

Hong Kong Baptist University
Office of Student Affairs
Student Accommodation Section

Permit No.: _____

Application for Bicycle Parking Permit

Room No.	Student No.	Name of Resident	Contact No.
SRH/VC			

Brand of Bicycle: _____ Model: _____
Color(s) _____ Type: _____
Special identifying marks & characteristics, tick parts..... _____

Photo:

To be Taken by ACCM General Office.
(Or you may supply a photo of your bicycle)

**You will be notified to come back to ACCM General Office to
sign against photo of your bicycle for record.**

*** Please bring along your bicycle to ACCM General Office at the time of application.**

- Only current SRH/VC residents are allowed to apply Parking Permit, each successful applicant is required to pay \$100 deposit for a Metal Parking Permit Plate which is non-transferable and must be affixed to a noticeable location on the bicycle.
- Parking Permits are properties of the University and you are required to return it together with the room key to the ACCM General Office at the time of check-out. The deposit will be refunded together with the caution money. For those who fail to return the parking permits at the time of check-out, all deposits paid will be forfeited.
- Loss of parking permits should be reported to ACCM General Office promptly. A restitution charge of \$100 is applicable for the loss of each parking permit.
- Bicycles without a valid parking permit will be impounded after 7 calendar days of the FIRST warning and will be removed and disposed of after 7 calendar days of FINAL warning without prior notice. An administration fee of HK\$100 will be charged for each unlocking/claiming back your bicycle before disposal.
- Neither the University nor the Hall Management will be responsible for any loss or damage of the bicycle arising from such action including but not limited to cutting the bicycle lock or dismantling the bicycle.

I acknowledge and accept the terms and conditions in using the Bicycle Parking Permit.

Signature of resident: _____ Date: _____

For Office Use Only

<input type="checkbox"/> Deposit Received (HK\$100) & Permit No.: _____	Handled By: _____	Date: _____
<input type="checkbox"/> Restitution Charge (HK\$100)	Handled By: _____	Date: _____
<input type="checkbox"/> Permit returned and Deposit Refunded (HK\$ _____)	Handled By: _____	Date: _____
Remarks: _____	File closed on _____	By: _____