

**HONG KONG BAPTIST UNIVERSITY
ESTATES OFFICE**

Ref No: _____

Request for Overnight Parking

General Enquiries: 3411 5688 / 3411 5660

Notes

1. Request should be sent to the Estates Office **at least 1 working day in advance by fax** (3411 5168 or 3411 5627).
2. Only Type I Parking Permit holders can apply for overnight parking.
3. To change or cancel request, the Estates Office should be notified as earliest as possible.

Request Particulars

Reason for Overnight Parking _____

Department / Office _____

Parking Period

dd	mm	yyyy

 to

dd	mm	yyyy

Vehicle Registration No _____

- | | |
|--|---|
| <p>Car Park <input type="checkbox"/> Fong Shu Chuen Car Park, Ho Sin Hang Campus</p> <p> <input type="checkbox"/> Car Park A, Shaw Campus</p> <p> <input type="checkbox"/> Car Park B, Shaw Campus</p> <p> <input type="checkbox"/> Kai Tak Campus</p> | <p><input type="checkbox"/> Lee Shau Kee Communication and Visual Arts Building Car Park, Baptist University Road Campus</p> <p><input type="checkbox"/> Car Park C, Baptist University Road Campus</p> |
|--|---|

Contact Person _____ Tel/ Fax No _____ / _____

Signature _____ Date _____

Estates Office Use Only

Date of Receipt _____ Signature of Approver _____

Date of Notification _____ Date of Approval _____