

**THE UNIVERSITY OF HONG KONG
ESTATES OFFICE**

(Fax No. 25463950)

Application for Class D 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

Staff members with a salary at or above Civil Service Master Pay Scale Point 27 (i.e. HK\$36,945 as of 1.4.2010)
(Can only park at weekends and on public holidays)

PART B: PARTICULARS OF APPLICANT

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

Staff No. _____ Basic Salary HK\$ _____ Post Held _____

Department _____ Contact Tel _____

Email Address: _____ Starting Date: _____/_____/_____

Month Year

PART C: PARTICULARS OF VEHICLE

Renewal New Application Change of vehicle details

Registration Number _____ Make & Model _____ Environmental Friendly / Conventional*
(please see note 12)

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 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

GENERAL CONDITION

1. **Class D** ME label is issued to staff members who are receiving a monthly basic salary equivalent to or above the Civil Service Master Pay Scale Point 27 (HK\$36,945 w.e.f. 1.4.2010)
2. Eligible label holders can park their cars on (a) Main Campus (except Knowles Building) and on (b) LKS Faculty of Medicine between 0600 and 2359 on the following days.
 - (a) All Saturdays
 - (b) All Sundays
 - (c) All Gazette Public Holidays
 - (d) March 16
 - (e) December 24
3. Parking outside the period as set forth at (2) will be charged with normal hourly parking rate.

Fees & Administrative arrangement

4. **Class D** ME label is issued on annual basis and the annual renewal day is on September 1.
5. The annual fee for an MEH label is HK\$300.00.
6. Eligible staff members who apply for the labels after September 1 will not enjoy reduced rate:
7. No paid parking fee is refundable in any circumstance.
8. \$70 will be charged for replacement of labels due to loss of permits.
9. \$100 will be charged for replacement of parking ticket due to loss, or damage other than by natural cause.
10. For staff members who are on regular University payroll, the parking fee and the fee for replacement of parking label and/or ticket will be deducted from payroll, and renewal of annual parking facility will be automatic. .
11. When a staff member no longer requires or is no longer eligible for parking facility, he should return the parking ticket and the label to Security and Parking Unit, G/F Kadoorie Biological Sciences Building forthwith and in any event not later than 3 working days from such day thereof. Otherwise \$100 will be deducted from payroll.
12. 20% discount on annual parking fee will be offered to staff members whose registered vehicle for parking facility is of the environmentally friendly type with low exhaust emission which includes the hybrid and electrical models.
13. Please inform 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.

Other conditions

14. This application form is to be submitted to Security and Parking Unit, G/F Kadoorie Biological Sciences Building, The University of Hong Kong together with the photocopy of the vehicle registration document (for new application or change of vehicle details).
15. Each eligible member of staff can only apply for one label bearing two vehicle numbers and only **one** parking ticket 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, or at Knowles Building, will be impounded. The prescribed fee shall be paid before the vehicle is released.
17. Parking labels are non-transferable and must be conspicuously displayed on the windscreen. The parking permit will automatically expire once the Vehicle Registration Document 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 & Ticket” will not be given unrestricted access to the areas.
19. Wilson Parking will conduct spot checks on the usage of the parking ticket. In case where abuse of the usage of the parking ticket is discovered, the owner of the ticket 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.**