

Planning Permission Approval Guidelines for Infrastructure Works

First Edition - 2025

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His Royal Highness Prince Salman Bin Hamad Al Khalifa
Crown Prince and Prime Minister of Bahrain



His Majesty King Hamad Bin Isa Al Khalifa
King of Bahrain

Planning Permission Approval Guidelines for Infrastructure Works

1

Understanding Planning Permission

Planning Permission Approval

This approval is granted by the competent service authorities (either public or private) to assess the proposed design of infrastructure networks. The permit's purpose is to establish the placement of these networks according to the approved corridor within the road reserve and ensure adequate safety distances between each service.

Works That Require a Planning Permission Approval



Supply projects for the infrastructure of strategic developments



Projects for the relocation and conversion of services



Projects for the installation of main infrastructure lines

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Procedural Guidelines for Planning Permission Approval

1st: Authorized Entities

Authorized Entities within the Tasareeh Portal to Submit Planning Permission Applications

Entities Applying for Planning Permission*

1	Roads Planning & Design Directorate (RPDD)	8	Water Distribution Directorate (WDD)
2	Roads Projects and Maintenance Directorate (RPMD)	9	Damage Prevention Section (DPS)
3	Sanitary Engineering Planning & Projects Directorate (SEPPD)	10	Land Transport Affairs (MOTT)
4	Central Planning Office (CPO) (Private Sector)	11	Ministry of Municipalities Affairs and Agriculture (MOMAA)
5	Electricity Planning & Projects Directorate (EPPD)	12	Ministry of Housing & Urban Planning (MOHUP)
6	Water Planning & Projects Directorate (WPPD)	13	Telecommunications Regulatory Authority (TRA)
7	Electricity Distribution Directorate (EDD)		

Notes:

*Private developers permit the Planning Permission application through CPO

Authorized Entities within the Tasareeh Portal to Approve the Planning Permission for Service Corridors

Permit Approving Entities

1	Roads Planning & Design Directorate (RPDD)	9	Damage Prevention Section (DPS)	17	Telecommunications Regulatory Authority (TRA)
2	Roads Projects and Maintenance Directorate (RPMD)	10	Land Transport Affairs (MOTT)	18	Ministry of Housing & Urban Planning (MOHUP)
3	Sanitary Engineering Planning & Projects Directorate (SEPPD)	11	Ministry of Municipalities Affairs and Agriculture (MOMAA)	19	Vegetation Development Directorate (VDD)
4	Central Planning Office (CPO) (Private Sector)	12	Urban Planning and Development Authority (UPDA)	20	Local Agricultural Production Directorate (LAPD)
5	Electricity Planning & Projects Directorate (EPPD)	13	Survey and Land Registration Bureau (SLRB)	21	TABREED
6	Water Planning & Projects Directorate (WPPD)	14	Supreme Council for Environment (SCE)	22	Bahrain Bay Utilities (BBU)
7	Electricity Distribution Directorate (EDD)	15	Ministry of Oil and Environment (MOO)	23	Muharraq STP Company (MSC - STP)
8	Water Distribution Directorate (WDD)	16	Bahrain Authority for Culture and Antiquities (BACA)		

Documents Required for Submitting Planning Permission Application for Entities Authorized to Use the Tasareeh Portal*



Plans and drawings of the work site and project in AutoCAD/MicroStation format



Cross-sections of the project, service corridor, roads, and other elements depending on the project's nature



A copy of the drawings in PDF format



Definition of the project scope and nature



Any additional supporting documentation for the project and the involved entities

Notes:

*Infrastructure network operators and project owners must ensure planning permission are not designed or constructed at depths that interfere with groundwater layers. If this is not feasible, alternative or precautionary solutions should be provided to prevent any impact on the groundwater. Furthermore, infrastructure service departments must directly coordinate with the Local Agricultural Production Directorate – Water Resources Section and obtain approval for these solutions before proceeding with the project.

Procedures for Submitting Planning Permission Applications for Authorized Users using the Tasareeh Portal

1. The applicant submits the request for the planning permission through the Tasareeh Portal.
2. The applicant/entity enters all required information and uploads the engineering drawings along with any relevant attachments related to the request in the system.
3. The system distributes the request automatically to the responsible entities for reviewing and approval.
4. The system automatically directs the request to the optional or private entities within the project's service scope. Entities not connected to the system require direct communication from the applicant or through the Central Planning Office. The outcome of this consultation to be uploaded in the system.
5. Infrastructure service providers and relevant private entities, where applicable, shall evaluate the request and submit their comments within the system, adhering to the timeline defined in the service-level agreement.
6. Comments on the permit are provided based on the following cases:
 - Approval of the request.
 - Conditional approval.
 - Initial comments.

Procedures for Submitting Planning Permission Applications for Authorized Users using the Tasareeh Portal

7. In case of a conflict with private lands or services, the following is requested:
 - Modify the project to avoid conflicts.
 - Request an estimation of the cost of relocating services.
 - Request holding technical meetings to address the conflict.
 - Request the allocation of alternative planning permission for service redirection.
8. The applicant may be required, based on the feedback from service entities, to obtain additional approvals prior to the issuance of the planning permission through the system, depending on the project's status and the entities' requirements, which are as follows:
 - Request for the cost estimation of relocating existing services.
 - Request for an undertaking letter.
 - Request for a field visit to the work site.
 - Request for a virtual meeting.
 - Request the land required to be coordinated with UPDA/SLRB
9. After fulfilling the requirements of the service entities, the permit is printed and stamped by the Central Planning Office.

2nd: Non Authorized Entities

Documents Required for Submitting the Planning Permission Application for Entities Not Authorized to Use the Tasareeh Portal



Plans and drawings of the work site
and project in AutoCAD/MicroStation
format



Authorization form for using the Tasareeh
Portal



Cross-sections of the project



Signed Technical Interface Agreement with
the Central Planning Office



Definition of the project scope and
nature



A copy of the drawings in
PDF format



Additional supporting
documents for the project and
involved entities

Procedures for Submitting Planning Permission Applications for Entities Not Authorized to Use the Tasareeh Portal

1. The applicant fills out the application form with the required project information.
2. The applicant submits an official letter to the Central Planning Office requesting a planning permission in the system, along with the required documents.
3. The application is submitted to the Central Planning Office either in person or via the office's official email: CPOIncoming@works.gov.bh.
4. The engineer responsible for the planning permission reviews the application and attachments. If the application meets the submission requirements, a Technical Interface Agreement is prepared for signing with the Central Planning Office.
5. The applicant coordinates to designate a representative from the applying entity who will be granted permission to use the Tasareeh Portal to submit and track the application.
6. The authorized representative submits the application in person at the Central Planning Office through the CPO HOTDESK , receiving training and guidance from the responsible engineer at the Central Planning Office.
7. The system automatically allocates the application to the appropriate entities for review and approval.

Procedures for Submitting Planning Permission Applications for Entities Not Authorized to Use the Tasareeh Portal

8. The system identifies the optional or private entities within the project's service scope and automatically forwards the application to them. For entities not linked to the system, the office will contact them separately.
9. The relevant infrastructure service authorities, along with any private entities where applicable, review the application and comment within the system according to the response time outlined in the Service Level Agreement.
10. The applicant may be required, based on the feedback from service entities, to obtain additional approvals which must be obtained before the approval for Wayleave permits are issued in the system, depending on the project's circumstances and the requirements of the entities, which are as follows:
 - Request for an undertaking letter.
 - Request for a site visit to the work site.
 - Request for a virtual meeting.
 - Request for IUWR approval.
11. Once the application has obtained all necessary approvals in the system, the Central Planning Office provides the applicant with a stamped copy of the planning permission and the engineering layouts. This approval grants authorization to submit a request for a Wayleave permit.

Stakeholders who have no access:

- A. BDF, PMA, HSD/SLRB, Alba, Coast Guards, FPDD.
- B. Any Private Developers if required:
 - Bahrain Bay, BFH, Dilmunia, Diyar AlMuharraq.

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Additional Requirements for Obtaining Service Entity Approval in the System

Approval for IUWR

This is a mandatory pre-approval requested by the Electricity and Water Authority* from governmental service entities in the event the project conflicts with the services of the Electricity and Water Authority. It involves calculating the cost of relocating or protecting existing utility lines at the expense of the governmental entity submitting the application.

Documents for IUWR Approval



IUWR Form



Copy of the Planning
Permission (Not Granted)
from the Tasareeh Portal



Copy of the work
map and its location



Cost of relocating existing
utility lines



Copy of the aerial map
of the site



Alternative planning
permission

Notes:

*Electricity Distribution Directorate, Street Lighting Department, Water Distribution Directorate, Electricity Transmission Directorate, Water Transmission Directorate.

Procedures

1. In case of a conflict with current services, the relevant department at the Electricity and Water Authority requests the applicant (a government entity) to submit the cost for relocation. In this case, the application is placed under review in the system.
2. The engineer from the government entity applying for the planning permission fills out the IUWR form and sends it via email to the engineer in the Damage Prevention Section at the provided email address.
3. The Damage Prevention Section engineer internally forwards the request via email to the relevant department for the calculation of service costs.
4. The Electricity and Water Authority engineer determines the cost of relocating the services and sends it back to the Damage Prevention Section via email.
5. The Damage Prevention Section forwards the form and costs to the concerned entity requesting the permit via email.
6. Upon receiving the cost from the Damage Prevention Section, the relevant entity's engineer forwards it to the project engineer.
7. If the project budget allows, the cost approval process is completed and forwarded to senior management for approval.
8. Once the (IUWR) form is approved by the relevant minister, the service entity sends the request to the Ministry of Finance to obtain the Local Purchase Order (LPO).
9. The approved (IUWR) form by the relevant minister is uploaded into the system by the requesting entity.

Procedures

10. The engineer of the concerned directorate at the Electricity and Water Authority reviews the IUWR form, ensures all requirements are met, and subsequently approves the planning permission design permit.
11. Designating a surveying office to monitor the changes to displaced infrastructure services, in accordance with the specifications and standards issued by the joint project for establishing infrastructure service monitoring specifications.
 - Bahrain Standards for Mapping Underground Utilities.
 - Data Capture and Delivery Specification for the Mapping of Underground Utilities.

Approval of Customer Request (CR)

This authorization is a required precondition imposed by the Electricity and Water Authority* on private entities and individuals when conflicts arise between the Authority's services and privately owned lands. Examples include requests to relocate light poles encroaching on private properties. The cost of relocating or safeguarding existing lines is calculated and borne by the private-sector applicant.

Documents for Submitting a CR



Technical service request form



Copy of the Planning Permission Permit from the Tasareeh Portal



Copy of the identity card



Contact information of the applicant

Notes:

*Electricity Distribution Directorate, Street Lighting Department, Water Distribution Directorate, Electricity Transmission Directorate, Water Transmission Directorate.

Procedures

1. In cases where the Electricity and Water Authority's services conflict with an excavation permit for the private sector, the engineer from the relevant department at the Electricity and Water Authority will submit a technical service request (CR) through the system.
2. The Central Planning Office will inform the applicant to proceed with the technical service procedures of the Electricity and Water Authority.
3. The applicant submits a technical service request through the Electricity and Water Authority's website or via the eGovernment portal by scheduling an appointment through the Skiplino application as follows:
 - Complete the technical service request form.
 - Select the type of service in the form.
 - Submit the request online along with the required documents.
 - The request is forwarded to the relevant department at the Electricity and Water Authority.
 - The concerned directorate verifies the request and calculates the cost.
 - An SMS is sent to the applicant confirming the approval of their request and payment of fees.
 - Additional Approvals for Securing Service Entity Approval in the System
 - A CR is generated and issued to the applicant.
4. The applicant submits a copy of the CR to the Central Planning Office to upload it into the Wayleave Portal.

Notes:

- In the case of a request for the cost of service relocation for the construction of a substation, the designated land must be registered prior to commencing the work. If constructed by the Roads Directorate, the substation will subsequently be transferred to the Electricity Distribution Directorate of the Authority, in accordance with the agreement.
- If a land subdivision request exists within the same permit work area, all required approvals must be secured before submitting the cost relocation request.

Procedures

5. The DPS engineer at the Electricity and Water Authority reviews the CR and grants conditional approval for the permit, contingent upon the applicant's review and confirmation of the pricing in the attached CR and the approval of the permit.

Undertaking Letter

A letter of undertaking is requested by certain service entities from the applicant in cases of conditional approval for permits. The relevant directorate in this letter commits to bearing any future costs, clearing the site, or fulfilling any other technical requirements should the service entity requesting the undertaking carry out work at the same location.

Documents for Requesting an Undertaking Letter



An undertaking letter, formally approved by the relevant directorate within the ministry, directed to the licensing authority, incorporating all financial and technical conditions specified by the government entity seeking the commitment.

Procedures

1. In cases where the service authority indicates the need for an undertaking letter in the system, the applicant must prepare an undertaking letter that includes the conditions stated in the service authority's comment and have it approved by the relevant directorate.
2. The applicant sends a draft of the undertaking letter to the service authority for review and verification of the conditions included in the letter.
3. Once the service authority approves, the letter is endorsed by the relevant directorate for the applicant.
4. The submitting entity uploads the letter into the system.
5. Subsequently, the service authority modifies its response in the system and grants approval.

Request for Site Visit

Service authorities may request field visits while reviewing permits in the system. These visits may be necessary before issuing the permit, during the second phase of approval to verify site conditions, or if the engineering schematics submitted with the permit are unclear.

Documents for Requesting a Site Visit



A copy of the engineering drawings submitted with the permit.

Procedures

1. If the service authority comments in the system that a site meeting is necessary, the applicant must reach out to the relevant service authority to finalize the meeting arrangements.
2. The service authority will then adjust its response in the system to either approve, reject, or conditionally approve the request, based on the results of the site visit.

Request for Virtual Meeting

A virtual meeting aimed at clarifying certain technical aspects of the project or its execution mechanisms.

Documents for Requesting a Virtual Meeting

A copy of the engineering drawings submitted with the license.



A copy of the work map
and its location



Scope of work

Procedures

When a virtual meeting is requested, the following procedure should be followed:

1. If the engineer from the service authority agrees to hold the meeting with the permit applicant, arrangements will be made for a virtual session.
2. The relevant department will contact the applicant through email or other communication channels to finalize the meeting schedule.
3. The meeting will focus on studying the project, identifying conflicts, exploring possible solutions, and discussing technical aspects with the project manager.
4. The system will be updated with comments based on the meeting's outcomes.



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