

Application Guidelines for Entry into Shei-Pa National Park

Conservation Areas

I. Guidelines for Park Entry Application

1. This Guideline is established in accordance with Article 19 of the National Park Law, as well as the “Guidelines for Entry Application to Yushan, Taroko and Shei-Pa National Park Conservation Areas”.
2. To visit the conservation areas within the governance of Shei-Pa National Park Headquarters (hereafter referred to as the Park Administration), please apply for a park entry permit and register for the campground’s hut accommodation via the “Online Application for Taiwan National Park Permits” (hereafter referred to as Online Application for Park Permits), and fill in the details in accordance with the relevant regulations of the “Regulations for Application of Entry Permit for Different Grades of Trails in the Shei-Pa National Park Conservation Areas”, “Shei-Pa National Park Conservation Areas: Information on the Application for Park Entry Permit during the Snow Season” and other announcements by the Park Administration.
3. The applicant is to be fully aware of, and shall fill in, all particulars of the members and route plan correctly. Intentionally filling in incorrect particulars or maliciously using another person’s particulars when applying for park entry is an offence of forgery as stipulated in Article 210 of the Criminal Code or violation of Article 214 of the same Code by causing a public official to make a false entry in a public document. If verified to be true, the Park Administration shall reject the application according to the law, and cooperate with the judicial investigation by providing the relevant application information.

II. Notes to online application for park permit

1. Application eligibility:
 - (1) Open to citizens and foreigners.

- (2) The leader has to be at least 18 years old, and must be able to bear the responsibilities of the entire team's safety. The leader is to convey to every member the necessity of abiding by the relevant laws and regulations within the National Park, while carrying out the duty of supervision and assurance.
 - (3) Members who are under 18 years of age need to obtain a parent's consent, and to upload the signed consent form of the parent or guardian during the application.
2. Time of application:
 - (1) For normal groups, the application is to be submitted between 07:00-23:00, 5 days before the date of entry to 2 month before the date of entry. Applications are only accepted only if the dates of all routes fall within the specified date range; late submission will not be accepted. For example, if the schedule is from Nov 1st to Nov 3th, then the application may be submitted between 07:00 on Sep 1st to 23:00 on Oct 27th. For a schedule from Apr 29th to May 1st, the earliest application date is 07:00 on Mar 1st.
 - (2) For an application by foreign tourists, please refer to the "Guidelines on Foreigners' Applications for Park Permit for the Conservation Areas of Shei-Pa National Park". Application is open from 65 days to 4 months before the date of entry.
3. Application information:
 - (1) Each group must fill out a separate application form. The number of members acceptable must comply with the "Application Regulations of Entry Permit for Different Grades of Trails in the Shei-Pa National Park Conservation Areas". During normal periods, other than the Holy Ridge which requires more than 3 members, the number for other routes may be between 1 to 12 people. Applications during the snow season shall be handled in accordance with the "Shei-Pa National Park Conservation Areas: Information on the Application for Park Entry Permit during the Snow Season". The applicant may not be repeated.

- (2) The number of days in the itinerary, please apply according to the suggested routes, if you have other needs, please choose "other" to apply.
- (3) The number of people approved for entry to the Park is subject to the capacity of the respective huts. The Park Administration will allocate the beds based on the sequence of application, number of members, and hut capacity. Before submitting your application, please enquire if there are sufficient beds via the “Campgrounds and Bed Availability” section in the Online Application for Park Permits website, to avoid applications being returned due to insufficient beds.
- (4) To safeguard your rights, when providing details through the Online Application for Park Permits, please fill in and attach the requested information in accordance with the relevant regulations of the “Application Regulations of Entry Permit for Different Grades of Trails in the Shei-Pa National Park Conservation Areas” and “Shei-Pa National Park Conservation Areas: Information on the Application for Park Entry Permit during the Snow Season” first, and then submit it.
- (5) The review will take 3 working days (excluding holidays) after the application has been submitted successfully. Applicants may check for the review results via “Check Status” of the Online Application home page. An e-mail notification of the review results will be sent to your e-mail. If the application status indicates that additional documents are required, please amend the application information or upload the required documents through the system’s “Modify or Cancel Application” function within 2 working days (excluding holiday), or the application will be returned.

4. Modification:

- (1) Once the application is submitted, no modification to the application details is allowed. To modify the application details, please cancel the original application first and then reapply 5 days before the date of entry. Late submissions will not be accepted.

- (2) If the leader is unable to travel for any reasons, please submit the “Application form for change of group leader for Shei-Pa National Park” 3 days before the day of entry (excluding holidays), and enclose the new leader’s relevant documents according to the application requirements. The leader of each team may be changed only once, and no change is allowed for a one-member team.
- (3) If, after obtaining the entry permit, the group is unable to travel on the date applied, cancellation of the park entry application shall be made online 5 days before the date of entry. The leader may cancel the application for the entire team, while a member may cancel his or her own application. The quota released will be filled by applicants on the waiting list.

5. Draft system:

- (1) Filling of application details is open throughout the day, and the information can be saved in draft form.
- (2) The applicant’s details entered can be saved as a draft, which can then be retrieved and edited via “Modify or Cancel Application” -> “Edit Draft” of the Online Application for Park Permits system.
- (3) The draft can be retained for 7 days. If the route plan is edited, the system will clear all details in the draft and the relevant information will have to be re-entered.

6. Waiting list:

- (1) All campgrounds in the routes applied for must have the available beds before the review process can be carried out. If any of the campgrounds applied for are full, all campgrounds applied under the route plan will be put on the waiting list.
- (2) The system will activate the scheduling process for Online Application for Park Permits daily at 23:00. Priority will be given to groups with less than or equal to the number of beds released. If the released quota is greater than the member size of the first applicant in the waiting list, the vacancy will be given to the first applicant. If the

released quota is less than the size of the first applicant's in the waiting list, the vacancy will be given to the second, third or next applicant in the waiting list with a smaller member size.

(3) The last allocation to the waiting list will be 5 days (excluding the day of entry) before the date of entry, at 23:00. If no campground has been released by that time, the system will automatically reject the application.

7. Please refer to Figure 1: Application Flowchart for detailed application procedures.

III. Violation check

1. The park entry application system will check for blacklist records during the application, and use it as a basis in the approval process.

2. In the following circumstances, we will stop the team applicant, leader and the member's online application qualification for admission. If there is any objection, you may file an appeal:

(1) Removal of eligibility for online park entry application for half a year:

a. Cancellation of park entry application is not made online 5 day before the date of entry.

b. Using a bed without application or not according to regulations, even if consent is given by the site manager or volunteer at the campground due to safety concerns.

c. **The applicant fraudulently used other people's information to fill in the items in the application.**

(2) Removal of eligibility for online park entry application for one year:

a. Violation of Article 19 of the National Park Law by entering without permit, or entering using other person's identity, or where the leader is absent.

b. Violation of announced prohibitions within Shei-Pa National Park.

c. Violation of "Shei-Pa National Park Conservation Areas: Information on the Application for Park Entry Permit during the

Snow Season” and “Application Regulations of Entry Permit for Different Grades of Trails in the Shei-Pa National Park Conservation Areas”

- d. After six months of expiration of the application qualification for suspension, those who re-offend the conditions a to c of the previous item within six months.
- (3) Removal of eligibility for online park entry application for three years:
- a. Group leader fails to take the responsibilities of supervision and assurance with regard to the regulations of the Conservation Areas, and fails to pay attention to the team’s safety.
 - b. If personnel safety is threatened, social resources are wasted, or other major incidents happened as a result of personal behavior.
 - c. During the evacuation control period during the cherry blossom season of Wuling Farm, those who borrowed the bed to apply for a vehicle pass, but did not check in, or canceled the admission but still holding the originally issued vehicle pass into Wuling Farm.
 - d. After one year of expiration of the application qualification for suspension, those who re-offend the conditions a to d of the previous item within six months.
- (4) In addition, violations of the National Park Law and prohibited matters announced by this department will be fined in accordance with the regulations.

IV. Other regulations

1. Guidelines for application of permit to visit Yushan, Taroko and Shei-Pa National Park Conservation Areas.
2. Prohibitions within Shei-Pa National Park.
3. Penalties for violation of Paragraph 8, Article 13 of the National Park Law (Shei-Pa National Park Headquarters).
4. Application Regulations of Entry Permit for Different Grades of Mountain Climbing Routes in the Shei-Pa National Park Ecological Protection Area.
5. Shei-Pa National Park Conservation Areas: Information on the Application

for Park Entry Permit during the Snow Season.

6. Guidelines on Project Applications for Park Permit for the Conservation Areas of Shei-Pa National Park.
7. Guidelines on Foreigners' Applications for Park Permit for the Conservation Areas of Shei-Pa National Park.

V. Precautions to be taken when entering conservation areas

1. After the park entry review is approved, please download the park entry permit from the online application system. Each team is to print 2 copies, 1 to be dropped into the mailbox at the trail entrance upon entering the Park, indicating the time of entry; while the other is to be carried along, and dropped into the mailbox at the trail entrance upon leaving the Park, indicating the time of exit. Group members are to carry documentation such as health insurance card, GPS and communication device for emergency contact at all times.
2. Please refrain from disturbing wild animals in the conservation areas. There are adverse weather conditions or difficult terrains in some regions, and landslide and falling rocks are common. Groups and members are to pay attention to their own safety to prevent accidents.
3. Polluting the environment is prohibited; food waste and rubbish shall not be discarded or thrown into the toilet, but to be carried down the mountain.
4. Altering the approved route or schedule, or straying from the public trails and regions, is prohibited. Camping and setting up tents are prohibited outside the designated region; cooking without utensils, and burning is prohibited; during dry season, be highly alert to fire to prevent forest fires.
5. Noisy behavior such as using speakers is prohibited in the conservation areas.
6. For difficult mountainous sections such as Pintian Cliff, Sumida Cliff, etc., bring ropes, safety helmet and descender.
7. To protect important biological resources inside the national parks, Alien species are prohibited in the conservation areas.
8. When an offshore typhoon warning is released, or when forest fires or other

emergencies occur, the Park Administration may announce emergency measures to forbid entry. Park entry permits obtained for the affected period will be voided automatically.

9. Applicants who have their accommodation application at Jiujiu Hut (99 Hut) approved are to bring along their park entry permits and pay the fee at Jiujiu Hut. A cleaning fee of NTD 200 per person is chargeable for Jiujiu Hut. Except for Jiujiu Hut, where a fee is payable to the Hsinchu Forest District Office, no fee is required for other huts and campgrounds.
10. Hikers wishing to reach the Shei-Pa West Ridge Trail via Daxueshan National Forest Recreation Area of the Forestry Bureau Area are to take note of the opening hours of the recreation area and enter (or exit) through the recreation area's toll station.
11. The Conservation Areas belong to restricted mountain areas and special restricted mountain governed by local autonomous law; please refer to the relevant regulations.
12. For other matters not covered herein, please refer to the relevant regulations of competent authorities.