

(Nairobi City County Legislative Supplement No. 15)

LEGAL NOTICE NO. 15

THE NAIROBI CITY COUNTY TRANSPORT ACT

(No. 3 of 2020)

THE NAIROBI CITY COUNTY (CAR PARK LICENSING) REGULATIONS, 2025

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THE NAIROBI CITY COUNTY TRANSPORT ACT

(No. 3 of 2020)

IN EXERCISE of the powers conferred by section 68 of the Nairobi City County Transport Act No. 3 of 2020, the County Executive Committee member for Roads, Transport and Public Works makes the following Regulations —

THE NAIROBI CITY COUNTY TRANSPORT (CAR PARK LICENSING)
REGULATIONS, 2025

PART I — PRELIMINARY

Citation

1. These Regulations may be cited as the Nairobi City County (Car Park Licensing) Regulations, 2025, and shall come into operation upon publication in the *Gazette*.

Interpretation

2. In these Regulations, unless the context otherwise requires—

“Act” means the Nairobi City County Transport Act, 2020;

“authorized officer” means a county public officer designated by the Chief Officer to enforce these Regulations;

“Chief Officer” means the Chief Officer for the time being responsible for transport;

“Committee Member” means the County Executive Committee Member for the time being responsible for transport;

“controlled area” means an area designated in the First Schedule where access is restricted or activities are supervised to ensure safety, security, and order;

“Director” means the head of the Directorate of Traffic and Parking Management;

“licensee” means a person to whom a licence has been granted under these Regulations;

“off-street parking” means parking facilities located on land other than a public road; and

“person” includes an individual, a company, an association, or a body of persons whether incorporated or not.

Objects and purpose

3. The objects and purpose of these Regulations are to —

- (a) establish a licensing framework for the operation of off-street car parks;
- (b) ensure safety, accessibility, and service standards in parking facilities;
- (c) provide for the inspection, compliance, and enforcement of parking standards;
- (d) regulate parking charges and duration; and
- (e) promote sustainable urban mobility and efficient land use.

Application

4. These Regulations shall apply to all public off-street parking places operated for commercial gain within the controlled areas specified in the First Schedule.

PART II — LICENSING OF CAR PARKS

Requirement for a licence

5. (1) A person shall not operate a public off-street parking place for commercial gain in a controlled area except under, and in accordance with, a valid licence granted by the County.

(2) A person who contravenes sub-regulation (1) commits an offence.

Application for a licence

6. (1) A person wishing to operate a car park shall apply to the Chief Officer in the form prescribed in the Third Schedule.

(2) An application under sub-regulation (1) shall be accompanied by—

- (a) the prescribed fee set out in the Second Schedule;
- (b) proof of land ownership or a valid lease agreement;
- (c) a site layout plan showing entry, exit, drainage, and lighting; and
- (d) a waste management plan.

Consideration of application

7. (1) Upon receipt of an application, the Director shall inspect the proposed premises to ascertain suitability.

(2) The Director shall prepare a technical report recommending the approval or rejection of the application based on—

- (a) traffic flow and safety;
- (b) security arrangements;
- (c) drainage and lighting; and
- (d) compliance with physical planning laws.

(3) The Chief Officer shall consider the technical report and determine the application within thirty days.

Grant or refusal of licence

8. (1) The Chief Officer may, subject to such conditions as may be necessary, grant a licence to the applicant.

(2) Where the Chief Officer refuses to grant a licence, the Chief Officer shall notify the applicant in writing, stating the reasons for the refusal, in accordance with Article 47 of the Constitution.

Validity and renewal of licence

9. (1) A licence granted under these Regulations shall be valid for a period of one calendar year from the date of issue.

(2) A licensee may apply for the renewal of a licence not later than thirty days before its expiry.

Transfer of licence

10. (1) A licence issued under these Regulations is not transferable without the written consent of the Chief Officer.

(2) Where a licensee transfers the business to a successor in title, the County shall, upon application and payment of the prescribed fee, transfer the licence to the successor.

PART III — OPERATIONAL STANDARDS AND OBLIGATIONS

General conditions of licence

11. A licence issued under these Regulations shall specify—

- (a) the maximum number of parking spaces authorized;
- (b) the operating hours; and
- (c) the category of vehicles permitted.

Designation of parking spaces

12. A licensee shall ensure that—

- (a) parking bays are clearly marked;
- (b) the surface is paved, graveled, or maintained to a standard that prevents dust and mud; and
- (c) adequate drainage and lighting are provided.

Parking for persons with disabilities

13. (1) A licensee shall reserve at least five percent (5%) of the total parking spaces for persons with disabilities.

(2) The spaces reserved under sub-regulation (1) shall be —

- (a) clearly marked with the international symbol of access; and
- (b) located closest to the entrance or exit of the facility.

Display of tariff and information

14. A licensee shall explicitly display a notice at the entrance of the car park indicating—

- (a) the name of the licensee;
- (b) the parking charges;
- (c) the operating hours; and
- (d) the terms and conditions of use.

PART IV — ENFORCEMENT AND COMPLIANCE

Power of entry and inspection

15. (1) An authorized officer may, at any reasonable time, enter and inspect a licensed parking place to ensure compliance with these Regulations.

(2) A licensee shall produce the licence for inspection upon request by an authorized officer.

(3) A person who obstructs an authorized officer in the execution of their duties commits an offence.

Suspension or revocation of licence

16. (1) The Chief Officer may suspend or revoke a licence where the licensee—

- (a) contravenes any condition of the licence;
- (b) fails to comply with the physical planning or safety requirements; or
- (c) obtained the licence by fraud or misrepresentation.

(2) Before suspending or revoking a licence, the Chief Officer shall give the licensee a notice of not less than fourteen days to show cause why the licence should not be suspended or revoked.

General penalty

17. A person who contravenes any provision of these Regulations for which no specific penalty is provided commits an offence and is liable, upon conviction, to a fine not exceeding the amount stipulated in the Act or to imprisonment for a term not exceeding six months, or to both.

PART V—MISCELLANEOUS PROVISIONS

Review and appeals

18. A person aggrieved by a decision of the Chief Officer under these Regulations may apply for review to the Committee Member within fourteen days of the decision.

Exemptions

19. These Regulations shall not apply to car parks operated within the curtilage of—

- (a) national or county government offices;
- (b) public schools and universities; or
- (c) public hospitals.

FIRST SCHEDULE
CONTROLLED AREAS

NO.	AREA
1	Central Business District
2	Westlands
3	Upper Hill

SECOND SCHEDULE

FEES PAYABLE ON APPLICATION FOR A CAR PARK LICENCE

KSh. 10,000 per year per car parking space and to be reviewed through the Finance Act

THIRD SCHEDULE

PRESCRIBED FORM OF APPLICATION FOR A CAR PARK LICENCE

Nairobi City County Government

Mobility & Works Sector

APPLICATION FORM FOR CAR PARK LICENCE

Section A: Applicant Details

Full Name of Applicant / Company: _____

ID / Registration No.: _____

Postal Address: _____

Email Address: _____

Telephone / Mobile Number: _____

Physical Address of Business: _____

Contact Person (if company): _____

Section B: Car Park Details

Type of Car Park (Public Private Institutional Commercial): _____

Car Park Location / Plot No.: _____

Number of Parking Bays: _____

Type of Surface (Paved Gravel Concrete Asphalt): _____

Hours of Operation: _____

Security Arrangements: _____

Drainage and Lighting Provided (Yes No): _____

Waste Management Plan Attached (Yes No): _____

Section C: Supporting Documents

1. Copy of Certificate of Incorporation / Business Registration
2. National ID / PIN Certificate
3. Site Layout Plan showing car park layout and access
4. Proof of land ownership or lease agreement
5. Environmental and safety compliance certificate (*if applicable*)
6. Previous year's licence (*for renewal applications*)

Section D: Declaration

I, the undersigned, declare that the information provided above is true and complete to the best of my knowledge and that the car park shall be operated in accordance with the Nairobi City County Transport Act, 2020 and other applicable regulations.

Name: _____

Signature: _____

Date: ____ / ____ / ____

Section E: For Official Use Only

Application No.: _____

Date Received: _____

Inspected By: _____

Comments / Recommendations: _____

Approved / Not Approved: _____

Licence No.: _____

Officer's Name & Signature: _____

Date of Issue: _____

Made on the 11th November , 2025.

IBRAHIM NYANGOYA AUMA,
County Executive Committee Member for Mobility and Public Works.

