

在文創產業發展處轄下場地拍攝外景的申請表
Application Form for Location Filming at Venues under
Cultural and Creative Industries Development Agency (CCIDA)

1. 申請人詳情

Details of Applicant

公司名稱：

Name of Company

地址：

Address

負責人姓名：

Name of Person-in-charge

職位：

Position

聯絡電話號碼：

Contact Tel. No.

電郵地址：

Email Address

傳真號碼：

Fax. No.

2. 拍攝詳情

Details of Filming

影片／節目名稱：

Name of the Film/Programme

拍攝日期及時間：

Filming Date and Time

拍攝位置：

Filming Location

拍攝用途(請刪去不適用者)：

電影／電視／網上節目／廣告／推廣／檔案紀錄／公共事務／教育／
記錄片／其他(請說明)：_____

Purpose of Filming (Delete where inappropriate)：

Film / TV / Internet Programme / Advertising / Promotional / Archival / Public Affairs /
Educational / Documentary / Others (Please specify)：_____

拍攝程序： 抵達時間： _____
Filming Schedule: Arrival time
場地佈置時間： _____
Set-up time
拍攝時間： _____
Filming time
拆卸佈景時間： _____
Packing time
離開時間： _____
Departure time

取景片段及活動的簡要說明： _____
Brief Description of the Scenes & Activities:

(請將故事大綱和相關劇本／情節一併附上)
(Synopsis and scripts / storyboard of the relevant scenes should be attached)

播映程序： 日期： _____
Broadcasting Schedule: Date
時間： _____
Time
頻道／網址： _____
Channel / Website

導演及主要演員姓名： _____
Names of Director and Main Artistes

拍攝隊人數： _____
Size of Filming Crew

器材詳情： _____
Equipment List

3. 承諾書

Undertaking

這項拍攝申請如獲批准，本人以申請公司授權人身分，聲明同意嚴格遵守有關場地的一般使用規條及文創產業發展處所訂定的規則及條件。

If approval is granted for this filming application, I, being the Company's authorized person, hereby declare that I agree to strictly abide by the general house rules of the venue to be hired as well as any rules and conditions as specified by CCIDA.

簽署：

Signature _____

姓名：

Name _____

機構蓋章：

Organization/
Company Chop _____

日期：

Date _____

備註：申請人必須在確實拍攝日期前最少 10 個工作天遞交拍攝外景的申請表格(電郵：fpf@ccidahk.gov.hk)。實際所須的處理時間視乎申請的複雜性。

Notes: The applicant should submit the filming application **at least 10 working days** prior to the actual date of filming (Email: fpf@ccidahk.gov.hk). The actual processing time required depends on the complexity of the application.

在文創產業發展處轄下場地進行拍攝的申請指引

Guidelines on Application for Location Filming at Venues under CCIDA

申請手續 Application Procedures

1. 填寫申請表，在拍攝日期前**最少10個工作天**將已填妥的申請表，連同故事大綱和相關劇本電郵至fpf@ccidahk.gov.hk（電話：2594 5745）。較複雜的拍攝申請（例如須諮詢其他政府部門或機構），處理申請時間或會延長。

Complete the application form and send it, together with a synopsis and scripts of the relevant scenes, by email to fpf@ccidahk.gov.hk (Telephone No. 2594 5745) **at least 10 working days** in advance of the proposed filming date. Longer processing time may be required for complicated cases, such as those involving consultation with other government departments or relevant parties.

收費 Charges

2. 首4小時\$7,110，其後每4小時\$2,050，以及相等於所需收費總額的可退回保證金。收費不包括提供人手、裝置及設備的開支。所有費用須在拍攝前繳付。

\$7,110 for the first 4 hours, \$2,050 for each subsequent 4-hour block and a refundable deposit equal to the fees payable. The fee does not include provision of any personnel, appliances or equipment. Fees are to be paid before filming.

條件 Conditions

3. 申請人須遵照在場的文創產業發展處授權人員所發出的指示。
The applicant should follow the instructions given on site by CCIDA's authorized personnel(s).

4. 申請人須就拍攝購買公眾責任保險。
The applicant shall effect public liability insurance for the filming.

5. 未經文創產業發展處書面批准前，申請人不得在有關場地內搭建任何固定裝置或設備，或對場地（包括場地內所有設備）作出任何改動。
The applicant shall not, without the prior written approval of CCIDA, erect any fixtures or fittings in the venue or make any alterations to the venue, inclusive of any fittings therein.

6. 申請人必須保持場地清潔、衛生及整潔；離開場地時必須自費將所有器材、設備及固定裝置搬離，並妥善還原場地至文創產業發展處滿意為準。

The applicant shall keep the venue clean, hygienic and tidy. Upon leaving the venue, the applicant shall remove at their own cost all equipment, fittings and fixtures from the venue, and well reinstate the venue to the satisfaction of CCIDA.

7. 申請人不得損壞場地，倘若拍攝後留有任何道具或廢物，或對場地造成損壞，申請人必須負責維修，並悉數承擔所有相關費用。
No damage shall be caused to the venue. If props and debris remain after filming and/or damages have been caused to the venue, the applicant shall be responsible for repairs and bear all related costs in full.
8. 嚴禁燃點火種或使用煙花、爆炸品及任何煙火物料。
Lighting of fire or use of fireworks, explosives and any pyrotechnic material is strictly prohibited.
9. 影片的性質，不可令香港特別行政區政府尷尬，或在拍攝的場地造成尷尬，或令該場地的任何佔用人尷尬，亦不得違反香港法例，或帶有不道德、誹謗或政治色彩。
The nature of the film shall not be a cause of embarrassment to either the Government of Hong Kong Special Administrative Region, or the venue itself or any of its occupants nor should it offend the Laws of Hong Kong or be of immoral, defamatory or political flavour.
10. 是項申請只適用於借用場地進行拍攝。申請人應自行作出安排，向有關當局申請拍攝所需的牌照／許可證。
This application only deals with the use of venue for filming. The applicant should make their own arrangements to obtain any necessary license(s)/ permit(s) from the appropriate authorities in respect of the filming.

收集個人資料聲明 **Personal Information Collection Statement**

11. 在本表格提供的資料，將用於辦理有關審批你在本申請表中所提出的外景拍攝申請及其他相關事務。
The information provided in this form will be used for processing the application for location filming at venues under CCIDA and other related matters.
12. 你在本表格提供個人資料，純屬自願。不過，為你的利益着想，請在本表格填寫全面及準確的資料。如提供的資料有所遺漏或不準確，可能會令本署延誤處理或無法處理你在本申請表中所提出的申請及有關事宜。
The provision of personal data in this form is voluntary. However, it is in your interest to complete this form fully and accurately. Failure to do so may lead to delay in processing your application or may make it impracticable to process such application.
13. 你有權要求查閱和改正你在本表格提供的個人資料。如要查閱或改正個人資料，你可以書面電郵至 fpf@ccidahk.gov.hk 提出要求。
You have a right to request access to and correction of your personal data provided in this form. Such request may be made in writing by email to fpf@ccidahk.gov.hk.