

For HD Only
Application No.:
Priority Classification:

Factory Estate
Application for Monthly Parking Space

Part I Notes of Application

1. This form is provided for the application for a monthly parking space (Parking Place/Car Park Pass) of factory estate.
2. Applicant should bring along the valid originals and photocopies of the following for verification when submitting the application form –
 - Vehicle registration documents;
 - Valid Motor Vehicle Licence and/ or relevant document proof (if applicable);
 - Valid Full / Probationary Driving licence (if applicable);
 - Tenancy agreement/ licence agreement /residential proof (if applicable);
 - Disabled Person’s Parking Permit/Parking Certificate for Drivers Who Carry People with Mobility Disabilities (if applicable); and
 - Hong Kong Identity Card (if applicable).
3. If applicant is not the registered owner of the vehicle, he/she should also bring along authorization document for the use of the vehicle. If the registered owner of the vehicle is a company, the applicant should bring along the certificate of registration of the company directors and proof of applicant’s relationship with the company. Applications will be processed according to the priority classification.
4. To effectively utilize the resources, if the applicant’s vehicle in Part III of this form is an electric vehicle and the applicant can be allotted a monthly parking space according to his/her priority order, he/she is allowed to select the monthly parking space with electric vehicle charger before the applicants with non-electric vehicles. The arrangement of advance selection of parking space does not apply to waiting list.
5. The provision of personal data on this form or in this application is on a voluntary basis. This form will be returned to the applicant in the event that the Hong Kong Housing Authority (HKHA) is unable to process the application due to the applicant’s failure to provide sufficient information. Even if the application is successful, no parking place / car park pass will be issued unless the applicant has paid to HKHA all outstanding parking fees and/or charges and/or other sums owed to HKHA (if any). Submission of this application shall not oblige HKHA to issue a parking permit.
6. The HKHA shall not be held responsible for any damage to the vehicles parked in the parking place/carpark or any theft or loss of anything in or on the vehicles.
7. Date of commencement of the Parking Place/Car Park Pass shall be 1st, 8th, 16th and 23rd of a month.
8. Monthly fees for the parking spaces are reviewed by the HA annually. Besides, a “3-tier charging system” is adopted for private car parking spaces.
9. The personal data collected in this application form are to be used by the HKHA, the Housing Department (HD) or other relevant organisations for the following purposes:
 - To assess and determine the eligibility of the applicant for the use of the monthly parking spaces and the priority in allocation of monthly parking space in this factory estate ;
 - To check on duplication of applications and undertake the necessary verification; and
 - To carry out car park management, viz. maintenance of accurate and updated records of Parking Place/Car Park Pass holders, conduct an investigation into and take enforcement action against any breach of Parking Place/Car Park Pass and/or tenancy.
10. **Transfer of data**
For the aforesaid purposes or other purposes directly related to the application, the personal data provided in this application form may be transferred to various sections/offices of HD or other service providers (including but not limited to the Transport Department, the Treasury and any other government departments responsible for dealing with the registration or records of the public), public/private organisations and any third party in possession of the applicant’s personal data/information.
11. **Access to and Correction of Personal Data**
The personal data in this application form are furnished to HA for the purpose of application for a monthly parking space of factory estate. Pursuant to the Personal Data (Privacy) Ordinance, the applicant is entitled to request access to or correction of the personal data stated in this application form. Where necessary, such requests should be made in writing and directed by post or fax (No. 2761 6363) to the Departmental Data Controlling Officer of Housing Authority Headquarters, 33 Fat Kwong Street, Kowloon. A fee may be charged for the request for access to personal data.
12. **This application is free of charge.** Anyone who offers to provide assistance in return for remuneration should be reported to the Independent Commission Against Corruption (ICAC) immediately. Attempted bribery is also an offence in law. HA will refer the case to ICAC for investigation and cancel the application irrespective of whether such person has been prosecuted or convicted of the relevant offence.

Part II Particulars of Applicant

Name: _____ HKIC/ BR No.: _____ ()
Address: _____ Unit _____, Block _____, _____ Factory Estate
Residential Address : _____
Tel No.: _____ (Factory) _____ (Home) _____
_____ (Mobile) _____ **Relation to Registered Vehicle Owner:** _____

Part III Particulars of Vehicle

Type: * Private Car / Light Goods Vehicle (van-type) / Light Goods Vehicle (non van-type)/
Motor Cycle / Taxi / Light Bus / Other (Please specify: _____)
Electric Vehicle: * Yes / No
Registered Owner name: _____ Vehicle Reg. No.: _____
Tel No.: _____
Vehicle Brand: _____ Rated Power _____ kW Cylinder Capacity: _____ c.c.
(electric vehicle): _____
Net Weight: _____ **If it is a light goods vehicle, please provide:** Length: _____ m; Height: _____ m

Part IV Applicant's Declaration and Authorisation

I hereby agree, undertake and declare that:

1. HKHA/HD and its authorised officers (including its property and carpark management services agents), in vetting this application, may compare and verify (whether by automatic, manual or other means) the personal data provided on this application form with those collected by them from any relevant departments or organisations or through any other means/persons for related purposes, and where necessary may take appropriate action against me on the basis of the outcome of such comparison.
2. HKHA/HD may, in processing my application, collect my personal data from other relevant government departments, public/private organisations (such as financial institutions and banks), and/or any other third parties (such as employers) possessing my personal data for verification and confirmation of my eligibility. Whilst the collection of information is in progress, the personal data contained herein may be disclosed to the abovementioned organisations and/or any other third parties. In this connection, I authorise these organisations and any other third parties possessing my personal data to furnish HKHA/HD with my personal data for the vetting of my application.
3. HA/ HD and its authorised officers (including its property and carpark management services agents), in handling ballot and releasing ballot result, will display the vehicle registration mark(s) for public access.
4. I understand that even though my vehicle in Part III of this form is an electric vehicle and I can be allotted a monthly parking space according to my priority order, the arrangement of advance selection of parking space before the applicants with non-electric vehicles does not apply for selecting monthly parking space without electric vehicle charger. The arrangement of advance selection of parking space also does not apply to waiting list.
5. I understand that if the parking charge is not paid in advance, the Parking Place/Car Park Pass will be revoked automatically without prior notice.
6. I understand that my application will be re-classified for change of vehicle registration mark. If resulting priority order is too low for a parking space to be allocated, my existing Parking Place/Car Park Pass will be revoked.

7. I have read and understood the arrangements for allocation of monthly parking spaces as announced by the carpark office concerned. The priority for selection of parking space in the waiting list is subject to priority classification of new applicant(s). In case of dispute, the HA's decision shall be final.
8. I will take out and maintain a valid Third Party Risks Insurance for the vehicle stated in this application during the validity period of the Parking Place/Car Park Pass.
9. All the information, particulars and details furnished by me on this form or in this application are true and correct.
10. I shall be held responsible for all legal liabilities in respect of any breach of the agreement, undertaking or declaration made by me herein.

Signature of Applicant :

Name of Applicant:

Date (dd/mm/yy):

_____ / _____ / _____

* Delete as appropriate

Part V For Office Use Only

(i) Details of the Application :

(a) Application No. : _____

(b) Priority Classification / Ballot No : _____

Checked by :

Confirmed by :

Signature : _____

Signature : _____

Name : _____

Name : _____

Post : _____

Post : _____

Date : _____

Date : _____

(ii) Allocation of Parking Space

(a) Priority No. : _____

(b) Parking Space Allotted : _____

(c) Commencement Date : _____

(d) Monthly Parking Fee : _____

(e) Approval Date : _____

Checked by :

Confirmed by :

Signature : _____

Signature : _____

Name : _____

Name : _____

Post : _____

Post : _____

Date : _____

Date : _____

(iii) Random Checking By

Signature : _____

Name : _____

Post : _____

Date : _____