

IMMIGRATION DEPARTMENT

Application for Use of Immigration Premises for Location Filming

Name of Company/ Organization		BR/CR No.: (if applicable)
Business Address		Tel. No.: Fax No.:
Nature of Production (Commercial, Public Affairs, News) & Intended Film Category (i.e. Category I, IIA, IIB or III)		
Name of Programme/Film		
Description of Scenes & Activities		
Location of Filming		
Filming Date/Time (From / To)		
Total No. of Actors & Film Crew		
Any Immigration Appliance/ Equipment/Personnel Required (if 'yes', please specify)		
Any Government Power Supply Required (if 'yes', please specify)		
Any Alteration of the Immigration Premises Required (if 'yes', please specify)		

(Company Chop)

Signature : _____

Name in Block Letters : _____

Position in Company : _____

Date : _____

Note

1. Application for filming purposes should reach the Communications and Public Affairs Section of this Department at 2/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong (Tel.: 2829 3003 / Fax: 2824 0598) **at least 10 clear working days in advance of the proposed filming date.**
2. Synopsis and script of the scenes should be enclosed together with this application form.
3. If the filming is for commercial purpose, the applicant shall read the attached “Guidelines on Application for the Use of Immigration Premises for Location Filming for Commercial Purpose”.

The personal data provided by means of this form will be used for processing of the above application. It may be provided to concerned departments/agencies/authorities and their designated officers who are required to handle such application.

IMMIGRATION DEPARTMENT

Guidelines on Application for Use of Immigration Premises for Location Filming for Commercial Purpose

I. Conditions of Approval

1. Applicants for the Use of Immigration Premises for Location Filming for Commercial Purpose to be approved are required to observe the following conditions:-
 - (a) No damage shall be caused to any property at the Immigration premises.
 - (b) No nuisance, disturbance or inconvenience shall be permitted to be caused by onlookers.
 - (c) The nature of the film shall not be a cause of embarrassment to the Government of the Hong Kong Special Administrative Region and the Department, nor shall it offend the Laws of Hong Kong or be of immoral, defamatory or political flavour.
 - (d) The applicant shall be liable for and shall fully indemnify the Government of the Hong Kong Special 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 or in the course of or by reason of the carrying out of the filming operations or activities in or about the property and is due to any negligence, omission, recklessness, unauthorized act or default of the applicant or any person for whom the applicant is responsible.
 - (e) The applicant shall be liable for and shall fully indemnify the Government of the Hong Kong Special Administrative Region against any expense, liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury or death of any person whomsoever arising out of or in the course of or caused by the carrying out of the filming operations or activities in or about the property.
 - (f) The applicant shall pay a fee for the company use of the Immigration premises for location filming.

- (g) The applicant shall follow the directions and instructions of the staff of the Immigration Department.
 - (h) The applicant shall not, without the prior written approval of the Immigration Department, erect any fixtures or fittings at the venue.
 - (i) The applicant shall upon its leaving the venue or upon the expiry of the permitted period of use as the case may be:
 - remove at the applicant's own cost all of its equipment, fittings and fixture from the venue; and
 - deliver up the venue in a clean, hygienic and tidy condition to the satisfaction of the Immigration Department.
 - (j) No eating, drinking or smoking shall be allowed inside the Immigration premises.
 - (k) Lighting of fire or the use of fireworks, explosives, inflammable materials and any pyrotechnic materials are strictly prohibited.
2. An application will only be approved at the acceptance of the above conditions by the applicant. The applicant is required to acknowledge such acceptance on the Letter of Approval issued by the Department.
 3. For the purpose of implementing the above conditions, any act, default, neglect or omission committed by any servants, agents, contractors, or associates of the applicant shall be deemed to be the applicant's act, default, neglect or omission.
 4. For the avoidance of doubt, it is clearly stated that the permitting of the use of the Immigration premises is personal to the applicant and there is no intention on the part of the Immigration Department to create a tenancy of whatsoever nature in the applicant's favour. The Immigration Department shall have unimpeded access to the Immigration premises at all times during the permitted period of use.
 5. If, in the course of the filming operations, the applicant fails to observe any of the above conditions, or if any unforeseen reasons arise, or if the Immigration Department should require to take over the Immigration premises or facilities for its own use during the permitted period of use, the Immigration Department shall be entitled to withdraw the permission for the use of the Immigration premises or facilities without giving any prior notice and without incurring any liability to pay the applicant any direct or indirect charges. The hiring charges, if already paid, would be refunded on a pro-rata basis in such circumstances.

6. The applicant shall not, without prior approval of the Immigration Department in writing, use any of the film shots in any film other than that stated in the application.

II. Fee Chargeable

1. The Department (or the Government department under which the Immigration premises is managed) will levy a fee for the use of the Immigration premises for location filming for commercial purpose. The fee rate as promulgated by the Government Property Agency will be followed.
2. In addition to the standard fee, the applicant is also required to pay a deposit, which is refundable, at an amount equal to the amount of fee to be paid.
3. Where an extra service is required from the Department to facilitate the filming, any expenses incurred in the use of such service will be charged to the applicant.
4. A Demand Note will be sent to the applicant by the Department (or the Government department mentioned in 1. above) indicating the amount of fee and deposit to be paid, and such amount shall be settled in accordance with the date as specified on the Demand Note.

III. Additional Note

1. Applicants shall make their own arrangements to obtain any necessary licence/permit from the appropriate authorities in carrying out the location filming.
2. Any subsequent re-scheduling of the appointment will be treated as a fresh application.
3. The provision of the service is subject to the exigency of the Immigration Services.
4. Any enquiries about the above information can be made to the Communications and Public Affairs Section at tel. 2829 3003 or by fax to 2824 0598.