

**Application for Location Filming for Commercial Purposes
at the Property under the Management of Home Affairs Department**

To: _____

Fax No. _____

No of Pages _____ (including this sheet)

Details of applicant

Name of Company : _____

Business Address : _____

Name of Contact Person : _____

Post of Contact Person : _____

Telephone/Pager Number : _____

Fax Number : _____

E-mail Address : _____

Details of filming operation

1. Date _____ from _____ hours to _____ hours

2. Exact location(s) to be filmed (please provide detailed location plan(s)):

3. Number of filming crew members involved (including production staff and actors/actresses):

4. The number and type of vehicles to be used to carry the equipment and actors/actresses, and the requirement for the parking spaces:

5. Use of Government power supply and/or equipment required (please give full details):

6. Details of the use of any explosives and/or inflammable materials for filming operations:

7. Alteration and re-instatement works to property required (please give full details):

8. Please read the attached “Notes for Application for Location Filming for Commercial Purposes at the Property under the Management of Home Affairs Department” before you sign the application form.

Signature _____

Name _____

Position _____

Date _____

Office Chop _____

**Notes for Application for Location Filming for Commercial Purposes
at the Property under the Management of Home Affairs Department**

1. The latest date for submitting an application is 14 working days before the scheduled time of commencement of filming. However, it is preferably for an application to be submitted one month in advance. The processing time is 10 working days except for complicated cases.
2. A synopsis of the film has to be submitted together with this application form. However, the script with dialogues might be required, if necessary.
3. No damage shall be caused to the property.
4. No nuisance, disturbance or inconvenience shall be permitted to be caused by onlookers.
5. The name of the property shall not be identified unless permission is first sought.
6. The nature of the film shall not be a cause of embarrassment to either the Government of Hong Kong Special Administrative Region, or the Property itself or any of its occupants whether they be tenants or their visitors or other invitees or licencees, nor should it offend the laws of Hong Kong or be of immoral, defamatory or political flavour.
7. Your company shall be liable for and shall fully indemnify the Government of Hong Kong Special Administrative Region against any expenses, liability, loss, claim or proceedings in respect of any damage whatsoever to any property real or personal insofar as such damage arises out of or in the course of or by reason of the carrying out of the filming operations or activities in or about the Property and is due to any negligence, omission or default of your company or any person for whom your company is responsible.
8. Your company shall be liable for and shall fully indemnify the Government of Hong Kong Special Administrative Region against any expenses, liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury to or death of any person whomsoever arising out of or in the course of or caused by the carrying out of the filming operations or activities in or about the Property.
9. If this application is approved, a fee of \$6,870 for the first 4 hours and \$1,935 for each subsequent 4-hour block will be charged or part thereof (the fee is subject to revision). The fee is to cover Government's administrative and supervisory overheads. However, if extra Government personnel or equipment is required to take part in the production, the actual cost plus overheads will be charged.
10. The fee is only refundable if a written request for cancellation of the proposed filming is received by this department no less than 72 hours before the scheduled time of commencement of filming.
11. A refundable deposit equal to the rental fee is required and shall be retained by the Government until all the terms set out above have been duly observed and performed, in which case it will be repaid to you without interest or compensation. In case of any breach of the terms, it will be used to remedy the same without prejudice to the right of the Government to recover damages in respect of any such default over and above the amount of the deposit.
12. The applicant is required to pay the fee and the deposit normally no less than 4 working days before filming.
13. This application only deals with the temporary occupation of the Property and you should make your arrangements to obtain any necessary licence/permit from the appropriate authorities in respect of the event which you propose.
14. If film shooting is at a location inside a Community Centre/Hall, you should observe the guidelines and conditions set out at "Guidelines on the Use of Facilities Available in a Community Hall/Community Centre".
15. The District Officer reserves the right to withdraw the approval of accommodation and/or any equipment to an applicant at short notice in case of emergency as warranted by circumstances (such as the operation of emergency shelters).
16. The applicant should maintain good order and discipline during the gathering and clean the place after use.