

Filming Involving Parking of Filming Vehicles on Public Roads
(other than designated parking spaces)

Subject: Parking of Filming Vehicles on Public Roads (other than designated parking spaces)

Co-ordinating Authority: The Film Services Office, Create Hong Kong

Inquiry Contact: 40/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong
Tel: 2594 5759 Fax: 2824 0595
Email: fso@createhk.gov.hk Website: www.fso.createhk.gov.hk

The Mechanism:

• **Control Subject Matter:**

- When filming involves the use of any picture vehicle or vehicle carrying bulky essential filming equipment* like electricity generator, camera crane, water sprinkler system, etc., and that the vehicle is required to park near the filming location to smoothen the logistics arrangements for the filming, a production company should apply to the Film Services Office for the parking of the filming vehicle(s). The application will be circulated to the Hong Kong Police Force and Transport Department, and other relevant Government departments where appropriate for comment. The FSO will inform the applicant if there is any objection to the application.

• **Conditions to observe:**

- The film crew is required to comply with the “Conditions for Parking of Filming Vehicles on Public Roads” as attached to this guideline and any condition to be imposed for the filming by relevant Government departments. The Film Services Office will issue a letter to inform the applicant of the conditions to be complied with by the film crew.

How to Apply:

- Complete an application form and submit it to the Film Services Office at least 5 working days in advance of the filming with the following information:
 - the exact parking area (shown hatched black on a sketch map),
 - number, type and dimension of the vehicle,
 - number and direction of traffic lanes on the affected road, and
 - distance of the vehicle from spots such as bus/tram stops, mini-bus/taxi stands, traffic lights, the entrance to or exit from car parks, emergency exits, etc.

Note:

- In general, parking of the filming vehicle is not allowed if it would cause danger to other road users, traffic jam, inconvenience to others, obstruction to emergency exits, etc. Except with an approval by relevant departments, filming vehicle is not allowed to be parked on pedestrian walkway.
- A permit should be obtained from the Transport Department before stopping a vehicle in the ‘No Stopping Zone’ for loading and unloading filming equipment only. (Please refer to the Guidelines on “Filming Involving the Use of Restricted Zone/Prohibited Zone/Bus Lane/Closed Road” for details.)

Application Fees: Nil

Duration of the Parking: As stated in the reply letter

Form Required: Application form and guidelines are available at the Resource Centre of the Film Services Office and can also be downloaded from its website at www.fso.createhk.gov.hk.

** Other filming vehicles will be considered only with justifications.*

Conditions for Filming Involving Parking of Filming Vehicles on Public Roads
(other than designated parking spaces)

- 1) A person-in-charge should be appointed on site to be responsible for controlling the film crew and people involved in the filming so as to ensure the compliance of conditions imposed and to serve as a co-ordinator.
- 2) Adequate crowd control staff wearing fluorescent vests for easy identification should be appointed.
- 3) The film crew on site should follow the filming plan as set out in the application, or as revised as a result of the requirements or conditions imposed by the relevant departments, and the instructions given by any Police officer on site. At all times, adequate number of lane(s) should be maintained for through traffic.
- 4) The film crew together with the equipment should not cause undue obstructions or inconvenience to other road users.
- 5) Proper lighting, signing and guarding in accordance with the “Code of Practice for the Lighting, Signing and Guarding of Road Works” (available for download at https://www.hyd.gov.hk/en/technical_references/technical_document/code_of_practice/index.html issued by the Highways Department and adequate notice boards or warning signs (in both Chinese and English) should be erected at appropriate locations to alert road-users or pedestrians of filming taking place and to seek their co-operation. The size of the notice boards should be large enough for the message to be clearly seen by drivers from a reasonable distance.
- 6) The applicant should send letters to the “neighbours” of the filming location in advance to alert them of the arrangements and to seek their co-operation.
- 7) Adequate safety measures should be provided to cover the film crew and other road users.
- 8) The applicant should ensure that all vehicles used in connection with the filming and personnel involved comply with the road traffic legislation.
- 9) The person-in-charge on site shall report to the Regional Traffic Console of the Hong Kong Police Force by telephone upon arrival and departure of the film crew.
- 10) The film crew should comply with the directives of the Police officer on site, including the stopping of the filming or changing the filming plan or the special traffic arrangements if such changes are deemed necessary in the public interest.
- 11) The applicant should ensure that the notice boards etc. referred to in (5) above, all props, debris at or stains caused on the filming location are promptly cleared after filming; and to report immediately to the Police and Highways Department any damage to roads (including street furniture) or Government properties or any untoward incidents.
- 12) The applicant shall reimburse Highways Department any cost including overheads arising from any works necessary to rectify any damage caused to road pavement and street furniture attributable to the location shooting.

- 13) The applicant shall indemnify the Government from all actions, suits, proceedings, claims, costs, demands and expenses which may be taken or made against the Government as a result of the filming activities.
- 14) The applicant should notify the FSO and Police as early as possible and provide an explanation for cancellation of the location filming and apply to the FSO in case subsequent changes of timing of the location filming are required.
- 15) The applicant should ensure that effective insurance policy is taken out to cover any accidents involving damages, injuries to or death of other road users.
- 16) The applicant shall not carry out any removal of street furniture unless prior approval from the Transport Department is obtained. Relevant application should be sent to the FSO for processing. The applicant shall bear the cost including overheads in association with any temporary removal and the subsequent reinstatement work including traffic management measures to be carried out by the Highways Department.
- 17) The applicant shall not carry out any excavation to the road pavement unless an excavation permit has been obtained from Highways Department for such purpose.
- 18) In case of emergency road works, the applicant should remove the parked filming vehicles immediately at his own cost.

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進行外景拍攝期間在公共道路(非指定停泊區)停放拍攝車輛申請表
Application Form for Parking of Filming Vehicles on Public Roads
(other than designated parking spaces) for Location Filming

致 To： 電影服務統籌科 Film Services Office (經辦人 Attn： _____)

傳真號碼 Fax. No.： 2824 0595

頁數 Pages： _____

申請人資料 Particulars of Applicant

公司名稱：

Name of Company _____

申請人姓名：

Name of Applicant _____

職位：

Position _____

地址：

Address _____

聯絡資料： (辦公室電話 Office Tel. No.) _____

(手提電話 Mobile Phone No.) _____

Contact Details

(傳真 Fax) _____ (電郵 E-mail) _____

拍攝詳情 Particulars of Filming

製作名稱：

Title of Production _____

現場負責人姓名：

Name of Person-in-charge On Site _____

手提電話號碼：

Mobile Phone No. _____

拍攝日期及時間：

Filming Date and Time _____

拍攝地點：

Filming Location _____

(請附上位置圖及有關地點的詳情。 Please attach a location map with details of the location.)

拍攝內容：

Scenes to be Shot _____

車輛類型 Type of Vehicle	數量 Quantity	車身尺寸(米) Dimensions (metres)	停放車輛位置 Parking Location	停放車輛時間 Parking Period
出鏡車輛 Picture Vehicles	<input type="checkbox"/>	_____	_____	_____
發電車 Power Vehicles	<input type="checkbox"/>	_____	_____	_____
升降台架車 Crane Vehicles	<input type="checkbox"/>	_____	_____	_____
灑水車 Water Sprinkling Vehicles	<input type="checkbox"/>	_____	_____	_____
其他 Others	<input type="checkbox"/>	_____	_____	_____

請在適當方格內加上“✓”號。 Please insert a “✓” in the appropriate box.

如空位不敷填寫，請另頁詳列有關資料，隨申請表附上。 If there is insufficient space, please give details on a separate sheet to be attached to the application form.

申請日期

Date of Application

申請人簽署及公司蓋章

Signature of Applicant and Company Chop