



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 Contactor 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. Each contractor firm can only apply for a maximum of 5 Parking Labels.
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 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.
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 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) Eligible applicant can apply for one label, which carries one car registration number only.

- d) 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.

- 13. **Class J or K Label** shall be displayed conspicuously on the vehicle windscreen.
- 14. 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.
- 15. It should be noted that the payment of parking fees does not guarantee a parking space.
- 16. The personal information you provide to us will only be used for the processing of the car parking facility application and for other related car parking services provision purposes. 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.

Estates Office
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