

Sheung Fung Street Car Park (“SFSCP”)

Guidance Notes for Quarterly Parking Ticket Application (December 2021 to February 2022)

1. Submission of Application

Application forms are available at the shroff of SFSCP from 23rd of January, April, July and October each year for inviting application. Applicants may also submit online application via designated website. For details, please visit the website of the car park contractor (“Mack & Company Carpark Management Limited”) (www.mackcarpark.com.hk) and the website of Transport Department (“TD”) (<https://www.tdcarpark.com.hk>). The period of application for next round of quarterly parking tickets is specified below:

Validity Period of Quarterly Parking Ticket	Period for Distribution / Reception of Application Form and Acceptance of Online Application
December 2021 to February 2022	Applications submitted at the shroff of SFSCP: 23 October 2021 to 7 November 2021
	Applications submitted via designated website: 23 October 2021 to 5 November 2021

Requirements for Quarterly Parking Ticket Application

- a) A copy of valid vehicle licence shall be attached or uploaded to the application form for submission of quarterly parking ticket application.
- b) Any application which contains incomplete data or wrong data will not be processed. Any request for advance submission or late submission will not be entertained. If an applicant cannot submit online application successfully via designated website, he/she may submit application in person at the shroff of SFSCP between 23 October 2021 and 7 November 2021.
- c) An applicant is allowed to submit one application for each vehicle only, be it made in person at the shroff of SFSCP or through online. 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, an acknowledgement slip in respect of the application will be issued to the applicant. For online application, a system-generated acknowledgement email will be sent to the applicant. After closure of submission, quarterly parking ticket application list will be posted outside the shroff of SFSCP before the date of ballot for reference. Applicants shall properly keep the slip/email properly 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 may purchase a quarterly parking ticket without going through the ballot. Upon submission of application, the applicant has to attach or upload a copy of the Disabled Person’s Parking Permit or the letter of approval issued by the TD 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. These applicants shall purchase the quarterly parking ticket in person at the shroff of SFSCP within the period specified in section 4 of this Guidance Notes. 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. The waiting list applicants and their priority of quarterly parking ticket purchase will also be determined by ballot.

3. Ballot and Sale of Quarterly Parking Ticket

The ballot will be held on the date specified in section 4 of this Guidance Notes. A notice which shows the schedule and venue of the ballot will be posted at the shroff of SFSCP in advance. After the ballot, applicants may check the ballot result at the notice board of the shroff of SFSCP. The ballot result will also be uploaded to the website of the car park contractor and the website of TD. All successful applicants shall purchase the quarterly parking ticket in cash, by cheque or electronic payment means in person at the shroff of SFSCP within the period specified in section 4 of this Guidance Notes.

Any successful applicant who fails to purchase the quarterly parking ticket during the specified period will be regarded as giving up his/her right. The remaining tickets will be allocated to other applicants on the first-round waiting list according to the priority determined by the ballot. The number of remaining tickets and the applicants on the first-round waiting list will be displayed at the shroff of SFSCP. Such information will also be uploaded to the website of the car park contractor and the website of TD. The successful applicants on the first-round waiting list shall purchase the quarterly parking ticket in person at the shroff of SFSCP within the period specified in section 4 of this Guidance Notes. Any successful applicant on the first-round waiting list who fails to purchase the quarterly parking ticket during the specified period will be regarded as giving up his/her right.

After allocation of the remaining quarterly parking tickets to eligible applicants on the first-round waiting list, the remaining tickets, if any, will be allocated to other applicants on the second-round waiting list according to the priority determined by the ballot. The number of remaining tickets and the applicants on the second-round waiting list will be displayed at the shroff of SFSCP. Such information will also be uploaded to the website of the car park contractor and the website of TD. The successful applicants on the second-round waiting list shall purchase the quarterly parking ticket in person at the shroff of SFSCP within the period specified in section 4 of this Guidance Notes. Any successful applicant on the second-round waiting list who fails to purchase the quarterly parking ticket during the specified period will be regarded as giving up his/her right.

After allocation of the remaining quarterly parking tickets to eligible applicants on the second-round waiting list, if there are remaining tickets and eligible applicants on the waiting list, the car park staff will notify the applicants according to the priority determined by the ballot for them to purchase. If the waiting list is fully consumed, the remaining tickets will be open for sale at the shroff of SFSCP on a first-come-first-served basis.

At the time of quarterly parking ticket purchase, all successful applicants / waiting list applicants are required to present the acknowledgement slip (for those who submit the application in person at the shroff) or the system-generated acknowledgement email (for those who submit the application via designated website). 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 original of the acknowledgement slip or the printout of the acknowledgement email upon purchase of the quarterly parking ticket for identification purpose.

The handling procedures for the refund request of quarterly parking ticket is as follows:

Ticket Effective Period	Time of Receiving Refund Request and Amount of Refund #^			
	December 2021 to February 2022	Before 1 December Full refund	1 to 31 December Two-thirds of original ticket price	1 to 31 January One-third of original ticket price

If the request for refund is accepted, the original holder of quarterly parking ticket is required to pay an administrative fee of HK\$100.

^ Any quarterly parking ticket returned on or after 1 December 2021 will not be resold.

4. Dates of Application Results Announcement and Purchase 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, ballot will not be required. The applicants shall purchase the quarterly parking ticket in person at the shroff of SFSCP between 13 November 2021 and 17 November 2021.

In case the number of application is more than the quota set for the quarterly parking ticket of a particular vehicle type, the ballot for allocation of the quarterly parking ticket and the ticket sale will be arranged according to the schedule below:

Ballot	12 November 2021
Announcement of ballot result	13 November 2021
Successful applicants to purchase quarterly parking ticket in person at the shroff of SFSCP	13 November 2021 to 17 November 2021
Announcement of first round waiting list and eligible applicants to purchase quarterly parking ticket in person at the shroff of SFSCP	18 November 2021 to 20 November 2021
Announcement of second round waiting list and eligible applicants to purchase quarterly parking ticket in person at the shroff of SFSCP	21 November 2021 to 23 November 2021

5. Use of Quarterly Parking Ticket

The quarterly parking ticket is non-transferable and solely for the use by the vehicle specified in the application form. In case the quarterly parking ticket is used by other non-registered vehicle, the quarterly parking ticket will be revoked without refund. Use of quarterly parking ticket is subject to the terms and conditions listed out in "Notice to Quarterly Parking Ticket Patron" and the "Conditions of Parking and Use" displayed in the car park.

6. Prevention of Bribery

Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance ("POBO") (Chapter 201 of the Laws of Hong Kong)) to any Government officer or staff of the car park contractor with a view to influencing the outcome of this application constitutes an offence under the POBO and renders the application invalid. The case will be reported to the Independent Commission Against Corruption ("ICAC"). Any quarterly parking ticket issued will be revoked and the person will be liable for all losses and expenses incurred by the Government as a result of the offence. You should report to the ICAC (Telephone No.: 2526-6366) if any person solicits an advantage from you in relation to this application.

雙鳳街停車場
申請泊車季票說明書 (2021年12月至2022年2月)

1. 提交申請

申請表會於每年1月、4月、7月及10月的23日開始於雙鳳街停車場繳費處派發及接受申請。申請人亦可經指定網頁以電子方式提交泊車季票申請，詳情請瀏覽停車場營辦商(即「敏記停車場管理有限公司」)的網頁(www.mackcarpark.com.hk)及運輸署的網頁(<https://www.tdcarpark.com.hk>)。下一次泊車季票的申請日期如下：

泊車季票有效期	派發 / 接受申請表格，以及接受電子申請的日期
2021年12月至 2022年2月	於雙鳳街停車場繳費處提交：2021年10月23日至11月7日
	經指定網頁提交：2021年10月23日至11月5日

申請購買泊車季票的條件

- a) 於提交申請泊車季票時，須同時提交或上載有效的「車輛牌照」(即「行車證」)影印本。
- b) 任何資料不全或資料錯誤的申請將不獲受理。提早提交或逾期提交申請的要求亦將不獲受理。申請人如未能經指定網頁成功提交電子申請，可於2021年10月23日至11月7日期間，親身前往雙鳳街停車場繳費處提交申請。
- c) 不論親身於雙鳳街停車場繳費處還是透過電子形式提交申請，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提交申請時，將會獲發一張申請確認回條。申請人透過電子形式提交申請，將會收到由系統發出的確認電郵。截止申請後，泊車季票申請名單將於抽籤日期之前展示於雙鳳街停車場繳費處供參考。申請人須妥為保存該回條 / 電郵，以作核實及中籤後辦理泊車季票購買手續之用。
- e) 如車輛登記車主或申請人為肢體殘疾人士，他 / 她可以購買泊車季票而無須進行抽籤。在提交申請時，申請人須提交或上載由運輸署發出的「傷殘人士泊車許可證」或「批准信」的影印本，以作核實之用。

2. 泊車季票的分配

如申請購買泊車季票的數目比車輛類別的泊車季票配額為少，申請人將會自動獲得購買該車輛類別泊車季票的權利，申請人須於本說明書第4部分所列的日期內，前往雙鳳街停車場繳費處購買泊車季票。如申請人沒有在指定期間購買泊車季票，將被視作自動放棄購買泊車季票。

如申請購買泊車季票的數目比車輛類別的泊車季票配額為多，該車輛類別的泊車季票將會以抽籤方式分配予申請人

3. 抽籤安排及發售泊車季票

抽籤會於本說明書第4部分所列的日期進行，列有抽籤時間和地點的通告會預先張貼在雙鳳街停車場繳費處。抽籤結束後，申請人可於雙鳳街停車場繳費處的佈告板查閱抽籤結果。抽籤結果亦會上載至停車場營辦商的網頁及運輸署的網頁。成功申請人須於本說明書第4部分所列的日期內，前往雙鳳街停車場繳費處以現金、支票或使用電子繳費購買泊車季票。

如成功申請人沒有在指定期間購買泊車季票，將被視作自動放棄購買泊車季票，剩餘的泊車季票將按抽籤次序分配予第一輪候補申請人。剩餘泊車季票的數量以及第一輪候補申請人的名單會於雙鳳街停車場繳費處、停車場營辦商的網頁及運輸署的網頁公布。成功的第一輪候補申請人須於本說明書第4部分所列的日期內，前往雙鳳街停車場繳費處購買泊車季票。如第一輪候補申請人沒有在指定期間購買泊車季票，將被視作自動放棄購買泊車季票。

經過分配剩餘的泊車季票予第一輪候補申請人後，如仍有剩餘泊車季票，將按抽籤次序分配予

第二輪候補申請人。剩餘泊車季票的數量以及第二輪候補申請人的名單會於雙鳳街停車場繳費處、停車場營辦商的網頁及運輸署的網頁公布。成功的第二輪候補申請人須於本說明書第4部分所列的日期內，前往雙鳳街停車場繳費處購買泊車季票。如第二輪候補申請人沒有在指定期間購買泊車季票，將被視作自動放棄購買泊車季票。

如泊車季票於分配予第二輪候補申請人後，候補名單上仍有申請人，停車場職員將按抽籤次序通知候補名單上的申請人購買剩餘的泊車季票。如候補名單內已沒有其他候補申請人，泊車季票會在雙鳳街停車場繳費處以先到先得形式公开发售。

所有成功申請人 / 候補申請人，如經停車場繳費處提交申請，須在購票時出示申請確認回條。如經指定網頁提交申請，則須出示由系統發出的確認電郵。如申請人未能親身購買泊車季票，可授權他人代為購買，該被授權人士在購泊車季票時，須出示發給申請人的申請確認回條正本或確認電郵列印本，以便核對其可購票的身份。

如已購買泊車季票的人士提出退款要求，會按以下安排處理：

季票生效期	收到退款要求的時段和退款金額#^			
2021年12月 至 2022年2月	12月1日前 全費退款	12月1-31日 季票原價的三分之二	1月1-31日 季票原價的三分之一	2月1-28日 不受理退款

如退款要求獲接納，原持有泊車季票的人士須繳付港幣一百元之手續費用。

^ 在2021年12月1日或以後退還的泊車季票，將不會安排重新發售。

4. 泊車季票申請結果公布及發售日期

如申請購買泊車季票的數目比該車輛類別的泊車季票配額為少，將無須抽籤，申請人須於2021年11月13日至11月17日期間，前往雙鳳街停車場繳費處購買泊車季票。

如申請購買泊車季票的數目比該車輛類別的泊車季票配額為多，泊車季票抽籤及發售日期將如下：

抽籤	2021年11月12日
公布抽籤結果	2021年11月13日
成功申請人須前往雙鳳街停車場繳費處購買泊車季票	2021年11月13日至11月17日
公布第一輪候補名單，合資格候補申請人於雙鳳街停車場繳費處購買泊車季票	2021年11月18日至11月20日
公布第二輪候補名單，合資格候補申請人於雙鳳街停車場繳費處購買泊車季票	2021年11月21日至11月23日

5. 泊車季票的使用

泊車季票不得轉讓，只供在申請表上填報的車輛使用。如泊車季票被發現給其他車輛使用，該泊車季票會被註銷，而不獲發還退款。客戶使用泊車季票時，必須遵守張貼於停車場內的《泊車季票客戶須知》及《停車場泊車及使用條款》。

6. 防止賄賂

任何人士向任何政府人員或停車場營辦商職員提供利益（按照香港法例第201章《防止賄賂條例》中對利益的定義），以試圖影響本申請的結果，即屬觸犯《防止賄賂條例》，會導致申請無效。案件會轉介廉政公署跟進，已發出的泊車季票會被註銷，該人士亦需承擔因有關違法行為而致令政府蒙受的所有損失及費用。如遇任何人因本申請向你索取利益，應向廉政公署舉報（電話：2526-6366）。

2021年10月16日