

Guidelines for Application and Conditions

1. This label is issued to contractors working for the University.
2. On submission of the application form, **DO NOT send in your cheque**; but you are required to attach to this form a photocopy of the vehicle registration document and a self-addressed stamped envelop. **The application form needs to be endorsed by Department Head** before submitting to **Security and Parking Unit, G/F Kadoorie Biological Sciences Building, The University of Hong Kong.**
3. Vehicle not parked properly within a marked parking space or in such a designated parking space or causing obstruction to other users, will be impounded. The prescribed fee shall be paid before the vehicle is released.
4. Label holders shall comply with the directions given out by the Director of Estates or his/her authorized agents.
5. **Overnight parking is strictly prohibited.** Parking outside the allowed periods (06:00 – 23:59) will be subjected to the normal hourly parking charge with no grace period counted towards.
6. All the parking spaces inside the Main Campus and Li Ka Shing Faculty of Medicine are now managed by outside contractor – Wilson Parking Ltd. Vehicle without valid “Label & Pass” will not be given unrestricted access to the areas. After receiving the approval letter from Estates Office, please present
 - (i) a cheque of \$1,000.00 payable to Wilson Parking (Hong Kong) Ltd as refundable deposits for the Long Range Handfree Device Access Tag and overnight parking fee, and;
 - (ii) a cheque payable to Wilson Parking (Hong Kong) Ltd for the parking fee.Wilson Parking’s shroff offices are located at the East Gate on the Main Estate and at Li Ka Shing Faculty of Medicine. Wilson Parking will issue to you a tag which shall be placed at the lowest right-hand corner of the windscreen.
7. Parking labels are the property of the University and are to be returned to Estates Office for cancellation when the label holder ceased to be a building consultant / contractor of HKU or the label holder has replaced his vehicle with another. Parking labels are non-transferable. The parking label will automatically expire once the Vehicle Registration Document is expired.
8. The tag shall be returned to Wilson Parking after use and Wilson Parking will refund the deposit to you after deducting any necessary fee incurred.
9. The current parking and administration Fees are:
 - (i) \$500 per month for parking. Under no circumstances will parking fee be refunded.
 - (ii) \$70 will be charged for replacement of labels due to loss of labels or change of vehicle details.
 - (iii) \$200 will be charged for replacement of parking tag due to loss or damage other than by natural cause.
 - (iv) Eligible applicant can apply for one label, which carries one car registration number only.
 - (v) Hourly parking fee:
 - Composite Building carpark
 - \$20 per hour (no grace period)
 - Main Campus/University Drive
 - 30 minutes grace period for drop-off, pick-up, deliveries, etc.
 - \$30 per hour for the 1st and 2nd hour as counted from the time of entry and \$40 per hour for the 3rd hour and thereafter.
 - Li Ka Shing Faculty of Medicine
 - \$20 per hour (no grace period)
10. It should be noted that the payment of parking fees does not guarantee a parking space.
11. Wilson Parking will conduct spot checks on the usage of the tag. In case where abuse of the usage of the tag is discovered, the owner of the tag will be subject to the normal hourly parking rate being levied for any period of abuse and with the parking eligibility revoked.