

渔农自然护理署
Agriculture, Fisheries and Conservation Department

申请于香港湿地公园进行拍摄
Application for Location Filming at Hong Kong Wetland Park

如属商业性质，需缴付以下费用：

If filming is for the purpose of, or incidental to, any business, the following fees should be paid:

拍摄许可证费用 Permit Fee	每日 per day	\$250
行政费 Administrative and supervisory overheads	首 4 小时 for the first 4-hour block	\$7,000
	其后每 4 小时 for each subsequent 4-hour block	\$1,770

致 To : 香港湿地公园行政总监 Executive Director, Hong Kong Wetland Park
新界天水围湿地公园路 Hong Kong Wetland Park
香港湿地公园 Wetland Park Road, Tin Shui Wai, N.T.

传真号码 Fax : 2617 1158

电邮 Email : info@wetlandpark.gov.hk

适当的位置加 Please as appropriate

1. 申请人姓名/公司名称
Name of Applicant/Company : _____
2. 联络人名称及职位
Name of Contact Person and :
Position _____
3. 地址 Address : _____
4. 电话 Telephone No. : _____ 传真 Fax : _____
5. 电邮地址 Email : _____

6. 拍摄详情 Filming Details

日期及时间 (见附注 A) Date and Time (see Note A)	地点 (见附注 B) Location (see Note B)	简述路线、场景及活动等(请提供拍摄的剧本/大纲) Brief Description of Route, Scenes & Activities etc. (Full scripts/storyboard of the scenes being shot should be attached for reference)

7. 参加者人数 No. of Participants : _____ 年龄范围 Age Range : : _____

8. 使用的车辆
Vehicles to be Used : 有 Yes 无 No
车牌号码 Registration No.: _____

9. 拍摄目的
Purpose of Filming : 商业 Commercial 广告 Advertising 宣传 Promotional
 存档 Archival 公共事务 Public Affairs 记录 Documentary
 教育 Educational 其他 Others (请注明 please specify) : _____

10. 导演及演员名单
List of Director, Actors and :
Actresses _____
11. 设备清单 :
List of Equipment _____
12. 如果是拍摄电视节目, 请填写以下数据 Please fill in the following for TV filming :
a) 广播日子及时间
Date and Time of Broadcast : _____
b) 广播频道
Broadcast Channel : _____
13. 其他 Others : _____

声明 Undertaking

如果拍摄申请获得批准, 本人/公司同意严格遵守场地的一般条款及细则, 以及列于拍摄申请指引内的细则。
If approval is given to this filming application, I agree to strictly abide by the general house rules and conditions on filming as detailed in the attached guidelines.

申请人签名 Signature of Applicant/ :

公司盖印 Company Chop _____

姓名 Name: _____

日期 Date: _____

- 附注 Note: (A) 拍摄时间由上午十时至下午五时, 并不可在星期六、日及公众假期进行。
Filming has to be conducted within 10 am to 5 pm. Approval will not be granted to film on Saturdays, Sundays and public holidays.
- (B) 请附上拍摄地点的详细位置图。
Location map of the appropriate scale should be attached.
- (C) 请勿在现阶段寄交现金或支票, 以缴付许可证/行政费用。
Do not send cash or cheque to pay for permit/filming fee at this stage.

查询电话 Telephone Enquiry / 网址 Website : 3152 2666 / www.wetlandpark.gov.hk

香港湿地公园拍摄申请指引

Guidelines on Location Filming in the Hong Kong Wetland Park (HKWP)

A. 申请程序 (申请须以书面形式或填妥的申请表格递交)

Application Procedure (Please apply in writing or use the application form)

1. 所有申请须在拟进行拍摄当日最少三个工作天前送达渔农自然护理署。由于处理需时，未予足够办理时间者均不会获接纳。如以邮递提交申请，请确保投寄邮件时支付足够邮资。若邮件邮资不足，而邮件有注明回邮地址，香港邮政会把邮件退回投寄人。若邮件邮资不足，但没有注明回邮地址，邮件会被香港邮政予以销毁。
All applications should reach the HKWP at least 3 working days in advance of the proposed filming date. Applications with short notice will be turned down as they leave inadequate time to be processed. For applications submitted by post, please ensure your mail items bear sufficient postage before posting. Underpaid items with return address will be returned to the senders by the Hongkong Post. Items with no return address will be disposed of by the Hongkong Post.
2. 申请时须清楚列明确实拍摄地点，夹附相关的地图以供参考。
Clear information regarding the exact location of the filming site should be clearly provided. Relevant maps should be attached for reference.
3. 须清楚列出拍摄场面及所涉活动性质的资料。
Information regarding the scenes to be taken and the nature of activities involved should be clearly stated.
4. 拍摄时间由上午十时至下午五时。在星期六、日或公众假期进行拍摄活动的申请不会获得批准。
Filming has to be conducted within 10 am to 5 pm. Approval will NOT be granted to film on Saturdays, Sundays and public holidays.
5. 如属商业性质，需缴付以下费用：
If filming is for the purpose of, or incidental to, any business, the following fees should be paid:
 - a. 在领取许可证时须缴付根据郊野公园及特别地区规例收取的许可证费用，目前为每天二百五十元，该项收费可在未预先通知的情况下作出调整。
A Permit fee stipulated in the Country Parks and Special Areas Regulations should be paid when collecting the Permit. The current rate is \$250 per day. It is subject to change without further notice.
 - b. 为收回政府所提供的行政支持和监督拍摄过程的成本，每项申请须缴付行政费\$7,000(首4小时)，其后每4小时\$1,770，申请者或须缴付相等于所需收费总额的可退回保证金。
To recover Government's administrative and supervisory overheads, each application will be charged: \$7,000 for the first 4-hour block and \$1,770 for each subsequent 4-hour block. A refundable deposit equals to the fees payable may be charged.
6. 当局可要求申请者以香港特别行政区政府及申请公司联名名义，自费购买公众责任保险，保险的条款及条件须经由部门批准。
The applying company may be required to effect a public liability insurance at its own expense in the joint names of the Government of the HKSAR and the company, with terms and conditions to be approved by the Department.
7. 要求修改或更改许可证的任何数据，均会被视作新的申请，一经批准，将按通常许可证收费率收取费用。
Request for any alteration or variation on the Permit will be regarded as a new application and the usual permit fee will be collected when approval is given.
8. 许可证费用及行政费用一概不予退还。
Request for refund of Permit fee or filming fee will NOT be accepted.
9. 所有车辆一律不准进入香港湿地公园之访客中心及湿地保护区内，跟拍摄有关之车辆应停泊于香港湿地公园停车场及需要缴付有关收费。
Vehicles shall not be allowed to enter the Visitor Centre and the Reserve Area. All vehicles involved in the film-shooting application should be parked at HKWP car park and the parking fees should be paid.
10. 未能就上述各项提供充足数据者，其申请可能会因而受延误。
Failure in providing necessary information may lead to delay in processing the application.

B. 原则上不准拍摄的地点

Areas where approval for location filming will NOT be granted in principle

- (i) 非游览范围(漫游径/浮桥之外)，包括泥滩、淡水沼泽和红树林
Non-visitation area (outside the wooden boardwalks/paths) including mudflat, freshwater marsh and mangroves
- (ii) 职员专用范围，包括办公室、机房和储物室
Any areas regarded as "Staff only" including office, plant rooms and store rooms

(iii) 指定使用者专用范围, 包括资源中心、餐厅和礼品店
Areas scheduled for use by others e.g. Resource Centre, café and shop

(iv) 所有洗手间、育婴室和急救室
All toilets, mother's room and first-aid room

C. 严禁拍摄以下场面

Filming of the following scenes are strictly PROHIBITED

(i) 生火或使用烟花、炸药或任何制造烟火的物料

Lighting of fire or the use of fireworks, explosives and any pyrotechnic material

(ii) 车辆包括电单车及单车的追逐或聚集

Vehicle chasing/rallying, including motorcycle and bicycle

(iii) 在沼泽或任何水域捕鱼

Fishing in marshes or any water body

(iv) 在沼泽或任何水域沐浴、洗濯、游泳及划船

Bathing, washing, swimming and boating in marshes or any water body

(v) 涉及演员以钢线悬吊, 自树上跃下, 及引致任何树木或竹受损毁、摧灭或砍伐的特技动作

Stunt acts involving actors jumping from trees with wire hanging to trees, and damaging or killing or felling of any tree or bamboo

(vi) 任何受郊野公园及特别地区规例管制的其他行为(除非已获明确许可)例如: 带同牛、马、羊、猪或家禽进入
Any other acts governed by Country Parks & Special Areas Regulations, unless specific permission has been granted, e.g. bringing in cattle, horse, sheep, goats, pigs or poultry

(vii) 由 2007 年 1 月 1 日起, 香港湿地公园根据吸烟(公共卫生)条例已被列为法定禁烟区。香港湿地公园之所有范围均严禁吸烟。如拍摄中须进行吸烟, 必须预先得到场地管理人(即渔农自然护理署)批准, 而有关的吸烟行为并非烟草广告。

With effect from 1 January 2007, HKWP is a "statutory no smoking area" under the Smoking (Public Health) Ordinance. Smoking is prohibited in the entire area of HKWP. If smoking is required in the film making, permission from the venue manager (i.e. AFCD) must be sought in advance and the smoking act is not a tobacco advertisement

D. 备注

Notes

1. 拍摄场地不能只供拍摄队伍专用。拍摄队伍应少于 20 人及避免对其他公园的访客造成滋扰。

No exclusive use will be arranged for the film shooting. The film crew should be less than 20 persons and should avoid disturbance to other visitors in the Park.

2. 公园范围内不准竖设道具或构筑物。

Erecting props or structures within HKWP will NOT be permitted.

3. 拍摄车辆及单车不准进入访客中心或湿地保护区内(只可停泊在停车场并缴付泊车费)。

Filming crew vehicles and bicycles will NOT be allowed to enter the Visitor Centre or the Reserve Area (only allowed in car park and pay the parking fee).

4. 拍摄队伍的任何人士如须于公园开放时间内进入公园的收费范围均须购买适当的门票。详情请浏览网页 <http://www.wetlandpark.gov.hk/tc/information/ticketing.asp>。

Any persons of the crew entering the fee-paying area of HKWP during opening hours will need to purchase the necessary admission tickets. Please visit <http://www.wetlandpark.gov.hk/en/information/ticketing.asp> for details.

5. 如果拍摄对生态或游客造成滋扰, 公园的职员可能要求终止拍摄。香港特别行政区政府不会为任何有关之损失负责。

Should the filming is deemed to cause disturbance to wildlife or visitors of the Park, staff of HKWP may request for suspension of filming at any time. The HKSAR Government will not be liable for any loss which may be caused therein.