

**Application for Hiring of Police Premises
for Location Filming**

To: Commissioner of Police (Attn: CIP TV & Films Liaison Section PPRB)

Fax: (852) 2200-4500

Total pages: _____

From: (1) Name of Company: _____

(2) Name of Applicant: _____ HKID No.: _____
Position: _____ Mobile No.: _____

(3) Business Address: _____
Tel: _____ Fax: _____ Email address: _____

(4) Name of the Film/Production: _____

(5) Filming Date & Time: _____

(6) Filming Location: _____

(7) Nature of the Film: Commercial/documentary/TV drama/ Others (please specify)
(please delete as appropriate) _____

(8) Charges of hiring Police Premises:
HK\$7,000 for the first four hours and \$1,770 for each subsequent four-hour block

(9) Application to waive charges: Yes / No (please delete as appropriate)

(10) If yes to (9), please give reasons: _____



Company Chop

Signature of Applicant: _____

Date: _____

Note:
Please download this form and fill in the particulars required. You can either submit this form together with the following material by fax (fax no. (852) 2200-4500) or by person/delivery to "Police Public Relations Branch at 11/F, Arsenal House, Police Headquarters, No.1 Arsenal Street, Wanchai, Hong Kong " at least **7 working days** prior to the actual date of filming for processing:
(1) Script of this particular scene.
(2) Synopsis of the film if this is the first application of the film.
(3) Application for 'Uniform Permit' if artistes are going to wear Resembled Uniforms.
(4) Application for Permission to use Modified Firearms if modified firearms are to be used.

TV & Films Liaison Section

Personal Information Collection Statement

1. We collect personal data from you in this form for the purpose of processing applications related to location filmings and correspondence.
2. You are not obliged to supply the data but failing to supply may result in failing to obtain the related permit.
3. In furtherance of the above purpose, the data collected will be transferred to other government departments or a police district where the location filming will take place.
4. You have a right of access to your personal data and to request its correction.
5. Should you wish access to your personal data or to correct it, you should write to:

Chief Inspector of Police, TV & Films Liaison Section,
Police Public Relations Branch,
11/F, Arsenal House, Police headquarters,
No.1 Arsenal Street,
Wanchai,
Hong Kong.

Telephone : (852) 2860-6186 (TV & Films Liaison Section)

Fax : (852) 2200-4500

Email : ip-sip-co-ordination-pprb@police.gov.hk

Advisory Guideline on Location Filming in Hong Kong

Location Filming

1. Location filming in public places does not generally require permission from the Government, except when the filming is going to take place on property under government control, or when resembled 'uniform' or accoutrements of the government forces, modified firearms & blank ammunition, road closure and special effects material to create special effect for filming are being used.

2. Police policy insofar as compatible with the maintenance of law and order, is to facilitate the Film/Television/Production companies engaged in location filming. Police officers would not interfere with location filming unless the law is being breached or they have good grounds to believe it will be breached.

3. The Film/Television/Production companies are encouraged to inform the Police Public Relations Branch (PPRB) of their intention to carry out location film shooting, giving the date, time, place and scenario especially with scenes involving fighting, pursuits and the use of toy guns or knives. This information will be passed to Police formations to ensure the filming activities be proceeded smoothly while the law and order is also being maintained.

Permits To Be Obtained and How to Apply

Use of Police Premises for Filming Purposes

4. The Chief Superintendent, Police Public Relations Branch is the authority for granting permission to use police premises either free or on a hired basis. The use of Police Premises will only be approved on grounds that the police operational efficiency would not be affected. When applying for the use of Police Premises, the applicant has to submit a prescribed application form*, synopsis and script which pertains to the use of police premises to PPRB at least 7 working days prior to the film shooting.

5. A fee in line with the rates set by the Government Property Agency under Accommodation Circular No. 3/2019 will be charged for using police premises for commercial filming. Currently, the fee for commercial location filming within government properties is \$7,000 for the first four hours and \$1,770 for each subsequent four hours block.

Wearing of Uniforms for filming purposes

6. The Commissioner of Police is the authority for granting permission to wear uniform of the Police (including auxiliary), traffic warden, Government Flying Service and the HK Garrison for filming purpose. Applicant shall submit application in writing by the completion of a prescribed application form* for wearing resembled uniform for location filming together with a synopsis, a script and 4 photos showing front, back and both sides of the actors in resembled uniform and agreement for such use from the landlord or building management when required and submit to Police Public Relations Branch by way of fax, e-mail or in person at least three working days prior to the intended filming. Applications for using resembled uniform of the Government Flying Service and Hong Kong Garrison or any dress so closely resembling the same are also to be made to PPRB. For these applications, PPRB would refer to respective authorities for comments and hence more processing time is required.

7. Applications for wearing of uniforms of other disciplined forces like Customs and Excise or Immigration Department are to be made direct to the respective departmental heads.

Use of Modified Firearms and Blank Ammunitions in Filming

8. In Hong Kong, no genuine firearms are allowed for filming purpose. Modified firearms and blank ammunitions to be used for filming purpose must be licensed or exempted from licence by the Commissioner of Police.

9. Anyone wishing to use or handle modified firearms and blank ammunitions for location filming shall contact the Police Licensing Office to obtain an Exemption Permit and a Limited Licence for Possession controlling the use and its conveyance, at a prescribed fee, at least ten working days beforehand. A separate approval notice issued by PPRB is required for the use of modified firearms and blank ammunitions for location filming on each occasion. To obtain an approval notice, the applicant shall submit an application in writing by the completion of a prescribed application form* and submit to PPRB three working days prior to the intended filming of every scene with details of the date, time and location, details of modified firearms used and their users and estimated number of shots fired. If the shooting is going to take place inside a private or government property, a copy of the agreement for such use is needed.

10. Although there is no requirement to obtain any licence for the use of simulated firearms (toy guns) in filming, the films/television/production companies are encouraged to notify the Police (PPRB) in advance for referral to the division concerned for rendering assistance if necessary.

Points to consider when processing applications

11. Upon receipt of applications, PPRB and the division where the filming will take place will consider the following: -

Permit for Wearing of Police Uniform for location filming

- i) Whether all data required and supporting documents (i.e. Synopsis, script and photos pertaining to the actors in resembled uniform) reached PPRB at least 3 working days before the intended filming;
- ii) Whether the location is suitable for the subject filming;
- iii) Whether the proposed filming time will cause inconvenience and possible hazard / nuisance to other road users if filming is conducted in public places, or to nearby residents if filming is conducted in private premises; and
- iv) Whether the film impairs the public confidence in the integrity of the Police Force.

Use of modified Firearms and blank ammunitions for location filming:

- i) Whether all data required and supporting documents (i.e. Synopsis, script pertaining to the use of modified firearms and blank ammunitions and an exemption permit issued by the Police Licensing Office) reached PPRB at least 3 working days before the intended filming;
- ii) Whether the location is suitable for the subject filming;
- iii) Whether the proposed filming time will cause inconvenience and possible hazard / nuisance to other road users if filming is conducted in public places, or to nearby residents if filming is conducted in private premises
- iv) Whether positive police image is projected in the film.
- v) Whether excessive noise will be caused to nearby residents.

Result of applications

12. For all successful applications, PPRB will issue a permit / approval notice to the applicant before the intended filming. For refusal cases, the applicant would be verbally informed at once. Written reply will only be provided upon the applicant's request.

Appeals

13. Should the applicant be aggrieved by the issuing officer's decision in respect of his / her application, he / she could appeal to the next senior officer in writing one working day before the intended filming.

14. After reviewing the application taking into account all relevant information, the reviewing officer will verbally inform the applicant(s) of the final decision.

Use of Special Effects Materials in Filming

15. Use of special effects material to produce special effects for filming on land or in waters of Hong Kong is subject to a discharge permit issued by Head of Create Hong Kong. All applications for the production of special effects using pyrotechnics or non-pyro special effects material are to be forwarded to the Film Services Office (FSO) of the Create Hong Kong.

Use of the Police Crest & Insignia

16. The Police crest and insignia are protected by copyright under Copyright Ordinance, Cap 528. Anyone wishing to use these accoutrements or props for filming purpose must seek permission from CSP PPRB. Application shall be made in writing to PPRB 7 working days before the intended filming.

Road Closure for location filming

17. It is the Government's policy to facilitate filming in Hong Kong. In this regard, Film Services Office (FSO) of the Commerce and Economic Development Bureau undertakes to co-ordinate with other government departments in consideration of the issuance of "No objection Letter" to the applicants. The Police Force is prepared to assist in location filming that involves lane/road closure, where circumstances require.

Laws of Hong Kong to be Observed

18. Companies engaged in location filming shall comply with the Laws of Hong Kong, and in particular the following Ordinances:-

(a) Summary Offences Ordinance, Cap 228

(i) Obstruction in Public Places – Section 4A

It is an offence if any person who without lawful authority or excuse sets out or leaves, or causes to be set out or left, any matter or thing which

obstructs, inconveniences or endangers, or may obstruct, inconvenience or endanger, any person or vehicle in a public place.

Penalty : A fine of \$5,000 or to imprisonment for 3 months.

(ii) Unlawful Wearing of Uniform –
Section 21

It is an offence if any person who wears a uniform which he is not entitled to wear or any dress so closely resembling the same as to be calculated to deceive shall be liable to a fine of \$1,000 or to imprisonment for 6 months.

Provided that the wearing of any uniform or dress by a performer in any public entertainment with the consent of the Commissioner of Police shall not constitute an offence against this section.

“Uniform” means any apparel from time to time constituting the proper apparel whilst on duty for members of Her Majesty’s Forces (Hong Kong Garrison) or the Government Flying Service or for members of the Hong Kong Police or Hong Kong Auxiliary Police Force or for any force raised under the authority of any enactment in force in Hong Kong and the apparel includes accoutrements.

Penalty : A fine of \$1,000 or to imprisonment for 6 months.

(iii) Littering – Section 4(1)

It is an offence if any person who without lawful authority or excuse throws or lays, any carrion, dirt, soil, straw or dung, or any other filth, rubbish or noisome or offensive matter whatsoever, on any public place, or on any Government property unless with the consent of a public officer, or on any private property unless with the consent of the owner and of the occupier.

Penalty : A fine of \$500 or to imprisonment for 3 months.

(b) Firearms and Ammunition Ordinance Cap 238

Possession by exempted person Section 4(3)

The Commissioner may in writing exempt any person from the prohibition in section 13 in respect of the possession of specified arms

and any specified quantity of ammunition therefore, or in respect of specified ammunition, or in respect of specified arms and ammunition;

Carrying arms or ammunition or imitation firearm with Criminal intent Section 18(1)

A person commits an offence who has with him any arms or ammunition or imitation firearm with intent to commit an arrestable offence, or to resist arrest or prevent the arrest of another, in either case while he has the arms and ammunition or imitation firearm with him.

(c) Road Traffic Ordinance Cap 374

Unlawful wearing of Traffic Warden Uniform – Section 59(4)

It is an offence for any person who is not a traffic warden wears without the permission of the Commissioner of Police, the uniform or resembled uniform of a traffic warden.

Penalty : A fine of \$10,000 and 6 months imprisonment.

(d) Noise Control Ordinance Cap 400

Noise from Domestic Premises and Public Places 4(1)

Any person who between the hours of 11 p.m. and 7 a.m., or at any time on a general holiday in any domestic premises or public place makes or causes to be made any noise which is a source of annoyance to any person commits an offence.

Noise from Domestic Premises and Public Places 4(2)

Any person being the owner, tenant, occupier or person in charge of any domestic premises who between the hours of 11 p.m. and 7 a.m., or at any time on a general holiday knowingly permits or suffers noise which is a source of annoyance to any person to emanate from those domestic premises commits an offence.

Penalty : A fine of \$10,000

(e) Entertainment Special Effects Ordinance Cap 560

Special Effects Operators to be licensed Section 5

No person shall use or cause or permit to be used any special effects material without a special effects operator licence.

Penalty : - On a first conviction to a fine at level 6 and to imprisonment for 6 months
- On a second or subsequent conviction to a fine of \$200,000 and to imprisonment for 12 months.

Restriction on discharge of Special Effects Materials Section 10

No person shall discharge or cause or permit to be discharged any special effects materials except under and in accordance with a discharge permit.

Penalty : - On a first conviction to a fine at level 6 and to imprisonment for 6 months
- On a second or subsequent conviction to a fine of \$200,000 and to imprisonment for 12 months.

Pyrotechnic Special effects materials to be registered Section 14(1)

Subject to section 15 and unless otherwise approved by the Authority in writing, no person shall supply, convey, store, or use any pyrotechnic special effects material in Hong Kong unless that material has been registered and included in the register under section 16(2) or 17(2).

Penalty : - On a first conviction to a fine at level 6 and to imprisonment for 6 months
- On a second or subsequent conviction to a fine of \$200,000 and to imprisonment for 12 months.

What you Should Do In Case of Extortion

19. If you are approached by any criminals for payment to allow filming to proceed unimpeded, you should do the following:-

- (a) delay making the payment;
- (b) report to police immediately;

(c) try to remember as much details as possible regarding the persons who make the demand for payment and record details of the witnesses who were present during the demand;

(d) be prepared to testify in court if arrest is made by the police.

Enquiries

20. For any enquiries, the following address is relevant:-

- | | |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) Address | Police Public Relations Branch (PPRB), TV & Films Liaison Section,
11/F, Arsenal House, Police Headquarters,
No.1 Arsenal Street,
Wan Chai, Hong Kong. |
| (b) Telephone | 2860-6186 (SIP Co-ordination TV & Films Liaison Section PPRB)
2527 7177 (Hotline) |
| (d) E-mail | ip-sip-co-ordination-pprb@police.gov.hk |
| (e) Fax | 2200 4500 |

Useful Website

21. You may wish to visit the website of the Film Services Offices, Create Hong Kong <http://fso-createhk.gov.hk> for more details.

Relevant Forms: -

[* Please visit the website of Hong Kong Police Force for relevant forms and samples of conditions.](#)