

# Application for Location Filming at Sites Controlled by Social Welfare Department

## 申请在社会福利署管辖的地点拍摄外景

To: Social Welfare Department [Attn.: Deputy Secretary (General)]

致: 社会福利署 [经办人: 副秘书长(总务)]

Fax No. 2838 0125

传真号码:

Page(s): (including this sheet / 连此页)

页数:

### I. Details of Applicant 申请人资料

Name of Company

公司名称

Business Address

公司地址

Name and Post of Contact Person

联络人姓名及职位

Telephone/ Pager Number

电话 / 传呼机号码

Fax Number

传真号码

Email Address

电邮地址

### II. Details of Filming Operation 拍摄详情

1. Name of the Proposed Film:

影片 / 节目名称:

2. Purpose of Filming:

拍摄用途:

(Delete where appropriate 请删去不适用者)

Film 电影 / TV 电视 / Internet Programme 网上节目 /  
Advertising 广告 / Promotional 推广 / Archival 档案纪录  
/ Public Affairs 公共事务 / Documentary 记录片 /  
Educational 教育 / Other (Please specify) 其他 (请说明):

3. Date(s)

日期

4. Duration

时间

From \_\_\_\_\_ hrs to \_\_\_\_\_ hrs

由 \_\_\_\_\_ 时 \_\_\_\_\_ 分至 \_\_\_\_\_ 时 \_\_\_\_\_ 分

From \_\_\_\_\_ hrs to \_\_\_\_\_ hrs

由 \_\_\_\_\_ 时 \_\_\_\_\_ 分至 \_\_\_\_\_ 时 \_\_\_\_\_ 分

5. Details of location (please attach a detailed location plan and specify address and exact location where filming operation will take place, e.g. ground floor lift lobby, etc.):

外景场地详情（请夹附详细的位置图，列明拍摄场地的地址和确实位置，例如地下升降机大堂等）：

---

---

---

---

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

拍摄队人数（包括制作人员及演员）：

---

---

7. Anticipated size of crowd attracted:

预计的围观群众数目：

---

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

需要使用政府电力或任何其他公用事业（请提供全部详情，例如需要电力的设备种类及数目）：

---

---

---

---

9. Details of lighting of fire and/ or the use of any explosives and/or inflammable materials and/or pyrotechnic materials and/ or guns and ammunition and/ or other type of weapons such as axes, choppers, long knives for filming operations:

拍摄时生火及/或使用任何爆炸品及/或易燃物品及/或任何烟火制造对象及/或枪械与军火、以及其他类型的武器，例如斧头、菜刀及长刀等的详情：

---

---

---

---

10. Alteration and reinstatement works to property required (please give full details):

需要对产业进行的改建及修复工程（请提供全部详情）：

---

---

---

---

**III. Notes 备注**

- (a) A synopsis of the film has to be submitted together with this application form. Please identify the scenes where the location filming is proposed to take place in the government property concerned with the provision of brief introduction.

本申请表须连同影片大纲一并递交。请指明拟在有关政府产业拍摄外景的场景，并提供有关场面的简介。

- (b) If this application is approved, a fee of \$7,090 will be charged for the first four hours and \$1,990 for each subsequent four-hour block or part thereof. If extra Government personnel are required to take part in the filming, the actual cost plus overheads will be charged. A refundable deposit equal to the amount of the fee is also required.

倘本申请获批准，本署将收取首 4 小时或不足 4 小时 \$7,090，其后每 4 小时或不足 4 小时 \$1,990 的费用。倘需要额外政府人员参与拍摄，本署将收取实际成本再加行政费用。此外，亦须缴交一笔相当于上述费用的可退还按金。

**IV. Undertaking 承诺书**

I have read and understood the “Guidance Notes on Application for Location Filming at Venues / Facilities under Social Welfare Department” attached and I agree to be bound by them. If approval is given to this filming application, I, being the Company's authorised person, hereby declare that I agree to strictly abide by the general house rules of the facility to be hired as well as any rules and conditions as specified by the Social Welfare Department.

本人已细阅并明白本表格附页之《在社会福利署辖下场地 / 设施拍摄外景申请须知》及同意受其约束。这项拍摄申请如获批准，本人以申请公司授权人身份，声明同意严格遵守有关租用设施的一般使用规条及社会福利署所订定的规则及条件。

Signature

签署

Name and position

姓名及职位

Date

日期

Official Chop

公司盖印

**Guidance Notes on Application for Location Filming at Venues / Facilities under  
Social Welfare Department  
在社会福利署辖下场地 / 设施拍摄外景申请须知**

1. Application and the required documents for location filming should be submitted to the Social Welfare Department (hereinafter referred to as SWD) at least 10 working days prior to the actual date of filming. The processing time for complicated cases will be relatively longer.  
申请表须连同所需资料在确实拍摄日期前最少 10 个工作日送交社会福利署(下称“社署”), 但较复杂的申请个案可能需要较长时间处理。
2. The applicant shall restrict the use of the Property for the purpose stated in the application form during the permitted period of use and take all necessary precautions to ensure that such location filming will not cause any danger or damage to the Property.  
申请人须确保有关物业在获准使用期间只限用作申请表所载的用途, 并采取一切所需的预防措施, 确保在拍摄时不会对有关物业构成危险或引致有关物业受损。
3. The nature of the film and the filming activities shall not cause any embarrassment to the Government of the Hong Kong Special Administrative Region or any of the occupants of the Property including tenants, licensees, invitees or visitors. The film should not contain any immoral, illegal, defamatory or political materials.  
有关影片的性质和拍摄活动不得令香港特别行政区政府或物业的任何使用者(包括该物业的租客、持牌人、获邀请者或访客)尴尬; 影片亦不得含有不道德、非法、诽谤或政治成分。
4. The name and logo of the Property shall not be identified unless specific permission is first sought and obtained from the Director of Social Welfare.  
除非申请人事前提出明确要求, 并获得社署署长准许, 否则不得显示有关物业的名称及标志。
5. The applicant shall be liable for and shall fully indemnify the Government of the Hong Kong Special Administrative Region against any expense, liability, loss, claim or proceedings arising from or in connection with the location filming operations or activities.  
申请人须对拍摄工作或活动所引致或与此有关的任何开支、负债、损失、申索或法律程序承担法律责任, 并须就此对香港特别行政区政府作出十足的弥偿。
6. No obstruction shall be caused to any public officer on duty there and/ or anyone using the Property.  
申请人不得对在该物业当值的公职人员或使用该物业的人士造成阻碍。
7. The applicant shall not cause or permit his employees, contractors, agents or onlookers to cause any inconvenience, nuisance or disturbance.  
申请人不得容许任何人(包括其雇员、承办商、代理人或旁观者)引起不便、滋扰或骚乱。
8. If the application is accepted, a fee of \$7,090 will be charged for the first four hours and \$1,990 for each subsequent four-hour block or part thereof. If other Government resources or manpower are required for participating in the filming, a surcharge will be required and the full administrative costs should be paid before the filming.

申请如获接纳，首四小时收费\$7,090，其后每四小时收费\$1,990（不足四小时亦作四小时論）。拍摄时如需要其他政府资源或额外政府人员参与拍摄，申请人须支持有关额外费用，并于拍摄前缴付十足的行政费用。

9. A refundable deposit equal to the rental fee is required and shall be retained by the Government of the Hong Kong Special Administrative Region until all the terms set out above have been duly observed and completed, in which case it will be refunded to applicant 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 of the Hong Kong Special Administrative Region to recover damages in respect of any such default over and above the amount of the deposit.

申请人须缴付相当于租用产业费用的按金。香港特别行政区政府会将按金保管，待申请人完全遵照和履行上述条件，才予以发还，但不带任何利息或补偿。申请人如果违反任何条件，香港特别行政区政府会把按金没收作为补偿，并保留追讨按金额以外其余欠款的权利。

10. The applicant is required to pay the fee and the refundable deposit normally not less than 4 working days before filming.

申请人一般必须在拍摄工作展开前不少于 4 个工作天缴交费用和可退还按金。

11. Any subsequent re-scheduling of the date of filming with less than 10 working days for notification will be treated as a fresh application.

如申请人在社署批准其申请后欲更改拍摄日期，而未能于该拍摄日期至少 10 个工作天前提出更改要求，将视作另一申请论。

12. The fee is only refundable if a written request for cancellation of the proposed filming is received by SWD no less than 72 hours before the scheduled time of commencement of filming.

上述费用，通常不会发还，除非申请人在影片开始拍摄的预定日期前不少于 72 小时以书面通知本署，要求取消原定的拍摄工作，才会予以发还。

13. The applicant should maintain good order and discipline during the gathering and clean the place after use.

申请人使用物业地点聚集期间，必须维持良好秩序和严守纪律；使用后，更必须将地方妥为清理。

14. SWD 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. The rental fee and refundable deposit will be refunded to applicant without interest or compensation.

社署在紧急情况时，可以短时间通知撤回批准，终止把樓宇及/或任何仪器租予申请人。申请人所缴付之租用产业费用及可退还按金将予以发还，但不带任何利息或补偿。

15. Additional conditions may be specified by SWD when circumstances so justify.

如情况需要，社署可订定附加条件。

16. Approval for the application will be at the absolute discretion of SWD.

社署可全权决定是否批准有关申请。