

Guidance Notes on Application for Location Filming at Judiciary Premises

1. Introduction

- 1.1 The applicant must read the Guidance Notes before submitting this application to the Judiciary.
- 1.2 For the purpose of this application, location filming includes the activities of film shooting, video shooting and photographing.

2. Application Procedure

- 2.1 Application must be made in writing using the Application Form.
- 2.2 Duly completed application form should reach the Administration Sub-section, Judiciary for the attention of Judiciary Executive (Administration) 1 (Tel. No: 2867 2726) at least **One Month** in advance of the proposed filming date by post at 3/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong ,by fax at 2869 0640 or by email enquiry@judiciary.hk for processing. No advance application beyond three calendar months will be accepted.
- 2.3 Information must be clearly stated and given in full support of the application. Failure to provide information may delay processing of the application.

3. Charges

- 3.1 For an application that will involve brief session(s) of location filming, if and when the application is approved, a fee of HK\$6,870 will be charged for the first four hours and HK\$1,935 for each subsequent four-hour block. If extra resources from Government are required to facilitate the application, the actual cost(s) plus overhead will be charged. A refundable deposit equivalent to the total amount of the fees is also required.
- 3.2 If the application is accepted, the applicant is required to sign an agreement to indemnify the Judiciary from all claims against the Judiciary and any damages to property and injuries to persons arising from the location filming and to accept any conditions applying to individual application stated therein.

4. Conditions

- 4.1 The applicant should make his own arrangements to obtain any necessary licence/permit from the appropriate authorities in respect of the location filming.
- 4.2 Lighting of fire or the use of fireworks, explosives and any pyrotechnic material is strictly prohibited.

- 4.3 The applicant should follow the directions and instructions given on site by the Judiciary's authorized personnel(s) (e.g. Property Attendants and Security Guards).
- 4.4 The applicant shall not erect any fixtures or fittings in the premises or make any alterations to the premises, inclusive of any fittings therein.
- 4.5 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 Judiciary premises;
 - (b) leave the premises in a clean, hygienic and tidy condition to the satisfaction of the Judiciary; and
 - (c) if props, debris remained after the location filming and/or damages have been caused to the Judiciary premises, the applicant shall bear any costs in full plus overhead that the Judiciary will charge.
- 4.6 All indoor areas in the Judiciary premises are statutory no-smoking areas. Smoking or carrying a lighted cigarette, cigar or pipe in these areas are strictly prohibited in accordance with the Smoking (Public Health) Ordinance . Any person found in contravention of the relevant Ordinance commits an offence and is liable to a fixed penalty of \$1,500 or summary conviction to a fine of \$5,000.
- 4.7 Except with approval granted, no location filming with any smoking act can take place in Judiciary premises.
- 4.8 Additional conditions may be specified by the Judiciary when circumstances so justify.
- 4.9 Approval of the application will be at the absolute discretion of the Judiciary.

Personal Information Collection Statement

A. Purpose of Collection

1. Personal data provided by means of this form will be used by the Judiciary to process the application for location filming at Judiciary premises.
2. The data may also be used for the compilation of statistics on the number and nature of applications received by the Judiciary. The outcome of the resulting statistics will not be in a form that will identify your application and any of your personal data.
3. The provision of your personal data is voluntary. If you do not provide sufficient information, the Judiciary may not be able to process your application.

B. Classes of Transferees

4. Personal data in this form or copies of which, will be disclosed or transferred to parties relevant and necessary for the purposes as stated in paragraphs 1 and 2 above.

C. Access to Personal Data

5. You have a right to request access to and correction of your personal data provided in this form in accordance with the Personal Data (Privacy) Ordinance (Cap. 486).
6. You should make your access request in respect of this form by completing the Data Access Request Form specified by the Privacy Commissioner for Personal Data under section 67 of the Personal Data (Privacy) Ordinance. The Form is accessible at http://www.judiciary.gov.hk/en/crt_services/pphlt/pdf/jud39e.pdf and available at all enquiry counters of the Judiciary.
7. Your right of access includes the right to obtain a copy of your personal data provided in this form subject to payment of a fee.

D. Enquiries

8. Enquiries concerning your personal data provided in this form, including making access and corrections, should be addressed to –

Judiciary Executive (Administration) 1
3/F, High Block, Queensway Government Offices,
66 Queensway, Hong Kong
Tel: 2867 2726
Fax: 2869 0640