



The Hong Kong Polytechnic University - Student Halls of Residence
Application for Bringing Bulky Items into Halls

Part A: Particulars of Applicant

Name of Applicant: _____

Hall: _____

Student ID: _____

Room: _____

Contact No.: _____

Part B: Particulars of Item

Description & Purpose of moving in the item	Size (in inch)	No. of Item(s)	Proposed Storage Location*	Proposed move-in date	Proposed move-out date
	Length: Width: Height:				

*Remarks: General student residents should store the approved bulky item in their bedroom. For bulky items which will be used by the Hall Associations for hall activities, please specify the storage location (e.g. committee room or storage cabinets).

Important Notes:

1. The completed application form should be sent to the relevant Warden at least 3 working days prior to the proposed move-in date. Please refer to the hall website for the email address of Wardens.
2. Below documents should be attached to this form upon submission for Warden’s approval:
 - a. Statement of justification with supporting documents as appropriate;
 - b. Photo of the item;
 - c. Agreement signed by the roommate(s) which states that they have given consent for storing the item in the bedroom;
 - d. For electrical product, please check the model no. and brand from the website of [Electrical and Mechanical Services Department \(EMSD\)](#) and provide a print screen, or a copy of the certificate of the electrical product, to make sure it complies with the safety requirements prescribed in the Electrical Products (Safety) Regulation.
3. Applicant is responsible for moving in and out of the above item(s).
4. The above item(s) should be stored in the bedroom of the applicant and should not be placed in the hall communal areas.
5. The Hall Administration reserves the rights to confiscate the above item(s) if left unattended in the common areas without prior notice.
6. If the above item(s) are moved in to the hall before obtaining relevant warden’s approval or not moved out of the hall by the proposed date, the student concerned will be subject to disciplinary actions.

Should requirements listed at point 1 or 2 above cannot be fulfilled, please provide sound justification here for special consideration: _____

Part C: Declaration by Applicant

I hereby declare the following:

- I will not move the above items into the hall before obtaining my Warden’s official approval.
- I will store the above items in the location specified at Part B above, and ensure that they do not impose any physical danger to other hall residents.
- I will ensure that the above items do not obstruct the fire exit or passage of any bedroom / suite / common area.
- I will move the above items out of the hall on or before the proposed move-out date in Part B.
- I shall be fully responsible if the above items cause any injury or property loss to other hall residents and/or any other third parties.

Applicable to electrical products:

- I have checked that the electrical product complies with the safety requirements prescribed by [Electrical and Mechanical Services Department \(EMSD\)](#) and attached related document to the application.

Signature of Applicant: _____

Date: _____

Part D: Comment from Warden

- Application is approved
- Application is rejected because:
 - Similar items have been moved in from previous application and not yet moved out
 - Room is overloaded due to multiple applications
 - Items are prohibited according to hall regulations
 - Complaints from residents have been received
 - Others: _____

Signed by Warden

Name of Warden

Date

Part E: Record of Security Control:

Reference No.: _____

Move-in date: _____

Recorded by: _____

Move-out date: _____

Recorded by: _____