



Application for Location Scouting at Sites/Premises Controlled by the Government Property Agency

This form should be completed in FULL and returned by one of the following means to :-

By post to
Government Property Agency – Property Management Division
38/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong;

By fax to 2596 0859; or

Submission electronically through GovHK (<https://eform.cefs.gov.hk/form/gpa008/en/>)

Details of Application

Sites/Premises: _____

Date: _____

Time: from _____ to _____ [only 45 Minutes is allowed]

Nos. of person in scouting party: _____

Photographs, if any are taken, will not be used for commercial purpose. If they are so used, I understand that I am liable to a charge for the use of the premises for commercial purpose, the current rate of which is HK\$7,110 for the first four-hour block and HK\$2,050 for each subsequent four-hour block.

Name of applicant: _____ Signature of applicant: _____

Position of applicant: _____

Tel. : _____ Mobile Tel. : _____

Fax./Email Address : _____

Name of company: _____ Company Chop : _____

Address: _____

Date of Application: _____

To: _____

The above application is granted subject to the following conditions:

- a. Notwithstanding anything to the contrary in this application document, GPA reserves the right to reject the application, withdraw the granted permission or order the Applicant to immediately cease the location scouting on the grounds that the Applicant has engaged, is engaging, or is reasonably believed to have engaged or to be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the rejection, withdrawal or cessation is necessary in the interest of national security, or is necessary to protect the public interest, public morals, public order or public safety of Hong Kong. GPA further reserves the right to seek injunction or the prohibition against the use of the relevant film, photograph, etc.. For the avoidance of doubts, the word “engage” or its variants in this paragraph shall include but not be limited to aiding, abetting, counselling or procuring. The decision of GPA regarding the said rejection, withdrawal or cessation shall be final, conclusive and binding on the Applicant. The Government of the Hong Kong Special Administrative Region of the People’s Republic of China shall not be liable for any cost, expense or loss incurred by the Applicant arising from or incidental to such rejection, withdrawal or cessation.

- b. You shall be liable for and shall fully indemnify the Government of the Hong Kong Special Administrative Region of the People’s Republic of China against any expense, liability, loss, claim or proceedings in respect of any damage whatsoever to any property real or personal insofar as such damage arises out of in the course of by reason of the carrying out of the filming, scouting or activities in or about the Property and is due to any negligence, omission or default of your company or any persons for whom your company is responsible.

On approval, please present this form to the Site Manager when you come for location scouting.

Signature: _____ Name: _____
For Government Property Administrator Date: _____

Personal Information Collection Statement

- (i) The information provided in this form will be used for processing the application for location scouting at sites/premises controlled by the Government Property Agency and other related property management matters.
- (ii) The provision of personal data in this form is voluntary. However, it is in your interest to complete this form fully and accurately. Failure to do so may lead to delay in processing your application or may make it impracticable to process such matter.
- (iii) You have a right to request access to and correction of your personal data provided in this form. Such request may be made in writing to the Government Property Administrator (Attn: Departmental Secretary) on 9/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.

Extract of The joint-user government offices and miscellaneous sites under GPA's purview

The applicant could make reference to the following list of joint-user government offices and miscellaneous sites under GPA's purview. Applicant should refer to GPA's website for latest information. (<https://www.gpaproperty.gov.hk/en/government-properties/property-management.html>).

Government joint-user buildings	Miscellaneous Sites
Aberdeen Fisheries and Marine Offices	Former Green Island Recreation Centre
Central Government Pier	Radio Communication Repeater Station at Victoria Peak
Harbour Building	Victoria Road Ex-Police Detention Centre (Eastern Portion)
Queensway Government Offices	Sailing Look
Rumsey Street Multi-Storey Car Park Building	Tai Tam Tuk Raw Water Pumping Station Staff Quarters
Western Magistracy Building	Kowloon City Vehicular Ferry Pier
Eastern Law Courts Building	Man Nin Street Government Quarters (Government owned area only)
Immigration Tower	Pak Tin Bungalow
North Point Fire Brigade Building	Tai Mei Tuk Government Holiday Bungalows, Nos. 5, 7, 8 and 9
North Point Government Offices	Cheung Sha Government Holiday Bungalows No. 6, 8 and 9
Oi Kwan Court	Lower Shing Mun Bungalows and Ex-Tsuen Wan Filter Station - No. 9 Bungalows
Revenue Tower	Ex-Perowne Barrack
Southern Centre	Tai Mo Shan Radar Station
Wanchai Tower	
Wu Chung House	
Kowloon East Government Offices	
Ngau Tau Kok Government Offices	
Tokwawan Market and Government Offices	
Trade and Industry Tower	
Cheung Sha Wan Government Offices	
Ho Man Tin Government Offices	

Kowloon Government Offices
Lai Chi Kok Government Offices
Mongkok Government Offices
Pui Ching Road Government Offices
Sham Shui Po Government Offices
Wang Cheong Building
West Kowloon Government Offices
Treasury Building
North District Government Offices
Sai Kung Government Offices
Sha Tau Kok Rural Building
Sha Tin Government Offices
Ta Kwu Ling Rural Centre Government Building
Tai Po Government Offices
Kwai Hing Government Offices
Mui Wo Government Offices
Peng Chau Government Offices Building
Tai Hing Government Offices
Tai O Government Offices Building
Tsuen Wan Government Offices
Tsuen Wan Multi-storey Carpark Building
Tuen Mun Government Offices
Tuen Mun Government Storage Centre
Yuen Long District Office Building
Yuen Long Government Offices

2/2026