

THE UNIVERSITY OF HONG KONG

Estates Office

Administrative Arrangements for Traffic and Parking on University Estates

University premises are private property and the University has the legal right to stop vehicles from entering and to control the movement of vehicles within University Estates.

All individuals who wish to operate a vehicle on University Estates are required to observe the provisions detailed in the following paragraphs, and to comply with any instruction given by the security personnel in relation to traffic control and parking. The security personnel are under instruction to report all traffic or parking offences, and are authorized to deal with traffic/parking infringements.

General

1. The maximum speed limit on University Estates is 15 km per hour.
2. Pedestrians shall have the right of way on designated pedestrian crossings.
3. All traffic signs and road markings must be observed.
4. Vehicle causing excessive noise or pollution within the estates will be required to leave.
5. The sounding of horns or other warning devices, except as an essential safety precaution, is prohibited.
6. Motorcycle drivers shall wear an appropriate safety helmet while driving on University Estates.
7. Motor vehicle on University Estates shall display valid vehicle licence issued by the Hong Kong Government and shall be covered by Third Party Insurance.
8. All vehicle drivers on University Estates shall hold valid driving licences. No learner driver shall be permitted on University Estates.

9. Vehicles without a valid licence or insurance coverage, and vehicles operated by a driver without a valid driving licence shall be prohibited from entering the University Estates.
10. A vehicle without a valid vehicle licence or with an expired vehicle licence and/or in such conditions which could reasonably be construed to have been abandoned on the University Estates will be impounded and will only be released upon payment of the statutory impounding/storage fee. After 7 days of impoundment if the vehicle remains unclaimed by the rightful owner, the University shall have the absolute discretion to dispose of it and to recover the disposal costs.
11. Any driver and/or owner of a vehicle causing damage to property on University Estates shall bear the liability and compensate the University.
12. The University shall not be liable for any theft of or loss of or damage to a vehicle or any of the accessories or contents of a vehicle parked on University Estates whether caused through the negligence or breach of contract committed by the University or its staff or agent. Neither will it be accountable for injury to persons in a vehicle while it is on the University Estates.
13. Vehicle driver must do nothing that may cause fire risk or other hazard or inconvenience to the University or other users.
14. Before the owner of any vehicle authorizes a garage to tow it away, he or she must first inform the Security & Parking Unit of the Estates Office.
15. When the car parking spaces in a given area of the University Estates are full, the University may prohibit other vehicles from entering that area.
16. The Director of Estates may refuse a vehicle to enter the University Estates if it or the driver is in contravention of the provisions. The Director of Estates may also refuse a vehicle or a particular class of vehicle to enter the University Estates or any part thereof due to security or safety reason.

Parking on All University Estates

17. The car parks on the Main Estates, Sassoon Road Campus, Senior Staff Quarters etc., are managed by Estates Office and/or by her authorized facilities management agent. Eligible carpark label holder can access the car parks by

‘Licence Plate Recognition’ or by a pre-registered Octopus Card. Hourly parking is also available at some of the carparks for visitors. A 50% discount will be offered to hourly parking patron whose vehicle is issued with a Disable Person’s Permit by the Commissioner of Transport.

18. A vehicle shall be parked properly within a marked parking space. Motorcycle shall only be parked in a space so designated for parking of motorcycle.

Parking Facilities

Member of Staff

19. (a) The eligibilities and the prescribed annual fee for different class of parking facilities are listed in the relevant application forms.
- (b) Successful applicant will be issued with a parking label which is valid for one year beginning September 1. No reduction of parking fee even if the parking facility is applied part-way through the year. Under no circumstances, the paid parking fee will be refunded.
- (c) Successful applicant can enjoy a monthly aggregated 30-hour grace period for night parking, i.e. parking between 00:01 a.m. and 6:00 a.m. Night parking exceeding the monthly aggregated grace period will be charged with hourly parking rate. Members of staff may also apply for unrestricted nighttime parking by paying the prescribed fee.
- (d) Other than vehicle assigned with a designated parking space, overnight parking is restricted to Level 4 to 6 of the Composite Building Carpark. Vehicle parked overnight at a location other than at Level 4 to 6 of the Composite Building Carpark will be impounded and will only be released after the statutory impounding and storage fees are accounted for.

Department

20. Annual parking fee is waived for departmental vehicle. Departments which are located outside the Main Estates can apply for one department parking label which carries the name of the department for use by their member of staff to access the Main Estates for official business on the strength of a pre-registered Octopus Card.

Resident at Senior Staff Quarters

21. Subject to the availability of parking space, each household unit at the Senior

Staff Quarters is issued with one parking label allowing them to park its vehicle at a specific car park or at a designated car parking space. The label is valid until the resident is no longer residing at the quarters. If a household member is also a serving member of staff, the household unit is entitled to register an Octopus Card allowing the household member(s) to have a daily once 2-hour free parking on the Main Estate for clinical and dental visits.

Contractor

22. Building consultant / contractor or catering service operator who has official business dealing on the University Estates can apply for monthly parking facility. Parking label for contractor is issued on monthly basis starting the 1st day of each month. Contractor may apply for more than one month. Under no circumstances, the paid parking fee will be refunded

Alumni

23. Alumni who is a card holder of the Bank of East Asia HKU Graduate credit card can enjoy a discount of hourly parking fee if the parking fee is settled by an Octopus Card pre-registered at the Development of Alumni Affairs Office.

Parking Label

24. Parking labels must be displayed in a prominent position on the windscreen at all times for easy identification. The validity of the parking labels will automatically expire once the vehicle licence is no longer valid. All parking labels issued are non-transferable. A prescribed fee shall be paid for if a label is required to be replaced due to loss, damage or change of vehicle particulars.
25. THE ISSUE OF A PARKING LABEL DOES NOT GUARANTEE A PARKING SPACE.

Reservation of Parking Space

26. University department can reserve parking space for VIP¹ and for senior staff member² free of charge, subject to the following criteria:

¹ (a) lay member of the University Court visiting for University function;
(b) person officiating at official function;
(c) donor;
(d) council members; and
(e) other person to whom the function organizer/committee secretary would provide reason for reservation and to include a copy of official invitation or extract of agenda when submitting the application.

² Senior member of staff whose normal place of work is outside the Main Estates but are required to pursue official business on the Main Estates.

- (a) no more than 3 reservations are allowed at any individual event, and no reservation is allowed for vehicle with chauffeur;
- (b) no more than 5 reservations are allowed at Knowles Building at any one time;
- (c) no parking space reservation for senior staff member is allowed at Knowles Building unless the staff member is required to attend official meeting at Knowles Building in the capacity of committee member;
- (d) reservation of parking space for other official visitor is subject to payment of a prescribed fee;
- (e) in case the vehicle fails to turn up 30 minutes after the commencement time of the reservation, or the vehicle has vacated the reserved space within the reserved period, it will be assumed that the reserved space is no longer required;
- (f) The location of the reserved space required is not guaranteed.

Waiving of Parking fee for VIP / Official Visitor

27. The hourly parking fee incurred by a VIP or an official visitor can be waived by way of QR code issued by the inviting department. A prescribed fee will be charged from the department for each QR code applied. For audit purpose, department shall keep proper record of the usage of QR code.

Infringement

28. Infringements of any provisions shall be dealt with by the Director of Estates or by his authorized agents:
- (a) by placing a written warning on the windscreen of the vehicle;
 - (b) by immobilizing a vehicle with the application of wheel gaiters or relocating it; and/or
 - (c) if the infringement continues, by revoking the parking facility.

29. The University reserves the right to impound/immobilize and tow away any vehicles for any of the following breaches:
- (a) failure to display/bear valid University parking label (other than hourly parker);
 - (b) parking in a restricted/reserved parking space without authorization;
 - (c) parking in a position that causing hazard to other road users or causing serious obstruction;
 - (d) parking in a non-designated parking space/against “No Parking (Yellow Line)” road marking/against traffic flow in a one-way carriageway.
30. A penalty will be levied before the vehicle is released. The penalty charges shall be in accordance with the Road Traffic (Parking on Private Road) Regulation Chapter 374(O), Laws of Hong Kong.
31. The University also reserves the right to tow away/remove any vehicle considered by the Director of Estates likely to become hazardous to other vehicles or occupants of the building(s), or which does not display valid vehicle licence, and to recover the costs incurred from the label holder and/or owner of the vehicle.
32. The University shall not be liable for any damage to vehicles, arising from its removal or immobilization.

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March 2025
Estates Office