

**在房委會/房屋署轄下物業拍攝外景的標準申請表格**  
**Standard Application Form for Location Filming**  
**in Housing Authority / Housing Department Properties**

致： 房屋署社區關係分組  
To Community Relations Sub-section, Housing Department  
電郵地址： ccr@housingauthority.gov.hk  
Email Address  
圖文傳真號碼： 2761 7641  
Fax Number  
頁數： \_\_\_\_\_ 頁 (包括本頁)  
No. of Pages \_\_\_\_\_ Pages (including this page)

**\*申請人必須在拍攝當日之前最少 7 個工作日遞交申請表格**

**\*The applicant has to submit this application form at least 7 working days in advance**

**申請人詳細資料 Details of Applicant**

公司名稱： Name of Company	
商業地址： Business Address	
聯絡人姓名： Name of Contact Person	
聯絡人職銜： Post of Contact Person	
公司及手機號碼： Office & Mobile Number	
電郵地址： Email Address	
圖文傳真號碼： Fax Number	

**拍攝工作詳情 Details of Filming Operation**

1. 影片/節目名稱 Name of the Proposed Film:

\_\_\_\_\_

2. 影片性質 Nature of the Film [請刪去不適用者 Delete where appropriate] :  
電影 Film / 電視 TV / 網上節目 Internet Programme / 廣告 Advertising /  
推廣 Promotional / 檔案記錄 Archival / 公共事務 Public Affairs / 紀錄片 Documentary /  
教育 Educational /其他 Others (請註明 Please specify: \_\_\_\_\_)

3. 提議的影片級別 Intended Film Category [請刪去不適用者 Delete where appropriate] :  
I / II / III

4. 擬拍攝場景/活動說明 Brief Description of the Proposed Scenes / Activities:

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已夾附資料請加“√”號 Please “√” for information attached:

大綱 Synopsis  劇本 Script  情節 Storyboard

其他資料 Others: \_\_\_\_\_

5. 建議拍攝日期及時間 Proposed Filming Date & Time :

日期 Date : \_\_\_\_\_

時間 Time : 由 from \_\_\_\_\_ 至 to \_\_\_\_\_

6. 拍攝場地名稱及確實位置 Venue Name and Exact Location:

(請夾附位置圖或照片說明 Please illustrate with location map or photo)

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7. 攝製隊人數(包括演員人數) Size of Filming Crew (including number of actors/ actresses):

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8. 使用電力或其他設施(請註明詳細資料, 例如需要使用電力的器材類別及數目):

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

Yes (請說明 Please specify: \_\_\_\_\_)

No

9. 拍攝時使用爆炸品及/或易燃物料(請註明詳細資料，例如：爆炸品、槍械與軍火，以及其他類型的武器，例如斧頭、菜刀、長刀)的詳情：  
Details of the use of any explosives and/or inflammable materials (please provide full details, e.g. explosives, guns and ammunition, other type of weapons such as axes, choppers, long knives) for filming operations:  
 Yes (請說明 Please specify: \_\_\_\_\_)  
 No
10. 需要在物業進行改建及修復工程(請註明詳細資料)，(可能須繳付改建及修復工程費用):  
Alteration and reinstatement works to property required (please give full details), (charges for the alteration and reinstatement works may be required):  
 Yes (請說明 Please specify: \_\_\_\_\_)  
 No
11. 影片含有任何不雅或令人感到不安的場面，例如性侵犯、集體毆鬥、流血事件：  
Any indecent scene and scene that might cause discomfort to the public such as sex assault, gang fight, fire, people falling from height, blood shed:  
 Yes (請說明 Please specify: \_\_\_\_\_)  
 No
12. 預計的圍觀群眾數目 Anticipated size of crowd attracted:  
 Yes (請說明 Please specify: \_\_\_\_\_)  
 No
13. 需要動用政府人員及器材 Any need for the use of government personnel and equipment:  
 Yes (請說明 Please specify: \_\_\_\_\_)  
 No
14. 需要申請費用豁免 Application for Fee Waiver:  
(請詳列理由及夾附相關證明文件 Please provide justifications and relevant supporting documents)  
 Yes (請說明 Please specify: \_\_\_\_\_)  
 No

簽署 Signature: \_\_\_\_\_ 機構蓋章 Organization Chop: \_\_\_\_\_

姓名 Name: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

備註：

1. 資料不齊全之申請將不獲受理。查詢電話：2761 7017

Application of uncompleted information will not be processed.

Enquiry number: 2761 7017.

2. 倘申請獲得批准，須就使用房委會的物業繳交費用。房屋署會不時釐定有關費用

的金額。是項費用的金額如下：

If the application is approved, the applicant will also have to pay a fee as stipulated from time to time by Housing Department for using the HA property as follows:

(由 2022 年 11 月 1 日起生效) 首 4 小時或不足 4 小時的費用為 6,640 元，其後

每 4 小時或不足 4 小時的費用為 1,890 元。

(With effect from 1.11.2022) The rate is \$6,640 for the first four hours and \$1,890 for each subsequent four-hour block.

3. 倘申請獲得批准，申請人須簽署承諾書，保證遵守特別條款，並在實際到場拍攝

當日之前，將承諾書交回。

If the application is approved, the applicant is required to sign an undertaking to abide to specific conditions and return it to Housing Department.