pelan-pelan iaitu

.....

.....

.....

atas *Lot/lot-lot Seksyen

jalan

..... bagi

adalah menurut kehendak-kehendak Undang-Undang Kecil Bangunan Seragam 1984 dan saya setuju
terima tanggungjawab penuh dengan sewajarnya.

.....
(Orang Yang Mengemukakan)

Nama :

Alamat :

No. Pendaftaran :

Kelas :



MAJLIS PERBANDARAN MANJUNG,
JALAN PINANG RAJA, 32040, SERI MANJUNG
PERAK DARUL RIDZUAN.

Tel : 05-6898800 / 05-6898891
Faks : 05-6882102

Borang

PB

RUJUKAN 2 - BORANG KIRAAN BAYARAN PROSES PELAN BANGUNAN

JABATAN BANGUNAN, MPM

JADUAL PERTAMA
UNDANG-UNDANG KECIL BANGUNAN SERAGAM 1984

A					
PELAN BANGUNAN (JADUAL A)					
BIL	TINGKAT	KIRAAN	LUAS (MP)	KADAR BAGI SETIAP 9MP ATAU SEBAHAGIANNYA	JUMLAH (RM)
1.	Bawah		Bagi 9mp	RM 7.00 (min. RM 70.00)	
2.	Pertama		Bagi 9mp	RM 6.00 (min RM 60.00)	
3.	Kedua		Bagi 9mp	RM 5.00 (min RM 50.00)	
4.	Ketiga		Bagi 9mp	RM 4.00 (min RM 40.00)	
5.	Keempat dan tingkat atasnya atau bawah tanah selain daripada tingkat bawah tanah terbuka		Bagi 9mp	RM 3.00 (min RM 30.00)	
JUMLAH KECIL					



URUSETIA PUSAT SETEMPAT (OSC)

MAJLIS PERBANDARAN MANJUNG.

Pejabat Majlis Perbandaran Manjung
 Jalan Pinang Raja, 32040, Seri Manjung
 Perak Darul Ridzuan.



RUJUKAN 3 –SYARAT SYARAT PELAN

PERKARA	
A. DOKUMEN / SYARAT-SYARAT AM	
1) Menjelaskan *bayaran proses pelan tambahan / bayaran fee pelan yang digandakan sebanyak RM.....	<input type="checkbox"/>
2) Lukisan – lukisan yang perlu dikemukakan (Pastikan ukuran dalam metrik diadakan) :-	
i. Pelan Kunci – Sekil yang bersesuaian	<input type="checkbox"/>
ii. Pelan Lokasi – Sekil yang bersesuaian	<input type="checkbox"/>
iii. Pelan Tapak – Sekil tidak lebih daripada 1:1000	<input type="checkbox"/>
iv. Pelan Lantai - Sekil 1:1000	<input type="checkbox"/>
v. Pelan Tampak Hadapan, Belakang dan Tepi – Sekil 1:100	<input type="checkbox"/>
vi. Pelan Keratan Membujur dan Melintang – Sekil 1:100	<input type="checkbox"/>
vii. Lukisan Perincian Pintu Pagar dan <i>Entrance Gate</i> – Sekil 1:25	<input type="checkbox"/>
viii. Lukisan <i>Diagrammatic Sanitary Layout</i>	<input type="checkbox"/>
ix. Jadual Spesifikasi untuk saiz dan jenis tingkap, pintu dan bukaan lain.	<input type="checkbox"/>
x. Jadual perkiraan pengudaraan dan pencahayaan (10% dari keluasan lantai sesuatu ruang)	<input type="checkbox"/>
B. BAGI SYARAT-SYARAT PELAN JALAN DAN PERPARITAN	
1) Bagi kawasan yang tiada sistem perparitan yang sempurna, tunjukkan butir-butir terperinci soak pit. Kedudukan soak pit hendaklah disediakan di bahagian hadapan tapak / lot cadangan.	<input type="checkbox"/>
2) Tunjukkan butir-butir terperinci longkang sambungan di antara longkang tapak cadangan premis dengan longkang sedia ada di luar tapak premis / longkang utama tepi jalan.	<input type="checkbox"/>
3) Tunjukkan sambungan jalan masuk (approach road) dengan jalan bahagian hadapan lot. Cadangan perlu mempunyai kadar saiz pusingan dengan jejari sekurang-kurangnya 12 kaki.	<input type="checkbox"/>
	<input type="checkbox"/>

- 4) Warnakan sebahagian jalan di sepanjang hadapan dan tepi lot cadangan dengan warna kuning serta perlu diturap mengikut piawaian Majlis Perbandaran Manjung:
75 mm premix asphaltic compacted thickness
300 mm crusher run yang dimampatkan.
- 5) Rekabentuk approach road hendaklah terdiri daripada :
3 inci premix asphaltic
8 inci crusher run
Kedua-duanya perlu dimampatkan.
- 6) Sila tunjukkan keratan approach road dalam arah melintang dan selari.
- 7) Bagi tapak cadangan/ Lot yang tidak di hubungkan ke jalan sedia ada, binaa jalan hendaklah di buat menghubungkan tapak cadangan ke jalan sedia ada.
- 8) Mengadakan longkang / kaedah pengaliran air di dalam kawasan tapak lot-lot cadangan bagi di salirkan ke longkang sedia ada/ tepi jalan.

C.BANGUNAN

- 1) Pastikan Pelan Lokasi lebih terperinci bagi memastikan tapak dapat dikesan. Nama Jalan, Nama Taman, No. Lot, No. bangunan serta bangunan sedia ada yang berhampiran perlu ditunjukkan di dalam lingkungan radius 3 km.
- 2) Pastikan Pelan Tapak menunjukkan jarak bangunan cadangan dari sempadan hadapan, tepi dan belakang.
- 3) Catit aras-aras tapak yang dicadangkan dan aras-aras sedia ada bagi lot-lot bersebelahan.
- 4) Kedudukan dan aras Bench Mark kerajaan yang digunakan sebagai rujukan perlu dinyatakan.
- 5) Catitkan butir-butir pemilik / wakilnya termasuk nama, tandatangan, no. kad pengenalan dan jawatan yang disandang di atas pelan bangunan.
- 6) Binaan bata cadangan pagar hendaklah dilepa dikedua- dua belah permukaan bangunan plaster.
- 7) Ketinggian binaan bata yang dibenarkan bagi pagar rumah banglo ialah tidak melebihi 1.8 meter (6 kaki).
- 8) Menyediakan tempat letak tong sampah mengikut piawai Majlis Perbandaran Manjung.
- 9) Luas minima bilik-bilik dalam bangunan kediaman hendaklah mengikut Undang-Undang Kecil Bangunan Seragam 1988 perkara 42. Bilik 1 - 11mp; Bilik 2 - 9.3mp; Bilik 3 - 6.5mp.
- 10) Dimensi minima *tandas/ bilik mandi hendaklah mengikut Undang-Undang Kecil Bangunan Seragam 1988 perkara 43.
- 11) Disediakan drop pada lantai dapur basah dan bilik air (minima 50mm).
- 12) Catit setiap kemas lantai bagi setiap ruang pada pelan atau di dalam legend.
- 13) Bagi kemas lantai dan dinding bagi ruang dapur serta tandas hendaklah dari jenis ubin gerlis dan sekurang- kurangnya 5 kaki tinggi.
- 14) Ketinggian bilik-bilik dalam bangunan kediaman hendaklah mengikut Undang-Undang



URUSETIA PUSAT SETEMPAT (OSC)

MAJLIS PERBANDARAN MANJUNG.

Pejabat Majlis Perbandaran Manjung
Jalan Pinang Raja, 32040, Seri Manjung
Perak Darul Ridzuan.



RUJUKAN 5 –SYARAT SYARAT PELAN KEBOMBAAN

BIL	DOKUMEN
1.	Surat permohonan rasmi.
2.	Pelan arkitekural lengkap (2 perenggu lengkap).
3	<ul style="list-style-type: none">• Penyataan tajuk cadangan pemajuan dengan jelas/betul.• Pengiraan beban pendudukan dan muatan pintu keluar mengikut UKBS,1984.• Skala pelan hendaklah 1:100 atau 1:200 (skala lain dengan kebenaran).• Pengiraan isipadu bangunan bagi penentuan akses perkakas bomba.• Menunjukkan dan mengadakan Akses Perkakas Bomba mengikut UKBS, 1984 (diwarnakan kuning)• Mencatitkan kedudukan pili bomba dengan jarak tidak lebih daripada 91.5 m (antara satu pili bomba dengan yang lain) dan diwarnakan merah.)• Mengemukakan pengiraan hitungan had yang dibenarkan bagi kawasan tak terlindung (Jadual Keenam, UKBS, 1984.• Pelan arkitekural perubahan, tambahan struktur diwarnakan merah.• Pelan arkitekural perubahan, struktur diruntuhkan diwarnakan biru.• Perakuan tanggungjawab, tandatangan dan cop rasmi 'orang yang berkeelayakan' disetiap helai pelan arkitekural.• Mencatitkan Kehendak-kehendak Kelengkapan Menentang Kebakaran atau Pemasangan Keselamatan Kebakaran di muka hadapan setiap perenggu pelan.• Letakan pepapasan keselamatan kebakaran aktif dan pasif mengikut UKBS, 1984 hendaklah diwarnakan merah.



**URUSETIA PUSAT SETEMPAT (OSC)
MAJLIS PERBANDARAN MANJUNG.**

Pejabat Majlis Perbandaran Manjung
Jalan Pinang Raja, 32040, Seri Manjung
Perak Darul Ridzuan.

<https://osc3plus.kpkt.gov.my/>

**PANDUAN OSC P3.1
SEMAKAN 01.2022**



PANDUAN NOTIFIKASI MULA KERJA BINAAN

BIL	KETERANGAN	MANDATORI / WAJIB		STANDARD NAMA FAIL	CATATAN
		MULA KERJA TANAH	MULA KERJA BANGUNAN		
Semua Agensi					
1a.	BORANG B (Notis Memulakan / Penyambungan Semula Kerja Bangunan - Rujuk Jadual Kedua, UKBS 1984)		✓	BRG_B_BANGUNAN_*	
1b.	BORANG B (Notis Memulakan / Penyambungan Semula Kerja Tanah - Rujuk Undang-Undang Kecil Kerja Tanah Yang Berkuatkuasa di PBT)	✓		BRG_B_KERJA_TANAH_*	
2.	RESIT BAYARAN PREMIUM TANAH (Rujuk Borang 5A – Notis Bahawa Hasil Tanah Harus Dibayar di bawah Seksyen 81 & 82, Kanun Tanah Negara 1965)		✓	RESIT_PREMIUM_TANAH_*	
3.	RESIT BAYARAN CAJ PEMAJUAN (Bayaran penuh sebanyak 100%)		✓	RESIT_CAJ_PEMAJUAN_*	Jika berkaitan. Jika tiada Caj Pemasukan, mohon surat pengesahan tiada Caj Pemasukan daripada Jabatan Perancang Bandar, MPM
4.	RESIT BAYARAN KUMPULAN WANG PERKHIDMATAN KEMAJUAN (ISF) (Bayaran penuh sebanyak 100%)	✓	✓	RESIT_ISF_*	Tidak dilaksanakan di Negeri Perak. Perlu muat naik Dokumen Kosong
5.	KELULUSAN KEBENARAN MERANCANG YANG MASIH SAH	✓		KEBENARAN_MERANCANG_TANAH_*	Kelulusan Kebenaran Merancang Pertapakan. Jika EXPA, guna Kebenaran Merancang Susun Atur.
			✓	KEBENARAN_MERANCANG_BANGUNAN_*	
6.	KELULUSAN PELAN JALAN DAN PARIT YANG MASIH SAH	✓		PELAN_JALAN_DAN_PARIT_TANAH_*	Jika berkaitan. Jika tiada, mohon surat pengesahan tiada Pelan Jalan dan Perparitan dari Jabatan Kejuruteraan, MPM.
			✓	PELAN_JALAN_DAN_PARIT_BANGUNAN_*	
7.	KELULUSAN PELAN KERJA TANAH YANG MASIH SAH	✓		PELAN_KERJA_TANAH_*	
8.	PELAN BANGUNAN YANG MASIH SAH		✓	PELAN_BANGUNAN_*	

BIL	KETERANGAN	MANDATORI / WAJIB		STANDARD NAMA FAIL	CATATAN
		MULA KERJA TANAH	MULA KERJA BANGUNAN		
9.	PELAN PANCANG TANDA (SETTING OUT)	✓		PELAN_PANCANG_TANDA_*	Jika berkaitan. Jika tiada, mohon surat pengesahan tiada Pelan Pancang Tanda dari Jabatan Kejuruteraan, MPM.
10	PELAN STRUKTUR TERPERINCI (RC) SERTA KIRAAN STRUKTUR	✓		PELAN_RC_TANAH_*	
			✓	PELAN_RC_BANGUNAN_*	
11.	SURAT KELULUSAN/ NO. RUJUKAN PERMIT SEMENTARA: i. Papan dendeng (Hoarding) dan/ atau papan dinding iklan (Advertisement hoarding) ii. Papan tanda projek - Nombor Lesen Pemajuan Perumahan (APDL) wajib dipamerkan* iii. Bagi mana-mana bangunan yang berasas sementara* iv. Guna jalan awam v. Keluar masuk tapak	✓		SURAT_PERMIT_TANAH_*	Semua surat kelulusan permit perlu disatukan di dalam satu dokumen pdf. Bagi mula kerja tanah dan kerja bangunan wajib mempunyai permit guna jalan daripada PBT (Jika melibatkan jalan PBT) dan JKR (jika melibatkan jalan JKR) dengan resit bayaran deposit jalan (jika berkaitan)
			✓	SURAT_PERMIT_BANGUNAN_*	
12.	BORANG PERAKUAN PELANTIKAN SYARIKAT PEMUNGUTAN SISA PEPEJAL PEMBINAAN BERLESEN	✓		PERAKUAN_PEMUNGUTAN_TANAH_*	Jika berkaitan. Sila rujuk Jabatan Bangunan, MPM. Jika tidak berkaitan, perlu muat naik surat pengesahan dari jabatan berkenaan.
			✓	PERAKUAN_PEMUNGUTAN_BANGUNAN_*	
13.	JADUAL PERLAKSANAAN PROJEK (PROJECT SCHEDULE) (Diperakui oleh PSP & dikemukakan kepada PBT secara berkala)	✓	✓	JADUAL_PROJEK_*	
14	SENARAI PERUNDING PROJEK (Yang berurusan dengan PBT)	✓	✓	SENARAI_PERUNDING_*	

Nota:

- Semua dokumen hendaklah **disediakan dalam format digital iaitu Portable Document Format (PDF) daripada dokumen asal (asli)** bagi permohonan melalui Sistem OSC 3.0 Plus Online.
- Orang Yang Utama Mengemukakan (PSP) / Orang Yang Mengemukakan (*Submitting Person*) / Orang Yang Cekap (*Competent Person*) **perlu menamakan dokumen di dalam format pdf mengikut 'Standard Nama Fail' yang ditetapkan.** Sistem OSC 3.0 Plus Online akan menolak fail yang dimuat naik sekiranya nama fail tidak mengikut 'Standard Nama Fail' yang ditetapkan. Tulis nama projek menggantikan tanda * dan memasukkan _ untuk dua perkataan atau lebih. Contoh: **BRG_B_BANGUNAN_*** bagi projek di atas lot 1334 ditulis sebagai **BRG_B_BANGUNAN_LOT_1334**. Jika tiada nama tambahan, namakan dokumen sebagai **BRG_B_BANGUNAN_*** sahaja tanpa tanda *.
- Untuk memuat naik dokumen, proses muat naik dokumen adalah secara satu per satu. Pastikan semua dokumen dimuat naik bagi mengelakkan proses berikutnya disekat.
- Semua dokumen yang tersenarai dan dimuat naik perlu dikemukakan dengan dokumen bercetak dengan tandatangan dan cop hidup di kaunter OSC supaya permohonan pegawai dapat mengesahkan permohonan diterima lengkap di dalam Sistem OSC 3.0 Plus Online. Kelewatan mengemukakan dokumen bercetak di kaunter OSC akan menyebabkan Borang B lambat diproses.**
- Pastikan tarikh pada Borang B yang dimuat naik adalah sama dengan tarikh pada Borang B asal (bercetak). Borang B dianggap mula proses dan mengaktifkan tempoh 4 hari untuk memulakan kerja fizikal ditapak selepas mengemukakan Borang B dikira dari tarikh permohonan diterima lengkap di dalam Sistem OSC 3.0 Plus Online.
- Bagi permohonan yang tiada aktiviti Kerja Tanah adalah wajib memuat naik dokumen mengikut keperluan Borang B Mula Kerja Tanah. Oleh itu PSP perlu merujuk Jabatan Kejuruteraan dan Penyelenggaraan, MPM

- bagi mendapatkan surat pengesahan 'tiada Kerja Tanah' dan muat naik surat pengesahan tersebut pada setiap senarai dokumen Kerja Tanah. Begitu juga bagi permohonan yang tiada aktiviti kerja bangunan perlu merujuk Jabatan Bangunan, MPM bagi mendapatkan surat pengesahan 'tiada Kerja Bangunan' dan muat naik surat pengesahan tersebut pada setiap senarai dokumen Kerja Bangunan.
7. Apa-apa pengecualian dokumen hanya boleh disahkan oleh Jabatan Teknikal MPM/Agensi Teknikal Luaran berkaitan. PSP tidak diberi hak untuk mengesahkan sesuatu dokumen yang diminta sebagai tidak berkaitan atau tidak diperlukan.
 8. Bagi resit bayaran ISF sahaja dikecualikan dan PSP dibenarkan memuat naik dokumen kosong bagi bayaran ISF kerana Negeri Perak tidak melaksanakan kutipan wang sumbangan ISF.
 9. Setiap dokumen yang diminta diwajibkan untuk dimuat naik. Kegagalan memuat naik dokumen akan menyebabkan proses-proses yang berikutnya akan disekat oleh Sistem.
 10. **PSP wajib menghubungi OSC untuk mewujudkan fail projek di dalam Sistem OSC 3.0 Plus Online sebelum mengemukakan Borang B. Selagi OSC tidak mewujudkan fail projek, PSP tidak dapat melakukan proses pengemukaan Borang B. Bagi mewujudkan fail projek, PSP perlu menghubungi Unit OSC MPM dan memaklumkan perkara berikut :**

BIL	PERKARA	KEPERLUAN
1.	No Permohonan	No Permohonan bagi Kebenaran Merancang, Pelan Jalan dan Perparitan, Pelan Kerja Tanah, Pelan Bangunan, Pelan Landskap, Pelan Lampu Jalan, Pelan Nama Taman, Permit Sementara (yang berkaitan).
2.	PSP	Bagi projek melibatkan beberapa SP, perlu nyatakan siapa PSP (Orang Utama) bagi projek tersebut. Sekiranya PSP lebih daripada satu, perlu nyatakan.
3.	Nama Syarikat Pemaju dan Nama individu pemaju yang berdaftar di dalam Sistem OSC 3.0 Plus Online	Perlu nyatakan nama pemaju. PSP perlu memastikan pemaju telah mendaftar di dalam Sistem OSC 3.0 Plus Online.
4.	Tarikh Jangkaan Mula Kerja	Perlu nyatakan tarikh untuk memulakan kerja
5.	Tarikh Jangkaan Siap Kerja	Perlu nyatakan tarikh jangkaan siap kerja berdasarkan jadual projek
6.	No Lot	Nombor lot projek
7.	Mukim	Mukim projek
8.	Jenis projek	Perlu nyatakan sama ada 'PROJEK PERSENDIRIAN' atau 'PROJEK USAHASAMA' (jika projek adalah melibatkan pelabur atau kerjasama dengan agensi kerajaan), atau 'PROJEK KERAJAAN'.

Buka pautan *Google Form* ini <https://forms.gle/HnvJ2UfEVxDjigb9> untuk memohon mendaftar senarai projek atau imbas kod QR di bawah.



11. Kaedah menghubungi Unit OSC MPM adalah sama ada berurusan di Kaunter OSC MPM atau menghubungi Pegawai OSC melalui whatsapp atau menelefon pejabat OSC di talian 05-6898 800 pada waktu pejabat atau melalui pautan *Google Form* yang disertakan.
12. Edaran Notifikasi Mula Kerja Binaan akan diedar kepada Jabatan Teknikal / Agensi seperti berikut:

BIL	Jabatan / Agensi	Peranan
A.	Pematuhan dan Penguatkuasaan	
1.	Jabatan Bangunan, PBT	Pematuhan kelulusan Pelan Bangunan
2.	Jabatan Kejuruteraan dan Penyelenggaraan, PBT	Pematuhan kelulusan Pelan Kerja Tanah dan Pelan Jalan dan Perparitan
B.	Pemantauan Teknikal	
1.	Jabatan Bomba dan Penyelamat Malaysia	Penyediaan kemudahan menentang kebakaran
2.	Tenaga Nasional Berhad	Penyambungan dan bekalan elektrik
3.	Lembaga Air Perak	Penyambungan dan bekalan air
4.	Indah Water Konsortium Berhad	Pemasangan sistem kumbahan
5.	Jabatan Keselamatan dan Kesihatan Pekerjaan	Penggunaan jentera berat
6.	Jabatan Kerja Raya	Penggunaan jalan JKR
7.	Jabatan Perancang Bandar PBT	Pematuhan kelulusan Kebenaran Merancang
8.	Jabatan Landskap PBT	Pematuhan kelulusan Pelan Landskap

BIL	Jabatan / Agensi	Peranan
9.	Jabatan Kesihatan Persekitaran dan Perkhidmatan Perbandaran PBT	Pembuangan sampah, pemotongan rumput dan kawalan vektor
C.	Sokongan	
1.	Pesuruhjaya Bangunan (COB) PBT	Syarat SIFUS dan Jadual Petak bagi bangunan strata (Jika berkaitan)
2.	Jabatan Penilaian dan Pengurusan Harta PBT	Syarat senarai pembeli / penyewa dan cukai taksiran
3.	Pejabat Ketua Pegawai Keselamatan Kerajaan Malaysia (CGSO)	Kawalan keselamatan bagi pemajuan di dalam kawasan sasaran penting / kawasan terperingkat keselamatan (Jika berkaitan)

Seksyen 18. Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 [Akta 694]. Seseorang melakukan kesalahan jika dia memberi seseorang ejen, atau sebagai seorang ejen dia menggunakan, dengan niat hendak memperdayakan prinsipalnya, apa-apa resit, akaun atau dokumen lain yang berkenaan dengannya prinsipal itu mempunyai kepentingan, dan yang dia mempunyai sebab untuk mempercayai mengandungi apa-apa pernyataan yang palsu atau silap atau tidak lengkap tentang apa-apa butir matan, dan yang dimaksudkan untuk mengelirukan prinsipalnya.

Subseksyen 24 (2) Akta 694. Mana-mana orang yang melakukan kesalahan di bawah seksyen 18 apabila disabitkan boleh—

(a) dipenjarakan selama tempoh tidak melebihi dua puluh tahun; dan

(b) didenda tidak kurang daripada lima kali ganda jumlah atau nilai butir matan yang palsu atau silap itu jika butir matan yang palsu atau silap itu dapat dinilai atau berbentuk wang, atau sepuluh ribu ringgit, mengikut mana-mana yang lebih tinggi.



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**PANDUAN OSC P4.1
SEMAKAN 12.2021**



PANDUAN NOTIFIKASI PEMERIKSAAN INTERIM

BIL	JABATAN / AGENSI	SKOP KERJA	CATATAN
1.	Jabatan Kejuruteraan dan Penyelenggaraan PBT	Skop kerja kejuruteraan PBT	
2.	Jabatan Bangunan PBT	Skop kerja pematuhan kelulusan Pelan Bangunan	<i>Sediakan Borang G1-G3 yang diperakui PSP</i>
3.	Jabatan Kerja Raya	Skop kerja melibatkan jalan JKR	
4.	Jabatan Bomba dan Penyelamat Malaysia	Skop kerja kawalan kebakaran	
5.	Lembaga Air Perak	Skop kerja pemasangan dan bekalan luar	
6.	Tenaga Nasional Berhad	Skop kerja penyambungan bekalan elektrik luar	
7.	Indah Water Konsortium Berhad	Skop kerja pemasangan dan penyambungan sistem kumbahan	
8.	Jabatan Keselamatan dan Kesihatan Pekerjaan	Skop kerja Pemasangan Lif/ Eskalator	

Nota:

1. Pemeriksaan Interim dilaksanakan apabila kerja pembinaan telah siap secara fizikal bagi skop kerja Agensi / Jabatan Teknikal yang memberi pelepasan / kelayakan / pengesahan sebelum Borang G diperakui oleh PSP.
2. PSP hendaklah mengemukakan Notifikasi Pemeriksaan Interim secara terus kepada Agensi / Jabatan Teknikal yang berkaitan.
3. Notifikasi Pemeriksaan Interim melalui Sistem OSC 3.0 Plus Online, PSP perlu mengemukakan cadangan tarikh Pemeriksaan Interim kepada Agensi / Jabatan Teknikal seperti di jadual di atas. Notifikasi perlu buat satu persatu kepada setiap Agensi / Jabatan Teknikal yang dinyatakan. PSP tidak dibenarkan memilih Agensi / Jabatan Teknikal selain Agensi/Jabatan Teknikal yang dinyatakan atau tidak memilih Agensi / Jabatan Teknikal yang dinyatakan.
4. Cadangan tarikh yang dikemukakan bukanlah muktamad. Agensi / Jabatan Teknikal boleh mengubah tarikh dan masa mengikut keperluan Agensi / Jabatan Teknikal.
5. Agensi / Jabatan Teknikal menjalankan Pemeriksaan Interim tanpa kehadiran PSP/SP/pemaju.
6. Agensi / Jabatan Teknikal boleh mengeluarkan apa-apa notis atau arahan sekiranya terdapat ketidakpatuhan kelulusan pelan.
7. Selepas PSP mengemukakan cadangan tarikh Pemeriksaan Interim, ruangan muat naik Borang G1 hingga G3 akan aktif dan PSP perlu memuat naik Borang G1-G3.
8. Semua dokumen hendaklah **disediakan dalam format digital iaitu *Portable Document Format (PDF)*** bagi permohonan secara OSC 3.0 Plus Online.
9. **Semua dokumen perlu disediakan dan diperakui oleh Orang Yang Mengemukakan (*Submitting Person*) / Orang Yang Cekap (*Competent Person*)** dengan tandatangan dan cop perakuan hidup sebelum diimbas untuk ditetapkan ke format digital dan memuat naik ke OSC 3.0 Plus Online.
10. Untuk memuat naik dokumen, proses muat naik dokumen adalah secara satu persatu. Pastikan semua dokumen dimuat naik bagi mengelakkan proses berikutnya disekat oleh Sistem.
11. Selesai memuat naik dokumen, PSP perlu klik kotak pengesahan dan klik butang hantar.
12. Borang G1-G3 yang dimuat naik lengkap akan disahkan oleh OSC sebelum diterima oleh Jabatan Bangunan, MPM.

Seksyen 18. Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 [Akta 694]. Seseorang melakukan kesalahan jika dia memberi seseorang ejen, atau sebagai seorang ejen dia menggunakan, dengan niat hendak memperdayakan prinsipalnya, apa-apa resit, akaun atau dokumen lain yang berkenaan dengannya prinsipal itu mempunyai kepentingan, dan yang dia mempunyai sebab untuk mempercayai mengandungi apa-apa pernyataan yang palsu atau silap atau tidak lengkap tentang apa-apa butir matan, dan yang dimaksudkan untuk mengelirukan prinsipalnya.

Subseksyen 24 (2) Akta 694. Mana-mana orang yang melakukan kesalahan di bawah seksyen 18 apabila disabitkan boleh—

(a) dipenjarakan selama tempoh tidak melebihi dua puluh tahun; dan

(b) didenda tidak kurang daripada lima kali ganda jumlah atau nilai butir matan yang palsu atau silap itu jika butir matan yang palsu atau silap itu dapat dinilai atau berbentuk wang, atau sepuluh ribu ringgit, mengikut mana-mana yang lebih tinggi.



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**PANDUAN OSC P5.1
SEMAKAN 12.2021**



PANDUAN NOTIFIKASI PEMERIKSAAN AKHIR I & II

PEMERIKSAAN AKHIR I

BIL	JABATAN / AGENSI	SKOP KERJA	CATATAN
1.	Lembaga Air Perak	Skop kerja Sistem Bekalan Air Luaran	
2.	Tenaga Nasional Berhad	Skop kerja Sistem Bekalan Elektrik Luaran	
3.	Jabatan Kejuruteraan dan Penyelenggaraan PBT / Jabatan Kerja Raya	Skop kerja Jalan dan Parit	

Tempoh piagam proses ini adalah 30 hari dari tarikh Notifikasi Pemeriksaan Akhir yang pertama dikemukakan melalui Sistem.

PEMERIKSAAN AKHIR II

BIL	JABATAN / AGENSI	SKOP KERJA	CATATAN
1.	Jabatan Bomba dan Penyelamat Malaysia	Skop kerja Menentang Kebakaran Pasif Skop kerja Menentang Kebakaran Aktif	
2.	Jabatan Keselamatan dan Kesihatan Pekerjaan	Skop kerja Pemasangan Lif/ Eskalator	
3.	Indah Water Konsortium Berhad	Skop kerja Retikulasi Pembedungan Skop kerja Loji Rawatan Pembedungan	

Tempoh piagam proses ini adalah 30 hari dari tarikh Notifikasi Pemeriksaan Akhir I tamat atau hari ke 31 dari tarikh Notifikasi Pemeriksaan Akhir yang pertama dikemukakan melalui Sistem.

Nota:

- Objektif Pemeriksaan Akhir I dan II adalah untuk mendapatkan dokumen pelepasan / kelayakan / pengesahan daripada Agensi / Jabatan Teknikal mengikut skop kerja yang telah ditentukan sebelum Borang G boleh diperakui oleh pemohon / PSP/ SP.
- Pemeriksaan Akhir dijalankan apabila kesemua kerja fizikal dan kemas akhir telah disiapkan bagi kesemua skop Kerja yang ditetapkan dalam Borang G terutamanya skop kerja bagi Agensi / Jabatan Teknikal yang akan mengeluarkan pelepasan / kelayakan / pengesahan Borang G.
- Notifikasi Pemeriksaan Akhir melalui Sistem OSC 3.0 Plus Online, PSP perlu mengemukakan cadangan tarikh Pemeriksaan Akhir kepada Agensi / Jabatan Teknikal seperti di jadual di atas. Notifikasi perlu buat satu persatu kepada setiap Agensi / Jabatan Teknikal yang dinyatakan. PSP tidak dibenarkan memilih Agensi / Jabatan Teknikal selain Agensi/Jabatan Teknikal yang dinyatakan atau tidak memilih Agensi / Jabatan Teknikal yang dinyatakan. Notifikasi bagi Pemeriksaan Akhir I dan Pemeriksaan Akhir II perlu dikemukakan serentak atau dikemukakan pada tarikh yang sama. Sistem akan membaca tarikh pertama yang dikemukakan sekiranya Notifikasi dihantar pada tarikh berasingan dan perkara ini akan menyebabkan tempoh maklumat dan tempoh tindakan Agensi /Jabatan Teknikal menjadi lebih pendek dan menyukarkan surat pelepasan / pengesahan/ sijil kelayakan dikeluarkan. Perkara ini disebabkan tempoh piagam bagi Pemeriksaan Akhir I adalah 30 hari dari tarikh Notifikasi pertama manakala tempoh piagam bagi Pemeriksaan Akhir II adalah 30 hari dari tarikh tempoh piagam Pemeriksaan Akhir I tamat atau hari ke 31 dari tarikh Notifikasi Pemeriksaan Akhir yang pertama dikemukakan melalui Sistem. Tempoh piagam keseluruhan bagi Pemeriksaan Akhir I dan II adalah 60 hari.
- Cadangan tarikh yang dikemukakan bukanlah muktamad. Agensi / Jabatan Teknikal boleh mengubah tarikh dan masa mengikut keperluan Agensi / Jabatan Teknikal.
- Agensi / Jabatan Teknikal boleh menolak Pemeriksaan Akhir sekiranya terdapat tindakan pembedungan yang telah diarahkan oleh Agensi / Jabatan Teknikal masih belum selesai.
- Semua dokumen hendaklah **disediakan dalam format digital iaitu *Portable Document Format (PDF)*** bagi permohonan secara OSC 3.0 Plus Online.
- Selepas PSP mengemukakan cadangan tarikh Pemeriksaan Akhir, ruangan muat naik Borang G4 hingga G21 akan aktif dan PSP perlu memuat naik Borang G4-G21.

8. PSP boleh memuat naik Borang G8 (Menentang Kebakaran Pasif), G9 (Menentang Kebakaran Aktif), G11 (Pemasangan Lif/Eskalator), G13 (Sistem Bekalan Air Luaran), G14 (Retikulasi Pembentungan), G15 (Loji Rawatan Pembentungan), G16 (Sistem Bekalan Elektrik Luaran), G17 (Jalan dan Parit) apabila Agensi / Jabatan Teknikal telah mengeluarkan surat pelepasan/pengesahan/sijil kelayakan di dalam Sistem. Sekiranya Agensi / Jabatan Teknikal tidak mengeluarkan surat pelepasan / pengesahan / sijil kelayakan, Borang G berkaitan tidak dapat dimuat naik kerana Sistem akan menyekat butang muat naik dokumen tersebut.
9. Sekiranya Borang G tersebut tidak perlu surat pelepasan/pengesahan/sijil kelayakan daripada Agensi / Jabatan Teknikal disebabkan tiada keperluan atau tidak berkaitan, Agensi / Jabatan Teknikal akan memuat naik dokumen kosong bagi mengaktifkan ruangan muat naik Borang G berkaitan.
10. **Semua dokumen perlu disediakan dan diperakui oleh Orang Yang Mengemukakan (Submitting Person) / Orang Yang Cepak (Competent Person)** dengan tandatangan dan cop perakuan hidup sebelum diimbas untuk ditetapkan ke format digital dan memuat naik ke OSC 3.0 Plus Online.
11. Untuk memuat naik dokumen, proses muat naik dokumen adalah secara satu persatu. Pastikan semua dokumen dimuat naik bagi mengelakkan proses berikutnya disekat oleh Sistem.
12. Selesai memuat naik dokumen, PSP perlu klik kotak pengesahan dan klik butang hantar.
13. Borang G4-G21 yang dimuat naik lengkap akan disahkan oleh OSC sebelum diterima oleh Agensi / Jabatan Teknikal MPM. Ruangan muat naik Borang F/F1 untuk CCC akan aktif apabila Borang G4-G21 disahkan oleh OSC.

Seksyen 18. Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 [Akta 694], Seseorang melakukan kesalahan jika dia memberi seseorang ejen, atau sebagai seorang ejen dia menggunakan, dengan niat hendak memperdayakan prinsipalnya, apa-apa resit, akaun atau dokumen lain yang berkenaan dengannya prinsipal itu mempunyai kepentingan, dan yang dia mempunyai sebab untuk mempercayai mengandungi apa-apa pernyataan yang palsu atau silap atau tidak lengkap tentang apa-apa butir matan, dan yang dimaksudkan untuk mengelirukan prinsipalnya.

Subseksyen 24 (2) Akta 694, Mana-mana orang yang melakukan kesalahan di bawah seksyen 18 apabila disabitkan boleh—

- (a) dipenjarakan selama tempoh tidak melebihi dua puluh tahun; dan
- (b) didenda tidak kurang daripada lima kali ganda jumlah atau nilai butir matan yang palsu atau silap atau silap itu jika butir matan yang palsu atau silap itu dapat dinilai atau berbentuk wang, atau sepuluh ribu ringgit, mengikut mana-mana yang lebih tinggi.



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**PANDUAN OSC P6.1
SEMAKAN 12.2021**



PANDUAN PENDEPOSITAN PERAKUAN SIAP DAN PEMATUHAN (CCC)

BORANG	BORANG G (PERAKUAN BERPERINGKAT)	AGENSI	DOKUMEN SOKONGAN	SP / PSP YANG MEMPERAKUKAN BORANG G DAN BORANG F
G1	Kerja-Kerja Tanah	PBT	-	Jurutera - Ir.
G2	Pemancangan Tanda	PBT	-	Jurutera - Ir./ Arkitek - Ar.
G3	Asas Tapak	PBT	-	Jurutera - Ir.
G4	Struktur	PBT	-	Jurutera - Ir.
G5	Pepaipan Air Dalam	PBT	-	Jurutera - Ir./ Arkitek - Ar.
G6	Pepaipan Sanitari Dalam	PBT	-	Jurutera - Ir./ Arkitek - Ar.
G7	Elektrikal Dalam	TNB	-	Jurutera - Ir.
G8*	Menentang Kebakaran Pasif	BOMBA	Surat Pelepasan	Jurutera - Ir./ Arkitek - Ar.
G9*	Menentang Kebakaran Aktif	BOMBA	Surat Pelepasan	Jurutera - Ir.
G10	Pengudaraan Mekanikal	PBT	-	Jurutera - Ir.
G11*	Pemasangan Lif/ Eskalator	JKKP (DOSHS)	Sijil kelayakan	Jurutera - Ir.
G12	Bangunan	PBT	-	Jurutera - Ir./ Arkitek - Ar.
G13*	Sistem Bekalan Air Luaran	LAP	Surat Pengesahan	Jurutera - Ir.
G14*	Retikulasi Pembedungan	AGENSI PERAKUAN PEMBETUNGAN (IWK)	Sijil Pengesahan	Jurutera - Ir.
G15*	Loji Rawatan Pembedungan	AGENSI PERAKUAN PEMBETUNGAN (IWK)	Surat Pengesahan	Jurutera - Ir.
G16*	Sistem Bekalan Elektrik Luaran	TNB	Surat Pengesahan	Jurutera - Ir.
G17*	Jalan dan Parit	PBT/ JKR	Surat Pengesahan	Jurutera - Ir.
G18	Lampu Jalan	PBT	-	Jurutera - Ir.
G19	Parit Luaran Utama	PBT	-	Jurutera - Ir.
G20	Telekomunikasi	SKMM	-	Jurutera - Ir.
G21	Pandangan Darat	PBT	-	Arkitek Landskap – LAr/ Arkitek - Ar.
F / F1	Perakuan Siap dan Pematuhan (CCC)	-	-	Arkitek - Ar./ Jurutera - Ir.

Tanda * - wajib mempunyai surat pelepasan/pengesahan/ sijil kelayakan yang dikeluarkan oleh Agensi / Jabatan Teknikal. Sekiranya Borang G tersebut tidak perlu surat pelepasan/pengesahan/sijil kelayakan daripada Agensi / Jabatan Teknikal disebabkan tiada keperluan atau tidak berkaitan, Agensi / Jabatan Teknikal akan memuat naik dokumen kosong bagi mengaktifkan ruangan muat naik Borang G berkaitan.

Nota:

- Objektif Proses Pendepositan CCC adalah mengemukakan salinan CCC yang telah diperakui oleh PSP/ SP kepada Pihak Berkuasa Tempatan dan Lembaga Profesional bagi direkodkan;
- PSP/ SP hendaklah memastikan kesemua Borang G1 hingga G21 telah mendapat surat/ sijil pelepasan/kelayakan/ pengesahan dari Agensi/ Jabatan Teknikal yang berkaitan sebelum membuat perakuan bagi pengeluaran CCC;
- PSP/ SP yang telah memperakui pengeluaran CCC perlu mengutamakan pendepositan salinannya kepada Pihak Berkuasa Tempatan (PBT) dan Lembaga Profesional terlebih dahulu sebagaimana keperluan perenggan 25(3) Undang-Undang Kecil Bangunan Seragam 1984 sebelum menyerahkan salinan CCC kepada pemaju/pemilik.

4. **Pendepositan dengan salinan kepada PBT adalah secara dokumen bercetak dengan tandatangan dan cop perakuan hidup** serta dokumen digital bimuat naik melalui Sistem OSC 3.0 Plus Online. **Dokumen bercetak adalah dokumen wajib dikemukakan kepada PBT kerana tertakluk kepada perundangan Akta 133.**
5. Pendepositan salinan kepada Lembaga dibuat selepas pendepositan kepada PBT mengikut kaedah yang dibenarkan oleh Lembaga sama ada secara bercetak atau secara muat naik ke atas talian di portal Lembaga.
6. Penyerahan salinan Borang F / F1 kepada pemaju boleh dibuat selepas pendepositan CCC kepada PBT (OSC) dan Lembaga.
7. Pastikan sebelum memuat naik Borang F / F1, sijil Borang F / F1 perlu dikemukakan di kaunter OSC untuk dicop tarikh terima, PSP perlu mengimbas sijil yang telah dicop tarikh terima ke dalam format pdf dan memuat naik ke Sistem dan pada masa yang sama menyerahkan salinan bercetak Borang G1 – G21 berserta surat pelepasan/pengesahan/sijil kelayakan dan Borang F / F1 kepada OSC untuk rekod. OSC akan mengesahkan penerimaan online di dalam Sistem apabila dokumen bercetak telah diterima lengkap.
8. Semua dokumen hendaklah **disediakan dalam format digital iaitu *Portable Document Format (PDF)*** untuk dimuat naik ke Sistem OSC 3.0 Plus Online.

Seksyen 18. Akta Suruhanjaya Pencegahan Rasuah Malaysia 2009 [Akta 694], Seseorang melakukan kesalahan jika dia memberi seseorang ejen, atau sebagai seorang ejen dia menggunakan, dengan niat hendak memperdayakan prinsipalnya, apa-apa resit, akaun atau dokumen lain yang berkenaan dengannya prinsipal itu mempunyai kepentingan, dan yang dia mempunyai sebab untuk mempercayai mengandungi apa-apa pernyataan yang palsu atau silap atau tidak lengkap tentang apa-apa butir matan, dan yang dimaksudkan untuk mengelirukan prinsipalnya.

Subseksyen 24 (2) Akta 694, Mana-mana orang yang melakukan kesalahan di bawah seksyen 18 apabila disabitkan boleh—

(a) dipenjarakan selama tempoh tidak melebihi dua puluh tahun; dan

(b) didenda tidak kurang daripada lima kali ganda jumlah atau nilai butir matan yang palsu atau silap itu jika butir matan yang palsu atau silap itu dapat dinilai atau berbentuk wang, atau sepuluh ribu ringgit, mengikut mana-mana yang lebih tinggi.