

**Application for Location Filming
at properties managed by the Civil Aid Service (CAS)**

To : Chief Staff Officer, CAS
(Attn: Departmental Secretary, CAS HQ)

Fax No : 2576 3021

Pages _____ (including this sheet)

A. Details of applicant

1. Name of Company :
2. Business Address :
3. Name of Contact Person :
4. Post of Contact Person :
5. Telephone Number :
6. Fax Number :

B. Nature of filming operation

1. Please tick appropriate box
 For commercial purposes
 For news purposes
 For public affairs purposes
2. Main theme of the film :
3. A synopsis of the film, description of the scenes where location filming is proposed to take place in the CAS property concerned have to be submitted together with this application form.

C. Details of filming operation

1. Duration *:
Date(s) _____ Time _____
_____ from _____ hrs to _____ hrs
_____ from _____ hrs to _____ hrs
2. Details of location (please attach a detailed location plan with specified address showing the exact location where filming operation will take place, e.g. the classroom or corridor on 4/F etc.) :

3. Number of filming crew, including production staff and actors (please provide a list of name)*:

4. Use of Government power supply or any other utilities (please provide full details, e.g. type and number of equipment requiring power supply)*:

5. Details of the use of any guns, ammunition, other types of weapon or any controlled items for filming operations (please provide the insurance document, licence/permit or written approval from the appropriate authorities)*:

6. Details of any setting or alteration to property required*:

D. Fees

1. If this application is approved, a fee promulgated from time to time will be charged to recover administration and supervisory overheads. As at 1 April 2022, the fee is \$6,640 for the first four hours and \$1,890 for each subsequent four-hour block.
2. The fee and a refundable deposit equal to the amount of the fee are to be paid no less than 4 working days before filming, unless otherwise permitted by the CAS.
3. If extra Government personnel, equipment or service is required to facilitate the filming, the actual cost plus overheads will be charged.

E. Note

This application only covers the use of CAS properties for location filming. Other required licences, permits or permissions for production of the film should be applied from the relevant authorities.

Signature of applicant : _____

Name and position : _____

Date : _____

Official Chop



** If there is insufficient space, please give details on a separate sheet to be attached to the application form.*
(rev.11/2022)

**Guidelines on Application for Location Filming
at Properties Managed by the Civil Aid Service (CAS)**

1. This application form should reach the General Office of Civil Aid Service Department, the CAS Headquarters, 8 To Wah Road, Yau Ma Tei, Kowloon [Attn. : Departmental Secretary] at least 10 working days in advance of the proposed filming date. Application with short notice may be rejected or result in delay to the filming date.
2. Information regarding the exact location of the filming site, the scenes to be taken, nature of activities and the story of the film should be clearly stated. The application may not be considered if the applicant fails to provide all information as requested.
3. A charge of HK\$6,640 for the first four hours or part thereof and HK\$1,890 for each subsequent four-hour block, and a refundable deposit of equal amount are to be paid in advance of the filming. The charge does not include provision of any appliances, equipment or service but is inclusive of Government's administrative and supervisory overheads. The amount of the charge will be subject to periodic review.
4. The refundable deposit shall be retained by the Government until all the terms set out have duly observed and performed, in which case it will be repaid to the 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 to recover damages in respect of any such default over and above the amount of the deposit.
5. If the application is acceptable to this Department, the applicant/company is required to sign an agreement to indemnify this Department for the provision of service and also pay the charges and deposit before the filming can take place.
6. Should the actual duration of the filming exceed the permitted time period, the applicant/company is liable to pay extra fee due.
7. For cancellation of the proposed filming, the fee is only refundable if this Department receives a written request no less than 2 working days before the scheduled commencement time of filming. In this case, refund of the fee (less cost already incurred, if any) and the deposit will be arranged after the date on which such request is received.

8. We would not normally entertain request to alter the renovation of our premises around when the shooting takes place. The applicant/company shall not, without the prior written approval of this Department, erect any fixtures or fittings in the Property. In any event, the applicant is required to reinstate our premises to its original conditions immediately afterwards. The applicant/company may be required to pay an additional charge for any alteration and reinstatement works to the Property.
9. No damage shall be caused to the Property.
10. Lighting of fire or the use of fireworks, explosives, inflammable materials and any pyrotechnic materials are strictly prohibited.
11. Shooting of films intended for film classification of Category III, be it of violence or pornographic in nature, shall not be permitted.
12. The applicant/company shall not cause or permit onlookers to cause any nuisance, disturbance or inconvenience to the activities at the Property of this Department or to the public.
13. The applicant/company shall not allow any parties / persons other than those permitted by this Department to enter or use the Property.
14. The applicant/company 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 personal injury or damage to the Property of this Department or any other persons.
15. No parking can be provided.
16. The name of the Property of this Department shall not be identified unless specific written permission is first sought and obtained.
17. The nature of the film shall not be a cause of embarrassment to either the Government of the 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 favour.

18. The applicant/company shall upon its leaving the Property or upon the expiry of the permitted period of use removed at its own cost all its equipment, fittings and fixtures from the Property and deliver up the Property in a clean, hygienic and tidy condition to the satisfaction of this Department. Otherwise, the applicant/company shall indemnify this Department for the cost of such removal or delivery from the deposit and settle the outstanding amount.
19. The applicant/company shall be liable for and shall fully indemnify the Government of the 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 the company or any person for whom the company is responsible.
20. The applicant/company shall be liable for and shall fully indemnify the Government of the 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.
21. This application only deals with temporary occupation of the Property and applicants should make their own arrangements to obtain any necessary licence/permit from the appropriate authorities in respect of the film shooting.
22. The permission for the use of the Property does not imply a tenancy of whatsoever nature in the applicant's / company's favour. This Department shall have unimpeded access to the Property at all times during the permitted period of use.
23. This Department reserves the right to withdraw its permission for the use of the Property and/or other Government resources without giving prior notice and without incurring any liability to pay the applicant/company damages if :-
 - the applicant/company fails to observe the conditions stipulated in this Guidelines or as otherwise prescribed by this Department; or
 - in case of emergency as warranted by the circumstances.The filming charge paid would then be refunded on a pro-rata basis.