

Wayleave Permit Process Guide for Infrastructure Projects

Second Edition - 2025

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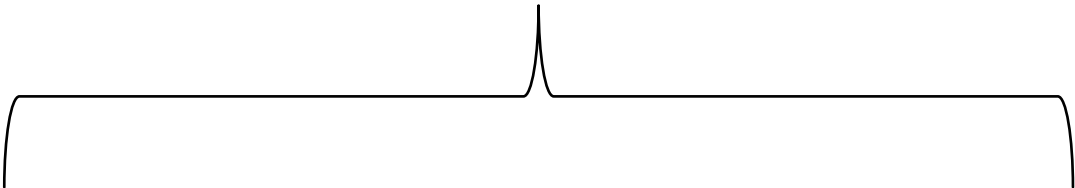
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MINISTRY OF INTERIOR



Electricity & Water Authority



Bahrain Authority for Culture & Antiquities



Kingdom of Bahrain - مملكة البحرين

Introduction

The infrastructure sector represents the backbone of integrated urban development and serves as one of the key drivers of comprehensive societal development on the one hand, and economic growth on the other. Expanding infrastructure networks inherently leads to continuous growth and sustainable urban development.

Infrastructure is characterized by its diverse sectors and the wide range of physical assets managed by various public and private entities. This diversity underscores the necessity of governing these sectors within a unified regulatory and procedural framework to ensure the efficient management and preservation of these assets.

For this reason, the Ministry of Works, represented by the Central Planning Office and its strategic partners, places great importance on simplifying and standardizing the permitting and approval processes related to infrastructure projects. This includes leveraging electronic systems to expedite the issuance of these permits.

Executive Summary

The infrastructure project approval procedures guide serves as a reference summary designed to assist infrastructure developers, real estate professionals, individuals, contractors, and others in understanding the roadmap for obtaining permits related to infrastructure projects. It outlines the types of permits, the nature of associated works, and the required documentation at each stage.

This guide also aims to unify infrastructure project permitting procedures in an integrated manner, reflecting comprehensive coordination among entities responsible for providing infrastructure services. This ensures efficient performance and expedites the completion of transactions.

This Guide Includes:

1. Procedures for Wayleave permit.
2. Procedures for General Service Notifications (GSN).
3. Procedures for emergency Wayleave permit.
4. Procedures for Planning Permission Approval for Infrastructure Works.

1

Overview of Wayleave Permits



Overview of Wayleave Permits

A Wayleave Permit is an approval issued by the Tasareeh Portal after obtaining consent from relevant utility entities (public or private) to carry out work within the road corridor, involving the partial occupation of pedestrian or vehicle pathways. The purpose of the Wayleave permit is to protect existing underground infrastructure networks before commencing excavation activities within the designated road corridor allocated for vehicles or pedestrians.

Examples of Activities Requiring a Wayleave Permit



Construction of parking facilities



Provision of public infrastructure services



Installation and modification of road curbs



Construction of foundations for tower cranes used in ongoing building projects



Trial holes work



Installation of fiber optic cable



Tree planting and aesthetic landscaping initiatives



Installation of foundations for billboard and signage poles



Works involving the removal or modification of existing infrastructure network lines

2

Procedures for Obtaining Wayleave Permits through the Tasareeh Portal for Authorized Users



Entities Included in the Tasareeh Portal and Authorized to Submit Wayleave Permit Applications*

1	Roads Planning & Design Directorate Ministry of Works (RPDD)	8	Electricity Distribution Directorate (EDD) (EWA)	15	Bahrain Authority for Culture and Antiquities (BACA)
2	Road Projects and Maintenance Directorate Ministry of Works (RPMD)	9	Water Distribution Directorate (WDD) EWA	16	Telecommunications Regulatory Authority (TRA)
3	Sanitary Engineering Planning & Projects Directorate (SEPPD) Ministry of Works	10	Industrial Security & Safety Directorate DPS / EWA	17	BAPCO
4	Treated Sewage Effluent (TSE)	11	Land Transport Affairs Ministry of Transportation and Telecommunications	18	Tatweer Petroleum
5	Central Planning Office (CPO) Ministry of Works	12	Ministry of Municipalities Affairs & Agriculture (MOMAA)	19	TABREED
6	Electricity Planning and Projects Directorate (EPPD) of EWA	13	Ministry of Housing (MOH)	20	Bahrain Bay Utilities (BBU)
7	Water Planning and Projects Directorate (WPPD) of EWA	14	Industrial Areas Directorate Ministry of Industry and Commerce (MOIC)	21	Muharraq STP Company (STP)

Notes:

*The entities listed in the table above, excluding private entities, are authorized to submit and address requests.

Documents for Submitting Wayleave Permit Requests via the Tasareeh Portal for Authorized Entities



Complete project plans and renderings in AutoCAD/MicroStation format



Copy of the Planning Permission Approval, if applicable.



Any additional supporting documentation for the project and the involved entities



A copy of the schematics in PDF format



Prior approval for the project, if applicable



Cross-sectional diagrams of the project, if applicable

Procedures for Submitting Wayleave Permit Requests via the Tasareeh Portal for Authorized Entities

1. The applicant submits the Wayleave permit request via the Tasareeh Portal.
2. The applicant/entity enters all required information and uploads the engineering schematic drawings, along with any relevant attachments, within the system.
3. The Tasareeh system automatically routes the requests to the relevant entities for review and approval.
4. The portal determines the relevant secondary or private entities within the project's service area and routes the request accordingly. Entities not linked to the portal must be contacted directly by the applicant or via the Central Planning Office by Outside agency Wayleave application form.
5. The designated infrastructure service entities, along with any applicable private entities, review and comment on the request through the portal, adhering to the 10-working days response period stipulated in the Service Level Agreement.
6. It is mandatory for the applicant to revise the project design as per the service entities' specifications, following the agreed-upon practices to avoid interference with their services corridor.

Procedures for Submitting Wayleave Permit Requests via the Tasareeh Portal for Authorized Entities

7. The applicant may be required, according to the service entities' observations, to secure additional approvals* before the Wayleave permit is granted on the system, based on the project's conditions and the entities' requirements. These additional approvals include:
 - Request for sidewalk cutting approval (US).
 - Request for main road cutting approval (MP).
 - Request for approval of costs for relocation of existing public and private sector services (IUWR/CR).
 - Request for trial holes approval.
 - Request for letter of undertaking.
 - Request for site visit to worksite.
 - Request a meeting.
8. After fulfilling the service entities' requirements and depending on the project location, the applicant entity uploads the additional approvals to the system once obtained.
9. The service entity examines the additional approvals and finalizes the approval on the system.
10. A copy of the Wayleave permit is granted once all entities have approved (as cleared Wayleave), with consideration given to compliance with all conditions set by the service entities in the permit.

Notes:

*These approvals are compulsory for the applicant and must be acquired through direct submission to the relevant authorities to proceed with obtaining the Wayleave permit.

3

Procedures for Wayleave Permits for Entities Not Authorized to Use the Portal



Documents Required for Submitting Wayleave Permit Requests for Entities Not Authorized to Use the Portal



Complete project plans and renderings in AutoCAD/MicroStation format



Official letter to the Central Planning Office for obtaining the required Wayleave



Application form approved by the Central Planning Office



Any additional supporting documentation for the project and the involved entities

Procedures for Submitting Wayleave Permit Requests for Unauthorized Entities Using the Tasareeh Portal

1. The applicant fills out the CPO Wayleave form with the required project details.
2. The applicant submits an official letter to the Central Planning Office requesting the Wayleave permit on the portal, accompanied by the necessary documents.
3. The application is submitted to the Central Planning Office either in person at the office or via the office's official email: CPOIncoming@works.gov.bh.
4. The engineer responsible for Wayleave permits reviews the application and attachments. If the application meets the submission requirements, it is then uploaded to the Tasareeh portal.
5. The system automatically forwards the application to the relevant agencies for assessment and approval.
6. The system determines the relevant subsidiary or private entities within the project's service area and automatically transfers the application to them. The office will contact entities not linked to the system separately.
7. The designated infrastructure service entities, along with any applicable private entities, review and comment on the request through the system, adhering to the 10-working days response period stipulated in the Service Level Agreement.
8. The applicant must meet the service entities' requirements and adjust the project design to comply with agreed standards, avoiding conflicts with their services.

Procedures for Submitting Wayleave Permit Requests for Unauthorized Entities Using the Tasareeh Portal

9. The applicant may, based on the feedback from the service entities, be required to obtain additional approvals* before receiving the Wayleave permit approval from the system, depending on the project's circumstances and the service entities' requirements. These include:
- Request for sidewalk cutting approval (US).
 - Request for main road cutting approval (MP).
 - Request for approval of costs for relocation of existing public and private sector services (IUWR/CR).
 - Request for trial holes approval.
 - Request for letter of undertaking.
 - Request for site visit.
 - Request for a virtual meeting.
10. Should additional approvals be necessary, the Central Planning Office will get in touch with the applicant to request any supplementary documents or secure additional approvals if required outside agency Wayleave application form.
11. If the applicant fulfills the additional approval requirements, they must submit a copy to the Central Planning Office, either in hard copy or by email. For any application to BDF, one set of hard copy application is required with the CAD drawings saved in a CD.
12. The Central Planning Office uploads the additional approvals into the system and coordinates with the service entity for their review.
13. Once the application has obtained all necessary approvals on the system, the Central Planning Office will provide the applicant with a stamped copy of the Wayleave permit and engineering maps that show the locations of existing service lines. (7 nos service drawings are provided). The contractor details to be provided by the applicant. The Contractor has to clear the Wayleave from the Municipality and GDT prior to start the work.

Notes:

*These approvals are mandatory for the applicant and must be obtained by submitting the request directly to the relevant entities to proceed with obtaining the Wayleave permit.

4

Additional Approvals Required for Wayleave Clearance



Additional Approvals Required for Wayleave Clearance

These approvals must be obtained by the applicant based on the project type, location, or service authority requirements before final approval is granted on the system. The required approvals include:

Undersecretary Permission (US)

This is a mandatory approval required by the Roads Sector – Road Projects and Maintenance Directorate when the entity’s representative comments on the portal that sidewalks are affected within the work area. This applies when the work zone extends to both sides of a main road, based on the classification criteria set by the Road Projects and Maintenance Directorate.

Documents Required for an Undersecretary Permission



Undersecretary Permission
Form



Copy of Wayleave permit (Not
Cleared) from the Tasareeh Portal.
RPDD approval is compulsory in the
Wayleave



Copy of the worksite map
and location



Photographic evidence of the
site



Type and scope of
work

Undersecretary Permission Approval

Procedures

1. The applicant completes the US Permission Form – CPO for footpath/verges cutting, obtained from the Central Planning Office.
2. All required documents must be attached to the permit form.
3. The applicant submits the request manually to the Road Projects and Maintenance Directorate. (RPMD accepts the submission by e-mails)
4. The assigned engineer conducts a technical review of the request.
5. Technical comments are approved by the relevant section head and department director.
6. The request is forwarded to the Assistant Undersecretary for Roads at the Ministry of Works for approval.
7. The request is submitted to the Undersecretary of the Ministry of Works for a decision.
8. Upon approval or rejection, the request form is returned to the Roads Projects and Maintenance Directorate.
9. The directorate coordinates with the applicant to collect the form manually from the department's office.
10. Once approved, the applicant submits the certified Undersecretary Permission form via the portal for the Wayleave permit to be processed.

Ministerial Permission (MP) to cut Asphalt

This is a mandatory approval required by the Roads Sector – Roads Projects and Maintenance Directorate if the project involves asphalt cutting within the road right-of-way, as determined by the Roads representative on the portal. This applies in the following cases:

1. If the work area falls within the asphalt zone of a road that has been newly constructed or rehabilitated within the past two years.
2. When the work site is part of a primary or ministerial road, as per the classification set by the Roads Projects and Maintenance Directorate.

Documents for Submitting Ministerial Permission



Ministerial Permission form (from the Central Planning Office)



Copy of Wayleave permit (Not cleared) from the Tasareeh Portal. RPDD approval is compulsory in the Wayleave



Copy of work map and it's location



Copy of aerial map of the site



Road diversion plan

Ministerial Permission Approval

Procedures

1. The applicant fills out the "Ministerial Permission Form" for road cutting, which is sent by the Central Planning Office employee to the applicant.
2. The applicant must attach all required documents with the form.
3. The applicant submits the request manually to the Roads Projects and Maintenance Department. (RPMD now accept the applications by email)
4. The request undergoes technical evaluation by the engineer responsible for the department.
5. The technical feedback is validated by the head of the department and the director.
6. The request is submitted to the Assistant Undersecretary for Roads at the Ministry of Works for approval.
7. The application is transferred to the Central Planning Office for evaluation, where technical feedback is provided and recommendations are sent to the Minister of Works.
8. The request is sent to the Minister of Works for a decision on approval or refusal.
9. Upon review by the relevant Minister, the request is returned to the Central Planning Office, which subsequently forwards it to the Roads Projects and Maintenance Directorate.
10. If approved or rejected, the Directorate notifies the requesting entity with an official letter.

Approval for IUWR for Public Sector

This approval is mandatory and is requested by public service providers when a project interferes with their existing infrastructure. It involves calculating the cost of relocating or safeguarding the existing utility lines to be borne by the requesting government entity.

Required Documents for IUWR



IUWR form



Copy of Wayleave permit (Not Cleared) from the Tasareeh Portal



Copy of work map and it's location



Cost of removing existing service lines



Copy of aerial map of the site



Alternative service corridor

Approval for IUWR for Public Sector

Procedures

1. If there is a conflict with existing services on-site, the Damage Prevention Section of the Electricity and Water Authority requires the applicant (government entity) to submit a Inter Utility Works Request (IUWR), and the request will be reviewed on the portal.
2. The engineer of the government entity applying for the Wayleave permit fills out the IUWR form and sends it via email to the engineer of the Damage Prevention Section.
3. The engineer of the Damage Prevention Section forwards the request internally via email to the relevant department to calculate the service cost.
4. The concerned engineer at the Electricity and Water Authority 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 cost details to the concerned entity requesting the permit via email.
6. Once the cost is received from the Damage Prevention Section, the engineer of the concerned entity transfers it to the project engineer.
7. If the project budget permits, the cost approval process is completed and submitted to the higher administration for approval.
8. Upon approval of the IUWR form by the relevant minister, the service authority forwards the request to the Ministry of Finance for the issuance of the Local Purchase Order (LPO).
9. Once the Local Purchase Order (LPO) is issued by the Ministry of Finance and National Economy, the requesting entity sends a cost acceptance letter to the relevant service authority.

Approval for IUWR for Public Sector

Procedures

10. The approved (LPO) form and proof of its submission to the relevant section (CONSTRUCTION) are uploaded.
11. The Damage Prevention Section's Engineer reviews the IUWR form and the (LPO) form to ensure all requirements are met before approving the Wayleave permit.
12. A surveying office is assigned to document changes to the relocated infrastructure services (As-Built details) with the specifications and standards issued by the Survey and Land Registration Bureau.
 - Bahrain standard for mapping underground utilities.
 - Data capture and delivery specification for the mapping of underground utilities.

Approval for Customer Request (CR) for Private Sector

It is a mandatory pre-approval requested by the Electricity and Water Authority from the private sector and individuals when their services conflict with privately owned land, such as requests for relocating lighting poles that interfere with private land entrances or protecting conflicting lines. In this service, the cost of relocating or protecting the existing lines is calculated at the expense of the private sector applicant.*

Required Documents for CR



Customer Request
form



Copy of Wayleave permit from
the Tasareeh Portal



Copy of identity card



Contact information of the
applicant

Notes:

- If the request for the cost of service displacement is for the construction of a substation, the designated land must be registered before work begins. If the Roads Directorate constructs it, the substation will later be handed over to the Electricity Distribution Directorate of the Authority, as per the agreement.
- If there is a request for land subdivision within the same work area as the Wayleave permit, all related approvals must be obtained before submitting the request for the displacement cost.

Approval for CR for Private Sector

Procedures

1. If the services of the Electricity and Water Authority conflict with the Wayleave permit for the private sector, the engineer of the Damage Prevention Section will comment on the system by submitting a Customer Request (CR) for a technical service.
2. The Central Planning Office will inform the applicant to proceed with the technical service procedures from the Electricity and Water Authority.
3. The applicant submits the technical service request via the Electricity and Water Authority's website or through the eGovernment portal by scheduling an appointment via 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.
 - A Customer Request (CR) is issued to the applicant, and the request form is sent to them via email.
 - The request is forwarded to the relevant department at the Electricity and Water Authority.
 - The concerned department ensures that the request is complete and calculates the cost.
 - A text message or email is sent to the applicant confirming the acceptance of their request and informing them to pay the fees.
 - The applicant pays the fees through the payment link sent with the text message, via Sadad, or by visiting the Customer Services Directorate.

Approval for CR for Private Sector

Procedures

- A Customer Request (CR) is issued to the applicant.
- The applicant provides the Central Planning Office with a copy of the CR to be uploaded into the Wayleave Tasareeh Portal, along with a copy of the payment receipt.
- The engineer of the Damage Prevention Section reviews the attached CR and approves the permit.

Trial Holes Request

Trial holes are requested by service entities from the permit applicant and are conducted during the second clearance phase at the work site, prior to project commencement. These are done to verify the locations of infrastructure network services, ensuring they match the spatial data maps, and to determine the safe distance between the underground cables and the excavation site, ensuring the protection of infrastructure networks.

Documents Required for Trial Holes Request



A copy of the Wayleave permit
from the Tasareeh Portal



Contractor details



Authorization letter from the
issuing authority for the
contractor

Instances that Call for Trial Holes

Procedures

1. In situations that necessitate trial holes, the Damage Prevention Section or any other relevant service authority will comment and request trial holes at the site during the second clearance phase.
2. The appointed contractor submits the second clearance approval request along with the required documents to the service authority.
3. The service authority specifies the trial hole excavation date as part of the site's second clearance approval.
4. The contractor is responsible for funding the required trial hole excavations, and the service authority requesting the excavations oversees the process, ensuring the contractor adheres to technical safety standards and safe distances.
5. In cases where infrastructure services are not included in the systems or databases, a surveying office must be assigned to track these services based on the specifications and standards provided by the Survey and Land Registration Bureau:
 - Bahrain standard for mapping underground utilities
 - Data capture and delivery specification for the mapping of underground utilities

Request for an Undertaking Letter

Certain service entities request a letter of undertaking from the permit applicant in cases of conditional permit approval. The letter includes an assurance from the relevant administration to cover any future expenses, site evacuation, or other technical conditions in case the requesting service entity operates at the same location.

Required Documents for an Undertaking Letter



An undertaking letter approved by the higher administration of the ministry, addressed to the licensing authority, detailing all financial and technical conditions stipulated by the requesting governmental entity

In Instances where an Undertaking Letter is Required

Procedures

1. In cases where the service entity comments in the system about the necessity of submitting an undertaking letter, the applicant must prepare the letter in accordance with the conditions mentioned in the service entity's comment and have it approved by senior management.
2. The applicant sends a draft copy of the undertaking letter to the service entity for review and to verify the accuracy of the conditions stated within it.
3. After the service entity's approval, the letter is then formally approved by the applicant's higher administration.
4. The requesting entity uploads the letter to the portal.
5. The service entity then updates the response on the portal and grants approval.

Site Visit Request

Site visits are requested by service entities during the permit review process on the portal. These visits can be requested before the issuance of the permit or during the second clearance stage to ensure site compliance or clarify any ambiguities in the submitted engineering schematic drawings.

Required Documentation for Site Visit



A copy of the detailed project drawings submitted with the permit in AutoCAD/MicroStation format

The Instances where a Site Visit is Required

Procedures

1. In cases where a stakeholder comments in the system that a site visit meeting is required, the applicant must contact the relevant stakeholder to arrange the meeting.
2. The stakeholder then updates the response in the system—indicating approval, rejection or conditional approval—based on the results of the site visit.

Request for a Virtual Meeting

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

Required Documents for a Virtual Meeting Request



A copy of the project map
and its location



Scope of work

The Instances Requiring a Virtual Meeting

Procedures

1. If the service entity's engineer approves the virtual meeting with the permit applicant, coordination will take place to schedule the meeting.
2. The concerned department will contact the applicant via email and available channels to set the meeting date.
3. The meeting will be held to study the project, address any conflicts, explore possible solutions, and discuss technical aspects with the project manager.
4. Comments will be updated on the portal based on the meeting's outcomes.

Insurance

This is a compulsory prerequisite requested by certain service departments when reviewing permits. The entity requesting the permit must provide insurance if work is being conducted near high-risk infrastructure networks.

Required Documents for Insurance



A copy of the Wayleave permit from the Tasareeh Portal, approved by all service authorities



An insurance policy covering the specified amount for damages as outlined by the service authority's comments on the permit

The Instances Requiring An Insurance

Procedures

1. If the service authority requires an insurance policy to be provided before commencing work on-site, the applicant must get in touch with authorized insurance companies to insure the infrastructure assets.
2. The contractor appointed by the service authority submits an authorization letter to the insurance company, attaching the approved Wayleave permit, along with copies of the site and engineering maps.
3. The insurance company assesses the type of work and calculates the cost to cover any potential damage.

The Instances Requiring An Insurance Procedures

4. Once the contractor and the concerned authority agree on the amount, the insurance company issues the insurance policy.
5. The contractor provides the insurance policy during the second clearance stage to the requesting authority, ensuring that all necessary documents are in place for obtaining the service authority's approval before starting the work.

5

Second Clearance



Second Clearance

This approval must be obtained by the contractor appointed by the service authority, the developer, or the private-sector applicant from the relevant service authorities before starting project execution on-site. The purpose of this approval is to:

1. Collect contractor details and establish communication methods for addressing potential damages during project execution.
2. Verify that the permit aligns with ongoing service authority projects, ensuring no conflicts with designs subject to change.
3. Confirm the scheduled start and finish dates of the project.
4. Verify the on-site underground services in comparison with the spatial data held by the service authority.
5. Confirm that the contractor complies with all conditions outlined in the permit.
6. Ensure the contractor accurately defines the work area as per the permit's specifications.
7. Oversee the contractor's activities to ensure that network infrastructure remains protected from damage.

Required Documents for Second Clearance Request



A letter of undertaking to cover the costs of damages to the electricity and water network*



Details of the responsible engineer in the government entity providing the approval



Clarification of the project's start and end dates and times**



An authorization letter from the issuing authority is required for the contractor***

Notes:

*Electricity distribution lines, electricity transmission lines, water distribution lines, water transmission lines, street lighting lines. **Including the contractor's name who has been assigned to perform the work under the permit.

***Including the name of the contractor appointed to carry out the work.

Entities that Mandate Second Clearance

- 1

Roads Projects and Maintenance Directorate (RPMD)
- 2

Sanitary Engineering Operations & Maintenance Directorate (SEOMD)
- 3

Treated Sewage Effluent (TSE)
- 4

Electricity Planning and Projects Directorate (EPPD) of EWA
- 5

Water Planning and Projects Directorate (WPPD) of EWA
- 6

Water Distribution Directorate (WDD)
- 7

Damage Prevention Section (DPS)
- 8

Ministry of Transport (MTT)
- 9

Bahrain Authority for Culture and Antiquities (BACA)
- 10

Telecommunications Regulatory Authority (TRA)
- 11

BAPCO
- 12

TATWEER

Second Clearance

Roads Projects and Maintenance Directorate (RPMD) - Ministry of Works

Required Documents for Second Clearance (RPMD)



Inspection and audit form issued by the
Roads Projects and Maintenance
Directorate



Site maps and designated work area
plans



Original Wayleave permit issued through the
Tasareeh Portal, with all necessary service authority
approvals



Authorization letter for the contractor
issued by the relevant entity

Procedures

1. The appointed contractor must complete the Second Clearance form and submit the request at the Roads Projects and Maintenance Directorate building, attaching all required documents.
2. The designated engineer from the Roads Maintenance Control and Damage Monitoring Unit hands over the inspection and audit form to the contractor, who is responsible for completing and submitting it for review.
3. The contractor fills out the inspection and audit form, attaches the necessary documents, and deposits it in the assigned correspondence box for further processing by the Roads Maintenance Control and Damage Monitoring Unit.

Procedures

4. The Control and Damage Monitoring Unit engineer meets with the contractor and the requesting entity's representative on-site to confirm all control requirements and protection measures are in place.
5. A site visit is organized by the engineer of the Control and Damage Monitoring Unit to ensure compliance with required protocols and confirm the protection of infrastructure.
6. The engineer returns the approved request to the correspondence box for the contractor to collect it the following day.
7. Work at the site is carried out under the supervision of the Roads Projects and Maintenance Department to ensure no damage to the road network and to restore it to its original condition as required.

Second Clearance

Damage Prevention Section (DPS) – Electricity and Water Authority

Required Documents for Second Clearance (DPS)



An official undertaking to bear the cost of any damages to the Electricity and Water Authority’s services



A statement of commitment from the government entity to finance any necessary repairs to the Electricity and Water Authority’s network



Details of the designated engineer from the government entity issuing the permit



Contractor’s information



A clear outline of the project's duration, including start and completion dates



Formal authorization letter for the contractor

Procedures

1. The contractor appointed by the government entity proceeds to the Damage Prevention Section office.
2. Documents must be placed in the designated section according to the project's governorate.
3. The governorate engineer checks the correspondence rack and collects the submitted requests.
4. The engineer examines the requests and verifies their compliance with the required specifications.
5. The engineer will comment on the permit, either granting approval or conditional approval, which may require several site visits before and throughout the course of the work. The engineer will also provide the contact number of the relevant technical personnel for coordination during the project.
6. The request and accompanying documents are placed back in the correspondence rack.
7. The contractor collects the documents the next day and reviews the response from the Damage Prevention Section, along with the conditions for second clearance approval of the permit.

Second Clearance

Sanitary Engineering Operations & Maintenance Directorate (SEOMD) - Ministry of Works

Required Documents for Second Clearance (SEOMD)



Original permit with all necessary service authority approvals



Letter of authorization for the contractor



Detailed drawings at a clear and defined scale

Procedures

1. The appointed contractor submits the second clearance request to the Sanitary Engineering Operations and Maintenance Directorate to the designated employee named in the Sanitary Engineering Planning & Projects Directorate's comments on the permit.
2. The engineer records the contractor's details and reviews the request.
3. The permit copy is signed and handed over to the contractor.

Second Clearance

Telecommunications Regulatory Authority (TRA)

Required Documents for Second Clearance (TRA)



The original permit copy, with approvals from all relevant service authorities



Detailed site maps



A Copy of the insurance policy (if applicable)

Procedures

1. Prior to starting work at the site, the designated contractor visits the BNET office and submits the second clearance request with the necessary documentation.
2. BNET processes second clearance requests from contractors daily between 7:00 AM and 8:00 AM.
3. The assigned engineer reviews the submission and ensures that the Telecommunications Regulatory Authority's response is included with the permit.
4. The engineer signs the permit and delivers it to the contractor.

Second Clearance

Water Distribution Directorate (WDD) - Electricity and Water Authority

Required Documents for Second Clearance (WDD)



Original copy of the Wayleave permit, complete with approvals from all relevant service departments.

Reasons for the Second Clearance Request

- To maintain the integrity of existing services provided by the Water Distribution Directorate.
- To prevent any potential damage or leakage that may degrade the quality of services offered by the Authority to residents.
- To secure the protection of designated service routes reserved for the Authority.

Procedures

1. The appointed contractor submits the Wayleave permit, with all necessary service approvals, to the Planning Department engineer in person.
2. The engineer emphasizes the importance of following the stipulated conditions in the permit before starting the work.
3. The engineer signs the original permit and provides it to the contractor.

Second Clearance

Electricity Planning and Projects Directorate (EPPD) - Water Planning and Projects Directorate (WPPD) – Electricity and Water Authority

Required Documents for Second Clearance (EPPD & WPPD)



A copy of the Wayleave permit from the Tasareeh Portal, fulfilling all service authority requirements



Formal authorization letter for the contractor



Contractor information

Reasons for Requesting a Second Approval

- Ensuring the permit does not conflict with ongoing design and implementation projects of the Electricity and Water Authority.
- Preserving the reserved service corridors and locations of electricity and water transmission and distribution stations.

Procedures

1. The contractor designated by the relevant authority submits a copy of the Wayleave permit, complete with all required service authority approvals, either via email or by physically delivering it to the responsible engineer in the Electricity Planning and Projects Directorate.
2. The engineer confirms the contractor's obligation to follow the conditions stated in the permit before initiating the work.
3. The engineer signs the permit and provides it to the contractor, either in person or via email.

Second Clearance

Treated Sewage Effluent (TSE) – Ministry of Works

Required Documents for Second Clearance (TSE)



The original copy of the permit, complete with approvals from all relevant service authorities



Letter of authorization for the contractor



Detailed drawings at a clear and defined scale

Procedures

1. The appointed contractor submits the second clearance request to the Treated Sewage Effluent via email to the designated employee, as indicated in the department's comments on the permit, or by presenting it in person.
2. The engineer reviews the request, ensures all required information is included, and coordinates with the appointed contractor if trial holes or any other requirements are needed.
3. Work is conducted on-site under the supervision of the Treated Sewage Effluent to ensure no damage occurs to the network.

Second Clearance

Land Transport Affairs, Ministry of Transportation and Telecommunications (MTT)

Required Documents for Second Clearance (MTT)



Project timeframe and site work duration.



Approved wayleave permit with all service provider authorizations.



Information on the assigned government engineer and project contractor.



Digital site plans in DGN and PDF formats.

Procedures

1. The contractor submits the permit to the Planning and Studies Section within the Land Transport Affairs Directorate.
2. The designated engineer reviews the permit, ensuring all required approvals from relevant authorities are in place and assessing any previous comments from the directorate.
3. The request is evaluated, and if approved, the permit is signed and returned to the contractor via email or through direct collection.
4. If further documentation is required, such as a traffic diversion plan or a digital design file, approval is granted once all necessary submissions are met.

Second Clearance

Bahrain Authority for Culture and Antiquities (BACA)

Required Documents for Second Clearance (BACA)



Original wayleave permit, fully approved by all relevant service authorities



Undertaking letter, if requested as part of the initial approval in the Tasareeh Portal



Photographs of the project site and surrounding area

The Instances Requiring Approval

- Permits near heritage or archaeological sites where additional conditions apply.
- Permits near heritage buildings or sites where excavation work may impact foundations or structural integrity.

Procedures

1. Should the Bahrain Authority for Culture and Antiquities (BACA) issue a directive requiring Second Clearance before project initiation, the assigned contractor must email the request to permits@culture.gov.bh. If Bahrain Authority for Culture and Antiquities stipulates the need for an undertaking letter to safeguard heritage and archaeological sites, the duly signed and approved letter must be attached to the clearance request.
2. The responsible engineer evaluates the request, confirming that all required approvals have been secured and reviewing previous comments on the permit.
3. The designated engineer at BACA finalizes the permit and collaborates with the contractor to determine the work commencement schedule.
4. The Bahrain Authority for Culture and Antiquities oversees site operations to ensure that heritage and historical buildings remain unaffected.

Second Clearance

TATWEER

Documents Required for Requesting Second Clearance in Proximity to TATWEER Assets



Method statement



Risk management



Insurance



Work permit request
(Through TATWEER online system)

Procedures

1. The assigned contractor sends the required documents to TATWEER through email to the responsible engineer.
2. The engineer inspects the submission and verifies that it contains all the relevant details.
3. The engineer signs the clearance and arranges a start date for work supervision.

Second Clearance

TATWEER

Documents Required for Requesting Second Clearance in Proximity to TATWEER Assets



The original Wayleave permit, fully approved by all relevant service authorities



Documents requested by TATWEER, if needed



The engineer's signature on the Wayleave permit

Procedures

1. The appointed contractor submits the necessary documents requested by TATWEER to the assigned engineer through email.
2. The engineer reviews the submission and checks that all details are provided.
3. The engineer signs off on the Wayleave permit and arranges a start date for work supervision.

Second Clearance

BAPCO

Required Documents for Second Clearance (BAPCO)



The original permit, complete with all necessary approvals from relevant service authorities



Documents requested by TATWEER, if needed



The engineer's signature on the Wayleave permit

Procedures

1. The contractor submits the required documents as specified by BAPCO.
2. The engineer reviews the request to ensure all necessary information is included.
3. If the Wayleave permit crosses over aircraft fuel pipelines or A/B pipelines, trial holes are required to verify the pipeline path on-site. Once the necessary requirements are met, the request will be approved.

Procedures

4. If the Wayleave permit is far from any risk to assets, approval will be granted without further requirements.
5. Ground markings must be defined for the excavation path before work commences, to enable an inspection of the excavation route.
6. The engineer signs and schedules the inspection of the permit route if necessary.
7. Submit the documents as per BAPCO's requirements.
8. The engineer examines the submission and verifies that all necessary information is provided.
9. The engineer signs and arranges a route inspection if required.

6

Procedures of the Municipalities Sector



Procedures of the Municipalities Sector

Parks Section

Procedures

The designated contractor must apply for the wayleave clearance from the concerned municipality in accordance with the following process:

1. The request shall be submitted through the municipality's official website: www.mun.gov.bh by selecting the Wayleave permit service and attaching the following documents:
 - A valid "Cleared Wayleave" form issued through the Tasareeh Portal.
 - An authorization letter from the concerned ministry permitting the contractor to submit the application and proceed with the works.
 - A valid contractor's commercial registration document.
 - A site layout highlighting the excavation length in meters.
 - Updated site photographs.
2. Upon receiving the online application, the receptionist will:
 - Generate a transaction number and notify the applicant via SMS, confirming receipt of the request and providing the transaction number.
 - Forward the application to the designated officer for review.
 - If the application is found to be incomplete, it will be electronically returned to the applicant via the online portal.
 - If the documents are complete and valid, the application process will proceed.

Procedures of the Municipalities Sector

Parks Section

Procedures

3. The request is forwarded to the Parks Division, where it is reviewed by the designated area engineer.
4. The engineer then inspects the site alongside the contractor appointed by the relevant service ministry to ensure proper execution.
5. In cases where the work site overlaps with landscaped areas or includes irrigation pipelines, an assessment is conducted to determine the type and quantity of affected vegetation.
6. The Parks Division calculates the compensation for any damages in accordance with the provisions of Ministerial Decision No. (6) of 1990 issued by the Minister of Housing, Municipalities, and Environment.
7. A formal damage assessment form is completed by the division, outlining the compensation amount, and is then approved by the Head of the Parks Division.
8. The approval and associated conditions from the Parks Division are then submitted to the Licensing Division for permit processing.

Procedures of the Municipalities Sector*

Permits Section

Procedures

1. The application is reviewed electronically, along with the approval from the Parks Division and the conditions specified therein.
2. The application is electronically validated, subject to the payment of:
 - Wayleave permit fees.
 - Advertisement fees.
 - Road occupancy fees (if required).
 - Insurance fees or compensation for damaged plants (if required).
3. The applicant receives a text message informing them of the due fees, accompanied by the authorized payment methods through Sadad.
4. Once the fees are paid, the Licensing Department electronically issues the permit and sends it to the applicant via email or in person.

Notes:

If the Wayleave permit application pertains to a work area that falls within more than one municipality, the applicant is required to obtain a separate permit from each relevant municipality, in accordance with the outlined procedure.

Procedures of the Municipalities Sector

Inspection & Monitoring Section

Procedures

1. The applicant (contractor) must submit a request for a security deposit refund to the Accounts Section of the relevant municipality, along with the following documents:
 - Copy of the approved Wayleave permits.
 - Original balance records.
 - Bank account number.
2. The Accounts Department, through its designated officer, receives and registers the request in the FMIS system for security deposit reimbursement.
3. The request is transferred to the Inspection and Monitoring Division for verification and compliance assessment.
4. A site inspection is conducted to confirm that the contractor's activities comply with the approved permit area.
5. Upon verification of compliance and absence of violations, the inspector authorizes the request in the system, enabling the Accounts Department to proceed with the refund.

Procedures of the Municipalities Sector

Inspection & Monitoring Section

6. In the event of violations, the inspector shall take the necessary legal actions as follows:

- The violation and its nature are recorded in coordination with the relevant department.
- A notice is issued to the contractor regarding the violation of the permit conditions, citing judicial authority and specifying the damage costs to be deducted from the security deposit.
- An official complaint letter is sent to the relevant ministry regarding the non-compliant work.

7. The contractor is required to rectify the violation and replace any identified damages.

Refund Process:

- Once all violations have been resolved or confirmed as non-existent, in coordination with the relevant departments, the Accounts Department processes the refund and transfers the amount to the applicant's designated bank account.
- The applicant will then be able to receive the refunded deposit.

7

General Directorate of Traffic



Documents Required for Submission to the General Directorate of Traffic



An official letter addressed to the General Directorate of Traffic requesting the required work permit*



An official Wayleave permit issued through the Tasareeh Portal, fully compliant with the requirements of all relevant service entities and approved by the Ministry of Municipalities Affairs and Agriculture



Approvals from relevant authorities based on the project location



An authorized Traffic Diversion Plan endorsed by the Roads Planning & Design Directorate, required for partial or full road closures**

Notes:

*A formal authorization letter from the relevant authority, assigning the contractor for the Wayleave permit. The letter must include details of the work scope, project location, and the commencement date.

**A certified Traffic Diversion Form from the Road Planning and Design Directorate if the Wayleave permit work zone requires lane closures. If the excavation site is on a pedestrian walkway, an alternate path must be provided.

Procedures

1. The General Directorate of Traffic Services will dispatch a patrol to the work site to conduct a routine inspection of the contractor's activities. This inspection ensures that all required traffic signage is properly placed, the conditions of the permit are adhered to, and the project is completed within the duration specified in the work permit issued by the Directorate.
2. Should the contractor need additional time to complete the work, they must visit the Traffic Engineering Division to renew their work permit, paying a renewal fee of 6 Bahraini Dinars, as well as any applicable traffic fines.
3. If the work duration exceeds the specified period, a traffic violation will be issued to the contractor.
4. If the Wayleave permit necessitates a constant patrol at the site, the contractor will be required to pay a patrol fee according to the established rate of 3 Bahraini Dinars per person per hour.

Procedures

The contractor must obtain a traffic diversion certificate from the Traffic Safety Department of the Ministry of Works prior to applying for a work permit.

Required Documents for Submission to the Traffic Engineering Section of the Ministry of Works



A formal letter requesting approval for the required work permit



A copy of the Wayleave permit from Tasareeh Portal, ensuring compliance with all service authorities' requirements



An inspection request form



A proposed traffic diversion plan, if applicable

Procedures for Work in the Asphalt Area

1. The authorized contractor must submit a work permit request to the General Directorate of Traffic – Traffic Engineering Section, in person, with all required documents.
2. The designated officer within the Traffic Engineering Section will:
 - Verify the documents provided and confirm the approvals from all relevant entities in the Wayleave permit.
 - Check that there are no recorded traffic violations under the contractor's commercial registry. If any violations are present, the contractor must settle all fines before the work permit is issued.
 - The contractor will then pay the work permit fee (BHD 6) in accordance with Ministerial Decision No. 309 of 1998, and the Wayleave permit will be stamped by the Traffic Engineering Section.
 - The contractor will be issued a work permit via the General Directorate of Traffic's system, valid for one year, with renewal options. The work permit form will include the work schedule, project duration, and permit validity period.
3. Before commencing work, the contractor shall contact the Operations Directorate at 199 and notify them of the work initiation at the site.

Road Planning & Design Directorate (Traffic Engineering Section) Procedures

1. The appointed contractor submits a traffic diversion request through the Traffic Diversion System, along with the required supporting documents.
2. The request is forwarded to the Traffic Engineering Section within the Road Planning & Design Directorate for document evaluation.
3. The department reviews the submission and provides relevant feedback.
4. The request is reviewed by the joint committee, comprising representatives from the General Traffic Department and the Traffic Engineering Section, during coordination meetings.
5. Upon approval or denial, the Traffic Engineering Section issues a formal decision via the Traffic Diversion System, which includes approval or rejection details.
6. If the work area is located on specific streets, the request is submitted for approval to the Prime Minister's Office.
7. Upon approval of the traffic diversion request, the contractor is required to submit a work permit application to the General Directorate of Traffic Services, including a copy of the approved traffic diversion request.

Notes:

For certain strategic roads, the General Directorate of Traffic Services collaborates with designated government authorities to notify them about the initiation of work and obtain their approval.

8

Wayleave Permit Renewal



Wayleave Permit Renewal

It is a procedure through which a Wayleave permit is extended if the required work has not been completed within the specified project timeframe due to one of the following reasons:

- Unavailability or delayed arrival of necessary materials and equipment for project completion within the permit's validity period.
- Service relocation constraints due to the absence of available service corridors.
- Any technical or administrative reasons depending on the nature of the project.

Required Documents for Wayleave Permit Extension



Wayleave permit extension request
form



Expired Wayleave permit
previously approved by all
relevant service authorities

Procedures

1. The government entity requesting a Wayleave permit extension submits the request via email to the Central Planning Office.
2. Upon receiving the email, the engineer at the Central Planning Office responds by requesting clarification on the reason for the extension, along with the required extension period.
3. Upon receiving the response and evaluating the reason and requested extension period, the engineer requests the submission of the original Wayleave permit to the Central Planning Office.
4. Once the permit is received, a form is prepared with details of the extension period, contractor information, and relevant recommendations.
5. The engineer stamps the original permit, indicating the extension period, and submits it along with the form to the Chief, CPO for review and consideration of the extension request.
6. Upon approval and signature by the Chief, CPO. The request is returned to the engineer, who then notifies the contractor to collect the permit.
7. Upon the contractor's arrival, they sign the extension form.
8. A copy of the form is taken and archived.
9. The original Wayleave permit is handed over to the contractor to proceed with the work on-site.

9

Emergency Permits



Emergency Permits

Emergency Wayleave permits are issued for the repair of unexpected faults or damage to infrastructure networks, requiring immediate on-site action within a maximum of two hours. This urgency is necessary to prevent further damage to the networks or disruption of service availability for beneficiaries. Emergency permits are classified into two categories:

- Emergency works under the Electricity and Water Authority, including the Water Distribution Directorate, Electricity Distribution Directorate, Water Transmission Directorate, Electricity Transmission Directorate, and the Street Lighting Department.
- Emergency works under other government entities.

Required Documents for Emergency Permits Under the Electricity and Water Authority



Service relocation form (Form No. 400) from EWA



Site map of the emergency works

Procedures

1. The responsible engineer from the department handling faults fills out the Service Relocation Form (No. 400) from EWA.
2. The engineer submits the form to the Damage Prevention Section and notifies them of the commencement of work.
3. The Damage Prevention Section sets the conditions for carrying out the work (Form No. 400) from EWA.
4. The section provides the requesting entity with a copy of the spatial information map for the work site.
5. The work is carried out under the supervision of the Damage Prevention Section engineer.

Required Documents for Emergency Permits for Government Entities



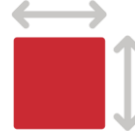
Site map of the emergency works



Liability undertaking letter



Details of the responsible engineer



Worksite length measurement, not exceeding 50 meters

Procedures

1. The requesting government entity's engineer submits an email to the relevant departments.*
2. The engineer attaches the required documents to the email.
3. The relevant departments review the request on an urgent basis.
4. The Engineer in the Damage Prevention Section requests the fulfillment of the liability undertaking letter for service cost coverage related to the Electricity and Water Authority.
5. Once the letter is received, the Damage Prevention Section engineer coordinates with the assigned contractor for a site meeting and signs the letter.

Notes:

*Damage Prevention Section (DPS)

During official working hours: An email is sent to the maintenance engineer of the department.
Outside official working hours: Emergency work is reported by phone to the authority's hotline.

Procedures

6. The Damage Prevention Section engineer provides the contractor with the service drawings for the site.
7. The contractor signs the Damage Prevention Section form and then proceeds with the work.



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