

**Administrative Resolution No. (976) of 2023**  
**Amending 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>**

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**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;  
Executive Council Resolution No. (5) of 2016 Regulating Car Parks in the Emirate of Dubai and its amendments; and

Administrative Resolution No. (381) of 2011 Issuing the Implementing Bylaw of Executive Council Resolution No. (5) of 2016 Regulating Car Parks in the Emirate of Dubai and its amendments (the "**Original Resolution**"),

**Does hereby issue this Resolution. Superseded Articles**  
**Article (1)**

Articles (7) and (12) of the Original Resolution are hereby superseded by the following:

**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+";

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<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.*

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3. My Parking "Medical Facility+";
  4. My Parking "Bank+";
  5. My Parking "Hotel+";
  6. My Parking "Contractors+";
  7. My Parking "Building/ Conditional+";
  8. My Parking "Money Exchange Outlets+";
  9. My Parking "Government Service Centres+"; and
  10. My Parking "Private Sector Events+";.
- b. The zones, fees, conditions, rules, and 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.

### **Authorisations to Occupy Public Car Park Spaces**

#### **Article (12)**

A Person wishing to reserve a Public Car Park space for a fee or to conduct any economic activity within Public Car Parks must apply to the RTA for an occupancy permit on the form prescribed by the TRA for this purpose.

### **Superseded and Added Schedules**

#### **Article (2)**

- a. Schedule (19) attached to the Original Resolution is hereby superseded by the Schedule attached hereto.
- b. Schedules (29), (30), and (31) attached hereto are hereby added to the Original Resolution.

**Publication and Commencement**  
**Article (2)**

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**

**Roads and Transport Authority**

Issued in Dubai on 30 November 2023

Corresponding to 16 Jumada al-Ula 1445 A.H.

## Schedule (19)

<b>Reservation of My Parking "Medical Facility+"</b>			
<b>Zones</b>	All categories of Public Car Parks surrounding the premises of the medical facility.		
<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 in the Emirate.</li> <li>▪ Reserved car park spaces may be used only by the authorised medical facility or its customers.</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>▪ My Parking "Medical Facility+" Permits will be issued in the form of plastic or paper cards or in any other form approved by the TRA for this purpose.</li> <li>▪ The Competent Department will mark the reserved car park spaces in any 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 required for public interest, the TRA may cancel the reservation of a car park space by serving a notice on the Person reserving such a space at least thirty (30) days prior to cancellation. The TRA may refund part of the Reservation Fees pro rata to the remaining reservation period.</li> <li>▪ My Parking "Medical Facility+" reservation cards may not be used in other reserved car park spaces.</li> </ul>		

<p><b>Procedures and Required Documents</b></p>	<p>An application for reserving a My Parking “Medical Facility+” 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 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>	<p>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.</p>

## Schedule (29)

<b>Reservation of My Parking "Money Exchange Outlets+"</b>			
<b>Zones</b>	All categories of Public Car Parks surrounding the premises of the Money Exchange Outlet		
<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 "Money Exchange Outlets+" spaces may be reserved for money exchange outlets operating in the Emirate.</li> <li>▪ A reserved car park space may be used only by the money exchange outlet and its customers.</li> <li>▪ Only one (1) Public Car Park space may be reserved for each money exchange outlet.</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 money exchange outlet or its customers.</li> <li>▪ The Competent Department will mark the reserved car park spaces in any way it deems appropriate.</li> <li>▪ The Competent Department will charge the Person 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 required for public interest, the TRA may cancel the reservation of a car park space by serving a notice on the Person reserving such a space at least thirty (30) days prior to cancellation. The TRA may refund part of the Reservation Fees pro rata to the remaining reservation period.</li> <li>▪ My Parking "Money Exchange Outlets+" reservation cards may not be used in car park spaces reserved for other entities.</li> </ul>		
<b>Procedures and Required Documents</b>	<p>An application for reserving a My Parking "Money Exchange Outlets+" 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 money exchange outlet; 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 Person reserving the car park space; the validity, type, and number of reservation card; and the details of the reserved car park space.

### Schedule (30)

<b>Reservation of My Parking "Government Service Centres+"</b>			
<b>Zones</b>	All categories of Public Car Parks surrounding the Government Service Centre.		
<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 "Government Service Centres+" may be reserved for Government service centres operating in the Emirate and owned by natural persons or by legal persons, such as Tasheel, Amer, and Al Adheed.</li> <li>▪ Reserved car park spaces may be used only by the Government service centre or its customers.</li> <li>▪ Up to four (4) Public Car Park spaces may be reserved for each Government service centre, 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 Government service centre or its customers.</li> <li>▪ The Competent Department will mark the reserved car park spaces in any way it deems appropriate.</li> <li>▪ The Competent Department will charge the Person 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 Person reserving such a space at least thirty (30) days prior to cancellation. The TRA may refund part of the Reservation Fees pro rata to the remaining reservation period.</li> <li>▪ My Parking "Government Service Centres+" reservation cards may not be used in car park spaces reserved for other entities.</li> </ul>		
<b>Procedures and Required Documents</b>	An application for reserving a My Parking "Government Service Centres+" space will be submitted to the RTA on the form prescribed by the Competent Department, accompanied by the following documents:		

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	<ol style="list-style-type: none"> <li>1. a valid commercial licence of the Government service centre; 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>	<p>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.</p>

### Schedule (31)

<b>Reservation of My Parking "Private Sector Events+"</b>	
<b>Zones</b>	All categories of Public Car Parks surrounding the private sector establishment facility.
<b>Reservation Fee per Car Park Space</b>	AED 100.00 per day
<b>Conditions and Rules</b>	<ul style="list-style-type: none"> <li>▪ My Parking "Private Sector Events+" spaces may be reserved for a private sector establishment at the area surrounding its facility where the event is taking place, throughout the duration of the event.</li> <li>▪ A reserved car park space may be used only by the authorised private sector establishment or its customers.</li> <li>▪ The number and location of the spaces to be reserved and duration of the reservation will be determined by the Competent Department, in coordination with the concerned organisational units of the RTA. The decision of the Competent Department in this respect 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 private sector establishment or its customers.</li> <li>▪ The Competent Department will mark the reserved car park spaces in any 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 Person reserving such a space at least twenty-four (24) hours prior to cancellation. The TRA may refund part of the Reservation Fees pro rata to the remaining reservation period.</li> <li>▪ My Parking "Private Sector Events+" reservation cards may not be used in car park spaces reserved for other entities.</li> </ul>
<b>Procedures and Required Documents</b>	An application for reserving a My Parking "Private Sector Events+" space 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 formal letter addressed to the TRA indicating the number of requested car park spaces, accompanied by an illustrative plan of the parking spaces;</li> <li>2. a valid commercial licence of the establishment; and</li> <li>3. 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>	<p>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.</p>