



Government Property Agency  
 38/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong  
 Attn: ( )

**Fax: 2596 0859**

**Application For Location Scouting at Sites/Premises Controlled by the Government Property Agency**

Details of Application

Sites/Premises: \_\_\_\_\_

Date: \_\_\_\_\_

Time: from: \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm) [only 45 Minutes is allowed]

Nos. of person in scouting party: \_\_\_\_\_

Photographs, if any are taken, will not be used for commercial purpose. If they are so used, I understand that I am liable to a charge for the use of the premises for commercial purpose, the current rate of which is HK\$7,000 for the first four-hour block and HK\$1,770 for each subsequent four-hour block.

Name of applicant: \_\_\_\_\_ Signature of applicant: \_\_\_\_\_

Position of applicant: \_\_\_\_\_

Tel. \_\_\_\_\_ Mobile Tel. \_\_\_\_\_ Fax. \_\_\_\_\_

Name of company \_\_\_\_\_ **Company Chop** \_\_\_\_\_

Address: \_\_\_\_\_

Date of Application: \_\_\_\_\_

To: \_\_\_\_\_

The above application is granted subject to the following conditions:

You shall be liable for and shall fully indemnify the Government of the Hong Kong Administrative Region against any expense, liability, loss, claim or proceedings in respect of any damage whatsoever to any property real or personal insofar as such damage arises out of in the course of by reason of the carrying out of the filming scouting or activities in or about the Property and is due to any negligence, omission or default of your company or any persons for whom your company is responsible.

**On approval, please present this form to the Site Manager when you come for location scouting.**

Signature: \_\_\_\_\_  
 for Government Property Administrator

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **Personal Information Collection Statement**

- (i) The information provided in this form will be used for processing the application for location scouting at sites/premises controlled by the Government Property Agency and other related property management matters.
- (ii) The provision of personal data in this form is voluntary. However, it is in your interest to complete this form fully and accurately. Failure to do so may lead to delay in processing your application or may make it impracticable to process such matter.
- (iii) You have a right to request access to and correction of your personal data provided in this form. Such request may be made in writing to the Government Property Administrator (Attn: Departmental Secretary) on 31/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong.

4/2019