

2 July 2024

## **Type I/II/IV Parking Permit**

This is to advise that the current Parking Permits issued in 2023-24 are due for renewal before 1 September 2024.

### **Eligibility**

Please click [HERE](#) to understand the eligibility and parking rights for Types I, II and IV Permits.

### **Renewal**

#### ***Type I/II Permit***

**Replacement of Type I/II Parking Permit and RFID tag is NOT required** unless there is a change in the vehicle registration particulars. The Estates Office (EO) will extend the validity of the car plate record and the RFID tag for one year (from September 2024 to August 2025) upon receipt of a record of payment of the annual fee from a Type I/II Parking Permit holder.

#### ***Type IV Permit***

EO will issue a new Parking Permit when receiving a record of payment of the annual fee from a Type IV Parking Permit holder. All current Type IV Parking Permit holders need NOT complete any application form for renewal unless there is a change in the vehicle registration particulars.

### **Payment of Annual Fee** (\$1,320 for Type I Permit; \$660 for Type II/IV Permit)

Payment can be made at any branch of Hang Seng Bank or via internet banking:

Bank/account no: **Hang Seng Bank account no.: 283-338366-018**

**[Please mark reference no.: 301 in the payment.]**

### ***Return of bank-in slip or screenshot of payment***

A bank-in slip or a screenshot of payment can be emailed to ([mayleung@hkbu.edu.hk](mailto:mayleung@hkbu.edu.hk)) for record with the following information put on the bank-in slip or in the email:

- name of staff member;
- department/office;
- contact telephone no.; and
- existing permit serial no., if any.

### **New Application or Change of Particulars**

With regard to a new application or change of particulars, you may complete an online application via the Students and Staff Services Platform (SSSP) ([LINK](#)).

## **Campus Traffic and Parking Regulations**

Parking spaces are available on a first come, first served basis. Due to limited parking spaces on campus, the possession of a valid parking permit will not guarantee a parking space on campus. For details, please refer to the University's *Campus Traffic and Parking Regulations* ([LINK](#)).

## **Major Events of University**

Parking spaces are reserved for events held on campus during the term time. Parking permit holders may encounter parking inconvenience as the availability of parking spaces will be reduced. Permit holders are advised to note e-announcements regarding reservation of parking spaces for the University's major events as well as Council and Court meetings in the academic year 2024-25 as shown below and other events that require reservation of parking spaces on campus:

<b>Month</b>	<b>Event</b>
September 2024	69th Convocation and Honorary University Fellowship Conferment Ceremony
October 2024	Council Meeting
November 2024	Court Meeting
	Honorary, Doctoral and Research Degrees & Presentation of Scholastic Awards and Outstanding Student Awards
December 2024	Council Meeting
March 2025	Founders' Day Service
	Council Meeting
May 2025	Court Meeting
May/June 2025	66 <sup>th</sup> Commencement
June 2025	Council Meeting

## **Enquiries**

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

Estates Office