

**APPLICATION FOR LOCATION FILMING  
AT SITES CONTROLLED BY  
DRAINAGE SERVICES DEPARTMENT**

**To** : Director of Drainage Services (Attn. : ADS/GA3)  
**Fax No.** : 3104 6424  
**Email** : [enquiry@dsd.gov.hk](mailto:enquiry@dsd.gov.hk)  
**No. of Pages** : \_\_\_\_\_ (Including this page)

**Particulars of Applicant**

Name of Company : \_\_\_\_\_  
Business Address : \_\_\_\_\_  
Name of Contact Person : \_\_\_\_\_  
Post of Contact Person : \_\_\_\_\_  
Contact Number : \_\_\_\_\_  
Fax Number : \_\_\_\_\_

**Details of filming operation**

1. Date(s) : \_\_\_\_\_ (d/m/y)  
\_\_\_\_\_ (d/m/y)
2. Duration : from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs  
from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs
3. Details of location (please attach a detailed location plan and/or photos specifying the exact location where filming operation will take place):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Brief description of filming (e.g. name, nature and scenes. Please also attach the concerned script or storyboard for reference.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Number of filming crew members (including production staff and actors/actresses):

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6. Number of vehicles (type and registration no.):

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Notes:

- (a) The applicant should call Assistant Departmental Secretary (Gen Admin 3) (tel. no.: 2594 7052) before sending in the application form with information on the exact location (with a location plan and specific address), date, time, brief description of scenes, size of the crew and no. of vehicles. We will take **6 working days** to process the application after confirmation of all the required filming details.
- (b) If this application is approved, a fee of \$7,000 (basic charge) for the first 4 hours, \$1,770 for each subsequent 4-hour block and the overheads for providing extra government personnel or equipment to monitor or take part in the filming will be charged. The total fee and a refundable deposit equal to the total fee payable are to be paid before filming.
- (c) Lighting of fire or the use of fireworks, explosives and any inflammable materials are strictly prohibited.
- (d) The personal data provided by means of this form will be used for processing your application for location filming. It may be divulged to other departments/agencies for the same purpose.
- (e) For correction of or access to personal data contained in this application, please contact our Assistant Departmental Secretary (Gen Admin 3).

Signature:

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Name in Block Letter:

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Position in Company:

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Date:

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4/2019

(Company Chop)