

致 To: _____

收件人 Attn.: _____

在发展局辖下设施拍摄外景的申请表
Application Form for Location Filming at Facilities of
Development Bureau

1. 申请公司资料

Particulars of Company

公司名称: _____

Name of Company

地址: _____

Address

负责人姓名: _____

Name of Officer-in-charge

职位: _____

Position

联络电话号码: _____

Contact Tel. No.

传真号码: _____

Fax. No.

2. 拍摄详情

Particulars of Filming

影片/节目名称: _____

Name of the Filming/Programme

拟拍摄的日期及时间: _____

Proposed Filming Date and Time

场地名称及确实位置: _____

Venue Name and the Exact Location

拍摄用途*:

电影/电视/网上节目/广告/推广/档案纪录/公共事务/记录片/教育

其他: _____

Purpose of

Filming*:

Film / TV / Internet Programme / Advertising / Promotional / Archival / Public Affairs /
Documentary / Educational

Others:

* 请删去不适用者

Delete where inappropriate

拍摄程序： 抵达时间： _____
Filming Schedule: Arrival time

设置布景时间： _____
Setting up time

拍摄时间： _____
Shooting time

拆卸布景时间： _____
Packing time

离开时间： _____
Departure time

取景片段及活动的简要说明： _____
Brief Description of the Scene & Activities:

(请将拍摄片段的详尽的剧本/情节一并附上)
(Full scripts / storyboard of the scenes being shot should be attached)

播映程序： 日期： _____
Broadcasting Schedule: Date

时间： _____
Time

频道/网址： _____
Channel / Website

导演及男女演员名单： _____
List of Director, Actors and Actresses

拍摄队人数： _____
Size of Filming Crew

器材详情： _____
Equipment List

3. 承诺书

Undertaking

这项拍摄申请如获批准，本人以申请公司授权人身分，声明同意严格遵守有关设施的一般使用规条及发展局所订定的规则及条件。

If approval is given to this filming application, I, being the Company's authorized person, hereby declare that I agree to strictly abide by the general house rules of the facility to be hired as well as any rules and conditions as specified by Development Bureau.

签署：

Signature _____

姓名：

Name _____

机构盖章：

Organization/
Company Chop _____

日期：

Date _____

备注： 申请公司必须在确实拍摄日期前最少七个工作天递交拍摄外景的申请表格。实际所须的处理时间视乎申请的复杂性及缴费方式等。

任何在表格内作出之修改须签名确认。

以上资料只作处理申请拍摄外景之用。

Notes: The Company should submit the filming application at least 7 working days prior to the actual date of filming. The actual processing time required depends on the complexity of the application and form of payment etc.

Any amendments to the wordings in the form must be initialled.

The above information is for processing of location filming application only.