

Application for Location Filming For Commercial Purposes
at Sites Controlled by Labour Department

To : Departmental Secretary (Attn : SCO(G))
Tel No : 2852 4117
Fax No : 2544 3271
Address : 17/F, Harbour Building, 38 Pier Road, Hong Kong
E-mail address : enquiry@labour.gov.hk

Details of Applicant

Name of Company : _____
Business Address : _____

Name of Contact Person : _____
Post of Contact Person : _____
Telephone No : _____
Fax No : _____

Details of Filming Operation

1. Dates (please limit to 2 choices) 2. Duration
_____ From _____ hrs to _____ hrs
_____ From _____ hrs to _____ hrs
3. Details of the location to be filmed (please attach a detailed location plan and specify address and exact location where filming operation will take place, e.g. reception counter of the Occupational Safety and Health Centre, etc.)

4. Number of filming crew (including production staff and actors /actresses):

5. Use of Government power supply or any other utilities required (please provide full details, type and number of equipment requiring power supply):

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

Note: For speedy processing, applicant is advised to read carefully the “Notes of Application for Location Filming for Commercial Purpose at Sites Controlled by the Labour Department” prior to submitting the above application form.

**Notes for Application for
Location Filming for Commercial Purposes
at Sites Controlled by the Labour Department**

1. Please call before submitting the application form. The latest date for submitting an application is 5 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 5 working days except for complicated cases.
2. A synopsis of the film has to be submitted together with this application form. The scenes where the location filming is proposed to take place in the sites controlled by the Labour Department need to be identified and the description of the scenes should be provided.
3. No alteration and reinstatement of works to the property is allowed.
4. No damage shall be caused to the property.
5. No nuisance, disturbance or inconvenience shall be permitted.
6. The name of the office shall not be identified unless permission is first sought.
7. The nature of the film shall not be a cause of embarrassment to either the Government of Hong Kong Special Administration Region, the Labour Department or the office itself or any of its occupants whether they be officers or their visitors or other invitees, nor should it offend the laws of Hong Kong or be of immoral, defamatory or political favour.
8. The film 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 status 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 Labour 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 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 no less than 1 working day before filming.
13. This application only deals with the temporary occupation of the office 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. The Labour Department reserves the right to withdraw the approval of application at short notice in case of emergency as warranted by circumstances.
15. The applicant should maintain good order and discipline during the gather and clean the place after use.