

Application for Parking Permit for Staff Members (2026/27)

Reference No.:

Notes to Applicants:

PERSONAL INFORMATION COLLECTION STATEMENT

1. The data provided in this form shall be released to the relevant units within the University for the purpose of carpark management, handling payments, and parking permit issuance.
2. Unless required by law, the data collected will not be disclosed to any third parties other than those specified above without your consent.
3. If the data provided is incomplete or inaccurate, we may not be able to process your application.
4. This form will be destroyed after 3 years.
5. You have a right of access and correction in respect of the data contained in this form under the Personal Data (Privacy) Ordinance. Please raise such request(s) to the Data Protection Officer of the Office of Campus Development and Management at ocdmdpo@LN.edu.hk.

☐ Permit Renewal ☐ New Application ☐ Loss or Damage of Parking Permit ☐ Change of Vehicle*

Name of Applicant : _____ Staff ID / HKID No.: _____

Position : _____ Office Tel. No. : _____

Department / Centre / Unit : _____

Correspondence Address : _____

Emergency Contact Tel No : _____

Vehicle Registration No.(s) : _____

Expiry Date of Vehicle Licence(s) : _____

Name of Registered Owner(s) : (if not the applicant) _____

Registered Owner's Relationship with the Applicant : _____

☐ Application for EV Charging Service

Octopus Card Number: _____ Email: _____

I hereby apply for a parking permit and agree:

- to comply with all the provisions in the 'Rules Governing the Issuance of Parking Permit' and 'Regulations Governing the Use of University Carpark and Campus Road';
- to pay the non-refundable annual administration fee for the issuance of the permit by crossed cheque payable to '**Lingnan University**' in the amount of \$_____ upon submitting this application.

Date

Signature of Applicant

Office Use		*Accept	*Reject	
Application No.	Computer Code	Cheque No. / Amount Received		
Parking Permit No.	Vehicle Registration No.	Vehicle Brands	Color of Vehicle	Type
#1				
#2				
#3				

* Please tick and fill in the quantity required as appropriate.

Explanatory Note

Please read the following guidelines carefully before filling in the application form.

1. Non-refundable Annual Administration Fee for Staff is as follows: -

Date of application	On or before 14 February 2027	On or after 15 February 2027
Permit valid till:	31 August 2027	
Private Car	HK\$800.00	HK\$400.00
Motorcycle	HK\$400.00	HK\$200.00

2. Non-refundable Monthly Administration Fee for Other Approved Users (Contractors / Licensed Operators) is HK\$500 per calendar month. Please note that parking is only permitted in designated outdoor parking spaces. If the applicant needs to work on campus more than one month, the applicant might apply and pay the non-refundable administration fee in terms of calendar month for the entire working period (not later than 31 August 2027). Successful applicants might utilize the EV charger facilities during non-office hours, i.e. from Monday to Friday between 1800 and 2300, and on Saturdays and Sundays between 0700 and 2300.

3. The Other Associated Charges are as follows: -

Other Associated Chargers:	
Standard Hourly Parking Fee	\$26.00
Discounted Hourly Parking Fee (upon presenting a valid staff/student card/Lingnan University Credit Card at Security Room at Main Entrance)	\$8.00
Cost for replacing Lost/Damaged Parking Label	\$50.00
Cost for replacing Lost/Damaged Access Card (for motorcycles only)	\$50.00

4. Application method

For New Application, please submit the completed application form together with: -

- A copy of the Vehicle Registration Document (both sides) for all vehicles covered by this application.
- A cheque for settling the administration fee.
- If the Applicant is not the registered owner of the vehicle(s)
 - The original authorization letter(s) authorizes the Applicant to drive all vehicles covered by this application.
 - The Applicants' valid driving license.

For Renewal, please submit completed application form together with: -

- A copy of the Vehicle Registration Document for all vehicles that have not been covered by the previous year's parking permit.
- A cheque for settling the administration fee.

5. Application forms shall be completed and returned, together with the required documents and the appropriate administration fee made by crossed cheque, payable to '**Lingnan University**', to the Campus Support Office at Room SPG01, Indoor Sports Complex.
6. Please be reminded that the parking permit (26/27) is valid from the date of issuance to 31 August 2027 while the parking permit (25/26) will expire on 31 August 2026. It is the responsibility of the Applicant to submit renewal application to the Office of Campus Development and Management accordingly.
7. For enquiries concerning the application of parking permit or the use of the University's parking facilities, please contact Campus Support Office at 2616-7134.