

Commercial Filming in Country Parks

Permit Name: Commercial Filming in Country Parks or Special Areas
Licensing Authority: Agriculture, Fisheries and Conservation Department (AFCD)
Inquiry Contact: Country Parks Planning & Regulations Division
Address : 5/F Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road, Kowloon
Tel : (852) 2150 6868 Fax : (852) 2317 0482

The Regulation:

Section 11(1)(c) of Country Parks and Special Areas Regulations, Chapter 208A, Laws of Hong Kong

1. Control Subject Matter :

- No person shall within a country park or special area, except in accordance with a permit in writing granted by the Authority carry on any activity for the purpose of, or incidental to, any business, except where such activity is otherwise permitted under the Regulations.

2. General Conditions of the Permit :

- Each application should not extend over 6 days. Approval will NOT be granted for any Sunday and public holiday, and Country Parks areas and tracks as specified by AFCD.
- Application for permission for bringing vehicles or bicycles into a Country Park should be explicitly made at the same time. Vehicles over 5.5 tonnes will not be permitted.
- Application for permission for erecting props or structures, including shelters, buildings or huts, and/or displaying signs, posters, banners, etc should be explicitly made at the same time. Sketches with scale should be provided.
- Unless specific permission has been granted, filming of the following scenes are strictly prohibited: lighting of fires or the use of fireworks; explosives and any pyrotechnic material; vehicle chasing/rallying, including motorcycle and bicycle; fishing in reservoir area during 'off-fishing-season'; bathing, washing, swimming and boating in reservoir area and/or water gathering grounds; stunt acts involving actors jumping from trees with wire hanging to trees, and damaging or killing or felling of any tree or bamboo; and any other acts governed by Country Parks & Special Areas Regulations.

How to Apply:

1. The applicant should apply in the form of a letter or a duly completed application form to be sent to AFCD at least 3 working days in advance of the proposed filming date with the information on the exact location, scenes to be shot, nature of the activities involved and relevant maps (either Countryside series maps or other maps of a minimum scale of 1:25,000). Each application is restricted to one location in one Country Park.
2. If filming vehicle/bicycle is to be used, the applicant should submit separate written application for bringing vehicles into country park at least 3 working days before the filming.
3. After the issue of the Permit, request for any alteration or variation on the Permit will be regarded as a new application and the regular permit fee will be charged.

Note :

- The applicant is required to send the application to the relevant District Lands Office concurrently if the filming is to be carried out on an exclusive basis. If approval of Lands Department is required, a fee of \$9,040 per application up to 1 month and a further \$6,810 for any part of a month thereafter, plus a refundable deposit, will be charged.
- If the proposed filming site falls within waterworks areas, the applicant is required to apply to Water Supplies Department for an approval. For waterworks buildings, the filming charge is \$6,640 for the first four hours and \$1,890 for each subsequent four-hour block or part thereof. For waterworks areas, the filming charge is \$9,040 per application up to 1 month and a further \$6,810 for any part of a month thereafter. A refundable deposit will be required.

Permit Fees:

- \$250 per day (\$317 per shelter and \$250 per month for the display of signs, posters, banners, etc)

Duration of the Permit:

- six days in maximum

Form Required:

- Application form and guidelines are available at the FSO's Resource Centre and website, and the website of AFCD at https://www.afcd.gov.hk/english/application_form/permit/permit_cou/cou_app_pricp.html.

Agriculture, Fisheries and Conservation Department

Permit Application for Commercial Filming in Country Parks or Special Areas

To : Agriculture, Fisheries and Conservation Department
5/F, Cheung Sha Wan Government Offices
303 Cheung Sha Wan Road, Kowloon.

Fax : 2317 0482

E-mail : cpfilming@afcd.gov.hk

Part A Particulars of applicant

1. Name of organization / company: _____
2. Mailing Address*: _____
*(*Please ensure the mailing address is correct for the delivery of permits by post)*
3. Name of applicant: _____
4. Telephone/mobile phone no.: _____ Fax no.: _____
Email address: _____
5. No. of participants: _____ Age range: _____

Part B Details of filming activity --- Please tick as appropriate

6. Commercial filming (\$250 per day)

Nature of filming (e.g. movie, drama series, advertisement, etc.; use additional sheet if necessary):

Date: _____ Time: _____

Location (country parks and places): _____

- Please attach:**
1. Detailed location map in scale of 1:25000 or larger
 2. Description of filming activity or script

7. Construction or erection of shelter, building or hut (\$317 for each structure)

Do you need to construct or erect any shelter, building or hut? Yes No

Please give details of all shelters (use additional sheet if necessary):

Type	Size	Quantity	Location

(Please attach photos of the shelter(s) to be used)

8. Display of sign, notice, poster, banner or advertisement (\$250 per month / for less than one month)

Do you need to display any signs, notices, posters, banners or advertisements? Yes No

Please give details of any signs, notices, posters, banners or advertisements (use additional sheet if necessary):

Size	Quantity	Description / purpose	Location

(Please attach the design of signs, notices, posters, banners or advertisements)

9. Props

Do you need to use any props? Yes No

Please list all the props to be used (use additional sheet if necessary):

Type	Size	Quantity	Purpose

(Please attach the design or photos of the props to be used)

10. Other facilities or equipment

Please provide information on the type, quantity and size of other facilities or equipment you will use: _____

11. Use of vehicles

Do you need to use any vehicles? Yes; number of vehicles _____ No

(If you need to use vehicles, please submit a separate application for vehicle entry permit(s))

Part C Submission of information

To ensure the application is processed promptly, please provide the following information with your application:

- Detailed location map**
- Detailed filming description or scripts of the relevant scenes**
- Photos of shelters (if needed)**
- Design of sign(s), poster(s), banner(s) or advertisement(s) (if needed)**
- Design or photos of prop(s), facilities and equipment (if needed)**
- Organization registration document (e.g. Business Registration, Companies Registry)**

Part D-----Payment and permit collection method

Please select your preferred payment method.

- by online payment (credit card) in person

Please select your preferred permit collection method.

- by mail in person

(Permits delivered by registered post will normally take at least 6 working days upon successful confirmation of online payment. If your payment has been successful in 6 or less working days prior to the permit use date, you MUST collect the permit in person)

Part E----- Personal Data Collection Statement

Purpose of Collection

1. The personal data provided by means of this form will be used by the Agriculture, Fisheries and Conservation Department (and the Country and Marine Parks Authority) for one or more of the following purposes:
 - a. activities relating to the processing of your submission in this form;
 - b. administration and enforcement of the Country Parks Ordinance (Cap. 208), its subsidiary legislation (Cap.208A) and relevant Hong Kong laws;
 - c. complaint investigations;
 - d. statistical analysis and research purposes;
 - e. to facilitate communications between the Department and yourself; and
 - f. any other legitimate purposes as may be required, authorised or permitted by law.

2. The provision of personal data by means of this form is voluntary. In the event that you do not provide sufficient information, this Department may not be able to process your application.

Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to:
 - a. other Government bureaux and departments, and relevant organisations for the purposes mentioned in paragraph 1 above; and
 - b. other persons as permitted by the relevant legislation.

Access to Personal Data

4. Subject to exemptions under the Personal Data (Privacy) Ordinance (Cap.486), you have the right to request access to and correction of personal data submitted to this Department with respect to your application. The right of access includes the right to obtain a copy of the personal data provided by this application form.

Enquiries

5. Enquiries concerning the personal data collected by means of this application form, including the making of access and corrections, should be addressed to:

(Attn: Personal Data Administration Officer)

5/F, Agriculture, Fisheries and Conservation Department,

Cheung Sha Wan Government Offices,

303 Cheung Sha Wan Road, Kowloon

(Please provide reference number related to the form or relevant permit issued for onward action).

- I have read, understood and agreed to the above Personal Information Collection Statement.

Part F Declaration

I, the undersigned, hereby apply for commercial filming in country park(s)/ special area(s), with the particulars of which are set out above.

I have read and understood the guidelines on permit applications and understand that if I am granted a permit for this application, I will be responsible as a permit holder for observing the terms of every condition in the permit.

Applicant's signature : _____

Applicant's name
(in block letter): _____

Company chop: _____

Date: _____

****It is advised to read the guidelines before the submission of an application****

FAQ and guidelines to application:

www.afcd.gov.hk/english/application_form/permit/permit_cou/cou_app_pricp.html

Enquiry: 2150 6868

Guidelines on permit application for commercial location filming in country parks or special areas

A. Application procedures

1. Applications can be made 3 months in advance of the filming activity at the earliest, and must reach the Agriculture, Fisheries and Conservation Department (AFCD) at least 3 working days before the filming day. Applications made after the filming activity will not be accepted. The submission time starts at 8:00am every day. If more than one application regarding the same venue for the same period is received, the AFCD will process the applications on a first-come-first-served basis.
2. In order to process the application promptly, information mentioned in Part C of the application form must be provided when submitting the application.
3. Country parks are for public enjoyment, and applicants should as far as possible avoid constructing or erecting shelters, buildings or huts. If there is a need to do so, this should be indicated specifically on the application form, specifying the design of the proposed structures and providing information on their size, number and location to be erected. In general, each shelter should not cover an area exceeding 10 m². Applicants may refer to Annex I for common types of shelters. If the AFCD's on-site staff find that the size, number, design and location of erection of such shelters, buildings or huts are different from those specified on the application form, they may demand the applicant to remove the shelters, buildings or huts concerned. The AFCD reserves the right to take legal action against the applicant for any discrepancy.
4. Applicants should as far as possible avoid displaying signs, notices, posters, banners or advertisements. If there is a need to display such items which are larger than A3 size, this should be indicated specifically on the application form. Banners or signs may only be hung at the main entrance or the main activity venue, and must not be hung on trees. Application for display of items purely for commercial advertising purposes will not be approved. In general, all display items should not exceed the size of 1 m X 4 m. If the AFCD's on-site staff find that the size, number and location of display of such items are different from those specified on the application form, they may demand the applicant to remove the items concerned.

5. Each filming period under application should not extend over 6 days. Permission will normally not be granted for commercial filming on Saturdays, Sundays or public holidays.
6. Permission of the filming activity does not mean the organizers have the exclusive right to use the venue concerned. General public and government vehicles are free to use the venue as well.
7. After the issue of a permit, any request for amendments of information provided on the application form should reach AFCD in written format at least 3 working days before the filming day for consideration of the amendment. Any request for amendments to details of filming activity as shown in paragraph 1, paragraphs 6-8 of the form will be regarded as a new application, and a regular permit fee will be charged upon approval.
8. Successful applicants will be notified by fax or by telephone. They are required to come to the AFCD's Headquarters (5/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon) within 5 working days or before the commencement of the location filming activity upon notice to pay the relevant fees and collect the permits. Permission for the applications will be revoked if the applicants fail to pay the relevant fees within the specified period. Note: Permission must be sought before the commencement of location filming activity.
9. Permit fees are payable upon collection of permits at the following rates: \$250 for each filming activity per day; \$317 for each shelter; and \$250 each month (or for a period less than a month) for the display of any sign, notice, poster, banner or advertisement. The fees are subject to adjustment without prior notice. Permit fees paid will NOT be refunded under any circumstances.
10. Information about permitted filming activities, including the location, date and time may be uploaded to AFCD's website for public inspection. If the applicant considers that some of the information should not be made available on our website, he should specifically indicate this and give justifications for our consideration when submitting the application.
11. If there is a need to bring vehicles or bicycles into country parks, this must be indicated specifically when submitting the application. If the details of vehicles to be used could not be confirmed when applying the commercial location filming permit, the applicant should submit a written application for bringing vehicles into country parks at least 3 working days before the filming day.

Vehicles over 5.5 tonnes are not allowed to enter country parks.

12. Applicants issued with AFCD's filming permits still need to apply for other permits required by law. They should check for themselves whether they need to approach other government departments such as the Water Supplies Department or the Hong Kong Police Force in respect of the filming activities.
13. Applicants must observe closely the conditions listed on the filming permits and they have the responsibility to remind all participants and workers of the conditions. The AFCD reserves the right to revoke any permits issued and person(s) violating the Country Parks and Special Areas Regulations may be liable to prosecution.

B. Areas where approval for location filming will NOT be granted in principle:

1. Tai Po Kau Nature Reserve
2. Tung Lung Fort
3. Ng Tung Chai
4. Pok Fu Lam Country Park
5. Tai Tam Country Park
6. Tsiu Hang Lions Nature Education Centre
7. Chiu Keng Tam
8. Shing Mun Fung Shui Woodland
9. Any Site of Special Scientific Interest
10. Any country park management centre

C. Filming of the following scenes are strictly PROHIBITED:

1. Lighting of fire or the use of fireworks, explosives or any pyrotechnic material
2. Chasing or rallying of vehicles (including motorcycles and bicycles)
3. Fishing in reservoir area during 'off-fishing-season'
4. Bathing, washing, swimming or boating in reservoir area and/or water gathering grounds
5. Stunt acts involving actors jumping from trees with wire hanging to trees, and those causing the damaging or killing or felling of any tree or bamboo
6. Any other acts restricted by the Country Parks and Special Areas Regulations, such as bringing in cattle, horses, sheep, goats, pigs or poultry, unless specific permission has been granted

D. Filming crew vehicles and bicycles will NOT in principle be allowed to enter the following country park areas:

1. Tai Mong Tsai Road beyond Pak Tam Chung Barrier
2. Between Shing Mun Fung Shui Woodland and Tai Po Kau Nature Reserve
3. Between Twisk Management Centre and Tai Lam Chung Management Centre
4. Tracks inside Lung Fu Shan Country Park

E. Erecting props or structures in the following areas will NOT be permitted:

1. Close to country park management centres and warden posts
2. Inside any picnic/barbecue/camp sites
3. On hilltops

Revised in October 2021

Annex I

Common types of shelters

