

## APPLICATION GUIDELINE

### Application for Location Filming in Hong Kong Housing Society Estates

1. The public should apply in writing at least 10 working days in advance to Corporate Communications Section of Housing Society 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>
\$6,870 for the first 4 hours and \$1,935 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.

02/2024