

Commercial Filming at Hong Kong International Airport (HKIA)

Permit Name : Filming Permit at HKIA
Approving Authority : Airport Authority Hong Kong (AA)
Inquiry Contact : Corporate Communications Department
Address : Airport Authority
HKIA Tower, 1 Sky Plaza Road, Hong Kong International
Airport, Lantau
Tel : (852) 2188 7148 Fax : (852) 2188 7120
Email : filming@hkairport.com
Website : www.hongkongairport.com

How to Apply :

1. Apply to the Corporate Communications Department of AA in writing and provide the following details :
 - proposed filming date, time and location;
 - a detailed shooting plan including clear indication of locations of shooting;
 - a list of crew and talents;
 - an equipment list;
 - the storyline/storyboard and the script of the airport shots; and
 - a plan on how the shooting will be carried out.
2. If all relevant information (including Public Liability Insurance Cover) is provided and the payment made, a permit to film will normally be granted within 7 working days. Large or complicated projects requiring special arrangements may require more than 7 working days.
3. Time of Filming :
 - As a general rule, filming would only be considered during non-peak hours (0100 – 0500 hours). Holidays should be avoided when the airport is most busy. AA, however, would exercise flexibility for filming outside this period and assessment would be made on a case-by-case basis.

Rental Costs:

1. Inside Passenger Terminal Building Area
 - \$12,000 for the first four hours and \$3,000 for every subsequent hour or part thereof
2. Landside Outdoors
 - \$6,000 for the first four hours and \$1,500 for every subsequent hour or part thereof

Payment Instruction:

1. Types of Fees
 - an estimated total fees including rental costs, staff costs and miscellaneous fees
 - a refundable security deposit (equivalent to the amount of the estimated total fees)

The actual fees are to be calculated by AA on completion of the project.

2. Pay directly to The Hongkong and Shanghai Banking Corporation Limited for the account of Airport Authority (account number 004-600-356133-001) 3 full working days prior to the issuance of the permit.

Public Liability Insurance (PLI) Cover:

1. Filming agency or the applicant must initiate a PLI policy cover.
2. For most film projects, the limit of liability required under a PLI cover is
 - Passenger Terminal Building and Apron \$20 million
 - Landside Outdoors \$20 million(NOT WITHIN 20 METRES FROM ANY AIRCRAFT)
3. Higher insurance cover may be required for very large/complicated projects or for filming projects to be done within 20 metres from any aircraft.
4. Requirement Details : -

The applicant must provide a copy of the executed public liability policy or certificate of insurance for the PLI cover issued by the insurer/insurance broker with the following information : -

 - names of the insurer and the insured (the production company concerned);
 - the scope of PLI coverage (the filming activities at the Hong Kong International Airport);
 - the limit of liability to any one accident; and
 - the period of insurance.
5. For large and complicated filming activity, the applicant needs to provide additional details of the filming activity – location, time, size of the crew, set up, shooting process, etc. to AA’s insurance consultant for advice on the limit of liability and any special terms required.

Change in Filming Time:

- Filming agency or the applicant shall inform AA in writing at least 24 hours in advance in case of any shortening, cancellation or postponement of the filming activity. Unused payment will be forfeited otherwise.