



28 September 2009

Circular number: 05/2009

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

ALLOTMENT OF PARKING SPACE FOR 2010

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 2010. We urgently request that you ensure that the completed forms reach us at **Building 21-125, Pretoria Campus**, not later than **Friday, 16 October 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 2010 will be completed by **31 December 2009**. A Student Assistant will deliver parking disks to all applicants' offices from **18 January 2010**. The 2009 parking discs will be **valid until 15 February 2010**.

The approved tariffs for 2010 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 JS Molefe
DVC: Institutional Planning and Operations