

## Filming Involving Use of Parking Spaces on Roads

**Subject:** Use of Parking Spaces on Roads  
**Co-ordinating Authority:** The Film Services Office, Create Hong Kong, Commerce and Economic Development Bureau  
**Inquiry Contact:** 40/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong  
Tel: 2594 5759 Fax: 2824 0595  
Email: [fso@createhk.gov.hk](mailto:fso@createhk.gov.hk) Website: [www.fso-createhk.gov.hk](http://www.fso-createhk.gov.hk)

### **The Mechanism:**

- **Control Subject Matter:**

- When filming involves use of any parking space (indicated by lines or other marks for the accommodation of one vehicle), a production company should apply to the Film Services Office for temporary suspension of the designation of the parking space. The application will be circulated to Transport Department, and other relevant Government departments where appropriate for comment.

- **Conditions to observe:**

- The film crew may be required to comply with the conditions imposed if there is no in-principle objection to the application from relevant Government departments. The Film Services Office will issue a letter to inform the applicant of the conditions to be complied with by the film crew.

### **How to Apply:**

- Parking Spaces (metered)
  - Complete an application form and submit it to the Film Services Office at least 5 working days in advance of the filming with the meter number of the metered parking space to be temporarily suspended .
- Parking Spaces (non-metered)
  - Complete an application form and submit it to the Film Services Office at least 5 working days in advance of the filming with a sketch map indicating the non-metered parking space (shown hatched black) to be temporarily suspended.

**Application Fees:** Nil

**Duration of the Suspension:** As stated in the reply letter

**Form Required:** Application form and guidelines are available at the Resource Centre of the Film Services Office and can also be downloaded from its website at [www.fso-createhk.gov.hk](http://www.fso-createhk.gov.hk)

使用道路泊車位作拍攝用途申請表

**Application Form for Use of Parking Spaces on Roads for Location Filming**

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

傳真號碼 Fax. No. : 2824 0595

頁數 Pages : \_\_\_\_\_

**申請人資料 Particulars of Applicant**

公司名稱 :  
Name of Company \_\_\_\_\_

申請人姓名 : \_\_\_\_\_ 職位 : \_\_\_\_\_  
Name of Applicant \_\_\_\_\_ 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 \_\_\_\_\_

現場負責人姓名 : \_\_\_\_\_ 手提電話號碼 : \_\_\_\_\_  
Name of Person-in-charge On Site \_\_\_\_\_ Mobile Phone No. \_\_\_\_\_

拍攝日期及時間 :  
Filming Date and Time \_\_\_\_\_

拍攝地點 :  
Filming Location \_\_\_\_\_

拍攝內容 :  
Scenes to be Shot \_\_\_\_\_

**申請原因 Reasons for Application :** 停留拍攝車輛 Stopping of Filming Vehicle(s)   
用作拍攝場地 Filming Location   
擺放拍攝器材 Positioning of Filming Equipment

**泊車位類別 Type of Parking Spaces**

設有停車收費錶 Metered   
(請附上需暫時中止使用的泊車收費錶號碼及位置圖。Please provide the meter number(s) and location map of the metered parking space(s) to be temporarily suspended.)

不設停車收費錶 Non-metered   
(請附上需暫時中止使用的泊車位位置圖。Please attach a location map of the non-metered parking space(s) to be temporarily suspended.)

請在適當方格內加上“✓” 號。 Please insert a “✓” in the appropriate box.

如空位不敷填寫，請另頁詳列有關資料，隨申請表附上。 If there is insufficient space, please give details on a separate sheet to be attached to the application form.

申請日期  
Date of Application

申請人簽署及公司蓋章  
Signature of Applicant and Company Chop