

Regulation of the External Parking Area („Parking 0”) located in Gdynia on XXVI yard, Polska 32 Str.

1. The External Parking Area is intended for lorries entering the guarded area of the Port of Gdynia, with cargo or to pick up cargo, and directed to port terminals located in the eastern part of the Port of Gdynia and may be used by them free of charge for up to 4 (four) hours of parking time (time necessary due to operational purposes, technique, and frequency of transloading).
2. In the case of available parking slots, owner of the parking can render them to other vehicles referred to in point 1 listed in item 1 for a one-off entry for the duration of a stay above 4 (four) hours or other lorries (excluding vehicles carrying dangerous goods of IMO class 1-9) for a fee, in accordance with the Price List for Parking Services, constituting an appendix to these Regulations.
3. The following vehicles are authorized to enter the External Parking Area:
 - with current notification made by forwarding company in available IT systems for servicing vehicles at OTPG,
 - with an order for cargo handling at port terminals located in the eastern part of the Port of Gdynia,
 - reporting to the Parking in accordance with the time slot of the vehicle's arrival time at the Parking selected in the notification process,
 - having valid agreements with OTPG,
 - having confirmation of service at the terminal (applies to vehicles after unloading or before loading of waiting ones due to the driver's working time - up to 4 hours without charges in accordance with the price list),
 - other vehicles – also not scheduled for service at OTPG - only after agreement with the service of the External Parking and only in case of available free parking places.
4. The Vehicle notification should be done:
 - electronically in the IT system of OTPG (IHS, Śrutex or other available)
 - with the Administrator of the External Parking Area:
e-mail: parking0@otpg.pl , mobile phone.: +48 58 627 47 33
 - in OTPG's Dispatcher Office:
e-mail: dyspozytorzy@otpg.pl , dysponenci@otpg.pl , coz@otpg.pl , tel.: 573 337 465
5. A vehicle entry notification should include:
 - vehicle registration number,
 - Driver's name, surname, identify document number,
 - Driver's telephone number
 - type of cargo,
 - the name of the control company,
 - the name of the ordering company/forwarding company,
 - connected time slot choosing to enter the Parking.
6. The basis for leaving the External Parking Area shall be constituted by:
 - entry pass allowing entry to the guarded area of the Port of Gdynia: GATE REPORT,
 - paid parking fee,

- fee for excessive parking use,
- confirmation of terminal handling (for vehicles after unloading or before loading, waiting due to work hours of the driver).

Remark: The time of departure from the parking after settle the parking fee is max. 20 minutes.

7. The entry pass "GATE REPORT" authorizes a stay in the External Parking Area, entry to the area of terminal and movement within the terminal.
8. The entry pass "GATE REPORT" is issued by an authorised employee of the Parking after prior confirmation of the driver's authorisation to enter the guarded area of the Port of Gdynia. The driver is obliged to enter and exit through the gate indicated in the GATE REPORT.
9. The entry pass "GATE REPORT", after being confirmed at the cargo handling site, shall be returned by the driver to the security service when leaving the terminal area.
10. If the handling of vehicle/delivery is provided according to time slot assigned to the notification, the order of arrival at the Parking does not determine the order of the vehicle/delivery handling.
11. Vehicles must arrive before the time slot assigned to the notification (any parking up to 2 hours before the reservation time is free of charge and included in the 4-hour free parking period). Time of time slot chosen during the notification is equivalent with the term of expiry of the OTPG handling warranty on time.
12. All vehicles – except vehicles meeting the following three conditions:
 - arrive according to time slots notification,
 - handled by OTPG,
 - and staying at the Parking no longer than 4 hours,have to pay individual fee at the office of External Parking Area before entering the Parking. The invoice will be issued by Parking staff. The Drivers are obligate to regulate the fee, and after that they will receive the entry pass „GATE REPORT" from Parking staff. Only cash acceptable.
13. Vehicles which do not leave the terminal area of OT Port Gdynia within 1 hour after the completion of unloading or loading will be treated as vehicles parked in the External Parking (Parking 0). Thus, price conditions will be applied to the vehicle in accordance with the valid Price List for Parking Services para. 4.
14. General provisions:
 - Within the External Parking Area and internal roads, the provisions of the Traffic Law (Traffic Code) and the maximum speed of 15 km/h shall be observed.
 - Fire Road (from one gate to another) must remain passable (without parking).
 - A vehicle driver using the External Parking Area shall:
 - obey vertical and horizontal traffic signs and the instructions of the External Parking Area services,
 - park the lorries in places indicated by the Parking staff,
 - maintain order and cleanliness in the parking area,
 - place waste in marked containers designated for a given waste,
 - not leave in the External Parking Area any dangerous goods, vehicle parts, including tires and batteries, cargo or cargo residues, packaging and packaging residues, etc.

- obey the prohibition of engine idling,
- not damage greenery in and around the External Parking Area,
- move about the External Parking Area in a high-visible vest,
- Drivers are forbidden to:
 - block the fire escape route and storage places for fire-fighting equipment,
 - bring and consume alcohol in the Parking Area,
 - to pour impurities into the rainwater drains.
- All damage to vehicles sustained when using the External Parking Area shall be reported to the Police or the External Parking Area Staff.
- The entity operating the External Parking Area is not liable for any loss or damage of vehicles staying in the External Parking Area and shall not be liable for cargoes and items left in the vehicles.
- Each vehicle user, by entering the External Parking Area, consents to the terms and conditions defined in these Regulations and undertakes to strictly comply with them.
- OTPG declares that the External Parking Area is an unguarded Parking Area.
- All protective, monitoring, checking and similar appliances present on the External Parking Area are used solely to control the proper use of parking slots and to record the number of vehicles using the Parking Area.
- OTPG is liable to the users of the External Parking Area solely for losses sustained as a result of culpable actions of its employees.
- Before entering the guarded area of OTPG, the driver is obliged to read the regulations with the safety regulations in force at the OTPG.
- The driver of the vehicle is responsible for any leaks from the vehicle, he is obliged to notify the Parking staff immediately and take measures to minimize environmental damage and safety hazards.

Price List of the External Parking Area („Parking 0”) located in Gdynia on XXVI yard, Polska 32 Str.

1. The amount of the fee for use of the External Parking Area is regulated by the Parking Service Price List provided below or relevant agreements concluded with OTPG.
2. Vehicle drivers who do not have an entry pass „GATE REPORT” or agreements with OTPG are obliged, before entering the External Parking Area, to settle fees in accordance with the applicable Parking Service Price List.
3. Lorries with cargoes or to collect cargoes arriving to port transloading terminals located in the eastern part of the Port of Gdynia:
 - one-off entry up to 4 h: **no charges**
 - for each started hour stay: **PLN 15,00/vehicle/set**
no more than **PLN 150,00/day/vehicle/set**
4. Other clients — if there are no free slots unoccupied by the above listed vehicles (except for vehicles carrying dangerous goods of IMO classes 1-9):
 - for each started hour stay: **PLN 20,00/ vehicle/set**
no more than **PLN 250,00/day/vehicle/set**

 - monthly rental: **each time to be agreed efficiently**
5. For issuing the "Gate Report" for trucks with cargo or for picking up cargo not assigned to the terminal OT Port Gdynia:
PLN 15,00/for single use/vehicle/set
6. For re-issuance of a (lost) " Gate Report":
PLN 30,00/for single ude/vehicle/set
7. Showers: **PLN 20,00/for single use**
8. The prices listed in the Price List are expressed in PLN and they are gross prices.
9. The individual fee shall be collected by the External Parking Area Administrator before entering the Parking Area. The fee shall be confirmed by Konsal-Ochrona Ltd. with an invoice.

*Regulations and Price List for the External Parking Area, introduced by Order no. 14/2021 of the President of the Management Board of OT Port Gdynia Sp. z o.o. on 13.12.2021 r. **comes to the force on 1st January 2022.***