



Tshwane University
of Technology

We empower people

9 September 2010

Circular: 07/2010

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

ALLOTMENT OF PARKING SPACE FOR 2011

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 **2011**. We urgently request that you ensure that the completed forms reach us at **Building 21-125**, Pretoria Campus, not later than **Friday, 8 October 2010**. 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 2010 will be completed by **31 December 2010**. A Student Assistant will deliver parking disks to all applicants' offices from **17 January 2011**. The 2010 parking discs will be **valid until 28 February 2011**.

The approved tariffs for 2011 are as follows:

	TARIFF
Parking under cover	R200.00 per annum
Open parking	R120.00 per annum
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
DVC: INSTITUTIONAL PLANNING AND OPERATIONS



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THE CHAIRMAN: ALLOCATION COMMITTEE
BUILDING 21, ROOM 125

APPLICATION AND DEBIT ORDER FOR OFFICIAL PARKING SPACE

SURNAME: INITIALS:

TEL. EXT: STAFF NUMBER:

BUILDING NO: ROOM NUMBER:

TITLE (EG. Mr./Ms/Dr/Prof) DATE OF APPOINTMENT:
YYYY/MM/DD

DESIGNATION OF POST:

DIVISION/DEPARTMENT:

PART TIME/FULL TIME: **P** **F** POST LEVEL:

CAMPUS: YEARS SERVICE:

PARTICULARS OF VEHICLE (S):

VEHICLE MODEL:
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

REGISTRATION NUMBER OF VEHICLE:
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

HAS PARKING SPACE PREVIOUSLY BEEN ALLOCATED TO YOU? **YES** **NO**

IF SO, SUPPLY PARKING SPACE NUMBER:

ALTERNATIVE CHOICE:

PLEASE NOTE THE FOLLOWING:

- The tariff is as published in the official TUT Tariff List.
- Application for and the allocation of parking space shall be according to the guidelines of the approved Parking Policy.
- Parking shall be at your own risk. TUT will assume NO liability for any damage that may be sustained or loss that may be suffered while your vehicle is parked on TUT premises.
- The parking disc must be affixed in the right-hand corner of the windscreen, so it can be visible at all times.
- With the signing of this application form/debit Order, you give permission that the said amount be deducted from your salary on a monthly basis, if parking is allocated to you. (Applications will only be accepted if sent through E-mail/Internal Post).

SIGNATURE: DATE: