

**SPECIAL ISSUE**

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**LEGAL NOTICE NO. 7**

**THE NAIROBI CITY COUNTY TRANSPORT ACT**

*(No. 3 of 2020)*

**THE NAIROBI CITY COUNTY (DESIGNATED PARKING AREAS)  
REGULATIONS, 2025**

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**FIRST SCHEDULE**

**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, 2020, the County Executive Committee member for the time being responsible for matters relating to Roads makes the following Regulations: —

**THE NAIROBI CITY COUNTY (DESIGNATED PARKING AREAS)  
REGULATIONS, 2025  
PART I—PRELIMINARY**

*Citation*

1. These Regulations may be cited as the Nairobi City County (Designated Parking areas) Regulations, 2025 and shall come into operation on the date of publication.

*Application*

2. These Regulations shall apply to all designated parking areas, parking slots, loading and offloading zones, and reserved parking within Nairobi City County, whether on-street or off-street, for the purposes of prescribing parking fees and regulating their management and enforcement.

*Interpretation*

3 In these Regulations, unless the context otherwise requires—

“Act” means the Nairobi City County Transport Act, 2020 (No. 3 of 2020);

“Authorised officer” means a public officer in the service of the Nairobi City County Government who is designated in writing by the County Executive Committee Member to perform any function or exercise any power under these Regulations;

“Automatic charging” means the use of any electronic, telecommunication, or digital system through which a user is able to pay parking fees or charges to the County, including but not limited to mobile applications, smart cards, electronic kiosks, or online platforms

“Central Business District” means the area bounded by Haile Selassie Avenue, Ring Road, Nairobi River, Kipande Road, Thika Road, and Uhuru Highway;

“Chief Officer” means the Chief Officer for the time being responsible for Roads within the Nairobi City County;

“County” means the Nairobi City County;

“County Executive Committee Member” means the County Executive Committee Member for the time being responsible for matters relating to Transport;

“Director” means the Director for the time being responsible for Transport in the Nairobi City County;

“Designated area parking” means any area or zone within Nairobi City County where parking is expressly permitted or restricted by the County, and is demarcated or indicated by signs, road markings, or other approved visual indicators;

“Footway” means any portion of a road reserved, constructed or designated for pedestrian use, including sidewalks and footpaths, whether paved or unpaved;

“Loading and offloading zones” means areas within Nairobi City County designated and approved by the Chief Officer for the loading and/or offloading of goods, as indicated by signs, markings, or other approved indicators;

“Parking fees” means charges payable to the County for the use of a parking space, collected either manually or electronically, in accordance with the Finance Act or any other applicable County revenue legislation;

“Parking slots” means specific areas within Nairobi City County, whether on-street or off-street, designated and approved by the Chief Officer for the parking of vehicles, and marked or indicated by signs, lines, or other approved indicators;

“Public road” shall have the meaning assigned to it in the Act;

“PWD parking” means parking spaces within Nairobi City County designated and approved by the Chief Officer for exclusive use by persons with disabilities, as indicated by signs, markings, or other approved indicators;

“Reserved parking” means parking space(s) within Nairobi City County designated and approved by the Chief Officer for the exclusive use of a particular person, group, or entity, as indicated by signs, markings, or other approved indicators;

“Road” includes the carriageway, footways, verges, drains, signs, markings and all land and structures within the road reserve;

“Seasonal parking” means a long-term parking arrangement within Nairobi City County, designated and approved by the Chief Officer, whereby a vehicle owner pays a fixed fee, typically monthly, for a permit to park in a specified location for a defined period;

“Sector” means the Transport, Roads and Public Works sector of the Nairobi City County ; and

other words and expressions used in these Regulations shall have the meaning assigned to it in the Act.

#### **Objects and Purpose**

4. The objects and purposes of these Regulations are to-

- (a) give effect to section 46 of the Act;

- (b) regulate and provide for the establishment and management of designated parking areas for vehicles within Nairobi City County;
- (c) prescribe the payment of fees for the use of designated parking areas; and
- (d) ensure orderly, safe, and efficient parking within the County through appropriate management and enforcement measures.

## PART II – OPERATIONAL STANDARDS

### *Designation of Paid Parking Areas and Fees*

5. (1) The County Executive Committee Member (CECM) shall, by notice in the Kenya Gazette, designate parking areas or spaces within Nairobi City County as paid parking places, and may, from time to time, vary or revoke such designations.

(2) The Chief Officer responsible for transport shall manage the designated paid parking areas, including prescribing parking fees, enforcing payment, and supervising orderly use, in accordance with the Nairobi City County Finance Act (as amended from time to time) or any other applicable revenue legislation.

(3) Parking fees may be charged on any of the following bases—

- (a) hourly;
- (b) daily;
- (c) weekly;
- (d) monthly; or
- (e) seasonal.

(4) The applicable rates, and the categories of vehicles or persons exempt from payment, shall be determined and communicated by the Chief Officer through appropriate notices, signage, or other administrative means.

### *Marking of Parking Spaces*

6. (1) The Chief Officer shall ensure that all parking spaces and areas designated under these Regulations are clearly demarcated on the roads, and that appropriate signs and road markings are erected to indicate where on-street parking is permitted.

(2) In areas where parking is permitted, the Chief Officer shall require the payment of a parking fee payable to the County Collector of Revenue, and the applicable fee shall be clearly indicated on signs or notices in the designated parking areas.

(3) Where any part of a designated parking area is restricted or prohibited for parking, the Chief Officer shall ensure that appropriate signs are erected and road markings applied to indicate that parking in such areas is not permitted.

*Designated parking area plan*

7. (1) For each designated parking area, the Chief Officer shall prepare a plan showing the roads and parts of roads where on-street parking is permitted and subject to payment of a fee.

(2) The plan prepared under sub-regulation (1) shall be submitted to the County Executive Committee Member (CECM) responsible for transport for approval.

(3) Upon approval, the plan shall be published in the Kenya Gazette and shall be made available at the County Transport offices for inspection by any member of the public.

**PART III—COMPLIANCE AND ENFORCEMENT**

*Parking fees and Enforcement*

8. (1) No person shall park a vehicle on a road in an area designated for parking without paying the prescribed parking fee.

(2) Where a vehicle is parked in a designated parking area without payment of the prescribed fee, an authorised enforcement officer may clamp the vehicle and, if necessary, tow it to a safe location for custody.

(3) The owner of a vehicle that has been clamped or towed pursuant to these Regulations shall pay all applicable parking fees, towing fees, and other charges to the County, as specified under the Nairobi City County Finance Act or any other relevant legislation.

(4) Payment of a parking fee for a particular vehicle shall not be transferable to any other vehicle.

*Recovery of fees and charges due*

9. (1) Where the owner of a vehicle that has been towed in accordance with the Act fails to pay the fees and expenses due within sixty (60) days from the date the fees became payable, the Chief Officer may instruct the Collector of Revenue to apply to a court of competent jurisdiction for an order to recover the fees and charges as a civil debt recoverable summarily.

(2) In any application to the court under this regulation, the Chief Officer shall provide all necessary details, including the vehicle registration number and the total sums of fees and charges due, to enable the Collector of Revenue to recover the debt.

(3) A court order obtained under this regulation for distress against the vehicle or the vehicle owner shall be executed by a person authorised by the Collector of Revenue.

(4) The Chief Officer shall ensure that a notice of intended distress is published through appropriate public media, and the proceeds of any sale or disposal of the vehicle shall be applied to recover all costs incurred by the County, including towing, storage, unpaid parking fees, and distress costs.

(5) The notice of intended distress shall allow a period of ten (10) days from the date of publication for the owner to pay the fees and charges due before authorising distress by the Collector of Revenue's appointed agent.

*Parking for Persons with Disabilities(PWD)*

10 (1) Parking spaces designated for persons with disabilities shall only be used by vehicles displaying valid PWD stickers approved and issued by the Chief Officer.

(2) The PWD sticker shall be clearly displayed on the vehicle at all times while parked in a designated PWD parking space.

(3) Unauthorized use of PWD parking spaces by vehicles not displaying a valid sticker shall be treated as a violation of these Regulations and shall be subject to enforcement measures, including clamping, towing, and recovery of applicable fees.

*Application for Reserved Parking and Loading/Offloading Zones*

11 (1) Any person or entity may submit an application for the designation of a reserved parking space or a loading/offloading zone to the Directorate responsible for transport or roads, using the prescribed form in Schedule 1 and attaching all required documents.

(2) Upon receipt, the Directorate shall, within seven (7) working days, prepare a Technical Report assessing the suitability of the proposed reserved parking or loading/offloading zone and include its recommendations.

(3) The Technical Report shall be submitted to the Chief Officer, who shall, within fourteen (14) working days of receipt, consider the report and approve or reject the application in writing, providing reasons for the decision.

*Grounds for Refusal or Revocation of Reserved Parking and Loading/Offloading Zone Designation*

12. (1) An application for a reserved parking or loading/offloading zone may be refused, or an approved designation may be revoked if—

- (a) the designation is used for purposes other than the loading and offloading of goods;
- (b) the designation is used for trading or commercial purposes not permitted under the approval;
- (c) the proposed loading/offloading zone is outside the applicant's property boundaries; or
- (d) the information provided by the applicant in support of the application is false or misleading.

(2) Any violation of the conditions attached to an approved reserved parking or loading/offloading zone may result in the revocation of the designation by the Chief Officer.

Exemptions from Payment of Parking Fees

13. (1) Exemptions from payment of parking fees shall apply as provided under Part 6A of the Traffic Act, (Cap. 403).

(2) Additional exemptions granted by the County Executive Committee Member responsible for Finance, under the Public Finance Management Act or any other applicable Nairobi City County revenue legislation, shall also apply.

Application form for Loading Zone/Reserved Parking

Schedule 1

(i) Address: .....

(ii) Phone no: .....

(iii) Email: .....

(iv) Date: .....

(v) Type of Business: .....

(vi) Single business permit: .....

2. Description of the requested location of loading zone/reserved parking

(i) Name of the street/road: .....

(ii) Building Name: .....

(iii) Plot No: .....

(iv) Type of parking - Flush or angle parking: .....

3. Availability of the loading zone/reserved parking requested

(i) The loading zone/reserved parking applied for is available:  Yes  No

(ii) If No, who has occupied the loading zone/reserved parking: .....

Name of the occupant: .....

(c) Approval ref No: .....

4. Attachments required: -

(i) Lease agreement or property ownership documents

(ii) Copy of business permit

(iii) Copy of business registration documents

I certify that the above information is correct

Comments from County's inspecting officer: .....

Name: .....

Signature: .....

Date: .....

DATED THIS ..... DAY OF ..... 2025

Made on the 11th December, 2025.

IBRAHIM NYANG'AYA AUMA,  
County Executive Committee Member for Mobility and Public Works

FIRST SCHEDULE

Schedule 1

Application form for Loading Zones/ Reserved Parking

Attach the following information to the request letter: -

1. Details of applicant

- i) Name:.....
- ii) Address:.....
- iii) Phone no.....
- iv) Email .....
- v) Date:.....
- vi) Type of Business:-.....
- vii) Single business permit:-.....

2. Description of the requested location of loading zone/ reserved parking

- i) Name of the street/ lane:-.....
- ii) Building Name:-.....
- iii) Plot No:-.....
- iv) Type of parking – Flush or angle parking: -.....

3. Availability of the loading zone/ reserved parking requested

- i) The loading zone/ reserved parking applied for is available  Yes  No
- ii) If No, who has occupied the loading zone/ reserved parking  
Name of the occupier: -.....  
o Approval ref. No.....Date:.....

4. Attachments required: -

- i) Lease agreement or property ownership documents
- ii) Copy of business permit
- iii) Copy of business registration documents

I certify that the above information is correct

Comments from County's inspecting officer.....

Name:.....Signatures:.....Date:.....

DATED THIS.....DAY OF .....2025

Made on the 11th December, 2025.

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