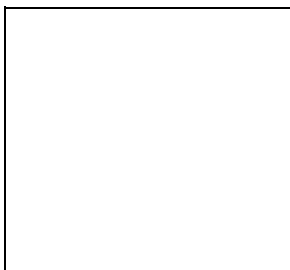


**CUSTOMS AND EXCISE DEPARTMENT**

**Application for Use of Customs Premises for  
Location Filming**

Name of Company/ Organization		BR/CR No. : (if applicable)
Business Address		Contact Tel. No. : Fax No. :
Nature of Production (Commercial, Public Affairs, News)		
Name of Programme		
Description of Scenes and Activities		
Filming Location		
Filming Date/Time		
Any Customs Appliance/Equipment/ Personnel required (if 'yes', please specify)		
Any Government Power Supply required		
Any Alteration of the Customs Premises required (if 'yes', please specify)		



(Company chop)

Signature : \_\_\_\_\_

Name in Block Letters : \_\_\_\_\_

Position in Company : \_\_\_\_\_

Date : \_\_\_\_\_

Note

1. If the filming is for commercial purpose, this application should reach the Staff Officer (Service Administration) of this Department at 31/F, Customs Headquarters Building, 222 Java Road, North Point, Hong Kong (Tel. : 3759 2229 / Fax : 2815 3558/ Email : customs\_photographic\_team@customs.gov.hk) **in advance of the proposed filming date. The processing time is 14 working days to 1 month.**
2. If the filming is for news and public affairs purposes, this application should reach the Principal Information Officer of this Department at 32/F, Customs Headquarters Building, 222 Java Road, North Point, Hong Kong (Tel. : 3759 3977/ Fax : 3108 3531/ Email : customs enquiry@customs.gov.hk) preferably seven days in advance of the proposed filming date.
3. Synopsis and script of the scenes should be enclosed together with this application form.
4. If the filming is for commercial purpose, the applicant shall read the attached "Guidelines on the Use of Customs Premises for Location Filming for Commercial Purpose".

**The personal data provided by means of this form will be used for processing of the above application. It may be provided to concerned departments/agencies/authorities and their designated officers/persons who are required to handle such application.**

**Guidelines on  
Application for Use of Customs Premises for Location Filming  
for Commercial Purpose**

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**I. Conditions of Approval**

1. Applicants for the Use of Customs Premises for Location Filming for Commercial Purpose are required to observe the following conditions –
  - (a) No damage shall be caused to any property at the Customs premises.
  - (b) No nuisance, disturbance or inconvenience shall be permitted to be caused by onlookers.
  - (c) The nature of the film shall not be a cause of embarrassment to the Government of the Hong Kong Special Administrative Region and the Department, nor shall it offend the Laws of Hong Kong or be of immoral, defamatory or political flavour.
  - (d) 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 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 applicant or any person for whom the applicant is responsible.
  - (e) 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 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.
  - (f) The applicant shall pay a fee for the temporary use of the Customs premises for location filming.

2. An application will only be approved at the acceptance of the above conditions by the applicant. The applicant is required to acknowledge such acceptance on the provisional Letter of Approval sent by the Department.
3. If, in the course of the filming operations, the applicant fails to observe any of the above conditions, the Department shall be entitled to withdraw the permission for the use of the Customs premises or facilities without giving any prior notice and without incurring any liability to pay the applicant any direct or indirect charges. The fee already paid would be refunded on a pro-rata basis in such circumstances.

## **II . Fee Chargeable**

1. The Department will levy a fee for the use of the Customs premises for location filming for commercial purpose. The fee rate as promulgated by the Government Property Agency will be followed.
2. In addition to the standard fee, the applicant is also required to pay a deposit, which is refundable, at an amount equal to the amount of fee to be paid.
3. Where extra service is required from the Department to facilitate the filming (e.g. the use of a Customs launch or X-ray van, etc.), any expenses incurred in the use of such service will be charged to the applicant.
4. A Demand Note will be sent to the applicant by the Department indicating the amount of fee and deposit to be paid, and such amount shall be settled in accordance with the date as specified on the Demand Note.

## **III . Additional Note**

1. Applicants shall make their own arrangements to obtain any necessary licence/permit from the appropriate authorities in carrying out the location filming.
2. Any enquiries about the above information can be made to the Staff Officer (Service Administration) at tel. 3759 2229 / by fax to 2815 3558 / by email to [customs\\_photographic\\_team@customs.gov.hk](mailto:customs_photographic_team@customs.gov.hk)