



**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 : \_\_\_\_\_  
Fax Number : \_\_\_\_\_  
Email Address : \_\_\_\_\_

**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)

Movie ( Please submit relevant scripts/synopsis of the film )  
Theme: \_\_\_\_\_ Category: \_\_\_\_\_

TV Programme  
Theme: \_\_\_\_\_

Documentary  
Theme: \_\_\_\_\_

Advertisement  
Product Category: \_\_\_\_\_

Announcement of Public Interest (API)  
Related Department(s): \_\_\_\_\_

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.*

## GENERAL GUIDELINE

### 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 scripts for the particular scene;
  - 2.3 Nature of the film;
  - 2.4 Exact location of the filming operation;
  - 2.5 Date, time and duration;
  - 2.6 Number of crew members on site;
  - 2.7 Equipment and 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 sexual subject matter, 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 Shooting of films intended for film classification of Category III, be it of violence or pornographic in nature, shall not be permitted.
    - 3.1.4 The degree of nuisance, disturbance and inconvenience 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.

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

<b>Rates of Charges</b>	<b>Remarks</b>
\$7,000 for the first 4 hours and \$1,770 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.

\* *Fee waiver may be considered under special circumstances such as school projects and charitable activities.*

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

04/2019