

Parking regulations staff parkings

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DOCUMENT TYPE	Terms of Use
AREA EXPERT	Staff Mobility Coordinator
APPROVED BY	Staff Mobility Manager
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OTHER REFERENCE	BHB

Definitions

Parking cards

A parking card is a physical ticket that serves as proof that you are authorised to park in a specific spot.

Staff parkings

Parking spaces reserved for staff.

Purpose

The purpose of these car park regulations is to set out the rules governing the use of the car park pass and staff car parks.

Scope

Limits

These regulations apply only to staff car parks managed by Brussels Airport Company NV. Public car parks are not covered by these regulations.

Compliance

N/A

Terms of Use

Article 1: Generalities and liability

By using the parking card, the Company accepts these parking regulations, which govern the relations between itself and Brussels Airport Company NV (hereinafter the airport operator). The parking regulations are given to the Company pursuant to an enclosed parking agreement.

These car parks are under the management of the Airport Operator's Staff Mobility Solutions. In exceptional circumstances, not described in these regulations, the Company is obliged to follow the special directives of this service. This service is located at the following address:

Brussels Airport Company NV
Staff Mobility Solutions
Arrival hall level 2, Welcome Center (at the information desk)
Luchthaven Brussel-Nationaal
1930 Zaventem
Tel. 02/753 68 44
staffmobility@brusselsairport.be

The airport operator is not a custodian and is therefore not under any obligation to keep the car park. The parking facilities are made available to the Issuer for normal and temporary use; the Issuer will remain responsible for the vehicles of its users and their contents at all time. This also implies that the Airport operator cannot be held responsible for any damage caused by third parties to the vehicles or their users. In particular, the users shall not keep in their vehicles any materials that could endanger the safety of Brussels Airport or its users.

Article 2: The parking card

The parking card shall be provided by the airport operator and shall remain its property. It is, as a rule, payable in accordance with the contractual agreement. A parking card is delivered as soon as the contract or receipt is signed or as soon as any fee and deposit have been paid.

The parking card only gives access to the car park(s) for which it was issued and for the period for which payment was previously made. The parking card is strictly personal and linked to the name of the user and the number plate of his vehicle. The number plate also grants access to the car park but is considered an additional service and not a parking ticket. The number plate can only be linked to one parking ticket. The parking card remains the primary admission ticket. The Airport Operator must be notified immediately of any change.

In the event of loss or permanent damage to the parking card, an administrative charge of €30.25 shall be payable; in the event of normal wear and tear the card shall be replaced free of charge.

Whatever the reason for terminating the contract, the parking card must always be returned to the airport operator's Staff Mobility Solutions.

Article 3: Use of the car parks

No activities other than merely parking the vehicle are permitted in the car parks.

The parking card entitles the holder to enter the car park but does not entitle the holder to a reserved parking space, unless expressly agreed otherwise in the parking agreement. The airport operator shall ensure that, under normal circumstances, the car parks are not overcrowded.

A vehicle may not remain in the car park for more than 7 consecutive days without the prior written consent of the Airport operator.

Private use is not permitted. The car park may only be used to park the vehicle if the cardholder is travelling to the airport for professional reasons. For holidays or private reasons, the public car parks are to be used.

Users circulate in the car parks at their own risk. He/she observes a maximum speed of 10km/h and the traffic signs and lines. The traffic rules of the highway code apply. The engine must be switched off as soon as the vehicle is parked.

If in the reasonable opinion of the Airport Operator the vehicle or its contents at any time constitute a danger to persons and/or goods, the Airport Operator shall be entitled to have this vehicle removed, without being entitled to any compensation from the user, and if possible, the Airport Operator shall notify the Company thereof. In this case a report will be drawn up.

Caravans and trailers are not permitted to use the car park. The airport operator may unilaterally permit access and impose restrictions with the permission of the car park management.

Article 4: Abuses

Improper use of the parking card may result in its immediate withdrawal without entitlement to any compensation. If required, the airport operator may use all means at its disposal to obtain compensation for the damage suffered.

If the maximum permitted parking period of 7 days is exceeded without prior permission, the Airport Operator may immobilise the vehicle or have it removed at the expense and risk of the Company.

In case of flagrant or repeated abuse (failure to respond to the Airport Operator's reminders), the parking card will be revoked and, if necessary, the vehicle immobilised or towed away. In this case, all risks and costs will be borne by the Company, including an administrative expense claim of up to 100 Euros.

In all cases of abuse, the Airport operator shall also inform the Company of the measures taken, stating reasons.

Responsibilities

Terms of Use Accountable

The Staff Mobility Manager is the Terms of Use Accountable and as thus in charge of the approval of this document. Also, the Staff Mobility Coordinator is responsible for the development, management, and updates of the Terms of Use, as well as communicating on, providing training on, supplying the necessary resources for, and ensuring compliance of the Terms of Use.

Delegated authorities

Employees must inform their superior or the Terms of Use accountable when they suspect or detect a breach on the Terms of Use.

Revision history

CHANGES SINCE LAST REVISION	
CHAPTER	CHANGE

REVISION HISTORY		
DATE OF REVISION	SUMMARY OF CHANGES	AUTHOR
10/06/2022	New parking regulations staff parkings	B. Vanhorenbeeck
09/03/2026	General revision	K. Pipijn

Document distribution

DOCUMENT DISTRIBUTION	
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