

在房委会/房屋署辖下物业拍摄外景的标准申请表格
Standard Application Form for Location Filming
in Housing Authority / Housing Department Properties

致： 房屋署小区关系分组
To Community Relations Sub-section, Housing Department
电邮地址： ccr@housingauthority.gov.hk
Email Address
图文传真号码： 2761 7641
Fax Number
页数： _____ 页（包括本页）
No. of Pages _____ Pages (including this page)

***申请人必须在拍摄当日之前最少 7 个工作日递交申请表格**

***The applicant has to submit this application form at least 7 working days in advance**

申请人详细资料 Details of Applicant

公司名称： Name of Company	
商业地址： Business Address	
联络人姓名： Name of Contact Person	
联络人职衔： Post of Contact Person	
公司及手机号码： Office & Mobile Number	
电邮地址： Email Address	
图文传真号码： Fax Number	

拍摄工作详情 Details of Filming Operation

1. 影片/节目名称 Name of the Proposed Film:

2. 影片性质 Nature of the Film [请删去不适用者 Delete where appropriate] :
电影 Film / 电视 TV / 网上节目 Internet Programme / 广告 Advertising /
推广 Promotional / 档案记录 Archival / 公共事务 Public Affairs / 纪录片 Documentary /
教育 Educational /其他 Others (请注明 Please specify: _____)

3. 提议的影片级别 Intended Film Category [请删去不适用者 Delete where appropriate] :
I / II / III

4. 拟拍摄场景/活动说明 Brief Description of the Proposed Scenes / Activities:

已夹附资料请加“√”号 Please “√” for information attached:

☐ 大纲 Synopsis ☐ 剧本 Script ☐ 情节 Storyboard

☐ 其他资料 Others: _____

5. 建议拍摄日期及时间 Proposed Filming Date & Time:

日期 Date : _____

时间 Time : 由 from _____ 至 to _____

6. 拍摄场地名称及确实位置 Venue Name and Exact Location:

(请夹附位置图或照片说明 Please illustrate with location map or photo)

7. 摄制队人数(包括演员人数) Size of Filming Crew (including number of actors/ actresses):

8. 使用电力或其他设施(请注明详细资料, 例如需要使用电力的器材类别及数目):

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

☐ Yes (请说明 Please specify: _____)

☐ No

9. 拍摄时使用爆炸品及/或易燃物料(请注明详细资料, 例如: 爆炸品、枪械与军火, 以及其他类型的武器, 例如斧头、菜刀、长刀)的详情:
Details of the use of any explosives and/or inflammable materials (please provide full details, e.g. explosives, guns and ammunition, other type of weapons such as axes, choppers, long knives) for filming operations:
☐ Yes (请说明 Please specify: _____)
☐ No
10. 需要在物业进行改建及修复工程(请注明详细资料), (可能须缴付改建及修复工程费用):
Alteration and reinstatement works to property required (please give full details), (charges for the alteration and reinstatement works may be required):
☐ Yes (请说明 Please specify: _____)
☐ No
11. 影片含有任何不雅或令人感到不安的场面, 例如性侵犯、集体殴斗、流血事件:
Any indecent scene and scene that might cause discomfort to the public such as sex assault, gang fight, fire, people falling from height, blood shed:
☐ Yes (请说明 Please specify: _____)
☐ No
12. 预计的围观群众数目 Anticipated size of crowd attracted:
☐ Yes (请说明 Please specify: _____)
☐ No
13. 需要动用政府人员及器材 Any need for the use of government personnel and equipment:
☐ Yes (请说明 Please specify: _____)
☐ No
14. 需要申请费用豁免 Application for Fee Waiver:
(请详列理由及夹附相关证明文件 Please provide justifications and relevant supporting documents)
☐ Yes (请说明 Please specify: _____)
☐ No

签署 Signature:

姓名 Name:

机构盖章 Organization Chop:

日期 Date:

备注:

1. 资料不齐全之申请将不获受理。查询电话: 2761 7017

Application of uncompleted information will not be processed.

Enquiry number: 2761 7017.

2. 倘申请获得批准, 须就使用房委会的物业缴交费用。房屋署会不时厘定有关费用的金额。是项费用的金额如下:

If the application is approved, the applicant will also have to pay a fee as stipulated from time to time by Housing Department for using the HA property as follows:

(由 2025 年 2 月 1 日起生效) 首 4 小时或不足 4 小时的费用为 7,090 元, 其后每 4 小时或不足 4 小时的费用为 1,990 元。

(With effect from 1.2.2025) The rate is \$7,090 for the first four hours and \$1,990 for each subsequent four-hour block.

3. 倘申请获得批准, 申请人须签署承诺书, 保证遵守特别条款, 并在实际到场拍摄当日之前, 将承诺书交回。

If the application is approved, the applicant is required to sign an undertaking to abide to specific conditions and return it to Housing Department.