

**在食物環境衛生署轄下場地／設施拍攝外景申請表**  
**Application for Location Filming at**  
**Venues/Facilities under the Food and Environmental Hygiene Department**

致：食物環境衛生署 (經辦人： )  
To: Food and Environmental Hygiene Department (Attn: )

傳真號碼： \_\_\_\_\_  
Fax No.

頁數： \_\_\_\_\_  
Page(s)

**I. 申請人詳情**  
**Details of Applicant**

機構／公司名稱： \_\_\_\_\_  
Name of Organisation/Company

地址： \_\_\_\_\_  
Address

聯絡人姓名： \_\_\_\_\_  先生 Mr  
Name of Contact Person  太太 Mrs  
 女士 Ms

職位： \_\_\_\_\_  
Position

聯絡電話號碼： \_\_\_\_\_  
Contact Tel. No.

傳真號碼： \_\_\_\_\_  
Fax. No.

電郵地址： \_\_\_\_\_  
Email Address

**II. 拍攝詳情**  
**Particulars of Filming**

(1) 影片／節目名稱： \_\_\_\_\_  
Name of Film/Programme

(2) 拍攝日期及時間： \_\_\_\_\_ (日／月／年) 由 \_\_\_\_\_ 時 至 \_\_\_\_\_ 時  
Filming Date and Time (DD/MM/YYYY) from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs

請在適當方格內填上「✓」號。 Please tick the appropriate box(es).

(3) 拍攝場地及確實位置：  
Filming Venue and Exact Location

類別 Type

- |  |  |
|--|--|
| <input type="checkbox"/> 公共設施（墳場及火葬場除外）<br>Public Facilities (except Cemeteries<br>and Crematoria) | <input type="checkbox"/> 墳場及火葬場<br>Cemeteries and Crematoria |
|--|--|

區域 Region

- 香港島  
Hong Kong Island

- 九龍  
Kowloon

- 新界及離島  
New Territories and Outlying  
Islands

地區 District

- |                               |                          |
|-------------------------------|--------------------------|
| <input type="checkbox"/> 中西區  | Central/Western District |
| <input type="checkbox"/> 東區   | Eastern District         |
| <input type="checkbox"/> 南區   | Southern District        |
| <input type="checkbox"/> 灣仔區  | Wan Chai District        |
| <input type="checkbox"/> 油尖區  | Yau Tsim District        |
| <input type="checkbox"/> 旺角區  | Mong Kok District        |
| <input type="checkbox"/> 深水埗區 | Sham Shui Po District    |
| <input type="checkbox"/> 九龍城區 | Kowloon City District    |
| <input type="checkbox"/> 黃大仙區 | Wong Tai Sin District    |
| <input type="checkbox"/> 觀塘區  | Kwun Tong District       |
| <input type="checkbox"/> 荃灣區  | Tsuen Wan District       |
| <input type="checkbox"/> 葵青區  | Kwai Tsing District      |
| <input type="checkbox"/> 北區   | North District           |
| <input type="checkbox"/> 大埔區  | Tai Po District          |
| <input type="checkbox"/> 西貢區  | Sai Kung District        |
| <input type="checkbox"/> 沙田區  | Sha Tin District         |
| <input type="checkbox"/> 屯門區  | Tuen Mun District        |
| <input type="checkbox"/> 元朗區  | Yuen Long District       |
| <input type="checkbox"/> 離島區  | Islands District         |

(4) 取景片段的扼要說明：  
Brief Description of the Scene

(請夾附拍攝片段的劇本／故事大綱)  
(Please attach the script/synopsis of the  
scenes for shooting)

(5) 男女演員名單：  
List of Actors and Actresses

(6) 拍攝隊人數：  
Size of Filming Crew

請在適當方格內填上「✓」號。 Please tick the appropriate box(es).

(7) 使用政府電力或其他政府資源

Details on Use of Government Power Supply or Other Government Resources

是 Yes

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(如欲使用政府電力或其他政府資源，請提供詳情。)

(Please provide details if the use of Government power supply or other Government resources is required.)

否 No

(8) 影片性質：

Nature of Film

- 商業 Commercial  
 公共事務 Public Affairs  
 紀錄片 Documentary  
 其他 Others (請註明 Please specify : \_\_\_\_\_)

(9) 申請豁免收費：

Application for Waiver of Charges

是 Yes

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(如欲申請豁免收費，請詳列理由及夾附有關文件)

(please state reasons with supporting documents if you intend to apply for waiver of charges)

否 No

簽署： \_\_\_\_\_  
Signature

姓名： \_\_\_\_\_  
Name

機構／公司蓋章： \_\_\_\_\_  
Organisation/  
Company Chop

日期： \_\_\_\_\_  
Date

請在適當方格內填上「✓」號。 Please tick the appropriate box(es).

在食物環境衛生署轄下場地／設施拍攝外景  
申請須知

**Guidance Notes on Application for Location Filming at**  
**Venues/Facilities under the Food and Environmental Hygiene Department**

1. 申請表須在確實拍攝日期前最少 10 個工作天送交食物環境衛生署（下稱“食環署”）。  
Application for location filming should be submitted to the Food and Environmental Hygiene Department (hereinafter referred to as FEHD) at least 10 working days prior to the actual date of filming.

2. 申請人須確保有關物業在獲准使用期間只限用作申請表所載的用途，並採取一切所需的預防措施，確保在拍攝外景時不會引致有關物業受損或對有關物業構成危險。

The applicant 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 damage or danger to the Property.

3. 申請人不得容許任何人（包括其代理人、承辦商、僱員或旁觀者）引起滋擾、騷亂或不便。

The applicant shall not cause or permit his agents, contractors, employees or onlookers to cause any nuisance, disturbance or inconvenience.

4. 除非事前提出明確要求，並獲食物環境衛生署署長准許，否則不得顯示有關物業的名稱。

The name of the Property shall not be identified unless specific permission is first sought and obtained from the Director of Food and Environmental Hygiene.

5. 有關影片的性質和拍攝活動不得令香港特別行政區政府或物業的任何使用者（包括該物業的租客、訪客、獲邀請者或持牌人）尷尬；影片亦不得含有不道德、非法、誹謗或政治成分。

The nature of the film and the filming activities shall not cause any embarrassment to the Government of the Hong Kong Special Administrative Region or any of the occupants of the Property whether they be tenants, visitors, invitees or licensees, nor should it contain any immoral, illegal, defamatory or political materials.

6. 申請人須對外景拍攝工作或活動所引致或與此有關的任何開支、負債、損失、申索或法律程序承擔法律責任，並須就此對香港特別行政區政府作出十足的彌償。

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 arising from or in connection with the location filming operations or activities.

7. 不得對使用物業的人士及／或在該處當值的公職人員造成阻礙。

No obstruction shall be caused to anyone using the Property and/or any public officer on duty there.

8. 如情況需要，食環署可訂定附加條件。

Additional conditions may be specified by FEHD when circumstances so justify.

9. 申請如獲接納，首四小時收費\$6,640，其後每四小時收費\$1,890（不足四小時亦作四小時論）。拍攝時如需要其他政府資源，申請人須繳付十足的行政費用。申請人亦須繳付按金，其款額相等於所需費用總額，並可予退回。

If the application is accepted, a fee of \$6,640 will be charged for the first four hours and \$1,890 for each subsequent four-hour block or part thereof. If other Government resources are required for the filming, the full administrative costs will be charged. A refundable deposit equals to the amount of the fee is also required.

10. 食環署可全權決定是否批准有關申請。

Approval for the application will be at the absolute discretion of FEHD.

**Collection of Personal Data in Connection with**  
**Application for Location Filming at**  
**Venues/Facilities under the Food and Environmental Hygiene Department**

(按照《個人資料(私隱)條例》的規定處理)  
(In accordance with the Personal Data (Privacy) Ordinance)

**目的說明**  
**Statement of Purpose**

**1. 收集資料的目的 Purposes of Collection**

你在本表格上提供的個人資料，會供食物環境衛生署（食環署）用於下述目的：

The personal data provided by means of this form will be used by the Food and Environmental Hygiene Department (FEHD) for:

- (1) 處理向食環署提交的在食環署轄下場地／設施拍攝外景申請的相關事宜；以及  
carrying out activities relating to applications for location filming at venues/facilities under the FEHD made to the respective offices of FEHD; and
- (2) 方便食環署及其他政府部門人員與你聯絡。  
facilitating communication between the staff of FEHD and other government departments and you.

你在本表格填報的個人資料，純屬自願提供。但如果提供的資料不足，食環署可能無法處理你的申請。

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, FEHD may not be able to process your application.

**2. 接受資料轉介人的類別 Class of Transferees**

你在本表格上填報的個人資料，可能會為上文第 1 段所載目的而向其他政府部門及機構披露。

The personal data which you have provided by means of this form may be disclosed to other government departments and agencies in pursuance of the purposes mentioned in paragraph 1 above.

**3. 查閱及更正個人資料 Access and Correction to Personal Data**

根據《個人資料(私隱)條例》第 18 條、第 22 條及附表 1 第 6 原則的規定，你有權要求查閱和改正所提供的個人資料。查閱的權利包括可就在本表格提供的個人資料索取複本。食環署應查閱要求而提供資料時，可能會徵收費用。

You have a right to request access to and correction of the personal data provided in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data which you have provided by means of this form. A fee may be imposed for complying with a data access request.

#### 4. 查詢 Enquiries

如對本表格收集的個人資料有任何查詢，包括查閱及更改資料，可向食環署相關辦事處提出。

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the respective offices of FEHD.

#### 在公共設施（墳場及火葬場除外）拍攝外景

#### Location filming at public facilities (except cemeteries and crematoria)

香港島	Hong Kong Island
<u>中西區環境衛生辦事處</u> 香港皇后大道中 345 號上環市政大廈 10 樓 電話號碼：2853 2504 傳真號碼：2851 7653	<u>Central/Western District Environmental Hygiene Office</u> 10/F, Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong Tel. No.: 2853 2504 Fax No.: 2851 7653
<u>東區環境衛生辦事處</u> 香港鯉魚涌街 38 號鯉魚涌市政大廈 3 樓 電話號碼：3103 7038 傳真號碼：2565 8203	<u>Eastern District Environmental Hygiene Office</u> 3/F, Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Hong Kong Tel. No.: 3103 7038 Fax No.: 2565 8203
<u>南區環境衛生辦事處</u> 香港香港仔大道 203 號香港仔市政大廈 4 樓 電話號碼：2903 0424 傳真號碼：2873 1608	<u>Southern District Environmental Hygiene Office</u> 4/F, Aberdeen Municipal Services Building, 203 Aberdeen Main Road, Hong Kong Tel. No.: 2903 0424 Fax No.: 2873 1608
<u>灣仔區環境衛生辦事處</u> 香港灣仔軒尼詩道 225 號駱克道市政大廈 7 樓 電話號碼：2879 5759 傳真號碼：2519 6884	<u>Wan Chai District Environmental Hygiene Office</u> 7/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wan Chai, Hong Kong Tel. No.: 2879 5759 Fax No.: 2519 6884

九龍	Kowloon
<u>油尖區環境衛生辦事處</u> 九龍油麻地寶靈街 17 號官涌市政大廈 3 樓及 4 樓 電話號碼：3586 2182 傳真號碼：2735 5955	<u>Yau Tsim District Environmental Hygiene Office</u> 3/F & 4/F, Kwun Chung Municipal Services Building, 17 Bowring Street, Yau Ma Tei, Kowloon Tel. No.: 3586 2182 Fax No.: 2735 5955
<u>旺角區環境衛生辦事處</u> 九龍旺角花園街 123 號 A 花園街市政大廈 6 樓及 7 樓 電話號碼：2749 3628 傳真號碼：2391 5572	<u>Mong Kok District Environmental Hygiene Office</u> 6/F & 7/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon Tel. No.: 2749 3628 Fax No.: 2391 5572
<u>深水埗區環境衛生辦事處</u> 九龍深水埗元州街 59 至 63 號 元州街市政大廈 8 樓至 10 樓 電話號碼：2748 6959 傳真號碼：2748 6937	<u>Sham Shui Po District Environmental Hygiene Office</u> 8/F-10/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Sham Shui Po, Kowloon Tel. No.: 2748 6959 Fax No.: 2748 6937
<u>九龍城區環境衛生辦事處</u> 九龍馬頭圍道 165 號土瓜灣政府合署 3 樓及 4 樓 電話號碼：2711 6706 傳真號碼：2761 0718	<u>Kowloon City District Environmental Hygiene Office</u> 3/F & 4/F, To Kwa Wan Market and Government Offices, 165 Ma Tau Wai Road, Kowloon Tel. No.: 2711 6706 Fax No.: 2761 0718
<u>黃大仙區環境衛生辦事處</u> 九龍黃大仙彩虹道 121 號大成街街市大樓 3 樓 電話號碼：2997 9007 傳真號碼：2351 5710	<u>Wong Tai Sin District Environmental Hygiene Office</u> 3/F, Tai Shing Street Market Building, 121 Choi Hung Road, Wong Tai Sin, Kowloon Tel. No.: 2997 9007 Fax No.: 2351 5710
<u>觀塘區環境衛生辦事處</u> 九龍觀塘瑞和街 9 號瑞和街市政大廈 7 樓 電話號碼：3102 7311 傳真號碼：2343 6734	<u>Kwun Tong District Environmental Hygiene Office</u> Level 7, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon Tel. No.: 3102 7311 Fax No.: 2343 6734

<b>新界及離島</b>	<b>New Territories and Outlying Islands</b>
<u>荃灣區環境衛生辦事處</u> 新界荃灣楊屋道 45 號楊屋道市政大廈 3 樓 電話號碼：2212 9735 傳真號碼：2414 8809	<u>Tsuen Wan District Environmental Hygiene Office</u> 3/F, Yeung Uk Road Municipal Services Building, 45 Yeung Uk Road, Tsuen Wan, New Territories Tel. No.: 2212 9735 Fax No.: 2414 8809
<u>葵青區環境衛生辦事處</u> 新界葵涌興芳路 166 至 174 號葵興政府合署 9 樓 電話號碼：2619 9482 傳真號碼：2480 4023	<u>Kwai Tsing District Environmental Hygiene Office</u> 9/F, Kwai Hing Government Offices Building., 166-174 Hing Fong Road, Kwai Chung, New Territories Tel. No.: 2619 9482 Fax No.: 2480 4023
<u>北區環境衛生辦事處</u> 新界上水智昌路 13 號石湖墟市政大廈 4 樓 電話號碼：2679 2815 傳真號碼：2679 5695	<u>North District Environmental Hygiene Office</u> 4/F, Shek Wu Hui Municipal Services Building, 13 Chi Cheong Road, Sheung Shui, New Territories Tel. No.: 2679 2815 Fax No.: 2679 5695
<u>大埔區環境衛生辦事處</u> 新界大埔鄉事會街 8 號大埔綜合大樓 3 樓 電話號碼：3183 9118 傳真號碼：2650 1171	<u>Tai Po District Environmental Hygiene Office</u> 3/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories Tel. No.: 3183 9118 Fax No.: 2650 1171
<u>西貢區環境衛生辦事處</u> 新界將軍澳培成路 38 號西貢將軍澳政府綜合大樓 8 樓 電話號碼：3740 5125 傳真號碼：2792 9937	<u>Sai Kung District Environmental Hygiene Office</u> 8/F, Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Tseung Kwan O, New Territories Tel. No.: 3740 5125 Fax No.: 2792 9937
<u>沙田區環境衛生辦事處</u> 新界沙田鄉事會路 138 號新城市中央廣場第 1 座 12 樓 1201 至 1207 室及 1220 至 1221 室 電話號碼：2634 1704 傳真號碼：2634 0442	<u>Sha Tin District Environmental Hygiene Office</u> Unit 1201-1207, 1220-1221, 12/F, Tower 1, Grand Central Plaza, 138 Rural Committee Road, Sha Tin, New Territories Tel. No.: 2634 1704 Fax No.: 2634 0442
<u>屯門區環境衛生辦事處</u> 新界屯門屯喜路 1 號屯門政府合署 1 樓及 3 樓 電話號碼：2451 3113 傳真號碼：2452 6559	<u>Tuen Mun District Environmental Hygiene Office</u> 1/F & 3/F, Tuen Mun Government Offices Building, 1 Tuen Hi Road, Tuen Mun, New Territories Tel. No.: 2451 3113 Fax No.: 2452 6559
<u>元朗區環境衛生辦事處</u> 新界元朗橋樂坊 2 號元朗政府合署 2 樓至 5 樓 電話號碼：2920 7614 傳真號碼：2477 5099	<u>Yuen Long District Environmental Hygiene Office</u> 2/F-5/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, New Territories Tel. No.: 2920 7614 Fax No.: 2477 5099
<u>離島區環境衛生辦事處</u> 香港中環統一碼頭道 38 號海港政府大樓 6 樓 電話號碼：2852 3644 傳真號碼：2545 2964	<u>Islands District Environmental Hygiene Office</u> 6/F, Harbour Building, 38 Pier Road, Central, Hong Kong Tel. No.: 2852 3644 Fax No.: 2545 2964

## 在墳場及火葬場拍攝外景

### Location filming at cemeteries and crematoria

<u>墳場及火葬場組</u> 香港金鐘道 66 號金鐘道政府合署 42 樓 電話號碼：2867 5518 傳真號碼：2521 7261	<u>Cemeteries &amp; Crematoria Section</u> 42/F, Queensway Government Offices, 66 Queensway, Hong Kong Tel. No.: 2867 5518 Fax No.: 2521 7261
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