

DRAFT POLICY RELATING TO PARKING

1. DEFINITIONS

Designated parking area: means basement parking bays, open parking bays and other parking bays at the Mangaung Metropolitan Municipality's premises.

Loading Zone: areas designated for the purpose of loading equipment/goods.

Disability Parking Bay: parking areas specifically designated for disabled persons and normally marked and painted in yellow lines.

Full-time Parking: use of parking consecutively for a period longer than 20 days in a month.

Reserved Parking Bays: parking areas specifically meant for the use of designated vehicles or users such as mayoral vehicles, emergency vehicles, etc.

Temporary Parking: use of parking bay consecutively for a period longer than 30 days in a month.

2. PURPOSE

The purpose of this policy is to regularize parking at and around the Municipality's premises to ensure that a transparent and equitable process in the management of parking facilities, guiding officials in the allocation and control of all designated parking areas and ensuring parity in the allocation and usage thereof.

3. APPLICATION

The policy is applicable to all parking facilities at the Municipal premises for the Municipality's councillors, employees and visitors.

4. DISCLAIMER

Although precautions will be taken in safeguarding the vehicles whilst parked in any parking facility, the Municipality shall not accept any responsibility or liability any theft, loss or damage to any vehicle or its contents, or any other person that occurred as a result of the vehicle being parked or driven in any parking facility. The Municipality's insurers will not cover any loss or damage to privately owned vehicles or the contents thereof.

5. PRINCIPLES

Mangaung Metropolitan Municipality strives to provide secured car parking facilities for all staff, councilors and visitors, within the constraints of available spaces. The provision of secured parking will be achieved through the following:

5.1 Full time Parking

Prioritization and administration of applications for parking space:

Political Office-Bearers will be given first priority over senior officials and other officials, senior managers will be given priority over other officials and any other official will be given priority over non-municipal officials.

Instituting control over designated parking areas and ensuring compliance with this policy:

Nominal charges shall be applied for the use of designated parking areas as determined and approved by Council from time to time and as contained in the tariff list of the municipality.

Regular reviews of available space for car parking:

Based on the allocation criteria of parking as contained in this policy, allocation will be done on the "First Come First Serve" basis, and where appropriate, re-allocation will be dealt with on the "Last In First Out" basis.

Parking permits will be issued in order to control and monitor the number of full-time parking spaces allocated within the Municipal premises.

5.2 Temporary Parking

Nominal charges shall be applied for the use of designated parking areas as determined and approved by Council from time to time and as contained in the tariff list of the municipality.

Charges shall be commensurate to the amount of time of use. The time of use shall be equal to the recorded time of entry less recorded time of exit.

Parking voucher will be issued to the driver of the vehicle at the point of entry, and the parking voucher must be produced by the driver at the point of exit upon vacating the parking area.

6. TYPES OF PARKINGS AVAILABLE

6.1 Open Parking – (General Public)

This is generally temporary parking, designated parking area and is open for use by the general public subject to this policy and Parking By-law.

6.2 Open Parking – (Employees, Councillors and Other Institutions)

This is a full time, designated parking area and is only restricted for use by employees of the municipality, councillors and other institutions such as banks, other government departments, etc.

6.3 Basement Parking – (Employees, Councillors and Other Institutions)

Similarly, this is a full-time, designated parking area and is only restricted for use by employees of the municipality, councillors and other institutions such as banks, other government departments, etc.

6.4 Disabled Parking

Disabled parking is provided specifically for exclusive use by disabled persons. These parking bays will normally be located at the open parking area for general public.

Disabled parking bays are marked and painted in yellow lines and have a specific “disability” symbol painted on the parking bay itself.

6.5 Loading Zones

Loading Zones are specifically designated for loading purposes and are located at the temporary designated parking area.

6.6 Reserved Parking

Reserved parking bays are for exclusive use by the Executive Mayor and the Speaker. There may also be instance of areas specifically designated for other special use such as emergency vehicles, etc.

7. CAR PARKING PROCEDURES

7.1 Open Parking – (General Public)

Any member of the general public may park at this designated parking area. Time based

charges as approved by council hall be applied per vehicle. Upon arrival at the entry to the parking area, a parking voucher will be issued to the driver of the vehicle, and at the time of exit, the same parking voucher must be produced by the driver, at which point the time of use will be determined and an appropriate applicable fee must then be paid to finally pass out.

Where members of the public use the designated parking areas for the purpose of attending council meetings or any other special function as organized by the municipality, a special arrangement must be made with and prior approval obtained from the FM.

7.2 Open Parking – (Employees, Councillors and Other Institutions)

Only vehicles for which applications have been approved are allowed to use this designated parking area. Only vehicles which carry an official parking permit as issued by Mangaung Metropolitan Municipality will be allowed access to this parking area. All vehicles that are officially allocated parking bays at this parking area must at all times display an official parking permit affixed at a visible position of the front wind screen.

7.3 Basement Parking – (Employees, Councillors and Other Institutions)

Only vehicles for which applications have been approved are allowed to use this designated parking area. Similarly, all vehicles that are officially allocated parking bays at this parking area must at all times display an official parking permit affixed at a visible position of the front wind screen.

7.4 Disabled Parking

In order to qualify to use Disabled parking, the following set of conditions shall:

- The vehicle must be driven by or being occupied by one or more disabled persons;
- and
- The driver / occupants of the vehicle must be in a position of a special “disability” tag that must be hung on the interior rear view mirror holder or put on the dashboard of the vehicle, immediately after parking, in such a manner that it will be visible enough.

Based on the above criteria, disability parking shall be granted for use free of charge to the maximum of 24 consecutive hours, after which normal applicable charges shall apply.

7.5 Loading Zone

Loading zones are exempted from charges up to a maximum of thirty (30) minutes over an above the one (1) hour free parking time, except where an extension was previously arranged with the Parking Office.

7.6 Reserved Parking

Reserved parking may only be used by those who are afforded their exclusive use. No objects or vehicles shall be allowed to cause obstruction towards use of Reserved Parking areas.

8. NO PARKING AREAS / TOW AWAY AREAS

No vehicles or objects are allowed on or in front of No Parking / Tow Away areas. These areas will be identified by clearly marked signs. Any vehicle or object found to be parked on or in front of a No Parking / Tow Away areas shall be towed away and impounded and the associated costs thereof, including fines and penalties, shall be borne by the vehicle owner.

Should the owner of the vehicle fail to reimburse the municipality for the costs associated with towing away the vehicle, including fines and penalties, within a prescribed time frame following a written demand by the municipality, the municipality shall reserve the rights to institute other appropriate legal action to recover all associated monies due by the owner of the vehicle.

9. APPLICATION PROCEDURE FOR FULL TIME PARKING

All application for permanent parking shall be done through the completion of an appropriate application form obtainable from the Facilities Management.

All applications shall be assessed on the basis as provided for in this policy and applicants shall allow the municipality at least 30 working days to provide formal feedback on their application.

The applicant shall then be issued with a formal parking permit which must be displayed on front windscreen of the vehicle at all times. An applicant may apply for the maximum of two additional parking permits for the same parking, however only one vehicle will be allowed to park on the allocated parking bay at a time.

It is the responsibility of the applicant to inform the municipality of the changes as a result of new vehicle acquisition or sold vehicles which were linked to an allocated parking bay. In such a case, the parking permit alteration form must be completed.

10. DEPARTMENTS' RESPONSIBILITIES

10.1 User department's responsibility shall be to:

- Complete application forms and forward them to relevant facility manager;
- Ensure that parking disks are displayed at all times;

- Notify the facility manager when parking bays become vacant; and
- Make provision on budget for cost recoveries

10.2 Facilities Management's responsibility shall be to:

- Administrate parking facilities;
- Maintain the facilities, and
- Provide security measures, where applicable.

10.3 Relevant department's responsibility shall be to:

- Administrate parking facilities;
- Maintain the facilities, and
- Provide security measures, where applicable.

11. OTHER SPECIAL CONDITIONS

- The speed is limited to 5 kilometres per hour in all parking areas.
- If permit is damaged for some reason, a new permit shall be issued at a nominal charge.
- The provisions of this policy also extend to temporary employees, interns / learner employees.
- When an employee leaves the employ of the Municipality he/she must return the access cards/discs and remote controls.
- Application forms should be completed by all intended users for review and control whenever circumstances change or when required for audit purposes.
- The Facility Management(FM) will be responsible for the allocation and management of parking bays in line with this policy.

- Only users displaying valid official parking discs will be allowed to park in reserved bays
- Parking bays are for the allocated person's official use only.
- Where an employee leaves the employ of the Municipality, the parking bay vacated will be returned to the FM pool for re-allocation to other persons on the waiting list.
- Allocation will not be changed without prior consultation or request by users.
- No parking bay may be used for storage of a vehicle without prior permission. Unauthorized parking vehicles shall be removed and owner thereof will be liable for the towing fees.

12. RECOUP OF COSTS

All parking-related secondary costs will be recouped via a system of costs recovery from all user departments where applicable.

The secondary cost per parking bay will be a R100 per month to be reviewed annually.

Leased-in bays will be recovered as a primary cost to the department utilizing these bays.

13. OFFENCES

The following are considered offences in terms of this policy and are subject to a fine to be determined by council from time to time:

- Failure to display official parking permit;
- Failure to pay the appropriate parking fees or late payment thereof;
- Unauthorized parking at Loading Zones, Disability Parking Bays, Reserved Parking Bays, etc;
- Failure to display "disability" tag while parking at dedicated Disabled Parking Bay;
- Parking on or in front of No Parking Area / Tow Away Area.
- Car washing at parking area. Cars can only be washed at a dedicated car wash bay at open parking area.
- Failure to comply with any other provision of this policy.