

Application For Parking Permit of Staff Quarters

Name _____	Staff I/D No. _____
Post _____	Office Tel. No. _____
Department _____	Home Tel. No. _____
Address _____	
Area of parking being applied : TCY / NSY / AEB*	
Particulars of vehicle/s (please attach or present the following documents to the Management Services Counter for checking during the application)	
<input type="checkbox"/> Vehicle Registration Number (s) and make	
<input type="checkbox"/> Expiry Date of Vehicle Licence(s)	
<input type="checkbox"/> Relation with Applicant (if the registered owner of the vehicle is not the applicant)	
<p>I have read and agreed to comply with the Regulations on Use of Staff Quarters' Carpark stated overleaf. Should I contravene any provisions of the aforesaid conditions and regulations, I understand the University has the right to withdraw and forfeit the permit issued to me without any compensation.</p> <p>I also authorize the University to recover any damages made by me under the Conditions of Parking and Regulations from any payment due to me.</p>	
Date _____	Signature of Applicant _____
<p>FOR INTERNAL USE ONLY</p> <p><input type="checkbox"/> Checked & confirmed by <u>TCY / NSY / AEB</u> * Management Services Counter on _____</p> <p><input type="checkbox"/> Received by FMO Head Office on _____</p> <p><input type="checkbox"/> Permit expired on _____</p> <p><input type="checkbox"/> Permit completed & issued to <u>TCY / NSY / AEB</u> * Management Services Counter on _____</p>	

*Circle whereas appropriate

Regulations on Use of Staff Quarters' Carpark

1. The Facilities Management Office is the permit issuing office.
2. Parking permits may be issued on application without charge to those staff whose residence is gained by virtue of his/her employment conditions with the University or at a fee prescribed by the University from time to time to all other residents of the staff quarters. Car parking permits are required to renew on annual basis.
3. Each household may apply for one car parking permit only. The vehicle concerned must be owned by the staff member or his/her spouse or by a company of which the staff or his/her spouse is a Director. Proof of ownership or authorization of the use of the vehicle is required in support of any permit application.
4. Vehicles should be parked in designed parking spaces on a first-come first-served basis. When required, users shall park in spaces as directed by staff of the Facilities Management Office. Parking in any space not designated for parking purpose is strictly not allowed unless prior approval has been given by the Director of Facilities Management or his delegate.
5. Because of proximity in location, staff who is issued with a permit for parking in staff quarters are required to surrender his/her campus car parking permit, if any within one week after receipt of the new permit.
6. Parking permit shall be properly displayed on the windscreen of the vehicle. Motorcycles are not required to display the parking permit but required to register with the Management Services Counter of the estate. Staff who has moved out from the staff quarters shall return the permit to the Facilities Management Office within one week of moving out.
7. Visitors may be allowed to park their vehicles in the visitors carpark of the estate subject to the availability of parking spaces and are required to register at the entrance of the estate.
8. Unauthorized vehicles or vehicles parking in spaces other than designated car parking spaces will be impounded without notice. Release will be made only after payment of a fine in the amount as prescribed by the Laws of Hong Kong Special Administrative Region together with the respective parking fee.
9. Application for replacement of lost permit should be made in writing to the Director of Facilities Management.
10. Where applicable, permit fees are to be payable in advance on a monthly basis. No refund of permit fees will be made for any unused period.
11. Vehicles are required to turn off their engine when parked. Honning is not allowed unless it is absolute necessary to do so.
12. 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 users who contravene the provisions of the Conditions of Parking, or these Regulations. Permit fees will not be refunded in the event of such withdrawal.
13. The Director of the Facilities Management reserves the right not to allow any vehicles, with or without approved parking permits, to enter into any estate of the University as he considers appropriate.