

**Application for Type III Parking Permit
September 2025 to August 2026
(For Part-time Evening Staff and Students of SCE)**

Refer to the e-announcement made by Estates Office on 4 July 2025 on Type III Parking Permit 2025-26, part-time evening staff and students of SCE may now apply for temporary parking permits issued by the University for parking on campus.

ELIGIBILITY

To be eligible for Type III Parking Permit,

- a) the applicant must be a part-time evening Lecturer/Instructor, part-time evening undergraduate/postgraduate student of SCE;
- b) the applicant must be a holder of valid Hong Kong driving licence; and
- c) the applicant or his / her spouse must be the owner of the vehicle(s) concerned.

CAR PARKING LOCATION

Parking spaces are available on the Ho Sin Hang Campus, Shaw Campus and Baptist University Road Campus of the University on a first-come-first-served basis. The issuance of parking permits will not guarantee a parking space on campus.

PARKING TIME

No overnight parking is allowed and the time of usage is restricted to:

Monday to Friday 5:00 p.m. -- 11:00 p.m.

Saturday, Sunday and Public Holiday 7:00 a.m. -- 11:00 p.m.

CHARGES

The fees / charges for the issue of Type III Parking Permit are HK\$165.00 per month. The applicant has to pay in advance the total fees / charges counting from the month in which the permit is issued up to the expiry date of the permit.

REGISTRATION & APPLICATION PROCEDURE

1. Obtain a Registration Form from the SCE service counter of:
 - 8/F, SCE Tower, Baptist University Road Campus

or download form from the SCE's webpage: https://www.sce.hkbu.edu.hk/wp-content/uploads/2025/07/Registration_Form_Type_III_2025-2026.pdf
2. **Return the completed Registration Form on or before 26 July 2025 by:**
 - drop the registration form to the collection box marked "Type III Parking Permit Registration Form" to the above location.
 - fax to 3411 5770
 - email to ctr06@hkbu.edu.hk
3. If the number of Registration Forms received exceeds the number of parking spaces available, random drawing would be arranged. **Drawing results would be notified via email on 29 July 2025.** Please contact Ms. Shirley Yu at 3411 2728 if you do not receive any email.
4. Successful applicants are required to collect the Application Form at the service counter located on 8/F, SCE Tower during the period as specified and have it returned to the same location on or before **9 August 2025**.

ENQUIRIES

Should you have any queries, please feel free to contact Ms. Shirley Yu at 3411 2728.