

**Loading and Unloading Equipment for Location Filming
in Restricted Zone/ Prohibited Zone/ Bus Lane/Closed Road**

Permit Name: Restricted Zone/Prohibited Zone/Bus Lane/Closed Road Permit

Approving Authority: Regional Offices, Transport Department

Inquiry Contact:

- Hong Kong Regional Office
Address : 37/F, Immigration Tower, 7 Gloucester Road,
Wan Chai, Hong Kong
Tel : 2829 5814 Fax : 2804 0399
- Kowloon Regional Office
Address : 8/F, Mongkok Government Offices, 30 Luen Wan
Street, Mong Kok, Kowloon
Tel : 2399 2471 Fax : 2397 8046
- New Territories Regional Office
Address : 7/F, Mongkok Government Offices, 30 Luen Wan
Street, Mong Kok, Kowloon
Tel : 2399 2226 Fax : 2381 3799

The Regulation:

- **Control Subject Matter:**
 - To load and unload filming equipment in Restricted Zone/ Prohibited Zone/ Bus Lane/ Closed Road, a production company should obtain a permit from the Transport Department beforehand.
- **Conditions of the Permit:**
 - Approval will be granted with terms and conditions specifying requirements relevant to the use of the Restricted Zone/ Prohibited Zone/ Bus Lane/ Closed Road

How to Apply:

1. Apply for the Restricted Zone/Prohibited Zone/Bus Lane/Closed Road Permit by a standard application form at least 3 weeks in advance with information on the time, date and the location concerned, the registration number(s) of the vehicle(s) used and the justifications indicating the need for the permit.
2. Attach also the copy of the following documents:
 - vehicle registration document (both front and back pages);
 - certificate of insurance (third party insurance);
 - endorsement letter/ documentary proof from department(s)/ organisation(s) in support of the application; and
 - current permit and approval letter from the Transport Department for previous application. (for renewal application)

Permit Fees:

- Nil. (except for “Lantau Closed Road Permit” which is \$75 per permit per month or part thereof.)

Duration of Permit:

- As stated in the permit (valid for a maximum period of not exceeding 12 months from the date of issue).

Form Required:

- Application form and guidelines are available at the Resource Centre and website of the Film Services Office. Application form is also available at the Regional Offices of the Transport Department and website of the Transport Department (http://www.td.gov.hk/en/public_forms/td_forms/permit/index.html).

限制區/ 禁區/ 巴士專線/ 封閉道路許可申請表

**APPLICATION FORM FOR
RESTRICTED ZONE / PROHIBITED ZONE / BUS LANE / CLOSED ROAD PERMIT**

申請人資料 PARTICULARS OF APPLICANT			
1.* 姓名 Full Name:	公司 Company	<input type="checkbox"/>	
	先生 Mr.	<input type="checkbox"/>	
	太太 Mrs.	<input type="checkbox"/>	
	女士 Ms	<input type="checkbox"/>	
2.	地址 Address:		
3. 聯絡人姓名 Contact Person:	電話號碼 Tel. No.:		
	傳真號碼 Fax No.:		
申請詳情 DETAILS OF APPLICATION			
4.*	新辦 New application	<input type="checkbox"/>	續期 Renewal <input type="checkbox"/>
5.* 許可證類別 Type of Permit:	限制區	Restricted Zone	<input type="checkbox"/>
	禁區	Prohibited Zone	<input type="checkbox"/>
	巴士專線	Bus Lane	<input type="checkbox"/>
	封閉道路	Closed Road	<input type="checkbox"/>
6.	地點 Location:		
7.	日期 Date: 由 From		至 to
8.	時間 Time: 由 From		至 to
9.	車輛登記號碼 Vehicle Registration No.:		
10.	車輛類別 Type of Vehicle:		
11.	申請原因 Reason for Application:		
12.	申請人簽名 Signature of Applicant:	公司蓋印 Company Chop:	
13.	申請日期 Date of Application:		

*請在適用處畫上剔號 (√)。 Please tick (√) as appropriate.

請勿使用此表格申請「大嶼山封閉道路通行許可證」。

Do not use this form to apply for "Lantau Closed Road Permit".

**APPLICATION FORM FOR
RESTRICTED ZONE/PROHIBITED ZONE/BUS LANE/CLOSED ROAD PERMIT
NOTES TO HELP YOU**

1. All items in the form should be completed either in English or Chinese.
2. Copies of the following documents should be attached to the application form :
 - (a) Vehicle Registration Document (both front and back pages) ;
 - (b) Certificate of Insurance (Third Party Insurance);
 - (c) Endorsement letter/documentary proof from Department(s)/organization(s) in support of the application (e.g. supporting letter issued by school principal) ; and
 - (d) Current permit and approval letter from Transport Department for last application (for the use of renewal application).
3. Applicants may use supplementary sheet or map to provide further information, if deem necessary.
4. Completed application forms should be submitted at least 3 weeks in advance by any one of the ways: in person, by post or by fax to the related Regional Office of Transport Department for processing at the following addresses and fax numbers:

<u>Regional Office</u>	<u>Address</u>	<u>Fax No.</u>	<u>Enquiry Phone No.</u>
Hong Kong Regional Office	37/F Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong.	2824 0399	2829 5814
Kowloon Regional Office	8/F Mongkok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon.	2397 8046	2399 2471
New Territories Regional Office	7/F Mongkok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon.	2381 3799	2399 2226

5. Applicants should notify Transport Department of any change in particulars relating to their applications immediately.
6. Permits will be valid for a maximum period of not exceeding 12 months from the date of issue.
7. In the event that the Applicants have not submitted their applications, with the required supporting documents as stated in paragraph 1 or in compliance with the time period as stated in paragraph 4 above, they may not be able to obtain their permits before commencement dates of the permits they apply for.