

UNIVERSITY OF CAPE TOWN (UCT)
PARKING APPLICATION 2025/26
Financial year: 01 April 2025 to 31 March 2026



PERSONAL INFORMATION		
Title		
SURNAME		
Name(s)		
Identity Document No.: (RSA I.D./ Passport/ Work permit)		
Driving Licence No.	Valid date:	
Employee/ Staff No.		
GSH Access I.D. card No.		
Cell No.		
Email address		
EMPLOYMENT DETAILS		
Institution & Pay point		
Department		
Job title/ Designation/ Rank		
Appointment date		
Years of Service @ GSH		
Building and Floor		
Telephone (work)		
Speed dial		
PARKING ZONES: Only circle one (1) per line item		
Parking status	Current Park Zone: <input type="checkbox"/> New applicant <input type="checkbox"/>	
Parking since: month/year		
Zone: applying for	<input type="checkbox"/> N <input type="checkbox"/> P1 <input type="checkbox"/> P2 <input type="checkbox"/> E1 <input type="checkbox"/> E2 <input type="checkbox"/> AOPD <input type="checkbox"/> S1 <input type="checkbox"/> S2 <input type="checkbox"/> C1 <input type="checkbox"/> C2	
VEHICLE DETAILS		
	Make and Colour	Car registration number
Vehicle 1		
Vehicle 2		

By undersigning I acknowledge the correctness of the information provided.

Date:	Signature:
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By undersigning I acknowledge receipt of the necessary parking permit/access disc.

Date:	Signature:
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FOR OFFICE USE ONLY	UCT
With Effect From	
Zone approved	
Parking Tag number	
Issued by	



GROOTE SCHUUR HOSPITAL

CONDITIONS FOR USE OF PARKING FACILITIES

1. **Parking disc applications and renewals MUST be made ANNUALLY between OCTOBER and JANUARY for the following financial year.**
2. A penalty fee of R200 will be charged for access parking tags that are lost or misplaced. A penalty fee of R50.00 will be charged for a reprint of window display parking discs that are lost or misplaced.
3. **Vehicles parked for longer than 72 off duty hours will be impounded.** I.e., Vehicles which are abandoned, are parked at the Hospital while the User is off-duty or on leave or has left the Hospital, will be handed over to the City of Cape Town motor vehicle pound for further processing. All costs will be for the User's account.
4. Parking is regarded as an "on duty" facility. The parking may only be utilised whilst the User is actually "on duty" at the hospital. The User can register 2 vehicles on their profile, but only 1 vehicle is permitted to park per on duty work hours. The User is to inform the Parking Office of any changes in vehicle details or registration as soon as possible.
5. **Payment**
 - 5.1 The tariff and parking levy indicated on the parking approval form shall be payable monthly, in advance, by the User with effect from the issue date and shall be recovered where possible with a salary deduction/stop order from the User's salary.
 - 5.2 The User is to ensure personally that the parking tariff is being deducted from his/her salary or that alternative payment processes are adhered to.
 - 5.3 Users are to note that a parking levy is due and payable to the Groote Schuur Hospital Facility Board. It is important for Cash payers to note that payments are to be made on your monthly account, with a minimum payment of 6 months in advance. Please note that no refunds will be made as a result of errors made in this regard. No EFT is to be made without an invoice issued to the User. No monies will be accepted at the Groote Schuur Hospital Facility Board without the relevant documents from the Parking Office.
 - 5.4 Unpaid accounts will lead to the suspension of your electronic access tag and any further parking without full settlement will be deemed as irregular. Use of any parking facility without payment being made will also be regarded as fraud and irregular.
 - 5.5 Parking tariffs and levies are subject to review and will be amended per directives without prior notification needing to be served on the Users.
6. **Users may only park in demarcated parking bays.** Failure to do so will result in your vehicle being fitted with a wheel clamp which will **ONLY** be released upon the payment of a prescribed release fine to the out-sourced parking control service provider. Unauthorised parking of non-registered vehicles will be clamped.
7. The vehicle is parked at the User's risk and on the specific condition that the Department of Health and Wellness and the Hospital does not guarantee undisturbed and continuous access to the parking bay. Individual bays are not reserved in multi-user zones.
8. The User indemnifies the Department of Health and Wellness and the Hospital against all actions, claims, injuries, losses, or damages which he or any third party may sustain or be involved with, directly or otherwise due to the use of the parking bay. The User similarly indemnifies the Department of Health and Wellness and the Hospital against all legal costs which may arise there from.
9. **Sub-letting or allowing another party to use your parking bay is not permitted.**
10. **Parking privileges may at any time, with 30 days' notice, be withdrawn by the Hospital.**
11. **The Parking Office is to be timeously, (AT LEAST ONE MONTH'S WRITTEN NOTICE) informed, should the User leave the Hospital or no longer requires the parking, failing which, the User will be held responsible for the payment of the relevant fee.**
12. Any queries/problems regarding the already allocated parking zone must be submitted to the Parking Office.
13. **Parking discs must be visually displayed on the windshield of the motor vehicle or on the motorcycle, failure will result that an "illegal parking" notice will be affixed to the vehicles. In the event of two notices issued for the same offence will result that your vehicle will be clamped.**
14. **ISSUE AND USE OF ELECTRONIC ACCESS TAGS**
 - 14.1 Access tags are issued for parking purposes in the authorised allocated zone only. (Refer to 14.4)
 - 14.2 Any entry made into a parking zone using the tag will be deemed to be an entry by the User unless the proximity disc has been reported lost or stolen.
 - 14.3 Any loss or misplacement of a tag must be reported immediately to the parking office on ext. 2046 / 2223 / 2015. The replacement fee for such a tag is R200.
 - 14.4 Misuse of access tags will be viewed in a serious light and may result in the withdrawal of the privilege and/or disciplinary action.
 - 14.5 Access tags are not transferable and must be returned to the Parking Office when circumstances change or when use of the parking facility is no longer required.

I **hereby agree to and accept these conditions as binding upon myself.**

Signature:

Date: