

Sheung Fung Street Car Park (“SFSCP”) **Guidance Notes for Purchasing Quarterly Parking Ticket**

1. Submission of Application

Application forms are available at the shroff of SFSCP from 1st of February, May, August and November each year for inviting application. The period of application for next round of quarterly parking tickets is specified below:

Quarterly Parking Ticket	Period for Distribution and Submission of Application
March 2019 to May 2019	25 January 2019 to 8 February 2019

Requirements for Application

- a./ A copy each of both valid vehicle registration document and valid vehicle licence shall be attached to the application form for submission.
- b./ Any incomplete, early or late application will not be processed.
- c./ Only one application will be accepted for each vehicle and repeated applications for the same vehicle will not be accepted and will be disqualified.
- d./ At the time of submitting application to the shroff of SFSCP, a computer-generated acknowledgement slip in respect of the application will be issued to the applicant for verification and purchase of the quarterly parking ticket in accordance with the ballot result.
- e./ If the registered owner of the vehicle or the applicant is a person with physical disability, he/she could purchase the quarterly parking ticket without the need to go through the ballot. A copy each of the application form and “Disabled Person’s Parking Permit” or the “Letter of Approval” issued by Transport Department must be submitted for verification.

2. Allocation of Quarterly Parking Ticket

In case the number of application is less than the quota set for the quarterly parking ticket of a particular vehicle type, respective applicants will be entitled to purchase the quarterly parking ticket automatically. The applicants shall purchase the quarterly parking ticket from the 14th to the 18th of the ballot month at the shroff of the SFSCP. Any applicant who fails to purchase the quarterly parking ticket during the specified period will be regarded as giving up his/her right.

In case the number of application is more than the quota set for the quarterly parking ticket of a particular vehicle type, allocation of the quarterly parking ticket to the applicants will be determined by ballot. One-third of the quota of a particular vehicle type would be drawn as the waiting list. Applicants on the waiting list and the priority will be determined by the ballot.

3. Ballot and Sale of Quarterly Parking Ticket

The ballot is normally held in February, May, August and November each year. The ballot result will be posted on a notice board at the shroff of SFSCP after the ballot, and on the website of the car park contractor (“Mack & Company Carpark Management Limited”) and the website of Transport Department, for checking by the applicants. All successful applicants shall purchase the quarterly parking ticket at the shroff of SFSCP from the 14th to the 18th of the ballot month.

Any successful applicant who fails to purchase the quarterly parking ticket during the specified period will be regarded as giving up his/ her right and the parking ticket will be re-allocated to other applicant on the waiting list according to the priority determined by the ballot. Applicants on the waiting list shall check the notice board at the shroff of SFSCP, the website of the car park contractor or the website of Transport Department after the 18th of the ballot month for the number of unsold quarterly parking tickets and if they are eligible to purchase the remaining quarterly parking tickets. Successful applicant on the waiting list shall purchase the quarterly parking ticket from the 19th to 22nd of the ballot month. Any successful applicant on the waiting list who fails to purchase the quarterly parking ticket during the specified period will be regarded as giving up his/ her right. After the first-round allocation of the remaining quarterly parking tickets to eligible applicants on the waiting list, the number of unsold quarterly parking tickets will be publicized at the shroff of SFSCP, the website of the car park contractor and the website of Transport Department after the 22nd of the ballot month for checking by the applicants on the waiting list. The unsold quarterly parking tickets will be re-allocated to other applicants on the waiting list according to the priority determined by the ballot who are required to purchase the tickets from the car park shroff from the 23rd to 26th of the ballot month. Any applicant on the waiting list who fails to purchase the quarterly parking ticket within the specified period will be regarded as giving up his/ her right.

All successful applicants are required to present the computer-generated acknowledgement slip at the time of ticket purchase. Any applicant who is not able to purchase the quarterly parking ticket in person may authorise a representative to purchase the ticket for him/ her. The authorised person must present the computer-generated acknowledgement slip upon purchase of the quarterly ticket for identification purpose.

雙鳳街停車場

申請泊車季票說明書

1. 提交申請

申請表會於每年2月、5月、8月及11月的1日開始於雙鳳街停車場繳費處派發及接受申請，下一次泊車季票的申請日期如下：

泊車季票	派發及提交申請的日期
2019年3月至2019年5月	2019年1月25日至2月8日

申請購買季票的條件

- a./ 遞交申請時，申請人須呈交有效的「車輛登記文件」（即「牌簿」）及「車輛牌照」影印本各一份。
- b./ 任何未完成的申請，提早或逾期提交的申請將不獲受理。
- c./ 申請人只可以為每部車輛提交一份申請，重複提交的申請將不獲受理並予以取消。
- d./ 申請人於雙鳳街停車場繳費處遞交申請時，將會獲發一張由電腦列印的申請確認收據，以作核實及中籤後辦理季票購買手續之用。
- e./ 如車輛登記車主/申請人為肢體殘疾人士，他可以購買季票而無須進行抽籤手續。申請人須呈交申請表及由運輸署發出的「傷殘人士泊車許可證」或批准信的影印本各一份，以作核實之用。

2. 季票的分配

如申請購買季票的數目比車輛類別的季票配額為少，申請人將會自動獲得購買該車輛類別季票的權利，申請人必須於抽籤當月的14日至18日期間前往停車場繳費處購買季票。如申請人沒有在上述指定期間購買季票，將被視作自動放棄購買季票。

如申請購買季票的數目比車輛類別的季票配額為多，該車輛類別的季票將會以抽籤的方式分配予申請人。就各車輛類別會多抽出其季票配額的三分之一數目作為候補申請。候補申請人及其優先次序將經抽籤程序決定。

3. 抽籤安排及發售季票

抽籤會安排於每年2月、5月、8月及11月進行。抽籤結果將於抽籤結束後張貼在雙鳳街停車場繳費處、並刊載在停車場營辦商（即“敏記停車場管理有限公司”）的網頁及運輸署的網頁，給申請人查閱。成功申請人須於抽籤當月14日至18日期間到雙鳳街停車場繳費處購買季票。

如成功申請人沒有在上述指定期間購買季票，將被視作自動放棄購買季票。剩餘的季票將按抽籤次序分配予候補申請人，結果會於抽籤當月的18日之後於停車場繳費處、停車場營辦商的網頁及運輸署的網頁公布，給候補申請人查閱可否購買剩餘的季票。成功候補申請人須於抽籤當月的19日至22日期間前往停車場繳費處購買季

票。如該候補申請人沒有在上述指定期間購買季票，將被視作自動放棄購買季票。經過分配季票予第一輪的候補申請人後，剩餘季票的數量將會於抽籤當月的22日之後在停車場繳費處展示，並刊載在停車場營辦商的網頁及運輸署的網頁，給候補申請人查閱。剩餘的季票將按抽籤次序分配予其餘的候補申請人。獲分配季票的候補申請人須於抽籤當月的23日至26日期間前往停車場繳費處購買季票。如該候補申請人沒有在上述指定期間購買季票，將被視作自動放棄購買季票。

所有成功申請人須在購票時，出示由電腦列印的申請確認收據。如申請人未能親身購買季票，可授權他人代為購買，該被授權人士在購季票時，須出示由電腦列印的申請確認收據以便核對其可購票的身份。

2019年1月18日