

## Frequently asked questions about the City of Ljubljana's Municipal Police Department

### May I initiate proceedings (e.g. an appeal, complaint or claim) with respect to a notice of violation?

In accordance with the fifth paragraph of Article 57 of the Minor Offences Act (ZP-1), an authorised MPD officer leaves a notice of violation for you at the site of a violation, if you were not present to be issued a notice of violation at the site thereof. Proceedings may not be initiated with respect to a notice of violation, as the latter is only intended to provide information for the violator. Any appeal, complaint or claim will therefore be dismissed.



### I have received a notice of violation. What is the deadline for the payment of 50% of the fine?

A notice of violation is only intended to provide information regarding a violation. The deadline for the payment of 50% of the fine is eight days from the receipt of a notice of violation on your vehicle. If the offender is at the scene of the violation when the latter is noted, the municipal police officer serves the offender a payment order immediately on the spot. An offender who could avoid payment due to their residence abroad must pay the fine at the scene of the violation. If the offender disagrees with the violation, they may file a legal objection against the payment order within eight days of the service thereof, even if the fine has been



paid. In order to ensure that a fine is paid (travel abroad, etc.), a municipal police officer may request that you pay the fine on the spot and will issue a receipt for payment accordingly. In the event of non-payment, a municipal police officer may issue a decision on the temporary revocation of your passport, driver's licence, vehicle documents, travel documents or other documents.

Once you have paid the fine, your seized documents will be returned to you. If you are not present at the site of a violation, the period for payment of a fine begins when a fixed payment order is issued. A fine can be paid at a 50% discount within 8 days after a fixed payment order becomes valid.

### I would like to pay my fine using a payment order. How do I fill it in to ensure that the fine is paid correctly?

You may pay a fine using the enclosed payment order (UPN or universal payment order). If you wish to pay using an online banking system or if you are filling in a payment order, enter the following data:

Transaction account: **SI56 0126 1461 0566 850**

Reference: **SI12 7560XXXXXXXX** (the eight-digit number of the payment order followed by the control number that you should copy from the attached payment slip, e.g. 7560280357213).

Purpose code: **COST**

Recipient's **BIC: BSLJSI2X**

The amount of the fine to be paid

Payer data

Recipient data: **MESTNA OBČINA LJUBLJANA (City of Ljubljana),  
MESTNI TRG 1, 1000 LJUBLJANA**

Purpose: **FINE FOR OFFENCES**

A fine may also be paid at any bank or post office branch.



**More on jurisdiction, powers, and work of Municipal Police officers on the website of Ljubljana Municipal Police Department:**

<http://www.ljubljana.si>

## City of Ljubljana



## Municipal Police Department

### BASIC INFORMATION

Municipal Police Department  
Proletarska 1, 1000 Ljubljana  
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The Local Police Act (Official Gazette of the Republic of Slovenia, No 139/2006) was adopted in December 2006 and regulates the jurisdiction of the City of Ljubljana (hereinafter: the City) in terms of the establishment, organisation and definition of the scope and tasks of municipal police officers. It also defines the conditions under which officials in the Municipal Police Department (hereinafter: the MPD) perform their tasks, as well as the mandate, uniform, designation and equipment of municipal police officers, and the content and keeping of records.

### What are the scope and tasks of municipal police officers?

As a prosecutorial body of the City of Ljubljana, within the scope of and in line with valid regulations, the MPD is responsible for drafting the City of Ljubljana's safety programme, based on which it ensures public safety and public order in Ljubljana. It is also responsible for:

- supervising safe and unobstructed road traffic in residential areas;
- ensuring road and environmental safety;
- ensuring safety on public paths, and in recreational and other public areas;
- protecting public assets, and natural and cultural heritage;
- maintaining public order and peace;
- managing the prosecutorial process in accordance with valid legislation; and
- keep prescribed records regarding formal measures and in connection with the prosecutorial process.

What powers do municipal police officers have?

A municipal police officer has the following powers in performing their tasks:

- issuing warnings;
- issuing oral decrees;
- establishing identity;
- conducting security searches of persons;
- the seizure of objects;
- the detention of offenders, and
- the use of physical restraints, handcuffs and other restraining means, and the use pepper spray (hereinafter: coercive means).

### How may I park without breaking the rules or posing a threat to others in traffic?

You should park so that a safe and free-flowing way is ensured, especially for the most vulnerable traffic participants (e.g. children pedestrians, cyclists, etc.), so that parking places for disabled persons are unobstructed, and so that traffic flow is possible. The latter is one of the key tasks and priorities of Ljubljana municipal police officers.

#### Your vehicle should be parked:

- according to the traffic code and in designated areas; and
- so that it does not create obstacles, and does not hinder or jeopardise other traffic participants.



Photo: archives of MPD

### Traffic areas must be accessible solely by those persons for whom they are intended.

Inappropriate parking on sidewalks jeopardises the most vulnerable traffic participants (e.g. children, mothers with strollers, older people, etc.), and represents one of the reasons municipal police officers order the removal of vehicles by tow truck.

When looking for a parking place, one should not be misled by the idea that parking as close to the target as possible is a basic human right, regardless of the consequences.

### Short-term parking areas

Short-term parking areas are marked by blue lines, and may be used for a maximum of two hours. They are intended for drivers with short errands to run in the immediate vicinity. Drivers who park in these areas for the whole day abuse their purpose.

When you park in short-term parking areas, always mark the time of arrival and place the clock so that it is visible through the front windscreen.



Photo: archives of MPD

### In short-term parking areas:

- the driver must mark the time of arrival in a visible part of the vehicle and
- must leave after the two-hour time limit has expired.



Photo: archives of MPD

### Parking in places reserved for electric-powered vehicles

Ljubljana has several charging stations where the drivers of electric-powered vehicles may park for free during charging. These spaces are well-organised and marked as reserved for charging, for a maximum of three hours. Time of arrival is appropriately noted.

### My vehicle was removed by a tow truck. What can I do?

Unfortunately, the result of illegal parking is that the MPD arranges for a vehicle to be wheel clamped or removed.

The Ljubljana City Council sets the fees to be charged for the removal and storage of parked vehicles, and the removal of abandoned vehicles on the basis of the Decree on Road Traffic Management. At the behest of the MPD, vehicles are removed to Avtosejem, located at **Cesta dveh cesarjev** (phone: +386 1 257 48 61 and mobile phone: +386 051 358 832), by Javno podjetje Ljubljanska parkirišča in tržnice, d.o.o. There is also a cashier's office at the aforementioned site where fees may be paid. That office is **open 24 hours a day**.

#### Fees for:

- the removal of illegally parked vehicles: €100
- the removal of abandoned vehicles: €35
- the storage of removed illegally parked vehicles: €5/day