

**THE UNIVERSITY OF HONG KONG
ESTATES OFFICE**

(Fax No. 25463950)

Application for Class A ME parking label

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	
Fee	
Approved by	

PART A: ELIGIBILITY

- (a) Staff members on Term of Service I
 (b) Staff members eligible for Housing Benefit
 (HFS / PTA / NCA / Cash Allowance for Clinical Medical Staff / Senior Staff Quarters)

PART B: PARTICULARS OF APPLICANT

*Prof/Dr/Mr/Mrs/Ms Surname _____ Given Name _____

Staff No. _____ Post Held _____ Disabled User * Yes / No (Please see note 9)

Department _____ Contact Tel _____

Email Address: _____ Starting Date : _____ / _____
 Month Year

Overnight Parking Required : *Yes (Additional HK\$10,000 p.a.) / No (please see note 12 & 13)

PART C: PARTICULARS OF VEHICLE

Renewal New Application Change of vehicle details

Registration Number _____ Make & Model _____ Environmental Friendly / Conventional*
 (please see note 10)

Vehicle Ownership Self Spouse Company Relative

(Vehicle must be owned by the applicant or by his/her spouse. If the vehicle is owned by his/her relative or is a company vehicle, please provide a certified authorization letter from them. For new application or change of vehicle details, a copy of vehicle registration is required to be attached to this application form)

PART D: DECLARATION

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 also agree to bear all liabilities for any indemnity against all damages, injuries and losses on the University Properties caused by or in connection with the above-mentioned vehicle. I have read and accept the conditions contained overleaf.

Date _____

Signature _____

*delete as appropriate

Guidelines for Application and Conditions

Location to Park

1. **Class A** ME label holders can park on (a) Main Campus and at (b) Li Ka Shing Faculty of Medicine Building.

Fees & Administrative arrangement

2. **Class A** ME labels are only issued on annual basis and the annual renewal day is on September 1. Eligible staff who apply for the labels after September 1, can enjoy the following reduced rate:
(a) Application made between September 1 and November 30: \$1,000.00 (i.e. 100% full payment)
(b) Application made between December 1 and February 29: \$750.00 (i.e. 25% discount)
(c) Application made on or after March 1: \$500.00 (i.e. 50% discount)
3. Only half of the paid parking fee is refundable if user withdraws the parking facility before March 1. No paid parking fee is refundable if parking facility is withdrawn on or after March 1.
4. \$70 will be charged for replacement of labels due to loss of labels.
5. \$200 will be charged for replacement of tag due to loss or damage other than by natural cause.
6. For staff members who are on regular University payroll, the parking fee and the fee for replacement of parking labels and/or tag will be deducted from payroll, and renewal of annual parking facility will be automatic.
7. For staff members who are not on regular payroll, they are to make a cheque of \$200 payable for Wilson Parking (Holding) Ltd as a refundable deposit for the tag. Annual parking fee should also be paid by cheque payable to Wilson Parking (Holding) Ltd.
8. When a staff member no longer requires or is no longer eligible for parking facility, he should return the tag and the labels to The Security and Parking Unit, G/F Kadoorie Biological Sciences Building not later than 3 working days from such day thereof. Otherwise \$200 will be deducted from payroll, or the \$200 deposit not refunded in case he is not on regular payroll.
9. Parking fee is waived for vehicle issued with a 'Disable Person's Permit' by Commissioner of Transport (please attached copy of the permit).
10. 20% discount on annual parking fee will be offered to staff members whose registered vehicle for parking facility is of the environmental friendly type with low exhaust emission which includes the hybrid and electrical models.
11. Please inform The Security & Parking Unit at once, upon the change of vehicle particulars. It is free of charge for issuing of a new label due to change of vehicle particulars.

Overnight Parking

12. A monthly aggregated 24-hour grace period for night parking (i.e. between 0100 and 0500 hours) is allowed. Any period of night parking exceeding the grace period will be charged with normal hourly parking rate. Staff members can apply for unrestricted night time parking by paying an annual fee of HK\$10,000. The percentage of the reduced rate and the amount of refunding the paid overnight parking fee are similar to the provision governing the annual parking fee set forth at note (2) & (3).
13. In any event, no vehicle is allowed to park during the night time period (i.e. between 0100 and 0500 hours) at:
(a) Knowles Building carpark
(b) Meng Wah Complex carpark
(c) CP1 to CP3 of the Composite Building carpark.
And impounding action will be taken against all vehicles found parking at the above-mentioned prohibited sites during night time, and the prescribed impounding/storage fee should be paid for before the vehicle is released.

Other conditions

14. This application form is to be submitted to The Security and Parking Unit, G/F Kadoorie Biological Sciences Building, together with the photocopy of the vehicle registration document (for new application or change of vehicle details).
15. Each eligible member of staff may apply for one label bearing two vehicle numbers and only one parking tag will be given.
16. 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.
17. Parking permits are non-transferable and must be conspicuously displayed on the windscreen. The parking label will automatically expire once the Vehicle Licence is expired.
18. All the parking spaces inside the Main Campus and at Li Ka Shing Faculty of Medicine are now managed by outside contractor – Wilson Parking (Holding) Ltd. Vehicles without valid "Label & Tag" will not be given unrestricted access to the areas.
19. 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 for any period of abuse and with the parking eligibility revoked.
20. The Director of Estate has the absolute discretion to close all or any of the parking spaces without prior notice. Users shall observe the direction given out by the authorized agent of the Director of Estates when such an arrangement is in force.
21. **It should be noted that the payment of parking fees does not guarantee a parking space.**