

Guidelines on permit application for commercial location filming in country parks or special areas

A. Application procedures

1. Applications to the Agriculture, Fisheries and Conservation Department (AFCD) can be made 3 months in advance of the filming activity at the earliest, and at least 3 working days before the filming day. Applications made after the filming activity will not be accepted. The submission time starts at 8:00am every day. If more than one application regarding the same venue for the same period is received, the AFCD will process the applications on a first-come-first-served basis.
2. In order to process the application promptly, information mentioned in Part C of the application form must be provided when submitting the application.
3. Country parks are for public enjoyment, and applicants should as far as possible avoid constructing or erecting shelters, buildings or huts. If there is a need to do so, this should be indicated specifically on the application form, specifying the design of the proposed structures and providing information on their size, number and location to be erected. In general, each shelter should not cover an area exceeding 10 m². Applicants may refer to Annex I for common types of shelters. If the AFCD's on-site staff find that the size, number, design and location of erection of such shelters, buildings or huts are different from those specified on the application form, they may demand the applicant to remove the shelters, buildings or huts concerned. The AFCD reserves the right to take legal action against the applicant for any discrepancy.
4. Applicants should as far as possible avoid displaying signs, notices, posters, banners or advertisements. If there is a need to display such items which are larger than A3 size, this should be indicated specifically on the application form. Banners or signs may only be hung at the main entrance or the main activity venue, and must not be hung on trees. Application for display of items purely for commercial advertising purposes will not be approved. In general, all display items should not exceed the size of 1 m X 4 m. If the AFCD's on-site staff find that the size, number and location of display of such items are different from those specified on the application form, they may demand the applicant to remove the items concerned.

5. Each filming period under application should not extend over 6 days. Permission will normally not be granted for commercial filming on Saturdays, Sundays or public holidays.
6. Permission of the filming activity does not mean the organizers have the exclusive right to use the venue concerned. General public and government vehicles are free to use the venue as well.
7. After the issue of a permit, any request for amendments of information provided on the application form should reach AFCD in written format at least 3 working days before the filming day for consideration of the amendment. Any request for amendments to details of filming activity as shown in paragraph 1, paragraphs 6-8 of the form may be regarded as a new application, and a regular permit fee will be charged upon approval.
8. Successful applicants will be notified by email, fax or telephone. They are required to pay the relevant fees within 5 working days upon notice and before the commencement of the location filming activity; and obtain the permits. Permission for the applications will be revoked if the applicants fail to pay the relevant fees within the specified period. Note: Permits must be obtained before the commencement of location filming activity.
9. Successful applicants may pay the relevant fees in person at AFCD's Headquarters (5/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon), or via online payment (by credit card only). Upon confirmation of successful payment, AFCD will send the electronic commercial location filming permit to the applicant by email. Unless otherwise requested, no printed copy of the permit will be provided to the applicant. Applicants may select to collect the printed copy permit in person or by post, if necessary.
10. Applicants are required to collect the permit(s) in person if the online payment has been successful in:
 - (a) less than 3 working days prior to the permit use date; or
 - (b) less than 6 working days prior to the permit use date if the applicants have requested a printed copy of the permit or applied for vehicle permit(s).

11. Permit fees are payable upon collection of permits at the following rates: \$250 for each filming activity per day; \$317 for each shelter; and \$250 each month (or for a period less than a month) for the display of any sign, notice, poster, banner or advertisement. The fees are subject to adjustment without prior notice. Permit fees paid will NOT be refunded under any circumstances.
12. Information about permitted filming activities, including the location, date and time may be uploaded to AFCD's website for public inspection. If the applicant considers that some of the information should not be made available on our website, he should specifically indicate this and give justifications for our consideration when submitting the application.
13. If there is a need to bring vehicles into country parks, this must be indicated specifically when submitting the application. If the details of vehicles to be used could not be confirmed when applying the commercial location filming permit, the applicant should submit a written application for bringing vehicles into country parks at least 3 working days before the filming day. Vehicles over 5.5 tonnes are not allowed to enter country parks. **Upon approval, applicants should obtain the hard copy vehicle entry permit (in person/by registered post which will normally take at least 6 working days), and should display the permit on the vehicle's window when in use.**
14. Applicants issued with AFCD's filming permits still need to apply for other permits required by law. They should check for themselves whether they need to approach other government departments such as the Water Supplies Department or the Hong Kong Police Force in respect of the filming activities.
15. Applicants must observe closely the conditions listed on the filming permits and they have the responsibility to remind all participants and workers of the conditions. The AFCD reserves the right to revoke any permits issued and person(s) violating the Country Parks and Special Areas Regulations may be liable to prosecution.

B. Areas where approval for location filming will NOT be granted in principle:

1. Tai Po Kau Nature Reserve
2. Tung Lung Fort
3. Ng Tung Chai
4. Pok Fu Lam Country Park
5. Tai Tam Country Park
6. Tsiu Hang Lions Nature Education Centre
7. Chiu Keng Tam
8. Shing Mun Fung Shui Woodland
9. Any Site of Special Scientific Interest
10. Any country park management centre

C. Filming of the following scenes are strictly PROHIBITED:

1. Lighting of fire or the use of fireworks, explosives or any pyrotechnic material
2. Chasing or rallying of vehicles (including motorcycles and bicycles)
3. Fishing in reservoir area during ‘off-fishing-season’
4. Bathing, washing, swimming or boating in reservoir area and/or water gathering grounds
5. Stunt acts involving actors jumping from trees with wire hanging to trees, and those causing the damaging or killing or felling of any tree or bamboo
6. Any other acts restricted by the Country Parks and Special Areas Regulations (such as bringing in cattle, horses, sheep, goats, pigs or poultry) and the Laws of Hong Kong, unless specific permission has been granted

D. Filming crew vehicles will NOT in principle be allowed to enter the following country park areas:

1. Between Shing Mun Fung Shui Woodland and Tai Po Kau Nature Reserve
2. Between Twisk Management Centre and Tai Lam Chung Management Centre
3. Tracks inside Lung Fu Shan Country Park

E. Erecting props or structures in the following areas are generally NOT permitted:

1. Close to country park management centres and warden posts
2. Inside any picnic/barbecue/camp sites
3. On hilltops

Annex I

Common types of shelters

