

**Standard Application Form for Location Filming
in Housing Authority Properties**

To : _____

Fax No. : _____

Page(s) : _____ (including this sheet)

Details of applicant

Name of Company :

Business Address :

Name of Contact Person :

Post of Contact Person :

Telephone Number :

Pager/Mobile Phone No. :

Fax Number :

Details of filming operation

Date (s) : _____

Time : from _____ am/pm to _____

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

Size of filming crew (including number of actors/actresses) :

Use of power supply or any other utilities (please provide full details, e.g. type and number of equipment requiring power supply) / Any need for the use of government personnel and equipment :

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

Alteration and reinstatement works to property required (please give full details), (charges for the alteration and reinstatement works may be required):

A synopsis of the film is attached. (Please identify (i) the scenes where the location filming is proposed to take place in the government property concerned and provide detailed description of the scenes (ii) the nature of the film (iii) intended film category (category I, II or III).

The charges for the proposed location filming is based on the rate quoted in the general guidelines (copy attached).

Signed : _____ Date: _____

Name and position _____ Official chop _____

(Note : Please submit application 7 working days in advance of the proposed filming date.)

General Guidelines

Application for Location Filming for Commercial Purposes in Housing Authority (HA) Properties

1. The public can apply (**7 working days in advance**) directly in writing to Corporate and Community Relations Section, Information and Community Relations Sub-division, Housing Department at 33, Fat Kwong Street, before location filming is intended to take place. (Fax No. 2761 7641 and Telephone No. 2761 7017)
2. In the application, the following information/particulars must be provided -
 - (a) Name of company, organization and responsible person together with address, telephone/fax no;
 - (b) the main theme of the film's story and detailed description of the particular scene;
 - (c) nature of the film;
 - (d) exact location of the location filming;
 - (e) date, time and duration;
 - (f) number of working members on site;
 - (g) number of equipment, tools to be used;
 - (h) use of explosives, guns and ammunition, other type of weapons such as axes, choppers, long knives;
 - (i) any indecent scene and scene that might cause discomfort to the public such as sex assault, gang fight, blood shed;
 - (j) anticipated size of crowd attracted; and
 - (k) any need for the use of government personnel and equipment.
3. Corporate and Community Relations Section, Information and Community Relations Sub-division will give a reply to the applicant within 7 working days.

4. If the application is approved, the applicant is required to sign an undertaking to abide to specific conditions and return it to the Corporate and Community Relations Section, Information and Community Relations Sub-division before the location filming actually takes place.
5. When returning the undertaking, 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 -

Rates of Charges (With effect from 1.4.2010)	Remarks
\$4,610 for the first four hours and \$1,060 for each subsequent four-hour block	(a) The fee is inclusive of administrative and supervisory overheads; (b) Exclusive of extra personnel or equipment required to take part in the production of which the actual cost plus overheads should be recovered separately.

6. If the application is not approved, and the applicant is not satisfied with the decision, he may request for a review in writing to the Chief Publicity Manager/Corporate of Community Relations whose address, telephone/fax no. can be obtained from the Corporate and Community Relations Section, Information and Community Relations Sub-division.
7. The Chief Publicity Manager/Corporate of Community Relations after reviewing the request will give a written reply not later than seven working days after receipt of the request for review to the applicant informing the latter of his decision which is final.

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Housing Department

April 2010