

PARKING REGULATIONS FOR CONSULTANTS/CONTRACTORS/SUPPLIERS

POLICY

This is the latest revised parking arrangements being enforced by the University's Security Unit effect from 1st August 1999, and is spelt out hereunder for relevant parties' close adherence:-

(A) Normal Conditions

1. Under the system, all drivers, except holders of valid parking labels, will be given a parking ticket when entering the University through any of its three gates. Before leaving the University Campus, parking fees should be paid at either of the two shroff booths next to the University main gate and the Chung Chi gate.
2. No parking charge will be made for parking less than 30 minutes. Otherwise, a fee of HK\$10 will be charged for each 30-minute interval or part thereof, inclusive of the first period.
3. Authorised consultants/suppliers who require frequent access to Campus are eligible to apply for PAID parking labels for parking between 7:00 a.m. and midnight. Contractors who require daily access to Campus are also eligible to apply. Each consultant/supplier/contractor normally shall only be issued a maximum of three paid parking labels. The recommended number is subject to the discretion of Project Manager/Officer-in-charge who has the right of disapproving those applications deemed unwarranted.
4. Occasional carpark users are required to pay parking fee each and every time when entering the University.
5. Parking labels are issued by the Security Office where relevant application forms can be obtained. There are two types of duration for parking labels, viz. 1 month and 6 months. The schedule of fee is listed below:

<u>Duration of Parking Labels</u>	<u>Fee (HK\$)</u>
1 Month	\$300
6 Months	\$1,200

6. Should drivers fail to present the parking ticket or a valid parking label when leaving the University Campus, parking fee will be charged at a rate from 7:00 a.m. till the exit time.
7. Only contractors who have their own building sites or are provided with container accommodation can apply for overnight parking. Applications with other reasons normally will not be considered. Contractors may be sanctioned to have their vehicles parked overnight within own site boundary. Term contractors who are provided with container accommodation, one label which allows overnight parking may be issued, subject to the recommendation of Project Manager/Officer-in-Charge. Vehicles without authorisation are not allowed to park on Campus after midnight. The owner of the vehicle will be liable for any cost that may arise from or be caused by the offence.
8. Parking tickets will not be issued to governmental vehicles such as police vehicles, fire engines and mail cars (bearers of "AM" vehicle registration labels). No parking fee will be levied on corporate vehicles of public utilities companies.
9. Private vehicle drivers who carry warranty cards of public utilities companies will be issued parking tickets. Subject to the approval of the Director, validation coupons may be issued to these drivers who come on works assignments. Exemption will not be granted to drivers of other private

companies.

(B) Special Arrangements for Trucks

1. Some special arrangements applicable to trucks only are made for entering the University Campus.
2. The word “Truck” here refers to concrete mixer truck, dump truck, crane lorry or other heavy machinery vehicle. If such kind of trucks enter the University Campus on works assignments, no parking charge will be levied. Private vehicles and light goods vans are not classified under this category.
3. As there is no specific parking space for trucks within campus, special arrangements have to be made for their parking. To facilitate the Security Unit to arrange for parking space or temporary closure of road for such vehicles, advance written notice of at least two working days is required to be given through the Campus Development Office (“CDO”). Without prior notification from the CDO, the Security Unit reserves the right to refuse access. Should temporary road closure be required to facilitate the processing of works, an “Application for Temporary Road Closure” should be made on standard forms available at the CDO’s reception counter.
4. When entering the University Campus, truck drivers should identify themselves by informing the security control of the names of their company and the location of their work site. Under normal circumstances, trucks should only access the Campus through the Waterfront gate. If traffic direction/guidance to site is required from the Security Unit, a charge of HK\$100 will be levied on each driver.
5. No parking charge will be levied on truck drivers if they enter and leave the University Campus through the Waterfront gate. This will also be applied to drivers who enter and leave at the University main gate and Chung Chi gate after closing down of the Waterfront gate. The following is the opening hours of the Waterfront gate:

Monday – Friday	7:00 a.m. to 9:00 p.m.
Saturday	7:00 a.m. to 12:00 noon.
Sunday & Public Holiday	Closed

Parking tickets will be issued to truck drivers when they enter the University Campus at the University main gate or Chung Chi gate, whether the parking charge of their vehicles will be waived as per (B)(2). They should leave the Campus at these two gates and, where required, pay the parking charge.

5. For the safety of pedestrians and other road users, truck drivers are not encouraged to enter the campus at the University main gate or Chung Chi gate except under special arrangements by the Security Unit/CDO and/or after the closing down of the Waterfront gate. It is advisable for relevant bodies to brief the truck drivers on this arrangement to avoid any unnecessary misunderstanding.

(C) Custody of Parking Labels

1. Holders of University parking labels are responsible for their safe keeping. In case of loss of parking label, the holder must report to the Security Unit immediately and arrange for replacement. A fee of HK\$30 will be charged for each lost or damaged label for the first time and HK\$100 for subsequent replacement.
2. All holders are reminded that the parking labels are properties of the Chinese University of Hong Kong and are non-transferrable. If such label is found, it should be returned to the Security Office immediately. Using others’ parking label to obtain free access to the University Campus is strictly prohibited and drivers are liable for any loss arising from or caused by such offence.

香港中文大學

校園發展處

工程顧問/承建商/物料供應商之車輛停泊安排

此修訂本乃大學保安組於 1999 年 8 月 1 日實施之車輛停泊安排，現詳列於下供有關人士遵守：

(甲) 一般情形

1. 所有進入大學校園之車輛，除已張貼有效泊車證於擋風玻璃之車輛外，將會被徵收泊車費。泊車費用須於離開校園時在任何一个位於大學主閘或崇基閘之收費亭繳交。
2. 停泊時間不超過半小時者，將會豁免泊車費用。泊車費用由首半小時起計算，以每半小時港幣十元正收費，不足半小時者亦以半小時計算。
3. 工程顧問或物料供應商需經常進入校園者，可申請繳費入閘証。可停泊之時間為早上七時至晚上十二時。承建商需每天進入校園者亦可申請。一般情況下，所有工程顧問/承建商/物料供應商只會發給不多於三枚入閘証，而建議發出之數量由項目經理決定。
4. 非經常進入大學校園執行公務者，需於每次進出校園時，繳付泊車費用。
5. 所有大學入閘証皆由大學保安組發出，而有關申請表可向保安組索取。入閘証之有效時間可分為一個月及半年兩種，費用如下：

<u>泊車証之有效時間</u>	<u>費用 (港幣)</u>
1 個月	300 元
半年	1,200 元

6. 當離開大學校園時，如司機未能出示泊車票或有效入閘証，保安組將會以早上七時作為該車輛之入閘時間來徵收泊車費用。
7. 除有個別建築地盤或被分配貨櫃辦公之承建商可申請逾夜泊車外，其他申請一概不獲受理。在大學內有建築地盤之承建商，須將其車輛停泊於地盤範圍內，始可獲准逾夜泊車。按有關項目經理之推薦，保安組可發出一枚可逾夜泊車之入閘証予定期合約承建商(只限已被分配貨櫃辦公者)。如沒有有關部門許可，任何車輛不可於晚上十二時後在大學校園停泊，違者將會被徵收逾夜泊車費。

8. 所有政府公務車輛如警車、消防車、郵車或其他部門之車輛（持有“AM”車牌者），在進入校園時，可免發泊車票。公用事業機構如電力或煤氣公司之車輛，亦可豁免徵收泊車費用。
9. 持有公用事業機構職員証之私人車輛司機，仍需發予泊車票以便繳付泊車費用。如經校園發展處處長批准，此類司機或可給發予「公務訪客免費泊車認可証」。其他私營機構車輛之司機將不屬此類。

（乙）地盤工程車輛之特別安排

1. 為免影響工程進度，凡地盤工程車輛進入校園範圍將有特別安排。
2. 「地盤工程車輛」定義為石屎車、田螺車、開斗貨車、吊臂起重車或其他重型機械車輛。此類車輛如因公務進入大學校園，可豁免繳付泊車費用。私家車輛及輕型客貨車因不在「地盤工程車輛」之列，仍須徵收泊車費。
3. 因大學校園內沒有專為地盤工程車輛而設之泊車位，承建商必須於上述車輛進入校園前兩天書面通知校園發展處，以便保安組安排停泊地點或封路等事宜。若沒有校園發展處作事前通知，保安組有權不批准該等車輛進入大學校園。承建商如需要臨時封路進行工程，事前須填妥「臨時道路封閉申請表」及獲有關部門批准。申請表可於校園發展處之接待處索取。
4. 當進入大學校園時，司機需明言地盤及公司名稱，以茲識別。在正常情況下，地盤工程車輛只可使用海傍閘進出校園。如司機需要保安組指揮交通或專人帶路往地盤，須繳付費用港幣一百元正。
5. 地盤工程車輛如利用海傍閘進出大學校園，可獲豁免泊車費。此措施亦適用於海傍閘關閉後，利用大學主閘或崇基閘進出校園之工程車輛。海傍閘之開放時間如下：

星期一至星期五	上午七時至晚上九時
星期六	上午七時至中午十二時
星期日及公眾假期	關閉

地盤工程車輛如在海傍閘開放時間內利用大學主閘或崇基閘進出校園，亦須繳交泊車費用。

6. 為保障行人及其他道路使用者之安全，除海傍閘關閉後或已獲得保安組／校園發展處特別批准，地盤工程車輛司機應避免使用海傍閘以外之閘口進出校園。有關承建商及物料供應商須將此安排告知司機，以免引起誤會。

(丙) 遺失及補領入閘証

1. 大學入閘証之持有人必須妥善保管入閘証。如有遺失，必須立即通知保安組及安排補發事宜。補發入閘証之費用為港幣三十元正，同年內第二次補發費用為港幣一百元正。
2. 大學入閘証為香港中文大學之財產，持証者不得將之轉與他人使用。如有拾獲，應立即交還保安組。如被發現使用他人之入閘証進出大學校園，有關司機除須繳交應付之泊車費用外，大學亦會保留一切追究權利。
