

## **GUIDELINES FOR APPLICATION FOR CLOSED CIRCUIT TELEVISION LICENCE**

The following guidelines for application for Closed Circuit Television Licence (hereinafter referred to as CCTV Licence) are issued pursuant to Section 6D(2)(a) of the Telecommunications Ordinance (Cap 106).

In accordance with the Telecommunications Ordinance (Cap 106), a person is required to obtain a telecommunications licence to establish or maintain a means of telecommunications. The person who wants to establish and maintain a closed circuit television system consisting of a television transmitter unit, with or without an associated audio system, connected by wire to reception units is required to apply for a CCTV Licence.

Applications for CCTV Licence should be made in writing to:

Office of the Communications Authority  
29/F, Wu Chung House  
213 Queen's Road East  
Wan Chai, Hong Kong

### **INFORMATION REQUIRED FROM APPLICANT**

The applicant should provide the following information and documents:

- (1) Copies of Business Registration Certificate and Certificate of Incorporation (for application in the name of a person, please provide copy of personal identification document).
- (2) The purpose of establishing the proposed CCTV system.
- (3) The responsible person of the proposed CCTV system.
- (4) The technical details about the proposed CCTV system including:
  - (i) a schematic diagram showing the system configuration;
  - (ii) a description of the services to be provided and the number of radio frequency channels to be used (e.g. if signals are distributed in a coaxial cable network) and
  - (iii) the number of transmitter units and reception units and their locations of installation.
- (5) The target commissioning date of the system.

### **PERIOD OF VALIDITY OF LICENCE**

The licence shall be valid until the first day, in the year next following the year in which it was issued, of the month next following the month in which it was issued and, subject to the discretion of the Communications Authority, may be renewed for a period of one year at a time.

## **LICENCE FEE**

- (1) Subject to paragraph 2, a fee of \$150 for every transmitter unit and \$80 for every reception unit shall be payable on the issue or renewal of a closed circuit television licence.
- (2) If, during the period of 12 months following the issue or renewal of the licence-
  - (i) more than the number of reception units specified in the licence is in operation, there shall be payable at the end of such period, in respect of each additional such reception unit, a further fee of \$7 for each whole month during which the reception unit was in operation;
  - (ii) less than the number of reception units specified in the licence is in operation, the Communications Authority shall, at the end of such period, refund to the licensee in respect of each reception unit below that number a sum of \$7 for each whole month during which the reception unit was discontinued.

## **CONDITIONS FOR THE LICENCE**

There are a number of conditions applicable to CCTV Licences. The principal ones are as follows:

- (1) The licensee is to provide an information or security communication system or other system specified in the licence.
- (2) The licensee shall not transmit by means of the system-
  - (i) any advertising material other than such material as-
    - (a) advertises only the goods or services sold or provided by the licensee; or
    - (b) is transmitted free of charge by the licensee;
  - (ii) any sound programmes, broadcast messages or television programmes broadcast by any authorized sound broadcasting or television broadcasting stations.
- (3) should not cause interference with any other means of telecommunications.
- (4) No wire forming part of the system should cross any street or unleased Government land without the written consent of the Communications Authority.

## **ENQUIRIES**

Any person who has enquiries relating to licensing matters may

- (1) call us on 8102 4100;
- (2) fax to 3460 1699;
- (3) mail to In-building Subsection, Office of the Communications Authority, 29/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong; or
- (4) email to [in-bldg@ofca.gov.hk](mailto:in-bldg@ofca.gov.hk).