

Kennedy Town Car Park (“KTCP”)
Guidance Notes for Purchasing Quarterly Parking Ticket

- ◇ Applicants may submit the application for quarterly parking ticket via designated website.
- ◇ Successful applicants may pay by electronic payment means upon purchase of quarterly parking ticket at car park shroff.

1. Submission of Application

Application forms are available at the shroff of KTCP 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") and the website of Transport Department ("TD"). 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
March 2021 to May 2021	Applications submitted at the shroff of KTCP: 23 January 2021 to 7 February 2021
	Applications submitted via designated website: 23 January 2021 to 5 February 2021

Requirements for Application

- a) A copy of valid vehicle licence shall be attached or uploaded to the application form for submission.
- 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 KTCP between 23 January 2021 and 7 February 2021.
- c) An applicant is allowed to submit one application for each vehicle only, be it made in person at the shroff of KTCP 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 KTCP, 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. 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 KTCP 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. 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 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 KTCP in advance. After the ballot, applicants may check the ballot result at the notice board of the shroff of KTCP. The ballot result will be uploaded to the website of the car park contractor and the website of TD as well. All successful applicants shall purchase the quarterly parking ticket in person at the shroff of KTCP 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 KTCP. 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 KTCP 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 KTCP. 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 KTCP 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.

At the time of 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 authorize 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.

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 KTCP between 13 February 2021 and 17 February 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	9 February 2021
Announcement of ballot result	10 February 2021
Successful applicants to purchase quarterly parking ticket in person at the shroff of KTCP	15 February 2021 to 19 February 2021
Announcement of first round waiting list and eligible applicants to purchase quarterly parking ticket in person at the shroff of KTCP	20 February 2021 to 23 February 2021
Announcement of second round waiting list and eligible applicants to purchase quarterly parking ticket in person at the shroff of KTCP	24 February 2021 to 27 February 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 Pass Patrons" and the "Conditions of Parking and Use" displayed in the carpark.

21 January 2021