

**Application for Hiring of Police Premises
for Location Filming**

To: Commissioner of Police (Attn: CIP TV & Films Liaison Section PPRB)

Fax: (852) 2200-4500

Total pages: _____

From: (1) Name of Company: _____

(2) Name of Applicant: _____ HKID No.: _____
Position: _____ Mobile No.: _____

(3) Business Address: _____
Tel: _____ Fax: _____ Email address: _____

(4) Name of the Film/Production: _____

(5) Filming Date & Time: _____

(6) Filming Location: _____

(7) Nature of the Film: Commercial/documentary/TV drama/ Others (please specify)
(please delete as appropriate) _____

(8) Charges of hiring Police Premises:
HK\$7,000 for the first four hours and **\$1,770** for each subsequent four-hour block

(9) Application to waive charges: Yes / No (please delete as appropriate)

(10) If yes to (9), please give reasons: _____



Signature of Applicant: _____

Date: _____

Note:

Please download this form and fill in the particulars required. You can either submit this form together with the following material by fax (fax no. (852) 2200-4500) or by person/delivery to "Police Public Relations Branch at 11/F, Arsenal House, Police Headquarters, No.1 Arsenal Street, Wanchai, Hong Kong " at least **7 working days** prior to the actual date of filming for processing:

(1) Script of this particular scene.

(2) Synopsis of the film if this is the first application of the film.

(3) Application for 'Uniform Permit' if artistes are going to wear Resembled Uniforms.

(4) Application for Permission to use Modified Firearms if modified firearms are to be used.

TV & Films Liaison Section

Personal Information Collection Statement

1. We collect personal data from you in this form for the purpose of processing applications related to location filmings and correspondence.
2. You are not obliged to supply the data but failing to supply may result in failing to obtain the related permit.
3. In furtherance of the above purpose, the data collected will be transferred to other government departments or a police district where the location filming will take place.
4. You have a right of access to your personal data and to request its correction.
5. Should you wish access to your personal data or to correct it, you should write to:

Chief Inspector of Police, TV & Films Liaison Section,
Police Public Relations Branch,
11/F, Arsenal House, Police headquarters,
No.1 Arsenal Street,
Wanchai,
Hong Kong.

Telephone : (852) 2860-6186 (TV & Films Liaison Section)
Fax : (852) 2200-4500
Email : ip-sip-co-ordination-pprb@police.gov.hk