

## **Filming Involving the Hire of Police for Intermittent Traffic Control**

**Subject:** Hire of Police for Intermittent Traffic Control (ITC)  
**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:**

- Production companies wishing to carry out location filming that involves the hire of police in the control of traffic flows at intervals should submit applications to the Film Services Office (FSO). The applications will be circulated to the Hong Kong Police Force, Transport Department, and other relevant Government departments where appropriate for comment. The FSO will inform the applicant of the result of the application. If the application is approved, the Police Public Relations Wing (PRW) will inform the applicant of the charges to cover the cost of police officer(s) providing assistance to control the traffic for the filming and related transportation fees.
- The applicant will be asked to obtain from PRW the letter of payment to be paid in two working days.

#### ● **Conditions to observe:**

- The film crew is required to comply with the condition(s) imposed for the filming by the relevant Government departments. The FSO will inform the applicant of the conditions in writing.
- Hires in connection with ITC for location filming shall be undertaken on the basis of:
  - (a) A minimum of two hours; and
  - (b) For every three police constables hired, one officer of the rank of sergeant shall additionally be hired.

### **How to Apply:**

- Applicants are advised to study the “Guidelines on Filming Involving Lane Closure” before tendering applications.
- Complete an application form and submit it to the FSO at least 14 working days prior to the intended filming with a street plan on the details of the temporary traffic arrangements required, including the lane(s) to be closed and the traffic direction, the location(s) for ITC, the number of ITC required, the number and locations of picture vehicles and production vehicles and the parking arrangement, warning signs to be provided, scenes to be shot, etc.
- If the application is approved, PRW will issue a letter of payment to the applicant for payment. Upon receipt of a letter of payment in person, the applicant should pay the charges at the Shroff Office of Finance Division of the Hong Kong Police Force in two working days.
- Change of filming date or venue will be treated as a new application, except the change is made due to inclement weather.

**Note: Hire of police as guard duties or film extras is not allowed.**

**Application Fees:**

*(Minimum hiring period: two hours; each subsequent charge will be calculated on a half-hourly basis. The hire period will commence at the time the officers leave their station and will continue until the time of their return to the station.)*

● **Staff cost:**

- \$359/ hour per Constable
- \$562/ hour per Sergeant
- \$802/ hour per Inspectorate Officer

● **Transportation cost:**

- \$78/ hour per motorcycle
- \$81/ hour per medium car
- \$142/ hour per large car
- Tunnel toll fee(s) will be charged where appropriate

● **Cancellation of Filming:**

- No charges will be levied on unsuccessful applications.
- Cancellation fees will be levied on the following scale:
  - (a) Three or more working days notice prior to filming: No charge
  - (b) Two working days notice prior to filming: 50% of the hire cost
  - (c) Less than two working days notice prior to filming: 100% of the hire cost

**Duration of ITC:** As stated in the reply letter

**Form Required:** Application form and guidelines can be downloaded from FSO's website at [www.fso.createhk.gov.hk](http://www.fso.createhk.gov.hk).

**僱用警務人員協助間歇控制交通以進行外景拍攝申請表**  
**Application Form for the Hire of Police for Intermittent Traffic Control 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 Contact Details：

(辦公室電話 Office Tel. No.) \_\_\_\_\_ (手提電話 Mobile Phone No.) \_\_\_\_\_

(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.： \_\_\_\_\_ 職位 Position： \_\_\_\_\_

拍攝日期及時間 Filming Date and Time： \_\_\_\_\_

拍攝地點 Filming Location： \_\_\_\_\_

**所需間歇控制交通安排的詳情 Details of Intermittent Traffic Control (ITC)：**

(請附上有關地點及臨時交通安排的詳細計劃圖 Please attach a plan on the location with details of the temporary traffic arrangements.)

控制交通時段 Duration of ITC： \_\_\_\_\_

次數 Frequency \_\_\_\_\_ 每次 Each Time：  1分鐘 minute  2分鐘 minutes  3分鐘 minutes  
 其他，請註明 Others, please specify: \_\_\_\_\_

拍攝內容：  
Scenes to be Shot  簡單煙火特別效果 / 爆炸\*場面 Simple pyrotechnic special effects / explosion\* scene  
 使用改裝槍械 / 充氣式彈囊發射器 Use of modified firearms/ pneumatic capsule launcher\*  
 撞車 / 交通意外\*場面 Car crash / car accident\* scene  
 動作場面 Stunt act  
 其他，請註明 Others, please specify： \_\_\_\_\_

請在適當方格內加上“✓”號。 Please tick “✓” where appropriate.

\*請將不適用者刪去。 Please delete where inappropriate.

申請日期  
Date of Application

申請人簽署及公司蓋章  
Signature of Applicant and Company Chop

**建議書(由警務處填寫) Recommendations to be completed by HKPF**

警務人員及有關運輸車輛數目 Number of Police officer(s) and transportation vehicles(s):

警員 Constable: \_\_\_\_\_ 警長 Sergeant: \_\_\_\_\_ 督察級人員 Inspectorate Officer: \_\_\_\_\_

電單車 Motorcycle: \_\_\_\_\_ 中型車 Medium car: \_\_\_\_\_ 大型車 Large car: \_\_\_\_\_

使用隧道 Tunnel (s): \_\_\_\_\_

執勤時段 Duty period: \_\_\_\_\_