



**Application for Location Filming in
Hong Kong Housing Society Properties**

Details of Applicant

Name of Company : _____
Business Address : _____
Name of Contact Person : _____
Post of Contact Person : _____
Telephone Number : _____
Mobile Phone No. : _____
Fax Number : _____

Details of Filming Operation

1. Date(s) : _____
2. Time : from _____ am/pm to _____ am/pm
3. Details of location (please specify the address and exact location where the filming operation will take place, e.g. ground floor lift lobby, etc.):

4. Purpose of filming: (please tick the appropriate box below)

A. Commercial purpose :

- Film (Please submit relevant scripts/synopsis of the film)

Theme: _____ Category: _____

- TV Programme

Theme: _____

- Documentary

Theme: _____

- Advertisement

Product Category: _____

- Others (please specify)

B. Non-commercial purpose:

- Announcement of Public Interest (API)

Related Department(s): _____

- Film (Please submit relevant scripts/synopsis of the film)

Theme: _____ Category: _____

- News / Documentary

Theme: _____

- Educational Materials / Assignment

Category: _____

- Others (please specify)

5. Size of filming crew (including the number of actors/actresses):

6. The need to use power supply or any other utilities inside the estate, if any (please provide full details, e.g. type and number of equipment requiring power supply and the number and type of power socket needed which should comply with the Electricity Supply Regulations and take necessary safety measures):

7. Other special arrangements (e.g. the scene set-up, the use of inflammable material, etc.) :

Signature : _____ Date : _____

Name and Position : _____ Company Chop : _____

Note:

- 1. Please submit the application at least 7 working days in advance of the proposed filming date to the Corporate Communications Section of Hong Kong Housing Society for consideration.*
- 2. Hong Kong Housing Society reserves the right to reject any application without giving reasons.*

LOCATION FILMING BY FILM COMPANIES AND TV STATIONS

1. To facilitate film production in Hong Kong and to create an environment conducive to the long term development of the local film industry, Hong Kong Housing Society will consent to accept applications for location filming on its premises.
2. For all types of shooting, the TV/film company operator has to fill in an application form and send it to the Corporate Communications Section of Hong Kong Housing Society for consideration.
3. Permission can be given for government documentary and non commercial educational film shooting at no cost.
4. For shooting at estate common areas at projects where there are both rental and sale blocks, owners' consent must be obtained before permission can be given.
5. A central register will be kept at Corporate Communications Section at Housing Society's Head Office to record all such activities.

Application for Location Filming in Hong Kong Housing Society Estates

1. The public can apply directly in writing at least 7 working days in advance to Corporate Communications Section at Housing Society's Head Office for consideration.
2. In the application, the following information/particulars must be provided:
 - 2.1 Name of company, organization and responsible person together with address, telephone/fax no.;
 - 2.2 The main theme of the film's story and the script for the particular scene;
 - 2.3 Nature of the film;
 - 2.4 Exact location of the location filming;
 - 2.5 Date, time and duration;
 - 2.6 Number of working members on site;
 - 2.7 Number of equipment, tools to be used;
 - 2.8 Use of explosives, guns and ammunition, other type of weapons such as axes, choppers, long knives;
 - 2.9 Any indecent scene such as sex assault, gang fight, blood shed;
 - 2.10 Anticipated size of crowd attracted; and
 - 2.11 Any need for the use of Hong Kong Housing Society's facilities and equipment.

3. The application will be forwarded to the respective estate for approval and necessary actions.

3.1 Criteria for approval

3.1.1 The name and logo of the Hong Kong Housing Society and the Property shall not be identified.

3.1.2 The nature of the film shall not be a cause of embarrassment to either the Hong Kong Special Administrative Region Government, Hong Kong Housing Society or the Property itself or any of its occupants whether they be tenants or their visitors or other invitees or licencees, nor should it offend the laws of Hong Kong or be of immoral, defamatory or political nature.

3.1.3 Category III, be it of violence nor pornographic in nature would not normally be permitted.

3.1.4 The degree of nuisance, disturbance and inconvenience nuisance caused to the residents.

4. If the application is approved, the applicant is required to sign an undertaking to abide to specific conditions before the location filming actually takes place.

5. Location filming for commercial purposes

When returning the undertaking, the applicant will also have to pay a fee to the Hong Kong Housing Society for using her property. The fees are:

Rates of Charges	Remarks
\$4,650 for the first 4 hours and \$1,100 for each subsequent 4 hours	(a) The fee is inclusive of administrative and supervisory overheads; (b) Exclusive of extra personnel or equipment required to take part in the production of which the actual cost plus overheads should be recovered separately.

6. If the application is not approved, the applicant should be informed of the decision.