

# 8 Living



## For a Comfortable Life

In order to maintain friendly ties with your neighbors and lead a comfortable life in Shinjuku City, it is important to follow the various rules for everyday living, such as garbage disposal. Although there may be some Japanese customs that are confusing to you, please talk with your neighbors and do your best to understand the local rules and customs.

In addition, while bicycles are a convenient means of transportation, it is important to be careful about avoiding accidents by following the rules for the riding and parking of bicycles.

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**For inquiries concerning the contents of this booklet,  
contact the Foreign Resident Advisory Corner**

Language	Telephone No.	Days	Hours
English	03-5272-5060	Mon. through Fri.	9:30 a.m. to 12 noon, 1 to 4:30 p.m. Excluding Saturdays, Sundays, national holidays, etc.
Chinese	03-5272-5070		
Korean	03-5272-5080		

The information in this publication is subject to change. In addition, when you contact departments or telephone numbers listed in this booklet, **unless otherwise specified, be sure to speak in Japanese or have someone who speaks Japanese talk for you.**

**English Edition**

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This booklet is divided into 10 parts

1. Emergencies
2. Preparing for Disasters
3. Notifications and Procedures to Be Completed at the City Office
4. Taxes, Medical Treatment, and Health Insurance
5. Welfare
6. Employment
7. Childbirth, Child-Raising, and Education
- 8. Living**
9. Leisure
10. Useful Information

## Garbage and Recycling

### How to Dispose of Recyclable Resources and Garbage

**Inquiries** ➔ **Shinjuku Waste Collection Office**  
 2-1-1 Shimo-Ochiai, Shinjuku-ku  
 Tel: 03-3950-2923

**Shinjuku-Higashi Waste Collection Center**  
 2-42 Ichigaya-Nakano-cho, Shinjuku-ku  
 (Relocated temporarily to the above address while renovations are being made.)  
 Tel: 03-3353-9471

**Kabukicho Waste Collection Center**  
 2-42-7 Kabuki-cho, Shinjuku-ku  
 Tel: 03-3200-5339

As a rule, the collection of garbage and recyclable resources from regular households is free of charge. There is a fee, however, for the collection of large amounts of garbage and oversized garbage.

A fee is charged for all garbage and recyclable resources from shops and businesses. As a rule, the city would like shops and businesses to handle their own garbage (through use of a waste collection company or recyclable resource collection company). The Shinjuku City Office only deals with small-scale shops and businesses that have difficulty finalizing contracts with waste-collection companies or other similar organizations, and they must attach official Shinjuku City Garbage Handling Fee Tickets to their

garbage. Please purchase these stickers at any shop showing the agency sign, and place the stickers on garbage bags, newspapers, and magazines in a spot where they can easily be seen.

It is important that everybody observes the rules when disposing of recyclable resources and garbage, to eliminate any possible problems with neighbors.

Shinjuku City Office has information in foreign languages on how to dispose of recyclable resources and garbage, so please use this information.

Also, a PDF version is available on Shinjuku City's foreign-language website.

[www.city.shinjuku.lg.jp/foreign/english/](http://www.city.shinjuku.lg.jp/foreign/english/)

#### Reduce Waste with 3Rs

Recycling items instead of throwing them away as garbage helps the global environment in that it conserves natural resources. Let's work together to reduce garbage and reuse recyclable resources.

Observe the following 3Rs to reduce garbage:

○ Reduce

Reduce items that will become garbage. For example, do not buy unnecessary items.

○ Reuse

Make the most of items without throwing them away. For example, use the same bottle over and over again.




○ Recycle

Process items into recyclable resources. For example, separate old paper, bottles, and cans and dispose of them as recyclable resources.

#### How to Dispose of Recyclable Resources

Category	Collection Frequency	Collection Site	Please Be Aware of the Following Points!
Newspapers (includes fliers) Magazines (includes notebooks, confection boxes, wrapping paper, and envelopes) Cardboard Paper Cartons	Once a week	Garbage collection site Please put out by 8 a.m. on the collection day.	<ul style="list-style-type: none"> <li>○ Bind items with string according to type. Collection is made on rainy days as well.</li> <li>○ Fold newspapers into four (A4-size).</li> <li>○ The following items are not collected as recyclable resources, so please dispose of them as combustible garbage: Photographs, heat-sensitive paper, paper cups, window envelopes, tissue, plastic-coated paper, waxed paper, oily stained paper such as pizza home-delivery boxes, etc.</li> <li>○ There is a charge for the collection of business-related recyclable resources. Please attach a Garbage Handling Fee Ticket to the garbage.</li> </ul>



Category	Collection Frequency	Collection Site	Please Be Aware of the Following Points!
Plastic Containers and Wrapping with the Identifying  Mark (such as plastic bottles, cups, trays, packages, and tubes; plastic bags for confections and frozen food; retort pouches; plastic lids; plastic clasps; plastic shopping bags; etc.)	Once a week	Garbage collection site Please put out by 8 a.m. on the collection day.	<ul style="list-style-type: none"> <li>○ After you have emptied the item, rinse it clean before disposal.</li> <li>○ Items that are not completely emptied or that are difficult to clean should be disposed of as combustible garbage.</li> <li>○ Dispose of items together in a garbage container with a lid or a transparent/semitransparent garbage bag.</li> <li>○ There is a fee for the collection of business-related recyclable resources. Please attach a Garbage Handling Fee Ticket to the garbage.</li> </ul>
Bottles (for food, beverages, cosmetics, and medicines), Cans (for food and beverages), Spray Cans, Gas Cylinders, Used Dry-Cell Batteries, and Plastic PET Bottles (with the identifying mark  )	Once a week	Collection receptacles on the street (yellow, blue, and green containers and a blue net will be put out on designated days)	<ul style="list-style-type: none"> <li>○ After lightly rinsing the inside with water, please place bottles in the yellow container and cans in the blue container individually. Please place spray cans, gas cylinders, and used dry-cell batteries (alkaline, manganese, and lithium) in the green container. For plastic PET bottles, place them individually in the blue net after lightly rinsing the inside with water and crushing them. Please dispose of caps and labels as plastic wrapping.</li> <li>○ Broken bottles, medicine bottles (excluding bottles for liquid medicine), lightbulbs, fluorescent lights, and <i>itto-kan</i> (18-liter cans) cannot be collected as recyclable resources. Please dispose of these items on the same day that metal, ceramic, and glass items are collected.</li> <li>○ Be sure to use spray cans and gas cylinders completely before disposal.</li> <li>○ Please take reusable bottles, such as beer bottles and <i>issho-bin</i> (1.8-liter sake bottles), to a liquor store.</li> <li>○ There is a fee for the collection of business-related recyclable resources. Place items in a bag, attach the appropriate (according to the size of the bag) Garbage Handling Fee Ticket and place the bag next to the designated container or net.</li> </ul>
Plastic PET Bottles (with the identifying mark  )	—	Collection box at cooperating collection shops (convenience stores, supermarkets, etc.)	<ul style="list-style-type: none"> <li>○ Remove caps and labels. After lightly rinsing the inside with water, crush the bottle and place it in the collection box located at designated supermarkets and convenience stores.</li> <li>○ Please dispose of caps and labels as plastic wrapping.</li> </ul>
Used Dry-Cell Batteries	—	Collection box at municipal facilities	<ul style="list-style-type: none"> <li>○ Please place used dry-cell batteries (alkaline, manganese, and lithium) in the dry-cell battery collection box. There are boxes at Shinjuku City Office Main Bldg., Branch Offices, Lifelong Learning Halls, Kotobuki Hall, children's halls, post offices, supermarkets and convenience stores. In addition, please take button-type batteries and small secondary batteries, such as those with nickel-cadmium or nickel-hydrogen (rechargeable-types), to cooperating recycling shops.</li> </ul>
Cartons (500 ml or larger)	—	Collection box at municipal facilities	<ul style="list-style-type: none"> <li>○ After you have emptied the carton, rinse it with water, cut it open, let it dry, and place it in the collection box. Please dispose of dirty cartons and those with aluminum inner lining as combustible garbage.</li> <li>○ Collected at municipal facilities and recyclable resource collection boxes located at supermarkets and similar locations.</li> </ul>
White Styrofoam Trays	—	Collection box at municipal facilities	<ul style="list-style-type: none"> <li>○ Please rinse the white styrofoam trays lightly and dry them before putting them in the boxes.</li> <li>○ In addition to municipal facilities, some supermarkets, co-ops, etc. conduct collections independently. Check the rules of the collecting store (such as rinsing off any dirt and sticking to the types of trays accepted) before placing items in the collection box.</li> </ul>

### How to Dispose of Garbage

Category	Collection Frequency	Collection Site	Please Be Aware of the Following Points!
Combustible Garbage (Kitchen scraps, paper scraps, wood chips, plastic items other than containers and wrapping with the identifying ♻️ mark, rubber items, leather items, disposable diapers, sanitary napkins, chemical rags, cigarette butts, etc.)	Twice a week	Garbage collection site Please put out by 8 a.m. on the collection day.	<ul style="list-style-type: none"> <li>○ Please separate garbage properly and place the garbage in containers or transparent/semitransparent plastic bags. Please pick up your empty containers as soon as possible.</li> <li>○ Be sure to use lighters completely before disposal. Please put them in a separate bag from other garbage.</li> <li>○ Wrap sharp objects, such as glass and skewers, using thick paper, and label it “kiken (dangerous)” before disposal.</li> <li>○ Please place fluorescent lights in cases before disposal.</li> <li>○ There is a fee for the collection of business-related garbage. Please attach a Garbage Handling Fee Ticket.</li> </ul>
Metal, Ceramics, and Glass (This category includes small electric appliances, lighters, etc.)	Twice a month		
Oversized Garbage (excluding air conditioners, TVs, refrigerators, freezers, laundry machines, clothes dryers, and personal computers) Call the Oversized Garbage Reception Center, Tel: 03-5296-7000 for reservations (Mon. through Sat., 8 a.m. to 7 p.m.). Reservations can also be made over the Internet (24 hours). Website: <a href="http://sodai.tokyokankyo.or.jp/">http://sodai.tokyokankyo.or.jp/</a>	On a reservation basis	In front of the house, etc. Please put out by 8 a.m. on the collection day.	<ul style="list-style-type: none"> <li>○ Items measuring 30 cm or longer on any side are considered as oversized garbage.</li> <li>○ There is a fee for the collection of all oversized garbage. After making a reservation with the Oversized Garbage Reception Center, please purchase the appropriate Oversized Garbage Handling Fee Tickets and attach them to the oversized garbage on the day of collection.</li> <li>○ There are handling fee reduction programs for victims of natural disasters and fires, those receiving public financial assistance for everyday living, and recipients of Child Support Allowance, Special Child Support Allowance, and Age Welfare Pension.</li> </ul>

### Air Conditioners, TVs, Refrigerators (Freezers), Laundry Machines, Clothes Dryers, and Personal Computers

Air Conditioners, TVs, Refrigerators (Freezers), Laundry Machines, and Clothes Dryers	<ul style="list-style-type: none"> <li>○ Since these items are covered by the Home Appliance Recycling Law, the city does not collect them.</li> <li>○ When replacing your old appliances, please ask the store where you are purchasing a new one to handle your used appliance. If you are simply throwing away your old appliance, ask the original store of purchase to handle your used appliance.</li> <li>○ If you are unable to ask an electric appliance store to handle your used appliance, please call the Electric Appliance Recycling Reception Center. Electric Appliance Recycling Reception Center, Tel: 03-5296-7200 (Mon. through Sat., 8 a.m. to 5 p.m.)</li> <li>○ The person disposing of items must bear the cost of the recycling fee and a separate collection/transportation fee. For more information on recycling fees and collection/transportation fees, please ask the retail store or the Electric Appliance Recycling Reception Center.</li> </ul>
Personal Computers	<ul style="list-style-type: none"> <li>○ Personal computers that are no longer needed are collected and recycled by the manufacturers.</li> <li>○ Personal computers are not collected by the city. Please apply for collection with the manufacturer of the computer you plan to dispose of. Note: You can find the telephone number of the manufacturer at the PC3R Promotion Association (Tel: 03-5282-7685, website: <a href="http://www.pc3r.jp/">www.pc3r.jp/</a>) Contact PC3R Promotion Association for personal computers of which you don't know the manufacturer or hand-made computers.</li> </ul>

Note: The following items are not collected by the city. Please call the waste collection office or waste collection center for more information.

Hazardous items, dangerous items, items that emit strong odors, and items that are difficult to dispose of.

Examples: Industrial chemicals, fireworks, matches, gas cylinders (excluding those for tabletop cooking equipment), paint thinner, light oil, kerosene, gasoline, paint, printing ink, car batteries, soil, sand, rocks, concrete blocks, sludge, fire extinguishers, automobiles, motorcycles, tires, pianos, heat-resistant safes, etc.



## To Prevent Crows and Cats from Causing Damage to Garbage Collection Sites

**Inquiries** ▶ **Shinjuku Waste Collection Office**  
 2-1-1 Shimo-Ochiai, Shinjuku-ku  
 Tel: 03-3950-2923

**Shinjuku-Higashi Waste Collection Center**  
 2-42 Ichigaya-Nakano-cho, Shinjuku-ku  
 (Relocated temporarily to the above address while renovations are being made.)  
 Tel: 03-3353-9471

**Kabukicho Waste Collection Center**  
 2-42-7 Kabuki-cho, Shinjuku-ku  
 Tel: 03-3200-5339

To prevent crows and cats from scattering kitchen scraps and to keep garbage collection sites as clean as possible, the City Office serves as a source for the rental of crow-prevention nets.

Crow-prevention nets are free for use by those who use or maintain garbage collection sites.

## Handling Animal (Dog, Cat, etc.) Carcasses

**Inquiries** ▶ **Shinjuku Waste Collection Office**  
 2-1-1 Shimo-Ochiai, Shinjuku-ku  
 Tel: 03-3950-2923

**Shinjuku-Higashi Waste Collection Center**  
 2-42 Ichigaya-Nakano-cho, Shinjuku-ku  
 (Relocated temporarily to the above address while renovations are being made.)  
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 Tel: 03-3200-5339

If a pet dies, you can bury your pet in a private

cemetery or ask the waste collection office (Handling fee: ¥2,600 per animal) to handle the carcass. The waste collection office will not handle any carcass weighing over 25 kg.

If you find an animal carcass on the street, or on park or private land (including empty lots), please tell a maintenance person who will handle its disposal.

- **City Roads**  
 Tobu Public Works Office  
 Inquiries: For the area east of Meiji-dori Avenue  
 Tel: 03-5361-2454
- Seibu Public Works Office  
 Inquiries: For the area west of Meiji-dori Avenue  
 Tel: 03-3364-2422
- **City Parks**  
 Tobu Park Office  
 Inquiries: For the area east of Meiji-dori Avenue  
 Tel: 03-5361-2451
- Seibu Park Office  
 Inquiries: For the area west of Meiji-dori Avenue  
 Tel: 03-3364-2421
- Shinjuku Chuo Park Office  
 Inquiries: For the area south of Ome-kaido Avenue  
 Tel: 03-3342-4509
- **Metropolitan Roads**  
 Shinjuku Waste Collection Office  
 Tel: 03-3950-2923
- Shinjuku-Higashi Waste Collection Center  
 Tel: 03-3353-9471
- Kabukicho Waste Collection Center  
 Tel: 03-3200-5339
- **National Roads**  
 Tokyo National Highway Office Yoyogi Branch  
 Tel: 03-3374-9451
- **Private Property (including empty lots)**  
 The carcass will be handled at the expense of the property owner. If you ask a waste collection office or waste collection center to handle the carcass, a handling fee (¥2,600 per animal) will be charged.

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## Nishi-Waseda Recycling Center

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**Inquiries** ▶ Nishi-Waseda Recycling Center  
3-19-5 Nishi-Waseda, Shinjuku-ku  
Tel: 03-5272-5374  
**Closed: Mon. (Open if Mon. is a national holiday, and closed the following day) and during the year-end/New Year holidays**

The recycling center collects items (such as furniture that is no longer needed in homes), refurbishes them, and puts them on display for sale. You can sell used electric appliances or interior fixtures by listing them on the center's bulletin board\*.

In addition, Environment and Recycling Classes are held two or three times a month as a means of instruction, and visitors can watch videos and read/borrow books that are related to recycling\*. Also, flea markets are held on the second and fourth Saturdays of the month.

Note: The Shinjuku Recycling Center (4-10-17 Takadanobaba) will close for reconstruction in March 2011 and is scheduled to reopen in 2013.

The recycling shop Moichido Club\* (*moichido* means *one more time*), which accepts and sells clothes and daily commodities that are no longer needed in homes, is located at the Nishi-Waseda Recycling Center.

\*You are required to register in advance to use these services.

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## To Prevent Damages Caused by Littering of Empty Cans and Smoking on the Street

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**Inquiries** ▶ Waste Reduction Planning Section, Life Environment Division

**Shinjuku City revised the ordinance to prevent damages caused by the littering of empty cans and cigarette butts on August 1, 2005.**

Littering is prohibited in the public areas of Shinjuku City (such as the streets). Violators will be fined (¥20,000 or less), especially in the Designated Beautification Areas (Shinjuku Station east exit, Shinjuku Station west exit, and Takadanobaba Station areas).

Smoking on the street is prohibited in the entire city except for some designated areas. Respect the rules and observe the designated smoking and nonsmoking areas so that everyone—particularly those who need to avoid cigarette smoke for specific health reasons (e.g., asthmatics), those who are sensitive to smoke, and children—can breathe free and enjoy their time outside.

Please cooperate in creating a safe, clean town we can live in with peace of mind.



# Energy Conservation and Ecology

## Ten Things That Can Be Done at Home

Our consumption of utilities that are essential in our everyday lives, such as electricity, gas, water, and

gasoline, increases the amount of CO<sub>2</sub> in the air and causes global warming.

If each and every one of us leads a life of environment-friendly habits, we can significantly reduce the amount of CO<sub>2</sub> produced. Let's maintain an efficient and environment-friendly lifestyle in a fun way for children, who will shoulder the responsibility for future generations.

What to Reduce	Amount of CO <sub>2</sub> Reduced per Day	Amount of Money Saved per Day
1. Set the air conditioner at 28°C and the heater at 20°C.	Approx. 80.0 g	Approx. ¥5.0
2. Adjust the temperature in the refrigerator according to the season.	Approx. 59.5 g	Approx. ¥3.7
3. Adjust your TV's display so that the screen is not too bright.	Approx. 28.8 g	Approx. ¥1.8
4. Run the washing machine less often by washing larger loads.	Approx. 5.8 g	Approx. ¥10.8
5. Shut down personal computers while not in use.	Approx. 30.4 g	Approx. ¥1.9
6. Unplug the electric hot water pot when the water starts to boil.	Approx. 103.3 g	Approx. ¥6.5
7. Reduce your shower time by one minute.	Approx. 79.7 g	Approx. ¥8.7
8. When washing the dishes, keep the temperature of the water heater low.	Approx. 79.1 g	Approx. ¥5.9
9. Boil vegetables (such as broccoli and pumpkins) in the microwave.	Approx. 42.2 g	Approx. ¥3.3
10. Close the lids of heated toilet seats equipped with "washlet"/bidet features while they are not in use.	Approx. 33.4 g	Approx. ¥2.1

Source: *Katei no sho-ene dai-jiten* (Household energy conservation handbook), the Energy Conservation Center, Japan; 2011 edition.

# Use of Bicycles

## Traffic Rules for Bicycles

### ● Let's obey the traffic rules for bicycles

Thinking that you can ignore the traffic rules because you are riding a bicycle can lead to a major, or even fatal, accident. Although you do not need a license to ride a bicycle, if you do not obey the traffic rules, this is considered to be a traffic violation punishable (in some cases) by a fine or imprisonment.

### ● Ride on the left side of the road

As a rule, if there is a sidewalk for pedestrians,

you should ride your bicycle on the street with other vehicles. In addition, you must generally ride on the left side of the road. (Violators may be imprisoned for three months or less or fined ¥50,000 or less.)

You can ride your bicycle on the sidewalk if there is a sign that says bicycles are permitted, however, bicycles must ride nearer to car traffic than pedestrians. In addition, if there are bicycle lanes, you must use them unless there are unavoidable circumstances. If there are no sidewalks, you can ride your bicycle on the side strip except when it would be an obstruction to pedestrians. In such cases, you should adjust your speed and the way you ride your bicycle so as not to get in the way of pedestrians. (Violators may be fined ¥20,000 or less.)

### ● Observe traffic signals and signs

(Violators may be imprisoned for three months or less or fined ¥50,000 or less.)

● **Follow the rules for turning left or right**

When making a right turn at an intersection, you must go straight to the opposite corner before turning right. If there is a traffic signal, obey the light of the signal in front of you; then be careful of the cars that are moving straight ahead. In addition, when making a left turn, you must slow down as you ride along the left side of the road and turn left. Be careful of any pedestrians who are crossing the street. (Violators may be fined ¥20,000 or less.)

● **Park bicycles in parking lots for bicycles and motorcycles**

● **Check your bicycle for safety before riding it**

● **Ride your bicycle in a way that does not cause problems for pedestrians**

When riding your bicycle, you must be conscious of safety for pedestrians. When riding on a sidewalk, leave enough space for pedestrians; if there is any chance of danger, stop first before proceeding. The roads are not for bicycles only. Be particularly careful not to cause problems for pedestrians when riding on sidewalks. (Violators may be fined ¥20,000 or less.)

● **Turn on the front light of your bicycle when it is dim or dark outside**

(Violators may be fined ¥50,000 or less.)

● **Riding a bicycle while using an umbrella or cell phone is not permitted**

(Violators may be fined ¥50,000 or less.)

● **You must not ride your bicycle while under the influence of alcohol**

(Violators may be imprisoned for five years or less or fined ¥1,000,000 or less.)

● **Do not carry passengers on your bike**

Bicycles must be ridden without passengers. However, those who are 16 years of age or older may carry a passenger if that passenger is under 6 years of age and is placed in a seat for toddlers or is a child under 4 years of age and is strapped to the rider's back with a belt or sling. A rider 16 years of age or older may also carry two toddlers if the bicycle meets safety standards for carrying two toddlers and has seats designed for them. (Violators may be fined ¥20,000 or less.)

● **When changing directions while riding, be sure to look back to check for safety before proceeding**

● **Have children wear helmets while they are on bicycles**

## Illegal Parking of Bicycles Is Prohibited

**Section in Charge** Bicycle Countermeasures Section, Traffic Affairs Division

**Inquiries** Ask at the parking lot for bicycles and motorcycles you plan to use

**Hours: 7 a.m. to 7 p.m. (closed on Sundays, national holidays, and year-end/New Year holidays; Takadanobaba Station Bicycle Parking Center is open from 8:30 a.m.)**

Note: The Shinjuku Station Southeast Exit Parking Lot for Bicycles and Motorcycles is open from 7 a.m. to 11 p.m. (closed only during New Year holidays).

■ **Bicycles Are Convenient, but ....**

Bicycles are a convenient means of transportation that anyone can use—you can carry luggage and widen your range of activity. However, if you leave your bicycle on the street, this obstructs pedestrian traffic and makes areas where crowds gather, such as station areas, particularly dangerous.

Those who use bicycles should leave them in designated areas, such as parking lots for bicycles and motorcycles. Shinjuku City has established parking lots for bicycles and motorcycles, on-street parking spaces for bicycles and motorcycles, and bicycle control areas on sidewalks near stations in the city, so please use them.

■ **Parking Lots for Bicycles and Motorcycles**

There are charged parking lots for bicycles and motorcycles.

● **Usage Fees for Parking Lots for Bicycles and Motorcycles**

Category	Regular Use (1 Month)		Regular Use (3 Months)	
	For Adults	For Students	For Adults	For Students
Bicycles	¥1,800	¥1,400	¥5,000	¥4,000
Motorcycles (50 cc or less)	¥3,000	¥2,400	¥8,400	¥6,600



Category	Regular Use (6 Months)		Regular Use (1 Year)	
	For Adults	For Students	For Adults	For Students
Bicycles	¥10,000	¥8,000	¥20,000	¥16,000
Motorcycles (50 cc or less)	¥16,800	¥13,200	¥33,600	¥26,400

Category	One-Day Use
Bicycles	¥100/day
Motorcycles (50 cc or less)	¥200/day

Category	Metered Parking
Bicycles	¥100/day (Free for the first 2 hours)
Motorcycles (50 cc or less)	¥100/hour (Free for the first 2 hours)
Motorcycles (over 50 cc)	

### ● Use Procedures

There are rates for the regular-use and one-day use. For regular-use, please apply with the parking lot you plan to use. For one-day use, please pay the fee on the day of use before using the parking lot.

When using metered parking spaces for bicycles, please follow the rules, be considerate of others, and use the parking areas properly.

### ● Parking Lots for Bicycles and Motorcycles

Name	Inquiries
Shinjuku Station Southeast Exit Parking Lot for Bicycles and Motorcycles (3-37 Shinjuku)	Shinjuku Station Southeast Exit Parking Lot for Bicycles and Motorcycles Tel: 03-3355-1397 (Hourly use is not permitted.)
Shinjuku Station West Exit Parking Lot for Bicycles and Motorcycles (2-1 Nishi-Shinjuku)	Shinjuku Station West Exit Parking Lot for Bicycles and Motorcycles Tel: 03-3340-0448 (Only one-day use for bicycles is permitted)
Shinjuku-Nishiguchi Station (7-1 Nishi-Shinjuku)	(Only metered parking for bicycles is permitted.)

Takadanobaba Station Daisan (1-35 Takadanobaba)	Takadanobaba Station Bicycle Parking Lot Administration Office Tel: 03-3232-0028 (For motorcycles, hourly parking is not permitted.)
Takadanobaba Station Daini (2-19 Takadanobaba)	Takadanobaba Station Daini Parking Lot for Bicycles and Motorcycles Tel: 03-3368-4032 (For bicycles only)
Shin-Okubo Station (2-3 Hyakunincho)	Shin-Okubo Station Parking Lot for Bicycles and Motorcycles Tel: 03-5285-4607 (Only motorcycles over 50 cc can be parked here by the hour.)
Akebonobashi Station (5 Kata-machi)	Akebonobashi Station Parking Lot for Bicycles and Motorcycles Tel: 03-3226-4866 (For one-day use only)
Kokuritsu-Kyogijo Station (10 Kasumigao-ka-machi)	Shinjuku Station West Exit Parking Lot for Bicycles and Motorcycles Tel: 03-3340-0448 (Only regular parking for bicycles is possible.)
Kagurazaka Station (104 Yaraicho)	Kagurazaka Station Parking Lot for Bicycles and Motorcycles Tel: 03-3267-0890 (For bicycles only)
Ushigome-Kagurazaka Station (15 Tansu-machi)	
Ushigome-Yanagicho Station (1-10 and 2-6 Hara-machi)	Kagurazaka Station Parking Lot for Bicycles and Motorcycles Tel: 03-3267-0890 (For motorcycles over 50 cc, only hourly parking is permitted.)
Yotsuya Station (1-5 Yotsuya)	(Only metered parking for bicycles is permitted.)
Shimo-Ochiai Station (1-17 Kami-Ochiai)	Takadanobaba Station Bicycle Parking Center Tel: 03-3232-0028 (For motorcycles less than 50 cc, only regular parking is available.)
Nishi-Shinjuku-Gochome Station (4-5 Nishi-Shinjuku)	(Only metered parking for bicycles is permitted.)
Okubo Station (2-24 Hyakunincho)	(Only metered parking for bicycles is permitted.)

■ On-Street Parking Spaces for Bicycles and Motorcycles

These are metered parking spaces for bicycles and motorcycles established on streets.

● On-Street Parking Spaces for Bicycles and Motorcycles

Location	Inquiries
Higashi-Shinjuku Station	Shin-Okubo Station Parking Lot for Bicycles and Motorcycles Tel: 03-5285-4607 (For bicycles only)
Shinjuku Station New South Exit	Shinjuku Station Southeast Exit Parking Lot for Bicycles and Motorcycles Tel: 03-3355-1397 (Only metered parking for motorcycles of all sizes is permitted.)
Next to the City Office	(Only metered parking for motorcycles of all sizes is permitted.)
Sodai-dori Avenue	(Only metered parking for motorcycles less than 50 cc and bicycles is permitted.)
Yotsuya Station	Shinjuku Station Southeast Exit Parking Lot for Bicycles and Motorcycles Tel: 03-3355-1397 (For bicycles only)
Toden Arakawa Line's Waseda Station	Takadanobaba Station Bicycle Parking Center Tel: 03-3232-0028 (Only regular parking for bicycles is possible.)
Ochiai Station	Takadanobaba Station Bicycle Parking Center Tel: 03-3232-0028 (For bicycles only)
Yotsuya-Sanchome Station	Akebonobashi Station Parking Lot for Bicycles and Motorcycles Tel: 03-3226-4866 (For bicycles only)
Shinanomachi Station	(Only metered parking for bicycles is permitted.)
Shinjuku Station	Shinjuku Station West Exit Parking Lot for Bicycles and Motorcycles, Tel: 03-3340-0448 (For bicycles only)

● Usage Fees

Category	Regular Use (1 Month)		Regular Use (3 Months)	
	For Adults	For Students	For Adults	For Students
Bicycles	¥600	¥500	¥1,700	¥1,400

Category	Regular Use (6 Months)		Regular Use (1 Year)	
	For Adults	For Students	For Adults	For Students
Bicycles	¥3,400	¥2,800	¥6,800	¥5,600

Category	Metered Parking
Bicycles	¥100/day (Free for the first 2 hours)
Motorcycles (50 cc or less)	¥100/hour (Free for the first 2 hours)
Motorcycles (over 50 cc)	

■ Bicycle Control Areas

Bicycle control areas refer to areas along a street that are controlled so as not to obstruct pedestrian traffic and where you can park your bicycle. Since they are set up as temporary establishments, they may be unavailable in some cases, such as when there is a community event or festival or when there is construction work being done.

● Bicycle Control Areas

Location	Inquiries
Near Shinjuku Station	Shinjuku Station West Exit Parking Lot for Bicycles and Motorcycles Tel: 03-3340-0448
Near Tochomae Station	
Near Ochiai-Minami-Nagasaki Station	
Near Nishi-Shinjuku-Gochome Station	
Near Seibu-Shinjuku Station	
Near Shinjuku-Nishiguchi Station	
Near Takadanobaba Station	Takadanobaba Station Bicycle Parking Center Tel: 03-3232-0028
Near Waseda Station	
Near Nakai Station	



Near Shinjuku-Sanchome Station	Shinjuku Station Southeast Exit Parking Lot for Bicycles and Motorcycles, Tel: 03-3355-1397
Near Shinanomachi Station	
Near Shinjuku-Gyomae Station	
Near Yotsuya Station	
Near Iidabashi Station	Kagurazaka Station Parking Lot for Bicycles and Motorcycles, Tel: 03-3267-0890
Near Wakamatsu-Kawada Station (Inside the Wakamatsucho Branch Office)	
Near Ushigome-Kagurazaka Station	
Near Akebonobashi Station	Akebonobashi Station Parking Lot for Bicycles and Motorcycles, Tel: 03-3226-4866
Near Ichigaya Station	
Near Okubo Station	Shin-Okubo Station Parking Lot for Bicycles and Motorcycles, Tel: 03-5285-4607

### ● Bicycle Control Area Handling Fees

Category	Annual Fee
Bicycle	¥5,000
Motorcycle (50 cc or less)	¥8,000

### ■ Yearly Application for Parking Spaces

Each year for a month starting in mid-January, you can apply to use parking lots and on-street parking spaces for bicycles and motorcycles as well as bicycle control areas during the following fiscal year. To apply and register after the period above, please inquire at the specific parking lot or parking area you plan to use. These facilities are listed in the Inquiries section found in each table.

### ■ Removal of Illegally Parked Bicycles

With the increase in the use of bicycles, illegally parked bicycles that obstruct traffic have become a social problem across Japan. Shinjuku City removes and stores bicycles that are left on the street near station areas. To reclaim your bicycle, you must pay a handling fee.

### ● Fee to Have a Bicycle/Motorcycle Returned

Bicycles	Motorcycles (50 cc or less)	Motorcycles (over 50 cc)
¥3,000	¥5,000	¥8,000

## Daily Life

### Public Relations Video in Foreign Languages

**Inquiries** → Multicultural Society Promotion Section, Multicultural Society Promotion Division

Video guides for everyday living for foreign residents living in Shinjuku City are available in English, Chinese, and Korean and can be viewed on the city website.

[www.city.shinjuku.lg.jp/foreign/english/video/video.html](http://www.city.shinjuku.lg.jp/foreign/english/video/video.html)

## Neighborhood Ties

To make friends with Japanese people and become a part of the community, it is important to take the initiative to talk with your neighbors. When moving into a new place, it is customary to pay a visit to formally greet your next-door neighbors. It is also important to participate in town councils and other neighborhood activities. Town councils and local children's associations hold recycling activities, parties, and other events. You can learn about your community through such events.

### Town Councils and Community Groups

**Inquiries** → Branch Offices  
Lifelong Learning Community Division

Shinjuku City has a local association of town councils for each of its 11 administrative districts. Each

association is composed of many town councils and community groups. These councils and groups are independent organizations that voluntarily carry out various activities aimed at promoting friendship and maintaining community safety and security.

Today there are 202 town councils and community groups in Shinjuku City conducting programs in the local community.

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## Pets

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**Inquiries** ▶ **Shinjuku Public Health Center; Maintenance Section, Sanitation Division**

### ■ Pet Dog Registration and Rabies Vaccination

The registration of pet dogs and vaccination against rabies is required by law in Japan. Dog registration within 30 days of acquiring a dog is required by law. Upon registration, you will be issued a dog tag.

Registration is necessary only once. However, vaccination against rabies must be done once a year by a veterinarian. After the vaccination, you must report to a Public Health Center or Branch Office and receive proof of vaccination.

### ■ Rules for Dog Owners

- When stepping out to walk your dog, have your dog relieve itself at home before going out.
- Take a bag with you to collect your dog's waste (to take home and dispose of at home) and some water to clean the area.
- When walking outside, be sure to put your dog on a leash.
- Be sure to attach the dog tag and proof-of-rabies-vaccination tag on your dog's collar.

## Renting Accommodation

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### Housing Consultation

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**Inquiries** ▶ **Residence Support Section, Housing Division**

Consultation services by specialized consultants are available for inquiries concerning moving into private rental housing in the city, purchasing real estate, or

renting property. (Reservations are required.)

Hours: 1st through 4th Fri. of the month (excluding national holidays), 1 to 4 p.m.

Location: Counseling Room for Residents, Shinjuku City Office Annex 1

(Consultations are conducted in Japanese.)

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## Before Looking for Accommodation

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If your company does not have company housing, or if your school does not have a dormitory, or if there is no room available even if there is such housing, then please visit the consultation desk of your company or school and ask if it is possible for them to introduce you to an apartment or other such housing.

If your company or school cannot offer advice, then you must find housing by yourself.

The best way to find housing is to ask your friends who live in Japan, look at housing information magazines (in Japanese) sold at kiosks or book stores, gather information, such as what kind of room (in terms of size and facilities) you can rent in a specific area for a specific rate, and consider your own needs, such as your income and convenience in terms of transportation for your commute to work or school. Then decide on the range of rent you are able to afford and the area where you would like to live.

Please note that it is best to set a limit of 25 to 30% of your income as a maximum ceiling for your rent; otherwise, it may cause financial difficulties in your everyday life.

### ■ Preparations Before Looking for Housing

1. Have about five to six months' rent ready in advance, as there are many fees involved with finding a room and finalizing a contract.
2. When finalizing a contract, you may need a guarantor. If you are having difficulty finding someone who will share the liability, you might try consulting your school or company.
3. Have your personal seal ready if you are from a country with the custom of using personal seals.

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## Looking for Accommodation

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Once you have a general idea of where you would like to live, you can start the actual search for housing. In Japan, it is not usual to finalize a contract



directly with the landlord of an apartment or house; instead, a real estate agent contracted by the landlord (there are many in front of train stations and along the main streets) handles the procedures from finding and moving into a new home to finalizing the rental contract. There are also companies that are contracted to supervise the building and tenants.

### ■ Precautions When Looking for Housing

- 1.If you are not confident about your Japanese-language ability, it is recommended to look for housing with a friend who can speak Japanese well.
- 2.When consulting with a real estate agent, clearly give your personal information (such as the name of your school or place of employment), your income (whether it is salary, a loan, or money sent from home), the name of and relationship with your cohabitor/lodger and joint guarantor, and an idea of where you would like to live. You may be asked to show some form of identification, such as your foreign resident registration card, school/company ID card, or salary statement.
- 3.If you find a room that is close to your idea of where you would like to live, go with the real estate agent to see the apartment for yourself, rather than finalizing a rental contract right away. When visiting the location, the real estate agent should give sufficient explanation of the building, and room facilities (check for any damage); you should check other conditions, such as the surroundings (particularly for shops and means of transportation nearby) and amount of sunshine; ask questions if anything is not clear to you; then, if everything is suitable for you, make an appointment to finalize the contract and confirm how much money and what documents you will need to prepare.

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## Rental Contracts

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Prepare the necessary fees and documents (such as the letter of consent from the guarantor) stipulated by the real estate agent before finalizing the contract on the appointed contract date. Contracts may be renewable (after the contract period) or nonrenewable. Usually, the contract is prepared by the real estate agent. The content of the contract varies with the real estate agent and the landlord. Contracts generally use difficult words, and many are difficult to understand with just one reading. For this reason, be sure to have the real estate agent explain important matters not only contained in the contract, points regarding the condi-

tion of the place for rent, and details of the contract (such as rules that must be followed as well as things that are prohibited). Ask questions and make sure you are in agreement on everything before signing or affixing your personal seal to the contract. The contract form includes three copies—one for you, one for the landlord and one for the real estate agent.

When you pay the necessary fees, be sure you obtain a receipt. Furthermore, although there are differences in the fees and their amount depending on the landlord and real estate agent, the following are customary in the metropolitan area:

### ■ *Ya-chin* (Rent)

The fee for using the building (room) and affiliated facilities (paid in monthly units). When finalizing the contract, pay the rent for the month of the contract starting date. For most contracts, rent is paid in advance at the end of the month for rental the following month. There are many payment methods, so be sure to confirm the payment method when finalizing the contract. The rental rate is rarely changed during the effective period of the contract.

### ■ *Kyoeki-hi* (Common Utility and Maintenance Fees)

A fee for use of electricity in and the cleaning of common areas, such as the stairs and hallways, as well as maintenance fees.

### ■ *Shikikin* (Deposit)

This is money that is deposited with the landlord as security for paying the rent and fulfilling other rental contract obligations (usually, one or two months' rent). Although the entire deposit is returned when you vacate the premises, in some cases, costs for repairs or any unpaid rent are deducted, depending on the situation.

### ■ *Reikin* (Gift Money)

This gift money paid to the landlord is not legally required, but is paid as a custom of the community (usually, one or two months' rent). This money is not returned.

### ■ *Chukai-Tesuryo* (Agent's Fee)

This is paid to the real estate agent as a handling fee. The typical amount required is one month's rent plus consumption tax.

## When You Move In

After moving in, you will be starting life in your new home. If you live in group housing, it is important to always remember to keep the volume of noise down so that you will not be a nuisance to your neighbors. Noise from everyday living, such as conversations, TV/radio, and household noises (noise from the kitchen, bathroom, toilet, laundry machines, and vacuum cleaners), can be heard by your neighbors. Footsteps in the hallways or stairwell at night, conversations through an open window, and the opening/closing of doors can be surprisingly loud. Noises in the middle of the night particularly can cause lack of sleep. Please be careful about maintaining a peaceful and quiet environment.

In addition, if you do not fulfill the eligibility requirements and observe the restrictions (prohibited matters) written in the rental contract, this will often lead to trouble with the neighbors, and you may even be asked by the landlord to move out of the premises. Please be aware of this. Troubles arise especially if you increase the number of people living with you, let your friends borrow your home, keep pets (pets are not allowed in many places), keep your personal belongings in the hallway or stairwell, or violate the rules for garbage disposal.

Be particularly careful about observing the rules for garbage disposal. Separate your garbage and take it to the appropriate garbage collection site in designated containers or garbage bags on the morning of the collection day.

If you plan to move out before the end of the contact term, be sure to tell your landlord (or real estate agent) no later than the date designated in the rental contract.

### Rules for Using the Sewage System in a Comfortable Way

**Inquiries** ▶ **Public Relations Service Section, General Affairs Division, Bureau of Sewerage, Tokyo Metropolitan Government**  
Tel: 03-5320-6511

#### ■ Do not pour gasoline or kerosene down the drain

Pouring volatile, combustible items down the drain may cause serious accidents, such as an explosion.

#### ■ There are various items that should not be poured down the drain

If you flush disposable diapers and paper that does not dissolve in water down the toilet, this could cause clogged pipes.

In addition, do not dispose of chopsticks and plastic sheets down the kitchen or bathroom sink.

#### ■ Let hot water cool down before pouring down the drain

Pouring hot water down the drain as is, may damage the pipes.

#### ■ Do not pour oil down the drain

If you pour used cooking oil, such as leftover oil from stir-fried or deep-fried items, down the drain, it could clog the pipes and cause odors as well. Take care of leftover oil by using it up completely, wiping the pan before washing, or absorbing the oil in cloth or paper.

#### ■ Be careful of torrential storms during the rainy season and typhoon season

Sewage may back up. It is also dangerous to use basements during a torrential storm.

Rain information can be accessed via Tokyo Amesh (<http://tokyo-ame.jwa.or.jp/>) (in Japanese and English).

## Procedures When Moving Out

If you plan to move out, you must notify the electric power company, the gas company, the water bureau, NTT and the post office at least two or three days in advance. On the day of your move, employees from the companies will conduct a meter check to close your account. Post offices will forward your mail to your new address (for one year).

Please remember to complete the following procedures:

1. Foreign resident registration/residence registration—Family and Resident Registration Division, Shinjuku City Office



- 2. National Health Insurance—Medical Insurance and Pension Division, Shinjuku City Office
- 3. Driver's License—Police Department

Inquiries:

- Change of address form for mail  
Please obtain a Change of Address form at your local post office, complete it with the necessary information and mail the completed form.
- For information on driver's licenses:  
Shinjuku Driver's License Renewal Center, Tel: 03-3343-2558  
Koto Driver's License Center, Metropolitan Police Department, Tel: 03-3699-1151  
Samezu Driver's License Center, Metropolitan Police Department, Tel: 03-3474-1374  
Fuchu Driver's License Center, Metropolitan Police Department, Tel: 042-362-3591
- Water services  
Bureau of Waterworks, Shinjuku Service Station, Tel: 03-5368-3055
- Electric power  
Tokyo Electric Power Company, Tokyo Customer Center
  - For moving out or contract renewal,  
Tel: 0120-995-005
  - Power failure, electric bills, or other concerns,  
Tel: 0120-995-006
- Gas  
Tokyo Gas (dedicated phone line for those who change residence)  
Tel: 0570-002230  
(If you use propane gas, please contact the particular propane gas company.)
- Telephone services  
NTT East, Tel: 116 (without area code)

## Banks

In Japan, cash is generally used when shopping. However, it is recommended that you save any cash that you will not be using right away in a bank, regardless of the amount. The reason is because keeping a bank account is safe, and interest is earned.

In Japan, saving money in a bank is called "yokin," while saving money in a post office account is called "chokin." Although the different terms makes things sound complicated, the meaning is the same in that you keep money in a financial institution.

Financial institutions where you can keep your money include banks, credit and savings, credit

unions, agricultural cooperative unions, post offices, and industrial banks.

## Opening an Account

Savings accounts include *futsu-yokin* (ordinary deposit) and *teiki-yokin* (time deposit) accounts. Although interest for ordinary deposits is low, you can deposit and withdraw money freely, and take advantage of various services, such as automatically debiting utility charges, sending money, paying credit card bills, and depositing your salary. At the same time, if you apply for a cash card, you can also take advantage of the convenience of using ATMs (automatic teller machines) and CDs (cash dispensers).

Please note that when applying to open an account, you will need a Certificate of Registered Items in the Foreign Resident Registry (or other equivalent document) and a personal seal (for post offices, the foreign resident registration card is acceptable).

## How to Pay Utility Charges

Fees for electricity, gas, water services, telephone, and NHK must be paid to each company by a certain day of the month. If you have an ordinary account at a financial institution, you can pay these bills by using the convenient account debit service, which automatically debits the charges from your account by the designated day. With this method, you do not have to go to the financial institution or company to pay your bills, and there is no fear of forgetting to pay by the deadline.

For more information on the procedures for this service, please ask at the counter of your bank or financial institution.

## Service Counters Where Counseling in Foreign Languages Is Available

★ Shinjuku Foreign Resident Advisory Corner	General everyday living	English		03-5272-5060
		Chinese	(Mon. through Fri.)	03-5272-5070
		Korean		03-5272-5080
● Shinjuku Multicultural Plaza	General everyday living	Korean (afternoon only)	(Mon.)	
		Chinese and Thai	(Tue.)	
		English (excluding days when the facility is closed)	(Wed.)	03-5291-5171
		Myanmarese and Chinese	(Thu.)	
		Korean and English (3rd Friday of the month only for English)	(Fri.)	
● Consultation Support Center for Foreign Residents	Consultations concerning immigration, visa procedures, and everyday living	English, Chinese, Portuguese, and Spanish	(Mon. through Fri. excluding days when the facility is closed)	03-3202-5535
		Bengalese	(Mon., Thu., and Fri.)	
		Vietnamese	(1st and 3rd Tue.)	
		Indonesian	(2nd and 4th Tue.)	
● Immigration Information Center	Visa consultations	English and Spanish		0570-013904 03-5796-7112
		Portuguese and Chinese	(Mon. through Fri.)	
		Korean		
● Tokyo Metropolitan Consultations for Foreign Residents	General everyday living	English	(Mon. through Fri.)	03-5320-7744
		Chinese	(Tue. and Fri.)	03-5320-7766
		Korean	(Wed.)	03-5320-7700
● Japan Legal Support Center	Introduction to relevant institutions pertaining to legal problems	English	(Mon. through Sat.)	0570-078374
● Police Department Comprehensive Consultation Center	Consultations for victims of crimes	English and Chinese	(Mon. through Fri.)	03-3501-0110
		Korean, etc.	Touch-dial	#9110
● Police Department Consultation Corner for Foreign Residents	Consultations for victims of crimes	English, Chinese, etc.	(Mon. through Fri.)	03-3503-8484
● Tokyo Legal Affairs Bureau Human Rights Consultation Office	Human rights consultations	Chinese	(Mon.)	1:30 to 4 p.m.
		English and German	(Tue. and Thu.)	03-5213-1372
● Shinjuku Employment Assistance and Instruction Center for Foreigners	Labor consultations Introduction of employment/part-time jobs	English and Chinese (Mon. through Fri.)		03-3204-8609
		Portuguese (Mon. and Fri.) and Spanish (Tue. and Thu.)		
● Advisory Services for Foreign Workers	Labor consultations	English	(Mon., Wed., and Fri.)	03-3512-1612
		Chinese	(Tue. and Thu.)	
● Tokyo Metropolitan Labor Consultation Center	Labor consultations	English	(Mon. through Fri.)	03-3265-6110
		Chinese	(Tue., Wed., and Thu.)	
● Himawari (Tokyo Metropolitan Health and Medical Information Center)	Medical institutions and medical system	English and Chinese	(Daily)	03-5285-8181
		Korean, Thai, and Spanish		
		English, Thai, and Chinese, Korean and Spanish	(Mon. through Fri.) 9 a.m. to 5 p.m.	03-5285-8088
● AMDA International Medical Information Center	Consultations concerning medical treatment	Portuguese	(Mon., Wed., and Fri.) 9 a.m. to 5 p.m.	
		Filipino	(Wed.) 1 to 5 p.m.	
		Vietnamese	(Thu.) 1 to 5 p.m.	
● Japan Anti-Tuberculosis Association	Telephone consultations concerning tuberculosis	English, Chinese, and Korean	(Tue.)	03-3292-1218/9
● Tokyo English Life Line	Consultations on everyday living	English	(Daily)	03-5774-0992
● Japan Post Customer Service Center	Postal services	English	(Daily)	0570-046-111
● Japan Post Bank English Information Service	General postal savings services	English	(Mon. through Fri.)	0120-085420
● NTT East Information	Telephone services, etc.	English, Chinese, Korean, etc.	(Mon. through Fri.)	0120-005250
● Japan National Tourist Organization	Tourism and travel	English	(Daily)	03-3201-3331
● JR East Infoline	Information on JR East Japan	English, Chinese, and Korean	(Daily)	050-2016-1603