

**申請在土地註冊處管理的土地進行外景拍攝**  
**Application for Location Filming at Sites Controlled by the Land Registry**

致： 土地註冊處 (經辦人：宣傳主任)  
To Land Registry (Attn: Publicity Officer)

傳真號碼： 頁數(連此頁)：  
Fax Number \_\_\_\_\_ Pages (including this sheet) \_\_\_\_\_

**申請人資料 Particulars of Applicant**

公司名稱：  
Name of Company \_\_\_\_\_

通訊地址：  
Correspondence Address \_\_\_\_\_

聯絡人名稱：  
Name of Contact Person \_\_\_\_\_

職位：  
Post \_\_\_\_\_

聯絡電話號碼：  
Contact Telephone Number \_\_\_\_\_

傳真號碼/電郵地址：  
Fax. Number/ Email address \_\_\_\_\_

**擬進行的外景拍攝詳情 Details of the Proposed Location Filming**

1. 製作名稱：  
Production Title \_\_\_\_\_

(註：申請必須連同影片大綱一併提交。  
Note: A synopsis of the production must be submitted together with the application.)

拍攝用途：電影 / 電視 / 網上節目 / 廣告 / 推廣 / 公共事務 / 記錄片 / 教育\*  
Purpose of Filming : Film / TV / Internet Programme / Advertising / Promotional / Public  
Affair / Documentary / Educational\*

(\*請刪去不適用者 Please delete where appropriate)

2. 日期 Date	時間 Time#				
	由	時/分	至	時/分	
	from	hr/min	to	hr/min	
	_____	_____	_____	_____	
	由	時/分	至	時/分	
	from	hr/min	to	hr/min	
	_____	_____	_____	_____	

(# 時間包括場地布置和拆除。拍攝時間必須在土地註冊處的非辦公時間進行。  
The time should include preparation and dismantling time. The filming should take place after the office hours of the Land Registry.)

3. 確實外景拍攝場地(請夾附詳細的位置圖及/或列明確實拍攝位置如客戶服務中心大堂)：

Exact Filming Location (please attach a detailed location plan and/or specify the exact location where filming will take place, e.g. lobby of customer centre):

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4. 拍攝隊伍人數(包括製作人員及演員等)，及主要演員名字：  
Number of Film Crew Members (including production staff and actors/actresses) and Name(s) of Leading Actors/Actresses:
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5. 拍攝場面及活動的簡要說明(請附上有關場面的劇本/情節串連圖)：  
Brief Description of the Scene & Activities (please attach scripts of the relevant scenes / storyboard):
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6. 需要使用政府電力或任何其他公用設施(請提供全部詳情，例如需要電力的設備種類及數目)：  
Use of Government Power Supply or Any Other Utilities Required (please provide full details, e.g. type and number of equipment requiring power supply)
- 

7. 需要對物業進行的改建及修復工程(請提供全部詳情)：  
Alteration and Reinstatement Works to Premises Required (please give full details):
- 

### 聲明 Declaration

我／我們已細閱申請指引，現簽署示明同意土地註冊處可能訂下的所有條件。我／我們亦已細閱並明白申請指引末段的「收集個人資料聲明」。

I/We have read the Guidance Notes and hereby sign to signify agreement to all the conditions that may be set out by the Land Registry. I/We have also read and understand the Personal Information Collection Statement at the end of the Guidance Notes.

授權簽署：

Authorized Signature \_\_\_\_\_

名稱 (以正楷填寫)： \_\_\_\_\_

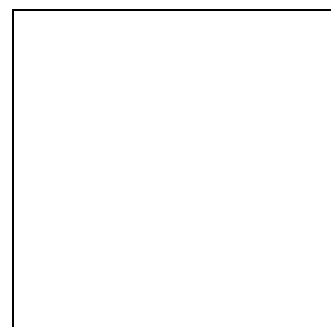
Name (in Block Letters) \_\_\_\_\_

職位： \_\_\_\_\_

Post \_\_\_\_\_

日期： \_\_\_\_\_

Date \_\_\_\_\_



(公司印鑑或圖章)  
(Company Seal or Chop)

申請在土地註冊處管理的地方進行外景拍攝的指引  
**Guidance Notes on Application for Location Filming  
at Sites Controlled by the Land Registry**

1. 引言

**Introduction**

- 1.1 申請人向土地註冊處提交申請表前，須先細閱本指引。

The applicant must read these Guidance Notes before submitting this application to the Land Registry.

- 1.2 就本申請而言，外景拍攝包括電影拍攝、錄影及照片拍攝。

For the purpose of this application, location filming includes the activities of film shooting, video shooting and photographing.

2. 申請程序

**Application Procedure**

- 2.1 申請人須遞交已填妥的申請表，以便提出申請。

Application must be made in writing using the Application Form.

- 2.2 申請表須在擬拍攝日期前**最少十個工作天**以郵遞(地址：香港金鐘道66號金鐘道政府合署28樓)或傳真(傳真號碼：2596 0281)或電郵方式(電郵地址：wendywong@landreg.gov.hk)遞交予土地註冊處的宣傳主任。處理申請時間視乎收齊所需拍攝資料而定。處理複雜的拍攝計劃或需較長時間。如以郵遞方式寄交本表格，請確保為郵件支付足夠郵資，以免申請未能成功送達本處。郵資不足的郵件會由香港郵政處理，本處不會代為繳付欠款及附加費。

The Application Form should reach the Publicity Officer of the Land Registry by post at 28/F, Queensway Government Offices, 66 Queensway, Hong Kong or by fax at 2596 0281 or by email at wendywong@landreg.gov.hk **at least ten working days** in advance of the proposed filming date. The processing time is subject to all the required filming details are submitted and may take longer period for filming of complicated nature. For application sent in by post, please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mails will be handled by the Hongkong Post and the Land Registry will not settle the relevant surcharge payments for underpaid mails.

- 2.3 申請人須清楚填報詳細資料，以資證明。

Information must be clearly stated and given in full in support of the application.

3. 費用

**Charges**

- 3.1 倘本申請獲批准，本處將收取首4小時或不足4小時\$7,000，其後每4小時或不足4小時\$1,770的費用。倘需要額外政府人員/設備支援拍攝，本處將收取實際成本再加行政費用。此外，亦須繳交一筆相當於上述費用的可退還按金。

If this application is approved, a fee of \$7,000 will be charged for the first four hours and \$1,770 for each subsequent four-hour block or part thereof. If extra Government personnel or equipment is required to facilitate the filming, the actual cost plus overheads will be charged. A refundable deposit equal to the amount of the fee is also required.

- 3.2 申請者須以香港特別行政區政府及申請公司聯名名義，自費購買650萬元至3,000萬元(視乎風險程度而定)的公眾責任保險，保險的條款及條件須經由部門批准。

Applicant shall effect a public liability insurance in the sum of \$6.5 million to \$30 million (depending on the risk level) in the joint names of the Government of the HKSAR and the company at its own expense, with terms and conditions to be approved by the Department.

- 3.3 在申請獲得接納後，申請人須簽訂協議，承諾就拍攝外景所引致任何對土地註冊處的一切申索、財產損壞及身體損傷，向土地註冊處作出適當補償。申請人並須在拍攝前繳交相關費用及按金。

If the application is accepted, the applicant is required to sign an agreement to indemnify the Land Registry from all claims against the Land Registry and any damages to property and injuries to persons arising from the location filming. The applicant is also required to pay the relevant charges and deposit prior to the filming.

- 3.4 假如物業及其設備沒有因拍攝而造成任何損毀，本處會安排在拍攝後十個工作天內以支票退還按金。有關支票將按申請表的通訊地址以郵遞方式寄上。

Refund of deposit will be made by cheque and arranged within ten working days after the event if there is no damage to the premises and facilities. The cheque will be sent by post to the corresponding address as provided in the Application Form.

#### 4. 條件

##### Conditions

- 4.1 就外景拍攝事宜，申請人須自行作出安排，向有關主管當局領取任何所需牌照／許可證。

The applicant should make his own arrangements to obtain any necessary licence/permit from the appropriate authorities in respect of the location shooting.

- 4.2 嚴禁燃點火種或使用煙花、爆炸品及任何煙火物品。

Lighting of fire or the use of fireworks, explosives and any pyrotechnic material is strictly prohibited.

- 4.3 申請人須遵照在場的土地註冊處授權人員所發出的指引及指示。

The applicant should follow the directions and instructions given on site by the Land Registry's authorized personnel(s).

- 4.4 除非事前提出明確的要求並得到允許，否則不得顯示土地註冊處的名稱。

The name of the Land Registry shall not be identified unless specific permission is first sought and obtained.

- 4.5 未經土地註冊處事先以書面批准前，申請人不得在有關政府物業內搭建任何固定裝置或設備，或對物業(包括物業內所有設備)作出任何改動。

The applicant shall not, without the prior written approval of the Land Registry, erect any fixtures or fittings in the premises or make any alterations to the premises, inclusive of any fittings therein.

- 4.6 申請人於離開該物業或許可使用期限屆滿時(視屬何情況而定)須：

- (a) 自費將所有器材、設備及固定裝置搬離土地註冊處的物業；
- (b) 使物業保持清潔、衛生及整潔，以土地註冊處滿意為準；以及
- (c) 倘若外景拍攝後留有任何道具或廢物，或對土地註冊處的物業造成損壞，申請人必須悉數承擔任何費用，以及土地註冊處將會收取的日常經費。

The applicant shall upon leaving the premises or upon the expiry of the permitted period of use as the case may be:

- (a) remove at his own cost all its equipment(s), fitting(s) and fixture(s) from the Land Registry's premises;
- (b) leave the premises in a clean, hygienic and tidy condition to the satisfaction of the Land Registry; and
- (c) if props, debris remained after the location filming and or damages have been caused to the Land Registry's premises, the applicant shall bear any costs in full plus overhead that the Land Registry will charge.

4.7 土地註冊處可於理據充分的情況下訂定額外條件。

Additional conditions may be specified by the Land Registry when circumstances so justify.

4.8 對於是否批准申請，土地註冊處擁有絕對酌情決定權。

Approval of the application will be at the absolute discretion of the Land Registry.

## 5. 收集個人資料聲明

### Personal Information Collection Statement

5.1 本表格收集的個人資料，將用於處理有關申請外景拍攝事宜及作通訊之用。

The personal data collected in this form will be used for the purpose of processing applications related to location filming and for facilitating communications.

5.2 提供個人資料與否純屬自願。倘若你不提供本表格所要求的資料，你的申請可能不獲處理。

The provision of your personal data is voluntary. If you fail to provide information as required in this form, your application may not be processed.

5.3 為了上述目的，收集的個人資料或會披露或轉交予相關人士。

In furtherance of the above purposes, the personal data collected in this form may be disclosed or transferred to parties relevant.

5.4 你有權要求查閱及要求更正你的個人資料。

You have a right to request access to your personal data held by the Land Registry and to request its correction.

5.5 你如欲要求查閱或更改個人資料，可致函香港金鐘道66號金鐘道政府合署28樓土地註冊處的個人資料(私隱)主任。

Should you wish request access to or correction of your personal data, you should write to the Personal Data Privacy Officer of the Land Registry at 28/F, Queensway Government Offices, 66 Queensway, Hong Kong.