

## Agriculture, Fisheries and Conservation Department

### Permit Application for Commercial Filming in Country Parks or Special Areas

To : Agriculture, Fisheries and Conservation Department  
5/F, Cheung Sha Wan Government Offices  
303 Cheung Sha Wan Road, Kowloon.

Fax : 2317 0482

E-mail : [cpfilming@afcd.gov.hk](mailto:cpfilming@afcd.gov.hk)

#### **Part A** Particulars of applicant

1. Name of organization / company: \_\_\_\_\_

2. Mailing Address\*: \_\_\_\_\_

*(\*Please ensure the mailing address is correct for the delivery of permits by post)*

3. Name of applicant: \_\_\_\_\_

4. Telephone/mobile phone no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

Email address: \_\_\_\_\_

*(\*Please ensure the email address is correct for sending of electronic permit)*

5. No. of participants: \_\_\_\_\_ Age range: \_\_\_\_\_

#### **Part B** Details of filming activity --- Please tick as appropriate

##### 6. Commercial filming (\$250 per day)

Nature of filming (e.g. movie, drama series, advertisement, etc.; use additional sheet if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Location (country parks and places): \_\_\_\_\_

- Please attach:**
1. Detailed location map in scale of 1:25000 or larger
  2. Description of filming activity or script

**7. Construction or erection of shelter, building or hut** (\$317 for each structure)

Do you need to construct or erect any shelter, building or hut?  Yes  No

Please give details of all shelters (use additional sheet if necessary):

Type	Size	Quantity	Location

**(Please attach photos of the shelter(s) to be used)**

**8. Display of sign, notice, poster, banner or advertisement** (\$250 per month / for less than one month)

Do you need to display any signs, notices, posters, banners or advertisements?  Yes  No

Please give details of any signs, notices, posters, banners or advertisements (use additional sheet if necessary):

Size	Quantity	Description / purpose	Location

**(Please attach the design of signs, notices, posters, banners or advertisements)**

**9. Props**

Do you need to use any props?  Yes  No

Please list all the props to be used (use additional sheet if necessary):

Type	Size	Quantity	Purpose

**(Please attach the design or photos of the props to be used)**

**10. Other facilities or equipment**

Please provide information on the type, quantity and size of other facilities or equipment you will use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 11. Use of vehicles

Do you need to use any vehicles?  Yes; number of vehicles \_\_\_\_\_  No

**(If you need to use vehicles, please submit a separate application for vehicle entry permit(s))**

### **Part C** Submission of information

To ensure the application is processed promptly, please provide the following information with your application:

- Detailed location map
- Detailed filming description or scripts of the relevant scenes
- Photos of shelters (if needed)
- Design of sign(s), poster(s), banner(s) or advertisement(s) (if needed)
- Design or photos of prop(s), facilities and equipment (if needed)
- Organization registration document (e.g. Business Registration, Companies Registry)

### **Part D** Payment and permit collection method

Electronic permit will be sent to the email provided in Part A within 3 working days upon payment successful.

**\*If vehicle entry is required, the vehicle entry permit(s) must be separately sought and obtained in hard copy (by registered post/ in person) for display on vehicle's window.**

Please select your preferred payment method.

- In person
- By online payment (credit card) #

Unless otherwise requested, no printed copy of the permit will be provided to the applicant.

Do you need a printed copy of the permit?

- No
- Yes – collect in person
- Yes – collect by post # - registered post will normally take at least 6 working days upon successful confirmation of online payment.

**Note: #Applicants must collect the permit(s) in person if:**

- (a) your online payment has been successful in less than 3 working days prior to the permit use date; or**
- (b) your online payment has been successful in less than 6 working days prior to the permit use date and you have applied for vehicle permit(s) or requested for a printed copy of the permit.**

## **Part E**    **Personal Data Collection Statement**

### Purpose of Collection

1. The personal data provided by means of this form will be used by the Agriculture, Fisheries and Conservation Department (and the Country and Marine Parks Authority) for one or more of the following purposes:
  - a. activities relating to the processing of your submission in this form;
  - b. administration and enforcement of the Country Parks Ordinance (Cap. 208), its subsidiary legislation (Cap.208A) and relevant Hong Kong laws;
  - c. complaint investigations;
  - d. statistical analysis and research purposes;
  - e. to facilitate communications between the Department and yourself; and
  - f. any other legitimate purposes as may be required, authorised or permitted by law.
  
2. The provision of personal data by means of this form is voluntary. In the event that you do not provide sufficient information, this Department may not be able to process your application.

### Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to:
  - a. other Government bureaux and departments, and relevant organisations for the purposes mentioned in paragraph 1 above; and
  - b. other persons as permitted by the relevant legislation.

### Access to Personal Data

4. Subject to exemptions under the Personal Data (Privacy) Ordinance (Cap.486), you have the right to request access to and correction of personal data submitted to this Department with respect to your application. The right of access includes the right to obtain a copy of the personal data provided by this application form.

### Enquiries

5. Enquiries concerning the personal data collected by means of this application form, including the making of access and corrections, should be addressed to:

**(Attn: Personal Data Administration Officer)**

**5/F, Agriculture, Fisheries and Conservation Department,**

**Cheung Sha Wan Government Offices,**

**303 Cheung Sha Wan Road, Kowloon**

(Please provide reference number related to the form or relevant permit issued for onward action).

- I have read, understood and agreed to the above Personal Data Collection Statement.

**Part F Declaration**

I, the undersigned, hereby apply for commercial filming in country park(s)/ special area(s), with the particulars of which are set out above.

I have read and understood the guidelines on permit applications and understand that if I am granted a permit for this application, I will be responsible as a permit holder for observing the terms of every condition in the permit.

Applicant's signature : \_\_\_\_\_

Applicant's name  
(in block letter): \_\_\_\_\_

Company chop: \_\_\_\_\_

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

**\*\*It is advised to read the guidelines before the submission of an application\*\***

FAQ and guidelines to application:

[www.afcd.gov.hk/english/application\\_form/permit/permit\\_cou/cou\\_app\\_pricp.html](http://www.afcd.gov.hk/english/application_form/permit/permit_cou/cou_app_pricp.html)

Enquiry: 2150 6868