

**Application for Location Filming  
at Sites Controlled by Radio Television Hong Kong**

To : Radio Television Hong Kong (Attn.: SCO(G))

Fax No. : 2338 0279 / Email : general@rthk.hk

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. Duration

\_\_\_\_\_ from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs

\_\_\_\_\_ 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. Number of filming crew members (including production staff and actors/actresses):

\_\_\_\_\_  
\_\_\_\_\_

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):

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6. Any use of explosives and/or inflammable materials for filming operations:

Yes/ No\*

7. Alteration and reinstatement works to property required (please give full details):

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8. Purpose of Filming :

Commercial/ Promotional/ Archival/ Public Affair/ Documentary/ Educational\*

\*Please delete where appropriate

**Notes**

- (a) A synopsis of the film has 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 brief description of the relevant scene.
- (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. If extra Government personnel is required to take part in the filming, the actual cost plus overheads will be charged. A refundable deposit equal to the amount of the fee is also required.

Signature \_\_\_\_\_

Name and position \_\_\_\_\_

Date \_\_\_\_\_ Official Chop \_\_\_\_\_

**Guidelines on Application for Location Filming  
at Sites Controlled by Radio Television Hong Kong**

**Application Procedure**

1. Applications should be made by completing an Application Form for Location Filming.
2. All applications should be submitted to SCO(G) by email at [general@rthk.hk](mailto:general@rthk.hk) or by fax no. 2338 0279.
3. All applications should reach this department at least 7 working days in advance of the proposed filming date.
4. Details of the scene to be taken, nature of activities involved and exact location of filming should be clearly stated in the application form.

**Charges**

1. A fee of HK\$6,870 for the first four hours and \$1,935 for each subsequent four-hour block or part thereof will be charged for the filming.
2. This charge does not include extra government personnel, appliances and equipment required in the filming. If extra government personnel, appliances and equipment are required, the actual cost plus overheads will be charged.
3. A refundable deposit equal to the fee to be charged is required to be paid in advance of the filming.
4. The fee rate will be subject to annual review.

**Conditions**

1. Applicants should sign an agreement to indemnify this department for the provision of service.
2. Applicants may be requested to effect a public liability insurance for the location filming covering damages to the property and any injury or death.
3. No damage should be caused to the property.
4. Onlookers should not cause any nuisance, disturbance or inconvenience to occupants of the property.
5. The name of property should not be identified unless specific permission is obtained.
6. The nature of filming should not cause any embarrassment either to the SAR government or to the occupants of the property. It should not offend the Laws of Hong Kong and be of immoral, defamatory or political favour.
7. Lighting of fire and the use fireworks, explosives and pyrotechnic materials are strictly prohibited.
8. The application is only valid for the temporary usage of the property. Applicants should make their own arrangements to obtain the necessary licenses or permits, from appropriate authorities, for the filming.