

Application for Campus Parking Permit

Please read the regulations at the back of this form carefully before you complete this form.

(Tick as appropriate * Circle as appropriate)

<input type="checkbox"/> Change of vehicle <input type="checkbox"/> New application <input type="checkbox"/> Renewal (Last year's parking permit serial no. _____) <input type="checkbox"/> Replacement of damaged or lost parking permit / card *
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Area of parking applied : Indoor & Outdoor / Outdoor only * Duration : Annual / Monthly * (please specify if choose monthly) _____

Title (Prof / Dr / Mr / Mrs / Ms / Miss) Surname _____ <div style="text-align: center; margin-top: 10px;"> First Name _____ CityU Staff Card No. _____ Department _____ Post _____ Email _____ Office Tel. No _____ </div>
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Vehicle Registration Number <small>(For applying more than one vehicle, please see clause 4 on page 4)</small>	
If vehicle registration is not under the applicant's name, please state the owner's name of the vehicle & the relationship with the applicant.	
For permit renewal, please state the old vehicle registration number if the vehicle has been changed.	

I hereby apply for a parking permit and I have read and agree to observe the Regulations on Use of University Carpark and Campus Road. Should I contravene any provisions of the aforesaid regulations, I understand the University has the right to withdraw the permit issued to me and forfeit all the paid fees without any compensation. I attach herewith a crossed cheque in the amount of \$ _____ (payable to "City University of Hong Kong") in settlement of the permit fee.

I hereby authorize the Director of Finance to recover any cost for any damages made by me in the use of parking facilities on campus from any payment due to me.

_____ Date	_____ Signature of Applicant
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To be filled in by Contractor / Licensed Operator :

Endorsed by Host Department

_____ Company Name of Contractor / Licensed Operator *	_____ Authorized Signature & Department's Chop
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Office Use : Accept / Reject				
Serial No.		Date of Issue	Expiry Date	Cheque No.
Permit	Card			

APPLICATION CHECKLIST :

1. Please read the notes and regulations on page 3 and 4 before you submit the application.
2. Fill in ALL BLANKS and complete the application form as required.
3. Attachments :

New Application
<input type="checkbox"/> Cheque of appropriate fee (payable to "City University of Hong Kong")
<input type="checkbox"/> Copy of CityU Staff Card <i>(Copy of HKID card is required for contractor or licensed operator)</i>
<input type="checkbox"/> Copy of CityU family I/D card (if the vehicle is registered under spouse's name.)
<input type="checkbox"/> Copy of vehicle registration document
<input type="checkbox"/> Copy of driving licence

Permit Renewal / Replacement of Lost or Damaged Parking Ticket / Permit
<input type="checkbox"/> Cheque of appropriate fee (payable to "City University of Hong Kong")
<input type="checkbox"/> Copy of HKID card is required for contractor or licensed operator
<input type="checkbox"/> Copy of vehicle registration document (if the vehicle is different from the last application)

Change of Vehicle
<input type="checkbox"/> Copy of CityU Staff Card
<input type="checkbox"/> Copy of CityU family I/D card (if the vehicle is registered under spouse's name.)
<input type="checkbox"/> Copy of vehicle registration document

Important Notes :

1. Full-time staff, approved contractors and licensed operators (see item 6 (iii) below) with valid driving licence are eligible to apply for campus parking permit. Staff members residing in staff quarters built on campus where parking spaces provided are not eligible for application. However, staff required to stay on campus for specific purpose in connection with the discharge of duties and responsibilities of a specified post of the University will be considered on individual merit basis (subject to presentation of supportive document).
2. Students and part-time staff are not eligible for application. However, staff and students with physical disability may apply on concessionary grounds at normal staff rates.
3. Parking permit fee is payable in advance on an annual basis and will not be refunded unless permit is returned to FMO for the reason that the staff concerned take up residence in staff quarters (See clauses 9 & 10 on page 4).
4. All parking permits will expire after 30 June of the year. Applicants applying for parking permit after 1 July of the year are required to pay the appropriate monthly fee multiplied by remaining month(s) to the end of coming June.
5. For replacing a lost parking card or permit, a completed application form (FM/2/34) together with a crossed cheque in the amount of HK\$100 (payable to “City University of Hong Kong”) should be forwarded to Facilities Management Office (FMO) for processing.

6. Application fees for parking permits are as follows :

Category	Types of Permit	Indoor ⁱ & Outdoor ⁱⁱ	Outdoor only ⁱⁱ
Staff	Annual /Monthly Fees (Private Car)	\$1500/\$125	\$1000/\$85
	Annual /Monthly Fees (Motorcycle)	\$600/\$50	\$400/\$35
Contractors ⁱⁱⁱ	Monthly (per vehicle)	Not Applicable	\$1800
Licensed operators ⁱⁱⁱ	Annual/Monthly Fees (per vehicle)	Not Applicable	\$4000/\$350

i) Covered Carpark at Amenities Building.

ii) Campus Ground Level or other designated parking spaces at Senior Staff Quarters, (e.g. Tak Chee Yuen) .

iii) Contractors refer to those who are approved to provide services (e.g. renovation work) in CityU under the appointment of CityU departments and licensed operators as those who are licensed to provide services (e.g. bank, health centre, etc) in CityU under the appointment of CityU departments. They should complete the application form and obtain the endorsement from the respective host department before sending it to FMO for processing. The issuance of permit is subject to the final approval by the Director of Facilities Management.

7. **In view of the limited number of parking spaces available in the campus, there is no guarantee of parking space for every permit holder. When the carparks in the campus are full, no vehicles, including those with permits, will be allowed to enter.**

Regulations on the Use of University Carpark and Campus Road

1. Parking permit may be issued, on application, to all full-time staff, contractors and licensed operators, staff and students with physical disability and other approved users at a fee prescribed by the University from time to time. Disabled staff and students are required to pay for the parking permit at the normal staff rate. If they wish to apply for reduction or waiver of fees, they may do so by declaring their financial difficulties in writing.
2. Permit will only be issued to those who hold valid driving licence.
3. Students and part-time staff are not eligible for permit application, but may use the carpark allocated for casual parking to be charged on hourly basis.
4. Proof of ownership (by the staff member or his/her spouse) and authorization of the use of the vehicle are required in support of a permit application. Application for not more than two vehicles is accepted provided that they are owned by the same staff member or his/her spouse or under the name of the company of which the applicant or his/her spouse is the Director. However, only one parking permit with a maximum of two vehicle registration numbers will be issued.
5. Users with outdoor parking permits are **NOT** allowed to park at indoor parking spaces.
6. The Carpark opens from 07:00 hours to 23:30 hours daily and car exit is not allowed after the closing time. Overnight parking is not permitted unless prior approval is obtained from the Director of Facilities Management and the prescribed fee is paid. Vehicles parked overnight without authorization will be clamped and released only after 07:00 hours in the following morning and after payment of a fine in the amount as stipulated in the relevant Ordinance and Regulation of Hong Kong from time to time and the respective parking fee is made.
7. Carpark spaces are available on a first-come first-served basis. Spaces will not be specifically allocated except for the President, Vice-President, Council Members and University vehicles.
8. If a permit or card is lost, application for a replacement should be made to the Facilities Management Office by using the application form (FMO/2/34). A fee of \$100 will be charged.
9. Staff residing in staff quarters built on campus where parking spaces provided (other than those required to stay on campus for specific purpose in connection with the discharge of duties and responsibilities of a specified post of the University and subject to presentation of supportive document) are not eligible for campus parking permit.
10. Staff who move into staff quarters built on campus (subject to clause 9) should return their campus parking permits to FMO within one month after moving in.
11. All approved contractors and licensed operators should first obtain the endorsement from their respective host departments. Issuance of parking permit is subject to the final approval by the Director of Facilities Management.
12. Campus Ground Level is designated for loading/unloading and outdoor permit holder's parking area. Casual parking is available only for goods and commercial vehicles that have business with the University and the said users should park their cars as directed by the Director of Facilities Management or his delegates. Charges for casual parking will be at hourly rates as prescribed by the University from time to time. Parking for less than thirty minutes will be free of charge.
13. Commercial vehicles, such as taxi, van and lorry are not allowed to park in the carpark unless prior approval is granted by the Director of Facilities Management.
14. Unauthorized parking or parking in non-designated area will be clamped without notice, and will only be released after payment of a fine in the amount as prescribed by the Laws of Hong Kong together with the respective parking fee is made.
15. The University Circle is designated as a traffic circulation area in which parking is prohibited. It may only be used for picking up or dropping off passengers. Vehicles parked at the said area or left unattended will be clamped and released only after payment of a fine in the amount as prescribed by the Laws of Hong Kong is made.
16. All staff members being granted with a permit should acquaint themselves with the Conditions of Parking, copies of which are posted at the entrance of the carpark. The Director of Facilities Management is empowered to withdraw the permit of any user who contravenes the provision of the Conditions of Parking, these Regulations, and/or the prevailing Road/Traffic Ordinances and Regulations of Hong Kong. Parking permit fees are payable in advance and will not be refunded in the event of withdrawal of the permit.