



**SUBIC BAY DEVELOPMENT
and
MANAGEMENT CORPORATION,
INC.**

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 September 26, 2012

**STANDARD OPERATING PROCEDURE AND GUIDELINES FOR ILLEGAL
PARKING IN SBGP**

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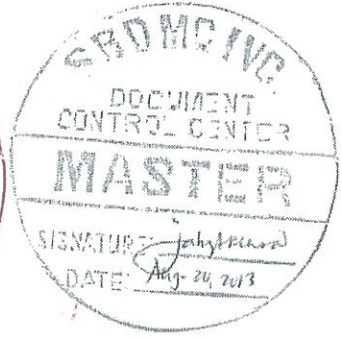
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STANDARD OPERATING PROCEDURE AND GUIDELINES FOR SBGP PARKING REGULATIONS

1. Introduction

This procedure prescribes the methods of enforcement of the SBGP rules against illegal parking to be executed jointly by SBDMC and SBMA LED.

2. Scope of this Procedure

This procedure is applicable to all SBGP Locators, their sub-lessees and visitors.

3. General Guidelines

- The Industrial Lease/Lease Agreement (ILA/LA) and the Construction and Operation Requirements attached to the ILA/LA provide that Locators, their employees and customers are allowed to park only inside their leased property.
- It is the Locators' responsibility to ensure that their employees, customers and guests follow the parking regulations.
- Parking outside the leased property is a violation of the COR and consequently, an event of default under the ILA/LA.
- To enforce effectively the SBGP parking regulations SBDMC shall request the assistance of SBMA LED Traffic Division who has authority to regulate traffic within the Subic Bay Freeport Zone including parking.
- Prior to implementation of the procedure against illegal parking, the Locators shall be reminded through an advisory of the parking regulations and the procedure to be carried out by SBDMC and SBMA LED to deter parking violations
- All prohibited areas shall have signs/notices to fully inform Locators on illegal parking
- Strict implementation of Traffic Rules and Guidelines shall be observed inside SBGP

4. What constitutes Illegal Parking

- Parking in Tow Away Zones
- Impeding the free flow of traffic
- Blocking an access lane
- Creating a Safety Hazard
- Parking on utility areas and driveways
- Unauthorized parking in posted two-way area
- Parking outside the leased property that exceeds the grace period granted by SBDMC





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5. Exemption from Illegal Parking

- A Locator who submitted a written request for exemption and upon evaluation was granted off-street parking by SBDMC for a limited period of 2 days only.
- Subject to prior advice to SBDMC, temporary parking in prohibited areas may be allowed due to special events or incidents.

Parking Exemptions:	Duration
With valid reason, and Clearance from ISD with approval of COO	Normal Exemption: 1 Day; Maximum of 2 days only.
With valid reason, and subject to approval from SBDMC Management	Exemptions above 2 Days.

Steps	Exceeded Parking Exemptions:	Performed By:	Duration
Step 1	Verbal Warning and Notice	SBDMC Security	The day after the lapse of the approved Parking Exemption Period
Step 2	Citation Ticket	SBMA LED	More than 1 Hr.
Step 3	Towing	SBMA LED	Lapse of 1 Day

6. Procedure

6.1. Notice of Illegal Parking/Warning

Immediately upon noticing an illegally parked vehicle, SBDMC Security shall issue a Notice of Illegal Parking to the vehicle user with warning that SBMA-LED will issue citation ticket if the vehicle is not removed within one (1) hour.

Parking Ticket:	Performed By:	Duration
Verbal Warning and Notice	SBDMC Security	Within 1 Hr.
Citation Ticket	SBMA LED	More than 1 Hr.





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6.2. Issuance of Citation Ticket by SBMA LED

After one hour, SBMA LED will be called for the issuance of Citation Ticket. The violator shall pay the citation ticket at SBMA office based on SBMA’s prescribed rates. The SBMA LED will record the violation in its database for purpose of applying progressive penalties.

Ticket Rates:	
1 st Offense	SBMA Prescribed Rates (P 250.00)
2 nd Onwards	Progressive Penalty

6.3. Towing of Vehicle

SBMA LED will provide its own towing equipment or if not available, they will be the one to contact a third-party towing contractor. Towing charges shall be for the account of the violator.

Towing Procedure:	Performed By:	Duration
Towing	SBMA LED	After 1 Day (> 24 Hours)

SBMA LED towing procedures shall apply.

6.4. Impoundment Area for Towed Vehicles

SBMA LED impoundment area will be used. In case space is insufficient, they will offer space according to their choice.

Impoundment Area:
1. SBMA LED Impoundment Area

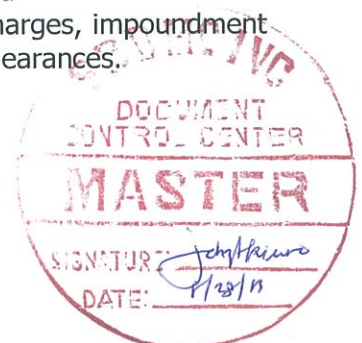
SBMA LED will be responsible to provide holding area in case needed. SBDMC will offer assistance in case there will be available space to offer.

SBMA & SBDMC shall not assume responsibility and liability for the welfare of towed vehicles inside the impoundment area.

6.5. Release of vehicle

The vehicle shall be released-

- a) Upon payment of the citation ticket charge to SBMA, if not towed
- b) If towed, upon payment of the citation ticket charge, towing charges, impoundment fee and issuance by SBDMC and SBMA LED of their respective clearances.





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Release Requirements:

1. Clearance from SBMA
2. Clearance from SBDMC (Needed in case of damage to SBGP Property)

CF:

Office of SBMA LED
SBMA Traffic Department
All concerned

