

Filming Involving Use of Camera Car (Special Purpose Vehicle)

Licence Name: Type Approval Certificate & Road Worthiness Certificate
Licensing Authority: Vehicle Safety and Standards Division & Vehicle Examination Centre,
Transport Department
Inquiry Contact: Address: 10/F, South Tower, West Kowloon Government Offices, 11
Hoi Ting Road, Yau Ma Tei, Kowloon
Tel: 3842 5740 Fax: 2802 7533

The Regulation:

1. Control Subject Matter:

- If the type/model of vehicle has never been registered in Hong Kong, the vehicle owner has to check if the specifications of the vehicle comply with the requirements set out in the Road Traffic (Construction and Maintenance of Vehicles) Regulations by the following two processes before registration and licensing:
 - to get individual approval for Special Purpose Vehicle; and
 - pre-registration inspection (of each unit of that model).

2. Conditions of the Licence:

- The specification of the vehicle should comply with the requirements set out by Transport Department.

How to Apply:

1. Individual Approval for Special Purpose Vehicle (applicable to those type approved base vehicle model only) - apply to Vehicle Safety and Standards Division at least 10 working days in advance with information on:

- Specifications of the vehicle :
 - Type approval number for the base vehicle; make of vehicle;
 - model code of vehicle and a description of the code;
 - a diagram of the braking system. Each component on the diagram must be clearly marked;
 - data, traceable to the manufacturer, specifying the maximum design weights on the:
 - (i) gross vehicle design weight;
 - (ii) maximum design weight of each axle;
 - (iii) gross vehicle combined design weight if the vehicle is designed and equipped to tow a trailer;
 - (iv) king pin design weight; and
 - (v) drawing vehicle coupling design weight;
 - EPD certificate for emission and noise ; and
 - Other documents as listed in the attached “Guidelines for Registration of Special Purpose Vehicles”.
- Plans of the Vehicle (for special purpose vehicles and trailers only) :
 - three identical plans in A3 size showing the completed vehicle in three elevation, i.e. end, side and plan views of the vehicle; and
 - permanently fixed equipment fitted to the interior of the body, in outline, should also be indicated. The following dimensions must be indicated :

- (i) overall length;
 - (ii) overall width;
 - (iii) overall height;
 - (iv) dimensions sufficient to calculate the body overhang between the rear axle/axles and the rearmost part of the body/vehicle; and
 - (v) if any modification is made to the vehicle, the specification should be certified by the manufacturer or a registered professional engineer (RPE) in the mechanical or automobile discipline.
2. If the submitted specifications comply with the requirements, Transport Department will give a letter of approval-in-principle to the applicant. The applicant should then contact the assigned Type Approval Officer to arrange a type approval inspection of the vehicle. Upon passing the inspection, the type approval office will issue a Type Approval Certificate to certify the model of vehicle.
3. **Pre-registration inspection** - Before the vehicle can be registered, pre-registration inspection is required. The applicant should present the Type Approval Certificate to a vehicle examination centre and book a pre-registration examination. Upon passing the examination, a Road Worthiness Certificate will be issued to the applicant.
- Vehicle Examination Centre:
Kowloon Bay Centre, 2 Cheung Yip Street, Kowloon
Tel: 2759 7573 Fax: 2751 1597
 - Booking of inspection: 2 to 7 working days; Inspection time: a couple of hours.
4. **The vehicle should be registered and licensed before it can be used on the roads of Hong Kong:**
- Submit the completed application form (TD 22) to the Hong Kong Licensing Office* together with
 - the applicant's Hong Kong Identity Card/passport or Certificate of Incorporation,
 - a valid third party risk insurance certificate or cover note in the name of the registered owner which shall be valid on the date when the new vehicle licence is to become operative,
 - a Type Approval Certificate,
 - a Certificate of Roadworthiness,
 - Published Retail Price List approved by the Customs and Excise Department (C&ED) (if applicable),
 - notification of Motor Vehicle Provisional Taxable Value issued by the C&ED,
 - a purchase order or a sales contract in respect of the vehicle under application, and
 - proof of applicant's present address which is issued not more than 3 months from the application date.
 - Processing time: one working day
 - The driver shall be in possession of a valid full driving licence for Special Purpose Vehicle. Please contact the Hong Kong Licensing Office for the details:

Hong Kong Licensing Office, Transport Department
3/F., United Centre, 95 Queensway, Hong Kong
Tel: 2804 2637

Licence Fees:

- For Type Approval Certificate, no charge at the moment
- For Pre-registration Inspection:
 - special purpose vehicle of 5.5 tonnes or below \$695
 - special purpose vehicle exceeding 5.5 tonnes \$935
 - trailer \$585
- First Registration Tax:
 - special purpose vehicle – 3.7% of the Motor Vehicle Provisional Taxable Value
 - goods vehicle - 15% or above of the Motor Vehicle Provisional Taxable Value
 - trailer - nil
- Vehicle Licence Fee (TAVA included, if applicable):
 - special purpose vehicle of 1.9 tonnes below
\$1,289 (annual) \$480 (4-month)
 - special purpose vehicle between 1.9 and 5.5 tonnes
\$2,404 (annual) \$870 (4-month)
 - special purpose vehicle exceeding 5.5 tonnes
\$4,694 (annual) \$1,671 (4-month)
 - trailer (for each 250kg permitted gross vehicle weight or part thereof)
\$30 (annual) 35% of the annual rate (4-month)

Duration of Licence:

- The vehicle licence is valid for one year or four months.

Form Required:

- For Type Approval Certificate and Pre-registration Inspection, no standard application form is required. The applicant shall send a **letter of application** for the type approval by model together with the applicant's contact information and the required documents to the Motor Vehicle Examination Division, Transport Department.
- For vehicle registration and licensing, please complete the form **TD 22 "Application for Registration and Licensing of a Vehicle"**.
- Application forms and guidelines are available at the Resource Centre of Film Services Office or the Transport Department's website http://www.td.gov.hk/en/public_forms/td_forms/permit..

Guidelines for Registration of Special Purpose Vehicles

In order to register a vehicle under the registration class of special purpose vehicle, it must first be:-

- (i) Approved by Environmental Protection Department;
- (ii) Approved by Transport Department; and
- (iii) Undergone a pre-registration inspection.

2. In order to approve a special purpose vehicle, specifications of the vehicle must be submitted to the following:-

Transport Department
Type Approval Section,
Kowloon Bay Vehicle Examination Centre ,
2, Cheung Yip Street,
Kowloon Bay,

3. The minimum specifications required are :-

- (a) Make of vehicle;
- (b) Model code of vehicle and a description of the code;
- (c) Certified documents from manufacturer:
 1. Details of the engine including engine power in KW;
 2. Specification of braking system and a diagram of the braking system. Each component on the diagram must be clearly marked;
 3. Specification of steering system;
 4. Specification of suspension system; and
 5. Other documents are deemed required (to be advised).
- (d) An application for engine emission & noise control should be submitted to the Environmental Protection Department (E.P.D.) at the same time as application to Transport Department;
- (e) Data certified by the manufacturer, specifying the maximum design weights on the: -
 1. gross vehicle design weight;
 2. gross combination weight (if necessary); and
 3. maximum design weight of each axle.

- (f) Manufacturer documents to certify the safety glass comply with Road Traffic(Construction & Maintenance of Vehicles) Regulations, Cap.374 reg.28, and its standards comply with Road Traffic (Safety glass or safety glazing) Regulations, Cap.374 Subsidiary Legislation H.
4. Proven documents to certify the modification of the vehicle is supported by the manufacturer. (e.g. left hand drive to right hand drive ...etc.)
5. Three identical plans (A3 Size) showing the completed vehicle (with Vehicle Identification Number) in three elevations, i.e. end, side and plan views are required. Permanently fixed equipment fitted to the interior of the body, in outline, should also be indicated. On the plans the following dimensions must be indicated:-
- (i) overall length
 - (ii) overall width
 - (iii) overall height
 - (iv) dimensions sufficient to calculate the body overhang between the rear axle/axles and the rearmost part of the body/vehicle;
 - (v) Vehicle identification number / chassis number; and
 - (vi) Make of the vehicle.
6. Upon the submission of sufficient acceptable specifications, a letter from the Transport Department approving in principle the application will be sent to the applicant. This letter will advise the applicant to contact the Type Approval Officer for an approval inspection on the vehicle.
7. A letter from the E.P.D. certifying compliance to the relevant emission & noise regulations should also be produced at the time of approval inspection.
8. On the successful conclusion of the type approval inspection, a completed approval form will be issued from the type approval office. This form certifies the model of vehicle. Presentation of the approval form at vehicle examination center will enable a pre-registration examination to be booked.
9. Reason(s) of the application for Special Purpose Vehicles.