

Tsuen Wan Car Park (“TWCP”)
Guidance Notes for Quarterly Parking Ticket Application (October to December 2021)

1. Submission of Application

Application forms are available at the shroff of TWCP from 23rd of February, May, August and November 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 (“Wilson Parking (Holdings) Limited”) (www.wilsonparking.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
October 2021 to December 2021	Applications submitted at the shroff of TWCP: 23 August 2021 to 7 September 2021
	Applications submitted via designated website: 23 August 2021 to 5 September 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.
- 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 TWCP between 23 August 2021 and 7 September 2021.
- c) An applicant is allowed to submit one application for each vehicle only, be it made in person at the shroff of TWCP 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 TWCP, 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 TWCP 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 TWCP in advance. After the ballot, applicants may check the ballot result at the notice board of the shroff of TWCP. 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 cash, by cheque or electronic payment means in person at the shroff of TWCP 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 TWCP. 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 TWCP 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 TWCP. 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 TWCP 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 TWCP on a first-come-first-served basis.

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 TWCP between 17 September 2021 and 22 September 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	15 September 2021
Announcement of ballot result	16 September 2021
Successful applicants to purchase quarterly parking ticket in person at the shroff of TWCP	17 September 2021 to 22 September 2021
Announcement of first round waiting list and eligible applicants to purchase quarterly parking ticket in person at the shroff of TWCP	23 September 2021 to 26 September 2021
Announcement of second round waiting list and eligible applicants to purchase quarterly parking ticket in person at the shroff of TWCP	27 September 2021 to 29 September 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.

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 carpark operator 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 carpark permit issued will be cancelled and you 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.