

APPROVED

by order No 2025-V-2025 of Director of  
Municipality Enterprise "Susisiekimo  
paslaugos" of \_\_\_\_\_ 2025

**MUNICIPALITY ENTERPRISE "SUSISIEKIMO PASLAUGOS"**  
**RULES FOR THE USE OF VEHICLE PARKING LOTS WITHOUT A BARRIER**

**I. ORDER FOR PARKING AND STATIONING VEHICLES**

1. Before using a paid parking lot, you must read these rules (hereinafter - the Rules) and comply with them.
2. These Rules are provided for your information at the paid vehicle parking lot (hereinafter - the Lot) marked with distinctive road and information signs and are considered a public offer to conclude a paid service transaction by conclusive actions (Article 1.71 of the Civil Code of the Republic of Lithuania).
3. The term "vehicle" in the Rules is understood to mean motor vehicles of all categories and classes and their trailers.
4. By parking your vehicle in this Lot, you express your willingness to conclude a Vehicle Parking Services Order (transaction) with Municipality Enterprise "Susisiekimo paslaugos" (company code 124644360, registered office at Laisvės pr. 10A, Vilnius) – i.e. you agree to comply with the vehicle parking and payment procedures described in the Rules and, in the circumstances described in the Rules, you undertake to pay the additional fee specified in point 19 of the Rules for violating these Rules.
5. Parking time is measured (calculated) with the accuracy of the payment intervals approved for the Lot (rounded up).
6. Parking of vehicles in the Lot is subject to a fee in accordance with the established price, which is indicated on the Lot information board together with the Rules, 24 hours a day, every day (unless otherwise specified on the information board in the Lot) for all Customers, except those who have a valid electric vehicle permit or an electronic "Lengvata" (Exemption) permit issued to a person with a disability.
7. The Customer may park their vehicle in a free space in the Lot that is suitable for the size of their vehicle, except for spaces marked with the road sign "Reserved parking space" for specific customers, and spaces marked with distinctive signs for disabled persons or electric vehicles, if their vehicle does not comply with the specified sign.

8. Customers are prohibited from parking their vehicles in two or more parking spaces, in areas where prohibited road signs are in force, or otherwise failing to comply with the Road Traffic Regulations. It is prohibited to litter, consume alcoholic beverages, make noise, gather in groups or disturb other persons in the Lot, as well as to damage, dismantle or otherwise alter any equipment or devices installed in the Lot, repair or wash vehicles, etc. It is prohibited to store (leave) flammable, explosive or other substances dangerous to human health and life, dangerous equipment and/or devices in the Lot.

9. It is prohibited to leave a vehicle intended for advertising goods or services in various forms or ways in the Lot without the consent of Municipality Enterprise "Susisiekimo paslaugos".

10. Payment for services is possible:

- A special application approved by the Municipality Enterprise "Susisiekimo paslaugos", installed on a mobile device, designed to pay for parking services using a mobile device (hereinafter - the Mobile Application);
- At the parking meter located in the Lot (hereinafter - the Parking Meter), if there is a Parking Meter in the Lot.

11. Payment for parking must be made immediately after parking the vehicle (except for point 12 of the Rules, which provides for payment after 1 (one) hour of free parking). If the Parking Service is activated via the Mobile App, the Customer shall place the order without leaving the vehicle, specifying in the order the registration number of the vehicle for which the parking fee is to be paid and the Lot. The order is considered registered when the Customer receives confirmation from the Mobile App. The Parking Service is suspended when the Customer suspends the Parking Service in the Mobile App, if they leave the vehicle before leaving the Lot. If the vehicle parking fee is not paid immediately, or if the vehicle parking time in the Lot is not extended on time, or if other Rules are violated, the vehicle owner (except in cases where they prove that the vehicle was parked in the Lot by another person) shall be deemed to have violated the Rules and shall be obliged to pay the Additional Fee specified in clause 19 (if the violation is continuous and lasts longer than one day, the fee shall be applied for each day separately) no later than 168 hours from the moment of drawing up the Notice of Violation of the Rules. If the Additional Fee is not paid on time, its collection, together with all information, without separate notice, will be transferred to third parties for pre-trial and/or judicial collection. The person who violated the Rules will also have to reimburse the costs related to debt collection and the litigation costs incurred by Municipality Enterprise "Susisiekimo paslaugos". Until the fee is paid, the customer's vehicle registration number may be added to the list of undesirable customers, preventing access to closed lots administered by Municipality Enterprise "Susisiekimo paslaugos".

12. In cases where the Rules and information signs in the Lot stipulate that free parking

time is provided in the Lot, the latter shall be calculated from the moment of entering the Lot. The actual paid parking time for the vehicle shall be calculated from the end of the free parking time in the Lot. The parking fee shall be calculated according to the actual parking time in the Lot, taking into account the minimum payment interval set for the Lot. Payment is made after the free parking time has expired. If payment is made before the free parking time has expired, the difference between the amount paid and the free parking time is not refunded.

13. Municipality Enterprise "Susisiekimo paslaugos" carries out regular checks to ensure compliance with the Rules. In the event of a violation of the parking and/or payment rules, authorised persons of Municipality Enterprise "Susisiekimo paslaugos" record the fact that the vehicle is in the Lot and draw up a report on the violation of the Rules (hereinafter - the Report), indicating the reason for drawing up the Report, the amount of the additional fee, payment details and the payment deadline. The Report is left in a visible place on the outside of the vehicle for the vehicle owner (operator) to see.

14. Once the fee for parking a vehicle that is not your own has been paid, the money is not refundable.

15. The customer is responsible for any damage to tangible property in the Lot and must compensate for the damage.

16. Municipality Enterprise "Susisiekimo paslaugos" is not materially responsible for the safety of vehicles parked in the Lot and the persons and/or property in them.

17. For the purpose of administering the vehicle parking services of the Lot, Municipality Enterprise "Susisiekimo paslaugos" processes your personal data for the purpose of pre-trial and/or judicial recovery without paying an additional fee (car registration number, video footage recorded in the event of a violation of the Rules, and other data directly or indirectly identifying the person in connection with the provision of the service). For more info on how your personal data is processed and your rights as a data subject, check out the Personal Data Processing Rules on the website [www.judu.lt](http://www.judu.lt).

18. Municipality Enterprise "Susisiekimo paslaugos" has the right to unilaterally amend these Rules by posting the new version on the notice board in the Lot.

19. The amount of the **additional fee** is specified in the Rules posted on the information board in each Lot in accordance with the fee applicable to that Lot, established by Decision No 1-1862 of Vilnius City Municipality Council of 19 December 2018 "On the Approval of the Methodology for Determining Parking Fees in the Parking Lots Operated by the Municipality Enterprise "Susisiekimo paslaugos" operated on a trust basis", in the section "Rates in euros for unpaid or late payment for vehicle parking" or in the legal act replacing it.

## II. LONG-TERM PARKING PERMITS AND THEIR PAYMENT PROCEDURE

20. One long-term parking permit is issued for one vehicle. The permit does not guarantee a free parking space for the vehicle in the Lot.

21. Long-term parking can be paid for in cash, by bank card or by bank transfer. Long-term parking (including extensions) must be paid for in advance.

22. Issuing/extending a long-term parking permit **by paying in cash or by bank card:**

22.1. The customer must visit the Customer Service Centre of the Enterprise and provide the following information:

22.1.1. Customer – legal entity: name of the legal entity, telephone number, vehicle registration number, type of long-term parking and period of validity;

22.1.2. Customer – natural person: first name, surname, telephone number, vehicle registration number, type of long-term parking and period of validity;

22.2. If there are spaces available in the Lot, long-term parking permits are issued or extended at customer service centres immediately after payment.

23. Issuing a long-term parking permit **by bank transfer:**

23.1. an order for the issuance of a long-term parking permit must be submitted via [www.judu.lt](http://www.judu.lt) or by e-mail to [info@judu.lt](mailto:info@judu.lt), by indicating the following information:

23.1.1. Customer – natural person: first name, surname, residential address, telephone number, vehicle registration number, type of long-term parking and period of validity;

23.1.2. Customer – legal entity: name and code of the legal entity, registered address, VAT payer code, telephone number, vehicle registration number, type of long-term parking and period of validity;

23.2. An authorised employee of the Enterprise prepares a prepayment invoice, which is sent to the e-mail address specified in the Customer's order.

23.3. A VAT invoice is prepared and sent to the e-mail address specified in the Customer's order at the beginning of the month of service provision.

24. The price of parking a vehicle for a specific period and type of vehicle is determined according to the prices valid on the day of use of the service (e.g. if a long-term permit is issued for August, the price will be applied according to the August price).

25. If the Customer cancels a long-term parking permit before its expiry date, the parking fee paid shall not be transferred or refunded, except in the following case. If the customer cancels a long-term parking permit when a 3-month parking period has been purchased before the expiry date, the amount for the full unused months shall be refunded, minus any discounts given (calculating the period used based on the monthly parking fee). The customer submits a free-form signed request to cancel the parking, indicating the car registration number, the cancellation date, and their bank

account number. The money shall be refunded only to the person in whose name the parking was booked. The Enterprise shall refund the money to the bank account specified in the request within 14 (fourteen) working days from the date of receipt of the request.

26. The validity of a valid long-term parking permit shall not be divided or otherwise suspended.

27. If the long-term parking permit is not extended after the paid parking period has expired (no payment is made for the extension) and the vehicle does not leave the Lot, further parking of the vehicle in the Lot will be charged at short-term parking rates.

28. The number of parking spaces allocated for long-term parking (with long-term parking permits) is limited for each closed Lot by order of the director of the Enterprise, taking into account the occupancy calculation methodology.

29. Upon expiry of the long-term parking permit, the customer may extend it by responding to the first reminder sent within 5 calendar days or by responding to the second reminder sent within 3 calendar days and by paying the advance invoice received no later than the 28th day of the month. If the customer fails to respond or pay within the specified time limits, they lose the right to extend the permit.