



香港特別行政區政府海事處

MARINE DEPARTMENT

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

在香港水域或海事處場地拍攝實景申請表

Application for Location Filming within Hong Kong Waters/ Marine Department Premises

**1. 申請人資料 / Particulars of applicant**

申請人

Applicant: \_\_\_\_\_

\*香港身份證 / 商業登記證號碼

\*HK Identity Card / Business Registration Certificate no.: \_\_\_\_\_

地址

Address: \_\_\_\_\_

電話號碼

傳真號碼

Tel. no.:

Fax no.:

\_\_\_\_\_

**2. 拍攝資料 / Particulars of Filming**

節目名稱

Name of programme: \_\_\_\_\_

拍攝用途

Purpose of filming: \_\_\_\_\_

拍攝日期、時間和時段

Filming date, time and duration: \_\_\_\_\_

拍攝位置及 / 或涉及的海事處場地

Filming location and/or Marine Department premises to be involved: \_\_\_\_\_

取景、活動概要

Brief description of scene and activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

需要使用的船隻 (類型及擁有權證明書號碼)

Vessels to be used (Type and Certificate of Ownership No.): \_\_\_\_\_

\_\_\_\_\_

對海上交通安全的影響

Effect on the safety of marine traffic: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

現場負責人姓名

Name of person-in-charge on scene: \_\_\_\_\_

聯絡電話號碼

Contact tel.no.: \_\_\_\_\_

### 3. 承諾 / Undertaking

本人同意嚴格遵守上述場地的一般使用規則和許可證所載條件，特此聲明。

I declare that I agree to strictly observe the general house rules of the above premises and the conditions as stated in the permission.

日期

Date: \_\_\_\_\_

\_\_\_\_\_  
申請人簽署 Signature of applicant

\*請將不適用的刪去 / Delete where inappropriate

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#### 只供本處人員填寫 FOR OFFICIAL USE ONLY

Application \*approved / not approved

Remarks \_\_\_\_\_

P.I.O. \_\_\_\_\_ MO/LPF( )\* \_\_\_\_\_ MO/CH( )\* \_\_\_\_\_

MI I/ \_\_\_\_\_ Permit No. \_\_\_\_\_ Date \_\_\_\_\_

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#### Personal Data Collection Statement 收集個人資料聲明

In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), data subjects have a right to request access to and correction of their personal data provided in the application form. For access to or correction of personal data in the application form, please contact the Officer-in-charge, Licensing and Port Formalities Section/ Harbour Patrol Section/ Cargo Handling Section/ Government Fleet Administration Section of the Marine Department.

根據《個人資料（私隱）條例》（第 486 章），資料當事人有權要求查閱及改正在此申請表提供的個人資料。如須查閱或改正此申請表的個人資料，請與海事處牌照及關務組/海港巡邏組/貨物裝卸組/政府船隊行政組聯絡。

**Marine Department, HKSAR Guidelines for Location Filming**

**Location Filming in the Waters of Hong Kong**

If the filming program will not affect any port user in the vicinity, there is normally no requirement for an approval from the Marine Department. The person-in-charge of the program shall submit the application form for Location Filming within Hong Kong Waters/Marine Department Premises for filming at locations where international and local traffic will likely be impeded, such as fairways, typhoon shelters, Victoria Harbour, ports, boating areas, waters adjacent to gazetted beaches, waters off public piers/landing steps and any location where marine traffic is likely to be busy, or the filming program is likely to affect other port users. The person-in charge shall submit an application form, detailing the purpose, date, time, duration, venue, vessels involved, number of persons involved, communication availability and brief description of the program plan. Submit form to the Principal Information Officer by email to [ipro@mardep.gov.hk](mailto:ipro@mardep.gov.hk), by post to 24th Floor, Harbour Building, 38 Pier Road, Central, Hong Kong or by fax at 2543 8531.

Should an activity during the filming is regulated by relevant provisions of Shipping and Port Control Ordinance Cap 313 or Merchant Shipping (Local Vessels) Ordinance Cap 548, an application for a permit is required. The fee for a permit is \$160.

To clarify whether a permit is required, interested parties may contact Principal Information Officer at 2852 4423 or Marine Officer of Central Marine Office at 2852 3080. The processing time for the filming matters is normally 7 working days after receipt of all necessary information.

Please note that additional permit(s) from specified government departments is (are) required separately for the following cases. An applicant should apply for the following permits as necessary. Note that it is not necessary to produce these permits for the issue of a permit at the Marine Department.

- If explosives, pyrotechnic materials and other dangerous goods (collectively known as special effects materials under the Entertainment Special Effects Ordinance) are used, the applicant should apply for a discharge permit from the Special Effects Licensing Unit of Create Hong Kong (CreateHK). Contact telephone number of the Special Effects Licensing Unit of CreateHK is 2594 0465 or 2594 0466.
- If the filming location is within the boundary of a Marine Park, the applicant should obtain permission from the Agriculture, Fisheries & Conservation Department (AFCD). Contact telephone number of AFCD is 2150 6875.

- If open burning or potential pollution at sea is involved, the applicant should obtain permission from the Environmental Protection Department (EPD). Contact telephone number of EPD is 2838 3111.

### **Location Filming at Public Pier Areas**

For location filming taking part on land area of a public pier, the person-in-charge of the filming program should notify the Police Public Relations Branch (PPRB) if the pier area will be on a non-exclusive basis. He should contact the Film Services Office (FSO) of CreateHK if the filming program will occupy the pier area for exclusive use. Contact telephone numbers: PPRB, 2860 6186 and FSO, 2594 5745. If the filming program will involve vessels berthing at piers, please refer to the guidelines for location filming in the waters of Hong Kong.

### **Location Filming in Marine Department Premises**

For location filming within any premises managed by the Marine Department, provisions under the Accommodation Regulation 636 applies for the use of government property for commercial purpose. A current rate of \$6,640 for the first 4 hours and \$1,890 for each subsequent 4-hour block will be charged. If extra government personnel or equipment is required to take part in the filming program, the actual cost for the required personnel or equipment plus overheads shall be levied in accordance with Accommodation Regulation 637. Another 100% of the total charge is required as deposit, which is refundable upon the request of the applicant. Wage and rent for time overruns as well as compensation for damages are to be charged against applicant's deposit.