

Approved by order No 149 of 5 August 2025 of the Director for Administration

In force from: 05.08.2025

Parking Regulations

The procedure lays down the rules for the use of parking lots located on the premises of Tallinn University of Technology, except those managed by the non-profit association TTÜ Üliõpilasküla. Unless otherwise provided, the terms used in these Regulations shall have the same meaning as in the Road Traffic Act.

1. General provisions

1.1 It is permitted to park vehicles in the parking lots between 07:00 and 01:00, except in the following cases:

- 1.1.1. in spaces designated for round-the-clock use (3-hour parking for visitors using the 24/7 study room);
 - 1.1.2. by self-service rental cars;
 - 1.1.3. by university-owned vehicles parked in restricted-access or underground parking lots;
 - 1.1.4. by vehicles of university staff parked in restricted-access or underground parking lots for up to three days;
 - 1.1.5. by vehicles of university staff with a short-term parking permit issued for the period of secondment, in which case parking in restricted-access or underground parking lots is allowed for up to two weeks;
 - 1.1.6. in cases where specific parking arrangements have been established for a particular parking lot.
- 1.2 Maintenance work is carried out in the parking lots between 01:00 and 07:00.
- 1.3 The parking lots are unguarded, and the parking lot manager shall not be held liable for any damage to vehicles arising during parking or driving, nor for the loss or damage of any items left within vehicles.
- 1.4 The Real Estate Office is responsible for the management of parking lots and the organization of parking.

2. Parking lot types classified by usage

2.1. The parking lots are classified according to their usage as follows:

- 2.1.1 **public parking lots** – available to all road users;
 - 2.1.2 **restricted-access parking lots** – parking lots adjacent to buildings, requiring an access device for entry;
 - 2.1.3 **underground parking lots** – parking lots located under buildings with restricted access, requiring an access device for entry;
 - 2.1.4 **paid parking lots** – parking lots adjacent to buildings that form part of a paid parking zone.
- 2.2. The list of parking lots, along with their classification by type, is provided in Annex 1.

3. Management of parking rights

- 3.1 An access device is required to enter restricted-access and underground parking lots.
- 3.2 In parking lots equipped with automatic number plate recognition systems, an employee's vehicle registration number is linked to their access device once the employee has entered it into his/her profile on the intranet.
- 3.3 An employee's access device grants parking rights in restricted-access, underground, or paid parking lots located adjacent to the buildings where the employee works, as follows:
- 3.3.1 employees of the academic buildings U01–U06, GEO: the parking lots P-U03, P-U04, P-U05, and P-U06;
 - 3.3.2 employees of the buildings U01, STU and NRG: the parking lot P-STU;
 - 3.3.3 employees of the buildings NRG, LIB and SOC: the parking lot G-SOC;
 - 3.3.4 employees of the building ICO: the parking lot P-ICO;
 - 3.3.5 employees of the building SCI: the parking lot P-SCI;
 - 3.3.6 employees of the academic building ICT: the parking lots P-ICT and P-ICT1;
 - 3.3.7 employees of the building MEK: the parking lots P-MEK and P-MEK1;
 - 3.3.8 employees of the building CON: the parking lot P-CON;
 - 3.3.9 employees of the building TIM: the parking lot P-TIM;
 - 3.3.10 employees of the Estonian Maritime Academy: the parking lot P-MA1.

3.4 The assignment of parking rights in parking lots allocated to a structural unit for use shall be determined by the representative of that structural unit:

3.4.1 P-NRG;

3.4.2 G-LIB;

3.4.3 G-ICT.

3.5 An employee may request the right to access other parking lots in order to perform their work duties using the access request form in the TalTech Help Center.

3.6 Employees may park in restricted-access or underground parking lots 24/7 for a maximum of three days, provided that their vehicle is registered in their profile on the intranet.

3.7 During a secondment, an employee may request long-term parking rights in restricted-access and underground parking lots for a maximum period of two weeks, using the access request form in the TalTech Help Center.

3.8 To be granted free parking rights in a paid parking lot, an employee shall submit a corresponding request, using the access request form in the TalTech Help Center.

3.8.1. The Real Estate Office processes the request and enters the employee's data in the paid parking database.

3.9 Student organizations are entitled to request one access right per organization to restricted-access parking lots, as required. The request shall be submitted using the access request form in the TalTech Help Center and approved by the representative of the Student Union.

3.10 Parking rights for external contractual partners shall be requested by the representative of the relevant structural unit or by the person responsible for the procurement contract.

3.11 In justified cases, the university's Security Division may grant employees, guests, and university contractors one-time access to restricted-access parking lots, with entry permitted via the entry phone at the barrier.

4. Rights and obligations of parking lot users

General rights and obligations applicable to all parking lots

4.1 Rights of parking lot users

4.1.1 Parking is permitted daily between 07:00 and 01:00, except in specific cases provided for in the Regulations.

4.1.2 Vehicles must be parked in accordance with applicable traffic regulations and parking area markings.

4.1.3 Parking lot users have the right to be informed of any changes to parking arrangements.

4.1.4 Parking lot users have the right to submit suggestions to the Real Estate Office regarding the improvement of traffic and parking arrangements.

4.2 Obligations of parking lot users

4.2.1 All parking lot users must comply with applicable traffic signs, the Road Traffic Act and the Parking Regulations.

4.2.2 Parking is allowed only in designated areas and marked parking spaces.

4.2.3 It is prohibited to park next to marked spaces or to drive diagonally across parking spaces.

4.2.4 A parking lot user must ensure that his/her vehicle does not obstruct other road users or endanger their safety.

4.2.5 The Real Estate Office must be informed of any hazards, damage, or other deficiencies that could affect the safety or use of the parking lot.

4.3 Public parking lots

4.3.1. Rights of parking lot users

4.3.1.1 All road users may use the parking areas, irrespective of vehicle ownership or assigned parking rights, provided they comply with applicable regulations.

4.3.1.2 Parking is permitted in any available parking space that is not specifically designated as reserved.

4.3.2. Obligations of parking lot users

4.3.2.1 Parking is permitted only in available parking spaces, except in specially designated areas (e.g., spaces for persons with disabilities or electric vehicle charging stations), where parking is permitted only with the required permit.

4.3.2.2 Parking is prohibited between 01:00 and 07:00, except in spaces designated for 24-hour use (e.g., for users of the 24/7 study room) and for self-service rental vehicles.

4.3.2.3 The registration number of all parked vehicles must be clearly visible.

4.4 Restricted-access parking lots

4.4.1 Rights of parking lot users

4.4.1.1 Parking is permitted only for persons who have an access device permitting access to the relevant parking lot or whose vehicle registration number is entered in the automatic number plate recognition system.

4.4.2 Obligations of parking lot users

4.4.2.1 Parking is permitted only in designated, available parking spaces.

4.4.2.2 A parking lot user must ensure that his/her vehicle does not obstruct other road users or endanger their safety.

4.4.2.3 Parking is prohibited between 01:00 and 07:00, except in the specific cases set out in clauses 1.1.3-1.1.5.

4.5 Underground parking lots

4.5.1 Rights of parking lot users

4.5.1.1 Parking is permitted only in designated, available parking spaces, including spaces allocated to G-LIB and G-ICT units.

4.5.1.2 External contractors are authorized to enter a parking lot only for the purpose of loading or unloading supplies and equipment.

4.5.2 Obligations of parking lot users

4.5.2.1 Parking is prohibited between 01:00 and 07:00, except in the specific cases set out in clauses 1.1.3-1.1.5.

4.5.2.2 Parking is prohibited for external contractors, except for the outdoor maintenance company, which has been allocated four parking spaces in the G-SOC parking lot.

4.6 Paid parking lots

4.6.1 Rights of parking lot users

4.6.1.1 Free parking is permitted based on a (long-term) parking permit issued by the employer.

4.6.1.2 Parking without a long-term permit is allowed free of charge up to three times per day, for a maximum of four consecutive hours. To obtain free parking rights, a vehicle must be registered at the parking kiosk.

4.6.1.3 Parking is allowed around the clock, provided that applicable parking regulations are followed.

4.6.2 Obligations of parking lot users

4.6.2.1 Parking is permitted only in designated, available parking spaces.

4.6.2.2 If the permitted parking time is exceeded, the applicable parking fee must be paid in accordance with the current rates.

4.6.2.3 When registering a vehicle at a parking kiosk, the correct vehicle registration number must be entered.

4.6.2.4 All parking lot users must comply with applicable traffic rules and parking regulations.

5. Rights and obligations of the parking lot manager

5.1 The parking lot manager is authorized to:

5.1.1 temporarily reduce the number of parking spaces during maintenance or repair work;

5.1.2 require vehicles to be moved during maintenance or repair work, providing reasonable advance notice;

5.1.3 close the parking lot, fully or partially, during major events if necessary;

5.1.4 remove vehicles that obstruct traffic. The vehicle owner shall bear the removal costs.

5.2 The parking lot manager is obliged to:

5.2.1 perform regular seasonal maintenance and repair of the parking lots;

5.2.2 notify parking lot users of any changes to traffic regulations;

5.2.3 provide parking lot users with at least three working days' advance notice of scheduled repair work.

6. Closing public parking lots for events

6.1 In exceptional cases, a request may be submitted for the partial or full closure of the parking lots during university events.

6.2 The event organizer must submit a request to the Real Estate Office no later than 30 days before the event.

6.2.1 The request will be reviewed within 5 working days.

6.2.2 If the request is approved, the Real Estate Office will inform parking lot users of the closure at least three working days in advance. Information is communicated using on-site signs and the university's internal communication channels.

6.3 If the request is denied, the organizer will receive a written reply within five working days of submission of the request.

7. Supervision

7.1 The Real Estate Office exercises supervision over restricted-access and underground parking lots.

7.2 The Tallinn Municipal Police Department exercises supervision over public parking lots.

7.3 The service provider exercises supervision over paid parking lots.

7.4 In cases of parking in prohibited areas, disregarding traffic control devices, or parking without a valid permit, a fine may be imposed in accordance with the applicable fine unit.

Annex 1

Public parking lots

1. P-U01 - the parking lot next to the academic building U01, at Ehitajate tee 5/1, Tallinn;
2. P-U02 - the parking lot next to the academic building U02, at Ehitajate tee 5/2, Tallinn;
3. P-LIB - the parking lot next to the Library, at Akadeemia tee 1, Tallinn;
4. P-SOC - the parking lot next to the academic building of the School of Business and Governance, at Akadeemia tee 3, Tallinn;
5. P-Raja - the parking lot between the IT College and Mektory building, at Raja 4, Tallinn;
6. P-S01 - the parking lot next to the Sports Centre, at Männiliiva tn 7, Tallinn;
7. P-VK1 - the parking lot next to the main building and laboratory building of Virumaa College, at Järveküla tee 75, Kohtla-Järve
8. P-PKK - the parking lot next to the Oil Shale Competence Center of Virumaa College, at Järveküla tee 75, Kohtla-Järve;
9. P-TCB - the parking lot next to the main building of Tartu College, at Puiestee tn 78, Tartu;
10. P-TCA - the parking lot next to the A building of Tartu College, at Puiestee tn 80a, Tartu;
11. P-KK1 - the parking lot next to the academic building of Kuressaare College, at Tallinna tn 19, Kuressaare;
12. P-KK4 - the parking lot next to the Marine Resources R&D Laboratory of Kuressaare College, at Komandandi tn 10b, Kuressaare;
13. P-SH - the Särghaua parking lot, at Särghaua, North Pärnu rural municipality.

Restricted-access parking lots

1. P-U03 - the parking lot between the academic buildings U02 and U03, at Ehitajate tee 5/2-5/3, Tallinn;
2. P-U04 - the parking lot between the academic buildings U03 and U04, at Ehitajate tee 5/3-5/4, Tallinn;
3. P-U05 - the parking lot between the academic buildings U04 and U05, at Ehitajate tee 5/4-5/5, Tallinn;
4. P-U06 - the parking lot between the academic buildings U05 and U03, at Ehitajate tee 5/5-5/6, Tallinn;
5. P-STU - the parking lot next to the Student Building, at Ehitajate tee 5, Tallinn;
6. P-NRG - the parking lot between the Power Engineering Building and the Library, at Ehitajate 5/10 - Akadeemia tee 1, Tallinn;
7. P-ICO - the parking lot next to the IT College, at Raja tn 4c, Tallinn;
8. P-MEK - the upper parking lot of the Mektory building, at Raja tn 15, Tallinn;
9. P-MEK1 - the lower parking lot of the Mektory building, at Raja tn 15, Tallinn;
10. P-CON - the parking lot next to the TalTech's academic building Mountain House, at Mäepealse tn 3, Tallinn;
11. P-TIM - the parking lot next to the Building of Woodworking, at Teaduspargi tn 5, Tallinn;
12. P-MA1 - the parking lot next to the Estonian Maritime Academy, at Kopli tn 101, Tallinn.

Underground parking lots

1. G-SOC - the underground parking lot of the academic building of the School of Business and Governance, at Akadeemia tee 3, Tallinn;

2. G-LIB - the underground parking lot of the Library, at Akadeemia tee 1, Tallinn;
3. G-ICT - the underground parking lot of the academic building of the School of Information Technologies, at Akadeemia tee 15a, Tallinn.

Paid parking lots

1. P-ICT - the parking lot in front of the academic building of the School of Information Technologies, at Akadeemia tee 15/15a, Tallinn;
2. P-ICT1 - the parking lot behind the academic building of the School of Information Technologies, at Akadeemia tee 15/ 15a, Tallinn;
3. P-SCI - the parking lot next to the Science building, at Akadeemia tee 15, Tallinn.