



Guidelines for Application for Class J or K Parking Label

1. This document shall be read in conjunction with the relevant Regulations:
(<https://www.estates.hku.hk/our-services/facility-management/parking>).
2. Class J or K label is issued to contractors who are listed in the University "Approved Contactor List" and are/will be engaged in a building/maintenance project or in a catering operation. Special Approval from Director of Estates is required if the contractor is not on the Approved Contractor List.
3. Class J label is for parking on Main Estates. A separate Class K label is required for parking at LKS Faculty of Medicine Building.
4. Applicants **SHOULD NOT submit the application form together with cheque**. Applicants are required to attach to this form a photocopy of the vehicle registration document and a self-addressed stamped envelope. The application form needs to be endorsed by Department Head (must be at Assistant Director Grade or above) before submitting to Security and Parking Unit, 3/F Pao Siu Loong Building, The University of Hong Kong.
5. Every contractor can only apply for a maximum of 5 Parking Labels for a particular project.
6. If the vehicle is not owned by the applying contractor firm, a letter from the registered owner is required to authorize the applying contractor firm to use the vehicle.
7. Vehicle which is not parked properly within a marked parking space or in such a designated parking space or causing obstruction to other user will be impounded. The prescribed fee shall be paid before the vehicle is released.
8. Label holders shall comply with the directions given out by the Director of Estates or his/her authorized agents.
9. **Overnight parking is strictly prohibited**. Parking outside the allowed period (6:00 a.m. – 11:59 p.m.) will be subjected to the normal hourly parking charge with no grace period provision.
10. After receiving the approval letter from Estates Office, the applicant should present
 - a) A cheque of \$2,000.00 payable to **"The University of Hong Kong"** as refundable deposits for the Long Range Handfree Device Access Tag and overnight parking penalty charge, and;
 - b) A cheque payable to **"The University of Hong Kong"** for the parking fee (HK\$2,000 **per month**).Car park shroff offices are located at the East Gate on the Main Estate and at LKS Faculty of Medicine Building. You will be issued with a tag which shall be placed at the lowest right-hand corner of the windscreen.
11. Parking labels are the property of the University and should be returned to Estates Office for cancellation when the label holder ceased to be a 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.

12. The tag shall be returned to Security and Parking Unit (3/F Pao Siu Loong Building, The University of Hong Kong) or car park shroff offices in East Gate at Main Campus or LKS Faculty of Medicine Building after use within 3 working days. The deposit will be refunded after deducting any necessary fee incurred.
13. The current parking and administration Fees are:
- a) \$2,000 per month for parking. Under no circumstances will parking fee be refunded.
 - b) \$130 will be charged for replacement of labels due to loss of labels or change of vehicle details.
 - c) \$400 will be charged for replacement of parking tag due to loss or damage other than by natural cause.
 - d) Eligible applicant can apply for one label, which carries one car registration number only.
 - e) Hourly parking fee for all Car Parks is:
 - i. HK\$30 for each of first 2 hours, and HK\$40 for each of the subsequent hours.
14. **Class J or K Label** shall be displayed conspicuously on the vehicle windscreen.
15. The University 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.
16. 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.
17. **It should be noted that the payment of parking fees does not guarantee a parking space.**
18. The personal information you provide to us will only be used for the processing of the parking facility application purpose. Individuals have the right to request access to and correction of their personal data held by us. Should you wish to access or correct your personal information held by us, please present your enquiry or request by e-mail to parking@hku.hk.