

**Application for Location Filming for Commercial Purposes**  
**At Tuen Mun Area 44 Joint-user Complex and Wholesale Fish Market (Landscape Deck)**  
**("the Property")**

To: \_\_\_\_\_  
 Fax No. \_\_\_\_\_  
 No. of Pages \_\_\_\_\_ (including this sheet)

**1. Particulars of Applicant**

Name of Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Name of Contact Person \_\_\_\_\_  
 Position in Company \_\_\_\_\_  
 Tel. No. \_\_\_\_\_ Mobile Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**2. Details of the Proposed Location Filming**

i. Name of the Proposed Film \_\_\_\_\_

*(Note: A synopsis of the film must be submitted with the application. Please identify the scenes where the location filming is proposed to take place and provide the necessary script.)*

ii. Exact Location \_\_\_\_\_

*(Please attach a location plan with sufficient details to identify the exact position where filming operation will take place)*

iii. Type of activity \_\_\_\_\_

*(Activity such as dancing, singing with or without amplifier, chasing, scripting or others.)*

iv. Schedule(s): (Attach your own schedule(s) if space is insufficient)

Date			
Arrival at Location			
Setting up	From To	From To	From To
Filming	From To	From To	From To
Vacation Location			

- v. Purpose of Filming: (Delete whichever inapplicable\*)  
 \* Commercial/Advertising/Promotional/Archival/Public Affairs/Documentary/ Educational/  
 Other (please specify)\_\_\_\_\_
  
- vi. Total Number of Participants (filming crew and other production staff, actors/actresses etc.)  
 and Name(s) of leading Actors/Actresses.  
 \_\_\_\_\_  
 \_\_\_\_\_
  
- vii. The number and type of vehicles to be used to carry the equipment and actors/actresses, and  
 the requirement for the parking spaces:  
 \_\_\_\_\_  
 \_\_\_\_\_
  
- viii. Whether the use of Government power supply or any other utilities is required  
 (Please provide full details of the type and number of equipment(s) requiring power supply).  
 \_\_\_\_\_  
 \_\_\_\_\_
  
- ix. Details, if applicable, on the use of any explosive(s) and/or inflammable material during  
 filming. (please see para. 4.2 of the Guidance Notes)  
 \_\_\_\_\_  
 \_\_\_\_\_
  
- x. Whether alteration(s) and reinstatement work(s) to Government Property will be required.  
 (Please give full details if the answer is positive).  
 \_\_\_\_\_

**3. Declaration**

I/We have read the Guidance Notes and hereby sign to signify agreement to all the conditions that may be set out by the Agriculture, Fisheries and Conservation Department.

Authorized  
 Signature(s): \_\_\_\_\_  
 Name(s): \_\_\_\_\_  
 Position(s): \_\_\_\_\_  
 Date: \_\_\_\_\_



**Guidance Notes on Application for Location Filming**  
**At Tuen Mun Area 44 Joint-user Complex and Wholesale Fish Market (Landscape Deck)**  
**(“the Property”)**

**1. Introduction**

- 1.1 The applicant must read the Guidance Notes before submitting this application to the Agriculture, Fisheries and Conservation Department (hereinafter referred to as AFCD)
- 1.2 For the purpose of this application, location filming includes the activities of film shooting, video shooting and photographing.

**2. Application Procedure**

- 2.1 Application must be made in writing using the Application Form.
- 2.2 The application should reach AFCD at least 10 working days in advance of the proposed filming date to give sufficient time for seeking permission from the authority, e.g. Building Management Committees and/or the department-users for filming in Landscape Deck of government joint-user buildings. The application should first reach AFCD by fax (2314 2866), and the hard copy of the application form should reach AFCD by post or personal delivery within one week from the date of application to Rm 825, 8/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon, Hong Kong.
- 2.3 The application should state the purpose for which the government property is required. Information on the location, date, time, nature of activities, synopsis, description of the scenes, props set to be used, size of the crew and cast, number of vehicles and parking spaces required, use of government power supply or any other utilities, and use of any explosives and/or inflammable materials, etc. must be clearly stated and given in full in support of the application.

**3. Charges**

- 3.1 If this application is approved, a fee of \$7,000 for the first 4 hours and \$1,770 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 resources from the Government are required to facilitate the application or to take part in the production, the actual cost(s) plus overheads will be charged.

- 3.2 The applying company should liaise with the current management agent of the Property for engaging a security guard at its own cost to monitor the whole set-up and filming activities.
- 3.3 The applying company shall effect a public liability insurance at its own expense in the sum of \$6.5 million to \$30 million (depending on the risk level) in the joint names of the Government of the HKSAR and the company, with terms and conditions to be approved by the Department.
- 3.4 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.
- 3.5 The applicant is required to pay the rental fee and deposit by cashier order at the shroff of AFCD (5/F Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road). Payment receipt issued by AFCD, payment receipt of additional guard service issued by the property management agent as required in condition 3.2, and the insurance policy and respective payment receipt as required in condition 3.3 should be sent to AFCD no less than 4 working days before filming.
- 3.6 If the application is accepted, the applicant is required to sign an agreement to indemnify AFCD from all claims against AFCD and any damages to property and injuries to persons arising from the location filming.
- 3.7 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.
- 3.8 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.

#### **4. Conditions**

- 4.1 The applicant should make his own arrangements to obtain any necessary insurance, license/permit from the appropriate authorities in respect of the location filming.
- 4.2 Without AFCD's prior consent in writing, lighting of fire or the use of fireworks, explosives and any pyrotechnic material is strictly prohibited.
- 4.3 The applicant should follow the directions and instructions given on site by AFCD's authorized personnel(s) (e.g. staff of AFCD's property management contractor).
- 4.4 The applicant shall not, without the prior written approval of AFCD, erect any fixtures or fittings in the premises or make any alterations to the premises, inclusive of any fittings therein.
- 4.5 No nuisance, disturbance or inconvenience shall be permitted to be caused by onlookers.
- 4.6 The name of the property shall not be identified unless permission is first sought.
- 4.7 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.
- 4.8 The applicant shall upon leaving the premises or upon the expiry of the permitted period of use as the case may be:
  - (a) remove at his own cost all its equipment(s), fitting(s) and fixture(s) from the Government premises;
  - (b) leave the premises in a clean, hygienic and tidy condition to the satisfaction of AFCD; and
  - (c) if props, debris remained after the location filming and or damages have been caused to the Government premises, the applicant shall bear any costs in full plus overhead that AFCD will charge.
- 4.9 Additional conditions may be specified by AFCD when circumstances so justify.
- 4.10 Approval of the application will be at the absolute discretion of the approving authority.