

30 June 2025

Type III Parking Permit 2025-26

This is to advise that Type III Parking Permit 2025-26 is now open for block application via departments/course leaders till **8 August 2025 (Friday)**.

According to the University's *Campus Traffic and Parking Regulations*, Type III Parking Permit entitles parking on campus from 5 p.m. to 11 p.m. on weekdays and from 7 a.m. to 11 p.m. at weekends and on public holidays.

Eligibility

To be eligible for Type III Permit, applicant must:

- be a part-time evening Lecturer/Instructor, a part-time evening undergraduate/postgraduate student of the University, or a part-time evening student of other courses/programmes;
- have a valid driving licence; and
- own the vehicle(s) or have his/her spouse own it/them.

Application

Block application for this type of Permit should be made to the Estates Office (EO) by departments/course leaders **on or before 8 August 2025 (Friday)**. Staff member/student wishing to apply for a Type III Permit shall give his/her name to his/her department/course leader for verification and endorsement. Departments/course leaders will send lists of names to EO before the deadline for the issuance of application forms.

Application forms for the exact number of applicants on the name lists will be sent to the departments/course leaders for dispatching to individual applicants.

After the block application period, individual staff member/student can still apply to his/her department/course leader on condition that the quota of the Permit is not reached. An application form will be dispatched to individual applicant through his/her department/course leader once the application is supported by his/her department/course leader. Priority will be given in the order of part-time evening Lecturer/Instructor, part-time evening student of University Grants Committee-funded programme, and part-time evening student of the University's self-financed programme. A total of up to 250 Type III Permits will be issued. No further applications will be accepted once the quota of the Permits is reached.

Applicant should send the completed application form with the department's chop, a copy of the necessary documents and the payment* record (a bank-in slip OR a screenshot) to EO (Room OEW601, Level 6, Oen Hall Building (West Wing), Ho Sin Hang Campus (HSHC)) through his/her department/course leader or in person.

**** Payment (an annual fee of \$1,980 for Type III Permit) can be made at any branch of Hang Seng Bank or via internet banking (Hang Seng Bank account no.: 283-338366-018 (please mark reference no.: 301 in the payment.)).***

The following information should be put on the bank-in slip or in the online payment record:

- name of staff member/student;
- staff/student ID no.;
- department/office/course; and
- contact telephone no.

Issuance of Parking Permit

Applicant can indicate his/her option in receiving the Permit in the application form. The Permit can be collected from the Security Control Room on Level 2, Fong Shu Chuen on HSHC, the Security Control Room on Level 1 of the Academic and Administration Building on the Baptist University Road Campus OR the Security Control Centre on Level 3 of The Wing Lung Bank Building for Business Studies (on Li Promenade) on Shaw Campus. Once the Permit is ready for collection, EO will notify the applicant.

Car Park Management System

The Car Park Management System is in operation on campus. Type III Parking Permit holders need to access the car parks of the University by means of their staff/student card.

Campus Traffic and Parking Regulations

For details of the University's *Campus Traffic and Parking Regulations*, please click [HERE](#).

Enquiries

Should you have any enquiries, please feel free to call our General Enquiries on 3411 5688 or 3411 5660.

Estates Office