

## Application Form for Location Filming

1. **Name of Company** : \_\_\_\_\_
2. **Address** : \_\_\_\_\_
3. **Telephone No.** : \_\_\_\_\_
4. **Location** : \_\_\_\_\_  
(Location map should be attached)
5. **Date(s) of film shooting** : \_\_\_\_\_
6. **Brief description of scenes and activities** : \_\_\_\_\_
7. **No. of participants** : \_\_\_\_\_
8. **No. of crew members and vehicles(vehicle type)** : \_\_\_\_\_

(Company Chop)

**Signature of Applicant** : \_\_\_\_\_

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

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

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



**OFFICE OF THE WATER AUTHORITY**  
IMMIGRATION TOWER, 7 GLOUCESTER ROAD  
WAN CHAI, HONG KONG

## Guidelines for Location Filming in Waterworks Areas and Buildings

In order to facilitate consideration by this Department of applications for location filming in waterworks areas/buildings, you are requested to observe the following when making applications -

### A. Application Procedure

1. All applications shall reach this Department at least 7 clear working days in advance of the proposed filming date. Applications with short notice will be turned down.
2. The application shall be made by completing the application form WWO 1069 (1/97).
3. Information regarding the exact location of the filming site shall be clearly stated. Relevant maps in Scale of 1:20,000 or larger, shall be attached for reference.
4. Information regarding the scenes to be taken and the nature of activities involved shall be clearly stated.
5. To cover costs in attendance, maintenance of roads and properties etc., an applicant has to pay a fee for using any waterworks areas/buildings. A refundable deposit will also be lodged to ensure that the site is left clean and tidy after the conclusion of filming.
6. The current charges and deposits, which will be subject to annual review, are as follows -

<u>Location film shooting</u>	<u>Charges</u>	<u>Remarks</u>
(a) on waterworks areas	\$9,040 per application for a period up to one month and \$6,810 for any part of a month thereafter	A refundable deposit of 3 times of the charges is required.
(b) in waterworks buildings	\$7,000 for the first four hours, and \$1,770 for each subsequent four-hour block	A refundable deposit equal to the charges is required.

7. If the application is acceptable to this Department, the applicant is required to sign an indemnity form and pay the charges and deposit before the film shooting can take place (A copy of the standard form of indemnity and the standard letter of approval and acceptance by the applicant can be obtained from this Department upon request).
8. Refund of deposit will be arranged 3 working days after the event if there is no damage to the waterworks areas/buildings.

**B. Filming of the following scenes/nature are strictly PROHIBITED**

1. Lighting of fire or the use of fireworks, explosives and any pyrotechnic materials.
2. Fishing in reservoir area during 'off-fishing-season' i.e. from 1 April to 31 August.
3. Bathing, washing, swimming, boating and any activities that may cause water pollution in reservoir area and/or gathering grounds.
4. The nature of the film causes embarrassment to either the Government of the Hong Kong Special Administrative Region, or the Property itself or any of its occupants whether they be tenants or their visitors or other invitees or licencees.
5. The nature of the film offends the laws of Hong Kong or is of immoral, defamatory or political flavour.

**C. Others**

1. If the proposed filming site falls within a Country Park, confirmation that the Director of Agriculture, Fisheries and Conservation had given approval to the proposed film shooting is required.



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WWO 1068 (1/97)

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