

在公用道路行人專用區進行外景拍攝通知書
NOTIFICATION OF LOCATION FILMING IN PUBLIC PEDESTRIAN PRECINCTS

致 To：電影服務統籌科 Film Services Office (經辦人 Attn：_____)

傳真 Fax： 2824 0595 頁數 Pages：_____ (連此頁 including this page)

電郵 Email： fso@createhk.gov.hk

申請人資料 Particulars of Applicant

公司名稱：
Name of Company _____

聯絡人： _____ 職位： _____
Contact Person _____ Position _____

地址：
Address _____

聯絡資料： (辦公室電話 Office Tel. No.) _____ (手提電話 Mobile Phone No.) _____
Contact Details (傳真 Fax) _____ (電郵 E-mail) _____

拍攝詳情 Particulars of Filming

製作名稱：
Title of Production _____

製作類別： 電影 / 電視 / 廣告 / 其他*： _____ (請註明)
Type of Production Film / TV / Advertisement / Others*： _____ (please specify)

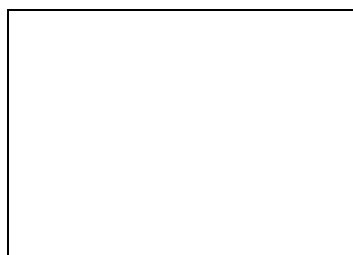
拍攝地點： _____ (全日 / 部分*時間行人專用區)
Filming Location _____ (Full-time/ Part-time* Pedestrian Precinct)

拍攝日期及時間：
Filming Date and Time _____

拍攝內容：
Scenes to be Shot _____

拍攝隊伍人數及演員：
No. of Crew Members and Cast _____

如拍攝時使用大型布景、道具及 / 或器材，請列明數量及擺放位置(可附草圖)。
If large props/sets and/or filming equipment will be used during filming, please specify the quantity and exact position(s) (Attach a sketch map where necessary).



公司蓋章 Company Chop

日期 Date

Guidelines for Location Filming in Public Pedestrian Precincts

- 1) When filming in full-time/part-time public pedestrian precincts, production companies are advised to notify the Film Services Office (FSO) of the filming to take place. Without a notification, the filming may be affected by other activities held by other parties that have already reserved the site.
- 2) The completed notification form should be submitted by fax or email **at least 5 working days (more working days are required for filming of larger scale and complicated nature such as filming with large props/set and bulky equipment)** in advance of the filming. Filming should be avoided during peak hours when the street is crowded with visitors or hawking activities.
- 3) The FSO will circulate the notification to the Lands Department for enquiry of any other activity scheduled at the time as applied, Transport Department and Hong Kong Police Force for assessing the impact on pedestrian traffic flows, and other relevant Government departments where appropriate for comment.
- 4) The film crew is required to comply with conditions for the filming as imposed by relevant departments, if any. The FSO will inform the production company accordingly. If the filming or the film crew is in breach of or non-compliance with any condition as imposed, the no-objection in principle notice given for the filming will be revoked immediately.
- 5) Filming should not affect the safety and mobility of pedestrians. To block up parts or whole of pedestrian accesses for filming is not allowed except with prior approval for filming with lane/road closure arrangements. Adequate crowd control staff wearing fluorescent vests for easy identification should be provided during filming.
- 6) Vehicles are prohibited from entering pedestrianisation areas except under special circumstances and with relevant permits. When the use of filming vehicles is a must (e.g. picture cars), the production company should apply to the Transport Department for relevant permits at least 3 weeks in advance of the shooting. The entering and departing of filming vehicles should be done with extra care. Except with a lane/road closure arrangement, filming vehicles must not be set in motion (except when entering or departing) inside any pedestrian precincts to avoid causing danger to pedestrians and/or damage to the pavement not designed for vehicular loading.
- 7) If parking of filming/power vehicles outside the pedestrianisation area is required, the applicant shall apply to the FSO for separate approval.

- 8) Pedestrian gates are normally erected at the entrance and exit of pedestrian precincts during the pedestrianisation hours. Prior approval must be obtained from the Highways Department via the FSO for temporary removal of pedestrian gates for filming purposes, such as entering and departing of filming vehicles, props/sets and/or bulky equipment. The pedestrian gates shall be reinstated in position by the film crew immediately after entering and departing of filming vehicles, props/sets and/or bulky equipment through the gate locations.
- 9) Filming should not cause any inconvenience to pedestrians and shop operators nearby. Affected local businesses and management offices of nearby buildings should be notified in writing in advance of the filming to seek their support and co-operation.
- 10) Excavation on public pavement is not permitted unless an Excavation Permit is obtained from the Highways Department.
- 11) The concerned production company shall fully indemnify the Government of the Hong Kong Special Administrative Region from all actions, suits, proceedings, claims, costs, demands and expenses which may be against the Government as a result of the filming activities.
- 12) The film crew should clear up the scene after filming. The applicant will be held responsible for the damage caused to the road and the street furniture e.g. railings, traffic signs, lighting posts, etc. due to the filming operations.
- 13) For enquiries, please contact the Film Services Office at
Tel : 2594 5759
Fax : 2824 0595
Email : fso@createhk.gov.hk
- 14) For locations and operation hours of the pedestrianisation areas in various districts, please visit the website of Transport Department at www.td.gov.hk/en/transport_in_hong_kong/pedestrianisation/pedestrianisation/index.html

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