

**ROAD TRAFFIC ACT  
(CHAPTER 68)**

**ROAD TRAFFIC (BANDAR SERI BEGAWAN)  
(PRIVATE PARKING PLACES) RULES**

**S 13/1997**

Amended by

S 32/1999

S 39/1999

**REVISED EDITION 2022**



**SUBSIDIARY LEGISLATION**

**ROAD TRAFFIC (BANDAR SERI BEGAWAN)  
(PRIVATE PARKING PLACES) RULES**

ARRANGEMENT OF RULES

Rule

PART 1

PRELIMINARY

1. Citation
2. Interpretation
3. Licence for use of land as private parking place
4. Government or local authority not liable for loss or damage
5. Application for licence to maintain or operate private parking place
6. Local authority may require applicant to furnish information
7. Form and conditions of licence
8. Licence fees
9. Period of licence
10. Licence not to be transferred

PART 2

REGISTER OF LICENCES

11. Register

PART 3

DISPLAY, PRODUCTION AND SURRENDER OF LICENCES

12. Licence to be displayed, produced and surrendered

[Subsidiary]

PART 4

MARKINGS AND SIGNAGES IN OPEN-AIR, BASEMENT AND  
MULTI-STOREY CAR PARKS

13. Marking and signages

PART 5

FIRE PRECAUTIONS AT BASEMENT AND MULTI-STOREY CAR PARKS

14. Fire-fighting equipment and escapes

PART 6

MAINTENANCE OF LICENSED PREMISES

15. Licensed premises to be well maintained  
16. Deposit of refuse etc.  
17. Inspection  
18. Approval and directions to be in writing etc.  
19. Penalties

SCHEDULE 1 — APPLICATION FORM

SCHEDULE 2 — LICENCE

SCHEDULE 3 — FEES

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## SUBSIDIARY LEGISLATION

## Rules made under section 92

ROAD TRAFFIC (BANDAR SERI BEGAWAN)  
(PRIVATE PARKING PLACES) RULES

*Commencement: 1st July 1997*

## PART 1

## PRELIMINARY

**Citation**

1. These Rules may be cited as the Road Traffic (Bandar Seri Begawan) (Private Parking Places) Rules.

**Interpretation**

2. In these Rules —

“local authority” means the Bandar Seri Begawan Municipal Board;

“private parking place” means any land or premises owned or occupied by any person other than the Government or the local authority and used for the parking of five or more motor vehicles.

**Licence for use of land as private parking place**

3. (1) The local authority may, on payment of such monthly fee as it shall fix, grant a licence to —

(a) the owner or occupier of any land or premises; or

(b) any person acting as agent on behalf of such owner or occupier,

to maintain or operate such land or premises as a private parking place.

(2) A licence granted under subrule (1) shall prescribe —

(a) the manner in which the licensee shall maintain and operate the private parking place;

(b) the fees or charges to be charged by the licensee;

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[Subsidiary]

(c) such other terms and conditions as the local authority may think appropriate.

(3) The local authority may without notice revoke or suspend any licence granted under subrule (1) if the holder thereof has been convicted of an offence under rule 19(1).

#### **Government or local authority not liable for loss or damage**

4. The exercise by the local authority of its power under these Rules with respect to the use as a private parking place of any land or premises shall not render the Government or the local authority subject to any liability in respect of loss or damage to any vehicle or the fittings or contents of any vehicle parked in such private parking place or otherwise.

#### **Application for licence to maintain or operate private parking place**

5. (1) An application for a licence shall be made in writing in the form set out in Schedule 1 and shall be accompanied by a site and a detailed plan showing the complete layout and boundaries of any place sought by the applicant to be a licensed place.

(2) Such an application form shall, when completed, be signed —

(a) where the applicant is an individual, by the applicant or his duly appointed attorney;

(b) where the applicant is a corporation, by a director or the secretary thereof;

(c) where the applicant is a firm —

(i) by all the individuals who are partners or by their duly appointed attorneys and by a director or the secretary of all corporations which are partners; or

(ii) by some individual who is a partner or his attorney or a director or the secretary of some corporation which is a partner.

(3) Every signature under subrule (2) shall be witnessed by a witness who shall also sign the application form.

#### **Local authority may require applicant to furnish information**

6. At any time prior to the determination of an application under rule 5, the local authority may require the applicant to furnish further information in writing as the local authority may consider material to the applicant.

**Form and conditions of licence**

7. (1) A licence shall be in the form set out in Schedule 2 and, subject to these Rules, shall be subject to such conditions as may in each several case be imposed by the local authority.

(2) Such conditions, if any, shall be endorsed on the back of the licence.

**Licence fees**

8. No licence shall be issued except after the payment to the local authority of the appropriate fee specified in Schedule 3.

**Period of licence**

9. Every licence shall continue in force unless suspended, cancelled or revoked for a period of 12 months from the date of issue.

**Licence not to be transferred**

10. No licensee shall transfer his licence to any other person.

## PART 2

## REGISTER OF LICENCES

**Register**

11. The local authority shall cause a register to be kept of all licences issued and shall enter in such register the number of the licence, the name of the licensee, the purpose for which the licence was granted, the location of the licensed place and the date of the issue and the expiry of the licence.

## PART 3

## DISPLAY, PRODUCTION AND SURRENDER OF LICENCES

**Licence to be displayed, produced and surrendered**

12. (1) Every licensee shall cause his licence to be exhibited in a conspicuous and accessible position on his licensed place.

(2) Every licensee shall at all reasonable times produce his licence if required to do so by the local authority or an authorised officer.

[Subsidiary]

(3) Every licensee shall surrender his licence to the local authority upon the expiration of the period for which the licence is granted or on the cancellation of the licence.

#### PART 4

### MARKINGS AND SIGNAGES IN OPEN-AIR, BASEMENT AND MULTI-STOREY CAR PARKS

#### **Marking and signages**

13. A licensee maintaining or operating enclosed parking areas, basement car parks or multi-storey car parks shall install and maintain therein, to the satisfaction of the local authority, such conspicuous parking lots markings and directional signages.

#### PART 5

### FIRE PRECAUTIONS AT BASEMENT AND MULTI-STOREY CAR PARKS

#### **Fire-fighting equipment and escapes**

14. (1) A licensee maintaining or operating basement or multi-storey car parks or both shall install and maintain therein, to the satisfaction of the local authority, such fire-fighting equipment, fire alarm, signs and such staircases and exits as the local authority may from time to time require.

(2) A licensee shall if directed by the local authority procure that every person employed in a licensed place shall be instructed in the use of such fire-fighting equipment and fire alarm.

(3) A licensee shall if directed by the local authority procure that every fire alarm required by the local authority to be maintained in a licensed place shall be tested once a week and that such tests shall be conducted in accordance with such directions as may be given by the local authority.

(4) Where lifts are provided in a place, the licensee shall procure that such lifts shall be kept and maintained in accordance with the provisions of any written law relating to lifts and also to the satisfaction of the local authority.

(5) A licensee shall procure that all staircases, passages and landings in and exits from a licensed place shall be kept clear of all obstructions and that every door in a licensed place shall be so constructed and fitted as to be readily open.



(6) A licensee shall procure that in the absence of adequate natural lighting every part of a licensed place to which the public have access including passageways shall be illuminated to the satisfaction of the local authority.

## PART 6

### MAINTENANCE OF LICENSED PREMISES

#### **Licensed premises to be well maintained**

15. (1) A licensee shall at all times keep the licensed place clean and maintained to the satisfaction of the local authority.

(2) A licensee shall also at all times maintain every part of the structure of any building, erection or room comprised in the licensed place in good order and repair.

#### **Deposit of refuse etc.**

16. No licensee shall deposit or cause or permit any refuse, rubbish or filth to be deposited in or adjacent to a licensed place except in a refuse bin or other suitable receptacle used for that purpose.

#### **Inspection**

17. The Chairman or any member or officer of the local authority or any authorised officer may at any time —

- (a) enter a licensed place and make such inspection as is deemed necessary;
- (b) make such inspection as is deemed necessary of anything used by a licensee for the purposes of or incidental to his car parking operation; and
- (c) question the licensee and his employees.

#### **Approval and directions to be in writing etc.**

18. For the purposes of these Rules —

(a) any approval or direction of the local authority shall be given in writing and shall be signified under the hand of the Chairman of the local authority or of an authorised officer; and

(b) any approval or direction of an authorised officer shall be given in writing under his hand.

[Subsidiary]

**Penalties**

19. (1) Any person who —

(a) contravenes or fails to comply with the provisions of any of these Rules or any condition imposed under rule 7; or

(b) signs (whether as or on behalf of an applicant or as a witness) any application for a licence or makes or furnishes any plan or written information required under these Rules knowing such application, plan or information contain any matter which is false in any material particular,

is guilty of an offence and liable on conviction to a fine not exceeding \$2,000.

(2) On conviction, the local authority may, without notice, revoke or suspend the licence.

**SCHEDULE 1**

(rule 5)

APPLICATION FORM

ROAD TRAFFIC (BANDAR SERI BEGAWAN)  
(PRIVATE PARKING PLACES) RULES

APPLICATION FOR A LICENCE TO MAINTAIN OR  
OPERATE PRIVATE PARKING PLACE

(full name including every alias)

1. Name: .....  
Nationality: ..... N.R.I.C. No./Colour: .....
2. Address of usual residence of individual applicant:  
.....  
.....
3. Address of the registered office in Brunei Darussalam of corporate applicant:  
.....  
.....
4. Address of proposed licensed place:  
.....  
.....
5. Number of parking lots to be maintained or operated: .....

NOTE:

- i. This application must be accompanied by a site and a detailed plan showing the complete layout and boundaries of any proposed licensed place.
- ii. Information on different types of parking facilities and the fee structures must be submitted, if fees or charges are collected for the use of the private parking place.

[Subsidiary]

SCHEDULE 1 — (continued)

6. Type of Licence applied:  
(Please tick the appropriate box)

For the first time:   
Renewal:

Licence now sought to be renewed: .....

Signed at ..... on the ..... day of ....., 20 .....

.....  
(Usual signature of individual applicant(s))

Before me .....  
(Full name of witness) (Usual signature of witness)

Signed by ..... (a Director of/the Secretary of) .....

Company Limited, on the ..... day of ....., 20 .....

.....  
(Usual signature of Director/Secretary)

Before me .....  
(Full name of witness) (Usual signature of witness)

NOTE:

- i. Any person who maintains or operates a private parking place on any land or premises without a valid licence commits an offence punishable under rule 19 with a fine not exceeding \$2,000.
- ii. Every signature is required to be witnessed.
- iii. Any person who signs (whether as or on behalf of an applicant or as a witness) any application for a licence or makes or furnishes any plan or written information required under these Rules knowing such application, plan or information contain any matter which is false in any material particular commits an offence punishable under rule 19 with a fine not exceeding \$2,000.
- iv. On conviction, the Bandar Seri Begawan Municipal Board may, without notice, revoke or suspend the licence.

SCHEDULE 2

(rule 7)

LICENCE

ROAD TRAFFIC (BANDAR SERI BEGAWAN) (PRIVATE PARKING PLACES) RULES

LICENSING AUTHORITY: BANDAR SERI BEGAWAN MUNICIPAL BOARD

LICENCE NO.: .....

Subject to the provisions of the abovementioned Rules, the Bandar Seri Begawan Municipal Board hereby licenses the Licensee named in the Schedule below to maintain or operate the private parking place, at the location, from the date of issue until the date of expiry and subject to the conditions specified in the Schedule below —

SCHEDULE

- 1. Name: .....
- N.R.I.C. No./Colour: .....
- Address/Registered Office: .....
- 2. Location of licensed place: .....
- 3. Date of issue: .....
- 4. Date of expiry: .....
- 5. Annual Licence Fee: .....
- 6. Conditions (if any):                      Endorsed on the back of this Licence

Affix a passport size photograph of the Licensee here

.....

CHAIRMAN

.....

BANDAR SERI BEGAWAN MUNICIPAL BOARD BRUNEI DARUSSALAM

[Subsidiary]

**SCHEDULE 3**

(rule 8)

## FEES

<i>No. of parking lots</i>	<i>Licence fee per month</i>	<i>Licence fee per annum</i>
5 – 54	\$10	\$120
55 – 59	\$20	\$240
100 – 149	\$30	\$360
150 – 199	\$40	\$480
200 – 249	\$50	\$600
250 – 299	\$60	\$720
300 – 349	\$70	\$840
350 – 399	\$80	\$960
400 – 449	\$90	\$1,080
450 – 499	\$100	\$1,200
500 – 549	\$110	\$1,320
550 – 599	\$120	\$1,440
600 – 649	\$130	\$1,560
650 – 699	\$140	\$1,680
700 – 749	\$150	\$1,800
750 – 799	\$160	\$1,920
800 – 849	\$170	\$2,040
850 – 899	\$180	\$2,160
900 – 949	\$190	\$2,280
950 and above	\$200	\$2,400