

Filming Involving Lane Closure

Subject: Lane Closure

Co-ordinating Authority: The Film Services Office, Create Hong Kong, Commerce and Economic Development Bureau

Inquiry Contact: 40/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong
Tel: 2594 5759 Fax: 2824 0595
Email: fso@createhk.gov.hk Website: www.fso-createhk.gov.hk

The Regulation:

- **Control Subject Matter:**

- Before conducting location filming involving closure of lane(s), a production company should check whether there is any objection from relevant Government departments by submitting the application to the Film Services Office (FSO) by email or fax. The application will be circulated to the Police, Transport Department, Highways Department, and any other relevant Government departments where appropriate for comment. The FSO will inform the applicant if there is any objection to the application.

- **Conditions to observe:**

- The conditions to be complied with will be set out in the reply letter.

How to Apply:

1. Apply in writing at least seven working days* in advance with information on the following:
 - (a) the location, date and time of filming (indicating the hours for site preparation and those for the actual filming), the number of crew members (including extras) involved;
 - (b) the number of cameras used, and the positioning of camera(s) if it is positioned outside the area proposed to be occupied;
 - (c) the number and locations of picture vehicles and production vehicles required on site (e.g. fire engines, props EU cars, motorcycles, police cars, cranes, etc.), the parking arrangement, and the dimensions of the vehicles if special parking arrangement is required;
 - (d) the actions of the scene to be shot, including the number of modified firearms and the number of shots to be fired or details like car crashing that may require urgent repair of street furniture like safety fence/railings after filming;
 - (e) an indication of whether any pyrotechnic special effects materials or other dangerous goods would be used, and details such as the amount and type of such materials to be used and the plans on how they would be used. Such details should be confirmed by the special effects operator in charge; and
 - (f) the details of the traffic arrangements required (e.g. the number of lane(s) to be closed, intermittent traffic control, proposed relocation of bus stops, suspension of metered parking spaces/taxi stand/public light bus stand, etc.), together with a plan on the details of temporary traffic arrangements, including the lane(s) to be closed, the duration involved, means of traffic control and temporary traffic aids to be used.

2. Attach also a map indicating the following:
- (a) the exact location of the part of the lane sought to be closed (to be indicated by its distance from a specified spot e.g. 100 yards from the traffic light),
 - (b) the length of the part of the lane,
 - (c) how many lanes there are in the road concerned,
 - (d) the direction of all the lanes in this road, as well as the direction of the incoming and outgoing traffic of these lanes.

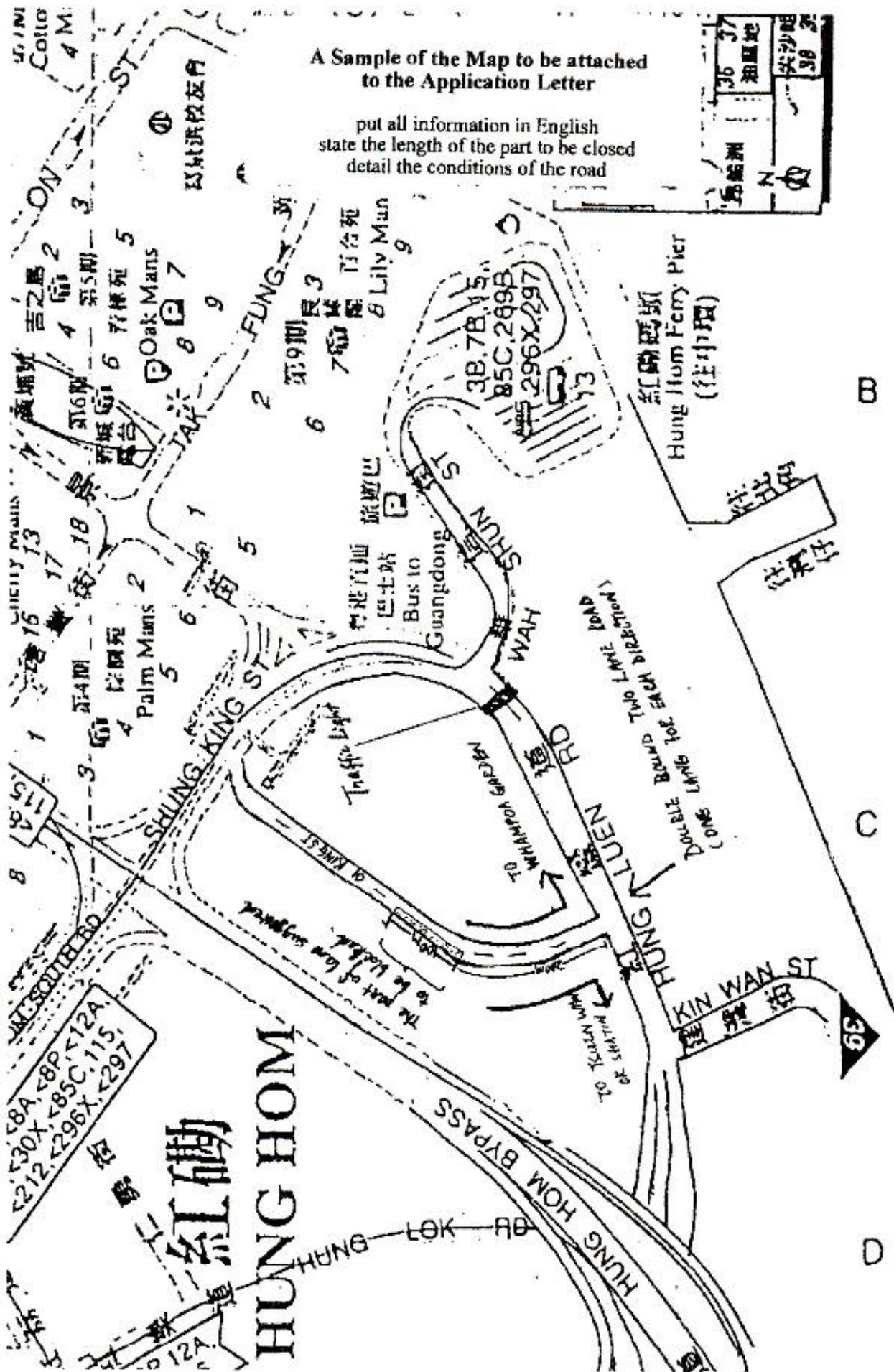
A sample is attached.

Fees: Free-of-charge

Duration of the Lane Closure: As stated in the letter of reply.

Form Required: Guidelines are available at the FSO's Resource Centre and can also be downloaded from its website at www.fso-createhk.gov.hk .

***Note:** The co-ordinating authority can reply in seven days' time whether there is any objection to the lane closure applied for. Production companies are advised to apply at least nine working days in advance of the proposed day of filming, so as to leave themselves two days to make preparation for the compliance with the conditions the relevant departments imposed.



A Sample of the Map to be attached to the Application Letter

put all information in English
state the length of the part to be closed
detail the conditions of the road

| | |
|----|----|
| 36 | 37 |
| 馬路 | 沙地 |
| 38 | 39 |
| 沙地 | 沙地 |

38A, 48P, 12A,
30X, 85C, 115,
12, 296X, 297

紅磡
HUNG HOM

紅磡碼頭
Hung Hom Ferry Pier
(往中環)

39
KIN WAN ST
堅道

HUNG HOM BYPASS

HUNG LOK RD

SHUN WAH ST
WAH
GUANGDONG
BUS TO
巴士站
旅遊巴
3B, 7B, 15,
185C, 289B,
296X, 297

16, 17, 18
LILLY MAINS

1, 2, 3, 4, 5, 6, 7, 8, 9
吉之島
第5期
百禧苑
Oak Mans
新城市廣場

1, 2, 3, 4, 5, 6, 7, 8, 9
第9期
百合苑
Lily Man

50, 101
Colto
4 M
ST
葛城洪校友會

B

C

D

Guidelines on Filming involving Lane Closure

Introduction

It is the Government's policy to facilitate filming in Hong Kong. In this regard, the Government is prepared to help production companies to carry out location shooting that involves closure of one or some of the lanes of a multi-lane road, where circumstances permit. This note sets out the relevant guidelines on this matter.

Applications

2. Production companies wishing to carry out location shooting that involves such lane closure should submit applications to the Film Services Office (FSO) of Create Hong Kong, Commerce and Economic Development Bureau. The applications should contain the following information –

- (a) the location, date and time of filming (indicating the hours for site preparation and those for the actual filming), and the number of crew members (including extras) involved;
- (b) the number of cameras used, and the positioning of camera(s) if it is positioned outside the area proposed to be occupied;
- (c) the number and locations of picture vehicles and production vehicles (e.g. fire engines, props EU cars, motorcycles, police cars, cranes, etc.) with dimensions if available, required on site, and the parking arrangement. Where special parking arrangement is required, the dimensions of the vehicles involved in the proposed special parking arrangement must be provided;
- (d) the actions of the scene to be shot, including the number of firearms or launchers and the number of shots to be fired if the use of modified firearms or pneumatic capsule launcher is involved or details like car crashing into safety fence/railings which might need urgent repair/replacement after filming;
- (e) an indication of whether any pyrotechnic special effects materials (PSEM) or other dangerous goods would be used, and if so, details such as the amount and type of PSEM to be used and the plans on how such materials are to be used. The special effects operator in charge would need to give an indication of the area and duration required for the filming so as to ensure compliance with the safety requirements stipulated in the relevant Codes of Practice; and

- (f) the details of the traffic arrangements required (e.g. the number of lane(s) to be closed, intermittent traffic control, proposed relocation of bus stops, suspension of metered parking spaces/taxi stand/public light bus stand, etc.), together with a plan (shown to scale) on the details of temporary traffic arrangements, including the lane(s) to be closed and the duration involved, means of traffic control, temporary traffic aids such as traffic cones and warning signs to be provided, etc. The applicant is strongly advised to employ personnel with experience in drawing up traffic arrangements to prepare the details of the temporary traffic arrangements required for the filming, so as to help the applicant to provide sufficient information to the concerned departments to expedite processing of the application. In drawing up such temporary traffic arrangements, applicants can make reference to the “Code of Practice for the Lighting, Signing and Guarding of Road Works” issued by the Highways Department (available at www.hyd.gov.hk/en/publications_and_publicity/publications/technical_document/code_of_practice/index.html). The Transport Department will accept photocopies of extracts from the Code as illustration of the proposed temporary traffic arrangements. However, the applicants should indicate clearly and to scale such arrangements on a street plan.

Processing of Applications

3. Applicants are advised to submit applications as early as practicable. The processing time required is generally seven working days following the receipt of an application.

4. Upon receipt of applications from production companies, the FSO will circulate the applications to the Police, Transport Department, Highways Department, and any other relevant Government departments where appropriate for comment. If necessary, a meeting will be convened for the concerned departments to discuss the application and the applicant may be required to attend such a meeting to answer inquiries raised and confirm the traffic and other arrangements for the filming.

5. If all relevant Government departments have no objection to the applications, the FSO will inform the applicant accordingly and the applicant may proceed with the filming, subject to any conditions that may be imposed. Where an application is not approved, the FSO will, as far as possible, after consultation with the concerned departments, counter-propose an alternative location or time for consideration by the applicant.

Criteria for Processing Applications

6. In principle, lanes on expressways, trunk roads, primary distributors and rural road A cannot be closed for filming purposes.

7. Where filming is to take place on traffic sensitive routes (a full list of which can be found in the booklet “How to apply for an excavation permit and how to conduct excavation works” published by the Highways Department which is available at www.hyd.gov.hk/en/public_forms/index.html) or in exceptional cases where filming is to take place at locations with road works in progress, the applicant will be required to conduct a traffic impact assessment to demonstrate that the traffic condition will remain acceptable upon closure of the lane(s) in question. The criteria for considering the applications are as follows –

- (a) the location at which lane closure is required. Generally speaking, a less busy area is preferable;
- (b) the day and hours during which lane closure is required. Generally speaking, weekends or public holidays are preferable, except in places where holiday traffic will be heavier;
- (c) the traffic implications of the proposed lane closure;
- (d) the inconvenience and the hazard caused to road-users and pedestrians;
- (e) the effects on nearby road works, if any; and
- (f) noise and other nuisances caused to nearby residents.

Conditions to be imposed

8. In the event that an application is considered acceptable by the concerned Government departments, the applicant shall comply with the conditions imposed to minimize the possible disturbance or inconvenience to the public, which may include but are not limited to the following –

- (a) to appoint a person-in-charge on site to be responsible for controlling the filming crew and people involved in the filming so as to ensure the compliance of conditions imposed and to serve as a co-ordinator;

- (b) to appoint adequate crowd control staff who should wear fluorescent vests for easy identification;
- (c) to ensure that the filming crew on site follow the filming plan as set out in the application, or as revised as a result of the requirements or conditions imposed by the relevant departments, and the instructions given by any Police officer on site. At all times, adequate number of lane(s) should be maintained for through traffic;
- (d) to ensure that the filming crew together with the equipment will not cause undue obstructions or inconvenience to other road users;
- (e) to provide proper lighting, signing and guarding in accordance with the “Code of Practice for the Lighting, Signing and Guarding of Road Works” issued by the Highways Department and put up adequate notice boards or warning signs (in both Chinese and English) at appropriate locations to alert road-users or pedestrians of filming taking place and to seek their co-operation. The size of the notice boards should be large enough for the message to be clearly seen by drivers from a reasonable distance. A diagram showing a sample notice board and listing the requirements of notice boards is attached at Annex A for reference;
- (f) to have letters sent, at least two working days in advance, to the “neighbours” of the location at which filming is to take place to alert them of the arrangements and to seek their co-operation. A sample letter is attached at Annex B;
- (g) to provide adequate safety measures to cover the filming crew and other road users;
- (h) to ensure that all vehicles used in connection with the filming and personnel involved comply with the road traffic legislation;
- (i) to comply with the directives of the Police officer on site, including the stopping of the filming or changing the filming plan or the special traffic arrangements if such changes are deemed necessary in the public interest;
- (j) to ensure that the notice boards etc. referred to in subparagraph (e) above, all props, debris or stains caused on the filming location are promptly cleared after filming; and to report immediately to the Police and Highways Department any damage to roads (including street furniture) or Government properties or any untoward incidents;

- (k) to reimburse Highways Department any cost including overheads arising from any works necessary to rectify any damage caused to road pavement and furniture attributable to the location shooting;
- (l) to indemnify the Government from all actions, suits, proceedings, claims, costs, demands and expenses which may be taken or made against the Government as a result of the filming activities;
- (m) to notify the FSO and Police, as far as possible, 48 hours in advance and provide an explanation for cancellation of the location shooting and apply to the FSO in case subsequent changes of timing of the location shooting are required;
- (n) to ensure that effective insurance policy is taken out to cover any accidents involving damages, injuries to or death of other road users;
- (o) to bear the cost including overheads in association with any temporary removal of street furniture including traffic management measures to be carried out by the Highways Department; and
- (p) to report to the Regional Traffic Console of the Hong Kong Police Force by telephone upon arrival and departure of the filming crew.

9. Notwithstanding the above, the applicant should seek to minimise the inconvenience caused to other road users and appeal for their cooperation while filming is taking place.

Review

10. We will review these guidelines from time to time in consultation with the concerned departments in the light of operational experience.

SAMPLE NOTICE BOARD FOR MOTORIST



Notes :

1. Sign face shall be constructed in reflective materials
2. Sign colour :
 - words in black
 - background in yellow
3. Size of writing (in mm) :

| | English | Chinese | Number | Logo |
|--------|---------|---------|--------|------|
| Height | 150 | 150 | 150 | 300 |

4. To be replaced by logo (or name if there is no logo) of the production company for location filming
5. **The telephone no. is for illustration only and shall be updated when actual no. has changed** : to be replaced by enquiry telephone number of the production company.
6. The information given is for illustration only. Appropriate completion time is to be entered for each individual filming involving lane closure.
7. All dimensions are in millimetres.

封閉行車線以拍攝外景確認通知書

Confirmation Note of Lane Closure for Location Filming

致 To：電影服務統籌科 Film Services Office (傳真號碼 Fax. No. : 2824 0595)
(經辦人 Attn: _____)

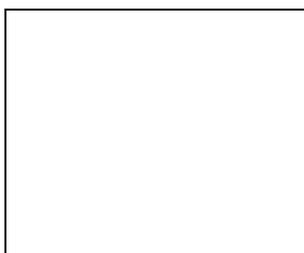
(請填寫下列其中一項陳述 Please complete any one of the following statements :)

I, being the Company's authorized person, hereby confirm that our production crew will film and arrange lane/road* closure at _____
_____(street(s)/road(s)) on _____(date), from _____
_____ to _____ hours (time), subject to no objection raised to the filming application, and will have letters sent to the "neighbours" of the location at which filming is to take place to alert them of the arrangements and to seek their co-operation prior to the filming.

本人以申請公司授權人身份，在此確認本公司攝製隊將於 _____(日期)，由 _____至 _____(時間)，
在 _____(街道) 進行封閉行車線/道路*
以拍攝外景，並會在拍攝前去信通知拍攝地點附近的商戶及住戶，提醒他們有關安排，並請他們予以合作。

I, being the Company's authorized person, hereby confirm that our company will cancel the location filming and lane closure at _____
_____(street(s)/road(s)) on _____(date),
from _____ to _____ hours (time).

本人以申請公司授權人身份，在此確認本公司攝製隊將取消於 _____(日期)，由 _____至 _____(時間)，
在 _____(街道) 進行封閉行車線/道路*以拍攝外景。



簽署 Authorized Signature : _____
姓名 Name : _____
職位 Position : _____
日期 Date : _____

公司蓋章
(Company Seal or Chop)

註： 根據《封閉行車線以拍攝外景的申請指引》第 8(m)段的規定，申請人如取消外景拍攝，必須事先及盡可能在 48 小時前通知統籌科及警務處，並解釋原因；或若需要更改外景拍攝時間，必須向統籌科申請。申請人如沒有按規定提出取消封路拍攝的通知或沒有使用已安排的封閉行車線/道路措施，可能不獲接受再次提出封閉行車線/道路的申請。

Note: Paragraph 8(m) of the Guidelines on Filming Involving Lane Closure states that "the applicant is required to notify the FSO and Police, as far as possible, 48 hours in advance and provide an explanation for cancellation of the location shooting and apply to the FSO in case subsequent changes of timing of the location shooting are required". Future applications for lane/road closure for location filming of the same project may not be accepted if the applying company fails to comply with the condition of cancellation of the filming involving lane/road closure or to conduct the lane/road closure as arranged.

*請將不適用者刪去。 Please delete where inappropriate.