

**Administrative Resolution No. (381) of 2017 Issuing the  
Implementing Bylaw of Executive Council Resolution No. (5) of 2016  
Regulating Car Parks in the Emirate of Dubai<sup>1</sup>**

---

**The Director General and Chairman of the Board of Executive Directors of the Roads and Transport Authority,**

After perusal of:

Law No. (17) of 2005 Establishing the Roads and Transport Authority and its amendments; and  
Executive Council Resolution No. (5) of 2016 Regulating Car Parks in the Emirate of Dubai,

**Does hereby issue this Resolution.**

**Definitions  
Article (1)**

The following words and expressions, wherever mentioned in this Resolution, will have the meaning indicated opposite each of them unless the context implies otherwise:

UAE:	The United Arab Emirate.
Emirate:	The Emirate of Dubai.
RTA:	The Roads and Transport Authority.
Director General:	The director general and chairman of the Board of Executive Directors of the RTA.
TRA:	The Traffic and Roads Agency of the RTA.
Competent Department:	The Parking Department of the TRA.
Resolution:	Executive Council Resolution No. (5) of 2016 Regulating Car Parks in the Emirate of Dubai.

---

©2019 The Supreme Legislation Committee in the Emirate of Dubai

*<sup>1</sup>Every effort has been made to produce an accurate and complete English version of this legislation. However, for the purpose of its interpretation and application, reference must be made to the original Arabic text. In case of conflict, the Arabic text will prevail.*

Government Entity:	Any of the ministries, Government departments, public agencies or corporations, Government councils, authorities, or other entities affiliated to the Federal Government or the Government of Dubai.
Vehicle:	Any machine designed to run on roads whether mechanically propelled or otherwise.
Public Car Park:	An area within the Emirate supervised by the RTA and designated pursuant to planning and construction legislation for Vehicles to park in whether for a fee or free of charge. This includes on-street car parks, off-street car parks, and multi-storey car parks.
Private Car Park:	An area that may be used pursuant to planning and construction legislation as a private car park, and that the TRA authorise, in accordance with this Resolution, a person or entity to use for this purpose whether with or without consideration.
Parking Fee:	A fee charged pursuant to the Resolution for parking a Vehicle in a Public Car Park for a specific period.
Controlled Parking Zone:	An area within the Emirate where Parking Fee is applicable and which is marked by information signs or any markings determined by the TRA.
Medical Report:	A medical report issued by the entities determined by the TRA in coordination with the Dubai Health Authority.
Senior Citizen:	Any UAE National aged sixty (60) years or more.
Person with Disability Card:	A document issued by competent federal or local entities stating that its holder suffers from a permanent or temporary disability.
Sanad Card:	A document issued by the Community Development Authority in Dubai to a person with disability to enable him to avail of the services, privileges, and facilities provided by Government Entities in the Emirate, including the privileges specified in this Resolution.
Thukher Card:	A document issued by the Community Development Authority in Dubai to a Senior Citizen to enable him to avail of the services and facilities provided by Government Entities in the Emirate, including the privileges specified in this Resolution.
Person:	A natural or legal person.
UAE National:	Any person holding the UAE nationality.

## **Exclusion from the Scope of Application Article (2)**

In addition to the Vehicles to which the Resolution does not apply, the provisions of the Resolution will not apply to the following Vehicles:

- a. Vehicles of members of the judicial authorities in the UAE;
- b. Vehicles of members of the Federal National Council;
- c. Vehicles of members of the diplomatic corps as approved by the Ministry of Foreign Affairs and International Cooperation;
- d. emergency Vehicles of Government Entities bearing their logos and other Vehicles excluded by the RTA upon the request of these entities for being used as emergency Vehicles; and
- e. electric and environment-friendly Vehicles that use the parking spaces designated for them by the RTA, in accordance with the rules prescribed in this Resolution.

## **Parking Fee Payment Methods Article (3)**

- a. Parking Fees may be paid using any of the following methods:
  1. pay-and-display machines installed within Public Car Parks;
  2. mobile phone, through short message service (SMS) or other approved smart applications;
  3. the RTA website or any other website approved by the RTA for this purpose;
  4. payment for season Public Car Park cards, season Public Car Park Permits, or Public Car Park reservation cards issued by the RTA;
  5. cash payment at the entrances and exits of multi-storey car parks or at smart gate systems equipped with automated parking payment machines; and
  6. automated pay stations.
- b. Public Car Park users who pay the Parking Fee through pay-and-display machines installed within Public Car Parks must display the tickets generated by the machines in a prominent place to enable RTA employees to clearly read it.
- c. Users of certain payment methods prescribed in paragraph (a) of this Article must pay an amount in addition to the Parking Fee. This amount will be paid to the service providers of those payment methods.

**Coding of Parking Zones  
Article (4)**

- a. Public Car Parks are distinctively coded based on their locations as follows:

Zone	Code
On-street car parks within the First Category zones.	A
Off-street car parks within the First Category zones.	B
On-street car parks within the Second Category zones.	C
Off-street car parks within the Second Category zones.	D

- b. Car parks that belong to other entities and are managed by the RTA will be assigned with distinctive codes based on the zones in which these car parks are located as approved by the RTA in this respect.
- c. Codes of each of the zones referred to in paragraphs (a) and (b) of this Article will be displayed on information signs installed within these zones.

**Types of Season Public Car Park Permits  
Article (5)**

- a. Season Public Car Park Permits are categorised as follows:
1. My Parking “General”;
  2. My Parking “Areas”;
  3. My Parking “Multi-storey”; and
  4. My Parking “Student”.
- b. The zones, fees, conditions, rules, and procedures related to each of the categories of the season Permits referred to in paragraph (a) of this Article, together with the details that must be stated in the cards issued to Permit holders, will be determined as per Schedules (1), (2), (3), and (4) attached hereto.

**Categories of Free Public Car Park Permits  
Article (6)**

- a. Free Public Car Park Permits are categorised as follows:

1. My Parking “Person with Disability/ Permanent”;
  2. My Parking “Person with Disability/ Temporary”;
  3. My Parking “Person with Disability/ Tourist”;
  4. My Parking “Centre for Rehabilitation of Persons with Disabilities”;
  5. My Parking “Special Medical Condition”;
  6. My Parking “Senior Citizen”;
  7. My Parking “Emirati”;
  8. My Parking “GCC Citizen”;
  9. My Parking “Government Entity/ Broad Access”;
  10. My Parking “Government Entity/ Limited Access”;
  11. My Parking “Diplomatic Mission”; and
  12. My Parking “Resident”.
- b. The zones, fees, conditions, rules, and the procedures related to each of the categories of the free Permits referred to in paragraph (a) of this Article, together with the details that must be stated in the cards issued to Permit holders, will be determined as per Schedules (5), (6), (7), (8), (9), (10), (11), (12), (13), (14), (15), and (16) attached hereto.

### **Reservation of Public Car Park Spaces for a Fee**

#### **Article (7)**

- a. Public Car Park spaces that may be reserved for a fee are categorised as follows:
1. My Parking “Multi-storey+”;
  2. My Parking “Diplomatic Mission+”;
  3. My Parking “Medical Facility+”;
  4. My Parking “Bank+”;
  5. My Parking “Hotel+”;
  6. My Parking “Contractors+”; and
  7. My Parking “Building/ Conditional+”.

- b. The zones, fees, conditions, rules, and the procedures related to reserving each of the categories of the Public Car Park spaces referred to in paragraph (a) of this Article, together with the details that must be stated in the cards issued to Persons reserving such spaces, will be determined as per Schedules (17), (18), (19), (20), (21), (22), and (23) attached hereto.

**Reservation of Public Car Park Spaces Free of Charge  
Article (8)**

- a. Public Car Park spaces that may be reserved free of charge are categorised as follows:
  - 1. My Parking “Mosque+”;
  - 2. My Parking “Government Entity+”; and
  - 3. My Parking “Emarati+”.
- b. The zones, fees, conditions, rules, and the procedures related to reserving each of the categories of the Public Car Park spaces referred to in paragraph (a) of this Article, together with the details that must be stated in the cards issued to Persons reserving such spaces, will be determined as per Schedules (24), (25), and (26) attached hereto.

**Public Car Park Space Shades  
Article (9)**

- a. Issuing a Permit for constructing a Public Car Park space shade is subject to the following:
  - 1. The Public Car Park space must be reserved in accordance with the provisions of this Resolution.
  - 2. The reserved car park space must be located within the zones determined by the TRA in coordination with the Dubai Municipality.
  - 3. The shade must be constructed by a contractor approved by the TRA.
  - 4. The shape and design of the shade, the materials from which the shade is manufactured, and all other technical matters related to installing this shade must be compatible with the standards approved by the TRA and must be in harmony with the distinctive architectural character of the respective area in the Emirate.
  - 5. The applicant for a Permit must undertake to remove, at his own cost, the shade where the public interest so requires.
- b. The procedures for applying to construct a Public Car Park space shade will be as follows:
  - 1. The applicant will select one of the contractors approved by the RTA to build the shade.

2. The contractor selected by the applicant will submit to the RTA, through the channels it determines, an application for Permit to build a shade at the reserved Public Car Park space.
3. The TRA will consider the application and notify the contractor of its decision within five (5) working days from the date of its submission.
4. Where the application is approved, the contractor will pay the relevant prescribed fees.
5. Upon installation of the shade, the contractor must obtain a works completion certificate.
6. The TRA will inspect the installed shade to ensure that it is constructed as per the approved plans, and will accordingly issue the relevant works completion certificate. In addition, the TRA will assign the shade a reference number to be entered into the system maintained by the TRA for this purpose.

### **Relocating and Removing Car Park Equipment and Signs Article (10)**

- a. Public Car Park equipment and signs may be relocated or removed subject to the following:
  1. The application for relocating or removing any equipment or signs must be submitted by the contracting or general construction company implementing the project that requires the relocation or removal of these equipment or signs.
  2. The prescribed fees must be paid.
  3. A refundable cash security deposit of ten thousands Dirhams (AED 10,000.00) must be paid for each equipment to be relocated.
- b. The procedures for relocating or removing car park equipment or signs will be as follows:
  1. An application for relocation or removal of car park equipment or signs will be submitted to the TRA on the form it prescribes for this purpose accompanied by the following documents:
    - a. a valid commercial licence of the contracting or general construction company;
    - b. the identifying number and details of the equipment or sign to be relocated or removed;
    - c. the plans of the project site or the building on account of which the relocation or removal of equipment or signs is requested;
    - d. where the relocation is temporary, a proof of payment of the security deposit amount specified for each equipment; and

- e. the reasons for removal of the equipment or signs; or the reasons for relocation of the equipment or signs and, where this relocation is temporary, the period of relocation, which must not exceed six (6) months.
2. The TRA will determine an application within five (5) working days from the date of its submission, after considering this application and conducting the required field visits.
3. Upon approving the application, the TRA will collect the prescribed application fees together with the costs of the removal, or the relocation and re-installation, in addition to twenty-five per cent (25%) of these costs as administrative fees. The assessment by the TRA of these costs will be final.
4. The TRA will, by itself or by engaging any other entity, remove or relocate the equipment or signs.
5. Upon the expiry of the period specified in the application, the TRA may, at its own discretion, re-install the equipment or signs in their original locations or keep them in their current locations.

### **Taking Public Car Park Spaces Out of Use Article (11)**

- a. A Public Car Park space may be taken out of use subject to the following:
  1. Where any of the following cases occur:
    - a. the Public Car Park is converted into Private Car Park;
    - b. the Public Car Park is designated as an entrance or an exit of a building or an adjacent land plot; or
    - c. the Public Car Park is designated as an additional entrance to an existing building.
  2. The Dubai Municipality approves changing the use of the land plot on which the Public Car Park is to be constructed, where such land plot is vacant.
  3. The prescribed fees is paid, except in such cases where this Public Car Park space is designated as an entrance or an exit to a building or an adjacent land plot, or is taken out of use for implementing the RTA projects.
- b. The procedures for taking Public Car Park spaces out of use will be as follows:
  1. an application for taking a Public Car Park space out of use will be submitted to the TRA on the form it prescribes for this purpose accompanied by the following documents, as the case may be:

- a. a Private Car Park building permit;
  - b. statement of the purpose of taking a Public Car Park space out of use;
  - c. statement of the number of Public Car Park spaces to be taken out of use;
  - d. the approval of the Dubai Municipality on changing the use of the land plot; and
  - e. the licence issued by the Department of Economic Development for conducting the relevant activity within the vacant land plot.
2. The TRA will consider and determine an application for taking a Public Car Park space out of use within five (5) working days from the date of its submission.
  3. Upon approving the application, the TRA will collect the prescribed fees.
  4. The TRA will take the Public Car Park space out of use within ten (10) working days after the payment of the prescribed fees.

**Authorisations to Occupy Public Car Park Spaces**  
**Article (12)**

A Person wishing to reserve a Public Car Park space for a fee, to construct and manage Private Car Parks, or to conduct any economic activity within Public Car Parks, must apply to the RTA for an authorisation to occupy such Public Car Park space on the form prescribed by the TRA for this purpose.

**Permits to Construct Private Car Parks**  
**Article (13)**

- a. A Private Car Park will be constructed subject to the following:
  1. obtaining the approval of the Dubai Municipality on changing the use of an vacant land plot to a Private Car Park;
  2. holding a commercial licence issued by the Department of Economic Development authorising the conduct of the activity of management of Private Car Parks;
  3. payment of a refundable cash security deposit of ten thousand Dirhams (AED 10,000.00) to the TRA;
  4. ensuring that the Private Car Park is constructed by a contractor approved by the TRA;
  5. complying with the technical specifications prescribed by the TRA for the components of Private Car Parks, in particular:

- a. the layout and design of the Private Car Park management room;
  - b. the specifications and designs of the Private Car Park gates;
  - c. the design and materials used for manufacturing the fence of the Private Car Park;
  - d. specifications of the uniform of the personnel working in the Private Car Park;
  - e. the type and specifications of the night lights required to ensure sufficient lighting and clear vision of the whole Private Car Park area during night times;
  - f. the design and specifications of the Private Car Park signs, which must be standardised signs approved by the Competent Department containing details of the establishment managing the car park, instructions for using the car park, parking fees, and contact numbers;
  - g. specifications of the surveillance cameras to be installed in the Private Car Park and connected to a video-recording surveillance system, which can be accessed by competent entities. This system must keep records for up to six (6) months or for any other period determined by the competent entities;
  - h. using reinforced concrete or asphalt flooring to cover the whole Private Car Park area. However, in certain cases, the TRA may approve the use of interlocking floor tiles;
  - i. ensuring that all car park spaces, entrances, and exits of the Private Car Park are marked and numbered;
  - j. installing an electronic system at the entrance of the Private Car Park that shows the total number of spaces and the number of vacant spaces at the Private Car Park. This system must be linked, upon request, to the RTA systems to make these numbers available to the public and to use them for conducting traffic studies; and
  - k. ensuring that standard entrance and exit are constructed by the engaged contractor.
- b. The procedures for issuing Permits to construct Private Car Parks will be as follows:
1. The Permit's applicant will engage one of the contractors approved by the RTA for conducting the activity of constructing and developing Private Car Parks.
  2. The contractor will submit to the TRA, through the channels and centres approved by the RTA, an application for no-objection certificate to construct a Private Car Park accompanied by the required approvals of all concerned Government Entities and the proposed plans of all elements of the Private Car Park.
  3. The TRA will consider and determine the application within ten (10) working days from the date of its submission.

4. Where the application is approved, the contractor will pay the prescribed fees; construct the Private Car Park as per the relevant approved specifications; and apply for a works completion certificate and a final approval.
5. The TRA will inspect the Private Car Park site and verify that it was constructed as per the approved specifications and will accordingly issue the Permit.

**Displaying Vehicles for Rent or Sale in Public Car Parks  
Article (14)**

In addition to the requirements stipulated in paragraph (b) of Article (16) of the Resolution, a Person may obtain a Permit to display Vehicles for rent or sale in a Public Car Park, provided that this Person secures car park spaces outside of the Public Car Park for any number of Vehicles exceeding three (3). An applicant for such a Permit may benefit from the solutions offered by the TRA in this respect through concluding an agreement that will provide for the rights and obligations of the parties.

**Conducting Economic Activities in Public Car Parks  
Article (15)**

- a. economic activities that may be conducted in Public Car Parks are:
  1. holding temporary trade fairs;
  2. supplying food and drinks on a temporary basis;
  3. renting or selling Vehicles on a temporary basis;
  4. providing car washing services;
  5. providing Vehicle window tinting services;
  6. providing valet parking services;
  7. providing courier and postal services;
  8. holding temporary art fairs; and
  9. holding charity bazaars or conducting any children, women, or youth supporting activities.
- b. For the purpose of determining the charges for conducting any of the economic activities referred to in paragraph (a) of this Article in Public Car Parks, these activities will be weighted against the following criteria:

SN	Criterion	Weight
----	-----------	--------

1	Size of the Economic Activity according to the number of utilised car park spaces	From (1) to (5) car park spaces:  4 points	From (6) to (24) car park spaces:  6 points	From (25) to (50) car park spaces:  8 points	More than (50) car park spaces:  10 points
2	Type of the Economic Activity (As stipulated in paragraph (a) of this Article)	(8) or (9):  4 points	(7):  6 points	(4), (5), or (6):  8 points	(1), (2), or (3):  10 points
3	Location of Economic Activity (As per the Category of the Public Car Park)	Public Car Parks (D):  4 points	Public Car Parks (C):  6 points	Public Car Parks (B):  8 points	Public Car Parks (A):  10 points
4	Duration of Economic Activity (The Number of Days in a Given Year on which Public Car Park will be Utilised)	From (1) day and up to (89) days:  4 points	From (90) and up to (179) days:  6 points	From (180) and up to (269) days:  8 points	From (270) and up to (365) days:  10 points
5	Reservation of a Public Car Park Space and its Category	No reservation  0 points	Reservation of a Public Car Park space Category (C) or (D) 4 points	Reservation of a Public Car Park space Category (B) 8 points	Reservation of a Public Car Park space Category (A) 10 points

- c. Economic activities stipulated in paragraph (a) of this Article will be categorised based on their total weight as follows:

SN	Total Weight	Economic Activity Group	Annual Charges
1	From (16) points and up to (20) points	Normal Economic Activity	From ten thousand Dirhams (AED 10,000.00) and up to two hundred and fifty thousand Dirhams (AED 250,000.00)
2	From (22) points and up to (30) points	Active Economic Activity	From one hundred thousand Dirhams (AED 100,000.00) and up to five hundred thousand Dirhams (AED 500,000.00)

3	From (32) points and up to (40) points	Excellent Economic Activity	From two hundred fifty thousand Dirhams (AED 250,000.00) and up to one million Dirhams (AED 1,000,000.00)
4	From (42) points and up to (50) points	Truly excellent Economic Activity	From five hundred thousand Dirhams (AED 500,000.00) and up to ten million Dirhams (AED 10,000,000.00)

- d. The annual charges for utilising the Public Car Park spaces to conduct any of the economic activities stipulated in paragraph (a) of this Article will be determined based on the financial and investment study conducted by the concerned departments of the RTA, and on the total weight of each economic activity as stipulated in paragraph (c) of this Article.
- e. The RTA will determine the requirements, procedures, and the necessary documents for issuing a Permit to conduct any of the economic activities referred to in paragraph (a) of this Article.

### **Electric and Environment-friendly Vehicle Car Parks Article (16)**

- a. The TRA will designate some Public Car Park spaces to be used by electric and environment-friendly Vehicles free of charge.
- b. In order for Public Car Park spaces referred to in paragraph (a) of this Article to be used by electric and environment-friendly Vehicles, the following must be met:
1. These Vehicles must bear signs indicating that they are electric or environment-friendly as approved by the entity in charge of licensing Vehicles in the UAE or in the Emirate.
  2. The Public Car Park spaces designated for parking these Vehicles must not be used beyond the maximum allowed parking time displayed on the information signs installed in the Public Car Park, on the RTA website, or within customer service centres.

### **Issuing Implementing Instructions Article (17)**

The Chief Executive Officer of the TRA will issue the instructions required for the implementation of the provisions of this Resolution.

**Publication and Commencement  
Article (18)**

This Resolution will be published in the Official Gazette and will come into force on the day on which it is published.

**Mattar Al Tayer**

**Director General and Chairman of the Board of Executive Directors**

Issued in Dubai on 24 May 2017  
Corresponding to 27 Shaban 1438 A.H.

## Schedule (1)

<b>My Parking “General” Season Permits</b>			
<b>Zones</b>	Public Car Park zones assigned with codes (A, B, C, and D)		
<b>Season Permit Fees</b>	AED 1,400.00 for three (3) months	AED 2,500.00 for six (6) months	AED 4,500.00 for one (1) year
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “General” season Permits may be issued to individuals, corporations, and any other entity wishing to apply for this Permit.</li> <li>▪ An applicant for a My Parking “General” season Permit will be issued with a single season parking card.</li> <li>▪ A season parking card issued to an individual may be used for up to three (3) private Light Vehicles; and must be used only for one Vehicle a time.</li> <li>▪ A season parking card issued to a legal entity may be used for only one Light Vehicle.</li> <li>▪ Where a Vehicle or a number plate is replaced, the details displayed on the season parking card may be changed in accordance with the relevant conditions and procedures prescribed by the RTA after the payment of the relevant prescribed fees.</li> <li>▪ Corporations conducting the activity of rental or sale of Vehicles may not use season parking cards for parking Vehicles within Public Car Parks for the purpose of selling, renting, or storing them; season parking cards may only be used by the customers renting out these Vehicles.</li> <li>▪ My Parking “General” season Permits may not be downgraded to My Parking “Area” season Permits.</li> <li>▪ My Parking “General” season parking cards may not be used within reserved car park spaces.</li> </ul>		
<b>Procedures and Required Documents</b>	<p>Applications for My Parking “General” season Permits will be submitted on the form prescribed by the Competent Department accompanied by the following documents:</p> <ol style="list-style-type: none"> <li>1. a copy of the valid registration card of the Vehicle; and</li> </ol>		

	2. a copy of the UAE national identification card of the Vehicle's owner.
<b>Details Displayed on Season Parking Card</b>	The plate number of the Vehicle; the type, number, and validity of the season parking card; and the codes of the zones where the season parking card may be used.

## Schedule (2)

<b>My Parking “Area” Season Permits</b>			
<b>Zones</b>	Public Car Park zones assigned with codes (B and D)		
<b>Season Permit Fees</b>	AED 700.00 for three (3) months	AED 1,300.00 for six (6) months	AED 2,400.00 for one (1) year
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Area” season Permits may be issued to individuals, corporations, and any other entity wishing to apply for this Permit.</li> <li>▪ An applicant for a My Parking “Area” season Permit will be issued with a single season parking card.</li> <li>▪ Season parking card issued to an individuals may be used for up to three (3) private Light Vehicles; and must be used only for one (1) Vehicle a time.</li> <li>▪ Season parking card issued to a corporation may be used for only one (1) Light Vehicle.</li> <li>▪ Where a Vehicle or a number plate is replaced, the details displayed on the season parking card may be changed in accordance with the relevant conditions and procedures prescribed by the RTA after the payment of the relevant prescribed fees.</li> <li>▪ Corporations conducting the activity of rental or sale of Vehicles may not use season parking cards for parking Vehicles within Public Car Parks for the purpose of selling, renting, or storing them; season parking cards may only be used by the customers renting out these Vehicles.</li> <li>▪ My Parking “Area” season Permits may be upgraded to My Parking “General” season Permits after the payment of the prescribed fees calculated in proportion to the remaining validity period of the Permit.</li> <li>▪ My Parking “Area” season parking cards may not be used within reserved car park spaces.</li> </ul>		
<b>Procedures and Required Documents</b>	Applications for My Parking “Area” season Permits will be submitted to the RTA on the form prescribed by the Competent Department accompanied by a copy of the valid registration card of the Vehicle and proof that the Vehicle is owned by the applicant or his authorised representative.		

<b>Details Displayed on Season Parking Card</b>	The plate number of the Vehicle; the type, number, and validity of the season parking card; and the codes of the zones where the season parking card may be used.
---	---

### Schedule (3)

<b>My Parking “Multi-storey” Season Permits</b>			
<b>Zones</b>	Any of the multi-storey car parks of the RTA		
<b>Season Permit Fees</b>	AED 2,000.00 for three (3) months	AED 4,000.00 for six (6) months	AED 8,000.00 for one (1) year
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Multi-storey” season Permits may be issued to Government Entities, corporations, and individuals residing or working within a radius of one thousand (1,000) meters, or any other distance determined by the RTA, from the multi-storey car park.</li> <li>▪ An applicant for a My Parking “Multi-storey” season Permit will be issued with a single season parking card.</li> <li>▪ Season parking cards will be issued based on the maximum number of season Permits prescribed for each multi-storey car park, the order of submitting applications, the distance between the applicant and the multi-storey car park, and the application assessment by the Competent Department.</li> <li>▪ My Parking “Multi-storey” season parking cards may not be used within reserved car park spaces.</li> </ul>		
<b>Procedures and Required Documents</b>	<p>Applications for My Parking “Multi-storey” season Permits will be submitted to the RTA on the form prescribed by the Competent Department accompanied by the following documents:</p> <ol style="list-style-type: none"> <li>1. For applications submitted by Government Entities: A formal letter from the concerned Government Entity.</li> <li>2. For applications submitted by corporations: A copy of the valid commercial licence of the corporation together with a copy of the valid title deed of the real property or the lease agreement registered in Ejari system.</li> <li>3. For applications submitted by individuals: a copy of the valid lease agreement registered in Ejari system.</li> </ol>		
<b>Details Displayed on Season Parking Card</b>	The plate number of the Vehicle; the type, number, and validity of the season parking card; and the building where the season parking card may be used.		

### Schedule (4)

<b>My Parking “Student” Season Permits</b>	
<b>Zones</b>	Public Car Park zones assigned with codes A, B, C, and D and that are located within a radius of five hundred (500) meters from higher educational institutions.
<b>Season Permit Fees</b>	AED 300.00 for three (3) months.
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Student” season Permits may be issued to the students of higher educational institutions in the Emirate.</li> <li>▪ An applicant for a My Parking “Student” season Permit will be issued with a single season parking card.</li> <li>▪ A season parking card may be used for up to three (3) Vehicles; and must be used only for one (1) Vehicle a time.</li> <li>▪ My Parking “Student” season parking cards may not be used within reserved car park spaces.</li> </ul>
<b>Procedures and Required Documents</b>	<p>Applications for My Parking “Student” season Permits will be submitted to the RTA on the form prescribed by the Competent Department accompanied by the following documents:</p> <ul style="list-style-type: none"> <li>▪ a valid student enrolment certificate issued by the higher educational institution;</li> <li>▪ a copy of the applicant’s driving licence; and</li> <li>▪ a copy of the valid Vehicle’s registration card stating that the Vehicle is owned by the student or any of his first-degree or second-degree relatives.</li> </ul>
<b>Details Displayed on Season Parking Card</b>	The plate number of the Vehicle; the type, number, and validity of the season parking card; and the zones where the season parking card may be used.

## Schedule (5)

<b>My Parking “Person with Disability/ Permanent” Season Permits</b>	
<b>Zones</b>	<ul style="list-style-type: none"> <li>▪ All categories of Public Car Parks.</li> </ul>
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Person with Disability/ Permanent” season Permits may be issued to UAE Nationals with permanent disability and to other persons with permanent disability who reside or work in the Emirate.</li> <li>▪ My Parking “Person with Disability/ Permanent” season Permit will be valid for a renewable period of three (3) years.</li> <li>▪ My Parking “Person with Disability/ Permanent” season Permits must be used only when persons with disability use Vehicles.</li> <li>▪ Season Permits will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and are to be used by persons with permanent disabilities.</li> <li>▪ My Parking “Person with Disability/ Permanent” season parking cards may not be used within reserved car park spaces.</li> </ul>
<b>Procedures and Required Documents</b>	<p>Applications for My Parking “Person with Disability/ Permanent” season Permits will be submitted to the RTA on the form prescribed by the Competent Department accompanied by the following documents:</p> <ol style="list-style-type: none"> <li>1. a valid Person with Disability Card or Sanad Card, or a duly attested medical report stating that the medical condition of the applicant warrants issuing the Permit;</li> <li>2. a copy of the valid passport or UAE national identification card of the applicant; and</li> <li>3. a copy of the valid residence permit for non-UAE Nationals.</li> </ol>
<b>Details Displayed on Season Parking Card</b>	<p>The details of the Permit holder; and the type, number, and validity of the season Permit.</p>

## Schedule (6)

<b>My Parking “Person with Disability/ Temporary” Season Permits</b>	
<b>Zones</b>	<ul style="list-style-type: none"> <li>▪ All categories of Public Car Parks.</li> </ul>
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Person with Disability/ Temporary” season Permits may be issued to UAE Nationals with temporary disability and to other persons with temporary disability who reside or work in the Emirate.</li> <li>▪ My Parking “Person with Disability/ Temporary” season Permit will be valid for a period of one (1) month up to twelve (12) months, renewable subject to the same conditions and procedures prescribed for initial issuance.</li> <li>▪ My Parking “Person with Disability/ Temporary” season Permits must be used only when persons with disability use Vehicles.</li> <li>▪ Season Permits will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and are to be used by persons with temporary disabilities.</li> <li>▪ My Parking “Person with Disability/ Temporary” season parking cards may not be used within reserved car park spaces.</li> </ul>
<b>Procedures and Required Documents</b>	<p>An application for My Parking “Person with Disability/ Temporary” season Permits will be submitted to the RTA on the form prescribed by the Competent Department accompanied by the following documents:</p> <ol style="list-style-type: none"> <li>1. a duly attested medical report stating that the applicant has/ suffers from a temporary disability or that his medical condition warrants issuing the Permit;</li> <li>2. a copy of the valid UAE national identification card or passport of the applicant; and</li> <li>3. a copy of the valid residence permit for non-UAE Nationals.</li> </ol>
<b>Details Displayed on Season Parking Card</b>	<p>The details of the Permit holder; and the validity, type, and number of the season Permit.</p>



## Schedule (7)

<b>My Parking “Person with Disability/ Tourist” Season Permits</b>	
<b>Zones</b>	<ul style="list-style-type: none"> <li>▪ All categories of Public Car Parks.</li> </ul>
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Person with Disability/ Tourist” season Permits may be issued to all persons with disability entering in the Emirate as tourists or visitors.</li> <li>▪ My Parking “Person with Disability/ Tourist” season Permits will be valid for the term of visit and for a maximum period of three (3) months.</li> <li>▪ My Parking “Person with Disability/ Tourist” season Permits must be used only when persons with disability use Vehicles.</li> <li>▪ Season Permits will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and are to be used by persons with disability entering in the Emirate as tourists or visitors.</li> <li>▪ My Parking “Person with Disability/ Tourist” season parking cards may not be used within reserved car park spaces.</li> </ul>
<b>Procedures and Required Documents</b>	<p>An application for My Parking “Person with Disability/ Tourist” season Permit will be submitted to the RTA on the form prescribed by the Competent Department accompanied by the following documents:</p> <ol style="list-style-type: none"> <li>1. a duly attested medical report issued from the home country of the applicant stating that the applicant suffers from a disability;</li> <li>2. a copy of the valid passport of the applicant; and</li> <li>3. a copy of the valid visit permit of the applicant, if any;</li> </ol>
<b>Details Displayed on a Season Parking Card</b>	<p>The details of the Permit holder; and the validity, type, and number of the season parking card.</p>

## Schedule (8)

<b>My Parking “Centre for Rehabilitation of Persons with Disabilities” Season Permits</b>	
<b>Zones</b>	All categories of Public Car Parks.
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Centre for Rehabilitation of Persons with Disabilities” season Permits may be issued to all not-for-profit rehabilitation centres of persons with disabilities in the Emirate.</li> <li>▪ My Parking “Centre for Rehabilitation of Persons with Disabilities” season Permit will be valid for the same period of validity of the registration card of the centre's Vehicle.</li> <li>▪ My Parking “Centre for Rehabilitation of Persons with Disabilities” season Permits will be issued for the Vehicles designed as per the specifications determined by the concerned entities to be used for its intended purposes.</li> <li>▪ Season Permits will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and to be used by the centre for rehabilitation of persons with disabilities.</li> <li>▪ My Parking “Centre for Rehabilitation of Persons with Disabilities” season parking cards may not be used within reserved car park spaces.</li> </ul>
<b>Procedures and Required Documents</b>	<p>Applications for My Parking “Centre for Rehabilitation of Persons with Disabilities” season Permits will be submitted to the RTA on the form prescribed by the Competent Department accompanied by the following documents:</p> <ol style="list-style-type: none"> <li>1. a copy of the valid licence of the centre for rehabilitation of persons with disabilities; and</li> <li>2. a copy of the valid registration card of the Vehicle and a description of its use.</li> </ol>
<b>Details Displayed on a Season Parking Card</b>	The details of the centre holding the Permit; the validity, type, and number of the season Permit; and the details of the Vehicle owned by the centre.

## Schedule (9)

<b>My Parking “Special Medical Condition” Season Permits</b>	
<b>Zones</b>	Car parks located within hospitals, and Public Car Parks zones assigned with codes A, B, C, and D and located within a radius of five hundred (500) meters from hospitals.
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Special Medical Condition” season Permits will be issued to persons with chronic diseases who regularly report to hospitals.</li> <li>▪ My Parking “Special Medical Condition” season Permit will be valid for the period determined in the supporting medical report.</li> <li>▪ My Parking “Special Medical Condition” season Permits must be used only when persons suffering from diseases use Vehicles.</li> <li>▪ Season Permits will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and are to be used by persons with special medical conditions.</li> <li>▪ My Parking “Special Medical Condition” season parking cards may not be used within reserved car park spaces.</li> </ul>
<b>Procedures and Required Documents</b>	<p>Applications for My Parking “Special Medical Condition” season Permits will be submitted to the RTA on the form prescribed by the Competent Department accompanied by the following documents:</p> <ol style="list-style-type: none"> <li>1. a duly attested medical report stating the medical condition of the applicant;</li> <li>2. a copy of the valid UAE national identification card or passport of the applicant; and</li> <li>3. a copy of the valid residence permit for non-UAE Nationals who reside or work in the Emirate.</li> </ol>
<b>Details Displayed on a Season Parking Card</b>	The details of the Permit holder; and the validity, type, and number of the season Permit.

## Schedule (10)

<b>My Parking “Senior Citizen” Season Permits</b>	
<b>Zones</b>	All categories of Public Car Parks.
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Senior Citizen” season Permits will be issued to Senior Citizens.</li> <li>▪ My Parking “Senior Citizen” season Permit will be valid for a renewable period of three (3) years.</li> <li>▪ My Parking “Senior Citizen” season Permits must be only used when Senior Citizens use Vehicles.</li> <li>▪ Season Permits will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and are to be used by Senior Citizens.</li> <li>▪ My Parking “Senior Citizen” season parking cards may not be used within reserved car park spaces.</li> </ul>
<b>Procedures and Required Documents</b>	Applications for My Parking “Senior Citizen” season Permits will be submitted to the RTA on the form prescribed by the Competent Department accompanied by a copy of the valid passport or UAE national identification card of the applicant.
<b>Details Displayed on a Season Parking Card</b>	The details of the Permit holder; and the validity, type, and number of the season Permit.

## Schedule (11)

<b>My Parking “Emarati” Season Permits</b>	
<b>Zones</b>	<ul style="list-style-type: none"> <li>▪ All categories of Public Car Parks located around the residences of UAE Nationals within a radius of five hundred (500) meters.</li> </ul>
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Emarati” season Permits will be issued to the UAE Nationals residing within Controlled Parking Zones.</li> <li>▪ The number of Permits will be determined based on the size of the residence and on the following criteria:               <ol style="list-style-type: none"> <li>a. two (2) free Permits will be issued for a flat with one bedroom and a hall or a studio flat;</li> <li>b. three (3) free Permits will be issued for a flat with two bedrooms and a hall;</li> <li>c. four (4) free Permits will be issued for a flat with three bedrooms and a hall; and</li> <li>d. five (5) free Permits will be issued for a residential villa or flat with four or more bedrooms and a hall.</li> </ol> </li> <li>▪ The Competent Department will, as it deems appropriate, determine the identifying numbers of the pay-and-display machines near which the season Permit may be used.</li> <li>▪ My Parking “Emarati” season Permit will be valid for a term of one (1) year, renewable for the same period subject to the same conditions and procedures prescribed for initial issuance.</li> <li>▪ Season Permits will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and are to be used by UAE Nationals within a radius of five hundred (500) meters from their residences.</li> <li>▪ My Parking “Emarati” season parking cards may not be used within reserved car park spaces.</li> </ul>
<b>Procedures and Required Documents</b>	<p>Applications for My Parking “Emarati” season Permits will be submitted to the RTA on the form prescribed by the Competent Department accompanied by the following documents:</p>

	<ol style="list-style-type: none"> <li>1. a copy of the title deed or of the duly attested lease agreement;</li> <li>2. a copy of the valid Vehicle's registration card in the name of the landlord or the tenant, or in the name of any of their first-degree relatives; and</li> <li>3. a copy of the valid passport or UAE national identification card of the applicant.</li> </ol>
<p><b>Details Displayed on a Season Parking Card</b></p>	<p>The Vehicle registration number; the validity, type, and number of the season parking card; and the identifying numbers of the pay-and-display machines near which the season Permit may be used.</p>

## Schedule (12)

<b>My Parking “GCC Citizen” Season Permits</b>	
<b>Zones</b>	Public Car Park zones assigned with codes A, B, C, and D and that are located around the residences of the GCC citizens within a radius of five hundred (500) meters.
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “GCC Citizen” season Permits will be issued to the GCC citizens residing within Controlled Parking Zones.</li> <li>▪ Each GCC citizen will be issued with a maximum of two (2) season Permits.               <ul style="list-style-type: none"> <li>▪ The Competent Department will, as it deems appropriate, determine the identifying numbers of the pay-and-display machines near which the season Permit may be used.</li> </ul> </li> <li>▪ Season Permits will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and are to be used by GCC citizens.</li> <li>▪ My Parking “GCC Citizen” season parking cards may not be used within reserved car park spaces.</li> </ul>
<b>Procedures and Required Documents</b>	<p>Applications for My Parking “GCC Citizen” season Permits will be submitted to the RTA on the form prescribed by the Competent Department accompanied by the following documents:</p> <ol style="list-style-type: none"> <li>1. a copy of the title deed of the residence or the lease agreement registered in Ejari system;</li> <li>2. a copy of the valid Vehicle’s registration card in the name of the landlord or the tenant, or in the name of any of their first-degree relatives; and</li> <li>3. a copy of the valid passport or identification card of the applicant.</li> </ol>
<b>Details Displayed on a Season Parking Card</b>	The Vehicle registration number; the validity, type, and number of the season parking card; and the identifying numbers of the pay-and-display machines near which the season Permit may be used.

### Schedule (13)

<b>My Parking “Government Entity/ Broad Access” Season Permits</b>	
<b>Zones</b>	All categories of Public Car Parks.
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Government Entity/ Broad Access” season Permits will be issued to Government Entities and to their affiliates engaged in emergency response activities or in performing official tasks.</li> <li>▪ Season Permits will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and are to be used by the Government Entities or any of their affiliates.</li> <li>▪ The number of employees receiving this category of season parking cards must not exceed twenty per cent (20%) of the total number of employees of the Government Entity applying for season Permits taking into consideration the job duties of these employees and the grounds for applying for these Permits.</li> <li>▪ The decision of the Competent Department on approving or rejecting applications for Permits and on the number of Permits to be issued to a Government Entity will be final.</li> <li>▪ Government Entities may use My Parking “Government Entity/ Broad Access” season Permits only during official working hours.</li> <li>▪ Unless the Competent Department deems that the public interest requires the cancellation of a My parking “Government Entity/ Broad Access” season Permit, the Permit will be valid for a term of one (1) year, renewable for the same period subject to the same conditions and procedures prescribed for initial issuance.</li> <li>▪ My Parking “Government Entity/ Broad Access” season Permit may not be used within reserved car park spaces.</li> </ul>
<b>Procedures and Required Documents</b>	<p>Applications for My Parking “Government Entity/ Broad Access” season Permits will be submitted to the RTA on the form prescribed by the Competent Department accompanied by an official letter from the concerned Government Entity stating the following:</p> <ol style="list-style-type: none"> <li>1. the requested number of Permits and the grounds supporting this request;</li> <li>2. the total number of the Government Entity’s employees;</li> </ol>

	<p>3. the working hours of the Government Entity; and</p> <p>4. the nature of work of the Government Entity.</p>
<p><b>Details Displayed on a Season Parking Card</b></p>	<p>The name of the Government Entity holding the Permit; the validity, type, and number of the season Permit; and the times when the Permit can be used</p>

## Schedule (14)

<b>My Parking “Government Entity/ Limited Access” Season Permits</b>	
<b>Zones</b>	Public Car Park zones assigned with codes A, B, C, and D and that are located around the premises of Government Entities within a radius of five hundred (500) meters.
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Government Entity/ Limited Access” season Permits will be issued to Government Entities and their affiliates.</li> <li>▪ Season Permits will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and to be used by the Government Entities or any of their affiliates.</li> <li>▪ The number of Permits issued for a Government Entity must not allow using more than ten per cent (10%) of the total number of Public Car Park spaces located around its premises within a radius of five hundred (500) meters. However, prior to issuing these Permits, the occupancy rate of Public Car Park spaces within the relevant zone, the grounds supporting applications for the Permits, and the number of Permits issued for other entities within the same zone, must be taken into consideration. The decision of the Competent Department on approving or rejecting applications for Permits and on the number of Permits to be issued to a Government Entity will be final.</li> <li>▪ Government Entities may use My Parking “Government Entity/ Limited Access” season Permits only during official working hours.</li> <li>▪ Unless the Competent Department deems that the public interest requires the cancellation of a My parking “Government Entity/ Limited Access” season Permit, the Permit will be valid for a term of one (1) year, renewable for the same period subject to the same conditions and procedures prescribed for initial issuance.</li> <li>▪ My Parking “Government Entity/ Limited Access” season parking cards may not be used within reserved car park spaces.</li> </ul>
<b>Procedures and Required Documents</b>	<p>Applications for My Parking “Government Entity/ Limited Access” season Permits will be submitted to the RTA on the form prescribed by the Competent Department accompanied by an official letter from the concerned Government Entity stating the following:</p> <ol style="list-style-type: none"> <li>1. the requested number of Permits and the grounds supporting this request;</li> </ol>

	<ol style="list-style-type: none"> <li>2. the total number of the Government Entity's employees;</li> <li>3. the working hours of the Government Entity; and</li> <li>4. the nature of work of the Government Entity.</li> </ol>
<b>Details Displayed on a Season Parking Card</b>	The name of the Government Entity holding the Permits; the validity, type, and number of the season Permits; the times when the Permits can be used; and the identifying numbers of the pay-and-display machines near which the season Permits may be used.

## Schedule (15)

<b>My Parking “Diplomatic Mission” Season Permits</b>	
<b>Zones</b>	Public Car Park zones assigned with codes A, B, C, and D and that are located around the premises of the consulate holding the Permit within a radius of two hundred fifty (250) meters.
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Diplomatic Mission” season Permits will be issued to the consulates general located within the Emirate of Dubai.</li> <li>▪ Each consulate will be issued with a maximum of two (2) season Permits.</li> <li>▪ The diplomatic mission holding a Permit must notify the Competent Department of any changes to the details the Vehicles for which the Permits are issued.</li> <li>▪ Season Permits will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and are to be used by diplomatic missions.</li> <li>▪ My Parking “Diplomatic Mission” season parking cards may not be used within reserved car park spaces.</li> </ul>
<b>Procedures and Required Documents</b>	<p>Applications for My Parking “Diplomatic Mission” season Permits will be submitted to the RTA on the form prescribed by the Competent Department accompanied by the following documents:</p> <ol style="list-style-type: none"> <li>1. a letter of approval from the Ministry of Foreign Affairs Office in Dubai; and</li> <li>2. copies of the registration cards of the Vehicles for which Permits will be issued.</li> </ol>
<b>Details Displayed on a Season Parking Card</b>	The name of the consulate holding the Permits; the validity, type, and number of the season Permits; the times when the Permits can be used; and the identifying numbers of the pay-and-display machines near which the season Permits may be used.

## Schedule (16)

<b>My Parking “Resident” Season Permits</b>	
<b>Zones</b>	Public Car Parks located within residential areas where only the residents of these areas may park their Vehicles overnight (from 12:00 a.m. until 8:00 p.m.).
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Resident” season Permits will be issued to persons residing in the residential areas where prohibition of overnight parking of Vehicles that are not owned by the residents of these areas is required as determined at the Competent Department's discretion.</li> <li>▪ The number of Permits will be determined based on the size of the residence and on the following criteria:               <ul style="list-style-type: none"> <li>▪ two (2) Permits will be issued for a flat with one bedroom and a hall or a studio flat;</li> <li>▪ three (3) Permits will be issued for a flat with two bedrooms and a hall;</li> <li>▪ four (4) Permits will be issued for a flat with three bedrooms and a hall; and</li> <li>▪ five (5) Permits will be issued for a residential villa or flat with four or more bedrooms and a hall.</li> </ul> </li> <li>▪ Season Permits will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and are to be used by residents.</li> <li>▪ My Parking “Resident” season Permit will be valid for a term of one (1) year, renewable for the same period subject to the same conditions and procedures prescribed for initial issuance.</li> <li>▪ My Parking “Resident” season parking cards may not be used within reserved car park spaces.</li> <li>▪ My Parking “Resident” season Permits may be used only in one (1) residential area.</li> </ul>
<b>Procedures and Required Documents</b>	<p>Applications for My Parking “Resident” season Permits will be submitted to the RTA on the form prescribed by the Competent Department accompanied by the following documents:</p> <ol style="list-style-type: none"> <li>1. a copy of the valid title deed or the lease agreement registered in Ejari system; and</li> </ol>

	2. copies of the registration cards of the Vehicles for which the Permits will be issued.
<b>Details Displayed on a Season Parking Card</b>	The Vehicle registration number; the validity, type, and number of the season Permit; and the name of the area or the identifying numbers of the pay-and-display machines near which the season Permit may be used.

## Schedule (17)

<b>Reservation of My Parking “Multi-storey”</b>			
<b>Zones</b>	Any of the multi-storey car parks of the RTA		
<b>Reservation Fee per Car Park Space</b>	AED 4,000.00 for three (3) months	AED 8,000.00 for six (6) months	AED 16,000.00 for one (1) year
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Multi-storey” spaces may be reserved for Government Entities and corporations operating, and individuals residing, within a radius of one hundred (100) meters from the multi-storey car park of the RTA.</li> <li>▪ Reservation cards will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and are to be used by the Vehicles of the entities for which the car park space is reserved.</li> <li>▪ The Competent Department will distinguish the reserved car park spaces in the way it deems appropriate.</li> <li>▪ The Competent Department will charge the entity reserving a car park space the costs of preparing the reserved space in addition to twenty-five per cent (25%) of these costs as administrative fees.</li> <li>▪ Car park spaces will be reserved based on the maximum number of the available spaces in the multi-storey car park, the order of submitting applications, the distance between the applicant and the multi-storey car park, and the application assessment by the Competent Department.</li> <li>▪ The reservation card may be used only in the multi-storey car park space specified in the card.</li> <li>▪ Where the public interest requires, the TRA may cancel the reservation of a car park space by serving a notice on the entity reserving such a space at least thirty (30) days prior to cancellation. The TRA may refund part of the Reservation Fees pro rata for the remaining reservation period.</li> <li>▪ My Parking “Multi-storey” reservation cards may not be used in other reserved car park spaces.</li> </ul>		

<p style="text-align: center;"><b>Procedures and Required Documents</b></p>	<p>An application for reserving a multi-storey car park space will be submitted to the RTA on the form prescribed by the Competent Department accompanied by the following documents:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <p><b>For applications submitted by individuals:</b></p> <ul style="list-style-type: none"> <li>▪ A copy of the title deed or the valid lease agreement duly registered in Ejari system.</li> </ul> </td> <td style="width: 33%; vertical-align: top;"> <p><b>For applications submitted by corporations:</b></p> <ul style="list-style-type: none"> <li>▪ A copy of the valid commercial licence together with a copy of the title deed or the valid lease agreement duly registered in Ejari system.</li> </ul> </td> <td style="width: 33%; vertical-align: top;"> <p><b>For applications submitted by Government Entities:</b></p> <ul style="list-style-type: none"> <li>▪ An official letter from the Government Entity applying for reserving the multi-storey car park space.</li> <li>▪ A copy of the establishment card.</li> </ul> </td> </tr> </table>	<p><b>For applications submitted by individuals:</b></p> <ul style="list-style-type: none"> <li>▪ A copy of the title deed or the valid lease agreement duly registered in Ejari system.</li> </ul>	<p><b>For applications submitted by corporations:</b></p> <ul style="list-style-type: none"> <li>▪ A copy of the valid commercial licence together with a copy of the title deed or the valid lease agreement duly registered in Ejari system.</li> </ul>	<p><b>For applications submitted by Government Entities:</b></p> <ul style="list-style-type: none"> <li>▪ An official letter from the Government Entity applying for reserving the multi-storey car park space.</li> <li>▪ A copy of the establishment card.</li> </ul>
<p><b>For applications submitted by individuals:</b></p> <ul style="list-style-type: none"> <li>▪ A copy of the title deed or the valid lease agreement duly registered in Ejari system.</li> </ul>	<p><b>For applications submitted by corporations:</b></p> <ul style="list-style-type: none"> <li>▪ A copy of the valid commercial licence together with a copy of the title deed or the valid lease agreement duly registered in Ejari system.</li> </ul>	<p><b>For applications submitted by Government Entities:</b></p> <ul style="list-style-type: none"> <li>▪ An official letter from the Government Entity applying for reserving the multi-storey car park space.</li> <li>▪ A copy of the establishment card.</li> </ul>		
<p style="text-align: center;"><b>Details Displayed on a Reservation Card</b></p>	<p>The details of the entity reserving the car park space; the validity, type, and number of reservation card; the name of the multi-storey car park building and the number of the reserved car park space.</p>			

## Schedule (18)

<b>Reservation of My Parking “Diplomatic Mission+”</b>			
<b>Zones</b>	All categories of Public Car Parks surrounding the premises of the consulates general operating in the Emirate.		
<b>Reservation Fee per Car Park Space</b>	AED 2,800.00 for three (3) months	AED 5,000.00 for six (6) months	AED 9,000.00 for one (1) year
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ Public Car Park spaces will be reserved for the consulates general operating in the Emirate.</li> <li>▪ Reserved car park spaces may be used by consulates general or their customers.</li> <li>▪ Each consulate general may reserve up to two (2) car park spaces.</li> <li>▪ Reservation cards will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and are to be used by the Vehicles of the consulate general throughout the reservation validity period.</li> <li>▪ The Competent Department will distinguish the reserved car park spaces in the way it deems appropriate.</li> <li>▪ The Competent Department will charge the consulate general reserving a car park space the costs of preparing the reserved space, in addition to twenty-five per cent (25%) of these costs as administrative fees.</li> <li>▪ Where the public interest requires, the TRA may cancel the reservation of a car park space by serving a notice on the entity reserving such space at least thirty (30) days prior to cancellation. The TRA may refund part of the Reservation Fees prorated for the remaining reservation period.</li> <li>▪ My Parking “Multi-storey” reservation cards may not be used in other reserved car park spaces.</li> </ul>		
<b>Procedures and Required Documents</b>	<ul style="list-style-type: none"> <li>▪ An application for reserving a Public Car Park space will be submitted to the RTA on the form prescribed by the Competent Department accompanied by an official letter issued, upon the request of the concerned consulate general, by the Ministry of Foreign Affairs Office</li> </ul>		

	in Dubai stating the number of spaces to be reserved and the grounds supporting this application.
<b>Details Displayed on a Reservation Card</b>	<ul style="list-style-type: none"> <li>▪ The details of the entity reserving the car park space; the validity, type, and number of reservation card; and the details of the reserved car park space.</li> </ul>

## Schedule (19)

<b>Reservation of My Parking “Medical Facility+”</b>			
<b>Zones</b>	All categories of Public Car Parks surrounding the premises of medical facilities.		
<b>Reservation Fee per Car Park Space</b>	AED 2,800.00 for three (3) months	AED 5,000.00 for six (6) months	AED 9,000.00 for one (1) year
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Medical Facility+” spaces may be reserved for hospitals, medical centres, and other medical facilities providing ambulance services in the Emirate.</li> <li>▪ up to four (4) Public Car Park spaces may be reserved for each medical facility, and the decision of the Competent Department regarding the number of Car Park spaces to be reserved will be final.</li> <li>▪ Reserved car park spaces may be used only by ambulance Vehicles of the medical facility.</li> <li>▪ Reservation cards will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and are to be used by the ambulance Vehicles of the medical facilities.</li> <li>▪ The Competent Department will distinguish the reserved car park spaces in the way it deems appropriate.</li> <li>▪ The Competent Department will charge the medical facility the costs of preparing the reserved space, in addition to twenty-five per cent (25%) of these costs as administrative fees.</li> <li>▪ Where the public interest requires, the TRA may cancel the reservation of a car park space by serving a notice on the entity reserving such space at least thirty (30) days prior to cancellation. The TRA may refund part of the Reservation Fees prorated for the remaining reservation period.</li> <li>▪ My Parking “Medical Facility+” reservation cards may not be used in other reserved car park spaces.</li> </ul>		
<b>Procedures</b>	An application for reserving a car park space will be submitted to the RTA on the form prescribed by the Competent Department accompanied by the following documents:		

<p><b>and Required Documents</b></p>	<ol style="list-style-type: none"> <li>1. a valid commercial licence of the medical facility; and</li> <li>2. A copy of the title deed of the real property or the valid lease agreement duly registered in Ejari system.</li> </ol>
<p><b>Details Displayed on a Reservation Card</b></p>	<ul style="list-style-type: none"> <li>▪ The details of the facility reserving the car park space; the validity, type, and number of reservation card; and the details of the reserved car park space.</li> </ul>

## Schedule (20)

<b>Reservation of My Parking “Bank+”</b>			
<b>Zones</b>	All categories of Public Car Parks surrounding banks.		
<b>Reservation Fee per Car Park Space</b>	AED 2,800.00 for three (3) months	AED 5,000.00 for six (6) months	AED 9,000.00 for one (1) year
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Bank+” spaces may be reserved for banks operating in the Emirate.</li> <li>▪ Reserved car park spaces may be used only by the entity reserving these spaces or its customers.</li> <li>▪ Up to four (4) Public Car Park spaces may be reserved for each bank, and the decision of the Competent Department regarding the number of car park spaces to be reserved will be final.</li> <li>▪ Reservation cards will be issued in the form of plastic or paper card or in any other form approved by the TRA for this purpose and are to be used by the Vehicles of the bank or its customers.</li> <li>▪ The Competent Department will distinguish the reserved car park spaces in the way it deems appropriate.</li> <li>▪ The Competent Department will charge the bank the costs of preparing the reserved space, in addition to twenty-five per cent (25%) of these costs as administrative fees.</li> <li>▪ Where the public interest requires, the TRA may cancel the reservation of a car park space by serving a notice on the entity reserving such space at least thirty (30) days prior to cancellation. The TRA may refund part of the Reservation Fees prorated for the remaining reservation period.</li> <li>▪ My Parking “Bank+” reservation cards may not be used in other reserved car park spaces.</li> </ul>		
<b>Procedures and Required Documents</b>	<p>An application for reserving a car park space will be submitted to the RTA on the form prescribed by the Competent Department accompanied by the following documents:</p> <ol style="list-style-type: none"> <li>1. a valid commercial licence of the bank; and</li> </ol>		

	2. a copy of the title deed of the real property or the valid lease agreement duly registered in Ejari system.
<b>Details Displayed on a Reservation Card</b>	The details of the entity reserving the car park space; the validity, type, and number of reservation card; and the details of the reserved car park space.

## Schedule (21)

<b>Reservation of My Parking “Hotel+”</b>			
<b>Zones</b>	All categories of Public Car Parks surrounding the hotel.		
<b>Reservation Fee per Car Park Space</b>	AED 2,800.00 for three (3) months	AED 5,000.00 for six (6) months	AED 9,000.00 for one (1) year
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Hotel+” spaces may be reserved for hotel establishments operating in the Emirate.</li> <li>▪ Reserved car park spaces may be used only by the hotel establishment or its customers.</li> <li>▪ Up to four (4) Public Car Park spaces may be reserved for each hotel establishment, and the decision of the Competent Department regarding the number of car park spaces to be reserved will be final.</li> <li>▪ Reservation cards will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and are to be used by the Vehicles of the hotel establishment or its customers.</li> <li>▪ The Competent Department will distinguish the reserved car park spaces in the way it deems appropriate.</li> <li>▪ The Competent Department will charge the hotel establishment the costs of preparing the reserved space, in addition to twenty-five per cent (25%) of these costs as administrative fees.</li> <li>▪ Where the public interest requires, the TRA may cancel the reservation of a car park space by serving a notice on the entity reserving such space at least thirty (30) days prior to cancellation. The TRA may refund part of the Reservation Fees prorated for the remaining reservation period.</li> <li>▪ My Parking “Hotel+” reservation cards may not be used in other reserved car park spaces.</li> </ul>		
<b>Procedures and Required Documents</b>	<p>An application for reserving a car park space will be submitted to the RTA on the form prescribed by the Competent Department accompanied by the following documents:</p> <ol style="list-style-type: none"> <li>1. a valid commercial licence of the hotel establishment; and</li> </ol>		

	2. a copy of the title deed of the real property or the valid lease agreement duly registered in Ejari system.
<b>Details Displayed on a Reservation Card</b>	The details of the entity reserving the car park space; the validity, type, and number of reservation card; and the details of the reserved car park space.

## Schedule (22)

<b>Reservation of My Parking “Contractors+”</b>							
<b>Zones</b>	All categories of Public Car Parks surrounding the site of the project implemented by contractors						
<b>Reservation Fee per Car Park Space</b>	<b>No. of Days:</b>	From 1 day to 27 days	From 28 to 90 days	From 91 to 112 days	From 113 to 180 days	From 181 to 220 days	From 221 to 365 days
	<b>Fee (in Dirhams)</b>	Number of days multiplied by 100	2,800.00	2,800.00 + (Number of days minus 90 multiplied by 100)	5000.	5,000.00 + (Number of days minus 180 multiplied by 100)	9,000.00
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Contractors+” spaces may be reserved for construction and engineering consultancy companies.</li> <li>▪ Reserved car park spaces may be used only for the purpose of loading and unloading materials and equipment required to complete the project and not for any other purpose.</li> <li>▪ Each construction company may reserve the number of Public Car Park spaces approved by the Right of Way Department of the TRA for the period recommended based on the requirements of the project for which these spaces are reserved. The decision of the Competent Department regarding the number of car park spaces to be reserved will be final.</li> <li>▪ Reservation cards will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and are to be used by the Vehicles of the applicant company.</li> <li>▪ The Competent Department will distinguish the reserved car park spaces in the way it deems appropriate.</li> <li>▪ The Competent Department will charge the construction or engineering consultancy company the costs of preparing the reserved space, in addition to twenty-five per cent (25%) of these costs as administrative fees.</li> </ul>						

	<ul style="list-style-type: none"> <li>▪ My Parking “Contractors+” reservation cards may not be used in other reserved car park spaces.</li> </ul>
<b>Procedures and Required Documents</b>	<p>An application for reserving a car park space will be submitted to the RTA on the form prescribed by the Competent Department accompanied by the following documents:</p> <ol style="list-style-type: none"> <li>1. a valid commercial licence of the construction or engineering consultancy company;</li> <li>2. a letter from the construction or engineering consultancy company stating the number of spaces to be reserved and the grounds supporting the application;</li> <li>3. the contracting or consultancy agreement, as the case may be; and</li> <li>4. the approval of the Right of Way Department of the TRA.</li> </ol>
<b>Details Displayed on a Reservation Card</b>	<p>The details of the entity reserving the car park space; the validity, type, and number of reservation card; and the details of the reserved car park space.</p>

### Schedule (23)

<b>Reservation of My Parking “Building/ Conditional+”</b>			
<b>Zones</b>	All categories of Public Car Parks surrounding old buildings.		
<b>Reservation Fee per Car Park Space</b>	AED 2,800.00 for three (3) months	AED 5,000.00 for six (6) months	AED 9,000.00 for one (1) year
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Building/ Conditional+” spaces may be reserved for owners of the buildings that have already been constructed but do not have car park spaces, and that are located within Controlled Parking Zones.</li> <li>▪ For the Competent Department to approve the reservation of these car park spaces, coordination with the Traffic Department and the Right of Way Department of the TRA is required to ensure smooth traffic flow and maintain traffic safety.</li> <li>▪ Up to two (2) Public Car Park spaces may be reserved for each building owner, and the decision of the Competent Department regarding the number of car park spaces to be reserved will be final.</li> <li>▪ The Competent Department will charge the building owner the costs of preparing the reserved space, in addition to twenty-five per cent (25%) of these costs as administrative fees.</li> <li>▪ Reservation cards will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and are to be used by the Vehicles of the building owner.</li> <li>▪ The Competent Department will distinguish the reserved car park spaces in the way it deems appropriate.</li> <li>▪ My Parking “Building/ Conditional+” reservation cards may not be used in other reserved car park spaces.</li> </ul>		
<b>Procedures and Required Documents</b>	An application for reserving a car park space will be submitted to the RTA on the form prescribed by the Competent Department accompanied by the title deed of the real property and a written letter stating the grounds supporting this application.		

<b>Details Displayed on a Reservation Card</b>	The details of the entity reserving the car park space; the validity, type, and number of reservation card; and the details of the reserved car park space.
--	---

## Schedule (24)

<b>Reservation of My Parking “Mosque+”</b>	
<b>Zones</b>	Public Car Parks adjacent to or surrounding mosques in the Emirate.
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Mosque+” spaces may be reserved for the imams and mu'ezzins of the mosques of the Emirate.</li> <li>▪ My Parking “Mosque+” space may be reserved for one (1) year, renewable for the same period subject to the same conditions and procedures prescribed for initial issuance.</li> <li>▪ Only one (1) car park space may be reserved for an Imam or a mu'ezzin.</li> <li>▪ An imam or a mu'ezzin must be employed by, or have his residence permit sponsored by, the Islamic Affairs and Charitable Activities Department in Dubai. In case of private mosques, the residence permits must be sponsored by the entity that sponsors or that built that mosque.</li> <li>▪ Reserved car park spaces surrounding the mosques are exempt from any preparation costs.</li> <li>▪ Reservation cards will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and are to be used by the imam or mu'ezzin or any of their first-degree or second-degree relatives.</li> <li>▪ The Competent Department will distinguish the reserved car park spaces in the way it deems appropriate.</li> <li>▪ Where the public interest requires, the TRA may cancel the reservation of a car park space by serving a notice on the entity reserving such space at least thirty (30) days prior to cancellation.</li> <li>▪ My Parking “Mosque+” reservation cards may not be used in other reserved car park spaces.</li> </ul>
<b>Procedures and Required Documents</b>	An application for reserving My Parking “Mosque+” spaces will be submitted to the RTA on the form prescribed by the Competent Department accompanied by the following documents:

	<ol style="list-style-type: none"> <li>1. a letter from the Islamic Affairs and Charitable Activities Department or from the sponsor or the person who has built that mosque; and</li> <li>2. a copy of the valid Vehicle's registration card in the name of the imam or the mu'ezzin, or in the name of any of his relatives up to second-degree.</li> </ol>
<p><b>Details Displayed on a Reservation Card</b></p>	<p>The details of the entity reserving the car park space; the validity, type, and number of reservation card; and the details of the reserved car park space.</p>

## Schedule (25)

<b>Reservation of My Parking “Government Entity+”</b>	
<b>Zones</b>	All categories of Public Car Parks surrounding the premises of Government Entities or their affiliates, or surrounding the venues of the events sponsored by Government Entities.
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Government Entity+” spaces may be reserved for Government Entities, or their affiliates, which hold specific events sponsored by these entities or any of Their Highnesses Members of the Ruling Family.</li> <li>▪ The reservation card will be valid for the period requested by the Government Entity as approved by the Competent Department, at its sole discretion. The decision of the Competent Department regarding the validity of the reservation card will be final.</li> <li>▪ Reserved car park spaces may be only used by Government Entities or their customers.</li> <li>▪ Reservation cards will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and are to be used by the Vehicles owned by Government Entities or their customers.</li> <li>▪ The Competent Department will distinguish the reserved car park spaces in the way it deems appropriate.</li> <li>▪ Where the public interest requires, the TRA may cancel the reservation of a car park space by serving a notice on the entity reserving such space at least twenty-four (24) hours prior to cancellation.</li> <li>▪ My Parking “Government Entity+” reservation cards may not be used within other reserved car park spaces.</li> </ul>
<b>Procedures and Required Documents</b>	An application for reserving a car park space will be submitted to the RTA on the form prescribed by the Competent Department accompanied by an official letter from the applying Government Entity stating the number of car park spaces to be reserved, the reservation period, and the grounds supporting this application.
<b>Details Displayed on a Reservation Card</b>	The details of the entity reserving the car park space; the validity, type, and number of reservation card; and the details of the reserved car park space.



## Schedule (26)

<b>My Parking “Emarati+”</b>	
<b>Zones</b>	All categories of Public Car Parks located within residential areas where UAE Nationals reside and where the occupancy rate of Public Car Parks is high, and in any other areas determined by the Competent Department.
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking “Emarati+” spaces may be reserved for UAE Nationals residing in a villa or a town house located in the areas where the occupancy rate of Public Car Parks is high or in any other areas where My Parking “Resident” is available.</li> <li>▪ Up to one (1) parking space may be reserved for each residential unit owned or rented by a UAE National.</li> <li>▪ Reservation cards will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose and are to be used by the Vehicles of the UAE National or any of his first-degree relatives.</li> <li>▪ The Competent Department will distinguish the reserved car park spaces in the way it deems appropriate.</li> <li>▪ The Competent Department will charge the applicant the costs of preparing the reserved space and the annual maintenance costs.</li> <li>▪ Where the public interest requires, the TRA may cancel the reservation of a car park space by serving a notice on the person reserving such space at least thirty (30) days prior to cancellation.</li> <li>▪ My Parking “Emarati+” season parking cards may not be used within other reserved car park spaces.</li> </ul>
<b>Procedures and Required Documents</b>	<p>An application for reserving a car park space will be submitted to the RTA on the form prescribed by the Competent Department accompanied by the following documents:</p> <ol style="list-style-type: none"> <li>1. a copy of the title deed of the real property or the valid lease agreement duly registered in Ejari system;</li> <li>2. the UAE national identification card of the applicant or any document proving that he lives in the residence mentioned in the application.</li> </ol>

<b>Details Displayed on a Reservation Card</b>	The details of the person reserving the car park space; the validity, type, and number of reservation card; and the details of the reserved car park space.
--	---