

**THE UNIVERSITY OF HONG KONG
ESTATES OFFICE**

(Fax No. 25463950)

**Application for University Parking Label (MED)
By University Departments**

*Please read the guidelines for application overleaf carefully
Before completing this form. All items should be completed
in BLOCK LETTERS. For Enquiry, please call 2857 8280*

For Official Use Only	
Label No.	
Issue Date	
Expiry Date	
Approved by	

PART A: CLASS OF PERMIT

Please tick one of the following:

 Department located **within** the Main Campus

 Department located **outside** the Main Campus
PART B: PARTICULARS OF THE DEPARTMENT

Name of Department _____

Full Departmental Account Code (6 segments) _____

Name of Department Head _____

Contact Person _____ Office Telephone _____

PART C: PARTICULARS OF VEHICLE
 Renewal

 New Application

 Change of vehicle details

Registration Number _____ Make and Model _____

 Department Owned

 Rental
PART D: DECLARATION

I make this application on behalf of the above-mentioned department and I agree to observe the Regulations governing Traffic and Parking on University Estates currently in force (<http://www.hku.hk/estates/page/trafficregulations.pdf>) and I agree that the University shall not be liable for any theft of or damage to vehicles parked on its properties whether caused through the negligence or breach of contract committed by the University or its staff. I undertake to ensure the safe-keeping of the label and the Long Range Handfree Device Tag Master and to guard against its misuse. I have read and accept the conditions contained overleaf.

Date _____ Full Name & Signature _____ Dept. Chop _____

Guidelines for Application and Conditions

1. MED labels and the Long Range Handfree Device Access Tags “the tag” are issued to vehicles owned by or under the control of the Departments located within and outside the Main Campus, and as **Departmental Labels** issued to Departments located outside the Main Campus.
2. **Departmental label** in this context is a label bears no vehicle registration number and is only be used by one or more duly authorized staff members of a department outside the Main Campus who is required to drive a vehicle into the Main Campus or into Li Ka Shing Faculty of Medicine for **official business**.
3. Unless specially approved by the Transport Committee, every department located outside the Main Campus is only entitled for one departmental label.
4. Department shall nominate a responsible person for the control and safekeeping of the label and the tag. It is advised that a register to be maintained to record any usage of the label and the tag. Under no circumstances will the label and the tag be used other than for official purpose in connection with the department. Wilson parking will conduct spot checks on the usage of the tag. Any abuse of the usage of the tag will be reported and the department may be required to supply information relating to the identity of the driver or other person who used the tag at the alleged period of abuse.
5. The labels and the tags allow the user to park the vehicles on the Main Campus and/or at Li Ka Shing Faculty of Medicine. The parking label will automatically expire once the Vehicle Registration Document is expired.
6. Once a department has successfully applied for a label, the annual renewal will be automatic, and a renewed label will be sent to the departments by internal mail. In this connection, departments are advised to inform the Security and Parking Unit immediately for any change of vehicle particular. However,
 - (i) \$70 will be charged for replacement of label in case of loss or damage other than by natural cause;
 - (ii) \$200 will be charged for replacement of tag in case of loss of damage other than by natural cause.

Those fees are charged from the account provided by the department