

Department of Health
Application for Location Filming

I. Particulars of Applicant

Name of Company : _____

Address : _____

Name of Contact
Person and Position : _____

Contact Tel. No. : _____ (Office) _____ (Mobile)

Fax No./E-mail Address : _____

II. Particulars of Filming

Filming Location : _____

Proposed Filming
Date and Time : _____

Total no. of crew members : _____
(including production staff, actors/actresses, extras, etc.)

No. of vehicles : _____
(including types & registration no.)

Brief description of
scenes and activities : _____
(Please also attach the synopsis and scripts of the relevant scenes for the shooting.)

III. Declaration

I declare that I agree to strictly observe the conditions and guidelines as stated at Appendix 1 of the application form.

(Company Chop)

Authorised Signature : _____

Name in Block Letters : _____

Position : _____

Date : _____

**Guidelines on Location Filming in
Department of Health Areas and Premises**

1. Application should be made by completing the Application Form for Location Filming.
2. The completed application form should be sent to Senior Hospital Administrator (General)² of the Department by fax (2836 5812) / by email (sha_g2@dh.gov.hk) / by post to 17/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong two weeks in advance of the filming date*. The processing time is normally 5 to 10 working days*, subject to all the required documents are submitted and the filming schedule is confirmed. Longer processing time may be required for consultation with other government departments / parties concerning the application. Application with short notice may be rejected or result in delay to the filming date.
(* Note: For application for location filming in Eastern Street Methadone Clinic, application form should be submitted one month before the filming date. If application is approved, filming is only allowed to be taken outside the clinic building.)
3. Information on the exact location, date, time, synopsis, description of the scenes and activities, number of crew members and vehicles should be provided in the application form. Application may not be considered if the applicant/company fails to provide all the information as requested.
4. If the application is acceptable to the Department, a basic charge of \$6,640 for the first four hours and \$1,890 for each subsequent four-hour block or part thereof 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 personnel but is inclusive of Government's administrative and supervisory overheads. The amount of the charge will be subject to periodic review. If extra Government personnel or equipment is required to take part in the filming, the actual cost plus 20% overheads will be charged.
5. After the event, the applicant/company may apply for refund of the deposit. If there is no damage to the premises and facilities, the Department will arrange for the refund within 7 working days upon the application is approved.
6. Filming can only take place outside the operating hours of the clinic concerned.
7. Approved application will be subject to the exigency of the Department.
8. No smoking is allowed in all areas of the property of the Department.
9. No damage shall be caused to the property.
10. Lighting of fire or the use of fireworks, explosives and any pyrotechnic or inflammable materials in all areas of the property are strictly forbidden.
11. The applicant/company shall not cause or permit to cause any nuisance, disturbance or inconvenience to the activities at the property of the Department or to the neighbourhood.
12. The applicant/company shall not, without the prior written approval of the Department, erect any fixtures or fittings in the property or make any alterations to the property, inclusive of any fittings therein.
13. The applicant/company shall upon its leaving the property or upon the expiry of the permitted period of use as the case may be removed at its own cost all of its equipment, fittings and fixture, if any, from the property and deliver up the property in a clean, hygienic and tidy condition to the satisfaction of the Department.

14. The applicant/company shall restrict the use of the property for the purpose stated in the application 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 the Department or any other persons.
15. The applicant/company shall be liable for and shall fully indemnify the Department against any expenses, liabilities, losses, claims or proceedings in respect of any damages to property and injuries to persons arising from the location filming.
16. Only permitted parties/persons are allowed to enter or use the property.
17. The name of the property and the logo of the Department shall not be identified unless specific permission is sought and obtained from the Department. No files or records shall be identified in the shooting.
18. The nature of the film shall not be a cause of embarrassment to either the Hong Kong Special Administrative Region Government, the Department, the property itself or any of its occupants whether they be tenants, visitors, other invitees or licencees, nor should it contravene the laws of Hong Kong or be of immoral, defamatory or political flavour.
19. The application only deals with the temporary occupation of the property and applicants should make their own arrangements to obtain any necessary licence/permit from the appropriate authority in respect of the film shooting.
20. The permitting of the use of the property is personal to the applicant/company and there is no intention on the part of the Department to create a tenancy of whatsoever nature in the applicant/company's favour. The Department shall have unimpeded access to the property at all times during the permitted period of use.
21. The applicant / company shall follow the directions and instructions of the staff of the Department.
22. Additional conditions may be specified by the Department when circumstances so justify.
23. If the applicant/company fails to observe any of the conditions set out above or as otherwise prescribed by the Department, or if the Department should require to take over the property for its own use during the permitted period of use, the Department shall be entitled to withdraw the permission to use the property without giving any prior notice and without incurring any liability to pay the applicant/company any direct or indirect damages. The charges paid would be refunded on pro-rata basis in such circumstances.
24. The personal data provided will be used for the purpose of processing application for location filming in the Department's areas and premises and related matters. Such data may be provided to other departments/agencies for purposes relating to location filming.
25. For correction of or access to personal data after submission of the application, please contact Senior Hospital Administrator (General)2 at Room 9, 17/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong (Tel: 2961 8680).

Appendix 2

	場地 Venue	地址 Address
1.	鄧志昂母嬰健康院 Tang Chi Ngong Maternal & Child Health Centre	香港灣仔皇后大道東284號 鄧志昂專科診療院4字樓 4/F, Tang Chi Ngong Specialist Clinic, 284 Queen's Road East, Wan Chai, Hong Kong.
2.	南葵涌母嬰健康院 South Kwai Chung Maternal and Child Health Centre	新界葵涌葵盛圍310號 南葵涌賽馬會分科診療所1樓 1/F, South Kwai Chung Jockey Club Polyclinic, 310 Kwai Shing Circuit, Kwai Chung, New Territories.
3.	東邊街美沙酮診所室外範圍 Open Court of Eastern Street Methadone Clinic	香港西營盤東邊街45號 45 Eastern Street, Sai Ying Pun, Hong Kong.