

**Application Form for Location Filming at Sites Controlled by  
Environmental Protection Department**

To : Environmental Protection Department (EPD)

(Attn: Executive Officer (General) 3)

E-mail : [eo\\_g\\_3@epd.gov.hk](mailto:eo_g_3@epd.gov.hk)

Telephone No. : 3509 7666/ 3521 1081

Fax No. : 2838 2155

**A. Details of Applicant**

Name of Company : \_\_\_\_\_

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

Name of Contact Person : \_\_\_\_\_

Post of Contact Person : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

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

Fax No. : \_\_\_\_\_

**B. Details of Filming Operation**

1. Filming Location: \_\_\_\_\_

2. Filming Date(s): \_\_\_\_\_

3. Purpose of Filming (Delete whichever inapplicable \*):

Commercial / Advertising / Promotional / Archival / Public Affairs / Documentary /

Educational / Other (Please specify): \_\_\_\_\_

4. Name of Proposed Film/Programme: \_\_\_\_\_

5. Filming Schedule

Arrival time: \_\_\_\_\_

Setting up time: \_\_\_\_\_

Filming time: \_\_\_\_\_

Packing time: \_\_\_\_\_

Departure time: \_\_\_\_\_

6. Total Number of crew members(filming crew, production staff, actor(s)/actress(es) etc):

\_\_\_\_\_

7. Exact filming location (e.g. ground floor lift lobby, etc):

\_\_\_\_\_

\_\_\_\_\_

8. Whether alternation(s) to Government Property will be required. (Please provide full details if the answer is positive)

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9. Whether the use of Government power supply or any other utilities will be required (please provide full details, e.g. type and number of equipment requiring power supply)

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10. Brief Description of the Scene & Activities

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11. Please attach synopsis of the film, description of the scenes and filming location plan in this application.

**C. Undertaking**

If approval is granted to this filming application, I, being the Company's authorized person, hereby declare that I agree to strictly abide by the general house rules of the facilities to be hired as well as any other rules and conditions as specified by EPD.

Signature: \_\_\_\_\_

Organization/

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

Company Chop: \_\_\_\_\_

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

## **Guidelines on Application for Location Filming in Environmental Protection Department Areas and Premises**

### **Application Procedure**

1. Application should be made by completing an Application Form for Location Filming.
2. The completed application form should reach Executive Officer (General)<sup>3</sup> of this Department on 15/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (Telephone no. 3509 7666) at least 7 working days\* in advance of the proposed filming date. Longer processing time may be required for complicated cases such as those involving consultation with other government departments or the relevant parties. Application with short notice may be rejected or result in delay to the filming date.

\* For filming at EcoPark or T • PARK, applications should be submitted 10 working days in advance of the proposed filming date.

### **Charges**

3. A fee of \$7,000 for the first four hours and \$1,770 for each subsequent four-hour block and a refundable deposit of equal amount are to be paid in advance of the filming payable to “The Government of the Hong Kong Special Administrative Region” or “The Government of the HKSAR”. The fee does not include provision of any appliances, equipment or personnel. The amount of the fee will be subject to annual review.

### **Conditions**

4. The applicant shall indemnify this Department for the provision of service.
5. The applicant may be requested to effect a public liability insurance for the location filming covering damages to the Property and any personal injury or death.
6. No damage shall be caused to the Property.
7. No nuisance, disturbance or inconvenience shall be permitted to be caused by onlookers.
8. The name of the Property shall not be identified unless specific permission is first sought and obtained.
9. The nature of the film shall not be a cause of embarrassment to either the Government of Hong Kong Special Administrative Region, or the Property itself or any of its occupants nor should it offend the Laws of Hong Kong or be of immoral, defamatory or political flavour.
10. Lighting of fire or the use of fireworks, explosives and any pyrotechnic material are strictly prohibited.
11. The application only deals with the temporary occupation of the Property and the applicant should make their own arrangements to obtain any necessary license/permit from the appropriate authorities in respect of the film shooting.