

# SUNRISE GREENS RESIDENTS WELFARE ASSOCIATION

12A, AHINSHA KHAND, INDIRAPURAM, GHAZIABAD,UP

( REGD. 244/2008-2009)

## CAR PARKING STICKER DISTRIBUTION POLICY

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## RULES FOR VEHICLE MOVEMENT INSIDE RESIDENTIAL AREA

Document Approved by SGRWA Governing Body

Document Issued on: 12<sup>th</sup> Nov 2011

Document Issued By:

Goutam De ( President SGWA)

Mohit Pant ( General Secretary SGRWA)

# CAR PARKING STICKER DISTRIBUTION POLICY

## A.0

This policy was adopted for segregating and restricting the movement of unauthorised cars inside our residential premises and to create more valuable and safe parking space for bonafide residents living in our residential area. This will help to enjoy our parking space without external interference. This policy will be valid till the date of allotment of parking slot.

## A.1

### CAR STICKER DISTRIBUTION POLICY FOR OWNERS

#### A.1.1

One permanent car Sticker is to be issued free of cost after receiving duly verified documents as per the check list marked as Annexure-1

#### A.1.2

Second Car Parking sticker may be issued free of cost to the flat owner after receiving duly filled undertaking Form as per Annexure-2 and duly verified documents as per Annexure-1 subject to availability of parking space.

(Explanation: There are about 1200 car parking space is available including third basement for 1103 flat owners. So the issuing of one car parking sticker is mandatory but issuing the second parking sticker is conditional and depends upon the availability of free parking space without interference of other's free vehicle movement.)

#### A.1.3

No third car parking sticker will be issued in any circumstances.

#### A.1.4

Second car parking sticker is valid till the date of actual allotment of car parking slot and such issue of second parking sticker by SGRWA do not give any right to entry and park inside the premises after the allotment of actual parking unless such second parking slot was purchased by the resident.

### A.1.5

Owner of the flat will not get Car Parking Sticker till that said flat is on rent.

### B.1

#### CAR PARKING STICKER DISTRIBUTION POLICY FOR TENANTS

##### B.1.1

Existing Tenant may get car parking sticker free of cost only when owner of the said flat did not take the Car Parking Sticker or surrenders the issued car parking sticker to SGRWA or destroy the same and after receiving duly verified documents as per the check list marked as Annexure-3

##### B.1.2

Existing tenants who are living in this society before Nov 2011 and already having two cars may get maximum two car parking stickers per flat after the receiving the document as per the Annexure -3 along with receiving duly filled undertaking Form as per Annexure-2 and duly verified documents as per Annexure-3 1 subject to availability of parking space. But the current incoming tenants since Nov.2011 will get only one car parking sticker.

(Explanation: In order to control the car population, this is important to intimate the incoming tenants that they are entitled to get one Car Parking Sticker because owner purchased only one Car Parking Slot. At present the Tenant occupancy in our complex is more than 60%)

##### B.1.3

Second car Parking Sticker may be issued to the Tenant free of cost after receiving duly filled UNDERTAKING FORM as per Annexure-2 and verified documents as per Annexure-3

##### B.1.4

No third car parking sticker will be issued in any circumstances.

### C.1.

#### REPLACEMENT OF LOST/DAMAGED CAR PARKING STICKER

##### C.1.1

Replacement of lost car parking sticker will be provided after proper verification and receiving Rs. 100 (Rs. One Hundred Only) per sticker as processing fees

## RULES FOR VEHICLE MOVEMENTS INSIDE RESIDENTIAL COMPLEX

1. Cars having the valid parking sticker firmly pasted on the Car wind screen will be allowed to go inside without any interruption and a TOKEN shall be provided at the entry gate.
2. Cars without valid Car Parking Stickers shall not be allowed except the following cases.
  - a) Taxies coming for dropping or pick-up will be allowed for limited period of time max. 30 minutes after getting confirmation from the resident who called for the taxi and doing proper gate entry. A TOKEN will be provided at the entry gate.
  - b) Ambulances will be allowed without interruption and no need to issue the TOKEN at the entry gate.
  - c) Fire Tenders will be allowed without interruption and no need to issue the TOKEN at the entry gate.
  - d) Police vehicle will be allowed after taking the proper information and no need to issue the TOKEN at the entry gate.
  - e) Doctors on call will be allowed after getting confirmation from the resident who called the Doctor and doing proper gate entry. A TOKEN will be provided at the entry gate.
  - f) Vehicle of Gas Services / Drinking water services will be allowed after proper entry and a TOKEN will be provided at the entry gate.
  - g) Visitors Car may be allowed for limited period of time ( max. 15 mints) only when the passengers are found very old age, physically disabled, patient or carrying heavy luggage after getting confirmation from the resident to whom visitor wants to visit. A TOKEN will be provided at the entry gate and proper gate entry will be done. After dropping the vehicle will move out of the exit gate within this limited time.
  - h) Visitor Car for night staying possessing written permission as per Annexure-5 from authorised person of SGRWA will be allowed to be stay inside in specified area for the period of 10 pm to 10 am. A TOKEN will be provided at the entry gate. In the day time the Visitor's Car will be parked in VISITORS PARKING AREA
  - i) Vehicle for shifting of house hold goods will be allowed after receiving the NO OBJECTION CERTIFICATE (NOC) from SGRWA and a TOKEN will be provided at the entry

gate. No vehicle for shifting the house hold goods will be allowed for entry or stay inside the complex between 10 pm to 6 am.

3. All out going vehicle that collected TOKEN from IN GATE will deposit the TOKEN at OUT GATE.
4. Vehicle that has collected the TOKEN from IN GATE, will not be allowed to go out without depositing the TOKEN at the OUT GATE
5. LOST TOKEN VEHICLE must comply with "RULES FOR LOST TOKEN" before taking the vehicle OUT.

## RULES FOR LOST TOKEN

1. RC of the vehicle and Driving License will be produce at Gate office
2. Undertaking Form as per the Annexure -4 should be filled by the owner of the vehicle or close relation of the owner of that vehicle along with a fine of Rs. 100 (Rs. One Hundred Only) . After that the vehicle will be allowed to go out of the Exit Gate.
3. If the vehicle owned by the visitor then undertaking Form as per Annexure -5 will be filled by the Car owner or the resident who can identify the visitor along with a fine of Rs. 100 ( Rs. One Hundred Only). After that the vehicle will be allowed to go out of the Exit Gate.
4. Lost Token number along with vehicle number will be displayed on the Board outside of the security office.
5. Deposit amount of Rs. 100 (Rs. One Hundred Only) will be refunded from SGRWA Office between 7-8pm in all working days on deposition of LOST TOKEN if found.

## ANNEXURE-1

### List of Documents for Issuing Car Parking Sticker to Flat Owner

- 1) Copy of the payment receipt of parking bay or Registry
- 2) Copy of RC or provisional RC of owner's Car or owner's family car
- 3) Proof of removal of Car Parking Sticker from Tenant's Car if the Car Parking Sticker was issued to the Tenant of the Same Flat.

ANNEXURE-2

FORMAT FOR UNDERTAKING FORM FOR 2<sup>ND</sup> CAR PARKING STICKER

UNDERTAKING FOR SECOND CAR / TENANT VEHICLE STICKER

I, Sri/Smt \_\_\_\_\_, owner/tenant of Flat no. \_\_\_\_\_ of Jaipuria Sunrise Greens, Ahinsa Khand, Indirapuram, Ghaziabad, U.P. hereby undertake and declare that the Vehicle Sticker provided to me by Sunrise Greens Residents Welfare Association (SGRWA) for my second car / as Tenant, is only for the purpose of bonafide entry, identification and regulation of bonafide resident's vehicle in the society and the same shall not be treated as automatic right to own any parking slot till parking allotment is done by the Jaipuria Infrastructure Development Pvt. Ltd. (JIDPL) as per the records.

Signature:

Name:

Address:

Contact No:

Date :



### ANNEXURE-3

#### List of Documents for Issuing Car Parking Sticker to Tenant

- 1) Copy of Current valid Rent / lease Agreement
- 2) Copy of RC or provisional RC of Tenant's Car or Tenant's family car
- 3) Proof of removal of Car Parking Sticker from Owner's Car if the Car Parking Sticker was issued to the Owner for the Same Flat.

ANNEXURE-4

FORMAT FOR UDERTAKING FORM FOR LOST TOKEN

To,

The Security In-Charge,

Jaipuria Sunrise Greens, 12A Ahinsha Khand

Indirapuram, Ghaziabad, UP, Pin-201014

Sir,

I, ----- residents of Jaipuria Sunrise Greens, 12A Ahinsha Khand Indirapuram, Ghaziabad Flat No-----, hereby declare that the TOKEN issued to me/ my driver/my guest has been lost/misplaced. Please allow this vehicle move out from the society premises after completing the formalities as per the laid down rules of the society and I/we further declare that I/We or my guest shall not make any report/claim of LOST CAR NO----- against this lost TOKEN NO----- in any where or any form whatsoever it may be.

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Signature of the witness

Name:

Address:

Contact No:

Date:

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Signature of the Flat Owner

Name:

Address:

Contact No:

Date:

ANNEXURE-5

UNDERTAKING & INTIMATION FOR VISITORS CAR PARKING (NIGHT STAY)

TO,  
SUNRISE GREEN RESIDENTS WELFARE ASSOCIATION  
INDRAPURAM , GHAZIABAD

I, Shri/Smt \_\_\_\_\_ owner/tenant of Flat no. \_\_\_\_\_ of  
Jaipuria Sunrise Greens, AhinsaKhand, Indirapuram, Ghaziabad, U.P. hereby request to allow  
parking in the society during night time only for the vehicle no. \_\_\_\_\_ belongs to Mr. /  
Ms. \_\_\_\_\_ R/o \_\_\_\_\_ visiting my residence from \_\_\_\_\_  
to \_\_\_\_\_.

I hereby inform you that Mr. / Ms. \_\_\_\_\_ is/are my  
relative as \_\_\_\_\_.

I also undertake that I will give necessary direction for proper parking of the above said vehicle  
which will not cause any inconvenience to any other resident/tenant/vehicle movement/parking.

Signature of the Flat Owner

Signature of Authorised Person (SGRWA)

Name:

Name:

Address:

Date:

Contact No:

Date: