

**Application Form for Location Filming
at Sites Controlled by Transport Department**

To : **Transport Department (Attn. : _____)**
(via Film Services Office)

Fax. No. : _____

Page(s) : _____ **(including this sheet)**

Details of applicant

Name of Company : _____

Title of Productions : _____

Business Address : _____

Name of The Applicant : _____

Post of The Applicant : _____

Telephone/Pager Number : _____

Fax : _____

E-mail : _____

Details of filming operation

1. Date(s)	2. Duration
_____ (d/m/y)	from _____ hrs to _____ hrs
_____ (d/m/y)	from _____ hrs to _____ hrs

3. Details of location (please attach a detailed location plan and specify address and exact location where filming operation will take place, e.g. traffic and monitoring control room) :

4. Number of film crew members (including production staff and actors/actresses):

5. Whether the use of Government power supply or any other utilities is required (*please provide full details of the type and number of equipment(s) requiring power supply*).

Notes

- (a) The synopsis/storyboard and a description of the scene to be shot has to be submitted together with this application form.

- (b) If this application is approved, a fee of \$7,000 will be charged for the first four hours and \$1,770 for each subsequent four-hour block, or part thereof. If extra Government personnel or equipment is required to take part in the filming, the actual cost plus overheads will be charged. A refundable deposit equal to the amount of the fee is also required. The applicant may be requested to effect a public liability insurance covering damage to the property and any personal injury or death.

- (c) Applications would be considered on case-by-case basis. Filming may be allowed during non-peak traffic hours, e.g. between 19:00 to 07:00 hrs, subject to availability of the venues. Transport Department shall reserve the right to reject any applications or further restrict filming hours.

Signature _____

Name and position _____

Date _____

Official Chop _____

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