

21 September 2006

**CIRCULAR No. 8 /2006**

**TO: THE RECTORATE, REGISTRARS, DEANS, CHIEF DIRECTORS, CAMPUS DIRECTORS, DIRECTORS AND HEADS OF ALL DEPARTMENTS AND DIVISIONS**

**PARKING POLICY AND SPACE FOR 2006**

Please take note that the Parking Policy has been approved by the EMC, which means that it will be implemented on all Campuses.

No re-allocations will be done this year (2006) due to the fact that it is too late in the year already to send out discs for 2006. The parking allocations for 2005 will still be in effect until the new Allocation of Parking forms for 2007 are distributed.

By the 27<sup>h</sup> of September 2006, a circular letter, together with an application form for parking will be distributed via outlook and internal post. The circular letter will contain the parking fees for 2007 as well as the dates on which the forms must be submitted to the Parking Committee.

We apologize for any inconvenience caused.

Sincerely

**GJ LABUSCHAGNE  
DIRECTOR: LOGISTICAL SERVICES**

21 September 2006

**CIRCULAR No. 08 /06**

**TO: THE RECTORATE, REGISTRARS, DEANS, CHIEF DIRECTORS, CAMPUS DIRECTORS, DIRECTORS AND HEADS OF ALL DEPARTMENTS AND DIVISIONS**

**ALLOTMENT OF PARKING SPACE FOR 2007**

Please distribute the attached application form among the staff members of your department or division. **The form must be completed and submitted by all individuals** to be considered for a parking space when parking spaces are allocated for 2007. We urgently request that you ensure that the completed forms reach us at Building 21-125, Pretoria Campus, not later than **14 October 2006**. Also note that all staff which already have allocated parking, must complete the application form to ensure their current allocated parking will not be forfeited.

Please note that all persons who use the parking facilities do so **at their own risk**. You are personally responsible for your own **car insurance** and for **insurance against political unrest**. TUT cannot therefore be held responsible for any damage that is sustained or loss that is suffered.

**All staff members of the Soshanguve and Garankuwa Campuses must also apply for allocated parking spaces, and therefore they have to submit application forms as well.**

Parking spaces will be allocated strictly according to the approved Parking Policy.

The process of the allocation of parking spaces for 2007 will be completed by **15 December 2006**. A Student Assistant will deliver parking disks to the applicants' offices from **15 January 2007**. The 2005 parking discs will be **valid until 28 February 2007**.

**Parking fees will be deducted on a six-monthly basis during 2007, for example half of the total fee will be deducted at the end of February and the other half at the end of August, except in the case of Senior Staff, which will be deducted on a monthly basis.**

**The approved tariffs for 2007 are as follows:**

	<b>TARIFF</b>
Parking under cover (26 February R100 + 26 August R100)	R200.00 per annum
Open parking (26 February R60 + 26 August R60)	R120.00 per annum
Residence students - shade-net parking (28 February R68.50 + 30 August R68.50)	R137.00 per annum
Motorcycle parking (26 February R45 + 26 August R45)	R 90.00 per annum
Tariff for Senior Staff members	R 50.00 per month

**GJ LABUSCHAGNE  
DIRECTOR : LOGISTICAL SERVICES**