

**Application for Location Filming on the Premises of
Civil Engineering and Development Department**

**To : Director of Civil Engineering and Development
(Attn : Senior Engineer/Public Relations)**

Fax. No. : 2624 6680

Page(s) : _____ (including this sheet)

Details of applicant

Name of Company :

Business Address :

Name of Contact Person :

Post of Contact Person :

Telephone Number :

Fax Number :

Details of filming operation

- | | |
|---------------|-----------------------------|
| 1. Date(s) | 2. Time |
| _____ (d/m/y) | from _____ hrs to _____ hrs |
| _____ (d/m/y) | from _____ hrs to _____ hrs |

3. Details of location (please attach a detailed location plan and specify address and exact location where filming operation will take place, e.g. ground floor lift lobby, etc) :

4. Size of crew (including production staff and actors) and number of vehicles :

5. Use of Government power supply or any other utilities required (please provide full details, e.g. type and number of equipment requiring power supply) :

Notes

- (a) The synopsis and cast of the film have to be submitted together with this application form. Please identify the scenes where the location filming is proposed to take place in the government property concerned and provide the relevant script.
- (b) If this application is approved, a fee of \$6,870 will be charged for the first four hours and \$1,935 for each subsequent four-hour block, or part thereof. A refundable deposit equal to the amount of the fee is also required. The charges are to be paid before filming. If extra Government personnel or equipment is required to assist in the filming, the actual cost plus overheads will be charged and should be paid before filming as far as practicable.
- (c) Applications would be considered on a case-by-case basis, subject to policy, operational, safety and security considerations.
- (d) Applicants are advised to read the attached guidelines before submitting an application.

Signature _____

Name and position _____

Date _____

Official Chop _____

Guidelines on Application for Location Filming on the Premises of Civil Engineering and Development Department (CEDD)

Application Procedure

1. The completed application forms for location filming shall be sent to the following address:

Senior Engineer/Public Relations
1/F, Civil Engineering and Development Building
101 Princess Margaret Road
Homantin, Kowloon

2. Applications should reach CEDD at least 14 working days in advance of the proposed filming, stating the purpose for which the use of government property is required, exact location, date, time, synopsis of the film, description and scripts of relevant scenes, size of the crew and cast, number of vehicles and the need for the use of government power supply.

Charge

3. A fee will be charged for the use of a government venue for location filming for commercial purposes. The present rate is \$6,870 for the first four hours and \$1,935 for each subsequent four-hour block, or part thereof. A refundable deposit equal to the rental fee is also required. The charges are to be paid before filming.
4. If extra Government personnel or equipment is required to assist in the filming, the actual cost plus overheads will be charged and should be paid before filming as far as practicable.

Public Liability Insurance

5. Applicants may be required to effect adequate public liability insurance at their own expense.

Conditions for Location Filming

6. Filming can only take place during non-office hours.

7. The filming company and its personnel shall follow the directions and instructions of the staff of CEDD.
8. The applicant shall ensure that no nuisance, disturbance or inconvenience is caused during filming. No damage shall be caused to the property.
9. Alterations, fixing or painting to the property is not allowed.
10. Lighting of fire and use of fireworks, explosives and any pyrotechnic material are strictly prohibited.
11. The name of the CEDD venue shall not be identified unless prior permission has been sought and obtained.
12. The nature of the film shall not be a cause of embarrassment to the HKSAR Government, CEDD or any occupants of the property, nor should it offend the Laws of Hong Kong or be of immoral, defamatory or political favour.
13. The applicant should clean the venue up to the satisfaction of CEDD after the filming.
14. Applications will be considered on case-by-case basis and the final decision of acceptance rests on CEDD.

Refund of Deposit

15. Refund of deposit will be arranged two to three weeks after the event if there is no damage to the premises and facilities.