



PARKING SERVICES

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Parking Sign

**PARKING ENFORCEMENT
ON PRIVATE PROPERTY
BY AUTHORIZED CITY OF BRANTFORD
BY-LAW ENFORCEMENT STAFF**

The City of Brantford provides enforcement on private property by authorized City Parking By-Law Enforcement Officers.

This authorization permits City of Brantford Parking By-Law Enforcement Officers to enter your property:

Only when notified by the Property Owner/Manager; or
At the discretion of the Parking Enforcement Office.

The "*Guidelines and Requirements*" for this parking enforcement option are attached.

Should you choose this parking enforcement option for enforcement on private property, complete the application form and deliver to:

The Market Centre Parkade, Third Level
59 Icomm Drive
Brantford, ON N3S 7N5

If you have questions regarding this procedure, please contact Parking Services at 519-753-2311.

PROPERTY OWNER INFORMATION

Property Owner: _____

Mailing Address: _____ eMail : _____

Business Phone: _____ Cell Phone: _____

_____ Applicant's Signature _____ Date

PERSONS AUTHORIZED TO REQUEST BY-LAW ENFORCEMENT

1. Name: _____

Title: _____ Telephone: _____

2. Name: _____

Title: _____ Telephone: _____

3. Name: _____

Title: _____ Telephone: _____

Please be advised that only persons authorized by the property owner will be permitted to request on behalf of that property for enforcement purposes.

I have read and acknowledged the above p_____

Applicant's Initials

GUIDELINES & REQUIREMENTS

PARKING SIGNAGE PLAN

1. **This MANDATORY sign is required to enforce:**

- Must be posted at every entrance to the property
- Sign dimensions are 45cm x 60cm
- Sign colour must be white lettering on green background



2. **ADDITIONAL signs are required to enforce:**

Public Parking

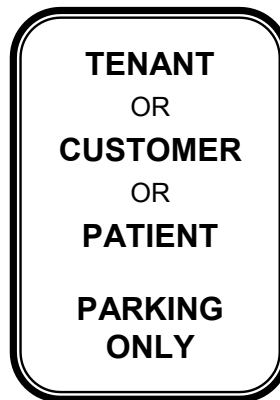
- Customer spaces availability
- Staff parking in customer spaces
- Parked without displaying a permit
- Payment Machine on property

Tenant / Visitor Parking

- Tenants parking in visitor spaces
- Visitors parking in tenant spaces
- Parked without displaying a valid permit
- Un-plated vehicles on property

3. **SAMPLE signs for enforcement**

- Signs are mandatory for the specific parking use
- Must be posted in designated parking lot spaces
- The sign dimensions for all internal parking control signs shall be 30cm x 45cm



PLEASE NOTE: Enforcement of accessible parking spaces and fire routes can only occur if the accessible parking spaces and the fire route have been by-lawed and included in the City's Parking By -law.

I have read and acknowledged the above p_____

GUIDELINES & REQUIREMENTS
AUTHORIZATION OF PARKING SIGNAGE

1. **PRIOR TO SIGN MANUFACTURING**

Contact the Contract Desk of the Parking Enforcement Office for information that meets your needs:

519-753-2311 – Monday to Friday 10:30 AM – 6:00 PM

2. **SAMPLE SIGNS AND/OR PERMITS**

Before having parking control signs made, forward sign wording to Parking Services for approval. Also, permits issued for parking (if applicable) need to be reviewed.

forward sign wording & design

forward sample parking permits

Parking Administrative Staff will contact you to advise if the sign designs are approved.

3. **FINAL APPROVAL OF POSTED SIGNS**

a) **Order Signs**

Local Businesses – refer to Yellow Pages, Gold Book, Google.com, etc.

b) **Sign Installation**

i. **Private Parking Sign** – is MANDATORY and must be:

installed at each entrance to the property

attached to post, wall, or fence

posted so that the bottom of the sign is 2m (about 6 1/2 ft) from the grade level

angled so to face the direction of traffic entering the property

ii. **Additional Signs** – are MANDATORY and must be:

installed at the **interior lot** to designate specific spaces

single sign per space **or** bookend signs with arrows for many spaces

attached to post, wall, or fence

installed so that signs are a consistent height above the grade level

angled so to face the direction of traffic entering the property

iii. **Fire Route & Accessible Signs and Spaces**

These signs **must be compliant** PRIOR to approval for private property enforcement

4. **FINAL INSPECTION**

The Parking Enforcement Office will conduct a final inspection of your property and will notify you of the enforcement start date and/or changes.

I have read and acknowledged the above p_____

Applicant's Initials

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GUIDELINES & REQUIREMENTS
ENFORCEMENT PROCEEDURE

1. **Enforcement Contact Information**
 519-753-2311 Parking Services Monday to Friday 8:00 AM – 10:30 PM
 519-756-7050 Brantford Police Services Outside of above hours

2. **Tagging Vehicles Parked Illegally (Two types of parking authorization)**

- a) Delegated Authorization to Provide Parking Enforcement

Only when notified by the property owner/manager or agent
 Meet the Parking Officer at the location
 Point out illegally parked vehicles
 State the reason for enforcement

- OR** b) Blanket Authorization to Provide Parking Enforcement
 At the discretion of the Parking Enforcement Officer

IMPORTANT !	Requests to cancel tickets AFTER the officer leaves the property:
	The City will NOT cancel the ticket The Property Manager/Agent who requested enforcement is responsible for the ticket Unresolved tickets automatically generate a notice to the registered owner of the vehicle

3. **Attend Hearing Meetings**

If required, the Property Manager is to attend the Provincial Offences Court Hearing at:

The Ontario Court of Justice Provincial Offences Office
 102 Wellington Square, Brantford, Ontario N3T 5R7

4. **Enforcement on the Property Will Automatically Cease for:**

Any sign deficiencies for these offences:

1. Private Property
2. Fire Route
3. Accessible Spaces

Any changes to the authorized persons names

Any problems with the parking machines operation (if applicable).

After 3 Years

You may renew your application for parking enforcement by contacting Parking Services.
 Application renewal is required to keep your enforcement requirements current.
 There is no charge for the application renewal.



THE CITY RESERVES THE RIGHT TO REFUSE OR CEASE ENFORCEMENT ON ANY PROPERTY AT ANY TIME.

 Applicant's Signature

 Date