



Office of the Deputy Vice-Chancellor: IPO

27 October 2008

CIRCULAR No. 10/08

TO: THE RECTORATE, REGISTRAR, DEANS, EXECUTIVE DIRECTORS, CAMPUS DIRECTORS, DIRECTORS AND HEADS OF ALL DEPARTMENTS AND DIVISIONS

ALLOTMENT OF PARKING SPACE FOR 2009

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 **2009**. We urgently request that you ensure that the completed forms reach us at Building 21-125, Pretoria Campus, not later than **31 January 2009**. Also note that all staff who already has allocated parking space, 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 unrest situations**. TUT can therefore not 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 have to submit application forms as well.

Parking spaces will be allocated strictly according to the approved Parking Policy. (See attached)

The process of the allocation of parking spaces for 2009 will be completed by **31 March 2009**. A Student Assistant will deliver parking disks to all applicants' offices from **01 April 2009**. The 2008 parking discs will be **valid until 30 April 2009**.

The approved tariffs for 2009 are as follows:

| | TARIFF |
|--|-------------------|
| Parking under cover | R200.00 per annum |
| Open parking | R120.00 per annum |
| Residence students - shade-net parking | R137.00 per annum |
| Motorcycle parking | R 90.00 per annum |
| Tariff for Senior Staff members | R 50.00 per month |


PROF S J MOLEFE
DEPUTY VICE-CHANCELLOR
INSTITUTIONAL PLANNING AND OPERATIONS

