



## **Guidelines for Application for Class A Parking Label**

### **Location to Park**

1. Class A label holders can park on (a) Main Estates (i.e. Main Campus and Centennial Campus) and at (b) LKS Faculty of Medicine Building.

### **Fees & Administrative Arrangement**

2. Class A labels are only issued on annual basis and the annual renewal day is on September 1. The annual parking fee is \$2,000 for private car. No reduction of parking fee will be offered to application made part-way through the year.
3. Under no circumstance will the paid parking fee or unrestricted night time parking fee be refunded.
4. \$130 will be charged for replacement of labels due to loss of labels.
5. For staff members who are on regular University payroll, the parking fee will be deducted from payroll.
6. For staff members who are not on regular payroll or of TOS '0', they will pay the annual parking fee by cheque payable to "The University of Hong Kong".
7. Please notify the Security and Parking Unit at once upon the change of vehicle particulars. If a new label is 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 \$130 administrative charge will be levied as replacement charge in accordance with note 13.
8. Parking fee is waived for vehicle issued with a 'Disable Person's Parking Permit' by the Commissioner of Transport (please attach a photocopy of the permit).
9. When a staff member no longer requires or is no longer eligible for parking facility, he should return the label to the Security and Parking Unit, 3/F Pao Siu Loong Building not later than 3 working days from such day thereof.

### **Overnight Parking**

10. A monthly aggregated 30-hour grace period for night parking (i.e. between 00:01 a.m. and 06:00 a.m.) 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 (by cheque payable to "The University of Hong Kong" or deposit into the bank account) a fee of HK\$14,000 for each quarter.
11. Notwithstanding that, overnight parking is restricted to Carpark Level 4 ("CP4") to Carpark Level 6 ("CP6") of Composite Building only. Any vehicle which is parked other than at CP4 – CP6 of Composite Building during the night time period will be impounded and the prescribed impounding/storage fee must be accounted for before the vehicle is released.

## Other Conditions

12. Application can be made via HKU Portal or by application form (EF83A) which should be submitted to the Security and Parking Unit, 3/F Pao Siu Loong Building, together with the photocopy of the vehicle registration document for new application or for change of vehicle particulars.
13. Each eligible member of staff will be issued with one parking label. \$130 will be charged for additional label (a maximum of 2) requested.
14. 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.
15. Parking label is non-transferable. The parking label must be conspicuously displayed on the windscreen and it will automatically expire once the vehicle licence is expired.
16. 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.
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](mailto:parking@hku.hk).

Estates Office

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