

METODIKA METODIKA

**FOR THE ISSUING OF PARKING
PERMITS/CARDS**

FOR

ZÓNY P LACENÉHO S TÁNÍ

(PAID PARKING ZONES)

IN THE CITY OF PRAGUE

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I. Introduction

Parking permits and parking cards are issued on the basis of §23 of Act no. 13/1997 Coll., on roads, as amended, and in accordance with the relevant municipal directive for the delineation of districts of the City of Prague, in which local roads or defined sections thereof can be used for a price agreed in accordance with pricing regulations.

All data is verified by issuing centres in basic registers and the Central Vehicle Registry (“registry”). **Until CIS is connected to the basic registers and the Central Vehicles Registry applicants must submit all documents as if data were not traceable elsewhere.**

II. Parking permits/cards issued to physical persons with permanent residency in the defined area (*Residents*)

The following conditions must be met to obtain a parking permit/card:

- 1) physical persons must have a place of permanent residence within the Paid Parking Zone (PPZ) in the given defined area.
- 2) physical persons have a legal relationship to the vehicle for which the parking permit/card was issued, as derives from § 23 c) of Act no. 13/1997 Coll., on roads, as amended. This means that:
 - i. the applicant is the owner of the vehicle pursuant to Act no. 56/2001 Coll., on conditions for operation on roads, as amended,
 - ii. the applicant uses the vehicle on the basis of a leasing or loan agreement,
 - iii. the applicant has been loaned the vehicle for, at minimum, the period of validity of the issued parking permit/card by a legal entity or a physical person engaged in business, and who is permitted to loan movable assets (car rental company),
 - iv. the applicant is an employee of a company and has been entrusted with the vehicle for private use by his/her employer on the basis of an employment contract or a contract for the private use of a company vehicle (the income of the employee for secondary activities is the gratis use of a company vehicle for private purposes),
 - v. the applicant is a member of a statutory body of a legal entity (e.g. company director, member of the supervisory board, member of the board of directors, partner etc.) and uses the vehicle on the basis of a decision on the gratis provision of a vehicle for work and private purposes, the applicant is a foreigner with an employment contract with branch of a multinational company lying outside the Czech Republic and has been dispatched to the Czech branch of that multinational company on the basis of an agreement between the branches and has been provided with a vehicle to use for company and private purposes on the basis of an agreement with the Czech branch, or provided to use for company and private purposes by the branch outside the Czech Republic itself,
- 3) the agreed price for the parking of motor vehicles (see relevant price lists and map of price zones) must be paid.

The following is verified when issuing parking permits/cards:

f. Place of permanent residence of the applicant:

- a. **Citizens of the Czech Republic:** valid government ID or passport
- b. **Foreign citizens, EU citizens resident in the Czech Republic:** valid ID card or passport.
If a foreigner is not listed in the register, they must submit evidence of a residency permit or temporary residence permit for EU citizens or their border pass.
- c. **Foreign citizens from states outside the EU who are resident in the Czech Republic:** valid passport with valid visa.
Card can be issued for a half-year period prior to the expiry of a visa (if the visa is valid for another min. two months)
If a foreigner is not listed in the register, they must submit their residency permit document.
- d. **Members of foreign diplomatic missions:** valid ID card, passport or identity document issued by the Ministry of Foreign Affairs of the Czech Republic (for various categories of diplomatic staff).
If a foreigner is not listed in the register, they must submit confirmation issued by the relevant diplomatic corps of the staff member's residency in the PPS.

f. Evidence of legal relationship to the vehicle:

a. **The applicant is the vehicle owner:**

– **vehicle registered in the Czech Republic:**

if the vehicle cannot be found in the register (e.g. 'data consistency'), a road vehicle technical pass (TP) in which the applicant is listed as the vehicle owner, must be submitted. If the required data can be verified through a registration certificate, this document is sufficient.

Permits/cards can also be issued to persons with an amended permanent residency (according to ID card or trimmed ID card with paper on change of permanent residency), although this change has not yet been entered into their TP. In this case, it is necessary to carefully check the birth number according to the TP and ID card. This exemption applies to the issuing of the first parking permit-card.

– **vehicle registered abroad:** submits TP with translation into Czech (does not apply to Slovak) or extract of basic data from TP, signed by the vehicle owner to confirm the validity of the stated data.

b. **Applicant uses vehicle on the basis of a lease/loan contract:**

– submits registration certificate and leasing/loan contract.

– the vehicle of a physical person on leasing/loan contract that has been loaned to a third person – parking permits/cards are issued solely on the assumption that the third person (applicant) is listed in the text of the leasing contract or a supplement thereto as the vehicle user.

If the vehicle cannot be found in the register, the TP and an extract from the register of the loan/leasing company must be submitted (in order to verify activities).

- c. **Applicant has the vehicle on a long-term lease** for at least the validity period of the parking permit/card from a legal entity or from a physical person engaged in business, and who is permitted to loan movable assets (car rental company): - submit original registration certificate and lease contract.

If the loaner cannot be found in the register, a copy of an extract from the car rental company must be submitted (to verify activity).

- d. **Applicant has been entrusted by their employer with the vehicle for private use:** submits the registration certificate and the completed “Confirmation of income from related activities pursuant to § 6 para. (6) of Act no. 586/1992 Coll., on income tax, as amended” (see attachment) signed by the payroll department and a statutory representative of the company or person authorised to represent the statutory representative (through power of attorney or company directive). In point 4) of this form the employer’s payroll department confirms that 1% of the vehicle purchase price was added to the employee’s income tax base.

If the applicant has not yet been entrusted by their employer with a vehicle for private use, point 4) of the form shall contain a declaration that 1% of the purchase price of the vehicle shall be added to the employee’s income tax base following issuing of the parking permit/card.

If the employer or vehicle cannot be found in the register, the applicant must submit an employer’s extract from the register that is not older than six months and the TP (if the vehicle was acquired on the basis of a lease/loan, a copy of the TP).

- e. **Applicant has been entrusted with a vehicle for private use as a member of a statutory body of a legal entity** (e.g. company director, member of the supervisory board, member of the board of directors, partner etc.), who do not agree an employment contract with the employer but are appointed and this fact is stated in the register extract:

submits registration certificate and “Confirmation of income from related activities pursuant to § 6 para. (6) of Act no. 586/1992 Coll., on income tax, as amended” form with modified formulations (instead of ‘employee’, the applicant’s position in the company is defined, etc.), signed by the payroll department and a statutory representative of the company or person authorised to represent the statutory representative (through power of attorney or company directive). In point 4) of this form the employer’s payroll department confirms that 1% of the vehicle purchase price was added to the employee’s income tax base.

If the applicant has not yet been provided by their employer with a vehicle for private use, point 4) of the form shall contain a declaration that 1% of the purchase price of the vehicle shall be added to the employee’s income tax base following issuing of the parking permit/card.

If the employer or vehicle cannot be found in the register, the applicant must submit an employer's extract from the register that is not older than six months and the TP (if the vehicle was acquired on the basis of a lease/loan, a copy of the TP).

- f. **Applicant (physical person engaged in business) has vehicle registered against business ID number and their place of business is the same as their place of permanent residence:**

When issuing a parking permit/card the issuing centre proceeds the same way as with a person with permanent residency in the defined area.

- g. **Vehicle is entrusted by a Czech subsidiary of a multinational company to a foreigner** with an employment contract with the foreign subsidiary of that multinational company and who has been dispatched to the Czech subsidiary on the basis of an agreement between the subsidiaries:

submits the registration certificate and a declaration of the Czech subsidiary, signed by the statutory representative, that is has provided the applicant with a vehicle gratis to use for business and private purposes for a minimum period equal to the period of validity of the parking permit/card, stating the obligations deriving from § 6 para. (6) of Act no. 586/1992 Coll., on income tax, as amended, in which it is confirmed that 1% of the purchase price has been added to the applicant's income tax base (in the event that the applicant does not pay taxes on the territory of the Czech Republic, the Czech subsidiary shall demonstrate the deduction of amounts corresponding to taxation by allowance deductions).

If the applicant has not yet been entrusted by their employer with a vehicle for private use, point 4) of the form shall contain a declaration that 1% of the purchase price of the vehicle shall be added to the employee's income tax base following issuing of the parking permit/card.

If the employer or vehicle cannot be found in the register, the applicant must submit an employer's extract from the register that is not older than six months and the TP (if the vehicle was acquired on the basis of a lease/loan, a copy of the TP).

- h. **Vehicle is directly entrusted to a foreigner by a foreign employer:** submits declaration by employer, translated into Czech (not required for Slovak), listing the employer's valid identification, signed by a statutory representative, on the entrusting of the vehicle to the applicant for private use, too. In this case, the fulfilment of taxation obligations is not verified.
- i. **Vehicle used by a foreigner as a physical person engaged in business:** submits statutory declaration translated into Czech (not required for Slovak) stating the valid identification of this person and stating that they are also using the vehicle for private purposes. In this case, the fulfilment of taxation obligations is not verified.

In the event that the applicant (person who meets the above conditions) is unable to pick up their parking permit/card, this can be done by another person, who must submit the above documents and power of attorney from the applicant.

III. **Parking permits/cards issued to legal entities, physical persons engaged in business and owners of real estate (Subscribers)**

Parking permits/cards issued to legal entities, physical persons engaged in business and owners of real estate can be issued either in a company (business entity) name, the name of an owner of real estate or the vehicle registration plate.

Parking permits/cards issued to legal entities or persons who are claiming a discount according to the valid price list can only be issued to the vehicle registration plate.

The following conditions must be met in order gain entitlement to a parking permit/card:

- 1) the registered address or business premises of the legal entity, physical person engaged in business or real estate of a physical person must lie within the defined PPZ,
- 2) the agreed price for the parking of motor vehicles (see relevant price lists and map of price zones) must be paid,

the following is verified when issuing a parking permit/card:

1. Legal entities and physical persons engaged in business – registered address or business premises

- a. **business premises of legal entity or physical person engaged in business that is different from its registered address, and which is not listed in the register:** any valid document stating the address of the business premises (e.g. lease contract or extract from land register if the legal entity is the owner of the building in which the premises are located, list of business premises issued by trade licensing authority of the relevant local authority etc.) must be submitted.
- b. **legal entity or physical person engaged in business who is temporarily working to order (e.g. tradesmen):** submit evidence of orders in the field (order form, deposit invoice, contract for work etc.)
- c. **employee is given use of vehicle for business purposes only** (emergency, service or other work at the place of permanent residence: the applicant is the employer: submits a statutory declaration stating that the vehicle is used for business purposes only and that the employee's place of permanent residence is also the place at which they perform work for that employer (e.g. as detached workplace, business premises etc.).

If the applicant cannot be found in registers, an extract from the register (not older than six months) or establishment deed or business license (for physical persons engaged in business) must be submitted).

2. Owner of real estate – ownership of real estate

- a. A valid government ID card or passport must be submitted
- b. A new owner of real estate who is not yet listed in the real estate cadastre (does not hold ownership deed) must submit a "Proposal for Entry" stating the assigned reference number and stamp of the cadastre.

- c. If the owner of real estate has been provided by their employer with a vehicle for private use, they shall submit the registration certificate (or a copy of the TP if the vehicle was acquired on the basis of a lease/loan) and the completed “Confirmation of income from related activities pursuant to § 6 para. (6) of Act no. 586/1992 Coll., on income tax, as amended” form (cf. Attachment), signed by the payroll department and a statutory representative of the company or person authorised to represent the statutory representative (through power of attorney or company directive). In point 4) of this form the employer’s payroll department confirms that 1% of the vehicle purchase price was added to the employee’s income tax base.

If the applicant has not yet been provided by their employer with a vehicle for private use, point 4) of the form shall contain a declaration that 1% of the purchase price of the vehicle shall be added to the employee’s income tax base following issuing of the parking permit/card.

- d. If the owner of real estate has been provided by their employer with a vehicle for business purposes, they must submit the registration certificate (or a copy of the TP if the vehicle was acquired on the basis of a lease/loan).

If the applicant or their employer cannot be found in the registers, they shall submit an extract from the register that is not older than six months.

3. Evidence of legal relationship to vehicle (for parking permits/cards issued to registration plates)

a. The applicant is the owner of a vehicle:

- If the vehicle cannot be found in the register (e.g. ‘data consistency’), a road vehicle technical pass (TP) in which the applicant is listed as the vehicle owner, must be submitted. If the required data can be verified through a registration certificate, this document is sufficient.
- If only the *birth number* and not the business ID number of the physical person engaged in business is listed in the vehicle register entry, this person must demonstrably provide proof that the vehicle is operated for the purpose of business pursuant to special regulations (e.g. evidence of registration and payment of road tax).

b. The applicant uses the vehicle on the basis of a leasing/loan agreement:

- The TP in which the applicant is listed as the vehicle operator and the leasing/loan agreement must be submitted.

In the event that a statutory representative of a legal entity or a physical person is unable to pick up their parking permit/card in person, they can entrust another person to do so. This person must produce the aforementioned documents, authorisation from the statutory representative of the legal entity and identify themselves through their government ID card.

4. Documents in special cases

A certain group of persons is subject to special provisions (e.g. notaries, lawyers, doctors, civic associations, foundations, court executors, patent representatives, experts and interpreters, auditors, tax consultants, authorised architects etc.), applications from whom are, with the exception of the cases below, rare.

- a. **physical person – notary:** submits document on appointment as a notary stating their registered address and issued by the Notarial Chamber, or other document stating the notary's address,
- b. **physical person – lawyer:** submits certificate of entry of lawyer to the list of lawyers issued by the Czech Bar Association and confirmation of the registered address of their lawyer's office, also issued by the Czech Bar Association,
- c. **physical person – doctor:** submits evidence of the establishment of a medical facility, issued by the City of Prague, that states the address of the facility,
- d. **member of parliament, senator, representative:** following verification of their election from the Czech Statistical Office, evidence of the existence of their office (e.g. lease agreement etc.) must be submitted,
- e. **physical person – artist with studio:** submits clear evidence that they are a person engaged in business (e.g. evidence of the sale of their own works of art) and evidence of the address of the studio (e.g. lease agreement etc.),
- f. **unresolved inheritance:** submits ID card and register is used to verify whether the vehicle was owned by the deceased, death certificate and evidence of ongoing inheritance proceedings,
- g. **legal decision:** submits their ID card and legal decision through which they acquired the vehicle. The parking permit/card is issued irrespective of whether they are or aren't listed as the owner of the vehicle in the register.

If the procedure isn't listed below, the relevant law governing its activity should be studied. In the event of doubt, documents must be requested and the application discussed with the PPZ manager (RFD MHMP).

IV. Parking permits/cards for public benefit organisations (*Social Services*)

These parking permits/cards may only be issued to the registration plate of the company/organisation vehicle.

The following conditions must be met in order to gain entitlement to a parking permit/card (in accordance with appendix 2 to resolution of Prague City Council no. 0519 of 22 April 2003):

- a) the registered address or business premises (or place of performance of activity) of a legal entity must lie within the defined PPZ area,
- b) the vehicle must be a van, combi or clearly similar type,
- c) the vehicle must be intended for publically beneficial purposes (transport of material for publicly beneficial activities, transfer of people for whom the publicly beneficial activity is intended etc.).

Applicants must submit:

- establishment deed in which a publicly beneficial activity is stated as the main activity or articles of association or another document that clearly demonstrates the publicly beneficial, non-profit nature of the organisation,
- evidence of the registered address, business premises or other evidence of a relationship to the given area (e.g. lease agreement, City of Prague registration etc.),
- if the vehicle cannot be found in the register, they must submit the vehicle's TP, and the lease/loan agreement for vehicles acquired on the basis of a lease/loan,
- in the event of a repeat application for a discounted parking permit/card, the journey log, which documents the nature of use of the organisation's vehicle, must also be submitted

V. **Parking permits/cards for carers**

These parking permits/cards are issued on a visitor basis (VPH only) for a period of one year and can only be issued to the relevant vehicle registration plate and are chiefly intended to resolve issues for the old or sick and those who cannot care for themselves without assistance.

- a) The following persons with permanent residency in the defined area can apply:
- over 85 years of age or
 - receives at least third-level care contributions and
 - does not hold any other parking permit.

Applicants who do not meet the age or care contribution level criteria must submit any other document (generally issued by a doctor) proving their state of health and the necessity of providing care. In such cases, the issuing centre shall consult the issuing of a permit with the PPZ manager (RFD MHMP).

- b) Parking permits are issued for ten sections (vicinity of permanent residency, doctor etc.)

- c) The following must be submitted with the application:

- ID card of person close to applicant (carer, generally a family member)
- TP of carer's vehicle, with evidence of legal relationship to vehicle as per chapter II.
- parking fees can be paid through VPH only and to the amount of the max. limit
- the same applies to the change of the carer's registration plate.

- d) Parking permits are issued only at the issuing centre of the relevant municipality (due to verification with the social care department or similar body).

- e) Unused credit is forfeited when the applicant is removed from CIS (five years from last change).

In the event of any doubt we recommend discussing your application with the PPZ manager (RFD MHMP).

VI. **Electrical cars**

These parking permits/cards are issued on a visitor basis for a period of one year and can only be issued to the relevant vehicle registration plate.

- a) Applicant submits TP for verification by issuing centre that the vehicle is an electrical car
- b) Hybrid cars do not fall under the category of electrical cars (with the exception of reserve fuel for the recharging of batteries for travel to charging point)
- c) Parking permits are issued only at the issuing centre of the relevant municipality

In the event of any doubt we recommend discussing your application with the PPZ manager (RFD MHMP).

VII. Exchange and return of parking permit/card

1. Reasons for exchange

a. exchange of registration plate or vehicle:

- If the vehicle cannot be found in the register, a new or amended TP in which the applicant is listed as the vehicle owner, must be submitted. If the required data can be verified through a registration certificate, this document is sufficient.
- When changing a parking card, the original parking card, or part thereof, and chip must be submitted.
- If the applicant fails to return the original parking card (e.g. due to its destruction, the following evidence must be provided:
 1. evidence of deletion of original vehicle from documentation, or
 2. declaration of second-hand car dealership on the removal of the parking card from the windscreen, or
 3. submitting the original vehicle for physical inspection by issuing centre employee, or
 4. submit vehicle TP where change of ownership is marked, and simultaneous assignment of a new registration plate.

b. Change of place of permanent residence:

- Cf. chapter II. Parking permits/cards issued to physical persons with permanent residency in the defined area
- When changing a parking card, the original parking card, or part thereof, and chip must be submitted.

If the applicant or vehicle cannot be found in the register, the applicant must submit all documents as if applying for a new parking permit/card.

2. Reasons for issuing a replacement parking card

a. Loss of parking card:

- Applicant submits a written application containing an explanation of the circumstances of the loss of the parking card, a statutory declaration stating true information about the event and their government ID card.

b. Theft of parking card:

- Applicant submits a written application containing an explanation of the circumstances of the theft of the parking card, a statutory declaration stating true information about the event and their government ID card.
- If, in the event of theft from a properly locked vehicle, the applicant submits a theft report issued by the Police Force of the Czech Republic, the obligation to submit a written application containing an explanation of the circumstances of theft of the parking card and a statutory declaration is waived.

c. Damage to parking card:

- The applicant submits their government ID card and the damaged parking card, or part thereof, and chip.
- If the parking card was damaged (destroyed) when changing the vehicle windscreen, the applicant shall submit a document on the realisation of the change of windscreen that has been issued by the garage.

In the event of the loss (theft) of a transferable parking card, no replacement shall be issued. In the event of the loss of a transferable parking card the applicant shall, in the event that it is found, receive a pro-rata amount for the entire months remaining to the end of the validity period of the stolen parking card from the day of the reporting of theft.

VIII. Short-term exchangeable parking permit/card

1. Short-term exchangeable parking permit

a. Through website (online change of parking permit):

- at 2 x 7 days, or
- 1 x 14 days per year.

b. At parking permit issuing centre

- change of parking permit for period longer than in point and for max. three months,
- change of parking permit for period exceeding three months must be discussed with the PPS manager (RFD MHMP).

2. Short-term exchangeable parking card

a. At parking permit issuing centre

- card issue in appropriate district

3. Reason for issue of short-term exchangeable parking permit/card

a. Vehicle repair:

- Holder of parking permit/card submits acceptance protocol from service station or power of attorney for company providing towage and vehicle repair services based on valid insurance, with specification of anticipated repair period and documentation for loaned replacement vehicle,
- Existing parking card is left in vehicle,
- Payment of deposit for short-term exchangeable parking card to the value of 1,000.- CZK for first vehicle (2,000.- CZK for second vehicle, 3,000.- CZK for third vehicle and so on), returnable immediately following expiry of that short-term exchangeable parking card, against its return.
- Should a short-term exchangeable parking card not be returned to the appropriate issuing centre within twelve months of expiry of the card, ***the deposit is forfeit.***

b. Vehicle theft:

- Applicant submits theft report issued by Police Force of the Czech Republic.

c. Purchase of new vehicle (without registration plate)

- Applicant submits documentation of vehicle purchase (e.g. contract, invoice etc.) and vehicle transfer deed.

*Temporary replacement parking permits/cards can only be issued **if the client already possesses a properly issued parking permit/card** (with the exception of new vehicles without a registration plate).*