

## **Guidelines for Commercial Filming and Photography in the West Kowloon Cultural District (Public Open Spaces)**

### **Introduction**

The West Kowloon Cultural District (WKCD) provides a world class filming location set against the stunning backdrop of Hong Kong's iconic city skyline and harbour. The West Kowloon Cultural District Authority (WKCDA) welcomes film-makers, production houses and photographers who wish to use WKCD and these guidelines provide information on how to apply for commercial filming and photography.

Any commercial filming or photography that takes place within the public open spaces of WKCD requires written permission from the WKCDA before it can proceed.

### **Definition of Terms**

**“Public Open Space”** means any space within WKCD as delineated on a plan published by the WKCDA under section 5(1) of West Kowloon Cultural District (Public Open Spaces) Bylaw (Cap 601A), which is shown as the Public Open Spaces Boundaries Plan on the WKCDA's website ([www.westkowloon.hk](http://www.westkowloon.hk)).

**“Filming”** refers to all forms of moving image production. This includes but is not limited to films, television, commercials, music promos, documentaries, corporate promos and interactive digital media.

**“Photography”** refers to all forms of still, digital and photo imaging. This includes but is not limited to advertising, editorial, fashion and corporate photography.

**“Commercial filming or photography”** refers to all forms of filming and photography (digital or non-digital imaging) undertaken as a business for the purpose of a gain, and is broadly classified as Commercial Filming, Commercial Photography and Commercial Wedding Photography under these Guidelines.

### **Application for Commercial Filming or Photography**

#### **Commercial Filming**

Applicants shall provide details of the proposed date and time, proposed locations, content and nature of the script, crew size, talent, potential stunts, special effects, use of equipment and other relevant information for WKCDA's consideration.

A site visit may be required to discuss the details of the filming before an application is approved.

Application shall be made at least 1 month before shooting. For complicated filming, a longer application time shall be required.

### **Commercial Photography**

Applicants shall provide details of the nature of the photography, proposed date and time, proposed locations, crew size and other relevant information for WKCDA's consideration. Application shall be submitted at least 14 working days before shooting.

### **Application Form for Commercial Filming or Photography**

All applications should be made via enquiry email on the WKCDA's website.

Each application will be assessed on a case-by-case basis and the WKCDA has absolute discretion in approving the application.

### **Commercial Filming and Photography Agreement**

Upon approval of the application, a formal agreement shall be executed between the applicant and the WKCDA. Filming or photography cannot go ahead unless a legally binding agreement is in place.

### **Application for Commercial Wedding Photography**

Commercial wedding photographers are required to apply for a one-year permit, then register with WKCDA for each shooting. Application shall be made at least 7 working days in advance for the one-year permit and 3 working days in advance for registration of each shooting.

### **Fee**

The Authority is committed to proactively raising income to support the management of the Public Open Spaces, therefore a fee will be charged for Commercial Filming, Commercial Photography and Commercial Wedding Photography. The assessment of the fee depends on the duration, scale and the nature of the filming and photography.

### **Enquiries**

For any enquiry, please feel free to contact 2200 0876 or email to [venuehire@wkcda.hk](mailto:venuehire@wkcda.hk)