

在食物環境衛生署轄下場地 / 設施拍攝外景
申請表

**Application for Location Filming at
Venues/Facilities under the Food and Environmental Hygiene Department**

致：食物環境衛生署 (經辦人：)

To: Food and Environmental Hygiene Department (Attn:)

傳真號碼： _____

Fax No

頁數： _____

Page(s)

I. 申請人詳情

Details of Applicant

公司名稱： _____
Name of Company

地址： _____
Address

聯絡人姓名： _____
Name of Contact Person

職位： _____
Position

聯絡電話號碼： _____
Contact Tel. No.

傳真號碼： _____
Fax. No.

II. 拍攝詳情

Particulars of Filming

(1) 影片 / 節目名稱： _____
Name of Film/Programme

(2) 拍攝日期及時間： _____ (日 / 月 / 年) 由 _____ 時 至 _____ 時
Filming Date and Time _____ (d/m/y) from _____ hrs to _____ hrs

(3) 拍攝場地及確實位置： _____
Filming Venue and Exact Location

(4) 取景片段的扼要說明： _____
Brief Description of the Scene

(請夾附拍攝片段的劇本 / 故事大綱)
(Please attach the script/synopsis of the scenes for shooting)

(5) 男女演員名單： _____
List of Actors and Actresses

(6) 拍攝隊人數： _____
Size of Filming Crew

(7) 使用政府電力或其他政府資源(如需要者)的詳情
Details on use of Government power supply or other Government resources (if
required)

(8) 影片性質：
Nature of Film
商業 / 公共事務 / 紀錄片 / 其他 (請刪去不適用者)
Commercial/Public Affairs/Documentary/Others (please delete as appropriate)

(9) 申請豁免收費：(如欲申請豁免收費，請詳列理由及夾附有關文件)
Application for waiver of charges (please state reasons with supporting documents if
you intend to apply for waiver of charges)

簽署： _____
Signature

姓名： _____
Name

機構 / 公司蓋章： _____
Organization / Company Chop

日期： _____
Date

**Guidance Notes on Application for Location Filming at
Venues/Facilities under the Food and Environmental Hygiene Department**

1. Application for location filming should be submitted to the Food and Environmental Hygiene Department (hereinafter referred to as FEHD) at least 10 working days prior to the actual date of filming.
2. The applicant shall restrict the use of the Property for the purpose stated in the application form during the permitted period of use and take all necessary precautions to ensure that such location filming will not cause any damage or danger to the Property.
3. The applicant shall not cause or permit his agents, contractors, employees or onlookers to cause any nuisance, disturbance or inconvenience.
4. The name of the Property shall not be identified unless specific permission is first sought and obtained from the Director of Food and Environmental Hygiene.
5. The nature of the film and the filming activities shall not cause any embarrassment to the Government of the Hong Kong Special Administrative Region or any of the occupants of the Property whether they be tenants, visitors, invitees or licensees, nor should it contain any immoral, illegal, defamatory or political materials.
6. 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 arising from or in connection with the location filming operations or activities.
7. No obstruction shall be caused to anyone using the Property and/or any public officer on duty there.
8. Additional conditions may be specified by FEHD when circumstances so justify.
9. If the application is accepted, 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 other Government resources are required for the filming, the full administrative costs will be charged. A refundable deposit equals to the amount of the fee is also required.
10. Approval for the application will be at the absolute discretion of FEHD.