



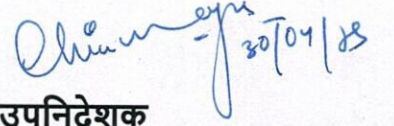
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Date: 30/04/25

**SUBJECT:** Policy/Guidelines for Allotment of Parking Spaces.

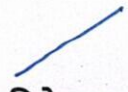
The policy/guidelines for allotment of parking spaces for the allotment of flats in DDA Housing Scheme has been approved by the competent authority. It is hereby attached with this letter.



उपनिदेशक  
आवास (समन्वय)

**Copy to for kind information:**

1. Pr. Commissioner(H)
2. Commissioner(H)
3. Commissioner(Systems)
4. Chief Engineer(HQ)
5. Director(H)-I/II
6. Dy. Director (Systems)-H
7. Dy. Directors(Housing)

  
उपनिदेशक  
आवास (समन्वय)

## **Policy/Guidelines for Allotment of Parking Spaces**

### **1. Introduction**

This policy establishes guidelines for the equitable allotment of parking spaces in housing schemes. It is designed to ensure transparency, fairness, and efficiency throughout the allocation process while considering the specific requirements of different flat categories and the needs of Persons with Disabilities (PwD) as well as cases requiring special attention on genuine medical grounds.

### **2. Objectives**

- (a) Equitable Distribution:** Ensure that parking spaces are allotted fairly among all allottees.
- (b) Priority Access:** Grant priority to PwD allottees and residents based on the proximity of their parking spaces to their dwelling units.
- (c) Transparency:** Implement a transparent allotment process, utilizing a draw of lots where applicable.
- (d) Responsive Adjustments:** Provide a mechanism for reallocating parking spaces on compassionate grounds (e.g., old age, infirmity, or severe disease).

### **3. Scope**

This policy applies to all housing schemes where parking spaces are limited and must be allocated among residents of various flat categories (e.g., LIG, MIG, HIG, etc.). It covers the entire allotment process—from the initial allocation based on available inventory to subsequent reassignments for exceptional cases.

### **4. Parking Inventory and Allocation Hierarchy**

Parking areas may include multiple levels (e.g., stilt, upper basement, lower basement, open spaces, etc.). The allocation across these levels will follow the hierarchy below:

#### **(i) Priority for PwD Allottees:**

- (a)** PwD allottees who have applied under the reserved PwD quota will be allocated stilt-level parking as a first priority via a draw of lots.
- (b)** If the number of PwD applicants exceeds the available stilt spaces, a draw of lots will ensure a fair allocation.

ii. **Allocation for Other Allottees:**

- a. **Primary Allocation:** Any remaining stilt parking spaces will be allocated to eligible applicants from higher categories. For example, in a housing pocket with HIG, MIG, and LIG flats, HIG residents will be prioritized for these spaces.
- b. **Secondary Allocation:** Once the stilt parking is exhausted, the allocation will extend to the upper and lower basement levels:

**Upper Basement:** Allocated to residents on higher floors.

**Lower Basement:** Allocated to residents on lower floors.

- c. Every effort will be made to assign parking spaces as close as possible to each resident's tower or building entrance. For instance, in a tower with 14 floors, residents from floors 8 to 14 may be allocated parking in the upper basement (through Draw) and those from floors 1 to 7 in the lower basement (through Draw).
- d. Additionally, efforts will be made to allocate parking spaces within the same tower. If a society has six towers (A, B, C, D, E, F), the draw for basement parking will be conducted tower-wise, ensuring that, for example, Tower A residents receive parking in their respective basement area.
- e. **Unallotted Flats Inclusion:** If any flat in a housing pocket remains unallotted before the draw, that flat will be included in the draw and assigned a parking space. Consequently, when the flat is offered in any subsequent scheme, no additional draw will be necessary since its parking space will already be mapped to it.
- f. All of this is subject to the availability of parking spaces. DDA also specifies in its housing scheme brochure the number of parking spaces allotted per flat. For example, in the Diwali Special Housing Scheme 2023 (e-Auction) for Sector 19B, Dwarka, Golf View Condos, DDA has allocated one parking space per HIG flat and two parking spaces per Super HIG and Penthouse.

## **5. Allotment Process**

Parking spaces will be allocated solely through a transparent draw of lots based on the principles outlined above. This process guarantees equal opportunity for all eligible allottees. After conduction of draw, the draw result will be uploaded on DDA website.

## **6. Change of Parking**

### **6.1 Requests on Compassionate Grounds**

- (a) Requests for a change in the allocated parking space due to compassionate reasons (such as old age, infirmity, or severe disease) will be considered on a case-to-case basis for extremely deserving cases.
- (b) Such requests will be reviewed by the relevant housing branch and forwarded to the appropriate authority (e.g., Vice Chairman) with supporting documentation and justification.
- (c) Final decisions will be made based on the merits of the case and the availability of vacant parking spaces. It will be on sole discretion of Competent Authority to consider or reject the request.

### **6.2 Requests Due to Inadequate Space**

- (a) If it is determined that the parking space is inadequate for a standard-size vehicle or does not meet prescribed norms, a request for change may be considered on a case-to-case basis for extremely deserving cases.
- (b) An inspection will be conducted by the Engineering Branch in the presence of the allottee. The inspection report, signed by the Executive Engineer concerned with their recommendation, will be forwarded through the Chief Engineer to the Housing Department.
- (c) The concerned Housing Branch (e.g., MIG, HIG, LIG) will then process the request for the approval of the Vice Chairman.
- (d) Final decisions will be based on the merits of the case and the availability of vacant parking spaces.
- (e) If an exchange of parking is approved, the existing parking allocation will first have to be surrendered by the allottee only then the exchanged parking will be handed over, and the records will be updated accordingly.

## **7. Quota of Vice Chairman:**

A quota of 5% (subject to availability) of the total parking spaces will be reserved to address the exigencies as mentioned above.

## **8. Auction of Additional Remaining Parking:**

- (i) Any remaining vacant parking spaces beyond the number of flats and the left out parking spaces out of Vice Chairman's quota will be auctioned among the apartment owners. For example, if a society has 612 flats and 660 parking spaces (across stilt, basement, etc.), then:

- 612 parking spaces will be allotted to the flat owners,
- 33 parking spaces (5% of 660 parking spaces) will be reserved for the Vice Chairman's quota, and
- The remaining 15 parking spaces  $\{660-612-33=15\}$  will be auctioned among the flat owners (subject to availability).

**(ii) Important: These parking spaces are an integral part of the flats and cannot be sold separately.** For example, if a flat owner is allotted one parking space through the draw and purchases an additional one via auction, both spaces become part of the flat. When a flat is sold, the associated parking spaces are automatically included in the sale. Further, individual sale of parking space is not permitted. The parking spaces must be used exclusively for parking purposes of the apartment owners.

## **9. Conclusion**

This policy provides a structured framework for the allocation of parking spaces in housing schemes. It ensures fair treatment of all allottees while accommodating special needs. By combining priority allocations, a transparent draw process, and provisions for compassionate reallocation, the policy aims to address the diverse requirements of the community efficiently and justly.

**10.** Vice Chairman, DDA is authorized to relax the terms and conditions as may be necessary from time to time keeping in view peculiar facts and circumstances as well as bonafide of cases.