

Filming Involving Use of Modified Firearms and Blank Ammunition

Permit Name: Exemption Permit for Location Filming involving Use of Modified Firearms and Blank Ammunition.
Licensing Authority: Hong Kong Police Force
Inquiry Contact: Arms Licensing Section, Licensing Office
Address: 12/F, Arsenal House, Police Headquarters, 1 Arsenal Street, Wan Chai, Hong Kong
Tel: 2860 6538 Fax: 2200 4323 Email: coordination-pr@police.gov.hk

The Regulation: Section 4(3) of the Firearms and Ammunition Ordinance, Chapter 238, Laws of Hong Kong and Noise Control Ordinance, Chapter 400, Laws of Hong Kong.

1. Control Subject Matter:

- Any use of modified firearms and blank ammunition for location filming requires:
 - an exemption permit for each handler or user of modified firearms and blank ammunition from the Licensing Office; and
 - an approval from the Public Relations Wing (PRW) for each scene that involves the use.
- Except those declared suitable by the Commissioner of Police, any articles within the definition of “arms” under the Firearms and Ammunition Ordinance will not be licensed for filming. Air guns over 2 joules will not normally be allowed for filming purposes.

2. Conditions of the Permit:

- Approval will be granted with terms and conditions specifying requirements relevant to the use of the modified firearms and blank ammunition for location filming.

How to Apply:

1. Apply for the exemption permit from the Licensing Office with standard application form at least 10 working days prior to its use. Application should be made by the production manager (or a person holding equivalent position) and attached a copy of identity documents of the applicants, a copy of Business Registration Certificate, a confirmation letter from the Arms Dealers, a list of modified firearms to be used, their serial numbers, signed authorisations, a “User Application” from EACH user or handler of the firearms or blank ammunition and a copy of his/her identity document.

Note: The permit is for each individual person, including the producer and his assistant, who will use/handle the modified firearms and blank ammunition.

2. After that, one should also write to the Public Relations Wing (PRW) to obtain an approval at least 3 working days prior to each scene to be filmed with information on the details of the date, time and location of the intended filming, details of user/handler and modified firearms, intended number of shots to be fired (including NGs) and the original copy of the exemption permits. If the shooting is going to take place inside a private or government property, a copy of the agreement for such use is needed.

Note: Particulars of user/handler and modified firearms and blank ammunition should match with those on the exemption permit.

Contact: PRW, Tel: 2860 6186/ Fax: 2200 4500

Permit Fees:

- \$715 per permit (subject to annual review)

Duration of Permit:

- As stated on the permit and approval respectively

Form Required:

- The application form for the exemption permit, the user application for the “Approval for Filming”, and guidelines are available at the Resource Centre of Film Services Office, Police Licensing Office or Police Homepage.

Note: The arms dealer needs to apply for a Limited Licence for Possession from the Licensing Office for the conveyance of his modified firearms to filming locations.

**Permit Application for Use of Modified Firearms and Blank Ammunitions
for Location Filming**

Total pages: _____

Please note that the applicant should obtain an **Exemption Permit and a Limited License** for Possession controlling the use and its conveyance before starting this application. Should you have any enquiries about the Exemption Permit or the Limited License, please visit the website of the Hong Kong Police Force at www.police.gov.hk or call at 2860-6536.

(1) Information of the Applying Company (if applicable)

Name of Company*: (Chi) (Eng)

Address*: (Chi)

(Eng)

Tel no: Fax no.:

Email Address:

(2) Information of the Applicant

Title: Mr. Mrs. Ms. Miss

Name of Applicant*: (Chi) (Eng)

HKID No./ Identification Document:

Daytime contact no.:

Post Title:

Email Address:

**Names of company, applicant and address must be provided in both English and Chinese.*

(3) Filming Details

Production Title: Genre (e.g. Film, TV, etc.):

	Filming date	Filming time	Filming location
1			
2			
3			
4			
5			

(4) Use of Modified Firearms and Blank Ammunitions

Is it the first time for this production to apply for permission to use modified firearms and blank ammunitions for location filming (*Please ✓ where appropriate*):

Yes¹ No

Exemption Permit no.: FMS Expiry Date:

Estimated number of ammunition to be used:

(5) Persons who will use and handle modified firearms

	Chinese Name	English Name	HKID No./ Identification Document	Permit Role ²
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

(6) Modified firearms to be used

	Type	Serial no.
1		
2		
3		
4		
5		
6		
7		
8		
9		

¹ If this is the first application, please attach the synopsis of the production and scripts of the relevant scene(s)/ storyboard. If this is not the first application, please attach only the scripts of the relevant scene(s)/storyboard.

² Please refer to the Exemption Permit for use of firearms & ammunitions issued by the Police Licensing Office.

(7) Checklist *(Please ✓ where appropriate)*

1. Is this the first time for this production to apply for permission to use modified firearms and blank ammunitions for location filming?	<input type="checkbox"/> Yes (Please attach the synopsis and scripts of the relevant scene(s)/storyboard) <input type="checkbox"/> No (Please attach scripts of the relevant scenes(s)/storyboard)
2. Is this filming going to take place on hired public/private premises?	<input type="checkbox"/> Yes (Please attach a copy of the approval letter) <input type="checkbox"/> No
3. Is this filming involved the use of police uniforms?	<input type="checkbox"/> Yes (Please file an application to TV & Films Liaison Section, PRW) <input type="checkbox"/> No
4. Application submitted/ to be submitted to Film Services Office, Create Hong Kong:	<input type="checkbox"/> Use of Pyrotechnics Special Effects Materials <input type="checkbox"/> Lane Closure <input type="checkbox"/> Parking of Filming Vehicles on Public Roads <input type="checkbox"/> Use of Parking Spaces on Public Roads <input type="checkbox"/> Hire of Police for Intermittent Traffic Control

Company Chop

Signature of Applicant:

Date:

Points to note:

- (1) Applicant can visit the website of the Hong Kong Police Force at www.police.gov.hk (〈Useful Information〉 Information about Filming) for more information on application for filming.
- (2) The completed application form should be sent together with the relevant document(s) to TV & Films Liaison Section, PRW by email, post or fax **at least 3 working days prior to the filming.**
- (3) Personal Information Collection Statement
 - i. We collect personal data from you in this form for the purpose of processing applications related to location filming and correspondence.
 - ii. You are not obliged to supply the data but failing to supply may result in failing to obtain the related permit.
 - iii. In furtherance of the above purpose, the data collected will be transferred to other government departments or a police district where the location filming will take place.
 - iv. You have a right of access to your personal data and to request its correction.
 - v. Should you wish access to your personal data or to correct it, you should write to:

Chief Inspector of Police, TV & Films Liaison Section
Public Relations Wing
11/F, Arsenal House, Police Headquarters
No.1 Arsenal Street
Wan Chai
Hong Kong

Phone no.: 2860-6186 (TV & Films Liaison Section)
Hotline: 2527-7177
Fax: 2200-4500
Email Address: coordination-pr@police.gov.hk



Application No.:
(For Official Use Only)

HONG KONG POLICE FORCE

**Firearms and Ammunition Ordinance (Chapter 238)
Application for Exemption**

Before completing this form, please read the 'Information Notes'

This application is for - (Please "✓" as appropriate)

- possession of deactivated firearm and/or firearm component part(s) for personal collection
- possession of modified firearm and/or firearm component part(s) for TV/film shooting
- possession of starting pistol for the purposes of sport
- possession of arms used by non-local residents for local sport events or competitions
- other purposes (please refer to Information Notes and specify _____)

Part I : Particulars of the applicant / organisation

Please provide a copy of the relevant registration documents of the organisation / school / company, such as Business Registration Certificate and / or Memorandum and Article of Association (for organization only)

Name in full : _____
(English) (Chinese)

Type of Identity Document and No. / HKID Card No. : _____

Chinese Commercial Code : _____ / _____ / _____ Nationality : _____

Date of Birth : _____ Male Female

Place of Birth : _____ Occupation : _____

Residential Address : _____

Name of the Organisation / School / Company : _____

Business / School / Society * Registration Certificate No. : _____

Business / School / Society * Address : _____

Tel. No. : _____ Fax No. : _____
(Office) (Home) (Mobile)

E-mail : _____

* Delete where inappropriate

Records of illness and criminal conviction

Have you ever attempted to commit suicide, or suffered from any illness, which may affect your capability in controlling the arms?

No Yes *(please provide details)*

Have you ever been convicted of a criminal offence in Hong Kong or elsewhere?

No Yes

(please give full details. If there is insufficient space, please give details on supplementary sheets)

<u>Date of conviction</u>	<u>Offence</u>	<u>Sentence</u>	<u>Venue of trial</u> (including country)

Part II : Particulars of the Arms and Ammunition under Application

(If there is insufficient space, please give details on supplementary sheets)

<u>Type*, Brand and Model</u>	<u>Calibre</u> <i>(If applicable)</i>	<u>Serial No.</u> <i>(If applicable)</i>	<u>Rounds of Ammunition</u> <i>(If applicable)</i>

** For Firearms Component Parts, please specify the parts in accordance with the types of component parts listed under the Firearms and Ammunition Ordinance (Cap. 238), namely a barrel / chamber / cylinder / frame / body / receiver / breech block / bolt / other mechanism for containing the pressure of discharge at the rear of a chamber*

Source where the subject arms and ammunition are to be obtained
(Please provide a confirmation letter from the source)

Full name and address of the dealer / organisation / individual

Storage of the subject arms and ammunition
*(Except deactivated firearms / firearms component parts, all arms and ammunition **MUST** be stored in an approved armoury when not in use)*

Name and address of the storage

Part III: Use of the Subject Arms and Ammunition
(To be completed for all applications other than application for deactivated firearms / firearms component parts for self collection)

Name of the production / activity : _____

Details of use of the subject arms and ammunition:

Date & time covered : _____

**Details of ALL persons who will use and handle the subject arms and ammunition
(EACH person has to submit a separate application by completing a “User Application” form)**

(If there is insufficient space, please give details on supplementary sheets)

Name	Type of Identity Doc. & No

Detailed location(s) / venue(s) where the subject arms and ammunition are to be used

*Applicant applying for TV/Film shooting purpose is **not** required to fill in this part. TV/Film shooting location(s) will be subject to approval of the Police Public Relations Wing before the intended TV/Film shooting on a case-by-case basis.*

Part IV : Authorization and Declaration of the Applicant

I DECLARE that the information and particulars submitted by me in support of this application are, to the best of my knowledge and belief, true, correct and complete. I understand that section 47 of the Firearms and Ammunition Ordinance, (Cap. 238) states that any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false, in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption commits an offence and is liable to imprisonment for 2 years.

I hereby authorise the Commissioner of Police or his representative to release my personal particulars, including my criminal conviction record(s), to the Police Licensing Office and other relevant police units, and to obtain information of and/or to inquire into any and all of my personal data from other government bureaux/departments/ organisations, which are required in processing my application and assessing my suitability and/or for the purpose of investigation into and/or enforcing any matters relating to my application/licence/exemption.

I also agree that the personal data provided will be used by the Commissioner of Police for processing applications/ updating record/ conducting all kinds of present and subsequent investigations/ enforcing licensing conditions in connection with licences and/or exemption granted under the Firearms and Ammunition Ordinance (Cap. 238).

Signature of the Applicant

Official chop of the Company / Organisation
(where applicable)

Name of the Applicant (in BLOCK Letter)

Date

Position held

Information Notes

Application for Exemption

A. Notes for applicants

- Application for an exemption is generally applicable to the following arms and related purposes:
 1. possession of deactivated firearm and/or firearm component part(s) for personal collection;
 2. possession of modified firearm and/or firearm component part(s) for TV/film shooting;
 3. possession of starting pistol for the purposes of sport;
 4. possession of arms used by non-local residents for local sport events or competitions; and
 5. other purposes, for example: possession of arms used by Government Departments in the course of duty.
- When considering an application for an exemption, the Commissioner of Police (“the Commissioner”) shall, in addition to any other matter that he may reasonably take into consideration, have regard to-
 1. whether the applicant is a fit and proper person to be granted an exemption, such as
 - whether the applicant has any criminal record;
 - whether the applicant has any medical history which may affect his / her ability to handle the arms and ammunition under application; and
 - whether the applicant physical and mental conditions are considered suitable.
 2. whether there is good reason for that applicant to be exempted; and
 3. whether it is objectionable, for reasons of public safety and security, to grant an exemption to the applicant.

B. Application Procedures

- You may opt for submitting your application and documents required for application in person by fax, mail or online. If you opt for online submission, please refer to “Step 1 – Notes for Applicants” of the online application form via <https://www.licensing.police.gov.hk/licensing> for application requirements.
- Documents required for application include:
 - Type 1 – Deactivated Firearm/Firearm Component Part(s) for Personal Collection
 - i. a copy of your Hong Kong Identity Card; and
 - ii. document showing the source of the deactivated firearm(s)/firearm component part(s);
 - iii. photo(s) of the arms under application;
 - iv. proof of current address (residential and correspondence ones) issued not more than 3 months from now (e.g. water/electricity/gas bill or bank correspondence);
 - v. photo(s) of storage location and facility(s); and
 - vi. document issued by the Commissioner of Police to prove that the deactivated firearm and/or firearm component part(s) has been examined by the Police Forensic Firearms Examination Division and certified to be suitable for personal collection.
 - Type 2 – Starting Pistol for the Purposes of Sport
 - i. a copy of your Hong Kong Identity Card;
 - ii. a copy of Business Registration Certificate, Certificate of Incorporation or Certificate of Registration of a School, as appropriate;
 - iii. proof of qualification to use the starting pistol(s) and ammunition;
 - iv. written confirmation from the source providing the starting pistol(s) and ammunition, with the quantities of the starting pistol(s) and ammunition to be used; and
 - v. written confirmation from the owner of the venue where the starting pistol(s) and ammunition will be used.
 - Type 3 – Arms Used by Non-local Residents for Local Sport Events or Competitions
 - i. a copy of your Hong Kong Identity Card;
 - ii. proof of qualification to use the arms and ammunition;
 - iii. written confirmation from the source providing the arms and ammunition, with the quantities of the arms and ammunition to be used; and
 - iv. written confirmation from the owner of the venue where the arms and ammunition will be used.
 - Type 4 – Modified Firearm and/or Firearm Component Part(s) for TV/Film Shooting
 - i. a copy of your Hong Kong Identity Card;
 - ii. a copy of Business Registration Certificate;
 - iii. document showing the source providing the modified firearm(s), firearm component part(s) and blank ammunition; and
 - iv. list of modified firearms and firearm component part(s).
 - Application for Exemption for Any Other Purposes

(Please contact our Office at 2860 6538 for detail before compiling your application)

 - i. a copy of your Hong Kong Identity Card;
 - ii. document showing the source of the arms under application;
 - iii. photo(s) of the arms under application;

- iv. proof of current address (residential and correspondence ones) issued not more than 3 months from now (e.g. water/electricity/gas bill or bank correspondence) (if applicable);
- v. photo(s) of storage location and facility(s) (if applicable);
- vi. proof of qualification to use the arms under application (if applicable); and
- vii. any supplementary document(s) required by the Police Licensing Office.

- If you opt for submitting your application online, upon approval of the application, you will receive a confirmation e-mail from the Police Licensing Office. You are required to pay the prescribed fee within three months since the date of the confirmation e-mail. Otherwise, a fresh application will be necessary.
- You can pay online by following the instruction on the confirmation e-mail and call 2860 6536 to contact the Police Licensing Office afterwards for collection of your exemption. You can also make an appointment with the Police Licensing Office for making payment in person and collecting exemption on the same day.

C. Completion of Form

- In addition to online submission of application, applicants can submit their application form in person. All application form (paper form) shall be completed in Chinese or English (block letters) with a black or blue pen. The application form can be downloaded from the “Downloadable Forms” section of Hong Kong Police website at https://www.police.gov.hk/ppp_en/11_useful_info/licences/arms.html.
- You are advised to read the Firearms and Ammunition Ordinance, Cap. 238, in particular Parts II and IV thereof. Please note that Firearms and Ammunition (Declaration of Arms) (Amendment) Regulation 2021 has taken effect on 1 November 2021. Firearm component parts specified in the Schedule to the Firearms and Ammunition (Declaration of Arms) Regulations (Cap. 238D), i.e. barrel, chamber, cylinder, frame, body, receiver, breech block, bolt or other mechanism for containing the pressure of discharge at the rear of a chamber, are within the definition of “arms” under the Firearms and Ammunition Ordinance (Cap. 238). Copy of the Ordinance is available at the Government Publications Centre and Hong Kong e-Legislation at <https://www.elegislation.gov.hk>.

D. Application and enquiries

- The address and office hours of the Police Licensing Office are listed below:

Arms Licensing Section Police Licensing Office 12/F., Arsenal House Police Headquarters 1 Arsenal Street Wanchai, Hong Kong	Office hours	: Mondays – Fridays	9 a.m. to 1 p.m. 2 p.m. to 5:45 p.m.
		Saturdays/Sundays/Public Holidays	Closed
- If you have any enquiries or need more information about the application procedure, please contact the Arms Licensing Section of Police Licensing Office by telephone or by fax or by email.

Telephone no. :	2860 6538
Fax no. :	2200 4323
Email :	arms-licensing@police.gov.hk
- We pledge to complete processing of an application for exemption within 9 working days for the purposes of TV/film shooting or sport and 24 working days for other cases upon receipt of ALL the required documents and information. Our pledge depends much on the quality of information provided in your application and if insufficient information is supplied, this will affect the time required to process your application.

E. Terms and conditions of exemption

- Exemption granted is subject to terms and conditions.
- An exempted person who fails to comply with any term or condition of an exemption commits an offence and is liable on conviction upon indictment to imprisonment for 10 years under section 23 of the Firearms and Ammunition Ordinance, Cap. 238.

F. Criminal records

- You should include full details of all convictions in your application. No conviction will be regarded as “spent”. The provisions under section 2 of the Rehabilitation of Offenders Ordinance, Cap. 297, do not by reason of section 4 of that Ordinance apply to proceedings relating to a person’s suitability to be granted or to continue to hold a licence.

G. Fees

- Exemption
 - Replacement of Exemption
- } Please refer to the “Licence Fees” at the Police’s website
<http://www.police.gov.hk>

H. Shroff office

Shroff Office
11/F., Arsenal House
Police Headquarters
1 Arsenal Street
Wanchai, Hong Kong

Office hours : Mondays – Fridays

9 a.m. to 1 p.m.
2 p.m. to 5 p.m.

Saturdays/Sundays/Public Holidays Closed

- Payment method:
 - Cash;
 - Cheques, drafts or cashier's orders should be made payable to "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR" and crossed;
 - Octopus (add value service will not be provided); or
 - EPS.

I. Provision of personal data

Purpose of collection

- The personal data provided by means of the application form will be used by the Hong Kong Police Force to facilitate the processing of applications/record purpose/record update/all kinds of present and subsequent investigations as well as the enforcement of related licence conditions in connection with arms and ammunition licences and/or exemption and/or authorisation and/or approval under the Firearms and Ammunition Ordinance, Cap. 238.
- The provision of personal data by means of the application form is voluntary. If you do not provide sufficient information, we may not be able to process your applications/update your record.

Classes of transferees

- The personal data you provide may be disclosed to other government bureaux, departments and other organisations for the purposes mentioned above.

Access to personal data

- You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance, Cap. 486. Your right of access includes the right to obtain a copy of your personal data provided on the application form subject to payment of a fee.

Enquiries

- Enquiries concerning the personal data collected by means of the application form, including the making of access and corrections, should be addressed to Executive Officer (Licensing), Police Licensing Office, 12-13/F., Arsenal House, Police Headquarters, 1 Arsenal Street, Wanchai, Hong Kong (Telephone no.: 2860 6527 / Fax no.: 2200 4322).

J. Warning

- Under section 47 of the Firearms and Ammunition Ordinance, Cap. 238, any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false, in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption commits an offence and is liable to imprisonment for 2 years.
- Under the Prevention of Bribery Ordinance, Cap. 201, any person who solicits, offers or accepts any advantage including money and gifts in connection with the processing of any application commits an offence and is liable to a fine of \$500,000 and to imprisonment for 7 years.

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Application No.: (For Official Use Only)

HONG KONG POLICE FORCE
Firearms and Ammunition Ordinance (Cap. 238)

User Application for Exemption (other than deactivated firearms or firearms component parts for self collection)

Before completing this form, please read the 'Information Notes'

This application is for - *(Please "✓" as appropriate)*

- possession of modified firearm and/or firearm component part(s) for TV/film shooting
- possession of starting pistol for the purposes of sport
- possession of arms used by non-local residents for local sport events or competitions
- other purposes (please refer to Information Notes and specify _____)

Part I : Particulars of the applicant

Name in full : _____ (English) _____ (Chinese)

Type of Identity Document and No./ HKID Card No. : _____

Chinese Commercial Code : _____ / _____ / _____ Nationality : _____

Date of Birth : _____ Male Female

Place of Birth : _____ Occupation : _____

Residential Address : _____

Tel. No. : _____ (Office) _____ (Home) _____ (Mobile) Fax No. : _____

E-mail : _____

Records of illness and criminal conviction

Have you ever attempted to commit suicide, or suffered from any illness, which may affect your capability in controlling the arms?

No Yes *(please provide details)*

Have you ever been convicted of a criminal offence in Hong Kong or elsewhere?

No Yes *(please give full details at below, use plain paper if insufficient space)*

Date of conviction	Offence	Sentence	Venue of trial (including country)

Part II : Use of the Subject Arms and Ammunition

Name of production / activity :

Name of Organizer (Name of company / organization) :

Part III : Authorization and Declaration of the Applicant

I DECLARE that the information and particulars submitted by me in support of this application are, to the best of my knowledge and belief, true, correct and complete. I understand that section 47 of the Firearms and Ammunition Ordinance, (Cap. 238) states that any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false, in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption commits an offence and is liable to imprisonment for 2 years.

I hereby authorise the Commissioner of Police or his representative to release my personal particulars, including my criminal conviction record(s), to the Police Licensing Office and other relevant police units, and to obtain information of and/or to inquire into any and all of my personal data from other government bureaux/departments/ organisations, which are required in processing my application and assessing my suitability and/or for the purpose of investigation into and/or enforcing any matters relating to my application/licence/exemption.

I also agree that the personal data provided will be used by the Commissioner of Police for processing applications/ updating record/ conducting all kinds of present and subsequent investigations/ enforcing licensing conditions in connection with licences and/or exemption granted under the Firearms and Ammunition Ordinance (Cap. 238).

- I shall collect the Exemption personally upon issue.
- I authorize the representative of (name of company/organisation) _____
_____ to collect on my behalf the Exemption upon issue.

Signature of the Applicant

Official chop of the Company / Organisation
(where applicable)

Name of the Applicant (in BLOCK Letter)

Date

Position held