

**Application for Location Filming  
at Sites Controlled by the Government Property Agency**

**1. Particulars of Applicant**

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

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

Tel. No. \_\_\_\_\_ Mobile Phone No. \_\_\_\_\_

Fax No. / Email Address \_\_\_\_\_

**2. Details of the Proposed Location Filming**

Name of the Proposed Film \_\_\_\_\_

*(Note: A synopsis of the film must be submitted with the application. Please identify the scenes where the location filming is proposed to take place and provide the necessary script.)*

Exact Location \_\_\_\_\_

*(Please provide sufficient details to identify the exact position where filming operation will take place, e.g. ground floor lift lobby, etc.)*

Schedule(s):

<b>Date</b>			
<b>Time of Arrival at Location</b>			
<b>Setting up Time</b>	From To	From To	From To
<b>Filming Time</b>	From To	From To	From To
<b>Time of Vacating the Location</b>			

(Attach your own schedule(s) if space is insufficient. If the filming time is across 2 days or more, please indicate in separate column, e.g. setting up time from 18:00 to 21:00 and filming time from 21:01 to the next day 01:00. Column 1 shall fill in “Date”, “Time of Arrival at Location”, “Setting up Time” from 18:00 to 21:00 and “Filming Time” 21:01 to 23:59 while column 2 shall fill in “Date”, “Filming time” 00:00 to 01:00 and “Time of Vacating the Location”.)

Purpose of Filming:

Commercial/  Advertising/  Promotional/  Archival/  Public Affairs/  Documentary/  
 Educational/  Other (please specify) \_\_\_\_\_

Total Number of Participants (filming crew and other production staff, actors/actresses etc.) and Name(s) of leading Actors/Actresses.

Whether the use of Government electrical facilities is required *(In general, no government utilities will be provided. If there is a genuine need, please provide full details of the type and number of electrical facilities required.)*

Not Required     Required

Details, if applicable, on the use of any explosive(s) and/or inflammable material during filming. *(In general, internal areas are not applicable. Please see para. 4.2 of the Guidance Notes)*

Not Required     Required

Whether alteration(s) and reinstatement work(s) to Government Property will be required. *(In general, internal areas are not applicable. If there is a genuine need, please give full details.)*

Not Required     Required

### 3. Declaration

I/We have read the Guidance Notes and hereby sign to signify agreement to all the conditions that may be set out by the Government Property Agency.

After you save the signed application form, you will no longer be able to edit it. Save a copy first before you sign, if necessary.

Authorized Signature: \_\_\_\_\_ Please Sign Your Name Here

Name of applicant: \_\_\_\_\_

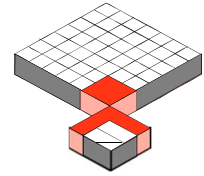
Position of applicant: \_\_\_\_\_

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

Please Seal Here

**(Company Seal or Chop)**

After you save the signed application form, you will no longer be able to edit it. Save a copy first before you sign, if necessary.



## **Guidance Notes on Application for Location Filming at Sites Controlled by the Government Property Agency**

### **1. Introduction**

- 1.1 The applicant must read the Guidance Notes before submitting this application to the Government Property Agency (hereinafter referred to as GPA).
- 1.2 For the purpose of this application, location filming includes the activities of film shooting, video shooting and photographing.

### **2. Application Procedure**

- 2.1 Application must be made in writing using the Application Form.
- 2.2 The application should reach GPA at least **10 clear working days** in advance of the proposed first filming date to give sufficient time for seeking permission from the authority, e.g. Building Management Committees and/or the department-users for filming in common areas of government joint-user buildings and Antiquities & Monuments Office for vacant historical sites. However, the application should reach GPA for the attention of Senior Building Supervisor (PM)K (Tel. no. 2594 5958) at least **6 clear working days** in advance of the proposed first filming date for processing if the site does not require permission from relevant authority, e.g. normal vacant site. The application should first reach GPA by fax (2596 0859) or by electronic means and the hard copy of the application form should reach GPA by post or personal delivery within one week from the date of application to 38/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong if required.
- 2.3 Information must be clearly stated and given in full in support of the application.
- 2.4 Upon receipt of application, GPA will process the application and reply within 10 working days.

### **3. Charges**

- 3.1 For an application that will involve brief session(s) of location filming, if and when the application is approved, a fee of HK\$7,000 will be charged for the first four hours and HK\$1,770 for each subsequent four-hour block. If the number of filming crew members exceeds 30 and/or the property has been

vacant and not manned by any security guard, the applying company has to engage a security guard at its own cost from the relevant property management agent via the Government Property Agency to monitor the filming activities. The fee for hiring the security guard is HK\$500 per guard per each 8-hour block for urban area; and HK\$650 for remote locations. If extra resources from the Government are required to facilitate the application, the actual cost(s) plus overheads will be charged. A refundable deposit equivalent to the total amount of fees is also required.

- 3.2 The fees mentioned above can be settled by Cashier's Order and made payable to either "**The Government of the Hong Kong Special Administrative Region**" or "**The Government of the HKSAR**". The Cashier's Order shall reach GPA in office hours of at least 3 working days before the first date of proposed filming. For other payment methods, such as, by Bank Automated Teller Machine (ATM), by "PPS", through the Internet, by Phone Banking, through the "Pay e-Cheque" portal, through the Faster Payment System (FPS), by Post or In Person at post office or at convenience store, please notify GPA once submitted this application for further arrangement.
- 3.3 If the application is accepted, the applicant is required to sign an agreement to indemnify GPA from all claims against GPA and any damages to property and injuries to persons arising from the location filming.

#### **4. Conditions**

- 4.1 The applicant should make his own arrangements to obtain any necessary license/permit from the appropriate authorities in respect of the location filming.
- 4.2 Without GPA's prior consent in writing, lighting of fire or the use of fireworks, explosives and any pyrotechnic material is strictly prohibited.
- 4.3 The applicant should follow the directions and instructions given on site by GPA's authorized personnel(s) (e.g. staff of GPA's property management contractor).
- 4.4 The applicant shall not, without the prior written approval of GPA, erect any fixtures or fittings in the premises or make any alterations to the premises, inclusive of any fittings therein.
- 4.5 The applicant shall upon leaving the premises or upon the expiry of the permitted period of use as the case may be:
  - (a) remove at his own cost all its equipment(s), fitting(s) and fixture(s) from the Government premises;

- (b) leave the premises in a clean, hygienic and tidy condition to the satisfaction of GPA; and
  - (c) if props, debris remained after the location filming and or damages have been caused to the Government premises, the applicant shall bear any costs in full plus overhead that GPA will charge.
- 4.6 Additional conditions may be specified by GPA when circumstances so justify.
- 4.7 Approval of the application will be at the absolute discretion of GPA.

## **5. Personal Information Collection Statement**

- 5.1 The information provided in this form will be used for processing the application for location filming at sites controlled by GPA and other related property management matters.
- 5.2 The provision of personal data in this form is voluntary. However, it is in your interest to complete this form fully and accurately. Failure to do so may lead to delay in processing your application or may make it impracticable to process such application.
- 5.3 You have a right to request access to and correction of your personal data provided in this form. Such request may be made in writing to the Government Property Administrator (Attn: Departmental Secretary) on 9/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.

07/2021