

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

**申請在社會福利署管轄的地點拍攝外景**

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

致：社會福利署 [經辦人：副秘書(總務)]

Fax No. 2838 0125

傳真號碼：

Page(s): (including this sheet / 連此頁)

頁數： \_\_\_\_\_

**I. Details of Applicant 申請人資料**

Name of Company

公司名稱 \_\_\_\_\_

Business Address

公司地址 \_\_\_\_\_

Name and Post of Contact Person

聯絡人姓名及職位 \_\_\_\_\_

Telephone/ Pager Number

電話 / 傳呼機號碼 \_\_\_\_\_

Fax Number

傳真號碼 \_\_\_\_\_

Email Address

電郵地址 \_\_\_\_\_

**II. Details of Filming Operation 拍攝詳情**

1. Name of the Proposed Film:

影片 / 節目名稱： \_\_\_\_\_

2. Purpose of Filming:

*(Delete where appropriate 請刪去不適用者)*

拍攝用途： Film 電影 / TV 電視 / Internet Programme 網上節目 /  
Advertising 廣告 / Promotional 推廣 / Archival 檔案紀錄  
/ Public Affairs 公共事務 / Documentary 記錄片 /  
Educational 教育 / Other (Please specify) 其他 (請說明)： \_\_\_\_\_

3. Date(s)

日期

\_\_\_\_\_

\_\_\_\_\_

4. Duration

時間

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

由 \_\_\_\_\_ 時 \_\_\_\_\_ 分至 \_\_\_\_\_ 時 \_\_\_\_\_ 分

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

由 \_\_\_\_\_ 時 \_\_\_\_\_ 分至 \_\_\_\_\_ 時 \_\_\_\_\_ 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.):

外景場地詳情（請夾附詳細的位置圖，列明拍攝場地的地址和確實位置，例如地下升降機大堂等）：

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

拍攝隊人數（包括製作人員及演員）：

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7. Anticipated size of crowd attracted:

預計的圍觀群眾數目：

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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):

需要使用政府電力或任何其他公用事業（請提供全部詳情，例如需要電力的設備種類及數目）：

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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:

拍攝時生火及/或使用任何爆炸品及/或易燃物品及/或任何煙火製造物件及/或槍械與軍火、以及其他類型的武器，例如斧頭、菜刀及長刀等的詳情：

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

需要對產業進行的改建及修復工程（請提供全部詳情）：

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**III. Notes 備註**

- (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.

本申請表須連同影片大綱一併遞交。請指明擬在有關政府產業拍攝外景的場景，並提供有關場面的簡介。

- (b) If this application is approved, a fee of \$7,000 will be charged for the first four hours and \$1,770 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.

倘本申請獲批准，本署將收取首 4 小時或不足 4 小時 \$7,000，其後每 4 小時或不足 4 小時 \$1,770 的費用。倘需要額外政府人員參與拍攝，本署將收取實際成本再加行政費用。此外，亦須繳交一筆相當於上述費用的可退還按金。

**IV. Undertaking 承諾書**

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.

本人已細閱並明白本表格附頁之《在社會福利署轄下場地/設施拍攝外景申請須知》及同意受其約束。這項拍攝申請如獲批准，本人以申請公司授權人身分，聲明同意嚴格遵守有關租用設施的一般使用規條及社會福利署所訂定的規則及條件。

Signature

簽署

Name and position

姓名及職位

Date

日期

Official Chop

公司蓋印

**Guidance Notes on Application for Location Filming at Venues / Facilities under  
Social Welfare Department**

**在社會福利署轄下場地／設施拍攝外景申請須知**

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.  
申請表須連同所須資料在確實拍攝日期前最少 10 個工作天送交社會福利署(下稱“社署”)，但較複雜的申請個案可能需要較長時間處理。
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.  
申請人須確保有關物業在獲准使用期間只限用作申請表所載的用途，並採取一切所需的預防措施，確保在拍攝時不會對有關物業構成危險或引致有關物業受損。
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.  
有關影片的性質和拍攝活動不得令香港特別行政區政府或物業的任何使用者(包括該物業的租客、持牌人、獲邀請者或訪客)尷尬；影片亦不得含有不道德、非法、誹謗或政治成分。
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.  
除非申請人事前提出明確要求，並獲得社署署長准許，否則不得顯示有關物業的名稱及標誌。
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.  
申請人須對拍攝工作或活動所引致或與此有關的任何開支、負債、損失、申索或法律程序承擔法律責任，並須就此對香港特別行政區政府作出十足的彌償。
6. No obstruction shall be caused to any public officer on duty there and/ or anyone using the Property.  
申請人不得對在該物業當值的公職人員或使用該物業的人士造成阻礙。
7. The applicant shall not cause or permit his employees, contractors, agents or onlookers to cause any inconvenience, nuisance or disturbance.  
申請人不得容許任何人(包括其僱員、承辦商、代理人或旁觀者)引起不便、滋擾或騷亂。
8. If the application is accepted, a fee of \$7,000 will be charged for the first four hours and \$1,770 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.

申請如獲接納，首四小時收費\$7,000，其後每四小時收費\$1,770 (不足四小時亦作四小時論)。拍攝時如需要其他政府資源或額外政府人員參與拍攝，申請人須支持有關額外費用，並於拍攝前繳付十足的行政費用。

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.

申請人須繳付相當於租用產業費用的按金。香港特別行政區政府會將按金保管，待申請人完全遵照和履行上述條件，才予以發還，但不帶任何利息或補償。申請人如果違反任何條件，香港特別行政區政府會把按金沒收作為補償，並保留追討按金金額以外其餘欠款的權利。

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

申請人一般必須在拍攝工作展開前不少於 4 個工作天繳交費用和可退還按金。

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.

如申請人在社署批准其申請後欲更改拍攝日期，而未能於該拍攝日期至少 10 個工作天前提出更改要求，將視作另一申請論。

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.

上述費用，通常不會發還，除非申請人在影片開始拍攝的預定日期前不少於 72 小時以書面通知本署，要求取消原定的拍攝工作，才會予以發還。

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

申請人使用物業地點聚集期間，必須維持良好秩序和嚴守紀律；使用後，更必須將地方妥為清理。

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.

社署在緊急情況時，可以短時間通知撤回批准，終止把樓宇及/或任何儀器租予申請人。申請人所繳付之租用產業費用及可退還按金將予以發還，但不帶任何利息或補償。

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

如情況需要，社署可訂定附加條件。

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

社署可全權決定是否批准有關申請。