



Guidelines for Application for Class D parking Label

General Condition

1. Class D 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 (updated MPS : <http://www.csb.gov.hk/english/admin/pay/42.html>).
2. Eligible label holders can park their cars on (a) Main Campus (except Knowles Building) and on (b) LKS Faculty of Medicine between 6:00 a.m. and 11:59 p.m. 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 label is issued on annual basis and the annual renewal day is on September 1.
5. The annual fee for a Class D label is HK\$400.00 for private car and \$200 for motorcycle.
6. Under no circumstance will the paid parking fee be refunded.
7. No reduction of parking fee will be offered to application made part-way through the year.
8. \$90 will be charged for replacement of labels due to loss of labels.
9. \$270 will be charged for replacement of parking ticket due to loss, or damage other than by natural cause.
10. Annual parking fee and the entry ticket deposit (\$270) will be deducted from payroll.
11. When a staff member no longer requires or is no longer eligible for parking facility, he should return the entry ticket and the label to the Security & Parking Unit, 3/F Pao Siu Loong Building not later than 3 working days from such day thereof; otherwise the \$270 entry ticket deposit will be forfeited.
12. For private cars, 50% or 20% discount on annual parking fee will be offered to staff member whose registered vehicle for parking facility is of the pure electric type or of hybrid model.
13. Please notify the Security & Parking Unit at once upon the change of vehicle particulars. If a new label is to be issued arising from the change of vehicle particulars (i.e. change of registration number), the old label should be returned to the Security and Parking Unit; or \$90 administrative charge will be levied as replacement charge in accordance with note 15.

Other Conditions

14. Application can be made via HKU Portal or by application form (EF83D) which should be submitted to Security and Parking Unit, 3/F Pao Siu Loong 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 and only one parking ticket will be given. \$90 will be charged for additional label (a maximum of 2) requested.
16. A vehicle shall be parked properly within a marked parking space. Motorcycle shall only be parked in a space so designated for parking of motorcycle.
17. Parking labels are non-transferable and must be conspicuously displayed on the windscreen. The parking label will automatically expire once the Vehicle Registration Document is expired.
18. All the parking spaces inside the Main Campus and at LKS Faculty of Medicine are now managed by outside contractor – Wilson Parking (Holdings) 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 Estates 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.**

Estates Office

(06/2017)