

# Policy

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**Subject:** Motorized Vehicles, Vehicle Registration and Parking Policy

**Policy Number:** 2007-02PM

**Effective Date:** August 26, 2015

**Approved by:** NCHC Board of Directors

**Reviewed by:** NCHC General Manager

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## **Purpose/Overview**

The purpose of the Motorized Vehicles, Vehicle Registration and Parking Policy is to ensure that all tenants have registered their vehicles with Northumberland County Housing Corporation and to prevent the unlawful parking of non tenants, unregistered vehicles and non-operational vehicles. This policy is intended to promote safety and fairness for tenant in all Northumberland County Housing Corporation properties by ensuring that only registered vehicles are parked within Northumberland County Housing Corporation properties. Further this policy has been established to effectively utilize, in a fair and equitable manner, the limited parking spots allotted for tenants of Northumberland County Housing Corporation and their guests.

## **Policy**

Any tenant who has a vehicle upon move in/lease signing or who obtains a vehicle at any time during their tenancy must complete a Vehicle Registration Form and attach valid proof of vehicle ownership and insurance for said vehicle. If there is a change in ownership a new Vehicle Registration Form must be completed. Attached as Appendix A.

Motorized vehicles include but are not limited to cars, trucks, motorcycles, dirt bikes, pocket bikes and motorized scooters.

Any motorized vehicle operated on Northumberland County Social Housing property must be:

- Properly plated and validated as well as insured as per the *Compulsory Automobile Insurance Act*, this includes but not limited to dirt bikes, pocket bikes and motorized scooters.
- Operated only by a licensed driver as per the *Highway Traffic Act*.
- Driving on sidewalks and walkways is prohibited.
- Driving on the County parking lots is to be restricted to entering and leaving the complex. The parking area is not to be used for racing or joy riding.
- Safely stored outside the unit or in an assigned parking spot.

The exception to the first three bullets identified in the policy would be any motorized apparatus that assists the operator and is used as a result of any physical disability that warrants such apparatus.

An unregistered vehicle shall mean any mode of motorized transportation that has not been registered with the Ministry of Transportation, Northumberland County Housing Corporation and an Automobile Insurance Provider.

Assigned of Parking spaces is at the discretion of Northumberland County Housing Corporation based on availability and criteria for vehicle registration. Parking spaces are designated for parking of approved motor vehicles. No other items or articles of any kind may be stored in the parking spaces.

## **Procedure**

Tenants who wish to be assigned a parking spot at their building must register the vehicle with Northumberland County Housing staff.

A completed Northumberland County Housing Vehicle Registration form and attach a copy of their ownership and insurance. If the vehicle is not in their name, a letter and copy of ownership from owner and insurance must be provided.

Tenants must report any changes regarding their vehicle registration, or change in vehicles and maintain vehicle in road worthy condition with current plates and insurance.

No repair work will be permitted to take place on Northumberland County property.

A waitlist will be established for those areas where the requests for a parking spot exceeds the number of spots available for a particular building. Tenants will be offered spots as they become available in chronological order from the established waitlist.

Tenants found not obeying the above policy will be given a verbal and written notice to cease the behaviour.

Continued violation of this policy may result in an application to end the tenancy through the Landlord and Tenant Board.

## **Repealed Policy**

## **Legislative Authority**

Residential Tenancies Act, 2006

# Schedule A

## Vehicle Registration Form

This notice is to confirm that you have been assigned **parking space # \_\_\_\_\_** . Please complete the following information and return it to the Northumberland County housing office. Your assigned parking space is for the registered vehicle only. **A copy of the ownership and valid insurance are required.** Due to lack of space, there can only be one vehicle per family unit parked on the premises.

Please be advised that all vehicles located on the premises must meet the following criteria:

- Be in road-worthy condition
- Have current license plates and valid insurance
- Vehicle is registered in the name of an occupant of your unit

Any vehicle failing to meet this criteria may be removed from the premises at the car owner's expense.

If you should replace this registered vehicle with another, a ***new Vehicle registration form must be completed.***

<b>Registration</b>	
<b>(please attach a copy of registration document)</b>	
Owner's name:	_____
Owner's address:	_____
	_____
Phone number:	_____
<b>Vehicle information</b>	
Make:	_____
Model:	_____
Year:	_____
	Colour _____
	License plate: _____
Signature _____	Date _____